

Progress Report on the implementation of the Operational Plan

July - September 2011



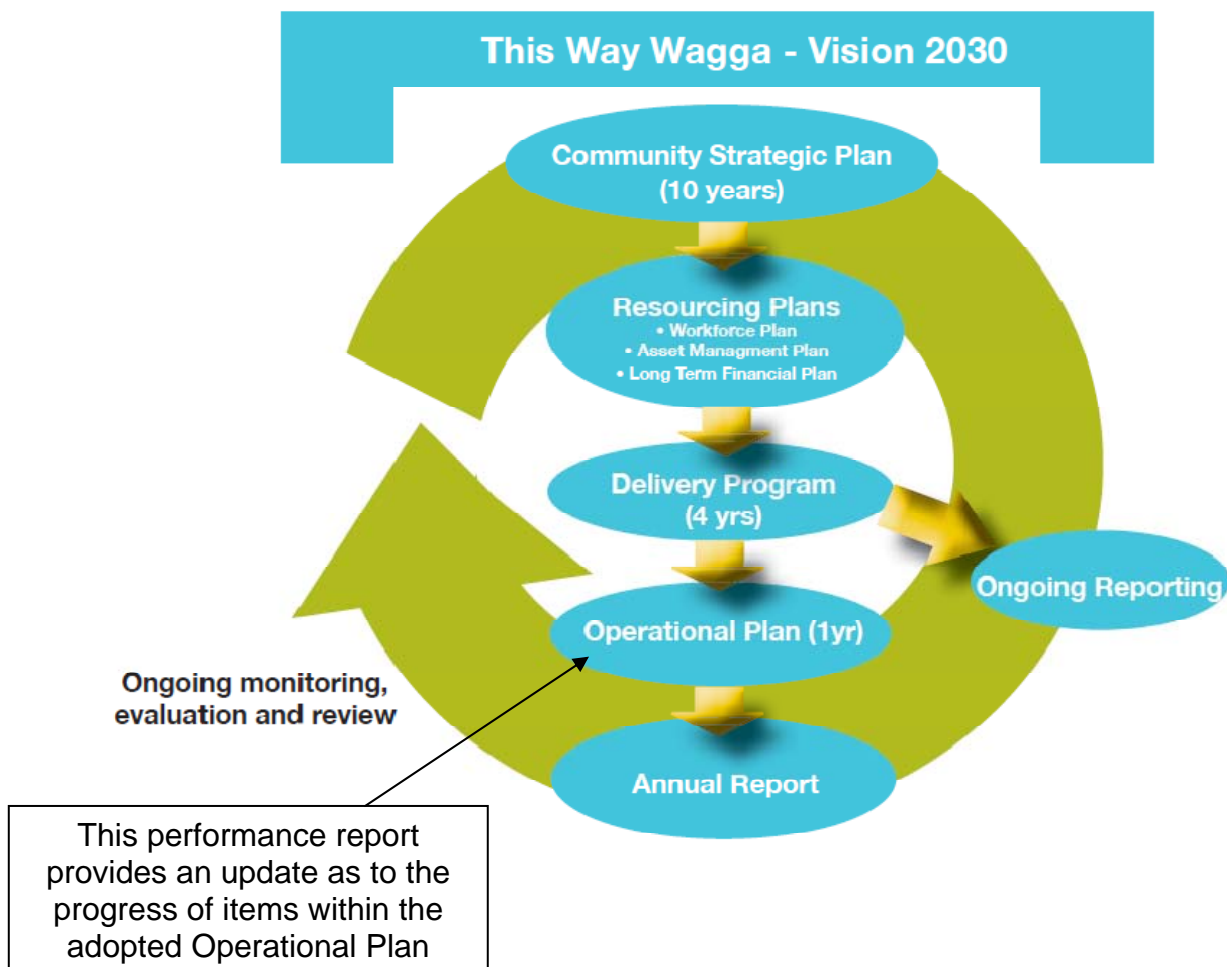
**City of
Wagga Wagga**

Introduction

Each year Council must adopt an Operational Plan which details how Council will achieve the 4 year Delivery Program and, ultimately, the endorsed Community Strategic Plan.

This performance report shows the progress Council has made for the first three months on the adopted Operational Plan for 2011/12.


























The below diagram illustrates the planning framework used by local government:





















































The performance report is broken into two parts:































- Performance Summary – provides a snapshot of each item's progress
- Performance Report – provides comments as to the progress of each item


























The report is sorted by Community Strategic Plan objective and strategy to show how it links to the community's aspirations for the future.































Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
Operational Plan											
Participatory Democracy and Decisive Leadership											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		32		71		10		0		2	115
Encourage our community to be engaged, involved and informed about the decisions impacting them											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		6		11		1		0		0	18
Actively engage with the community to ensure open communication											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		6		9		1		0		0	16
Gather perceptions and satisfaction data and use to improve service delivery to the community											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		2		0		0		0	2
Develop Wagga Wagga as a regional leader with a strong identity											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		3		4		0		0		0	7































Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
Promote a positive image of council in both the local community and the broader region											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		3		4		0		0		0	7
Lead the community with responsible, sustainable, effective, efficient and customer focussed organisations											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		23		56		9		0		2	90
Develop and implement archive and storage strategy for organisation											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		0		0		0		0	1
Take advantage of new and emerging technology to improve services											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		4		10		2		0		1	17
Actively implement and promote Council's best practice governance policies and procedures											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		5		11		0		0		0	16































Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
Ensure Council's risk management process reflects industry best practice across all of Council's functions											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		5		5		3		0		1	14
Provide a sustainable workforce which supports the current and future service delivery needs											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		13		2		0		0	15
Deliver a professional level of customer service											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		14		1		0		0	16
Ensure the long term financial sustainability of Council through effective and prudent financial management											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		7		1		1		0		0	9
Implement sustainable procurement practices											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		2		0		0		0	2
A community with health and wellbeing											


























Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		16		20		0		0		0	36
Ensure health and support services address the needs of all sectors in the community											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		0		0		0		0	1
Implement Alcohol Management Strategy											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		0		0		0		0	1
Implement programs to help people feel safe at home and in public spaces											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		2		14		0		0		0	16
Implement Public Health and Safety Initiatives											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		2		14		0		0		0	16
Keep our community spaces clean and healthy											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		2		0		0		0		0	2































Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
Co-ordinate Family Day Care Services											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		2		0		0		0		0	2
Provide a variety of housing options											
Ensure that a range of services, facilities and programs are available for people of all ages and abilities to enjoy											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		11		6		0		0		0	17
Provide, maintain and promote sport, recreation and leisure programs for the community											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		6		0		0		0	7
Build Community capacity through the provision of social and cultural services and programs											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		8		0		0		0		0	8
Provide, maintain and promote community facilities, halls and Council properties											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		2		0		0		0		0	2


























Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
Viable and connected rural and urban communities											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		12		121		7		0		1	141
Improve and maintain local community facilities											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		12		121		7		0		1	141
Plan, construct, maintain and manage Sports and Recreation Facilities											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		17		0		0		1	19
Plan, construct, maintain and manage Parks, Gardens and Open Space											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		19		0		0		0	20
Plan, construct, maintain and manage Sealed Roads											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		2		14		0		0		0	16
Plan, construct, maintain and manage Unsealed Roads											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		1		0		0		0	1


























Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
Plan, construct, maintain and manage Streetscapes											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		3		7		1		0		0	11
Plan, construct, maintain and manage Pathways											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		2		1		0		0	3
Plan, construct, maintain and manage Sewer Systems											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		2		19		3		0		0	24
Plan, construct, maintain and manage Drainage Systems											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		21		2		0		0	23
Plan, construct, maintain and manage Levees											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		1		0		0		0	1
Ensure service delivery meets community acceptable standards											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		11		0		0		0	11































Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
Plan, construct, maintain and manage Cemetery											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		3		0		0		0	3
Plan, construct, maintain and manage Community Buildings											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		3		6		0		0		0	9
A rich and vibrant culture											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		31		6		0		0		0	37
Promote and facilitate a thriving regional arts community											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		23		0		0		0		0	23
Deliver cultural services and planning to regional arts and local arts community											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		10		0		0		0		0	10
Deliver Theatre Services											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		4		0		0		0		0	4


























Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
Deliver Art Gallery Services											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		5		0		0		0		0	5
Deliver Museum Services											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		4		0		0		0		0	4
Develop the river as Wagga Wagga's cultural heart											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		1		0		0		0	2
Implement Riverside Masterplan											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		1		0		0		0	1
Provide opportunities for major events and community activities											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		0		0		0		0	1
Facilitate the development of Wagga Wagga as a major cultural centre and develop a 'keeping place' for our heritage											


























Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		6		0		0		0		0	6
Deliver Library services											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		6		0		0		0		0	6
Develop Wagga Wagga as a centre for entertainment, retail, dining, recreation and leisure, catering for all ages											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		5		0		0		0	6
Strengthen retail and commercial sector											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		0		0		0		0	1
Facilitate identified Council events for the benefit of the wider community											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		5		0		0		0	5
A prosperous, diverse and growing economy											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		12		29		1		0		0	42































Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
Stimulate prosperity through economic development strategies											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		8		10		0		0		0	18
Develop and implement innovative Information & Communications Technology (ICT) Business Process Solutions											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		0		0		0		0	1
Develop economic development strategies to market and promote the city of Wagga Wagga											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		4		2		0		0		0	6
Ensure Wagga Wagga Airport is a market leader in delivering regional air services											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		8		0		0		0	8
Implement Bomen Strategic Masterplan											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		3		0		0		0		0	3
Increase levels of visitation by Tourist and Business people											
















Code	Name		Budget		Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total	
		0		7		0		0		0	7	
Develop and implement tourism activities and plans to attract visitors to Wagga Wagga												
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total	
		0		6		0		0		0	6	
Implement and develop strategies to attract and retain highly skilled new residents to Wagga Wagga												
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total	
		0		1		0		0		0	1	
Implement leading edge infrastructure and communication technology to link everyone within and outside Wagga Wagga												
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total	
		3		8		1		0		0	12	
Provide and deliver up to date information to Council stakeholders												
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total	
		1		6		0		0		0	7	
Provide spatial data to enhance business solutions for both internal and external customers												







Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		2		2		1		0		0	5
Grow our agricultural sector											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		4		0		0		0	5
Ensure LMC is a market leader in providing livestock sales/services											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		4		0		0		0	5
A sustainable environment											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		9		42		1		0		4	56
Effectively manage the natural environment											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		9		0		0		2	11
Protect, enhance and rehabilitate native vegetation and ecosystems to enhance biodiversity											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		4		0		0		1	5






Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
Implement noxious weed control program											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		3		0		0		0	3
Encourage the community to participate in programs to enhance the environment											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		2		0		0		1	3
Integrate management strategies to encourage water conservation and enhance and protect water quality											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		10		0		0		0	11
Implement water quality monitoring program											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		3		0		0		0	3
Implement water conservation programs											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		7		0		0		0	8
Develop sustainable built and natural environments for current and future generations through effective land management and planning											







Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		5		1		0		0	7
Ensure plans for new release areas conserve areas of biodiversity and develop principles for their management											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		5		1		0		0	7
Minimise the ecological footprint by reducing resource consumption and implementing effective waste management strategies											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		8		0		0		2	10
Comply with all statutory requirements for solid waste management and sewage treatment works											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		3		0		0		1	4
Minimise waste to landfill through reduce, reuse and recycle strategies											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		1		0		0		1	2
Manage land use to minimise detrimental environmental impact											

Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		4		0		0		0	4
Improve ambient air quality and reduce both energy consumption and greenhouse gas emissions across the Local Government Area											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		6		6		0		0		0	12
Promote and support projects that reduce greenhouse gas emissions											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		4		4		0		0		0	8
Implement projects to reduce air pollution											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		2		2		0		0		0	4
Lead sustainable environmental practices											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		4		0		0		0	5
Develop, promote and implement environmental sustainability											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		1		4		0		0		0	5








Code	Name	Budget	Proposed Variance	Current Budget \$	Actual	Commitments	% Actual / Budget	Start Date	Target Date	Performance	
Our education, learning and training industry makes the difference											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		1		0		0		0	1
Develop and promote Wagga Wagga as a centre of learning excellence											
Grow our education, learning and training industry through partnering with stakeholders											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		1		0		0		0	1
Encourage retention of graduates into local employment											
STATUS	No Planned Activity		Green		Amber		Red		Completed		Total
		0		1		0		0		0	1







Code	Name	Performance	Responsible Officer
Operational Plan			
Participatory Democracy and Decisive Leadership		20%	
Encourage our community to be engaged, involved and informed about the decisions impacting them		16%	
Actively engage with the community to ensure open communication		17%	
 21521	Promote opportunities to build relationships with Planning stakeholder groups	25%	Manager Development Services
General Performance	Monthly Newsletter has been distributed to industry stakeholders for the months of July, August and September 2011. In addition, the Planning Advisory Committee will commence its activities in December 2011.		
 21541	Best fit communication and engagement plans are developed and actioned in conjunction with responsible business owner	6%	Co-ordinator Communications and Media
General Performance	Early planning for communication and engagement is essential to active engagement and information dissemination. The first quarter of 2011/12 saw the Communication Coordinator continue to be involved as part of the Working Group responsible for the delivery of major Council projects such as Robertson Oval Redevelopment, Tarcutta Street Gasworks Remediation, Wollundry Lagoon De-silting and the development of the Project Management Office for the delivery of 2011/12 Capital Works Program. Initial Communication and Engagement Plans have been developed and will move to the next phase when project delivery commences. In addition, media and advertising plans are continually developed to fulfill promotional requirements of business units across the organisation - examples of this has included the roll out of Online Services, Planning awareness campaigns (such as Fire Safety Statements, work hours), brand and Wagga Wagga fest rollout, launch of Low Carbon Australia Partnership with Minister Crean.		
 21542	The organisation is open and responsive to media enquiries and provides a range of information for dissemination	5%	Media Officer
General Performance	Media releases an opportunities issued for the quarter - July - 14 (media officer on leave part of July) August - 21 September - 16 Total - 51		
 21543	Coordinate community engagement activities across Council	25%	Corporate Strategy Coordinator
General Performance	The co-ordination of community engagement activities process, as well as the Community Engagement Strategy and Toolkit have been reviewed by the Corporate Review Committee and will shortly be tabled for endorsement with the Executive Team. A method to roll these out to staff is currently being developed.		
 21544	Coordination and facilitation of programmed village consultations	6%	Support Services Coordinator
General Performance	Council has adopted a community consultation program which encompasses both village and urban areas. During this quarter Council undertook a village consultation in Forest Hill. A Community consultation was scheduled for Tarcutta in September 2011 which, in consultation with the community representative, was postponed to early 2012.		
 21545	Draft, review, gain approval and issue media releases for the organisation	0%	Media Officer
There was no activity this period.			
21546	Implement Village Plans	0%	








Code	Name	Performance	Responsible Officer
Social Planning Coordinator			
21547	Manage the Multicultural Aboriginal Youth, Seniors and Arts Advisory Committees (s/p)	0%	Manager Community Services
 21548	Provide communications advisory across the organisation to formulate 'best-fit' communication and engagement plans and action	6%	Co-ordinator Communications and Media
General Performance	The first quarter of 2011/12 saw the Communication Coordinator continue to be involved as part of the Working Groups responsible for the delivery of major Council projects such as Robertson Oval Redevelopment, Tarcutta Street Gasworks Remediation, Wollundry Lagoon De-silting and the development of the Project Management Office for the delivery of 2011/12 Capital Works Program. Initial Communication and Engaegment Plans have been developed and will move to the next phase when project delivery commences. The Communications Office is well utilised by staff across the organisation for advice, early planning and trouble-shooting.		
 21549	Review Community Engagement Strategy in line with Council terms	25%	Corporate Strategy Coordinator
General Performance	The Request for Quote (RFQ) for the review of the Community Strategic Plan has been developed and endorsed. Part of this RFQ includes the methodolgy for community engagement which will inform the strategy.		
 21552	Annual review of Delivery program and Operational Plan	25%	Corporate Strategy Coordinator
General Performance	All Managers particpated in sessions to review their budgets and Operational Plan items for the 12/13 financial year with a Draft Operational Plan for 12/13 now available. Some updates to items are still outstanding from Managers which have been followed up.		
21553	Define new four-year Delivery Program to align with newly elected Council	0%	Corporate Strategy Coordinator
 21554	Produce Annual Report every year	25%	Corporate Strategy Officer
General Performance	All Annual Report documents are progressing, as per the project schedule timeline. Project meetings were held in July and September, to discuss project objectives, critical time lines and to gain feedback. The Annual Report to the community newsletter is currently be finalized and scheduled for distribution in November.		
21555	Review Community Strategic Plan to align with newly elected Council	0%	Corporate Strategy Coordinator
21556	Review performance on Community Strategic Plan prior to Local Government election	0%	Corporate Strategy Coordinator
 22198	Printed Communication from Council is distributed across the entire LGA on a regular basis	0%	Co-ordinator Communications and Media
General Performance	Communications assisted with the draft of the Mayor and GM introduction on the Community Annual Report which will be distributed in October/Nov 2011. In addition the rate notice insert that will be distributed in October was drafted.		
Conduct Strategic and Operational Planning, including measurement and reporting of performance, to ensure effective use of Council resources		0%	







Code	Name	Performance	Responsible Officer
Gather perceptions and satisfaction data and use to improve service delivery to the community		16%	
 21550	Conduct annual service perceptions surveys	6%	Customer Service Coordinator
General Performance	Overall report currently in final stages. 2012 perception surveys scheduled approximately March - June 2012		
 21551	Conduct quarterly service-request based perceptions surveys	25%	Customer Service Coordinator
General Performance	Quarterly service-request based surveys are being conducted to schedule		
Develop Wagga Wagga as a regional leader with a strong identity		16%	
Promote a positive image of council in both the local community and the broader region		16%	
21523	Act as custodians of City Brand to ensure widespread community acceptance and appropriate use	0%	Manager Communication & Marketing
 21524	Coordinate photography needs and cataloguing as per branding guidelines and publishing requirements	6%	Manager Communication & Marketing
General Performance	Massive task underway		
21525	Develop and implement City Entrance statements in line with City Brand	0%	Manager Communication & Marketing
 21526	Host 2011 NSW Open Lawn Bowls event	25%	Strategic Asset Planner - Parks, Rec & Build
General Performance	This event was successfully hosted at the Wagga RSL Club in September 2011.		
21527	Implement City Image Strategy	0%	Manager Communication & Marketing
 21529	Promote Wagga Wagga and the Region using new City Branding	6%	Manager Tourism
General Performance	Billboards reflecting the City Brand were installed in September at the Gundagai, Tarcutta, Borambola, Collingullie, Bomen and Uranquinty sites. All advertising now features the City Branding and the monthly "What's On" events calendar has reflected the City Brand since July.		
 21530	Roll out community registration system for widespread use of City Brand	25%	Manager Communication & Marketing
General Performance	Guidelines in place. Database of users being maintained.		










Code	Name	Performance	Responsible Officer
Lead the community with responsible, sustainable, effective, efficient and customer focussed organisations		28%	
Develop and implement archive and storage strategy for organisation		0%	
21464	Develop archive and storage strategy for organisation	0%	Director Corporate Services
Take advantage of new and emerging technology to improve services		32%	
 21466	Decommission of Old Systems	5%	IT Systems Coordinator
General Performance	Three datastores are the main focus of this project. The first datastore has completed the first phase and has been successfully converted. With the second datastore, Information technology is currently acquiring a data extraction tool to assist in the process. The third and most complex datastore is proceeding after some initial missing data had to be re-extracted, however there is significant work to be done, perhaps more than initially anticipated.		
 21470	Implement increased video, live chat, blogging, pod cast and social media networks as per community demand and Council program requirements.	6%	Online Communications Officer
General Performance	Since the Wagga Wagga City Brand was adopted in December 2010, the Marketing and Communications division has been instrumental in communicating and implementing the Brand both online and in various print formats. This quarter we have been working on the Wagga Wagga Short Film Competition, which encourages entrants to produce a two minute film about what Wagga Wagga means to them and at the same time, an item from the Competition Brand Pack must appear as a cameo in the film. The Competition Brand Pack included items such as Wagga Wagga branded balloons, badges, candy, stickers and a description explaining how the City Brand came to fruition and why it is important. The Council website was an information source throughout the duration of the competition, with competition particulars, copyright details, promotional videos and linkages to online communities published. All media opportunities, print marketing and advertisements and television commercials generated by the Media and Communications team pointed to this online address as the main source of information. Promotional videos were storyboarded and produced by the team and embedded into the web site as well as televised commercially leading up to the close of the competition. This encouraged sharing and commentary on the Wagga Wagga Short Film Competition and consequently an increase in registered entrants. In total there were over 40 registered entrants, each with a Competition Pack including City Branded merchandise. Email newsletters and updates on activity on the online community group were also sent to encourage further participation.		
 21472	Manage Council website for continual structure/content improvement - work with business units for organisational and cultural change to present website content as succinctly and accurately as possible.	25%	Online Communications Officer
General Performance	The continuation of graphics and pertinent content being implemented on the Council website has remained consistent from internal business units within Council. Internal business units have taken ownership of their sections of the website and subsequently, further Content Management System (Lantern) training has been undertaken in Environment and Community Services Business Support and Cultural Development Services. At the same time, these users are being educated on Content Management System best practices such as metadata tagging, content lifecycle, consistency of messages, file sizes etc. Where a business unit is unable to provide an officer to receive Lantern training, the Online Communications Officer can work in conjunction with the area to achieve the same result. The Family Day Care area is one such example, as well as Waste and Stormwater Services. Regular meetings with these teams to work towards relevant information being accessible online, have been an ongoing occurrence. The Online Communications Officer in conjunction with the Cultural Development Officer and the Sister City Committee, worked towards creating two murals to adorn the Sister City Walk Way this quarter. One is an old world map indicating the location of Wagga Wagga in relation to each of the Sister Cities, and the other a concertina style mural depicting photographs of		








Code	Name	Performance	Responsible Officer
	each city. With the recent unveiling of these, the Sister City section on the website was evaluated and plans to expand on the content, photographs and video are in place.		
 21475	Maintain and renew corporate IT infrastructure	6%	IT Systems Coordinator
General Performance	The latest round of replacement PC's and laptops are being ordered now for rolling out in January/February 2012, high specification equipment has been selected with the ability to enable Council to move to the Windows 7 desktop platform during the projected 3-4 year useful life of these machines. A new professional standard print room production press has been delivered and installed which will enable Council to now process almost all printing jobs internally yielding Council respective savings on outsourcing this function.		
 21476	Provide regular information and events to stakeholders on the local and regional economy	13%	Manager Economic Development
General Performance	August 2011 Economic Snapshot completed. Annual Economic Profile complete completed in August 2011.		
 21698	Advertising methods and placements are conducted within a strategic framework that reflects our communities existing and emerging information gathering techniques and preferences	25%	Co-ordinator Communications and Media
General Performance	Advertising methods coordinated by the Communications Office have included radio campaigns, community service announcements, tv advertising, poster distribution, flyer distribution, website promotion and social media dissemination. A presentation was provided to ETeam regarding the current advertising framework in Council with recommendations for future consolidation and change to achieve greater cost savings and audience reach. Further detailed research and recommendations will be provided back to ETeam in Quarter 2.		
 21699	Conduct review of IT security measures	0%	IT Systems Coordinator
	Not due to commence.		
22209	Implement a new software solution to meet the needs of the new Enforcement Manual	0%	Information Management Coordinator
22210	Investigate digital signature software solutions	0%	Information Management Coordinator
 22211	Implement a software solution to meet the needs of the new Awnings Policy	5%	Information Management Coordinator
General Performance	There has not been much progress to date in relation to the configuration of the new awnings system. The Information Services Division are waiting for the Planning Directorate to provide a business requirement study (BRS) for the new system. Once the BRS has been completed work will begin on the new system.		
22212	Implement a system to streamline the application process for Section 138 applications	0%	Information Management Coordinator
 22213	Redesign the employee index in ECM to enable the easy storage and retrieval of employee related records	100%	Information Management Coordinator
General Performance	The employee index within ECM has been successfully separated into two new indexes. The transition to these new indexes has been very smooth, with no issues identified to date. All users have found this new configuration to be a lot easier to use and much more user friendly.		
 22214	Identify mobile computing requirements for the organisation and develop a strategy to meet the needs	5%	







Code	Name	Performance	Responsible Officer
Information Management Coordinator			
General Performance	During the first quarter of 2011/12, the Governance Section has been collating information relating to documents created, used and accessed by each department within the organisation. Once this information is collated, the Information Management Section will utilise this information to develop the mobile computing strategy. Governance have incurred some delays in gathering this information due to organisational workloads. The information should be available by the end of October so work can begin on the strategy.		
 22215	Implement a new animal impound software solution to meet the expectations of the organisation	50%	Information Management Coordinator
General Performance	A prototype system has been developed using the customer request module within Property & Rating. Rangers were provided with a demonstration and the feedback received was very positive. The Information Management Section are now awaiting further information from the Rangers regarding processes and workflows. Once this information is received, the system will be updated and will be ready for full testing.		
 22216	Implement Disaster Recovery solutions to meet the expectations of the organisation	75%	IT Systems Coordinator
General Performance	Disaster recovery servers have been reconfigured and firmware update to ensure optimal configuration. This has resulted in a significant speed improvement in mirroring the production servers to the disaster recovery site. Full documentation, training and a full server failover test are scheduled for November and December 2011.		
 22217	Review and upgrade email exchange servers	25%	IT Systems Coordinator
General Performance	The exchange server upgrade is on track, the planning phase has been completed successfully and implementation commences late October 2011, all indications are that the transition from Exchange 2003 to Exchange 2010 will go smoothly.		
 15143	Install new Point of Sale System for Oasis	80%	IT Systems Coordinator
General Performance	The new Oasis facility management software has been successfully installed and is in operation, staff have received initial training and more is scheduled as greater functionality is introduced, it is anticipated that this will occur during October/November.		
Actively implement and promote Council's best practice governance policies and procedures		20%	
 21479	Deliver Contract Services	0%	Manager Procurement Services
General Performance	Contacts section is performing well		
21480	Facilitate corporate support services	0%	Support Services Coordinator
 21482	Facilitate Council Meeting Processes	6%	Support Services Coordinator
General Performance	Over this quarter a total of three Council and 14 Standing Committee Meetings were held. The relevant business papers together with the finalised minutes of each meeting were produced and available to the community by the designated time. At these meetings community members have an opportunity to address the Council on matters of interest or concern. In addition, Council has in place a structure of eight		









Code	Name	Performance	Responsible Officer
Advisory Committees which are solely made up of community members. These meetings enable input from committee members to various issues relating to Arts, Seniors, Youth, Business, Recreation & Sports, Multicultural, Indigenous and Environment.			
 21483	Facilitate quarterly reporting on Delivery Program and Operational Plan achievements through Corporate Reporting Process	25%	Corporate Strategy Officer
General Performance	The first quarter report period on the achievements within the Operational Plan is currently underway during October. A new process and new look report is proposed to align with the new requirements under the planning framework. Two training sessions for staff new to the corporate reporting system have been undertaken to assist in using the software.		
 21484	Facilitate support services to Councillors	6%	Support Services Coordinator
General Performance	Governance have provided support to Councillors by organising councillor attendance at conferences such as the LGA Conference, facilitation of Councillors training and workshops, mayoral election support and general administration requirements.		
 21485	Government Information (Public Access) Act - Annual reporting for Open Access to Information	25%	Manager Corporate Governance
General Performance	The Annual Report has been completed and forwarded to the Office of the Information Commissioner.		
 21486	Government Information (Public Access) Act - Completion of Formal and Informal Information requests	25%	Governance Officer1
General Performance	Completing both open access requests and formal enquiries is an ongoing requirement of meeting the Government Information Public Access (GIPA) Act 2009 legislation for Wagga Wagga City Council. During this quarter ie. 1 July 2011 – 30 September 2011, a total of 217 requests were completed.		
 21487	Government Information (Public Access) Act - Maintain Publication Guide	25%	Governance Officer1
General Performance	As part of the requirements of the Government Information Public Access (GIPA) Act 2009, the Publication Guide gets updated in July every year. Wagga Wagga City Council's 2011 Publication Guide has been forwarded to the Office of the Information Commissioner for their review and has been updated on our website.		
21488	Manage Fraud Management Framework	0%	Manager Corporate Governance
21490	Review & Manage Good Governance Framework	0%	Manager Corporate Governance
 21491	Review and implement the Privacy Management framework	50%	Governance Officer1
General Performance	Our current privacy management framework is currently under review. As part of this process, all references to Freedom of Information and Section 12 of the Local Government Act are currently being replaced with the relevant references to the Government Information Public Access (GIPA) Act across Wagga Wagga City Council's documents. Such documents include our Privacy Policy & Privacy Management Plan and these need to be cross referenced with the Privacy and Personal Information Protection Act 1998 (NSW) and the Privacy Code of Practice for Local Government.		
 21601	Provide training, support and advice in regards to councils records management requirements	6%	Information Management Coordinator









Code	Name	Performance	Responsible Officer
	<p>General Performance</p> <p>The Records Management Section have continued to provide regular training for end users on the corporate records management system (ECM). A survey has recently been developed to capture information from keys users of ECM. This will provide the team with valuable feedback regarding the usability and reliability of the system. The team is also in the process of developing some video tutorials for staff to pilot. The videos will be short instructional videos on specific tasks within the ECM system.</p>		
 22218	Facilitate Local Government elections	0%	Support Services Coordinator
	Not due to commence.		
 22219	Provide Corporate Governance support services	6%	Support Services Coordinator
	<p>General Performance</p> <p>Corporate Governance support has been provided cross-organisationally in accordance with organisational guidelines. This has included the management and facilitation of the following governance functions: *delegations; *legal services tender; *policy framework; *annual prescribed reporting; *corporate advertising; *InfoCouncil training and support; *printing services; and *website maintenance of the intranet, council's website and councillors website.</p>		
 22220	Facilitate a legislatively compliant Open Access to Information	25%	Governance Officer1
	<p>General Performance</p> <p>It is an ongoing requirement of Wagga Wagga City Council to ensure that we comply with the Government Information Public Access (GIPA) Act 2009 when providing information in our possession to members of the public. The website is under constant review to maintain compliance, provide easy to understand information as well as ease of access to documents for the public to access.</p>		
22221	Facilitate Good Governance mechanisms	0%	Manager Corporate Governance
Ensure Council's risk management process reflects industry best practice across all of Council's functions		32%	
 21492	Develop and implement a change management program for organisational risk awareness	30%	Strategic Risk Officer
	<p>General Performance</p> <p>The review and re-write of Council's risk management documents has now been completed with endorsement from the Executive Team given on 5 July 2011. The documents include: > Risk Management Policy > Risk Management Framework > Risk Management Strategy > Risk Assessment Template Following this endorsement training has commenced to ensure organisational awareness of the current risk management framework for Council. The training material has been developed to cover all areas of Council, and has commenced with informal training/awareness sessions being given to all Directors and Managers. This will progress during the rest of the year to encompass all Council staff.</p>		
 21493	Improve and develop the project management methodology	25%	Corporate Strategy Coordinator
	<p>General Performance</p> <p>The Project Management Methodology Working Group meet monthly to improve and develop the methodology. The updated risk model was rolled out to all staff in August 2011 to improve the management of risks in projects. Further improvements being considered include a checklist and a review of the Cost/Benefit Analysis tool.</p>		
 21494	Investigate the feasibility/merit of setting up a Project Office within Council to coordinate project performance and application of the methodology	0%	Corporate Strategy Coordinator






Code	Name	Performance	Responsible Officer
Not due to commence.			
 21495	Maintain OHS Management System and Action OHS Audit Items	3%	OH&S Co-ordinator
General Performance	Progress on risk management update progressing but slowly. Other projects from the OHS Audit have been prioritised and scheduled for completion over the coming 12 months.		
 21496	Manage Corporate Business Continuity Plan including overview of the Disaster Recovery Plans for critical units	30%	Strategic Risk Officer
General Performance	The Business Continuity Framework has been established with the Business Continuity Plan and the Critical Incident Management Plan being finalised. The Emergency Response Plans for all major Council owned facilities is nearing completion. Work on Council's Disaster Recovery Plans is being performed by the relevant divisions with direction from the Strategic Risk Officer.		
 21497	Monitor, review and manage Corporate Insurances	25%	Strategic Risk Officer
General Performance	Implementation of the Insurance Incident Management System occurred on the 14 September 2011. This system uses Council's current Customer Request System to log, track and manage all insurance related incidents, including action taken by other divisions to rectify any infrastructure assets, if required. All insurance claims received have been processed in accordance with Council and Council's insurer's guidelines. Council staff are currently completing the annual insurance audit.		
 21498	Review and update annual Risk Management Plan	100%	Strategic Risk Officer
General Performance	Council's Annual Risk Management Plan for 2011/2012 was endorsed by the Executive Team on 5 July 2011. The Strategic Risk Officer will undertake ongoing management of the achievement of objectives as set out in the Annual Risk Management Plan.		
 22199	Implement contractor management project	30%	Corporate Planning and Development Supervisor
General Performance	The Working Group looking at the Contractor Management Review have met on a number of occasions to work through the draft documentation and have provided feedback and suggestions to the consultant. The project is progressing as planned, with sessions to be held with contractors later in the year.		
 22200	Conduct asbestos management review	0%	OH&S Co-ordinator
Not due to commence.			
 22201	Conduct consultation review in light of new legislation, election of representatives	0%	OH&S Co-ordinator
Not due to commence.			
 22202	Conduct manual handling review	0%	OH&S Co-ordinator
Not due to commence.			
 22203	Conduct height safety review	0%	






Code	Name	Performance	Responsible Officer
OH&S Co-ordinator			
There was no activity this period.			
 22204	Conduct noise management review and hearing assessments	5%	OH&S Co-ordinator
General Performance	Initial Planning has taken place to identify high risk employees and those requiring follow up assessments. Work has also recently been conducted in transferring the previous hearing assessments from a manual spreadsheet into our Aurion Human Resources Information System to enable easy reporting in the future. Hearing assessments are planned for December 2011.		
 22222	Conduct risk management review	40%	OH&S Co-ordinator
General Performance	The risk management review has been progressing across the organisation with significant work still required to get the work method statements and operating procedures finalised and loaded onto the intranet for all to access.		
Provide a sustainable workforce which supports the current and future service delivery needs		22%	
 21499	Communicate and implement the 2011/12 actions from the EEO Management Plan	0%	People and Culture Coordinator
General Performance	EEO Management and Action Plan endorsed by E Team in August 2011. Documents required to be uploaded to web and intranet sites and action items scheduled within HR Planner and metrics schedules.		
 21500	Conduct 2011 Employee Opinion Survey and evaluate and implement improvement initiatives	0%	Corporate Planning and Development Supervisor
General Performance	The 2011 Employee Opinion Survey has closed and the results are currently being analysed with the first report due to Council mid-late October. Once a strategic session is held with E-team communication will take place with the rest of the organisation.		
 21501	Conduct HR Benchmarking	8%	HR Business Support
General Performance	Wagga Wagga City Council P & C Team is part of the Evo Cities HR Group for exchanging benchmarking data. Earlier this year WWCC was part of an LGA pilot group of 19 Councils on a Benchmarking project. This project was very successful and now the LGA are running with the Benchmarking project across the NSW LG Industry, there are now 51 Councils participating in the project (including WWCC) which should provide useful benchmarking industry data.		
 21502	Design, Develop and Implement Staff Learning & Development Initiatives	6%	Learning and Development Coordinator
General Performance	The 2011/2012 training plan and calendar are in place and have been utilised by staff to nominate their required training. L&D staff are working on reviewing nominations for education assistance and scheduling and coordinating training from the IPDP's. A variety of programs including EEO and Harassment prevention, Corporate Code of Conduct, Computer Skills, Customer Care Professionalism for Key staff, Cultural & Indigenous Awareness, Health & Safety, and Women as Leaders program 2011 have been completed or scheduled to be completed.		
 21503	Develop Aboriginal Employment Plan	80%	Strategic Partner People and Culture








Code	Name	Performance	Responsible Officer
	<p>General Performance</p> <p>The Aboriginal Employment Strategy has been in the process of development over the past 6 months, there has been a series of consultations with Wagga City Council's Aboriginal and Torres Strait Islander staff, as well as with the Indigenous Coordination Centre and Public Works, this consultation combined with a presentation at the Job Compact group meeting produced some excellent suggestions and actions which have been populated in the Strategy The Aboriginal Employment Strategy recently went to the Corporate Review Committee, there are a number of changes that have been recommended and once these have been updated, this will then go through to the executive team for endorsement.</p>		
 21504	Maintain Councils Traineeship and Apprenticeship Program	6%	People and Culture Officer
	<p>General Performance</p> <p>All current trainees and apprentices are going well in both their work and study. There are no scheduled completions for the 2011 calendar year.</p>		
 21505	Review and monitor the Implementation of the Workforce Plan	0%	People and Culture Coordinator
	<p>General Performance</p> <p>People and Culture remains a member of the Integrated Planning and Reporting Group. The group has met several times during the quarter to progress the communication and development of delivery and operational plans for the 2012/13 financial year. Changes to the workforce plan for this reporting period are expected to be minimal with rules established to minimise ambit claims for additional positions. The strategies identified within the workforce plan are articulated as action items within the People and Culture Activity Schedule. Preparation for the development of the 2013- 17 Workforce Plan have commenced with the development of a draft project plan and schedule. A presentation to E Team is scheduled for October to advise of key issues to be addressed, Department of Local Government preliminary advice, proposed metrics for inclusion in Plan and consider the draft project schedule.</p>		
 21506	Implement Drug & Alcohol Policy	0%	Workplace Relations Coordinator
	<p>General Performance</p> <p>The Drug and Alcohol procedure was delayed as a decision was made that we would adopt the industry standard in its entirety. The new procedure has been scheduled to be adopted for the Occupational Health & safety Committee and training has been scheduled to begin on 31 October 2011. Work has been scheduled to begin on the intranet page and tenders will be asked for by the end of October for the drug and alcohol testing.</p>		
 21507	Update, implement and manage the Individual Performance and Development Plan Process for all staff	0%	Workplace Relations Coordinator
	<p>General Performance</p> <p>The new IPDP form has been successfully introduced to Council. Feedback is being given by staff on the new process, which will result in further improvements to the system. Training on the new procedure was conducted, which included performance management training for all supervisors.</p>		
 21508	Upgrade Online Recruitment	5%	People and Culture Officer
	<p>General Performance</p> <p>Upgrades to Aurion Online Recruitment will occur in two stages: Stage 1 will address the lodgement of applications directly into Aurion. A project plan has been completed and a quote is being sought from Aurion re time and cost to complete the implementation of this stage. Stage 2 will be a major upgrade of the online recruitment system and streamline backend processing of applications. Stage 2 is likely to occur in the latter part of 2011/2012 financial year.</p>		
 22205	Promote and implement the new Corporate Values	25%	People and Culture Officer
	<p>General Performance</p> <p>Artwork for the values has been completed and a communication plan for the promotion of the values has been provided to E-Team. A meeting has been scheduled with the Communications and Marketing team to discuss the changes to internal documents with the new artwork.</p>		








Code	Name	Performance	Responsible Officer
 22206	Promote and Implement Councils Continuous Improvement Model and Business Improvement Tools	0%	Corporate Planning and Development Supervisor
General Performance	The Look, Listen, Do it Better model has been endorsed by E-team following the work of the Innovators Sub-Committee. Currently communication is taking place with managers and staff groups across the organisation to spread the message and seek coaches to support the process. Some training will be provided to the coaches later in the year before a formal launch to generate interest and excitement.		
 22207	Provision of timely and cost effective recruitment Services to Wagga City Council	25%	People and Culture Officer
General Performance	Vacancy rates have increased from 8.99% in July 2011 to 10.71% in September 2011. This increase can be largely attributed to the removal of Riverina Regional Library FTE from Council's FTE total and the inclusion of the additional vacant positions as an outcome of the 2011/12 corporate planning and budgeting process.		
 22208	Management of Workplace Relations, and provision of timely advice in relation to Workplace Relations	0%	Workplace Relations Coordinator
General Performance	The Oasis Enterprise Agreement has been drafted and is nearing completion; the consultative committees have been effectively functioning including a meeting with the chairs of the committees. There have been a number of performance issues that have been resolved through disciplinary action. There have been numerous new positions created as a result of the 2011/12 budget process, which have required position evaluations and changes to the structure in a number of areas. A review of the IPDP process is to be undertaken as part of an improvements review exercise		
 22223	Review and report recommendations for Councils Job Evaluation System	0%	Workplace Relations Coordinator
General Performance	Preliminary research has been conducted into evaluation models, but due to time constraints and staffing shortages a full review has not yet been conducted.		
Deliver a professional level of customer service		22%	
 21509	Assess Construction Certificate Applications and undertaking the role of Principal Certifying Authority in a professional and timely manner	25%	Manager Development Services
General Performance	Building Section has ensured that of the 119 Construction Certificate (CC's) applications determined in the reporting period - 57 CC's were determined within 40 Days of DA being determined 62 CC's were determined over 40 Days of DA being determined		
 21510	Assess Development Applications within acceptable determination timeframes 70% of all development applications are determined within a 40 day timeframe.	25%	Development Assessment Coordinator
General Performance	Good performance during reporting period with - 107 of 155 DA's lodged within the reporting period were determined within 40 Days.		
 21511	Authorise issue of S149 certificates and ensure that they are received by applicant within one week of receipt by Council	25%	Development Officer
General Performance	The new electronic S149 processing option available to the public, means that the good processing times already existing, are improved even further. For this reason it is unlikely that the public would pay any Urgency Fee. The proposal has been abandoned.		
 21514	Deliver Excellence in Customer Service throughout the organisation	6%	Customer Service Coordinator





Code	Name	Performance	Responsible Officer
General Performance		Performing well. Customer Service are achieving a 95% customer satisfaction in the most recent survey.	
 21515	Development and review of Planning Directorate Work Process Manual. Collate register of all internal Planning Directorate processes and procedures and record within "Development Manual".	85%	Manager Development Services
General Performance	Development Services has reviewed and created numerous processes that will be located within Development Manual. Final format review underway prior to creation of physical hardcopy.		
 21516	Engage internal and external resources to ensure undrawn sewer diagrams for Wagga Wagga LGA are drawn These diagrams will be linked to relevant operating systems which will ensure quality and timely advice is provided upon request	15%	Plumbing and Building Co-ordinator
General Performance	Council plumbing services currently holds on record over 2000 undrawn sewerage services diagrams requiring conversion. The conversion of undrawn diagrams allows a digital copy to be linked to internal databases and mapping systems. As a result plumbing services can successfully provide fast and accurate information to multiple stakeholders. Due to unforeseen staff leave, project completion is currently at 15% after 25% project time expended.		
 21517	Implement Customer Service Improvement Action Plan	6%	Customer Service Coordinator
General Performance	All targets on the Customer Service Action Plan are currently met.		
 21518	Implement initiatives of Connecting Strategy	6%	Customer Service Coordinator
General Performance	The Connecting Strategy actions for this period are focussing on customer perceptions capture and reporting. Council is showing a good increase in overall satisfaction since 2009 and significant increases in some business areas.		
21519	Liaise with Planners and External Consultant to expedite delivery of Heritage management inputs to assist D.A. processing	0%	Manager Strategic Planning
 21520	Maintain Council building assets	25%	Project Manager Community Buildings
General Performance	The works for this maintenance program are progressing with the following projects completed in the first quarter: -Redesign and replace a portion of the roof gutter at the Museum of the Riverina Williams Hill. -Replace the walkways on the roof at the Historic Council Chambers. -Senior Citizens Centre internal and external painting.		
 21522	Report on Customer Service Centre performance on a monthly basis	6%	Customer Service Coordinator
General Performance	Monthly reports have been redesigned and will be reported internally from October.		
 21727	Deliver Fleet Management Services	25%	Manager Procurement Services
General Performance	Replacement of vehicles and plant on schedule		
 21728	Deliver Stores Services	25%	Manager Procurement Services



Code	Name	Performance	Responsible Officer
General Performance Stores section is providing consumables in support of a wide range of Council activities.			
 21729	Deliver Workshop Services	25%	Manager Procurement Services
General Performance Workshop is providing maintenance services in support of a wide range of Council activities			
22182	Assess and determine 70% of all Section 68 Local Government Act 1993, Plumbing and Drainage (Internal) applications within 7 days of receipt of application and undertake a series of inspections with a 2500 litre capacity of 1000 litres in a timely manner.		
 22224	Provide high quality information technology and communications helpdesk support to council staff and the elected bodies	6%	IT Systems Coordinator
General Performance Information & Communication Technology have continued to provide high quality support to Council provisioning infrastructure for a new asset management system and new management system for the Oasis Leisure Centre. Development of their internal Information Technology systems management solution and implementation and configuration of a new server monitoring system have seen major advances, which in turn improve service delivery to Council. Help desk services show that 93% of new requests for September were completed before the required due date.			
 15139	Construct Storage Shed at Alan Turner Depot	0%	Manager Procurement Services
General Performance Shed design is complete, quotes for construction have been received and awaiting the approval of the DA.			
Ensure the long term financial sustainability of Council through effective and prudent financial management		38%	
21531	Assets are recorded in a timely and accurate manner to ensure proper custodianship of Councils assets	0%	Trainee Accountant
 21532	Budget Review (Cost) statements are completed for review within 3 working days of end of month	50%	Management Accountant
General Performance The required XLOne reports have been set up through Finance One. The reports now need to be tested for accuracy and integrity. The reporting is on track and will be completed for the September end of month Finance report due date.			
21533	Ensure effective debt recovery processes are in place	0%	Revenue and Debt Management Officer
21534	Ensure Financial Statements are completed and lodged in accordance with statutory requirements.	0%	Financial Accountant
21535	Manage General purpose revenue (ie investments) in accordance with investment strategies and policies	0%	Financial Accountant
21536	Pursue opportunities to apply for eligible grants from State and Federal Government meet the grant criteria and for those programs that can be delivered with current capacity	0%	Grants Coordination Officer
 21537	The Long Term Financial Plan is reviewed annually and reported to the community	0%	








Code	Name	Performance	Responsible Officer
Senior Management Accountant			
Not due to commence.			
 21538	Undertake an annual review of Developer Contribution Plans and update as required	0%	Senior Revenue Accountant
Not due to commence.			
 22225	Contribute to the financial credibility of Council by ensuring timely and accurate processing of: payments to employees; payment of invoices to suppliers and contractors; accounts receivable and quarterly rates notices.	25%	
General Performance	For the quarter ended 30 September 2011 Council remains in a relative stable financial position and has processed all payments, accounts and notices in a timely and accurate manner. Council has met its budgeted performance for the first quarter of 2011. The challenge ahead still lies in the remaining 8 years of the current long term financial plan where Council is predicting major deficits. It is envisaged that these deficits will be rectified by June 2012 via the IPR process which will see a major review of the long term financial plan and in particular address the deficits in future years.		
Implement sustainable procurement practices		28%	
 21539	Deliver Purchasing Services	25%	Manager Procurement Services
General Performance	Presentation given to REROC sustainability conference in Wagga Wagga demonstrating Council's success in sustainable procurement		
 18400	Replace Plant and equipment	30%	Manager Procurement Services
General Performance	Fleet replacement program is progressing as planned		
A community with health and wellbeing		31%	
Ensure health and support services address the needs of all sectors in the community		0%	
Implement Alcohol Management Strategy		0%	
21571	Implement Attorney Generals Safer Bars Project	0%	Temporary Project Officer
Implement programs to help people feel safe at home and in public spaces		28%	
Implement Traffic Management Strategy		0%	
Implement Public Health and Safety Initiatives		28%	
 21565	Deliver Companion Animal & livestock Management Services	25%	Senior Ranger
General Performance	Companion Animals services have included: * Operation of the Glenfield Road Animals Shelter * Micro-chipping and registration of cats and		








Code	Name	Performance	Responsible Officer
	dogs * Responding to 29 dog attacks * Responding to Companion Animals complaints The annual Companion Animal reporting submitted to the Division of Local Government.		
 21566	Deliver Impounding abandoned articles services	25%	Senior Ranger
General Performance	Monitoring and impounding of illegally placed and abandoned articles has continued. The number of shopping trolleys impounded has reduced during the reporting period.		
 21567	Deliver Litter / dumped rubbish enforcement services	25%	Senior Ranger
General Performance	The monitoring and enforcement of littering / dumped rubbish has been undertaken in areas of concern. Also responding to customer requests in relation the depositing of litter (small items) in the CBD and around residential units. Incidents of dumped rubbish in the public reserves has reduced during the reporting period.		
 21568	Deliver Parking Enforcement Services	25%	Senior Ranger
General Performance	Parking enforcement carried out throughout the Central Business District, licensed car parks and schools zones.		
 21569	Develop Awnings over Road Reserve policy and inspection regime.	50%	Manager Development Services
General Performance	Preliminary Stakeholder consultation has been undertaken which has shaped the creation of the Draft Policy. About to embark on final round of preliminary consultation with industry stakeholders prior to presenting report to Council requesting approval for exhibition.		
 21570	Ensure food premises meet required legislative standards	25%	Environmental Health Officer 1
General Performance	Council has lodged its annual activities report to the NSW Food Authority on the exercise of its functions for 2010/2011. Environmental Health officers have undertaken routine food shop inspections to ensure compliance with required standards and educate operators on best practice through the distribution of fact sheets, handwashing posters, fridge magnets on handling of eggs and Food Safety Newsletters to maintain high standards of hygiene and operations.		
 21572	Implement food hygiene educational programs	25%	Environmental Health Officer 1
General Performance	Council has facilitated the Environmental Health Officer (EHO) training programs through the NSW Food Authority which aims to strengthen the knowledge of EHOs to ensure legislative compliance during inspections. Ongoing advise and education is given to operators during construction phase of new food business and annual inspections. EHO's work closely with local community colleges who provide additional information or educational resources in the Food Safety Supervisor training to food business owners. The NSW Food Authority held a 'Retail and Food Service Industry Advisory Group' meeting in Wagga Wagga as part of its Food Regulation Forum. The Forum was established under the NSW Food Act to assist, evaluate and provide advice to the NSW Food Authority in relation to the regulation of the retail and food service industry by State and Local Government. The establishment of a 'Retail and Food Service Industry Advisory Group' was to provide more effective two-way communication between the Authority, Local Government and the retail and food service industry. The advisory group meets three times a year with representatives of industry and local government being invited to participate. Approximately sixty local food industry and local government representatives attended the forum and were provided an overview of current Food Authority initiatives including: • Fast food menu labelling • Scores on doors trial • Food premises assessment reports • Food Safety Supervisor • Country of origin labelling		
 21573	Implement public health educational programs	25%	Environmental Health Officer 1
General Performance	Environmental Health Officers (EHO) delivered educational talks at local institutes (e.g.TAFE) on Skin Penetration targeted at the beauty/hairdressing and tattooing businesses. EHO's have continued to advise operators on best practice to meet legislative requirements		






Code	Name	Performance	Responsible Officer
	and distributed various posters and fact sheets. Cooling tower operators and business owners of swimming pools have been provided with legislative requirements in maintaining cooling towers and swimming pools in preparation for the Summer period. Two information forums were held in conjunction with NSW Health Department which included a swimming pool information day and Aerated Wastewater Treatment System workshop.		
 21574	Implement public health immunisation program	25%	Environmental Health Officer 1
General Performance	Two free immunisation clinics have been held each month.		
 21575	Maintain Fire Trails	45%	Supervisor Open Space
General Performance	This project is a combined initiative of both the Rural Fire Service and WWCC to enhance and maintain previous works undertaken to protect assets within our region. Works include fire trail construction/maintenance, the establishment of asset protection zones and installation of security boom gates and bollards. Asset protection zones have been mown and sprayed throughout Rocky and Willans Hill, the maintenance of asset protection zones within the villages and reserves is nearing completion. The maintenance of the fire protection zones will be ongoing throughout the designated fire season and will form the basis of fortnightly meetings with representatives from the Rural Fire Service. Security gates & fencing have been installed at both Red Hill Road & Stanley Street entry points of Willans Hill.		
 21576	Manage Alfresco dining and display of goods in the Council area	25%	Senior Ranger
General Performance	Processing of applications for approvals and monitoring of existing licenses undertaken.		
 21577	Undertake assessment and approval of on-site sewage management systems	25%	Environmental Health Officer 1
General Performance	Processing of applications for approvals and monitoring / licensing of existing on-site sewage management systems undertaken.		
 21578	Undertake Health Inspections for Cooling Towers, commercial pools, Funeral Directors, skin penetration, and hairdressers to ensure they meet required legislative standards	25%	Environmental Health Officer 1
General Performance	Health Inspections for Cooling Towers, commercial pools, Funeral Directors, skin penetration, and hairdressers to ensure they meet required legislative standards have been undertaken.		
 21579	Undertake Structural Audit of all awnings over Public Roadways within LGA	0%	Manager Development Services
Not due to commence.			
21602	Deliver the Attorney Generals Safer Bars Project as part of the Alcohol Management Strategy	0%	Manager Community Services
 15183	Upgrade - Docker Street pedestrian rail crossing	15%	Project Integration (Development Sup)
General Performance	Detailed concept drawings have been submitted to the ARTC for their approval and quotes are being sought for the work. On approval from the ARTC (expected mid/late third quarter) work can commence immediately.		
Keep our community spaces clean and healthy		0%	








Code	Name	Performance	Responsible Officer
Co-ordinate Family Day Care Services		0%	
21584	Ensure the provision of quality childcare to children and families	0%	Manager Family Day Care
21589	Promote and market family day care and in home care as unique child care options on the community	0%	Manager Family Day Care
Provide a variety of housing options		0%	
Implement Street Lighting Strategy		0%	
Ensure that a range of services, facilities and programs are available for people of all ages and abilities to enjoy		35%	
Provide, maintain and promote sport, recreation and leisure programs for the community		35%	
 14866	Acquire Land for Lineal Park development	0%	Parks Operations Supervisor
General Performance	This project is for land to be acquired from the subdivision process for the proposed lineal park development at East Boorooma. This process could take some time.		
 21557	Conduct Recreation Workshops	25%	Recreation Officer
General Performance	The NSW Sports Federation has been engaged to provide sporting club workshops within the local community. Two workshops have been planned to provide information on strategic planning and writing successful grants submissions for local sports clubs. These workshops are scheduled to be completed on October 12, 2011.		
 21558	Deliver Recreation programming - Rec & Open Space Strategy	25%	Recreation Officer
General Performance	This budget allows for the programming of multiple recreational activities throughout the Local Government Area through council working in partnership with community organisations.		
 21559	Provide aquatic facilities and programming to the community	25%	Manager Oasis
General Performance	The Oasis and Bolton Park Stadium continue to provide and promote sport, recreation and leisure programs for the community. In particular the following programs are offered: OASIS Swim and Survive Program - provides learn to swim opportunities for children and adults with 880 participants. Wagga Wagga Swimming Club - operates 6 mornings and 5 afternoons per week. Wagga Asthma Swimming Club - operates 2 nights per week. Hydrotherapy Time - Program pool is set aside for 2 or 3 sessions per day for the use of hydrotherapy and gentle exercise. Aqua Programs - Including: Aqua Aerobics - 5 sessions per week. Aqua Zumba - 1 session per week. Aqua Boot Camp - 2 sessions per week. Lunch Time Lappers - 2 sessions per week. High School Sport - 2 schools per week (Wagga High School and Willans Hill). School Learn To Swim - 3 primary schools participated (South Wagga, North Wagga and the Rock Central). Water Polo Junior Development Squad - 2 sessions per month. Special items for the quarter: The Australian Winter Swimming Championships were held in September 2011 with 1000 competitors and visitors. Southern Inland Swimming Development Camps have held 2 sessions. Promotion of Royal Life Saving Society's		







Code	Name	Performance	Responsible Officer
Community Life Saver Program - The Grey Medallion. Free program aimed at 55 year olds. To be rolled out in October 2011 Promotion of South Wagga Apex's Summer Biathlon Series. To be rolled out in October 2011.			
 21560	Provide dryland activities and programming to the community	25%	Manager Oasis
General Performance	The following dryland activities and programs are provided at the Bolton Park Stadium facility: Basketball - Senior, Junior, Wheel Chair and State League - 5 nights per week. Volleyball - Open competition - 1 night per week Social Netball - 2 sessions per week. Badminton - 1 night per week. School Sport - 2 schools participating (Wagga High School and Kildare Catholic College). Special items for the quarter: Australian Sports Commission - training sessions. Active After Schools Programs. Lutheran Vacation Care Programs.		
 21561	Provide Sporting and Recreation Facilities Improvement Grants	75%	Recreation Officer
General Performance	Wagga Wagga City Council allocated \$30,000 in grant funding for local sporting and cultural facilities. Ten applications were received with seven projects being successful after meeting the selection criteria. A presentation evening will be held in October 2011 to present the recipient organisations certificates of acknowledgement of their successful submission.		
21562	Secure sports and recreation events for Wagga Wagga	0%	Project Coordinator Parks & Recreation Services
Build Community capacity through the provision of social and cultural services and programs		0%	
21580	Administer annual grants and contribution from Community Services Division	0%	Social Planning Coordinator
21581	Deliver Aboriginal Family Worker Program aimed at 0-5 years in relation to relationship, nutrition and care giving	0%	Social Planning Coordinator
21582	Deliver Aboriginal HACC program in accordance with ADHC RBA framework	0%	Hacc Development Officer
21583	Deliver housing communities program - Housing NSW regeneration plan	0%	Housing Community Assistance Program Officer
21585	Facilitate inclusive and accessible community consultations for council activities that effectively engage all sections of the community	0%	Social Planning Coordinator
21586	Maintain partnership funding levels for community services through representation on peak bodies bps2.5.10	0%	Manager Community Services
21587	Regular evaluation and development to ensure a premium service is delivered	0%	Social Planning Coordinator
21588	Source, apply and acquit strategic funding applications	0%	Cultural Development Officer
Provide, maintain and promote community facilities, halls and Council properties		0%	








Code	Name	Performance	Responsible Officer
 21563	Complete 'Strategic Property Review of Community Land'	0%	Property Management Co-ordinator
	Not due to commence.		
 21564	Implement Strategic Property Review recommendations	0%	Property Management Co-ordinator
	There was no activity this period.		
Viable and connected rural and urban communities		23%	
Improve and maintain local community facilities		23%	
Plan, construct, maintain and manage Sports and Recreation Facilities		32%	
 21591	Conduct feasibility study to replace Bolton Park Indoor Stadium	1%	Strategic Asset Planner - Parks, Rec & Build
General Performance	This feasibility study will investigate options to replace the existing Indoor Stadium. The study will commence subject to Council endorsement at the October 2011 Council meeting and will take several months to complete with a further report back to Council.		
 21592	Deliver Sportsgrounds Maintenance Program	25%	Supervisor Open Space
General Performance	The purpose of this funding is to maintain and deliver sporting facilities which are safe and provide facility users with the best opportunity to enjoy their chosen activities. Mowing is delivered weekly for the cricket season and the height of the cut has been reduced for the summer sports. Maintenance visits and audits continue to be performed monthly city wide to bring all sporting facilities into alignment. Irrigation activities will continue to be monitored and altered as the temperatures increase. The sports ground maintenance program is delivered in conjunction with the sports ground renovation program		
 21598	Implement Sportsground Renovations	25%	Supervisor Open Space
General Performance	The aim of this project is to improve the condition of sport grounds offered to users throughout our region. Works include the dethatching and aeration of sport fields with dethatching to be undertaken in early November. Sports grounds were aerated during September in preparation for the summer sporting allocations. Applications of fertilisers, granular wetting agent and gypsum are to be undertaken as part of this program.		
 21600	Maintain all recreation assets to an acceptable standard	25%	Capital Works and Playgrounds Officer
General Performance	This project allows for the maintenance of Wagga Wagga City Council's recreation assets including park furniture, BBQ shelters and playgrounds. These assets are maintained to an acceptable level as outlined in the Asset Management Plan.		
 12757	Unstructured Recreational Facilities	50%	Project Coordinator Parks & Recreation Services
General Performance	The Unstructured Recreational Facilities funds have been reallocated to partly fund the Bolton Park Skate Park extensions. Construction will begin on this project during November 2011 and will be completed prior to Christmas.		








Code	Name	Performance	Responsible Officer
 12965	Upgrade sporting fields playing surfaces	5% Supervisor Open Space	
General Performance	This project is aimed at improving the sports ground surfaces offered to users of WWCC facilities. Funding this year will be used primarily to upgrade the irrigation system and laser levelling of the surface at McDonald Park, which will be undergoing major renovation works in late October. Quotations have been finalised and awarded with the commencement of the project to start on the 17/10/2011.		
 13289	Implement Lake Albert Management Plan	50% Project Coordinator Parks & Recreation Services	
General Performance	These works include all relevant capital projects proposed for Lake Albert over two financial years (2010/11 and 2011/12) which will be progressively reported to and ratified by the Lake Albert Community Committee and Council. The list includes improvements to the Crooked Creek channel, the construction of a gross pollutant trap near the mouth of Crooked Creek (in conjunction with grant funds from the Riverina East Region of Councils (REROC), further improvements to the Lake outlet at O'Halloran Park, improvements to the Lake Albert Walkway, improvements to the Stringybark Creek outlet to the Lake and Tatton Drain improvements at Plumpton Road. Many of these projects are as a result of the three major flooding events experienced in March, October and December 2010. Infrastructure Services staff are preparing designs and cost estimates at this time and the various works will proceed during 2012. The one engineering project which has been completed is the Lake outlet at O'Halloran Park (remediation of bank erosion). Further works will include the removal of the remaining Willows at the south-east corner of the Lake when conditions dry out so access can be gained to this area.		
 14037	Upgrade Cricket Facilities Citywide	25% Project Coordinator Parks & Recreation Services	
General Performance	During September Council upgraded six cricket pitch rollers for use on the grounds across Wagga Wagga. Planning is now being undertaken with the Wagga and District Cricket Association to prioritise works that will be completed prior to the end of the financial year.		
 14812	Implement Sportsgrounds Lighting Program	95% Project Coordinator Parks & Recreation Services	
General Performance	This project to install six lighting towers at the Junior Rugby League fields at the Exhibition Centre is almost complete. The erection of the light towers and subsequent electrical works has been completed. The final aspect of the project will be the connection to the Cloudmaster lighting system which is due to be completed November 2011.		
 15149	Develop a Sporting Facility Strategy (Soccer Development)	25% Project Coordinator Parks & Recreation Services	
General Performance	Wagga Wagga City Council sent out requests for expressions of interest and quotations to a number of consultants for the development of Wagga Wagga's Citywide Soccer Strategy. This strategy will provide direction on the allocation and prioritising of future funding. Council officers reviewed the proposals submitted and a preferred supplier was selected. The consultation for the development of the Soccer Strategy will commence in November 2011. The finalised Soccer Strategy documentation is due for completion in early 2012.		
 15231	Apply bitumen seal to Car park at Netball Centre	25% Project Coordinator Parks & Recreation Services	
General Performance	This project will enhance the Wagga Wagga Exhibition Centre through the provision of trees and landscaped areas. This will include the provision of tree planter beds in the newly constructed Netball and Senior Rugby League carparks. Concept designs have been completed with final designs to be complete late 2011. Planting will occur in Autumn 2012 as this is the next available planting season. As part of this project when the planting has been completed the Netball carpark will be line marked and reconfigured to an approved best practice design.		
 15234	Design new amenities building at Jubilee Park	35% Project Manager Community Buildings	









Code	Name	Performance	Responsible Officer
General Performance	This project will allow for the design of a new amenities building at Jubilee Park. The new amenities block will increase the capacity of Jubilee Park to host major events while also improving the facilities for existing users. Preliminary design work for the project has been completed and costed by a Quantity Surveyor. Consultants are currently providing feedback to assist in finalising the detailed plans and specifications.		
 15269	Implement Equestrian Audit recommendations	10%	Temporary Projects Officer - Parks and Recreation
General Performance	The Wagga Wagga Equestrian Audit document was adopted by Council at the February 2010 Council meeting. Since that time Council officers have worked closely with Equestrian Groups to progress the implementation of the recommendations. The Wagga Wagga Polocrosse Club Inc was allocated \$150,000 and the development of facilities at the Euberta Hall site are now completed. Additionally, following the February 2010 Council Meeting Council officers worked closely with Equestrian Groups and Charles Sturt University to implement the development of replacement equestrian facilities at the Charles Sturt University site. Interested Equestrian Groups formed the Riverina Equestrian Association (REA) Inc. to help progress this item with Charles Sturt University and Council and to meet and discuss specific venue requirements for the replacement facility. During 2010 and 2011 Charles Sturt University undertook a whole of campus master planning exercise for the Wagga Wagga campus which included their Equine Centre and works to progress the recommendations from the February 2010 Council report were put on hold until the master plan was completed. In May 2011 Council recommended that the development of Equestrian facilities take place at the Wagga Wagga Exhibition Centre site instead of Charles Sturt University. Council officers held an independently facilitated meeting with equestrian groups to determine their preferred venue options on 6 September 2011. This issue has been researched thoroughly by Council officers and will be reported to the October 2011 Council Meeting recommending a preferred way forward in relation to the development of equestrian facilities within the Wagga Wagga Local Government Area.		
15270	Implement outcomes from the Wagga Bicycle Plan	0%	Project Coordinator Parks & Recreation Services
 15271	Implement Recreational Assets Capital Works Plan	25%	Project Coordinator Parks & Recreation Services
General Performance	This funding has been identified to utilised in a partnership project with Koorringal Rotary for the upgrade of facilities at O'Halloran Park. The project scope is currently being planned in conjunction with Koorringal Rotary. Funds will be allocated to a new BBQ, improved access to the site and an entrance signage.		
 15273	Provide Bicycle Warning signage and destination maps on rural roads	10%	Project Coordinator Parks & Recreation Services
General Performance	Local long distance cycling routes were identified through the development of the Wagga Wagga Bicycle Plan with local cycling clubs and through consultation with the public. The identified cycling routes will be reviewed in October 2011 to determine the best locations for the placement of appropriate bicycle warning signage to alert motorists of the presence of cyclists in the area. A plan for the installation of new warning signage on the identified routes will be formulated and the new signage installed in the identified locations during the 2011/12 Financial Year.		
 15275	Replace Electrical substation at Jubilee Park	25%	
General Performance	The upgrade of the electrical substation at Jubilee Park will allow for the future electricity needs of the entire precinct to be met. Future developments on this site may include the Lloyd community centre as well as future upgrades to sporting facilities. Council officers requested quotations for the design of the substation upgrade. The successful contractor has commenced the design which will be completed by December 2011. A tender process for the construction will commence once design works have been completed.		
 28072	Replace Oasis Automatic Pool Cleaner	100%	Manager Oasis
General Performance	A new pool cleaner was purchased in July 2011. The automatic cleaner is programmed to systematically clean the entire floors of the pools at the Oasis. A smaller manual pool cleaner was also supplied with this purchase. This cleaner will be used for spot cleaning particular areas of		








Code	Name	Performance	Responsible Officer
	the pools as required.		
 28073	Oasis - Additional Shade for 50m Pool	25%	Manager Oasis
General Performance	This project is for the addition of shade structures at either end of the 50m outdoor pool. The project is part grant funded by the NSW State Government and it is expected that a decision on the grant funding will be made prior to the end of the financial year.		
Plan, construct, maintain and manage Parks, Gardens and Open Space		27%	
 15245	Implement Plan of Management Recommendations for Natural Reserves	6%	Parks Operations Supervisor
General Performance	Various works are planned each year for the natural areas. This year will see continued trail improvement works at Pomingalarna Reserve in conjunction with the Wagga Mountain Trail Bike Club. If funds permit, some barrier fencing works will take place on Willans Hill Reserve to prevent unauthorised vehicle access to certain areas.		
 21608	Botanic Gardens, VMG and CBD parks and streetscapes are maintained to a high standard	25%	Botanic Gardens Team Leader
General Performance	The Botanic Gardens,VMG precinct and CBD parks all form part of the Horticulture section of Parks and Recreation. All are high profile areas and presentation is paramount amongst staff within the horticulture section.With high visitation numbers to all parks maintenance is of a very high standard. Currently staff in all areas are replacing the annual flowers to maintain the colour within the gardens, irrigation regimes are being monitored in readiness for summer and mowing increasing as spring growth is maintained.		
 21610	Cut grass in parks and open space across the LGA in accordance with established service levels	25%	Supervisor Open Space
General Performance	This project is to maintain parks and reserves throughout our region. Maintenance schedules have been developed to deliver the agreed number of mowing and maintenance events to each area. Open space mowing teams have been bolstered by the introduction of a fourth mowing crew , casual staff and the use of contractor services enabling the teams to increase the frequency of visits and the level of service. An improved visual appearance to the city is clearly noticeable as a result of the additional resources allocated to park and open space mowing across the LGA.		
 21612	Finalise and implement Playground Strategy	75%	Recreation Officer
General Performance	The final draft of the Wagga Wagga City Council Playground Strategy has been completed and will be submitted to the Environmental and Community Service Standing Committee in November 2011. This strategy will describe all playgrounds in the Local Government Area as well as provide advise on the current standard of that asset and provide direction for Council Officer's on the allocation of future resources.		
 21613	Implement Parks Maintenance Program to existing service levels across Parks and Open Space in the LGA	25%	Supervisor Open Space
General Performance	Open space mowing and maintenance schedules have been formulated to capture data and to help customer service officers provide accurate time frames to customers who contact WWCC with requests. The maintenance schedules contain allocated mowing and maintenance events for each facility/ area throughout the LGA. Staff use the schedules to develop work routines and to distribute plant and resources evenly amongst the teams to deliver similar standards across all areas of responsibility. Open space weekly mowing reports are also generated to deliver updated information regarding the current status of the maintenance schedules for customers and staff alike. As weather and mechanical breakdowns play a significant role in the delivery of the maintenance schedules any changes to time frames are noted and schedules realigned.		
 21618	Maintain Botanic Gardens and Zoo	25%	







Code	Name	Performance	Responsible Officer
Parks Operations Supervisor			
General Performance	The maintenance of the Botanic Gardens and Zoo precinct continues to be a very high priority for the staff of the Botanic Gardens. Staff have been busily preparing the gardens for the spring period including the school holidays. Key activities include the replacement of annuals throughout the gardens, broad leaf weed spraying and the fertilising of plantings and turf. The Zoo continues to attract high visitor numbers consistently through the facility with letters of thanks for the presentation of the facility received.		
 21619	Maintain parks and gardens throughout the Local Government Area	25%	Parks Operations Supervisor
General Performance	All parks and reserves throughout the Local Government Area including the nine villages are receiving increased service levels for mowing and maintenance as part of the 2011/12 Delivery Program. These works are being undertaken by Parks staff in conjunction with contractors. An additional mowing crew has been added to the maintenance schedules during the spring months to help in the delivery of increased service levels.		
 21620	Maintain urban and village playgrounds to Australian Standards	25%	Capital Works and Playgrounds Officer
General Performance	Wagga Wagga City Council's playground network is routinely inspected every 2 months. The next round of inspections are due in October 2011. Ongoing maintenance is undertaken as required.		
 12231	Renew and Maintain Playground Equipment	50%	Capital Works and Playgrounds Officer
General Performance	Three playgrounds have been identified for replacement. They are at Uranquinty Oval, Ballaroo Cres (Glenfield) and Jack Ave (Mount Austin). Work will include removal of existing equipment, installation of new equipment, edging and soft fall. In addition several playgrounds have been identified to have individual components replaced as required.		
 12233	Replace and upgrade Irrigation and Bores	10%	Supervisor Open Space
General Performance	This project provides the funding source for improvements to irrigation systems citywide. The project will include a new irrigation system at McDonald's park. The new system will replace the present system as part of an upgrade to the drainage and surface replacement at the facility. The old system was designed to withstand horse contact and as such poses a safety risk to users of the facility. The new system will have smaller irrigation heads be designed with sport in mind and alleviate the present OH&S risk identified. Secondly this funding will be used to realign the recycled water main at Bolton park. As part of the Robertson oval development and the recently upgraded filtration system for the area the opportunity is now provided to realign the water main away from the tennis area(currently it runs through the middle of the courts) and replace old infrastructure that will no longer be needed. With the impending works at Robertson oval it will also guarantee the water supply for Bolton Park for the upcoming summer whilst construction is being undertaken.		
 12596	Renew and Maintain Structural Landscaping in parks and open space (pathways, fencing, kerb + gutter)	15%	Botanic Gardens Team Leader
General Performance	This funding will be used to replace sections of the boardwalk around the wollundry lagoon, this work is necessary due to white ants attacking the structure causing safety concerns for the users. It will also provide supplementary funding for the redevelopment of the landscape at the welcome to Wagged Wagga sign in Tarcutta Street. An Engineer has been engaged and inspected the boardwalk around the Wollundry lagoon and plans have been drawn detailing the scope of works that need to be completed to rectify the damage sustained. It is recommended that steel be used where the timber structure adjoins the land to eliminate any future damage from white ants along with recycled plastic decking. Additional wire ropes need to be placed in the safety fencing so fencing meets safety standards. Quotes are being obtained for the work and works will commence once all quotes have being reviewed.		
 12871	Lloyd New Playground - Local Open Space Works	0%	









Code	Name	Performance	Responsible Officer
Project Coordinator Parks & Recreation Services			
Not due to commence.			
 12895	Renew Parks Facilities - Village & Rural Area	0%	Capital Works and Playgrounds Officer
General Performance	Collingullie has been identified as the village to receive an upgrade to park facilities for the 2011/12 financial year. A new BMX track will be designed and constructed in the local park for the youth of the area. Designs will be completed prior to the end of 2011 with construction to take place early 2012.		
 14038	Replace Bridge over Model Railway at Botanic Gardens	15%	Botanic Gardens Team Leader
General Performance	This project involves replacing the deck and handrail on the timber bridge that takes you over the model railway to the tree chapel at the Botanic Gardens. The decking and handrail of the bridge has reached the end of its useful lifespan and the scheduled replacement will be undertaken. Quotations for the timber decking and the steel handrail have been sought and the successful contractors advised. The timber has been ordered and construction of the handrail is about to begin. This project will add to the amenity of the area particularly with many weddings held at the venue.		
 15092	Construct new Regional Playground - Apex Park	30%	Project Coordinator Parks & Recreation Services
General Performance	This project is to construct a new Regional Playground at Apex Park. The new playground will be constructed immediately to the south of the Apex Park car park and will replace some of the existing aged playground equipment which will be removed. Expressions of interest were sought for the design and construction of this playground. A specialist playground provider has been appointed and onsite works will start during November 2011.		
 15171	Replace Victory Memorial Gardens safety fencing and retaining walls around the Lagoon	10%	Botanic Gardens Team Leader
General Performance	This project involves the replacement of the current wooden rail fencing and retaining walls around the wollundry lagoon from the Civic Centre to Ivan Jack Drive. The first stage of this project will be the replacement of the railing fencing. A fence style will be chosen to ensure that it meets the safety needs of the public using the walkway. The replacement of the retaining wall will follow, either brick or concrete sleepers aimed at increasing the life span of the product. A local Engineer has been engaged to assess and recommend a suitable style of fencing for the walkway, considerations will be made for the lifespan and durability of the materials used. This recommendation has been received and quotes are about to be obtained from local fencing contractors, with work to start before December by the appointed contractor.		
 15246	Implement recommendations from the Recreation and Open Space Strategy 2005-2015	25%	Recreation Officer
General Performance	This project will result in the installation of a half court basketball facility at Forest Hill. Construction will commence in November and will be completed prior to Christmas. This facility was identified in the Recreation and Open Space Strategy 2005-2015 which recommends the provision of recreational facilities targeting the youth within the Local Government Area.		
 15247	Maintain / renew signage at Parks, Sportsground and reserves, in compliance with insurance requirements.	40%	Peter Ellis
General Performance	This budget will allow for the installation of additional signage at the Ashmont BMX track, Collingullie BMX track (yet to be constructed), the Bolton Park Skate Park and Henwood Park Skate Park (yet to be constructed). The design layouts have been completed and installation will occur early 2012.		
 15249	Renew and Maintain Parks furniture	50%	










Code	Name	Performance	Responsible Officer
Capital Works and Playgrounds Officer			
General Performance	This project allows for the replacement and installation of park furniture. Furniture will be installed during 2011/12 at several locations throughout the Local Government area,. These include: Collins Park: Table settings, bench seats and rubbish bins Harris Park: Table settings Mangoplah Hall: Table setting Henwood Park Skate Park: Rubbish bins Bolton Park Skate Park: Rubbish bins		
 15297	Develop Botanic Gardens and Zoo site management plan	10%	Botanic Gardens Team Leader
General Performance	The project Develop Botanic Gardens and Zoo site management plan involves addressing concerns within the site.This is the first stage of the redevelopment of the botanic gardens and zoo according to the recently developed master plan. The first stage of the project involves replacement of perimeter fencing to comply with legislative requirements and address user safety concerns. The second stage of the project involves addressing safety concerns with the fencing of water features within the area.Replacement fencing to address this concern will also be installed around the site. Quotations for both styles of fencing have been sourced and the successful contractors advised. Works will be staggered so as not to effect the operation of the facility and enable visitors access to the maintained.Works to be completed prior to the December school holidays.		
Plan, construct, maintain and manage Sealed Roads		17%	
 21630	Conduct Glenfield Road Corridor Study	0%	Senior Infrastructure Planning Coordinator
There was no activity this period.			
 21640	Maintain Roadside drainage and grade shoulders	25%	Supervisor Wearing Operations
General Performance	Roadside drainage maintenance and shoulder grading works are progressing well. The main focus is to keep ahead of the pavement rehabilitation works and prepare for the coming reseal program on rural roads. Major roadside drainage works have been undertaken on Byrnes Road, Holbrook Road, Tumbarumba Road, Bakers Lane and Oura Road.		
 21641	Maintain Sealed Roads	30%	Manager Program Integration (Operations)
General Performance	Expenditure on sealed road maintenance is approximately 20% over budget for the first quarter of 2010/11. This increase in expenditure is a direct result of wetter weather conditions over the past 18 months and a subsequent an increase in sealed road failures.		
 21648	Replace seal on road to Pomigalarna Reserve	6%	Parks Operations Supervisor
General Performance	This project is for the resealing of the access road to Pomingalarna Reserve and has been bundled with other projects to be delivered in 2012.		
 21707	Control Roadside vegetation	15%	Supervisor Wearing Operations
General Performance	Council vegetation management officers have almost completed spraying the road network. Tree pruning works will be programmed for later in the year.		
 14027	Westbrook Road Safety Improvements	5%	Supervisor Wearing Operations
General Performance	Preliminary investigations and design (pavement) has been undertaken. A gravel source has been secured and gravel production works have		










Code	Name	Performance	Responsible Officer
	commenced. It is anticipated that preliminary construction works will commence at the start of 2012, with the remainder of construction to follow shortly after.		
 14035	Lane Construction - 86 Hammond Avenue	80% Project Integration (Development Sup)	
General Performance	Project currently under construction and is expected to be completed early second quarter of the 2011/12 financial year.		
 15107	Construct Road infrastructure - Boorooma Street/Farrer Road Intersection	5% Project Integration (Development Sup)	
General Performance	Project is going to tender early second quarter (as a design and construct project) with delivery of the project expected to commence the third quarter and be completed by the end of the 2011/12 financial year.		
 15108	Rehabilitate North Parade	15% Project Integration (Development Sup)	
There was no activity this period.			
 15180	Implement Bridges Replacement Program	0% Supervisor Pavement Operations	
General Performance	A program has not been finalised for these works. In all likelihood, the funding will be used in conjunction with flood recovery funding to produce better outcomes in a number of instances where bridges required replacement.		
 15181	Implement unfunded Traffic committee resolutions as adopted by Council	5% Project Integration (Development Sup)	
General Performance	The prioritisation of this year's work and high level estimates has been completed. Preparation of construction drawings has commenced and are expected to be completed either later in the second quarter or early third quarter, with delivery some time in the third or fourth quarter.		
 15239	Construct vehicle parking bay in McCullough Street, Tolland Heights	5% Strategic Asset Planner - Parks, Rec & Build	
General Performance	This project is to construct a parking bay in McCullough Street Tolland Heights adjacent to the playground. The new car park will allow for the safe drop off and pick up of children going to the park. Planning has begun on this project and construction will occur in 2012 prior to the end of the financial year.		
 21628	Pavement Rehabilitation program	30% Supervisor Pavement Operations	
General Performance	The pavement rehabilitation program is progressing well. The program commenced with the rehabilitation of large sections of Mitchell Road, Byrnes Road and Bakers Lane. Due to the current condition of many of the sealed roads (widespread moisture related pavement failures) the focus has shifted towards heavy patching. This is far less efficient, but necessary to ensure the safety of road users. Heavy patches have been undertaken on Eununy Bridge Road and works are currently underway on Tumbarumba Road. Due to the current deteriorating pavement condition across the entire sealed road network, it may be necessary to consider reallocating funds from other programs to allow additional work to occur.		
 21629	Reseals Program	10% Supervisor Wearing Operations	
General Performance	The reseal program has been developed and preparation works are currently underway. Actual reseal works are typically undertaken during		







Code	Name	Performance	Responsible Officer
the warmer months (November through to February).			
 30044	Conduct Urban Asphalt Program	5% Supervisor Wearing Operations	
General Performance	A preliminary program has been developed and is currently being reviewed. Due to the large amount of rehabilitation works required across the road network, consideration may be given to deferring some of the program and reallocating funds to sealed road rehabilitation and heavy patching works.		
 39868	Replace Kerb and Gutter	5% Supervisor Wearing Operations	
General Performance	A preliminary program has been developed and is currently being reviewed and refined. It is anticipated that works will commence during the next quarter.		
Plan, construct, maintain and manage Unsealed Roads		0%	
 24218	Gravel Resheet Program	0% Supervisor Pavement Operations	
General Performance	Gravel resheet works will be undertaken in conjunction with the flood recovery works on unsealed roads. Priority is being given to the flood recovery effort, with additional works undertaken under utilising existing recurrent funding where it is operationally effective and efficient, or the need is identified due to issues associated with condition and risk.		
Plan, construct, maintain and manage Streetscapes		28%	
 21636	Deliver Roadside Mowing Program	25% Supervisor Open Space	
General Performance	The focus of this activity is to maintain roadsides and verges throughout the electorate. Works are undertaken to reduce fire risk, traffic impairment and to enhance the visual appearance of our city and villages. All areas of the city and the villages are included in the program. Contractors have been engaged to help deliver the roadside mowing program and are currently working in the villages of Collingullie and Galore, all areas have previously been mown this season and the cycle will continue in the lead up to Christmas.		
 21666	Develop infrastructure plans for CBD and hospital precinct	20% Strategic Town Planner	
General Performance	The efficiency of the Hospital precinct will be subject of review once the rebuild has been completed. Council is about to appoint a Strategic Transport Planner to address this area as well as that of the whole of CBD movement systems, parking and Urban Design issue.		
 21670	Refurbish landscape at Tarcutta Street Underpass	60% Supervisor Open Space	
General Performance	The funding sourced for this project will be used to re-landscape the corner of Edward street and Tarcutta street, designed to beautify one of the major entrances to Wagga Wagga. The Tarcutta St Entry Landscape is currently being constructed and is due for completion at the end of November. Concept plans were drawn and quotations sought for this project. Works completed to date including tree removal, rubbish removal and removal of the stack-a-block walling and paving. Currently contractors are sixty percent completed with works to be finalised over the coming weeks.		
 21671	Replace Street Trees in line with condition and life expectancy	25% Supervisor Tree Planning and Management	









Code	Name	Performance	Responsible Officer
General Performance	Wagga City Council's independent street tree audit governs the removal and replacements of all street trees. The audit is an excellent management tool which determines our work programs by identifying each tree, its potential risk, its health status in line with it's useful life expectancy. Most of the mature and over mature trees that require removal are located within Central Business District of Wagga. The audit along with residential development determines the number of trees planted each year.		
21672	Undertake detailed City Centre Transport, Parking, Landscape and Council Sites Development Study	0%	Manager Strategic Planning
21673	Undertake detailed Hospital Precinct Urban Design, Parking and Movement Study	0%	Manager Strategic Planning
 12498	Construct Bus Shelters	10%	Project Integration (Development Sup)
General Performance	Two bus shelters are currently been constructed in Sydney. Quotes are being sort for their installation which is expected to be completed by the end of November 2011.		
 12786	Implement Street Lighting Improvements Program - Roads & Traffic Facilities	20%	Manager Infrastructure Planning
General Performance	Key focus for the 10/11 year has been the installation of the intersection lighting along Baylis Street . Two intersections have been completed. Remaining funds considered for contingency due to potential issues with power supply, trenching and so on. Council is currently investigating the installation of street lighting at sites in: Lake Road, Oura, Uranquinty and Forest Hill		
 12877	Lloyd Entry Treatments - Open Space Works	10%	Supervisor Open Space
General Performance	This project involves the upgrading of existing plantings and the development of further plantings within the Lloyd area.Part of this project will involve enhancing the landscaping undertaken to the entrance to Jubilee Park and includes the replanting of the tree plot areas at Jubilee Park. Replanting will also be undertaken along the sound mounds and entrances of Lloyd. This funding will be used to water and establish the plantings over the summer period, with the remainder to be utilised on autumn plantings when conditions will be more favourable. These projects will all enhance the streetscapes and amenity of the Lloyd area.		
 14288	Maintain street trees to the Australian Standard	50%	Supervisor Tree Planning and Management
General Performance	The project involves sourcing and planting good quality tree stock that meets Australian National Specifications (NATSPEC). In turn this will increase the planting success rate as well as improve the quality of Wagga's future streetscape canopy coverage. The maintenance and planting of street trees is governed by the Street Tree Strategy and Master plan and Council's Street Tree Audit. Approximately 680 new trees from 45 litre containers were planted in the 2011 planting season. Sourcing of new trees for next year's planting season is underway, with visits arranged to reputable nurseries to select suitable planting stock.		
 15185	Upgrade Tarcutta Main Street	0%	Manager Strategic Planning
Plan, construct, maintain and manage Pathways		17%	
 12673	Improve Footpaths	30%	Supervisor Wearing Operations
General Performance	A program has been developed and is currently being delivered by Council's footpath contractor. Works have been completed in Parkhurst St,		








Code	Name	Performance	Responsible Officer
Fernleigh Rd, Healy Ave, Gilmore Ave, Hunter St and Jack Ave.			
 15236	Implement Cycleways	15%	Project Integration (Development Sup)
General Performance	Construction Drawings have been reviewed and are currently being finalised ready for detailed estimates to be compiled.		
 39042	Implement Pedestrian Access and Mobility Program (PAMP)	5%	Supervisor Wearing Operations
General Performance	A program has been developed and finalised. Construction works will commence in the coming month.		
Plan, construct, maintain and manage Sewer Systems		15%	
 21681	Implement Sewer Laterals Rehabilitation Program	25%	Supervisor Underground Assets
General Performance	This is an ongoing program to rehabilitate lateral sewer spurs as required.		
 21682	Implement Sewer Mains Rehabilitation Program	5%	Supervisor Underground Assets
General Performance	This is an ongoing program to maintain, rehabilitate and reconstruct sewer mains that have been damaged or at immediate risk of failure. The funding this year will be allocated to replacing the existing sewer main on the Tarcutta Bridge which is at risk of failure due to the vibration and movement of the bridge. Works will commence once Hume Alliance has completed the Bypass in Tarcutta and demobilised from site. Hume Alliance should be completed by the end of November 2011.		
 21688	Maintain Sewer Assets	0%	Supervisor Underground Assets
General Performance	The continual preventative maintenance programs for Councils sewer assets have been conducted on time and within budget for the first reporting quarter. Council staff continue to identify "blackspots" for sewer failures and rehabilitate as required. Assets such as sewer pump stations and sewer mains continually undergo routine inspections to ensure serviceability.		
 50018	Implement renewal program for Gravity Sewer	25%	Supervisor Underground Assets
General Performance	This is an ongoing program for the renewal of Council's gravity sewer mains which have been identified as being in poor condition or at the risk of failure.		
 50024	Replacement and Renewal of Sewer Plant	25%	Supervisor Underground Assets
General Performance	The replacement and upgrading of sewer plant and equipment is a continual operation for the sewer division and purchases are made when required.		
 50028	Install Sewer Network Extensions	25%	Supervisor Underground Assets
General Performance	This project is for the extension of Councils reuse sewer network. The development of a new reuse master plan will be undertaken this financial year. The master plan will define future extensions to the reuse network that maximises benefit to the community in the longer term.		





Code	Name	Performance	Responsible Officer
 50034	Upgrade Sewer - Rising Mains	5% Supervisor Underground Assets	
General Performance	Temporary works have been completed at the Tarcutta Creek site with the full Tarcutta Creek works to be completed during the 11/12 financial year once the Hume Alliance have completed the Tarcutta Bypass works.		
 50050	Upgrade Sewer - Pumping Station pits	25% Supervisor Underground Assets	
General Performance	This is an ongoing program to upgrade steel lids on the sewer pump station as required.		
 50052	Replacement of Manhole Lids - Sewer Reticulation	25% Supervisor Underground Assets	
General Performance	This is an ongoing program for the replacement of Concrete Sewer Manhole Lids with lightweight steel lids as required. 98 lids for the 11/12 replacement program have been ordered.		
 50055	Rehabilitate Wells - Sewer Pump Stations	5% Supervisor Underground Assets	
General Performance	This is an ongoing program for the upgrade and renewal of sewer pump station wells impacted by corrosion and asset failure. Review of wells will be undertaken and priority wells will be chosen for rehabilitation this financial year.		
 50060	Install Sewage Pumping Station - Forsyth St - SPS02	25% Operations and Maintenance Engineer	
General Performance	A review of the requirements for the upgrade of SPS 02 will be undertaken prior to the commencement of works. The reconfiguration of the rising mains from both SPS01 and SPS02 will be undertaken as part of this project. A full scope and design will be completed during the 11/12 financial year with construction expected to commence in the 12/13 financial year.		
 50065	Renew Sewage Treatment Works - Forest Hill	1% Sewer 2010 Project Officer	
General Performance	Survey of baffle design completed. Preliminary plan for bank rehabilitation complete. Flow splitting advice between Pasveer and RAAF Ponds received. Upgrade of plant is being considered in conjunction with new pump station number 22 subject to the Brunslea Park development. Once a planning agreement has been developed, designs and costings can be established for the Forrest Hill treatment works. This project may be required to be carried out over several years.		
 50069	Install Variable Speed Drives - Sewer Pump Stations	5% Supervisor Underground Assets	
General Performance	This was an ongoing program for the installation of VSD's in Council's Sewer Pumping Stations. The remaining VSD installations will be completed this year and the project will be terminated after the 2011/12 financial year.		
 50079	Install Sewage Pumping Station - Sheppard St - SPS01	25% Operations and Maintenance Engineer	
General Performance	A review of the requirements for the upgrade of SPS 01 will be undertaken this financial year.		
 50086	Install Sewage Pumping Station - Hammond Ave - SPS15	10% Operations and Maintenance Engineer	









Code	Name	Performance	Responsible Officer
General Performance This item is for the installation of additional well storage for the Hammond Ave sewer pump station. This SPS is one of the larger pump station within Council's network and is currently running at full capacity. Investigations for the East Wagga and Koorringal areas is underway and issues for installing storage at the Hammond Ave SPS has been identified due to location and lack of construction area. Potential upgrade of existing SPS from a dry well to a wet well may provide some relief for capacity issues and will be investigated further. More significant works will be conducted within the network to reduce impacts on this SPS to minimise storage requirements.			
 50087	Renew Sewage Treatment Works - Currawarna	0%	Sewer 2010 Project Officer
There was no activity this period.			
 50090	Renew Sewage Treatment Works - Humula	0%	Sewer 2010 Project Officer
There was no activity this period.			
 50112	Renew Sewage Treatment Works - Tarcutta	5%	Sewer 2010 Project Officer
General Performance The removal of trees and reinstatement of clay liner for the overflow lagoon will be completed this financial year. Works will begin early in the new year.			
 50120	Renew Sewage Treatment Works - Uranquinty	1%	Sewer 2010 Project Officer
General Performance This project is for the rehabilitation of the Uranquinty treatment ponds. A full assessment and analysis of the ponds will be undertaken this financial year. The works will be carried out over a number of years.			
 50136	Humula pressure Reticulation Scheme	0%	Supervisor Underground Assets
General Performance This project is subject to a review of the existing pressure sewer systems. The review will be undertaken this financial year.			
 50167	Implement pressure sewer reticulation scheme - San Isidore	0%	Supervisor Underground Assets
General Performance This project is subject to a review of the existing pressure sewer systems. The review will be undertaken this financial year.			
 50172	Upgrade Sewerage pump station Control system	5%	Operations and Maintenance Engineer
General Performance Investigations and the development of a concept control system for Councils sewerage pump stations has been completed. Work is about to commence on the preparation of a brief for a contractor to design and construct a the new control system that matches the current control system for Councils sewer treatment plants.			
 50173	Design and Construct Sewer Scheme - Oura	0%	Supervisor Underground Assets
General Performance This project is subject to a review of the existing pressure sewer systems. The review will be undertaken this financial year.			
 51390	Eliminate Sewer Joint Connections	25%	Supervisor Underground Assets








Code	Name	Performance	Responsible Officer
General Performance		This is an ongoing program for the elimination of joint sewer connections as identified through the development application process.	
Plan, construct, maintain and manage Drainage Systems		14%	
 21700	Clean Culverts	10%	Supervisor Underground Assets
General Performance	Trials have been undertaken using a number of contractors utilising different techniques. All of the techniques were successful, however some were better or more efficient than others. Over the coming months a contractor or contractors will be engaged to undertake the culvert cleaning program as well as culvert cleaning works associated with the flood recovery effort. During the trials, the majority of culverts on the upper sections of Tumberumba Road and Westbrook Road have been cleaned.		
 21701	Conduct Eastern Industrial Area Drainage Study	1%	Project Integration (Development Sup)
General Performance	A hydraulic analysis of the immediate and surrounding area is required to determine the extent of the project. It is Council's intention to bundle up several hydraulic analysis projects together and let the work early in the third quarter of this 2011/12 financial year. Designs would be commenced in the fourth quarter of 2011/12, with their delivery expected to be completed within the 2012/13 financial year.		
 21703	Conduct Botanic Gardens Hydrological Study	25%	Manager Parks and Recreation Services
General Performance	This project is for a hydraulic study to be conducted at the Botanic Gardens. This project has been bundled with other similar projects and will be delivered during 2012.		
 21717	Implement Stormwater Management Plan	25%	Operations and Maintenance Engineer
General Performance	The Stormwater Management Plan sets out projects to be delivered as part of the works program for the 2011/12 financial year. Works are currently underway for the delivery of these projects.		
 21719	Maintain Stormwater Assets	25%	Supervisor Underground Assets
General Performance	The stormwater system comprises of an extensive network of major open channels, drains and waterways. Maintenance works undertaken on the stormwater system this quarter included inspections and maintenance of the stormwater flood pumps and flood gates, ongoing upgrades of the electrical boards, cabinets and regular inspection and maintenance of the levee banks. To reduce the risk of localised flooding and improve stormwater quality, over 7,000m of open drains and channels will be inspected and maintained this year.		
 12665	Flood Pumps - Progressively Upgrade Pumps	60%	Supervisor Underground Assets
General Performance	Works are currently underway for the upgrade of the electrical control panel for the Flowerdale Flood Pump Station.		
 12758	Improve Stormwater drainage - Kincaid St End to Flowerdale pumping station - Wga West DSP Area	1%	Project Integration (Development Sup)
General Performance	A hydraulic analysis of the immediate and surrounding area is required to determine the extent of the project. It is Council's intention to bundle up several hydraulic analysis projects together and let the work early in the third quarter of this 2011/12 financial year. Designs would be commenced in the fourth quarter of 2011/12, with their delivery expected to be completed within the 2012/13 financial year.		
 12915	Construct Culvert Crossing at Boiling Down Creek	25%	





Code	Name	Performance	Responsible Officer
Operations and Maintenance Engineer			
General Performance	Designs for a new crossing at the entrance of the Gregadoo Waste Management Centre are currently being finalised. Contractors will be sought to complete the construction phase of the project scheduled for completion this financial year.		
 12941	Implement Stormwater Drainage Improvements - Jubilee Oval to Red Hill Rd - Wga West DSP Area	1%	Project Integration (Development Sup)
General Performance	A hydraulic analysis of the immediate and surrounding area is required to determine the extent of the project. It is Council's intention to bundle up several hydraulic analysis projects together and let the work early in the third quarter of this 2011/12 financial year. Designs would be commenced in the fourth quarter of 2011/12, with their delivery expected to be completed within the 2012/13 financial year.		
 12942	Implement Stormwater Drainage - New Estella western and southern subdivision piped drainage Pine Gully Rd /Old Narrandera Rd to Olympic Highway	1%	Project Integration (Development Sup)
General Performance	A hydraulic analysis of the immediate and surrounding area is required to determine the extent of this project. It is Council's intention to bundle up several hydraulic analysis projects together and let the work early in the third quarter of this financial year. It is envisaged that designs will commence in the fourth quarter of 2011/12, with their delivery expected to be completed within the 2012/13 financial year.		
 12943	Implement Stormwater Drainage - Ridgeline (Bourkelands - Urban East boundary) - Wga East DSP Area	1%	Project Integration (Development Sup)
General Performance	On-site investigations to determine the extent of work are currently being undertaken. It is expected work will commence within the third quarter of the 2011/12 financial year when weather conditions for this type of work are more favourable.		
 13971	Remediate Wollundry Lagoon	10%	Operations and Maintenance Engineer
General Performance	Permits, environmental issues and landowner approvals have been obtained for the removal of around 45,000cum sediment within the lagoon. The Tender process has been completed and works are scheduled to commence in the new year with the completion date estimated for September 2012.		
 14030	Implement Drainage - Talbot Place Surcharge	1%	Project Integration (Development Sup)
General Performance	As a result of storm damage within the 2010/11 calendar year, maintenance funding was used to undertake drainage repairs which appear to have made this project unnecessary. Monitoring will be undertaken over the upcoming 2011/12 summer (flash flooding / storm period) to determine the future of the project.		
 14031	Implement Stormwater drainage - Sturt Hwy - Gumly Gumly	1%	Project Integration (Development Sup)
General Performance	On-site investigations to determine the extent of work are currently being undertaken		
 14032	Implement Stormwater drainage - Taber Street Uranquinty	50%	Supervisor Underground Assets
General Performance	Cleaning and reconstruction of the existing drain in Taber has been completed. The works included the removal of several trees. Designs are currently being prepared for the installation of Kerb and Gutter to assist in minimising the pooling of stormwater in the Street.		
 14046	Upgrade of Stormwater pit lids to lightweight lids	25%	Supervisor Underground Assets


Code	Name	Performance	Responsible Officer
General Performance	This is an ongoing program for the replacement of aged and damaged pit lids with new light weight lids to minimise OH&S issues relating to manual lifting.		
 15115	Implement Crooked Creek Diversion	1%	Project Integration (Development Sup)
General Performance	A hydraulic analysis of the immediate and surrounding area is required to determine the extent of the project. It is Officers intention to bundle up several hydraulic analysis projects together and let the work early in the third quarter of this 2011/12 financial year. Designs would be commenced in the fourth quarter of 2011/12, with their delivery expected to be completed within the 2012/13 financial year.		
 15122	Remediate Stormwater infrastructure - Central City Culverts - Murray Street	5%	Project Integration (Development Sup)
General Performance	A hydraulic analysis of the catchment area is currently being done in-house with three different delivery options expected from the results. Because of the scale of the project it is expected that the delivery of construction drawings will be the best result for this 2011/12 financial year, with delivery of the project in the 2012/13 financial year.		
 15227	Conduct Village Overland Flow Flood Study	5%	Senior Infrastructure Planning Coordinator
General Performance	Council has just received notification from the Minister of Environment and Heritage that Council's funding application under the Floodplain management Program has been successful. The funding offer of \$141,000 (\$97,000 NSW Government, \$47,000 Council) is being report to Council via the Infrastructure Standing Committee on the 8th November 2011. Council Officers are in the process of preparing a tender specification to engage a consultant to undertake the overland flow flood studies for Tarcutta, Uranquinty and Ladysmith.		
 15230	Renew and Replace Culverts	25%	Supervisor Underground Assets
General Performance	The culvert replacement program is progressing quite well with approximately 40 culverts replaced year to date. The main focus is on keeping ahead of the pavement stabilisation works and, where possible, the unsealed road flood recovery works. This will minimise unnecessary rework and the potential for future damage during rain events. Some of the locations where culverts have been replaced include Abbots Lane, Ashfords Road, Burkes Creek Road, Brushwood Road, Bullock Hills Road, Coreinbob Road, Coreinbob Siding Road, Gregadoo Road, Killicks Road, O'Briens Creek Road, Old Naranderra Road, Palmers Road, Penfolds Road, Plumpton Road and Rocky Falls Road.		
 15241	Upgrade Stringybark Creek Diversion Culvert	5%	Project Integration (Development Sup)
General Performance	A contractor has been engaged to undertake the work, it is expected that work will commence and be completed over the upcoming 2011/12 summer period		
 21708	Duplicate Stormwater Drainage - 1050 Copland Street to proposed pumping station - Wga East DSP Area	1%	Project Integration (Development Sup)
General Performance	An hydraulic analysis of the immediate and surrounding area is required to determine the extent of the project. It is Council's intention to bundle up several hydraulic analysis projects together and advertise the work early in the third quarter of this 2011/12 financial year. Designs would be commenced in the fourth quarter of 2011/12, with their delivery expected to be completed within the 2012/13 financial year.		
 22064	Install and maintain Gross Pollutant Traps	25%	Supervisor Underground Assets
General Performance	This project is for the installation and maintenance of Gross Pollutant Traps (GPT) at strategic locations. The GPT's minimise the pollution of		


Code	Name	Performance	Responsible Officer
	our natural waterways by capture of gross pollutants and sediment. It is proposed that locations surrounding the Wollundry Lagoon will be prioritised for the installation of these GPT's once the remediation works have been completed.		
Plan, construct, maintain and manage Levees		70%	
 15243	Upgrade the Main City Levee Bank - CBD Flood Protection	70%	Senior Infrastructure Planning Coordinator
General Performance	A feasibility study for the upgrade of the Main City Levee to protect the community and infrastructure against a 1% Annual Exceedance Probability (1 in 100 year) riverine flood event and the North Wagga Levee to protect the North wagga community against a 5% Annual Exceedance Probability (1 in 20 year event) riverine flood event was a recommendation made in the 2007 Floodplain Risk Management Plan. In 2010, Council engaged the services of NSW Public Works to carryout the feasibility study. NSW Public Works were commissioned to undertake a preliminary environmental planning overview as well as to produce concept designs for options for the upgrade of both levees. The preliminary planning overview is now complete and the concept designs are nearing completion. A workshop was held on the 17th June 2011 with external stakeholders such as the State Emergency Service and the Office of Environment and Heritage as well as representatives from all Council Directorates to discuss the draft concept designs. It is expected that the concept designs will be completed mid December 2011 and a workshop for Councillors will be planned in January 2012 to review the feasibility options.		
Ensure service delivery meets community acceptable standards		13%	
 21725	Deliver Asset Management Planning	25%	Manager Infrastructure Planning
General Performance	Councils Asset Management program is well on track. New project plan for 2011-2014 developed and reported to Asset Management Reference Group. Projects include: Update Asset Management Strategy Gap analysis of Asset Plans Condition survey for stormwater assets Condition survey of sealed road network Introduction on Asset Management Software- Assetic Community engagement/consultation - service level analysis procedure development		
 21726	Deliver Capital Works projects	25%	Director Infrastructure Services
General Performance	Resulting from the flood events in 2010, the delivery of the 2011/12 renewal and capital works program has placed unprecedented demands on the organization and the resources available to it. Recognising the urgent need to deliver the works program and the scarcity of resources a review of the capacity and capability of the organisation to deliver the program was undertaken and a Project Management Office (PMO) was implemented. The PMO was implemented to facilitate a programmed, organisation wide approach for the the delivery of the 2011/12 works program. The delivery program comprises of nearly 300 projects totalling in access of \$100M providing opportunities to bundle projects and work in partnership with external service providers to facilitate the delivery of the works program whilst ensuring that the investment, governance and community obligations are met at the Local, State and Federal levels. To date the PMO approach has been very successful with approximate 40 projects in construction and implementation phase and a future 65 projects in the tender and design phase.		
 21730	Manage Traffic-related community issues	25%	Senior Traffic Officer
General Performance	Traffic Committee was held on 9 August 2011. There were 10 agenda items including three on-street event applications. Other items that had been raised by the community and that were dealt with at that meeting included a revision of the advance warning signs on Holbrook Rd on the approaches to the Gelston Park Rd intersection, 'No Stopping' zone in Wonderland Lane, restricting parking around the driveway to the Sunnycove development and double barrier lines in Estella Rd at the intersection with Pine Gully Rd. Funding has been secured to facilitate the trial of speed cushions. A location has been identified in Boronia St, Koorlingal and the residents who live around the location have been consulted. All are in favour of the trial taking place at the location. The speed cushions have been ordered and we are expecting delivery in the next quarter. The cushions will be installed at the earliest opportunity after arrival. The next Traffic Committee meeting is scheduled for 11		






Code	Name	Performance	Responsible Officer
	October. Investigations have been carried out and reports prepared in respect of eight items for the agenda. A separate agenda has also been prepared to address a further seven items that relate to temporary or permanent changes that are required in relation to the Wagga Wagga Base Hospital Redevelopment Project that is being undertaken by NSW Health Infrastructure. In addition to these two separate agendas there will also be four on-street event applications that will be mentioned on that date.		
 21731	Maintain Unsealed Roads	6%	Manager Program Integration (Operations)
General Performance	Unsealed road maintenance is being undertaken in conjunction with flood recovery works. Due to the recent wet weather conditions, as much maintenance work has been undertaken across the parts of the unsealed road network that were not damaged by the flood events of 2010 than is normally undertaken across the entire unsealed road network.		
 23101	Maintain Kerb and Gutter	8%	Supervisor Wearing Operations
General Performance	Kerb and gutter maintenance works are progressing well and will continue throughout the year.		
 23102	Maintain Footpaths	9%	Supervisor Wearing Operations
General Performance	Footpath maintenance activities are ongoing and will continue for the remainder of the year. Some additional expenditure has been incurred due to a number of failures in the cover of Murray Street drain identified while undertaking some minor kerb and gutter repairs on the intersection of Murray Street and Yabtree Street.		
 23103	Maintain Bridges	13%	Supervisor Wearing Operations
General Performance	Bridge inspections have been undertaken across the LGA. General maintenance activities undertaken include vegetation control, signage and delineation repairs, guardrail repairs and the cleaning of scuppers. A large differential settlement failure has been repaired on the abutment of Toolles Creek Bridge on Gregadoo East Road.		
 23104	Maintain Carparks	7%	Supervisor Wearing Operations
General Performance	Carpark maintenance works are continuing as per program and budget.		
 23105	Maintain CBD	8%	Supervisor Wearing Operations
General Performance	CBD maintenance activities are ongoing and will be throughout the year.		
 23106	Maintain Lines and Signs	6%	Supervisor Wearing Operations
General Performance	Lines and signs maintenance is being undertaken on an ongoing basis. Currently expenditure matches projections for the year to date.		
 23107	Undertake Street Cleaning	8%	Supervisor Wearing Operations
General Performance	Street sweeping activities are ongoing and will continue throughout the year.		
Plan, construct, maintain and manage Cemetery		15%	

Code	Name	Performance	Responsible Officer
 21732	Develop Master Plan for Stage 2 at Wagga Wagga Lawn Cemetery	10%	Botanic Gardens Team Leader
General Performance	This project involves the development a master plan for the Wagga Wagga Lawn Cemetery. After completion the master plan will provide the direction for the future development of the Wagga Wagga Lawn Cemetery. The master plan will provide a staged development of the site over the next decade so that the development can be included into future budgets and the infrastructure is developed and available for future cemetery operations. A large amount of research has already been completed into requirements , the procurement process has started and is almost ready for quotes to be obtained from designated Cemetery Landscape Architects. It is hoped that a master plan will be available for public comment by March 2012.		
 21734	Maintain and enhance cemeteries and crematorium across the LGA	25%	Botanic Gardens Team Leader
General Performance	Work is continuing in the maintenance and development of the cemeteries across the LGA. This work is being completed by Cemetery staff with the assistance of local mowing contractors to keep the Cemeteries to the highest possible standard. The internal road of the Monumental Cemetery has been resealed , a staged process undertaken over the last three years to accommodate the budget. A natural burial area is being developed at the Wagga Wagga Lawn Cemetery and additional tree planting has been undertaken at many of the cemeteries to further improve the appearance. The new cremator at the lawn cemetery is undergoing its first major service since being installed, aimed at keeping the facility in peak operational order		
 15178	Develop Natural Burials area at Wagga Wagga Lawn Cemetery	10%	Botanic Gardens Team Leader
General Performance	This project is for the development of a natural burial area within the existing Wagga Lawn Cemetery as adopted by council. After this project is complete a natural setting will be created suitable for this style of burial, large native established trees and understorey plants will be used to ensure the area is available as soon as possible. A landscape architect was engaged to develop a landscape plan for the natural burial area. This plan has been received and adopted, trees will be purchased within two weeks and the landscape plan will be implemented by Cemetery staff or a local landscape contractor depending on the cemetery staff workloads by December .		
Plan, construct, maintain and manage Community Buildings		5%	
 21735	Conduct Leasing and licensing of Council owned or controlled real property	6%	Property Management Co-ordinator
General Performance	Ongoing actions for the quarter have been completed.		
 21741	Maintain Council Buildings	0%	Project Manager Community Buildings
There was no activity this period.			
 21743	Replace Carpet - Wollundry Cottage	1%	Project Manager Community Buildings
General Performance	Quotations were sought to refurbish the Wollundry Cottage including carpet replacement. Due to the excessive cost of the project a decision was made by the Executive Team not to progress.		
 14039	Install Airconditioning - North Wagga Hall	10%	Project Manager Community Buildings
General Performance	Quotations have been sought for the installation of evaporative cooling at the North Wagga Hall. Installation is programmed for the second		








Code	Name	Performance	Responsible Officer
week in October.			
 15192	Install fire detection system in Willans Hill Museum	5%	Project Manager Community Buildings
General Performance	Comparative quotations are being sought for this project.		
15193	Lloyd Community Facility - Design	0%	Manager Community Services
19386	Maintain and renew Community Halls infrastructure	0%	
 21739	Maintain and renew Community Amenities at Sporting Grounds	5%	Project Manager Community Buildings
General Performance	Council staff have recently completed community consultation with user groups regarding their preferred building layout and functionality of the Wagga Beach Amenities Facility. During this process some issues have arisen that will significantly delay the successful implementation and delivery of the project by 30th June 2012. To allow the time to address the issues raised by the users of the Wagga Beach Amenities Facility consideration is being given to change the location of the project to the Wiradjuri Reserve Amenities Block. Council is currently awaiting approval from Communities NSW to reallocate the granted funds to the Wiradjuri Reserve Amenities Block. These grant funds are part funding the project. If endorsed, it is proposed to renovate the Wiradjuri Reserve Amenities (including the construction of a disabled toilet) in 2011/12 and renovate the Wagga Beach amenities in 2012/13 when final plans for the Wagga Beach have been completed.		
 21742	Replace Carpet - Civic Centre	1%	Project Manager Community Buildings
General Performance	Quotation have been sought for the replacement of half of the carpet on Level 2 at the Civic Centre.		
A rich and vibrant culture		15%	
Promote and facilitate a thriving regional arts community		0%	
Deliver cultural services and planning to regional arts and local arts community		0%	
21604	Implement Public Art Plan 2010 -2012 as part of Public Art Policy	0%	Cultural Development Officer
21605	Social and cultural services and programs are accessible and promoted through various media using co-locational marketing strategies	0%	Cultural Development Officer
21744	Complete cultural audit stage 2 cultural marketing strategy	0%	Cultural Development Officer
 21745	Coordinate, review and distribute annual community grants and annual cultural contributions	0%	Manager Community Services
Not due to commence.			
21994	Deliver annual community development programs projects	0%	







Code	Name	Performance	Responsible Officer
		Social Planning Coordinator	
21995	Deliver Bi-ennial cultural program	0%	Cultural Development Officer
21996	Deliver community development projects and events for target groups	0%	Cultural Development Officer
21997	Deliver the Wiradjuri festival	0%	Cultural Development Officer
21998	Delivery of councils annual schedule of celebratory weeks and days harmony day international womens day youth week seniors week naidoc week sorry day reconciliation week social plan	0%	Community Development Officer
21999	Engage indigenous community, conduct indigenous celebratory days naidoc week, sorry day, reconciliation week, and other celebratory days	0%	Indigenous Development Officer
Deliver Theatre Services		0%	
22000	Deliver annual season of programs that enhances the artistic educational social recreational and cultural experiences of the community	0%	Manager Civic Theatre
22001	Maintain Civic Theatre Auditorium Seating	0%	Manager Civic Theatre
15189	Upgrade Sound System to meet industry standards	0%	Manager Civic Theatre
 19503	Upgrade of Backstage Equipment	0%	Manager Civic Theatre
Deliver Art Gallery Services		0%	
22006	Develop a significant, accessible and sustainable collection	0%	Manager Art Gallery
22007	Ensure art gallery engagement and participation	0%	Manager Art Gallery
22008	Initiate develop, promote and maintain Gallery education and public programs	0%	Manager Art Gallery
19504	Australian Print Acquisitions	0%	Manager Art Gallery
19505	National Art Glass Gallery Acquisitions	0%	Manager Art Gallery







Code	Name	Performance	Responsible Officer
Deliver Museum Services		0%	
22009	Deliver a lively and diverse annual schedule of touring exhibitions to the residents of Wagga and their visitors	0%	Manager Museum
22010	Deliver the RMO services and assist in the development of a network of sustainable museums and collections in the Riverina -	0%	Manager Museum
22011	Manage the collections of the Museum of the Riverina to national standards framework	0%	Manager Museum
22012	Museum engagement and participation education lifelong learning an audience development by developing public programs that engage the community provide educational opportunities and build audiences.	0%	Manager Museum
Develop the river as Wagga Wagga's cultural heart		5%	
Implement Riverside Masterplan		5%	
 15117	Open Hampden Bridge to Pedestrian Traffic	5%	Project Integration (Development Sup)
General Performance	A specialist bridge company has been engaged to undertake non-destructive testing of the three main truss sections, + piers, + abutments + 2 approach spans and submit their findings in time for a report to be delivered to the December Council Meeting.		
Provide opportunities for major events and community activities		0%	
14734	Design Community Facility	0%	
Facilitate the development of Wagga Wagga as a major cultural centre and develop a 'keeping place' for our heritage		0%	
Deliver Library services		0%	
21607	Develop and maintain a relevant and accessible collection that supports lifelong learning - Deliver Community Links program	0%	Manager Library
22013	Deliver an outreach library service to housebound and nursing home clients	0%	Manager Library
22014	Develop the Local Studies Collection and facilitate access for the local community and researchers.	0%	Manager Library
22015	Invest in and maintain print and digital collections to reflect the diverse needs of the community	0%	Manager Library
22016	RRL - Delivery regional library services	0%	Director Riverina Regional Library
22017	Deliver a range of lively and diverse programs across the lifecycle that promote community wide education and learning	0%	Manager Library
Develop Wagga Wagga as a centre for entertainment, retail, dining, recreation and leisure, catering for all ages		25%	
Strengthen retail and commercial sector		0%	
22024	Ensure that opportunities are investigated for heritage funding to protect and enhance heritage values within the LGA	0%	Development Assessment Coordinator








Code	Name	Performance	Responsible Officer
Facilitate identified Council events for the benefit of the wider community		25%	
 22018	Conduct Youth Events	25%	Event Coordinator
General Performance	This period was utilised for primarily the planning and organisation of Little Big Day Out which is scheduled to be held on Thursday 6 October 2011 - targeting 2-12 year olds. Initial planning for A Very Wagga Christmas has occurred with the Santa's Arrival event being confirmed to be held at the Botanic Gardens for 2011. Initial planning for Australia Day 2012 has also taken place with investigations into a National Anthem competition for Primary School Students. The winner of the competition would be given the unique opportunity to sing the National Anthem on Australia Day accompanied by the Australian Army Band Kapooka.		
 22019	Coordinate the delivery of identified Council events	25%	Event Coordinator
General Performance	Local Government Week was held from 1-7 August 2011 with events including the City Brand launch, a free City Bus tour, and Clean Up Wagga Day. The free City Bus Tour was held for the first time and included visits to the Livestock Marketing Centre and Wagga Wagga Airport including detailed talks. The tour was well received and is recommended to be held annually for Local Government Week. A Mayoral Reception to launch Australia Day Award Nominations opening was held on 21 September. The launch was well attended and gained positive media coverage. Planning for the annual Little Big Day Out took place over this period and the event is slowly coming to fruition. Planning for A Very Wagga Christmas is also under way.		
 22020	Develop event programs for identified Council events that increase participation across all demographics	25%	Event Coordinator
General Performance	New events for 2012 Australia Day Celebrations were announced by the Australia Day Community Committee Chair at the Mayoral Reception launching Australia Day Award Nominations opening and will include a Picnic at the Oasis the evening before Australia Day; the National Anthem Competition for Primary School students; and Live in the Park – A concert in the Victory Memorial Gardens on the evening of Australia Day. All additions are designed to increase participation in Australia Day activities and in particular, target attendance at events by youth and families. A Very Wagga Christmas will include an event promoting Santa's Arrival at the Botanic Gardens targeting children and their families. The free City Bus Tour as part of Local Government Week was designed to provide residents the opportunity to see parts of their city and learn about particular Council Facilities they may not know about. The tour was very well received by participants.		
 22021	Provide advice to business units across Council in regards to event coordination management and procedures	25%	Event Coordinator
General Performance	Event advice has been provided over this period to the Social Planning unit in relation to their Multicultural Festival and the Ngiyaginya Aboriginal Festival. Advice has also been provided at monthly Little Big Day Out planning meetings to various sections of council specifically in relation to their involvement in Little Big Day Out.		
 22022	Review opportunities to access additional grant funding to enhance existing events	25%	Event Coordinator
General Performance	A submission for Festival Australia funding was made for Regenerate 2012. Successful submissions will be announced in October 2011.		
A prosperous, diverse and growing economy		22%	
Stimulate prosperity through economic development strategies		20%	








Code	Name	Performance	Responsible Officer
Develop and implement innovative Information & Communications Technology (ICT) Business Process Solutions		0%	
22027	Conduct feasibility study for online shopping through Art Gallery shop	0%	Manager Art Gallery
Develop economic development strategies to market and promote the city of Wagga Wagga		15%	
 22033	Develop, market and promote the City of Wagga Wagga Economy through implementation of the Economic Development Strategy	0%	Economic Development Officer
There was no activity this period.			
 22035	Implement retail programs in accordance with Retail Growth Strategy	25%	Economic Development Officer
General Performance	The Commercial and Economic Development Directorate has worked with the Fitzmaurice Street retailers to create a Placemaking group that meets every three weeks to begin to implement placemaking actions for this precinct. This Retailers group has elected a chairperson and will continue to work collaboratively with Council staff. Council has committed \$1 million for 2011-2012 for capital works on Fitzmaurice Street including major drainage and roadwork and provision landscaping. The Fitzmaurice street Retailers group was engaged in setting priorities for this infrastructure. Planter boxes containing fresh herbs were installed in strategic places along Fitzmaurice Street.		
 22036	Undertake research marketing and communication to benefit the Business Community	0%	
There was no activity this period.			
 22051	Develop a financial model to support a multilevel car park strategy for CBD	0%	Manager Economic Development
Not due to commence.			
 22197	Investigate and support alternative energy technology opportunities.	0%	Economic Development Officer
There was no activity this period.			
 14225	Fitzmaurice Street upgrade	5%	Project Integration (Development Sup)
General Performance	Consultation with business owners has been completed and the lighting / electrical designs are currently underway. Project is going to tender early second quarter with delivery of the project expected to commence the third quarter. It is envisaged that the project will be completed by the end of the 2011/12 financial year.		
Ensure Wagga Wagga Airport is a market leader in delivering regional air services		25%	
 22041	Deliver Airport operations that are compliant with regulations	0%	







Code	Name	Performance	Responsible Officer
Manager Airport & Property Management			
General Performance	The Airport operations continue to meet industry requirements.		
 47157	Sealed Code C TWY from RPT Apron to RWY 12/30 (Taxiway H)	25%	Manager Airport & Property Management
General Performance	The Code C Taxiway RPT Apron to Runway 12/30 project is fundamental to the progressive development of the Airport Commercial Aviation Precinct, as identified in the Airport Master Plan 2010. This project will be consolidated with the integrated development of the commercial aviation precinct. The detailed design for the commercial aviation precinct including the Code C taxiway is currently under development.		
 47174	Airport - Capital -Private Light Aircraft Precinct up to 32 Hangars	25%	Manager Airport & Property Management
General Performance	This project is a sub-project of the Precinct 2A development. Design work is advanced and expressions of interest from suitable contractots have been called. Tenders are expected to be cal;led in the second quarter and construction works are expected to commence in January 2012.		
 47175	Airport - Capital - Develop Precinct 2A, new apron areas and hangar zones, including services and utilities between Runway 12/30 and 05/23	25%	Manager Airport & Property Management
General Performance	Design work is well advanced and expressions of interest have been called from suitable contractors. Tenders will be called during second quarter with construction works expected to commence in January 2012.		
 47191	Implement CBS & Passenger Screening at Airport	25%	Manager Airport & Property Management
General Performance	Tenders for the required equipment closed during the 1st Quarter and Council have resolved to purchase the selected equipment. Terminal modifications and equipment installation will be completed in time for CBS and passenger screening to be operational on 1 July 2012.		
 47193	Seal South-West GA Apron	25%	Manager Airport & Property Management
General Performance	This specific project is a sub-project of the Precinct 2A development. Expressions of Interest were called during September 2011. Tenders will be called in October 2011 and construction is expected to commence in January 2012.		
 47194	Upgrade Airport HV Electrical	25%	Manager Airport & Property Management
General Performance	The High Voltage system is planned to be upgraded as part of the overall Precinct 2A project. Construction works are expected to commence early in 2012.		
 47229	Implement Paid Carparking	25%	Manager Airport & Property Management
General Performance	Tenders were called and closed during September 2011. The tender assessment will be reported to Council during October 2011.		
Implement Bomen Strategic Masterplan		0%	
22053	Develop Bomen Business Park through Implementating recommendations contained in the Bomen Strategic Master Plan	0%	Bomen Business Park Project Manager








Code	Name	Performance	Responsible Officer
22054	Facilitate the development and implementation of the Bomen Industrial Ecology Strategy contained within the Bomen Strategic Master Plan 2009	0%	Bomen Business Park Project Manager
15282	Implement Bomen Roads Project	0%	Bomen Business Park Project Manager
Increase levels of visitation by Tourist and Business people		33%	
Develop and implement tourism activities and plans to attract visitors to Wagga Wagga		25%	
 22023	Identify and promote new tourism product development	25%	Manager Tourism
General Performance	To assist event organisers, particularly those organising conferences, a conference registration package has been developed and utilised since September 2011. Further enhancements will occur following feedback from users of the system.		
 22028	Implement Events Strategy	25%	Manager Tourism
General Performance	Numerous events have been supported during July - September 2011 such as International Millinery Forum, Wagga Wagga Jazz and Blues Festival, Australian Kapooka Army Band Re-union, Biathlons and Triathlons as well as sporting, cultural and business events. An internal, cross directorate events committee has been formed to discuss future events to the Wagga Wagga and how best to assist these events.		
 22029	Implement Tourism Strategy	25%	Manager Tourism
General Performance	Many items in the Tourism Strategy have been actioned during July - September 2011 such as tracking and dissemination of statistics such website visitation. From July - September 2011, website visitation was 43,831 up 61% on 2010 statistics. Promotion of the city is ongoing via advertising and editorials in publications such as AAA Tourism, Caravan and Camping, Out and About Magazine and Canberra Times Destination Magazine. Support of Regional Tourism Programs which includes the Visiting Friends and Relatives Ambassador program continues.		
 22030	Improve Service Delivery Skills by way of providing professional development for staff and tourism industry stakeholders	25%	Team Leader Tourism
General Performance	Operator networking events have been commenced with good participation numbers. Tourism Staff commenced their Certificate IV in tourism and are progressing with the course.		
 22031	Review Visitor Information Centre layout and promotion channels	25%	Team Leader Tourism
General Performance	New low line display units to compliment existing slat walls and counters, have provided greater opportunities to promote merchandise.		
 22032	Work in collaboration with State and Regional Partners to increase visitation to Wagga Wagga and the Region	25%	Team Leader Tourism
General Performance	Promotion of Riverina Ambassador Program - encouraging residents to explore their own backyard and be rewarded. Provide information for the VFR (visiting friends and relatives) program on a monthly basis to Riverina Regional Tourism, this information appears in the Daily Advertiser as well as coverage on the ABC Riverina. Update STDW (Sydney Tourism Data Warehouse)		








Code	Name	Performance	Responsible Officer
Implement and develop strategies to attract and retain highly skilled new residents to Wagga Wagga		40%	
 22052	Implement marketing of evocity brand locally	40%	Manager Economic Development
General Performance	Held to local awareness exhibitions at the Wollundry Farmers markets. . Held one networking event with Real Estate Agents to provide information to that sector on Evocities. Held one business networking event with Dobney/Pearson Street businesses to provide information on the Evocities Marketing Campaign.		
Implement leading edge infrastructure and communication technology to link everyone within and outside Wagga Wagga		10%	
Provide and deliver up to date information to Council stakeholders		12%	
 21528	Investigate online alternatives for promoting and disseminating information for visitors and residents to meet the demand of changing demographics of visitors	25%	Team Leader Tourism
General Performance	Twitter - to continue "tweeting" A conference "add on" facility was installed on the website, with the ability for delegates to register online. This was installed to assist an event being held in January 2012, the site went live on 1st September and 137 delegates have registered.		
 22056	Digitise old paper records to mitigate the risk of loss, improve access to information, and eliminate the need to retain original copies in archive facilities	1%	Information Management Coordinator
General Performance	A temporary Records Officer has been recruited to start the process of scanning old development paper files. The scope for this financial year is scan old development application files for the period 1980 to 1999. The project is progressing well and approximately 5% of the relevant files have been scanned to date. It is still unknown how long it will take to digitise all old files, but some analysis is currently underway to plan for the future to ensure that the use of paper records is minimised.		
 22057	Maintain and review council's corporate applications	6%	Information Management Coordinator
General Performance	During the first quarter of 2011/12 a lot of work has been done to further integrate Council's mapping system, with other corporate applications such as ECM (document management) and Property & Rating (Land, Applications, Names). This enables both staff and external clients, to view important information from a spatial perspective. The finalisation of the Online Services project was also completed during this period. The feedback received to date from members of the public has been very positive (particularly Solicitors and Real Estate Agents) and it is reducing the amount of contact made with Council. The system will experience some minor amendments over the next 6 months, but there won't be any further major enhancements until 2012/13.		
 22058	Provide community and development industry stakeholders with opportunity to access up to date Planning and Development related information	25%	Manager Development Services
General Performance	Webpage/site framework developed and pages populated. Undertaken final review prior to going "live".		
 22227	Ensure accurate processing and timely distribution of incoming correspondence	6%	Information Management Coordinator






Code	Name	Performance	Responsible Officer
General Performance	The Records Management Section have ensured that all correspondence has been registered and distributed within 48 hours of receipt. There have been some reports of items being sent through to the wrong person, but these have been resolved. The team are also introducing some new registration protocols in preparation for providing public access to certain records from the web.		
 22228	Implement a software solution to automatically publish documents from the corporate records system to the internet	0%	Information Management Coordinator
	Not due to commence.		
 22229	Maintain, store and retrieve councils digital and physical corporate records	6%	Information Management Coordinator
General Performance	The Records Section are currently planning to move the archive facility from the current basement location, to the new location in the library. Space constraints are causing some concern, and the team is developing some contingencies if there is not enough room. The digitising records project is progressing well, and over a long period of time this will reduce the amount of paper files stored. The aim is to minimise these paper files as much as possible so there is less reliance on physical storage locations.		
Provide spatial data to enhance business solutions for both internal and external customers		8%	
 21467	Develop, gain acceptance and implement a geospatial strategy for Council	0%	GIS Coordinator
	Not due to commence.		
 21469	Finalise the cadastre redraw project and implement the updated cadastre	10%	GIS Coordinator
General Performance	Consultation with other NSW council's who have completed similar projects has been completed this quarter. This information has been used to create a project plan for the finalisation of this project. The remaining work requires the use of external consulting support (budgeted for) along with internal consultation with staff. A revised timeframe for completion of the project needs to be developed on review of the project plan documentation and feedback from consultants.		
22059	Review of Spatial Plan	0%	Manager Strategic Planning
 22230	Ensure councils geospatial systems enable a high quality provision of data, storage and archiving	6%	GIS Coordinator
General Performance	Areas of development this quarter include... - Audit of all staff using GIS software with emphasis on provision of latest software. Assessment of skill levels, identifying areas for improvement and arranging training and support. - Develop software upgrade plan to allow streamlined upgrade of software over the following 18 months. - Metadata import and creation - The GIS database is being updated to include metadata for all layers.		
 22231	Promote the use and integration of Council's geospatial technology with web platforms	6%	GIS Coordinator
General Performance	Final design and testing of web mapping platform (Dekho) has been completed this quarter. The technology is available on council's external website and is planned for rollout internally on the October 2011.		
Grow our agricultural sector		25%	
Ensure LMC is a market leader in providing livestock sales/services		25%	
 22046	Deliver Livestock Marketing Centre operations in compliance with industry and stakeholder requirements	0%	








Code	Name	Performance	Responsible Officer
Manager Livestock Marketing Centre			
General Performance		The LMC User Group has been meeting regularly and NSQA participation maintained.	
 22048	LMC - Promote Livestock Marketing Centre as a regional business hub and key contributor to the rural economy	0%	Manager Livestock Marketing Centre
General Performance		Attended the Australian Livestock Markets Association annual conference and AGM.	
 45067	RFID Network Renewal - LMC	0%	Manager Livestock Marketing Centre
There was no activity this period.			
 45068	LMC - Complete and adopt 'Livestock Marketing Centre Master Plan'	25%	Manager Livestock Marketing Centre
General Performance		The project is currently being scoped and tenders are expected to be called during the second quarter.	
 45070	LMC - Realign ramps	25%	Manager Livestock Marketing Centre
General Performance		Design work is complete and modifications soon to commence.	
A sustainable environment		37%	
Effectively manage the natural environment		44%	
Protect, enhance and rehabilitate native vegetation and ecosystems to enhance biodiversity		39%	
 22156	Develop concept for the rehabilitation of Narrung Street Treatment Works ponds into a wetlands	0%	Environmental Compliance Coordinator
General Performance		Preparation of scope of works has been developed for the engagement of a wetlands consultant to undertake design concepts for the project. The concept design is being funded through an Environmental Trust grant for developing a wetlands.	
 22157	Manage and promote threatened species throughout the LGA	25%	Natural Environment Coordinator
General Performance		A spotlighting evening for the public was held at Wilks Park in September to coincide with National Threatened Species Day and was attended by 30 community members.	
 22158	Undertake habitat rehabilitation projects on public lands - including along the Murrumbidgee River, Pomingalana Reserve, Silvalite Reserve and Lloyd conservation area	25%	Natural Environment Coordinator
General Performance		In August, Urban Landcare volunteers and Council staff planted 700 Drooping She Oak seedlings on Pomingalana Reserve as part of the Glossy Black-Cockatoo habitat rehabilitation project. The Maldhangilanna Green Team continued work on clearing woody weeds, revegetation work and enhancement of native habitats around Wagga Wagga.	








Code	Name	Performance	Responsible Officer
 12881	Springvale Plantings - Open Space Works	5%	Supervisor Open Space
General Performance	This project will enable works to be undertaken to establish natural diversity plantings throughout the Springvale area.Target areas will consist of recharge sites within the suburb and the works will be planned in conjunction with advice from the Natural Environment and Diversity Division of Council. Plantings will be conducted in the Autumn months when conditions for plant establishment are preferable.		
<input checked="" type="checkbox"/> 22155	Hilltop Plantings - Open Space Works	100%	Supervisor Open Space
General Performance	This project involved the enhancement of native vegetation plantings and beautification of entry points into the Hilltop area.The Clifton street entrance centre island was re-landscaped involving the removal of the existing vegetation and replacement with a row of Poplar trees with the surrounds planted with native grass species.Holbrook road sound mound was replanted with native shrubs and trees.This project has now been completed.		
Implement noxious weed control program		0%	
 22161	Undertake awareness programs and extension activities for noxious weeds	0%	Team Leader Noxious Weeds
General Performance	Council staff undertook public weed displays at the Henty and Griffith Field Days, 'Weedbuster Week' at the Riverina Co-Op site, and participated at the Environmental Sustainability 'Little Big Day Out' stall to provide information on weeds to members of the public.		
 22162	Undertake inspection program of private properties to ensure legislative compliance	0%	Team Leader Noxious Weeds
General Performance	Inspection program of public and private land was undertaken as part of ongoing operations.		
 22163	Undertake noxious weed control program on public lands	0%	Team Leader Noxious Weeds
General Performance	Control program for noxious weeds has been ongoing and running to schedule.		
Encourage the community to participate in programs to enhance the environment		50%	
 22067	Monitor water quality of the Murrumbidgee River, Lake Albert and Wollundry Lagoon	25%	Environmental Monitoring Officer
General Performance	The Murrumbidgee River was monitored at two sampling sites (Roach Road & Shanty Reserve). All readings from both sites fell within threshold limit recommendations, except for turbidity readings which were well above recommended limits. This was most likely due to higher river inflow levels after recent rainfall during sampling dates. Flowerdale and Wollundry Lagoon was monitored monthly at two (Flowerdale Road & Stormwater Inlet) and five (Bore Outlet, West End, Middle, East End and Tony Ireland) sampling sites respectively. Water quality readings at both Lagoons fell within recommended tolerances for slightly disturbed ecosystems in south-east Australia. Monthly samples were taken from Lake Albert at two sampling sites (Swim Area & Boat Club). Bacteria sample resulted in a LOW level alert for all months. There were NIL level alerts for blue green algae alerts for Lake Albert for July - Sept 2011 quarter.		
 22180	Implement projects including: Cleanup Australia Day and National tree day and Landcare action program	100%	Natural Environment Coordinator







Code	Name	Performance	Responsible Officer
General Performance	National Tree Day was held in July with 65 volunteers helping to plant 1300 seedlings off Gregadoo Road. Clean Up Wagga Day was held in August in conjunction with the Wagga Wagga Tidy Towns Sustainability Community Committee. Wagga Wagga Urban Landcare activity days were also advertised through the 'Greenguide', a column appearing in the Daily Advertiser each month.		
 22181	Liaise with environmental groups in the implementation of projects	25%	Natural Environment Coordinator
General Performance	Officers from the Environmental Sustainability Team attended the meetings of Wagga Wagga Urban Landcare Group, Climate Rescue of Wagga, Wagga Wagga Tidy Towns Sustainable Community Committee and Erin Earth. Erin Earth also assisted with the implementation of the 'Indoor and Outdoor Water Efficiency' workshop held in August.		
Integrate management strategies to encourage water conservation and enhance and protect water quality		27%	
Implement water quality monitoring program		25%	
 22169	Monitor and review water consumption	25%	Natural Environment Coordinator
General Performance	Council continues to be engaged with environmental monitoring consultants Planet Footprint to monitor our organisations water usage. Recommendations from Council's external water audit are also being implemented. Soil moisture monitors have been installed at; Jubilee Ovals Equex Junior Rugby League Ovals Rugby League Oval Bolton Park.		
 22170	Promote and encourage waterwise gardening	25%	Natural Environment Coordinator
General Performance	A workshop titled 'Indoor and Outdoor Water Efficiency' was held in August in conjunction with the Riverina Water County Council, with one of the main focus areas being waterwise gardening. Approximately 50 people attended the workshop.		
 45049	LMC - Re-use water treatment	25%	Manager Livestock Marketing Centre
General Performance	The project is being scoped.		
Implement water conservation programs		29%	
 22061	Comply with all statutory requirements for solid waste management and sewage treatment works	25%	Environmental Audit Officer
General Performance	Council has completed the annual reports to the Office of Environment and Heritage as required by the Environmental Compliance License. This license requires that the Council meets a strict set of emission standards to prevent a pollution breach as defined in the Protection of the Environment Operations Act 1997.		
 22066	Implement Tarcutta St gasworks remediation	0%	Environmental Compliance Coordinator
	Not due to commence.		
 22160	Implement ecologically sustainable development principles and programs	25%	Environmental Audit Officer





Code	Name	Performance	Responsible Officer
General Performance	Council's River Restoration Team has continued to monitor and manage invasive exotic plant species on lands that are under Councils control such as reserves and riparian zones along the Murrumbidgee River. These activities include both chemical and manual remove of unwanted species as well as revegetating with natives species		
 22175	Conduct Sediment and Erosion education to minimise incidence of non compliance	25%	Environmental Audit Officer
General Performance	Council officers continued to undertake inspections of development sites. Officers also provided developers and interested parties with assistance in completing Erosion and Sediment control Plans for Development Applications as well as general advise on sediment and erosion control.		
 22176	Ensure environmental complaints / breaches are investigated	25%	Environmental Audit Officer
General Performance	Council Officers have continued to respond and investigate customer requests regarding environmental breaches and taken the appropriate action to ensure compliance with relevant legislation.		
 22177	Implement councils Urban Salinity Management Plan	25%	Environmental Audit Officer
General Performance	Piezometer monitoring schedule of ten sub catchments within Wagga Wagga LGA continued on a monthly basis and the intensive piezometer network of Calvary Borefield continues to be monitored fortnightly. Standing water level and electrical conductivity readings are collected from each piezometer and used to monitor and assess urban salinity.		
 22178	Ongoing monitoring and management of contaminated land sites	25%	Environmental Audit Officer
General Performance	Council has continued to implement the Tarcutta Street Gasworks Remediation project. This project will ensure that any further potential land or water contamination is prevented and the existing contaminating material is nullified.		
 14729	SRV Urban Salinity Program	50%	Project Integration (Development Sup)
General Performance	Project currently under construction and is expected to be completed mid second quarter of the 2011/12 financial year.		
Develop sustainable built and natural environments for current and future generations through effective land management and planning		62%	
Ensure plans for new release areas conserve areas of biodiversity and develop principles for their management		62%	
 22183	Ensure Development Assessments preserve native vegetation	25%	Environmental Audit Officer
General Performance	Council Officers have continued to assess Development Applications. Each application is reviewed to ensure that it is compliant with Section 5 "Natural Resource and Landscape Management" of the Wagga Wagga Development Control Plan 2010. This section of the Document was developed to preserve and enhance the natural vegetation.		
 22184	Implement DCP 11 for planting native vegetation in new development areas	13%	Biodiversity Officer


Code	Name	Performance	Responsible Officer
General Performance	There was only one subdivision during the period that required calculations for minimum native vegetation cover as specified under the Development Control Plan 2010, Section 5.3, Native vegetation Cover.		
 22185	Incorporate Urban Land Release Area DCP's when adopted	90%	Strategic Town Planner
General Performance	The last remaining component of the Urban Release areas identified in the Wagga Wagga LEP 2010, is Estella West. The Masterplan and draft DCP is now being prepared for Council by independent funding and by an independent Consultant, directed by Council's manager Strategic Planning. It is expected that the documents will be in draft final form by the end of 2011.		
 22186	Review LEP: finalise Deferred Areas	80%	Strategic Town Planner
General Performance	Council submitted its recommendations to the Department of Planning many months ago. It is understood that the documents remain with the Minister for Planning and Infrastructure, where they have been for months. Council has been advised that every effort is being made to finalise the matter and to provide advice to Council.		
 22187	Review LEP: Planning Proposals relating to future amendments.	90%	Strategic Town Planner
General Performance	There are three Planning Proposals being put to Council in November. Allowing for the inevitable negotiations with the Department of Planning and Infrastructure about the form and content of these documents, Strategic Planning is achieving satisfactory turnaround of requested proposals.		
22188	Review LEP: Rural Residential supply and demand and LGA movement systems and transport infrastructure	0%	Manager Strategic Planning
 22189	Undertake upgrades to DCP documents resulting from Planners reviews	75%	Christopher Pelcz
General Performance	- Wagga Wagga Development Control Plan 2010 under went an amendment in July 2011. - Amendment No. 2 focused on simplifying/deleted some controls that were extremely difficult for people to understand. This amendment included changes related to: - Front Setbacks; - Side and Rear Setbacks; - Garages and Driveways; - Signage; - Notification of a Development Application; - Complying with the Wagga Wagga Development Control Plan 2010; - Also added diagrams to better explain certain provisions. - After Amendment No. 2 to the Wagga Wagga Development Control Plan 2010, Council's Internal Planning Staff agreed to meet on a monthly basis to discuss any outstanding issues to both the Development Control Plan and the Wagga Wagga Local Environmental Plan 2010 as raised by the public. This monthly review panel intends to put forward any proposed changes to Council on a half yearly (6 month) basis. Amendment No.3 will be an update consisting entirely of minor grammatical, formatting and spelling errors and will be undertaken by the Director Planning under his delegation to do so.		
Minimise the ecological footprint by reducing resource consumption and implementing effective waste management strategies		40%	
Comply with all statutory requirements for solid waste management and sewage treatment works		43%	
 22065	Conduct Business Case for Glass Crushing and stockpiling services	100%	Operations and Maintenance Engineer
General Performance	A business case for the purchase and operation of glass crushing infrastructure for resource recovery and utilisation for civil works has been completed. The results provided an insight into Councils current liability regarding glass wastes received from around the region and		

Code	Name	Performance	Responsible Officer
identified that the crushing of glass for reuse in civil construction works is not economically viable for Council at this time.			
 70047	Construct Resource Recovery Centre - GWMC	5%	Operations and Maintenance Engineer
General Performance	This project will be undertaken over several years due to the requirements of Development Applications, Land re-zoning and Environmental Impact Assessment. Concept designs for the centre have been developed and works will commence once the land requirements have been completed.		
 70052	GWMC - Construction of a cover over the Transfer Station	25%	Operations and Maintenance Engineer
General Performance	Designs have been finalised and tender let for the works. Works are scheduled for completion this financial year.		
 70059	Complete Cap at GWMC	0%	Operations and Maintenance Engineer
General Performance	This project has been deferred due to the old cell still being utilised. Once the old cell has been used to its full capacity then closure and capping of the cell will begin as regulation requires.		
Minimise waste to landfill through reduce, reuse and recycle strategies		63%	
 22180	Implement projects including: Cleanup Australia Day and National tree day and Landcare action program	100%	Natural Environment Coordinator
General Performance	National Tree Day was held in July with 65 volunteers helping to plant 1300 seedlings off Gregadoo Road. Clean Up Wagga Day was held in August in conjunction with the Wagga Wagga Tidy Towns Sustainability Community Committee. Wagga Wagga Urban Landcare activity days were also advertised through the 'Greenguide', a column appearing in the Daily Advertiser each month.		
 22181	Liaise with environmental groups in the implementation of projects	25%	Natural Environment Coordinator
General Performance	Officers from the Environmental Sustainability Team attended the meetings of Wagga Wagga Urban Landcare Group, Climate Rescue of Wagga, Wagga Wagga Tidy Towns Sustainable Community Committee and Erin Earth. Erin Earth also assisted with the implementation of the 'Indoor and Outdoor Water Efficiency' workshop held in August.		
Manage land use to minimise detrimental environmental impact		13%	
 22173	Continue to develop initiatives to reduce paper and other waste in Council's business	6%	Natural Resource Management Officer
General Performance	Wagga Wagga City Council's paper reduction initiative is continuing. A 16% reduction in printing was achieved in the 2010/2011 financial year compared to 2009/2010. Further roll out of office recycling bins has occurred with the Museum of the Riverina's Historic Council Chambers site and the Oasis Aquatic Centre being supplied with paper and mixed recycling bins.		
 22174	Develop and implement waste reduction community education initiatives	6%	Natural Resource Management Officer
General Performance	The Waste Watchers program was provided to local primary schools which was jointly funded by Wagga Wagga City Council and SITA Environmental Solutions. The themes of organic recycling and waste reduction were offered to the schools. The Waste as Recycled Art Project (WRAP) local display occurred in September with 50 artworks by local students exhibited at the Civic Centre. These artworks continued on to the Riverina Eastern Regional display.		

Code	Name	Performance	Responsible Officer
 22168	Implement the Solid Waste Resource Recovery Strategy	25%	Operations and Maintenance Engineer
General Performance	The implementation of the resource recovery strategy is an ongoing project that initiates key projects regarding solid waste management. Projects to be completed this year include the Kerbside and Landfill Waste Audit and the Transfer Station cover and the Gregadoo Waste Management Centre. The next key projects to be implemented by Council staff will be the Business Case for an Alternative Waste Treatment Facility and the development of the Resource Recovery Centre. These projects will be developed over a number of years.		
 70065	Develop and implement public place recycling system	15%	Natural Resource Management Officer
General Performance	Initial work is continuing into the implementation of public place recycling systems in Baylis Street, with an internal working group finalising bin design and placement.		
Improve ambient air quality and reduce both energy consumption and greenhouse gas emissions across the Local Government Area		23%	
Promote and support projects that reduce greenhouse gas emissions		20%	
22068	Establish an Industrial Climate Change Mitigation Adaptation Reference Group as contained in the Bomen Strategic Master Plan 2009	0%	Bomen Business Park Project Manager
 22069	Home Energy Challenge	0%	Natural Environment Coordinator
Not due to commence.			
 22070	Implement Vehicle Pooling software	5%	Supervisor Fleet/Supply Services
General Performance	The type of software and its cost has been identified. The implementation of car pooling is being investigated by the Innovators Committee.		
 22071	Implement strategies to reduce energy consumption	0%	Natural Environment Coordinator
Not due to commence.			
 22072	Liaise with households, business and industry to reduce greenhouse gas emissions	25%	Natural Environment Coordinator
General Performance	The Great Green Challenge program continued over the period. The program aimed at improving sustainable living practices in the home and workplace. The competition involves six participants; five families and one small organisation, and documented their experiences to illustrate to the wider Wagga community. The program highlighted how small business, individuals, families, home owners and renters can actively improve their sustainable living practices to reduce their ecological footprint and reduce environmental degradation.		
 22073	Monitor and review Council's energy consumption	25%	Natural Environment Coordinator
General Performance	Council continues to be engaged with energy consultants Planet Footprint to monitor and use energy consumption information to promote		

Code	Name	Performance	Responsible Officer
	energy efficiency initiatives such as a 'switch it off' campaign. Council has also introduced a bicycle fleet to allow staff to ride bikes to meetings within Wagga, to reduce carbon emissions, save fuel costs and as a bonus increase staff health. On the basis of the energy audit an energy efficiency project was implemented involving the Airport, the Civic Centre and the Civic Theatre. The project involved re-lamping, power factor correction and adjustment of the building management system. The project was funded jointly by council and a low interest loan from Low Carbon Australia. A feasibility study was commissioned to assess the best method to power the Oasis Aquatic Centre. Potential grant funding is being reviewed to aid in the implementation of this project.		
 22153	Promote and implement alternate energy projects	25%	Natural Environment Coordinator
General Performance	A Energy Efficiency Feasibility Study was carried out at the Oasis Aquatic Centre to identify potential energy efficiency and alternative energy actions for Council to pursue in reducing energy consumption, annual energy cost expenditure and greenhouse gas (GHG) emissions. Three energy efficiency actions and eight alternative energy actions were analysed for the study which demonstrates potential for a significant range of cost and abatement outcomes from the different actions. This included: • overnight turndown of all pool pumps • operation of heat exchange pumps in response to heat demand • replacement of one of the existing gas boilers with a high-efficiency (condensing) gas boiler. • full year utilisation of the existing solar-thermal collector • solar-thermal extension for all pools • geo-exchange, electric heat pump • geo-exchange, gas-fired absorption heat pump • cogeneration plant configured for maximum GHG savings • small wind generator • crystalline solar photovoltaic array • amorphous solar photovoltaic array Of the actions analysed for the Oasis Aquatic Centre Energy Efficiency Feasibility Study, it has recommended that Council implement a complementary suite of three efficiency and alternative energy actions to achieve a cost effective annual greenhouse gas emission reduction of approximately 47%. Staff are to explore the opportunity for grants or other funding options.		
 22154	Purchase green power/ renewable energy	0%	Natural Environment Coordinator
	Not due to commence.		
Implement projects to reduce air pollution		25%	
 22164	Clean Air Project	0%	Natural Environment Coordinator
	Not due to commence.		
 22165	Enforcement of air quality legislation in the local government area	25%	Environmental Audit Officer
General Performance	Council Officers have continued to respond and investigate incidents regarding air pollution. Council Officers have also delivered a Clean Air project to raise the communities awareness about reducing activities that negatively impact on air quality		
 22166	Promote and implement air quality education programs	25%	Natural Environment Coordinator
General Performance	Wagga Wagga City Council continued to implement the 'Let's Clear the Air' program. Competitions around the theme of air quality were conducted including Enviro Driving and Bicycle Riding. Council also supplied content as part of environmental features run through the Daily Advertiser. Educational pamphlets on clean air initiatives were printed and continue to be distributed.		
 22167	Support projects improving ambient air quality	0%	Manager Environmental Sustainability & Regulatory Services
	Not due to commence.		

Code	Name	Performance	Responsible Officer
Lead sustainable environmental practices		25%	
Develop, promote and implement environmental sustainability		25%	
 22190	Participate in regular partnership meetings and forums with key stakeholders	25%	Manager Environmental Sustainability & Regulatory Services
General Performance	Continued to liaise with key stakeholders including Government Departments, Environmental groups and organisations as part of implementing Council's environmental programs.		
 22191	Participation in DECCW's Sustainability Advantage Program	25%	Natural Environment Coordinator
General Performance	Council continues to participate in the Sustainability Advantage Program, an initiative of the NSW Office of Environment And Heritage (formerly DECCW). Council is currently applying for the Program's Bronze Level Recognition.		
22192	Report annually on the implementation of the Environmental Sustainability Strategy	0%	Natural Environment Coordinator
 22193	Facilitate and promote projects that build understanding of sustainability	25%	Natural Environment Coordinator
General Performance	The Great Green Challenge program continued through the period. The program aimed at improving sustainable living practices in the home and workplace, centering around long term sustainability and focused on climate change, biodiversity, sustainable consumption, water efficiency, energy efficiency, and waste management. The program involved six contestants and the broader Wagga Community through participation in public workshops, media coverage and website information. The Home Energy Audit Kits continue to be available through the library. The kits identify areas where improved practices can result in saving power, money and carbon emissions. Council continues to run the School's Sustainability Challenge, with 11 local schools receiving funding from Council this year. Council is a supporting partner of the NSW Government initiative 'Love Food Hate Waste'. Workshops covering the topics of organic gardening and water efficiency were held in July and August respectively, with approximately 50 people attending each of these workshops. Six talks with school groups were conducted by the Sustainability Education Officer. Three radio interviews were held on 2AAA covering various environmental topics. Three 'Greenguide' articles were hosted in the Daily Advertiser. The Environmental Sustainability Team participated in the Sturt Mall Green Expo in August.		
 22194	Facilitate community education on environmental sustainability	25%	Natural Environment Coordinator
General Performance	The following programs have been implemented: * Workshops covering the topics of organic gardening and water efficiency were held in July and August respectively. Approximately 50 people attended each of these workshops. * Six talks with school groups were conducted by the Sustainability Education Officer. * Three radio interviews were held on 2AAA covering various environmental topics. * Three Greenguide articles were run in the Daily Advertiser. * The Environmental Sustainability Team participated in the Sturt Mall Green Expo in August.		
Our education, learning and training industry makes the difference		25%	
Develop and promote Wagga Wagga as a centre of learning excellence		0%	
Develop nationally / internationally recognised training programs		0%	

Code	Name	Performance	Responsible Officer
Grow our education, learning and training industry through partnering with stakeholders		25%	
Encourage retention of graduates into local employment		25%	
 22195	Meet with CSU and TAFE to coordinate business workshop to encourage graduate placement in local enterprises.	25%	Economic Development Admin
General Performance	Wagga Wagga City Council supported The Primary Industry Centre for Science Education (PICSE) awards for student wanting to continue a career in agricultural sciences. PICSE is a National Strategy of collaboration between universities, their regional communities and local primary industries, to attract students into tertiary science and to increase the number of skilled professionals in agribusiness and research institutions.		

