



COMMUNITY SERVICES AND PLANNING COMMITTEE

AGENDA

Thursday 16 November 2023

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 November 2023**, 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 13 July 2023 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 & 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 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.

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 17th 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 22nd 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

| Warialda Toy Library | September 2023 | October 2023 |
|--|---------------------------|-------------------------|
| Total daily attendance count for children, (calculating each child, each day over the month –total points of contact). | 24 | 32 |
| 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 |
| Monday | 3 | 2 |
| Tuesday group morning session | 12 | 16 |
| Wednesday group morning session | 0 | 10 |
| Thursday group morning session | 17 | 2 |
| Friday 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 |
| Tuesday group morning session x 3 | 36 | 27 |
| Wednesday group morning session x 3 | 24 | 50 |
| Thursday group morning session x 3 | 23 | 20 |
| KSK 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 16th 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 11th 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 23rd to the 27th 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 Yallaro | 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, Yallaro 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". Yallaro 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

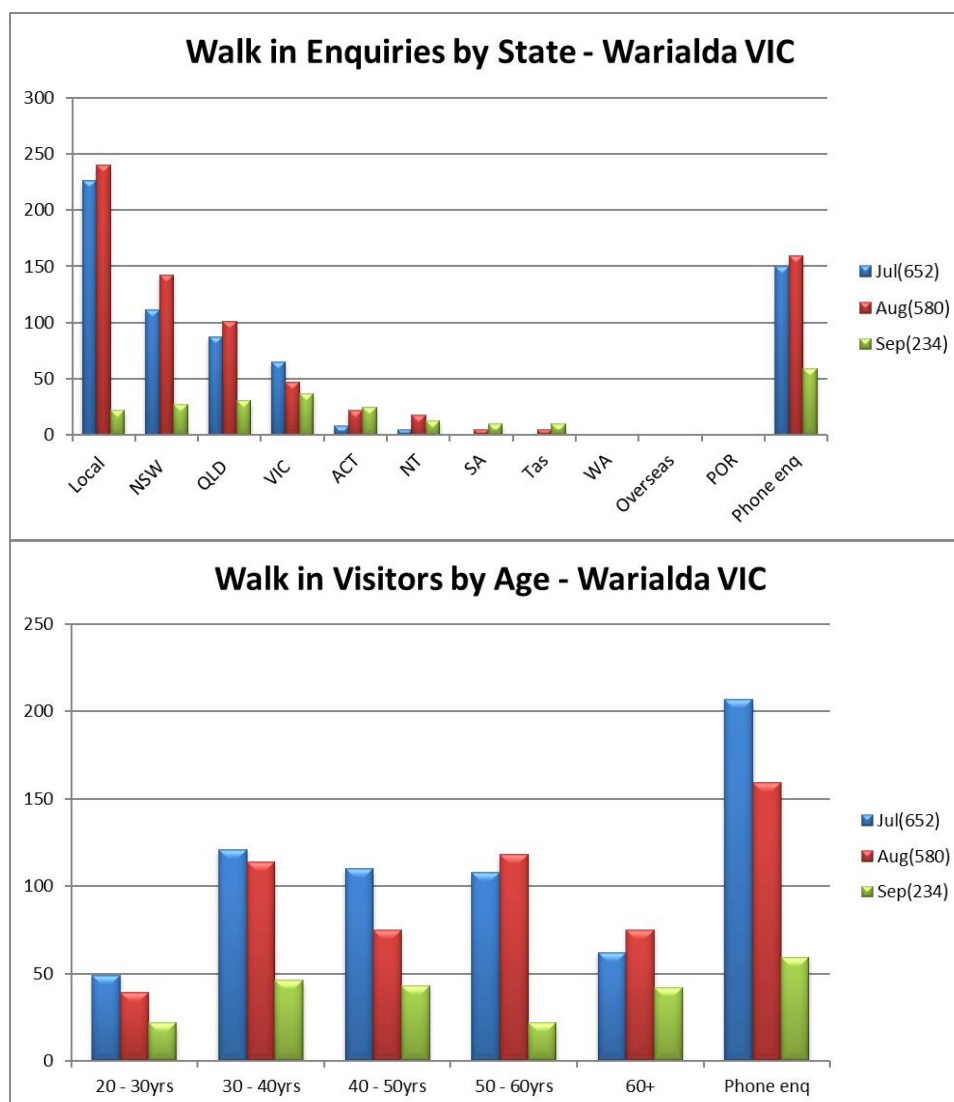
TOURISM

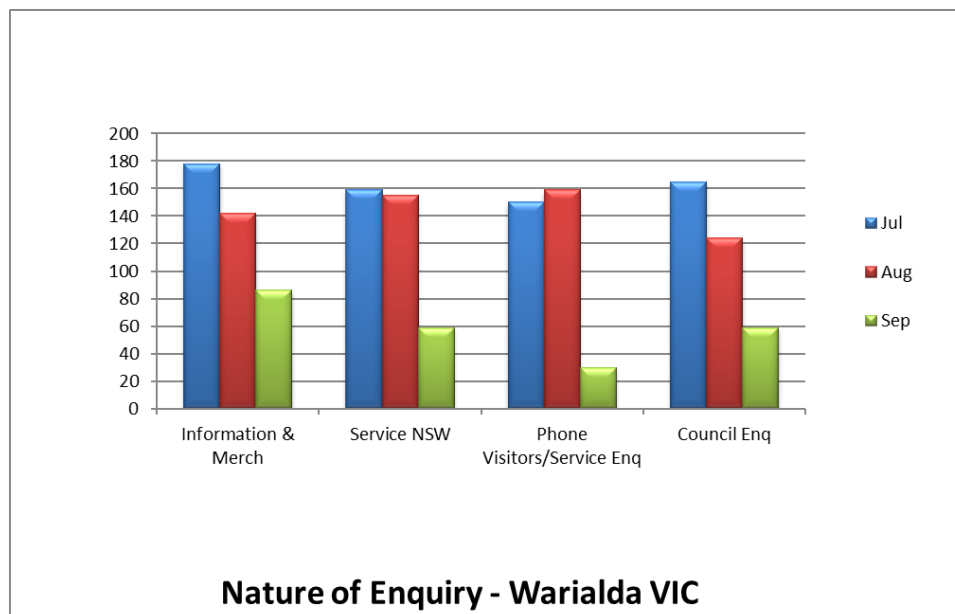
Warialda Visitor Information Centre

| 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 |
| Subtotal | \$630.93 | \$796.81 | \$779.76 |
| | | | |
| Total Monthly Income | \$630.93 | \$796.81 | \$779.76 |

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





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 |
| Total Merchandise Sales | \$1,396.50 | \$1,005.00 | \$1,674.20 |
| VIC Commission received on Event bookings undertaken on behalf of Community Groups – Subtotal | 0 | 0 | 0 |
| Total Monthly Income Bingara VIC | \$1,396.50 | \$1,005.00 | \$1,674.20 |
| Roxy Tour Income | \$220.00 | \$590.00 | \$340.00 |
| Visitors at Bingara VIC | 542 | 589 | 534 |

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 receipted through the VIC - Meeting, workshop, or private hire fee collection of \$ 2,120.00 receipted 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"

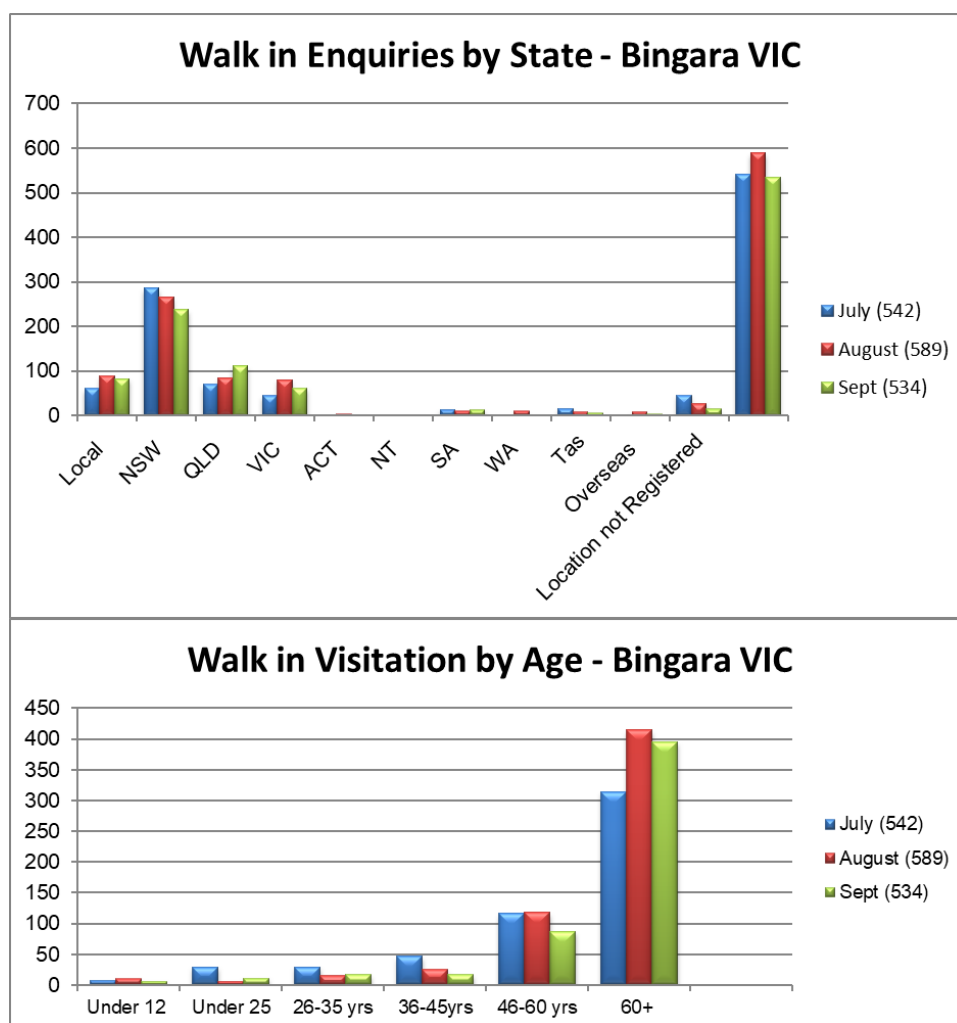
Community Groups - ticketing/booking site and website design.

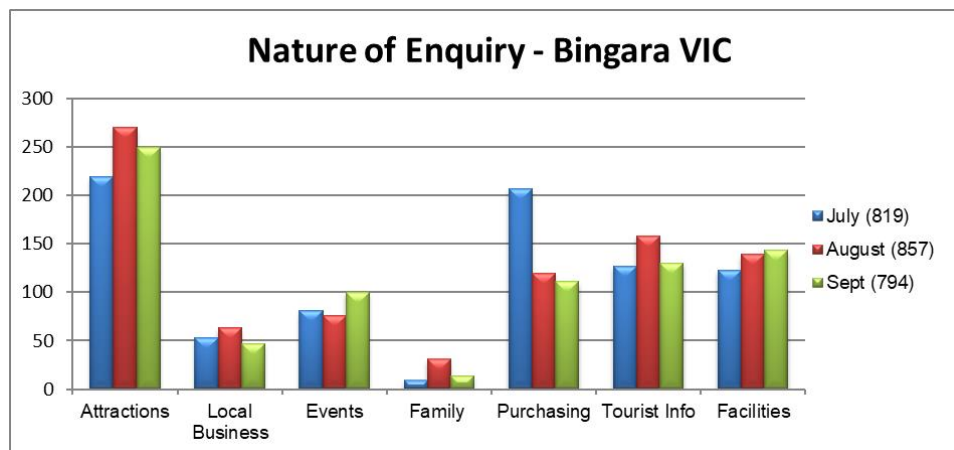
Community Groups – Assistance - ticketing sales via the VIC - NWTC play "It's My Party and I will Die if I Want To" ticket sales \$1,115.00 receipted via the VIC plus ticket sales funds via Trybooking of \$3,700.00 on behalf of NWTC. Total ticket sale income for NWTC \$4,815.00.

Community Groups – Assistance – Merchandise sales - Bingara Special Events

Roxy Conference Room fees generated - Nil

Camping Donations - collected by Council rangers and from individuals receipted 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 2023 |
|-----------------------------------|----------------------------------|--------------------------------|-----------------------------------|
| Technical Services | 40 | 23 | 17 |
| Environment and Sustainability | 13 | 8 | 5 |
| Town Utilities, Parks and Gardens | 13 | 10 | 3 |
| Building Services | 9 | 5 | 4 |
| Total Outstanding | 75 | 46 | 29 |

CRMs from 1 October 2023 to 1 November 2023:

| Department | Received during October 2023 | Completed during October 2023 | Outstanding as at 1 November 2023 |
|-----------------------------------|------------------------------|-------------------------------|-----------------------------------|
| 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 |
| Total Outstanding | 84 | 48 | 36 |

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

| Department | Open |
|-------------------------------------|-------------|
| Technical Services | 31 |
| Environment and Sustainability | 15 |
| Town Utilities, Parks and Gardens | 10 |
| Building Services | 9 |
| Executive | 0 |
| Organisation and Community Services | 0 |
| Total | 65 |

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



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

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| 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 (LRCl) | 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, Wyallda. |  |
| 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 | Wyallda Rail Amenities Building Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI) | 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

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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

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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

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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 Narroo 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



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| 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

Gwydir Shire Council Operational Plan Page 28 of 28

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:

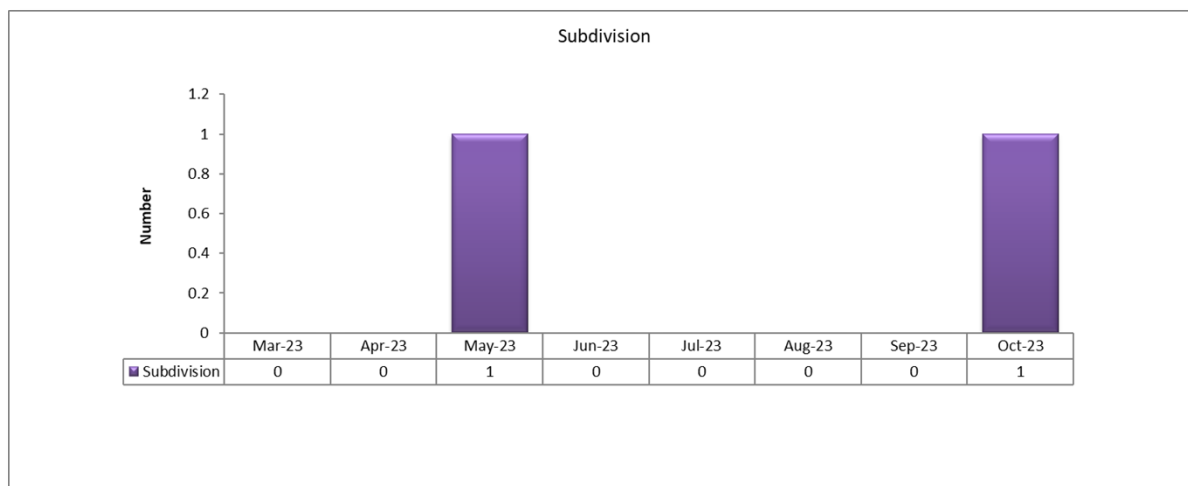
| Application No. | Applicant Name | Property Owner | Property Address | Description of Work | Date Application submitted on the NSW Planning Portal | Date Lodged with Council | Reason for time between submission & lodgement | Current Status of the Application | Type of Appl'n |
|-----------------|----------------------------|--------------------------|---------------------------------|---|---|--------------------------|---|--|----------------|
| 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 Wialda | 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 Wialda | 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 Wialda | 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 |

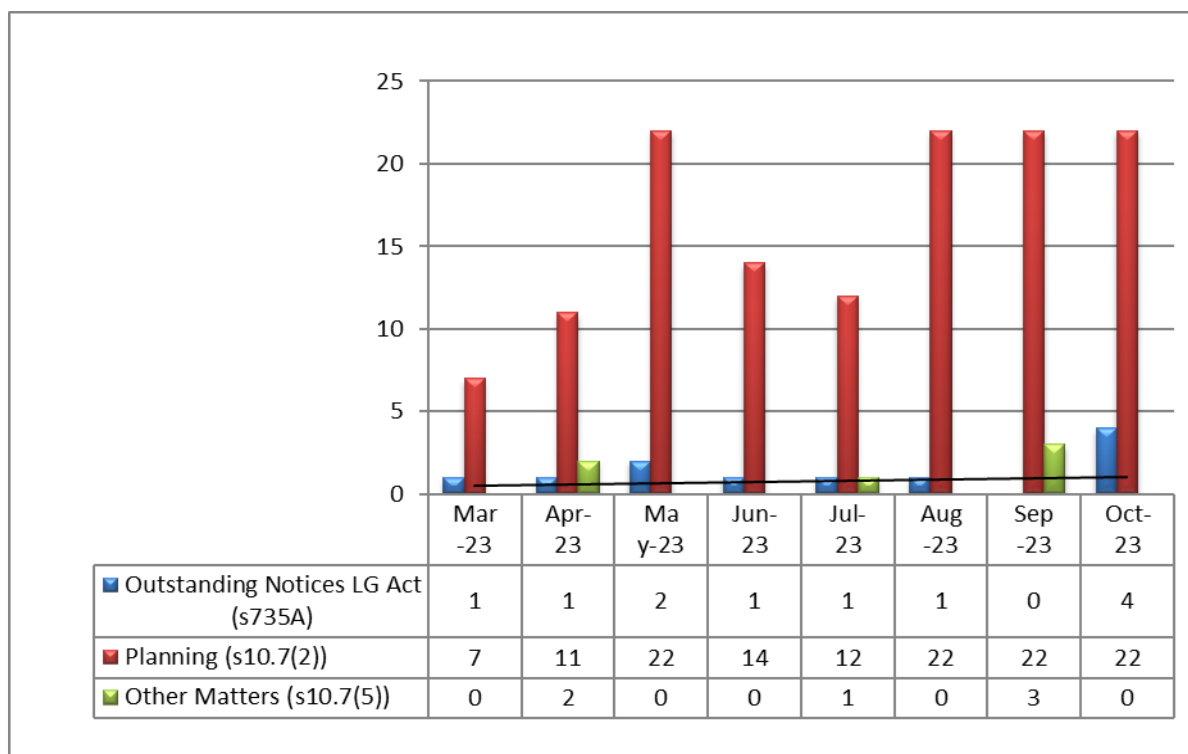
There were no Development (D/A) or Development Modifications (s96) application(s) were refused (R), withdrawn (W) or cancelled (C) during the month of October 2023.

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.

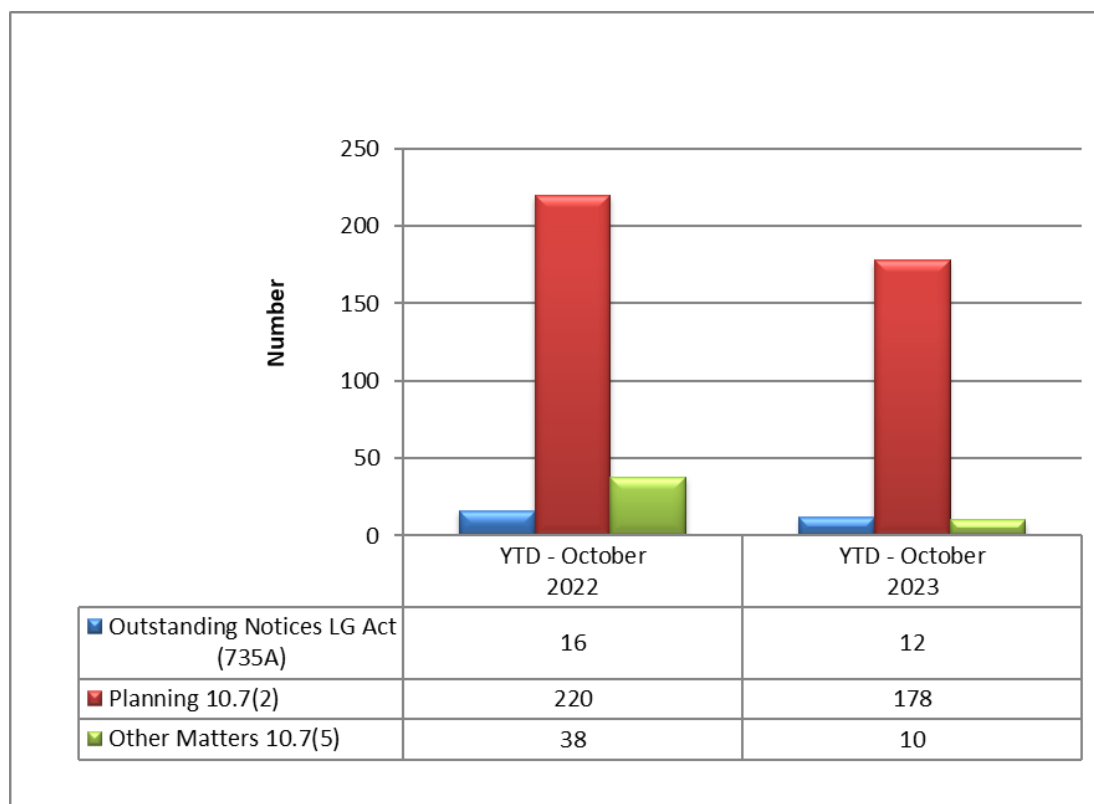
The following graph shows the Subdivision Certificates issued during the month of October 2023.



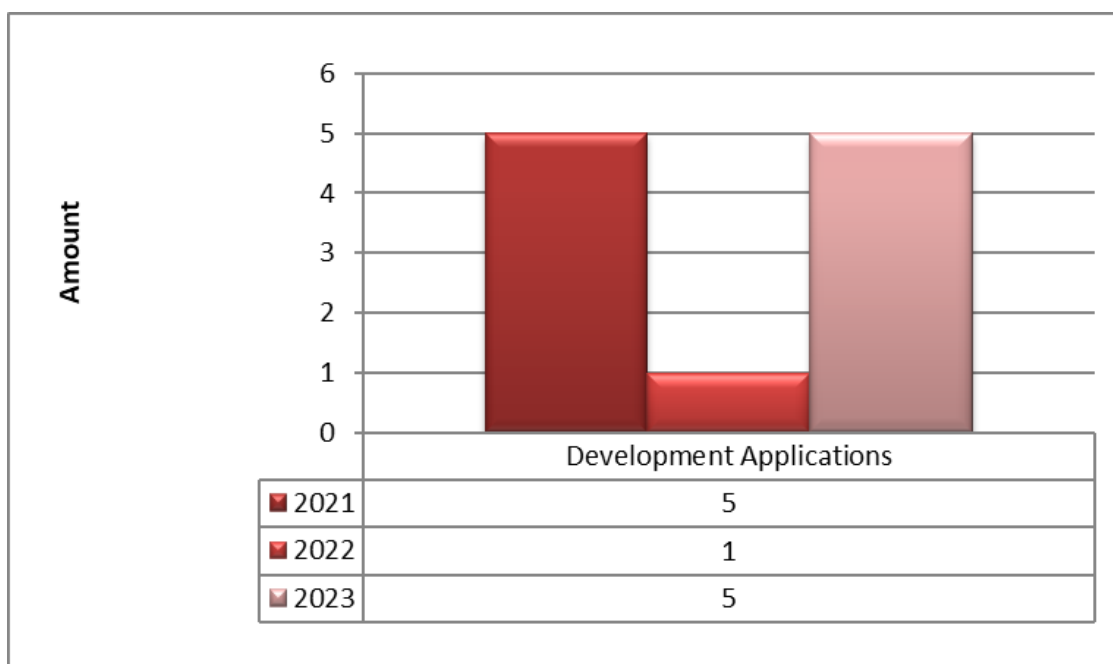
The following graph shows the Conveyancing Certificates issued during month of October 2023 compared to the previous seven months:



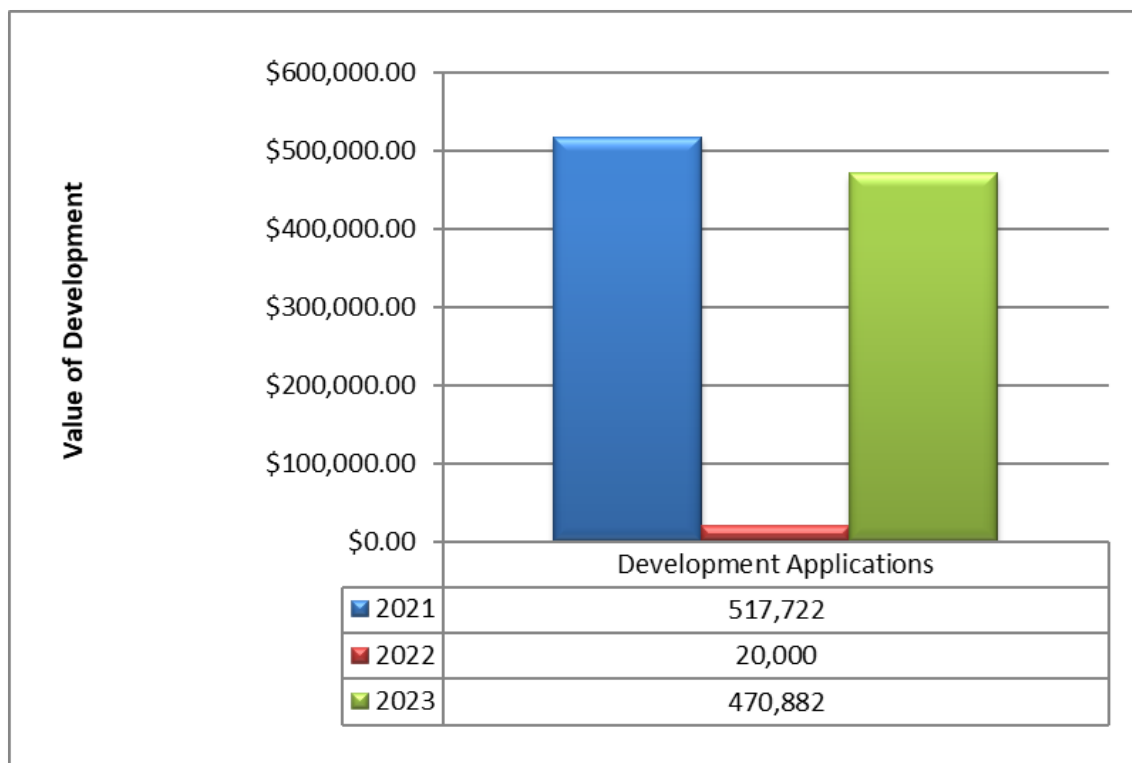
The following graph shows the Conveyancing Certificates issued up to and including the month of October 2023 compared with the same period in 2022:



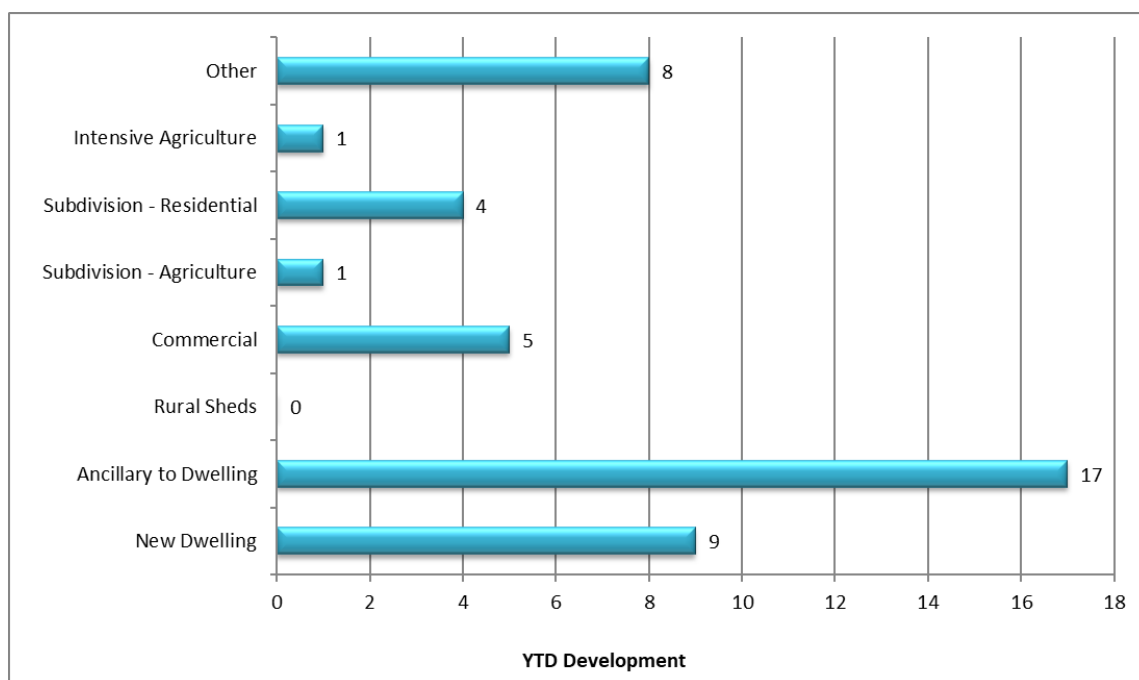
The table below shows a comparison between total development applications (excluding s4.55 modification applications) lodged during the month of October 2023 compared to the same period in the previous two years:



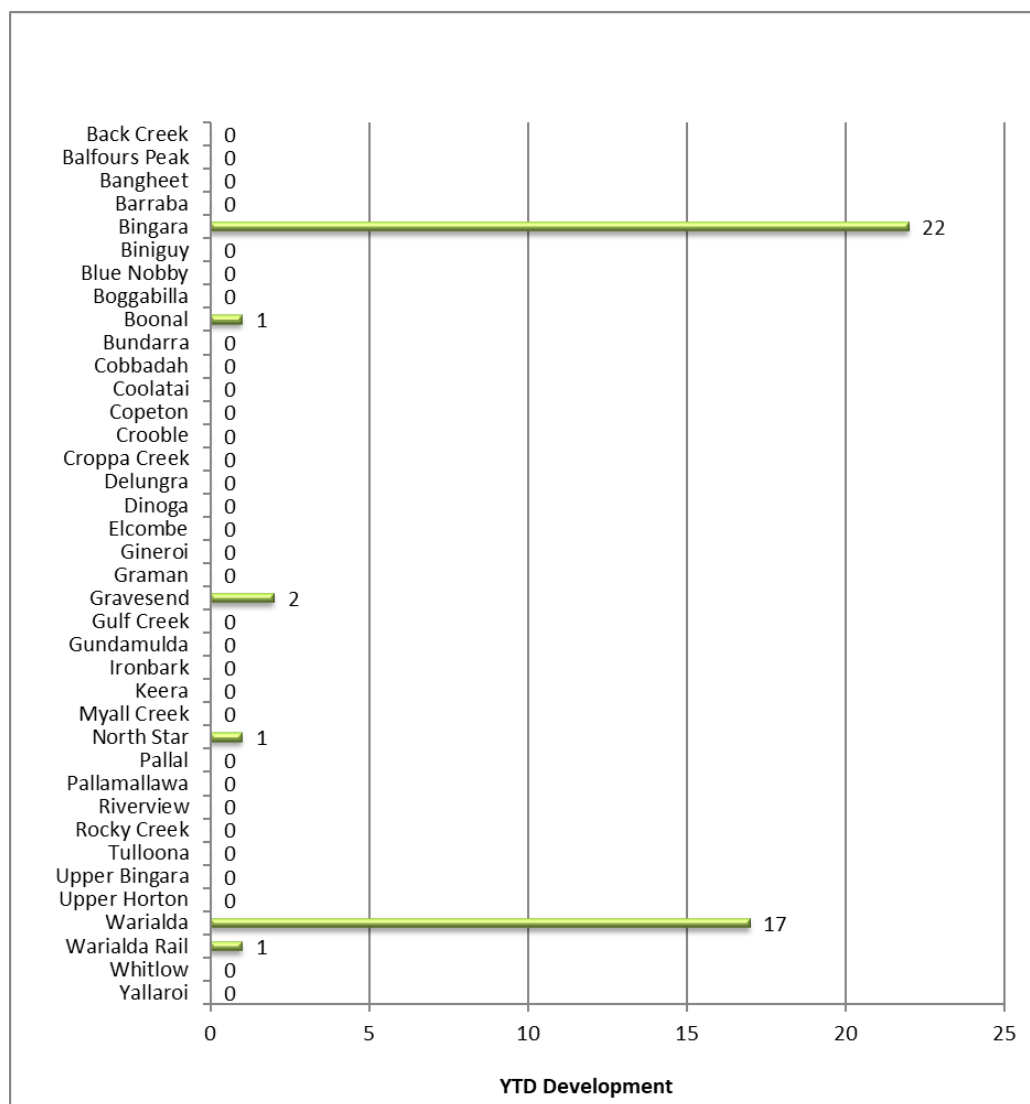
The table below shows a comparison between total value of development applications (excluding s4.55 modification applications) lodged during the month of October 2023 compared to the same period in the previous two years:



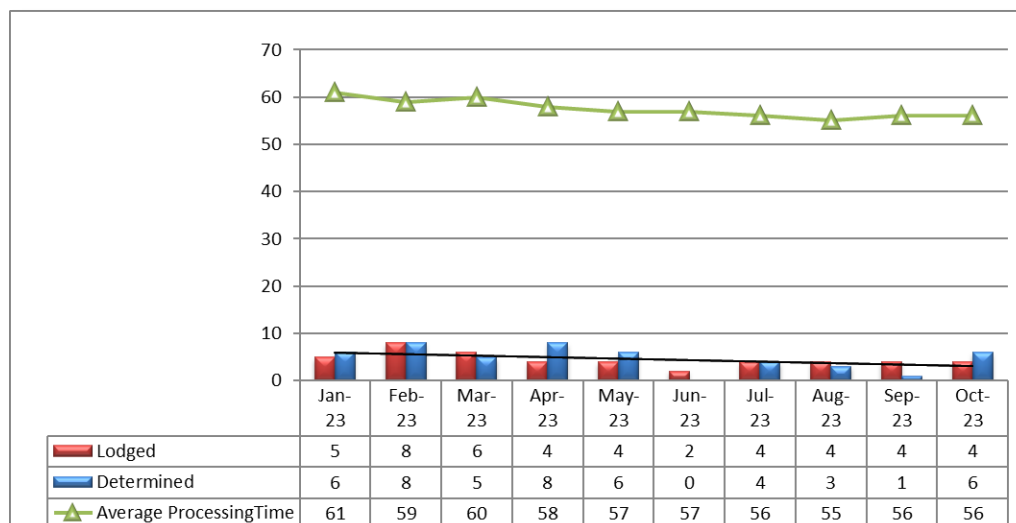
Development Applications (excluding s4.55 modifications) received for the year by type – YTD October 2023:



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

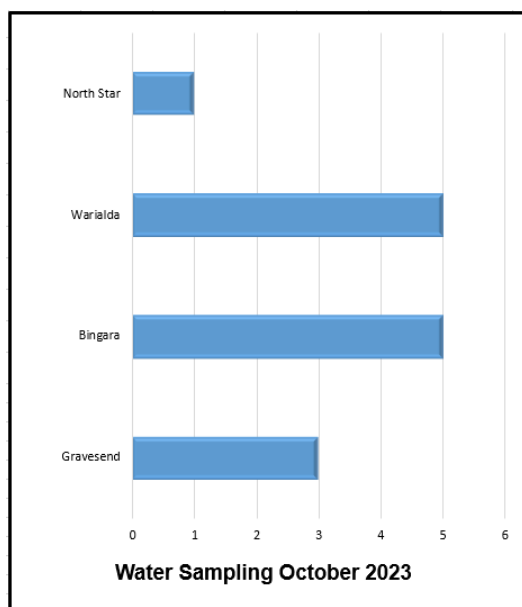
Environment & Sustainability Department October 2023

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

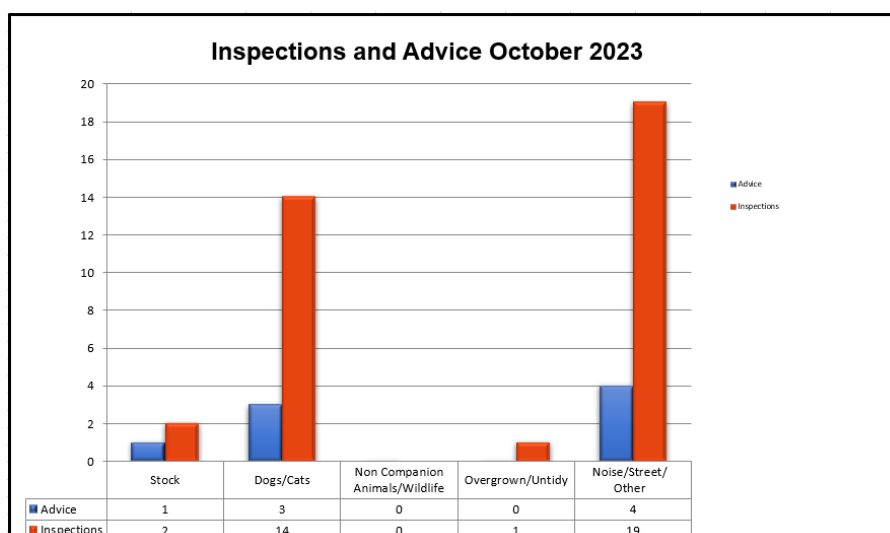
Water Surveillance

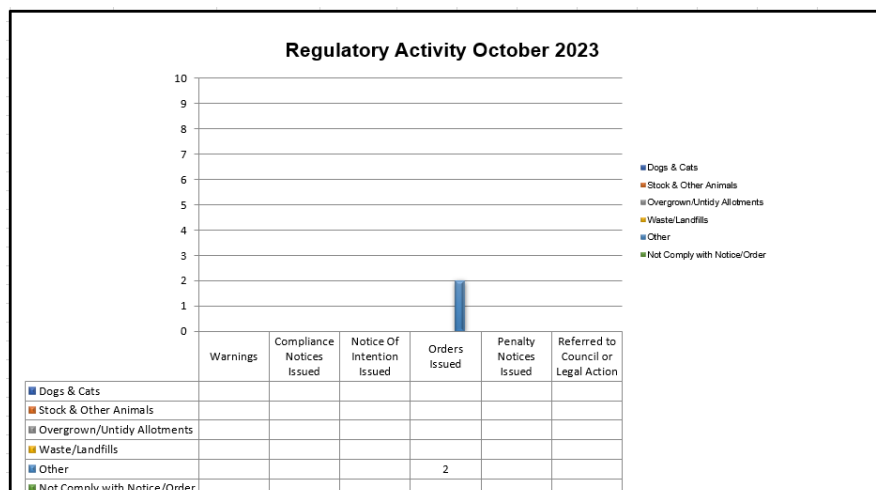
The Department continues to carry out routine sample collection for microbiological and chemical testing of the water supplies in the towns of Warialda and Bingara, fortnightly sampling of Gravesend and monthly sampling at North Star.



Compliance and Regulatory Control

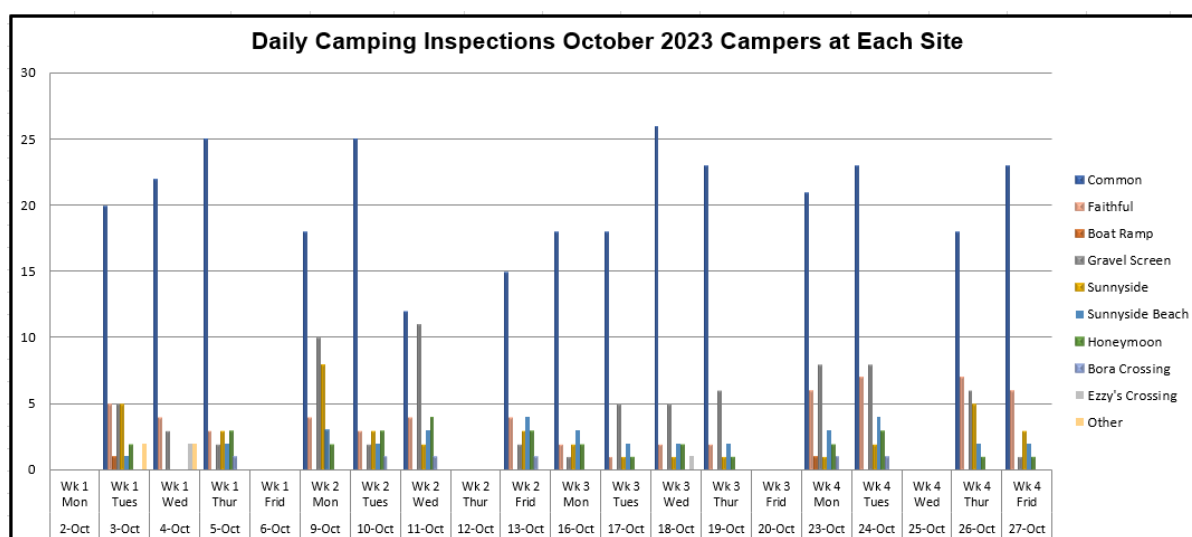
Council has received customer requests regarding overgrown block, roaming dogs, roaming stock, noise, the keeping of animals and other concerns during the month of October 2023. These are investigated and actioned as necessary.

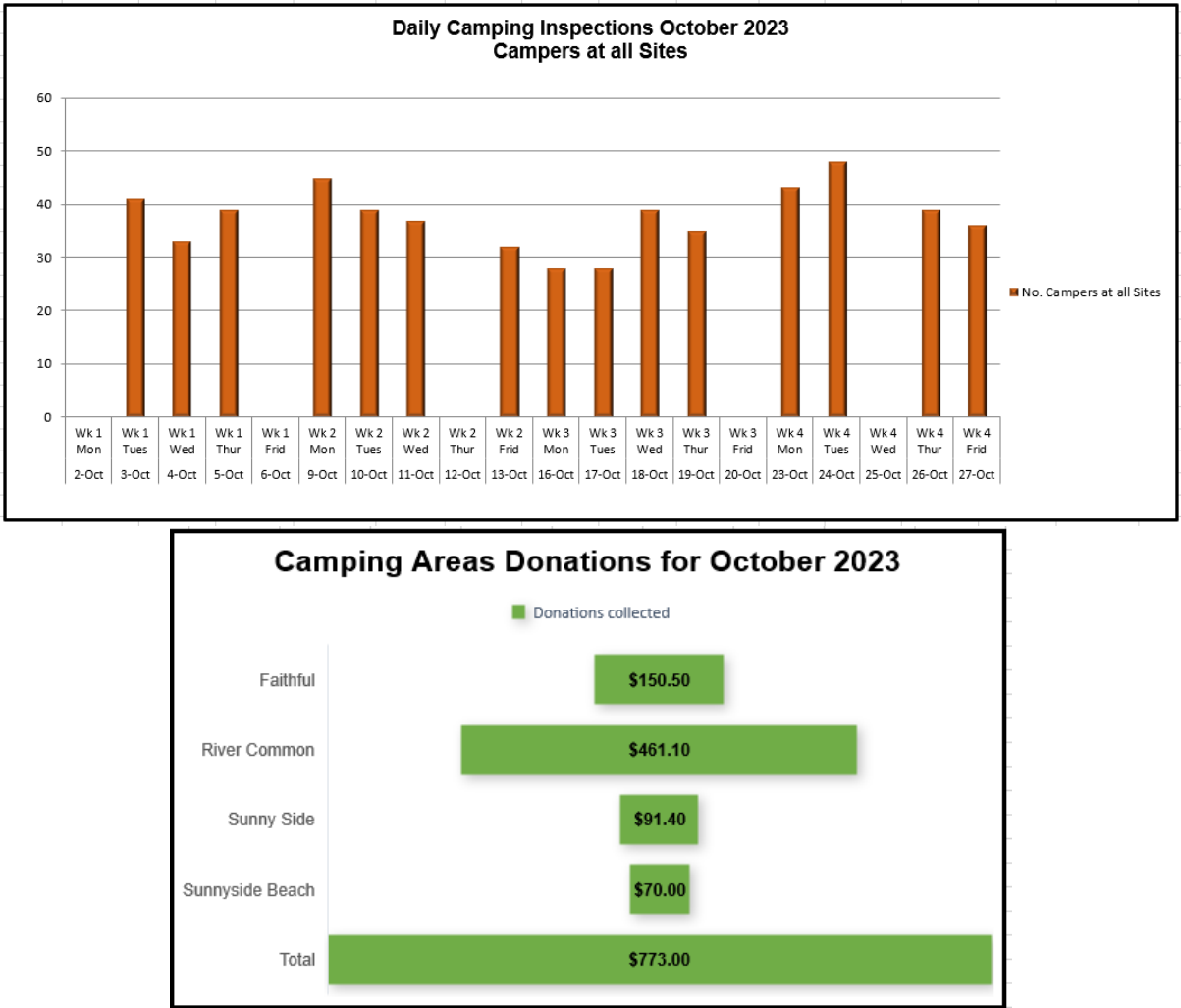




Riverside Camping

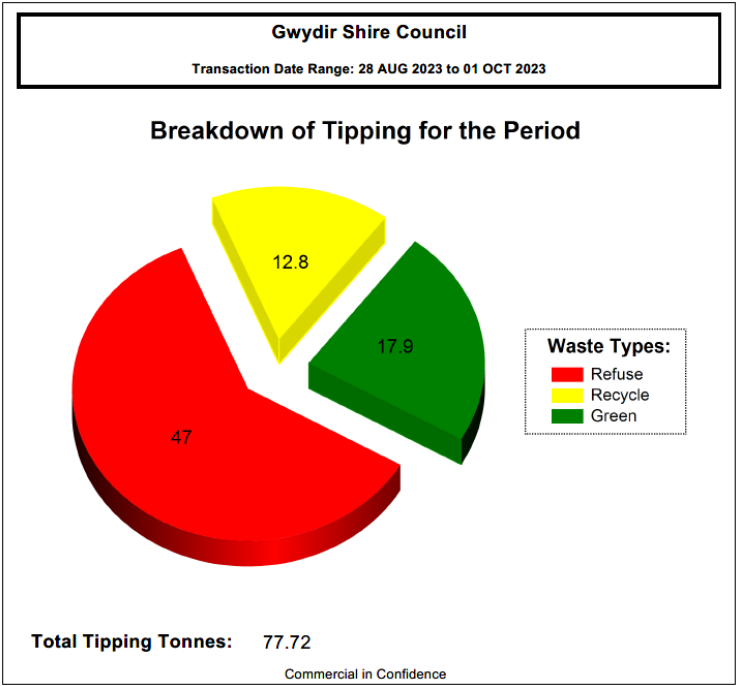
Council's Compliance Officers aim to carry out daily checks along the river to ensure that camping is being conducted in a safe and hygienic manner. Flyers promoting local events and services are distributed to campers and enquiries from campers are addressed as required. The graphs below show total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



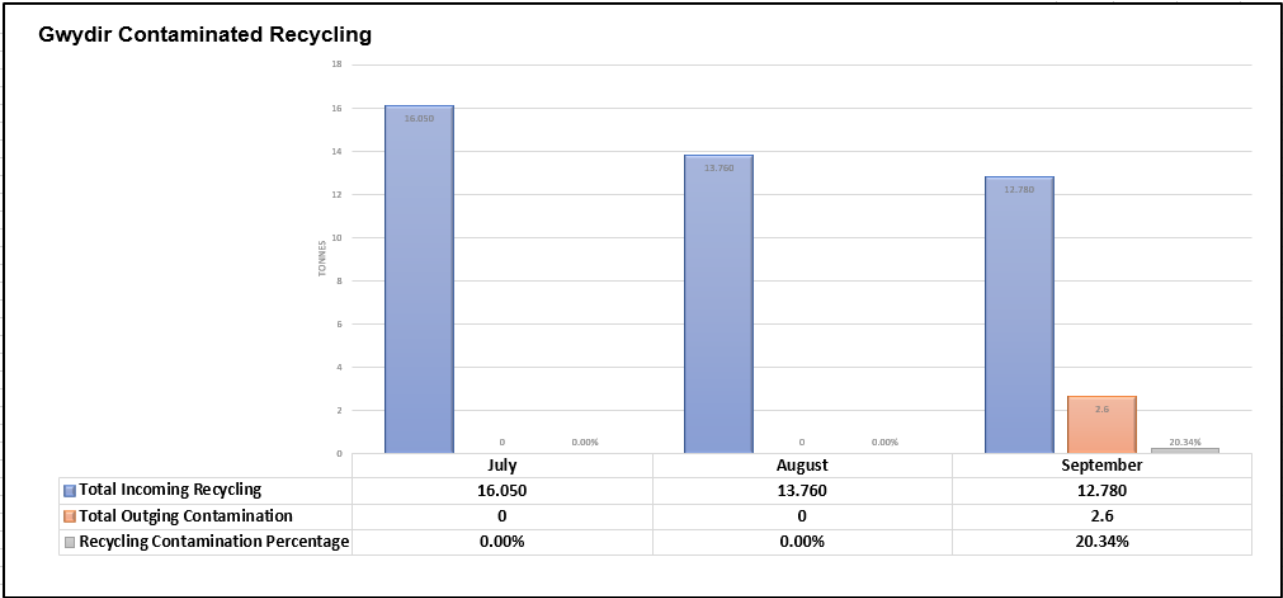


Waste Contract Services – September 2023

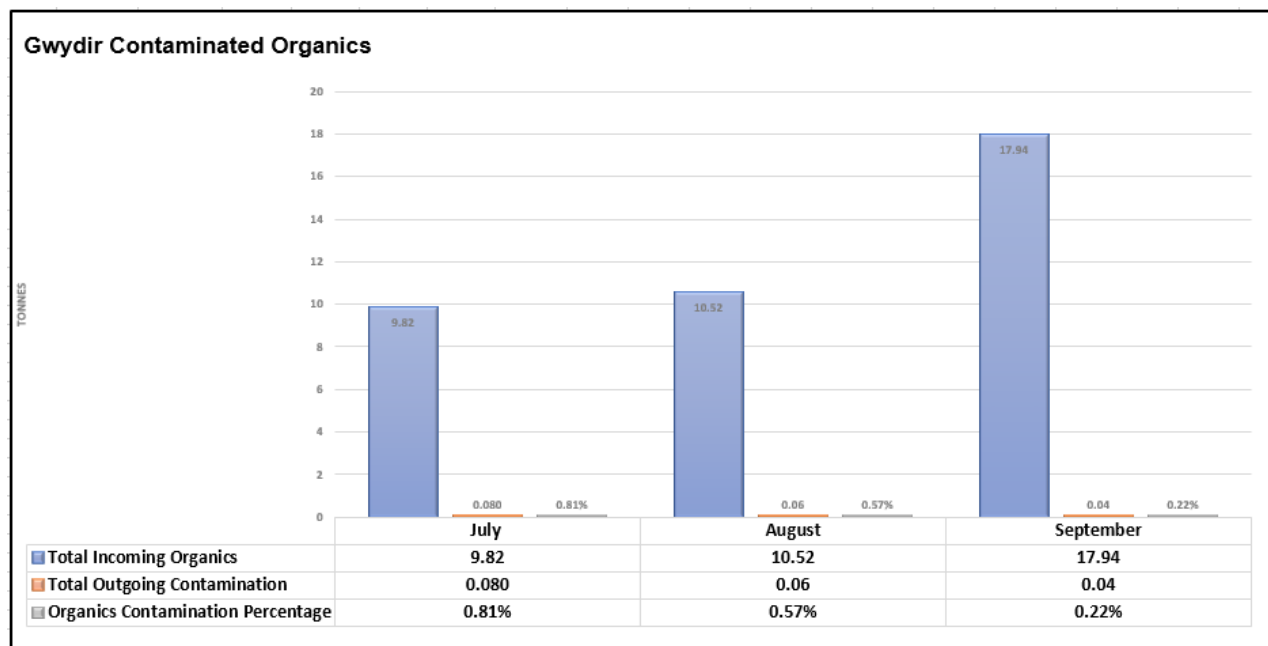
At the time of the report the available data from Cleanaway is for the previous reporting period.



Recycling Contamination



Organics Contamination



Comment

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

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

8 COUNCILLORS' REPORTS

9 CLOSURE