



Ordinary Meeting

Tuesday, 25 February 2020

ATTACHMENTS UNDER SEPARATE COVER

**CL01 Second Quarter Performance Report
2019/20 - Budget Review and Operational Plan
Incorporating the December Delivery Program
Progress Report**



ATTACHMENTS UNDER SEPARATE COVER

Page

CL01	Second Quarter Performance Report 2019/20 - Budget Review and Operational Plan Incorporating the December Delivery Program Progress Report	
(a)	Report by Responsible Accounting Officer as at 31 December 2019.....	3
(b)	Income and Expense Review Statement (Fund Level) at 31 December 2019.....	4
(c)	Income and Expense Budget Review Statement (Function Level) at 31 December 2019.....	5
(d)	Capital, Cash and Investment Budget Review Statement at 31 December 2019.....	18
(e)	Budget Review Contracts at 31 December 2019	19
(f)	Budget Review Consultancy, Legal and Vandalism Expenses at 31 December 2019.....	20
(g)	Budget Review Councillor Expenses at 31 December 2019	21
(h)	Operational Plan Review	35

(a) Report by Responsible Accounting Officer as at 31 December 2019

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Griffith City Council for the quarter ended 31/12/2019 indicates that Council's projected financial position at 30/6/2020 will be satisfactory at year end, having regard to the revised projected estimates of income and expenditure and the original budgeted income and expenditure.

My opinion above, that Council's projected financial position as at 30/6/2020 will be satisfactory has been based on the following factors:

The overall level of service currently being provided by Council is sustainable within the current revenue base available to Council. The management of Council continues to undertake a systematic process of identifying and implementing cost reductions where possible and this has seen a continual improvement in cash flows and an ability to transfer funds to internal reserves year on year however this standard and process must continue with ongoing efficiencies or new revenue streams secured in order to fully fund both external and internal reserves as well as provide an acceptable level of unrestricted funds in the future, in particular in the Ordinary Fund.

Council needs to monitor and carefully control its cash spend on both its operations but also capital projects.

There will need to be a commitment by all departments to keep improving the cash and trading position to achieve an acceptable outcome by the end of the financial year.

Signed:



date: 12/02/2020

Max Turner
Responsible Accounting Officer

(b) Income and Expense Budget Review Statement (Fund Level) at 31 December 2019

																					Consolidated Fund					
	Ord. Services Fund	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Total to 30/06/20	Waste Fund	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Total to 30/06/20	Water Fund	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Total to 30/06/20	Sewer Fund	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Total to 30/06/20	Total Original Budget	Consol. Adj.	Budget After Consolidations 2019/2020	Total Reviews/ Recommended Changes For Council Resolution To 30/06/20	Total Revised Budget 30/06/20	Actual YTD
OPERATING REVENUES																										
Rates & Annual Charges	15,966,634	0	114,639		16,081,273	4,925,002	67,810	24,100		5,016,912	1,997,504	0			1,997,504	7,919,653	0			7,919,653	30,808,793		30,808,793	206,549	31,015,342	25,238,659
User Charges & Fees	5,888,950	64,045	45,308		5,998,303	1,767,000	38,005	0		1,805,005	8,470,167	30,000	(26,000)		8,474,167	683,130	0			683,130	16,809,247		16,809,247	151,358	16,960,605	4,929,960
Interest	557,410	0	0		557,410	169,200	0	0		169,200	453,721	0			453,721	195,500	0			195,500	1,375,831		1,375,831	0	1,375,831	661,322
Grants & Contributions for Operating Purposes	8,942,974	(2,649,996)	(15,802)		6,277,176	44,000	0	0		44,000	112,000	0			112,000	55,500	0			55,500	9,154,474		9,154,474	(2,665,798)	6,488,676	2,362,399
Other Operating Revenues	1,599,535	2,450	543,336		2,145,321	65,000	0	0		65,000	154,960	0			154,960	24,829	0			24,829	1,844,324		1,844,324	545,786	2,390,110	1,430,893
TOTAL OPERATING REVENUE	32,955,503	(2,583,501)	687,481	0	31,059,483	6,970,202	105,815	24,100	0	7,100,117	11,188,352	30,000	(26,000)	0	11,192,352	8,878,612	0	0	0	8,878,612	59,992,669	0	59,992,669	(1,762,105)	58,230,564	34,623,233
OPERATING EXPENDITURE																										
Employee Costs	20,519,570	55,022	(47,122)		20,527,470	1,161,171	0	(2,000)		1,159,171	2,136,810	3,785	(3,785)		2,136,810	1,938,417	1,000	(42,460)		1,896,957	25,755,968		25,755,968	(35,560)	25,720,408	12,511,904
Materials and Contracts	1,661,015	276,816	79,239		2,017,070	4,095,910	0	171,550		4,267,460	4,241,559	205,029	(16,103)		4,430,485	2,645,228	102,385	19,750		2,767,363	12,643,712		12,643,712	838,686	13,482,378	6,382,284
Interest Charges	79,176	0	0		79,176	17,380	0	0		17,380	0	0			0	1,213,972	0	0		1,213,972	1,310,528		1,310,528	0	1,310,528	670,758
Depreciation & Amortisation	7,589,268	0	0		7,589,268	406,439	0	0		406,439	2,298,549	0			2,292,311	2,292,311	0	0		2,292,311	12,586,567		12,586,567	0	12,586,567	6,942,091
Other Operating Expenses	3,401,264	7,460	46,758	80,000	3,535,482	77,390	1,660	0		79,050	755,310	67,649	94,110		917,069	545,542	67,649	69,985		683,176	4,779,506		4,779,506	435,271	5,214,777	2,746,980
TOTAL OPERATING EXPEND.	33,250,293	339,298	78,875	80,000	33,748,466	5,758,290	1,660	169,550	0	5,929,500	9,432,228	276,463	74,222	0	9,782,913	8,635,470	171,034	47,275	0	8,853,779	57,076,281	0	57,076,281	1,238,377	58,314,658	29,254,017
OPERATING RESULT BEFORE CAPITAL AMOUNTS	(294,790)	(2,922,799)	608,606	(80,000)	(2,688,983)	1,211,912	104,155	(145,450)	0	1,170,617	1,756,124	(246,463)	(100,222)	0	1,409,439	243,142	(171,034)	(47,275)	0	24,833	2,916,388	0	2,916,388	(3,000,482)	(84,094)	5,369,216
Grants & Contributions for Capital Purposes	21,006,071	535,228	(504,959)		21,036,340	0	0	0		0	382,600	370,379	68,913		821,892	278,150	5,842	7,053		291,045	21,666,821		21,666,821	482,456	22,149,277	2,754,286
Net Gain/(Loss) on disposal of Assets.	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0	0		0	0	0	0
OPERATING RESULT BEFORE EXTRAORDINARY ITEMS	20,711,281	(2,387,571)	103,647	(80,000)	18,347,357	1,211,912	104,155	(145,450)	0	1,170,617	2,138,724	123,916	(31,309)	0	2,231,331	521,292	(165,192)	(40,222)	0	315,878	24,583,209	0	24,583,209	(2,518,026)	22,065,183	8,123,502
Extraordinary Items	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	20,711,281	(2,387,571)	103,647	(80,000)	18,347,357	1,211,912	104,155	(145,450)	0	1,170,617	2,138,724	123,916	(31,309)	0	2,231,331	521,292	(165,192)	(40,222)	0	315,878	24,583,209	0	24,583,209	(2,518,026)	22,065,183	8,123,502

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

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	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
GOVERNANCE						
Council Executive						
Total Operating Income	(2,108,071)	0	(2,108,071)	(932,452)	(932,534)	(82)
Total Operating Expenditure	1,475,735	11,422	1,487,157	685,040	695,946	10,906
Total Discretionary Expenditure	241,433	33,465	274,898	149,691	150,068	377
Total Council Executive	(390,903)	44,887	(346,016)	(97,721)	(86,520)	11,201
Council Chambers/Offices						
Total Operating Income	(271,541)	0	(271,541)	(135,768)	(135,768)	0
Total Operating Expenditure	305,866	0	305,866	178,410	164,551	(13,859)
Total Council Chambers/Offices	34,325	0	34,325	42,642	28,783	(13,859)
TOTAL GOVERNANCE	(356,578)	44,887	(311,691)	(55,079)	(57,737)	(2,658)
Administration/Secretarial						
Total Operating Income	(1,386,023)	0	(1,386,023)	(692,040)	(692,922)	(882)
Total Operating Expenditure	1,600,647	12,800	1,613,447	816,405	812,567	(3,838)
Total Administration/Secretarial	214,624	12,800	227,424	124,365	119,645	(4,720)
Finance						
Total Operating Income	(1,642,562)	0	(1,642,562)	(820,421)	(820,278)	143
Total Operating Expenditure	1,940,117	2,980	1,943,097	958,464	974,214	15,750
Total Finance	297,555	2,980	300,535	138,043	153,936	15,893
Human Resources						
Total Operating Income	(1,836,174)	(9,567)	(1,845,741)	(958,403)	(960,153)	(1,750)
Total Operating Expenditure	1,914,041	74,067	1,988,108	1,090,963	1,123,808	32,845
Total Discretionary Income	0	(300)	(300)	(300)	(300)	0
Total Discretionary Expenditure	0	980	980	980	980	0
Total Human Resources	77,867	65,180	143,047	133,241	164,335	31,094

AUTHORITY

Page 1 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



ADMINISTRATION	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
Information Technology						
Total Operating Income	(1,159,536)	0	(1,159,536)	(582,018)	(578,768)	3,250
Total Operating Expenditure	1,214,363	24,560	1,238,923	597,590	550,709	(46,881)
Total Information Technology	54,827	24,560	79,387	15,572	(28,059)	(43,631)
Central Supply Services						
Total Operating Income	(314,904)	0	(314,904)	(166,779)	(155,850)	10,929
Total Operating Expenditure	338,005	(61,000)	277,005	117,729	131,800	14,071
Total Central Supply Services	23,101	(61,000)	(37,899)	(49,049)	(24,050)	24,999
Customer Service Management						
Total Operating Income	(630,051)	0	(630,051)	(315,024)	(315,024)	0
Total Operating Expenditure	750,099	0	750,099	385,715	375,547	(10,168)
Total Customer Service Management	120,048	0	120,048	70,691	60,523	(10,168)
Works Management						
Total Operating Income	(930,636)	0	(930,636)	(465,270)	(465,270)	0
Total Operating Expenditure	1,033,224	0	1,033,224	540,042	520,650	(19,392)
Total Works Management	102,588	0	102,588	74,772	55,380	(19,392)
Civil Infrastructure & Asset Services						
Total Operating Income	(493,864)	0	(493,864)	(246,867)	(246,974)	(107)
Total Operating Expenditure	551,938	0	551,938	246,589	311,499	64,910
Total Discretionary Expenditure	0	66,415	66,415	18,950	30,000	11,050
Total Civil Infrastructure & Asset Services	58,074	66,415	124,489	18,672	94,525	75,853
Fleet Management						
Total Operating Income	(4,247,977)	(430)	(4,248,407)	(2,195,543)	(2,124,416)	71,127
Total Operating Expenditure	3,248,634	16,000	3,264,634	2,066,257	2,190,746	124,489

AUTHORITY

Page 2 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
ADMINISTRATION						
Fleet Management						
Total Discretionary Income	0	0	0	(111)	0	111
Total Fleet Management	(999,343)	15,570	(983,773)	(129,398)	66,330	195,728
TOTAL ADMINISTRATION	(50,659)	126,505	75,846	396,908	662,565	265,657
Fire Protection						
Total Operating Income	(176,700)	0	(176,700)	(127,243)	(134,200)	(6,957)
Total Operating Expenditure	656,263	0	656,263	331,183	327,269	(3,914)
Total Discretionary Income	0	(57,660)	(57,660)	0	0	0
Total Fire Protection	479,563	(57,660)	421,903	203,940	193,069	(10,871)
Animal Control						
Total Operating Income	(106,900)	0	(106,900)	(41,259)	(38,390)	2,869
Total Operating Expenditure	214,560	0	214,560	91,155	109,340	18,185
Total Discretionary Expenditure	5,000	0	5,000	896	900	4
Total Animal Control	112,660	0	112,660	50,793	71,850	21,057
Ranger Services						
Total Operating Income	(180,600)	0	(180,600)	(97,554)	(75,200)	22,354
Total Operating Expenditure	489,895	0	489,895	235,695	246,751	11,056
Total Ranger Services	309,295	0	309,295	138,142	171,551	33,410
State Emergency Services						
Total Operating Expenditure	65,209	0	65,209	33,799	34,062	263
Total Discretionary Income	0	(5,609)	(5,609)	0	0	0
Total State Emergency Services	65,209	(5,609)	59,600	33,799	34,062	263
TOTAL PUBLIC ORDER & SAFETY	966,727	(63,269)	903,458	426,673	470,532	43,859
Health Services						
Total Operating Income	(94,400)	4,692	(89,708)	(9,356)	(10,308)	(952)

AUTHORITY

Page 3 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



HEALTH	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
Health Services						
Total Operating Expenditure	608,204	4,895	613,099	271,309	302,073	30,764
Total Discretionary Expenditure	154,485	70,175	224,660	123,127	76,930	(46,197)
Total Health Services	668,289	79,762	748,051	385,081	368,695	(16,386)
Immunisation						
Total Operating Income	(300)	0	(300)	(96)	(150)	(54)
Total Operating Expenditure	5,220	0	5,220	2,202	2,610	408
Total Immunisation	4,920	0	4,920	2,106	2,460	354
Insect & Vermin Control						
Total Operating Income	(3,000)	0	(3,000)	0	0	0
Total Operating Expenditure	5,500	0	5,500	703	2,250	1,547
Total Insect & Vermin Control	2,500	0	2,500	703	2,250	1,547
Biosecurity Weeds						
Total Operating Income	(128,000)	(5,429)	(133,429)	(3,650)	(3,650)	0
Total Operating Expenditure	297,533	0	297,533	192,012	150,208	(41,804)
Total Biosecurity Weeds	169,533	(5,429)	164,104	188,362	146,558	(41,804)
TOTAL HEALTH	845,242	74,333	919,575	576,252	519,963	(56,289)
Community Services Mang'T						
Total Operating Expenditure	468,908	(5,000)	463,908	211,284	249,022	37,738
Total Discretionary Income	(5,000)	(10,856)	(15,856)	(15,418)	(15,356)	62
Total Discretionary Expenditure	10,000	12,356	22,356	12,784	11,856	(928)
Total Community Services Mang'T	473,908	(3,500)	470,408	208,650	245,522	36,872
Senior Citizens Centre						
Total Operating Income	(15,000)	0	(15,000)	(8,697)	(7,500)	1,197

AUTHORITY

Page 4 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



COMMUNITY SERVICES & EDUCATION	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
Senior Citizens Centre						
Total Operating Expenditure	26,842	0	26,842	12,277	14,451	2,174
Total Senior Citizens Centre	11,842	0	11,842	3,580	6,951	3,371
Other Community Services						
Total Operating Income	(57,390)	0	(57,390)	(32,285)	(29,940)	2,345
Total Operating Expenditure	106,340	5,011	111,351	44,054	65,111	21,057
Total Discretionary Income	(35,000)	35,000	0	0	0	0
Total Discretionary Expenditure	50,000	31,045	81,045	410	410	0
Total Other Community Services	63,950	71,056	135,006	12,179	35,581	23,402
Education						
Total Operating Expenditure	27,836	0	27,836	13,818	13,818	0
Total Education	27,836	0	27,836	13,818	13,818	0
TOTAL COMMUNITY SERVICES & EDUCATION	577,536	67,556	645,092	238,226	301,872	63,646
Housing						
Total Operating Income	(92,097)	0	(92,097)	(47,093)	(47,408)	(315)
Total Operating Expenditure	82,953	0	82,953	39,120	44,231	5,111
Total Housing	(9,144)	0	(9,144)	(7,973)	(3,177)	4,796
Strategic Planning						
Total Operating Income	(301,700)	(470,500)	(772,200)	(720,560)	(708,620)	11,940
Total Operating Expenditure	2,544,631	88,393	2,633,024	1,291,324	1,308,002	16,678
Total Discretionary Income	0	(65,500)	(65,500)	(3,621)	(2,500)	1,121
Total Discretionary Expenditure	20,000	80,187	100,187	91,455	57,318	(34,137)
Total Strategic Planning	2,262,931	(367,420)	1,895,511	658,599	654,200	(4,399)
Development Approvals						

AUTHORITY

Page 5 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



HOUSING & COMMUNITY AMENITIES	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
Development Approvals						
Total Operating Income	(553,300)	0	(553,300)	(283,052)	(273,540)	9,512
Total Operating Expenditure	1,748,672	(13,794)	1,734,878	934,112	888,729	(45,383)
Total Discretionary Expenditure	0	1,500	1,500	1,500	1,500	0
Total Development Approvals	1,195,372	(12,294)	1,183,078	652,560	616,689	(35,871)
Street & Gutter Cleaning						
Total Operating Income	(37,830)	0	(37,830)	(12,183)	(18,915)	(6,733)
Total Operating Expenditure	418,384	0	418,384	180,796	204,678	23,882
Total Street & Gutter Cleaning	380,554	0	380,554	168,614	185,763	17,149
Urban Stormwater Drainage						
Total Operating Income	(230,264)	(2,108)	(232,372)	(216,691)	(217,632)	(941)
Total Operating Expenditure	1,108,967	16,260	1,125,227	605,753	613,668	7,915
Total Urban Stormwater Drainage	878,703	14,152	892,855	389,062	396,036	6,974
Public Cemeteries						
Total Operating Income	(451,000)	(87,885)	(538,885)	(325,078)	(313,545)	11,533
Total Operating Expenditure	599,986	0	599,986	303,751	297,820	(5,931)
Total Public Cemeteries	148,986	(87,885)	61,101	(21,327)	(15,725)	5,602
Public Conveniences						
Total Operating Expenditure	222,580	(8,000)	214,580	107,748	109,729	1,981
Total Public Conveniences	222,580	(8,000)	214,580	107,748	109,729	1,981
Domestic Waste Management						
Total Operating Income	(3,907,300)	(88,930)	(3,996,230)	(3,932,197)	(3,947,482)	(15,285)
Total Operating Expenditure	2,383,961	0	2,383,961	1,198,366	1,085,385	(112,981)
Total Domestic Waste Management	(1,523,339)	(88,930)	(1,612,269)	(2,733,830)	(2,862,097)	(128,267)
Other Waste Management						

AUTHORITY

Page 6 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



HOUSING & COMMUNITY AMENITIES	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
Other Waste Management						
Total Operating Income	(1,132,248)	(2,980)	(1,135,228)	(1,079,198)	(1,061,676)	17,522
Total Operating Expenditure	1,073,295	0	1,073,295	522,615	518,550	(4,065)
Total Other Waste Management	(58,953)	(2,980)	(61,933)	(556,583)	(543,126)	13,457
Waste Processing						
Total Operating Income	(2,587,000)	(37,000)	(2,624,000)	(1,413,962)	(1,330,502)	83,460
Total Operating Expenditure	2,168,277	169,550	2,337,827	1,348,869	1,239,667	(109,202)
Total Discretionary Expenditure	62,500	1,660	64,160	1,660	1,660	0
Total Waste Processing	(356,223)	134,210	(222,013)	(63,433)	(89,175)	(25,742)
Waste Management Admin						
Total Operating Income	(735,778)	0	(735,778)	(371,356)	(367,887)	3,469
Total Operating Expenditure	1,440,381	0	1,440,381	867,734	855,775	(11,959)
Total Waste Management Admin	704,603	0	704,603	496,378	487,888	(8,490)
Other Sanitation & Garbage						
Total Operating Income	0	(1,005)	(1,005)	(670)	(1,005)	(335)
Total Operating Expenditure	22,000	0	22,000	3,821	1,040	(2,781)
Total Other Sanitation & Garbage	22,000	(1,005)	20,995	3,151	35	(3,116)
TOTAL HOUSING & COMMUNITY AMENITIES	3,868,070	(420,152)	3,447,918	(907,033)	(1,062,960)	(155,927)
Potable Water Supplies						
Total Operating Income	(11,388,194)	0	(11,388,194)	(2,431,661)	(2,482,883)	(51,222)
Total Operating Expenditure	9,428,169	125,142	9,553,311	4,661,828	4,722,823	60,995
Total Discretionary Expenditure	282,500	225,543	508,043	9,846	147,894	138,048
Total Potable Water Supplies	(1,677,525)	350,685	(1,326,840)	2,240,013	2,387,834	147,821
Raw Water Supplies						

AUTHORITY

Page 7 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
WATER SUPPLIES						
Raw Water Supplies						
Total Operating Income	(240,650)	0	(240,650)	(24,267)	(35,576)	(11,309)
Total Operating Expenditure	165,551	0	165,551	44,004	81,182	37,178
Total Raw Water Supplies	(75,099)	0	(75,099)	19,737	45,606	25,869
Water Private Works						
Total Operating Income	(5,000)	0	(5,000)	0	0	0
Total Operating Expenditure	1,500	0	1,500	0	0	0
Total Discretionary Income	0	(4,000)	(4,000)	(4,000)	(4,000)	0
Total Discretionary Expenditure	0	0	0	2,915	0	(2,915)
Total Water Private Works	(3,500)	(4,000)	(7,500)	(1,085)	(4,000)	(2,915)
TOTAL WATER SUPPLIES	(1,756,124)	346,685	(1,409,439)	2,258,665	2,429,440	170,775
Sewer Supplies						
Total Operating Income	(9,373,428)	0	(9,373,428)	(3,327,118)	(3,334,257)	(7,139)
Total Operating Expenditure	8,797,786	40,660	8,838,446	4,500,588	4,470,434	(30,154)
Total Discretionary Expenditure	332,500	177,649	510,149	40,270	40,000	(270)
Total Sewer Supplies	(243,142)	218,309	(24,833)	1,213,740	1,176,177	(37,563)
TOTAL SEWER SERVICES	(243,142)	218,309	(24,833)	1,213,740	1,176,177	(37,563)
Library Services						
Total Operating Income	(157,712)	(33,267)	(190,979)	(151,454)	(155,383)	(3,929)
Total Operating Expenditure	1,132,473	631	1,133,104	700,005	703,672	3,667
Total Library Services	974,761	(32,636)	942,125	548,551	548,289	(262)
Pioneer Park Museum						
Total Operating Income	(162,544)	(5,000)	(167,544)	(75,442)	(75,393)	49
Total Operating Expenditure	548,846	5,727	554,573	249,494	263,918	14,424

AUTHORITY

Page 8 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



RECREATION & CULTURE	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
Pioneer Park Museum						
Total Discretionary Expenditure	20,000	0	20,000	6,375	6,375	0
Total Pioneer Park Museum	406,302	727	407,029	180,427	194,900	14,473
Griffith Regional Art Gallery						
Total Operating Income	(18,250)	0	(18,250)	(12,355)	(8,706)	3,649
Total Operating Expenditure	299,651	0	299,651	162,784	159,703	(3,081)
Total Griffith Regional Art Gallery	281,401	0	281,401	150,429	150,997	568
Griffith Regional Theatre						
Total Operating Income	(377,100)	(5,365)	(382,465)	(283,574)	(223,857)	59,717
Total Operating Expenditure	1,400,169	(19,890)	1,380,279	757,264	718,721	(38,543)
Total Discretionary Income	0	(40,000)	(40,000)	(40,000)	(40,000)	0
Total Discretionary Expenditure	20,000	60,000	80,000	16,645	8,450	(8,195)
Total Griffith Regional Theatre	1,043,069	(5,255)	1,037,814	450,335	463,314	12,979
Aquatic Facilities						
Total Operating Income	(1,522,000)	0	(1,522,000)	(742,761)	(788,580)	(45,819)
Total Operating Expenditure	2,540,885	0	2,540,885	1,266,961	1,266,483	(478)
Total Aquatic Facilities	1,018,885	0	1,018,885	524,200	477,903	(46,297)
Sporting Grounds						
Total Operating Income	(32,700)	(135)	(32,835)	(12,442)	(10,035)	2,407
Total Operating Expenditure	885,116	0	885,116	399,638	414,225	14,587
Total Sporting Grounds	852,416	(135)	852,281	387,196	404,190	16,994
Passive Recreation						
Total Operating Income	(36,820)	0	(36,820)	(15,085)	(17,120)	(2,035)
Total Operating Expenditure	3,795,595	(24,080)	3,771,515	1,820,461	1,796,068	(24,393)
Total Passive Recreation	3,758,775	(24,080)	3,734,695	1,805,376	1,778,948	(26,428)

AUTHORITY

Page 9 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



RECREATION & CULTURE	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
Sports Stadium						
Total Operating Income	(91,500)	0	(91,500)	(36,025)	(42,200)	(6,175)
Total Operating Expenditure	300,762	0	300,762	143,119	153,059	9,940
Total Sports Stadium	209,262	0	209,262	107,093	110,859	3,766
Sporting Bodies Subsidies						
Total Operating Expenditure	54,645	(197)	54,448	54,725	54,448	(277)
Total Sporting Bodies Subsidies	54,645	(197)	54,448	54,725	54,448	(277)
TOTAL RECREATION & CULTURE	8,599,516	(61,576)	8,537,940	4,208,333	4,183,848	(24,485)
Quarry						
Total Operating Income	(80,000)	0	(80,000)	(20,803)	(40,002)	(19,199)
Total Operating Expenditure	10,836	0	10,836	18	5,266	5,248
Total Quarry	(69,164)	0	(69,164)	(20,785)	(34,736)	(13,951)
TOTAL MINING / MANUFACTURING & CONSTRUCTION	(69,164)	0	(69,164)	(20,785)	(34,736)	(13,951)
Roads & Bridges						
Total Operating Income	(2,458,440)	(1,015)	(2,459,455)	(256,720)	(256,980)	(260)
Total Operating Expenditure	8,349,941	(2,985)	8,346,956	4,009,126	4,062,189	53,063
Total Roads & Bridges	5,891,501	(4,000)	5,887,501	3,752,406	3,805,209	52,803
Street Lighting						
Total Operating Income	(111,000)	0	(111,000)	0	0	0
Total Operating Expenditure	487,284	0	487,284	271,332	243,642	(27,690)
Total Street Lighting	376,284	0	376,284	271,332	243,642	(27,690)
Footpaths & Cycleways						
Total Operating Expenditure	320,564	0	320,564	131,196	160,263	29,067
Total Footpaths & Cycleways	320,564	0	320,564	131,196	160,263	29,067
Griffith Airport						

AUTHORITY

Page 10 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



TRANSPORT & COMMUNICATION	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
Griffith Airport						
Total Operating Income	(855,800)	0	(855,800)	(410,140)	(408,120)	2,020
Total Operating Expenditure	907,370	(19,100)	888,270	465,219	461,897	(3,322)
Total Griffith Airport	51,570	(19,100)	32,470	55,079	53,777	(1,302)
Parking Areas						
Total Operating Expenditure	87,160	0	87,160	44,842	48,665	3,823
Total Parking Areas	87,160	0	87,160	44,842	48,665	3,823
Bus Shelters & Sheds						
Total Operating Expenditure	17,103	0	17,103	9,526	9,270	(256)
Total Bus Shelters & Sheds	17,103	0	17,103	9,526	9,270	(256)
Rta Work						
Total Operating Income	(950,000)	0	(950,000)	(117,459)	(115,320)	2,139
Total Operating Expenditure	855,886	0	855,886	461,985	427,947	(34,038)
Total Rta Work	(94,114)	0	(94,114)	344,526	312,627	(31,899)
TOTAL TRANSPORT & COMMUNICATION	6,650,068	(23,100)	6,626,968	4,608,907	4,633,453	24,546
Visitors Centre						
Total Operating Income	(66,900)	0	(66,900)	(71,596)	(33,340)	38,256
Total Operating Expenditure	797,120	(8,000)	789,120	363,038	404,313	41,275
Total Discretionary Income	(70,000)	0	(70,000)	(11,820)	(11,820)	0
Total Discretionary Expenditure	70,000	10,000	80,000	4,481	4,480	(1)
Total Visitors Centre	730,220	2,000	732,220	284,103	363,633	79,530
Events Co- Ordinator						
Total Operating Income	(92,500)	10,000	(82,500)	(30,011)	(78,000)	(47,989)
Total Operating Expenditure	337,493	(17,314)	320,179	183,471	195,529	12,058

AUTHORITY

Page 11 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



ECONOMIC AFFAIRS	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
Events Co- Ordinator						
Total Discretionary Income	(25,000)	5,000	(20,000)	(20,000)	(20,000)	0
Total Events Co- Ordinator	219,993	(2,314)	217,679	133,460	97,529	(35,931)
Economic Development						
Total Operating Income	(5,500)	5,000	(500)	0	0	0
Total Operating Expenditure	238,100	(4,073)	234,027	159,846	155,576	(4,270)
Total Discretionary Income	0	(7,000)	(7,000)	(7,000)	(7,000)	0
Total Discretionary Expenditure	28,000	55,078	83,078	41,702	45,660	3,958
Total Economic Development	260,600	49,005	309,605	194,548	194,236	(312)
Land Development						
Total Operating Expenditure	34,122	0	34,122	27,511	28,622	1,111
Total Land Development	34,122	0	34,122	27,511	28,622	1,111
Griffith Livestock Mk Centre						
Total Operating Income	(465,450)	(2,160)	(467,610)	(218,932)	(213,035)	5,897
Total Operating Expenditure	605,137	0	605,137	293,231	298,481	5,250
Total Griffith Livestock Mk Centre	139,687	(2,160)	137,527	74,299	85,446	11,147
Unclassified Services						
Total Operating Income	(45,000)	(19,000)	(64,000)	(51,392)	(41,500)	9,892
Total Operating Expenditure	20,000	0	20,000	18,748	10,004	(8,744)
Total Unclassified Services	(25,000)	(19,000)	(44,000)	(32,643)	(31,496)	1,147
TOTAL ECONOMIC AFFAIRS	1,359,622	27,531	1,387,153	681,277	737,970	56,693
Rates and Charges						
Total Operating Income	(17,077,802)	(116,550)	(17,194,352)	(17,149,267)	(17,148,852)	415
Total Rates and Charges	(17,077,802)	(116,550)	(17,194,352)	(17,149,267)	(17,148,852)	415
General Purpose Grants						

AUTHORITY

Page 12 of 13

AUTHORITY (c) Income & Expense Budget Review Statement (Program Level) at 31 December 2019

Print Date: 10/02/2020 4:24:27PM

Posting Year: 2020

Fund: All Records

Posting Period: Dec



GENERAL PURPOSE REVENUES	Original Budget	Budget Adjustment	Total Budget	YTD Actual	YTD Budget	Variance
General Purpose Grants						
Total Operating Income	(6,229,700)	2,779,323	(3,450,377)	(1,846,035)	(1,797,724)	48,311
Total General Purpose Grants	(6,229,700)	2,779,323	(3,450,377)	(1,846,035)	(1,797,724)	48,311
TOTAL GENERAL PURPOSE REVENUES	(23,307,502)	2,662,773	(20,644,729)	(18,995,301)	(18,946,576)	48,725
GRAND TOTAL	(2,916,388)	3,000,482	84,094	(5,369,216)	(4,986,189)	383,027

AUTHORITY

Page 13 of 13

EXTERNALLY RESTRICTED CASH																								
For the Financial Year Ended 30th June 2020	Ord. Services Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Waste Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Water Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Sewer Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Consol. Fund Original Budget	Consol. Fund Reviews/ Supp to 30/06/20	Consol. Fund Revised	
Included in Liabilities:																								
Unexpended Loans	1,095,326	(1,095,326)	6,000,000	0	6,000,000																1,095,326	0	6,000,000	
Included in Revenue:																								
Developer Contributions	1,914,562	191,804	67,825	0	2,174,191																1,914,562	0	2,174,191	
Specific Purpose Unexpended Grants	2,278,902	(2,278,902)	0	0	0																2,278,902	0	0	
Required by Legislation:																								
Waste Services						5,060,489	(301,735)	(299,312)	0	4,459,442											5,060,489	(601,047)	4,459,442	
Water											23,249,633	(1,083,959)	786,861	0	22,952,535						23,249,633	(297,098)	22,952,535	
Sewerage																					22,952,535	(606,428)	8,762,913	
	5,288,790	(3,182,424)	6,067,825	0	8,174,191	5,060,489	(301,735)	(299,312)	0	4,459,442	23,249,633	(1,083,959)	786,861	0	22,952,535	9,369,341	(535,277)	(71,151)	0	8,762,913	42,968,253	(1,504,573)	44,349,081	
CASH BALANCE AFTER FUNDING EXTERNAL RESTRICTIONS																								
At end of Period:	13,763,075	(4,811,480)	(492,747)	(80,000)	8,378,848	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,763,075	(5,384,227)	8,378,848	
INTERNALLY RESTRICTED CASH																								
For the Financial Year Ended 30th June 2020	Ord. Services Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Waste Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Water Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Sewer Fund Original Budget	Previous Reviews	Current Review	Recommended Changes For Council Resolution	Revised Budget	Consol. Fund Original Budget	Consol. Fund Reviews/ Supp to 30/06/20	Consol. Fund Revised	
Employee Leave Entitlements Reserve	2,159,000	0	0	0	2,159,000																2,159,000	0	2,159,000	
Urban Stormwater Management Reserve	690,000	(154,086)	0	0	535,914																690,000	(154,086)	535,914	
Griffith Health Facilities Ltd Reserve	73,000	0	0	0	73,000																73,000	0	73,000	
Plant & Vehicle Replacement Reserve	1,080,000	0	0	0	1,080,000																1,080,000	0	1,080,000	
SVPCHG-Sinking Fund Reserve	101,000	52,000	0	0	153,000																101,000	52,000	153,000	
Lake Wyangan Redevelopment Reserve	482,000	(482,000)	0	0	0																482,000	(482,000)	0	
Major Projects Reserve	1,640,000	256,098	0	0	1,896,098																1,640,000	256,098	1,896,098	
Facilities Reserve	490,000	(67,000)	0	0	423,000																490,000	(67,000)	423,000	
Parks & Gardens Infrastructure Reserve	214,000	0	0	0	214,000																214,000	0	214,000	
Floodplain & Drainage Mitigation Reserve	540,000	0	0	0	540,000																540,000	0	540,000	
Roads Reserve	482,000	0	0	0	482,000																482,000	0	482,000	
Stuart McWilliam Beautification Reserve	100,000	(100,000)	0	0	0																100,000	(100,000)	0	
Infrastructure Replacement (Buildings Reserve)	1,080,000	(40,000)	0	0	1,040,000																1,080,000	(40,000)	1,040,000	
	9,131,000	(534,988)	0	0	8,596,012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,491,000	(534,988)	8,596,012	
UNRESTRICTED CASH BALANCE																								
At end of Period:	4,632,075	(4,276,492)	(492,747)	(80,000)	(217,164)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,632,075	(4,849,239)	(217,164)	
Surplus/(Shortfall)	4,632,075	(4,276,492)	(492,747)	(80,000)	(217,164)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,632,075	(4,849,239)	(217,164)	

(e) Budget Review Contracts at 31 December 2019

Contractor	Contract Detail & Purpose	Contract Value (Ex GST)	Awarded Date	Commencement Date	Duration of Contract	Budgeted (Y/N)
B & C Plumbing	Yambil Street Upgrade-Stage 2	2,312,142	8/10/2019	11/11/2019	40 Weeks	Y

(f) Budget Review Consultancy, Legal and Vandalism Expenses at 31 December 2019

GL Number	Consultancy Expenses	Expenditure YTD (\$)	Budgeted (Y/N)
012173/0111	Code Of Conduct Reviews	14,102.70	Y
012318/0111	Investment Advice-Consultants Fees	12,000.00	Y
014194/0111	Council Staff Health & Well-Being Audit-Consultants Fees	12,450.00	N
014602/0111	Asset Valuations-Consultants Fees	750.00	Y
022404/0111	Ranger Services-Consultants Fees	54,447.20	Y
032112/0111	Health Services-Consultants Fees	76,150.00	Y
034140/0111	Lake Wyangan Hydraulic Plan-Consultants Fees	45,324.77	Y
054110/0111	Plans Of Management-Council Crown Land-Consultants Fees	6,342.00	N
054117/0111	Affordable Housing Study-Consultants Fees	6,828.07	N
054198/0111	Lake Wyangan Land Release Master Plan	77,461.82	Y
072100/0111	Development Assessment Salaries & Wages-Consultants Fees	179,928.91	Y
072130/0111	Building Certification Salaries & Wages-Consultants Fees	110,423.50	Y
132118/0118	Griffith Sewerage Treatment Plant-Consultants Fees	21,577.41	N
142121/0111	Griffith Water Treatment Plant-Consultants Fees	21,577.41	N
204005/0111	Pioneer Park Museum Strategic Plan-Consultants Fees	6,375.00	Y
Total		631,636.09	

GL Number	Legal Expenses	Expenditure YTD (\$)	Budgeted (Y/N)
012107/0057	Governance Working Expenses-Legal Expenses	12,212.20	Y
012312/0057	Accounts Receivable Debt Recovery Expense-Legal Expenses	0.00	Y
012404/0057	Union-Industrial Relations Expenses-Legal Expenses	60,308.43	N
022407/0057	Compliance Fines-Legal Expenses	39.58	Y
022408/0057	Litter Fines Expenses-Legal Expenses	441.84	Y
022409/0057	Parking Fines Expenses-Legal Expenses	6,018.87	Y
052107/0057	Strategic Planning - Legal Expenses	1,472.00	N
072103/0057	Development Assessment Working Expenses-Legal Expenses	8,656.34	Y
112001/0057	Rates Debt Recovery-Legal Expense	15,875.36	Y
132110/0057	Sewer Working Expenses-Legal Expenses	4,142.86	N
142137/0057	Water Fund-Legal Expenses	24,083.60	Y
Total		133,251.08	

Work Order Number	Vandalism & Graffiti Expenses	Expenditure YTD (\$)	Budgeted (Y/N)
4175	Apex Park	588.17	Y
4153	Chandler Park	0.00	Y
4184	City Park	793.89	Y
4155	Community Gardens	2,119.40	Y
4156	CWA Park	257.00	Y
4177	Dalton Park	0.00	Y
4178	Hanwood Oval	0.00	Y
5344	IOOF Park	51.59	Y
4180	Jubilee Oval	598.55	Y
4161	Koorigee Park	103.19	Y
4162	Lake Wyangan Reserve & Picnic Area	433.01	Y
4163	Memorial Park Griffith	297.58	Y
4164	Memorial Park Yenda	449.72	Y
4753	Skatepark	1,519.18	Y
4181	Ted Scobie Oval	1,557.35	Y
4172	Wade Park Griffith	0.00	Y
4183	West End Oval	84.82	Y
4174	Willow Park	200.23	Y
4528	Parks & Gardens Monument & Fountain Maintenance	0.00	Y
-	Other Parks & Gardens	5,232.79	Y
Total		14,286.47	

(g) Budget Review Councillor Expenses at 31 December 2019**Councillor Expenses Not Attributed To Individual Councillors**

Job Number	Description	July - Sept	Oct - Dec	Current YTD
12129.0092.350	Council Meeting Expense	\$2,475.92	\$2,438.25	\$4,914.17
12130.0092.350	Council Civic Reception	\$27.28	\$1,735.69	\$1,762.97
12131.0092.350	Sundry Expenses	\$0.00	\$0.00	\$0.00
12132.0063.350	Accident Insurance	\$55,603.23	\$0.00	\$55,603.23
14110.0013.350	Mayoral Car	\$5,754.00	\$3,836.00	\$9,590.00
	Total	\$63,860.43	\$8,009.94	\$71,870.37

(g) Budget Review Councillor Expenses at 31 December 2019

Combined Councillor Work Order Totals

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$942.15	\$1,161.94	\$2,104.09
	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
	8103	Travel-NSW Conferences/Seminars	\$866.50	\$2,674.04	\$3,540.54
	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$3,679.22	\$3,679.22
	8106	Travel-Interstate Training	\$0.00	\$170.85	\$170.85
	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
	8112	Accommodation-NSW Conferences/Seminars	\$1,045.45	\$3,165.13	\$4,210.58
	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$153.64	\$153.64
	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$5,138.53	\$5,138.53
	8123	Registration Fee-NSW LGA Training	\$0.00	\$240.40	\$240.40
	8124	Registration Fee-Interstate Conferences/Seminars	\$590.91	\$2,393.64	\$2,984.55
	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
	8130	ICT Phone & Data Pack Running Expense	\$1,818.85	\$664.63	\$2,483.48
	8131	ICT Hardware Purchases	\$97.44	\$896.05	\$993.49
	8134	Spouse Expenses	\$0.00	\$234.34	\$234.34
	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
	Total		\$5,361.30	\$20,572.41	\$25,933.71

(g) Budget Review Councillor Expenses at 31 December 2019

Break Up of Councillor Work Orders**Mayor Dal Broi**

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5750	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$15.67	\$11.25	\$26.92
5750	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5750	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5750	8103	Travel-NSW Conferences/Seminars	\$441.67	\$1,307.02	\$1,748.69
5750	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5750	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5750	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5750	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5750	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5750	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5750	8112	Accommodation-NSW Conferences/Seminars	\$163.64	\$932.30	\$1,095.94
5750	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5750	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5750	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5750	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5750	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5750	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5750	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$887.99	\$887.99
5750	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5750	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5750	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5750	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5750	8130	ICT Phone & Data Pack Running Expense	\$328.23	\$194.05	\$522.28
5750	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5750	8134	Spouse Expenses	\$0.00	\$234.34	\$234.34
5750	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$949.21	\$3,566.95	\$4,516.16

(g) Budget Review Councillor Expenses at 31 December 2019

Cr Croce

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5751	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$65.28	\$82.80	\$148.08
5751	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5751	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5751	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5751	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5751	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5751	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5751	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5751	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5751	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5751	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5751	8130	ICT Phone & Data Pack Running Expense	\$142.23	\$42.78	\$185.01
5751	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5751	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5751	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$207.51	\$125.58	\$333.09

(g) Budget Review Councillor Expenses at 31 December 2019

Cr Curran

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5752	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$0.00	\$0.00	\$0.00
5752	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5752	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5752	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5752	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5752	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$167.50	\$167.50
5752	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5752	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5752	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5752	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5752	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5752	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5752	8130	ICT Phone & Data Pack Running Expense	\$142.23	\$42.78	\$185.01
5752	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5752	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5752	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$142.23	\$210.28	\$352.51

(g) Budget Review Councillor Expenses at 31 December 2019

Cr Longhurst

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5753	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$0.00	\$0.00	\$0.00
5753	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5753	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5753	8103	Travel-NSW Conferences/Seminars	\$0.00	\$74.20	\$74.20
5753	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5753	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5753	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5753	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5753	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5753	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5753	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$596.17	\$596.17
5753	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5753	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5753	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5753	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5753	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5753	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5753	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$913.64	\$913.64
5753	8123	Registration Fee-NSW LGA Training	\$0.00	\$80.00	\$80.00
5753	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5753	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5753	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5753	8130	ICT Phone & Data Pack Running Expense	\$142.23	\$42.78	\$185.01
5753	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5753	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5753	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$142.23	\$1,706.79	\$1,849.02

(g) Budget Review Councillor Expenses at 31 December 2019

Cr Mardon

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5754	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$53.46	\$52.36	\$105.82
5754	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5754	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5754	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5754	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5754	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5754	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5754	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5754	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5754	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5754	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5754	8130	ICT Phone & Data Pack Running Expense	\$142.23	\$42.78	\$185.01
5754	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5754	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5754	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$195.69	\$95.14	\$290.83

(g) Budget Review Councillor Expenses at 31 December 2019

Cr Mercuri

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5755	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$31.20	\$18.72	\$49.92
5755	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5755	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5755	8103	Travel-NSW Conferences/Seminars	\$0.00	\$74.20	\$74.20
5755	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5755	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5755	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5755	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5755	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5755	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5755	8112	Accommodation-NSW Conferences/Seminars	\$236.36	\$596.17	\$832.53
5755	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5755	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5755	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5755	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5755	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5755	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5755	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$913.64	\$913.64
5755	8123	Registration Fee-NSW LGA Training	\$0.00	\$80.40	\$80.40
5755	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5755	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5755	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5755	8130	ICT Phone & Data Pack Running Expense	\$142.23	\$42.78	\$185.01
5755	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5755	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5755	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$409.79	\$1,725.91	\$2,135.70

(g) Budget Review Councillor Expenses at 31 December 2019

Cr Napoli

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5756	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$138.06	\$195.09	\$333.15
5756	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5756	8103	Travel-NSW Conferences/Seminars	\$424.83	\$74.20	\$499.03
5756	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5756	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5756	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5756	8112	Accommodation-NSW Conferences/Seminars	\$645.45	\$596.17	\$1,241.62
5756	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5756	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5756	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5756	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$913.64	\$913.64
5756	8123	Registration Fee-NSW LGA Training	\$0.00	\$80.00	\$80.00
5756	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5756	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5756	8130	ICT Phone & Data Pack Running Expense	\$142.23	\$42.78	\$185.01
5756	8131	ICT Hardware Purchases	\$97.44	\$0.00	\$97.44
5756	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5756	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$1,448.01	\$1,901.88	\$3,349.89

(g) Budget Review Councillor Expenses at 31 December 2019

Cr Neville

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5757	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$0.00	\$0.00	\$0.00
5757	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5757	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5757	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5757	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5757	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5757	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5757	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5757	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5757	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5757	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5757	8130	ICT Phone & Data Pack Running Expense	\$142.23	\$42.78	\$185.01
5757	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5757	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5757	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$142.23	\$42.78	\$185.01

(g) Budget Review Councillor Expenses at 31 December 2019

Cr Simpson

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5758	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$0.00	\$0.00	\$0.00
5758	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5758	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5758	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5758	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5758	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5758	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5758	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5758	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5758	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5758	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5758	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5758	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5758	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5758	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5758	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5758	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5758	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$359.09	\$359.09
5758	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5758	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5758	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5758	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5758	8130	ICT Phone & Data Pack Running Expense	\$142.23	\$42.78	\$185.01
5758	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5758	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5758	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$142.23	\$401.87	\$544.10

(g) Budget Review Councillor Expenses at 31 December 2019

Cr Stead

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5760	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$85.68	\$96.60	\$182.28
5760	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5760	8103	Travel-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5760	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5760	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5760	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5760	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5760	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5760	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5760	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5760	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5760	8130	ICT Phone & Data Pack Running Expense	\$142.23	\$42.78	\$185.01
5760	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5760	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5760	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$227.91	\$139.38	\$367.29

(g) Budget Review Councillor Expenses at 31 December 2019

Cr Zappacosta

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5761	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$178.40	\$252.72	\$431.12
5761	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5761	8103	Travel-NSW Conferences/Seminars	\$0.00	\$1,130.78	\$1,130.78
5761	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5761	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$1,535.49	\$1,535.49
5761	8106	Travel-Interstate Training	\$0.00	\$0.00	\$0.00
5761	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5761	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$276.82	\$276.82
5761	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5761	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5761	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5761	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$791.44	\$791.44
5761	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5761	8124	Registration Fee-Interstate Conferences/Seminars	\$590.91	\$790.00	\$1,380.91
5761	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5761	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5761	8130	ICT Phone & Data Pack Running Expense	\$142.23	\$42.78	\$185.01
5761	8131	ICT Hardware Purchases	\$0.00	\$896.05	\$896.05
5761	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5761	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$911.54	\$5,716.08	\$6,627.62

(g) Budget Review Councillor Expenses at 31 December 2019

Cr Andreazza

Work Order #	Task	Description	July - Sept	Oct - Dec	Current YTD
5762	8100	Travel-GENERAL (Not for Training/Conferences/Seminars)	\$374.40	\$452.40	\$826.80
5762	8101	Travel-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8102	Travel-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5762	8103	Travel-NSW Conferences/Seminars	\$0.00	\$13.64	\$13.64
5762	8104	Travel-NSW LGA Training	\$0.00	\$0.00	\$0.00
5762	8105	Travel-Interstate Conferences/Seminars	\$0.00	\$2,143.73	\$2,143.73
5762	8106	Travel-Interstate Training	\$0.00	\$170.85	\$170.85
5762	8107	Travel-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8110	Accommodation-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8111	Accommodation-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5762	8112	Accommodation-NSW Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8113	Accommodation-NSW LGA Training	\$0.00	\$0.00	\$0.00
5762	8114	Accommodation-Interstate Conferences/Seminars	\$0.00	\$153.64	\$153.64
5762	8115	Accommodation-Interstate Training	\$0.00	\$0.00	\$0.00
5762	8116	Accommodation-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8120	Registration Fee-Griffith LGA Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8121	Registration Fee-Griffith LGA Training	\$0.00	\$0.00	\$0.00
5762	8122	Registration Fee-NSW Conferences/Seminars	\$0.00	\$359.09	\$359.09
5762	8123	Registration Fee-NSW LGA Training	\$0.00	\$0.00	\$0.00
5762	8124	Registration Fee-Interstate Conferences/Seminars	\$0.00	\$1,603.64	\$1,603.64
5762	8125	Registration Fee-Interstate Training	\$0.00	\$0.00	\$0.00
5762	8126	Registration Fee-Overseas Conferences/Seminars	\$0.00	\$0.00	\$0.00
5762	8130	ICT Phone & Data Pack Running Expense	\$68.32	\$42.78	\$111.10
5762	8131	ICT Hardware Purchases	\$0.00	\$0.00	\$0.00
5762	8134	Spouse Expense	\$0.00	\$0.00	\$0.00
5762	8135	Carers Expenses	\$0.00	\$0.00	\$0.00
Total			\$442.72	\$4,939.77	\$5,382.49

Total-Including Combined Councillor Work Order Totals	\$69,221.73	\$28,582.35	\$97,804.08
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Quarterly Review Report
Delivery Program & Operational Plan Actions
Q2, 2019/2020

leadership

Develop an engaged and connected community

Provide clear and transparent communication to the community.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Provide a diverse range of mediums to communicate with the community.	1.1.1.1	Ensure regular communication provided through adopted measures.	Communications Officer	Number of COGs issued. Number of Media Releases vs % coverage. Number Social Media engagements. Number of Social Media followers. Minimum of 10 Community Catchups per quarter.	Council continues to use a variety of medium to get messages to the Community. 42 media releases were sent out, with a 95% coverage. Anything not picked up within the local print media is included in the Community Catch Up - of which there has been 12 editions this quarter. COG emails are being sent on an as needs basis. Facebook continues to grow in popularity with 5,532 likers, with engagement increasing 62% during the quarter. Instagram was used to promote 'Bright Lights on Banna' which proved to be a useful way of engaging with the community. Radio continues to be a

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					popular medium with the weekly Council call ins remaining relevant and providing current information.
Provide interactive websites for all Council facilities.	1.1.2.1	Review of current website design, functionality and content 2019/2020.	Communications Officer	Number of website hits across the organisation. New site rolled out during 2019/20.	Council's website provides a user friendly platform for locals and visitors to receive up to date information. There were 19,262 users across 32,795 sessions, and 2.27 pages viewed per session for the quarter (main website). Work on a new website design will commence in 2020.
Provide opportunities for the community to interact with Council and staff.	1.1.3.1	Provide Committees, Working Groups to enable community input to Council services and facilities.	Director - Economic and Organisational Development	Number of Committee and Working Group recommendations to Council.	Regular calendar of Committee and Working Groups and Minutes reported to Council for adoption.
	1.1.3.2	Maintain an active social media presence; provide Workshops, interactive meetings and community engagement sessions in accordance with the Community Engagement Strategy.	Communications Officer	Number of community engagement sessions per quarter.	Facebook continues to be a popular medium for engaging with the community. 5,532 likers and engagement up 62%. Community engagement highlights include Council Cafe,

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Bright Lights on Banna, Yambil Street Upgrades, Australia Day preparations, Road Safety, and Water Wise Tips. The first Council Café was held on 11 December 2019 at the Banna Avenue Kiosk from 11.30am to 1.30pm, was well received. 42 people provided feedback on the Yambil Street Art Project and 35 on the Community Engagement Survey. 12 separate feedback forms were filled out by residents.
Inform community of Council decisions.	1.1.4.1	Council and Committee Agendas and Minutes prepared and distributed within agreed timeframes.	Director - Economic and Organisational Development	Council and Committee Minutes uploaded to Council website.	Agendas distributed 3 days prior to Meetings and Minutes within 72 hours.
Tourism and event information collated and distributed to the community.	1.1.5.1	Key events, good news stories, workshops and regional articles collated and distributed to stakeholders and operators.	Tourism Manager	E Newsletter sent out monthly. Facebook continues to grow by 15%.	Regular emails, media releases and newsletters produced. As of March 2020 we also started doing a monthly radio phone in with Austereo (99.7 & TripleM), another way to communicate to

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>our local community. Moving forward with our full (new) team we will be producing:</p> <ul style="list-style-type: none"> * a monthly Tourism Talk E-News which will include anything and everything local tourism: profiles on industry operators, new products, good news stories from the VIC, upcoming events, testimonials, sharing reviews etc * a quarterly Tourism Report which will be more industry focused, so we may share some of our visitor stats/event stats, inform industry operators of any upcoming initiatives/campaigns, opportunities for promotion etc. Less promotional, more informative/educational than the E-News * a new seasonal events calendar/program, which will incorporate three months at a time (one issue for each season),

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					and be professionally printed and distributed to locals as well as surrounding LGAs etc

Be well informed, proactive and responsive to current issues that impact our community.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Assist our community and State Government to maximise positive outcomes from secondary education infrastructure investment in Griffith.	1.2.1.1	Council to provide feedback to NSW Education Department during planning and construction phases. (Option 1 - new secondary school. Option 2 - upgrading Griffith High School and Wade High School.)	General Manager	Regular engagement with Department of Education.	Planning phase completed. NSW Government has commenced construction at Murrumbidgee Regional High School September 2019.
Provide a robust Council Committee and Working Group of structure.	1.2.3.1	Implementation of a new Council Committee and Working Group structure.	Director - Economic and Organisational Development	Number of meetings postponed due to lack of quorum. Number of committee recommendations to Council.	Current structure in place until September 2020.
Maintain two way dialogue with Community Opinion Group (COG).	1.2.4.1	COG is consulted on key projects and issues impacting the community.	Communications Officer	Minimum 3 communications to COG per quarter.	COG (Community Opinion Group) is used on an as needs basis, with five being issued during the quarter.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Keep abreast of emerging trends and issues through internal monitoring.	1.2.5.1	Investigate mediums and technologies to enable improved information flow and reporting.	Communications Officer	Reports to SMT as required.	Staff continue to investigate other mediums to engage with the community and keep abreast of communication trends. Instagram was used to promote Bright Lights on Banna and will be used to further promote Council activities and engage with the community. Council Cafe is proving to be a useful way to provide and collect feedback and information. Council's Engagement Strategy is currently being reviewed to include new methods to improve the flow of information.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Investigate options to improve Councillor interaction with constituents.	1.2.6.1	Provide opportunities for Councillor interaction and investigate online communication options.	Communications Officer	Number of Community Workshops/Mornings in the Mall held. Number of online sessions held.	Councillors are provided with the opportunity to engage with the community through the Community Catch Up and various community consultation sessions. The implementation of Council Cafe provides another way for Councillors to be involved and engage with the community.
Investigate ways to improve Internal Communications.	1.2.7	Provide Internal Communications such as staff newsletters and staff intranet.	Communications Officer	Review Extranet functionality and design. Number of Staff Newsletters distributed.	The Staff newsletter, Council Capers, is issued to all Staff, with three sent out this quarter. Council Capers updates Staff with news and upcoming events. The new Extranet is live.

Work together to achieve our goals

Actively engage with State, Federal and non-government agencies in a local advocacy role.

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.	GM attends RAMJO GM Meetings. Mayor and GM attend all Board Meetings. Active participation in prioritisation of actions for the JO.
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.	Bromley Road section substantially complete. Northern section at intersection with Kidman Way in progress. Application submitted to Transport for NSW to extend final Milestone to complete project as a consequence of actions on site by one landowner. Action by this landowner may place grant funds at risk in addition to Council's already incurred legal

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					expenses. Potential litigation will also incur further costs to Council (ratepayers).
Ongoing liaison with State and Federal and non-government agencies on matters of relevance.	2.1.3.1	Meetings held as required.	Director - Economic and Organisational Development	Number of meetings with State and Federal representatives with Mayor and or GM.	Active consultation with Local, State and Federal politicians to ensure representation at consideration of allocation of grant funding and acknowledgment of funding at project launches.
Lobby with and on behalf of agencies to State and Federal governments on matters which affect the community.	2.1.4.1	Meet with key stakeholders and lobby State and Federal governments on current issues which affect the community.	Community Development Coordinator	Number of meetings and projects.	Ongoing committee meetings and interagency meetings with relevant stakeholders including Multicultural NSW, Youth and Community meetings.
Work with Destination NSW, Destination Riverina Murray, Thrive Riverina and the	2.1.5.1	Respond to marketing/media requests from DRM. Attend Thrive and Kidman Way meetings.	Tourism Manager	Destination Riverina Murray, Thrive Riverina and Kidman Way key projects circulated	DRM, DNSW engagement is regular. We're currently in planning stages to partner

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Kidman Way promotional committee.				to the Tourism and Events Committee.	with DRM for 'Inspiration Destination Events' May 2020. Concept is to inspire operators old and new to grow their experience. We're also partnering with DRM to attend Canberra Handmade Markets March 2020 to form part of the Riverina Alley. Canberra is one of our target markets and Go with the Flow campaign also highlighted Canberra as being a stand out target market for the Riverina so it fits extremely well with our marketing plan. DNSW were here during Spring Fest 2019 to take footage to promote Griffith on their national library. The video clip is now viewable on VisitNSW, a huge platform receiving

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					over 16 million hits/yr. Thrive doesn't really hold any value for Griffith but still in the loop and attend meetings where applicable. We're very active on Kidman Way Promotional Committee, having just organised attendance at Victorian Caravan, Camping Touring Supershow in Melb Feb 20-25.

Partner with and provide support to organisations who deliver services and programs locally.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Explore opportunities to partner with NSW Department of Education in regard to Secondary Education investment in Griffith.	2.2.1.1	Seek funding partnerships with NSW Education and PCYC NSW to complete funding profile for Regional Sporting Precinct Project.	General Manager	Seek funding patrons by 31/12/19.	Discussions continuing with PCYC to explore possible partnership with Council. Tenders for the design of West End Sports Stadium component will be advertised late

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					February, early March 2020. PCYC has been informed of this time line and any firm proposal will need to be received such that Councillors have time to consider and make a determination prior to the design contract being awarded.
Construct Griffith Community Centre.	2.2.2.1	Construct Griffith Community Centre in partnership with Griffith Community Centre Inc.	General Manager	Funding deed signed off.	Tenders for "Design and Construct" Contract considered by Council at Meeting held 28 January 2020. Council resolved to reject all tenders and negotiate with 2 preferred tenderers. Report to Council 10 March 2020 with results of negotiations and recommendation to award the Contract.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Provide opportunities for community groups to access grant funding.	2.2.3.1	Deliver two rounds of Community Grant funding and four information sessions each year.	Community Development Coordinator	Number of grant applications received and number of grants awarded. Number of grant information sessions/workshops held.	One round of grants completed. Second round of Community grants will open 17 February 2020.
	2.2.3.2	Support Club Grants NSW to allocate funds.	Community Development Coordinator	Number of Club Grants allocated.	ClubGRANTS round commences March 2020.
Collaborate with local tourism operators by building and growing relationships.	2.2.4.1	Hold a quarterly Tourism Social Networking evening.	Tourism Manager	4 sessions held per year. Maintain growing attendance.	We have set our Tourism Social Nights for 2020. The first one will line up with the launch on our new Visitor Guide - Feb/March/ pre-Easter. The next ones have been ear-marked for 9th July pre Taste of Italy Griffith Weekend, 1st October pre Griffith Spring Fest and December/ End of year/ Christmas!

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					We will also hold an Open Day in July.
	2.2.4.2	Regular contact with operators on site, phone, email.	Tourism Manager	4 visits per year to major operators & 2 workshops that extend skill and knowledge. Regular Operator famils.	Now with a full (new) team we have been getting out to the operators more regularly. We are also planning some local and regional famils which will kick off in March. This enable us to grow our product and experiences for the visitor market both groups and independents. We have also been working very closely with local event organisers to provide any form on in kind support that we can and also ensuring we are leveraging off these events to bring people to Griffith in our marketing. As I now have such a new team, getting their names, faces and titles out to our

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					operators has been such an important part of the last 6-8 months to ensure that our operators know who's who and are in the loop with what's going on!

Maximise opportunities to secure external funding for partnerships, projects and programs to improve the quality of life for residents and visitors.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Identify funding opportunities for the improvement of the regional and local road networks.	2.3.1.1	Apply for relevant grants and identify projects.	Director - Infrastructure & Operations	Number of grant applications submitted and successful grants obtained.	Funding announcements proposed for Q2 have been delayed to Q3. As well as the Projects submitted in Q1, a submission has also been made to Safer Local Roads funding for the intersection of Murrumbidgee Ave and Thorne Road for

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					a proposed roundabout as part of the GSIL (Griffith Southern Industrial Link).
Seek appropriate funding to implement the actions and priorities outlined in the Pedestrian Access Mobility Plan (PAMP) and Bicycle Plan.	2.3.2.1	Apply for relevant grant funding opportunities to undertake construction of footpaths and cycleways.	Director - Infrastructure & Operations	Number of grant applications submitted and successful grants obtained.	Guidelines were released in Dec. Staff attended an information session and are planning to make applications in Q3.
Develop and maintain a network of grant sources to identify grant opportunities.	2.3.3.1	Provide monthly report to Senior Management Team on grants available and applied for.	Finance Manager	Number of grants applied for and received.	Report is provided to Senior Management Team on a monthly basis.
Investigate external funding opportunities to support the Griffith Playground Strategy (2014) and Griffith CBD Strategy (2015) rollout.	2.3.4.1	Apply for external funding for approved Urban Design Projects.	Principal Planner Urban Design & Strategic Planning	Grants applied for and grants awarded.	Ongoing. Urban design maximise opportunities to secure external funding for projects.
	2.3.4.2	Apply for grant funding.	Principal Planner Urban Design & Strategic Planning	Grants applied for and grants awarded.	Grants research regularly undertaken.

Develop partnerships with industry and agriculture leaders.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Encourage existing partnerships with tertiary education providers that support quality education pathways for Griffith students.	2.4.1.1	Establish Country Universities Centre Weestern Riverina in Griffith.	General Manager	Funding deeds signed with NSW and Federal Government.	Western Riverina Country Universities Centre (Griffith) operational 4 July 2019. Official Opening of Griffith and Leeton Centres 18 October 2019.
Collaborate with food and wine industry to ensure Griffith becomes top of mind in the area of authentic wine and culinary experiences in Australia.	2.4.2.1	Establish networks and collaborate with food and wine industry leaders to increase profile of Griffith region as a foodie destination.	Tourism Manager	At least one media famil per year and 2 articles published.	Our new Visitor Guide has a huge focus on our local food and wine industry and it is something that we will be focussing on consistently moving forward in any marketing that we are rolling out. Also through our main key event weekends - Griffith Easter Party, Taste of Italy Griffith & Spring Fest, food and wine 'Experiences' have been and will be

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>even more of a focus moving forward. We saw a huge increase of offering at our cellar doors in 2019 as a result of Taste of Italy weekend and this is also something that we can see will grow in Spring Fest 2020.</p> <p>And the addition of The Aisling Distillery (and Bird nor Beast Brewery once they open), are a HUGE asset for tourism as they are able to offer such a unique experience for our visitors. We have a wonderful selection of agriculture leaders in our new Visitors Guide and have developed some wonderful partnerships as a result.</p>

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments

Develop partnerships to provide leadership in irrigation, water efficiency and availability.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain strategic and operational relationships with Murrumbidgee Irrigation.	2.5.1.1	Work with MI to contribute to a Master Plan to assist with addressing Blue Green Algae at Lake Wyangan.	General Manager	Discuss circulation of water at Lake Wyangan with a view to improving water quality.	<p>Design and construct tender for sediment retention basin and wetland will be called late January 2020 and close end February 2020.</p> <p>Council supported an application by Murrumbidgee Irrigation (MI) during December for funding under Building Better Regions Round 4.</p> <p>MI has commenced construction of new irrigation pipeline to North Lake via pump station on Lake Rd.</p>

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Collaborative research projects have been established with UNSW and Griffith University to help develop predictive algae bloom models and lake hydrodynamic models.
Provide ongoing support for the Build More Dams Action Group.		Convene Build More Dams Action Group meetings as required.	Director - Utilities	Number of meetings held.	Meetings are held when there is an item required for discussion on the agenda.

Plan and lead with good governance

Undertake Council activities within a clear framework of strategic planning, 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,	3.1.1.1	Operational Plan developed, exhibited and adopted by Council by June 2020. Progress reports provided to Council.	General Manager	IP&R documents prepared in accordance with statutory requirements.	Operational Plan for 2019/20 adopted by Council June 2019. 2020/21 Operational Plan in preparation phase.

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
outcomes reported and documents reviewed in accordance with statutory requirements.					
Ongoing monitoring of Customer Focus Review outcomes.	3.1.3.1	Monitor customer contact and transactions on a regular basis.	Director - Sustainable Development	Analysis of telephone contact data. Survey of customer experience. CRM resolution performance. Customer Complaint resolution performance. Quarterly customer service report prepared and communicated.	New telephone system installed which provides live telephone answering statistics. On going - customer service KPI's monitored and reported
Provide a risk management framework.	3.1.4.1	Review Risk Register and develop Risk Management Action Plans.	Human Resources and Risk Manager	Risk Register reviewed. Risk Management Action Plans developed and communicated annually.	Researched other Councils Enterprise Risk Management Framework.
Ensure appropriate Internal Audit program is maintained at	3.1.5.1	Annual internal audit plan developed.	Governance Manager	Number of internal audit projects undertaken. Number of internal audit recommendations undertaken.	Internal Auditor completing reports in accordance with annual internal audit plan. Quarterly meetings of the Audit,

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Griffith City Council.					Risk & Improvement Committee are held to consider Internal Auditor reports. Reports completed in this quarter include: Councillors Payment of Expenses and Provision of Facilities, Gifts and Benefits, Corporate Credit Cards, Pecuniary Interest Returns. List of outstanding recommendations is presented to the Committee for review and this was also recently reviewed and followed up by Senior Management Team.
Provide a compliant Human Resource Management service to meet legislative and organisational requirements.	3.1.6.1	Undertake review of HR policies.	Human Resources and Risk Manager	HR policies reviewed as per cycle.	All HR policies are up to date. Policies will need to be reviewed when the new Award has been implemented.
	3.1.6.2	Provide a relevant training calendar for staff development and compliance.	Workforce Planning Manager	Training Calendar completed and available.	Training Calendar prepared.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	3.1.6.3	Implement Award changes as required.	Human Resources and Risk Manager	Number of Consultative Committee meetings held.	Due to a lack of agenda items for November, there was no meeting and December and January there was not enough employees to have a quorum due to Christmas break.
Provide effective compliance services including animal control, parking compliance, litter compliance, overgrown vegetation on privately owned land. Respond to stock complaints.	3.1.7.1	Undertake regular patrols of restricted parking areas and school zones.	Planning & Environment Manager	Number of PINS per month. School zone patrols conducted daily during school terms.	Register in HDM maintained on a weekly basis to indicate presence in school zone.
	3.1.7.2	Provide and maintain an effective companion animal program and facility.	Planning & Environment Manager	Number of PINS per month. Number of rehomed companion animals per month. Number of stock complaints dealt with.	Number of CRM/s has been reduced significantly.
	3.1.7.3	Respond to litter complaints in a timely manner.	Planning & Environment Manager	Number of inspections conducted per quarter.	This is progressing well and complaints are managed through council's CRM system to ensure timely action. Awareness making is still happening through signage and fencing erected with council's

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					funded anti dumping campaign during 2015.
	3.1.7.4	Maintain a seasonal program for compliance with overgrown vegetation.	Planning & Environment Manager	Number of intention notices sent per quarter.	2019 Winter/Spring Griffith residential urban area monitored. 126 notices issued, 23 orders to tidy up. Seasonal monitoring period for summer 2019/2020 has continued with letters served and follow-ups being done.
Provide governance services to Council.	3.1.8.1	Review public policies as required.	Governance Manager	Local policies reviewed by September 2017.	Public policies presented to Council and placed on public exhibition as required. Utilities Directorate policies to be presented to Council in February 2020. Council policies are available for public viewing on Council website. Internal policies processes being reviewed.
	3.1.8.2	Ensure compliance with statutory requirements including Public Interest Disclosures,	Governance Manager	Statutory tasks undertaken within	Annual Report of obligations under the Public Interest

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		management of Delegations, Disclosures of Councillors and Designated Persons Register.		guidelines and required time frames.	Disclosure Act 1994 lodged with NSW Ombudsman. Annual Report obligations under the Government Information (Public Access) Act 2009 submitted. Annual Report and Community Annual Report prepared and distributed in November 2019. Model Code of Conduct complaint statistics reported as required. Delegations issued as required and review of Delegations Register being undertaken.
	3.1.8.3	Coordinate production of Council's Business Papers, Minutes, Committee Agendas and Committee Minutes.	Governance Manager	Agendas and Minutes prepared in accordance with Council policy and deadlines.	Business Paper Agendas and Minutes prepared in accordance with Code of Meeting Practice policy. Committee and Working Group Agendas and Minutes prepared in accordance with Council

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					guidelines. Council Meetings held - 6, Committee Meetings held - 15, Working Group Meetings held - 10.
	3.1.8.4	Manage Council's Integrated Planning and Reporting Requirements.	Governance Manager	IP&R undertaken within required time frames including Annual Report, Delivery Program reports, Quarterly reports, review of Delivery Program and Operational Plan.	Annual Report prepared and submitted by 30 November. Quarterly report including KPIs presented to Council November 2019. In addition to the Annual Report, a Community Annual Report was also prepared and distributed to the community, summarising Council's achievements for the past financial year.
	3.8.1.5	Coordinate Legal Services Panel in accordance with tender provisions.	Governance Manager	Maintain Legal Services Panel.	A panel of 9 Legal Firms have been appointed and contracts executed. 2 local Legal firms have been placed on Council's Legal Services Panel.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	3.8.1.6	Develop induction and ongoing professional activities for Councillors in accordance with the Regulations.	Governance Manager	Number of training opportunities provided.	Councillors have been requested to completed PD in a Box to assess training requirements. New training calendar available and Councillors advised.
Ensure statutory reporting complies with legislative requirements.	3.1.9.1	Prepare statutory reports within required timeframes.	Governance Manager	Annual Report delivered by 30 November. Statutory reports presented to Council within required timeframes.	Annual Reports as prescribed by the Public Interest Disclosure Act 1994 and Government Information (Public Access) Act 2009 submitted. Annual Report as prescribed by the Integrated Planning & Reporting framework prepared and distributed in November 2019. Model Code of Conduct complaint statistics reported as required.
Facilitate the proactive public release of government information in	3.1.10.1	Respond and assess GIPA applications in a timely manner. Review Information Guide.	Governance Manager	Number of applications approved within statutory timeframes.	3 Formal GIPA applications received in this quarter. Processed in

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
accordance with legislative and organisational requirements.					accordance with required timelines.
Provide efficient, accurate and compliant record management services to both internal and external customers of Council.	3.1.11.1	Continuous monitoring of State Records Act and other related legislation to ensure Council's compliance with record management standards and requirements.	Information Manager	Implement electronic record disposal workflows. Develop Records Risk Register and develop Communication Plan	No changes to relevant legislation/standards in this quarter.
	3.1.11.2	Ongoing training and promotion of record management to Council staff with the aim to continually reduce the use of paper-based records and improve search and retrieval of electronic records.	Information Manager	Records management induction training for new staff, monthly refresher training offered for all staff. Group training for departments by request.	6 Records and Information Management Induction Training sessions held with new staff. Refresher sessions not held in this quarter due to unavailability of training room and lack of staff resources.
	3.1.11.3	Investigation of emerging technologies that can improve record management processes.	Information Manager	Investigation into Trapeze and Objective Connect software for digital DA processes.	Internal departmental procedures updated frequently according to organisational/staff changes. Investigation into configuration of electronic record disposal workflows & development of strategy continues. Information Manager is

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					awaiting confirmation of an online training course provided by Information Proficiency. Initial investigations into 'Go TRIM' (a mobile application) commenced by IT for use by staff on deployed tablet devices.
	3.1.11.4	Continue digitisation of paper based Council records.	Information Manager	Digitisation of paper based Council Business papers. Archive/dispose/digitise contracts, legal documents, basement records and department paper records.	Formal quotation process held in this quarter to digitise 236 bound volumes of Council Business Papers & Minutes from 1928-1999. Quotation was accepted from Microsystems on 19 Dec 2019. Project to commence with volumes being collected on 13 Feb 2020 and take 7 weeks to complete.
	3.1.11.5	Maintain accurate Property and Name and Address data.	Information Manager	Completion of Rural Addressing Project.	Issuing of authoritative rural addresses throughout Griffith's LGA is on track for

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					completion in April 2020. Approximately 1300 rural addresses have been allocated since April 2019, with less than 50 properties of a more complex nature remaining to calculate and issue.
Provide corporate property services to Council.	3.1.12.4	Coordinate preparation of Plans of Management for Council owned community land.	Director - Sustainable Development	Priority Plans of Management completed.	Selected PoM prepared.
	3.1.12.5	Commence the local Crown Land: Number of land parcels transferred to Council and identify local benefits from Crown Land lots.	Director - Sustainable Development	Categories land into precincts	All parcels of land transferred and classified.
Provide reliable IT services within Council.	3.1.13.1	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. Annual upgrade of Authority completed. Report on other applications as renewed.	Authority update fully complete. PC's due for replacement in May 2020.
	3.1.13.2	Maintain support services to Council departments.	Information Technology Manager	80% CRMs closed as per service standard.	85% of CRMs closed within service standard.
Land Use Strategy Development	3.1.15.1	Review Council's Land Use Strategy.	Director - Sustainable Development	Strategy meets legislative requirements	Preliminary review undertaken.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Review of Development Control Plans	3.1.16.1	Review and rewrite Council's Development Control Plans (DPCs)	Director - Sustainable Development	Development Control Plans adopted by Council.	Draft DCPs prepared.
Develop Local Strategic Planning Statements (LSPS)	3.1.17	Compile Local Strategic Planning Statements for Griffith.	Director - Sustainable Development	Adoption of Local Strategic Planning Statements.	Draft LSPS prepared.
Griffith Community Participation Plan	3.1.18	Compile a Community Participation Plan for Griffith.	Planning & Environment Manager	Adoption of the Community Participation Plan and implementation of recommendations.	Endorsed by Council December 2019.

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.	Finance Manager	Adoption of annual financial statements within OLG guidelines. Adoption of annual operating budget by Council prior to 30 June. Adoption of quarterly operational review reports. Meet OLG	Statutory reporting requirements for the 2019/2020 year are currently being met. The annual financial statements for the year ending 30 June 2019 were lodged with the OLG on the 24 October 2019 prior

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				financial sustainability ratios.	to the 31 October 2019 deadline. Quarterly operational review reports have been adopted as required.

love the lifestyle

Ensure Griffith is a great place to live

Enable accessible diversity in housing choice.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Review Planning instruments to encourage development.	4.1.1.2	Investigate land and housing availability with the view to influence supply to meet demand.	Economic Development Coordinator	Affordable housing incentives investigated. Affordable housing strategy.	Applied for BBRF grant for a housing partnership. Council land handed over to CHP to develop 4 apartments. GCC Lake Wyangan land sold and master plan almost complete. Rebates have been approved by Council for secondary dwellings and affordable housing.
Monitor land availability (Residential, Commercial, Industrial, Recreational)	4.1.2.1	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.	Review of LUS to progress further during third and fourth quarters 2020. Interim review regarding available land for residential purposes was

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					done and communicated to the building and related industries early 2017 and indicated that release of residential land satisfy demand.
Work with land and property developers to develop residential properties.	4.1.3.1	Work with developers to facilitate construction of residential properties.	Economic Development Coordinator	Number of new housing developments.	Applied for BBRF grant for a housing partnership. Council land handed over to CHP to develop 4 apartments.
Griffith Affordable Housing Strategy.	4.1.4	Compile an Affordable Housing Strategy for Griffith.	Director - Sustainable Development	Adoption of the Affordable Housing Strategy and implementation of recommendations.	Housing Strategy adopted by Council.

A shared responsibility for the safety of individuals and the community.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Identify and promote road safety projects relevant to Griffith	4.2.1.1	Investigate strategies to resolve road safety issues.	Road Safety & Traffic Officer	Develop and implement a 3 year road safety action plan and report strategies to the Transport	The 2019/21 Action Plan has been viewed by RMS and concurrence has

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Local Government Area.				Committee by June 2019.	<p>been achieved with regards to road safety targets within the Griffith LGA.</p> <p>The 2020 annual review of the 19/21 Action Plan has been undertaken and forwarded to TfNSW on 12/02/2020 (as attached) The review and supplementary engagement with NSW Police, key stakeholders, community entities and local knowledge established the current targeted road safety areas relating to speed, heavy vehicles, driving to the conditions on country roads and the promotion of a LGA without road fatalities meets the</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					identified local road safety needs.
Improve public safety by provision of appropriate information signage in public areas.	4.2.2.1	Develop and implement "Signs as Remote Supervision" in public areas.	Parks & Gardens Manager	Review of existing signage completed by June 2018.	Signs for remote supervision is ongoing with maintenance of existing signage undertaken along with installation of new signage as required.
Investigate opportunities to fund and develop safer parks and streetscapes consistent with the Crime Prevention Strategy.	4.2.3.1	Install lighting and CCTV in designated areas.	Principal Planner Urban Design & Strategic Planning	Number of installations.	Preliminary investigations undertaken, progress is subject to funding.
Review of Crime Prevention Plan.	4.2.4.1	Review local Bureau of Crime Statistics and Research (BOCSAR) data and amend current Crime Prevention Plan.	Community Development Coordinator	Crime Prevention Plan reviewed annually.	Crime Plan Updated. Next review will take place when new BOCSAR data release.
	4.2.4.2	Work with agencies to create awareness and improve community safety.	Community Development Coordinator	Number of campaigns/meetings held.	Waiting for partner organisations.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Deliver Food Business Inspections on food premises within the Griffith and surrounding LGA's as required under the NSW Food Act 2003.	4.2.05.1	Undertake Food Business Inspections within the Griffith LGA.	Environment, Health & Sustainability Coordinator	240 X Inspections Griffith LGA/ann.	Inspection program adhered to.
	4.2.05.2	Undertake Food Business Inspections within the Narrandera, Hay and Murrumbidgee LGA's.	Environment, Health & Sustainability Coordinator	80 X Inspections Narrandera LGA/ann. 55 X Inspections Hay LGA/ann. 55 X Inspections Murrumbidgee LGA/ann.	Inspection program adhered to.
Deliver Arbovirus Surveillance Program as required by NSW Health.	4.2.06.1	Set and collect Mosquito traps weekly from 2 x sites surrounding Griffith during November to April.	Environment, Health & Sustainability Coordinator	2 X Mosquito Traps set, collected and collections freighted for analysis weekly between November to April. (24 weeks/ann) (48 trappings/ann).	Arbovirus Surveillance Program being adhered to.
	4.2.06.2	Test Sentinel Flock of chickens weekly between November to April.	Environment, Health & Sustainability Coordinator	Sentinel Flock (15 chickens) tested weekly and samples sent for analysis weekly. (24 weeks/ann) (360 tests/ann).	Program adhered to.
Manage Risk Based Performance of Cooling Water	4.2.07.1	Urgently respond to notifications of high Legionella and HCC test results. Undertake audit of installation of UIN's on Cooling Water Systems.	Environment, Health & Sustainability Coordinator	Respond to all notifications of High Legionella and HCC (No. unknown). Audit	Program adhered to.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Systems as required under the Public Health Regulation 2010.		Take receipt of Risk Management Certificates for each Cooling Water System. Maintain UIN register.		100 X UIN's. Take receipt of 25 X Risk Management Certificates. Maintain UIN Register for 100 + X Cooling Water Systems. Maintain all Cooling Water System Records Management.	
Deliver Public Swimming Pool inspections as required under the Public Health Act 2010.	4.2.08.1	Undertake pool sampling of Public Swimming Pools and Spa Pools. Complete pool sampling of Hotel, Motel and Accommodation facilities. Undertake pool sampling of School Pools (Kalinda & GPSO). Undertake sampling of GCC's Splash Park.	Environment, Health & Sustainability Coordinator	35 X pool samples of Public Pools and Spa's/ann. 10 X pool samples of Hotels, Motels and Accommodation facilities/ann. 15 X School pool samples /ann. 5 X GCC Splash Park samples/ann.	Program adhered to.
Deliver On-site Sewage Management inspections as required under NSW Local Government Act 1993 and POEO Act 1997.	4.2.09.1	Undertake On-site Sewage Management inspections on both existing Septic and Aerated Water Treatment Systems (AWTS) as they arise. Issue 'Approvals to Operate'.	Environment, Health & Sustainability Coordinator	18 X On-site Sewage Management inspections/ann. 18 X 'Approvals to Operate' issued/ann.	Program adhered to.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Deliver Immunisation Clinics as supported by Griffith City Council and NSW Health.	4.2.10.1	Undertake monthly Early Childhood Immunisation Clinics for vaccination and prevention of childhood preventable diseases.	Environment, Health & Sustainability Coordinator	12 X Monthly Immunisation Clinics delivered/ann.	Program adhered to.
	4.2.10.2	Deliver Annual Flu Vaccinations to all Council staff requesting vaccination.	Environment, Health & Sustainability Coordinator	130 X Annual Flu Vaccinations delivered to Council staff/ann.	Dates identified for vaccinations.
Deliver Hairdresser, Beauty and Skin Penetration Inspections within Griffith and Narrandera LGA's as required by NSW Health.	4.2.11.1	Undertake inspections of Griffith LGA Hairdresser, Beauty and Skin Penetration premises including equipment and facilities.	Environment, Health & Sustainability Coordinator	55 X Hairdresser, Beauty and Skin Penetration premise inspections in Griffith LGA/ann.	Program adhered to.
	4.2.11.2	Undertake inspections of Narrandera LGA Hairdresser, Beauty and Skin Penetration premises including equipment and facilities.	Environment, Health & Sustainability Coordinator	10 X Hairdresser, Beauty and Skin Penetration premise inspections in Narrandera LGA/ann.	Program adhered to.
Deliver Mortuary Inspections as required by NSW Health.	4.2.12.1	Undertake inspections of Mortuary premises including equipment and facilities.	Environment, Health & Sustainability Coordinator	4 X Mortuary inspections/ann.	Program adhered to.
Deliver Lake Wyangan Water Quality Sampling as required by the Australian Recreational Water Guidelines and	4.2.13.1	Undertake regular water samples of Lake Wyangan to determine lake water suitability for Recreational water use.	Environment, Health & Sustainability Coordinator	90 X water samples/ann. (Taken fortnightly between October-April). 30 X water samples (Taken Monthly between May-Sept).	Program adhered to.

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Murrumbidgee Regional Algal Coordinating Committee.				10 X water samples (Taken weekly during 'Red Alerts').	

Promote and celebrate our social and cultural diversity.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Prepare and implement Multicultural Engagement Strategy.	4.3.1.1	Work with the multicultural interagency network to prepare draft Multicultural Engagement Strategy (MES).	Community Development Coordinator	Number of consultations held.	Assisting Multicultural NSW to develop a State wide strategy. Working with Soroptimist International Griffith, Rural Australians for Refugees and local agencies to address settlement concerns for refugees and seasonal workers. Assisting ROA to relocate professionals from the cities to regional NSW.

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Hold Citizenship Ceremonies as required.	4.3.2.1	Citizenship Ceremonies held as required.	Community Development Coordinator	Number of ceremonies held. Number of people receiving Citizenship.	Two ceremonies undertaken - July and September with next ceremony scheduled for January 2020.
Promote various events to showcase Griffith's social and cultural diversity.	4.3.3.1	Promote and grow events including Spring Fest, Griffith Easter Party, Italian weekend, sports and other new events.	Tourism Manager	Number of events and increase in attendees for these events.	2019 was the first "Taste of Italy Griffith" campaign and results were astounding. Also saw a huge boost to Spring Fest 2019, \$3.4million injected into our local economy over the 2wks, up 69% from 2018. This was a result of our initiative in going out to the operators, adding more bookable experiences where we could! Griffith Easter Party 2020 is currently coming together. As part of our seed funding we've also supported local sporting events that

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					attract visitation. Other new events for 2020 include; a Rodeo, SA Variety Bash Finish Line, ELVIS in concert, Destination Inspiration Events, Canberra Handmade Markets and various Trade Shows in Melbourne and Sydney (Kidman Way). We also continue to support and grow existing external events such as Banna Lane Festival, A Day in the Orchard, Murrumbidgee (Country) Music Festival, Riverina Field Days, Multicultural Festival, MIA Tennis Tournament, and Sikh Games.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Organise Australia Day Ceremony.	4.3.4.1	Australia Day Ceremony held.	Community Development Coordinator	Number of nominations received.	Australia Day Working Group meetings have commenced and event is 90% organised.

Provide and promote accessibility to services and facilities.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Provide sufficient aquatic facilities to meet the demands of the community.	4.4.1.2	Complete construction of a 50 m pool.	Leisure Services Manager	Deliver an accredited competition standard 50 m outdoor pool plus associated filtration infrastructure.	Altus Group have been appointed as Project Managers for the project. Design & Construct tender documents have been developed and sent to short listed potential tenderers. Potential tenderers have undertaken site inspections.
Maintain the Griffith Regional Aquatic Leisure Centre (GRALC) in accordance with Asset Management Plans.	4.4.2.1	Provide a clean functional and well maintained aquatic facility available to the public.	Leisure Services Manager	Compliance with GRALC Maintenance Schedule.	GRALC has continued to operate in accordance with its published opening hours. Additional asset replacement,

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					in particular the pool water heater, has been identified and programmed into the capital budget to avoid it failing.
Provide a collection of library material, meeting community and industry standards.	4.4.3.1	Maintain a collection of library material in accordance with State Library guidelines.	Library Manager	Circulation per capita at a minimum of 3.5 times average for each resource. Track number of visits to WRL website - 48% stock less than five years old.	As of January 2020: - The collection circulation per capita equals 4.8 - Griffith - 69.6% of the collection was purchased in the last 5 years and 93.3% in the last 10 years. - 2018/2019 WRL recorded 19,744 website visits and 113,125 lending items.
Griffith City Library to facilitate digital inclusion in the community.	4.4.4.1	Provide digital education programs to the community.	Library Manager	Hardware asset less than 5 years old. Number of internet access bookings utilising WiFi and also public computers.	Public computers are kept up-to-date in line with the IT department's 5 year replacement schedule. The Library partnered in

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					November with Marian Catholic College to hold Tech Savvy one on one workshops run by students.
	4.4.4.2	Provide reliable high speed internet and computer equipment.	Library Manager	Maintain ratio of 1 PC per 3,000 residents.	With 17 public computers, equaling 1 PC per 1,500 residents, we exceed the target measure of 1 PC per 3,000 residents. We have unlimited free WiFi available to the public.
Position the Griffith City Library as a community hub for learning, networking and leisure.	4.4.5.1	Provide a number of Library programs to all sectors of the community.	Library Manager	Provide a quarterly report on visitation per annum (minimum 5 visits per capita). Deliver a minimum of 20 programs annually reflecting the population demographic.	<ul style="list-style-type: none"> - Quarterly visitation average: 9683 visits - Monthly community programs average: 33 - Quarterly program participation: 3028 The new multipurpose theatre has seen an increase in

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					attendance to monthly movies and a new program - sensory movie screening.
	4.4.5.2	Promote the Library facilities for optimum community use.	Library Manager	Report on number of participants in programs quarterly. Aim for 5% per annum increase year on year.	Library visitation for the quarter: 29051 Program participants for the quarter: 3028 Promotion includes Facebook (2541 followers) and Instagram pages updated regularly, enewsletter and hardcopy newsletter, council all staff email, book clubs, posters and pamphlets, cross promotion with other entities (for example retirement villages).
Provide Library accommodation and ancillary services to community and industry standards.	4.4.6	Complete development of Theathrette Facility.	Library Manager	Achieve Occupation Certificate for room by 30 December 2019	The Multipurpose Theatrette facility opened on 18 October 2019. The grant has been

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					acquitted and final progress report submitted to the State Library. The installation of automatic unlocking of the back right staff room door when triggered by the fire alarm will see a final Occupation Certificate achieved.
	4.4.6.1	Provide a clean, functional and well maintained library facility available to the public.	Library Manager	Compliance with Library Maintenance Schedule. Report quarterly.	Building maintenance over the last quarter: - completion of the staff kitchen - replacement of lights in male and female public toilets. - replacement of down lights over the circulation desk - two new fire extinguishers due to fire in bin outside of Library

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Provide access to community services.	4.4.7.1	Maintain an up to date Community Directory.	Community Development Coordinator	Community Directory reviewed annually.	Individual entries are updated when advice provided with the majority of agencies having updated their details.
	4.4.7.2	Work with Inter agency Networks and other organisations on issues impacting the community.	Community Development Coordinator	Number of activities held and projects.	Three Mental Health month activities held in October and 1 in November in partnership with Mental Health professionals. Three AOD events were held in November and one regional conference. MyFEST Extreme Youth Festival being held in October and one gambling education session held.

Plan for, develop and provide a suitable range of cultural and art facilities, engaging programs and diverse 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.	4.5.1.1	Develop and deliver high quality, diverse entrepreneurial season that is inclusive of different age, cultural and interest groups in the community.	Griffith Regional Arts & Museum Manager	Deliver a minimum of 16 entrepreneurial shows per calendar year including a minimum of 3 senior's shows, 4 educational/family shows and a minimum of 1 show for the CALD community.	The Theatre delivered the final 2 shows of its 2019 season - Evening Stars and A Touch of Christmas during this period. The Theatre also successfully launched its new Season 2020: Perfect on 24 November. 2019 season exceeded our targets delivering a total of 20 shows, with 4 seniors' shows, 6 family or educational shows, 1 show for young people, and an ATSI themed show. The Season also included 2 shows presented by local artists: Dee and Friends and A Touch of Christmas.
	4.5.1.2	Deliver biannual community music production.	Griffith Regional Arts & Museum Manager	Produce and deliver Community Production every 2 years.	Not due to start till end of 2020.
	4.5.1.3	Deliver annual Theatre Workshops for young people.	Griffith Regional Arts & Museum Manager	Number of Workshops held and number of attendees.	No theatre workshops were delivered for young people during this quarter due to the pressure of

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					other commitments. MY FEST occurred during this period with other workshops - Taiko drumming, BMX and parkour for young people instead.
	4.5.1.4	Marketing strategy developed, reviewed and implemented annually.	Griffith Regional Arts & Museum Manager	Increase audience by 5 - 10 %, increase up take of memberships and subscriptions by 3 - 5% annually.	The 2019 season was completed during this quarter. Total visitor numbers to the Theatre for the year were 44,880 up from 35,430 for 2018, an increase of 9450 visits - an increase of 26% on the previous year. Days the theatre was used increased from 241 to 254, and number of sessions from 255 to 278. Memberships also increased from 207 members in 2018 to with 309 members in 2019 - and increase of almost 50%
Provide a well maintained Theatre facility for the public and performers,	4.5.2.1	Provide a clean functional and well maintained Theatre facility available to the public.	Griffith Regional Arts & Museum Manager	Compliance with Theatre Maintenance Schedule.	Regular maintenance of theatre was completed as required. Steam cleaning of theatre curtains and fire proofing was

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
meeting community and industry standards.					undertaken. Acoustic paneling has been installed in the Auditorium improving sound quality. Major upgrades to Theatre have commenced with grant from Regional Cultural Fund and Clubs NSW to upgrade public toilets and dressing rooms. Upgrades have commenced on first floor toilets, including upgrades to disabled access toilet to make it fully compliant. Ground works commenced in courtyard on West Wing of Theatre for construction of new ablutions block. Work is delayed due to busy period at Theatre and will be escalated over summer closure period.
	4.5.2.2	Ensure technological facilities are maintained and upgraded to meet current industry standards.	Griffith Regional Arts & Museum Manager	Technology updated as per budget allocation. Annual review against current industry standards.	New acoustic paneling installed. New lighting desk now operational - used for end of year school and community dance schools.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Investigate opportunities for sponsorship for the Griffith Regional Theatre.	4.5.3.1	Develop an annual sponsorship strategy for Griffith Regional Theatre.	Griffith Regional Arts & Museum Manager	Number of sponsors engaged with the Theatre.	During this quarter Griffith City Volkswagen signed a new 3 years sponsorship with as major sponsor for the Theatre. Deakin University entered a \$5000 + in-kind sponsorship for Sunshine Super Girl, and Cappello Rowe Lawyers signed up for a \$10,000 sponsorship for Sydney Symphony Orchestra. Our monthly sponsorship program for 2020 is also fully subscribed.
The Griffith Regional Art Gallery will develop and deliver a diverse and engaging program of cultural activities.	4.5.4.1	Develop and deliver annual exhibition program that includes quality touring and locally sourced solo and group exhibitions.	Griffith Regional Arts & Museum Manager	Minimum of 8 exhibitions per year including a minimum of 2 touring exhibitions and a minimum of 2 exhibitions by local artists.	GRAG successfully completed its annual exhibition program hosting its last 3 exhibitions of the year - the extremely popular BEGUILE: European Masters; Mother Love - a community exhibition celebrating all aspects of motherhood; and Objects of Desire celebrating local artists and craftspeople, with a focus on small pieces and gifts for the festive season. GRAG

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					has successfully completed - and exceeded its targets for the year - with a program of 9 exhibitions, including 6 touring exhibitions, 4 exhibitions featuring local artists, 1 exhibition by artists with a disability, and 3 exhibitions of diverse Aboriginal artwork: photography, weaving and textiles, painting and multi-media. Total attendance was 5612 for the year, up from 5317 in 2018.
	4.5.4.2	Deliver a minimum of 6 Artspace exhibitions per year including works by local artists and displays of interest to the local community.	Griffith Regional Arts & Museum Manager	Minimum of 6 exhibitions per year including minimum of 3 exhibitions by local artists.	GRAG successfully concluded its 2019 Artspace program during this quarter with an exquisite exhibition of photographs by local artist Pamela Kent. The exhibition was very successful with almost half of the works sold. Six exhibitions by local artists were programmed and delivered at ARTSPACE during 2019, with 5 by

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					female and 2 by male artists.
	4.5.4.3	Develop and review the annual marketing strategy for the Art Gallery.	Griffith Regional Arts & Museum Manager	Increase community engagement by 5 - 10%.	GRAG has had a highly successful year in 2019 with a total of 5612 people attending the Gallery - an increase of 5.5% on attendance in 2018. A broad range of community programs - including informal family fun days, after school and school holiday classes, master classes and workshops in a variety of media, and a lively program of artist and curator talks have created a vibrant cultural arts program that engages all sectors of the community from preschoolers to seniors. Targeted exhibitions and public programs - including Beguile and Art history talks, has seen a significant increase in visitation from schools groups - with local high schools visiting for the first time in many years.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	4.5.4.4	Develop and deliver high quality, diverse schedule of public programs that caters to the needs of different age, cultural and interest groups.	Griffith Regional Arts & Museum 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.	During this quarter the art gallery delivered some extremely popular programs - including a number of art history talks in association with the very popular Beguile European Masters exhibition which also engaged extremely well with schools- including a McWilliams Sundowner Talk (17 October) and Seniors Talk and Morning tea (11 October); Waddi Art Group Tour (4 Oct) Probus tour (17 Oct); Griffith High Year 12 (24 Oct) Marion High Year 12 (25 Oct). We continued out 2 popular SmARTy Kids after school programs (7-9 years 10-12 years) during Term 4. Mother Love also attracted keen interest with a Meet the Artists Sundowner Floor Talk, visits from Leeton Art Society, Ardlethan Central School, Goodstart Preschool and U3A. We

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					ended the year with our always popular Late and Local Twilight Market and Celebration attracting over 300 people, and a Vacation Care holiday program.
Provide a well maintained Art Gallery facility for the public and performers meeting community and industry standards.	4.5.5.1	Provide a clean functional and well maintained Art Gallery facility available to the public.	Griffith Regional Arts & Museum Manager	Compliance with Art Gallery Maintenance Schedule.	The Art Gallery is cleaned on a regular basis. Some plumbing work in toilets needs to be completed. General maintenance program is ongoing.
Develop and manage regional museum collections of historic and social significance to Griffith region and communities.	4.5.6.1	Review and upgrade museum policies and procedures to establish a sound basis for development of the collections including acquisitions and deaccession policies.	Griffith Regional Arts & Museum Manager	Policies upgraded or developed by 30 June 2020.	The acquisition policy is being reviewed in line with the Strategic Plan which is currently being developed. This KPI will be reviewed to focus on specific policy changes.
	4.5.6.2	Make recommendations for acquisitions and deaccession of collections in accordance with Strategic Plan and budget requirements. Review collections acquisitions and deaccessions annually.	Griffith Regional Arts & Museum Manager	Exhibits and materials are acquired or deaccessioned in accordance with relevant policies.	Potential acquisitions are on hold and will only be accepted where they meet acquisition policy guidelines and there is appropriate storage for the items. Will be

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				Reviewed by 30 June annually.	reviewed in line with new Strategic Plan.
	4.5.6.3	Utilise collections software to ensure all exhibits are accurately recorded and appropriately documented.	Griffith Regional Arts & Museum Manager	Collections catalogue is updated and reviewed quarterly.	Purchase of new collections software has been approved to be shared with Griffith Regional Art Gallery, to be installed by 30 June 2020.
	4.5.6.4	Conduct an assessment of current state of Museum buildings to identify conservation needs and develop Asset Maintenance and Restoration Plan according to priority.	Griffith Regional Arts & Museum Manager	Asset Maintenance and Restoration Plan completed by 30 June 2020.	Buildings have been assessed for presence of pests and urgent repairs. Additional assessment and prioritisation of work to happen in Q1 2020.
	4.5.6.5	Conduct an assessment of collections assets to identify conservation needs, and develop program of conservation based on priority. Progress reviewed annually.	Griffith Regional Arts & Museum Manager	Conservation Plan completed for one element of each collection each year. Review 30 June annually.	Planning Meeting in October identified Collection to Focus on: Textiles. Volunteer working group has been formed to assist with preservation and display of textiles. Proposed: Wedding Dresses exhibition and curator talk in Church – 2 night exhibition – have 1 dress 'sneak peek' at Gallery to promote during 2020.

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	4.5.6.6	Arrange and carry out routine and detailed conservation activities to preserve the collections in accordance with Asset Restoration Plan and budget requirements. Review of maintenance annually.	Griffith Regional Arts & Museum Manager	Compliance with asset Restoration Plan. Review by 30 June annually.	Annual maintenance being completed and priority maintenance work on buildings completed in accordance with 10 Year CAPEX. Includes: repair floor o verandah Wumbulgal School; external painting Hospital; repair roof of Collections Management Facility. Post Office building has been prioritised for repair and upgrade in Q1 2020.
	4.5.6.7	Develop an annual program of exhibition displays, curatorial talks and activities to present the collections in a vibrant and engaging manner.	Griffith Regional Arts & Museum Manager	Two new exhibition displays, 4 curatorial talks, and 3 public programs completed each year.	Program of Exhibitions, talks and displays was set at Planning Meeting in October, as follows: Issue of Exhibition space – use Myall Hall as venue/exhibition space for 'pop-up' week long exhibitions with curator talk; • Exhibition at Griffith Show using Pavilion; Italian Week exhibition in Plaza • Tie in with significant

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					events – eg 2019 Anniversary of Taylor Bros shop- do event Tues or Wed in November • Launch of Todd Shed and talk • Tie in curator talks with exhibitions and significant events CURATOR TALK PROGRAM • Wed 13 May – Curator Talk – Textile Exhibition and Talk • Wed 12 August –Taylor Bros Exhibition with family – and Curator Talk • Wed 4 November – Iron Lung – Health exhibition and Curator Talk
Develop and manage Pioneer Park as a centre for community and cultural engagement.	4.5.7.1	Develop an annual program of social and cultural activities and events at Griffith Pioneer Park Museum to attract and engage a more diverse local demographic.	Griffith Regional Arts & Museum Manager	Visitor numbers to increase by 5%. Two community cultural events held each year. Increase diversity in annual usage by local community by 3%.	Program of community cultural events set at Planning Day in October. • School Holiday Program – Thurs 16 July • NAIDOC WEEK activity – arrange Warangesda exhibition in Myall Park Hall kids painting • Indian Harvest Festival

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<ul style="list-style-type: none"> –Onam–film night with food • Drumming Festival – Japanese/African/middle Eastern drums • IWD cultural events – Thursday 5 March Multi-cultural Women's Lunch with speaker and activities, bring and share • Halloween event 31 October • Harmony Day /Multicultural Day – Kite Day – Mini-Kite Festival
	4.5.7.2	Identify opportunities and develop resources to engage schools and community organisations in interactive learning experiences.	Griffith Regional Arts & Museum Manager	Increase visitation by local and regional school groups by 10%.	<p>New mini-action day format a success allowing for more meaningful engagement with facility. Education Program for different school levels and Promotional material was developed this quarter and sent to schools. Museum participated in joint Education Launch activity at Regional Theatre on 4 December attended by schools from across the region. Increased interest in and awareness of Museum</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					programs was demonstrated at the Launch.
Develop and manage Griffith Pioneer Park and Regional Museum as function and event venues.	4.5.9.1	Develop facilities and resources to enhance Pioneer Park as a venue for hire and promote it to organisations, businesses and community groups.	Griffith Regional Arts & Museum Manager	Increase hire of facilities by 3%.	Museum is being utilised on a regular basis for hire for small and large events. Prices and conditions of hire have been reviewed to ensure proper management of risk to users and property, and better return on hire of facilities. Policies to balance commercial use of hire vs availability for cultural purposes currently being developed.
	4.5.9.2	Identify opportunities for funding or in-kind assistance to enhance the quality and amenity of facilities for events and functions.	Griffith Regional Arts & Museum Manager	Funding or in-kind assistance secured to upgrade venue facilities.	No grants have been submitted as yet. Small cultural grants will be pursued in Q1 2020.
Develop and new Strategic Plan incorporating concept for Museum Master Plan for Griffith Pioneer Park Museum.	4.5.10.1	Engage a consultant to undertake strategic/master planning process for Griffith Pioneer Park Museum in consultation with stakeholders including GPPM Working Group, Cultural Facilities Committee and Council.	Griffith Regional Arts & Museum Manager	New 5 year Strategic Plan and Master Plan completed by 30 June 2020.	Acorn Creative Group and Regional Design Services won tender to conduct strategic planning process. This matter was significantly advanced this quarter. Initial discussions and process planning was

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					undertaken with senior Council staff in November 2019 ahead of facilitated consultation sessions with staff and volunteers on 19 December. Site tour and inspection and consultation with Italian Museum committee took place on 20 December. Further consultations with external stakeholders scheduled for Q1 2020.

Encourage a socially inclusive community that cares for all age groups and genders, people of different abilities, disadvantaged or minority groups.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Prepare the Disability Inclusion and Access Plan (DIAP) and implement recommendations.	4.6.1.1	Prepare draft, place on exhibition and endorse DIAP.	Community Development Coordinator	DIAP endorsed reviewed and updated annually.	DIAP reviewed and updated. Carers Week event held in October with over 300 carer attending. New infrastructure completed - accessibility improvements and new inclusive playground.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Working with Sports NSW to hold an inclusive sports day with high school students scheduled for February 2020.
Prepare Youth Engagement Strategy and implement recommendations.	4.6.2.1	Consult with young people to inform the Youth Engagement Strategy (YES) and commence preparation of the Youth Engagement Strategy. Prepare draft YES, place on public exhibition and endorse.	Community Development Coordinator	Number of young people participating in the Griffith Youth Committee and or the number of meetings held and YES endorsed.	Reviewing the structure of the Griffith Youth Committee in line with new Child Safe Standards. These will impact the strategy.
Engage with young people and liaise with local agencies and user groups.	4.6.3.1	Promote and facilitate Youth Week and other events in partnership with Agencies to deliver programs and activities.	Community Development Coordinator	Number of youth activities held in partnership with Council. Number of young people involved in organising events.	Mental Health activity for young people and with young people in October. MyFEST Extreme Youth Festival held in October. AOD workshop for young people held in November. 4 Safe On Social education session held in October

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					with students and parents.
Develop Ageing Strategy.	4.6.4.1	Consult with stakeholders and form a working group to develop an ageing strategy.	Community Development Coordinator	Number of consultations/meetings held.	Met with stakeholders to discuss Dementia friendly communities.
Maintain the Citrus Sculptures (Spring Fest) as one of Griffith's greatest community events.	4.6.5.1	Work with the community to ensure all groups feel welcome to be involved with this significant annual festival.	Tourism Manager	Maintain at least 70 sculptures. Measure increase of Facebook hits and reach and capture the diverse range of Griffith and number of volunteers engaged.	This event is growing each and every year. More and more school groups as well as multinational companies are getting involved and it would have to be one of Griffith's largest community events of the year with over 800 volunteers turning up on construction day to create these amazing works of art to showcase Griffith over the next 2 weeks to thousands of visitors that travel

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					from all over Australia to see them! We saw a large number of media to Griffith in 2019 to feature our sculptures - What's Up Downunder (TV series & Radio), Prime News, ABC Radio Riverina live broadcast amongst the sculptures, DNSW marketing, ABC Landline. We also invested in a range of digital & print marketing with a boost to our marketing budget as a result of Flagship Funding in 2019. This year we will be celebrating 25 years for the citrus sculptures so we have grand plans!

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Promote Local Government and Griffith City Council through the organisation and coordination of Local Government Week activities.	4.6.6.1	Provide suitable activities to promote Local Government Week and increase the public's awareness of Local Government objectives and services.	Governance Manager	Number of events held over Local Government Week.	Planning for Local Government Week activities to commence February 2020. Council Cafe initiative implemented with the first cafe session held at the Banna Avenue Kiosk in December 2019. Activities scheduled to occur on a monthly basis.
Promote the benefits and social inclusion of volunteering.	4.6.7.1	Engage volunteers to participate in community activities and facilities.	Tourism Manager	Number of volunteers engaged and the number that continue to volunteer.	A Volunteers Morning tea was held with our Volunteer Tour Guides as we are looking at recruiting more. Volunteers are used in the lead up and during Spring Fest. We are also able to put external event organisers in touch with volunteers

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					throughout the year as needed.

Promote reconciliation and embrace our Wiradjuri heritage and culture.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Aboriginal Community Engagement Protocol to be endorsed and implemented by Council.	4.7.1.1	Implement recommendations from Aboriginal Community Engagement Protocol.	Community Development Coordinator	Report on progress to Communities Committee.	Document reviewed by the Community Working Party in development of the draft Reconciliation Action Plan.
Prepare Aboriginal Reconciliation Plan and implement recommendations.	4.7.2.1	Form Elders group and undertake consultation process to inform the Aboriginal Reconciliation Plan.	Community Development Coordinator	Report on progress to Communities Committee. Number of consultations held. ARP placed on exhibition and endorsed.	Worked with Aboriginal Elders to draft the RAP. Draft RAP has been conditionally endorsed by Reconciliation Australia. Report sent to Council for approval.
	4.7.2.2	Consult, and or partner with the local Aboriginal Community Working Party (CWP).	Community Development Coordinator	Number of meetings held and number of events held in partnership.	Draft RAP has been conditionally endorsed by Reconciliation Australia and

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					waiting for final approval.

Promote a healthy and active lifestyle

Develop partnerships to improve local access to health, mental health and allied 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.	5.1.1.1	Monitor construction of new Base Hospital.	General Manager	Funding committed by State Government.	NSW Government has committed \$250M for construction of a new Griffith Base Hospital. Stage 1 construction under way.

Build a community which promotes, facilitates and supports an active and healthy lifestyle for all.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain and renew playgrounds in accordance with the Playground Strategy.	5.2.1.1	Manage and maintain playgrounds in accordance with the Playground Strategy.	Parks & Gardens Manager	Playground safety inspections carried out as per the schedule.	Playgrounds are upgraded as resource becomes available, documented playground inspection meet the standards.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain Council's parks and reserves in accordance with Playground Strategy.	5.2.2.1	Manage and maintain parks and reserves to the level of service.	Parks & Gardens Manager	Parks and reserves maintained within allocated budget.	Parks and Reserves are meeting the expectations of the community in line with the Playground strategy.
Promote healthy lifestyle programs to the community.	5.2.3.1	Collaborate with Murrumbidgee Local Health District (MLHD) to promote the Make Healthy Normal campaign.	Community Development Coordinator	Make Healthy Normal campaign promoted on Council's web page. Number of initiatives promoted.	Actions not progressing as MLHD have not proceeded with new initiatives.
Continue to build strong networks with sporting bodies.	5.2.4.1	Support local sporting organisations to host major meets in Griffith.	Tourism Manager	2 major sporting events per year.	The Events Coordinator will be attending Sports Council Meetings. We are also in touch with local sporting groups and provide in-kind support where we can and Seed Funding where applicable. This year we will be sponsoring the Junior Griffith & District Football

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					<p>Association Gala Day which anticipates participants from Canberra, Wagga and other parts of the Riverina, encouraging overnight stays. We have a solid relationship with the Sports Marketing and they are constantly scouting prospective sporting events which we can bring to Griffith! We have some great ones for late 2020/ early 2021. This year we are also sponsoring and supporting the Pro Rodeo which is coming to town in March. This year the MIA Tennis tournament is celebrating 100 years so we are looking at</p>

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					supporting that as much as we can as well. This brings many visitors to Griffith for a 2 night stay.

Plan for and provide sporting and recreational facilities to encourage an active lifestyle and wellbeing.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Maintain all Council's sporting ovals.	5.3.1.1	Manage and maintain Council's sporting ovals to the level of service.	Parks & Gardens Manager	Sporting ovals maintained within allocated budget.	Sporting Ovals continue to meet the high expectation of the community.
Implement capital upgrades to sporting and recreational facilities as funding becomes available through grants or otherwise.	5.3.2.1	Seek grant funding for capital upgrades on sporting and recreational facilities.	Parks & Gardens Manager	Number of successful grants.	Extensive grant projects are being implemented at present, eg Jubilee Park new cricket training net and amenities building.
Griffith Regional Aquatic Leisure Centre (GRALC) to provide a range of services for the improved health, well-being and	5.3.3.1	Provide a high standard of services and programs in the following areas: general swimming, swimming carnivals, swim school, gymnasium classes and programs, creche, swim squad, kiosk, gymnasium access.	Leisure Services Manager	Aquatic Centre is open a minimum of 4,200 hours per annum. Increase attendances by 5% year on year.	All programs are continuing to be offered with some increase or reductions to specific programs in response to demand and use.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
lifestyle of the community.					Overall attendance YTD is down 8% on reduced learn to swim attendance and lower casual swimming numbers in January.
Griffith Stadium to provide a range of services for the improved health, well-being and lifestyle of the community.	5.3.4.1	Provide a clean, functional facility, available to the community.	Leisure Services Manager	Increased utilisation of the Stadium. Compliance with Stadium Maintenance Schedule.	Minor maintenance issues being addressed quickly. Utilisation remains on par with previous years. Roof leaks still a concern in heavy rain.
	5.3.4.2	Construction of new 5 court stadium, 7 netball courts, synthetic athletics track and artificial track and artificial turf hockey pitch.	Leisure Services Manager	New amenities constructed by December 2021.	Ongoing consultation with local sporting organisations through the sports council to ensure facilities that meet the needs of the user groups.
Prepare a Master Plan for Olympic Street.	5.3.6.1	Incorporate new Community Centre and Skate Park.	Principal Planner Urban Design & Strategic Planning	Construction complete and finalised.	Progress with the Master Plan for Olympic street will follow the closing

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					of tenders for the Community Centre and 50m Swimming Pool.
Develop and keep current Master Plan for the 50 m Pool.	5.3.7.1	Griffith Regional Aquatic Leisure Centre undertake public consultation.	Principal Planner Urban Design & Strategic Planning	Specifications finalised.	Finalising plans of the proposed development.
Collaborate with Council staff to ensure recreational, road cycling and walking trails are incorporated in planning in and across the LGA, for locals and the visitor economy.	5.3.8.1	Meet regularly with planning and engineering staff to incorporate pedestrian and cycling recreation in future planning.	Principal Planner Urban Design & Strategic Planning	Regular meetings held.	Involved in monthly Engineering coordination meetings.
Deliver Urban Design Projects.	5.3.9.1	Scope, design and plan projects of city significance.	Principal Planner Urban Design & Strategic Planning	Number of projects delivered.	Continuous process: Constantly involved in scoping, planning and designing projects of significance for the city of Griffith. Current projects includes the upgrade of Yambil street, the

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					community stage in Community Gardens, the new Community Center, the proposed Pump Track and the revising the draft Entrance Strategy. Projects recently completed is Enticknap accessible playground and the new small stage in Memorial Park.

growing our city

Encourage our local economy to grow

Encourage and support the establishment of new and diversified industries and businesses.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Attract and host trade delegations to further promote business opportunities within the region.	6.1.1.1	Develop and promote the Business Prospectus to attract new investment in the region.	Economic Development Coordinator	Number of trade delegations to Griffith. Number of meetings held. Prepare new business prospectus.	Working on Prospectus 2020.
Liaise with agencies to develop resources and programs to assist small business to establish in the area.	6.1.2.1	Attend regular meetings with agencies.	Economic Development Coordinator	Number of meetings held.	Will be utilising ABR data of newly registered businesses to send them a welcome pack and invite to visit Council for assistance.
Work with new tourism related industries and build relationships.	6.1.3.1	Build new industries into Griffith's Tourism Product offering.	Tourism Manager	Ensure new industries and products are built into tour itineraries.	Our new Visitor Guide has a huge focus on our local food and wine industry and it is something that we will be focusing on consistently moving forward in any marketing that we

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					are rolling out. We have a wonderful selection of agriculture leaders in our new Visitors Guide and have developed some wonderful partnerships as a result. These include The Aisling Distillery, Adam Gaffey - Bird nor Beast Brewery (to open in 2020), Fresh Technique, Aquana Murray, Australian Beer Co, Southern Cotton, just to name a few and they are all a huge asset for tourism. We will also be rolling out Agri/ Foodie trail maps as well as the history of the irrigation. The upgrade of our interpretive display area is also something we are working on and will also be focusing on industries. A lot of

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					the profiling and information will be digital so we can add or delete as needed.
	6.1.3.2	Meet with industry and gain an understanding of the scale of the industry.	Economic Development Coordinator	Number of meetings held	Business Survey Report complete including analysis of manufacturing, agriculture, construction & retail industry. Useful tool for local businesses as well as investors in the gaps and strengths in the market.
Profile Griffith as a vibrant, contemporary regional hub, a great place to do business.	6.1.5.1	Continue to build strong business relationships and networks. Attend business events/breakfasts and facilitate meetings. Promote Griffith in a national publication as a great place to invest.	Economic Development Coordinator	Number of business meetings hosted.	The ED team attends as many business, meetings and community events as possible. We have met with international consulates and the traders and we will continue to distribute the Griffith Prospectus to everyone we meet.

Promote opportunities to assist existing businesses to grow.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Seek funding applications to run professional development for local businesses.	6.2.1.1	Partner with stakeholders such as the Griffith Business Chamber, Business Enterprise Centre and Regional Development Australia (RDA) Riverina to apply for funding and run events for local businesses.	Economic Development Coordinator	Number of events per year.	The Griffith Business Chamber supported our Business Survey and together we will be running the most requested training session together - digital marketing & social media.
Participate in the Small Business Friendly Councils Program and implement initiatives to promote the region as a place to do business.	6.2.3.1	Continue to build the strong partnership with Small Business Council and Griffith City Council.	Economic Development Coordinator	Regular reporting completed as per agreements and on time.	Service NSW came and undertook training at GCC in November and we went through the Easy to do Business Program.
	6.2.3.2	Griffith Now Hiring program to attract skilled workers.	Economic Development Coordinator	Number of skilled workers attracted to the region.	Griffith Now Hiring regular activities undertaken and a new business partner added. New Video to be filmed in Feb/March.

Plan strategically and consider land use management to encourage investment in the region.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Implement best practice development guidelines.	6.3.1.1	Comprehensive DCP prepared.	Planning & Environment Manager	DCP adopted.	Draft Comprehensive Residential/Commercial DCP to go on public exhibition April 2020 and to DPIE May 2020.
Lake Wyangan Masterplan	6.3.2.1	Master Plan Lake Wyangan.	Planning & Environment Manager	Adoption of Layout Plan for a fully covered recreational area, Potable Water Reticulated Master Plan, Sewerage Reticulation Master Plan and Drainage Master Plan.	Plans in final stage with final exhibition period and Council approval to happen April/May 2020 and submission to DPIE June for SAC.

Promote and support diverse agricultural industries and encourage 'best practice'.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Communicate Griffith as a progressive agricultural region.	6.4.1.1	Promote Griffith as the agricultural powerhouse of the Riverina, share good news stories across social platforms and profile in regional editorial.	Tourism Manager	Minimum two stories in major publications/networks or media visits.	Our new Visitor Guide has a huge focus on our local food and wine industry and it is something that we will be focusing on consistently moving forward in any

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					marketing that we are rolling out. New partnerships include The Aisling Distillery, Adam Gaffey - Bird nor Beast Brewery (to open in 2020), Fresh Technique, Aquana Murray, Australian Beer Co, Southern Cotton, just to name a few and they are all a HUGE asset for tourism. We will also be rolling out Agri/ Foodie trail maps as well as the history of the irrigation. The upgrade of our interpretive display area is also something we are working on and will also be focusing on industries. A lot of the profiling and information will be digital so we can add or delete as needed.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments

Promote Griffith as a desirable visitor and tourism destination.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Update the Griffith Marketing Plan 2018-2021.	6.5.2.1	Update the Griffith Marketing Plan, adopt by Committee and implement. This plan highlights our key destination assets - food and wine, Italian heritage, friendly people.	Tourism Manager	Marketing plan updated and endorse by the Tourism and Major Events Committee.	We will be sending out EOI shortly for our Tourism Strategy which will incorporate Marketing Plan. Growing Griffith 2040 will also be referenced. We have also recently created a style guide and re-brand Visit Griffith rather than Griffith Region.
Establish the Citrus Sculptures as one of Australia's most unique events.	6.5.3.1	Develop a media kit to generate media interest in the Citrus Sculptures and Spring Fest event.	Tourism Manager	Media Kit developed by July 2019.	Was part of the successful Flagship Funding Application for Griffith Spring Fest 2019. Promotion of Griffith and Spring Fest (our Citrus Sculptures) is at the forefront of

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					what we do on a daily basis.
Increase Griffith's presence on TripAdvisor and Google.	6.5.4.1	Manage the TripAdvisor platform, Australian Tourism Data Warehouse (ATDW) and Visit Griffith website, invigorate local listings, facilitate ownership to businesses.	Tourism Manager	Increase in TripAdvisor and Google comments/reviews and record in the Tourism monthly report.	Ongoing and stronger now that we have a full team and positions assigned to these particular areas.
Increase conference market.	6.5.5.1	Create Conference Planner.	Tourism Manager	Conference Planner created Dec 2019.	Our new Marketing Promotions Coordinator and Events Coordinator will work on the material. Our VIC Coordinator is working closely with DNSW/ Meet in Regional NSW platform which also forms part of this as well as engaging with our local clubs and conference venues to ensure we are aware of upcoming conferences that we haven't been involved with and working on ways to become more involved in the future.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Develop a new Visitor Guide 2019/21 and Ambassador Program.	6.5.7.1	Cost and develop a proposal and roll out.	Tourism Manager	New Guide released in 2019.	Our new guide will be launched February 27. The Ambassador program to follow on within this guide's lifespan 2020-2021.
Develop and manage Pioneer Park as a significant tourism attraction for the region.	6.5.8.1	Develop an annual program of activities and events at Pioneer Park to attract and engage a diverse demographic with facilities and collections.	Griffith Regional Arts & Museum Manager	Two large events and 4 smaller community engagement activities conducted each year.	Planning Meeting in October identified the events and activities for 2020: Major Events – Australia Day and Action Day Smaller events: • Multi-cultural Movie nights/old movies • Italian Movie and Bocce event – August 2020 • Music evenings – Museum Musos – advertise on line
	6.5.8.2	Identify key aspects of the collections and facilities and develop ways to promote these as featured tourist attractions.	Griffith Regional Arts & Museum Manager	One aspect of collection identified and new promotional materials developed and circulated per year.	Planning Day in October 2019 identified item of Collection to Focus on : Textiles New marketing officer will work with Curator

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					to develop promotional material to promote the exhibition - to be supported by <ul style="list-style-type: none"> • Wedding Dresses exhibition and curator talk in Church – 2 night exhibition – with 1 dress 'sneak peek' at Gallery to promote exhibition. Future options: <ul style="list-style-type: none"> • Taylor Bros Store • Iron Lung
	6.5.8.3	Develop an annual marketing plan to promote the facility and actively engage with potential visitors.	Griffith Regional Arts & Museum Manager	Increase annual visitation by 3 - 5 %.	A marketing plan has been developed for the Museum with regular posts on Facebook; inclusion in weekly 'What's On' in Area News and Hay Grazier; inclusion of activities including First Sunday tours in facilities monthly newsletters and EDMs. Upgrades to website planned for 2020 with new layout agreed in October. A

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					meeting with Council communications officer to discuss and arrange upgrade to website scheduled for Q1 2020.
	6.5.8.4	Develop a range of educational and promotional resources, including digital resources, to promote the facility and actively engage with potential visitors.	Griffith Regional Arts & Museum Manager	Increase public engagement with Pioneer Park Museum social media by 5 -10%	This quarter new educational promotional material, and program of excursions and activities was finalised and sent out to schools across the region. A program of activities for the year, with booking form was developed and printed. Museum participated in joint facilities Education Launch at Regional Theatre on 4 December to promote Museum to schools and to support distribution of educational material. This approached generated considerable interest from those attending

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					who had no knowledge of Museum's programs or educational activities.
	6.5.8.5	Improve interpretive and directional signage within Griffith Pioneer Park Museum.	Griffith Regional Arts & Museum Manager	New interpretive signage installed by June 2020.	Directional signage has been designed for the facility. Quotes to be requested for this to be installed in Q1 2020. Text of interpretative signage for Todd Shed display being developed. Curator has spoken to a number of people to confirm information for Todd display text.

Encourage a skilled workforce with employment opportunities

Increase the range of opportunities to work locally.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Identify opportunities for Council traineeships and	7.1.1.1	Identify opportunities within organisation structure for potential traineeships.	Workforce Planning Manager	Number of trainees and apprentices employed. Number of work experience placements.	Opportunities to recruit trainees and apprentices constantly reviewed.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
work experience programs.					
Work with agencies including the RDA Riverina and Griffith Business Chamber to increase the range of opportunities to work locally.	7.1.3.1	Regular meetings held with agencies to increase opportunities to work locally.	Economic Development Coordinator	3 meetings per year per agency.	Have been meeting with RDA Riverina with regards to the Grow our Own initiative and working on that program, as well as meeting with TAFE to discuss opportunities and promoting them via Griffith Now Hiring.

Develop partnerships to build on quality education and training opportunities.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Support local providers of educational and skills programs.	7.2.2.1	Provide ongoing advocacy support to existing organisations delivering services locally.	Economic Development Coordinator	Promote Country Universities Centre.	Have been assisting Grow Our Own committee as GCC is the driver of the Project 3 working group. Providing ideas, contacts and research to assist where possible. Undertook the Griffith Business

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Survey with some interesting findings regarding trainees, apprentices and grow our own and reported back to GOO.

Advocate for safe work practices and employment standards.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Provide a compliant Work Health Management system to meet legislative and organisational requirements.	7.3.1.1	Undertake review of WHS policies.	Human Resources and Risk Manager	RTW Program reviewed annually. WHS policies reviewed.	The following procedures have been reviewed at WHS meeting First Aid, Equipment Isolation, Safety Inspection Observation and Working in Extreme Weather, Asbestos Management, Working Near Rail/Road Infrastructure, Risk Management procedures. Model Asbestos Policy developed for the community.

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
	7.3.1.2	Provide a relevant training calendar for staff development and compliance in WHS.	Workforce Planning Manager	Number of staff provided with WHS training.	WHS training requirements constantly reviewed. Have implemented on-line training modules in manual handling and driver awareness to assist in getting the message to more staff.
				Number of WHS initiatives implemented.	
	7.3.1.3	Implement amendments to WHS Act and Legislation changes as required.	Human Resources and Risk Manager	WHS Reporting to include Incident Reports, Workplace Investigations and Corrective Actions.	WHS Meetings held Aug, Oct, Nov and Dec 2019 Next WHS meeting scheduled 20 February 2020. All incident are tabled at SMT weekly. The number of Lost Time Injuries, hazard incident, near misses are reported to WHS committee. Summary of critical incidents are report to the WHS committee also Workplace Audits. Providing training to
				Number of WHS Committee meetings held.	

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Team Leaders for P&G, Works and Water & Wastewater training to complete on site audits.
Promote Employee Health & Wellbeing within Council.	7.3.3.1	Facilitate opportunities for training and policies to improve staff wellbeing.	Human Resources and Risk Manager	Four Health and Wellbeing Articles annually. Hold two Health and Wellbeing staff awareness programs.	31 January 2020 Beat the Heat - 4 Simple Steps (All staff email, toolbox talks) 6 January 2020 Working in Smoke from Bushfires (All staff email, toolbox talks) 27 September 2019 Snake Awareness (Council Capers) 20 September 2019 Skin Check (Council Capers)

Provide and manage assets, services and facilities

Provide, renew and maintain a range of quality infrastructure, assets, services and facilities delivered in a cost effective and sustainable manner.

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.	Director - Utilities	Works completed as per budget allocation.	Griffith and Yenda Water Treatment plants, reservoirs and the water main reticulation system is constantly maintained and operational - ongoing. Upgrade works to the sand filters at the Griffith Water Treatment Plant has commenced with filters 5 & 6 completed. Further works to continue in 2020
Maintain sewer infrastructure including pump stations, rising mains and treatment plants.	8.1.2.1	Manage and maintain sewer infrastructure as per budget.	Director - Utilities	Works completed as per budget allocation.	A priority has been put on the maintenance and renewal of sewer rising mains and sewer pump stations, particularly G1 and G3 sewer pump stations which deal with the highest

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					percentage of the sewer catchment. This work will be ongoing. The rising main from Pump Station G4 in Whybrow Street through to the Water Reclamation Plant has been condition assessed and is currently being hydraulically modeled to provide the best design solutions for future upgrades. The outcomes of the modelling is currently being analysed and recommendations will be reflected in budget submissions.
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 DSP for water and sewerage December 2019.	Suitable Consultants are being sought to provide quotes for DSPs.
Design and construct reticulated sewerage network	8.1.4.1	Design and construct Lake Wyangan and Nericon reticulated sewerage.	Director - Utilities	Construction and commissioning of Lake Wyangan and Nericon sewer to be	Project completed. Final reporting done to Infrastructure NSW detailing that project

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
for villages of Lake Wyangan, Nericon and Tharbogang.				completed by December 2018.	was completed on time and under budget.
Design and construct reticulated water network to accommodate expansion of residential land releases.	8.1.5.1	Design and construct water mains in accordance with allocated budget.	Director - Utilities	Complete designs and construction as required.	Progressing as per Capital works program.
Maintain water pressure zones and metered districts infrastructure.	8.1.6.1	Monitor flows and pressure for variations, anomalies and flow patterns.	Director - Utilities	Compliance with minimum flow rate and pressure standards as per Supply Levels of Service policy.	Ongoing monitoring of flows and pressures in pressure reduced zones for abnormalities and effectiveness to ensure Service Level Standards are maintained. Council has engaged Consultants AECOM to develop a Hydraulic model of the Drinking water reticulation network to enable better prediction of pressure and flow requirements within the existing and growth areas of the

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					city and surrounding villages.
Maintain water meter replacement program to ensure meter age less than 10 years.	8.1.7.1	Manage and maintain Griffith and villages water meter annual replacement program.	Director - Utilities	800 replacements per annum.	Ongoing as staff resources allow.
Maintain an annual water mains replacement program.	8.1.8.1	Manage and maintain Griffith and villages water mains replacement program in accordance with allocated budget.	Director - Utilities	100% capital works for water mains completed by June 2019.	Progressing as per Capital Works program.
Provide engineering design and referral services to internal departments within Council.	8.1.9.1	Engineering design and referrals provided to Council departments.	Engineering Design & Approvals Manager	Design progression and referrals reported quarterly.	Engineering Referral timeframes have improved with the experience of the Trainee Development Engineer progressing well. Engineering Guidelines document review is currently being undertaken, which will provide an updated resource for the engineers to assist in improving Engineering Referrals timeframes. Design Engineers are currently meeting the timeframes prioritised by the Works

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Department and current grant funding.
Provide gravel from the Tharbogang quarry to meet the demands of Council's road building projects.	8.1.10.1	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.	As per previous 1/4 there has been no gravel taken from Tharbogang Quarry by Councils Works Dept. However there has been gravel used for internal construction job at TWMC.
Maintain and develop infrastructure and services to bring together willing buyers and sellers of livestock in the Western Riverina region.	8.1.11.1	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 of livestock with a target of 450,000 head of sheep and ability to sell cattle when required.	Budget allocations are currently being maintained. 221.236 Sheep have been sold at the Griffith Livestock and Marketing Centre between July and December 2019.
	8.1.11.2	Upgrade existing facilities to improve selling conditions for sheep yards.	Director - Utilities	Capital works to be maintained in the allocated budget each financial year.	Works progressing as per capital budget allocations.
	8.1.11.3	Improvement upgrades to existing truck wash at Griffith Saleyards.	Director - Utilities	Upgrade existing truck wash Griffith Saleyards - works to	New design has been completed to try and reduce costs so that

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				be completed by December 2019.	project can proceed within budget. Structural design to be completed prior to construction commencing work. Application has been made to Infrastructure NSW for an extension on completion till June 2020.
Efficiently manage and maintain Council's fleet services.	8.1.12.1	Maintain a modern and suitable fleet to meet the requirements of Council's services and facilities.	Fleet & Depot Manager	Maintain 80% utilisation of all fleet items.	Plant replacement program is progressing well, and the fleet is being maintained to acceptable standard, utilisation was completed a part of completing the annual hire rates.
	8.1.12.2	Provide efficient fleet services to Council.	Fleet & Depot Manager	Minimise downtime of fleet through proactive maintenance and plant replacement.	Maintenance on Fleet Items has been kept up to date for all major plant items. Some minor items are not inspected as often as they should be due to staffing levels in the workshop.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Advise on the delivery of a new Cemetery and Crematorium.	8.1.13.1	Explore options for the new Cemetery and crematorium.	Principal Planner Urban Design & Strategic Planning	Location for the new Cemetery and Crematorium finalised.	Master Plan under development.
Provide cemetery facilities to meet the needs of the community.	8.1.14.1	Manage and maintain Griffith, Yenda and Bagtown cemeteries within allocated budgets.	Parks & Gardens Manager	Cemeteries managed efficiently and to agreed service standards.	Cemeteries continue to be maintained to the high level expected by the community.
Maintain Griffith Airport infrastructure including terminal buildings, runways and car parks.	8.1.15.1	Maintain and manage Griffith Airport in accordance with Civil Aviation Safety Authority (CASA) standards.	Airport Coordinator	Successful completion of annual CASA audit.	Maintain and manage Griffith Airport in accordance with Civil Aviation Safety Authority (CASA) standards. Emergency Exercise was undertaken with significant support from all emergency agencies.
	8.1.15.2	Implement recommendations of annual CASA audit.	Airport Coordinator	CASA recommendations implemented.	Griffith Airport continues to be maintained and managed in accordance with Civil Aviation Safety Authority (CASA). Fencing improvements were completed in Q2 and

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					conversion of all lights to LED is proposed to be commenced in Q3.
Ongoing review & assessment of Asset Management Plans for all asset classes.	8.1.17.1	Review & update Asset Management Plans for Council infrastructure.	Asset Management Coordinator	Provide annual report to Senior Management Team on status of Asset Management Plans by 30 June.	Planning for updating SMT by agreed time frame.
	8.1.17.2	Complete cyclical Valuation Reviews on each Asset class as required under statutory guidelines.	Asset Management Coordinator	Annual review of each Asset Class by 31 March. Complete scheduled revaluation of each Asset Class according to revaluation schedule.	Valuation consultant has been appointed and work has commenced on uploading data to valuation system.
Develop a Business Process Manual for Asset Management.	8.1.20.1	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 & Financial Services by 30 June annually.	Ongoing work on documenting business process continues.
Provide GIS services to the organisation.	8.1.21.1	Provide timely, responsive GIS services for Council.	Asset Management Coordinator	Respond to GIS work requests within 48 hours.	GIS assets officers are managing the CRM Workload. They

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					have eliminated the CRM backlog and providing timely services to internal and external customers.
	8.1.21.2	Complete rural addressing project.	Asset Management Coordinator	Rural addressing project completed by 30 June 2020.	Rural addressing is now being looked after by Information Management staff.
Maintain street sweeping program to improve quality of stormwater run off.	8.1.22.1	Manage and maintain street sweeping program.	Works Manager - Maintenance	Street sweeping undertaken as per program.	Street sweeping undertaken as per program.
Provide regular upkeep to ensure tourism facilities are attractive, accessible and social media friendly.	8.1.23.1	Masterplan for Visitor Information Centre updated.	Tourism Manager	Successful budget bids.	Interpretive display will be upgraded in the coming months and the old coach terminal building will be transformed into a much needed meeting space! Those projects are currently being worked on and fall into our CAPEX this budget and next. 2019/2020 - 2020/2021. Stage 2 will follow on accordingly in future

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					budgets where applicable. We are also getting screens to be able to collate data more effective in the VIC rather than manual collation of over the counter stats.
	8.1.23.2	Audit of Tourism Assets and interpretive signage.	Tourism Manager	Completed October 2019.	This is very similar to the above Action. Interpretive display will be upgraded in the coming months and the old coach terminal building will be transformed into a much needed meeting space! Those projects are currently being worked on and fall into our CAPEX this budget and next. 2019/2020 - 2020/2021. Stage 2 will follow on accordingly in future budgets where applicable. We are also getting screens to be able to collate data more

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					effective in the VIC rather than manual collation of over the counter stats.
Develop and implement a Strategic Asset Management Plan for Griffith Pioneer Park Museum.	8.1.23.1	Complete site survey to capture and map existing services and develop detailed site map.	Griffith Regional Arts & Museum Manager	Map of site and services completed by 31 August 2019.	This activity is complete. KPI to be amended to provide for annual review and update of map.
	8.1.24.2	Carry out detailed inspection and develop pest control report for site.	Griffith Regional Arts & Museum Manager	Pest Control Report completed by 31 August 2019.	This activity has been completed. KPI to be changed to include annual pest report review.
	8.1.24.3	Program and carry out asset maintenance and pest control activities in accordance with Asset Maintenance and Restoration Plan. Review progress annually.	Griffith Regional Arts & Museum Manager		Annual pest control activities completed for 2019.

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

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Implement Heavy Vehicle Strategy recommendations.	8.2.1.1	Investigation, design and land acquisition for future stages of the Southern Industrial Link Road.	Engineering Design & Approvals Manager	Complete investigation and design to identify land acquisition requirements.	Design completed for Southern Industrial Link road from Kidman Way (Lavender Bend) through to Old

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Willbriggie Road. Kurrajong Avenue road widening from Old Willbriggie Road to Irrigation Way currently being designed.
Maintain regional and local road infrastructure network as per adopted service standard.	8.2.3.1	Maintain regional and local roads and traffic facilities to adopted service standards.	Works Manager - Maintenance	Works carried out within Council's allocated budget.	Shoulder widening on MR254 (Whitton Stock Route) programmed to commence in February 2020. Heavy patching works on state roads have been completed. Heavy patching works on local roads have commenced. Regional Roads heavy patching program is being developed. Rural Reseals have been completed. Urban Reseals is 95% complete. Concrete footpath along Willandra Ave have

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					constructed. Construction of Hanwood Cycle Way is 85% complete.
	8.2.3.2	Develop and implement annual gravel re-sheeting program.	Works Manager - Maintenance	Works carried out within Council's allocated budget.	Gravel re-sheeting program is 95% complete.
	8.2.3.3	Sealed roads rehabilitation program implemented in accordance with Asset Management Plan.	Works Manager - Maintenance	Works carried out within Council's allocated budget.	Stage 2 of Yambil Street rehabilitation have commence.
Develop and improve the transport network through rehabilitation and capital works.	8.2.4.1	Construct roads in accordance with Capital Works Program.	Works Manager - Construction	Works carried out within Council's allocated budget.	About 70% of Gravel Resheeting program for 2019/20 completed. Some drainage works on the intersection of Walla Ave and Bromley Road, part of GSIL Stage 5b, that could be done without road closure were completed. Vegetation clearing and some drainage works on the new alignment of

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Bromley Road as part of GSIL 6b were completed.
Construction of the Southern Industrial Link Road (Heavy Vehicle Strategy).	8.2.5.1	Construct Bromley Road.	Works Manager - Construction	Works carried out within Council's allocated budget.	Remaining works are installation of safety barrier and signs, final sealing and line marking works.
	8.2.5.2	Construct Bromley Road/Kidman Way intersection.	Works Manager - Construction	Works carried out within Council's allocated budget.	Installation of pipes and culverts along the new alignment of Bromley Road was completed.
Investigate strategies to attract additional air services.	8.2.6.1	Discussions with regional airlines.	Economic Development Coordinator	Number of meetings held.	GCC has been discussing further flight options with Sharp Airlines as the Melbourne flights are going very well.
Develop opportunities for heavy vehicles to access Griffith City, in conjunction with the Heavy Vehicle Link Road system.	8.2.7.1	Liaise with stakeholders and industry regarding opportunities to improve heavy vehicle transport routes.	Economic Development Coordinator	Number of meetings held.	Southern Industrial Link upgrades continuing to progress.

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 the surrounding villages.	8.3.1.1	Implement a place activation project in the city centre of Griffith.	Principal Planner Urban Design & Strategic Planning	Report progress to CBD Working Group.	Planning undertaken for Stage at Community Gardens and Henderson Oval
	8.3.1.2	Investigate and prepare, where appropriate, place activation plans for the surrounding villages.	Principal Planner Urban Design & Strategic Planning	Report progress to CBD Working Group.	Draft as Place Activation Strategy for both Griffith and the Villages. This will be started when additional resources is available February 2020.
Deliver entrance statements at the main entrances into the City of Griffith in keeping with the Griffith Entrance Strategy.	8.3.2.1	Finalise and adopt the Griffith Entrance Strategy.	Principal Planner Urban Design & Strategic Planning	Griffith Entrance Strategy and relevant action is adopted.	Preliminary review of strategy undertaken.
Deliver streetscape upgrades to Yambil Street, Kooyoo Street and Olympic Street consistent	8.3.3.1	Design phase two and three of the Yambil Street Upgrade.	Principal Planner Urban Design & Strategic Planning	Design specifications for tender documentation has been prepared.	Stage 2 under construction. Stages 3 and 4, finalising the design.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
with the Griffith CBD Strategy.					
Liaise and support CBD Strategy Working Party in implementing Place Creation Strategies.	8.3.4.1	Support the CBD Strategy Working Party in seeking grant funding to facilitate workshops that engage the community in decision making process.	Economic Development Coordinator	Regular meetings with the Urban design team and meeting with the CBD Working Group.	The ED team continue to participate in regular meetings and assist with promotion wherever possible, meeting with the project planners to share ideas. We have been including updates of projects in our monthly Evolve newsletter.
Provide specialist advice to strategic projects.	8.3.5.1	Consult and evaluate projects where needed.	Principal Planner Urban Design & Strategic Planning	Number of projects delivered.	This is an ongoing process.

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	8.4.1.1	Complete investigation, design and implementation of flood mitigation measures in accordance with OEH funding guidelines.	Water & Wastewater Manager	Report to Floodplain Management Committee and OEH on progression of funded works.	Yoogali McCormack Rd Levee and DC605J Culvert Upgrade Project: Tenders for the construction work

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
government agencies for planning, funding and response to flooding.					of Yoogali DC605J Culvert Upgrade has been invited. Council has received 2/3rd funding from DoPIE for this project. This is the 1st stage of the 3 stage Yoogali Levee project. Hanwood Stormwater Pump and Levee Project: Detailed design was completed and exhibited for public comments. No submissions were received. A report will be presented to the Floodplain Management Committee on 27 February 2020 for 2020/21 funding application options.
Lead and guide the local emergency community through participation in the Local Emergency	8.4.2.1	Facilitate Local Emergency Management Committee meetings quarterly.	Director - Infrastructure & Operations	Meetings held and recommendations implemented.	Attended and Council providing both the chair Cr Napoli and secretarial support. Local Airport

Quarter 2 Review | 2019/20

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Management Committee.					Emergency Exercise coordinated with the LEMC and held in Q2.

valuing our environment

Enhance the natural and built environment

Encourage considered planning, balanced growth and sustainable design.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Manage and maintain an efficient Development Application process as per legislative requirements.	9.1.1.1	Implement the Planning Department service review.	Director - Sustainable Development	Service review milestones achieved.	Ongoing management.
	9.1.1.2	Implement the outcomes and recommendations of the Development Assessment Review.	Planning & Environment Manager	Average DA turn around times under 40 days to avoid deemed refusals.	Ongoing.
Transition to online development applications	9.1.2.1	Liaise with Department of Planning and Environment over the implementation of the planning portal.	Planning & Environment Manager	Online DA application process operational.	Awaiting guidance from the Department.
Investigate and regulate unauthorised building works and land use.	9.1.3.1	Review and implement protocols to deal with unauthorised building works and land use.	Planning & Environment Manager	Number of matters investigated and finalised.	Existing document to be reviewed.
	9.1.3.2	Develop a compliance database.	Planning & Environment Manager	Compliance database created.	Data base constantly updated in EDM and CRM's assist monitoring of workload.
Provide guidance on potential development, construction and planning issues.	9.1.4.1	Hold regular forums with developers, consultants and stakeholders.	Planning & Environment Manager	Annual forums held. Number of pre-lodgment meetings addressed.	An information/interaction meeting will take place on 20/02/2020 regarding new planning control

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					initiatives that will impact on the building industry.
Maintain Council processes consistent with Department of Planning and Environment requirements.	9.1.6.1	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.
Review the LEP, DCP and DC's to reflect Urban Microclimate Design principles linking urban climate, water sensitive urban design (WSUD), green infrastructure and human health from street to city scale.	9.1.8.1	Define key Urban Microclimate Design principles and source funding.	Environment, Health & Sustainability Coordinator	Key Urban Microclimate Design principles 25% complete.	No progress made on this Performance Measure during 2019 - 2020, Qtr. 2 period.

Develop partnerships with the community and government agencies to care for the environment.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Develop Griffith City Council On-Site Sewage	9.2.1.1	Develop structure for OSM Plan, determine process for capturing OSM information within Authority, HP	Environment, Health & Sustainability Coordinator	On-Site Sewage Management	Summary draft prepared of On-site

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Management (OSM) Plan.		Records Manager & Intramaps and commence development of OSM Plan.		(OSM) Plan complete.	Sewage Management Plan.

Deliver projects to protect and improve biodiversity and biosecurity.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Deliver a noxious weeds eradication and control program.	9.3.1.1	Manage and maintain Council's noxious weeds program.	Parks & Gardens Manager	Number of inspections and spraying programs undertaken.	The weed control and reporting requirements are ongoing with grant funding continually sort.
Development of Griffith City Council Roadside Vegetation Management Plan.	9.3.2.1	Develop structure and commence development of the GCC Roadside Vegetation Management Plan.	Environment, Health & Sustainability Coordinator	Roadside Vegetation Management Plan 50% complete.	Policy adopted by Council.

Value and protect our heritage buildings and precincts.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Review heritage database and study.	9.4.1.1	Respond to requests for heritage consideration.	Director - Sustainable Development	Number of heritage matters considered.	No action at this stage.

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.	9.5.1.1	Determine process and identify CL sites for Register, determine process for capturing CL information within Authority, HP Records Manager & Intramaps (the Register) and source funding.	Environment, Health & Sustainability Coordinator	CL sites identified 25% complete. CL register 25% complete.	Ongoing.

Use and manage our resources wisely

Manage Griffith's water resources and water quality responsibly.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Offer rebates for water efficient devices.	10.1.1.1	Rebate program for water efficient devices provided.	Director - Utilities	Number of rebates provided.	Rebate program available - ongoing.
Maintain Risk Based Drinking Water Management System in accordance with State Government requirements.	10.1.2.1	Review Risk Based Drinking Water Management System.	Director - Utilities	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. To be	Ongoing improvement of management system. Producing water complying with Australian Drinking Water Guidelines. Review currently being carried out.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
				completed by December 2019.	
Commence Lake Wyangan and Catchment Management Project.	10.1.3.1	Commence implementation of 3 priority LW&CM Strategy recommendations and source funding.	Director - Sustainable Development	Implementation measures determined once priority actions agreed. Funding measures determined once priority actions agreed.	Successful tenders notified for design and construct of northern sediment and nutrient control structure including wetlands. Construction planning work commenced in conjunction with MI on a new pipe and pumping system at the Causeway between the north and south lakes. Monitoring water quality ongoing

Reduce energy consumption and greenhouse gas emissions.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Investigate opportunities to implement energy efficient fleet and depot buildings.	10.2.1.1	Establish baseline data of fleet energy consumption.	Fleet & Depot Manager	Fleet energy consumption data prepared by 30 June 2020.	Not progressing due to insufficient staff numbers to calculate all the data required.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					Some GPS monitoring of idle time is ongoing with plant items fitted with GPS devices.
Liaise with local energy provider to maintain and upgrade street lighting.	10.2.2.1	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.	Council continues to participate in the Southern Lights project which is now a combined LED streetlight project with RAMROC, REROC, CENTROC, CBRJO and Broken Hill City Council. Private LED lights have been installed in Yambil Street upgrade. Essential Energy have proposed improved consultation to commence in Q3.
Continue to undertake Energy Audits on Griffith	10.2.3.1	Complete Energy Audit on GCC's buildings.	Environment, Health & Sustainability Coordinator	Number of audits undertaken.	Energy Audits fully completed.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
City Council facilities.					

Provide environmentally sustainable waste management services.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Continually upgrade the existing waste management centres to provide waste handling to accommodate the current and future needs of the community.	10.3.1.1	Continue utilisation and upgrading of existing landfilling facilities.	Waste Operations Manager	Statutory reports submitted in accordance with licencing requirements.	Currently there is a permanent Green Waste Pad currently being constructed 85% completed. This will provide a closer location for a disposal and stockpile location. It was also decided to relocate the Steel Pile alongside the new GW pad location, which will provide operational efficiencies.
Encourage resource recovery and kerbside recycling.	10.3.2.1	Provide and promote resource recovery and recycling initiatives.	Waste Operations Manager	Provide relevant information to the community in relation to resource recovery services.	There has been no further advancement regarding the recycling of the cardboard and paper. The value of these commodities are have been low for quite some time, which spooks companies who may

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
					collect and recycle such products.
Maintain waste collection contract for domestic and recycling waste and maintain commercial, street and park waste collection.	10.3.3.1	Provide commercial, street and park bin collections.	Waste Operations Manager	Ensure daily collection service is provided. Bin network maintained.	The kerbside collection of Domestic and Recycling services (now contracted out to JR Richards) is going along well as is the Council Commercial/Park/Street bins collection.
	10.3.3.2	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.	There has only been 3 to 4 missed bins that I know about for this period, which is not a bad percentage. When I am made aware of a missed bin I will ask for the contractor to go and collect it which they do with no problems.
Deliver a Local Organics Collection Service for the Griffith Community.	10.3.4.1	Consult the Griffith Community to measure support for Garden Organics (GO) only or Food Organics and Garden Organics (FOGO) waste collection (kerbside, public place and business) organics diversion service. Determine business case for GO or FOGO organics diversion.	Environment, Health & Sustainability Coordinator	Objective measure of Community support for (GO) and (FOGO) organics diversion service.	Further investigation required.

Encourage and promote the use of alternative and renewable energy sources.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Investigate Biomass business opportunities for bio energy production and consumption (GCC & Regional). (Waste to Energy).	10.4.2.1	Undertake fuel study of region to consolidate existing data. Cost Biomass power plant to test commercial viability.	Economic Development Coordinator	Study and report prepared.	GCC meets with interested waste energy providers as required.
Determine Mid-Scale Solar Behind the Meter business opportunities (GCC & Community).	10.4.3.1	Undertake study of Mid-Scale Solar applications. Cost Mid-Scale Solar to test commercial viability.	Environment, Health & Sustainability Coordinator	Mid-Scale Solar applications study complete.	No progress made on this Performance Measure during 2019 - 2020, Qtr. 2 period.

Plan and implement programs to improve sustainability.

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
Implement the Street Tree Preservation policy.	10.5.1.1	Administer Street Tree Preservation policy.	Parks & Gardens Manager	Compliance with Street Tree policy. Number of street trees planted.	The street tree preservation policy is being met with approval assessed in timely manner.
Engage Council in Renewable Energy opportunities/deliverables.	10.5.2.1	Develop Renewable Energy Policy for Council. Commence development of Renewable Energy Master Plan. Source funding for Renewable	Environment, Health &	Renewable Energy Policy, complete. Renewable Energy Master	No progress to date.

Quarter 2 Review | [2019/20](#)

DP Action	Action Code	Action Name	Responsibility	Performance Measure	Comments
		Energy Master Plan. Rejoin OEH Sustainability Advantage program.	Sustainability Coordinator	Plan commenced. Source funding for Renewable Energy Master Plan.	