

# Delivery Program / Operational Plan

# Quarterly Progress Report

2020/2021 Q2 (October-December 2020)

## 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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Deliver a range of programs, activities and events and ensure they are planned, promoted and executed in an efficient, inclusive and professional manner.	1.1a (1)	Develop and revise protocols for Civic Events and Ceremonial Functions based on latest Covid-19 advice	Business Coordinator	In Progress	Updated Policy with reference to COVID Safety Guidance to be included and presented back to Council for updated resolution in March 2021.
Work with our community to promote community spirit by assisting with the administration, organisation and promotion of events and community gatherings as required.	1.1a (2)	Develop and conduct a community survey to gauge community interests and expectations regarding local events and activities	Business Coordinator	In Progress	Consultation with Tourism Economic Development Officer to formulate Survey. Survey to be distributed in March 2021 Newsletter, Snippets and FB campaign.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Encourage the development of initiatives to welcome new residents and make them aware of the opportunities which exist in the local government area.	1.1a (3)	Develop and retain current centralised information on the LGA's attributes in the towns and villages including features, events and 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.
Provide modern, vibrant and relevant library services, programs and activities to the community in conjunction with Riverina Regional Library (RRL).	1.1a (4)	Consider the needs of stakeholders in developing library collections and services 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.
	1.1a (4)	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Build and sustain partnerships with cultural and arts bodies, and the local arts community, to support activities and to secure funding for cultural and arts development in the local government area.	1.1b (1)	Pursue available grant opportunities	Manager Community and Culture	Ongoing	Attended funding application meetings at the Arts Centre Cootamundra.
Provide assistance to art and cultural bodies to promote and develop programs and facilities.	1.1b (2)	Establish new protocols for the operation and management of 'The Arts Centre Cootamundra'	Manager Community and Culture	Ongoing	Attended various meetings. Council is also represented on the committee by the Manager of Facilities.
Undertake development of Cootamundra library outdoor area.	1.1b (3)	Develop outdoor space adjoining the Stephen Ward Rooms Cootamundra Library for indoor/outdoor meeting space	Manager Facilities	In Progress	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure the best interests of local volunteer and community organisations are promoted where ever possible.	1.1c (1)	Identify appropriate avenues to promote and support the best interests of local volunteer and community organisations where ever possible	Manager Community and Culture	Ongoing	Volunteer activities including Christmas BBQ, appointment of several new voluntary roles and meetings with volunteers to address issues/needs.
Encourage volunteerism across the local government area.	1.1c (2)	Identify appropriate avenues to promote, support and encourage volunteerism across the local government area	Manager Community and Culture	Ongoing	Promotion of opportunities through new residents pack, social media, newsletters and web.
Provide support and funding where possible to support a range of community groups deliver positive outcomes for the local community.	1.1c (3)	Investigate funding opportunities	Manager Community and Culture	Ongoing	Support to various groups with funding applications and/or assistance finding suitable programs.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue to provide and maintain the local museums both as a repository and for public viewing of valuable local historical memorabilia.	1.1d (1)	Continue to provide and maintain local museums	Manager Community and Culture	Ongoing	Establishment of Bradman's Birthplace Steering Committee. Liaising with Gundagai Museum and Gundagai Railway regarding promotion opportunities etc.
Seek funding opportunities for the conservation and enhancement of local historical buildings and structures and undertake these activities.	1.1d (2)	Investigate funding opportunities	Manager Community and Culture	Ongoing	Funding being sought for the Cootamundra Heritage Centre and Gundagai Gaol.
Facilitate the coordination and promotion of the different historical groups and heritage assets within the local government area.	1.1d (3)	Identify ways to promote the different historical groups and heritage assets within the local government area	Manager Community and Culture	Ongoing	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement accessibility strategies as identified in the Disability Inclusion Access Plan.	1.1e (1)	Advocate for access to respite services for carers of disabled children	Manager Community and Culture	Not Yet Commenced	At this stage services are still not available locally.
	1.1e (1)	Advocate for the allocation of more resources for education, early intervention and childcare for children with a disability	Manager Community and Culture	In Progress	Gundagai preschool redevelopment will provide treatment rooms for this purpose.
	1.1e (1)	Ensure information concerning accessible public transport including Community Transport is readily available	Manager Community and Culture	Ongoing	New Council website should better facilitate display of this information.
	1.1e (1)	Ensure signage on Council buildings is clear and easy to read	Manager Community and Culture	Completed	New signage installed. Manager of Facilities is aware of need to update signage as resources allow.
	1.1e (1)	Ensure that the needs of all stakeholders are considered on all Council committees	Manager Community and Culture	Ongoing	Where items require input they are given to the Access & Inclusion Committee to review. Individual Managers are tasked with making sure this happens.
	1.1e (1)	Ensure the Council's Community Strategic Plan considers barriers to an inclusive community and any issues raised	Manager Community and Culture	Ongoing	DIAP Actions included in Community Strategic Plan.
	1.1e (1)	In reviewing Council purchasing policy consider ways we can better support businesses which employ people with disabilities	Business Coordinator	Completed	Procurement policy updated and adopted in January 2020. Procurement Procedures and Guidelines updated in June 2020.
	1.1e (1)	Provide appropriate information on the available access in promotional material for community and tourism events	Manager Community and Culture	Ongoing	Council tourism websites and brochures have been updated with access information. Main Council website currently under review.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.1e (1)	Provide opportunities for stakeholders to easily report access concerns	Manager Community and Culture	Ongoing	Council has a complaints process and members of the Access Committee can also report issues.
	1.1e (1)	Provide support to community organisations in seeking funding for accessibility and inclusion projects	Manager Community and Culture	Ongoing	Supported projects being undertaken as requested.
	1.1e (1)	Review Council documents to make them easy to complete for people of all abilities. All forms to include how people can access assistance in completion	Manager Community and Culture	Ongoing	Coordinator Business to complete as resources allow.
	1.1e (1)	Update existing Council channels to ensure that they have the ability to include access information and other stakeholder requirements, and that this is collected	Manager Community and Culture	Ongoing	Coordinator Business to update as resources allow.
	1.1e (1)	When updating mapping and websites include access information on facilities and activities	Manager Community and Culture	Ongoing	Coordinator Business to update as resources allow.
Develop and implement a Youth Strategy which meets the needs of young people within our community.	1.1e (2)	Implement Youth Strategy	Manager Community and Culture	In Progress	Draft awaiting adoption by Youth Councils prior to coming to Council for public display.

## 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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Enhance the amenity and appearance of our towns' main streets.	1.2a (1)	Commence intersection improvements for the corner of West and Sheridan Streets in Gundagai	General Manager	In Progress	Finalise Design and Specification. Request for quotation Completed and contractor engaged to undertake pavement work in April. Landscape plans being organised in house.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.2a (1)	Commence preparation for the creation of a Masterplan for Cootamundra CBD	Manager Community and Culture	In Progress	Further funding needs to be sought for access upgrades.
	1.2a (1)	Implement upgrades to main street and public spaces as funded by grants	Manager Community and Culture	In Progress	Upgrades to be Completed this year. Further funding will be sought for Cootamundra.
Provide and maintain a clean and attractive streetscape.	1.2a (2)	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.
	1.2a (2)	Provide an attractive streetscape, by implementing the strategies identified in the Public Open Spaces Strategy	Manager Waste, Parks & Rec Services	In Progress	Routine maintenance is ongoing with Parker Street redevelopment well in progress. Shelters and Urban Canopies have been ordered and should be erected by the end of April 2020. Eol's have been called seeking labour costs for the Parker Street garden upgrades. The gardens and supply of plant material are seasonal and will be carried out during the winter months.
Plan for and manage the construction of public space upgrades as funding permits.	1.2a (3)	Investigate options for improving access to local businesses	Manager Community and Culture	In Progress	Access Review will be considered in last quarter works of Parker Street Upgrade.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Improve the amenity of town and village entrances.	1.2b (1)	Continue signage upgrades for entry to towns and villages	Manager Community and Culture	In Progress	Installation February. Looking as Driver Reviver Funding for Wallendbeen Sign.

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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Maintain and improve Council buildings and properties in accordance with asset management plans.	1.2c (1)	Consider accessibility when planning and delivering future Council building upgrades	Manager Facilities	Ongoing	Accessibility for all new builds are considered and part of the planning process.
	1.2c (1)	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.
	1.2c (1)	Investigate modifications to Council buildings to improve accessibility for staff	Manager Facilities	Ongoing	Investigations continue. Budget being reviewed.
Maintain and improve Council library facilities.	1.2c (2)	Create post Covid-19 programs to cater for ongoing service delivery to isolated residents	Manager Community and Culture	Ongoing	New COVID delivery models still being undertaken.
Maintain and improve Council's parks and recreation and sporting facilities.	1.2c (3)	Complete revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Waste, Parks & Rec Services	Ongoing	All Public Open Spaces are maintained in accordance with council financial allocations. There has been no funding allocated for any revitalisation works outside what is received from government grants.
	1.2c (3)	Maintain Sporting Grounds as per the current adopted schedules and specifications	Manager Facilities	Ongoing	Sporting Grounds are maintained as per the current schedules and specifications.
	1.3b (1)	Complete construction of Country Club Oval Clubhouse/Amenities Building	General Manager	In Progress	Disabled access ramp 90% complete. Other works underway by Rugby Club.
Co-ordinate the provision of Council facilities for community use.	1.2c (4)	Maintain public open spaces, and identify and manage capital improvement as detailed in the Public Open Spaces Strategy	Manager Waste, Parks & Rec Services	Ongoing	Maintained in accordance with Councils financial allocations. Capital works have been identified for the next 5 years but for 2021 no funding has been allocated.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.2c (4)	Maintain public open spaces, and identify and manage capital improvement as detailed in the Public Open Spaces Strategy	Manager Facilities	Ongoing	Public open spaces are maintained and capital improvements are identified and managed as per the Public Open Spaces Strategy.
Investigate options to work in partnership and enter into joint venture arrangements to make better use of facilities within the local government area.	1.2c (5)	Revise Council representation and liaison with relevant Section 355 Committees	General Manager	In Progress	Councillor representation on s.355 Committees clarified with the s.355 Committee Management Manual emended to document clarification. Manual endorsed by Council and all s.355 Committees sent copies of emended manuals.

### 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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue to consult with local health services providers and identify and advocate for opportunities to improve the quality and range of health services provided in the local government area.	1.3a (1)	Initiate and participate in Community Drug, Alcohol and Mental Health first response meetings	Manager Community and Culture	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.
Promote a wide range of health and community services offered by various agencies in the local government area.	1.3a (2)	Utilise available mediums for promotion of services	Manager Community and Culture	Ongoing	Promoted via social media and newsletters. Looking at how information is displayed on website.
Provide and maintain Mirrabooka Community Centre building to facilitate health and welfare needs of the community.	1.3a (3)	Undertake continued improvements at Mirrabooka Community Centre	Manager Community and Culture	Ongoing	Painting still to be undertaken.



Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote programs which encourage healthy lifestyle choices and activities.	1.3a (4)	Promote programs which encourage healthy lifestyle choices and activities as identified in the Recreation Needs Study and Open Spaces Strategy	Manager Waste, Parks & Rec Services	Not Due to Commence	There has been no budget allocation for this function/task to be implemented.
	1.3a (4)	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide, maintain, renew and promote high quality sporting, swimming and active recreational facilities and programs for the community, active sporting associations and visitors.	1.3b (1)	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	Ongoing discussions with sporting groups and end users are continuing.
	1.3b (1)	Facilitate comprehensive consultation sessions with stakeholders, the public and users, to assist in the Implementation of the Public Open Spaces Strategy	Manager Waste, Parks & Rec Services	Ongoing	This is being implemented by holding public meetings and newspaper media/electronic stories, holding community surveys etc.
	1.3b (1)	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.
	1.3b (1)	Finalise development of the Recreation Needs Study and Public Open Spaces Strategy	Manager Facilities	Completed	The Recreation Needs Study and Public Open Spaces Strategy is complete and adopted by Council.
	1.3b (1)	Finish improvements to the Gundagai Netball Courts lighting and amenities	Manager Facilities	In Progress	Designs have been Completed, engineering works being undertaken and site preparation underway.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.3b (1)	Finish upgrade to Community Fitness infrastructure in Gundagai	Manager Facilities	In Progress	Works to be Completed for Youth Week April 2021.
Provide and maintain parks and gardens that are aesthetically pleasing, accessible and are available for passive recreational pursuits.	1.3b (2)	Complete maintenance and revitalisation works to Council Parks, Gardens and Sporting Grounds across the local government area	Manager Facilities	In Progress	Works are continuing.
Develop and implement an inspection and maintenance plan for playground equipment.	1.3b (4)	Continue undertaking routine playground maintenance and inspections as per the program, for Cootamundra	Manager Waste, Parks & Rec Services	Ongoing	Implemented as and when required and in accordance with council's WH & S policy.
	1.3b (4)	Continue undertaking routine playground maintenance and inspections as per the program, for Gundagai	Manager Facilities	Ongoing	Routine playground maintenance and inspections are carried out as per the program, for Gundagai.
Undertake improvements to the Cootamundra and Gundagai swimming pool facilities.	1.3b (5)	Encourage the pool & gymnasium managers/leasees to conduct activities for people of all abilities	Manager Facilities	Ongoing	Master plan for pool area currently underway, with future additional funding being sought.
	1.3b (5)	Encourage the pool & gymnasium managers/leasees to conduct activities for people of all abilities	Manager Waste, Parks & Rec Services	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.
Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need.	1.3b (6)	Finish construction of the new facility building located at the Gundagai Netball Precinct as part of Recreation Master Plan	Manager Facilities	In Progress	Designs have been Completed, engineering works being undertaken and site preparation underway.
	1.3b (6)	Identify the current and future community needs of council's public open spaces, and implement the actions as per the Public Open Spaces Strategy	Manager Facilities	In Progress	Actions are being implemented as per the Public Open Spaces Strategy.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.3b (6)	Identify the current and future community needs of council's public open spaces, and implement the actions as per the Public Open Spaces Strategy	Manager Waste, Parks & Rec Services	Completed	All Cootamundra Open Spaces are maintained in accordance with available resources and funding. This has also been completed as part of the Recreational Needs Study undertaken back in 2019/2020.
Programs are developed to ensure the ongoing risk assessment and maintenance of Council facilities.	1.3b (7)	Carry out and document regular safety inspections and implement work activities that will ensure that all facilities are in a safe and working condition fit for purpose	Manager Waste, Parks & Rec Services	Completed	Implemented as and when required and in accordance with council's WH & S policy.
	1.3b (7)	Implement the 'Detail Works Activity Program'	Manager Waste, Parks & Rec Services	Completed	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. A detailed Open Space and Maintenance Activity Audit has been undertaken and Completed. This report has identified Open Space Classifications, level of importance, maintenance specifications and Park Maintenance Priorities and scheduling etc.
	1.3b (7)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Waste, Parks & Rec Services	In Progress	This has been identified as part of the Open Space Audit Report and has included for 2021 and by Council resolution, Improvements and upgrade of Albert which is well underway with all the planning and design phases now Completed. Construction is expected to commence in March/April 2021. Grant funding is applied for as and when opportunities arise and projects applicable.
	1.3b (7)	Investigate funding opportunities to enhance Council playgrounds, indoor and outdoor sporting and passive areas to enhance accessibility	Manager Facilities	Ongoing	Sourcing additional funding to design master plans.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.3b (7)	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Technical Services	Ongoing	Ongoing inspection regime and repair as required. PAMP is being produced to provide longer term priorities for the LGA.
	1.3b (7)	Review existing footpath network and facilities to determine upgrade and connectivity improvement requirements	Manager Civil Works	Ongoing	Monthly inspections Completed. Defects identified are repaired or prioritised for repairs. Funding received for prioritised footpaths, which will be Completed during 2021.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work in partnership with local agencies to identify and advocate for opportunities to improve overall community safety.	1.3c (1)	Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	RSO continuing in working partnership with CGRC and TfNSW. Road safety programs and projects ongoing as required.
Develop and operate safe food handling and public health controls.	1.3c (2)	Implement a Food Safety Education Scheme by promoting the benefits of food safety to our communities and educating operators on food safety practices	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure to upskill and educate food handlers in the safe preparation and service of food. COVID did interrupt the provision of this service.
A range of programs are supported, promoted and controlled to encourage and enforce responsible companion animal ownership.	1.3c (3)	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.
	1.3c (3)	Conduct two (2) Education and Awareness Days in regard to Companion Animals	Manager Regulatory Services	Completed	Two (2) days conducted one (1) at Cootamundra and one (1) at Gundagai in conjunction with microchip days. Completed for 2020/21.
	1.3c (3)	Conduct two (2) Free Microchipping Days for Companion Animals	Manager Regulatory Services	Completed	Two (2) events Completed for 2020/2021.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.3c (3)	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Co-ordinate between the District and Local Emergency Management Committees and provide effective emergency management assistance as required.	1.3d (1)	Liaise with the District and Local Emergency Management Committees to ensure coordination of Emergency Management assistance	Manager Regulatory Services	Ongoing	Continuing with LEMC meetings by way of mail in reports.
Develop and maintain effective and well tested emergency management plans.	1.3d (2)	Conduct annual review and update of the Local Emergency Management Plan and Emergency Management Procedures	Manager Regulatory Services	Ongoing	Continuing.
Maintain an active involvement and positive relationship with FRNSW, RFS and SES, Health, Ambulance, Police, Local Land Services and all emergency services organisations within the legislative framework and for the benefit of the community.	1.3d (3)	Liaise with Local Emergency Operations Controller to ensure coordination of emergency management assistance	Manager Regulatory Services	Ongoing	Continuing process, Council staff in constant contact with LEOCON.
Provide administrative support for the co-ordination of the various emergency services to provide the most effective disaster management for the community.	1.3d (4)	Establish and equip functional Emergency Operations Centres at Cootamundra and Gundagai	Manager Regulatory Services	In Progress	Cootamundra centre is established and well equipped. In process of establishing and equipping Gundagai centre.
	1.3d (4)	Provide administrative support to emergency management meetings	Manager Regulatory Services	Ongoing	Continuing as an ongoing process.

## 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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement an integrated Tourism and Economic Development Strategy for the Cootamundra-Gundagai region.	2.1a (1)	Analyse 'standardised visitor data' to build a visitor profile	Manager Community and Culture	In Progress	COVID has changed visitor profile. Review to be undertaken again next year to determine "new normal".
	2.1a (1)	Arrange two (2) annual joint meetings with the Cootamundra Tourism Action Committee and the Gundagai Tourism Action Committee	Manager Community and Culture	In Progress	Planned for April and October.
	2.1a (1)	Commence preparation for creating and maintaining Council's tourism websites	Manager Community and Culture	Ongoing	Still awaiting launch of new Gundagai Website.
	2.1a (1)	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	Review of PAMP with RSO.
	2.1a (1)	Coordinate a workshop with businesses and Tourism Action Committees to plan for growth in the visitor economy held	Manager Community and Culture	In Progress	Gundagai GREG and TAC meeting held. Cootamundra combined meeting with CDC yet to be held for this year.
	2.1a (1)	Determine costing and funding source for an LGA wide promotional documentary	Manager Community and Culture	In Progress	Potential for new DNSW funding.
	2.1a (1)	Implement 'standardised visitor data capture'	Manager Community and Culture	Completed	Complete.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	2.1a (1)	Implement masterplan improvements to Heritage Centre and have shovel ready for grant applications	Manager Community and Culture	In Progress	Quotation sought for plan, waiting for advice on contribution from ARTC.
	2.1a (1)	In collaboration with investors/owners, assist in the creation of a masterplan for an outlet for local produce at the Old Gundagai Mill site	Manager Community and Culture	In Progress	Report to be developed for Council with a proposed way forward.
	2.1a (1)	Prepare update reports to Council on achievements, against the action plan contained in the Tourism and Economic Development Strategy	Manager Community and Culture	Ongoing	Updates provided through the IP&R process.
	2.1a (1)	Secure and develop The Motorcycle Collection as a tourism attraction in Cootamundra	Manager Community and Culture	Ongoing	Suitable site yet to be acquired.
Work in partnership with individuals, the private sector, other agencies and levels of government to deliver economic development initiatives.	2.1a (2)	Facilitate and host a meeting with businesses across the LGA annually to discuss business conditions and issues impacting growth	Manager Community and Culture	Ongoing	VIBE survey conducted due to inability to hold public meetings.
	2.1a (2)	Identify businesses who would partner with Council in a program of regularly updated information distributed from their premises	Manager Community and Culture	Ongoing	Information provided at Cafes and accommodation businesses.
Implement strategies which encourage the growth of the local population.	2.1a (3)	Participate in Country Change initiative	Manager Community and Culture	Ongoing	Provided up to date information for campaigns and responded to new resident enquiries.
Actively seek and apply for funding opportunities which deliver additional income and contribute to community objectives.	2.1a (4)	Pursue available grant opportunities	General Manager	In Progress	Grant applications prepared and submitted based on Council Resolutions.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work with land-owners, farmers and other agencies to advocate for the protection of the local agricultural sector through an effective land-use strategy.	2.1b (1)	Implement Rural Land Strategy	Manager Development, Building and Compliance	In Progress	The actions from the Rural Lands Strategy have been included in Council's adopted and published Local Strategic Planning Statement (LSPS). The timelines for the implementation of the various actions are as outlined in the LSPS. The recommendations of both these documents will be used to inform and develop Council's consolidated comprehensive Local Environmental Plan and supporting documents.
Develop and operate development control systems which support the protection of agricultural land.	2.1b (2)	Develop new LEP and DCP	Manager Development, Building and Compliance	In Progress	The Local Strategic Planning Statement is now <b>Completed</b> and adopted. This document forms the basis of the development of the LEP and DCP documents. This item is progressing.
Provide, maintain and upgrade as funding permits the saleyards facility which allows the regular sale of animals from this and surrounding districts in a suitable environment.	2.1b (3)	Continue to maintain Saleyards Facility	Manager Regulatory Services	<b>Completed</b>	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.

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



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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote the development of efficient telecommunications technology for business, land owners, education and health needs.	2.1d (1)	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.
Support and advocate for the installation of the National Broadband Network across the local government area.	2.1d (2)	Facilitate provision of information on the NBN to the Community on Council's website	General Manager	Completed	NBN is now available in the LG area.
Offer and promote free public Wi-Fi internet access in key public spaces across the local government area.	2.1d (3)	Continue to offer free Wi-Fi service at Council Libraries and Administration Centres	Business Coordinator	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement a range of initiatives which support and promote the sustainable development of the towns' Central Business Districts and industrial land.	2.1e (1)	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. Staffing issues delayed the Gundagai Town Strategy which is to be finalised in the first part of 2021.

Promote to the community and industry groups potential growth opportunities and development efficiencies.	2.1e (2)	Facilitate communication mediums for training and funding opportunities for businesses	Manager Community and Culture	Ongoing	Regular updates for a wide range of funding available recently direct to targeted businesses.
	2.1e (2)	Identify value adding opportunities (use of new technology, processes and packaging, collaborations, shared transport costs, use of waste materials for new products etc.) to maximise the opportunities in the sectors where Cootamundra-Gundagai's competitive advantage exists	Manager Community and Culture	Ongoing	Identified opportunities in service industries - looking at suitable infrastructure to facilitate these.
Encourage growth in development and construction locally.	2.1e (3)	Develop factsheets for developing and building in the local area	Manager Development, Building and Compliance	Completed	Factsheets and checklists have been updated and are now on Council's website. Factsheets and information are monitored and updated as necessary when changes in policy or direction occur.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work in partnership with agencies and other levels of government to support local businesses.	2.1f (1)	Facilitate and support local business training opportunities	Manager Community and Culture	Ongoing	Promoted training. At the moment this is mostly online due to COVID.
Work with key partners and local business owners, investors and employers to investigate, advocate for and promote opportunities for business development and networking.	2.1f (2)	Develop a list of available industrial land and publish quarterly updates on Council's website	Manager Community and Culture	Ongoing	Looking to expand available land as supply is an issue.

Maintain a close liaison and continue to work with Regional Development Australia.	2.1f (3)	Attend Regional Development Australia forums	Manager Community and Culture	Ongoing	Attending Regional Development Australia Forums.
	2.1f (3)	Participate in the Country Change Initiative	Manager Community and Culture	Ongoing	Participation in the Country Change Initiative is continuing.

## 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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop a new, comprehensive Local Environmental Plan for the local government area.	2.2a (1)	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Council's Local Strategic Planning Statement has been adopted and published. This document forms the basis of the development of a comprehensive consolidated LEP, DCP and supporting documents.
Identify and address current and future land-use needs through integrated strategic planning and development.	2.2a (2)	Commence preparation of new draft Comprehensive Local Environmental Plan	Manager Development, Building and Compliance	In Progress	Council's Local Strategic Planning Statement has been adopted and published. This document forms the basis of the development of a comprehensive LEP and DCP.
Provide accurate and timely advice regarding existing and proposed development within the legislative scope of Council.	2.2a (3)	Inspections undertaken within 48 hours of notification	Manager Development, Building and Compliance	Ongoing	This is an ongoing measure with all inspections being undertaken in agreed timeframes.
	2.2a (3)	Responses to enquiries provided within 5 working days	Manager Development, Building and Compliance	Ongoing	80% of enquiries are responded to within allocated timeframes. More in depth responses that require research experience a longer timeframe due to the amount of work involved.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and operate development control plans to ensure compliance with appropriate legislation and to achieve the best possible planning and development outcomes for the community.	2.2b (1)	Commence preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Council's Local Strategic Planning Statement has been adopted and published. This document forms the basis of the development of a comprehensive LEP, DCP and supporting documents.
	4.3a (4)	Develop new Section 7.11 Development Contribution plan and Section 64 Headworks Charges	Manager Development, Building and Compliance	Not Yet Commenced	The development of a comprehensive LEP, DCP and suite of supporting documents is to be undertaken in 2021. A review of the current contributions plans, taking account of predicted future growth, development and community needs, will be developed as part of this process.
Ensure that a supply of industrial and residential land is available at all times to facilitate the orderly expansion of the local government area.	2.2b (2)	Complete construction of roads and provisions of services for subdivision of industrial land at Turners Lane in Cootamundra	Manager Civil Works	Not Yet Commenced	Awaiting funding.
	2.2b (2)	Market and promote Bourke Estate residential subdivision in Gundagai	General Manager	In Progress	Surveyors engaged to re-establish boundary pegs. 6 blocks are not under contract or sold.
	2.2b (2)	Prepare preliminary planning proposal for Stage 2 of Claron Estate residential subdivision in Cootamundra, including access to the Cemetery	General Manager	In Progress	Strategic review being undertaken, following Council Resolution. Claron Estate included.

## 2.3: Tourism opportunities are actively promoted

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

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work co-operatively with key partners to identify opportunities and to further promote the local government area to tourists and visitors.	2.3b (1)	Include access information on facilities and activities when updating mapping and websites	Manager Community and Culture	Ongoing	Including on tourism websites as upgrades take place. Coordinator Business to include on Council sites with upgrades.
	2.3b (1)	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.
Work with the community to develop a marketing strategy for the local government area as a tourist destination.	2.3b (2)	Develop Branding Marketing Strategy for Tourism and Economic Development of the Local Government Area	Manager Community and Culture	Ongoing	Communications plan for 2021 being implemented.
Ensure local programs, activities and events are actively promoted via a range of mediums to attract and encourage visitors and tourists.	2.3b (3)	Continue to maintain and promote Calendar of Activities, Programs and Community Events	Manager Community and Culture	Ongoing	Calendar of Activities, Programs and Community Events maintained and promoted.
	2.3b (3)	Implement a competitive application based events funding program in the LGA	Manager Community and Culture	Completed	Competitive application based events funding program implemented.
	2.3b (3)	Maintain Cootamundra Tourism Website, and continue production of Events Newsletter	Manager Community and Culture	Completed	Cootamundra Tourism Website maintained, and Events Newsletter continually produced.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide and maintain Visitor Information Centres which meet the needs of tourists and visitors to our local government area.	2.3c (1)	Analyse Visitor Services Review and conduct further research as necessary	Manager Community and Culture	Ongoing	Agritourism strategy underway. Planning for extension to Cootamundra Heritage Centre.
Undertake a redevelopment of the Gundagai Visitor's Information Centre.	2.3c (2)	Re-develop the Gundagai Visitors Information Centre, including removal of internal visitors toilets, provision of a theatrette space and accessibility improvements	Manager Community and Culture	Not Yet Commenced	Planning to commence in 2021.
Provide a high quality accommodation facility at the Caravan Parks in Cootamundra and Gundagai for the use of visitors.	2.3c (3)	Review existing Caravan Park facilities, recommend improvements and consider funding options	Manager Community and Culture	In Progress	Review has been <b>Completed</b> with masterplan currently being developed in conjunction with operators.
Undertake connection of water supply to the Dog on the Tuckerbox site.	2.3c (4)	Deliver infrastructure for water supply extension to Dog on the Tuckerbox site	Manager Assets	In Progress	The proposed route of the water main is along existing travelling stock route. A Licence will have to be obtained from Crown Lands prior to commence of any construction works. This will require a REF, including due diligence assessment and biodiversity assessment reports. Consultant has been engaged to prepare the REF and associated reports. Draft REF is due in February 2021.
Maintain and improve the tourism infrastructure, facilities and services in the local government area to make our area an attractive place to visit.	2.3c (5)	Commence implementation of the recommendations of the Gundagai Gaol Masterplan	Manager Community and Culture	In Progress	Funding application submitted for Caring for State Heritage Grants.
	2.3c (5)	Develop Strategic Management Plan for WWII inland aircraft fuel depot	Manager Community and Culture	In Progress	Funding received.

## 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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote local employment and training opportunities within the Council organisation.	2.4a (1)	Develop Council Training Plan	General Manager	In Progress	Council Training Plan to be developed upon completion of 2020 Performance Reviews.
	2.4a (1)	Include consideration for disability inclusion in Council's Workforce Management Plan	General Manager	In Progress	Recently committed to having a supported worker - 3hrs/wk for 6 months. Workforce Management Plan is currently being updated.
	2.4a (1)	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 recruitment process.
	2.4a (1)	Investigate barriers that exist for people with a disability and their carers in accessing employment in council positions and standing for council positions	General Manager	In Progress	Coordinator HR is to make contact with Disability and Inclusion Action Group. Have made contact with Flourish Australia, investigating possible opportunities available.
Work with various agencies to promote a range of programs, activities and opportunities which improve the health, well-being and employability of our community.	2.4a (2)	Facilitate mediums to promote programs activities and opportunities offered in the local government area by other bodies	Manager Community and Culture	Ongoing	Promotion provided through websites, social media and email newsletters, and 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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and operate development control systems which ensure compliance with appropriate legislation and achieve the best possible environmental outcomes.	3.1a (1)	Continue to assess all development applications against environmental impact and legislative requirements	Manager Development, Building and Compliance	Ongoing	Templates for reporting and assessment have been developed and are used to ensure that all matters required by legislation, including environmental impact, are included in the assessment of development applications.
Provide and maintain a stormwater disposal system which minimises the carriage of pollutants from the stormwater system to the creek and river systems.	3.1a (3)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Civil Works	In Progress	Final project in Boundary Road due for completion by end of March 2021.
	3.1a (3)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Technical Services	Ongoing	Priority projects <b>Completed</b> in 20/21 financial year. Future works will continue when funding becomes available.
	3.1a (3)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	In Progress	Previous program identified as part of the storm water infrastructure upgrade program in Gundagai town has been <b>Completed</b> . Drainage works along Tor Street and West Street have been <b>Completed</b> .
Develop and implement a street tree planting plan which enhances amenity and our natural environment.	3.1a (4)	Continue to undertake Street Tree Planting in accordance with Gundagai Street tree planning Masterplan	Manager Facilities	In Progress	Street Tree Planting works continues as per the Masterplan. Identifying problem areas for possible masterplan modifications.



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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Investigate, identify and promote opportunities that exist within the local government area for implementation of renewable energy technologies.	3.1b (1)	Negotiate terms of a power partnership agreement on various Council facilities	General Manager	In Progress	Still being investigated for future works. Replacement of Solar in some facilities <b>Completed</b> .
Undertake a review of the environmental impact of Council-owned facilities and infrastructure and implement measures which Council's environmental impact.	3.1b (2)	Investigate funding sources for solar energy works for Council buildings	Manager Facilities	In Progress	Investigations continue.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	3.1c (2)	Commence planning for construction of a re-use shop at Cootamundra Waste depot	Manager Waste, Parks & Rec Services	In Progress	<ul style="list-style-type: none"> <li>* New amenities building design <b>Completed</b>, construction commenced,</li> <li>* Litter and dividing fences design <b>Completed</b>, contractor appointed,</li> <li>* New loader, <b>Completed</b>,</li> <li>* New compactor, <b>Completed</b>,</li> <li>* New Skid Loader, <b>Completed</b>,</li> <li>* Green waste sheading, <b>Completed</b>,</li> <li>* 10 year Tip Rehabilitation design and financial plan, <b>Completed</b>.</li> <li>* Grant for FOGO implementation received and is the planning phase.</li> <li>* Discussions are currently underway regarding the sale of existing and future compost.</li> </ul>

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide and maintain appropriate rubbish removal, disposal, recycling and greenwaste facilities in the most cost effective, environmentally sustainable and efficient manner.	3.1c (2)	Commence planning for construction of Waste Facilities and methods of operation as determined by the Waste Implementation Plan	Manager Waste, Parks & Rec Services	In Progress	Works have commenced on the 10 year landfill rehabilitation and financial plans, with land and quantity surveys <b>Completed</b> for all 4 existing landfill sites. The 10 year financial plan should be <b>Completed</b> by the end of April 2021. Once the final report has been <b>Completed</b> and adopted by Council, works will commence developing the Landfill Master Plan.
	3.1c (2)	Undertake improvements at Gundagai Waste Depot as per the Waste Implementation Plan	Manager Waste, Parks & Rec Services	In Progress	Works have commenced on the 10 year landfill rehabilitation and financial plans, with land and quantity surveys <b>Completed</b> for all 4 existing landfill sites. The 10 year financial plan should be <b>Completed</b> by the end of April 2021. Once the final report has been <b>Completed</b> and adopted by Council, works will commence on the Landfill master Plans.
Provide a facility through which used chemical drums can be disposed of correctly.	3.1c (3)	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.
Reuse waste water to increase the amenity of Council parks, gardens and recreational facilities and to reduce the demand on the water supply.	3.1c (5)	Collaborate with Council departments to increase the use of re-treated water to Gundagai ovals	Manager Facilities	In Progress	Discussions underway. It has been identified that additional funding is required to expand current areas.

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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide programs, information and services to our community to increase awareness of, and participation in, environmentally sustainable activities.	3.1d (1)	Investigate opportunities to use raw water	Manager Assets	In Progress	Treated effluent produced at Gundagai sewage Treatment Plant is inadequate during dry summer months to meet irrigation demands for Golf course and sporting ovals. At present a new sewage treatment plant is under construction and a Recycled Water Management Plan is being prepared to obtain Section 60 approval. Feasibility of obtaining raw water to supplement this for irrigation is being considered. Agreement would be required with Natural Resources Access Regulator.
Provide programs, information and services to increase voluntary recycling and reuse to reduce waste to landfill.	3.1d (2)	Investigate funding opportunities and conduct community consultation and education sessions for the materials recovery facility	Manager Waste, Parks & Rec Services	Not Due to Commence	No funding allocated in the 2020/2021 budget. Council staff are working with REROC promoting waste management via a collaborative approach with surrounding Councils.
	3.1d (2)	Investigate funding opportunities to construct a new adult change facility at the Waste Facility in Cootamundra	Manager Waste, Parks & Rec Services	Not Due to Commence	No funding allocated for 2020/21. Grant opportunities are sort when opportunities arise.
	3.1d (2)	Investigate funding opportunities to construct a new adult change facility at the Waste Facility in Gundagai	Manager Waste, Parks & Rec Services	Not Due to Commence	No funding allocated for 2020/21. Grant opportunities are sort when opportunities arise.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Encourage the best use of treated water through water saving measures.	3.1d (3)	Investigate opportunities to increase the use of reuse water	Manager Assets	Ongoing	Use of treated effluent to irrigate Dog off Leash park at Cootamundra is intended and preliminary works <b>Completed</b> . Formal approval is required from DPIE for irrigation use of treated sewage effluent. Discussion is being held with DPIE on obtaining the approval to proceed. It appears that a risk assessment process must be under taken to obtain approval.
Contribute to coordinated planning and reporting across local, regional, state and federal areas for the management of the environment.	3.1d (4)	Monthly lodgement of ABS statistics	Manager Development, Building and Compliance	Ongoing	Returns are <b>Completed</b> and submitted within statutory timeframes as required.
	3.1d (4)	Monthly lodgement of Building Professionals Board (BPB) statistics	Manager Development, Building and Compliance	Ongoing	Reports and <b>Completed</b> and submitted within statutory timeframes as required.
Seek funding for projects aimed at supporting the protection and sustainability of our natural environment.	3.1d (5)	Grant Funding opportunities pursued and secured when available	General Manager	Ongoing	Grant applications prepared and submitted based on Council Resolutions.
A range of programs are supported, promoted and controlled to reduce and enforce illegal dumping.	3.1d (6)	Investigate options for technology, to enhance illegal dumping surveillance	Manager Regulatory Services	In Progress	Grants have been submitted for funding.
	3.1d (6)	Undertake illegal dumping surveillance	Manager Regulatory Services	In Progress	Overt surveillance continuing, grant summitted for funds for cameras.

### 3.1e: Undertake active weeds and pest management practices.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Noxious weeds will be contained, reduced or eliminated as appropriate.	3.1e (1)	Develop a Community Education and Awareness program in regards to weed management	Manager Regulatory Services	In Progress	Community Education and Awareness program development is progressing. Weeds management education has been provided to farmers. In the process of organising a field day.
	3.1e (1)	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.
Promote and deliver programs and initiatives which promote and educate the community on noxious weeds and pest management practices.	3.1e (2)	Participate in the Managers Established Pest Animals and Weeds Project (MEPAAW)	Manager Regulatory Services	Ongoing	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and operate development control systems to ensure compliance with appropriate legislation and to achieve the best possible development outcomes for the community.	3.2a (1)	Provide Development Applicants with relevant information concerning Disability Discrimination legislation	Manager Development, Building and Compliance	Ongoing	Pre-lodgement advice is available to all applicants. For commercial and industrial developments this includes the provision of information regarding inclusion and access for people with a disability. Furthermore the requirements of this legislation is included in development consents as appropriate.
Ensure new development is considerate of our heritage.	3.2a (2)	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure that planning and development controls are in place to promote and facilitate a variety of housing options for residents.	3.2b (1)	Continue preparation of new draft Development Control Plan	Manager Development, Building and Compliance	In Progress	Council's Local Strategic Planning Statement has been adopted and published, this document forms the basis for the development of a comprehensive LEP, DCP and suite of supporting documents.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Operate and maintain a water reticulation system capable of providing potable water to all connected premises with minimum disruption and maximum efficiency.	3.2c (1)	Implement an Integrated Water Cycle Management (IWCM) Plan	Manager Assets	Ongoing	Draft issue paper was <b>Completed</b> and issued for comments. Reference Group has been established to develop this further under the guidance of Department of Planning, Industry and Environment (DPIE). Reference group meeting is to be held in early March 2021.
Investigate options for the connection of a water supply to Nangus Village, and consult with the community.	3.2c (3)	Partner with Goldenfields Water to prepare business case for connection of water supply to Nangus Village	Manager Assets	In Progress	Feasibility study has been <b>Completed</b> and development of a business case is in progress. Preliminary Design Assessment, which is part of the business case, has been <b>Completed</b> . The completion of the business case is anticipated by early March 2021.
Operate and maintain a sewage system and treatment plant capable of removing sewage from all connected premises with minimum disruption and maximum efficiency.	3.2c (4)	Commence construction for the Gundagai Sewer Treatment Plant replacement	Manager Assets	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 <b>Completed</b> at the end of December 2020, 50% complete.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide and maintain a stormwater disposal system which allows the removal of stormwater from the towns in the most economical and efficient manner possible whilst minimising impact on natural environment.	3.2c (5)	Complete upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report	Manager Assets	Ongoing	Upgrade of stormwater infrastructure in accordance with the priorities identified in the stormwater priority assessment report has been mostly <b>Completed</b> . Drainage system along Tor Street and West Street, Gundagai has been <b>Completed</b> .
Manage Council's waste collection, disposal and processing facilities.	3.2c (7)	Manage Council's waste collection, disposal and processing facilities in accordance with the Waste Strategy and Implementation Plan	Manager Waste, Parks & Rec Services	Ongoing	Works are routine and managed in accordance with council's financial allocation. Works will commence in regards to the implementation of FOGO (Food Organics Garden Organics) into Cootamundra's green waste collection services and composting operations.
Provide an adequate mix of high quality, disabled accessible and appropriately located public toilet facilities.	3.2c (8)	Continue monitoring Council Public Toilet Facilities	Manager Facilities	In Progress	Works <b>Completed</b> at Yarri Park. Design being modified for new Carberry Park facility, with works anticipated to be complete by the end of 2021. Funding sources to be investigated for additional upgrade/new builds throughout the town.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement strategies to improve safety and accessibility of all road users.	3.2d (1)	Ensure information is available for, users of scooters and electric wheelchairs on footpaths, and pedestrian safety	Manager Civil Works	Ongoing	Road Safety Officer working on strategies for improved road safety measures for these users.
	3.2d (1)	Road Safety Officer to work in partnership with RMS on RMS Road Safety Campaigns	Manager Civil Works	Ongoing	RSO officer continuing working relationship with TfNSW in implementing road safety campaigns.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Maintain civil infrastructure including roads, footpaths, bridges and traffic facilities to agreed standards as set out in asset management plans.	3.2d (2)	Undertake annual Road Maintenance Program	Manager Technical Services	Ongoing	Routine maintenance work being <b>Completed</b> as required. Capital investment being carried out in accordance with Asset Management Plans.
	3.2d (2)	Undertake annual Road Maintenance Program	Manager Civil Works	Ongoing	Works progressing as conditions and resources permit.
Undertake the annual footpath renewal and extension program.	3.2d (3)	Undertake Footpath Renewal and Extension Program	Manager Civil Works	In Progress	New and replacement paths planned for remainder of 2021 following funding for approvals under 'Local Roads and Community Infrastructure program'.
	3.2d (3)	Undertake Footpath Renewal and Extension Program	Manager Technical Services	Ongoing	Footpath capital works will be undertaken in the 4th quarter of financial year.
Develop and implement asset management plans and strategies for all transport assets.	3.2d (4)	Review and update condition assessment data across the local government area	Manager Assets	Ongoing	Valuation of roads and bridges were <b>Completed</b> . Brief is being finalised for Water, Sewerage and Drainage Assets.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Councillors will support and advocate for the needs of all members in our community.	4.1a (1)	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.
Implementation of the Cootamundra-Gundagai Regional Council's suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans.	4.1a (2)	Present quarterly 'Progress Report' on Delivery Program/Operational Plan to Council and the Community	Business Coordinator	Ongoing	Q2 Progress Report to be presented at the February Council Meeting.
Council's corporate plans are informed by community expectations and are reviewed and updated on a regular basis to meet the changing needs of our community members.	4.1a (3)	Conduct 6 monthly review of Operational Plan and resourcing strategies	Business Coordinator	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Councillors will use all occasions presented to advocate for funding and assistance from other levels of government and agencies.	4.1b (1)	Seek funding opportunities when available	General Manager	Ongoing	Grant applications prepared and submitted based on Council Resolutions.
Participation in LG NSW as the representative body of Local Government in order to improve the standing of Local Government in NSW.	4.1b (2)	Advocate for increases in federal assistance grant funding for Regional NSW	General Manager	Ongoing	Council resolved and sent letters to support this action.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Participation in relevant REROC activities that will benefit the local government area.	4.1b (3)	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.
Continue to foster and support the Youth Council.	4.1b (5)	Formalise the Youth Council in Cootamundra	Manager Community and Culture	Completed	Youth Council developed.
Work in partnership with community members, businesses and all levels of government to deliver community priorities.	4.1b (6)	Participation in Stakeholder events and activities	General Manager	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
The development of the Cootamundra-Gundagai Regional Council's integrated suite of plans, including the Community Strategic Plan, Delivery Program, Operational Plan and resourcing plans, provide a clear strategic direction and drives the organisation's activities.	4.1c (1)	Develop and adopt Operational Plan for next financial year	Business Coordinator	In Progress	Communications Strategy development for CSP has commenced. IP&R documents will flow from CSP.
Council's decision-making and future planning shows evidence of being linked to Council's integrated suite of plans and the needs of our community.	4.1c (2)	All decision making reports, including strategies and plans are to show linkages to the relevant objective in the Community Strategic Plan	Business Coordinator	In Progress	Linkages to the Community Strategic Plan are included in the Business Paper Reports and are being added to a new template for plans, guides and reports.
Determine development applications in an efficient and effective manner based on merit	4.1c (3)	80% of DAs determined within statutory 40 days' timeframe	Manager Development, Building and Compliance	Ongoing	The majority of development applications are determined within statutory timeframes, although staff resources at times makes this challenging.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop a Place Plan which incorporates the Economic Development, Open Space Recreation, Arts and Cultural and Disability Action Strategies.	4.1c (4)	Develop Placemaking plan for the planning decision and management of Public Spaces in the Local Government Area	Manager Community and Culture	In Progress	Cootamundra 2050 plan complete. Gundagai equivalent in planning phase, with initial meeting having been held with GTAC/GREG.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes.	4.1d (1)	Continually identify improvements in operating councils corporate planning software (Pulse)	Business Coordinator	In Progress	New Delegations and Policy Module purchased and is in the initial set up stages. Governance Officer continually monitors improvement updates for the current reporting system, and recently participated in the latest features walk-through webinar hosted by Pulse.
The integrated planning and resourcing documents will be reviewed and updated on a regular basis to meet the changing needs of our community members.	4.1d (2)	Develop a strategy to update Council's Integrated planning suite of plans and resourcing strategies on a regular basis to meet the changing needs of our community	Business Coordinator	In Progress	A review schedule and strategy is being documented to assist with the management of review processes for all CGRC Integrated Planning and Reporting (IPR) documents. CGRC Communication Strategy and Community Engagement Strategy is in the final stages of development.
	4.1d (2)	Integrated planning and resourcing strategies reviewed and updated as legislatively required	Business Coordinator	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Progress on the achievement of corporate plan objectives will be shared with the community via a range of communication methods.	4.1d (3)	Develop and present report identifying Community communication options and strategies	Business Coordinator	In Progress	A report will be presented to council on completion of draft CGRC Communications and Engagement Strategy and CSP Communication Strategy.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Support for Councillors to attend training, conference and development opportunities will be provided.	4.1e (1)	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.
Programs and activities which encourage and develop the capacity of current and future community leaders is provided.	4.1e (2)	Identify programs and activities which encourage and develop the capacity of current and future community leaders	General Manager	Ongoing	Available and relevant seminars and training attended by Councillors. Events for Council elections being undertaken.
Provide and maintain services and infrastructure that assists the efficient and effective undertaking of the duties of the elected Council.	4.1e (3)	Continue to provide and maintain services and infrastructure to assist elected representatives in undertaking their duties	General Manager	Ongoing	Ongoing support provided as needed.
Support Council's elected representatives in undertaking their role in the community.	4.1e (4)	Continue to provide administrative support to Council's elected representatives to assist in undertaking their role in the community	General Manager	Ongoing	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
A range of consultation and engagement activities will be offered to our community in order to plan the long term future direction of the local government area and to inform Council's decision-making.	4.2a (1)	Continue to maintain support for councils Digital Communication Panel	Business Coordinator	Ongoing	Ongoing promotions to encourage participation in the Digital Communication Panel is being undertaken via council's 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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council will regularly and continuously seek community feedback to seek additional input to the Community Strategic Plan.	4.2b (1)	Relevant staff to undertake Community Engagement Training (IAP2)	Business Coordinator	In Progress	Quote requested for in-house training for 12-20 participants, alternatively a team of attendees to attend online IAP2 training in March.
Cootamundra-Gundagai Regional Council's suite of plans will be reviewed and updated on a regular basis to meet the changing needs of our community members.	4.2b (2)	Develop a strategy to update the Community Strategic Plan on a regular basis to meet the changing needs of our community	Business Coordinator	In Progress	A report will be presented to council on completion of draft CGRC Communications and Engagement Strategy and CSP Communication Strategy. Review schedule for those documents will be included.

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

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Progress towards the achievement of the Community Strategic Plan objectives will be shared with the community via a range of communication methods.	4.2c (1)	Continue to promote the objectives of the community strategic plan via Council's media channels	Business Coordinator	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.
	4.2d (1)	Continue to promote the objectives of the community strategic plan via Council's media channels	Business Coordinator	Ongoing	A report will be presented to council on completion of draft CGRC Communications and Engagement Strategy and CSP Communication Strategy. Review schedule for those documents will be included.

### 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.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure the availability of finances are managed, controlled, reviewed and regularly reported on in order to provide the appropriate services and facilities within the allocated budget and achieve the maximum value for expenditure.	4.3a (2)	Prepare and implement procedures to enable all staff with budget responsibility to effectively operate Council's integrated budgeting process	Manager Finance and Customer Service	In Progress	All budgets operating in BIS. Some training still to be done.
Ensure all procurement meets legislative and policy requirements and delivers best value for the community and the Council.	4.3a (3)	Develop a suite of Audit Reports to monitor procurement practices	Business Coordinator	In Progress	Monitoring procedures are in place.
	4.3a (3)	Undertake assessment and improvement of procurement processes	Business Coordinator	In Progress	Continual assessment of improvements of procurement processes are undertaken as required.
Identify and follow-up opportunities to increase Council's revenue base including grant funding opportunities to deliver additional income to fund major projects.	4.3a (4)	Identify grant opportunities to fund major projects as they arise, lodge grant applications as appropriate	Manager Development, Building and Compliance	Ongoing	Grant opportunities are identified and applications made as appropriate.
Develop Asset Management plans which deliver long-term financial sustainability and asset renewal.	4.3a (5)	Implement works programs to improve asset condition	Manager Assets	Ongoing	Asset renewal program has been identified and implemented progressively depending on the availability of capital project funding. Water main replacement work is being proposed at Gundagai and Cootamundra.
	4.3a (5)	Review and improve Asset Management Plans	Manager Assets	Ongoing	Asset Management plans are reviewed and asset renewal details are updated in the asset register. Preliminary analysis indicates that significant inflow and infiltration issues are prevalent in Gundagai Sewerage reticulation network which needs to be addressed.
Improve functionality and amenity within Council's work depots.	4.3a (6)	Complete planning for improvements to Cootamundra Depot and Bradman Street Depot	Manager Civil Works	In Progress	Options being assessed.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council ensures statutory compliance is achieved and demonstrates good governance practices.	4.3b (1)	Participate in the Alliance Legislative Compliance Framework Methodology	Business Coordinator	Ongoing	Active participant in the Alliance Audit Risk and Improvement Committee, next meeting anticipated for March 2021.
Implement effective integrated risk management strategies and practices.	3.2c (6)	Continue undertaking Cootamundra Flood Study	Manager Assets	Ongoing	Flood study findings were presented on 11 November 2020 to the Flood Management Committee. At the November, Ordinary Council Meeting Council resolved to display and exhibit the findings for 28 days consultation period. A drop in session was held on 5 December 2020. Subsequent to the end of exhibition / public consultation period Council adopted the document at the Ordinary Council meeting held on 27 January 2021. Consultant's proposals are being reviewed to conduct Flood Risk Management.
	4.3b (3)	Implement Councils Fraud Control Plan	Business Coordinator	In Progress	Implementation of Fraud Control Plan is in progress.
	4.3b (3)	Undertake development of a Corporate Risk Register	Business Coordinator	In Progress	Enterprise Risk Management Framework, which includes Policy, Plan and Registers are under development.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Current, informative and easy access to Council information is made available to the community using a range of communication methods, including	4.3c (1)	Develop Community Engagement Strategy to inform the community and receive feedback, including feedback on major projects	Business Coordinator	In Progress	A report will be presented to council on completion of draft CGRC Communications and Engagement Strategy and CSP Communication Strategy.



Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
traditional media and digital channels, Council's website, Community News newsletter and social media.	4.3c (1)	Improve services available on Council's websites through the development of eServices and online forms	Business Coordinator	In Progress	Web update has commenced. Actions required are being undertaken with our contractor, as resources allow.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide quality customer service during all front line interactions between Council and the community and in all other interactions between staff, agencies, Council and the community.	4.3d (1)	Develop and implement a new Customer Service Charter	Manager Finance and Customer Service	Ongoing	Charter has been developed, currently being reviewed before implementation.
Adopt and maintain information technology and communication services and infrastructure that assists the efficient and effective undertaking of Council's operations, increases productivity and adequately supports the organisation and our community's needs.	4.3d (1)	Work with the Customer Service Team to develop an Online Booking System for Council facilities	Business Coordinator	In Progress	Web update has commenced. Actions required are being undertaken with our contractor, as resources allow.
	4.3d (2)	Integrate Civica/Authority (Finance System) and Magiq Documents (EDRMS)	Business Coordinator	In Progress	Investigations are ongoing.
	4.3d (2)	Review Business Systems and identify services that can be delivered on Council's Website	Business Coordinator	In Progress	Web update has commenced. Actions required are being undertaken with our contractor, as resources allow.
Council's records are managed in compliance with the appropriate legislation and supports efficient and effective work practices.	4.3d (3)	Review infoXpert workflows to streamline record keeping	Business Coordinator	In Progress	Comprehensive review undertaken, further continual improvements are ongoing.
Requests for service are processed in an efficient and effective manner.	4.3d (4)	Complete Customer Satisfaction Survey to provide comparison data for the benchmark identified in 2018	Manager Finance and Customer Service	Not Yet Commenced	Deferred until after SRV process.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Requests for service are processed in an efficient and effective manner.	4.3d (4)	Review responsibilities and provide training to enable customer service staff to respond to Planning and Rating enquiries	Manager Finance and Customer Service	Not Yet Commenced	On hold due to COVID 19 restrictions.
Provide well-maintained cemeteries and efficient, appropriate and dignified cemetery operations and services that create the most peaceful surroundings possible for funeral parties and visitors.	4.3d (5)	Complete the Mapping of Cemeteries for plot identification, future planning and publishing of information online	Manager Regulatory Services	In Progress	Ongoing.
	4.3d (5)	Develop a Cemetery Services Strategic plan	Manager Regulatory Services	Not Yet Commenced	Pending completion of mapping project.
	4.3d (5)	Provide signage, seating and additional landscaping for the Gundagai Area Cemeteries	Manager Regulatory Services	Completed	Action Completed.
Council's fleet of light vehicles and heavy plant is maintained to ensure efficient, cost-effective and timely service delivery.	4.3d (6)	Undertake plant replacement in accordance with related policies and programs	Manager Technical Services	Ongoing	Continual replacement of plant in line with program. Stabilising Tractor purchase recommendation report to be presented to January council meeting.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
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.	4.3e (1)	Identify and develop improvement programs	General Manager	In Progress	Finance Committee working list developed. Service Reviews by management to be Completed by 31 March 2021.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure adequate project management techniques are in place to ensure the delivery of projects which meet the changing needs of our community on time, within budget and to an acceptable standard.	4.3e (2)	Undertake monitoring of project implementation	General Manager	Ongoing	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.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement strategies which promote Cootamundra-Gundagai Regional Council as being an employer of choice.	4.3f (1)	Review and enhance recruitment practices	General Manager	Not Yet Commenced	Review of recruitment practices will commence in 2021.
Review the efficiency and effectiveness of Council's adopted Organisational Structure and ensure the structure and staffing mix can adequately deliver the activities approved by Council.	4.3f (2)	Implement Operational Plan activities	General Manager	Ongoing	Operational plan being delivered.
Implement the Workforce Management Plan to support all staff in the delivery of community expectations.	4.3f (3)	Update statistics and demographics in the Workforce Management Plan	General Manager	Ongoing	Currently updating HR system so that data is correct. Constant and ongoing task.
Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements and minimising risk.	4.3f (4)	Develop internal Council newsletter and incorporate WHS messages to all staff	General Manager	Not Yet Commenced	Have had initial discussions. Expected to commence in the 2nd quarter 2021.
	4.3f (4)	Monthly WHS reports and statistics discussed at Managers Meetings	Manager Technical Services	Ongoing	WHS officers have commenced reporting to management group on a monthly basis.
	4.3f (4)	Monthly WHS reports and statistics discussed at Managers Meetings	Manager Civil Works	Ongoing	Reports being presented.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement a Staff Wellbeing Program	4.3f (5)	Develop and implement Staff Wellbeing Program	General Manager	Not Yet Commenced	Working with WHS & Risk Officers, Currently in progress - Skin checks scheduled March 2021, Mental Health Training quotes being obtained.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement a training plan to enhance the skills and knowledge of staff across the organisation.	4.3g (1)	Develop Staff Training Plan, following skills/performance process	General Manager	In Progress	Performance Review Process for 2020 year is yet to commence - results to be collated in due course to create Staff Training Plan.
Provide learning and development opportunities to staff to develop the individual's potential and meet the needs of the community and organisation.	4.3g (2)	Develop succession plans for each Section of Council	General Manager	Not Yet Commenced	To be initiated with performance reviews in 2021, from information collected & sourced by reviewers.
	4.3g (2)	Implement Performance Review Program, and undertake the first cycle	General Manager	Not Yet Commenced	Performance reviews to be <b>Completed</b> by 31 March 2021.
Staff are supported in the achievement of organisational objectives by having access to a range of business tools, systems and technologies.	4.3g (3)	Provide ongoing enhancement to Staff Intranet	Business Coordinator	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.
	4.3g (3)	Undertake integration of Mapping Systems with Council's Corporate Systems	Manager Assets	In Progress	Further improvements are being investigated for the existing asset management system which is easily linked to Councils Intranet. Survey and drafting works was <b>Completed</b> for the treated effluent pipe line in Cootamundra and Intranet is updated with the data.