



**G W Y D I R**  
SHIRE COUNCIL

## **MINUTES OF COMMUNITY SERVICES AND PLANNING COMMITTEE**

**Held on Thursday 16 November 2023**

**Commencing at 10:50 am**

**in the Warialda Office Council Chambers**

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**Present**

**Members:** Cr John Coulton (Mayor), Cr Marilyn Dixon OAM, Cr Jim Moore, Cr Geoff Smith, Cr David Coulton and Cr Lyndon Mulligan.

**Staff:** Leeah Daley (Acting General Manager), Helen Thomas (Manager Finance), Alex Eddy (Director of Engineering Services) and Bronwyn Wilson (Executive Assistant).

**Public:**

**Visitors:**

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## **1 OFFICIAL OPENING AND WELCOME - MAYOR**

## **2 APOLOGIES**

Apologies were received from Cr Catherine Egan, Cr Chris Matthews, Cr Tiffany Galvin and Max Eastcott.

## **3 CONFIRMATION OF THE MINUTES**

### **COMMITTEE RECOMMENDATION TO COUNCIL:**

**THAT the Minutes of the Community Services and Planning Committee held on Thursday 13 July 2023 as circulated be taken as read and CONFIRMED.**

(Moved Cr Smith, Seconded Cr Dixon OAM)

**CARRIED**

**For: Cr J Coulton, Cr D Coulton, Cr Moore and Cr Mulligan**

**Against: Nil**

## **4 PRESENTATION**

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

Nil

## **6 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS**

**THAT the Committee resolve into Confidential Session, Committee of the Whole and that in the public interest and in accordance with Section 10A (2) (a) of the Local Government Act, 1993, the public and press be excluded from the meeting to consider Item(s) listed on the Agenda.**

(Moved Cr Mulligan, Seconded Cr D Coulton)

**CARRIED**

**For: Cr J Coulton, Cr Dixon OAM, Cr Moore and Cr Smith**

**Against: Nil**

### **6.1 Adoption of the Recommendations of the Confidential Session**

The meeting was re-opened to the public at {time}.

**COMMITTEE RECOMMENDATIONS TO COUNCIL:**

**THAT the recommendations of the Confidential Session, namely:**

**Confidential Organisation & Community Services**

**That the report be received.**

**are adopted.**

**(Moved Cr Mulligan, Seconded Cr Smith)**

**CARRIED**

**For: Cr J Coulton, Cr D Coulton, Cr Dixon OAM and Cr Moore**

**Against: Nil**

**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 October 2023.

**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.

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## COMMENT

### AGED CARE – NAROO FRAIL AGED HOSTEL

#### Naroo Frail Aged Hostel – October Report

#### Finance

#### Grant Information:

#### Aged Care Approvals Round (ACAR) Grant \$1,100,000

ACAR grant has been increased to \$1.52 million which should complete all stages of work. The tender is out and due to be closed on the 17<sup>th</sup> November 2023.

**BIF 1** – Completed and Final report submitted to Department.

**BIF Round 2** – Monies are allocated to the Rhapsody bathing system and associated building works. This will be completed when the ACAR Grant building works is underway. The report has been submitted to Department within timeframe. Funds remaining \$105,000.

**COVID Emergency Grant** – both Grant submissions have been paid by the Department \$92,000 and \$59,728 respectively.

#### Basic Financial Report - October

Description	Income \$	Expenditure \$
Medicare	279 935	
User Fees	88 410	
Operating Expenses		271 268

#### Resident News & Outings

Naroo held a *Sip & Sound* afternoon to celebrate Carer Week. The residents were joined by family members and enjoyed some quality food.

Blooms Hearing also attended Naroo and assisted residents with their hearing aids & battery care.

The residents have enjoyed several pamper days this month, with wash & blow dry's, manicures, pedicures , and facials all on the agenda. Naroo had a delivery of some new outdoor games. The residents in High Care enjoyed some time in the courtyard playing basketball.





## **SOCIAL SERVICES**

### **Bingara Neighbourhood Centre**

*Funding body – NSW Department of Communities and Justice*

Bingara Neighbourhood Centre has distributed welfare assistance to several members of the community this month as the cost of living becomes more difficult for the most vulnerable members of our community. Support has been provided in the form of applications for financial assistance and accommodation.

### **S355 Committees**

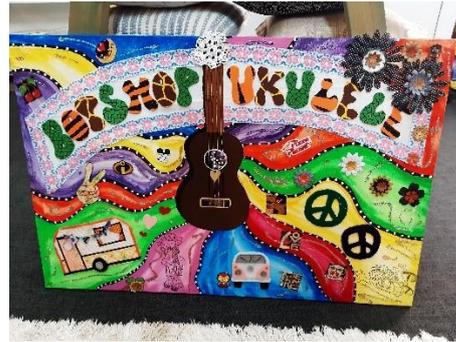
#### **Bingara Community Op Shop**

At the AGM on the 22<sup>nd</sup> August 2023 the following office bearers were elected:

- President: Bev Matthews  
Vic President: Lynne Clarke & Angela Pankhurst  
Secretary: Cherisse Amer  
Treasurer: Chris Matthews  
Committee: Anne Withers, Janine Gardner, Marilyn Crook,

The shop continues to work well with a variety of donations continuing to come in and a considerable amount of money having been donated to several areas in the community.

The ukulele group had a sing a long session outside the op shop as part of 'International Music Day' providing an opportunity for the group to show their talents.



**Centrelink**

*Funding body – Services Australia*

The service now has a template for reporting issues with the Silver Service phone support line.

Annual appraisal of the office and equipment was conducted, and all deemed satisfactory.

Enquiries were made as to having a sign that states Centrelink and Medicare, this was not approved as it contradicts Services Australia’s branding.

New block out blind has been installed to reduce glare and reflections on the customer computer.

**Youth Services**

*Funding body - NSW Department of Communities and Justice*

Low numbers continue to attend the Youth Space program in Warialda. A new flier has been created and sent to the schools. Fliers will be posted around town and added to relevant Facebook pages to try to increase attendance numbers.

Youth Services and Warialda OZ Tag joined to deliver an Oz Tag Clinic and game in Warialda. Free bus transport was offered to Bingara residents to help Bingara youth attend. No-one took up the offer. The clinic was followed by a sausage sizzle with thanks to Warialda Rotary.

Youth Services teamed with Warialda Little Athletics to hold a colour run as a fundraiser for the Little Athletics Club. Over twenty runners ran around the Warialda High School oval as twelve volunteers, at different stations attempted to ‘colour’ them with coloured powder and coloured water. A sausage sizzle, cooked by volunteers, and drinks, were available after the run at a small cost.

**Youth Mentoring Program**

Month	Number of participants
October	5

The Youth mentoring program has been assisting young people with Centrelink, Medicare, job applications, behaviour management & resumes.

**Warialda Toy Library**

*Funding body – NSW Department of Communities and Justice*

<b>Warialda Toy Library</b>	<b>September 2023</b>	<b>October 2023</b>
Total daily attendance count for children, (calculating each child, each day over the month –total points of contact).	<b>24</b>	<b>32</b>
Full borrowing memberships (new and/or renew)	0	1
Non borrowing memberships (new and/or renew)	0	0
Casual borrowing memberships (new and/or renew)	0	0
Commemorative Birth Certificate applications received	0	0
Toys returned	0	4
Toys borrowed	0	4
Groups using the service (FDC carer, Pharmacy)	0	0
<b>Monday</b>	3	2
<b>Tuesday</b> group morning session	12	16
<b>Wednesday</b> group morning session	0	10
<b>Thursday</b> group morning session	17	2
<b>Friday</b> group morning session	9	2

Warialda Toy Library opened sporadically during October due to staff attending training.



Children had free play while interacting together indoors with this warmer weather.

Whilst numbers had been less this month due to closure, Toy Library will be back into regular operation for November.

Toy Library welcomed guest speakers: Dietician – Mel, Women’s Refuge Moree – Abby

The Child, Youth and Family Health Nurse from Hunter New England Health will be attending monthly to attend to our families for health checks for the children.

### Bingara Toy Library

*Funding body – NSW Department of Education and Communities and NSW  
Department of Communities and Justice*

Particulars	September 2023	October 2023
Total daily attendance count for children, (calculating each child, each day over the month –total points of contact).	65	83
Full borrowing memberships (new and/or renew)	0	0
Non borrowing memberships (new and/or renew)	2	1
Casual borrowing memberships (new and/or renew)	0	0
Commemorative Birth Certificate – Voucher memberships	0	1
Toys returned	1	1
Toys borrowed	1	0
Children/Group using the service (FDC carer, pharmacy)	1	0
<b>Tuesday</b> group morning session x 3	36	27
<b>Wednesday</b> group morning session x 3	24	50
<b>Thursday</b> group morning session x 3	23	20
<b>KSK</b> group afternoon session x 6	19	26

Hunter New England Health Women’s Health Nurse visited on Wednesday 18 to provide families in attendance with information and examples of contraception, pap smear advice, pelvic floor care and breast checks. Handouts were available and time allowed for questions.

On Wednesday 25, the local DoTerra consultant presented families with an array of products, their uses, and a taste test of a recipe from her site, which had the oil in it.

Children’s Week was celebrated on Tuesday 24 by the Playgroup attendees with a fruit platter picnic morning tea, which families helped provide, out in the backyard. The children were able to experience free play using the outdoor equipment, water table experiences, story time, chasing bubbles and eating an array of yummy fruit.

The Kool Skool programmers enjoyed a movie, popcorn, and an ice block to celebrate Children’s Week on both afternoons of that week and on the other afternoons they were offered, find a word, colouring in, shapo shapes, Lego, playdough, who am I, monopoly, uno, don’t wake the dog and drawing on the whiteboard. A letter has been sent home with all current families as to their intention of attendance in 2024.

## Bingara Preschool

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

Days	October 2023
Tuesday	30
Wednesday	32
Thursday	33
Friday	27

### New Classroom:

During the recent holiday break, the new classroom completed the approval process and now is fully operational. With the new space, this also has increased Bingara Preschool's capacity, so the service can now facilitate 41 children per day. The service has already increased bookings, and this is reflected in the daily statistics as outlined above. The children showed great excitement when they were finally able to go in and explore the new space and this completed classroom has been a welcomed addition to the ever-expanding Bingara Preschool service.



### Educator Training:

On Monday the 16<sup>th</sup> of October, The Director at Bingara Preschool organised the annual First Aid and CPR Training for all staff who required it. The invitation was extended to all staff who worked in the Social Services Department. The training provides the opportunity to keep updated with important First Aid information, but also provides time for the Social Services staff to connect and liaise.

**EYLF Principle: Educators engage in ongoing professional learning.**

### Teddy Bears Picnic:

On Wednesday the 11<sup>th</sup> of October, Bingara Preschool travelled by bus to the Bingara Multipurpose Centre to participate in the annual Teddy Bears Picnic. The staff at the Bingara Multipurpose Centre invited Bingara Preschool over to sing, dance, interact and share a picnic style morning tea.

The children took along a hat and their favourite teddy or stuffed animal from home.

The children made connections and some even saw a family member whilst they were on the excursion.

**EYLF 1.1: The children have access to resources that support cultural diversity, family structures and gender identities.**

**Preschool Visitors:**

During the month of October, Bingara Preschool welcomed both the Toy Library families and the Orientation families for visits to the service. The visits provide the opportunity for the younger children in the community to become more familiar with Bingara Preschool and assists both the families and the children when transitioning to the service when the children turn three.

**EYLF 2.1: The Educators promote a sense of community within the early childhood setting.**

**Educational Leader Report:**

Children's Week is celebrated from the 23<sup>rd</sup> to the 27<sup>th</sup> of October. The focus is that children have the right to relax, play and take part in the activities they enjoy. These ideals are embedded in the Preschool curriculum where children's voices are encouraged and acknowledged. The children have active participation in the educational curriculum with experiences facilitated based on their current interests. The new classroom is a space where the children can relax and choose from a range of quiet experiences.

**Tharawonga Mobile Resource Unit**

Funding body – Australian Government Department of Education

Days and Venues	October 2023
Monday at Croppa Creek	8 (0 extra casual places)
Tuesday at North Star	13 (12 extra casual places)
Wednesday at Yallaroi	12 (6 extra casual places)
Thursday at Yetman	6 (0 extra casual places)
Friday at North Star	4 (8 extra casual places)

**Service Information** – Tharawonga has started a service plan for next year to determine the communities that will receive a service based on current venues with numbers of children and offering a new venue to our Friday service.

**Community Collaboration** – The service director has contacted the local community speech pathologist (Warialda) to facilitate a service visit to provide the families with information regarding a session about speech for young children.

**Significant celebrations and events** – The service has participated in National Nutrition Week and Children’s Week. These events are very important to the service as the biggest part of our roles is the children and we advocate for good nutrition as a part of children growing healthy. The children at the Croppa Creek service made their own homemade pikelets and added fresh fruit toppings to these. The children at North Star, Yallaroi and Yetman participated in very similar experiences and used vegetables with paint to create their own prints, shapes and patterns, peg puzzles and floor puzzles were provided for exploring and completing as well as having discussions about the names of these, the children helped to chop up all different fruits and taste these and made their own fruit cups. The children kept their scraps so that they could feed them to the worms.

The children were activity engaged with helping in setting up the new worm farm. Across the services children listened to stories that reflected the events such as “Let’s learn about healthy eating” and “Sustainable living”. Yallaroi extended on their learning by discussing what they know about worms, a music and movement experience good foods by Jack Hartman, healthy/unhealthy food recognition sorting and read the story “Our Wiggly Worm farm”.



**Croppa Creek** – The children have participated in a three-week programming cycle. The planned experiences that the children have engaged with are focused on skills and learning for the children while meeting their individual needs and interests. The collaborative partnership we are continuing with the school is working well and the children are having a story read to them by the older children each week.

The transition focus has been questions and answers to promote the children’s communication, language and giving the children confidence in providing the educators an answer to a question they have asked. We are extending this learning each week and group times have focused on name songs for the children to tell the educators their names as they are asked to.

For music and movement, the children have been participating in two experiences musical chairs and a freeze game to promote their understanding of being able to follow directions, encourage verbal language which promotes speech and confidence.

Other learning experiences provided have included several emotion focused activities. Self-regulation regulating can be a slow process at times and several ways we are promoting this skill is through providing the children with emotion stories, following instruction games, and providing sharing focused experiences including the Doll house play, Mobilo, foam blocks, tough tray set up play and face craft where the children make faces from pictures of noses, mouths etc. I have been in contact with families that are wanting to enrol at this venue when their child/children are the correct age and when an orientation visit can be facilitated.



**North Star** – This service has welcomed two new children as casual bookings whose family are working in the area for a short term. The children have been engaged in transitional learning experiences that are building their confidence for developing relationships and their social skills with others. At transition times the children have been asked to pick a friend and tell us their friends name as they are lining up to move to the next experience.

Other recognised learning in transition times has been focused on counting, colours, shapes, and letter/object recognition. The children are showing a particular interest in the dramatic play area with the babies. The area has extended through the children's interest and communication to the educators now including an area where the children can bath the babies. This learning shows the children's confidence they are building in being able to transfer knowledge from one setting to another to incorporate real life situations into role play experiences provided. The learning also promotes the children's ability to take turns, share and effectively communicate.

The children are actively involved in creative experiences, and we are extending on the children's ideas they are communicating to us. We have had planned face craft for the children to put body parts onto a face template. After this experience a child recognised that they wanted to do a person that was wearing clothes this experience has been facilitated as a follow up learning opportunity.

The children are very engaged with the outdoor gross motor skills and further developing these skills particular with the t-ball set and group ball games. One of the children attending our venue has had their annual trip to Germany as this reflects their family background. The child came to the service and was able to confidently

stand up in front of the group session and communicate to his peers the things he was able to do while on his trip.



**Yallaroi** – The service is very excited to say that this venue is continuing growing and has welcomed two new children as permanent bookings whose family are working in the area for a short term. The Director has been in contact with several families that are wanting to enrol at this venue when their child/children are the correct age and when an orientation visit can be facilitated.

The children have been initiating their own learning with experiences they instigated this through testing out even weight distribution and balance with the see saw activity. The children's strength, balance, coordination, and fundamental movement skills have been promoted by the educators with the gross motor activities available to them in the program.

Transitional learning has involved the children learning number recognition. The children have been actively involved with cooking experiences by making the playdough this was an extension of the children's learning. They made this into four bright colours and creatively made butterflies, caterpillars and other pretty creations using loose parts such as pipe cleaners, googly eyes and straws. The children have been in two groups in the afternoons so that the children attending school next year and other older children within the group are exploring experiences that provide opportunities for number matching, fine motor threading and learning different objects that start with a particular letter.

The children have participated in intentional teaching learning opportunities including Alphabet bingo, book drawing and title writing and the large floor puzzles. The children have shown an interest in the Mobilo construction using the instruction cards and their own ideas as they create and make.



**Yetman** – This venue welcomed one new child at the beginning of term four. The children have been engaged in experiences that are promoting and developing their social skills and building relationships. This is working well and is promoting language development and communication. One transition experience requires the children to say the name of the child they are transitioning with, this is helping to develop friendships and promoting cooperation and negotiation skills.

Through active participation the children have shown interest in the obstacle course, especially when the foam blocks were added to the course. Through implementing the children's interests and ideas they have been exploring the home corner area with the babies extending this further with the doctor kit. It was very evident that the children were confident transferring real life knowledge they understand from one setting to another particularly with checking the baby's heartbeat, giving them their needles, and checking their temperatures.

By providing cooking experiences the educators actively involve the children to promote learning and life skills including mixing, pouring (fine motor skills), measuring (mathematical concepts), following recipes, and adding specific ingredients. Mrs Weatherall (Yetman School Teacher) along with our service have been continuing to extend our collaborative partnership by having the older children visiting the classroom to participate in structured mathematical learning experiences. The educators have been implementing learning opportunities including alphabet bingo for object recognition and following instructions, parachute games to listen to instructions, for understanding concepts high and low and working together collaboratively, caterpillar number sequencing for fine motor skills through cutting the numbers and learning how to order numbers 1-5.

The Service has focused on promoting the children's self-regulation as this can be a gradual skill to learn. Experiences are programmed to foster this learning by providing stories about emotions, following instruction games, musical chairs, providing sharing focused activities such as the dolls house with diverse people and furniture, face craft where the children make faces from pictures using body parts such as noses, eyes, ears, mouth etc, magnetic construction, simple train set and the tough tray with trucks, trees, fences and material water and grass props.



**COMMUNICATIONS, MARKETING AND ROXY THEATRE COMPLEX**

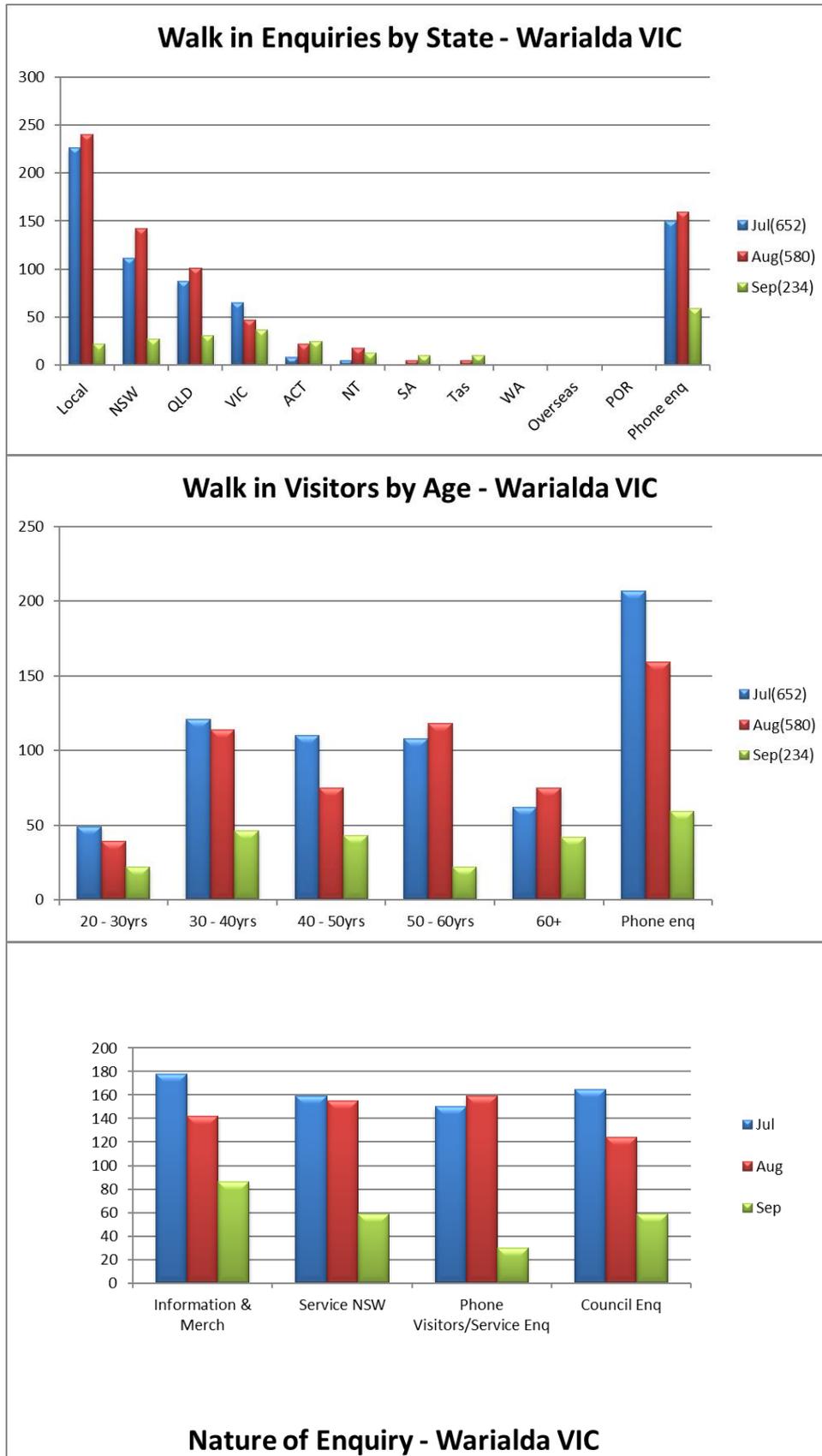
**TOURISM**

*Warialda Visitor Information Centre*

July 2023		August 2023		September 2023	
Opening Hours	149	Opening Hours	149	Opening Hours	130
Volunteering Hours	2.5	Volunteering Hours	4	Volunteering Hours	3.5

Income	Jul	Aug	Sept
Centre Hire			
Merchandise Sales	\$630.93	\$796.81	\$779.76
<b>Subtotal</b>	<b>\$630.93</b>	<b>\$796.81</b>	<b>\$779.76</b>
<b>Total Monthly Income</b>	<b>\$630.93</b>	<b>\$796.81</b>	<b>\$779.76</b>

Visitors at Warialda VIC	July	Aug	Sept
Visitors	178	142	86
RMS	159	155	59
Council	165	124	30
Phone Enquiries	150	159	59
<b>Total</b>	<b>652</b>	<b>580</b>	<b>234</b>



Bingara Visitor Information Centre

July		August		September	
Opening Hours	172.5	Opening Hours	178.5	Opening Hours	159
Volunteering Hours	29.3	Volunteering Hours	30.5	Volunteering Hours	29

Income	Jul	Aug	Sept
Products on Consignment	0	0	0
Merchandise Sales	\$1,396.50	\$1,005.00	\$1,674.20
<b>Total Merchandise Sales</b>	<b>\$1,396.50</b>	<b>\$1,005.00</b>	<b>\$1,674.20</b>
VIC Commission received on Event bookings undertaken on behalf of Community Groups – Subtotal	0	0	0
<b>Total Monthly Income Bingara VIC</b>	<b>\$1,396.50</b>	<b>\$1,005.00</b>	<b>\$1,674.20</b>
Roxy Tour Income	<b>\$220.00</b>	<b>\$590.00</b>	<b>\$340.00</b>
<b>Visitors at Bingara VIC</b>	<b>542</b>	<b>589</b>	<b>534</b>

**Tourism Visitation** - Visitation during the month, was in keeping on par with previous couple of months.

**Roxy Tours** - 34 people

**TLC Meeting/Workshop/Private Function hire and Bunkhouse accommodation Meeting/Workshop/Private Function hire bookings and Fees received through the VIC** - Meeting, workshop, or private hire fee collection of \$ 2,120.00 received via the VIC on behalf of TLC. The hire fees included two Private Functions (which comprised of Community Event Accommodation, Birthday Party Accommodation), Workshop Presenter Accommodation x individual 3 days and Delungra Quilters Retreat (3 Day Package).

**Campaign Monitor Email Blast send out** - to 468 subscribers Roxy Management Show “The End of Winter”

**Roxy Theatre** - ticketing/booking site and website design - for Roxy Management Show “The End of Winter” plus for “Justin Herald – Motivational Speaker”

**Roxy Theatre** – ticketing/bookings sales via the VIC - for Roxy Management Show “Justin Herald – Motivational Speaker”

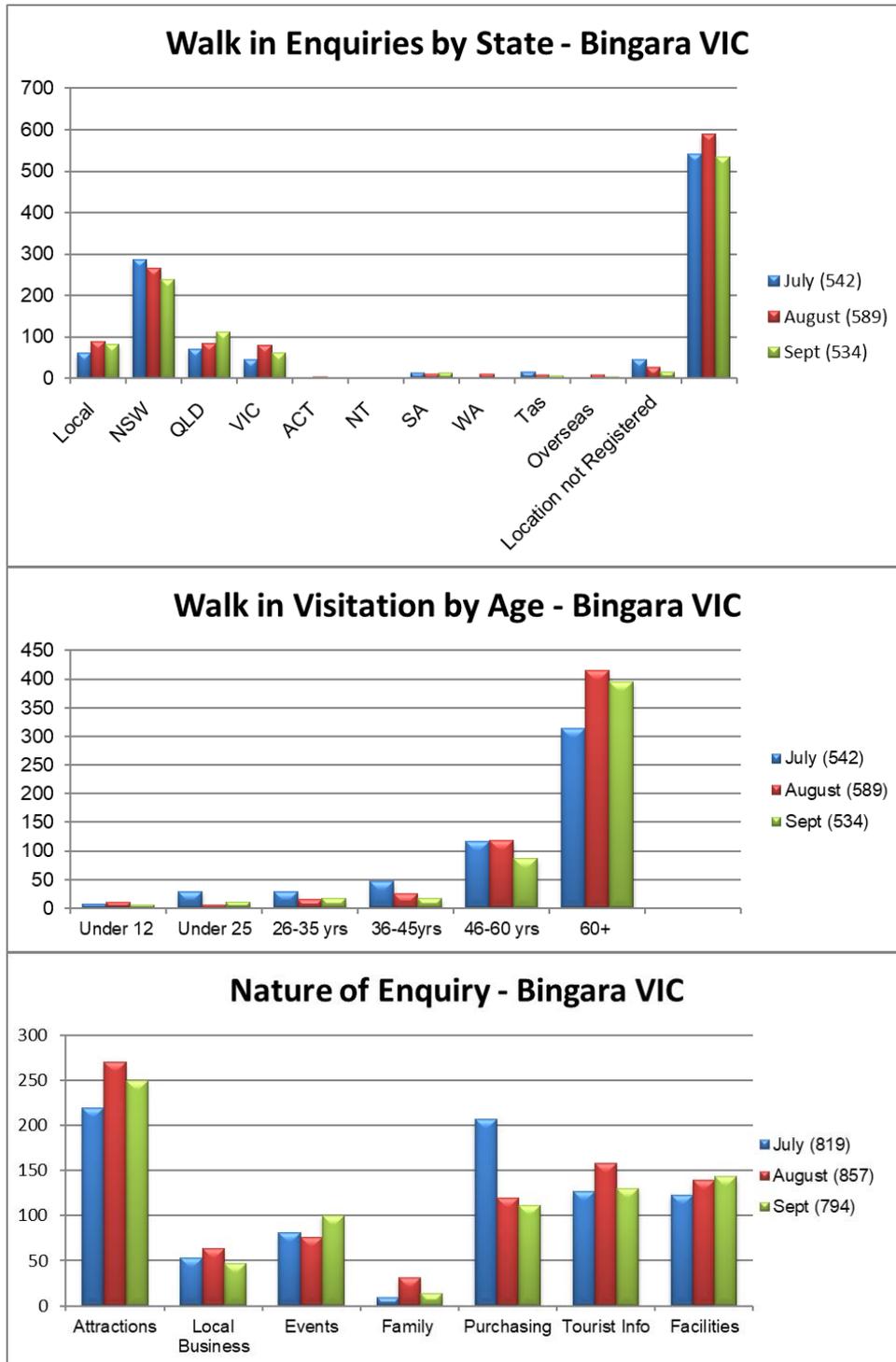
**Community Groups** - ticketing/booking site and website design.

**Community Groups** – Assistance - ticketing sales via the VIC - NWTC play “It’s My Party and I will Die if I Want To” ticket sales \$1,115.00 received via the VIC plus ticket sales funds via Trybooking of \$3,700.00 on behalf of NWTC. Total ticket sale income for NWTC \$4,815.00.

**Community Groups** – Assistance – Merchandise sales - Bingara Special Events

**Roxy Conference Room fees generated** - Nil

**Camping Donations** - collected by Council rangers and from individuals received by the VIC - Honesty box donations of \$ 611.70



**CUSTOMER SERVICE REQUESTS (CRMs)**

CRMs carried forward from:

Department	Outstanding as at 1 October 2023	Completed since 1 October 2023	Outstanding as at 1 November

			<b>2023</b>
Technical Services	40	23	17
Environment and Sustainability	13	8	5
Town Utilities, Parks and Gardens	13	10	3
Building Services	9	5	4
<b>Total Outstanding</b>	<b>75</b>	<b>46</b>	<b>29</b>

CRMs from 1 October 2023 to 1 November 2023:

<b>Department</b>	<b>Received during October 2023</b>	<b>Completed during October 2023</b>	<b>Outstanding as at 1 November 2023</b>
Technical Services	18	4	14
Environment and Sustainability	17	7	10
Town Utilities, Parks and Gardens	33	26	7
Building Services	16	11	5
Executive	0	0	0
Organisation and Community Services	0	0	0
<b>Total Outstanding</b>	<b>84</b>	<b>48</b>	<b>36</b>

CRMs received since 1 October 2023 and still outstanding as at 1 November 2023:

<b>Department</b>	<b>Open</b>
Technical Services	31
Environment and Sustainability	15
Town Utilities, Parks and Gardens	10
Building Services	9
Executive	0
Organisation and Community Services	0
<b>Total</b>	<b>65</b>

**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**

Nil

### **COMMITTEE RECOMMENDATION TO COUNCIL:**

**THAT the report be received.**

**(Moved Cr Dixon OAM, Seconded Cr Mulligan)**

### **CARRIED**

**For: Cr J Coulton, Cr D Coulton, Cr Moore and Cr Smith**

**Against: Nil**



## Monthly Action Progress Report October 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	Community Assets Manager	In Progress	15%		
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	30%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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%	Regular contact and meetings continue with CHSP staff on delivering programs and meeting KPI's.	
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Community Assets Manager	In Progress	15%		

**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	50%	Children's services continue to lead in their knowledge and delivery of children's education and care. Investigation into Long Day Care in Warialda and Bingara on a 5 day per fortnight turnaround is underway and funding is being sought to upgrade facilities.	
1.1.3.3	Annual Tree Planting Program	Urban Infrastructure Coordinator	In Progress	40%	Action remains ongoing.	

In Progress Complete Deferred Not Updated Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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%	Due date extended to end of September 2023. Project completed on time and on budget.	✓
1.1.3.5	Bingara Skate Park project - 2021-2022 Open Spaces Program	Town Utilities and Plant Manager	In Progress	20%	Earthworks have commenced and slab for picnic shelter and part of the footpath have been constructed.	●
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	50%	Bingara Preschool will have a compliance visit in November and the outcome will show that this is a first class service which our council should be very proud of. Tharawonga has welcomed Emma Read back from maternity leave and she is ensuring that all towns and villages receive a high quality of education and care for our children.	●
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	In Progress	90%	Recruitment currently out for position. Program continues with a casual staff member until recruitment is finalized.	●
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	General Manager	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%	Project is still in design stage.	
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Integrated Planning Reporting & Governance Officer	In Progress	20%		
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	In Progress	50%		
1.1.3.13	Provide high levels of hygiene to councils community assets	Community Assets Manager	In Progress	15%		
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	In Progress	95%	Work is progressing well.	
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	70%	Working on additional signage at the car park area at top of 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	70%	Building fitout continuing. Verandah roof to be installed next week.	

**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	60%	Regular courtesy phone calls made to residents of Aged Care Units. Inspections carried out on 26 October 2023 by Clarissa and Wayne Andrews. Minor repairs and maintenance to be undertaken by Council building department commencing 31 October 2023. No Issues with Community Housing properties. Initial arrangements commencing for proposed sale of 44 Hope Street, Warialda.	

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	75%		
1.2.2.1	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	25%		
1.2.2.2	Implement Child Safe Standards as per legislative requirements	Integrated Planning Reporting & Governance Officer	In Progress	50%		

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	15%		

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	5%	No action	
2.1.1.4	Bingara Riverside Caravan Park Amenities Block Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	In Progress	90%		
2.1.1.6	Building Services Repairs and Maintenance Program for 2023-2024	Building Services Manager	In Progress	30%	R&M continuing.	
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%	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	In Progress	95%	Solar system installed at BWTP - minor details to complete to finalise the project.	
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	10%	Still awaiting completion of design plans and documentation from LEGS.	
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	In Progress	75%	First week of November the first houses in Old Keera Road will be switched from septic to pressure sewer. estimated completion 15th December.	
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	30%	Final estimates nearly complete.	

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	15%		
2.1.1.19	Reedy Creek Access Road Construction - Stage 2 - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	70%	Contractor on site and works are underway.	
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Urban Infrastructure Coordinator	In Progress	20%	Contractor has established to Bingara area, works have all been scoped out and will be starting works in November 2023.	
2.1.1.24	Upper Horton Sports Club Camping Ground Amenities Block - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Town Utilities and Plant Manager	In Progress	50%	Cabin is in final stages of construction 2-3 weeks off being delivered	
2.1.1.25	Warialda Emergency Accommodation and Respite Centre - Plunkett Street - Black Summer Bushfire Recovery Grants Program	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
2.1.1.32	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%		
2.1.1.34	Develop 10 year stormwater plan	Urban Infrastructure Coordinator	In Progress	90%	Ongoing. Stormwater works to be completed as part of the kerb and gutter replacement. Works have also been completed in Plunket St, Warialda.	
2.1.1.36	Deliver RMCC annual works program	Urban Infrastructure Coordinator	In Progress	40%	Ongoing.	
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	In Progress	90%	Work is nearly complete.	
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	60%	Works are progressing well	
2.1.1.40	Warialda Rail Amenities Building Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Building Services Manager	Deferred	0%	Still awaiting costings.	

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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%		

**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	15%		
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%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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	15%		

**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	0%		

In  Progress  Complete  Deferred  Not Updated  Not Started

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	Community Assets Manager	In Progress	15%		

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	20%		
3.1.1.3	Conduct Gwydir Housing Study	Planning & Environment Team Leader	In Progress	5%		

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	20%	Bulk metering telemetry upgrades complete working on sewerage pump station No 1 upgrade of switchboard and telemetry	

**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	75%		
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Team Leader	In Progress	75%		

**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%		
3.2.2.2	Gravesend Recreation Ground Irrigation System - LRCI Phase 3 Project	Town Utilities and Plant Manager	In Progress	90%	Electrical connection installed - electrical issue with controller has delayed start.	
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	75%		

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	15%		

**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	30%		

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	25%		

**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	In Progress	50%	Discussions with department of education around support for our services continues as well as DCJ	
4.1.3.3	Value and embrace the knowledge and experiences of our families as they grow through our services.	Social Services Manager	In Progress	50%	Children's week and grandparents day will be celebrated this month in collaboration with our families across the Shire.	

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	50%	Events and programs are being organised and delivered across the Shire with the direct involvement of our young people. The tutoring program in conjunction with Willoughby has begun and will continue throughout the school year.	

**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	Not Started	0%		

**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	In Progress	50%	Training continues across also service areas	

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	50%	Services continue to collaborate with families to ensure we are providing the right fit. Bingara Preschool will change its operational days next year from Tuesday to Friday to Monday to Thursday- This will enable those children attending transition to receive an extra day of education.	
4.2.2.3	Implement emerging technologies and best processes to improve efficiency.	Social Services Manager	In Progress	50%	Staff are implementing all technologies that will be helpful with in each service type, iPads at preschool and Tharawonga, Smart Board at Preschool	

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%	All Aged Care reports have been submitted on time. NSW Transport Financial report, CHSP Financial acquittal, Aged Care Quality report, Providers Operation report, RN minutes monthly reports and the Aged Care Financial Report.	✔
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Aged Care Manager	Completed	100%	Completed and submitted	✔
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	30%	Tender has been submitted and closes in November. Continue to meet and work with Constructive dialogue on progress of works.	●
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	40%	The months of September and October's helpdesk seen 404 created tickets, with 407 solved. The median first reply time was 141 minutes, with the median solve time of 19.7 hours. DMARC and DKIM security measures for email have been applied to prevent the ability for spoofing of our staff and set to a reject policy. The Data Breach Policy for Council has been adopted and put on our website. This is in line with the Privacy Act 1988 and Privacy and Personal Information Protection Act 1998.	
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	Completed	100%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.3	IT Hardware Renewal program - 2023/2024	Business Improvement & IT Manager	In Progress	75%	The computer replacement is complete. The replacement power backups for the servers have arrived, but have not yet been installed. The monitor replacement is yet to commence but will be started soon.	
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	40%	The department continues to make good strides forward in cleaning our data, particularly around cemeteries. The columbarium data has a working visual in our GIS system with accurate data. The rest of the cemeteries is in progress.	
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	10%		
5.1.2.6	Software Renewal Program - 2023/2024	Business Improvement & IT Manager	In Progress	30%	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	40%	Currently undertaking the move to online timesheets for payroll. It is live and 75% of the users are currently onboarded. This is hoping to be completed by the end of the year, but will be dependent on staff availability during the Christmas period. Further, the shift to cloud Disaster Recovery has commenced. There are issues that are to be resolved before it goes live.	
5.1.3.2	Develop and maintain Councils Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	85%		
5.1.3.3	Manage and support Councils Town utilities and depot operations	Town Utilities and Plant Manager	In Progress	30%	Standard Operating and Maintenance Activities - EPA inspected and Audited Bingara and Warialda depots on 25/9/2023	
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	15%	The service reviews will be commencing before the end of the year with initial project kick-off documents to be completed in the coming month. Staff will be attending a service review delivery workshop to make sure we are aligned with best practice and on the same page as other Councils at the end of November. The service catalogue is still a work in progress. This is not due until the end of the financial year.	

In Progress Complete Deferred Not Updated Not Started

5.1.4: Workforce planning

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.8	Council Salary System Review	Organisation Development Services Project Officer	Not Updated	0%		
5.1.4.7	Registered Nurse 24/7	Aged Care Manager	In Progress	30%	Met with UNE representatives. EOI went out to Naroo staff and responses received. UNE is organising a roadshow so that staff can attend to answer any questions. Recruitment in progress and ongoing with no applicants to date.	
5.1.4.6	Employee Engagement Action Plan	Organisation Development Services Project Officer	Not Updated	0%		
5.1.4.1	Build a culture that empowers staff to learn, teach, lead and succeed	Social Services Manager	In Progress	45%	All staff have or are attending training relevant` to their positions	
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Organisation & Community Services Director	Deferred	35%		
5.1.4.3	Development of Human Resources Development processes to manage change and meet individual and organisational needs	Organisation & Community Services Director	Not Updated	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	50%	RN educator is progressing mandatory education modules and % have increased. EEN will be attending catheterization course in Inverell in November. 2 staff members are enrolled in the Certificate IV in Dementia Program - Sharon Baker and Meg Ross this is a 12-month course online.	
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	Deferred	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	20%	WHS Committee to commence 6th November 2023	
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for 8 sites	Risk and Safety Officer	In Progress	40%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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	20%	Completed but ongoing with changes when arise from Department of Aged Care Quality and Safety.	
5.1.5.7	Council Public Roads	GIS Officer	Completed	100%		

In  Progress  Complete  Deferred  Not Updated  Not Started

## 7.2 Executive 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:** Max Eastcott, General Manager

### STAFF DISCLOSURE OF INTEREST

Nil

### IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

### TABLED ITEMS

Nil

### COMMENT

### PLANNING

The following Development (D/A) and Development Modification (s96) applications were approved during the month of October 2023:

No.	Property Description	Development/Work	\$	DA	s4.55
25/2023	Gwydir Shire Council 43 Hope Street Warialda Lot 1 DP 744488, Lot 1 DP 744476 & Lot 1 DP 708487	Demolition of buildings/structures, contamination remediation, asbestos removal, boundary fencing and stormwater works	\$100,000	✓	
39/2023	L M & N G Williams 75 Riddell Street Bingara Lot 25 DP 1239214	Manufactured dwelling	\$284,327	✓	
41/2023	J S Fearnley 29 Bombelli Street Bingara Lot 15 Section 41 DP 758111	10,000L Above ground swimming pool and child resistant barrier	\$4,000	✓	

43/2023	A K & K A Brown 50 Bingara Street Warialda Rail Lot 3 Section B DP 5664	Continued use of additions and alterations works to existing dwelling already undertaken without prior consent. The completion of dwelling internal alterations up to re-occupation	\$66,000	✓	
44/2023	N A & R Adams 40 Bombelli Street Bingara Lot 2 Section 42 DP 758111	Detached single bay garage	\$9,500	✓	

The following Development (D/A) or Development Modification (s96) applications were approved in a previous month but not previously reported to Council for the month of October 2023.

No.	Property Description	Development/Work	\$	DA	s4.55
31/2023	Country Womens Association 8 Stephen Street Warialda Lot 20B DP 398886	Change of Use - part time Op Shop	3,000	✓	-

The following table shows all Development (D/A) and Development Modification (s96) applications that were submitted on the NSW Planning Portal, that were lodged with Council after the payment of lodgment fees and those that remain unlodged with Council, during and prior to October 2023 and remain undetermined at the end of October 2023:

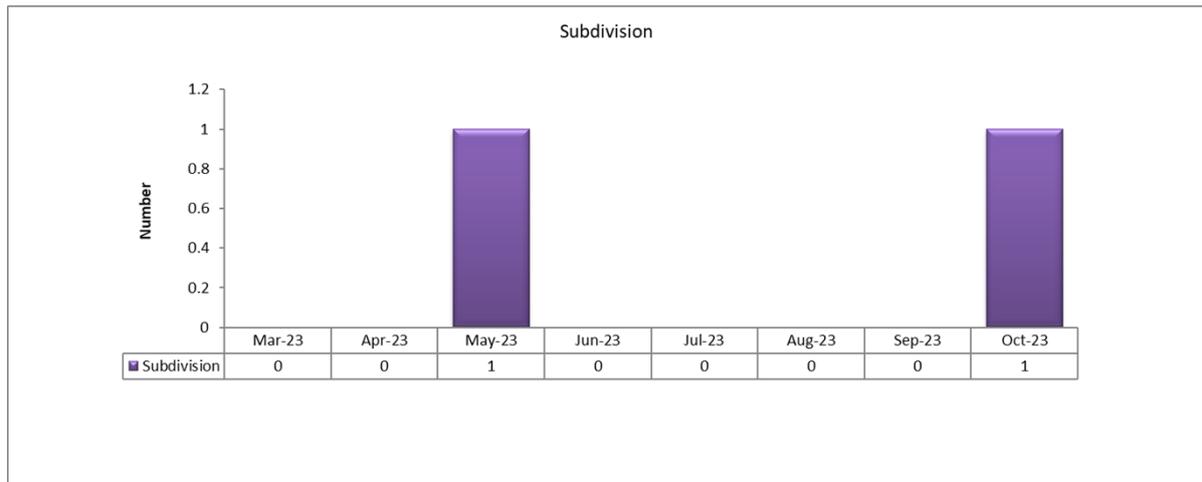
Application No.	Applicant Name	Property Owner	Property Address	Description of Work	Date Application submitted on the NSW Planning Portal	Date Lodged with Council	Reason for time between submission & lodgement	Current Status of the Application	Type of Appl'n
22/2023	Field Solutions Pty Ltd	North Star Sporting Club	6226 North Star Road North Star	Telecommunications and Communications Facility	19/04/2023	26/04/2023	Payment of Lodgment Fees	Being assessed	DA
23/2023	J A Grant	Pinchgut Pty Ltd	12 Stephen Street Warialda	10 Bedroom Boarding House	18/11/2022	2/05/2023	Further information required prior to lodgement	Further request from Transport for NSW for justification for development access on Geddes Street (Gwydir Highway) - Chasing applicant for response	DA
27/2023	Nardoo Agriculture Pty Ltd	R D & P K Quinn	Gwydir Highway Gravesend	999 Head Cattle Feedlot	15/05/2023	7/08/2023	Further information required prior to lodgement	Report being provided to Council	DA
29/2023	SMK Consultants	Gwydir Shire Council	32 Plunkett Street Warialda	Continued Use of tow additions three bedroom dwelling to be used to house professional workers in the community	14/06/2023	28/08/2023	Request a Statement of Environmental Effects that reflects the continued use of the building already placed onsite rather than for the construction of them	Being assessed	DA
35/2023	K D Gills	K D Grill	8 Geddes Street Warialda	Detached Garage including a secondary dwelling	15/08/2023	24/08/2023	Payment of Lodgment Fees	Request for Additional Information - Amended Plans & Basix Certificate	DA

38/2023	Paul Covell, SMK Consultants	Warialda Golf & Bowling Club	72 High Street Warialda	Proposed 3 lot urban subdivision (two of the proposed allotments to have an existing dwelling on each)	19/09/2023	18/09/2023	Payment of Lodgment Fees	Awaiting referral response from Rural Fire Service. Application referred to RFS under 100B of the Rural Fires Act, 1997	DA
40/2023	Johnstone Concrete & Quarries Pty Ltd & Groundwork	Boonal West Pty Ltd	3319 Tucka Tucka Road Boonal	Extractive Industry - 10,000m3 Sand Quarry	20/09/2023	12/10/2023	Payment of Lodgment Fees	Being notified and exhibited in accordance with the Gwydir Community Participation Plan	DA
42/2023	B J Davis	B J Davis	1246 Mosquito Creek Road Warialda	2 Lot Rural Subdivision	22/09/2023	-	Awaiting Payment of Lodgment Fees		DA
45/2023	Country Kit Homes Pty Ltd	D R Allen	86 Burundah Drive Warialda	Dwelling	4/10/2023	9/10/2023	Payment of Lodgment Fees	Being notified and exhibited in accordance with the Gwydir Community Participation Plan	DA
46/2023	Touriandi Limited	Health Administration Cooperation, Hunter New England Local Health	4 Old Bora Road Bingara	Install a 62.35kW Solar Power System including 101.38kWh Battery Storage	18/10/2023	26/10/2023	Payment of Lodgment Fees	Being notified and exhibited in accordance with the Gwydir Community Participation Plan	DA
47/2023	J Cumberland	V L'Or	26 Frazer Street Bingara	Demolition of existing garage/shed and erection of new garage/shed	21/10/2023	-	Awaiting Payment of Lodgment Fees		DA

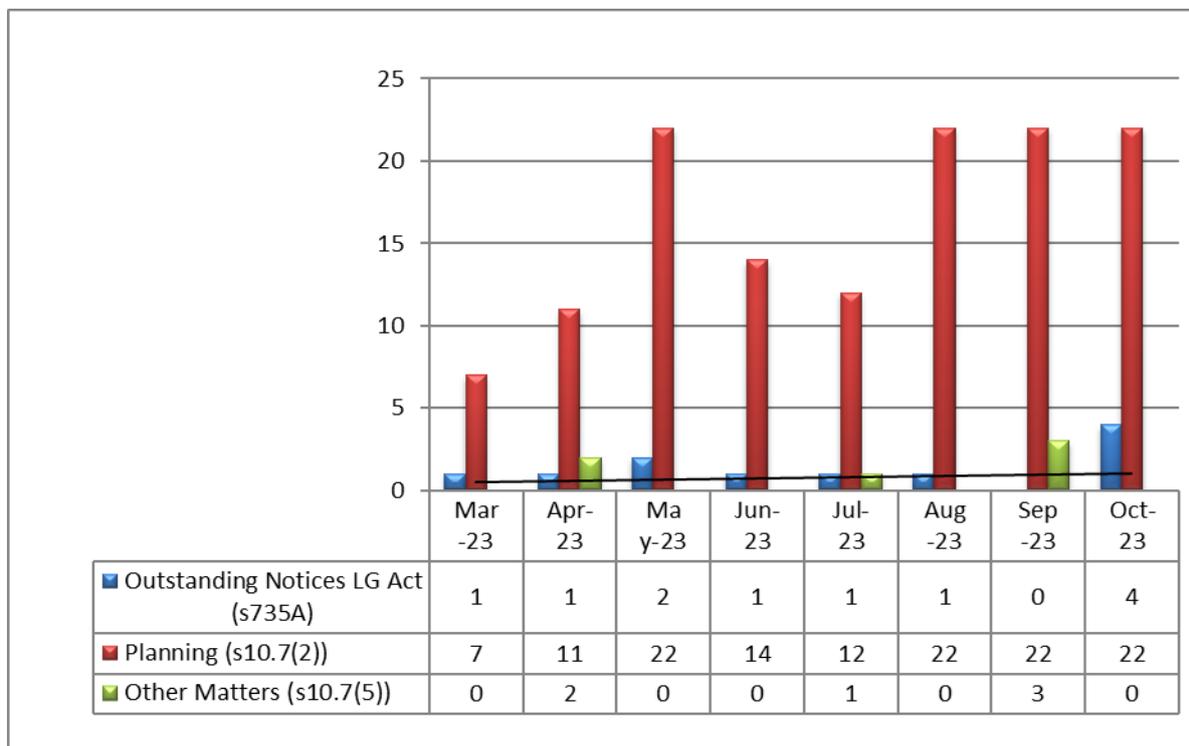
There were no Development (D/A) or Development Modifications (s96) application(s) were refused (R), withdrawn (W) or cancelled (C) during the month of October 2023.

There were no Development (D/A) applications determined where there has been a variation in standards under clause 4.6 of the Gwydir Local Environmental Plan 2013 during the month of October 2023.

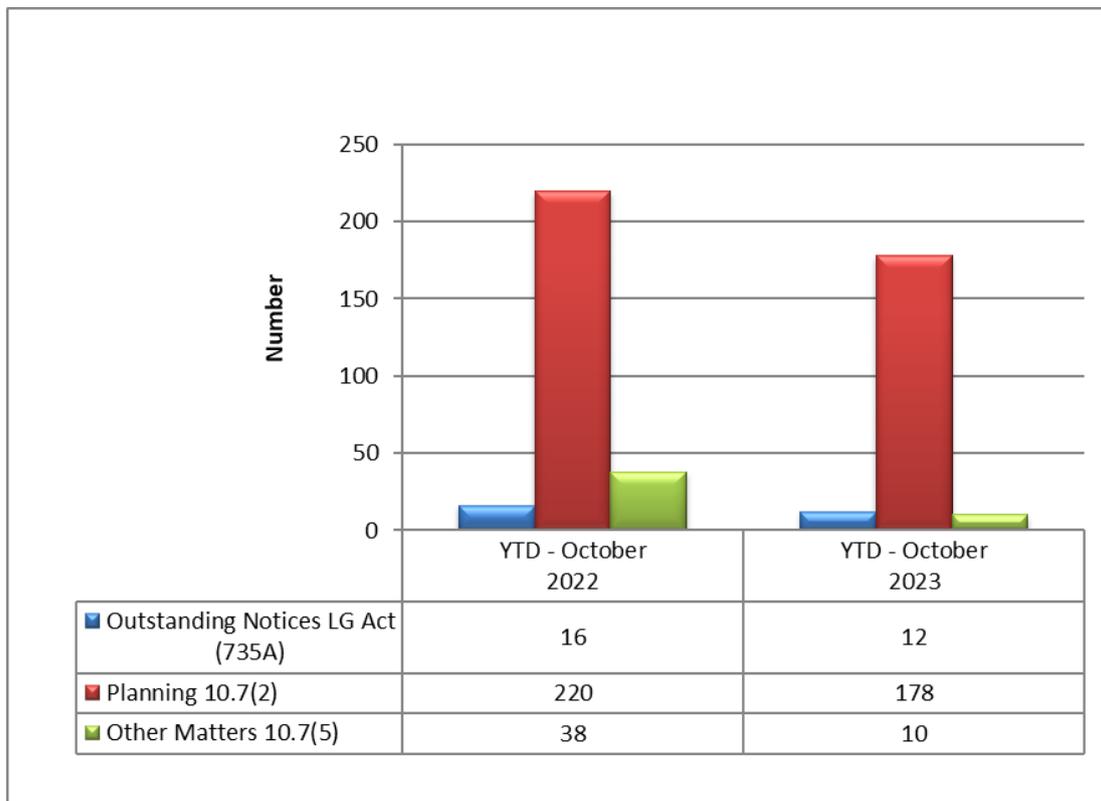
The following graph shows the Subdivision Certificates issued during the month of October 2023.



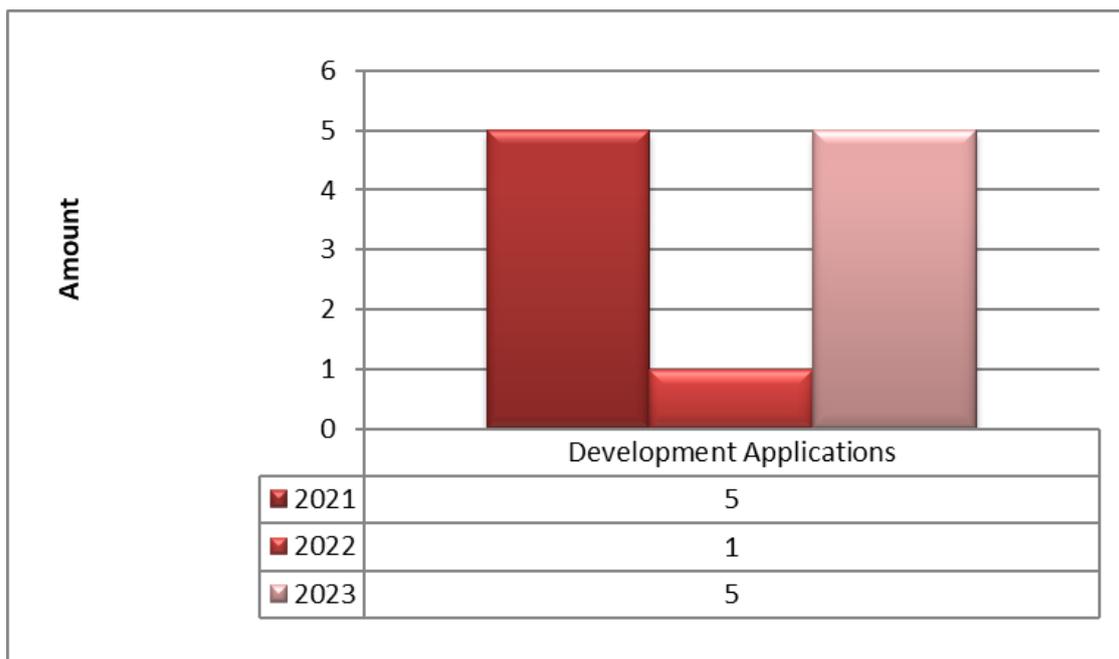
The following graph shows the Conveyancing Certificates issued during month of October 2023 compared to the previous seven months:



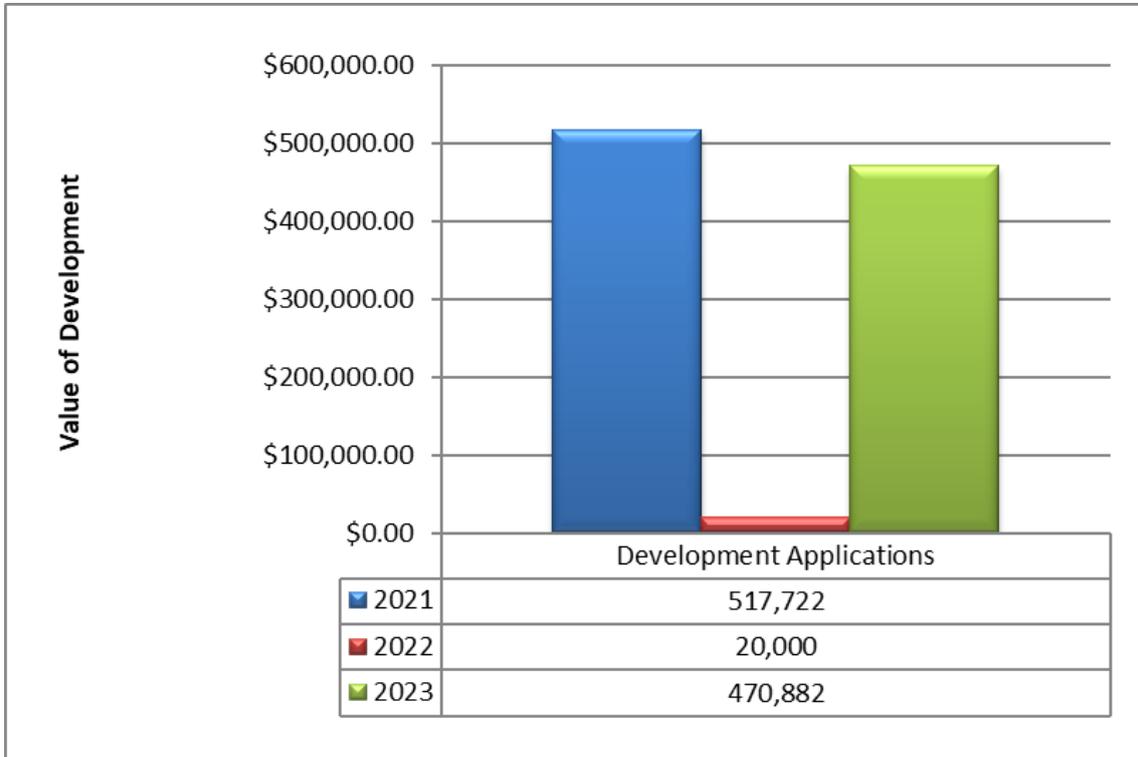
The following graph shows the Conveyancing Certificates issued up to and including the month of October 2023 compared with the same period in 2022:



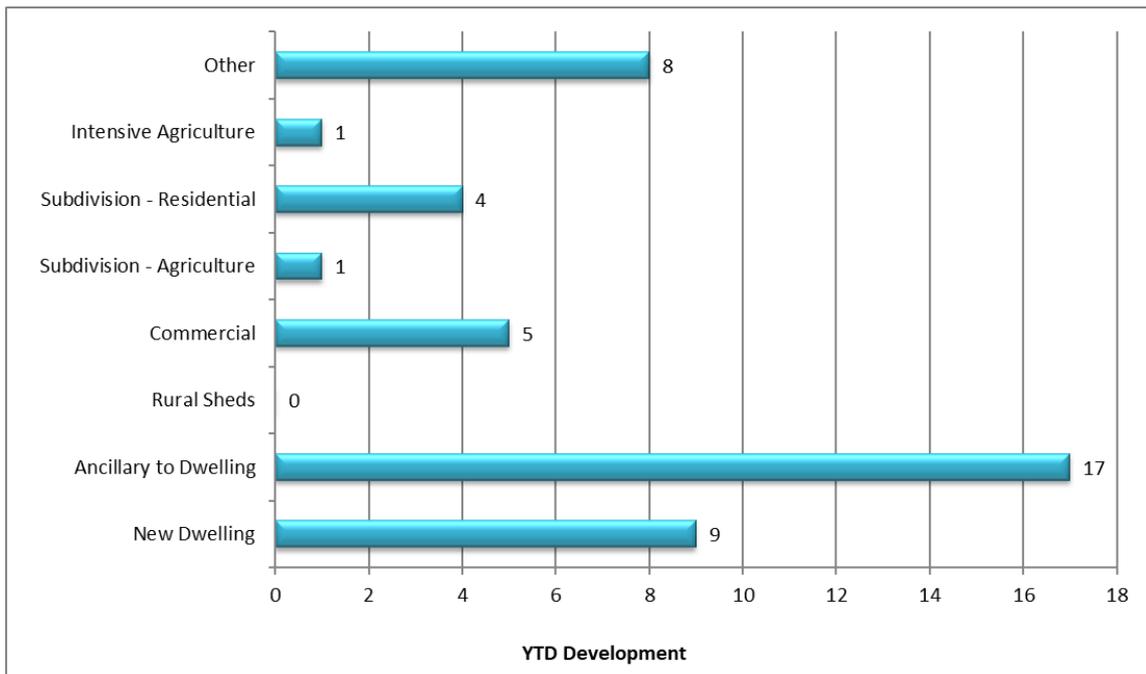
The table below shows a comparison between total development applications (excluding s4.55 modification applications) lodged during the month of October 2023 compared to the same period in the previous two years:



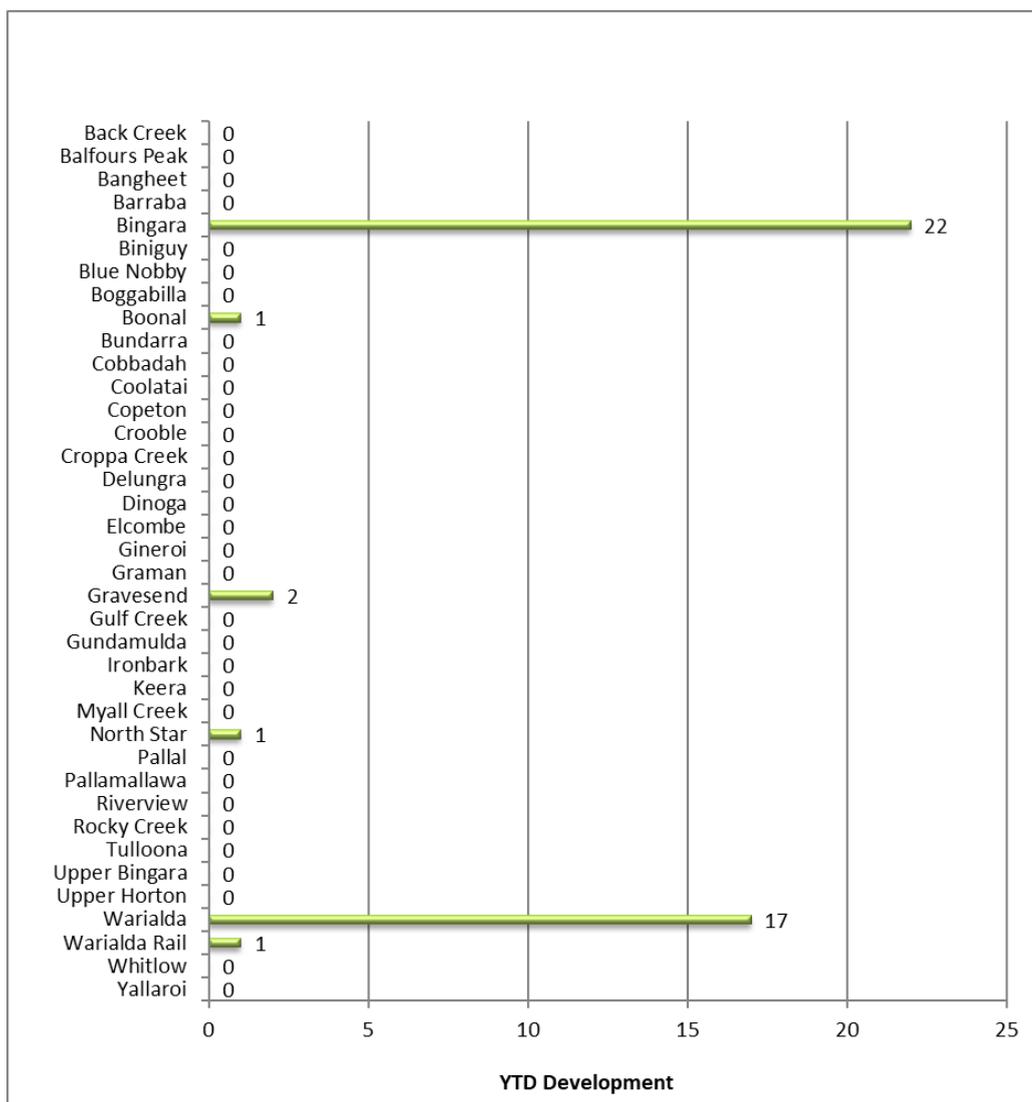
The table below shows a comparison between total value of development applications (excluding s4.55 modification applications) lodged during the month of October 2023 compared to the same period in the previous two years:



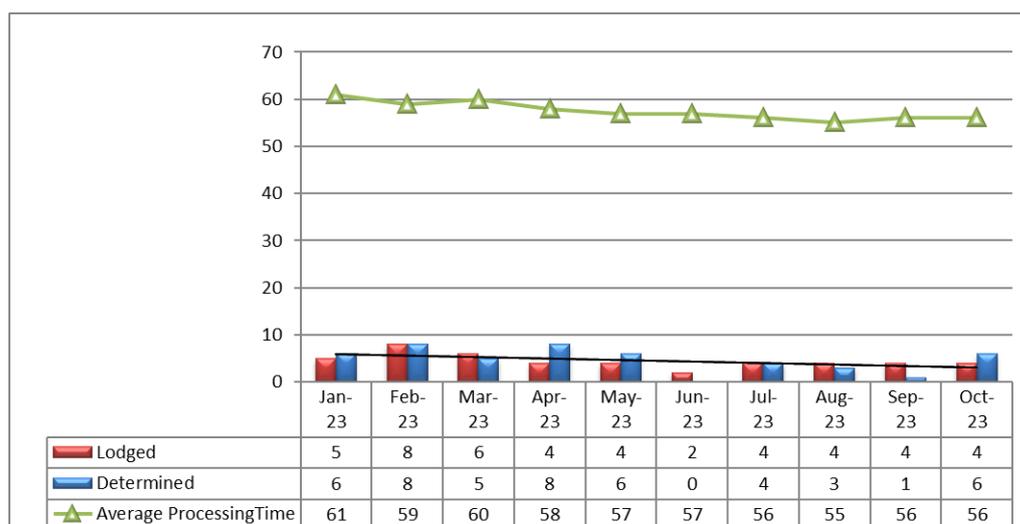
Development Applications (excluding s4.55 modifications) received for the year by type – YTD October 2023:



Development Applications (excluding s4.55 modifications) received for the year by locality – YTD August 2023:



Development Applications (excluding s4.55 modifications) received for the year by type – YTD August 2023:



### BUILDING SERVICES – OCTOBER 2023

The Department continues to receive enquiries and provide advice on a range of planning and building matters including:

- Minor structure construction e.g., sheds
- Commercial opportunities and construction
- Basix (Building Sustainability Index)
- Bushfire requirements
- Building construction standards and requirements
- Stormwater
- Licensing and owner builder requirements
- Fees and charges

The department is continuing to receive a high volume of applications via the NSW Planning Portal. It is mandatory that all applications for Construction Certificates (CC), Complying Development (CDC) and Building Information Certificates (BIC) be lodged with Council via the NSW Planning Portal. Section 68 (S68) Applications are lodged directly with Council.

There are currently sixty-six active Construction Certificate and Principal Certifier Appointment approvals that are at varying stages of the assessment/construction process and working towards the completion and issue of an Occupation Certificate.

The table below shows the approvals have been issued during October 2023

No.	Property Description	Development/Work	\$
CC 17/2023	9 Inverell Road	Above ground swimming pool and fencing	\$4000

	Warialda		
S68 26/2023	36 Holden Street Warialda	Warialda Honey Festival Amusement Rides	N/A

Occupation Certificates (OC) issued during October 2023.

No.	Property Description	Development/Work	\$
NIL			

### **NO. OF COMPLAINTS/INSPECTIONS October 2023**

Type	No.	Yr. to Date	Actioned	Pending
Construction/Building & Building Maintenance	67	704	692	12

### **BUILDING MAINTENANCE**

The Department continues to receive requests to carry out minor maintenance and these are generally dealt with in a timely manner. Otherwise, the works are scheduled into maintenance staff building activities including new works for attention.

#### **Projects Worked On**

- General repairs and maintenance to the Warialda Aged Care housing in Plunkett and Holden Streets.
- Nicholson Oval Clubhouse is currently the main priority of the Building Services Team.

The installation of the flooring has been completed and the internal fit out of the dressing shed/bathrooms and canteen/servery is being undertaken and progressing as planned.



*Nicholson Oval Clubhouse*



*Nicholson Oval Clubhouse*

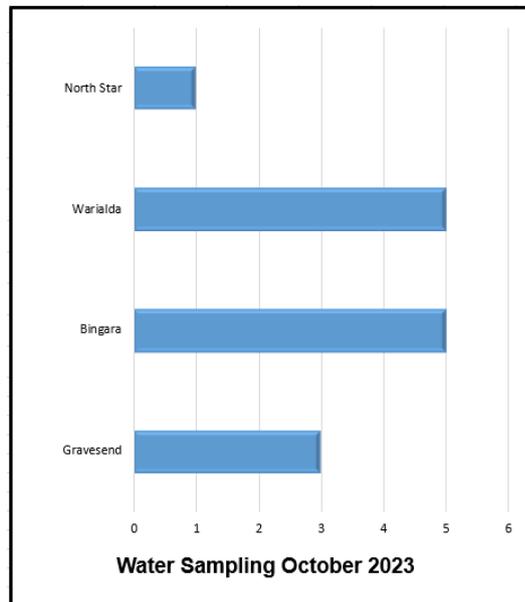
### **Environment & Sustainability Department October 2023**

The Department continues to receive enquiries and provide advice on a range of health matters including:

- Overgrown properties
- Food premises design and fit-out
- Food handling practices
- Mobile food vendors
- Food business notification
- Pet Ownership

**Water Surveillance**

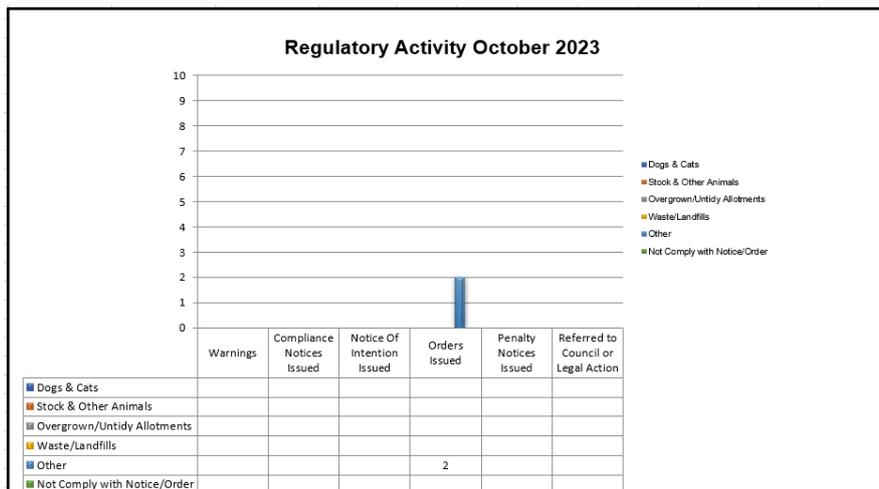
The Department continues to carry out routine sample collection for microbiological and chemical testing of the water supplies in the towns of Warialda and Bingara, fortnightly sampling of Gravesend and monthly sampling at North Star.



**Compliance and Regulatory Control**

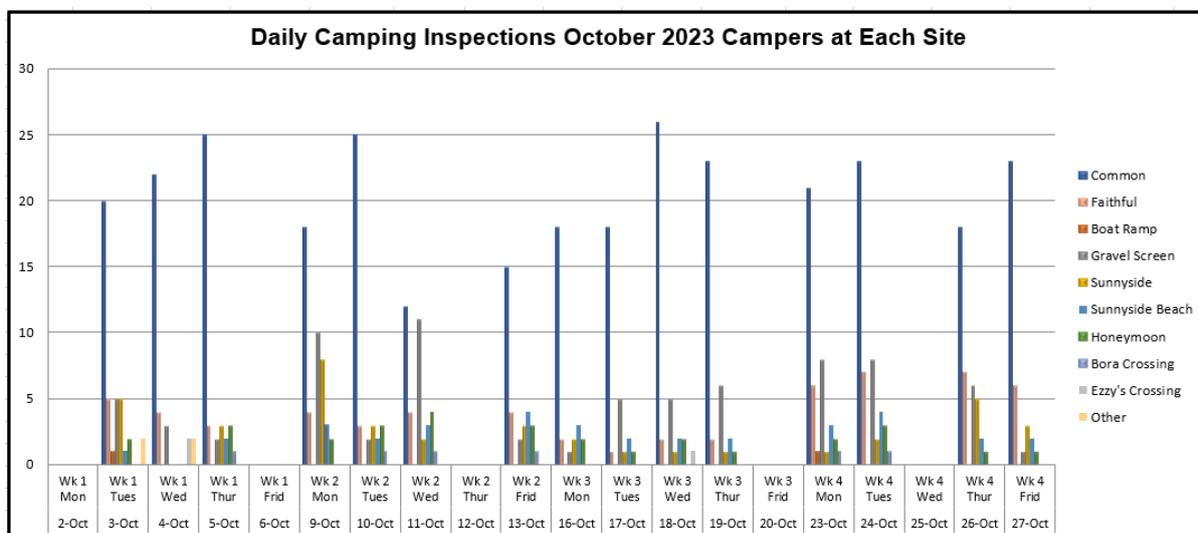
Council has received customer requests regarding overgrown block, roaming dogs, roaming stock, noise, the keeping of animals and other concerns during the month of October 2023. These are investigated and actioned as necessary.

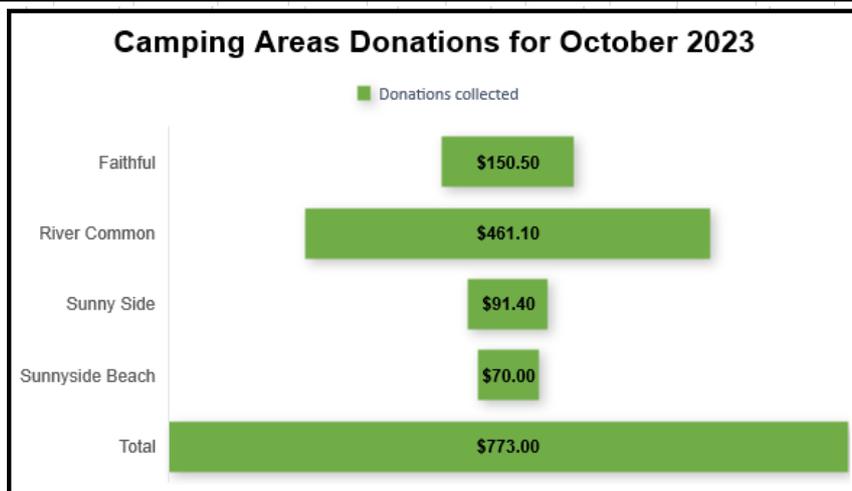
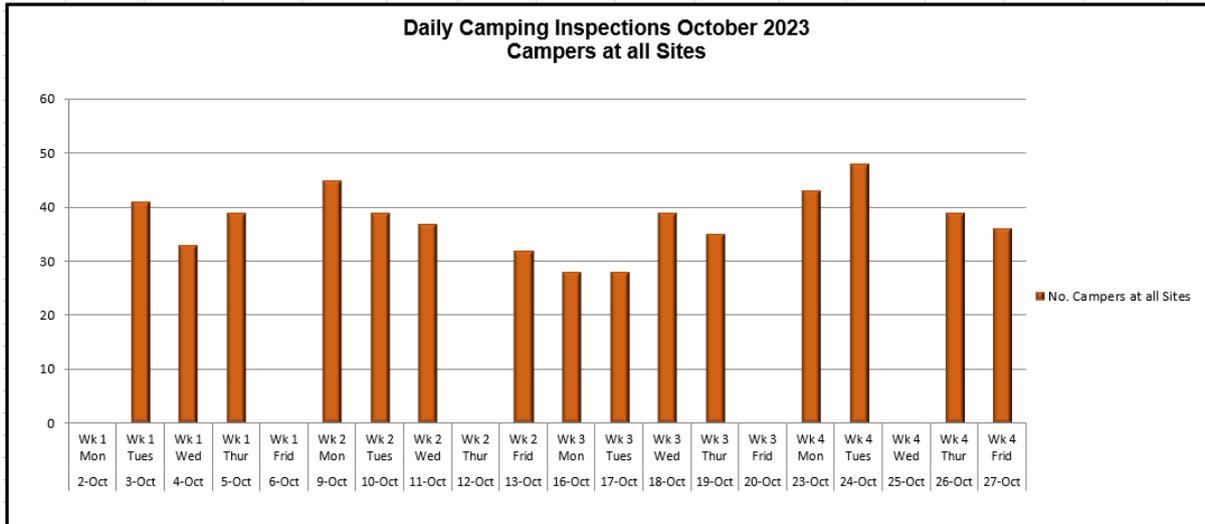




## Riverside Camping

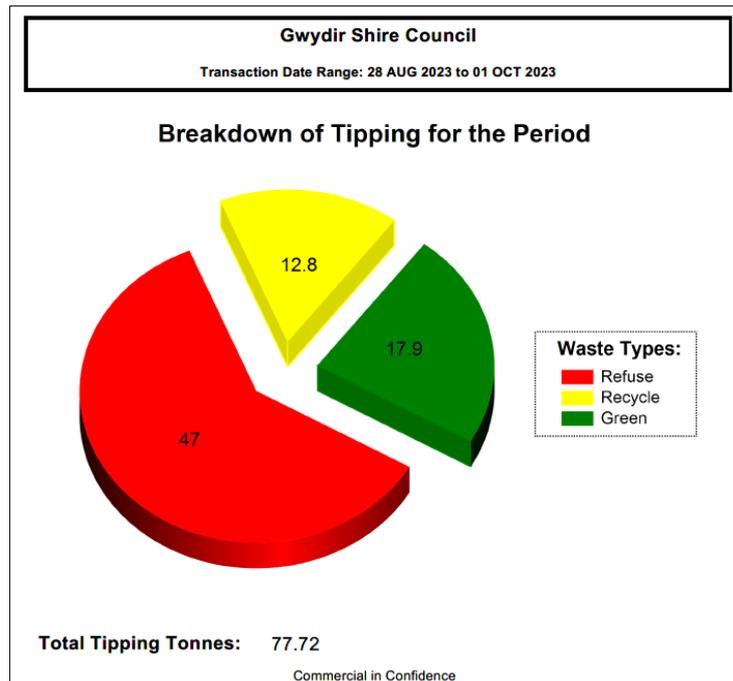
Council’s Compliance Officers aim to carry out daily checks along the river to ensure that camping is being conducted in a safe and hygienic manner. Flyers promoting local events and services are distributed to campers and enquiries from campers are addressed as required. The graphs below show total numbers of campers, the distribution of campers at the different campsites and the donations collected from camping areas.



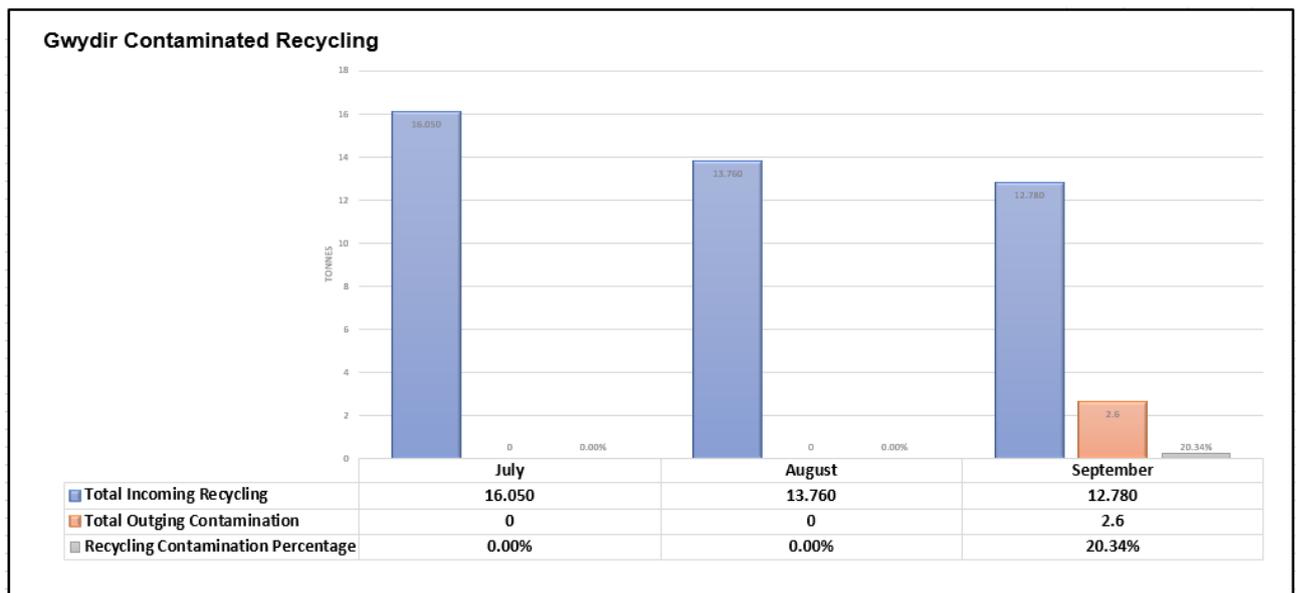


**Waste Contract Services – September 2023**

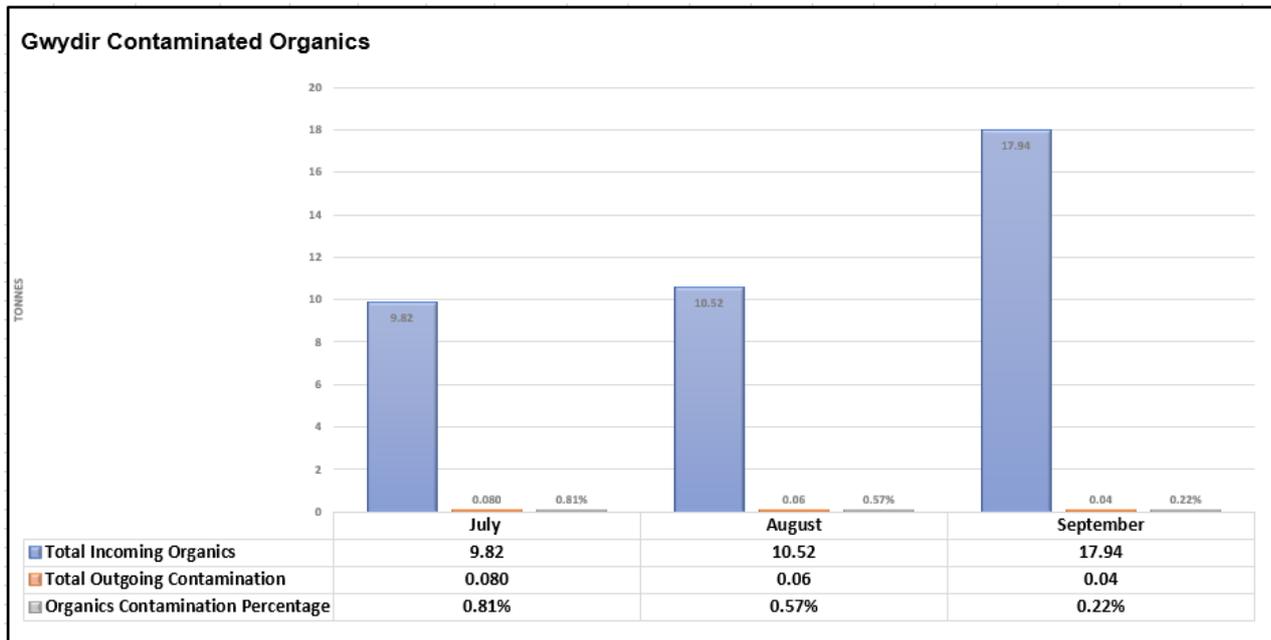
At the time of the report the available data from Cleanaway is for the previous reporting period.



## Recycling Contamination



### Organics Contamination



### Comment

Last Cleanaway report for the contract. New contract with JR Richards & Sons began October 1<sup>st</sup>.

### Landfill

Bingara: Awaiting delivery of tyre cages for recycling of used tyres.

Croppa Creek: Pushed up and recently tidied.

Warialda Rail: Remains closed. Earthworks have been completed. New agreement letters to be send out and new access codes issued. New cameras and signage to be installed in coming weeks.

Warialda: Awaiting delivery of tyre cages for recycling of used tyres. New signage being made. Security cameras to be installed next week.

Upper Horton: Remains tidy and accessible.

Coolatai: Still accessible, due to be cleaned up.

Gravesend: Recently pushed up. Green waste to be mulched soon.

### Priority Weed Control

A new temporary Biosecurity Weeds officer has been appointed. Both weeds' officers have been participating in training during the month of October.

**OFFICER RECOMMENDATION**

**THAT the report be received.**

**ATTACHMENTS**

Nil

**COMMITTEE RECOMMENDATION TO COUNCIL:**

**THAT the report be received.**

**(Moved Cr Moore, Seconded Cr Smith)**

**CARRIED**

**For: Cr J Coulton, Cr D Coulton, Cr Dixon OAM and Cr Mulligan**

**Against: Nil**

## 8 COUNCILLORS' REPORTS

### **Cr Coulton**

Biosecurity concerns around the council plant. Enquired as to what measures can be taken to ensure that Council plant are not continuing to contaminate new sites.

### **Cr Dixon**

Requested a report on the restoration of the Gwydir River area in Bingara.

### **Cr Moore**

Stated that the staff building Nicholson Oval Amenities should be congratulated for doing a superior job on the construction.

### **Cr D Coulton**

Advised that he was aware of funding available for up to 75% of the cost of installing Electric Vehicle charging stations. Suggested that Council should be proactive in investigating the installation of charging stations to accommodate electric vehicles in the future.

### **Cr Smith**

Attended the Regional Crime Cross Border Meeting the general feel from the meeting was that crime had slowed since perpetrators were incarcerated. The meetings will continue between the four Councils on an annual basis to continue a proactive partnership focused on regional crime prevention.

### **Cr Mulligan**

Advised that the Croppa Creek Tip has been cleaned up satisfactorily.

Enquired if the causeway 5kms from the western end of Baroma Downs Road is going to be upgraded. Alex Eddy advised that it will be included in the causeway package for the DRFA Submission under AGRN 1034.

### **Cr Dixon**

Pools – The Heat Blankets at Warialda and Bingara need to be operational.

Request a report to Council regarding the utilisation of the heat blankets.

Cr Coulton

**Change of Committee meeting date in February to Thursday 15 February 2024. The Council Ordinary meeting will be held on Thursday 29 February 2024.**

## 9 CLOSURE

The meeting closed at 11:50 am