

CLAUSE CL05

TITLE Delivery Program Progress Report - 30 June 2024

FROM Brett Stonestreet, General Manager

TRIM REF 24/78117

SUMMARY

Section 404(5) of the Local Government Act 1993 requires that regular progress reports are provided to Council, reporting as to its progress with respect to the principal activities detailed in its Delivery Program and Operational Plan at least every six months.

RECOMMENDATION

Council note the Delivery Program Progress Report as at 30 June 2024.

REPORT

Council's Integrated Planning and Reporting Framework is based on a long term Community Strategic Plan which sets out the community's vision and the directions that Council needs to pursue to help achieve this vision. Complementing the Community Strategic Plan is the Delivery Program and Operational Plan (Budget).

The Delivery Program is the commitment from Council, over a four-year term, of what is going to be delivered to progress Council and the community towards the directions set out in the Community Strategic Plan. The one year Operational Plan sets out the actions being undertaken, in a particular year, to progress what the Delivery Program is to deliver.

This report and the attached performance measures (Attachment a) provide a summary of Council's progress in relation to the actions from the Delivery Program 2022/23 to 2025/26 and Operational Plan as at 30 June 2024.

A summary of the significant projects completed/underway include:

Project	Progress	Expected Completion/ Comments
Griffith Southern Industrial Link Road Strategy		
○ Thorne Road (Walla Ave/Murrumbidgee Ave)	Completed	Sep Qtr 2023.
○ Stage 4b - Roundabout (intersection of Thorne Rd/Murrumbidgee Ave)	Completed	Sep Qtr 2023.
○ Stage 5a - Thorne Road West	Completed	Sep Qtr 2023.
○ Stage 5b – Thorne Road (Walla Ave/Murrumbidgee Ave)	Completed	Sep Qtr 2023.
○ Stage 6a – Bromley Road – Final	Completed	June Qtr 2023.

Project	Progress	Expected Completion/ Comments
Seal		
Griffith CBD Upgrade Program		
○ Kooyoo Street Stage 2	Completed	Sep Qtr 2023.
○ Yambil Street Stage 4	Ongoing	Dec Qtr 2024.
Griffin Green Housing Project		
○ 20 Townhouses	Completed	Jun Qtr 2024.
○ 42 Housing Lots	Completed	Jun Qtr 2024.
Tharbogang Waste Management Centre		
○ Quarry Floors Development	Ongoing	Gravel extraction being undertaken.
○ Existing Landfill Restoration	Ongoing	Restoration plan developed. Restoration to be undertaken in future years - \$4.8M.
Griffith Reservoir Refurbishments		
○ Griffith 14ML Reservoir Refurbish	Ongoing	Jun 2026.
○ Griffith 9ML Reservoir Refurbish	Ongoing	Sep Qtr 2024.
○ Reservoir Mural	Ongoing	Sep Qtr 2024.
Boorga Road/Dickie Road Sealing	Completed Ongoing	Boorga Rd Mar Qtr 2024. Dickie Rd Sep Qtr 2024.
Barber Road Upgrade and Seal	Completed	Dec 2023.
Hanwood Flood Pump & Levee	Ongoing	Dec Qtr 2024.
Collina Infrastructure – Citrus Road/Rifle Range Road Intersection	Completed	Mar Qtr 2024.
Lake Wyangan and Catchment Rehabilitation Strategy		
○ Infrastructure Works Northwest Foreshore Recreation Area	Ongoing	Council adopted Master Plan Sep 2023. Total Budget \$2.03M. Due for completion June 2025.
○ Lake Wyangan Pump and Pipeline	Completed	Pumping ceased Nov 2023.
Memorial Garden Upgrade	Ongoing	Works scheduled for completion Oct 2024.

Project	Progress	Expected Completion/ Comments
Cultural Precinct Masterplan	Completed	Dec Qtr 2023.
New Cemetery Masterplan Development	Ongoing	Updated studies required. Funding required.
Mountain Bike Track (Abattoir Road)	Ongoing	Opening held 30 May 2024. Stage 2 (\$200K, funded) due for completion Nov 2024.
Hanwood Oval Amenities	Ongoing	Completion anticipated by end of Aug 2024.
Yenda Oval Kiosk	Completed	Mar 2024.
CCTV and Lighting CBD		
○ CCTV Yambil Street Stages 3-4	Ongoing	20 CCTV Cameras to be installed. Completion anticipated by Mar Qtr 2025.
Airport Runway Resurfacing	Completed	Mar Qtr 2024.
Shared Pathway Mackay Ave	Ongoing	To be completed by Jun 2025.
Mains Renewal Program 2022/23	Ongoing	As per Capital Works Budget.
Renewals of Gravity Sewers	Ongoing	As per Capital Works Budget.
Her Way Project	Ongoing	NSW Government Safer Cities Program – completion due Nov 2024.
Concreting Sheep Yards	Completed	Dec Qtr 2023.
Annual Road Reseals and Maintenance Program 2024/25	Urban reseal – Completed Rural reseal – Completed Regional reseal – Completed	Dec Qtr 2024. Jun Qtr 2025. Dec Qtr 2024.
Borland Leckie Park Upgrade	Completed	Sep Qtr 2023.

ORGANISATIONAL STRUCTURE AMENDMENTS – (Q4 2024)**1 April 2024 – 30 June 2024**

Previous Position	Type of Change	Change to FTE	New Position	Reason for Change	Directorate	Date Appr.
N/A	Add positions to the structure	2. FTE	Water Wastewater Project Manager	Position approved by SMT 22/4/2024	Utilities	22 Apr 2024
Corporate Accountant / Grants Coordinator	Name change	No change to FTE	Corporate Accountant	FTE allocated to the align with revised position description	Business Cultural & Financial Services	30 Apr 2024

Position Description Reviews;

N/A

Full Time Equivalent (FTE), as per organisational structure

Date	FTE (permanent & trainees)
31/03/2020	290
30/06/2020	290
30/09/2020	292 (Dev. Ass. Coordinator, W WW Analyst)
31/12/2020	293 (HR & Risk Admin Officer)
30/06/2021	293
30/09/2021	296 (3 x Gardeners)
31/12/2021	298 (GRALC Coordinator, Leisure Services Mtc'e Coord.)
31/03/2022	299 (Approvals Officer)
30/09/2022	303 (Sports Centre & Payroll Officer positions & FTE change for Accounting Officer)
31/12/2022	306 (Stormwater & Flood Engineer), (Animal Rehoming Officer – Trainee & WHS Officer term positions)
31/03/2023	306
30/06/2023	306
30/09/2023	306
31/12/2023	306
30/06/2024	308 (2 additional positions for Utilities)

OPTIONS

Not Applicable

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

As per budget allocations set out in the 2023/24 Operational Plan.

LEGAL/STATUTORY IMPLICATIONS

In accordance with the Local Government Act 1993 Section 404.

ENVIRONMENTAL IMPLICATIONS

Whilst this report has no direct environmental implications, it does summarise Council's activities. Some of the objectives achieved have had a positive impact on environmental issues within the Local Government Area.

COMMUNITY IMPLICATIONS

Council has an obligation to provide progress reports to the Community advising the extent to which Council has achieved its goals as set out in the Delivery Program.

LINK TO STRATEGIC PLAN

This item links to Council's Community Strategic Plan item 1.1 Provide clear, accessible, relevant information and 3.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards.

CONSULTATION

Senior Management Team

ATTACHMENTS

- (a) Quarterly Review - Delivery Program & Operational Plan 2023/24 - Qtr 4
(under separate cover)



Quarterly Review Report
Delivery Program & Operational Plan Actions
Q4, 2023/2024

Leadership

An engaged and informed community

Provide clear, accessible, relevant information

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Communicate with the community.	1.1.1.1	Ensure regular communication provided through adopted measures.	Communications & Integrated Planning Coordinator	Number of Community Opinion Group (COGs). Number of Media Releases. Number of Social Media engagements and followers - Facebook and Instagram. Minimum of 10 Community Catch-ups.	Number of Community Opinion Group (COGs) - 1 at Griffith City Library. Number of Media Releases - 60. Facebook - 10,675 followers and Instagram - 1541 followers. Council Catch-Ups - 13. Council Cafes - 4 held.
Provide interactive websites for all Council facilities.	1.1.2.1	Regularly review and modify website design, functionality and content.	Communications & Integrated Planning Coordinator	Analysis of website traffic and number of 'hits' received. Investigate and implement new CMS (Content Management System) across Council/facilities.	New websites across all facilities will be implemented in late 2024 due to the current site being deactivated. A new provider has been secured and implementation has commenced. Functionality for users is a high priority.
Provide customer service.	1.1.3.1	Deliver efficient customer service.	Customer Service Coordinator	80% of telephone calls answered within 20 seconds. Telephone calls resolved by customer service operator.	Service levels consistently achieved during the last quarter.

Actively engage with and seek direction from our community and stakeholders.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Inform community of Council decisions.	1.2.1.1	Council and Committee Agendas and Minutes prepared and made publicly available within agreed timeframes.	Governance Manager	Council and Committee Minutes uploaded to Council website. Livestream Council Meetings.	Council and Committee Agendas and Minutes uploaded to the Council website within agreed timeframes. Council meetings livestreamed. Media releases prepared to advise members of the public of Council decisions as required and information provided in Council Catch Up as well as online and other forms of advertising. Council decisions conveyed to staff through CRM system for responsible officers and provided as information through staff newsletter.
Provide opportunities for the community to interact with Council and staff.	1.2.2.1	Maintain an active social media presence; provide workshops, forums, interactive meetings and community engagement sessions in accordance with the Community Engagement Strategy.	Communications & Integrated Planning Coordinator	Number of community engagement sessions per quarter. Number of Catch Ups distributed per quarter. Number of Media Releases per quarter. Number of community workshops held (e.g., Budget Workshop)	Council continues to keep the community updated through social media and other mediums including the community newsletter Council Catch Up, in print and newsletter, Media Releases, Monthly Council Cafes and Community Opinion Group (COG) Meetings. Number of Community Opinion Group (COGs) - 1 at Griffith City Library. Number of Media Releases - 60. Facebook - 10,675 followers and Instagram - 1541 followers. Council Catch-Ups - 13. Council Cafes - 4 held. Facebook reach - 200,600 Instagram reach - 3,000

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	1.2.2.2	Community Opinion Group (COG) members consulted on key projects and issues impacting the community.	Communications & Integrated Planning Coordinator	Minimum of 3 communications to COG per quarter. Number of COG Meetings held.	A Community Opinion Group (COG) Meeting was held on Thursday 23 May 2024 - Griffith City Library. The Budget was presented at this COG Meeting.
	1.2.2.3	Provide Committees to enable community input to Council services and facilities.	Director - Economic and Organisational Development	Number of Committee Members.	Schedule of Committee meetings in place and being undertaken.
Provide a robust Council Committee structure.	1.2.3.1	Administration of Council Committees in accordance with Terms of Reference.	Governance Manager	Number of Committee Meetings held.	13 Committee meetings held this quarter.
Investigate and implement ways to improve Internal Communications.	1.2.4.1	Provide internal communications to staff.	Communications & Integrated Planning Coordinator	Number of Staff Newsletters distributed. Website traffic on Extranet.	Council Capers issued to all staff - 3.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Investigate and implement options to improve Councillor interaction with constituents.	1.2.5.1	Provide opportunities for Councillor interaction and investigate online communication options.	Communications & Integrated Planning Coordinator	Number of workshops/online sessions held. Number of Council Cafe sessions held.	Community Opinion Group (COG) Meetings - 1. Council Cafes - 4.

Work together to achieve our goals

Develop and maintain partnerships with community, government and non-government agencies to benefit our community.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Griffith City Council seeks Leadership role with implementation of Joint Organisation of Councils (JOs) initiative.	2.1.1.1	Griffith City Council will take a proactive role in the strategic direction of the Riverina and Murray Joint Organisation (RAMJO) of Councils.	General Manager	The Riverina Murray RAMJO was established in accordance with State Government framework. Griffith City Council to participate in working groups to implement strategic priorities for RAMJO.	Mayor and GM ongoing participation with Riverina and Murray Joint Organisation (RAMJO) of Councils. Board meetings and GMs meeting held on quarterly basis.
Council actively lobbies Government agencies to provide infrastructure to support our growing City of	2.1.2.1	Construct remaining sections of Griffith Industrial Link Road.	General Manager	Griffith Industrial Link Road stages funded in operational budgets. Sections of Griffith Industrial Link Road constructed as planned.	Griffith Southern Industrial Link Road (GSILR) formally opened by Premier of NSW - Hon. Chris Minns MP 7 August 2023. Road now open to heavy vehicles. 2 Sections of the project yet to be funded. Section 3 - Kurrajong Ave. Section 4a - Thorne Rd (Kidman Way to Murrumbidgee Ave.)

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Griffith and Western Riverina.					
Ongoing liaison and lobbying with State and Federal and non-government agencies on matters of relevance.	2.1.3.1	Meet with key stakeholders and lobby State and Federal governments on current issues which affect the community.	Director - Economic and Organisational Development	Number of meetings with State and Federal representatives with Mayor and or GM. Number of Community Engagements logged for Mayor and General Manager.	Meet with Ministers in Griffith and attend meetings as required. Invite Ministers to attend Griffith to discuss local initiatives. Housing Forum held in Q4.
Improve water quality at Lake Wyangan.	2.1.4.1	Engage with relevant stakeholders via Lake Wyangan Catchment Management Committee to develop and implement strategies to improve water quality.	General Manager	Lake Wyangan Restoration Project: Stage 1: Embellishment of western foreshore infrastructure and amenity. Stage 2: Engage with the community to scope water quality improvement and finance options.	Lake Wyangan Catchment Management Committee meeting several times per year. Master Plan for Foreshaw Improvements adopted by Council at meeting held 12 September 2023. Total Budget Stage 1. \$2.03M. Due for completion June 2025.
Encourage existing partnerships with tertiary education providers that support quality education	2.1.5.1	General Manager to continue Director role of Country Universities Centre Western Riverina (CUCWR) in Griffith.	General Manager	Increase in number of students utilising Country Universities Centre Western Riverina Olympic Street, Griffith.	Attending Country Universities Centre Western Riverina meetings as required. Country Universities Centre Western Riverina highest number of registered students of all Centres in Regional NSW as at April 2024.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
pathways for Griffith students.					

Maximize opportunities to secure external funding for partnerships, projects and programs.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Investigate external funding opportunities to support recreational and activation projects.	2.2.1.1	Apply for external funding for approved Urban Design Projects and strategies.	Urban Strategic Design & Major Projects Manager	Grants applied for and grants awarded.	The following project is funded or partly funded from external funds : Hanwood Oval's new Changerooms. (Internal and External funds) Mountain Bike Trail, Stage 1 (External funding) Mountain Bike Trail, Stage 2 (External funding) Her Ways Project (External Funding) Olympic Street Activation (External Funding) Lake Wyangan Recreational area upgrade Stage 1. (External Funding)
Seek appropriate funding to implement the actions and priorities outlined in the Pedestrian Access Mobility Plan (PAMP) and Bicycle Plan.	2.2.2.1	Apply for relevant funding opportunities to undertake construction of footpaths and cycleways.	Director - Infrastructure & Operations	Number of grant applications submitted and successful grants obtained.	Council has chosen a pedestrian bridge design and is currently in the design phase, before aiming for construction to commence in Q2 2024-2025. The Mackay Ave Shared Path has been sealed with a preliminary bitumen seal. Concrete works will commence in Q1 2024-2025.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Identify funding opportunities for the improvement of the regional and local road networks.	2.2.3.1	Apply for relevant grants and identify projects.	Director - Infrastructure & Operations	Number of grant applications submitted and successful grants obtained.	The School Zone Infrastructure Sub-Program application could not be completed due to Council not having iRAP (International Road Assessment Programme) resourcing for the compulsory component of this funding. Further Council's resources are currently at full capacity delivering current projects and scheduled for future works.
Develop and maintain a network of grant sources to identify grant opportunities.	2.2.4.1	Provide monthly report to Senior Management Team on grants available and applied for.	Finance Manager	12 grant reports provided to Senior Management Team (SMT) annually.	Grant opportunities are presented to SMT as they are announced - not in a monthly report. Working on personnel resourcing to manage grants from application to acquittal process.

Mayor and Councillors represent the community, providing strong, proactive leadership.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Support Mayor and Councillors to represent the community, providing strong, proactive leadership.	2.3.1.1	Provide necessary resources to enable the Mayor and Councillors to undertake their statutory role.	Director - Economic and Organisational Development	Number of briefings/training/development opportunities attended by Councillors. Number of Notice of Motions.	Monthly Workshops held with additional Workshops held to ensure Councillors able to make informed decisions.

Plan and lead with good governance

Undertake Council activities within the integrated planning framework including policies, procedures and service standards.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Council's Integrated Planning and Reporting suite of documents developed, outcomes reported and documents reviewed in accordance with statutory requirements.	3.1.1.1	Operational Plan developed, exhibited and adopted by Council by 30 June. Progress reports provided to Council.	General Manager	IP&R documents prepared in accordance with statutory requirements. Documents adopted by 30 June annually.	Draft Delivery Program 2023/24 - 2025/26, Draft Operational Plan (Budget) 2023/24 and Draft Ten Year Long Term Financial Plan endorsed by Council for public exhibition 9 May 2023. All documents adopted by Council 27 June 2023. Dec Qtr. Review of Operations Report to Council 27 February 2024. March 2024 Qtr. Review of Operations Report to Council 28 May 2024.
Ongoing monitoring of Customer Focus.	3.1.2.1	Monitor customer contact and transactions on a regular basis.	Planning & Environment Manager	Analysis of telephone contact data reviewed quarterly. Customer Request Management (CRM) System resolution performance reviewed quarterly.	Progressing - Ongoing
Coordinate Council's Internal Audit program in accordance with the Risk Management and	3.1.3.1	Coordinate Audit Risk Improvement Committee (ARIC) meetings and internal audit function of Council.	Governance Manager	Number of internal audit reviews undertaken. Number of ARIC meetings held.	Audit Risk & Improvement Committee meeting held 1 May 2024.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Internal Audit Guidelines.	3.1.3.2	Administer tender process for internal audit function of Council.	Governance Manager	Internal Auditor appointment process commenced by June 30.	ARIC Meeting held 1 May 2024. Information provided for Cyber Security Audit and Risk Management Audit.
Provide governance services to Council.	3.1.4.1	Review and maintain Council policies.	Governance Manager	Public policies reviewed at least once during Council term. Internal policies reviewed as required.	Policies reviewed this quarter include Modern Slavery Policy, Council's Data Breach Policy, Solar Energy Farms and Battery Energy Storage Systems Policy, EEO Policy and Management Plan.
	3.1.4.2	Provide administration support and information for Councillors.	Governance Manager	Councillor Hub maintained to provide current information for Councillors.	Councillor Hub maintained to provide current information for Councillors. Information Sheet emailed to Councillors and staff as an e-newsletter weekly.
	3.1.4.3	Coordinate training for Councillors in accordance with the Councillor Induction and Professional Development Guidelines.	Governance Manager	Councillor training plans prepared, and training provided.	Councillors provided with list of available training on a regular basis. Four candidate information sessions held in preparation for the September Council elections. Councillor induction preparation commenced for the new Council.
	3.1.4.4	Coordinate Council Meetings including preparation of	Governance Manager	Council Business Papers and Minutes prepared in accordance with legislation.	Council Business Papers and Minutes prepared and distributed in accordance with relevant policies and guidelines. Action Reports prepared and CRMs

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		Business Papers, Minutes and Action Reports.		A minimum of 10 Council Meetings held per year.	created as required. 7 Council Meetings held this quarter.
	3.1.4.6	Coordinate Council's Delegations, Disclosure of Councillors and Designated Persons and Conflicts of Interests Register.	Governance Manager	Review of Delegations undertaken as required. Disclosure of Returns by Councillors and Designated Persons tabled at first October Council Meeting.	Delegations issued and reviewed as required. Annual Disclosure forms for Councillors and Designated Staff presented to Council as required and issues 30 June to Councillors and Designated Staff to complete. Conflict of Interests Register maintained.
	3.1.4.6	Coordinate Legal Services Panel.	Governance Manager	Maintain Legal Services Panel. Commence tender process for Legal Panel.	Legal Services Panel for the period 1 July 2023 until 30 June 2027 appointed by Council 13 June 2023.
Meet Council's legislative requirements under the Integrated Planning and Reporting (IP&R) framework.	3.1.5.1	Coordinate Council's IP&R requirements including Community Consultation, Delivery Program, Operational Plan, Resourcing Strategy, Quarterly and Six Monthly Progress Reports and Annual Report.	Governance Manager	Delivery Program reports and Operational Plan adopted by 30 June. Quarterly Reports and Progress Reports provided to Council.	Delivery Program and Operational Plan implemented. Quarterly Review/Progress Report presented to Council 28 May 2024. Consultation commenced to review Community Strategic Plan. Delivery Program and Operational Plan & Long Term Financial Plan for 2024/25 adopted 25 June 2024.

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Undertake statutory reporting requirements.	3.1.6.1	Prepare Public Interest Disclosures reports, GIPA Annual Report and Code of Conduct Report.	Governance Manager	Statutory reporting requirements undertaken within guidelines and required timeframes.	Preparation commenced for PID Annual Report and GIPA Annual Report.
	3.1.6.2	Coordinate Delegations of Authority, Disclosure of and Designated Persons, Key Management Personnel Declarations, manage and maintain Governance registers.	Governance Manager	Delegations prepared as required by new staff appointments / requirements. Disclosure of Returns by Councillors and Designated Persons prepared and tabled at first October Council Meeting. Key Management Personnel Declarations submitted June and Nov. Registers maintained and uploaded as required.	Delegations prepared and reviewed as required. Annual Disclosure forms presented to Council as required. Registers maintained and uploaded to Council website.
Facilitate the release of government information in accordance with legislative requirements.	3.1.7.1	Process Government Information (Public Access) Act (GIPA) applications in accordance with legislative requirements. Review Information Guide	Governance Manager	Number of GIPA applications processed within required timeframes. Agency Information Guide reviewed and adopted annually. Council's website updated with required information.	No Formal GIPA Applications received this quarter.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		annually. Open access information is available on Council's website.			
Undertake community consultation and promote the role of Local Government within the local community.	3.1.8.1	Coordinate Local Government Week activities. Consult with and inform the local community about the role of Council.	Governance Manager	Number of events held over Local Government Week. Number of engagements with schools and organisations. School Leaders ceremony held annually.	Planning commenced for Local Government Week activities 2024.
Provide a risk management framework.	3.1.9.1	Review Risk Register and monitor Risk Management Action Plans.	Director - Economic and Organisational Development	Risk Register reviewed each quarter. Risk Management Action Plans developed and communicated annually.	Review of Risk Management process undertaken by Internal Risk & Audit Committee. Senior WHS Coordinator undertaking internal review of processes.
Provide a compliant Human Resource Management service to meet legislative and organisational requirements.	3.1.10.1	Undertake review of HR policies. Implement Award changes as required.	Director - Economic and Organisational Development	HR policies reviewed as per cycle. Number of Consultative Committee meetings held.	Online Learning Modules rolled out to all staff, Payroll Frequently Asked Questions distributed via Council Capers and Email. HR policies reviewed systematically.
	3.1.10.2	Provide a relevant training calendar for staff development and compliance.	Workforce Planning Administrator - Learning & Development	Training Calendar completed and available. WHS training provided within relevant time frames.	Calendar year completed.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	3.1.10.3	Implement actions outlined in Council's Equal Employment Opportunity (EEO) Policy.	Workforce Planning Administrator - Learning & Development	Report on EEO progress and activities in Council's Annual Report.	EEO Policy in process of becoming outward facing Policy including review by Disability Inclusion & Access Committee.
	3.1.10.5	Provide annual Flu Vaccination Clinics.	Director - Economic and Organisational Development	Ensure identified staff are provided appropriate vaccinations as per Position Description.	Completed in Q3.
Provide a Child Safe organisation framework.	3.1.11.1	Coordinate implementation of Child Safe Standards and legislative requirements.	Governance Manager	Staff provided with training and resources. Promote Child Safety to broader community.	Child Safe Standards promoted to staff through Council Capers newsletter.
Provide effective compliance services.	3.1.12.1	Safeguard school zones.	Planning & Environment Manager	Undertake regular patrols of restricted parking areas and school zones.	0 Tolerance approach followed with regular enforcement.
	3.1.12.2	Continuous improvement of facility and animal management.	Planning & Environment Manager	Improvements and rehoming of companion animals.	Ongoing improvements subject to approved capital budget.
	3.1.12.5	Provide a clean and healthy environment for residents.	Planning & Environment Manager	Respond to litter and dumping complaints in a timely manner.	Ongoing

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	3.1.12.6	Animal compliance.	Planning & Environment Manager	Respond to all animal related enquiries such as stock, barking dogs etc.	Progressing - Ongoing
Provide efficient, accurate and compliant record management services to both internal and external customers of Council.	3.1.13.1	Provide records management, Name Address Register (NAR) and Property module training to staff.	Information Manager	Number of face-to-face training attendees. Number of online training modules completed by staff. Monthly records management 'tips' emailed to all staff.	This quarter, four induction training sessions, one refresher training session and one comprehensive NAR administrator training session were conducted for staff.
	3.1.13.2	Digitise paper property files identified as vital records at high risk of loss / damage / destruction in Council's Records Risk Register (IM-FO-210).	Information Manager	Number of files digitised.	Seventy-nine property files digitised this quarter.
	3.1.13.3	Digitise 2005 business papers to complete the electronic collection of these permanent State Archives.	Information Manager	Number of business papers digitised.	Project successfully completed. All Council business papers now fully digitised & content searchable.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	3.1.13.4	Undertake disposal of paper records in accordance with relevant legislation.	Information Manager	Number of files securely destroyed.	Three series of records (application forms, competition entry forms, floppy disks) were securely disposed this quarter in accordance with the Local Government Records Retention and Disposal Authority Regulation (GA39).
	3.1.13.5	Commence electronic record disposal program in accordance with relevant legislation.	Information Manager	Number of records disposed.	12,037 legacy record folders have now been assessed and appropriately sentenced in accordance with the Local Government Records Retention & Disposal Authority regulation (GA39).
	3.1.13.6	Undertake annual Recordkeeping Maturity Assessment of Griffith City Council in accordance with State Records NSW compliance monitoring requirements.	Information Manager	Date of submission and compliance level achieved.	Submitted 2 April 2024, Compliance level achieved: 3.32
Provide reliable IT services within Council.	3.1.14.1	Review all software applications and other programs on an annual basis. Replacement of	Information Technology Manager	PCs to maintain a turnover ratio of 5 years minimum. Report on applications as renewed.	SCADA Server Upgrades are complete. Additional upgrades planned for 2024/25. Upgrade of Document Mangement System (Content Manager) was delayed due to integration issues. Rescheduled for August 2024.

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		hardware as required.			
	3.1.14.2	Maintain IT support services to Council departments.	Information Technology Manager	80% CRMs closed as per service standard.	Software reviews continuing. 86% of CRMS closed within standard. Email access for casual and outdoor staff is progressing; approximately 20% complete.
	3.1.14.3	Ensure Council's IT systems are adequately protected and training provided to staff and Councillors.	Information Technology Manager	Number of cyber security training sessions offered to staff and Councillors.	Staff have been working through the Cyber Security Awareness Training; with positive feedback received. Cyber Security Policy development progressing; including IT DRP and Council BCP.
Provide corporate property services to Council.	3.1.15.1	Coordinate the preparation of plans of management for Crown Lands managed by Council and Council owned community land.	Planning & Environment Manager	All Plans of Management provided to Department of Crown Lands for evaluation and concurrence.	Nearing completion with several PoMs on public exhibition and the remaining documents nearing final drafts.

Ensure Council's financial sustainability through effective financial management that is transparent and accountable.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Adopt Delivery Program and	3.2.1.1	Meet annual statutory reporting	Finance Manager	Adoption of annual financial statements within Office of Local	Annual Budget was adopted by 30 June 2024 for 2024-2025. Annual

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Operational Plans (Budget) inclusive of 10 Year Long Term Financial Plan.		requirements (Budget preparation and quarterly reviews and Annual Financial Statements)		Government (OLG) guidelines by 31 October. Adoption of annual operating budget by Council prior to 30 June. Adoption of quarterly operational review reports. Meet OLG financial sustainability ratios. Preparation of monthly investment report for Council.	Financial Statements for 2023 were lodged on time including an extension request. 1st, 2nd and 3rd Quarter Operational Review Reports for 2024 were presented to Council. Monthly Investment Reports for 2024 have been presented to Council monthly.
Provide managers with timely data of their current budget items.	3.2.2.1	Provide monthly report to responsible managers of year to date actual income and expenditure items versus budget.	Finance Manager	Provide monthly financial reporting to responsible managers by the 15th of the following month, or as soon as practicable.	Monthly Reports are provided to responsible managers by the 15th of each month.
Complete staff performance appraisals for all direct reports.	3.2.3.1	Meet requirements set by Human Resources.	Finance Manager	Completion by required date.	In progress

Love the lifestyle

Griffith is a great place to live

Make our community safer

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Improve public safety by provision of appropriate information signage in public areas.	4.1.1.1	Review and maintenance of "Signs as Remote Supervision" in public areas.	Parks & Gardens Manager	Reviews of signs to be undertaken and repairs made for damage or vandalism.	Signs as Remote Supervision is ongoing new signs are installed in a timely manner on all council maintained areas. Existing signage is routinely assessed to ensure all detail is up to date.
Identify and promote road safety projects relevant to Griffith Local Government Area	4.1.2.1	Investigate strategies to resolve road safety issues.	Development and Traffic Coordinator	Develop and implement a 3 year road safety action plan.	The delivery of strategies to reduce road trauma is ongoing. Crash statistics and the monitoring of road deficiencies that may lead to crashes are addressed by way of implementing corrective actions across the road network with an outcome that seeks to reduce road trauma. Road safety strategies focussing on engineering treatment allows for a broader approach to road safety and assists with reduction in the severity of crashes and therefore lessens the potential for road users to sustain serious or fatal injuries should a crash occur.
Deliver Arbovirus Surveillance Program as	4.1.3.1	Set and collect Mosquito traps from designated	Planning & Environment Manager	Mosquito Traps tested weekly, and sample sent for analysis. Issue public information as appropriate.	Normal ongoing collection and monitoring executed according to schedule.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
required by NSW Health.		sites in Griffith during November to April. Liaise with NSW Health and raise awareness as appropriate.			
	4.1.3.2	Test Sentinel Flock of chickens between November to April. Liaise with NSW Health and raise awareness as appropriate.	Planning & Environment Manager	Sentinel Flock tested weekly, and samples sent for analysis. Issue public information as appropriate.	Completed
Manage Risk Based Performance of Cooling Water Systems as required under the Public Health Regulation 2010.	4.1.4.1	Urgently respond to notifications of high Legionella and Heterotrophic Colony Count (HCC) test results.	Planning & Environment Manager	Maintain an up to date register.	This is an ongoing process and procedures and protocols are in place to assure that NSW Health are informed. Registers are implemented to monitor cooling towers risk management plans.
	4.1.4.2	Allocate Unique Identification Number (UIN) on Cooling Water Systems. Take receipt of Risk Management Certificates for each Cooling Water System.	Planning & Environment Manager	Maintain an up to date register.	Progressing - Ongoing

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		Maintain UIN register.			
Deliver Public Swimming Pool inspections as required under the Public Health Act 2010.	4.1.5.1	Undertake pool sampling for: - Public Swimming Pools and Spa Pools - Pool sampling of Hotel, Motel and Accommodation facilities - School Pools (Kalinda & GPSO) - GCC's Splash Park.	Planning & Environment Manager	Inspections undertaken per annual program.	Inspection program targets reached.
Deliver On-site Sewage Management inspections as required under NSW Local Government Act 1993 and POEO Act 1997.	4.1.6.1	Undertake On-site Sewage Management inspections on newly registered Septic and Aerated Water Treatment Systems (AWTS) as they arise. Issue 'Approvals to Operate'.	Planning & Environment Manager	Assess all applications and issue approval to operate.	All applications are assessed as required. No backlog on any applications for Q3.
Deliver Beauty and Skin Penetration Inspections within Griffith and Hay	4.1.7.1	Undertake inspections of Griffith and contracted LGA Hairdressers,	Planning & Environment Manager	Complete inspections in line with annual inspection program.	Completed for period.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
LGA's as required by NSW Health. (Hairdressers as required)		Beauty and Skin Penetration premises including equipment and facilities.			
Deliver Mortuary Inspections as required by NSW Health.	4.1.8.1	Undertake inspections of Griffith and contracted LGAs Mortuary premises including equipment and facilities.	Planning & Environment Manager	Complete inspections in line with inspection program.	All inspections done as required.
Deliver Lake Wyangan Water Quality Sampling as required by the Australian Recreational Water Guidelines and Murrumbidgee Regional Algal Coordinating Committee.	4.1.9.1	Undertake regular water samples of Lake Wyangan to determine lake water suitability for Recreational water use.	Planning & Environment Manager	Regular monitoring of water to test quality and to determine condition of water.	Ongoing weekly and monthly.
Deliver Food Inspections on food premises within the Griffith and surrounding LGAs as required	4.1.10.1	Undertake Food Business Inspections within the Griffith and contracted LGAs as required under	Planning & Environment Manager	Deliver food inspections annually and as required.	Completed for period.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
under the NSW Food Act 2003.		the NSW Food Act 2003. Respond to general enquiries and complaints from the public.			
	4.1.10.2	Undertake Temporary Event Food inspections within the Griffith LGA as required.	Planning & Environment Manager	Inspections done for all temporary events.	Completed
	4.1.10.3	Undertake Mobile Food Van inspections within the Griffith LGA as required.	Planning & Environment Manager	Inspect mobile food vans and permits to verify compliance with permit.	Completed for period.

Encourage an inclusive community that celebrates social and cultural diversity

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Hold Citizenship Ceremonies as required.	4.2.1.1	Citizenship Ceremonies held as required.	Director - Economic and Organisational Development	Number of ceremonies held.	Citizenship ceremonies held Refugee Week and Harmony Week.
Organise Australia Day Ceremony.	4.2.2.1	Australia Day Ceremony held.	Community Development Coordinator	Number of nominations received.	Ceremony held in January 2024.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Council welcomes refugees and asylum seekers.	4.2.3.1	Support programs and events such as the NSW Growing Regions of Welcome (NSW GROW) program, Women on Fire, and promoting Griffith as a Refugee Welcome Zone.	Community Development Coordinator	Number of events and programs supported.	Griffith City Council held a Refugee Week Citizenship Ceremony on 18 June welcoming 28 new Citizens to Griffith. Council also partnered with Rural Australians for Refugees for their movie night at Griffith Regional Theatre. The partnership encouraged members, the community and citizens to understand some of the issues that arise when arriving in Australia.
Provide opportunities for community groups to access grant funding.	4.2.4.1	Deliver two rounds of Community Grant funding.	Community Development Coordinator	Number of grant applications received and number of grants awarded.	Round two delivered of Community Grants funding. A total of 12 applications made. Of these, 2 community grants were successful totaling \$5,000.00 including: Ted-X (auspiced by Griffith Women in Business) and The Griffith & Regional Association of the Performing Arts (GRAPA).

Provide and promote accessibility to services

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Review the Disability Inclusion and Access Plan (DIAP) and	4.3.1.1	Prepare draft, place on exhibition and endorse DIAP.	Community Development Coordinator	DIAP endorsed reviewed and updated annually.	DIAC meetings attended when able. Disability Inclusion Access Plan to be reviewed by 2025. Griffith City Library adjustments to toilet to make it more accessible.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
implement recommendations.					MLAK key motion re-instated for all GCC toilets. MLAK lock on Mountain bike trail toilets. Support of Autism awareness month with Facebook promotion and lighting of Nancy Blumer Fountain. Hanwood Sports Stadium upgrade for addition of hoist to toilet design. EEO policy under review.
Provide access to community services.	4.3.2.1	Maintain an up to date Community Directory.	Community Development Coordinator	Community Directory reviewed on regular basis.	Community Directory inbox continually monitored and updated for changes and new additions of services and clubs.
	4.3.2.2	Work with Inter agency Networks and other organisations on issues impacting the community.	Community Development Coordinator	Number of activities held and projects and partnerships.	Domestic Violence meeting attended, Meeting with headspace about Youth space/YAG attendance. Discussions with assistant Minister Kate McBride (mental health, suicide prevention and Rural and Regional Health) about the YAG and its success. Discussions with local groups including Boys to the Bush (Growth into Griffith region and volunteer opportunities within Council), Soroptimists for the Her Way Project and opening (Women and Gender diverse community members including multicultural women and children). Participation in Senior's Expo held at Griffith Central. Attendance at Interrelate Children's Services expo

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					and opening. Promotion of not-for-profit services on GCC Facebook page and Weekly Catchup.

Provide a range of cultural facilities, programs and events

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Griffith Regional Theatre will deliver a diverse and engaging program of events that caters to the needs of the community.	4.4.1.1	Develop and deliver high quality, diverse entrepreneurial season that is inclusive of different age, cultural and interest groups in the community.	Griffith Regional Theatre & Art Gallery Manager	Deliver a minimum of 16 entrepreneurial shows per calendar year including a minimum of 3 seniors shows, 4 educational/family shows and a minimum of 1 show for the Culturally and Linguistically Diverse (CALD) community.	Season shows this quarter were: Flying Fruit Fly Circus, an ANZAC-themed morning melodies, Whalebone (school show), Highway of Lost Hearts (including a performance workshop), Melbourne Comedy Festival (including a pre-show event). These catered for seniors, young people, drama fans, and comedy fans of all ages. All high-quality productions, mostly sold well. A variety of shows by hirers, including tributes, an Indian singer, ballet, tap dance, country music, and a film featuring refugees.
	4.4.1.2	Deliver biannual community music production.	Griffith Regional Theatre & Art Gallery Manager	Produce and deliver Community Production every 2 years.	Have commenced preparations for the development of a Musical in 2025, including preparation of EOI documents, and application for the rights to a musical.
	4.4.1.3	Deliver annual Theatre	Griffith Regional Theatre & Art Gallery Manager	Number of Workshops held and number of attendees.	Junior & Senior Youth Troupe have continued throughout the school term, and three school holiday workshops were held in the April school holidays.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		Workshops for young people.			We also held a Performance Skills workshop for performers of any age in conjunction with the production of Highway of Lost Hearts.
	4.4.1.4	Marketing strategy developed, reviewed and implemented annually.	Griffith Regional Theatre & Art Gallery Manager	Report on the number of memberships and subscriptions annually.	Marketing of events continues, and has resulted in strong sales for most events. Part-time Marketing Officer going well. Will shortly commence looking at Marketing for 2025 season.
	4.4.1.5	Provide a clean functional and well maintained Theatre facility available to the public.	Griffith Regional Theatre & Art Gallery Manager	Zero complaints regarding cleanliness and maintenance received.	Gutters have been cleaned and a regular maintenance check booked in. This should alleviate on-going leaks.
The Griffith Regional Art Gallery will develop and deliver a diverse and engaging program of cultural activities.	4.4.2.1	Develop and deliver annual exhibition program that includes quality touring and locally sourced solo and group exhibitions.	Griffith Regional Theatre & Art Gallery Manager	Minimum of 8 exhibitions per year including a minimum of 2 touring exhibitions and a minimum of 2 exhibitions by local artists.	A further two exhibitions have taken place to date, one touring, and one local with both proving to be interesting and popular. The most recent exhibition by local artist Sophie Chauncy has sold several of her pieces.
	4.4.2.2	Deliver a minimum of 6 Artspace exhibitions per year including works by local artists and displays of interest	Griffith Regional Theatre & Art Gallery Manager	Minimum of 6 exhibitions per year including minimum of 3 exhibitions by local artists.	We have had two further exhibitions this quarter including works from local artist Jo Gibbs, and entries in a photographic competition run by Pioneer Park during their Action Day.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		to the local community.			
	4.4.2.3	Develop and deliver high quality, diverse schedule of public programs that caters to the needs of different age, cultural and interest groups.	Griffith Regional Theatre & Art Gallery Manager	Minimum of 8 public programs delivered annually including a minimum of 2 school holiday programs, minimum of 3 educational programs and a minimum of 2 Master Classes.	Public Programs have continued at the Gallery including 3 x drop-in sessions, 3 x workshops for artists, 6 x sessions for children, 2 x lunch-time talks, 2 x exhibition openings and 2 x floor talks.
	4.4.2.4	Provide a clean functional and well maintained Art Gallery facility available to the public.	Griffith Regional Theatre & Art Gallery Manager	Zero complaints regarding cleanliness and maintenance received.	We continue to liaise with the War Memorial Committee with regards to building maintenance. We have commenced discussions regarding refreshing the signage for the building and applying for grant funding for some maintenance work.
	4.4.2.5	Cultural Precinct Masterplan developed.	Director - Business, Cultural & Financial Services	Cultural Precinct Masterplan completed by October 2023.	Completed.
Provide a collection of library material, meeting community and industry standards.	4.4.3.1	Maintain a collection of library material in accordance with State Library guidelines.	Library Manager	Circulation per capita at a minimum of 3.5 times average for each resource. Track number of visits to WRL website - 48% stock less than five years old.	Staff continuously refresh collections to ensure they remain updated and meet community need and relevance. 27,707 items were loaned at Griffith Library Apr-Jun 2024. The total items loaned in 2023/24 was 106,198.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	4.4.3.2	Griffith City Library to facilitate digital inclusion in the community by providing digital education programs.	Library Manager	Hardware asset less than 5 years old. Number of internet access bookings utilising WiFi and also public computers.	Griffith Library staff facilitate digital support and education. 1,926 free public computer sessions were recorded Apr-Jun 2023. A total of 7,504 free public computer sessions were recorded in 2023/24.
	4.4.3.3	Provide reliable high speed internet and computer equipment.	Library Manager	Maintain ratio of 1 PC per 3,000 residents.	14 public computers equating to 1 PC per 1,940 residents. Computer software updates completed regularly. Hardware scheduled to be replaced July 2024.
	4.4.3.4	Position the Griffith City Library as a community hub for learning, networking and leisure by providing a range of programs to all sectors of the community.	Library Manager	Provide a quarterly report on visitation per annum (minimum 5 visits per capita). Deliver a minimum of 20 programs annually, annual calendar of programs and events reflecting the population demographic.	24,616 visitors to the Library were recorded Apr-Jun 2024. Griffith Library hosted 95 events, with 3,278 attendees Apr-Jun 2024. There were 96,928 total visitors to the Library in 2023/24, the Library hosting 421 events, with 14,213 attendees over the year.
	4.4.3.5	Provide a clean, functional and well-maintained library facility available to the public to community and industry	Library Manager	Zero complaints regarding cleanliness and maintenance received.	Cleaning of the library facility occurs daily. Implementation of the State Library infrastructure grant continues, with improvements made to shelving, carpet and the parents room. This will continue next year. Repairs to one of the public area aircons was made.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		standards. Installation of Library shelving funded by State Library grant.			
Develop and manage regional museum collections of historic and social significance to Griffith region and communities.	4.4.4.1	Conduct an assessment of current state of Pioneer Park Museum buildings to identify conservation needs and develop Asset Maintenance and Restoration Plan according to priority.	Griffith Pioneer Park Museum Manager	Develop and Review annual Maintenance and Restoration Plan by 30 June.	Buildings have been assessed with appropriate contractors being consulted. Capital renewal upgrades have been identified in this year's budget.
Engage with young people and liaise with local agencies and user groups.	4.4.5.1	Promote and facilitate Youth Week and other events in partnership with Agencies to deliver programs and activities.	Community Development Coordinator	Number of youth activities held in partnership with Council. Number of young people involved in organising events.	Fortnightly Youth Advisory Group meetings held. Griffith City Council took 11 youth on a day excursion to participate in a Youth Leadership Forum with Hay Shire Council on 26th June. Sounds of Autumn event delivered at Griffith Community Gardens with Regional Youth School Holiday Funding. Totem Skateboarding and BMX Community workshop delivered for Youth Week.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Sonder Change makers camp attended in Tumbarumba. Met with Shadow Minister Emma McBride (Rural and Regional Health).
Griffith Pioneer Park Museum will develop and deliver a diverse and engaging program of cultural activities.	4.4.6.1	Plan and deliver Action Day and attract major events to increase visitation.	Griffith Pioneer Park Museum Manager	Increase in revenue and number of visitors to the Park.	The Museum's Action Day 2024 held in March was a success. Organisation of such an event between staff members is challenging but with the assistance of volunteers, the day was successfully run.

Improve access to local health services

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Lobby State Government to commit funding in forward estimates for renewal of Griffith Base Hospital.	4.5.1.1	Monitor construction of new Base Hospital.	General Manager	As required. Health Infrastructure NSW brief Councillors twice per year regarding construction progress.	Construction of Hospital on schedule for completion early 2025. Health Infrastructure NSW and MLHD representatives updated Councillors of progress at Workshop 16 April 2024.
	4.5.1.2	Lobby State Government to construct Radiation Therapy Facility and monitor construction of Radiation Therapy Unit in Griffith.	General Manager	Government agency to keep Council informed on progress with construction and fit out of radiation therapy facility.	Radiation Therapy Facility operational as from May 2023.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Promote health services and programs.	4.5.2.1	Collaborate with Murrumbidgee Local Health District (MLHD) to promote health services.	Communications & Integrated Planning Coordinator	Number of services or programs promoted.	Information from Murrumbidgee Local Health District, Primary Health Network and NSW Health is shared as needed. This is done through Council Catch Up, social media and Council Capers (staff newsletter). This quarter shared material has included, a DV Alert Workshop, Renal Dialysis access, Griffith Base Hospital Redevelopment, Child Dental Benefits Schedule, The Raising Healthy Minds app, Sepsis awareness, Respiratory illness: influenza (flu), COVID-19 and RSV, National Spinal Health Week and Communicating in Recovery Workshop.

Promote reconciliation and embrace our Wiradjuri heritage and culture

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Implement Reconciliation Action Plan (RAP).	4.6.1.1	Review Reconciliation Action Plan (RAP) recommendations.	Community Development Coordinator	Report on progress to Reconciliation Australia. Number of recommendations implemented.	Expression of Interests sent for Cultural Training (end of June) in preparation to review RAP. No result to date. Griffith LALC consulted for Welcome to Country and provided letters of support for different grant opportunities. Attendance of Reconciliation week AMS day. Preschool attendance for Flag Raising Ceremony

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	4.6.1.2	Consult, and or partner with the local Aboriginal Community.	Community Development Coordinator	Number of meetings held. Number of events held in partnership.	Consultation with LALC for Welcome to Country (citizenships and significant events). Consultation with LALC and Marrambidya Dance Group and AMS for NAIDOC events Partnering with Youth Services for Youth week BMX/Skateboard event.

Provide a range of sporting and recreational facilities

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain and renew playgrounds in accordance with the Playground Strategy.	4.7.1.1	Manage and maintain playgrounds in accordance with the Playground Strategy.	Parks & Gardens Manager	Playground safety inspections carried out as per the schedule.	All Council owned and managed Playgrounds continue to be assessed for public safety in line with the guidelines of the Australian Standards.
	4.7.1.2	Manage and maintain parks and reserves to a high level of service.	Parks & Gardens Manager	Parks and reserves maintained within allocated budget.	Parks and Reserves continue to meet the high level of service expected by the community.
Maintain the Griffith Regional Aquatic Leisure Centre (GRALC) in accordance with	4.7.2.1	Provide a clean, functional and well maintained aquatic facility available to the public.	Griffith Regional Aquatic Centre Manager	Zero community complaints received relating to the cleanliness and maintenance of GRALC. Repair floors in the indoor pool area by June 2024.	No failed water tests or health inspections during the quarter. No major incidents reported.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Asset Management Plans and increase usage.	4.7.2.2	Recruit additional swim instructors.	Griffith Regional Aquatic Centre Manager	Increase in the number of swimming lessons provided	2 more instructors recruited. This allowed some classes to be moved from another who had left swim school and one who is soon to leave town. Has also assisted with coverage of classes for illness and holidays.
Maintain all Council's sporting ovals.	4.7.3.1	Manage and maintain Council's sporting ovals to the level of service.	Parks & Gardens Manager	Sporting ovals maintained within allocated budget.	Maintenance and upgrading of Council's sporting facilities is ongoing to meet the expectations of the community.
Implement capital upgrades to recreational facilities as funding becomes available through grants or otherwise.	4.7.4.1	Seek funding for capital upgrades on recreational facilities.	Urban Strategic Design & Major Projects Manager	Number of successful projects.	Council has applied for funding for the proposed new playground at Tarbogan. The application was unsuccessful. The project will use internal funding and will be completed within this financial year. Construction has started on the Hanwood Oval's new Changerooms. Construction of Stage 1 of the new Mountain Bike Trail is completed. Council successfully applied for additional funding for Stage 2 through the local member, Helen Dalton. Completion of Stage 2 for the value of \$200,000 is scheduled for completion in November 2024.
Griffith Stadium to provide a range of services for the improved health,	4.7.5.1	Provide a clean, functional facility, available to the community.	Griffith Regional Sports Centre Manager	Zero complaints relating to cleanliness and maintenance received. Increase in participation.	Task complete.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
well-being and lifestyle of the community.	4.7.5.2	Attract major sporting events.	Griffith Regional Sports Centre Manager	Two major events held annually.	Task complete.
	4.7.5.3	Attract additional sporting groups/associations to utilise the facility for competitions.	Griffith Regional Sports Centre Manager	One new group using the facility per year.	Task complete.
Lake Wyangan Restoration Project.	4.7.7.1	Design and construct amenities, western foreshore of Lake Wyangan.	Planning & Environment Manager	Consultation completed, amenities designed, construction commenced.	Initial consultation has been undertaken with detailed design to be commenced.

Improve the aesthetic of the City and villages, by developing quality places and improved public realm

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Initiate place activation projects in Griffith and villages.	4.8.1.1	Implement a place activation.	Urban Strategic Design & Major Projects Manager	Number of place activations.	CBD activation and placemaking are important aspects of the Urban Design Unit function. Under the Banner of Street Scapes, Council has activated Kooyoo Street, resulting in the successful permanent transformation of the street into a shared zone through a successful funding application. The activation of the car park behind Memorial Park enabled Council to buy additional infrastructure through successful grant funding that can be

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					used as part of future placemaking and public space activation. This is an ongoing process. Upgrade to the landscaping of Memorial Gardens is in progress and is scheduled to be completed within this calendar year. Council also secured funding from the "Open Streets Program" for partially closing and activating Olympic Street during activation. This will occur over a weekend in November 2024.
Deliver Urban Design Projects.	4.8.2.1	Scope, design and plan projects of city significance based on available funding.	Urban Strategic Design & Major Projects Manager	Number of projects delivered.	Urban Design is continuously looking at projects that can enhance the public domain and benefit the wider community. Public consultation is a high priority, as is applying for Grant Funding for identified projects. <ul style="list-style-type: none"> - The \$1 mil Her Ways Project is in the activation and construction phase, creating safer spaces in Griffith. - Griffith Mountain Bike Track (Stage 1 completed. Stage 2 completed by November 2024) - New Sports Facilities at Hanwood Oval (in construction)
Work with Council and Stakeholders to implement Place Creation Strategies.	4.8.4.1	Liaise with Councillors and Stakeholders.	Urban Strategic Design & Major Projects Manager	Attend and present at workshops and committee meetings.	To improve the aesthetic of the City and villages by developing quality places and improved public realm is Urban Design Unit's primary function. Liaising with Councillors and Stakeholders is an ongoing process to

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					improve outcomes and get maximum community input. Ongoing Process.

Growing our city

Grow our economy

Be a location of choice for innovative agriculture and manufacturing

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Design and implement media and marketing strategies to enhance the appeal of Griffith as a destination to invest, live and work in, focused on Griffith's regional city lifestyle underpinned by local employment opportunities and options for education and training, health and housing.	5.1.1.1	Produce and promote a regularly updated Invest Griffith Prospectus. Maintain Griffith Economic Development website with relevant and current information.	Economic Development Coordinator	Promotional material distributed. Website traffic.	New Investment Prospectus completed, printed and published.
Provide secretariat support to Region 9 of the Murray Darling Association. Participation on	5.1.2.1	Support Region 9 of Murray Darling Association via provision of Agendas and Minutes.	Economic Development Coordinator	Invitation and attendance by connected water agencies and associations Motions resolved.	Meetings minuted and Agendas produced for Murray Darling Association. Regular meetings with Drought Resilience Consortium to complete a Western Riverina Regional Drought Resilience Plan.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
this board promotes opportunities for Council to have input into the region's water discussions.					

Be a location of choice for business investment employment and learning

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Support efforts to match skilled labour with local business and industry needs.	5.2.1.1	Deliver Griffith Now Hiring marketing program.	Economic Development Coordinator	Griffith Now Hiring (GNH) Website engagement and number of Griffith Now Hiring Partners. Number of GNH jobs advertised.	Griffith Now Hiring newsletters sent out, social posts, radio ad, YouTube ads, merch created - magnets and tote bags.
Collaborate with RDA Riverina and neighbouring Councils to explore opportunities to address local skills gaps and build workforce capacity.	5.2.2.1	Support the following programs: - Grow Our Own - Multicultural NSW's Growing Regions of Welcome (NSW GROW) model - Partner with Regional Development Australia (RDA) Riverina Country Change.	Economic Development Coordinator	Number of Regional Development Australia (RDA) initiatives supported.	Assisted Griffith Business Chamber and RDA Riverina with Griffith Connection event. Presented alongside RDA Riverina and Griffith Business Chamber at Migration Seminar ran by Investment NSW. Council staff volunteered at Grow Our Own STEM challenge day at Murrumbidgee High School. Attended regular meetings with RDA Riverina and Griffith Business Chamber including Griffith Housing and Worker Shortage Taskforce, Grow our Own, Country Change. Participated in

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					RDA Riverina Economic Development Officer Forum in Narrandera.
Provide a compliant Work Health Management system to meet legislative and organisational requirements.	5.2.3.1	Undertake review of Work Health Safety policies and implement amendments to WHS Act and Legislation changes as required.	Director - Economic and Organisational Development	A return to work (RTW) Program reviewed annually. WHS policies reviewed. WHS Reporting to include Incident Reports, Workplace Investigations and Corrective Actions. Number of WHS Committee meetings held.	WHS Policies under review.
Advocate for safe work practices and employment standards.	5.2.4.1	Facilitate opportunities for training and policies to improve staff wellbeing.	Director - Economic and Organisational Development	Hold two Health and Wellbeing staff awareness programs. Four Health and Wellbeing Articles distributed annually.	Rollout of online Learning Management system has been priority to ensure training requests, training requirements and training attendance are captured for managers and supervisors and staff to easily access.
	5.2.4.2	Provide a safe workplace by undertaking Random Alcohol and Other Drug (AOD) testing.	Director - Economic and Organisational Development	20% of workforce tested for Alcohol and Other Drugs (AOD).	Random testing regime required to ensure safety of staff, especially those who operate Council plant and vehicles.
Identify opportunities for Council traineeships and work experience programs.	5.2.5.1	Identify opportunities within organisation structure for potential traineeships.	Workforce Planning Administrator - Learning & Development	Number of trainees and apprentices employed.	Two School Based Trainees appointed with two more advertised in Quarter 1.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Support and promote the Country Universities Centre Western Riverina in delivering distance tertiary education opportunities to students in Griffith and the surrounding region.	5.2.6.1	Include Country Universities Centre Western Riverina in regular promotional material and newsletters.	Economic Development Coordinator	Number of articles promoted.	Meeting held with CUC Engagement Director. CUC promoted via Griffith Now Hiring and Council social pages, newsletters as well as in presentations made by the General Manager at seminars and forums.

Promote opportunities for business to establish and grow

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Work with the Federal and State Governments to promote and deliver small business support programs applicable to newly-established and emerging business	5.3.1.1	Promote services offered by Service NSW and Business Enterprise Centre to assist local businesses to establish and grow. Work with AusIndustry, Austrade and the Department of Regional NSW to promote investment	Economic Development Coordinator	Number of meetings held.	Met with Service NSW and Enterprise Plus to discuss opportunities for business promotion. Also printed a "how can Council help your business" flyer and banner.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
operators in the Griffith area.		opportunities and business growth.			
Produce monthly business newsletters to promote news, events, training, grants, assistance and incentives.	5.3.2.1	Produce monthly Evolve Business Newsletter.	Economic Development Coordinator	Number of newsletters sent.	Monthly newsletter emailed April, May & June. Signed up business survey respondents that elected to sign up.
Partner, sponsor and promote professional development for local businesses to establish and grow.	5.3.3.1	Undertake bi-annual business survey to determine business training requirements. Facilitate and promote training events and programs to build business resilience.	Economic Development Coordinator	Number of events sponsored.	<ul style="list-style-type: none"> - Business Survey report and summary completed, printed & published. - ED ran a sold-out Business Planning event - requested in business survey - Events supported - Leeton Careers Expo, Country Change Expo, Riverina Field Days.

Strategic land use planning and management to encourage growth in the region

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Prepare and Implement Strategic Planning Framework.	5.4.1.1	Prepare Local Environmental Plan (LEP). Amendment number 1 and Amendment number 2.	Planning & Environment Manager	Council approve planning approval for Gateway Determination.	Completed.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	5.4.1.2	Development Servicing Plan.	Planning & Environment Manager	Development Servicing Plan adopted by Council.	Council's development engineers are progressing in conjunction with consultants.
	5.4.1.3	Prepare Employment Lands Development Control Plan.	Planning & Environment Manager	Public consultation undertaken. Council Approve DCP.	To be completed following Employment Lands Strategy.
	5.4.1.4	Review all Development Control Plans.	Planning & Environment Manager	Public consultation undertaken. Council Approve DCPs.	Employment Lands DCP to be drafted on completion of the Employment Lands Strategy which forms the evidence base. The Residential DCP is currently under review.
Monitor land availability (Residential, Commercial, Industrial, Recreational).	5.4.2.1	Compare actual land take up with projections in the Land Use Strategy during a five year review period.	Planning & Environment Manager	At any period of time the amount of correctly zoned land available for development should out-perform the demand for such land.	Completed
Lake Wyangan Village Masterplan finalised and implemented.	5.4.3.1	Master plan Lake Wyangan.	Planning & Environment Manager	Finalise Master Plan. Implement stages of Master Plan.	Completed
Prepare Master Plans.	5.4.4.1	Prepare Hospital Precinct Master Plan.	Planning & Environment Manager	Community consultation undertaken. Council approve Master Plan.	Completed

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	5.4.4.2	Hanwood Growth Area Master Plan.	Planning & Environment Manager	Community consultation undertaken. Council approve Master Plan.	Additional high level civil engineering required. Aiming to seek Council endorsement of a consultation draft late 2024.
	5.4.4.3	Prepare 2023 Hanwood Growth Area Contributions Plan.	Planning & Environment Manager	Community consultation undertaken. Council approve Master Plan.	To be commenced after completion of the Master Plan.
	5.4.4.4	Commence Yenda and Yoogali Growth Area Master Plan.	Planning & Environment Manager	Master Plan preparation underway.	Workshopped with Council 18 June. Cost to develop civil works to be discussed with Casella's.
	5.4.4.5	Master Plan former Sun Rice Lands and MI Depot Lands along Banna Avenue at Crossing Street.	Planning & Environment Manager	Public consultation undertaken. Council Approve Master Plan.	To be workshopped.
	5.4.4.6	Master Plan new Employment Lands along Southern Link Road.	Planning & Environment Manager	Public consultation undertaken. Council Approve Master Plan.	Employment Lands Strategy is adopted. Planning Proposals to be prepared for additional employment lands by landowners. Master Plans to be prepared subject to future funding.

Support diversity in housing options

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Implement the Griffith Housing Strategy in line with identified priorities	5.5.1.1	Completion of Griffin Green affordable housing project. Provide support and advice to assist affordable housing projects in the Local Government Area.	Economic Development Coordinator	Number of Project Control Group Meetings held. Progress of Griffin Green.	Griffin Green Construction complete. Grant acquitted - official opening next month.

Promote Griffith as a desirable visitor destination

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Attract, develop and maintain events that are sustainable and bring visitation to Griffith.	5.6.1.1	Deliver Griffith's key tourism event campaigns.	Events Coordinator	Number of events held throughout key tourism campaigns.	Griffith Easter Party 2024 completed calculations - Visitor Economy Injection of \$2.9 million. Finalized all marketing items and program development of A Taste of Italy Griffith 2024 program. This is set to be launched in the first week of July, Griffith Spring Fest 2024 planning well underway. Communications continue with event organizer's for ATOIG 2024 & GSF 2024!
	5.6.1.2	Evidence of growth of tourism events.	Events Coordinator	Number of events on the tourism calendar.	90 events registered via the Visit Griffith What's on Calendar over the months April, May & June.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Griffith Easter Party Economic Injection calculated to be \$2.9 million over the four-day period. A Taste of Italy Griffith program developed and sent to print. ATOIG Marketing campaign organized and ready to be launched first week of July.
	5.6.1.3	Support the development of events that bring visitation to Griffith.	Events Coordinator	Number of events sponsored by Griffith City Council.	In-kind, which includes promotion, event advice and miscellaneous Council services (waste & traffic etc). 90 events supported by Visit Griffith, Monetary (seed funding), 0 events were provided with monetary sponsorship from Visit Griffith. Communications ongoing with event organisers to help with planning of upcoming major events to be held in 2024/2025. Encouragement of regional event organisers to hold events over A Taste of Italy Griffith & Griffith Spring Fest.
	5.6.1.4	Deliver Griffith's key tourism event campaigns.	Marketing & Promotions Coordinator	Number of communication channels used to promote key tourism campaigns.	Winter What's On guides Canberra weekly Truly Aus inflight publication - full page ad atoig Better homes and gardens DIGITAL: Facebook Instagram Google Youtube o- TVC & Meet the local

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Website (Visit Griffith & A Taste of Italy Griffith) EDM ACM (online/digital newspapers) Truly Aus - editorial, social media and EDM Australian Traveler OTHER: Media releases TV advertising Radio advertising and interviews Weekly What's on Triple M Badges for events Radio Italiana 6-month promo for ATOIG
Attract regional conference and business event market.	5.6.2.1	Communicate with business event stakeholders.	Events Coordinator	Number of business event guides distributed.	Business Events and Conferencing page on Visit Griffith active. Visit Griffith website making it user friendly for businesses to see what we have on offer in the area. Video clip currently has 379 views. The new Griffith Venue Guide has been completed which is now available to send out when requested.
Establish Griffith as a destination of choice.	5.6.3.1	Increase Griffith's digital presence.	Marketing & Promotions Coordinator	Engagement and reach of digital platforms.	Visit Griffith Instagram: Followers - 4,324 (169 increase) Page visits - 800 Reach (organic) - 3,900 Posts & Stories - 111 Griffith Spring Fest Facebook: Followers - 4,400 (53 new)

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>Page reach - 12,000 Reach (organic) 12,100 Reach (paid) 4,820 Profile visits 1,100 Griffith Spring Fest Instagram: Followers - 417 - 30 new Reach - 1,000 Posts & Stories - 10 Profile Visits - 57 Visit Griffith website: New users - 11,000 Returning users - 1,700 NSW - 7,326 VIC - 2,432 QLD - 1,068 ACT - 287 SA - 307 Google Listing: 4.6 star rating 721 Google business profile views this quarter 1,391 searches EDMS x 3: - A Taste Of Italy Griffith 24 - Winter What's On - JENS Garden pods giveaway Audience: 4,145 Total Subscribers: 4,145 Recipients: 6,906 Total Opens: 5097 Digital Editorial Truly Aus - EDM & digital editorial</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	5.6.3.2	Produce consistent marketing material.	Marketing & Promotions Coordinator	Number of printed promotional collateral developed and distributed.	Griffith Easter Party event programs x 7,000 Griffith Easter Party Posters x 50 Autumn what's on x 2,000 Winter what's on x 5,000 Save the date Tri Festival Poster 20 VIDEO - A Taste of Italy Griffith event promo, A Taste Off Italy Griffith TVC, Meet the Local series - La Scala
	5.6.3.3	Seek funding opportunities to assist in the development of tourism in Griffith.	Tourism Manager	Number of funding opportunities shared with stakeholders. Number of funding opportunities supported by Griffith Tourism.	Worked with several local event organizers as a result of DNSW Regional Events Funding - Incubator, Flagship & Event Development Streams were opened and applications closed in April. Provided advice, data and letters of support. * A further 4 funding opportunities shared this quarter (via DRM "The Goods" April, May, June editions): Electric vehicle (EV) destination charging grants (NSW Govt) Engine and Emerging Industries Loan Pilot (NSW Govt) Clubgrants Category 3 Fund (NSW Govt)
	5.6.3.4	Develop and maintain partnerships with leading regional, state and national tourism bodies.	Tourism Manager	Number of collaborative projects involved in.	Attended the 'LGNSW Destination Visitor Economy Conference' in Wagga in May. This is such an important platform which enables us to have face to face meetings and networking sessions with regional, state and

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>national tourism bodies that we wouldn't normally have the opportunity to meet with face to face.</p> <p>Attended 2 face to face Visit Riverina Meetings this term (Temora & Wagga), Destination Riverina Murray was also in attendance.</p> <p>Attended 4 online Kidman Way Promotional Committee Meetings this term (2 RE: new brochure + 2 RE: operational matters)</p> <p>Attended face to face AVIC Meeting with 20+ staff/ managers from other Visitor Information Centres from all over NSW in attendance.</p> <p>Met with RDA Riverina to arrange for Visit Griffith collateral to be taken to Country Change Trade show in Wagga and arranged Griffith tour options for prospective New Residents.</p> <p>Attended Riverina Risk Group Joint Meeting in Leeton with other LGA's, facilitated by Statewide Mutual.</p>
	5.6.3.5	Capitalise on new marketing opportunities.	Marketing & Promotions Coordinator	Number of new marketing opportunities sourced.	<p>PRINT/ EDITORIAL</p> <p>Canberra Weekly full page</p> <p>Truly Aus June/July 2024 - Full page</p> <p>DIGITAL: Constant content posted to Facebook and Instagram</p> <p>Visit Griffith, Spring Fest, A taste of Italy, Easter Party websites</p> <p>DIGITAL FEATURE - Paid ad with Truly Aus across socials</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>EDM - Seasonal what's on, events and giveaways.</p> <p>SURVEY - launched survey as part of social media Giveaway, objective of increasing email subscribers & gaining testimonials for Griffith</p> <p>SOCIAL GIVEAWAY- Jens Garden Pods. Promotion of new and unique offering to build testimonials and increase social media presence.</p> <p>Visit Griffith Meet the local series - production and launch of La Scala Restaurant meet the local video.</p> <p>RADIO - Weekly what's on segment with Triple M.</p> <p>Radio Italiana - Ongoing advertisement for A Taste of Italy Griffith</p> <p>MEDIA RELEASE: Promotion of Tripple J One night stand submission. (Resulted in Griffith being shortlisted for the major event).</p>
	5.6.3.6	Provide a functional and well maintained Tourism facility available to the public.	Tourism Manager	No complaints received.	<p>Minor renovations have commenced in marketing & events office and display area as a result of current CAPEX funds that needed to be finalized in 23/24 FY.</p> <p>Renovations will proceed in 24/25 FY.</p> <p>Also looking into grant funding opportunities that may assist.</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Facilitate the development of visitor experiences that add value to the core attractive features of Griffith.	5.6.4.1	Work with tourism industry stakeholders to grow product offering through relationship building.	Visitor Information Centre Coordinator	Number of operator visits. Number of group itineraries created and distributed	<p>*Number of local famils attended by the Griffith Tourism Team = 1 (Griffith Caravan Village - inspect installation of new camp kitchen and cabins as a result of grant funding).</p> <p>*Number of operator and ambassador visits = 0 operator visits</p> <p>*Number of group itineraries created and distributed = 8</p> <p>Groups include:</p> <ul style="list-style-type: none"> - Temora Garden Club (Oct 2024) - Near or Far Coaches (Oct 2024) - Fun over 50s (May 2025) - Martin's Albury (Oct 2024) - Orange Probus group (Oct 2024) - O'Shannessy's (May 2025) - KTG Tours (Oct 2025) - O'Shannessy's (Oct 2025)
	5.6.4.2	Communicate visitor experiences to potential visitors and new markets.	Visitor Information Centre Coordinator	Number of visitor guides distributed. Number of information packs distributed.	<p>Number of visitor guides distributed Australia-wide = 4202</p> <p>*1782 - sent to Visitor Information Centres around Australia</p> <p>*1804 - supplied to local operators</p> <p>*616 - handed out by the Visitor Servicing Team at the Tourism Hub</p> <p>Number of information packs distributed during quarter = 41</p> <p>This includes:</p> <ul style="list-style-type: none"> * 30 x group delegate bags (SafeWork conference) *6 x New Resident Kits handed out by Visitor Servicing team at the Tourism

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>Hub *5 x Seasonal Workers Kits handed out by Visitor Servicing team at the Tourism Hub The Tourism Team also attended a travel expo in Sydney hosted by wholesaler Trade Travel in April, where the team met with over 130 representatives from 68 NSW Probus Clubs to encourage visitation to Griffith and region.</p>
	5.6.4.3	Create and facilitate opportunities for tourism stakeholder engagement and education.	Tourism Manager	Number of Tourism Action Groups (TAGs) held.	<p>Attended LG NSW Destination Visitor Economy Conference - ideas from other destinations shared and taken back to local stakeholders. Attended 2 Visit Riverina Meetings with Destination Riverina Murray. Providing opportunity to share good news stories RE: our local stakeholders. Numerous meetings held and supported throughout this quarter: - Griffith Spring Fest (sponsors, garden owners, citrus sculptor groups, volunteers, media, etc) - Griffith Italian Festival Committee - A Taste of Italy Griffith potential event organizers and media opportunities - Riverina Citrus Growers Inc. RE: planned event for Spring Fest 2024 Attended site visit to Griffith Caravan Village to inspect the new cabins and camp kitchen.</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Finalization of Visit Griffith Ambassador Program 2025-26. 109 ambassadors signed up despite the economic climate. This shows the value in our program and the engagement, education and product development opportunities it provides to our stakeholders.
	5.6.4.4	Create and facilitate opportunities for tourism stakeholder engagement and education.	Tourism Manager	Number of capacity building opportunities shared with stakeholders.	7 capacity building opportunities shared via DRM 'The Goods' (April, May, June Editions) Experience Development Workshop (DNSW) Sustainability Webinar for Tourism Operators (Aust Govt) Accessible Festivals & Events (Accessible Arts) Introduction to Artificial Intelligence (NSW Govt) Regionality's Agritourism Business Development Program Riverina Murray Professional Development Day: Becoming an Employer of Choice (DNSW) Experience Development Workshop (DNSW)

Support transport connectivity

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Contribute to the rail freight interchange improvement project plan, collaborating with project partners to provide support for the full business case.	5.7.1.1	Contribute to the completion of the WR Connect (Western Riverina regional freight intermodal) Business Case.	Economic Development Coordinator	WR Connect Business Case Progress.	Transport for NSW have committed to commencing works on the rail loading line (\$19M) at Western Riverina Intermodal Terminal (WR Connect) site by December 2024, with construction anticipated to be completed by June 2025.
Lobby State and Federal Governments to advocate for reliable and cost-effective means of road and rail transport that is accessible to all industries in Griffith.	5.7.2.1	Contribute to freight and transport initiatives.	Economic Development Coordinator	Progress of Southern Industrial Link.	Industrial Link road completion milestones promoted. new bus routes promoted.
Engage with the State, Federal Governments and Airlines to advocate for reliable and cost-effective means of Air transport	5.7.3.1	Maintain communication with Airlines and provide support towards an expansion of air services.	Planning & Environment Manager	Number of flight services.	Ongoing communications.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
through Griffith Airport for both business and leisure passengers.					

Provide and manage assets and services

Provide, renew and maintain a range of quality infrastructure, assets, services and facilities

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain and develop infrastructure and services to bring together willing buyers and sellers of livestock in the Western Riverina region.	6.1.1.1	Manage and maintain Griffith Livestock Marketing Centre within allocated budgets.	Director - Utilities	Griffith Livestock Marketing Centre maintained to facilitate and maximise the buying and selling sheep with the ability to sell cattle when required.	The operation and capital works are within budget at the Griffith Livestock Marketing Centre.
	6.1.1.2	Upgrade existing facilities to improve selling conditions for sheep yards.	Director - Utilities	Capital works to be maintained in the allocated budget each financial year.	The Griffith Livestock and Marketing Centre sold 424,800 sheep during the 2023/2024 financial year. Council has appointed a contractor to install the Electronic Identification (eID) system for sheep at the Griffith Saleyards. This system is mandatory and must be operational by 1 January 2025. Work will be completed by December 2024.
Provide engineering design and referral	6.1.2.1	Engineering design and	Engineering Design &	Design progression and referrals reported quarterly.	Engineering design and referrals are continuing to be completed and

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
services to internal departments within Council.		referrals provided to Council departments.	Approvals Manager		provided to internal departments. Due to the ongoing progression of Council's traineeship/Grow Your Own program, staff outputs for engineering design and referrals are continually improving and are inline with Council's current works program.
Provide gravel from the Tharbogang Quarry to meet the demands of Council's road building projects.	6.1.3.1	Gravel extraction to be carried out as per licence and development application requirements.	Waste Operations Manager	Gravel meets the demand required for Council roadworks whilst maintaining extraction limits.	There has been very little gravel removed from Tharbogang Quarry. The current intention for the quarry is to continue its perpetration for the landfill.
Investigate the delivery of a new cemetery and crematorium.	6.1.4.1	Explore options for the new cemetery and crematorium.	Director - Infrastructure & Operations	Location for the new cemetery and crematorium finalised.	Council is currently processing a DA lodged after the completion of the Expression of Interest (EOI) process for a Cremator to be installed in an existing business. This action is consistent with the Councils resolution. Other Funeral Directors who have chosen not to participate in the EOI process are able to commence their own private operations without funding and support from Council.
Provide cemetery facilities to meet the needs of the community.	6.1.5.1	Manage and maintain Griffith, Yenda and Bagtown cemeteries within	Parks & Gardens Manager	Cemeteries managed efficiently and to agreed service standards.	Cemeteries continue to be maintained to the high standard expected by the community.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		allocated budgets.			
Maintain street sweeping program to improve quality of stormwater runoff.	6.1.6.1	Manage and maintain street sweeping program to improve quality of storm water runoff.	Works Manager - Maintenance	Street sweeping undertaken as per program.	Street sweeping undertaken as per program and up to date.
Maintain and upgrade the existing waste management centres to provide waste handling to accommodate the current and future needs of the community.	6.1.7.1	Continue utilisation and upgrading of existing landfilling facilities.	Waste Operations Manager	Statutory reports submitted in accordance with licencing requirements.	<p>There has been movement of the projects scheduled for the landfill.</p> <p>Works have commenced on the High Voltage Project, waiting for connection approval for the Low Voltage component.</p> <p>Once this project has been completed the other three projects listed can commence.</p> <p>Landfill Road Upgrade Landfill Gass Flaring Leachate Pond Construction.</p>
Encourage resource recovery and kerbside recycling.	6.1.8..1	Provide and promote resource recovery and recycling initiatives.	Waste Operations Manager	Provide relevant information to the community in relation to resource recovery services.	Council is continually providing the community with relevant and informative information on resource recovery.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain waste collection services for the Griffith LGA.	6.1.9.1	Provide commercial, street and park bin collections.	Waste Operations Manager	Ensure daily collection service is provided.	The Commercial and Street & Park Bins service is continuing as per normal.
	6.1.9.2	Liaise with collection contractor to ensure that both domestic and recycling bins are serviced.	Waste Operations Manager	Ensure that contractor is servicing the domestic and recycling bin network as per contract.	I am in continual contact with JR Richards customer support team in Dubbo and the Regional Manager. I am kept informed of any issues that will affect the collection service.
	6.1.9.3	Replace and repair domestic and commercial bins when required.	Waste Operations Manager	Ensure replacement/repair meet CRM time frames.	This service is occurring majority as per the set time frame (10 working days of the CRM being submitting).
Develop and implement a Strategic Asset Management Plan for Griffith Pioneer Park Museum.	6.1.10.1	Conduct a comprehensive review of all WHS aspects.	Director - Business, Cultural & Financial Services	Prepare a report to review WHS actions and costs to remediate.	Whilst there is a strategic asset management plan developed, this will require ongoing review to maintain currency and ensure that assets are prioritised and maintained satisfactorily.
	6.1.10.2	Program and carry out asset maintenance and pest control activities in accordance with Asset	Griffith Pioneer Park Museum Manager	Report progress annually.	Asset Maintenance Plan completed and majority of the Museum has been treated for pest control in particular white ant spraying and baiting. Pest control contractor yet to submit annual maintenance program.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		Maintenance and Restoration Plan.			
Provide GIS services to the organisation.	6.1.11.1	Provide timely, responsive GIS services for Council.	Asset Management Coordinator	Respond to GIS work requests within 48 hours.	90% of GIS related CRM's are responded to within 48 hours
Ongoing review and assessment of Asset Management Plans for all asset classes.	6.1.12.1	Review and update Asset Management Plans for Council infrastructure.	Asset Management Coordinator	Complete annual update of asset management plans to reflect current value and condition of assets by 30 November.	Working on updating for 2024/25 is on hold until valuations are complete.
	6.1.12.2	Complete cyclical Valuation Reviews on each Asset class as required under statutory guidelines.	Asset Management Coordinator	Review of each Asset Class by 31 March annually. Complete scheduled revaluation of each Asset Class according to revaluation schedule by 31 May annually.	Valuation of Land Buildings, and Other Structures is complete. Transport and Stormwater Drainage: Comprehensive valuation is underway. Inspections complete, report in progress. Water and Sewer desktop valuation is in progress.
Ongoing review and assessment of asset valuations.	6.1.13.1	Conduct annual comparison of asset valuations for financial purposes to insurance valuations for forms or buildings and infrastructure.	Asset Management Coordinator	Comparison review by 31 March annually.	The insurance schedule is updated in accordance with the current financial valuation.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Efficiently manage and maintain Council's fleet services.	6.1.14.1	Provide efficient fleet services to Council.	Fleet & Depot Manager	Ensure that all Plant items have a maintenance policy in place and are inspected at least annually. Maintain/update Council's 10 year plant replacement program and renew plant items as per the program.	The plant replacement program was completed, however there are still items on order waiting to be delivered . All plant items have at least one maintenance policy.
	6.1.14.2	Maintain a modern and suitable fleet to meet the requirements of Council's services and facilities.	Fleet & Depot Manager	Maintain 80% utilisation target of major plant items in line with Institute of Public Works Engineering Australasia (IPWEA) Benchmarks. (except essential items required irrespective of utilisation).	Utilisation has been very good particularly with Roadworks plant.
Maintain Griffith Airport infrastructure including terminal buildings, runways and carparks.	6.1.15.1	Maintain and manage Griffith Airport in accordance with Civil Aviation Safety Authority (CASA) standards.	Planning & Environment Manager	Completion of annual CASA audit and implementation of audit findings.	Prioritization of inspection recommendations and replacement of infrastructure ongoing. Runway overlay completed in February 2024.
	6.1.15.2	Develop car parking plan for Griffith Airport.	Planning & Environment Manager	Car parking plan approved and placed on public consultation undertaken.	Workshop and recommendations to Council under preparation.

Maintain and develop an effective transport network (airport, public roads, pathways, pedestrian access and transport corridors) for Griffith and villages

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain regional and local road infrastructure network as per adopted service standards.	6.2.1.1	Maintain regional and local roads infrastructure network to adopted service standards.	Works Manager - Maintenance	Works carried out within allocated budget.	Works carried out within allocated budget.
	6.2.1.2	Develop and implement annual gravel re-sheeting program.	Works Manager - Construction	Works carried out within allocated budget.	Gravel Resheeting works completed in Q4.
	6.2.1.3	Sealed roads rehabilitation program implemented in accordance with Asset Management Plan.	Works Manager - Maintenance	Works carried out within allocated budget.	Additional Heavy patching completed for TfNSW. Work have commenced Yambil Street.
	6.2.1.4	Sealed roads reseals program implemented in accordance with Asset Management Plan.	Works Manager - Maintenance	Works carried out within allocated budget.	Reseal works on Urban and Rural Roads carried out within allocated budget.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Develop and improve the transport network through rehabilitation and capital works.	6.2.2.1	Construct roads in accordance with Capital Works Program.	Works Manager - Construction	Works carried out within allocated budget.	Dickie Road Stage 1 works completed, Dickie Road Stage 2 progressing with all earth works completed, pavement stabilising completed and storm water pipes installed. Gravel resheeting has been completed in Q4.
	6.2.2.2	Seal Boorga Road.	Works Manager - Construction	Works carried out within allocated budget.	All works completed including the final seal near the intersection with Dickie Road.
	6.2.2.3	Seal Dickie Road.	Works Manager - Construction	Works carried out within allocated budget.	Intersection of Dickie Road and Boorga Road completed. Stage 2 Dickie Road works continuing.
	6.2.2.4	Seal Barber Road.	Works Manager - Construction	Works carried out within allocated budget.	All works completed.
Construction of the Southern Industrial Link Road (Heavy Vehicle Strategy).	6.2.3.1	Construct Thorne Road between Walla Avenue and Murrumbidgee Avenue.	Works Manager - Construction	Works carried out within allocated budget.	Works Completed.
	6.2.3.2	Construct Murrumbidgee Avenue/Thorne Road Intersection.	Works Manager - Construction	Works carried out within allocated budget.	Works completed in Q2.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	6.2.3.3	Construct Walla Avenue/Thorne Road intersection.	Works Manager - Construction	Works carried out within allocated budget.	Works Completed in Q2.
Review Heavy Vehicle Strategy.	6.2.4.1	Consult with the community, industry and stakeholders to identify heavy vehicle priorities.	Engineering Design & Approvals Manager	Report on progress of the reviewed Heavy Vehicle Strategy.	Progress of consultation with the community, and industry regarding heavy vehicle priorities is ongoing. Successful consultation is being achieved with TfNSW by Council's traffic and road safety staff which is continuing, along with heavy vehicle operators and industries.

Mitigate the impact of natural disasters

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Retain formal relationships through the Floodplain Management Committee and appropriate government agencies for planning, funding and response to flooding.	6.3.1.1	Complete investigation, design and implementation of flood mitigation measures in accordance with Office of Environment and Heritage (OEH) funding guidelines.	Water & Wastewater Manager	Report to Floodplain Management Committee and Office of Environment and Heritage (OEH) on progression of funded works.	Hanwood flood mitigation work: Stage 1a and Stage 1b drainage work has been completed. Pump station work has progressed to 90% completion. Still waiting for an approval from MI for the outlet structure from pump to the channel. Stage 2 levee work along DC HANDEPOT and DC DA has also started, however, the project requires removal of a tree at DC HANDEPOT site. Council has obtained permission from NSW wildlife for the removal of the tree, and the levee work will be resumed in July. The project is now

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>expected to be completed by September 2024.</p> <p>Yoogali flood mitigation work: Yoogali flood mitigation work is currently at tendering stage. Electrical work for raising power line has been completed.</p> <p>Review of Lake Wyangan Flood Study and FRMS&P.</p> <p>The project has been awarded to Torrent Consulting.</p>
Lead and guide the local emergency community through participation in the Local Emergency Management Committee.	6.3.2.1	Facilitate Local Emergency Management Committee meetings quarterly.	Director - Infrastructure & Operations	Meetings held and recommendations implemented.	Council has hosted the 11 June meeting of the Local Emergency Management Committee. Further, Griffith was chosen to host an evacuation simulation at Westend Stadium by NSW Communities and Justice. This brought approximately 50 staff from state government agencies, volunteers and support staff together to simulate what an evacuation environment might look like.
	6.3.2.2	Complete investigations, design and implementation of road restoration associated with natural disasters.	Works Manager - Maintenance	Number of grant applications submitted and implemented in accordance with funding body requirements.	TfNSW have approved funding for damaged roads and restoration work have commenced on sealed roads. Council have until June 2025 to complete these works.

Valuing our environment

Enhance the natural and built environment

Encourage respectful planning, balanced growth and sustainable design

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Provide guidance on potential development, construction and planning issues.	7.1.1.1	Hold regular forums with developers, consultants and stakeholders.	Planning & Environment Manager	Annual forums held. Number of pre-lodgement meetings addressed. Number of stakeholder circulars issued.	To be scheduled.
Maintain a healthy built environment.	7.1.2.1	Investigate and regulate unauthorised building works and land use.	Planning & Environment Manager	Promptly undertake unauthorised building compliance action.	Ongoing compliance actions instituted when needed.
Provide efficient building and development services.	7.1.3.1	Issue construction certificates, occupation certificates and complying development certificates as per legislation.	Planning & Environment Manager	Average turnaround time for all applications.	Completed
Manage and maintain an efficient Development Application process as per	7.1.4.1	Good quality and timely development assessment.	Planning & Environment Manager	Determine all development type applications in a timely manner.	This is an ongoing commitment. A formal approval process is in place and constant monitoring are done and planning status reports are produced on a monthly basis

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
legislative requirements.					
Maintain Council processes consistent with Department of Planning and Environment requirements.	7.1.5.1	Compliance with Department of Planning and Environment requirements.	Planning & Environment Manager	Adjustments made to Council processes as required.	Internal Audit recognise that processes are consistent with requirements.
Regulate swimming pool barrier applications.	7.1.7.1	Maintain and implement the Private Swimming Pool Inspections Program.	Planning & Environment Manager	All pools within the Local Government Area to be inspected once every 3 years.	Ongoing weekly and monthly.
Regulate swimming pool barrier compliance outside the pool inspection program.	7.1.8.1	Assess applications for Swimming Pool Certificates of Compliance.	Planning & Environment Manager	Certificate of compliance or compliance notice to be issued within 7 days of receipt of an application.	Completed
	7.1.8.2	Investigate complaints relating to swimming pool barrier non-compliance and take action to regulate non-compliance.	Planning & Environment Manager	All complaints followed up within 2 days of receiving the complaint.	Processes and protocols are in place to deal with any of these adhoc situations. Most cases in the past related to blow up pools and these were all solved through appropriate compliance action.
Fire Safety of Buildings.	7.1.9.1	Maintain a register of Annual Fire Safety Statements	Planning & Environment Manager	All Annual Fire Safety Statements to be entered in register.	Register is constantly updated pending resources.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		for commercial premises.			
Develop State of the Environment Report for Griffith City Council.	7.1.10.1	Establish environmental indicators, report on and update environmental trends, identify major environmental impacts.	Planning & Environment Manager	State of the Environment Report 100% completed June.	Not progressing.

Deliver projects to protect and improve biodiversity, biosecurity and sustainability

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Develop Griffith City Council On-Site Sewage Management (OSM) Plan.	7.2.1.1	Develop structure for OSM Plan, determine process for capturing OSM information within Authority, HP Records Manager & Intramaps and commence development of OSM Plan.	Planning & Environment Manager	On-Site Sewage Management (OSM) Plan complete.	Not progressing.
Deliver Weeds of National Significance	7.2.3.1	Manage and maintain Council's obligations under the Biosecurity Act.	Parks & Gardens Manager	Number of inspections and spraying programs undertaken.	Weeds of significance continue to be a high priority in weed control programs. Inspection of land specified by the Department of Primary Industries through the -Weed Action Plan (WAP)

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
eradication and control program.					continues to meet in line with the funding allocation.

Protect our heritage buildings and precincts

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Griffith Heritage Study.	7.3.1.1	Liaise with heritage site landowners identified in the Study to ascertain if additional sites should be added to GLEP.	Planning & Environment Manager	Seek gateway approval to list identified heritage sites in the GLEP.	Not Progressing.

Improve sustainable land use

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Develop a Contaminated Land (CL) Register for Griffith City Council LGA.	7.4.1.1	Determine, process and identify Contaminated Land sites for Register, determine process for capturing CL information within Authority, HP Records Manager & Intramaps (the	Planning & Environment Manager	Contaminated Land (CL) sites identified 25% complete. CL register 25% complete by June.	Ongoing

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		Register) and source funding.			
Regulate and inspect Underground Petroleum Storage Systems (UPSSs) (Priority Fuel Stations) within the Griffith LGA.	7.4.2.1	Identify all Fuel Station sites in Griffith LGA. Develop tablet based platform for the undertaking and delivery of UPSS site inspection.	Planning & Environment Manager	Register of all Underground Petroleum Storage Systems (UPSSs) complete by June.	All sites identified and inspection program commenced.
Monitor Underground Petroleum Storage Systems (UPSS) in Griffith LGA as required under the Protection of the Environment Operations UPSS Regulation 2019.	7.4.3.1	Underground Petroleum Storage Systems (UPSS) inspection program.	Planning & Environment Manager	Undertake Underground Petroleum Storage Systems (UPSS) in accordance with inspection program.	Register established and inspections ongoing.

Use and manage our resources wisely

Manage Griffith's water resources responsibly

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain water infrastructure including reservoirs, mains and treatment plants.	8.1.1.1	Manage and maintain water infrastructure as per budget.	Water & Wastewater Manager	Works completed as per budget allocation.	Water infrastructure including reservoirs, water mains and treatment plant are maintained to meet levels of service and provide safe and secure water supply to residents as per NSW Health guidelines.
Maintain sewer infrastructure including pump stations, rising mains and treatment plants.	8.1.2.1	Manage and maintain sewer infrastructure as per budget.	Water & Wastewater Manager	Works completed as per budget allocation.	Sewer infrastructures including pump stations, sewer rising mains and treatment plants are maintained to meet levels of service, the EPA and MI requirements.
Plan and provide water and sewerage services that meet growth demands.	8.1.3.1	Update Developer Service Plans (DSP) for water and sewerage to ensure adequate infrastructure plans in place for future demand.	Director - Utilities	Completion of Developer Service Plans (DSP) for water and sewerage by 2023.	The Water & Sewerage Developer Service Plans (DSP's) have been completed in Draft form by Consultants Stantec. The outcomes of the review have been explained to Councillors in a workshop on 5 March 2024. A report to Council for the plans to be placed on public exhibition will occur following an internal review and adjustments to the plans. The DSP's incorporate the Lake Wyangan, Collina, Hanwood and Yenda Masterplan growth areas.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Design and construct water mains in accordance with allocated budget.	8.1.4.1	Design and construct water mains in accordance with allocated budget.	Water & Wastewater Manager	Complete designs and construction as required.	Design and construction of water mains was carried out in accordance with allocated budget.
Maintain water pressure zones and metered districts infrastructure.	8.1.5.1	Monitor flows and pressure for variations, anomalies and flow patterns.	Water & Wastewater Manager	Compliance with minimum flow rate and pressure standards as per Supply Levels of Service policy.	Council continued carrying out capital and maintenance works and making operational changes as required to meet the levels of service. Council continued monitoring the flow and pressure throughout the supply network to checking the variations and anomalies.
Maintain water meter replacement program to ensure meter age less than 10 years.	8.1.6.1	Manage and maintain Griffith and villages water meter annual replacement program.	Water & Wastewater Manager	Number of water meter replacements.	Water meter replacement program was maintained to ensure meter age less than 10 years.
Maintain an annual water mains replacement program.	8.1.7.1	Manage and maintain Griffith and villages water mains replacement program in accordance with allocated budget.	Water & Wastewater Manager	Capital works for water mains completed.	Annual water mains replacement program maintained as per allocated budget.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Offer rebates for water efficient devices.	8.1.8.1	Rebate program for water efficient devices provided.	Water & Wastewater Manager	Number of rebates provided.	Council continued Water Wise Rebate Program which offers residents rebates for the purchase of water efficient devices. No claim has been made to date.
Maintain Risk Based Drinking Water Management System in accordance with State Government requirements.	8.1.9.1	Review and update if required Risk Based Drinking Water Management System.	Water & Wastewater Manager	Risk Based Drinking Water Management System prepared in accordance with legislative requirements. Compliance with Australian Drinking Water Guidelines and results published monthly on Council's website.	Risk Based Drinking Water Management System was reviewed and updated as per new regulatory and reporting framework of NSW Health. The updated document was endorsed by the Senior Management Team. Council is monitoring Blue Green Algae in the supply channel and in raw the reservoirs.

Reduce energy consumption and greenhouse gas emissions

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Liaise with local energy provider to maintain and upgrade street lighting.	8.2.1.1	Maintain street lighting.	Director - Infrastructure & Operations	Street lighting issues identified and reported to Essential Energy.	Continued engagement with Essential Energy, owner and operator of streetlight network.
Undertake Energy Audits on Griffith City Council facilities.	8.2.2.1	Complete Energy Audit on GCC's buildings on a needs basis.	Planning & Environment Manager	Number of audits undertaken.	Not progressing at this stage.

Promote the use of alternative and renewable energy sources

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Identify alternative and renewable energy sources that may benefit Griffith.	8.3.1.1	Work with industry and other key groups to encourage the use of alternative and renewable energy sources.	Planning & Environment Manager	Implementation of projects that benefit the environment.	Local solar farm approvals/assessments.

Implement programs to improve sustainability

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Efficiently manage Council's fleet services, taking into consideration the impact of Council's fleet and depots on the environment.	8.4.1	Provide environmentally efficient fleet plant and vehicles to Council.	Fleet & Depot Manager	Investigate and recommend any fuel or energy savings available when replacing plant items or through policy changes.	An EV Transition plan is currently being completed as well as alternative energy options being investigated. Excessive engine idling is still an issue.
Increase Resilience to Climate Change (IRCC) through implementation of actions to	8.4.2.1	Prepare a draft strategy identifying measures to implement projects to improve	Planning & Environment Manager	Submit 1 -2 IRCC funding application/s addressing urban heat/stormwater capture and reuse.	Not Progressing.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
address identified climate change risks and vulnerabilities within the Griffith LGA.		resilience to climate change in CBD.			
Implement the Street Tree and Tree Preservation Policy.	8.4.3.1	Administer Street Tree and Tree Preservation Policy.	Parks & Gardens Manager	Compliance with Street Tree Policy. Compliance with Tree Preservation Policy. Number of applications processed.	Council's Street Tree Register format is used to assess and then register the condition and maintenance requirements of individual trees, the Tree Policy is adhered.
Investigate community's intentions and acceptance for Food Organics Garden Organics (FOGO) Collection Service for Griffith.	8.4.4.1	Assess feasibility for Garden Organics (GO) only or Food Organics and Garden Organics (FOGO) waste collection (kerbside, public place and business) organics diversion service.	Director - Utilities	Report on feasibility.	The Food Organics and Garden Organics (FOGO) kerbside collection is still being assessed to see how it will impact the cost to Griffith City Council rate payers going forward. Whilst there are grants available to activate a FOGO service these grants may only subsidise the cost of the bin purchase and not provide ongoing subsidies for the collection service.