

# Monthly Action Progress Report

## February 2021



### Goal 1: A healthy and cohesive community

A liveable community has pride of place, ease of access, community harmony, a mobile and healthy population that participates in community life, a feeling of safety and security, a strong vibrant cultural base and places to relax, study and play.






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

We have access to a range of high quality health care services. All residents are supported in living a healthy and active life through the opportunity to participate in recreation activities.


##### 1.1.1: Improve local access to health services








Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.1.1	Review levels of staffing annually to align them with Aged Care Facility industry benchmarks - Naroo	Aged Care Manager	Completed	100%	Second Registered Nurse has commenced duties providing education, quality and support to care staff	
1.1.1.2	Council to provide and maintain two medical centres (Warialda and Bingara) and lease these under reasonable terms.	Community Assets Manager	In Progress	75%	All repair and maintenance tasks have been completed in a satisfactory and timely manner to the satisfaction of each Practice Manager.	

## 1.1.2: Encourage and enable healthy lifestyle choices

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.2.1	Warialda and Bingara Swimming Pool Complex - enter into leases for each facility using due procurement processes	Community Assets Manager	In Progress	75%	This project will be undertaken with the 21/22 season closes and be completed by 30.6.22	
1.1.2.2	Warialda and Bingara Swimming Pool Complex - Complex Safety and Risk - Site and Operational Audits	Community Assets Manager	In Progress	75%	Project on track to be completed by 30.6.22	
1.1.2.3	Food Inspections - Complete and Return Statutory food inspection reporting to the Food Authority by the specified due dates.	Planning & Environment Manager	In Progress	65%		
1.1.2.4	Implement a strong Wellness and Enablement plan within the Gwydir Shire Council through the CHSP program	Aged Care Manager	In Progress	75%	Ongoing core business	
1.1.2.5	Council continues its positive partnership with Central Northern Regional Libraries Committee	Community Assets Manager	In Progress	75%	Achieved to date. Cr Egan represents Council, and together with Staff attend regional meetings which are mutually beneficial.	

## 1.1.3: Provide the right places, spaces and activities

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	Building Services Manager	In Progress	10%	Steel has been ordered and partly delivered to site by contractor. Set-out commenced. Anticipate commencement of concrete slab to be in April/May.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.2	Big River Dreaming - Rest Stops - Signage - Ensure project is completed on time and within budget	Community Assets Manager	In Progress	50%	This project is currently on hold pending the construction of TLC Interpretive Centre. The funding held will be carried over to the next financial year.	
1.1.3.3	Street Trees - New and replacements	Town Utilities and Plant Manager	In Progress	80%	Ongoing	
1.1.3.4	Run holiday programs alternately in Bingara and Warialda for one week during each holiday period in line with community expectations.	Social Services Manager	Not Started	0%		
1.1.3.5	Conduct the youth Exchange program with students from Gwydir Shire and Wiloughby Shire each year	Social Services Manager	In Progress	0%	Planning has commenced for the exchange program. This is on hold due to COVID	
1.1.3.6	Source funding for outside play equipment at Warialda Toy Library to enable an extension of the services provided	Social Services Manager	In Progress	50%		
1.1.3.7	Stronger Country Communities - Round 3 - Nicholson Oval Warialda - Sports Field Lighting Installation	Engineering Assets Coordinator	In Progress	90%	Works nearly complete.	
1.1.3.8	Stronger Country Communities - Round 3 - Bingara Historical Society - Additional display & storage areas	Community Assets Manager	Completed	0%	This project morphed from the installation of a display and storage shed to the purchase of the adjacent property which includes a citadel and extensive storage shed. The Bingara Historical Society, a S355 Committee is very happy with the purchase and considers their needs satisfied.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.9	Stronger Country Communities - Round 3 - Crooble War Memorial Hall Upgrade	Building Services Manager	Completed	100%	Project completed \$534.47 over budget. Budget overrun will be funded from Warialda Building Maintenance grant funded projects.	✓
1.1.3.10	State Drought Support Program - Warialda Golf & Bowling Club upgrades and installation of secure kids play area	Building Services Manager	Completed	100%	Project completed. Revised budget of \$351,917.41 approved by Max Eastcott on 13/04/2021. Grant funding of \$ 315,000, Warialda G&B Club contribution of \$10,000 & revised Council contribution of \$26,917.41.	✓
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Aged Care Manager	In Progress	70%	Meetings recommenced as of the 14th February 2022	●
1.1.3.12	Council provides and maintains two swimming complexes (for the recreational and sporting use by residents and visitors) and leases them on reasonable terms with the priority being safety.	Community Assets Manager	In Progress	75%	Each complex is currently leased and services are being provided to a very good standard without incident.	●
1.1.3.13	State Drought Stimulus Package - CBD Improvements - Bingara Cunningham Park BBQ & Shelter	Town Utilities and Plant Manager	Completed	100%	BBQ and shelters complete	✓
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	In Progress	10%	RFQ for concrete works to be finalised in March.	●
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	25%	New Lookout Sign has been installed Carpark barrier has been replaced Walk way to rear viewing platform has been completed Activities to complete - guard rail installation	●


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.16	COVID-19 Economic Stimulus Package - Phase 1 - CBD Improvements	Town Utilities and Plant Manager	Completed	100%	Project included shelters and tables at Nicholson Oval. Shelters, BBQ and tables at Captain Cook Park Shelters and tables on the Gwydir River Foreshore	✓
1.1.3.17	Implement a robust Lifestyle & Activities program to meet the emotional, spiritual and psychological well being of the residents in Naroo Hostel. To meet the Aged Care Standards in relation to Lifestyle & Activities,	Aged Care Manager	Completed	100%	Implemented and ongoing	✓

## 1.2: Our community is an inviting and vibrant place to live



Our community is strong, safe and connected with equal access to the services and facilities that ensure a great quality of life for all ages. Community pride and a sense of belonging are fostered through having a caring and connected community, with suitable programs and activities for all ages and abilities. Our residents' lives are enriched through access to lifelong learning opportunities as well as activities and events that celebrate our culture and encourage participation.

### 1.2.1: Enable accessible and affordable lifestyle options



Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.1.1	Source funding for implementation of Long Day Care Services in Bingara and Warialda	Social Services Manager	In Progress	20%		●
1.2.1.2	Prepare a local housing market study	Planning Officer	Not Started	0%		●
1.2.1.3	Council provides a diverse range of literature across contemporary media to support the educational and recreational needs of the community	Community Assets Manager	In Progress	75%	Council staff have reviewed the contents of each library and have regular deliveries and exchanges.	●

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.1.4	Council maintains two libraries and provides services accessible by all across the Shire and its visitors - Bingara, Warialda and Outreach program	Community Assets Manager	In Progress	75%	Library services have been consistently delivered from the Bingara and Warialda facilities. The outreach program were suspended due to COVID implications but are being reactivated during March 2022.	

### 1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.2.1	Ensure implementation and Continued monitoring of Council Landfill Security	Engineering Assets Coordinator	In Progress	60%	Staff have recently completed site surveillance training with CCTV equipment to be purchased and installed in 2022/23	
1.2.2.2	Implement stage 2 of security system	Aged Care Manager	Completed	100%	Grant was successful	

### 1.2.3: Celebrate our creativity and cultural expression

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.3.1	Host annual welcome evenings for new residents	Team Leader Organisation Development	Completed	100%	For the sake of this reporting period I feel it safe to say that this project is completed. Vision 2020 hosted a successful event on the banks of the Gwydir River, December 17th, and the Warialda Christmas Carnival (December 11th), although not specifically for new residents, was attended by many and demonstrated the outcome "Our community is an inviting and vibrant place to live". This creates options for future events to be either a collaboration with a progressive community group (like V2020) or combined with a popular event.	
1.2.3.2	Planning Priority 7 - Connecting to Place - Protect and celebrate our unique sense of place	General Manager	Completed	100%	Adopted by Council	











## Goal 2: Building the business base

A productive community provides people with positive choices for investment, employment and study. An innovative, diverse and resilient economy requires collaboration between local people and other levels of government to ensure that funding for infrastructure and economic development exists to support market strength and diversity.











### 2.1: Our economy is growing and supported









Our business community is prepared for future growth and challenges. We welcome new business development opportunities and work with private enterprise to establish strategic partnerships aligned to the creation of employment and industry in our community. Tourism is embraced by all facets of our community and Gwydir Shire Council is seen as a destination of choice for travellers.









#### 2.1.1: Plan for and develop the right assets and infrastructure









Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.1	Internal - Rehab Program - Warialda High Productivity Vehicle Route	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.2	Water Meter replacements - replace 100 water meters per year (ongoing action)	Town Utilities and Plant Manager	In Progress	80%	on going	
2.1.1.3	Mains replacement - Long St (Riddell to West Street)	Town Utilities and Plant Manager	Deferred	0%	Deferred to 2023-24	
2.1.1.4	Mains replacement - Holden Street (Hope to Geddes)	Town Utilities and Plant Manager	Deferred	0%	Deferred to 2022-23	
2.1.1.5	Mains replacement - Market Street (Hope to Geddes)	Town Utilities and Plant Manager	Deferred	0%	deferred to 2023-24	
2.1.1.6	Mains replacement - West Street (Heber to Cunningham)	Town Utilities and Plant Manager	Deferred	0%	Deferred 2022-23	
2.1.1.7	Mains replacement - Long St (Nicholson to Riddell)	Town Utilities and Plant Manager	Deferred	0%	deferred to 2023-24	
2.1.1.8	Mains replacement - High St Laneway	Town Utilities and Plant Manager	Deferred	0%	Deferred to 2022-2023	








Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.9	Bingara Water Treatment Plant - Solar	Town Utilities and Plant Manager	In Progress	20%	Revised quotations have been requested and received. Quotations will be assessed and purchase order will be created to enable the project to be completed by 30th June 2022	
2.1.1.10	Gravesend Reservoir	Town Utilities and Plant Manager	In Progress	10%	This project is currently on hold, due to possible water treatment plant funding and the reservoir would be completed as part of the larger project.	
2.1.1.11	Water main extension to Warialda Landfill	Town Utilities and Plant Manager	Deferred	0%	Deferred 2022-23	
2.1.1.12	Stage 1 North Bingara sewer extension	Town Utilities and Plant Manager	In Progress	5%	Design completed - funding application not successful through SSWP Investigate new funding options or loan for the project	
2.1.1.13	Stage 2 North Bingara sewer extension	Town Utilities and Plant Manager	Deferred	0%	see stage 1	
2.1.1.14	Stage 3 North Bingara sewer extension	Town Utilities and Plant Manager	Deferred	0%	see stage 1	
2.1.1.15	Renewals - telemetry and technology upgrades	Town Utilities and Plant Manager	Completed	100%	Completed for 2021-22 on going each year	
2.1.1.16	Renewals - mains relining/replacement	Town Utilities and Plant Manager	Deferred	0%	Asset replacement budget item 2023-24	
2.1.1.17	Heavy Plant Replacement Program	Town Utilities and Plant Manager	In Progress	80%	2021-22 included the purchase of New Grader, 3t crew cab tipper, 3 side tipping trailers, road train dolly, Twin steer water truck	
2.1.1.18	Light Plant Replacement Program	Town Utilities and Plant Manager	In Progress	90%	Replacement of light fleet is on track - there has been up to 6 months wait on delivery of orders	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.19	Warialda and Bingara Doctors Accommodation - Ensure that visiting doctor(s) have appropriate accommodation* when required,	Community Assets Manager	In Progress	75%	The Warialda property is now occupied by a Registrar and her partner. They wanted the premises unfurnished. All of onsite furniture and white goods have been moved to a Council storage facility. The Bingara property continues to be occupied by a Doctor and his family.	
2.1.1.20	SR45 - Resheeting - Bereen Road	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.21	SR42 - Resheeting - Mungle Road	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.22	SR43 - Resheeting - Buckie Road	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.23	Gravesend Water Quality Investigation - \$58,000 grant received through Safe & Secure Water Program	Town Utilities and Plant Manager	In Progress	90%	Final report to be submitted	
2.1.1.24	NSW Showgrounds Stimulus Program - Phase 2 - Bingara Showground Ring - Lighting Upgrade	Town Utilities and Plant Manager	Completed	100%	Commissioned 28/2/2022	
2.1.1.25	NSW Showgrounds Stimulus Program - Phase 2 - Extension and refurbishment of existing amenity building	Town Utilities and Plant Manager	Completed	100%	Completed	
2.1.1.26	Gwydir Oval Lighting upgrade	Business Improvement & IT Coordinator	In Progress	95%	The lights and power are connected. The new mains box has been installed at Gwydir Oval. Precision Lighting will be back with a crane to aim the lights on the 2nd of March. The app will be set up to allow for various lux levels so that it can be set according to community needs. When this is complete, last progress payment will be made and the submission for BBRF will be completed.	


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.27	COVID-19 Economic Stimulus Package - Phase 1 - Warialda Animal Shelter Construction	Planning & Environment Manager	In Progress	30%		
2.1.1.28	Fixing Local Roads Funding - Transport for NSW - Sealing of Horton Road from Horton Village to MR133 Killarney Gap Road	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.29	COVID-19 Economic Stimulus Package - Phase 2 - Selected gravel re-sheeting North Star	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.30	COVID-19 Economic Stimulus Package - Phase 2 - Selected gravel re-sheeting Pallal	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.31	COVID-19 Economic Stimulus Package - Phase 2 - Cunningham Street Bingara	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.32	Heavy Vehicle Safety & Productivity Program Round 7 and Fixing Local Roads Program  IB Bore Road upgrade - North Star	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.33	Fixing Local Roads Round 2 - Resheeting of 27km of Oregon Road using a dust suppressing binder and crushed road base	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.34	Develop 10 year stormwater plan	Engineering Services Shire Engineer	Not Started	0%		








Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.35	Transport for NSW Repair Program - MR134 Delungra Road Rehabilitation	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.36	Deliver RMCC works to an acceptable standard and within budget	Works Coordinator	In Progress	65%	Action on target.	
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	In Progress	20%	RFQ required for urban concrete works to be advertised in March.	
2.1.1.38	Coordinate Natural Disaster Claims from December 2020 and March 2021 flood events	Engineering Assets Coordinator	In Progress	20%	Works in progress	
2.1.1.39	New Street Lighting on Campbell Bridge, Bingara	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.40	Planning Priority 6 - Improving Infrastructure - Support infrastructure that encourages new industries	General Manager	Completed	100%	Adopted by Council.	
2.1.1.41	Update existing laundry equipment	Aged Care Manager	In Progress	75%	Laundry equipment being purchased with BIF grant - quotes available	
2.1.1.42	Federal Government - Roads of Strategic Importance Program - Sealing of 12.3km of County Boundary Road from end of existing seal to Croppa Moree Road.	Engineering Services Shire Engineer	Not Started	0%		

## 2.1.2: Support the growth of our business community

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.2.1	Action Plan to support existing businesses and attract new businesses into the Shire	General Manager	In Progress	50%	This plan will be completed by the due date, 30 June 2022	
2.1.2.2	Ensure that there is suitable residential land and premises available to facilitate growth	General Manager	In Progress	50%	Moore Street Bingara proposed subdivision - electrical, NBN infrastructure is being installed.	
2.1.2.3	Develop strategy for small scale industrial land development.	General Manager	In Progress	40%	This plan will be completed by the due date, 30 June 2022	
2.1.2.4	Support the development of Chambers of Commerce; B2B networks and collaborations; and develop relationships between Council and local businesses	General Manager	In Progress	75%	Council continues to have positive collaborations with Gwydir business networks.	
2.1.2.5	Strategic use of small grants program to encourage economic and business growth	General Manager	Completed	100%	Small business incentive and main street initiative programs successfully completed.	

## 2.1.3: Promote our community as the place to visit, live, work and invest

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.3.1	Under take an audit of Tourism Signage throughout the whole of the Gwydir Shire.	Team Leader Organisation Development	In Progress	15%	Lists received from VICs. Cross-checking underway.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.3.2	Undertake investigation into options designed to modernise the Bingara VIC in keeping with the historical building.	Team Leader Organisation Development	Completed	100%	Extensive work has been done to modernize the Bingara Visitor Information Center including new furniture, signage and display cabinets which are now in place. An amount of \$15,000. has been requested for paint and carpet in 20/21 budget.	
2.1.3.3	Add attractions to State Tourism Data Warehouse	Team Leader Organisation Development	In Progress	20%	Accounts have been combined but not listings. Working with ATDW to resolve the issue. New listings being added with focus on Destination NSW criterion for unique "Gwydir" listings.	
2.1.3.4	Implement SMS system	Media and Communications Team Leader	Completed	100%	SMS system now in place and functional, though yet to be utilised. Process identified issues relating to quality and maintenance of Shire Data Bases which are not currently segmented or updated for specific use of this and other similar systems.	
2.1.3.5	Plan & Coordinate the Annual Warialda Honey Festival 2021	Integrated Planning Reporting & Governance Officer	Completed	100%	Warialda Honey Festival that did not go ahead in March 2021 has been reschedule to 18 September 2021 Festival was cancelled due to COVID-19 outbreak and lockdown. Will be rescheduled for September 2022.	
2.1.3.6	Plan and coordinate Bingara Happy Days Orange Festival for 2022	Team Leader Organisation Development	In Progress	10%	Special Events Committee to confirm July 2nd for festival, picking day TBD. Draft event plan and checklist available from March 4th. Special Events Committee meeting March 10th to focus on festival.	
2.1.3.7	Gwydir Business Awards for 2021	Team Leader Organisation Development	In Progress	5%	TBA	
2.1.3.8	Planning Priority 3 - Growing Economy - Expand nature-based adventure & cultural tourism	General Manager	Completed	100%	Adopted by Council.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.3.9	Planning Priority 4 - Thriving Localities - Deliver housing that reinforces our villages' unique character	General Manager	Completed	100%	Adopted by Council.	✓
2.1.3.10	Planning Priority 5 - Thriving Localities - Promote business and lifestyle opportunities for people of all ages	General Manager	Completed	100%	Adopted by Council.	✓
2.1.3.11	Shire wide marketing plan to attract visitors, businesses and residents	General Manager	Completed	100%	Gwydir Gift Cards set up and operational.	✓
2.1.3.12	Development of Shire wide bird routes brochure	Integrated Planning Reporting & Governance Officer	Completed	100%	After consultation with key stakeholders and the General Manager that this project could be an avenue for Vision 2020 to seek grant funding to assist with the completion of the project. At such time as Vision 2020 are successful in obtaining grant funding, Council will provide assistance where they have the resources to do so.	✓
2.1.3.13	Develop Rocky Creek Glacial Area	Team Leader Organisation Development	In Progress	25%	BBQs available for installation. DNSWCO were unsuccessful for funding of Gondwana Toruis Trail. ANAIWAN found no issue with works for platform, however, Greg Livermore recommends an assessment of the whole Glacia Area side of Killarney Gap Rd (Lot 7003 DP 1057047 and part of Lot 7002 DP1057047) so all future works are covered.	●
2.1.3.14	Plan & Coordinate Warialda Honey Festival alongside Warialda Events Committee	Team Leader Organisation Development	In Progress	10%	Draft event management plan completed. Date TBD.	●






## Goal 3: An environmentally responsible Shire

A sustainable community is characterised by our appreciation of natural surroundings and biodiversity. This is supported by responsible planning and management practices and the lifestyle actions we agree to, to reduce our impact on the natural environment and to conserve valuable resources.



### 3.1: Our community understands and embraces environmental change

We respect and value our natural environment, understand the effects of our actions and make wise decisions to retain balance. We endeavour to use all our natural resources wisely with a view to minimising the impact on our natural environment.



#### 3.1.1: Encourage respectful planning, balanced growth and good design

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.1.1	Develop draft DCP based on the new incoming Dept of Planning NSW standard format including report to Council and Community Consultation	Planning Officer	Deferred	0%	Still awaiting Department of Plannings Standard Template for Development Control Plans.	
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	0%	House keeping type corrections have been lodged with the Minister for Planning through the gateway process. No indication has been given for when this will be completed.	
3.1.1.3	Community Participation Plan to be drafted, approved and implemented	Planning Officer	Completed	0%	The Community Participation Plan was developed and completed in 2019 - Council Resolution 402/19 - and is not due for review until 2024	
3.1.1.4	Incorporate Vegetation Clearing Plan as a part of the Development Control Plan (DCP)	Planning Officer	Deferred	0%	Awaiting Development Control Plan Standard Template to be issued by Department of Planning	
3.1.1.5	Use urban design guidelines to develop a Development Control Plan to retain the character of Shire towns.	Planning Officer	Deferred	0%	Awaiting on Department of Planning to issue a Standard Template for Development Control Plans	







Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.1.6	Planning Priority 1 - Growing Economy - Grow our agriculture, horticulture & agribusiness sectors	General Manager	Completed	100%	Adopted by Council.	
3.1.1.7	Planning Priority 2 - Growing Economy - Foster resilience in the agricultural industry	General Manager	Completed	100%	Adopted by Council.	

### 3.1.2: Respond to our changing environment

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.2.1	Planning Priority 8 - Sustainable Living - Embrace renewable energy, water security and sustainable development	General Manager	Completed	100%	Adopted by Council.	
3.1.2.2	Introduce an electronic medication system to Naroo Frail Aged Care Hostel	Aged Care Manager	In Progress	60%	Grant successful this program will be implemented this financial year	

### 3.1.3: Value, protect and enhance our natural environment


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.3.1	Report Council weed activity to Regional weeds Funding Body in a timely manner	Planning & Environment Manager	In Progress	45%		
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Manager	Not Started	0%		

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.3.3	Gwydir River Foreshore - Management Action Plan - Effective Communication strategies to be implemented	Planning & Environment Manager	In Progress	75%		
3.1.3.4	Gwydir River Foreshore - Management Action Plan - Identify and Implement items and areas of significance by introducing interpretive walkways	Planning & Environment Manager	Not Started	0%		


### 3.2: We use & manage our natural resources wisely

We take responsibility for the management and consumption of our valuable resources and recognise the impact that our actions have both today and on future generations.

#### 3.2.1: Develop a clean energy future

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.2.1.1	Finalise the development application for the Warialda greenhouse project	General Manager	In Progress	30%	Council has completed all tasks associated with DA. The Application currently lies with Contractor.	

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

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.2.3.1	Implement Gwydir Shire Council's Waste Management Strategy	Engineering Assets Coordinator	In Progress	60%	Landfills operating normally. Contractors have been engaged in Feb 2022 to shred tyres and mattresses at the landfills.	


## Goal 4: Proactive regional and local leadership

A collaborative community is informed, has responsible decision making and a sound financial position supported by capable leaders, functional assets and efficient operations to meet the changing needs of the community.


### 4.1: We are an engaged & connected community

Our thoughts and ideas are valued; we are empowered with the knowledge and have the opportunity to participate. The Council provides the community with timely information about local issues and includes opportunities for the community to participate in initiatives. Community consultation continues throughout the period of the Community Strategic Plan to ensure that residents are engaged and connected.

#### 4.1.1: Encourage an informed community

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.1.1.1	Develop a Gwydir Shire Council communications plan	Media and Communications Team Leader	Completed	100%	Needs to be adopted by Council	


#### 4.1.2: Enable broad, rich and meaningful engagement to occur

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.1.2.1	A review of the effectiveness of communication channels used throughout Gwydir Shire to the wider community. And improvements on how Gwydir Shire communicate events and happening within our Community	Media and Communications Team Leader	In Progress	53%		

## 4.2: We work together to achieve our goals

We respect our community leaders who listen to and act on our behalf, and value our community's knowledge, experience and ideas which help us implement our vision for the future together.

### 4.2.1: Build strong relationships and shared responsibilities

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.2.1.1	Continue to support the Friends of Myall Creek Committee by attending at least 3 meetings during the reporting period	Community Assets Manager	In Progress	75%	To date all meetings have been attended by Council staff. The collaboration between Council and the Committee are positive and the Site is well presented and visitation has increased over the spring and summer seasons.	








## Goal 5: Organisational management

The main objective of organisational management is to ensure maximum outputs within minimum resources and effort. Effective organisational management ensures smooth and coordinated functioning of the Council bringing additional benefit to the community, staff and Councillors.




### 5.1: Corporate management

Good corporate management is about having the right processes for making and implementing strategic decisions.





#### 5.1.1: Financial management and accountability systems

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.1.1	LCR - Complete and lodge Local Priority Funding Acquittal to NSW State Library by the due dates	Community Assets Manager	Completed	100%	Acquittal lodged	
5.1.1.2	LCR - Complete and return Statutory waste reporting (Waste Collection) to the Environmental Protection Agency by the due dates	Planning & Environment Manager	In Progress	45%		
5.1.1.3	LCR - Completion of Annual Financial Statements	Chief Financial Officer	In Progress	0%	Audit booked for August	
5.1.1.4	LCR - Complete and lodge State of the Environment Report by the due date	Planning & Environment Manager	In Progress	95%		
5.1.1.5	LCR - Complete and lodge NSW Rural Fire Service - Hazard Reduction Claim in a timely manner	Engineering Services Shire Engineer	Not Started	0%		
5.1.1.6	LCR - Year End Audit - Audit Office	Chief Financial Officer	In Progress	0%	Audit booked for August	
5.1.1.7	LCR - Complete Quarterly Budget Review on time each quarter	Chief Financial Officer	In Progress	50%	December Review completed	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.1.8	LCR - Annual Statements - Pensioner Rebate - Complete on time and within guidelines	Chief Financial Officer	Completed	0%	Complete	✓
5.1.1.9	Annual Statements - CHSP Commonwealth Grant Funding - complete on time and within guidelines.	Aged Care Manager	Completed	100%	All reports are submitted within timeframe	✓
5.1.1.10	LCR - Annual Statements - Roads to Recovery - Complete on time and within reporting guidelines	Chief Financial Officer	Completed	0%	Completed prior to due date	✓
5.1.1.11	LCR - Annual Statements - Tharawonga - Complete on time and within reporting guidelines	Chief Financial Officer	Completed	0%	Completed	✓
5.1.1.12	LCR - Annual Statements - Annual Prudential Compliance Statement - Complete on time and within reporting guidelines	Chief Financial Officer	Completed	0%	Completed prior to due date	✓
5.1.1.13	Develop contract management documentation templates	Chief Financial Officer	In Progress	0%	Ninni will be focusing on this	●
5.1.1.14	Conduct internal training of staff as to the policies and procedures associated with Council's contracts	Chief Financial Officer	In Progress	0%	Still waiting on progress	●
5.1.1.15	Establish an online payment system for Shire residents as another alternative payment method.	Chief Financial Officer	Completed	50%	This is now available	✓

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.1.16	LCR - Complete and return Financial and Performance accountability - Preschool - Must be to the Department by October each year.	Social Services Manager	Not Started	0%		
5.1.1.17	LCR - Complete and return Statutory waste reporting (Landfills/Transfer Stations) to the Environmental Protection Agency by the due dates	Engineering Assets Coordinator	In Progress	60%	Reports due in July	
5.1.1.18	LCR - Complete and submit statutory activity report for cemeteries for reporting period to NSW Cemeteries & Crematoria	Planning & Environment Manager	In Progress	70%		

## 5.1.2: Information management systems

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.2.1	Annual disaster recovery testing.	Business Improvement & IT Coordinator	Not Started	0%	A disaster recovery plan will have to be rewritten first. This is primarily due to the office reconfiguration in Bingara.	
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	Deferred	0%		
5.1.2.3	Biannual Password Strength Testing	Business Improvement & IT Coordinator	Deferred	0%	With MFA and complex password requirements, it is no longer necessary or advisable to complete this task. It will be obsolete.	
5.1.2.4	Finalise and Adopt Incident Response Plan / Policy	Business Improvement & IT Coordinator	Completed	100%	This was completed in November. There is a bug in Pulse that is asking for an update on completed actions.	








Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.2.5	Biannual Authority Permissions Review	Business Improvement & IT Coordinator	Completed	100%	This is completed for the FY. Both reviews were conducted and the most recent was complete in January with approvals from required staff complete in February. All documents relating to this are in CM in container S5331.	✓
5.1.2.6	Digitise and store all paper-based Council Minutes.	Business Improvement & IT Coordinator	Completed	100%	The minutes are digitised and put in CM. The custody of these records have been moved to State Archives.	✓
5.1.2.7	Address missing ACSC Essential 8 strategies.	Business Improvement & IT Coordinator	In Progress	30%	Overall, our essential 8 is pretty good. Application whitelisting is done indirectly through intune. We will look at macro settings in the coming months as there will be issues with Authority in particular if a lot of thought isn't put into it. Automated patching will have to be a next FY thing and will have to be a manual process for now.	●
5.1.2.8	Revise disaster recovery plan.	Business Improvement & IT Coordinator	In Progress	10%	This document will require a rewrite. This will be completed by the end of the FY.	●
5.1.2.9	Write and adopt business continuity plan (BCP).	Business Improvement & IT Coordinator	Not Started	0%	This is on the radar to be done in the last quarter for this FY.	●
5.1.2.10	IT replacement program 2021/2022	Business Improvement & IT Coordinator	Completed	100%	This is completed. All computers for this replacement cycle have been delivered.	✓

### 5.1.3: Administrative and support functions






Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.3.1	LCR - Complete and lodge Financial Accountability Report in a timely manner - Ongoing Function	Aged Care Manager	Completed	100%	Report completed and submitted on time for 2020-2021	✓




Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.3.2	LCR - Complete and lodge Service NSW Annual Contract Renewal	Integrated Planning Reporting & Governance Officer	Completed	100%	All Service NSW contracts for the 2021/2022 period will remain the same as advised by David Finlayson of Service NSW. A review of the contract will be conducted in 2022. Agency agreement CM ref is 21/8587 and 21/8586	✓
5.1.3.3	LCR - Produce and distribute Council and Committee Meetings Minutes in a timely and professional manner.	General Manager	In Progress	75%	Completed to date.	●
5.1.3.4	LCR - Complete Annual Report and upload to Council's website by 30 November each year.	Organisation & Community Services Director	Completed	100%	This was completed within the timeline required.	✓
5.1.3.5	LCR - Ensure elected members are inducted into the policies and procedures of Council's operations	General Manager	Completed	100%	Induction workshop held - Blackadder Associates facilitated.	✓
5.1.3.6	LCR - Lodge Annual Declaration on Compliance/Self assessment RMS requirement RTO	GLR & Communications Team Leader	In Progress	20%	The lodgment is not due yet.	●
5.1.3.7	LCR - Lodge ASQA Quality Indicator Report	GLR & Communications Team Leader	In Progress	20%	The lodgment is not due yet.	●
5.1.3.8	LCR - Complete and lodge Centrelink Annual Contract Renewal by due dates	Social Services Manager	Completed	100%	No longer a part of this departments actions.	✓
5.1.3.9	LCR - Complete and lodge Annual Survey of Seizures of Cats and Dogs by due dates	Planning & Environment Manager	In Progress	75%		●










Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.3.10	LCR - Complete and Lodge Companion Animal Activity Reporting to Office of Local Government by due dates	Planning & Environment Manager	In Progress	75%		
5.1.3.11	Risk Administration - Emergency Planning - Develop evacuation plans.	Risk & Safety Coordinator	In Progress	10%	To be discussed at the Risk Meeting	
5.1.3.12	Develop and maintain a comprehensive Staff Skills Audit and Individual Training Plans	Organisation & Community Services Director	Not Started	0%	This has not been commenced due to staff shortages.	
5.1.3.13	Present Pecuniary Interest Returns for Councillors and Designated Persons to an open Council meeting.	General Manager	Completed	100%	Completed.	
5.1.3.14	LCR - Complete and lodge all Australian Government of Education and Training reporting documentation by due dates	Social Services Manager	Completed	0%	All reporting is complete	
5.1.3.15	Refurbish the Finance Department to allow for better functionality and use of space.	Chief Financial Officer	Deferred	25%	Awaiting new building design	
5.1.3.16	LCR - Complete and lodge all Department of Education reporting documentation in a timely manner and return by due dates - Social Services	Social Services Manager	Not Started	0%	All paperwork has been submitted	

### 5.1.4: Workforce planning

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.4.1	Implement the CAMMS Performance Evaluation System software replacing the existing paper based system.	Organisation & Community Services Director	In Progress	90%	Almost complete. It will be rolled out to the organisation for use very soon.	
5.1.4.2	Implement and report on the actions included in the 2017-2022 Workforce Plan	Organisation & Community Services Director	In Progress	20%	This will be completed before the end of the Financial Year.	
5.1.4.3	LCR - Complete and lodge with NSW Ombudsman Office the annual Public Interest Disclosure Report	Organisation & Community Services Director	In Progress	50%	This has been completed as required.	
5.1.4.4	LCR - Complete and Lodge all returns required in a timely manner and within reporting guidelines	Engineering Services Shire Engineer	Not Started	0%		
5.1.4.5	Development of comprehensive Training Database for all new and existing employees	Organisation & Community Services Director	In Progress	40%	Ongoing. We are currently implementing Pulse software that will address this action in its entirety.	

### 5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.5.1	Provide annual Climate Change Adaptation Coordinating Group report to MANEX	Business Improvement & IT Coordinator	Not Started	0%		

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for 8 sites	Risk & Safety Coordinator	In Progress	10%	to be discussed as a matter of urgency in the Risk Meeting	
5.1.5.3	Development of Work Health and Safety Management System ready for certification to AS/NZS 4801	Risk & Safety Coordinator	In Progress	20%	Risk meeting to be held Tuesday to discuss moving forward	
5.1.5.4	Establish CAMMS Risk platform and implement usage across the organisation	Risk & Safety Coordinator	Completed	100%	We are not using camms any longer, Pulse to be rolled out	
5.1.5.5	Provide platform for strategic grant management and reporting.	General Manager	Completed	100%	Link to Grant Guru platform on Council website.	
5.1.5.6	Embed the recommendations from the Royal Commission into Aged Care in both CHSP and Naroo Frail Aged Care Hostel	Aged Care Manager	In Progress	50%	Actions from the Royal Commission continue to be reviewed and completed as required	
5.1.5.7	Develop and implement an Adverse Event Plan	Organisation & Community Services Director	Completed	100%	This Plan has been developed and adopted	
5.1.5.8	Produce Council's 2021 Annual Report within OLG Guidelines	Integrated Planning Reporting & Governance Officer	Completed	100%	2020/2021 Annual Report completed and endorsed by Council at informal November Council meeting.	
5.1.5.9	Deliver End of Term report to outgoing Council	Integrated Planning Reporting & Governance Officer	Completed	100%	End of Term report presented to Councillors at informal council meeting on 25 November 2021.	
5.1.5.10	Development of existing Community Strategic Plan via Community Consultation	Integrated Planning Reporting & Governance Officer	In Progress	5%		

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.5.11	Establish 2022-2026 Delivery Program in consultation with new term of Council and Community.	Integrated Planning Reporting & Governance Officer	In Progress	5%		