



Action and Task Progress Report

Gwydir Shire Council



Print Date: 25-Mar-2019

ACTION PLANS



GREEN

At least 90% of action target achieved



AMBER

Between 70% and 90% of action target achieved



RED

Less than 70% of action target achieved



No target set

* Dates have been revised from the Original dates

5 Organisational Management

5.1 Corporate Management

5.1.1 Financial management and accountability systems

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.9 Complete and lodge Centrelink Annual Contract Renewal	Georgia Standerwick - Economic Development Officer	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	
Last Updated: 25-Mar-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.10 LCR - Complete and lodge Financial Accountability Report in a timely manner	Sharon Baker - Aged Care Manager	In Progress	01-Jul-2017	30-Jun-2021	75.00%	-	
Last Updated: 25-Mar-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.12 LCR - Produce and distribute Council and Committee Meetings Minutes in a timely and professional manner.	Maxwell Eastcott - General Manager	In Progress	01-Jul-2017	30-Jun-2021	75.00%	-	
Last Updated: 25-Mar-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.15 LCR - Complete and lodge Annual Survey of Seizures of Cats and Dogs	Saul Standerwick - Environment and Sustainability (234)	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	
Last Updated: 25-Mar-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.18 LCR - State of the Environment Report	Saul Standerwick - Environment and Sustainability (234)	Ongoing	01-Jul-2017	30-Jun-2021	-	-	
ACTION PROGRESS COMMENTS: State of Environment Report - not required 18/19 - information is collated in preparation for the next Report due							
Last Updated: 25-Mar-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.20 Complete and lodge Annual Compliance Return in a timely manner	Sharon Baker - Aged Care Manager	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	
Last Updated: 25-Mar-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.21 LCR - Complete and lodge Annual Output Variation Report in a timely manner.	Sharon Baker - Aged Care Manager	Completed	01-Jul-2018	30-Jun-2021	100.00%	100.00%	
Last Updated: 25-Mar-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.22 LCR - Ensure elected members are inducted into the policies and procedures of Council's operations	Maxwell Eastcott - General Manager	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	
Last Updated: 25-Mar-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.23 LCR - Lodge Annual Declaration on Compliance/Self assessment RMS requirement RTO	Richard Hutton - Promotions Officer Casual	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	
Last Updated: 25-Mar-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.24 LCR - Complete and lodge NSW Rural Fire Service - Hazard Reduction Claim in a timely manner	Richard Jane - Director Technical Services	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	
Last Updated: 15-Mar-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.26 LCR - Lodge ASQA Quality Indicator Report	Richard Hutton - Promotions Officer Casual	Ongoing	01-Jul-2017	30-Jun-2021	-	-	
Last Updated: 25-Mar-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.28 LCR - Complete and lodge RMS Annual Contract Renewal	Georgia Standerwick - Economic Development Officer	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	
Last Updated: 25-Mar-2019							