

CLAUSE	CL03
TITLE	Delivery Program Progress Report - 30 June 2023
FROM	Shireen Donaldson, Director Economic & Organisational Development
TRIM REF	23/95930

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 2023.

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 2023.

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)	Ongoing	Sep Qtr 2023
○ Stage 4b - Roundabout (intersection of Thorne Rd/Murrumbidgee Ave)	Ongoing	Sep Qtr 2023
○ Stage 5a - Thorne Road West	Ongoing	Sep Qtr 2023
○ Stage 5b – Thorne Road (Walla Ave/Murrumbidgee Ave)	Ongoing	Sep Qtr 2023
○ Stage 6a – Bromley Road – Final Seal	Completed	June Qtr 2023

Project	Progress	Expected Completion/ Comments
Griffith Regional Sports Precinct	Complete	Mar Qtr 2023
Railway Car Parks	Completed	Sep Qtr 2022
Griffith CBD Upgrade Program		
○ Yambil Street Stage 3	Completed	Dec Qtr 2022
○ Kooyoo Street Stage 1 - Banna Avenue to Banna Lane	Completed	Dec Qtr 2022
○ Kooyoo Street Kiosk	Completed	June 2023
○ Kooyoo Street Stage 2	Ongoing	Sep Qtr 2023
Griffin Green Housing Project		
○ 20 Townhouses	Ongoing	Dec Qtr 2023
○ 42 Housing Lots	Ongoing	Sep Qtr 2023
Tharbogang Waste Management Centre		
○ Quarry Floors Development	Ongoing	Jun Qtr 2023 - \$2.6M Minimal 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	Oct 2023
○ Griffith 9ML Reservoir Refurbish	Ongoing	Oct 2023
○ Reservoir Mural	Ongoing	Dec 2023
Boorga Road/Dickie Road Sealing	Ongoing	Boorga Rd Dec Qtr 2023 Dickie Rd June Qtr 2024
Hanwood Flood Pump & Levee	Ongoing	Dec 2023
Collina Infrastructure – Citrus Road/Rifle Range Road Intersection	Ongoing	Dec Qtr 2023
Lake Wyangan and Catchment Rehabilitation Strategy		
○ Stage 1 Treatment of Blue Green Algae	Ongoing	Mar Qtr 2023
○ Stage 2 Infrastructure Works Northwest Foreshore Recreation Area	Ongoing	Consultation underway. Final report to Council Dec 2023 Qtr.

Project	Progress	Expected Completion/ Comments
○ Stage 3 Flood Recovery	Completed	Water Pipeline & Pump/ drainage system to Barren Box Wetlands completed Apr 2023. Project completion Jun 2023.
Memorial Garden Upgrade	Ongoing	\$200k included in 2022/23 budget – Dec Qtr 2023
Cultural Precinct Masterplan	Ongoing	Dec Qtr 2023 Art Gallery – Scope and options considered in conjunction with Masterplan - \$200k in reserve. Plan funded from reserve
New Cemetery Masterplan Development	Ongoing	Updated studies required. Funding required.
Mountain Bike Track (Abattoir Road)	Ongoing	Mar Qtr 2024 Tender report to Council 11 July 2023
Hanwood Oval Amenities	Ongoing	Completion Sep 2024 - \$1.83M Negotiations underway with tenderers
Yenda Oval Kiosk	Ongoing	Mar Qtr 2024
Barber Road Drainage	Completed	Jun Qtr 2023
CCTV and Lighting CBD		
○ 48 new CCTV Cameras Banna Avenue	Completed	Jun Qtr 2023
○ 19 new CCTV Cameras City Park	Completed	Additionally, 19 CCTV cameras have been installed in City Park.
○ 24 new CCTV Cameras Yambil Street Stages 1-3	Ongoing	24 new cameras in Yambil Street Stages 1-3 – completed by Sep Qtr 2023.
○ CCTV Yambil Street Stages 1-3	Ongoing	20 CCTV Cameras to be installed.
Airport Runway Resurfacing	Ongoing	Mar Qtr 2024
Yoogali Shared Pathway	Ongoing	Planning commenced.
Benerembah Street Lighting	Completed	Mar Qtr 2023
Water Treatment Plant Upgrade	Ongoing	Concrete complete Jun Qtr 2023
Mains Renewal Program 2022/23	Ongoing	As per Capital Works Budget
Renewals of Gravity Sewers	Ongoing	As per Capital Works Budget
Bicycle Pump Track Olympic Street	Completed	Opened 25 August 2022

Project	Progress	Expected Completion/ Comments
Her Way Project	Ongoing	NSW Government Safer Cities Program – completion due Jun Qtr 2024
Yenda Masterplan	Ongoing	Dec Qtr 2023
Concreting Sheep Yards	Ongoing	Dec Qtr 2023
Upgrade Griffith Pound	Completed	Exercise areas concreted, shade – Sep Qtr 2022.
Annual Road Reseals and Maintenance Program 2022/23	Urban reseal – Ongoing Rural reseal – Complete Regional reseal - Ongoing	Jun Qtr 2023 Jun Qtr 2023 Jun Qtr 2023
Borland Leckie Park Upgrade	Ongoing	Concrete completed. Playground equipment installed. Rubber soft fall scheduled for mid July 2023 Completion Sep Qtr 2023.

ORGANISATIONAL STRUCTURE AMENDMENTS – (Q4 2023)
1 April 2023 – 30 June 2023

Previous Position	Type of Change	New Position	Reason for Change	Directorate	Date Appr.
Casual Licenced Plumber	Extend Term for 12 months	0	N/A	Extend to assist in meeting scheduled water maintenance	Utilities
Casual Labourer	Reporting structure from Workforce Planning to Works	0	N/A	Better meet organisational needs	Economic & Organisational Dev. & Infrastructure & Operations
Mechanic	Short term continuation of apprenticeship	0	Apprentice Mechanic	Give opportunity to 3 rd year apprentice to continue studies. 6 month term to end in December	Infrastructure & Operations
Swimming Coordinator	Title Name Change + increase in FTE	+ 0.2	Swim School Coordinator	Better meet organisational needs and recruitment	Business Cultural & Financial Services
Swim School Team Leader	Decrease in FTE	-0.2	Swim School Team Leader	Better meet organisational needs	Business Cultural & Financial Services

Position Description Reviews;

Compliance Coordinator

Environmental & Public Health Coordinator

Full Time Equivalent (FTE), as per organisational structure

Date	FTE (permanent & trainees)
30/06/2019	288
30/09/2019	288
31/12/2019	290 (Gov. Officer, Marketing & Ed Officer, Operations Admin Supp.)
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

OPTIONS

Not Applicable

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

As per budget allocations set out in the 2022/23 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) Quarter 4 - Operational Plan Progress Report (under separate cover)



DRAFT

Quarterly Review Report
Delivery Program & Operational Plan Actions
Q4, 2022/2023

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.	Integrated Planning & Reporting 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.	Council Catch Up issued every Friday (print and online) - 500 print copies, 2,500 reach through Electronic Direct Mail (EDM) and additional reach through social media. Facebook followers - 9,861, Instagram followers - 1,421, Media Releases (April-June) - 46, Website - 15,000 users across 27,000 sessions, COG Meeting held June.
Provide interactive websites for all Council facilities.	1.1.2.1	Regularly review and modify website design, functionality and content.	Integrated Planning & Reporting Coordinator	Analysis of website traffic and number of 'hits' received.	Council staff continue to keep up to date with the latest information

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					to ensure functionality of the website and update content as needed. A major review will be undertaken 2023/24 financial year.

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 Minutes prepared and distributed within agreed timeframes. Council meetings livestreamed. Committee meetings held via Zoom where applicable to facilitate attendance by members. Minutes available on Council's website.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
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.	Integrated Planning & Reporting 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 (eg Budget Workshop)	Council continues to keep the community updated through social media along with several other mediums. Council Cafés - 4 Media Releases - 46 Council Catchups - 13 Community Workshops - 1 Facebook reach - 47,534 Instagram reach - 1,162
	1.2.2.2	Community Opinion Group (COG) members consulted on key projects and issues impacting the community.	Integrated Planning & Reporting Coordinator	Minimum of 3 communications to COG per quarter. Number of COG Meetings held.	Community Opinion Group (COG) - 1 held in June at Yoogali Club. Emails to COG Group - 13.
	1.2.2.3	Provide Committees to enable community input to Council services and facilities.	Director - Economic and Organisational Development	Number of Committee Members. Number of people attending COG Meetings.	Third Quarter COG Meeting held in Yoogali with 40 attendees. Council Committee meetings being held on schedule.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
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.	21 Committee meetings held April to June 2023.
Investigate and implement ways to improve Internal Communications.	1.2.4.1	Provide internal communications to staff.	Integrated Planning & Reporting Coordinator	Number of Staff Newsletters distributed. Website traffic on Extranet.	Council Capers - 3. All Staff emails from Director Economic & Organisational Development - 4.
Investigate and implement options to improve Councillor interaction with constituents.	1.2.5.1	Provide opportunities for Councillor interaction and investigate online communication options.	Integrated Planning & Reporting Coordinator	Number of workshops/online sessions held. Number of Council Cafe sessions held.	Community Opinion Group (COG) Meetings - 1. Council Cafés - 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	Mayor and General Manager attend all Board Meetings. Griffith City Council. Advocacy actioned regarding e Planning Portal, Recognition of Rural Fire Services Assets on Council Financial

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				implement strategic priorities for RAMJO.	Statements, Murray Darling Basin Plan, NSW Government review of Joint Organisation of Councils. Projects - Shared Services between Councils. Regional Waste Services, Regional Freight Strategy, Energy Efficiency Audits, Housing.
Council actively lobbies Government agencies to provide infrastructure to support our growing City of Griffith and Western Riverina.	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.	<p>Stage 4b - Murrumbidgee/Thorne Roundabout In progress due for completion August 2023.</p> <p>Stage 5a - Thorne Rd In progress due for completion August 2023.</p> <p>Stage 5b Thorne Rd /Walla Ave. In progress due for completion August 2023.</p> <p>Stage 6a Bromley Rd. Final seal In progress due for completion August</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					2023. Stage 6b Brown Rd Intersection Completed December 2022.
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.	Meeting held with Councillors and NSW Minister for Education regarding local high school options. Mayor, Councillors and GM attended National General Assembly, Regional Cities, and Regional Capitals.
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.	1. Treatment of water in South and North Lakes. North Lake treatment Chemplas 7 September 2022. As at December 2022, water level at Lake Wyangan at unprecedented high level. Water 1.4m above level of Jones Road at causeway. 2 Houses inundated, Boat Club and Yacht Club

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>facilitates impacted. Pipeline and large pump installed adjacent to Annies Rd South Lake. Approx. 1,000 ML transferred to Tharbogang Wetland. Extraordinary Meeting of Council 11 January 2023. Resolved: "Council approve the reallocation of funds from the 2022/23 Lake Wyangan Environmental Strategy Implementation budget into a new Lake Wyangan Flood Pump and Pipeline project."</p> <p>2. Recreation Area. Master Plan. Committee meeting 21 June 2023 recommended scope of works to Council for endorsement. Project value \$2,030,000.</p> <p>3. Council resolution 11 January 2023 facilitates an opportunity to transfer up to 4,000ML of water from Lake Wyangan to Barren Box Swamp. Pipeline</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					constructed and pump operational.
Encourage existing partnerships with tertiary education providers that support quality education pathways for Griffith students.	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.	170 registered students enrolled at Country Universities Centre Western Riverina (CUCWR) Semester 1 2023. The highest of any NSW Centre as at December 2022.

Maximise 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 the Griffith Playground Strategy (2014) and Griffith CBD Strategy (2015) rollout.	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.	Ongoing: Urban Design unit is applying for Grants as they become available. Grants applied for: Borland Leckie Playground - Infrastructure Grant 2020/2021 (Office of Responsible Gambling): Successful. Griffith Mountain Bike Track - Open

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>Spaces Program: Places to Play - 2021-2022 Grant Program: Successful. New Sport Facilities at Hanwood oval. (Applied for by Max Turner) Successful. New Canteen Yenda Wade Park. (Applied for by Max Turner) Successful. Urban Design are constantly exploring new grant opportunities.</p>
<p>Seek appropriate funding to implement the actions and priorities outlined in the Pedestrian Access Mobility Plan (PAMP) and Bicycle Plan.</p>	<p>2.2.2.1</p>	<p>Apply for relevant funding opportunities to undertake construction of footpaths and cycleways.</p>	<p>Director - Infrastructure & Operations</p>	<p>Number of grant applications submitted and successful grants obtained.</p>	<p>Upgrade to application to Get NSW Active for Mackay Ave shared path. Grant application has been successful for new pathway along Mackay Ave between Blumer Ave and Burley Griffin Way.</p>

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.	No further grants have been applied for in Q4 due to the existing capital works commitment for current successful grants. Council's resourcing is currently at the maximum limit to deliver works. Additionally, many grants require 50:50 contribution, currently Council funds are not available for a suitable grant submission.
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.	Director - Business, Cultural & Financial Services	12 grant reports provided to Senior Management Team (SMT) annually.	Most grants require a co-contribution. Difficult to do while currently conducting SRV community consultation.

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.	Councillor Workshops are held at least once a month, with Extraordinary Meetings held as required. Councillors are actively encouraged to raise matters for consideration of Council.

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	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.	Griffith City Council Community Strategic Plan 2022/32 adopted 22 March 2022. Delivery Program 2022/23 - 2025/26, Operational Plan Draft (Budget) 2023/24 and

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statutory requirements.					Resourcing Strategy resolved to place on public exhibition 9 May 2023. Final budget adopted by Council 27 June 2023.
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.	Customer Requests reviewed and actioned.
Coordinate Council's Internal Audit program in accordance with the Risk Management and Internal Audit Guidelines.	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.	ARIC meetings held 17 May and 28 June 2023. Internal Auditor reported on Legislative Compliance, Section 355 Committees, Records Management, Environmental Compliance.
	3.1.3.2	Administer tender process for internal audit function of Council.	Governance Manager	Internal Auditor appointment process	Quotation process undertaken utilising Local Government

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				commenced by June 30.	Procurement list of pre-approved suppliers. Committee appointed new Internal Auditor at its meeting held 28 June 2023.
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.	Draft Model Councillor and Staff Interaction Policy presented to Council - not endorsed. Statement of Business Ethics Policy, Legislative Compliance Policy, Investment of Surplus Funds Policy reviewed and placed on exhibition. Economic & Organisational Development Policies to be presented to Council - to go on public exhibition.
	3.1.4.2	Provide administration support and information for Councillors.	Governance Manager	Councillor Hub maintained to provide current	Councillor Hub updated to provide current information

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				information for Councillors.	for Councillors. Information Sheet prepared 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 LG NSW training course calendar on a regular basis. Training arranged for Cr Sutton to attend Chairing and Effective Meeting Procedures for Councillors online course.
	3.1.4.4	Coordinate Council Meetings including preparation of Business Papers, Minutes and Action Reports.	Governance Manager	Council Business Papers and Minutes prepared in accordance with legislation. A minimum of 10 Council Meetings held per year.	Six Council Meetings were held this quarter. Business Papers and Minutes prepared and distributed within agreed timeframes. Action Reports created and Outstanding Action Report updated.
	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 by Dec 2022.	Staff delegations reviewed and issued as required. Annual Disclosure forms

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				Disclosure of Returns by Councillors and Designated Persons tabled at first October Council Meeting.	issued as required and uploaded to web in accordance with GIPA Act requirements. Conflicts of Interests Register updated as required.
	3.1.4.6	Coordinate Legal Services Panel.	Governance Manager	Maintain Legal Services Panel. Commence tender process for Legal Panel.	Legal Services Tender closed 6 April 2023. Tender panel appointed by Council at the Ordinary Meeting held 13 June 2023. Successful tenderers notified and contracts signed. Unsuccessful tenderers notified.
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, Operational Plan 2023/24 and Long Term Financial Plan adopted by 30 June 2023. Consultation sessions held including online budget presentation, Field Days 12 & 13

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					May 2023 and Budget COG Meeting 6 June 2023.
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.	Public Interest Disclosures Reports and GIPA Annual Report submitted as required.
	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	Statutory reporting requirements and tasks undertaken as required.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				required.	
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 annually. Open access information is available on Council's website.	Governance Manager	Number of GIPA applications processed within required timeframes. Agency Information Guide reviewed and adopted annually. Council's website updated with required information.	2 GIPA applications received this quarter. Open access information maintained on Council website. Agency Information Guide reviewed and presented to Council for adoption 26 April 2023.
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.	Local Government Week planning commenced. Activities to be held include Volunteers Morning Tea, Council Café at Griffith Central.
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	Risk Register being updated with controls. Risk Management Policy updated following

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				communicated annually.	feedback from ARIC Committee.
Provide a compliant Human Resource Management service to meet legislative and organisational requirements.	3.1.10.1	Undertake review of HR policies.	Director - Economic and Organisational Development	HR policies reviewed as per cycle.	WHS Policies reviewed and adopted. Psychosocial Policies introduced and adopted.
	3.1.10.2	Provide a relevant training calendar for staff development and compliance.	Workforce Planning Manager	Training Calendar completed and available. WHS training provided within relevant time frames.	Currently being finalised. All training required to meet legislative and WHS requirements is programmed and constantly updated.
	3.1.10.3	Implement actions outlined in Council's Equal Employment Opportunity (EEO) Policy.	Workforce Planning Manager	Report on EEO progress and activities in Council's Annual Report.	Equal Employment Opportunity policy followed and applied with recruitment processes. All applications based on merit and selecting the best fit candidate for the position.
	3.1.10.4	Implement Award changes as required.	Director - Economic and Organisational Development	Number of Consultative Committee meetings held.	Award induction session provided by Local Government NSW (LGNSW). Representatives

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					from LGNSW to hold regional workshop regarding new Award in Griffith in August. HR Policies in process of review to accommodate amendments.
	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.	Flu vaccinations held in May 2023.
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 Framework implemented. Council staff provided with information through Council Capers. Training and resources available online.
Provide effective compliance services.	3.1.12.1	Undertake regular patrols of restricted parking areas and school zones.	Planning & Environment Manager	Number of Penalty Infringement Notices (PINs) per month. School zone patrols conducted daily	Council's Contract Rangers perform this as part of their contractual obligation to Council.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				during school terms.	
	3.1.12.2	Continuous improvement of facility and animal management as measured by the NSW government statistics reporting.	Planning & Environment Manager	Number of PINS per month. Number of rehomed companion animals per month. Number of stock complaints dealt with.	Capital projects at shelter finalised. Statistic reporting positive in regard to re-homing and rescue.
	3.1.12.3	Maintain educational program for compliance focused at the start of the growth season.	Planning & Environment Manager	Customer Request Management (CRMs) raised and actioned.	All CRMs for this quarter related to overgrown areas have been addressed.
	3.1.12.4	Continuous improvement of facility and animal management as measured by the NSW Government statistics reporting.	Planning & Environment Manager	Number of PINS per month. Number of rehomed companion animals per month. Number of stock complaints dealt with.	Capital projects at shelter finalised. Statistic reporting positive in regard to re-homing and rescue.
	3.1.12.5	Respond to litter complaints in a timely manner.	Planning & Environment Manager	Customer Request Managements (CRM) raised and actioned.	All CRMs actioned for this period (completed or in progress).
	3.1.12.6	Respond to stock complaints as required.	Planning & Environment Manager	Number of stock complaints responded to.	Not tending to stock complaints at the moment due to staff arrangements.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
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.	Records & Information Management induction training sessions delivered to six new staff members this quarter. Monthly records management help emailed to All Staff in April, May & June 2023.
	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-four physical 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.	13 business papers digitised this quarter.
	3.1.13.4	Undertake disposal of paper records in accordance with relevant legislation.	Information Manager	Number of files securely destroyed.	Application records for Flow Rate Tests from 2009-2016 and unsuccessful tender submissions were securely disposed this quarter in accordance with GA39 General

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Retention and Disposal Authority: Local Government Records approved under section 21(2)c of the State Records Act 1998.
	3.1.13.5	Commence electronic record disposal program in accordance with relevant legislation.	Information Manager	Number of records disposed.	Project not yet commenced due to sentencing of legacy system records not yet completed. The sentencing process is ongoing as time allows for IM staff.
Provide reliable IT services within Council.	3.1.14.1	Review all software applications and other programs on an annual basis. Replacement of hardware as required.	Information Technology Manager	PCs to maintain a turnover ratio of 5 years minimum. Report on applications as renewed.	Replacement of Servers, PCs and iPad hardware has been completed. Water, Sewer, Waste and Council facilities radio network has been commissioned and is live.
	3.1.14.2	Maintain IT support services to Council departments.	Information Technology Manager	80% CRMs closed as per service standard.	Office 365 progressing, over 170 users have been migrated. 85% of CRMs closed.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	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.	Councillor cyber security training has been booked for all Councillors. Office 365 migration is progressing well, over 170 staff have now been migrated to 365.
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.	Director - Sustainable Development	All Plans of Management provided to Department of Crown Lands for evaluation and concurrence.	Plans are progressing and will be completed in the next 12 months subject to Crown Land Services approvals.

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 Operational Plans (Budget) inclusive of 10 Year Long Term Financial Plan.	3.2.1.1	Meet annual statutory reporting requirements (Budget preparation and quarterly reviews and Annual Financial Statements)	Finance Manager	Adoption of annual financial statements within Office of Local Government (OLG) guidelines. Adoption of annual operating budget by Council prior to 30 June. Adoption of quarterly	Statutory Reporting requirements (year to date) have been met. Starting to work on Financial Year 2022/2023 Annual Engagement Plan to complete tasks

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				operational review reports. Meet OLG financial sustainability ratios.	before year end to expediate the process.
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 provided to managers for review.

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.	Signage in public areas continue to be upgraded and replaced as required.
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.	<p>A 4-year Action Plan covering the period 2021/22 - 2024/25 has been developed under the Local Government Road Safety Program.</p> <p>Ongoing monitoring of crash trends with proactive/reactive actions to reduce road trauma has resulted in a reduction in the number of serious injury/fatal crashes in the LGA. Road safety projects relevant to heavy vehicles, speeding and driving</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					to the conditions on country roads delivered. Road safety initiatives and messages are still broadcast when trends dictate.
Deliver Arbovirus Surveillance Program as required by NSW Health.	4.1.3.1	Set and collect Mosquito traps from designated sites in Griffith during November to April.	Planning & Environment Manager	Mosquito Traps tested weekly and sample sent for analysis.	Due to commence November 2023 to April 2024.
	4.1.3.2	Test Sentinel Flock of chickens between November to April.	Planning & Environment Manager	Sentinel Flock tested weekly and samples sent for analysis.	Weekly testing and samples running from November to April.
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 HCC test results.	Planning & Environment Manager	Maintain an up to date register.	All quarterly obligations completed.
	4.1.4.2	Allocate UIN's on Cooling Water Systems. Take receipt of Risk Management Certificates for each Cooling Water System. Maintain unique identification number (UIN) register.	Planning & Environment Manager	Maintain an up to date register.	Obligation for this quarter completed.
Deliver Public Swimming Pool inspections as required under the	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.	Quarterly obligations completed.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Public Health Act 2010.					
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	Number of approvals to Install issued. Approvals to Operate issued. Respond to complaints as submitted.	All inspections requested for this period carried out.
Deliver Beauty and Skin Penetration Inspections within Griffith and Hay LGA's as required by NSW Health. (Hairdressers as required)	4.1.7.1	Undertake inspections of Griffith and contracted LGA Hairdressers, Beauty and Skin Penetration premises including equipment and facilities.	Planning & Environment Manager	Complete inspections in line with annual inspection program.	Quarterly obligations completed.
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.	Quarterly obligations completed.
Deliver Lake Wyangan Water Quality Sampling as required by the Australian Recreational Water Guidelines and	4.1.9.1	Undertake regular water samples of Lake Wyangan to determine lake water suitability for Recreational water use.	Director - Sustainable Development	Regular monitoring of water to test quality and to determine condition of water.	Regular water sampling has been undertaken.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Murrumbidgee Regional Algal Coordinating Committee.					
Deliver Food Inspections on food premises within the Griffith and surrounding LGA's as required under the NSW Food Act 2003.	4.1.10.1	Undertake Food Business Inspections within the Griffith and contracted LGAs as required under the NSW Food Act 2003.	Planning & Environment Manager	Deliver annual food inspection program and annually report to NSW Health.	Quarterly obligations completed.
	4.1.10.2	Undertake Temporary Event Food inspections within the Griffith LGA as required.	Planning & Environment Manager	Inspections done for all temporary events.	Quarterly obligations for temporary events completed.
	4.1.10.3	Undertake Mobile Food Van inspections within the Griffith LGA as required.	Planning & Environment Manager	Inspections done for all mobile food vans and permits checked to verify compliance with permit.	Quarterly obligations completed.
	4.1.10.4	Respond to general enquires and complaints from the public for all food business and public health matters.	Planning & Environment Manager	Number of CRMs raised and issues.	All CRMs actioned for this period (completed or in progress).

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 Ceremony held June 2023 for Refugee Day - over 30 conferees.
Organise Australia Day Ceremony.	4.2.2.1	Australia Day Ceremony held.	Community Development Coordinator	Number of nominations received.	Completed.
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.	Assistance given for Multicultural Christmas Carols and Multicultural Festival. Assistance for Rural Australians for Refugee's movie screening. Welcoming signs seeking approval for erection in Griffith LGA. Women On Fire Group has now folded. Growing Regions of Welcome meetings attended as required.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Business connect program with Multicultural Council and Community Migrant Resource Centre for new Multicultural Business Support.
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.	1 round of Community Grant funding offered during 2022/2023 as a new policy was adopted later in 2022, and payments were made in March 2023. 7 community groups successful with \$14500 awarded. Insufficient timing for next round of grants too close to end of financial year and money to be rolled over to 2023/2024 budget.

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 implement recommendations.	4.3.1.1	Prepare draft, place on exhibition and endorse DIAP.	Community Development Coordinator	DIAP endorsed reviewed and updated annually.	Disability Inclusion Access Committee (DIAC) monthly meetings attended. New ideas raised in relation to communication boards at revamped parks. Community enquiries into facilities' issues ie. change table at Griffith Regional Sports Centre, MLAK key system etc have been raised and currently under investigation. Accessible event (Youth Festival) delivered with ConnectYOUth2680 after consulting with local disability organisation. DIAC consulted on internal 'Her Way' initiative for feedback.
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.	Updates to requests have been made.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	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.	Service Interagency at Griffith Community Centre attended monthly. Multicultural Interagency Network attended. Domestic violence prevention group meeting attended. Meetings with other services as they arise e.g., 16 cities, Her Way Initiative, Youth etc.

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	The Theatre has had 6 Season shows this quarter, including 3 dramas, 2 shows for children and 1 Morning Melodies. The dramas were all of excellent quality, but had low attendance. The Morning melodies

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				Linguistically Diverse (CALD) community.	and children's shows were well attended.
	4.4.1.2	Deliver biannual community music production.	Griffith Regional Theatre & Art Gallery Manager	Produce and deliver Community Production every 2 years.	The Musical is progressing well and is due to be performed in September 2023.
	4.4.1.3	Deliver annual Theatre Workshops for young people.	Griffith Regional Theatre & Art Gallery Manager	Number of Workshops held and number of attendees.	Youth Theatre Troupe continued in term 2, with both classes well subscribed.
	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.	Our marketing for shows has been proceeding as planned, including TV Commercials for some shows, Radio for some shows and social media posts for pretty much all shows. We have had several shows that have had over 90% of ticket sales including a few sell-out shows.
	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	There has been continued leakage through various

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				and maintenance received.	points on the roof. Attempts to engage roof contractors have been unsuccessful to date.
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.	We have had another two Exhibitions at the Gallery this quarter - one local and one touring, with another four or five exhibitions scheduled for the remainder of the year. Preparations are underway for a 40th Anniversary Exhibition and Celebration in August and September.
	4.4.2.2	Deliver a minimum of 6 Artspace exhibitions per year including works by local artists and displays of interest to the local community.	Griffith Regional Theatre & Art Gallery Manager	Minimum of 6 exhibitions per year including minimum of 3 exhibitions by local artists.	This quarter saw two Artspace Installations. One was a collection of works that Council owns, and the other were works by Lake

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Cargelligo artist Robert Sloane.
	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.	The Public Programs Officer has been responsible for organising and delivering a series of workshops, including for children and adults. She has also held lunchtime gatherings where people can come and learn about the exhibitions in their lunchtime.
	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.	The Gallery is accessible for all patrons. There have been no major maintenance issues.
	4.4.2.5	Cultural Precinct Masterplan developed.	Director - Business, Cultural & Financial Services	Cultural Precinct Masterplan completed by June 2023.	The draft plan has been created and will be presented to Council in August 2023 with a recommendation to be placed on exhibition until late October 2023. Completing the

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					masterplan by June 2023 was unrealistic with the amount of user groups to consult with.
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 Info Systems Team Leader	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. 12,617 visits to WRL website and 24,384 loaned items during Apr-Jun 2023.
	4.4.3.2	Griffith City Library to facilitate digital inclusion in the community by providing digital education programs.	Library Info Systems Team Leader	Hardware asset less than 5 years old. Number of internet access bookings utilising WiFi and also public computers.	Public technology is updated every 5 years or sooner if required. Griffith Library staff facilitate digital support and education. 1,778 free public computer sessions and 2,651 free public WiFi sessions were recorded during Apr-Jun 2023.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	4.4.3.3	Provide reliable high speed internet and computer equipment.	Library Info Systems Team Leader	Maintain ratio of 1 PC per 3,000 residents.	14 public computers equating to 1 PC per 1,940 residents.
	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 Info Systems Team Leader	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.	23,673 visitors to the Library were recorded Apr-Jun 2023. Griffith Library hosted 109 events, with 3,531 attendees. Community programs included: Kids Yoga, HSC Explained, Law Week events, School Holiday Workshops, Gaming Room, Author talks (Alison Daddo, Jeremy Lachlan, Anita Heiss), Movies, Storytime and Rhymetime.
	4.4.3.5	Provide a clean, functional and well maintained library facility available to the public to community and industry standards.	Library Info Systems Team Leader	Zero complaints regarding cleanliness and maintenance received.	Minor repairs made to roof leaks and air conditioner. Repairs made to male public toilets. Scope for improvement to Disabled Toilet and

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Parents Room has been investigated.
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.	Director - Business, Cultural & Financial Services	Develop and Review annual Maintenance and Restoration Plan completed by 30 June.	Have arranged a WHS audit of Pioneer Park Museum (PPM) to deal with high priority safety issues. It is clear PPM has not had sufficient resources over many years to upkeep the park to a satisfactory standard. A significant item that has been identified is the condition of buildings. Staff are preparing a report to list out required capital. The plan is to have a Councillor Workshop in Oct/Nov so Councillors can do a tour after hours to see the condition of the buildings.
Engage with young people and liaise with local	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	Youth Advisory Group (YAG) established (approx

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
agencies and user groups.				Council. Number of young people involved in organising events.	35 members) and meetings held fortnightly with around 15 people in attendance both at the Library and PCYC. YAG are having direct input into Council events as of April 2023 including the Youth Festival (Celebrating Youth Week 2023) and upcoming planning of the GLOW roller disco. Grants provided for both events (Youth Week-Department of Communities and Justice and NSW Government). Terms of Reference for the YAG were co-designed with members. 3 workshops delivered to local high schools as a direct result of youth needs and concerns arising from Griffith City Council's Youth

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					survey which received 453 responses. YAG members also involved with the co-design workshops of Council's 'Her Way' project.

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.	Update by Health Infrastructure NSW representatives at Workshop held 21 February 2023.
	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 June 2023.
Promote health services and programs.	4.5.2.1	Collaborate with Murrumbidgee Local Health District (MLHD) to promote health services.	Integrated Planning & Reporting Coordinator	Number of services or programs promoted.	Information from MLHD and NSW Health is shared on an as needs basis.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					This is done through Council Catch Up, social media and Council Capers (staff newsletter).

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.	Review yet to commence.
	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.	Supported Aboriginal Medical Service Cultural Camp at Griffith Regional Sports Centre. Support letter written for Aboriginal Medical Service (AMS) for GRAINCORP grants application for Aboriginal Mens Group. Partnered with Griffith AMS in the delivery of

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>NAIDOC week event at Community Gardens which was postponed until September due to bad weather.</p> <p>Partnered with Griffith AMS for the delivery of the Reconciliation Cup (Basketball competition between local high schools and services) held on 1 June. Partnered with LALC on NAIDOC events which were also postponed. An alternative program focusing on Elders will be delivered later on this year.</p> <p>Delivered Flag Raising Ceremony and Morning tea on 4 July at the Council Chambers.</p>

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.	Playground maintenance is managed to meet the standards required. Upgrading of playgrounds continues in line with the playground strategy.
	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 be maintained to a high standard to meet the expectations of the community. Installation of new equipment in Borland Leckie Park nearing completion.
Maintain the Griffith Regional Aquatic Leisure Centre (GRALC) in accordance with Asset Management Plans.	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.	Overall cleanliness in the facility has improved since the Q3 meeting with cleaner (although regular monitoring of the situation is being maintained). There are some areas within GRALC that

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>have been identified for improvement and these will be addressed during the Annual Maintenance Closure (related to removal of rust/replacement of dirty Perspex etc.). These areas are the result of general wear and tear and will improve the aesthetics of GRALC. One (1) minor contamination in the program pool requiring removal of patrons. Pool was closed and the required chlorination and backwashing was completed prior to reopening in line with Public Health Order guidelines. Overall pool quality is maintained at or above required standards.</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
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.	The winter sporting season has continued and maintenance of the sporting grounds has continued to retain the expected service levels.
Implement capital upgrades to sporting and recreational facilities as funding becomes available through grants or otherwise.	4.7.4.1	Seek grant funding for capital upgrades on sporting and recreational facilities.	Parks & Gardens Manager	Number of successful grants.	Works are nearing completion for the upgrade to Borland Leckie Park during Q4 and will likely be finalised in Q1 2023/24. Preliminary planning has commenced for the upgrade to the amenities for Hanwood Oval and Wade Park, Yenda.
Griffith Stadium to provide a range of services for the improved health, well-being and lifestyle of the community.	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.	Since opening contract cleaners have been engaged and a basic maintenance program implemented to ensure the facility is clean and presentable.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>Functionality and community availability of the facility has been supported through the recruitment of full-time and casual staff, along with the development of policies and procedures.</p>
<p>Draft Master Plan for Olympic Street prepared.</p>	<p>4.7.6.1</p>	<p>Implement place activation programs.</p>	<p>Urban Strategic Design & Major Projects Manager</p>	<p>Measure number of people that attend and use facilities during programs.</p>	<p>CBD activation and placemaking is an important aspect of the Urban Design Unit function. The Draft Masterplan for Olympic Street is guiding the activities in the precinct. PCYC is currently in the process of extending their facility in Olympic Street, adding activities that will help activate the precinct. The following facilities are in the process of planning and construction:</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<ul style="list-style-type: none"> - Borland Leckie Playground - Griffith Mountain Bike Track - New Sport Facilities at Hanwood Oval - New Canteen Yenda Wade Park.
Lake Wyangan Restoration Project.	4.7.7.1	Design and construct amenities, western foreshore of Lake Wyangan.	Director - Sustainable Development	Consultation completed, amenities designed, construction commenced.	Public consultation underway.

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 project in the city centre of Griffith and in each village.	Urban Strategic Design & Major Projects Manager	Number of people participating.	CBD activation and placemaking is an important aspect the Urban Design Unit function. Under the Banner of Street Scapes, Council has activated Kooyoo Street resulting in successful permanent

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>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 used as part of future placemaking and public space activation. This is an ongoing process. Upgrade to the landscaping of Memorial Gardens is in the final stages of public consultation. A Masterplan for Community Gardens is in progress.</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
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. Kooyoo Street redevelopment stage 2 and Campbells Wetlands. Other projects as funding is approved.	Urban Design is continuously looking at possible projects that can enhance the public domain and that will benefit the wider community. Public consultation is a high priority, as is the application for grant funding for identified projects.
Develop draft Entrance Strategy to further enhance the entrance statements (ie beautification, lighting and landscaping).	4.8.3.1	Finalise and adopt the Griffith Entrance Strategy.	Urban Strategic Design & Major Projects Manager	Strategy adopted and public consultation.	Finalising the Entrance Strategy is progressing at a slow rate due to current focus on other projects. Finalising the strategy is a priority. Continuously focusing on city and villages' public space improvements.
Work with Council and Stakeholders to implement Place	4.8.4.1	Liaise with Councillors and Stakeholders for decision making process.	Urban Strategic Design & Major Projects Manager	Survey supporting Public Consultation.	To improve the aesthetic of the city and villages, by developing quality

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Creation Strategies.					places and improved public realm is Urban Design Unit's primary function. Liaising with Councillors and stakeholders is an ongoing process to improve outcomes and get maximum community input.

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.	Director - Economic and Organisational Development	Promotional material distributed. Website traffic.	Completed.
Facilitate a Water Forum on a biennial basis. Provide secretariat support to Region 9 of the Murray Darling Association. Participation on this	5.1.2.1	Provide a Water Forum through which regional discussion, ideas and motions can be aired. Support Region 9 of Murray Darling Association via provision of Agendas and Minutes.	Director - Economic and Organisational Development	Invitation and attendance by connected water agencies and associations Motions resolved.	Council to make bid to host the Murray Darling Association Conference in August 2024.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
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.	Director - Economic and Organisational Development	Griffith Now Hiring (GNH) Website engagement and number of Griffith Now Hiring Partners. Number of GNH jobs advertised.	Advertisements regularly posted and partners sought.
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.	Director - Economic and Organisational Development	Number of Regional Development Australia (RDA) initiatives supported.	Support provided to NSW GROW program as required.
Provide a compliant Work Health Management system to meet	5.2.3.1	Undertake review of Work Health Safety policies.	Director - Economic and Organisational Development	A return to work (RTW) Program reviewed annually. WHS policies	Policies reviewed and adopted.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
legislative and organisational requirements.				reviewed.	
	5.2.3.2	Implement amendments to WHS Act and Legislation changes as required.	Director - Economic and Organisational Development	WHS Reporting to include Incident Reports, Workplace Investigations and Corrective Actions. Number of WHS Committee meetings held.	Amendments updated as required.
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.	Training program for staff included further Mental Health Training.
Identify opportunities for Council traineeships and work experience programs.	5.2.5.1	Identify opportunities within organisation structure for potential traineeships.	Workforce Planning Manager	Number of trainees and apprentices employed.	Constantly reviewing but currently have 1 x School Based Trainee, 1 x Animal Rehoming Officer, 1 x Apprentice Plumber, 1 x Trainee Building Inspector, 2 x Engineers we are supporting through University. 1 x 3rd year Apprentice

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Mechanic - 6 month term
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.	Director - Economic and Organisational Development	Number of articles promoted.	Country Universities Centre is promoted via Griffith Now Hiring and Griffith City Council social channels and newsletters.

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 operators in the Griffith area.	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 opportunities and business growth.	Director - Economic and Organisational Development	Number of meetings held.	Ongoing.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Produce monthly business newsletters to promote news, events, training, grants, assistance and incentives.	5.3.2.1	Produce monthly Evolve Business Newsletter.	Director - Economic and Organisational Development	Number of newsletters sent.	Evolve Newsletter produced.
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.	Director - Economic and Organisational Development	Number of events sponsored.	“Lunch with the Mayor” planned for August with Economic .id to present. Business Awards to be held in August. Partnering with Griffith Business Chamber for Small Business Month in October.

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.	Director - Sustainable Development	Council approve planning approval for Gateway Determination.	The draft LEP planning proposal has been reexhibited following the Council's inclusion of an additional site.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	5.4.1.2	Development Servicing Plan.	Director - Sustainable Development	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.	Final draft submitted by consultants reporting to Council August 2023.
	5.4.1.4	Review all Development Control Plans.	Director - Sustainable Development	Public consultation undertaken. Council Approve DCPs.	Employment Lands DCP to be drafted on completion of the Employment Lands Study which forms the evidence base.
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.	Director - Sustainable Development	Finalise Master Plan. Implement stages of Master Plan.	Draft Contribution Plan under preparation for an August Council

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Meeting to approve formal exhibition.
Prepare Master Plans.	5.4.4.1	Prepare Hospital Precinct Master Plan.	Director - Sustainable Development	Community consultation undertaken. Council approve Master Plan.	Draft plan to be workshopped.
	5.4.4.2	Hanwood Growth Area Master Plan.	Director - Sustainable Development	Community consultation undertaken. Council approve Master Plan.	Consultants engaged and presently preparing a Master Plan for the Hanwood Growth Area.
	5.4.4.3	Prepare 2023 Hanwood Growth Area Contributions Plan.	Director - Sustainable Development	Community consultation undertaken. Council approve Master Plan.	Contribution Plan to be prepared following Council endorsement of Hanwood Growth Area Master Plan.
	5.4.4.4	Commence Yenda and Yoogali Growth Area Master Plan.	Director - Sustainable Development	Master Plan preparation underway.	Yenda draft under preparation prior to public consultation. Yoogali Growth Area lands subject to Planning Proposal on exhibition.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	5.4.4.5	Master Plan former Sun Rice Lands and MI Depot Lands along Banna Avenue at Crossing Street.	Director - Sustainable Development	Public consultation undertaken. Council Approve Master Plan.	The land is subject to General Amendment Planning Proposal gateway determination.
	5.4.4.6	Master Plan new Employment Lands along Southern Link Road.	Director - Sustainable Development	Public consultation undertaken. Council Approve Master Plan.	Employment Lands Strategy is progressing. A Planning Proposal will be prepared for additional employment lands once this is complete.

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.	Director - Economic and Organisational Development	Number of Project Control Group Meetings held. Progress of Griffin Green.	Construction ongoing with Griffin Green.

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 successfully delivered. Total 4-day campaign. Estimated 11,185 event attendees. Economic injection in excess of \$2.8 million. A Taste of Italy Griffith program developed & distributed. New website currently being created. Due to launch early July. Griffith Spring Fest planning underway. Sponsorship secured. Currently calling out for events being held over Griffith Spring Fest 2023 to help cross promote. Event program currently in design phase.
	5.6.1.2	Evidence of growth of tourism events.	Events Coordinator	Number of events on the tourism calendar.	140 events registered via the Visit Griffith What's on Calendar over April, May & June. Successful delivery of Griffith Easter Party. Over the 4-day period

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>of Easter 27 events/experiences were held. Estimated 11,185 event attendees were recorded. With an economic injection in excess of \$2.8 Million. Successful delivery of the following major annual events: Riverina Field Days, Sikh Games (attendee numbers approx. 30,000), MIA Tennis Tournament.</p> <p>June Long weekend: Accommodation within the Region (approx. a 2hr radius) was booked out due to Sikh Games & MIA Tennis Tournament.</p> <p>A Taste of Italy Griffith planning well underway. Program developed & distributed during the month of June. New website creation in the works. Griffith Spring Fest planning well underway. With new</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>event website developed & launched.</p>
	5.6.1.3	Support the development of events that bring visitation to Griffith.	Events Coordinator	Number of events sponsored by Griffith City Council.	<p>In-kind, which includes promotion, event advice and miscellaneous Council services (waste & traffic etc). 140 events supported by Visit Griffith, Monetary (seed funding), 0 events were provided with monetary sponsorship from Visit Griffith.</p> <p>Communications ongoing with event organisers to help with planning of upcoming major events to be held in 2023/2024/2025.</p> <p>Encouragement of regional event organisers to hold events over A Taste of Italy Griffith 2023 & Griffith Spring Fest 2023. 27 Events so far confirmed for the A Taste of Italy Griffith 2023 Program.</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	5.6.1.4	Deliver Griffith's key tourism event campaigns.	Marketing & Promotions Coordinator	Number of communication channels used to promote key tourism campaigns.	<p>Print: Griffith Easter Party programs, Griffith Easter Party posters, A Taste of Italy programs (printed June), A Taste of Italy posters (printed June), Winter What's On Guides. Newspaper advertising through Australian Community Media: The Daily Advertiser, The Irrigator & The Area News (Wagga Wagga, Leeton & Griffith), The Advisor (Shepparton),, Australian Traveller Out & About.</p> <p>DL Events postcards</p> <p>Digital: Facebook, Instagram, Google, Youtube, Website (Visit Griffith & A Taste Of Italy Griffith), Electronic Direct Mail (EDM), Australian Community Media (online/digital newspapers), Truly Aus - editorial, social media and EDM, Australian Traveller</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Other: Media releases, TV advertising, Radio advertising and interviews, LiSTNR app, 'Riverina Roundup', Weekly What's On Triple M, Badges for events (Griffith Easter Party & A Taste of Italy).
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. New Visit Griffith website making it more user friendly for businesses to see what we have on offer in the area. Video clip currently has 334 views. Currently auditing the Venue & Conferencing Guide which will be an adept tool we will be able to give to potential business event organisers. Council have recently been successful to hold the ALGWA Regional Conference in 2025. Griffith has recently

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					confirmed the following conferences to be held: 2023 River Reflections Conference, 2023 Rice Growers Conference, 2024 CWA SPA Conference. The team is working closely with all business event stakeholders offering advice on all elements of their upcoming conferences.
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 Facebook: Likes - 9,825 Followers - 10,043 Page reach - 243,702 Page visits - 8,076 Reach (organic) top post - 65,353 Posts, shares & stories - 131 Visit Griffith Instagram: Followers - 3,870 Page visits - 929 Reach (organic) - 4,635 Posts & Stories - 111 Griffith Spring Fest Facebook: Likes - 3,473 Followers - 3,733 Page reach - 6,174

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Reach (organic) top post - 8,192 Posts - 9 Griffith Spring Fest Instagram: Followers - 283 Reach - 107 Posts & Stories - 1 Visit Griffith website: New users - 84.7% Returning users - 15.3% Google Listing: 4.6 star rating 3,266 Views 1,705 searches EDMS x 3: Recipients: 6,906 Total Opens: 3,300 Digital Editorial: Australian Traveller - Half-way report / 6 wks: -3,807 unique visitors to digital article -77,819 impressions / Display advertising -159,517 EDM deliveries, 58% open rate Aust Good Food Guide SCA Instream (digital) with 20,000 impressions.

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.	A Taste of Italy Griffith programs - 7,000 A Taste of Italy Griffith posters - 50 Winter What's On Guides - 5,000 Banna Lane murals guide - 2,000 Trail maps/Walking maps - 2,000
	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.	6 funding opportunities shared by Griffith Tourism this quarter: - Nature based Visitor Experience Development grants (Destination NSW, NSW Government) - Qantas Regional Grants (for not-for-profit community groups and organisations working to enhance the lives of people in regional communities) - Regional Investment Activation Fund (NSW Govt) - Growing Regional Program (Australian Government) - Regional Connectivity

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Program (Australian Government) - Reviving International Tourism Grant Program (Australian Government)
	5.6.3.4	Develop and maintain partnerships with leading regional, state and national tourism bodies.	Tourism Manager	Number of collaborative projects involved in.	Tourism staff attended Sydney Caravan & Camping Holiday Super Show 18-23 April, with the Kidman Way Promotional Committee - as a result of Destination Riverina Murray's Destination Management Plan, consultations were held in Griffith in May, for the Riverina Murray Agri Tourism Strategy (lead by Destination Riverina Murray). Griffith was very active in ensuring key operators were consulted and Griffith Tourism Manager also set up private on site meetings with key players in this space. - Tourism staff attended LGNSW Visitor &

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>Destination Conference 29-31 May. Destination Riverina Murray also hosts a private dinner during this conference for all Riverina Murray representatives which is a fantastic way to network and discuss opportunities (over 25 LGAs in the Riverina Murray Destination Network).</p>
	5.6.3.5	Capitalise on new marketing opportunities.	Marketing & Promotions Coordinator	Number of new marketing opportunities sourced.	<p>Paid & Unpaid editorial: Caravanning Australia Winter 2023, Australian Traveller May/Jun/Jul 2023; Media releases x 5</p> <p>Radio: Radio ad for Griffith Easter Party from 27 Feb - 6 Apr, Radio interview for Listnr app with Southern Cross Austereo for Griffith Easter Party 2023 - 3 Apr, ABC Riverina radio live interview 11 Apr - school holidays. Weekly What's On Triple M Fridays -</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					throughout June. TV: Commercial for Griffith Easter Party from 5 Mar - 6 Apr. Trade Shows: Sydney Caravan Camping Holiday Supershow 18-23 Apr with Kidman Way Touring Route committee. Digital/Website: Truly Aus/Rex destination website and Electronic Direct Mail - Griffith listing, Australian Traveller online editorial, digital display ads, Electronic Direct Mail and social media inclusions.
	5.6.3.6	Provide a functional and well maintained Tourism facility available to the public.	Tourism Manager	No complaints received.	Everything completed in regards to budget available for this financial year.
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	Number of local famils attended by the Griffith Tourism Team = 3 (Calabria Family Wines, Berton Vineyards and Yarran Wines)

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>Number of operator and ambassador visits = 0 next operator visits scheduled for first week of July.</p> <p>Number of group itineraries created and distributed = 9</p> <p>Groups include:</p> <ul style="list-style-type: none"> - Coach Holidays & Tours x 3 (for 2024) - Priests Coaches Wagga - Murray Darling Tours - Dees Drifters - Kim Mackay Leisure Group - Botanica - Fun Over 50
	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 = 2,751</p> <p>924 - sent to Visitor Information Centres around Australia</p> <p>1035 - supplied to local operators</p> <p>792 - handed out by the Visitor Servicing Team at the Tourism Hub</p> <p>Number of information packs distributed during</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					quarter 4 = 165 This includes: *50 x information packs prepared for Griffith Classic Motorcycle Club *97 x New Resident Kits handed out by Visitor Servicing team at the Tourism Hub *18 x Seasonal Workers Kits handed out by Visitor Servicing team at the Tourism Hub
	5.6.4.3	Create and facilitate opportunities for tourism stakeholder engagement and education.	Tourism Manager	Number of Tourism Action Groups (TAGs) held.	Numerous meetings held & supported: - Destination Riverina Murray Agri tourism strategy (meetings and consultations held with key stakeholders in May) - A Taste of Italy Griffith (numerous meetings and engagement with operators/ stakeholders & media) - Griffith Spring Fest (numerous meetings held with sponsors, garden owners,

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					volunteers) - Kidman Way Promotional Committee bi-monthly meetings held (applied for grant and if successful will create greater stakeholder engagement for this touring route) - Tourism staff and Councillors attended LGNSW Destination & Visitor Economy Conference (held in Manly 29-31 May) - Calabria Family Wines, Berton Vineyards & Yarran Wines famils held with all tourism staff - met with The Riverina group to discuss opportunities moving forward
	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: - Destination Excellence Famil Program (Destination Riverina Murray & Destination NSW)

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<ul style="list-style-type: none"> - Professional Development Training Program for LGAs and RTOs (ART) - Tourism and hospitality TAFE courses - Savannah Guides' online training arm, Eclectus Training Insitute - 7wk regional event mgt training program - Australian Festival Industry Conference - Acknowledgement of Country Microskill (TAFE NSW) *** Numerous meetings held & supported: <ul style="list-style-type: none"> - DRM Agri tourism strategy (meetings and consultations held with key stakeholders) - A Taste of Italy Griffith (operators & media) - Griffith Spring Fest (sponsors, garden owners, volunteers) - Kidman Way Promotional Committee (applied for grant and if successful will create

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					greater stakeholder engagement for this touring route) - attended LGNSW Destination & Visitor Economy Conference (29-31 May) - Calabria Family Wines, Berton Vineyards & Yarran Wines famils held with all tourism staff

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 Western Riverina Connect Business Case.	Director - Economic and Organisational Development	Western Riverina Connect Business Case Progress.	Funding awarded - \$20 million for rail siding
Lobby State and Federal Governments to advocate for reliable and cost-effective means of road and	5.7.2.1	Contribute to freight and transport initiatives.	Director - Economic and Organisational Development	Progress of Southern Industrial Link.	\$20M funding announced for rail upgrades to WRConnect (in Leeton Shire). Work expected to

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
rail transport that is accessible to all industries in Griffith.					commence in mid 2023.
Engage with the State, Federal Governments and Airlines to advocate for reliable and cost-effective means of Air transport through Griffith Airport for both business and leisure passengers.	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.

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 Griffith Livestock Marketing Centre is being managed and maintained within allocated budgets for the year.
	6.1.1.2	Upgrade existing facilities to improve selling conditions for sheep yards.	Director - Utilities	Capital works to be maintained in the	A new loading ramp along with an additional shade

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				allocated budget each financial year.	structure to be installed in the selling pens and concreting of existing pens are scheduled to be installed in financial year 2023/24.
Provide engineering design and referral services to internal departments within Council.	6.1.2.1	Engineering design and referrals provided to Council departments.	Engineering Design & Approvals Manager	Design progression and referrals reported quarterly.	Council's Design Department is up to date with designs for projects currently being constructed by Council's Works Department as part of successful grant funding applications and capital works projects. Council's Design Department is currently working on designing projects based on future capital works projects for the next financial year budget and future grant applications, along with minor updates to existing completed designs based on other external agency requirements.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
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 little to no gravel sales for quite some time due to the poor standard of product blasted from the southern wall. Currently looking for a home for this product that has been blasted and crushed.
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.	Further site investigations for the new cemetery site have not been funded and will be on hold until development is required. Based on current capacity, the new site won't require activation for approximately 6years. Staff have continued to explore and hold discussions with one submission made as part of Councils EOI for a crematorium.
Provide cemetery facilities to meet the needs of the community.	6.1.5.1	Manage and maintain Griffith, Yenda and Bagtown cemeteries within allocated budgets.	Parks & Gardens Manager	Cemeteries managed efficiently and to agreed service standards.	Council cemeteries continue to be maintained to the high

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					standard expected by the community.
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.	There are a number of large projects in the pipeline. High Voltage Power extension - Design and approval near completion, the next stage is tender for installation contractors. Landfill Road upgrade, design completed, discussion have been had with Council Road construction team to commence installation of the road's subbase. Specifications are currently being peer reviewed for the selection of and Landfill Designer firm for the design of the new landfill. Currently have a modification with the DPE to

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					change the approval for a quarry site to a Stockpile site.
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 always looking for ways to promote resource recovery and recycling initiatives.
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.	This is occurring on a regular basis.
	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.	This is occurring on a regular basis.
	6.1.9.3	Replace and repair domestic and commercial bins when required.	Waste Operations Manager	Ensure replacement/repair meet CRM time frames.	On a Monday one person is tasked with this for the whole day and when required though out the week.
Develop and implement a Strategic Asset Management Plan for Griffith Pioneer Park Museum.	6.1.10.1	Maintain up to date Site Map showing services and assets.	Director - Business, Cultural & Financial Services	Site Map reviewed and updated by 30 June annually.	The preparation of the strategic plan has been slower than anticipated. The Committee have recently started re-working the plan prepared in 2020 and are meeting to gain

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					alignment on the purpose and mission for PPM.
	6.1.10.2	Program and carry out asset maintenance and pest control activities in accordance with Asset Maintenance and Restoration Plan.	Griffith Pioneer Park Museum Manager	Report progress annually.	Program is being implemented as per annual program. Although program is being followed, there are still issues due to the environmental site of the Museum with all buildings being timber structures. Budget consideration is required for replacement of structures affected by white ants.
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. Review GIS data and implement metadata to GIS by 30 June.	GIS staff continue to provide responses to GIS requests within agreed time frames.
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	Provide annual report Senior Management Team on status of Asset Management Plans by 30 June.	Asset management plans were completed in line with the IP&R cycle.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	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 March annually.	Buildings and Other Structure are complete. Working on Transport/ Stormwater and Water/Sewer valuations.
Develop a Business Process Manual for Asset Management.	6.1.13.1	Develop a Business Process Manual that specifies how Council will procure and maintain asset inventory and spatial data and processes to ensure our asset data is kept relevant and up to date.	Asset Management Coordinator	Business Process Manual maintained and kept up to date on an ongoing basis. Status report to Director Business, Cultural and Financial Services by 30 June annually.	This involves continuous improvement of Council's GIS platform including Assets, Property information mapping and other modules in IntraMaps.
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.	Council's 10 year plant program was completed prior to 30 June 2023. There are still large delays in delivery of new plant items. All plant items have a maintenance policy.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	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 was carried out to calculate 2023/24 hire rates. Most major items are very well utilised particularly earthmoving equipment.
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.	Director - Sustainable Development	Completion of annual CASA audit and implementation of audit findings.	Prioritisation of inspection recommendations and replacement of infrastructure which has been the subject of damage from a January 2022 weather event. Preparations underway for runway overlay in February 2024.
	6.1.15.2	Develop car parking plan for Griffith Airport.	Director - Sustainable Development	Car parking plan approved and placed on public consultation undertaken.	Initial auditing of carpark users has been undertaken which has identified high occupation rates by hire companies. This has helped to inform the

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					requirements of the car parking plan. Options to be identified to introduce paid parking.

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.	Shoulder widening completed on Regional Road 321. Reseal program for urban and rural roads delivered. Heavy patching of local, regional and TfNSW delivered. General maintenance of road network, linemarking and drainage 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 program halted and unspent money proposed to roll over to next year to fund

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>Council's portion of contribution to undamaged sections of flood damaged roads that will be funded by flood recovery. Resourcing and commitments to emergency flood repair as well as capital works program has impacted the delivery this maintenance program. Additionally there is a Council "source of funds" requirement to complement the current flood restoration works program.</p>
	6.2.1.3	Sealed roads rehabilitation program implemented in accordance with Asset Management Plan.	Works Manager - Construction	Works carried out within allocated budget.	Works carried out within allocated budget.
	6.2.1.4	Sealed roads reseals program implemented in accordance with Asset Management Plan.	Works Manager - Construction	Works carried out within allocated budget.	Works 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.	After gravel resheeting some roads from the program, the program was halted to carry on the unexpended amount as Council's contribution to gravel resheet the unaffected sections of flood damaged roads that are funded by disaster recovery. Barber Road is almost ready with little work remaining for sealing in last week of September 2023. Final sealing of Bromley Road completed; 14/7 Double sealing of new extension of Thorne Road completed. Concrete median on Walla/ Thorne Road staggered intersection completed.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Earthworks on second stage of Boorga Road commenced. Earthworks on Dickie Road commenced. Murrumbidgee Ave/ Thorne Road asphalted.
	6.2.2.2	Seal Boorga Road.	Works Manager - Construction	Works carried out within allocated budget.	Table drain works; Realigning of the curves and Earthworks; Getting ready for stabilization on 31/07/2023.
	6.2.2.3	Seal Dickie Road.	Works Manager - Construction	Works carried out within allocated budget.	Vegetation clearing and table drains works commenced; Major earthworks to commence on the fourth week of July 2023.
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.	Sealing works completed. Getting ready for road opening on Friday 21 July 2023.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	6.2.3.2	Construct Murrumbidgee Avenue/Thorne Road Intersection.	Works Manager - Construction	Works carried out within allocated budget.	In this quarter, all the remaining works related to pavement like gravel works, kerb & guttering, concrete annulus, sealing of approaches were completed. Asphaltting of the circulating area of the roundabout, the most important item of works was completed on June 30. Minor works like concrete median, linemarking, streetlighting, sign installation and cleaning remains as of 30th June. However, most of these will be completed for opening to traffic on Friday, 21/07/2023
	6.2.3.3	Construct Walla Avenue/Thorne Road intersection.	Works Manager - Construction	Works carried out within allocated budget.	Final sealing completed; Concrete medians installed; Streetlight poles installed although

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					yet to energize. Planned to open to traffic as part of Griffith Southern Industrial Link on Friday, 21 Jul.
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.	Council has recently completed capital road projects associated with successful funding grants for completion of the Griffith Southern Industrial Link (GSIL) road which forms part of the adopted Griffith Heavy Vehicle Strategy. Heavy vehicle operators are in regular contact with Council's Traffic and Civil staff relating to future development and via the National Heavy Vehicle Register for further potential heavy vehicle route upgrades. Traffic

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					counters are continually installed throughout the LGA based on a register and where any priorities are identified through development and capital works.

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 Stormwater Pump and Levee Project: The project has a 3 - stage construction schedule - Stage 1a, Stage 1b and Stage 2. Council has secured fundings for Stage 1a (\$1,178,782), Stage 1b (\$666,667), and Stage 2 (\$1,200,000). Construction of stormwater pump has been interrupted due to rains.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Council is also in discussion with TfNSW regarding construction of their culvert upgrade and school crossing projects at the same time to minimise traffic disruption. The project is scheduled to be completed by 2023. Yoogali Levee Project: Council has secured funding (\$1,040,000) for Yoogali Levee project. Council is currently preparing tender documentation. As per funding agreement, the project has to be completed by April 2025.
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.	Local Emergency Management Committee has been held as per the schedule and incorporated the Local Rescue

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Committee as well as the Griffith Airport Emergency Committee.

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.	2023 Forum date to be determined.
Investigate and regulate unauthorised building works and land use.	7.1.2.1	Promptly undertake unauthorised building compliance action.	Planning & Environment Manager	Number of CRMs raised and actioned.	Various compliance actions currently undertaken, reference compliance register.
Provide efficient building certification services, including issuing construction certificates, complying development certificates and occupation certificates as per	7.1.3.1	Issue construction certificates, complying development certificates and occupation certificates within a timely manner.	Planning & Environment Manager	Average turnaround time for all applications to be 10 business days or less.	All requests for additional information on Complying Development Certificates processed within first week of applications lodged - 10 days turn around depending

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
legislative requirements.					on quality of applications received. No regulatory timeframe average turnaround on Construction Certificates (CC) and Occupation Certificates (OC):
	7.1.3.2	Carry out critical stage inspections in accordance with relevant legislation.	Planning & Environment Manager	Number of critical stage inspections.	All critical inspections completed for the quarter.
Manage and maintain an efficient Development Application process as per legislative requirements.	7.1.4.1	Determine all Development type applications in a timely manner.	Planning & Environment Manager	Good quality development assessment with average turnaround 40 working days.	Average turnaround time currently above 40 days; measures are being adopted to reduce timeframes.
Maintain Council processes consistent with Department of Planning and Environment requirements.	7.1.5.1	Adjustments made to Council processes as required.	Planning & Environment Manager	Compliance with Department of Planning and Environment requirements.	Adjustments made to Council processes as required.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain Council processes consistent with Department of Planning and Environment requirements.	7.1.6.1	Adjustments made to Council processes as required.	Planning & Environment Manager	Compliance with Department of Planning and Environment requirements.	Adjustments made to Council processes as required.
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.	Private Swimming Pool Inspections Program for this quarter is up to date.
Regulate swimming pool barrier compliance.	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.	Quarterly objective reached in inspection program.
	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.	Complaints are investigated on an ongoing basis as required.
Fire Safety of Buildings.	7.1.9.1	Maintain a register of Annual Fire Safety Statements for commercial premises.	Planning & Environment Manager	All Annual Fire Safety Statements to be entered.	All Fire Statements received from commercial property owners for this quarter have been added to AFSS register.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
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 due to start

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.	Coordinator appointed, 24 Jul.
Deliver timely responses to general inquiries and complaints from the public within the Griffith LGA.	7.2.2.1	Respond to general inquiries and complaints from the public in relation to Environmental Matters.	Planning & Environment Manager	Number of CRM's raised and issues.	All CRMs actioned for this period (completed or in progress).
Deliver Weeds of National Significance eradication and control program.	7.2.3.1	Manage and maintain Council's obligations under the Biosecurity Act.	Parks & Gardens Manager	Number of inspections and spraying programs undertaken.	Control program for weeds ongoing. Additional funding for Alligator Weed was successful and implemented in Q4. Council staff also participated in

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Riverina Field Days to provide public awareness and also partner with neighbouring councils and their biosecurity obligations.

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.	Low priority, 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 Register) and source funding.	Director - Sustainable Development	Contaminated Land (CL) sites identified 25% complete. CL register 25% complete by June.	Register established (land to be added as identified). Contaminated land policy under preparation.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
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.	Director - Sustainable Development	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.	Director - Sustainable Development	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.	Regular maintenance of water infrastructures including reservoirs, water mains and treatment plants is

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					being carried out as planned. This includes maintenance and replacement of hydrants and valves and concrete remediation work at the water filtration plant.
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.	Regular maintenance of sewer infrastructures including pump stations, rising mains and treatment plants is being carried out as planned. This includes maintenance and replacement of G4 pumps and engagement of Xylem to carry out maintenance of all pumping stations etc.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
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 Developer Servicing Plan (DSP) is currently 75% complete and Council's consultants (GHS) are preparing documentation to present the Draft DSP to Councillors in the coming months, with the purpose of the completed DSP being adopted by the end of the 2024 calendar year.
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 is progressing as planned in accordance with allocated budget, e.g. Collina subdivision.
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	Regular maintenance of water pressure zones and metered district infrastructure

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				Supply Levels of Service policy.	is being carried out as planned. Pressure monitoring devices are being installed in the network to monitor the pressure variations and flow patterns through SCADA.
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 to ensure meter age less than 10 years is being maintained. Planning and replacing old water meters is carried out on a regular basis.
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 is being maintained as planned. An example is the replacement of water mains in Kooyoo Street.

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 offers \$20 rebate for each of AAA rated shower rose and \$50 rebate for each of AAAA dual flush suite/cistern.
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.	Our Risk Based Drinking Water Management System is being maintained in accordance with NSW Health requirements e.g. water quality testing, continuous improvement of water infrastructures, and annual review and reporting of our system database to NSW Health (in Feb/Mar). Council has engaged Atom Consulting to review and revise the existing Risk Based Drinking Water Management

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					System 2014 in accordance with NSW Guidelines for Review and Audit of Drinking Water Management Systems 2022.

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	Identify and implement opportunities to improve street lighting.	Director - Infrastructure & Operations	Street lighting issues identified and reported to Essential Energy. Implement new technologies as they become available.	Street lighting issues identified and reported to Essential Energy. New technologies are implemented as they become available.
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.	No further progress has been made.

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.	Not due to start this quarter.

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 Councils 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.	Currently investigating idling times to see if any reductions in emissions are available. More GPS data and installs are required before making any decisions on policy
Increase Resilience to Climate Change (IRCC) through implementation of actions to address identified climate change risks and vulnerabilities within the Griffith LGA.	8.4.2.1	Prepare a draft strategy identifying measures to implement projects to improve resilience to climate change in CBD.	Director - Sustainable Development	Submit 1 -2 IRCC funding application/s addressing urban heat/stormwater capture and reuse.	Not commenced.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Implement the Street Tree Preservation policy.	8.4.3.1	Administer Street Tree Preservation policy.	Parks & Gardens Manager	Compliance with Street Tree policy. Number of street trees planted.	Council continues to administer & implement the Tree Preservation Policy. Inspections and outcomes documented.
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.	Ongoing investigations are be conducted for Food Organics and Garden Organics (FOGO) implementation with indicative pricing provided for a FOGO service. A community survey for FOGO, which included a 500 cold call phone survey, was recently completed. Results of the survey are currently being compiled. Council's Waste Department is continuing its annual bin audit which looks at waste composition of garbage bins

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					when they are collected, before disposal at the Landfill.