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# Action and Task Progress Report

Gwydir Shire Council



*Print Date: 17-Apr-2020*

## 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

### 1 A healthy and cohesive community

#### 1.1 We have healthy and inviting spaces and places

##### 1.1.2 Encourage and enable healthy lifestyle choices

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.2.6 Food Inspections - Complete and Return Statutory food inspection reporting to the Food Authority by the specified due dates.	Saul Standerwick - Environment and Sustainability (234)	In Progress	01-Jul-2019	31-Aug-2019	33.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> Annual report was lodged on time. Inspection program continues on schedule. Last Updated: 30-Mar-2020							

### 3 An Environmentally Responsible Shire

#### 3.2 We Use & Manage Our Natural Resources Wisely

##### 3.2.3 Reduce, reuse and recover waste

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.2.3.2 Ensure statutory waste reporting to the Environmental Protection Agency is completed on time and within guidelines.	Saul Standerwick - Environment and Sustainability (234)	In Progress	01-Jul-2019	30-Jun-2020	75.00%	-	
<b>ACTION PROGRESS COMMENTS:</b>							

Annual reporting lodged. This years data being collected in an ongoing process.

Last Updated: 30-Mar-2020

## 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 %
5.1.1.1 LCR - Complete and return Financial and performance accountability - must be to the Department by October 2019	Suzanne Webber - Social Services Manager	Completed	01-Jul-2019	31-Oct-2019	100.00%	-	

Last Updated: 16-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.5 LCR - Complete and lodge Financial Accountability Report in a timely manner	Sharon Baker - Aged Care Manager	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	

#### ACTION PROGRESS COMMENTS:

Report submitted






Last Updated: 03-May-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.6 LCR - Complete and return Statutory waste reporting to the Environmental Protection Agency by the due dates	Saul Standerwick - Environment and Sustainability (234)	Completed	01-Jul-2019	30-Jun-2020	100.00%	-	

#### ACTION PROGRESS COMMENTS:

submitted to the EPA and for Annual report

Last Updated: 03-May-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.7 LCR - Completion of Annual Financial Statements	Helen Thomas - Finance Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	0.00%	 GREEN
Last Updated: 03-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.8 LCR - Complete and lodge State of the Environment Report by the due date	Saul Standerwick - Environment and Sustainability (234)	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> State of Environment Report - not required 18/19 - information is collated in preparation for the next Report due in the year of newly elected council							
Last Updated: 18-Oct-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.9 LCR - 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: 03-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.10 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%	-	
Last Updated: 03-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.11 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: 03-May-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.12 LCR - Year End Audit - Audit Office	Helen Thomas - Finance Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	0.00%	 GREEN
Last Updated: 03-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.13 LCR - Complete and lodge RMS Annual Contract Renewal by due dates	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 %
5.1.1.15 LCR - Annual Statements - Pensioner Rebate - Complete on time and within guidelines	Helen Thomas - Finance Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	-	
Last Updated: 28-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.16 Annual Statements - CHSP Commonwealth Grant Funding - complete on time and within guidelines.	Helen Thomas - Finance Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	-	
Last Updated: 28-Feb-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.17 LCR - Annual Statements - Roads to Recovery - Complete on time and within reporting guidelines	Helen Thomas - Finance Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	-	
Last Updated: 28-Feb-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.18 LCR - Annual Statements - Tharawonga - Complete on time and within reporting guidelines	Helen Thomas - Finance Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	-	
Last Updated: 28-Feb-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.19 LCR - Annual Statements - Annual Prudential Compliance Statement - Complete on time and within reporting guidelines	Helen Thomas - Finance Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	-	
Last Updated: 28-Feb-2020							

### 5.1.3 Administrative and support functions

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.1 LCR - Complete and lodge Financial Accountability Report in a timely manner - Ongoing Function	Sharon Baker - Aged Care Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	100.00%	
Last Updated: 03-May-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.2 LCR - Complete and lodge RMS Annual Contract Renewal	Georgia Standerwick - Economic Development Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	-	
Last Updated: 16-Apr-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.4 LCR - Produce and distribute Council and Committee Meetings Minutes in a timely and professional manner.	Maxwell Eastcott - General Manager	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	

Last Updated: 02-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.5 LCR - Complete Annual Report and upload to Council's website by 30 November each year.	Leeah Daley - Organisation & Community Development Dir	Completed	01-Jul-2016	30-Jun-2021	100.00%	-	

**ACTION PROGRESS COMMENTS:**

Completed and submitted to the Department in October.

Last Updated: 03-May-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.6 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: 03-May-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.7 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%	-	

**ACTION PROGRESS COMMENTS:**

This declaration will be completed in March 2020

Last Updated: 16-Apr-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.8 LCR - Lodge ASQA Quality Indicator Report	Richard Hutton - Promotions Officer Casual	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	

**ACTION PROGRESS COMMENTS:**

Report completed and lodged.

Last Updated: 15-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.9 LCR - Complete and lodge Centrelink Annual Contract Renewal by due dates	Georgia Standerwick - Economic Development Officer	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	
Last Updated: 06-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.10 LCR - Complete and lodge Annual Survey of Seizures of Cats and Dogs by due dates	Saul Standerwick - Environment and Sustainability (234)	Completed	01-Jul-2017	30-Jun-2021	100.00%	-	
Last Updated: 03-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.11 LCR - Complete and Lodge Companion Animal Activity Reporting to Office of Local Government by due dates	Saul Standerwick - Environment and Sustainability (234)	Completed	01-Jul-2017	30-Jun-2020	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> submitted for annual report Last Updated: 03-May-2019							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.19 LCR - Complete and lodge all Australian Government of Education and Training reporting documentation by due dates	Suzanne Webber - Social Services Manager	Completed	01-Jul-2019	30-Jun-2020	100.00%	-	
Last Updated: 16-Apr-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %



5.1.3.20 LCR - Complete and lodge all Department of Education reporting documentation in a timely manner and return by due dates	Suzanne Webber - Social Services Manager	Completed	01-Jul-2017	30-Jun-2020	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> All documentation has been completed Last Updated: 28-Nov-2018							

**5.1.4 Workforce planning**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.4.8 Implement and report on the actions included in the 2017-2021 Workforce Plan	Leeah Daley - Organisation & Community Development Dir	Completed	01-Jul-2019	30-Jun-2021	100.00%	-	
Last Updated: 17-Apr-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.4.9 LCR - Complete and lodge with NSW Ombudsman Office the annual Public Interest Disclosure Report	Carmen Southwell - Executive Support & Public Officer	Completed	01-Jul-2019	30-Jun-2020	100.00%	-	
<b>ACTION PROGRESS COMMENTS:</b> This training was booked and cancelled twice, firstly due to the Trainer being unable to attend because of bushfires, and secondly due to the COVID19 pandemic. Last Updated: 16-Apr-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.4.11 LCR - Complete and Lodge all returns required in a timely manner and within reporting guidelines	Alexander Eddy - Manager Engineering Services	Completed	01-Jul-2019	30-Jun-2020	100.00%	-	
Last Updated: 17-Apr-2020							