



GWYDIR
SHIRE COUNCIL

COMMUNITY SERVICES AND PLANNING COMMITTEE

AGENDA

Thursday 16 May 2024

NOTICE OF MEETING

Notice is hereby given that a **Meeting of the Community Services and Planning Committee** will be held in the Warialda Office Council Chambers on **Thursday 16 May 2024**, commencing at **9:00 am** to discuss the items listed in the Agenda.

Your attendance is respectfully requested.

Yours faithfully,

Max Eastcott
General Manager

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1 OFFICIAL OPENING AND WELCOME - MAYOR

2 APOLOGIES

3 CONFIRMATION OF THE MINUTES

RECOMMENDATION

THAT the Minutes of the Community Services and Planning Committee held on Thursday 7 March 2024 as circulated be taken as read and CONFIRMED.

4 PRESENTATION

5 CALL FOR THE DECLARATIONS OF INTERESTS, GIFTS RECEIVED AND CONFLICTS OF INTEREST

6 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS

Confidential Organisation and Community Services Report

It is recommended that the Council resolve into Committee of the Whole with the press and public excluded to allow consideration of this Item, as provided for under Section 10A (2) (a) of the Local Government Act, 1993, on the grounds the report contains personnel matters concerning particular individuals (other than councillors).

7 OFFICERS' REPORTS

7.1 Organisation & Community Services

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.5 Provision of responsible internal governance

Author: Leeah Daley, OCD Director

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

The monthly Organisation and Community Services Report details the activities carried out by the Department during April 2024.

TABLED ITEMS Nil

BACKGROUND

The monthly Organisation and Community Services report forms part of a regular reporting regime. The purpose of the report is to inform Council of the activities carried out within the Department.

COMMENT

AGED CARE – NAROO FRAIL AGED HOSTEL

April 2024

Staff Meeting – Not Held

Resident Meeting – Not Held

Residents News & Outings

Park walks have been back on the agenda this month. Residents tried some Balloon Tennis which was a big hit. Bingo on Tuesday mornings. We will enjoy a special Anzac presentation this year on Wednesday 24th. A lovely staff member and her husband have put together a slide show on all the local Anzac hero's.



Fun at the park



Balloon Tennis



Up & Over



SOCIAL SERVICES

Bingara Neighbourhood Centre

Funding Body – NSW Department of Communities and Justice

Bingara Neighbourhood Centre continues to assist community groups with grant applications and attend to the needs of the general public through advocacy and referral to other services

S355 Committees

Bingara Community Op Shop

The Bingara Community Op Shop held a very successful Open Shed on Easter Saturday. Over \$900 was raised, which was fabulous as all the clothing was priced at \$1.

Anglicare visited on Wednesday 10 April and shared the programs they can link over 65's with. It was pleasing that community members attended as well as many volunteers. Around ten folks signed up to the My Aged Care Program. Anglicare staff also took many bags of excess clothing to share with isolated and needy communities.

Our Community Poppy Project culminated in early April. A community member made poppies from recycled drink bottles and a display was created on the back gates of the Op Shop. The knitted, crocheted and felt poppies were pinned onto fabric and displayed in the library.

The Pantry continues to grow. Bingara IGA is now trying to consistently deliver on Mondays. This helps with planning. Donations given at the pantry are used to purchase more food. Op Shop staff are trying to focus on veg, fruit, bread, and meat in these purchases. The Living Classroom has been contacted and will share excess produce when they have it.

Business has been brisk with campers returning to the river as well as other events happening in town.



Centrelink

Funding body – Services Australia

There were some technical issues this month and the communication with Services Australia was not great but staff were able to provide service throughout the month.

Youth Services

Funding body – NSW Department of Communities and Justice

Gwydir Willoughby Student Exchange

Social Services Staff are preparing for the annual Gwydir Willoughby Student Exchange program which will see the Willoughby Students, Supervisors and Councillors attend our Happy Days Orange Festival in July.

Gwydir Students have been chosen and student kits have been sent out.

Supported Playgroup Development Worker

Funding body – NSW Department of Communities and Justice

Warialda Toy Library	Mar 2024	Apr 2024
Total daily attendance counts for children, (calculating each child, each day over the month –total points of contact).	85	105
Full borrowing memberships (new and/or renew)	0	2
Non borrowing memberships (new and/or renew)	0	1
Casual borrowing memberships (new and/or renew)	0	0
Commemorative Birth Certificate applications received	0	0
Toys returned	7	11
Toys borrowed	3	4
Groups using the service (FDC carer, Pharmacy)	0	1
Monday group morning session	18	27
Tuesday group morning session	30	34
Wednesday group morning session	19	27
Thursday group morning session	20	17

It was a busy month during April at Warialda Toy Library. With school holidays in the middle of the month, many families attended with their school aged children who were able to meet up with some of their friends at the service.

Two guest speakers were welcomed this month. The Hunter New England Health Continence Nurse attended on Thursday 18 April and spoke to families present about tips and tricks for bed wetting, toilet training and any other continence issues that the families may have had questions about regarding their children and even themselves. The session was very informative, and Staff and Families look forward to another session later in the year. The second guest speaker was the Local Librarian, who came and read a book to the children and families on the topic of Anzac Day on Tuesday 23 April. A book named 'Anzac Ted' was read, and the

children enjoyed this book and the session very much. It is wonderful to be able to utilise the other services within the Shire.

Other activities throughout the month provided for children were various craft activities such as box craft which is provided for the children to engage in imaginary play and encouraging them to use their imagination to create something that they wish. They always end up with wonderful creations! On Wednesday 24 April, Children were invited to create Poppy badges which they were then able to take home and wear on Anzac Day. An opportunity arose during one of our sessions when the children were able to get up and close with a praying mantis using the services magnifying glass. The colours, shape and size of the insect was discussed and then it was released back into the backyard. The children thoroughly enjoyed this.



Bingara Toy Library

*Funding body- NSW Department of Education and communities and NSW
Department of Education*

Particulars	March 2024	April 2024
Total daily attendance count for children, (calculating each child, each day over the month –total points of contact).	64	37
Full borrowing memberships (new and/or renew)	0	0
Non borrowing memberships (new and/or renew)	1	0
Casual borrowing memberships (new and/or renew)	0	0
Commemorative Birth Certificate – Voucher memberships	0	0
Toys returned	0	0
Toys borrowed	0	0
Children/Group using the service (FDC carer, pharmacy)	0	0
Tuesday group morning session x 3	19	12
Wednesday group morning session x 2	33	6
Thursday group morning session x 2	8	8
KSK group afternoon session x 5	30	22

School holidays consumed half of the month and with that came time for the building services crew to come in to do some painting and maintenance on the service. The outside of the service has in parts had a fresh coat of paint and is looking fabulous. The main toy room on the inside to be the focus this holiday period, with ceiling and wall repairs along with a fresh coat of paint. The toy librarian removed all toys, resources and office paperwork to the front room and covered with plastic cover sheets prior to the workmen arriving Friday 12 April to commence.

Rural Outreach Support Service visit for April, was cancelled due to emergency support needed for a family in Inverell by their staff.

Handouts and chat sessions this month were scissor skill building, how to hold scissors and home safety. This information was shared in an email and on social media, so every family received the information. Activities revolved around these topics with cutting playdough with scissors and colouring in pages of a fire engine, telephone and a house to prompt conversation on where we live, who to call and which number to call.

Events and guest speakers have all been booked in advance for term two, giving families something each week to look forward to. Healthy breast care, rural outreach

support, excursion to the local book library along with a visit to preschool just to name a few.

The Kool Skool Kids enjoyed popcorn, two movie afternoons, card games, Lego, craft and helping move toys ready for painting. The balance of the easter eggs were given as a thank you for being mini removalists. With the cooler weather now here, outside activities can now be enjoyed during the afternoon.



Bingara Preschool

Funding Body – Early Childhood Education and Care Directorate NSW Department of Education.

Days	April 2024
Monday	15
Tuesday	14
Wednesday	19
Thursday	16

Updated Quality Improvement Plan:

Every Early Education and Care service is required to have an active Quality Improvement Plan (QIP) in place. During the month of April, the Bingara Preschool team revised and updated the service's current QIP. The identified main goal is to replace the current forte area. In line with the current Early Year Learning Framework (EYLF), the team would like to revamp the forte area and establish a more naturalistic play space. The service is actively looking for a grant to renovate this area as the playground is very outdated and hazards are starting to emerge.

National Quality Standard 7.2.1: At Bingara Preschool, there is an effective self-assessment and quality improvement process in place.



Cooking at Preschool:

One of the children's main interests is to prepare and cook food to eat whilst at Preschool. The Educator's aim is to cook food that is healthy and to encourage the children to try different foods that they have helped to prepare. During April the children ate wraps two different ways, firstly by cooking them with egg, ham, and zucchini. Secondly the wrap was eaten fresh, and the children were able to choose what healthy food went in their wrap. Both these experiences were intentionally planned extension experiences, that linked to children's documented observations.

National Quality Standard 2.1.3: Healthy eating is promoted, supported, and encouraged whilst at Bingara Preschool.



Name Recognition and Writing:

Whilst at Bingara Preschool one of the collaborative goals is for children to be able to write their first name by the time they go to school. To work towards this goal, the team at Bingara Preschool embeds name recognition and writing into the curriculum. As the service has a mixed-aged classroom (children aged between 3 - 5 years) the experiences are adapted to assist each child to participate. There are various other opportunities for the children to learn about their name including: identifying their name at transition, cut and paste their name, writing their name on the whiteboards, writing their name in shaving cream and making letters with matchsticks,

EYLF 5.3 - The children are starting to understand that letters and words convey a meaning.



Tharawonga Mobile Resource Unit

Funding body – Australian Government Department of Education

Days and Venues	April 2024
Monday at Croppa Creek	12 (1 extra casual places)
Tuesday at North Star	8 (8 extra casual places)
Wednesday at Yallaroi	12 (6 extra casual places)
Thursday at Yetman	9 (0 extra casual places)
Friday at Warialda	Starting in term 2

The children have been working with educators towards their individual educator goals. This is one of our main focuses for the term. These goals have been developed through analysing the children’s developmental checklists so that educators can work with the children on achieving important skills and milestones necessary for positive outcomes.

Throughout the two weeks that the service was operational in April the overall focus was on being safe. Educators incorporated many experiences into the program across the venues so that all children could learn about this important skill. The educators implemented small group discussions as a part of our group time learning. These discussions were all about what number the children need to call in an emergency. Through repeat activities of this the children developed an understanding of what the number is to call in an emergency. To further explore this topic Yetman Public School provided the service with a series of books that reflected how to be safe around the farm, pool, beach and home. These books provided simple texts and pictures for the children to learn about how to be safe in different environments.

The service has been granted approval to start operating in the Warialda community at the St Joseph’s catholic school on a Friday. As a part of preparing to commence the service we organised with perspective parents a group orientation session.

Families were invited to the venue to meet the educators and take part in a group orientation session to understand how the service operates and what is important for the families. Tharawonga is excited to offer a service to a community that needs such a valuable resource.

Staff training – All educators working at the service have completed the last component of the new Child Protection course and submitted this for marking.

Emergency procedures – The children and educators have practiced another emergency situation across the different venues ensuring the use of different scenarios for each day. The children have responded well to the practice emergency drills.

Croppa Creek

Existing families have enrolled additional children at this venue which is very exciting and one family has left the area.

The children have been creating animals that are connected to the focus story in the cranky bear series that educators have been reading to the children. The children have been provided opportunities to decorate lion faces and use fine motor skills with scissors for cutting out the face. To extend on this learning the children had their own outline of their bodies traced and were able to decorate it so that it resembled one of the characters from the books.

The children have been participating in sensory experiences such as coloured spaghetti in trays. The children were very engaged with this experience particularly exploring the texture of the spaghetti.



North Star

Numbers at North Star continue to grow as the year progresses. Some children have siblings that already attend the service and other new families have used the service in previous years.

As part of a child's individual learning cycle, educators implemented a Volcano experience as an extension activity. This experience turned into a whole group experience as the children were interested in learning what was going to happen in the science experiment, and they could not believe the final result.

Educators have introduced a new song to the children, it is all about self-control and this is a particular area where educators are working with the children as part of the educator goals. The children really responded to this experience very well and all participated when this was provided in our music/movement program.

As a part of the language group time experience and as the children returned from their school holidays, educators took the opportunity to encourage the children to share with the group what they did in their holidays. This is building the children's confidence to talk in small group discussions and become confident and involved learners.

The children have been very involved with the Duplo that has been a new experience provided for the month. The children have been able to express to the educators their ideas about what they are building as they have been constructing towers, sheds and a variety of other creations.

The children have shown their own interests in the home corner area with the kitchen and resources included in this area. This has provided the children opportunities to engage with other children which promotes social play, building relationships with other children and being able to transfer knowledge from one setting to another.

Outside the children found opportunities to promote resourcing their own learning. The children created their own learning experience of what's the time Mr Wolf. This activity only started with a couple of children and finished with all the children in the group.



Yallaroi

Numbers are growing steadily at this venue and every week more families book their children in on a casual basis to meet their family's needs and responsibilities.

As the children who attend this venue have already been at other venues throughout the week the animals creative experience has been further extended. The children have been decorating other animals such as Elephants.

At this venue each week the children have access to the resources that are included in the sandpit. This month the children have been engaged in exploring the sensory textures of the sand as well as playing with the resources such as the trucks and shovels to be playing in situations where social play is promoted.

The children have been engaged in the Basketball hoop activity promoting their gross motor and turn taking skills.



Yetman

There have been some great little MasterChef's at this venue, baking some tasty goodies these experiences were implemented as part of adding children's interests and follow up experiences from individual observations.

Threading with pasta, this learning experience was part of a child's individual learning cycle. Educators implemented this activity to extend the child's fine motor skills and promote this skill by providing other resources from the initial interest. This encouraged the other children to become involved and they made their own individual creations such as necklaces.

The children are starting to build their confidence further with the news experience as part of the school assembly routine. The children from Tharawonga stand out the front at the assembly and share with the school children something they think is special or that has happened throughout the morning such as showing one of the toys they have been playing with. The educators have also been supporting their concentration skills through engaging with the puzzles and the farm balancing game. These experiences also encourage the children to participate in small groups and in solitary play situations.



COMMUNICATIONS, MARKETING AND TOURISM, AND ROXY THEATRE COMPLEX

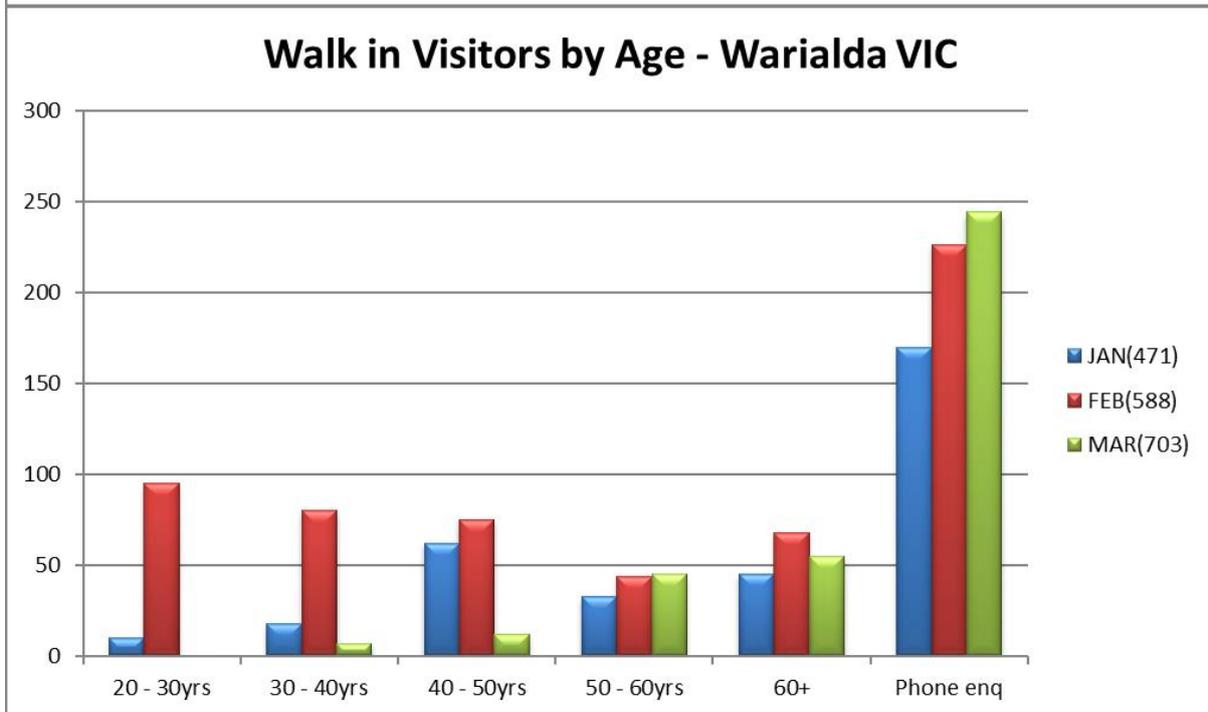
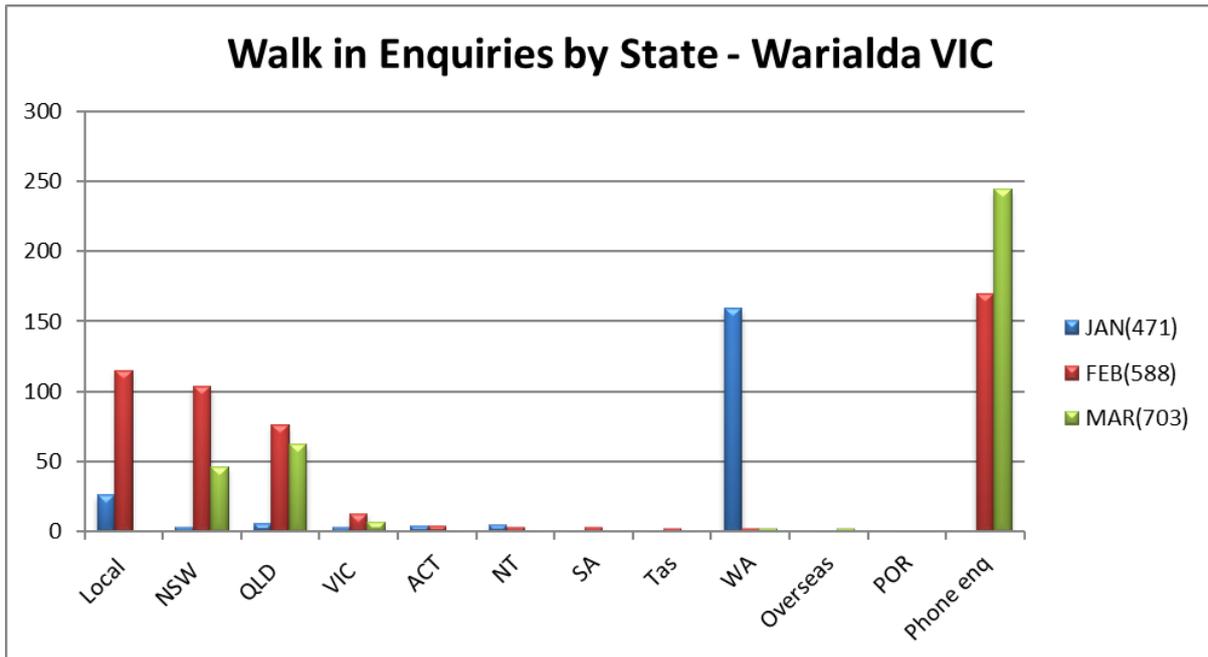
Tourism

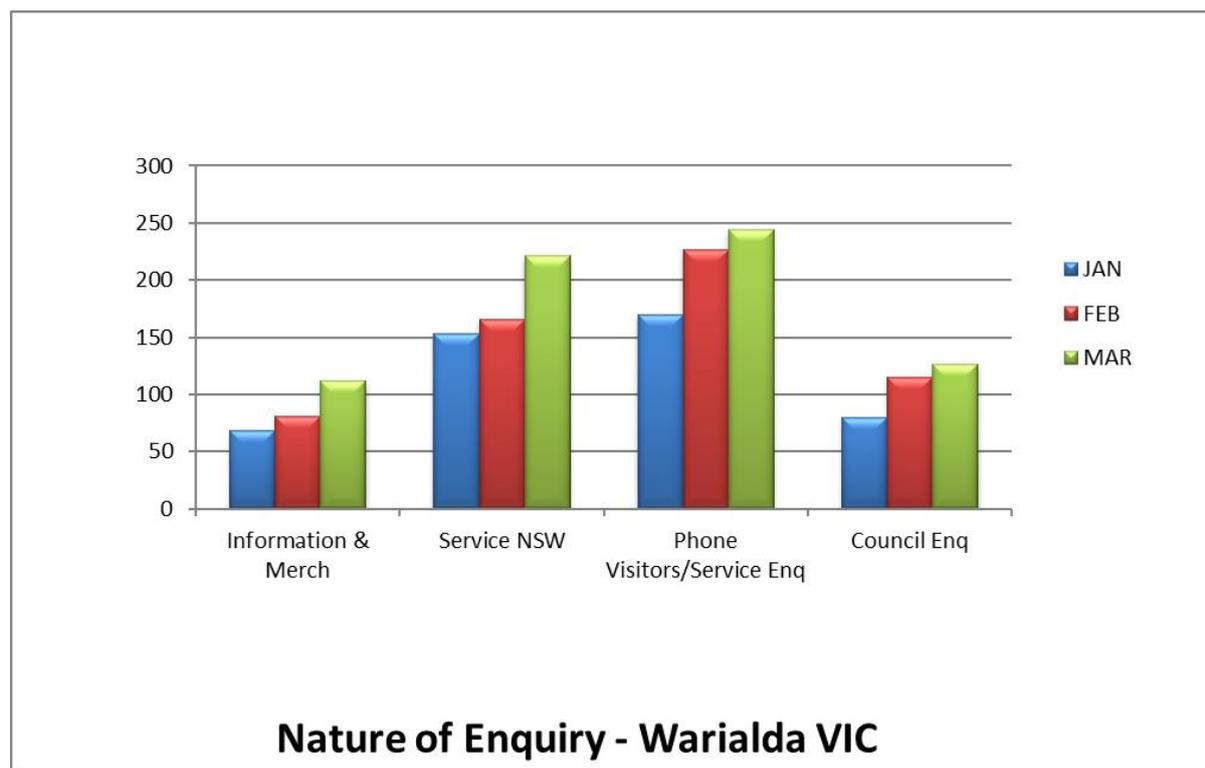
Warialda Visitor Information Centre

January 2024		February 2024		March 2024	
Opening Hours	132	Opening Hours	126	Opening Hours	126
Volunteering Hours	0	Volunteering Hours	3.5	Volunteering Hours	0

Income	Jan	Feb	Mar
Merchandise Sales	\$581.47	\$398.28	\$748.92
Total Monthly Income	\$581.47	\$398.28	\$748.92

Visitors at Warialda VIC	Jan	Feb	Mar
Visitors	68	81	112
RMS	153	166	221
Council	80	115	126
Phone Visitor / Service NSW enquiries	170	226	244
Total	471	588	703





Bingara Visitor Information Centre

January 2024		February 2024		March 2024	
Opening Hours	136	Opening Hours	136.5	Opening Hours	130
Volunteering Hours	24	Volunteering Hours	28	Volunteering Hours	22

Income	Jan	Feb	Mar
Merchandise Sales	\$764.60	\$280.00	\$552.50
Total Merchandise Sales	\$764.60	\$280.00	552.50
VIC Commission received on Event bookings undertaken on behalf of Community Groups – Subtotal	0.00	0.00	0.00
Total Monthly Income Bingara VIC	\$764.60	\$280.00	\$552.20
Roxy Tour Income	\$85.00	\$60.00	\$200.00
Visitors at Bingara VIC	300	299	308

Comment/s:

- 1) Tourism Visitation: Visitation during the month, was slightly up compared with previous couple of months.
- 2) TLC Meeting/Workshop/Private Function hire and Bunkhouse accommodation Meeting/Workshop/Private Function hire bookings and Fees received, or Invoices actioned through the VIC amounted to the following:

Meeting, workshop, or private hire fee collection of \$1,700.00 receipted or invoiced via the VIC on behalf of TLC and Bunkhouse Hire accommodation.

3) Campaign Monitor Email Blast send out:

444 emails to general subscriber list plus 32 schools subscriber list for Roxy Theatre Management – Kids Live Show Whalebone and the NWTC’s May the 4th be with you Trivia Night.

Also, a second email blast for Whalebone only, to both general subscribers and the school’s subscriber lists.

4) Roxy Theatre: ticketing/booking site and web site design:

Kids Live show Whalebone

5) Roxy Theatre: Hire bookings and Fees receipted or Invoices actioned through the VIC: Nil

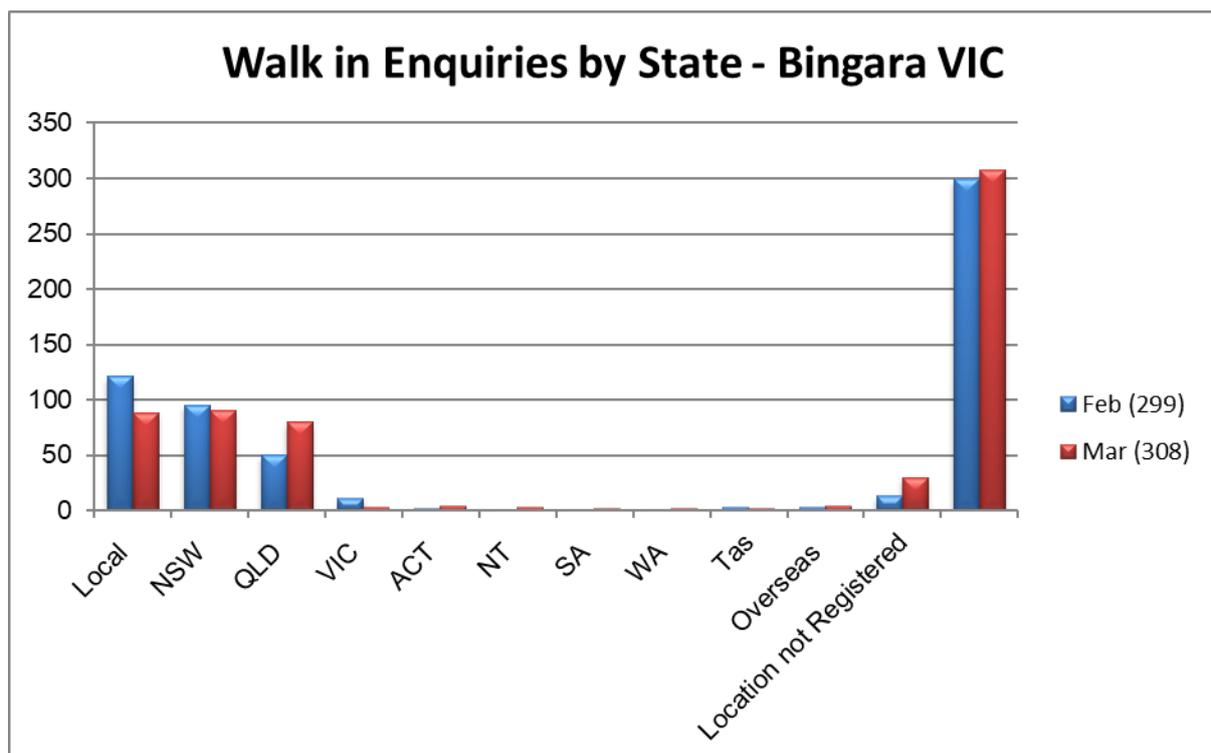
6) Community Groups - ticketing/booking site and assistance:

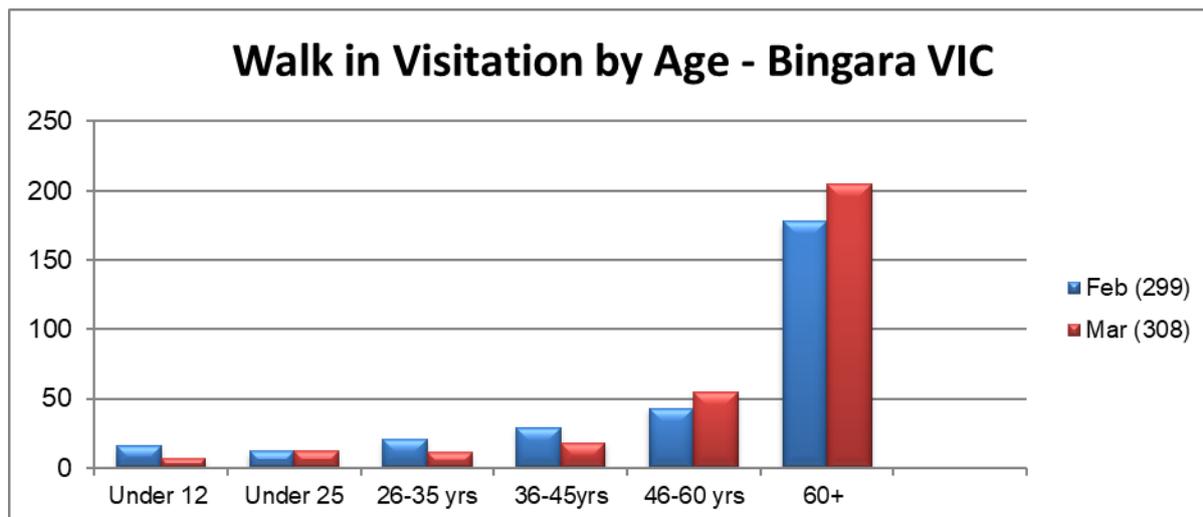
Bingara RSL Country Music Festival Showground Caravan site bookings online via Trybooking and sales the over counted at the VIC \$ 2,952.00

NWTC Ticket sales for May the 4th be with you Trivia Night Sales online via

Trybooking and Sales over the counter at the VIC \$ 950.00

7) Camping Donations - collected by Council rangers and from individuals receipted by the VIC: Honesty box donations \$ 558.10





CUSTOMER SERVICE REQUESTS (CRMs)

CRMs carried forward from:

Department	Outstanding as at 3 April 2024	Completed since 3 April 2024	Outstanding as at 5 May 2024
Technical Services	31	18	13
Environment and Sustainability	16	5	11
Town Utilities Parks and Gardens	16	5	11
Building Services	14	9	5
Total Outstanding	77	37	40

CRMs from 3 April to 5 May 2024:

Department	Received 3 Apr to 5 May 2024	Completed 3 Apr to 5 May 2024	Outstanding as at 5 May 2024
Technical Services	46	1	45
Environment and Sustainability	9	2	7
Town Utilities Parks and Gardens	36	21	15
Building Services	16	0	16
Executive and Community Assets	6	0	6
Organisation and Community Services	0	0	0
Totals	113	24	89

CRMs received since 3 April and still outstanding as at 5 May 2024:

Department	Open
Technical Services	58
Environment and Sustainability	18
Town Utilities Parks and Gardens	26
Building Services	21
Executive and Community Assets	6
Organisation and Community Services	0
Total	129

CONSULTATION

Consultation has occurred within the Organisation and Community Development Directorate.

POLICY IMPLICATIONS

Policy implications are those relating to the 2023/2024 Operational Plan and the Policies of Gwydir Shire Council.

FINANCIAL IMPLICATIONS

The activities carried out by the Organisation and Community Services Department are in line with the 2023/2024 Operational Plan.

STRATEGIC IMPLICATIONS

The activities undertaken by the Organisation and Community Services Department regarding social and environmental factors are targeted in line with the 2023/2024 Operational Plan.

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

1. Monthly Action Progress Report March and April 2024 [7.1.1 - 27 pages]

Monthly Action Progress Report March, April 2023/2024



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 Position	Status	Progress	Comments	Traffic Lights
1.1.1.2	Support Gwydir Shire's health initiatives	Community Assets Manager	In Progress	0%		

1.1.2: Encourage and enable healthy lifestyle choices

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.2.1	Oversee the operation of Council's Aquatic Centres	GLR & Communications Team Leader	In Progress	70%	April - Pools have closed for the season. Maintenance will be carried out throughout the off season.	

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.2.3	Conduct Council's Category B Enforcement agency functions under the Food Act 2003 (NSW) by the specified due dates	Planning & Environment Team Leader	In Progress	60%		
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	95%		
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCL)	GLR & Communications Team Leader	In Progress	25%	April - Council staff have removed existing cupboards etc from kiosk, office and kitchen. New flooring is expected to be completed 28 April 24. HighStyle will commence installation of benches on Mon 5 May 24.	

1.1.3: Provide the right places, spaces and activities

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	General Manager	In Progress	20%		
1.1.3.2	Be a centre of leadership in child development, education and care as well as support for families and community	Social Services Manager	In Progress	90%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.3	Annual Tree Planting Program	Urban Infrastructure Coordinator	In Progress	50%		
1.1.3.4	Bingara Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant walking/cycle paths	Urban Infrastructure Coordinator	Completed	100%		
1.1.3.5	Bingara Skate Park project - 2021-2022 Open Spaces Program	Town Utilities and Plant Manager	In Progress	70%	March - Earthworks completed March Skate Park contractor started Monday 11th March and is estimated to be on site 6 weeks.	
1.1.3.6	Build our reputation as 'best choice' for families, children and young people to discover their abilities and reach their potential in life	Social Services Manager	In Progress	95%		
1.1.3.7	Enhance the overall Resident experience at Naroo Frail Aged Hostel by embedding an active Leisure and Lifestyle program with residents focusing on wellness	Aged Care Manager	Completed	100%		
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Services Director	In Progress	20%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.9	Landscaping Improvements - Warialda Street Tree Upgrade - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	30%	April - Project still in design stage.	
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Integrated Planning Reporting & Governance Officer	In Progress	30%		
1.1.3.12	Provide exceptional care, embracing authentic partnerships with families and ensuring the 'voice of the child' is central to our service processes	Social Services Manager	Completed	100%		
1.1.3.13	Provide high levels of hygiene to councils community assets	Community Assets Manager	In Progress	80%		
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	Completed	100%		
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	75%	March - Visitor information signs to be installed at lookout.	

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.16	Stronger Country Communities Funding - Round 4 - Construction of Nicholson Oval amenities	Building Services Manager	In Progress	95%	March - Awaiting installation of solar system. Contractor currently on leave. Will be completed by end of fin year. April - Awaiting installation of solar system.	
1.1.3.18	Warialda Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant cycle/walking paths.	Urban Infrastructure Coordinator	Completed	100%		
1.1.3.20	Implement Council's library programs	Community Assets Manager	In Progress	90%		

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 Position	Status	Progress	Comments	Traffic Lights
1.2.1.1	Meet Council's property management obligations	GLR & Communications Team Leader	In Progress	85%	April - 8 OPT Warialda to be advertised for sale this week. All aged units are occupied. Plunkett Street Units are being occupied regularly.	

In  Progress  Complete  Deferred  Not Updated  Not Started

1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	80%		
1.2.2.1	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	80%		
1.2.2.2	Implement Child Safe Standards as per legislative requirements	Integrated Planning Reporting & Governance Officer	In Progress	60%	April - Progression of the implementation of policies and procedures with staff training commencing before end of financial year.	

1.2.3: Celebrate our creativity and cultural expression

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.2.3.1	Rollout out the planned schedule of events reviewing the concept, target audience and success of each event	Community Assets Manager	In Progress	90%		

In  Progress  Complete  Deferred  Not Updated  Not Started

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 Position	Status	Progress	Comments	Traffic Lights
2.1.1.2	Annual Water Meter replacement program	Town Utilities and Plant Manager	Completed	100%		✓
2.1.1.3	Annual Pump replacement program	Town Utilities and Plant Manager	In Progress	75%	March - Queen Street Booster pump and saleyard bore pumps have been replaced.	●
2.1.1.4	Bingara Riverside Caravan Park Amenities Block Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	Completed	100%		✓
2.1.1.6	Building Services Repairs and Maintenance Program for 2023-2024	Building Services Manager	In Progress	80%	March - R&M Continuing April - R&M Continuing	●
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%	April - Project is nearly complete	●

In ● Progress ✓ Complete ⊘ Deferred ● Not Updated ● Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.8	Fixing Local Roads Round 3 - Resheeting of Getta Getta Road from North Star Road to Inverell Shire	Engineering Services Director	In Progress	70%		
2.1.1.9	Bingara Water Treatment Plant - Solar installation project	Town Utilities and Plant Manager	Completed	100%		
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	10%	March - Project placed in Vendorpanel with no quotations received. Report to be done for GM. April - Awaiting notification of possible contractors from Committee, to be approached for quotation.	
2.1.1.11	Water main extension to Warialda Landfill	Town Utilities and Plant Manager	Deferred	0%		
2.1.1.12	Stage 1 North Bingara sewer extension project	Town Utilities and Plant Manager	Completed	100%		
2.1.1.13	Stage 2 North Bingara sewer extension project	Town Utilities and Plant Manager	Completed	100%	March - 85 houses in the scheme all connected.	
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	35%	April - Final estimates still being developed	
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	90%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.19	Reedy Creek Access Road Construction - Stage 2 - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Engineering Assets Coordinator	In Progress	90%	April - Construction almost complete.	
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Urban Infrastructure Coordinator	Completed	100%	April - Kerb and gutter replacement program completed.	
2.1.1.24	Upper Horton Sports Club Camping Ground Amenities Block - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Town Utilities and Plant Manager	In Progress	55%	March - Cabin has been delivered to site.	
2.1.1.25	Warialda Emergency Accommodation and Respite Centre - Plunkett Street - Black Summer Bushfire Recovery Grants Program	Community Assets Manager	In Progress	95%		
2.1.1.32	Heavy Vehicle Safety & Productivity Program Round 7 and Fixing Local Roads Program Sealing of IB Bore Road from North Star to Moree Plains Shire	Engineering Services Director	In Progress	45%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.34	Develop 10 year stormwater plan	Urban Infrastructure Coordinator	In Progress	90%		
2.1.1.36	Deliver RMCC annual works program	Urban Infrastructure Coordinator	In Progress	75%	April - Ongoing, on track and on budget.	
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	Completed	100%		
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	75%	April - Project is progressing well	
2.1.1.40	Warialda Rail Amenities Building Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Building Services Manager	In Progress	60%	March - Slab boxed up. Under slab drainage installed. Concrete slab to be poured this week. Materials ordered. April - Construction progressing well. Completion expected before 30/06/24.	
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 Director	In Progress	30%		

In  Progress  Complete  Deferred  Not Updated  Not Started

2.1.2: Support the growth of our business community

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.2.1	Develop links and implement programs to improve the local economy	Community Assets Manager	In Progress	60%		
2.1.2.3	Develop strategy for small scale industrial land development.	General Manager	In Progress	70%		

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

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.3.1	Build on key relationships with stakeholders to enhance the Gwydir Shire tourism profile	Organisation & Community Services Director	In Progress	15%		
2.1.3.2	Assist in the creation of an environment in which a sustainable level of population and economic growth can occur to benefit local business and tourism	Integrated Planning Reporting & Governance Officer	In Progress	35%		

In  Progress  Complete  Deferred  Not Updated  Not Started

2.2: We are skilled and have access to excellent educational opportunities

Our lives are enriched through access to quality education which enables the development of a skilled workforce and the uptake of local job opportunities.

2.2.1: Increase the range of opportunities to work locally

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.2.1.1	Continue to be proactive in attracting skilled staff, especially Registered Nurses into the Aged Care sector and work towards 24-hour Registered Nurses on site at Naroo Frail Aged Hostel	Human Resource Officer	In Progress	55%		

2.2.2: Build on our quality education and training opportunities (including through the GLR)

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.2.2.1	Implement and manage the Gwydir Learning Region program	GLR & Communications Team Leader	In Progress	30%		

In  Progress  Complete  Deferred  Not Updated  Not Started

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 Position	Status	Progress	Comments	Traffic Lights
3.1.1.1	Implement Development Control Plan based on the Department of Planning NSW standard format including report to Council and Community Consultation	Planning Officer	Deferred	0%		
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	90%		
3.1.1.3	Conduct Gwydir Housing Study	Planning & Environment Team Leader	In Progress	95%	April - Draft to go on display and be sent to Planning NSW	

In  Progress  Complete  Deferred  Not Updated  Not Started

3.1.2: Respond to our changing environment

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.2.1	Annual Telemetry & Technology upgrades	Town Utilities and Plant Manager	In Progress	90%	March - Bulk metering telemetry upgrades complete. Works office back up computer has been established	

3.1.3: Value, protect and enhance our natural environment

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.3.1	North West Weed Action Program -Gwydir Shire	Planning & Environment Team Leader	In Progress	80%		
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Team Leader	In Progress	80%		

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 Position	Status	Progress	Comments	Traffic Lights
3.2.1.1	Street lighting coverage across the local networks throughout the shire	Planning & Environment Team Leader	Completed	100%		

In  Progress  Complete  Deferred  Not Updated  Not Started

3.2.2: Use our water wisely

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.2.1	Annual Water Main replacement program	Town Utilities and Plant Manager	Completed	100%	March - West Street Bingara from - Heber to Cunningham street - replaced with 110mm PE class 12 pipe. 100m of water main was underbored and 100m installed by excavation.	✓
3.2.2.2	Gravesend Recreation Ground Irrigation System - LRCI Phase 3 Project	Town Utilities and Plant Manager	Completed	100%	March - Irrigation system complete	✓
3.2.2.3	Water treatment plant improvements	Town Utilities and Plant Manager	Deferred	0%		⊘

3.2.3: Reduce, reuse and recover waste

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.3.1	Implement Gwydir Shire Council's Waste Management Strategy	Planning & Environment Team Leader	In Progress	80%		●

In ● Progress ✓ Complete ⊘ Deferred ● Not Updated ● Not Started

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 Position	Status	Progress	Comments	Progress Key
4.1.1.1	Provide effective communication initiatives to service the community	Community Assets Manager	In Progress	90%	March - What's On, Facebook and Instagram regular posts, contribution to Gwydir News	

4.1.2: Enable broad, rich and meaningful engagement to occur

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.2.1	Consistently engage with communities, moving from transactional to transformational relationships	Integrated Planning Reporting & Governance Officer	In Progress	45%	April - Community Engagement Strategy will be monitored and reviewed for effectiveness during community engagement process for Council's new suite of documents for the next term of council.	

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.2.2	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	Community Assets Manager	In Progress	80%	March - Gwydir News is now managed by Northern Inland Community College	

4.1.3: Build on our sense of community

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.2	Grow relationships with governments, the corporate sector, community organisations and volunteers to enhance the educational experience	Social Services Manager	Completed	100%		
4.1.3.3	Value and embrace the knowledge and experiences of our families as they grow through our services.	Social Services Manager	Completed	100%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children and their families.	Social Services Manager	In Progress	95%		

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 Position	Status	Progress	Comments	Progress Key
4.2.1.1	Manage programs and initiatives to connect with, and value other cultures	Community Assets Manager	In Progress	80%	March - Myall Creek relationship continues	

4.2.2: Work in partnership to plan for the future

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.1	Acquire, disseminate and apply new knowledge to grow evidence informed practice.	Social Services Manager	Completed	100%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.2	Create comprehensive and collaborative models of care and support services that drive successful, responsive and individualised outcomes for families.	Social Services Manager	In Progress	95%		
4.2.2.3	Implement emerging technologies and best processes to improve efficiency.	Social Services Manager	Completed	100%		

In  Progress  Complete  Deferred  Not Updated  Not Started

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 Position	Status	Progress	Comments	Traffic Lights
5.1.1.2	Complete all legislative reporting requirements for NSW Transport (CHSP)	Aged Care Manager	Completed	100%		✓
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Aged Care Manager	Completed	100%		✓
5.1.1.4	Complete the works for the Aged Care Approvals Round grant monies as per the grant agreement	Aged Care Manager	In Progress	50%	April - Building works to commence in June 2024.	●
5.1.1.5	Implement the Business Improvement Fund grant monies as per the Activity Work plan and Indicative Activity Budget	Aged Care Manager	Completed	100%		✓

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.1.13	Develop contract management documentation templates	Chief Financial Officer	In Progress	30%		
5.1.1.14	Review policies and procedures associated with contracts and procurement in line with LG Procurement regulations, including staff training.	Chief Financial Officer	In Progress	30%		

5.1.2: Information management systems

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.1	Administer and support Council corporate applications, networks and systems.	Business Improvement & IT Manager	In Progress	70%	April - The month of March's helpdesk seen 179 created tickets, with 178 solved. The median first reply time was 143 minutes, with the median solve time of 11.6 hours. Further, the IT DR plan has been finalised.	
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	Completed	100%		
5.1.2.3	IT Hardware Renewal program - 2023/2024	Business Improvement & IT Manager	Completed	100%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.4	Manage Council's GIS systems and data in accordance with legislative requirement, with a focus to improve the delivery and use of information	Business Improvement & IT Manager	In Progress	80%	April - Due to staff absences, most work in this area has been covering. Mapping of assets at The Living Classroom is underway.	
5.1.2.5	Manage Council's corporate Records and Archive Facilities and Record Management Framework in accordance with legislative requirements.	Information Services Officer	In Progress	35%		
5.1.2.6	Software Renewal Program - 2023/2024	Business Improvement & IT Manager	In Progress	85%	April - Software renewal has been on target, with nothing over budget.	

In  Progress  Complete  Deferred  Not Updated  Not Started

5.1.3: Administrative and support functions

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.1	Assess and implement solutions that increase efficiencies and quality, whilst reducing costs, to improve processes and systems within Council.	Business Improvement & IT Manager	In Progress	80%	April - Most changes are scheduled to take place in the new financial year with potential upgrades to our records system, GIS system, Risk system, and solutions that will be suggested from Service Reviews. Currently in progress of moving Naroo's rostering system to our timesheets system.	
5.1.3.2	Develop and maintain Councils Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	90%		
5.1.3.3	Manage and support Councils Town utilities and depot operations	Town Utilities and Plant Manager	In Progress	75%	March - Standard operating and maintenance activities	
5.1.3.4	Finalise the process to undertake service reviews and develop a prioritised list to be undertaken for the financial year.	Business Improvement & IT Manager	In Progress	60%	April - Report has gone to ARIC about the progress of service reviews. These are still on track to be completed by the end of the financial year, or July at worst.	

In  Progress  Complete  Deferred  Not Updated  Not Started

5.1.4: Workforce planning

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Council Salary System Review	Integrated Planning Reporting & Governance Officer	In Progress	15%	April - Consistently liaising with consultant from LGNSW to continue moving project forward. Ensuring transparency with Union rep and consultative committee by providing them with regular and relevant updates.	
	Registered Nurse 24/7	Aged Care Manager	In Progress	80%	April - Three care staff are enrolled in Bachelor of Nursing Armidale and have commenced studies.	
5.1.4.	Employee Engagement Action Plan	Engineering Customer Improvement Coordinator	In Progress	10%		
5.1.4.1	Build a culture that empowers staff to learn, teach, lead and succeed	Social Services Manager	In Progress	95%		
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Integrated Planning Reporting & Governance Officer	In Progress	40%	April - High level review of existing document is in progress with the development of a new Workforce Management Strategy to come into focus with the new term of Council.	
5.1.4.3	Development of Human Resources Development processes to manage change and meet individual and organisational needs	Integrated Planning Reporting & Governance Officer	Deferred	0%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Aged Care Manager	In Progress	80%	April - This is ongoing in provision of education to Naroo staff annually..	
5.1.4.5	Undertake Workforce Planning to ensure that there is an appropriately skilled workforce to meet future challenges and opportunities.	Human Resource Officer	In Progress	65%		

5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.5.1	Embed Workplace Health & Safety into business as usual practice throughout the organisation	Risk and Safety Officer	In Progress	25%	April - Ongoing, changes made with Site Specific Risk Assessments - now completed daily. Researching electronic WHS systems for 'real time' management.	
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for 8 sites	Risk and Safety Officer	In Progress	40%	April - Ongoing, some resources found via StateCover.	
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	Completed	20%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.5.7	Council Public Roads	GIS Officer	Completed	100%		
LCR	Meet all of Councils Legislative Compliance & Reporting requirements as set by the Office of Local Government (OLG)	Integrated Planning Reporting & Governance Officer	In Progress	55%	April - Working towards completion and ensuring all legislative compliance reporting requirements are met.	

In  Progress  Complete  Deferred  Not Updated  Not Started

8 COUNCILLORS' REPORTS

9 CLOSURE