



Murrumbidgee
COUNCIL

DELEGATIONS OF AUTHORITY

PART 1

DELEGATIONS FROM COUNCIL

**Adopted by resolution at
Council meeting on Tuesday 26 March 2019**



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PREAMBLE

Section 223 of the Local Government Act 1993 (**Act**) defines:

(1) The role of the governing body is as follows:

- (a) to direct and control the affairs of the Council in accordance with this Act,*
- (b) to provide effective civic leadership to the local community,*
- (c) to ensure as far as possible the financial sustainability of the Council,*
- (d) to ensure as far as possible that the Council acts in accordance with the principles set out in Chapter 3 and the plans, programs, strategies and policies of the Council,*
- (e) to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the Council,*
- (f) to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the Council's resources to implement the strategic plans (including the community strategic plan) of the Council and for the benefit of the local area,*
- (g) to keep under review the performance of the Council, including service delivery,*
- (h) to make decisions necessary for the proper exercise of the Council's regulatory functions,*
- (i) to determine the process for appointment of the General Manager by the Council and to monitor the General Manager's performance,*
- (j) to determine the senior staff positions within the organisation structure of the Council,*
- (k) to consult regularly with community organisations and other key stakeholders and keep them informed of the Council's decisions and activities,*
- (l) to be responsible for ensuring that the Council acts honestly, efficiently and appropriately.*

(2) The governing body is to consult with the General Manager in directing and controlling the affairs of the Council.

Section 377 of the Local Government Act 1993 (**Act**) provides:

1. A Council may, by resolution, delegate to the General Manager or any other person or body (not including another employee of the Council) any of the functions of the Council, other than the following:

- (a) the appointment of a General Manager,*
- (b) the making of a rate,*
- (c) a determination under section 549 [of the Act] as to the levying of a rate,*
- (d) the making of a charge,*
- (e) the fixing of a fee,*
- (f) the borrowing of money,*
- (g) the voting of money for expenditure on its works, services or operations,*
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
- (i) the acceptance of tenders which are required under this Act to be invited by the Council,*
- (j) the adoption of an operational plan under section 405 [of the Act],*
- (k) the adoption of a financial statement included in an annual financial report,*
- (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6 [of the Act],*
- (m) the fixing of an amount or rate for the carrying out by the Council of work on private land,*
- (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the Council for the carrying out of any such work,*
- (o) the review of a determination made by the Council, and not by a delegate of the Council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*
- (p) the power of the Council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194 [of the Act],*

- (q) *a decision under section 356 [of the Act] to contribute money or otherwise grant financial assistance to persons,*
 - (r) *a decision under section 234 [of the Act] to grant leave of absence to the holder of a civic office,*
 - (s) *the making of an application, or the giving of a notice, to the Governor or Minister,*
 - (t) *this power of delegation,*
 - (u) *any function under this or any other Act that is expressly required to be exercised by resolution of the Council.*
2. *A Council may, by resolution, sub-delegate to the General Manager or any other person or body (not including another employee of the Council) any function delegated to the Council by the Director-General except as provided by the instrument of delegation to the Council.*

INTRODUCTION

In accordance with section 377 of the Act, the Council, by resolution at its meeting on **Tuesday 26 March 2019**, delegated its powers, authorities, duties and functions as set out in this Part 1: Delegations of Authority register to the General Manager.

All Council delegations contained in Part 1 are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with Council policy;
2. The delegated power, authority, duty or function being performed in accordance with the Law;
3. Part E outlines the limitations of delegations to the General Manager.

The delegations of Council will remain in force until they are revoked or amended by a resolution of Council.

The Council notes that the General Manager may delegate his or her powers, authorities, duties and functions at his or her discretion. The General Manager's Delegations to Staff will form Part 2: 'Delegations to Staff'.

DELEGATION TO THE GENERAL MANAGER

Functions of the General Manager

In pursuance of Section 335 of the Local Government Act 1993, the General Manager is generally responsible for the efficient and effective operation of the Council's organisation, and for ensuring the implementation, without undue delay, of decisions of the Council. The General Manager shall have the following particular functions:

- (a) to conduct the day-to-day management of the Council in accordance with the strategic plans, programs, strategies and policies of the Council,
- (b) to implement, without undue delay, lawful decisions of the Council,
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the Council,
- (d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the Council and other matters related to the Council,
- (e) to prepare, in consultation with the mayor and the governing body, the Council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- (f) to ensure that the mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- (g) to exercise any of the functions of the Council that are delegated by the Council to the General Manager,
- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the Council,
- (i) to direct and dismiss staff,
- (j) to implement the Council's workforce management strategy,
- (k) any other functions that are conferred or imposed on the General Manager by or under this or any other Act.

The General Manager, and in the absence of the General Manager, (a person appointed by Council), in the period of the General Manager's absence, is delegated authority under Section 377 and 378, of the Act, to exercise and/or perform on behalf of Council the powers, authorities, duties and functions of the Council, subject to the following:

1. The General Manager is restrained from carrying out any of those functions of Council excluded from delegation by operation of Section 377(1) of the Act;
2. The General Manager is entitled to carry out any functions delegated to the Council by the Director-General or the Minister, subject to any express limitations imposed by the Director General or Minister.

Specifically, Section 378 of the Act confirms delegations by the General Manager and includes:

- (1) The General Manager may delegate any of the functions of the General Manager, other than this power of delegation;
- (2) The General Manager may sub-delegate a function delegated to the General Manager by the Council to any person or body (including another employee of the Council);
- (3) Subsection (2) extends to a function sub-delegated to the General Manager by the Council under Section 377 (2).

If a function is conferred or imposed on an employee of Council under any other legislation, the function is deemed to be conferred or imposed on the Council and is delegated to the General Manager.

For the avoidance of doubt, the delegated authority conferred or imposed upon the General Manager includes the delegated functions of Council as provided in the following table and is subject to any limitations contained therein. The following table is not intended to be an exhaustive list of all powers, authorities, duties and functions delegated to the General Manager. Rather it is to be relied upon as a manual providing guidance to those most commonly relied upon powers, authorities, duties and functions.

PART A – FINANCIAL MATTERS

1.	Obtain Quotations and Authorise Purchase Orders To obtain quotations, authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works plant as required in the Local Government (General) Regulations 2005) provided that due provision has been made in the approved budget for the incurring of such expenditure or the incurring of such expenditure is otherwise authorised by Council Policy or Council resolution.
2.	Authorise Payment of Salaries and Wages To authorise the payment of salaries and wages.
3.	Payment of Contractors and Direct Creditors To approve or refuse payment to contractors and direct creditors.
4.	Sign Cheques on Council's Bank Account To sign or countersign cheques drawn on Council's bank accounts.
5.	Check and Certify the Annual Statutory Accounts To check and certify statutory accounts against the Council records.
6.	Authorise Expenditure for Urgent Works To authorise expenditure outside the budget approved by Council in order to undertake urgent works to reduce or eliminate a significant health or safety hazard.
7.	Lodgement of a Cash Bond or Bank Guarantee The authority to require the lodgement of a cash bond or bank guarantee.
8.	Overdraft Limit To negotiate Council's overdraft limit.
9.	Sale or Disposal of Materials or Equipment To sell old materials, spoilt or obsolete equipment.

10.	Debt Write Off To authorise the writing off of uncollectible debts (for charges and sundry debtors) up to a maximum amount of (\$1000).
11.	Issue Accounts To authorise the issue of accounts for services provided by Council.
12.	Borrowings To authorise application for borrowings from financial institutions at the direction of Council and subject to a resolution of Council to approve this application.
13.	To Engage Consultants To engage consultants to assist with Council projects, subject to compliance with the Act and the Law.
14.	Investment of Money Arrange the investment of money that is not presently required by the Council in a form of investments notified by order of the Minister and published in the Government Gazette.
15.	Write off Accrued Interest Write off accrued interest on rates and charges if the payment of the accrued interest would cause hardship
16.	Accounts Receivable – Payment by Instalment To make arrangements with any ratepayer or debtor for payment to be made by reasonable and satisfactory instalments.
17.	Refund of Over-Payments To authorise the refund of all over-payments subject to appropriate certification.
18.	Refund of DA/Construction Certificate Application Fees To determine the refund of all or part of the fees paid for development or where the application is either not proceeded with or is withdrawn subsequent to assessment

19.	Rebate of Rates To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Act.
20.	Delegation of Financial Assistance Council may now delegate: • Payment of financial assistance as part of a program specified in the Council's operational plan that is not more than 5% of the Council's rates income and that applies uniformly to all persons within the Council's area or to a significant proportion of all the persons within the Council's area (s377(1A)).
PART B – STAFFING MATTERS	
1.	Recruitment • Approve or refuse the appointment, engagement, or promotion of staff, subject to compliance with section 337 of the Act for Senior Staff • Approve or refuse the use of a recruitment consultant. • Employ casuals to fill short term vacancies.
2.	Payment of Benefits and Allowances Approve or refuse payment of allowances and employment entitlements and benefits in accordance with the Local Government (State) Award 2014 and applicable employment contracts.
3.	Salary Step Progressions for Staff Approve or refuse salary step progression for staff under the Local Government (State) Award 2017
4.	Dismissal of Employees To dismiss employees or consultants/contractors on such terms that the General Manager deems appropriate, provided that prior to the dismissal of Senior Staff the General Manager consults with Council in accordance with section 337 of the Act.
5.	Education Assistance Approve or refuse education assistance for Council employees

6.	Flexible Work Arrangements Approve or refuse flexible work arrangements.
7.	Report of Injury Approve or refuse the employer's report of injury to Council's workers compensation insurer.
8.	Approve Leave Approve or refuse leave for Council employees having due regard to the proper functioning of the Council and maintenance of appropriate levels of service to the public To grant special leave with pay and reasonable out of pocket expenses, in the following cases: • Professional Body: where staff members are full members of a relevant professional body that is running a conference or meeting – a maximum of five days leave at any one time, with a maximum in any one year of 15 days; • Field Days: where it is considered that the machinery to be displayed is of some relevance to Council's operations, that Senior Staff directly associated with the purchase of Council's machinery be allowed to attend one day only; • Executive of a Professional Body: where an employee is elected to the Executive of a Professional body, special leave must fit within the parameters laid down under the Professional Body category; • Courses: Attendance at refresher courses (e.g. Management courses) to be decided by Council in each particular case • Emergency Services Leave and Defence Force Reserve Leave at the discretion of the General Manager and in accordance with legislation.
9.	Travelling and Subsistence Expenses To approve or refuse the payment of travelling and related expenses
10.	Replacement of Personal Property To approve or refuse claims for the loss of personal property provided that such property was required for the normal performance of the employee's duties

11.	Employment Outside of Council To approve or refuse employees to engage in private employment or contract work outside of their Council employment.
12.	Request for Use of Council Equipment by Employees To determine any requests for use of Council equipment by employees.
13.	Use Intellectual Property created in the Course of Employment To refuse, approve or conditionally approve any request by an existing or previous employee of Council for the non-exclusive use of intellectual property of the Council created by the employee during the course of their employment with Council, providing there is no monetary or commercial benefit to the employee.
PART C – GOVERNANCE	
1.	Public and Media Statements To make or authorise public statements and issue media releases on matters involving the Council.
2.	Business Papers To determine matters which are included in Council business papers and Committee papers.
3.	Correspondence - To reply to all routine correspondence that does not require the prior consideration of Council. - To exercise discretion in regard to referring correspondence to various Council officers for attention.
4.	Invitation to Address Council To invite a group or individuals to address any Council or Council Committee.
5.	Public Officer To appoint Council's Public Officer and to direct the Public Officer in relation to functions contained within section 343 of the Act.

6.	Destruction of Corporate Documentation Authority to approve destruction of corporate documentation in accordance with the State Records Act 1998.
7.	Signing of Contracts and Agreements To sign contracts, deeds and agreements that do not require the Council Seal.
8.	Enter into Leases, Licences and other legal transactions Authority to negotiate and enter into any form of Lease or Licence or other transaction for use of land or assets, subject to compliance with the Act, and subject to the General Manager making reasonable enquiries into the appropriate payments to be made to Council and consulting with Council's solicitor to determine the appropriate format of the legal agreement.
9.	Public Immunisation To authorise and promote public immunisation campaigns and clinics
10.	Council Committees • Appoint employee representatives to Council Committees • Consider and determine matters arising from the Council Committees
11.	Receive and investigate complaints To receive complaints and authorise investigation and action to be taken by the appropriate officer in regard to any complaints or requests received by Council.
12.	Respond to Minister and Department To respond and liaise with the Minister and his/her representatives and the Department in relation to correspondence, inquiries or requests for information.
13.	State Emergency and Rescue Management Act 1989 The role of Chairperson of the Local Emergency Management Committee is Peter Chudek.

PART D – OPERATIONAL

1.	Issue Proceedings • To initiate or carry on proceedings, to act on behalf of Council and to negotiate on matters in issue between parties, and to settle any proceedings in any Court or Tribunal, including but not limited to the Local, District or Supreme Courts of any State or Territory, any Industrial Relations Tribunal or Commission, and the Land and Environment Court; • To authorise the issue or withdrawal of any penalty infringement notices or complaint or the institution of any proceedings for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance, or any other matter or thing whatsoever which the Council might be entitled to recover or seek under any Act or Regulation. • To instruct and engage Council's Solicitors and Counsel.
2.	Notice of Intention and Orders To issue Notices of Intention to Issue Orders and Orders in accordance with the requirements of the Act and Environmental Planning and Assessment Act and all other applicable legislation.
3.	Determination of Development Applications (including Modification Applications) To determine development applications, including modification applications, and all forms of applications for approvals and certificates under all applicable legislation (limitations apply see Part E).
4.	Issue of Permits, Certificates or Approvals To approve or refuse the issue of permits, certificates and approvals for activities that are required to be regulated under the provisions of the Act and the Environmental Planning and Assessment Act 1979 or related legislation; including, but not limited to: • all building certificates, construction certificates, certificates of classifications and occupation certificates; • applications for subdivision of land (limitations apply see Part E).
5.	Ministerial Delegation of Local Environmental Plan Making Decisions To undertake required plan making in accordance with Section 59 of the Environmental Planning and Assessment Act, and the Ministerial delegation.

6.	Storm Water Drainage Works Where the Council has approved a subdivision or development application subject to the construction of storm water drainage works that revert to the care, control and management of Council, to approve such works upon submission of all necessary plans and documentation.
7.	Implementation of Adopted Operational Plan To implement any work, service or action provided for in the adopted Management Plan without further reference to Council except for: - the acceptance of tenders which are required under the Act to be invited by the Council, and - the determination of priorities where lump sum funding has been provided.
8.	Funding Application Authority to sign funding applications once approved by Council.
9.	Provision of Witnesses and Information To determine the fee to be charged for the provision of Council's employees as witnesses and/or the supplying of information for Court cases.
10.	Removal of Derelict Vehicles Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places.
11.	Approve Applications for Street Activities and Busking Permits Authority to approve or refuse: - the issue of busking permits; - applications for street stalls or similar activity; - applications for the collection of money for charitable appeals or similar activity.
12.	Filming/Photography in Parks, Reserves and Public Places To approve applications to film/photograph in Council's parks, reserves and public places subject to the conditions and fees determined by Council.

13.	Casual Use of Council Parks, Reserves or Council Property To approve or refuse applications for the casual use of parks, reserves or property in accordance with Council Policy (if any) and subject to approved fees (if any).
14.	Government Information (Public Access) Act 2009 To act as Council's "principal officer" or appoint Council officer(s) to determine applications and provide information to access information in compliance with the Government Information (Public Access) Act 2009.
15.	To Enforce the Payment of Rates To issue notices under the Act for the recovery of rates. To approve alternative options for the collection of outstanding rates, including collection of rent in lieu of rates, issuing of proceedings, accepting exchange of land and such other alternatives available to Council under the Act.
16.	Rate Books Authority to: • amend the rate and valuation books/records where such amendment is necessary by reason of change of ownership, occupancy or address; • raise or reduce the sum rates owing due to error; • include any land which ought to have been rated; • to write off accrued interest to a maximum of \$50; • act in accordance with the Act to manage the rate books/records and recover rates and charges owing to the Council.
17.	Insurance Claims - Policy Excess To resolve claims on Council's behalf up to the level of the excess applicable to each insurance policy.
18.	Council Property – Notices to Quit To authorise and sign notices to quit to tenants whose rent arrears exceed four weeks, or to take such alternative action necessary to manage tenants and recover outstanding rent or payments.
19.	Use of Council Owned Properties To approve or refuse to grant Council's consent to a third party development application that may traverse or impact upon Council land.

20.	Maintenance and Repair of Council Properties To authorise repairs/maintenance of Council's buildings, equipment and plant within the limits approved in the annual budget.
21.	Maintenance of Council's Motor Vehicles and Plant To authorise the expenditure of funds for the repair, maintenance and replacement of Council's plant, equipment and vehicles.
22.	Hire of Council Plant To authorise the letting or hire of any of the Council's public works plant, machinery and equipment in accordance with rates determined by Council.
23.	Determination of Reserve Price and Disposal of Plant, Equipment and Vehicles by Public Auction, Tender or Trade-in Authority to approve a sale price for Council plant, equipment or vehicles if: • the best offer is more than 10% below the reserve price; and • the reserve price has been set by consulting either a valuer, auctioneer, or professional book (i.e. Red Book); and • results from previous auctions for similar plant, equipment or vehicles has been considered
24.	Saleyards To operate, manage and maintain Council's saleyards.
25.	Dividing Fences To authorise a contribution on behalf of Council for not more than one half the cost of fencing a boundary common to land owned by Council or under the Council's care, control and management subject to two quotations being obtained and subject to the Dividing Fences Act.
26.	Aerodrome/Airport To operate and maintain the Council aerodrome/ airport in accordance with all applicable legislative requirements
27.	Impounding Officer To exercise the powers of Council's Impounding Officer.

28.	Pruning or Removal of Trees To approve or refuse applications from residents to prune, top, lop or remove trees either on the applicant's property or Council's property subject to the payment of any required fee, if any, and in accordance with Council's Tree Preservation Order, if any.
29.	Waste Management Centre (Landfill) To operate and maintain Council's Landfills in accordance with all applicable legislative requirements.
30.	Cemetery/Crematorium To operate and maintain Council's Cemetery/Crematorium in accordance with all applicable legislative requirements.
31.	Delegation of Tenders Council may now delegate: • Acceptance of tenders, except for services currently provided by Council staff (s377(1)(i)).

32.	Administer Functions provided by other Legislation To administer the provisions of the following legislation as they apply to Council: • Community Land Development Act 1989 • Companion Animals Act 1998 • Conveyancing Act 1919 • Crown Land Management Act 2016 • Government Information (Public Access) Act 2009 • Graffiti Control Act 2008 • Environmental Planning and Assessment Act 1979 • Fire Brigades Act 1989 • Fluoridation of Public Water Supplies Act 1957 • Food Act 2003 • Heritage Act 1977 • Impounding Act 1993 • Library Act 1939 • Liquor Act 2007 • Local Government Act 1993 • Protection of the Environment Operations Act 1997 • Public Health Act 2010 • Roads Act 1993 • Roads Transport Act 2013 • Rural Fires Act 1997 • Privacy and Personal Information Protection Act 1998 • State Emergency and Rescue Management Act 1989 • Swimming Pool Act 1992 • Plumbing and Drainage Act 2011 • Unclaimed Money Act 1995 • Children (Education and Care Services National Law Application) Act 2010 • Biosecurity Conservation Act 2015 & Local Land Services Act 2017
33.	Road Rules To administer the provisions of the Road Rules 2008 and Australian Road Rules as they apply to Council, subject to any applicable standards, protocols and directions from State Government Departments and/or NSW Police.
34.	Parking Infringement Notices To issue Parking Infringement Notices
35.	Parking Permits To determine applications for parking permits.

36.	Temporary Road Closure To approve temporary road closures where: • The temporary road closure is not more than two consecutive days; and • The Road and Maritime Service approves the Traffic Management Plan and grants a road occupancy licence (as required); and • The NSW Police approve the closure; and • The application complies with Council's Policy.
37.	Sign Adjustment To undertake the following sign adjustments to: • Change old "No Standing" signs to "No Parking" signs as per the Australian Road Rules • Change existing parking restriction times • Move existing signs to a more visible location (e.g. move a sign hidden behind a tree trunk) • Install "repeater"/additional signs (e.g. where there are existing parking restrictions signs, install an additional sign in the middle to emphasise the restrictions).
38.	Special Use Zones Authority to approve and/or refuse an application for the following Special Use Zones: • Works Zones; • Loading Zones; • Mail Zones; • Motorcycle Parking; • Bus Zone; • Taxi Zone; • Police Vehicles Zone; • Disabled Parking; • Temporary Bus Zones (e.g. for Railway Buses); Subject to consent being obtained from the NSW Police and in addition; • in the instance of Mail Zones, consent is obtained from Australia Post; and • in the instance of Bus Zones , consent is obtained from the State Transit Authority.

39.	Traffic Facilities To approve the installation of individual traffic facilities projects, where: - the individual traffic facility project forms part of that financial year's Traffic Facilities Program which has previously been approved; and - Subject to consultation of local residents.
40.	Warning Signs To approve the installation of Warning Signs as defined in applicable Australian Standards, where - the proposed sign can be found in Section 3 Warning Signs of the Australian Standard 1742.1-1991; and - The NSW Police agree with the installation.
41.	Signs across Driveways To approve or refuse an application for signs or line marking across a driveway, where the NSW Police agree with the approval or refusal.
42.	Traffic Bollards To approve or refuse an application for the use of traffic bollards.
43.	Vehicular Crossings and Footpath Restorations To approve or refuse the construction of vehicular crossings and/or restoration works on Council land or over Council controlled road reserves.
44.	Street Lighting To approve the installation of additional street lighting facilities and associated charges.
45.	Storm water Drainage Works To approve or refuse all connections from private property to Council's storm water systems where those works are for the sole benefit of the development and do not revert to the control and management of the Council.

46.	Variation of Working Hours To authorise a one-off variation to the restricted hours of building works where: • urgent building works are required to be carried out; • large cranes have to stand on streets; • the loading/unloading of materials and pouring of the concrete would otherwise cause interference to traffic; and • the work requires the erection or removal of hoarding tower cranes, awnings and the like.
47.	Positive Covenants, Easements and Section 88B instruments under the Conveyancing Act, 1919 To approve and sign the grant or removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instrument under the Conveyancing Act 1919, in accordance with section 28 of the Environmental Planning and Assessment Act and subject to any Council Policy and the Law.
48.	Public Notification of Applications • To determine whether a development application should be exempt from notification, subject to any applicable Council Policy • To determine such persons who own land or who reside in properties that may be detrimentally affected by a development and to ensure such persons are notified in accordance with any Council Policy.
49.	Professional Certifications To approve or refuse professional certification from an Accredited Certifier in respect of Complying Development or Building Certification where that Certifier is accredited to undertake that particular type of work
50.	Building Professionals Act Authority under Section 5 of the Building Professionals Act 2009 to make a recommendation on behalf of Council in support of an application to the Board for accreditation to carry out certification work (or the renewal of accreditation) on behalf of Council.
51.	Work on Private Land by Agreement To exercise Council's power to carry out work on private land.

52.	Entering of Premises To enter, and authorise Council employees (or other persons) to enter, any premises for the purposes of enabling the Council to exercise its functions under any Act.
53.	Water Restrictions Determine Water Restrictions in accordance with NSW State Government direction
54.	Library Act To exercise all powers of Council under the Library Act
55.	Motor Vehicle Fleet To manage Council's motor vehicle fleet

PART E – LIMITATIONS

56.	UNDER THE LOCAL GOVERNMENT ACT 1993 The General Manager does not have delegation under Section 186 and 187 of the Act to negotiate on behalf of Council regarding the acquisition of land without a specific Council resolution in relation to the subject land.
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57.	UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 The General Manager does not have delegation to approve any applications outlined below: 1. Any Designated Development Application; 2. Any development application which is defined State Significant Development; 3. Any development application that seeks a variation to any Council policy, other than building line variations; 4. Any subdivision application to create more than 40 additional lots; 5. Any development application where the Council are the applicant, owner, or have the care and/or control of the land on which the application is proposed. (This excludes any applications which can done as Part 5 Assessments or where a Plan of Management is in place for the site and the works are included in the Plan); 6. Any development application made by staff, unless; • it is to be their principal place of residence; or • it is for additions to the applicant's principal place of residence; or • the application is for complying development. 7. Any development application affecting a Heritage Item listed in Jerilderie Local Environmental Plan 2012 or Murrumbidgee Local Environmental Plan 2013; 8. Any application where refusal is recommended; 9. Any application where a written objection to the proposal has been received during exhibition and/or notification.
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Glossary of Terms

Act	means <i>Local Government Act 1993</i>
Authority	means any Government (state or federal), Government department, statutory corporation or other body having power to legally direct the Council or its officers
Department	means the Department of Local Government, or any future department (or combined department) carrying out the functions of the present Department of Local Government for the State of New South Wales
Director-General	means the Director-General of the Department of Local Government or the Director-General of any other Government department which has the carriage of the administrative functions of the Act and the portfolio of Local Government.
Law	means the requirements of all statutes, rules, ordinances, codes, regulations, proclamations, by-laws, environmental planning instruments, directions and consents of any Authority
Minister	means the Minister for Local Government or any future title given to a ministerial position of a future New South Wales State Government portfolio that includes governance of Local Government.



Credit Card Policy

	Name	Position	Signature	Date
Responsible Officer	Vicki Sutton	Finance Manager		
Authorised By	John Scarce	General Manager		

Document Revision History	
Date adopted by Council:	
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Contents

1. Purpose of Credit Cards

Murrumbidgee Council credit cards are issued to employees for the payment of appropriate business expenses.

Murrumbidgee Council credit cards may be used as a payment option, if effective and efficient, to settle procurement activities, including procurement of travel, approved business entertainment expenditure, and low value goods and services where Murrumbidgee Council credit card is the preferred method of payment.

This policy is supported by the Murrumbidgee Council Credit Card Procedure, which is intended to ensure a clear and consistent understanding and implementation of this policy.

Using a credit card is a means to engage in a procurement activity. Murrumbidgee Council's Procurement Policy and Procedure therefore apply, and all card holders and Finance Manager must be aware of the Procurement Policy. This policy also assists the Murrumbidgee Council credit card holders in remaining within the bounds of the Murrumbidgee Council Code of Conduct, specifically the "using Council resources ethically, effectively, efficiently and carefully in the course of official duties".

Individuals to whom Murrumbidgee Council issues a corporate card are placed in a position of trust. Intentional misuse of Murrumbidgee Council credit cards represents a breach of trust, and any misuse, whether intentional or otherwise, may expose the Council to significant risk, including the risk of regulatory investigation and damage to reputation. Intentional misuse may also lead to disciplinary action.

2. Issuance

Murrumbidgee Council may issue a Murrumbidgee credit card to individuals who:

- Hold a position that involves a regular and demonstrated need to purchase in-scope specific goods or services, and/or has regular travel on Murrumbidgee Council business.
- Are willing to accept the terms, conditions and processing obligations of Murrumbidgee credit card usage; and
- Have an approved financial delegation.

Credit limits will be set to minimise risk to the Council without constraining employees in effectively undertaking their roles.

3. Cardholder Responsibilities

All individuals issued with a Murrumbidgee Council credit card must comply with the following:

- All expenses must be for a legitimate Council purpose, meaning they are reasonable and appropriate in the circumstances, and publicly defensible.

The expenditure must not be or perceived to be excessive and must meet the following characteristics:

- Necessary to perform a valid business purpose fulfilling the mission of the Council;
 - Reasonable in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense;
 - Appropriate in that the expense is suitable and fitting in the context of the valid business purpose; and
 - Allowable according to the terms of any Federal regulation, sponsored contract, or Council policy.
-
- For all transactions, original receipts or tax invoices must be obtained at the time of the transaction (including for contactless transactions);
 - Personal expenditure must not be charged to the credit card, even if it is intended to subsequently repay the expenditure, except in extreme and defensible circumstances, in which case repayment must be made;
 - Credit cards must be kept secure and under no circumstances should PINs (Personal Identity Numbers) be shared with third parties;
 - Purchases must not be split into smaller transactions (or over multiple credit cards) to circumvent expenditure or transaction limits;
 - All credit card statements must be reconciled and approved within one month after statement date.

Failure to use the credit card in accordance with this Policy and the Murrumbidgee Council Credit Card Procedure will result in revocation, possible disciplinary action and a possible requirement for repayment by the employee. In circumstances of intentional non-compliance, both Human Resources and Internal Audit will be informed.

Fraudulent or other intentional misuse of the credit card will be reported by Murrumbidgee Council to the police and may also be reported to the Independent Commission Against Corruption.

4. Roles and responsibilities

The General Manager has overall responsibility for the implementation and review of the Credit Card Policy and Procedure and communication of the Policy and Procedure to credit card holders and supervisors.

The Finance Manager will ensure that appropriate procedures are in place to support the Murrumbidgee Council Credit Card Policy and Procedure, and are communicated to Council credit card holders. Finance Manager will ensure there are appropriate administrative procedures in place to support the credit card holders.

The Finance Manager is responsible to ensure the credit card holders comply with the Policy and Procedure through review and approval of the credit card holder's transactions.

The Finance Manager will monitor the unreconciled and unapproved credit card expenditure. The Finance Manager will conduct monthly reviews of the credit card use and expenditure.

Periodic audits may be conducted into compliance with the Credit Card Policy and Procedure by Internal Audit.

5. Additional Information:

Supporting Information	
- Legislative: - Supporting Documents	- Not Applicable - Credit Card Procedure - Murrumbidgee Council Code of Conduct - Procurement Policy - Procurement Procedure - Fraud and Corruption Prevention Policy - Gifts and Benefits Policy - Payment of Expenses & Provision of Facilities Policy
Definitions:	
Cardholder	The staff member whose name appears on the Murrumbidgee Council credit card
Personal Expenses	Any expense that is not for Murrumbidgee Council business purposes
Reconcile	The processing of a card transaction and attaching all the relevant tax invoices, so as to allow for the correct cost allocation, GST and FBT treatment of the expense within the Murrumbidgee Council financial reporting system.
Transaction Limit	Maximum amount of expenditure allowed per month
Murrumbidgee Council Credit Card	Credit Card provided by Murrumbidgee Council .

1.1 Building and Supporting a Diverse Community:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 1.1.1	Improve and increase community and public transport access and availability options throughout the Council area including services outside our Local Government Area	Action: 1.1.1.1: Actively liaise and coordinate with public transport providers to ensure improved public transport services - Initiate 3 meetings with public transport providers annually to better understand community transport needs and issues – 30 June 2019 Action 1.1.1.2: Undertake analysis of public and/or community transport needs to assist in planning service provision - Incorporate a community transport analysis into the Community Services Plan to be developed – 30 June 2019	OM	No action	Limited public transport in Local Government area.
			CCSM	Ongoing	Community transport needs identified and further funding being sought.
Strategy 1.1.2	Engage and encourage the disadvantaged members of Murrumbidgee communities by supporting the work of regional government agencies and NGOs	Action 1.1.2.1: Partner with organizations to develop a strategy supporting the supply of affordable accessible and adaptable housing Initiate discussions with key stakeholders including Waddi Housing Inc. to identify the role Council can play in regards to developing such a strategy – 30 June 2019	CCSM	No action	Building blocks available in both Jerilderie and Coleambally and further subdivision being reviewed in Darlington Point.

		Action 1.1.2.2: Identify suitable land for residential development by other stakeholders	MPE	33% complete. Darlington Point Structure Plan in place.	Council wide Strategic Landuse Plan funding received. Project to commence 2019/2020
Strategy 1.1.3	Foster and provide community opportunity through the performing and visual arts	Action 1.1.3.1 Identify a program or program of events in partnership with arts and community groups within Murrumbidgee Work with stakeholders including Western Riverina Arts to identify and cost the potential for a program to be developed – 30 June 2019	CCSM	"Murrumbidgee Arts Kinship Enterprise" MAKE group formed under the Respite Program to foster community arts.	
Strategy 1.1.4	Build a culture of respect for diversity and differences	Action 1.1.4.1 Support programs that celebrate and strengthen multiculturalism in the community - Work with key stakeholders to identify ways and programs that Council can celebrate and strengthen community diversity and multiculturalism – 30 June 2019 Action 1.1.4.2 Conduct Australian Citizenship ceremonies in accordance with guidelines set by the Department of Immigration. - Deliver citizenship ceremonies at all three towns annually – 30 June 2019	CCSM EA	No action to date Ongoing	Citizenship ceremonies conducted in Darlington Point and Jerilderie only. 3 ceremonies in past year, with 6 conferees.

1.2 Protecting and Embracing Cultural Identity and Heritage:

Strategic Activity	Action	Accountable Officer	Status	Comment
Strategy 1.2.1 Provide opportunities for our community to showcase their heritage and diversity	Action 1.2.1.1 Work with key stakeholders to promote and celebrate Murrumbidgee's heritage and diversity - Promote Harmony Day – 21 March 2019 - Partner with key stakeholders to promote targeted events and promotions – 30 June 2019 - Promote NAIDOC week – July 2019	CCSM		Advertising of events on Council's Facebook Page
Strategy 1.2.2 Value-add to our historic places and spaces	Action 1.2.2.1 Create/include Murrumbidgee's heritage assets into Councils asset and risk registers – June 2019	AM	Ongoing	Combining and updating current Asset Registers
Strategy 1.2.3 Unique historic stories from across the Council area are celebrated and protected	Action 1.2.3.1 Partner with key stakeholders to collect and collate Murrumbidgee's unique stories Create/identify/incorporate Murrumbidgee's significant indigenous sites and history into Councils Tourism and Heritage documents and planning – 30 June 2020	EDM	Commenced	Information and images being collated for Australian Tourism Data Warehouse/ Council website and new Council Official Visitors Guide.

1.3 Creating Community Opportunities and Equitable Access to Council and Community Services and Programs:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 1.3.1	Foster current sporting, social, recreational and cultural events and activities increasing participation and inclusion.	Action 1.3.1.1 Develop/publish/distribute a yearly calendar of community events using the results of the community services analysis and plan – 31 January 2019	EDM	Ongoing	Calendar of events on Council website/ Thrive Riverina website, social media and newsletter and Visit NSW website
		Action 1.3.2 Proactively management Council's social media forums and plans to promote participation, events and activities - 30 June 2019	EA & EDM (Will become Media & Communications)	Ongoing	104 posts on social media.
		Action 1.3.3 Support planned cultural and wellbeing activities and events in the Murrumbidgee Local Government Area -30 June 2019	EDM	Ongoing	16 posts on social media to promoting cultural and wellbeing activities
		Action 1.3.4 Consider developing a "Welcome to Murrumbidgee" pack for new residents - 31 December 2018	EDM		
		Action 1.3.4 Develop a database of all community services and identify service groups -30 June 2019	CCSM	Commenced	Current databases being combined and updated. Brochures being combined and updated.

Strategic Activity	Action	Accountable Officer	Status	Comment
	Action 1.3.5 Create a brochure of all community services groups across the Murrumbidgee Local Government Area -30 June 2019	CCSM	Commenced	Planning underway for Youth Week events
	Action 1.3.6 Promote and celebrate national events • Deliver 1 IWD event annually • Deliver 3 Youth events – 1 per town annually	CCSM		
	Action 1.3.7 Plan activities for Murrumbidgee's ageing population • Deliver Seniors Week annually – 4 – 15 April 2019 • Maintain respite, meals on wheels, home modifications and community transport services- 30 June 2019	EA/CCSM CCSM	Ongoing Ongoing	2 Seniors Week events planned for 2019 Community Services maintained – additional funding being sought.
	Action 1.3.8 Support existing service providers to present activities and social initiatives for senior residents • Initiate 4 meetings with target service providers annually – January 2019 • Initiate 4 meetings with community transport service providers – January 2019	CCSM	Completed for Respite Groups under Murrumbidgee Council Multi Service Outlet	Meetings to be arranged with The Berrigan and District Home & Community Support Services, Berrigan & District Aged Care Association and Valmar Support Services, Lockhart.
	Action 1.3.9 Promote a published calendar of events specifically for senior residents – 31 January 2019	CCSM	Completed for Respite Groups under Murrumbidgee Council MSO	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 1.3.2	Encourage the development of a range of sporting options, particularly for young people, and enhance the capacity of community organizations and sporting groups to access external grants and funding opportunities.	1.3.2.1 Develop new events to attract those with interests in special areas Continue to meet with stakeholders to source 'special interest' opportunities, events -30 June 2019	EDM	Impracticable – no budget allocated to develop and deliver a new event. Action should read – support attraction of new events.	Promotion of Destination NSW Incubator Fund to Community.
Strategy 1.3.3	Provide opportunities for the towns to interact more to ensure a greater sense of connectedness including fostering, supporting and recognizing volunteers and their organizations within the community	Action 1.3.3.1 Promote recognition of volunteers and diversity in the community - Promote volunteer organisations and the benefits of volunteering on Councils social media platforms-30 June 2019 Action 1.3.3.2 Strengthen an awards program for volunteers in Councils current events schedule - Partner with the community to deliver the following awards in all towns: Australia Day – 26 January 2019	Media and Communications Officer EA/CCSM		Ceremonies to be held in all 3 towns.

Strategic Activity	Action	Accountable Officer	Status	Comment
	Action 1.3.3.3 Host an annual volunteer information session in partnership with community and sporting groups - Partner with local sporting and volunteer groups and run three volunteer sessions – one per town-30 June 2019 - Insert 2 articles on volunteering in community newsletter – 30 June 2019 Action 1.3.3.4 Encourage and support aged care facilities across Murrumbidgee and/or encourage private enterprise development of a retirement facility -30 June 2019	CCSM CCSM CCSM	Volunteer sessions held with Community Services volunteers only Balmeringa Senior Citizens Units recipient of Stronger Communities Fund Grant. Four (4) blocks transferred to Independent Living Units in Jerilderie to aid development and discussions held with Cypress View Lodge, Coleambally	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 1.3.4	Provide a range of community entertainment activities including activities for youth, seniors and people with disabilities	Action 1.3.4.1 Establish, manage and promote membership of a Youth Council(s) Investigate the establishment of youth councils in Murrumbidgee – 30 June 2019	CCSM	No action	Fusion Group in Coleambally supported with use of Council Facilities
		Action 1.3.4.2 Partner with other organisations to deliver more events in Youth and Senior Weeks – April 2019	CCSM		Neighbouring Councils contacted regarding partnering in Youth Week activities
		Action 1.3.4.3 Provide support for employment opportunities for people with disabilities through partnerships with relevant organizations Initiate meetings with relevant stakeholders to see how Council might work with them – 30 June 2019	CCSM	No action	Meetings to be arranged
		Action 1.3.4.3 Review Council's Disability Inclusion Action Plan 1. Review and amend Disability Inclusion Action Plan with KPIs – 30 June 2019	CCSM	No action	Plan to be reviewed.

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 1.3.5	Strengthen community pride through honours and awards nominations and ensure Council-provided grants and in kind support is efficiently and equitably distributed to support community and sporting groups efforts and activities	Action 1.3.5.1 Conduct/host workshops assisting community organizations in fund raising, grant writing, governance and other support activities • Deliver 3 fund or grant writing workshops for community groups annually- 30 June 2019 • Develop Community Grants policy and guidelines – 31 December 2018	EDM CCSM	Commenced No action	Promotion of grant writing workshop in Griffith. Current policy to be reviewed
Strategy 1.3.6	Ensure Murrumbidgee libraries are a cultural, recreational and learning centres of the communities of Murrumbidgee	Action 1.3.6.1 Partner with Western Riverina Libraries to provide and enhance library services • Undertake a library user profile review to inform service development and delivery – 31 December 2018 • Implement quarterly customer service review for Murrumbidgee Library users – 30 June 2019 • Partner with Western Riverina Libraries to develop and promote education opportunities in all Murrumbidgee towns using shared resource	CCSM CCSM CCSM	No action No action	Undertaken by Western Riverina Libraries Author visits being arranged by Jerilderie Library and Western Riverina Libraries
		Action 1.3.6.2 Identify and pursue grant opportunities - 30 June 2019	CCSM		In conjunction with WRL

1.4 Enhancing Health and Wellbeing:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 1.4.1	Manage and maintain the amenity of parks, garden and the environs of all Council communities	Action 1.4.1.1 Review/Develop a parks and gardens Plan including proactive maintenance schedules and budgets - 30 June 2019	OM	Not commenced	Maintenance schedules and levels of services to be updated in Asset Management Plans.
Strategy 1.4.2	Ensure that we have access to a broad range of mental health services	Action 1.4.2.1 Liaise with health service providers at least annually -30 June 2019 Action 1.4.2.2 Lobby for increased mental health services in Murrumbidgee Local Government Area – 30 June 2019 Action 1.4.2.3 Initiate or attend relevant interagency committees on mental health initiatives and programs – 30 June 2019	GM GM GM		
Strategy 1.4.3	Promote and support health services	Action 1.4.3.1 Identify key stakeholders and partners involved in supporting and promoting health services across Murrumbidgee – 30 June 2019	GM	Ongoing	Surgeries and housing provided for doctors in all three towns.

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 1.4.4	Maintain public health inspection and licensing programs and compliance	Action 1.4.4.1 Undertake compliance activities in accordance with current public health regulations – 30 June 2019	MPE	Completed annually	Part of annual reporting and compliance requirements
Strategy 1.4.5	Diversify engagement to increase awareness and participation in education including investigating opportunities for developing partnerships with TAFE and regional universities	Action 1.4.5.1 Council works with education and training organizations to support skills focused groups and training opportunities in the Murrumbidgee Local Government Area – 30 June 2019	CCSM/EDM	Ongoing	
Strategy 1.4.6	Support the continuity of health services from public and private sector across Murrumbidgee	Action 1.4.6.1 Ensure we retain our local GP Assist GP with Accreditation by providing furniture and fitting upgrades on Council premises and maintaining surgeries and dwellings in all towns – 30 June 2019	GM/AM	Currently identifying ongoing requirements.	Surgeries and dwellings available in Jerilderie and Coleambally and surgery in Darlington Point to support retention of GPs. Coleambally doctor surgery upgraded 2016
Strategy 1.4.7	Support a community health facility where allied and specialist health service providers can operate an MPS service model	Action 1.4.7.1 Engage with community service providers and facilitate meetings at least annually - 30 June 2019	GM		

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 1.4.8	Support our community services programs and encourage collaboration and communication linkages between service providers across the region	Action 1.4.8.1 Proactively engage and promote programs through Councils social media platforms Work with other councils and regional providers to identify and support regional community and communication initiatives – 30 June 2021, with annual review.	Media		Available programs advertised on Council's Facebook page.
Strategy 1.4.9	Provide support to community funded cultural and wellbeing activities and events across Murrumbidgee	Action 1.4.9.1 Create a list of community events to publish and promote through Council – 30 June 2019 Support the Taste of Coby Festival and Committee – October 2018	EDM	Completed	Events listed on Council website. This strategy is the same as Action 1.3.3 - Support planned cultural and wellbeing activities and events in the Murrumbidgee Local Government Area.

1.5 Creating a Safe Community:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 1.5.1	Working with relevant agencies (including police and schools), to maintain and develop existing road safety initiatives within the Council area to keep our children safe	Action 1.5.1.1 Develop an approved Road Safety Action Plan aligned with Council's Community Strategic Plan – 30 June 2019	OM	No action	Investigate collaboration with neighbouring Council's Road Safety Officers for support.
		Action 1.5.1.2 Implement the initiatives identified in the Road Safety Action Plan - 30 June 2020	OM	No action	
Strategy 1.5.2	Liaise with local police and State government to increase police presence and visibility in our area	Action 1.5.2.1 Engage with Murray and Murrumbidgee Local Area Command Police through regular meetings	GM	Meetings attended	
		Attend regular LAN meetings annually – 30 June 2021, with annual reviews.			Regular traffic committee meetings held with Council staff, Councillors, Police and RMS.
		Action 1.5.2.2 Partner with Local Police to raise community awareness about public and traffic safety and other issues impacting on Murrumbidgee's populations – 30 June 2019	OM		
		Action 1.5.2.3 Lobby to maintain timely responses to incidents through regular reporting	AM	Ongoing	Developing reporting systems
		Initiate dialogue with Police and other service providers regarding statistical reporting across the region – 30 June 2020, with annual review			

Strategic Activity		Action	Accountable Officer	Status	Comment
		Action 1.5.2.4 Seek Police presence at key public events - 30 June 2019	OM		
Strategy 1.5.3	Provide adequate street and security lighting in our towns	Action 1.5.3.1 Review/Develop a town street lighting program and maintenance schedule aligned to the LTFP - 30 June 2020	OM	No action	Essential Energy responsible for maintenance program
Strategy 1.5.4	Council supports, and where appropriate, seeks funding for community safety programs and initiatives	Action 1.5.4.1 Support the initiatives of Neighbourhood Watch and similar organisations and committees – 30 June 2021 with annual review Action 1.5.4.2 Consider/review CCTV network in the CBD including applying for grants – 30 June 2021 with annual review	CCSM OM	No action No action	 Not required at present time.
Strategy 1.5.5	Provide adequate activities for young people and facilities they can use to keep them entertained in a safe environment	Action 1.5.5.1 Work with relevant organizations to develop activities for young people in the Murrumbidgee Local Government Area Investigate capital projects supporting activities in Murrumbidgee towns for young people e.g. aquatic playgrounds – 30 June 2019	CCSM	Upgrades to netball courts in Jerilderie and Coleambally completed. Infrastructure additions in Luke Park Jerilderie completed.	Proposals in Stronger Communities and other grant funding to upgrade sporting facilities in Coleambally and Darlington Point, swimming pool in Jerilderie.

Strategic Activity	Action	Accountable Officer	Status	Comment
	Action 1.5.5.2 Work with local Police Area Command to investigate entertainment and safety initiatives for schools and young people Partner with local police to deliver 'Stranger Danger' and 'Traffic Safety' sessions to schools across Murrumbidgee – 30 June 2019	CCSM	No action	Schools to be contacted to identify needs.

ENVIRONMENT

2.1 Protecting Existing Natural Environments for Future Generations:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 2.1.1	Ensure the conservation of the Council's natural beauty and ecology for future generations and visitor attractions	Action 2.1.1.1 Develop a waterway tourism plan incorporating education, aquatic recreation and walking opportunities – 30 June 2020	EDM	No action	Nature trails developed, updating signposting and brochure development.
		Action 2.1.1.1 Create and support management plans for lakes, rivers across Murrumbidgee -30 June 2021	OM	No action	
		Action 2.1.1.1 Support the creation of the concept and implementation of the lake at Coleambally – 30 June 2021, with annual review	EDM/ MPE	On hold	Compliance with Biodiversity legislation an issue.
Strategy 2.1.2	Expand our network bush land walking trails to encourage active experiences of our river side location and protect the surrounding bush	Action 2.1.2.1 Incorporate biodiversity and other walking trails into Councils tourism strategy and promotions Investigate grant opportunities for developing walking trails and biodiversity programs-30 June 2019	EDM	Ongoing	Destination NSW Regional Tourism Product Development Fund
Strategy 2.1.3	Foster learning about and celebrate the Council's natural resources	Action 2.1.3.1 Partner in environment education programs provided by organisations such as Local Land Services and Landcare Attend required Landcare and Local Land Service meetings and investigate identified programs – 30 June 2019	MPE	Ongoing	Biodiversity officers attend when possible and relevant

Strategic Activity		Action	Accountable Officer	Status	Comment
		Action 2.1.3.2 Collaborate with LLS and community groups to “adopt” areas of bush land that need restoration and regeneration – 30 June 2019	MPE		
Strategy 2.1.4	Manage environmental opportunities and challenges – exploring native fish stocking and carp elimination opportunities	Action 2.1.4.1 Collaborate with local community groups to support environmental projects Support local volunteers and organisations addressing these challenges through various support including community and other grant applications (where appropriate) – 30 June 2019	MPE/EDM	Ongoing	Local Grants from Council and DPI Grant funding provided to Riverina Classic Fishing Competition for restocking of Murray Cod.
		Action 2.1.4.1 Improve knowledge and understanding of the environmental issues facing the Murrumbidgee Local Government Area – 30 June 2022, with annual review	MPE	Watching Brief	
		Action 2.1.4.2 Support the development and implementation of environmental management programs and plans – 30 June 2022, with annual review	MPE	Watching Brief	

2.2 Exploring and Promoting Alternate, Sustainable Energy Sources and Practices:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 2.2.1	Engage with RAMROC and support sustainable energy initiatives (including funding opportunities), including green waste, bio waste and sustainable street lighting	Action 2.2.1.1 Actively participate in New waste or other initiatives – 30 June 2022 with annual review	MPE	No action	Now Riverina and Murray Joint Organisation (RAMJO)
Strategy 2.2.2	Continue to encourage investment into solar power and other sustainable energies	Action 2.2.2.1 Source potential grant funding for energy audits and other sustainable energy projects -30 June 2022, with annual review Action 2.2.2.2 Partner with relevant organizations to develop education programs assisting the community in reducing energy consumption and alternative energy practices -30 June 2021, with annual review Action 2.2.2.3 Develop a Council energy consumption reduction plan or concept – 30 June 2020	MPE MPE OM/MPE	Watching brief No action	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 2.2.3	Rationalize waste management and recycling priorities in accordance with relevant legislation	Action 2.2.3.1 Maximize diversion of waste through Councils kerb collection programs -30 June 2022, with annual review	MPE, OM	Ongoing	Kerbside pickup available and continuing in Darlington Point and Coleambally
		Action 2.2.3.2 Identify/Provide opportunities for the diversion of waste from landfill – 30 June 2020	MPE	Minimal action	
		Action 2.2.3.3 Investigate landfill management options across the Local Government Area Maintain ongoing management of tips across all three towns in Murrumbidgee -30 June 2022, with annual review	MPE	No Action	Operations to be reviewed at all four sites and operational plans developed
		Action 2.2.3.4 Undertake upgrade works at Coleambally and Darlington Point landfills – 30 June 2019	MPE	No action	
		Action 2.2.3.5 Implement expansion plan for Darlington Point Landfill site - -30 June 2020	MPE	Unlikely to occur. Land ownership issues	
		Action 2.2.3.6 Create a rural landfill plan for the Murrumbidgee local government area - 30 June 2021	MPE	No Action	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 2.2.4	Conduct principal certifying authority functions in the local government area	Action 2.2.4.1 Undertake mandatory inspections as required by legislation and issue construction certificates, complying development certificates, occupation certificate and subdivision certificates -30 June 2022, with annual review	MPE	Ongoing	

2.3 Maintaining a Balance between Growth, Development and Environmental Protection:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 2.3.1	Stimulate the conservation of important heritage assets of Murrumbidgee Council	Action 2.3.1.1 Identify/incorporate heritage assets into Councils asset management planning and reporting -30 June 2020	AM	Complete	
		Action 2.3.1.2 Create/maintain a heritage advisory service – 30 June 2021	MPE	Ongoing	
		Action 2.3.1.3 Provide a local heritage assistance fund to support the conservation of local heritage items - 30 June 2021	MF	Impractical	Funds removed by Council and no funding available from Heritage near me for another 2 years
Strategy 2.3.2	Encourage and support sustainable land use, planning and development	Action 2.3.2.1 undertake periodic review of Council's planning policies and delegations – 30 June 2020	GM/MPE	Ongoing, complete	90%
		Action 2.3.2.2 Utilise and update Council's Section 94A Plan Plan Complete and Schedule 1 to be reviewed annually with budget – 30 June 2019	MPE	Complete	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 2.3.3		Action 2.3.2.3 Review the Murrumbidgee Development Control Plan and Merge Jerilderie LEP 2012 and Murrumbidgee LEP 2013 – 30 June 2020	MPE	Commence June 2019	Review annually
		Action 2.3.2.4 Review the Murrumbidgee Town Development Plans for residential and industrial development in Coleambally (2019) and Jerilderie (TBC) – 30 June 2020	MPE	Commence June 2019	Funding received to develop the Development Control Plan
		Action 2.3.2.5 Provide a development application pre-lodgement service – 30 June 2019	MPE	Ongoing	
		Action 2.3.3.1 Create master plans for each of Murrumbidgee's towns and/or critical areas within the towns - 30 June 2020	OM	No action	
	Consider plans for the improvement, beautification and revitalization of Murrumbidgee towns including town entries	Action 2.3.3.2 Consider developing working groups to support Council's focus and programs -30 June 2022 with annual review	OM	No action	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 2.3.4	Ensure best practice public and environmental health controls	Action 2.3.4.1 Review/ Implement a food safety program in accordance with the NSW food Authority – 30 June 2019	MPE	Complete	
		Action 2.3.4.2 Act on complaints received in relation to pollution and public health - 30 June 2022 with annual review	MPE	Ongoing	
		Action 2.3.4.3 Record and process statistics for management reporting to Council and for compliance – 30 June 2019	MPE	Ongoing	
		Action 2.3.4.4 Conduct investigations as requested and required - 2022 with annual review and reports	MANAGEMENT	Ongoing	
Strategy 2.3.4	Maintain a responsible animal management program and service ensuring stray and illegally-kept animals are not allowed to become a nuisance to community	Action 2.3.4.1 Undertake regular patrols to encourage a reduction in the numbers of stray or lost animals - 30 June 2022 with annual review and reporting	OM/MPE	Ongoing	
		Action 2.3.4.2 Develop, implement and continuously improve partnerships and program to rehome impounded animals – 30 June 2022 with annual review and reporting	OM/MPE	Ongoing	

Strategic Activity	Action	Accountable Officer	Status	Comment
	Action 2.3.4.3 Maintain and operate a compliant facility for keeping companion animals and straying stock - 30 June 2022 with annual review and reporting	OM	Ongoing	
	Action 2.3.4.4 Regularly record and report on the number of companion animals accommodated at the Pound as per Animal Act Requirements - - 30 June 2022 with annual review and reporting	OM/MPE	Ongoing	Legislative requirement

2.5 Protecting and Managing Waterways and Catchments:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 2.5.1	Promote responsible water usage particularly in town areas	Action 2.5.1.1 Finalise draft floodplain risk management study and plans for all Murrumbidgee's towns and/or implement the recommendations - 30 June 2020	MPE/AM	Now commenced	Waiting on funding

2.6 Valuing and Conserving Native Flora and Fauna:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 2.6.1	Continue to promote flora and fauna conservation through Councils road network maintenance program	Action 2.6.1.1 Develop partnerships with State and Federal Authorities around wild animal control - 30 June 2022 with annual review	MPE	Impractical	Not a core business of Council
Strategy 2.6.2	Educate and inform the community on weed management	Action 2.6.2.1 Promote biosecurity and weed management reduction through Councils weed management program - 30 June 2022 with annual review	MPE	Ongoing	Legislative requirement
		Action 2.6.2.1 Undertake inspections of rural properties to identify the existence of noxious weeds, advise and monitor for weed control - 30 June 2022 with annual review	MPE	Ongoing	Legislative requirement
		Action 2.6.2.3 Undertake weekly infestations inspections on Council and State controlled land (including roads) and implement eradication measures - 30 June 2022 with annual review	MPE	Ongoing	
		Action 2.6.2.4 Effectively manage flood and water management for Murrumbidgee Local Government Area over the longer term - 30 June 2022 with annual review	OM/MPE/AM	Impracticable	Emergency Management and Drought plans should cover this.

INFRASTRUCTURE:

3.1 Responsible, Sustainable Asset Management:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.1.1	Maintain a comprehensive asset management capability framework	Action 3.1.1.1 Review Councils asset management framework, policy and plan – 30 June 2019	AM/OM	Ongoing	
		Action 3.1.1.2 Develop integrated registers for each asset class incorporating the 2017 asset management review - 30 June 2021 – ongoing annual review with contractor's quotations being sought	AM	Ongoing	
		- Consolidate all data for the following assets classes into a consolidated asset management register as part of a staged roll out – 30 June 2022 with annual review and reporting - Identify critical assets in each of these asset classes and incorporate them into the registry – 30 June 2022 with annual review and reporting	AM	Ongoing	
		Action 3.1.1.3 Incorporate the financial impacts from the 2017 asset management review into Council's LTFP to reflect current and future community needs and priorities – 30 June 2021	AM	Ongoing	
			AM/FM	Ongoing	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.1.2		Action 3.1.1.4 Develop a ten-year maintenance and renewal budget and program (separate to capital works) aligned to the LTFP - 30 June 2022 – with annual review and reporting Action 3.1.1.5 Incorporate/develop asset management reporting and monitoring regime – 30 June 2019	AM/FM/OM	Ongoing	
		Action 3.1.2.1 Integrate community survey and other annual feedback opportunities to improve and review Councils Asset management plan and performance – 30 June 2019 Identify measurable KPIs for inclusion in the customer service survey, community strategic plan and other IP&R documents – 30 June 2019	GM/CCSM/AM	Ongoing	
	Continue to engage with the community and stakeholders in relation to acceptable service levels for all public assets				

3.2 Infrastructure (Council Building & Facilities) which meets community and public safety needs:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.2.1	Manage and maintain community and sporting building facilities for the benefit of the community	Action 3.2.1.1 Implement or review facilities maintenance schedules and incorporate into the LTFP - 30 June 2019	OM/AM	Ongoing	
		Action 3.2.2.2 Identify/ upgrade/ develop a proactive maintenance plan for all facilities in a staged approach Develop a proactive maintenance plan for all facilities in 3 towns including costings and incorporate into the LTFP – 30 June 2019	OM/AM	Ongoing	Maintenance plans constantly being updated.
		Action 3.2.2.3 Consider undertaking energy audits of all council buildings and facilities - Develop a four-year audit plan encompassing energy audits of all council buildings and facilities - 30 June 2022 with annual review and reports - Identify and research alternative, cost effective energy options for council buildings and facilities e.g. solar power - 30 June 2022 with annual review and reports	AM	Ongoing	
			AM	Ongoing	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.2.2	Efficiently manage and maintain Council's building and specific purpose facilities	Action 3.2.2.1 Develop/implement a programmed maintenance schedules for Councils operational buildings within budget - 30 June 2021 with annual review and reporting • Implement maintenance, renewal and management plans for all and each of Councils sites and buildings • Undertake maintenance as per annual plan • Complete capital improvements to within business requirements and budget • Deliver Councils street cleaning program in all towns • Develop maintenance plans and works for sale yards, caravan parks • Operate and maintain swimming pools across all three towns as part of Councils maintenance and renewal program and budget	OM/AM/FM	Ongoing	
		Action 3.2.3.1 Optimize the procurement, usage and disposal of Council's plant and equipment within budget • Review current processes, reporting and monitoring and forms for Councils plant and equipment procurement, maintenance and management at all sites - 30 June 2022 with annual review and reporting • Deliver Council's street cleaning service across all Murrumbidgee towns - 30 June 2022 with annual review and reporting	OM	Ongoing	Contractor services utilised for street cleaning.
Strategy 3.2.3	Efficiently manage and maintain Council's plant and equipment				

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.2.4	Manage public (safety) liability and risks associated with public infrastructure	Action 3.2.4.1 Review and include all assets in Councils risk register including the identification of critical assets • Ensure all assets and asset-related risks are reviewed and included in Councils risk register – 30 June 2019 • Identify and incorporate priority or critical risks into Councils risk register – 30 June 2019 • Review develop and implement Council-wide risk reporting and monitoring procedure and format – 30 June 2019	AM	Ongoing	Working with Statewide to identify shortfalls and develop Continuous Improvement Program.
		Action 3.2.4.2 Continue to provide bushfire and emergency protection in partnership with the community and State Government • Develop transparent reporting and monitoring of budgets, works and other support provided in partnership with emergency management agencies – RFS, SES – 30 June 2022 with annual review and reporting	FM/OM/LEMO	Ongoing	
		Action 3.2.4.3 Review, develop and implement incident and hazard reporting and investigations procedures • Review develop and implement Council-wide incident reporting and investigation procedures - 30 June 2019	AM	Ongoing	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.2.5	Manage and Murrumbidgee cemeteries	maintain Council's			
		Action 3.2.5 Implement a Murrumbidgee cemetery plan and budget and ensure works undertaken are within budget Implement Cemetery plans and works programs and budgets for all towns in Murrumbidgee including ongoing maintenance and renewals and capital works – 30 June 2019	OM	Ongoing.	Darlington Point and Coleambally Cemeteries Master Plans presented to Council – amendments required.

3.3 Providing the Community With Open Space to be Active:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.3.1	Develop riverside locations for the enjoyment of all and to promote tourism	Action 3.3.1.1 Develop an aquatic recreation plan as part of Councils Tourism strategy - 30 June 2022 with annual review and reporting	EDM	No Action	Action 3.3.1.1.1 is same as Action 2.1.1 Develop a waterway tourism plan incorporating education, aquatic recreation and walking opportunities
		Action 3.3.1.3 Ensure adequate signage and representation of Councils aquatic locations and facilities - 30 June 2019 Develop/Review Councils town sign strategy – 30 June 2019	EDM/OM/AM	Ongoing	
		Action 3.3.1.4 Increase the number of walking tracks in all towns and their surrounds - Subject to funding implement the Goanna Walking Trail in Darlington Point – 30 June 2022 with annual review and reporting - Work in partnership to identify other walking tracks for grants and development opportunities – 30 June 2022 with annual review and reporting	Management	Ongoing. Funding available for Goanna Walking Trail for upgrade, signage and brochure in current budget.	Cycleway plans to be updated to include walking tracks.

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.3.2	Enhance and expand sporting opportunities	Action 3.3.2.1 Review/Develop masterplans for sporting, showgrounds and recreational facilities and precincts in all towns – 30 June 2020	OM/AM/MPE	Ongoing	Monash Park completed. Coleambally and Darlington Point sportsgrounds to be commenced.
		Action 3.3.2.2 Develop business cases (where appropriate) and funding options for new or multipurpose sports and recreation facilities – 30 June 2021		Ongoing	
Strategy 3.3.3	Provide and maintain a range of community recreation facilities	Action 3.3.3.1 Develop a Recreational facilities management plan and align it to the LTFP	AM/FM AM/OM AM/OM	Ongoing	
		- Undertake a costed lifecycle review of all council recreational facilities including maintenance and rental costs for incorporation into the LTFP – 30 June 2019 - Develop rolling maintenance schedules for each facility and site – 30 June 2019 - Maintain and operate halls, museums, and other cultural, arts and sporting facilities as part of Councils maintenance, renewals and capital works programs and budgets - 30 June 2021 with annual review and reporting		Ongoing	
				Ongoing	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.3.4	Ensure public places are clean and well maintained	Action 3.3.4.1 Consider developing an Open Spaces Strategy in conjunction with Councils Open Space Asset Management Plan – 30 June 2019	AM/MPE	About to commence	Funding received for Crown Land Plans of Management
		Action 3.3.4.2 Operate and maintain a forward works plan for constructing or upgrading public toilet facilities annually – 30 June 2022 with annual review and reporting Investigate cost effective street cleaning options – 30 June 2019	AM	Ongoing	Contractor services utilised for street cleaning.
		Action 3.3.4.3 Review/develop Councils parks and gardens asset management plans and budgets – 30 June 2019	AM/FM	Ongoing	
Strategy 3.3.5	Maintain our Crown Land resources responsibly	Action 3.3.5.1 Develop/review Councils Crown Land Strategy – 30 June 2020	MPE	About to Commence	Funding received and guidelines released
		Action 3.3.5.2 Develop a management plan for Crown Lands under Council control aligned with the LTFP – 30 June 2021	MPE		

3.4 Maintaining and Improving Transport Infrastructure:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.4.1	Maintain roads to agreed standards and ensure that school bus routes are our highest priority	Action 3.4.1.1 Review/Deliver a staged program of accessibility and maintenance improvement to Murrumbidgee's rural and town road network and road hierarchy Identify and develop improvement plans for all three towns to be rolled out and incorporate these into Councils maintenance and renewal schedules – 30 June 2022 with annual review and reporting	AM/OM	Ongoing	
			AM/OM	Ongoing	
Strategy 3.4.2	Provide and maintain footpaths, cycle ways, kerb and guttering	Action 3.4.2.1 Carry out routine and programmed maintenance for footpaths, cycle ways, kerb and gutter - Replace 150m of kerb gutter annually – 30 June 2022 with annual review and reporting - Identify and program works for high priority footpath renewal – 30 June 2022 with annual review and reporting	AM/OM	Ongoing	Kerb and gutter and footpath renewals are being developed based on condition assessment
			AM/OM	Ongoing	
			AM/OM	Ongoing	
Strategy 3.4.3	Maintain partnerships to ensure the Newell and Sturt Highways and the Kidman Way remains open at all times	Action 3.4.3.1 Continue to strengthen relationships with the RMS, Newell Highway Taskforce and relevant parties to address flood impact and access issues through meeting attendance - Attend taskforce meetings annually–30 June 2019 - Create meetings with relevant stakeholders and Government representatives annually – 30 June 2019	OM/AM	Ongoing	Meetings with these relevant parties are held regularly.

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.4.4	Maintain local, regional and state roads and bridges in accordance with Councils' asset management plan	Action 3.4.4.1 Review and implement an annual work program and budget for routine and programmed maintenance for local and regional roads and bridges • Gravel re-sheeting • Resealing • Heavy patching	OM/AM/FM	Ongoing	Maintenance schedules and work plans being updated.
		Action 3.4.4.2 Deliver the minimum service levels identified for roads and bridges in Council Asset Management Plan within budget - 30 June 2022 with annual review and reporting	OM/AM	Ongoing	Being developed and budgets monitored.
		Action 3.4.4.3 Deliver the annual RMS contract works to a standard that consistently meets the contract requirements - 30 June 2022 with annual review and reporting	AM	Ongoing	Waiting for RMS to propose new Road Maintenance Council Contract
Strategy 3.4.5	Improve street and building accessibility for the disability and mobility impaired	Action 3.4.5.1 Review/Deliver a staged program of accessibility improvements to the Murrumbidgee Council's town road network • Develop programs for all three towns to be rolled out in stages and incorporated into Councils maintenance and renewals programs – 30 June 2022 with annual review and reporting • Develop/implement an accessibility road works program – 30 June 2019	OM/AM	Ongoing	Accessibility options are constantly being identified.

Strategic Activity	Action	Accountable Officer	Status	Comment
	- Link works to Council's Disability Plan – 30 June 2019 Action 3.4.5.2 Review/develop a staged program of accessibility improvement to the parking bays, areas and access in Murrumbidgee Council's towns and environments - Develop programs for all three towns to be rolled out in stages and incorporated into Councils maintenance and renewals programs – 30 June 2022 with annual review and reporting - Develop/implement an accessibility parking works program – 30 June 2019 - Link works to Council's Disability Plan – 30 June 2019	AM/OM	Ongoing	

3.5 Local Utilities and Communications Infrastructure and Connectivity:

Strategic Activity	Action	Accountable Officer	Status	Comment
Strategy 3.5.1 Manage water assets in line with best practice standards and agreed priorities	Action 3.5.1.1 Review Council's water treatment works operational plan and budget - 30 June 2022 with monthly review and reporting • Complete monthly review of operational water monitoring • Complete annual review of drinking water quality • Implement drinking water system improvement plan Action 3.5.1.2 Maintain water supply to Murrumbidgee's towns. Plan for 100% compliance of ADWQ requirements with chemical and micro biological monitoring - 30 June 2022 with monthly review and reporting • Conduct regular testing of water supply to achieve 100% compliance with health requirements of Water NSW • Maintain Monitoring of system and routine maintenance and repairs to ensure water is available. Action 3.5.1.3 Maintain water supply for Murrumbidgee's parks and gardens and review ongoing system monitoring and routine maintenance and repairs to ensure water is available - 30 June 2022 with monthly review and reporting • Incorporate relevant costings into Councils parks and gardens plans and budget – 30 June 2019	OM/FM OM OM/MPE OM OM/MPE OM/MPE OM OM/FM	Ongoing Ongoing Ongoing Ongoing	Legislative requirement Legislative requirement Legislative requirement Locations have been identified for automated sprinkler systems to be installed.

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.5.2 Manage sewer assets in line with best practice standards and agreed priorities		Action 3.5.2.1 Complete the annual capital works program on water assets 30 June 2022 with annual review and reporting	AM/OM	Ongoing	
		Action 3.5.2.2 Review Council's Sewer Treatment Works Operational Plan to ensure 100% compliance with EPA requirements - 30 June 2022 with annual review and reporting	OM/MPE	Ongoing	Legislative and EPA licence requirement
		Action 3.5.2.3 Maintain systems to efficiently operate Murrumbidgee's town sewers. - 30 June 2022 with annual review and reporting	OM	Ongoing	
		Action 3.5.2.4 Complete annual capital works program on sewer assets - 30 June 2022 with annual review and reporting	OM/AM	Ongoing	
Strategy 3.5.3 Manage Stormwater in line with the agreed priorities		Action 3.5.3.1 Complete the annual capital works program on stormwater assets in line with agreed priorities. - 30 June 2022 with annual review and reporting	OM/AM	Ongoing	
		Action 3.5.3.2 Upgrade stormwater facilities and system in line with agreed priorities. - 30 June 2022 with annual review and reporting	OM/AM	Ongoing	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.5.4	Advocate and improve mobile information and communications technology and infrastructure across the Murrumbidgee Local Government Area	Action 3.5.4.1 Initiate engagement with telecoms service providers to support Councils new tower infrastructure • Apply for funding to improve capacity of Bundure tower – 30 June 2021	GM	Funding received - feasibility study being undertaken by Telstra	
		Action 3.5.4.2 Engage with relevant stakeholders and Government to lobby for new communication networks • Continue to lobby stakeholders for improved communications connectivity and infrastructure funding. – 30 June 2022 with annual review and reporting	GM	Ongoing	Murrumbidgee Council convenor of the Digital Connectivity Subcommittee of RAMJO

ECONOMY:

1.5 Promoting Businesses and Industries Growth, Diversity and Productivity:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 4.1.1	Partner with local business to create market opportunity for local product through high technology, improved freight and logistics pathways and cooperation with other local government areas	Action 4.1.1.1.1 Lobby government for improved freight corridor 30 June 2022 with annual review and reporting	EDM/GM	No Action	Member of Newell Highway Taskforce Committee
		Action 4.1.1.1.2 Support opportunities for freight and distribution and warehousing to Eastern seaboard airports or centres – 30 June 2022 with annual review and reporting	EDM		
		Action 4.1.1.1.3 Develop and implement a business attraction program for Murrumbidgee for industrial, logistics and manufacturing areas – 30 June 2020	EDM	No action	Same as Action 4.1.3.1
Strategy 4.1.2	Promote Murrumbidgee and its towns and potential light manufacturing wholesale and retail business opportunities to diversify industry and stimulate employment growth	Action 4.1.2.1 Engage with the Office of Small Business Commissioner to create programs for locating new businesses in Murrumbidgee Fully implement the 'Easy to Do Business Initiative' – 30 June 2019	EDM	Completed	

Strategic Activity	Action	Accountable Officer	Status	Comment
	Action 4.1.2.2 Implement the goals of Council's Economic Development Strategy • Ensure the goals and KPIs of Councils Economic Development Strategy are aligned and incorporated into the CSP, Delivery Program, Operational Plan and LTFP – 30 June 2022 with annual review and reporting Action 4.1.2.3 Engage with the Murrumbidgee Council business communities • Create chamber of commerce or similar committee in Darlington Point – 30 June 2019 Action 4.1.2.4 Council representatives to actively participate in Murrumbidgee's Business Committees and Chambers – 30 June 2022 with annual review and reporting Action 4.1.2.5 Encourage the development of affordable housing so it is available for employees of new developments • Continue progressing the Young Street sub division project in Darlington Point – 30 June 2022 with annual review and reporting	EDM	Commenced	
		EDM	Ongoing	
		EDM	Ongoing	METAG Meetings in July and October 2018
		GM		Further report to be presented to Council on costings.

Strategic Activity		Action	Accountable Officer	Status	Comment
		Proactively sell remaining Wunnamurra sub division blocks – 30 June 2022 with annual review and reporting	GM	Ongoing	Nine (9) blocks sold and further four (4) transferred to Independent Living Units as at 31/12/18.
Strategy 4.1.3	Progress the sale and development of blocks of industrial land in Murrumbidgee's industrial areas	Action 4.1.3.1 Develop and implement a business attraction program for Murrumbidgee industrial areas - 30 June 2020	EDM	No Action	Same as Action 4.1.1.3
		Action 4.1.3.2 Implement a promotional program for local industrial estates – particularly Darlington Point – 30 June 2020	EDM	No Action	
		Action 4.1.3.3 Implement a sales strategy for Murrumbidgee's industrial areas – 30 June 2020	EDM	No Action	
		Action 4.1.3.4 Create a promotional program for land available at industrial sites or areas 30 June 2020	EDM	No Action	

Strategic Activity	Action	Accountable Officer	Status	Comment
Strategy 4.2.1 Work with other levels of government and private industry to build the Murrumbidgee Council profile and maximize cooperative opportunities	Action 4.2.1.1 Champion a “transport hub” at the intersection of the Sturt Highway and the Kidman Way - Initiate 3 meetings with relevant stakeholders annually including advocating in Canberra and to local members and business groups. – 30 June 2019 Action 4.2.1.2 Maintain membership of regional government and non-government organisations and participate in meetings - Work with surrounding councils and RAMROC to deliver outcomes of the Riverina regional plan focused on contributing to regional growth – 30 June 2022 with annual review and reporting Action 4.2.1.3 Encourage strong partnerships between businesses, education and government agencies - Initiate at least four contacts with businesses, education, government agencies and other stakeholders which are focused on contributing to regional growth – 30 June 2022 with annual review and reporting	GM	Id in regional plan by DPE	Now RAMJO – General Manager is Council representative
		EDM/GM	Ongoing	
		EDM	Ongoing	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 4.2.2	Work collaboratively with regional stakeholders to build Murrumbidgee Council profile	Action 4.2.2.1 Support and value-add to regional strengths to create a 'destination experience' - 30 June 2019 Action 4.2.2.2 Contribute the Murrumbidgee perspectives to regional meetings and forums -30 June 2019 • Attend Thrive Riverina Meetings – 30 June 2019 • Attend Destination Riverina Murray meetings – 30 June 2019	EDM EDM EDM	 Ongoing Ongoing	 Also attended Kidman Way Promotional Committee meetings
Strategy 4.2.3	Contribute to regional tourism initiatives and major events in the region	Action 4.2.3.1 Participate in regional tourism initiatives and major events • Maintain membership and attend quarterly meetings of key organizations and stakeholder groups – 30 June 2022 with annual review and reporting	EDM	Ongoing	Thrive Riverina, Destination Riverina Murray, Kidman Way Promotional Committee, Newell Highway Promotions Committee, Ned Kelly Touring Route

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 4.2.4	4.2.4 Ensure there is adequate supply of residential and industrial land to stimulate business and population growth	Action 4.2.4.1 Plan for future housing and business needs in the Murrumbidgee towns - Review/develop/implement Town Plans for three towns identifying and incorporating residential and industrial land needs and opportunities – 30 June 2019 - Develop promotion strategy for housing and industrial land developments across Murrumbidgee – 30 June 2019	MPE	Commencing June 2019	Funding received
			MPE		
Strategy 4.2.5	Support local business with access to available training, workforce skills and technology	Action 4.2.5.1 Review and implement Council policies of the support of new and existing employment in the Local Government Area Undertake/develop/review industry investment and incentive policy – 30 June 2019	EDM	No Action on Action 4.2.5.1	Promotion of business support offered by third parties eg RDA, Business.gov.au, BEC, Business Connect
Strategy 4.2.6	Build data and analysis of business and industry in the Murrumbidgee Local Government Area	Action 4.2.6.1 Maintain economic and statistical databases and share with local business and service providers - Proactively use .id and other economic data in Council publications and social media and other documents supporting business cases for funding, grants – 30 June 2022 with annual review and reporting - Use economic data with other stakeholders to identify suitable locations of vacant land suitable for housing and industrial developments in all of Murrumbidgee's towns. – 30 June 2022 with annual review and reporting	EDM	Ongoing	Economic and Community data available on Council website
			MPE		Will be part of Land use strategy for the Council area

4.3 Promoting Tourism Strategies and Opportunities:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 4.3.1	Provide professional services promoting tourism, visitor ventures and activities in our towns	Action 4.3.1.1 Develop and implement a Visitor Information operational plan in consultation with relevant stakeholders – including face to face and online options – 30 June 2019	EDM	No Action	Will be part of Economic Development Strategy
		Action 4.3.1.2 Develop targeted promotion campaigns to enable and educate visitors and business - 30 June 2022 with annual review and reporting	EDM	No Action	Murrumbidgee Council are part of a targeted campaign to promote Riverina through Destination NSW
		Action 4.3.1.3 Provision of emergency services information for the benefit of residents and visitors – SMS messaging - 30 June 2019	DEMO/LEMO	Available currently	
Strategy 4.3.2	Provide promotion and resources for tourism service providers	Action 4.3.2.1 Engage with and support accommodation providers in the Murrumbidgee Local Government Area – 30 June 2019	EDM	Ongoing	
		Action 4.3.2.2 Support tourism service providers with relevant guides, website promotions and publications - 30 June 2022 with annual review and reporting	EDM	Ongoing	
		Action 4.3.2.3 Consider developing a visitor guide aligned to Councils branding strategy - 30 June 2019	EDM	Commenced	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 4.3.2	Provide promotion and support for major events within our Destination Management Plan	Action 4.3.2.1 Create a prioritised active program of, promotion and participation in major events – 30 June 2019	EDM		There is no Destination Management Plan – see strategy 4.3.4
		Action 4.3.2.2 Incorporate focus as a regional destination in Council economic development and tourism documents - 30 June 2022 with annual review and reporting	EDM		
		Action 4.3.2.3 Measure event success, analysis and report results -30 June 2022 with annual review and reporting	EDM		
Strategy 4.3.4	Develop and implement a Murrumbidgee tourism strategic plan aligned with regional, state and federal priorities including outcomes of relevant evaluation reports and reviews	Action 4.3.4.1 Implement a branding strategy for Murrumbidgee - 30 June 2019	EDM	No Action	
		Action 4.3.4.2 Implement an advertising and editorial program for key tourism attractions (public art) - Initiate 2 marketing/editorial/advertising features annually – 30 June 2019 - Contribute 1 article to RV Australian publications to promote RV friendly tourism – 30 June 2019	EDM EDM	Commenced Commenced	
		Action 4.3.5.1 Engage new providers and start-up operations - 30 June 2022 with annual review and reporting	EDM	Ongoing	
Strategy 4.3.5	Encourage opportunities for further recreation activities on or around the rivers and lakes	Action 4.3.5.2 Apply or assist organizations for grants supplying or supporting aquatic recreational activities as requested and required. 30 June 2020	EDM	Ongoing	

Strategic Activity	Action		Accountable Officer	Status	Comment
			EDM	No action	
	Action 4.3.5.3 Investigate the viability of a business case supplying aquatic recreation activities (river tours, paddleboards) and infrastructure in the Local Government Area. 30 June 2022 & annual review and reporting				

4.4: Supporting Access to Education and Training and Future Opportunities:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 4.4.1	Raise awareness of community of TAFE, university and other regional education providers	Action 4.4.1.1 Develop and implement a Council communication plan assisting in raising community awareness of TAFE, university and other regional education providers and programs 2 meetings annually with TAFE and other regional education service providers to fully understand the interrelationship with Murrumbidgee shire and use this data to create a communication plan aligned to Councils CSP, Delivery Program and operational Plan – 30 June 2019	EDM		
		Action 4.4.1.2 Initiate regular engagement with TAFE, regional colleges and university to partner them on promotion, programs relevant to the region Initiate at least two contacts with TAFE hierarchy, state and federal government departments, local member and other stakeholders to support existing regional TAFE's and TAFE programs – 30 June 2019	EDM	Ongoing	
		Action 4.4.1.2 Initiate regular			

Strategic Activity		Action	Accountable Officer	Status	Comment
		engagement with business including new businesses to promote potential apprenticeship or trainee or other employment opportunities - Initiate 2 meetings or contacts with existing and new Murrumbidgee businesses around apprenticeship trainee and other employment opportunities – 30 June 2019 - Hold annual business lunches in three towns to seek feedback on opportunities, risk and challenges for business support and development – 30 June 2019	EDM	No Action	
			EDM	Commenced	
Strategy 4.4.2	Identify opportunities to enhance community and business's access to internet, broadband and mobile services through the Local Government Area	Action 4.4.2.1 Work with service providers to identify opportunities to improve community connectivity Proactively identify and develop business cases for grant funding for infrastructure and community infrastructure projects improving connectivity across Murrumbidgee – 30 June 2022 with annual review and reporting	GM		Continued representation to Telecommunications Authorities to enhance Black Spots

4.5: Fostering a Resilient, Vibrant Agricultural Sector:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 4.5.1	Actively support development which is congruent with our lifestyle	Action 4.5.1.1 Encourage private development of retirement villages and aged care facilities Investigate other rural locations who have successful attracted investment or providers to their towns - 30 June 2022 with annual review and reporting	MPE/EDM	No action	Only one enquiry received.
Strategy 4.5.2	Enhance and maintain key economic drivers to the agricultural supply chain including our road networks	Action 4.5.2.1 Work with stakeholders to identify targeted agribusiness promotion opportunities - 30 June 2022 with annual review and reporting	EDM	No Action	
Strategy 4.5.3	Link Council's Economic Development Plan within the Regional Plan to develop regional initiatives stimulating interest in Murrumbidgee as an agribusiness hub for the Riverina and/or upper Murray regions	Action 4.5.3.1 Develop an investment strategy/policy supporting new agribusiness in Murrumbidgee – 30 June 2019	EDM	No Action	
Strategy 4.5.4	Influence the protection and enhancement of Murrumbidgee's agricultural supply chain's economic output, investment and employment	Action 4.5.4.1 Undertake industry profiling and gap analysis of local agriculture sector - 30 June 2019 Action 4.5.4.2 Engagement with other stakeholders to identify and increase supply chain protections – 30 June 2022 with annual review and reporting	EDM EDM	Commenced	.id economic profile report

LEADERSHIP:

5.1 Transparent Leadership, Sustainability, Accountability and Community Representation:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 5.1.1	Provide leadership through ethical accountable and legislative decision making processes	Action 5.1.1.1 Ensure elected members are adequately resourced to enable effective representation:	GM		
		- Complete Council Budget Briefing – 30 June 2022 with annual review and reporting - Deliver Council's annual budget process – audited financial statements, community consultation & management of internal processes – 30 June 2022 with annual review and reporting	FM		
			FM	Ongoing	Financial Statements presented Jan 2019
		Action 5.1.1.2 Continuously improve governance in decision making			
		- Implement regular monthly financial reporting across Council departments, Manex and Council reports (where applicable) – 30 June 2022 with annual review and reporting - Create and support an Internal Audit and Risk Committee – 30 June 2019 - Create and support an internal audit program – 30 June 2019	FM	Ongoing	Difficulties being faced whilst 3 systems in place
		Action 5.1.1.3 Maintain resources to continually improve communication	FM	AIR Committee formed	
			FM		

Strategic Activity	Action	Accountable Officer	Status	Comment
	between community members and Council so the Community is kept informed and has options to contribute • Deliver monthly (12) community newsletters and a regular social media presence across the LGA utilizing social media -30 June 2022 with annual review and reporting Action 5.1.1.4 Ensure Council's Committees, focus groups and advisory bodies are relevant and provide appropriate community involvement • Feedback received from each meeting is minuted and included in Council business papers (where appropriate) and/or relevant forums - 30 June 2022 with annual review and reporting Action 5.1.1.5 Ensure a coordinated and multi-faceted approach to all Council communications with the community • Provide timely and accurate updates and maintain Council's official website and Facebook page – 30 June 2022 with annual review and reporting • Provide Council and management with relevant regular reports and performance	GM	Information regularly updated on website and Council's Facebook page.	Position of Media and Communications Officer to be filled – regular newsletters will be re-instated.
		GM	Ongoing	
		GM	Ongoing	

Strategic Activity	Action	Accountable Officer	Status	Comment
	assessments - 30 June 2022 with annual review and reporting Action 5.1.1.6 Ensure Councils policies and processes meet the current Legislation, Statutory and regulatory requirements • Create integrated policy register and schedule and present prioritized policies for Council's review and endorsement – 30 June 2019 • Update delegations as advised – 30 June 2022 with annual review and reporting	GM	Ongoing	
		GM	Ongoing	
		GM	Ongoing	
Strategy 5.1.2	Optimize council's revenue streams and assets in Council's Long Term Strategic Plan (LTSP)	FM		Four (4) year requirement to continue current rate stream.
	Action 5.1.2.1 Ensure the most equitable allocation of rates across categories – 30 June 2019			
	Action 5.1.2.2 Annually review all fees and charges to maximize revenue or provide cost recover for Council Services - 30 June 2019 Action 5.1.2.3 Maximize the long-term tenancy of Council owned residential and commercial premises – 30 June 2019	FM GM	Ongoing	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 5.1.3	Community participation in the Community Strategic plan is reflected in Council's budget	Action 5.1.3.1 Incorporate feedback from Councils community participation and engagement forums into the LTFP, Annual Budget, IP&R deliverables – 30 June 2019	CCSM	Ongoing	
		Action 5.1.3.2 Support Councils financial statements audit process and the external auditor – 30 June 2019	FM	Ongoing	
Strategy 5.1.4	Fully integrate Councils asset management strategy, system and programs with Council's Long Term Financial Plan	Action 5.1.4.1 Review Councils Asset Management Plans and Policy to align with the Community Strategic Plan, Long Term Financial Plan (LTFP), Delivery Program and Operational Plan - 30 June 2022 with annual review and reporting • Complete all asset management audit recommendations – 30 June 2019 • Develop and align asset class registers into one long term asset management plan – 30 June 2020 • Incorporate Long term asset and maintenance plans and costings into Council's Long Term Financial Plan – 30 June 2019 • Incorporate ICT assets into Council's asset and risk registers – 30 June 2019 • Review road and transport asset management plans to align with Council's Community Strategic Plan, LTFP, Delivery Program and Operational Plan – 30 June 2020 • Review water, sewerage and storm water asset management plans to align with	MANAGEMENT	Ongoing	

Strategic Activity		Action	Accountable Officer	Status	Comment
		Council's Community Strategic Plan, LTFP, Delivery Program and Operational Plan – 30 June 2020 - Review building and facilities asset management plans to align with Council's Community Strategic Plan, LTFP, Delivery Program and Operational Plan – 30 June 2020 - Review open spaces asset management plans to align with Council's Community Strategic Plan, LTFP, Delivery Program and Operational Plan – 30 June 2020			
Strategy 5.1.5	Review and implement appropriate procurement, risk and project management frameworks and cultures	Action 5.1.5.1 Review, develop and implement framework for detailed project plans, costings and designs as part of the project approval process for all major or complex activity – 30 June 2019	OM/AM/GM		
		Action 5.1.5.2 Develop an enterprise risk management policy, framework and risk registers. – 30 June 2019	AM	Ongoing	
		Action 5.1.5.3 Review Councils Business Continuity Plan – 30 June 2019	FM	No action	Working with Statecover to update BCP procedures
		Action 5.1.5.4 Implement an approved procurement framework- 30 June 2022 with annual review and reporting	FM		

Strategic Activity		Action	Accountable Officer	Status	Comment
		- Develop and implement a procurement framework including contractor management – 30 June 2019 - Continue working with RAMROC programs to enhance Council's efficiency and effectiveness – 30 June 2022 - Align strategic planning and processes to Council's Long Term Financial Plan – 30 June 2020 - Complete testing and migration of all Authority modules into a live operating environment – 31 December 2019		Commenced	Substantial progress – major financial programs tested and migrated
Strategy 5.1.6	Actively source external grants and funds for identifies projects and initiatives	Action 5.1.6.1 Identify and promote grant opportunities supporting councils strategic and operational priorities - Incorporate grants report in Councils monthly financial report – 30 June 2019 - Meeting all grant reporting requirements and reconciliations – 30 June 2019	MANAGEMENT	Ongoing	

5.2. [Engaging with Future Leaders:](#)

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 5.2.1	Promote leadership opportunities and programs for our community groups	Action 5.2.1.1. Support key stakeholders and community organizations to promote leadership development	MANAGEMENT	No action to date	
Strategy 5.2.2	Link and promote programs for young people to develop their leadership skills	Action 5.2.2.1 Work with key stakeholders to identify appropriate leadership programs and opportunities	MANAGEMENT	No action to date	

5.3 Investigating Funding, Services and Programs Supporting and Strengthening Communities in the Region:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 5.3.1	Continue to engage equally with residents of smaller communities within the Murrumbidgee LGA	Action 5.3.1.1 Revisit Councils engagement strategy to ensure it reflects and meets the spread and location of Councils LGA populations – 30 June 2022 with annual review and reporting	CCSM	No Action	
Strategy 5.3.2	Partner with providers of emergency services to ensure appropriate response levels to community emergencies	Action 5.3.1.2 Implement a specific community and stakeholder engagement plan for emergency situations – 30 June 2022 with annual review and reporting Maintain ongoing support for the Local Emergency Management Centre - 30 June 2022 with annual review and reporting	LEMO GM	Ongoing Ongoing	Part of Emergency Management Plan
Strategy 5.3.3	Ensure a coordinated and multi-faceted approach to all of Council communications with the community	Action 5.3.3.1 Review Councils communication plan around external communications management • Develop communication project plan – 30 June 2019	GM	No action	

Strategic Activity	Action	Accountable Officer	Status	Comment
	Action 5.3.3.2 Provide timely and accurate updates and maintenance of Councils website and face book page • Monitor and report (monthly) on Website visitations to Council (where appropriate) – 30 June 2022 with annual review and reporting Action 5.3.3.3 Provide timely and accurate updates on Councils' intranet (where appropriate) • 100% staff access and usage - 30 June 2022 with annual review and reporting Action 5.3.3.4 Improve internal customers' services support, external customer service and program provision and access though improved ICT performance and governance – 30 June 2019 • Develop ICT strategy • Improve ICT governance through ICT group and ICT project committee	CCSM	Ongoing Ongoing No action	

Strategic Activity	Action	Accountable Officer	Status	Comment
	Action 5.3.3.5 Provide effective efficient and courteous customer service in accordance with Council Values, mission and IP&R framework – 30 June 2019 • Review and analyse Councils Customers service interfaces • Develop Customer Service Charter and KPIs • Develop appropriate customer service feedback mechanism and reporting procedures • Develop and formalize customer compliant handling form and procedure	CCSM	Custom Service Strategy Developed	

[5.4 Council is 'Employer of Choice':](#)

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 5.4.1	Maintain a positive safety and risk culture supported by quality assurance, audit and training programs	Action 5.4.1.1 Implement full WHS management system including reporting and monitoring	AM	Ongoing	Waiting for appointment of Work Health and Safety Officer to assist
		Action 5.4.1.2 Implement risk management and risk registers across Council – 30 June 2019			
		Action 5.4.1.3 Implement all recommendations from the 2017 WHS Audit – 30 June 2019			
		Action 5.4.1.4 Implement safe workplace requirements – 30 June 2019			
		Action 5.4.1.5 Implement a quality assurance system – 30 June 2019			
Strategy 5.4.2	Develop our people	Action 5.4.2.1 Define Councils talent - Undertake capability skills audit and training needs analysis (TNA) bi-annually to identify current strengths and develop areas across the business – 30 June 2019 Measures: 100 of staff complete TNA 90% compliance with required tickets and licenses within expiry period	HR	Performance Appraisal commence 1 April 2019 to capture new data. WHS advisor advertised and will assist with TNA and online training	

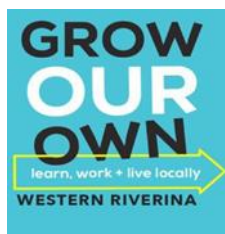
Strategic Activity	Action	Accountable Officer	Status	Comment
	Action 5.4.2.2 Promote generation and gender diversity - Investigate awareness and training options for Council consideration – 30 June 2020 - Work with TAFES to identify trainee, scholarship and other staff development opportunities – 30 June 2022 with annual review and reporting Action 5.4.2.3 Measure and monitoring Council's talent - Actively manage workforce productivity – 30 June 2022 with annual review and reporting - Introduce ratios into management reports – turnover, gender, number of appraisals completed – 31 December 2018 - Consolidate introduction of pilot performance appraisal system and KPIs – 30 June 2019 <u>Measures:</u> a) 100% 6-month performance appraisals completed b) 100% 12-month performance review process completed	HR	CIT and other TAFES contacted for refresher courses. New Trainees and Apprentices to be sourced. To replace recent apprentices completing competency at Cert III Personnel Files to be consolidated and kept in one area by 30 June 2019	
	Undertake Workforce Management			

Strategic Activity	Action	Accountable Officer	Status	Comment
	Planning – 30 June 2022 with annual review and reporting <u>Measures:</u> a) Annual outcomes from Workforce Management Plan delivered on time and to standard b) 100% of requirements approvals aligned with Plan c) 10 key roles identified across Council as 'critical roles' Action 5.4.2.4 Realise Councils talent • Undertake succession planning and talent identification – 30 June 2019 <u>Measures:</u> a) Draft Succession plan 2018-28 developed b) Identify 'high talent' staff – 10-15% of workforce • Undertake Employee Engagement Survey – 30 June 2018 <u>Measures:</u> a) Survey delivered and accessible to 100% of staff b) Achieve completion rate of 50% minimum	HR	Succession Plan for identified positions in progress.	

Strategic Activity	Action	Accountable Officer	Status	Comment
Strategy 5.4.3 Leverage new technology to monitor and innovate our people and service development	Action 5.4.3.1 Consolidate existing people data and identify data gaps • Test and migrate payroll data into authority – 30 June 2019 • Complete staff culture survey – 30 June 2019	FM	Substantially Completed	TRIM to be operational May, 2019
	Measures: • Complete personnel files and filing system into TRIM • Deliver survey report results and recommendations	HR		
	Action 5.4.3.2 Utilise Data to benchmark with external LGAs - 30 June 2022 with annual review and reporting	HR		
	Action 5.4.3.3 Monitor and report on internal and external HR trends • Automate performance appraisal system – 30 June 2020	HR		
	Action 5.4.3.4 Implement online learning management and training system • Develop and implement integrated training calendar. 30 June 2019	HR		
			WHS advisor advertised and will assist with TNA and online training	

5.5 Investigating Funding, Services and Programs Supporting and Strengthening Communities in the Region:

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 5.5.1	Build strong, effective and alliance partnerships with community organizations, state and federal governments	Action 5.5.1.1 Council representatives participate in regular engagement through meetings, events and activities – 30 June 2019	GM	Ongoing	
		Action 5.5.2.1 Maintain and participate in RAMROC and other regional forums 30 June 2022 with annual review and reporting	GM	Ongoing	Now RAMJO
Strategy 5.5.2	Identify opportunities and advocacy for advancing Murrumbidgee	Action 5.5.2.2 Actively participate in Newell Highway Task Force, Policy Area Networks – 30 June 2022 with annual review and reporting	GM	Ongoing – meetings attended	
		Action 5.5.2.3 Participate in the regional and state level discussion about the future of water supplies and security for the region - 30 June 2022 with annual review and reporting	GM	Ongoing – meetings attended	
		Action 5.5.2.4 Keep state and federal members and agencies updated on Murrumbidgee's issues, challenges and achievements 30 June 2022 with annual review and reporting	GM	Ongoing	



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Network Focus 2019

GOALS	TASKS	Working Group
1. A) Promote local pathways for education, training, employment. B) Provide local Pathways for education, training & employment	- Careers Expo – 18 June 2019 “Career Conversations on the Couch “ continue and expand be expand to Leeton High Schools - Promote Grow Our Own more as a reference point for Learning Pathways – where to go, how to get there and financial advice for students, employers and employees. - Access funding to support website and social media. - Access funding for video content for the website. - Scholarships – Target 4 x Grow Our Own Scholarships in traditional trades (2)and learning pathways (2) for young people from western Riverina communities accessing employment in Griffith and Leeton - Explore how Grow Our Own can add value to Country University Centre.	Deakin RDAR Bendigo Bank, 3 Rivers Uni CozWine, TAFE NSW, Training Services NSW Casella Family Brands Flavourtech Leeton Shire Griffith City
2. Attract local Talent into local workforce	- Increase communication with TAFE NSW and Industry - Explore options to support western region students from Hay, Carrathool, Bland and Narrandera shires access work experience, traineeships and apprenticeships through support with accommodation and travel. - Industry tours continue in both Leeton and Griffith with GetSet and Compact taking students to business and industry. - Industry tour facilitators to provide feedback to industry regarding the experience. - Research where tradespeople go when they finish apprenticeship. - Develop innovative key strategies for business and industry to attract and retain people in the area. Identify what is working and where there are gaps.	TAFE NSW Riverina, RDARiverina Collier & Miller, GetSet, Compact, SunRice, Casella Family Brands, Yenda Prods, Training Services NSW Southern Cotton
3. Local community understands local labour market	- Invite Austin Evans MP Member for Murray to next meeting - Invite Sussan Ley MP Member for Farrer to 1 meeting during 2019 - Encourage all members of Western Riverina Careers Advisors Network to attend at least 1 x Grow Our Own Meeting in 2019. - Western Riverina Careers Advisors attend separate Industry tours for career practitioners - Assist Western Riverina Careers Advisors Network to develop a database of business and industry willing to mentor work	Griffith CC Western Riverina Careers Network, Training Services NSW, Industry reps

	experience students and use a coordinated approach to access business and industry. • Monitor trends in the regional youth labour market.	
4. Inclusion of the underrepresented	• Assist connecting the under represented with business and industry connections • Advocate for skill recognition for refugees and other migrants in regional communities • Investigate the eligibility of visa holders for specific apprenticeships. • Advocate for Clontarf to expand to Leeton	3 Rivers Uni RDA Riverina, Deakin, Training NSW Clontarf, Industry Reps, Griffith City Council, Leeton Shire Council
5. Regional Outcome - Retain talent	• SISP Program Pilot Program - Agtech • Expand the Grow Our Own Model into eastern Riverina under new governance framework. • Develop a footprint of programs delivered by education, training and employment providers across Western Riverina. • Present Grow Our Own model to Leeton and Griffith Business Chamber • Advocate for financial needs of logistically disadvantaged rural students accessing work in the larger regional centres to state & federal politicians, local government - RAMJO and NSW Business Chamber Regional Advisory Council Riverina Murray.	RDA Riverina, Deakin, Industry Rep, NSW Business Chamber, Griffith City Council, Leeton Shire Council
2019 Meetings -	12 March – Griffith 11 June – Leeton 27 August - Griffith 19 November - Leeton	

Other Recommendations:

- Develop working groups under existing goals.
- Working groups meet and work on tasks between meetings and appoint someone to report to the general meeting.
- Meeting time to commence at 9am or 9.30am and finish by 12pm.



Kidman Way Promotional Committee Meeting

Teleconference

Friday 1 March 2019, commencing at 9am

Present

Chair; Paige Campbell (Griffith City Council), Mirella Guidolin (Griffith City Council), John Randall (Carrathool Shire Council), Alison Jardine (Carrathool Shire Council), Kellie Dissegna (Murrumbidgee Council), Fran Carter (Cobar Council)

Apologies

Kay Stingemore & Samantha Smith (Cobar Shire). Cr Ruth McCrae (Murrumbidgee Council) – due to teleconference technicalities - sincere apologies Cr McCrae.

Due to the teleconference dial-in failing to initiate, the meeting didn't commence until 9.17am, when we were able to dial in Fran and Kellie. John, Alison, Paige and Mirella were all present in the Griffith office.

The meeting resolved that the apologies be accepted.

Melbourne Trade Show Review

Numbers were discussed – consensus that the Show was quiet in the destination pavilion compared to previous years, and less exhibitors.

Melbourne Caravan Show – 20 to 25 February 2019 - Kidman Way

	Wed 20	Thu 21	Fri 22	Sat 23	Sun 24	Mon 25	total
2019	3818	4219	8213	16088	13269	waiting on numbers	45,607
2018	3839	4612	8010	13145	16094		45,700
Kidman Guides handed out 2019	162	162	216	270	108		918

*suggested to send 20 boxes (54 per box) to Sydney of Kidman Way Guides & 12 packs (20 per pack) of Griffith Region books

** 19 Griffith Region packs and 9 Kidman Way boxes returned to Griffith **

Observations: 65+ year's mid-week, 45+ weekends. Tourism pavilion needs signage – difficult for people to find. Outback QLD did it well – large maps behind counter, strong presence – staff wearing uniform, sitting at counters to assist customers, triple stand.

Our challenge is to drive people to our stand. Suggestions: create a story about the Kidman / highlight free camping & pet friendly stops / zoo / take the Kidman country pubs crawl – add a high bar to our stand/ screen run a video loop / tear off map – self drive tour / create a new wall map highlighting route of Sydney. Co-join with DRM who are also attending.

Action: John to develop new wall map. Paige to make contact with Sarah at DRM & expo organisers to enquiry about neighbouring stands.

Action: self drive tour/itinerary – tear off map – Paige enquiry about printing & design cost for A3

Action: Start with the DNSW suggested itinerary on Kidman Way Drive Routes and tweak for your area – review and email details to Paige by due 19 March

Action: Paige investigate screen for Sydney Trade Show (costs - \$750 tv on a stand. Are we in favour of this expense?) Please advise – there is money in the budget.

Action: Send video file (30 second) to Paige so she can collate a Kidman Way loop.

Sydney Trade Show Roster confirmed

Mon 29 April	Tue 30 Apr	Wed 1 May	Thu 2 May	Fri 3 May	Sat 4 May	Sun 5 May & pack up
Bourke x 2	Bourke x2	Bourke x 2	Griffith	Griffith	Griffith / Cobar x 2	Cobar x 2
						Sam & Demi

Murrumbidgee and Carrathool not available for Sydney. Suggested 2 people needed each day.

Expo Stand and books will be shipped from Griffith to Sydney. Cobar doing the pack down – agreed to pack the stand and left over books back onto pallet and return via freight company to Griffith.

Action: Paige to arrange shipping

The Wanderer – material for Kidman Way MAY feature due Monday 11 March. See email from Paige 21/02

Action: email content and images for Wanderer article by COB Monday 11 March to Paige

Website: simple site, open source, access analytics, events, key attractions & links through to individual tourism pages.

Action: Fran to champion and work with Bubble Design to develop

General Business:

Discussion around Kidman Way partnering with Jayco or one of the caravan companies for joint promotion. Or to perhaps create a special promo weekend with Caravanning Superworld? in Melb– Kellie and Fran to investigate.

Distribution: Do we have a large supply of Kidman Way books in Cobar? If not, perhaps we review the costs of shipping boxes of books from Cobar vs Griffith prior to restocking Cobar. John Randall to follow up.

Teleconference – we will investigate the conference numbers and learn how to operate...before the next hook up – again apologies to all that were on hold.

Meeting close: 11am

Next meeting: post Sydney trade show tbc.