



ORDINARY MEETING

AGENDA

Thursday 28 April 2022

NOTICE OF MEETING

Notice is hereby given that an **Ordinary Meeting of Gwydir Shire Council** will be held in the Roxy Conference Room on **Thursday 28 April 2022**, commencing at **9:00 am** to discuss the items listed in the Agenda.

Your attendance is respectfully requested.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Max Eastcott', is written over a light blue horizontal line.

Max Eastcott
General Manager

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Agendas and minutes are available on the Council's website:

<https://www.gwydir.nsw.gov.au/Home>

ACKNOWLEDGMENT OF COUNTRY

The Gwydir Shire Council acknowledges that this meeting is being held on Aboriginal land and recognise the strength, resilience and capacity of Gomeroi people in this land.

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1 OFFICIAL OPENING AND WELCOME - MAYOR

2 APOLOGIES

3 CONFIRMATION OF THE MINUTES

RECOMMENDATION

THAT the Minutes of the Ordinary Meeting held on Thursday 24th March 2022 as circulated be taken as read and CONFIRMED.

4 PRESENTATION

Nil

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

6 ADDITIONAL/LATE ITEMS

Any additional items will be forwarded on either 26th or 27th April 2022.

7 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS

It is recommended that the Council resolve into Committee of the Whole with the press and public excluded to allow consideration of the following items, as provided for under Section 10A (2) (a), (c) and (d) of the Local Government Act, 1993;

Item 1 Regional Drought Resilience Plan on the grounds the report contains (d) commercial information of a confidential nature that would, if disclosed--
(i) prejudice the commercial position of the person who supplied it, or
(ii) confer a commercial advantage on a competitor of the council, or
(iii) reveal a trade secret

Item 2 Kiaora 819 Eden Forest Road Gravesend Conditions of Consent on the grounds the report contains (a) personnel matters concerning particular individuals (other than councillors)

Item 3 Bingara Office Renovation on the grounds the report contains (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

8 OFFICERS' REPORTS

8.1 Councillors' March Activity Report

File Reference:	22/6257
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Delivery Program

Goal:	5. Organisational management
Outcome:	5.1 Corporate management
Strategy:	5.1.3 Administrative and support functions
Author:	General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

For notation only

TABLED ITEMS Nil

COMMENT

COUNCILLORS' MARCH ACTIVITY STATEMENT

March 2022		
Councillor	Event	Date
Cr J Coulton (Mayor)	LG NSW Special Conference – The Hyatt Regency Sydney	27 th Feb – 3 rd Mar
	NEJO Board Meeting – Warialda Council Chambers	7 th Mar.
	Community Meeting – The Roxy Theatre Bingara	7 th Mar.
	Community Meeting – Gravesend Old RSL Club	8 th Mar.
	Emergency Management Committee Briefing – N2NS Phase 1 – Teams meeting	9 th Mar.
	Community Meeting – Warialda Memorial Hall	9 th Mar.
	Committee Meeting – The Roxy Conference room Bingara	10 th Mar.
	Community Meeting – Coolatai Hall	10 th Mar.
	Australian Citizenship Ceremony – North Star Sporting Club	11 th Mar.
	CWA Plaque unveiling CWA Park Cunningham Street, Bingara	12 th Mar.
	CWA evening Reception – The Living Classroom Bingara	12 th Mar.
	CWA 110 years celebrations – “ Keera Station” Copeton Dam Rd Bingara	13 th Mar.

	March ARIC Meeting – The Roxy Conference Room Bingara	14 th Mar.
	Community Meeting – Upper Horton Sporting Club	14 th Mar.
	Inverell Legacy 70 th Anniversary & Presentation Dinner – Inverell RSM Club	15 th Mar.
	Introduction Meeting: Freigh Connect & Gwydir Council - Warialda	16 th Mar.
	Community Meeting – Croppa Creek Bowling Club	16 th Mar.
	HTGR Webinar7 working together via Teams	17 th Mar.
	Community Meeting North Star Sporting Club	21 st Mar.
	Northern RPP- Council Briefing – Extractive Industry – 5535 North Star Rd, North Star – Teams Meeting	23 rd Mar.
	Hon Mark Coulton MP visit to Gwydir Shire Council	23 rd Mar.
	Ordinary Council Meeting – Warialda Council Chambers	24 th Mar.
Cr Catherine Egan	LG NSW Special Conference – The Hyatt Regency Sydney	27 th Feb – 3 rd Mar
	Community Meeting The Roxy Theatre Bingara	7 th Mar.
	Community Meeting - Gravesend Old RSL Club	8 th Mar.
	Community Meeting – Warialda Memorial Hall	9 th Mar.
	Committee Meeting – The Roxy Conference Room Bingara	10 th Mar.
	Special Events Meeting – Bingara Court House	10 th Mar.
	Community Meeting – Coolatai Hall	10 th Mar.
	Community meeting – fundraising for flood victims	12 th Mar.
	Community Meeting – Upper Horton Sporting Club	14 th Mar.
	Library Meeting (CRNL) and AGM - Tamworth	16 th Mar.
	Ordinary Council Meeting – Warialda Council Chambers	24 th Mar.
Cr David Coulton	LG NSW Special Conference – The Hyatt Regency Sydney	27 th Feb – 3 rd Mar
	NEJO Board Meeting – Warialda Council Chambers	7 th Mar.
	Community Meeting – The Roxy Theatre Bingara	7 th Mar.
	Community Meeting – Gravesend Old RSL Club	8 th Mar.
	Community Meeting – Warialda Memorial Hall	9 th Mar.
	Committee Meeting – The Roxy Conference Room Bingara	10 th Mar.
	Community Meeting – Coolatai Hall	10 th Mar.
	Community Meeting – Upper Horton Sporting Club	14 th Mar.
	Adam Marshall – CSSP Grant	15 th Mar.

	North West Show group – Narrabri RSL	17 th Mar.
	Community Meeting – North Star Sporting Club	21 st Mar.
	Ordinary Council Meeting – Warialda Council Chambers	24 th Mar.
	Bush Fire Management Committee Meeting – Narrabri Fire Control Centre or via Teams	25 th Mar.
	Inaugural Bushfire Management Committee Forum – The Events Centre, Mecure Hotel, Kent St, West Tamworth	30 th Mar.
Cr Chris Matthews	Community Meeting – The Roxy Theatre Bingara	7 th Mar.
	Community Meeting – Old RSL Club Gravesend	8 th Mar.
	Community Meeting – Warialda Memorial Hall	9 th Mar.
	Committee Meeting – The Roxy Conference Room Bingara	10 th Mar.
	Community Meeting – Coolatai Hall	10 th Mar.
	Australian Citizenship Ceremony – North Star Sporting Club	11 th Mar.
	Community Meeting – Upper Horton Sporting Club	14 th Mar.
	Community Meeting – Croppa Creek Bowling Club	16 th Mar.
	Ordinary Council Meeting – Warialda Council Chambers	24 th Mar.
Cr Dixon OAM	Community Meeting – The Roxy Theatre Bingara	7 th Mar.
	Community Meeting – Old RSL Club Gravesend	8 th Mar.
	Community Meeting - Warialda Town Hall	9 th Mar.
	Committee Meeting The Roxy Conference Room	10 th Mar.
	Special Events Meeting – The Bingara Court House	10 th Mar.
	Community Meeting – Coolatai Hall	10 th Mar.
	Australian Citizenship Ceremony – North Star Sporting Club	11 th Mar.
	Community Meeting – Upper Horton Sporting Club	14 th Mar.
	Ordinary Council Meeting – The Roxy Conference Room Bingara	24 th Mar.
Cr T Galvin	LG NSW Special Conference – The Hyatt Regency Sydney	27 th Feb – 3 rd Mar.
	Community Meeting – The Roxy Theatre Bingara	7 th Mar.
	Community Meeting – Old RSL Club Gravesend	8 th Mar.
	Community Meeting – Warialda Memorial Hall	9 th Mar.
	Committee Meeting – The Roxy Conference Room Bingara	10 th Mar.

Cr Tiffany Galvin	Special Events Meeting The Bingara Court House	10 th Mar.
	Community Meeting – Coolatai Hall	10 th Mar.
	Community Meeting – Croppa Creek Bowling Club	16 th Mar.
	Ordinary Council Meeting – Warialda Council Chambers	24 th Mar.
Cr J Moore	Community Meeting – The Roxy Theatre Bingara	7 th Mar.
	Community Meeting – Warialda Town Hall	9 th Mar.
	Committee Meeting – The Roxy Conference Room Bingara	10 th Mar.
	Community Meeting – Coolatai Hall	10 th Mar.
	Community Meeting – Upper Horton Sporting Club	14 th Mar.
	Community Meeting – Croppa Creek Bowling Club	16 th Mar.
	Community Meeting – North Star Sporting Club	21 st Mar.
	Ordinary Council Meeting – Warialda Council Chambers	24 th Mar.
	BFMC Meeting - Narrabri or via teams	25 th Mar.
	Inaugural Bushfire Management Committee Forum – The Events Centre Mecure Hotel Kent St, West Tamworth	30 th Mar.
Cr Geoff Smith	Community Meeting – The Roxy Theatre Bingara	7 th Mar.
	Committee Meeting – The Roxy Conference Room Bingara	10 th Mar.
	Community Meeting – Coolatai Hall	10 th Mar.
	Community Meeting – Croppa Creek Bowling Club	16 th Mar.
	Community Meeting – North Star Sporting Club	21 st Mar.
	Ordinary Council Meeting – Warialda Council Chambers	24 th Mar.
	BFMC Meeting – Narrabri or via teams	25 th Mar.
	Inaugural Bushfire Management Committee Forum – The Events Centre Mecure Hotel Kent St West Tamworth	30 th Mar.
Cr Lyndon Mulligan	Community Meeting – The Roxy Theatre Bingara	7 th Mar.
	Community Meeting – Old RSL Club - Gravesend	8 th Mar.
	Community Meeting – Warialda Town Hall	9 th Mar.
	Committee Meeting – The Roxy Conference Room Bingara	10 th Mar.
	Community Meeting – Coolatai Hall	10 th Mar.
	Community Meeting – Croppa Creek Bowling Club	16 th Mar.
	Ordinary Council Meeting – Warialda Council Chambers	24 th Mar.

OFFICER RECOMMENDATION

THAT the report is received and noted.

ATTACHMENTS

Nil

8.2 Executive Services March Report**File Reference:** NA**Delivery Program****Goal:** 5. Organisational management**Outcome:** 5.1 Corporate management**Strategy:** 5.1.5 Provision of responsible internal governance**Author:** Administration Assistant**STAFF DISCLOSURE OF INTEREST Nil****IN BRIEF/SUMMARY RECOMMENDATION**

This report is for reception only.

TABLED ITEMS Nil**COMMENT****BUILDING SERVICES – MARCH 2022**

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 following Construction Certificate (C/C), Complying Development Certificate (CDC), Building Information Certificate (BIC) and S68 applications have been approved for the month of March 2022.

No.	Property Description	Development/Work	\$	C/C	CDC	BIC	S68
47/2021	Bora Link Road Dinoga NSW 2404	Relocation of an existing dwelling	\$86,000	✓			
48/2021	56 Finch Street Bingara NSW 2404	Alterations and additions to the existing commercial premises (Service Station)	\$50,000	✓			
2/2022	6 Olive Pyrke Terrace Warialda NSW 2402	New dwelling	\$80,000	✓			
5/2022	6 Frazer Street Bingara NSW 2404	Relocation of an existing dwelling, alterations and	\$75,000	✓			

		additions to the dwelling, construction of a shed and a 3 Lot Urban Subdivision					
3/2022	943 Moreena Mail Road Bangheet NSW 2404	New OSSM in association with new dwelling (DA/CC 44/2021)	-				✓
4/2022	Bora Link Road Dinoga NSW 2404	New OSSM in association with relocation of dwelling (DA/CC47/2021)	-				✓
5/2022	6 Olive Pyrke Terrace Warialda NSW 2402	Carry out water supply, sewerage and stormwater work in association with new dwelling (DA/CC 2/2022)	-				✓
3/2022	8-14 Brigalow Street Bingara NSW 2404	Extension of existing verandah	\$16,500		✓		
11/2020	108 Michaels Lane Warialda NSW 2402	Building Information Certificate for part of dwelling and whole shed				✓	

NO. OF COMPLAINTS/INSPECTIONS March 2022

Type	No.	Yr. to Date	Actioned	Pending
Building	34	266	259	7

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

Staff worked on the following projects during March 2022:

- Planning is well underway for the rebuilding of the Bingara Council Offices. Draft plans have been received from Struxi Design for review.
- Construction is well underway on the new Animal Impounding Facility, estimated to be completed in the coming weeks



Animal Impounding Facility



Animal Impounding Facility

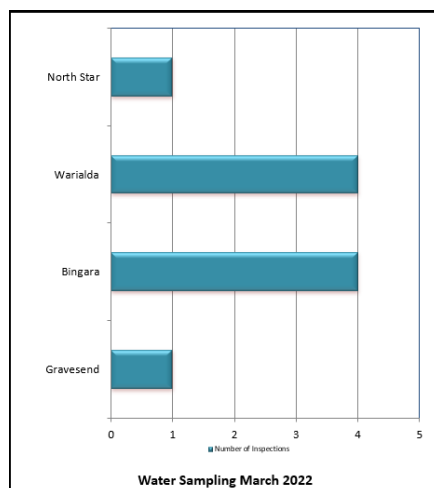
Environment & Sustainability Department 28 February 2022 to 1 April 2022

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.



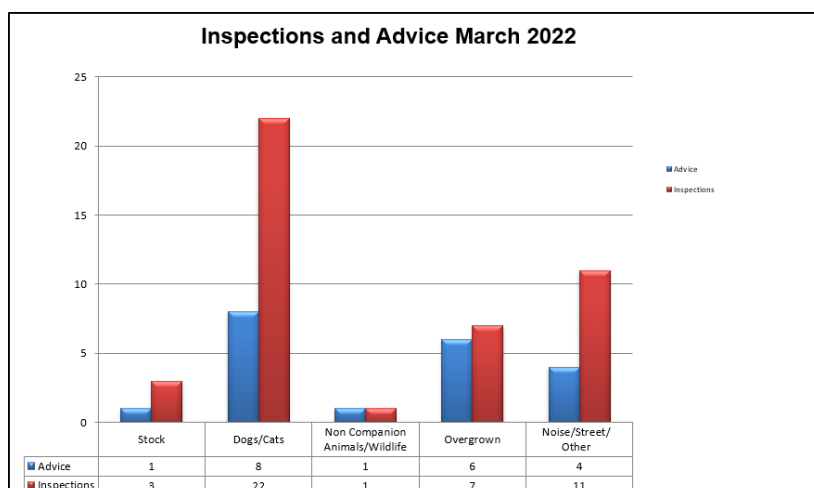
Food

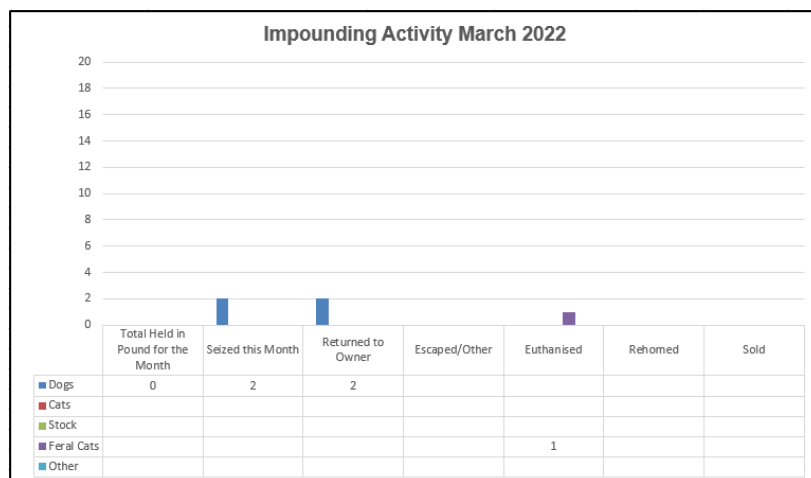
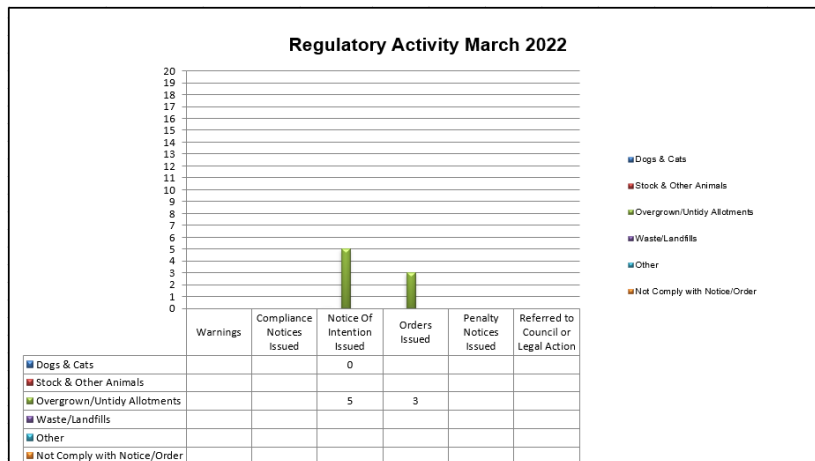
One retail food business inspection was conducted. Information regarding food van trading was provided. The Environmental Health Officer attended the Northern Region Food Group Meeting Round 1 at Inverell. A Food Act investigation training session was completed at the meeting. The training is part of the ongoing professional development program delivered by the Food Authority.

Compliance and Regulatory Control

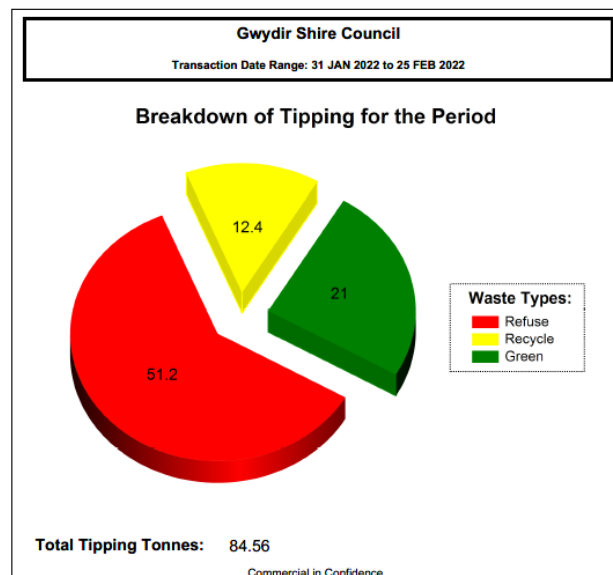
Council received customer requests regarding overgrown block, roaming dogs, roaming stock, noise, the keeping of animals and other concerns during the month of March 2022. These are investigated and actioned as necessary.

The staff have continued working on the off leash dog exercise areas, with the human and dog bubblers now in at Warialda and Bingara. Dog exercise equipment delivery has been delayed but is due to be delivered and installed at all three sites.

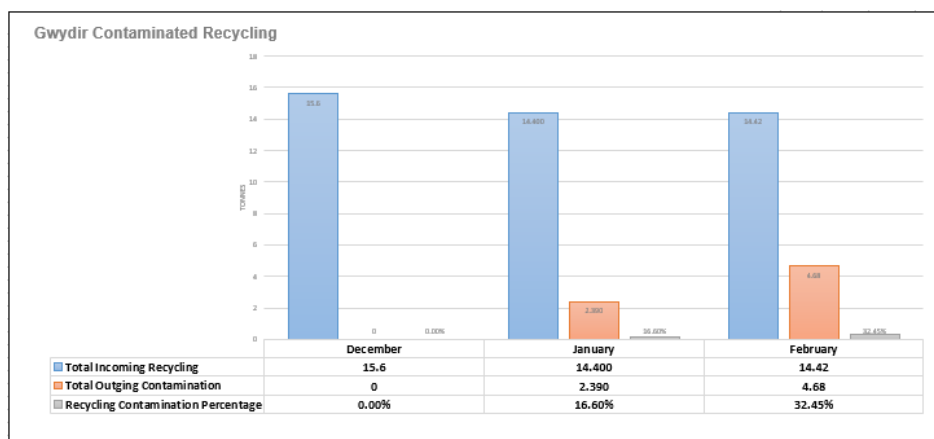




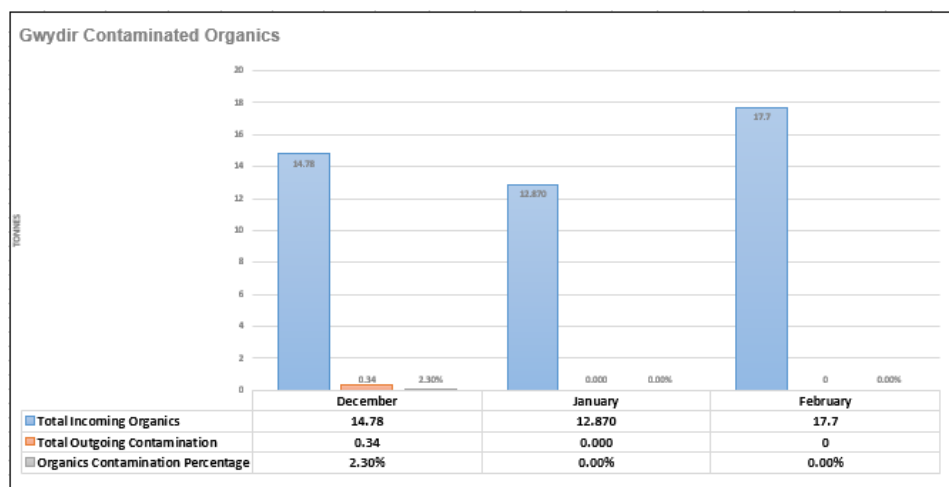
Waste Contract Services – February 2022



Recycling Contamination



Organics Contamination



Comment from Cleanaway

There was no contamination weighed off & recorded in the organic's facility for Feb 2022 (this may be to a delay in processing the incoming material). There was an expected upswing in the recycling contamination for both Gwydir and Moree as the MRF finalised the catch up in processing from the backlog. A site inspection of the MRF was undertaken to identify the critical control points in processing and reporting.

The MRF have advised the following common contaminants for the month of Feb 2022 - food waste, plastic bags, nappies, female hygiene products, kitchenware, clothing, blankets, building material, face masks and rat tests.

The MRF also identified 2 small gas bottles from Moree recycling, although investigation could not find evidence of origin.

Priority Weed Control

Property Inspection Program

Staff continue to assist farmers and the community with:

- Priority weeds advice
- Property inspections
- Spraying of priority weeds and emerging weeds

- Property inspections are currently being undertaken in Section E.
- Authorised Officers are participating in ongoing Rapid Response Task Force in response to Parthenium Weed incursions in the Croppa Creek region and surrounds

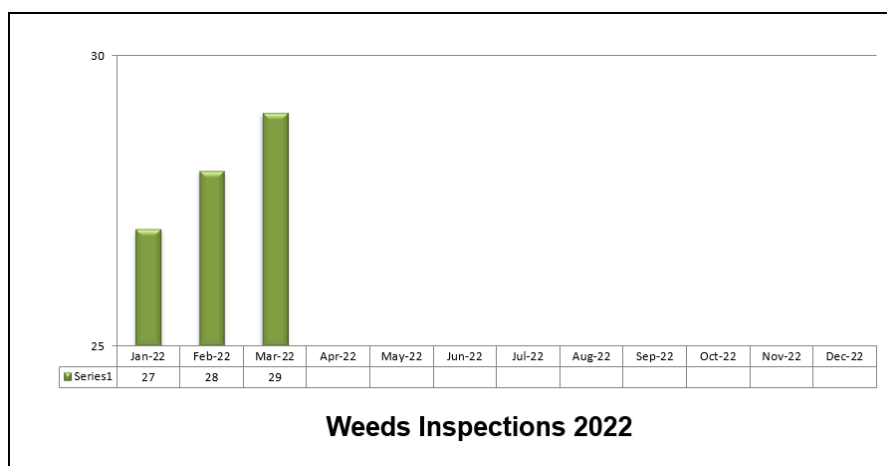
Section 28 Noxious Weeds Certificates

No Section 28 Certificates were issued for the month of March 2022.

Weeds Inspections

Property inspections are being undertaken in Section E during March 2022 with property owners being offered support and advice on managing weeds. Due to COVID-19 public health orders, private property inspections had been postponed until the restrictions were lifted. The parthenium outbreak at Croppa Creek continues to be inspected and monitored to ensure it is contained and then eliminated.

The following graphs and charts show the noxious weeds inspections carried out in 2022.



Priority Weeds Inspections for the Month of March 2022

<i>Areas Inspected</i>	<i>No.</i>	<i>Ha</i>	<i>Rd km</i>	<i>Weeds Present</i>
Roadside – High Risk Pathways	10	774.45	154.69	African Boxthorn, Mimosa Bush, St Johns Wort, Mother of Millions, Harissa Cactus, Tree Pear
Roadside	3	293.75	58.75	St Johns Wort, Sweet Briar, Harissa Cactus, Tree Pear
Private Property	3	1556.4		Nothing Found
Private Property – High Risk	1	797.2		Nothing Found
Quarries	1	5		African Boxthorn, Mimosa Bush

Department of Lands	1	17.662		African Boxthorn, Mimosa Bush, Green Cestrum
Council Lands	2	39.106		Green Cestum, African Boxthorn, Noogoora Burr
Private Property Re-Inspection	2	209.5		Blue Heliotrophe, Tree Pear, Tiger Pear
Private Property – High Risk Reinspection	4	180		Parthenium Weed

Priority Weeds Control Works for March 2022

Road/Property	Weed Code	Area Ha	Road km	High Risk Road	Council Road	Other
Roadsides – Halls Creek 7 Cunningham Park Area	Tree of Heaven	10				1
Merrivale – Baroma Downs Road Croppa Creek	All Weeds + Grasses	262				1

The Planning & Environment Department report for March 2022 was compiled with information available at the time of preparing the report.

OFFICER RECOMMENDATION

THAT the report be received and noted.

ATTACHMENTS

1. Operational Plan Monthly Action Progress Report - March 2022 [8.2.1 - 29 pages]

Monthly Action Progress Report

March 2021

Goal 1: A healthy and cohesive community

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





1.1: We have healthy and inviting spaces and places

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


1.1.1: Improve local access to health services








Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.1.1	Review levels of staffing annually to align them with Aged Care Facility industry benchmarks - Naroo	Aged Care Manager	Completed	100%	Second Registered Nurse has commenced duties providing education, quality and support to care staff	✓
1.1.1.2	Council to provide and maintain two medical centres (Warialda and Bingara) and lease these under reasonable terms.	Community Assets Manager	In Progress	75%		●

1.1.2: Encourage and enable healthy lifestyle choices

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.2.1	Warialda and Bingara Swimming Pool Complex - enter into leases for each facility using due procurement processes	Community Assets Manager	In Progress	75%		
1.1.2.2	Warialda and Bingara Swimming Pool Complex - Complex Safety and Risk - Site and Operational Audits	Community Assets Manager	In Progress	75%		
1.1.2.3	Food Inspections - Complete and Return Statutory food inspection reporting to the Food Authority by the specified due dates.	Planning & Environment Manager	In Progress	65%	a number of inspections have been completed as scheduled.	
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	80%	This is now core business for CHSP services	
1.1.2.5	Council continues its positive partnership with Central Northern Regional Libraries Committee	Community Assets Manager	In Progress	75%		

1.1.3: Provide the right places, spaces and activities

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	Building Services Manager	In Progress	10%	Awaiting commencement of contractor on site. Expected commencement of April/May.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.2	Big River Dreaming - Rest Stops - Signage - Ensure project is completed on time and within budget	Community Assets Manager	In Progress	50%		
1.1.3.3	Street Trees - New and replacements	Town Utilities and Plant Manager	In Progress	80%	ongoing	
1.1.3.4	Run holiday programs alternately in Bingara and Warialda for one week during each holiday period in line with community expectations.	Social Services Manager	Not Started	0%		
1.1.3.5	Conduct the youth Exchange program with students from Gwydir Shire and Wiloughby Shire each year	Social Services Manager	In Progress	0%		
1.1.3.6	Source funding for outside play equipment at Warialda Toy Library to enable an extension of the services provided	Social Services Manager	In Progress	50%		
1.1.3.7	Stronger Country Communities - Round 3 - Nicholson Oval Warialda - Sports Field Lighting Installation	Engineering Assets Coordinator	In Progress	95%	All construction complete, waiting on Origin Energy to install electricity meters.	
1.1.3.8	Stronger Country Communities - Round 3 - Bingara Historical Society - Additional display & storage areas	Community Assets Manager	Completed	0%	This project morphed from the installation of a display and storage shed to the purchase of the adjacent property which includes a citadel and extensive storage shed. The Bingara Historical Society, a S355 Committee is very happy with the purchase and considers their needs satisfied.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.9	Stronger Country Communities - Round 3 - Crooble War Memorial Hall Upgrade	Building Services Manager	Completed	100%	Project completed \$534.47 over budget. Budget overrun will be funded from Warialda Building Maintenance grant funded projects.	✓
1.1.3.10	State Drought Support Program - Warialda Golf & Bowling Club upgrades and installation of secure kids play area	Building Services Manager	Completed	100%	Project completed. Revised budget of \$351,917.41 approved by Max Eastcott on 13/04/2021. Grant funding of \$ 315,000, Warialda G&B Club contribution of \$10,000 & revised Council contribution of \$26,917.41.	✓
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Aged Care Manager	In Progress	70%	Continues	●
1.1.3.12	Council provides and maintains two swimming complexes (for the recreational and sporting use by residents and visitors) and leases them on reasonable terms with the priority being safety.	Community Assets Manager	In Progress	75%		●
1.1.3.13	State Drought Stimulus Package - CBD Improvements - Bingara Cunningham Park BBQ & Shelter	Town Utilities and Plant Manager	Completed	100%	BBQ and shelters complete	✓
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	In Progress	75%	Contractor engaged to carry out Long St footpath	●
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	30%	Batterhams lookout entrance signage has been installed. The carpark barrier fencing has been replaced, rear lookout walkway has been cleared and guard rail has commenced.	●


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

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



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

1.2.1: Enable accessible and affordable lifestyle options



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

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.1.4	Council maintains two libraries and provides services accessible by all across the Shire and its visitors - Bingara, Wialda and Outreach program	Community Assets Manager	In Progress	75%		

1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.2.1	Ensure implementation and Continued monitoring of Council Landfill Security	Engineering Assets Coordinator	In Progress	75%	Fence upgrades are currently being scoped to allow access for the compactor and enable all remote landfills to be closed as required	
1.2.2.2	Implement stage 2 of security system	Aged Care Manager	Completed	100%	Grant was successful	

1.2.3: Celebrate our creativity and cultural expression

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





Goal 2: Building the business base












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

2.1: Our economy is growing and supported









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








2.1.1: Plan for and develop the right assets and infrastructure

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.1	Internal - Rehab Program - Warialda High Productivity Vehicle Route	Engineering Services Shire Engineer	In Progress	95%	Project is expected to be finalised in April 2022	
2.1.1.2	Water Meter replacements - replace 100 water meters per year (ongoing action)	Town Utilities and Plant Manager	In Progress	80%	ongoing	
2.1.1.3	Mains replacement - Long St (Riddell to West Street)	Town Utilities and Plant Manager	Deferred	0%	Deferred to 2023-24	
2.1.1.4	Mains replacement - Holden Street (Hope to Geddes)	Town Utilities and Plant Manager	Deferred	0%	Deferred to 2022-23	
2.1.1.5	Mains replacement - Market Street (Hope to Geddes)	Town Utilities and Plant Manager	Deferred	0%	deferred to 2023-24	
2.1.1.6	Mains replacement - West Street (Heber to Cunningham)	Town Utilities and Plant Manager	Deferred	0%	Deferred 2022-23	
2.1.1.7	Mains replacement - Long St (Nicholson to Riddell)	Town Utilities and Plant Manager	Deferred	0%	deferred to 2023-24	
2.1.1.8	Mains replacement - High St Laneway	Town Utilities and Plant Manager	Deferred	0%	Deferred to 2022-2023	


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.9	Bingara Water Treatment Plant - Solar	Town Utilities and Plant Manager	In Progress	20%	Quotations have been received and are being assessed. Aim is to have installed by 30th June 2022	
2.1.1.10	Gravesend Reservoir	Town Utilities and Plant Manager	In Progress	10%	The reservoir has been deferred as investigations are undertaken for water treatment plant.	
2.1.1.11	Water main extension to Warialda Landfill	Town Utilities and Plant Manager	Deferred	0%	Deferred 2022-23	
2.1.1.12	Stage 1 North Bingara sewer extension	Town Utilities and Plant Manager	In Progress	5%	Funding the complete project was unsuccessful, other funding streams are now being considered for the project.	
2.1.1.13	Stage 2 North Bingara sewer extension	Town Utilities and Plant Manager	Deferred	0%	see stage 1	
2.1.1.14	Stage 3 North Bingara sewer extension	Town Utilities and Plant Manager	Deferred	0%	see stage 1	
2.1.1.15	Renewals - telemetry and technology upgrades	Town Utilities and Plant Manager	Completed	100%	Completed for 2021-22 on going each year	
2.1.1.16	Renewals - mains relining/replacement	Town Utilities and Plant Manager	Deferred	0%	Asset replacement budget item 2023-24	
2.1.1.17	Heavy Plant Replacement Program	Town Utilities and Plant Manager	In Progress	80%	Prime Mover for towing the side tipper was purchased in March	
2.1.1.18	Light Plant Replacement Program	Town Utilities and Plant Manager	In Progress	90%	2 utilities were delivered during March 2022	
2.1.1.19	Warialda and Bingara Doctors Accommodation - Ensure that visiting doctor(s) have appropriate accommodation* when required,	Community Assets Manager	In Progress	75%		





Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.20	SR45 - Resheeting - Bereen Road	Engineering Services Shire Engineer	Completed	100%	Works completed	✓
2.1.1.21	SR42 - Resheeting - Mungle Road	Engineering Services Shire Engineer	In Progress	50%	Mungle Road is being repaired using flood damage funding from events in 2021	●
2.1.1.22	SR43 - Resheeting - Buckie Road	Engineering Services Shire Engineer	Not Started	0%	Works deferred due to flood damage in 2021	●
2.1.1.23	Gravesend Water Quality Investigation - \$58,000 grant received through Safe & Secure Water Program	Town Utilities and Plant Manager	In Progress	90%	Final claim to be submitted in April	●
2.1.1.24	NSW Showgrounds Stimulus Program - Phase 2 - Bingara Showground Ring - Lighting Upgrade	Town Utilities and Plant Manager	Completed	100%	Commissioned 28/2/2022	✓
2.1.1.25	NSW Showgrounds Stimulus Program - Phase 2 - Extension and refurbishment of existing amenity building	Town Utilities and Plant Manager	Completed	100%	Completed	✓
2.1.1.26	Gwydir Oval Lighting upgrade	Business Improvement & IT Coordinator	Completed	100%	The lights at Gwydir Oval are now complete and operational. The handover documentation has been sent by Precision Lighting. The Building Better Regions Fund (BBRF) final report has been submitted for the final progress payments. The Stronger Country Communities will be handled with the rest of the projects.	✓
2.1.1.27	COVID-19 Economic Stimulus Package - Phase 1 - Warialda Animal Shelter Construction	Planning & Environment Manager	In Progress	30%	construction is progressing for completion for end of financial year	●

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.28	Fixing Local Roads Funding - Transport for NSW - Sealing of Horton Road from Horton Village to MR133 Killarney Gap Road	Engineering Services Shire Engineer	In Progress	40%	6km of 16km have been sealed. Works continue on remaining 10km.	
2.1.1.29	COVID-19 Economic Stimulus Package - Phase 2 - Selected gravel re-sheeting North Star	Engineering Services Shire Engineer	In Progress	50%	Works completed on Gournama Road and Agincourt Road	
2.1.1.30	COVID-19 Economic Stimulus Package - Phase 2 - Selected gravel re-sheeting Pallal	Engineering Services Shire Engineer	In Progress	25%	Resheeting underway	
2.1.1.31	COVID-19 Economic Stimulus Package - Phase 2 - Cunningham Street Bingara	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.32	Heavy Vehicle Safety & Productivity Program Round 7 and Fixing Local Roads Program IB Bore Road upgrade - North Star	Engineering Services Shire Engineer	In Progress	95%	Project is due to be bitumen sealed in early April 2022	
2.1.1.33	Fixing Local Roads Round 2 - Resheeting of 27km of Oregon Road using a dust suppressing binder and crushed road base	Engineering Services Shire Engineer	In Progress	90%	Project due to be finalised in April	
2.1.1.34	Develop 10 year stormwater plan	Engineering Services Shire Engineer	In Progress	40%	Council has conducted three community consultation sessions with residents who expressed an interest in participating. Priorities are being developed along with 10 year costings	
2.1.1.35	Transport for NSW Repair Program - MR134 Delungra Road Rehabilitation	Engineering Services Shire Engineer	Not Started	0%	Works deferred until next financial year	



Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.36	Deliver RMCC works to an acceptable standard and within budget	Works Coordinator	In Progress	75%	Action on target.	
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	In Progress	20%	In progress	
2.1.1.38	Coordinate Natural Disaster Claims from December 2020 and March 2021 flood events	Engineering Assets Coordinator	In Progress	20%	In progress	
2.1.1.39	New Street Lighting on Campbell Bridge, Bingara	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.40	Planning Priority 6 - Improving Infrastructure - Support infrastructure that encourages new industries	General Manager	Completed	100%	Adopted by Council.	
2.1.1.41	Update existing laundry equipment	Aged Care Manager	In Progress	75%	Equipment being purchased from BIF grant update quotes received and orders in progress	
2.1.1.42	Federal Government - Roads of Strategic Importance Program - Sealing of 12.3km of County Boundary Road from end of existing seal to Croppa Moree Road.	Engineering Services Shire Engineer	In Progress	5%	Tender is currently being advertised for the construction of this project. Design and environmental approvals are in place.	









2.1.2: Support the growth of our business community

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.2.1	Action Plan to support existing businesses and attract new businesses into the Shire	General Manager	In Progress	50%		

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.2.2	Ensure that there is suitable residential land and premises available to facilitate growth	General Manager	In Progress	50%		
2.1.2.3	Develop strategy for small scale industrial land development.	General Manager	In Progress	40%		
2.1.2.4	Support the development of Chambers of Commerce; B2B networks and collaborations; and develop relationships between Council and local businesses	General Manager	In Progress	75%		
2.1.2.5	Strategic use of small grants program to encourage economic and business growth	General Manager	Completed	100%	Small business incentive and main street initiative programs successfully completed.	

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

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.3.1	Under take an audit of Tourism Signage throughout the whole of the Gwydir Shire.	Team Leader Organisation Development	In Progress	15%		
2.1.3.2	Undertake investigation into options designed to modernise the Bingara VIC in keeping with the historical building.	Team Leader Organisation Development	Completed	100%	Extensive work has been done to modernize the Bingara Visitor Information Center including new furniture, signage and display cabinets which are now in place. An amount of \$15,000. has been requested for paint and carpet in 20/21 budget.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.3.3	Add attractions to State Tourism Data Warehouse	Team Leader Organisation Development	In Progress	20%		
2.1.3.4	Implement SMS system	Media and Communications Team Leader	Completed	100%	SMS system now in place and functional, though yet to be utilised. Process identified issues relating to quality and maintenance of Shire Data Bases which are not currently segmented or updated for specific use of this and other similar systems.	
2.1.3.5	Plan & Coordinate the Annual Warialda Honey Festival 2021	Integrated Planning Reporting & Governance Officer	Completed	100%	Warialda Honey Festival that did not go ahead in March 2021 has been reschedule to 18 September 2021 Festival was cancelled due to COVID-19 outbreak and lockdown. Will be rescheduled for September 2022.	
2.1.3.6	Plan and coordinate Bingara Happy Days Orange Festival for 2022	Team Leader Organisation Development	In Progress	10%		
2.1.3.7	Gwydir Business Awards for 2021	Team Leader Organisation Development	In Progress	5%		
2.1.3.8	Planning Priority 3 - Growing Economy - Expand nature-based adventure & cultural tourism	General Manager	Completed	100%	Adopted by Council.	
2.1.3.9	Planning Priority 4 - Thriving Localities - Deliver housing that reinforces our villages' unique character	General Manager	Completed	100%	Adopted by Council.	
2.1.3.10	Planning Priority 5 - Thriving Localities - Promote business and lifestyle opportunities for people of all ages	General Manager	Completed	100%	Adopted by Council.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.3.11	Shire wide marketing plan to attract visitors, businesses and residents	General Manager	Completed	100%	Gwydir Gift Cards set up and operational.	✓
2.1.3.12	Development of Shire wide bird routes brochure	Integrated Planning Reporting & Governance Officer	Completed	100%	After consultation with key stakeholders and the General Manager that this project could be an avenue for Vision 2020 to seek grant funding to assist with the completion of the project. At such time as Vision 2020 are successful in obtaining grant funding, Council will provide assistance where they have the resources to do so.	✓
2.1.3.13	Develop Rocky Creek Glacial Area	Team Leader Organisation Development	In Progress	25%		●
2.1.3.14	Plan & Coordinate Warialda Honey Festival alongside Warialda Events Committee	Team Leader Organisation Development	In Progress	10%		●






Goal 3: An environmentally responsible Shire

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

3.1: Our community understands and embraces environmental change

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

3.1.1: Encourage respectful planning, balanced growth and good design

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.1.1	Develop draft DCP based on the new incoming Dept of Planning NSW standard format including report to Council and Community Consultation	Planning Officer	Deferred	0%	Still awaiting Department of Plannings Standard Template for Development Control Plans.	
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	0%		
3.1.1.3	Community Participation Plan to be drafted, approved and implemented	Planning Officer	Completed	0%	The Community Participation Plan was developed and completed in 2019 - Council Resolution 402/19 - and is not due for review until 2024	
3.1.1.4	Incorporate Vegetation Clearing Plan as a part of the Development Control Plan (DCP)	Planning Officer	Deferred	0%	Awaiting Development Control Plan Standard Template to be issued by Department of Planning	
3.1.1.5	Use urban design guidelines to develop a Development Control Plan to retain the character of Shire towns.	Planning Officer	Deferred	0%	Awaiting on Department of Planning to issue a Standard Template for Development Control Plans	



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

3.1.2: Respond to our changing environment

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.2.1	Planning Priority 8 - Sustainable Living - Embrace renewable energy, water security and sustainable development	General Manager	Completed	100%	Adopted by Council.	✓
3.1.2.2	Introduce an electronic medication system to Naroo Frail Aged Care Hostel	Aged Care Manager	In Progress	60%	Program being purchased through BIF grant. Quotes accepted and computers being discussed with IT	●

3.1.3: Value, protect and enhance our natural environment


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

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.3.3	Gwydir River Foreshore - Management Action Plan - Effective Communication strategies to be implemented	Planning & Environment Manager	In Progress	75%	Donation boxes signage erected. Updated signage for no camping areas has been erected. The former signs depicted a tent, the new signs depict a tent, caravan and RV.	
3.1.3.4	Gwydir River Foreshore - Management Action Plan - Identify and Implement items and areas of significance by introducing interpretive walkways	Planning & Environment Manager	Not Started	0%	no budget allocated	


3.2: We use & manage our natural resources wisely

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

3.2.1: Develop a clean energy future

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.2.1.1	Finalise the development application for the Warialda greenhouse project	General Manager	In Progress	30%		

3.2.3: Reduce, reuse and recover waste

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.2.3.1	Implement Gwydir Shire Council's Waste Management Strategy	Engineering Assets Coordinator	In Progress	75%	Developing RFQ for quotations to undertake details survey of all landfill sites for development of Landfill rehabilitation plans.	


Goal 4: Proactive regional and local leadership

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


4.1: We are an engaged & connected community

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

4.1.1: Encourage an informed community

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


4.1.2: Enable broad, rich and meaningful engagement to occur

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

4.2: We work together to achieve our goals

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

4.2.1: Build strong relationships and shared responsibilities

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.2.1.1	Continue to support the Friends of Myall Creek Committee by attending at least 3 meetings during the reporting period	Community Assets Manager	In Progress	75%		

Goal 5: Organisational management

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




5.1: Corporate management

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




5.1.1: Financial management and accountability systems

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

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

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.1.16	LCR - Complete and return Financial and Performance accountability - Preschool - Must be to the Department by October each year.	Social Services Manager	Not Started	0%		
5.1.1.17	LCR - Complete and return Statutory waste reporting (Landfills/Transfer Stations) to the Environmental Protection Agency by the due dates	Engineering Assets Coordinator	In Progress	75%	Ongoing	
5.1.1.18	LCR - Complete and submit statutory activity report for cemeteries for reporting period to NSW Cemeteries & Crematoria	Planning & Environment Manager	In Progress	70%	Data being collected for the reporting period.	









5.1.2: Information management systems

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.2.1	Annual disaster recovery testing.	Business Improvement & IT Coordinator	Deferred	0%	The disaster recovery plan is in draft. As the configuration of the network has had to be adjusted due to the office, any current plan is outdated. There will be server configuration changes in the next FY and the draft disaster recovery plan will reflect these changes. Testing will be considerably easier after these changes.	
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	Deferred	0%	Data was sent to IT Manager 13 March 2020.	
5.1.2.3	Biannual Password Strength Testing	Business Improvement & IT Coordinator	Deferred	0%	With MFA and complex password requirements, it is no longer necessary or advisable to complete this task. It will be obsolete.	






Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.2.4	Finalise and Adopt Incident Response Plan / Policy	Business Improvement & IT Coordinator	Completed	100%	This was completed in November. There is a bug in Pulse that is asking for an update on completed actions.	✓
5.1.2.5	Biannual Authority Permissions Review	Business Improvement & IT Coordinator	Completed	100%	This is completed for the FY. Both reviews were conducted and the most recent was complete in January with approvals from required staff complete in February. All documents relating to this are in CM in container S5331.	✓
5.1.2.6	Digitise and store all paper-based Council Minutes.	Business Improvement & IT Coordinator	Completed	100%	The minutes are digitised and put in CM. The custody of these records have been moved to State Archives.	✓
5.1.2.7	Address missing ACSC Essential 8 strategies.	Business Improvement & IT Coordinator	Completed	100%	Automated patching has been put into the schedule for next FY. Macro settings will be looked at further in the next FY as the Authority upgrade won't be complete until the end of May and the end of financial year process will be priority over locking down macros.	✓
5.1.2.8	Revise disaster recovery plan.	Business Improvement & IT Coordinator	Deferred	50%	Due to the servers being upgraded in the next FY, there will be a major configuration change in our systems. Due to this, the DR plan will be written in accordance with the expected changes and remain in draft until they can be finalised and confirmed.	⊘
5.1.2.9	Write and adopt business continuity plan (BCP).	Business Improvement & IT Coordinator	In Progress	5%	A business continuity plan will be put together this financial year. There will be proposed actions in there that may be long-term as infrastructure will need to be put in place for DR scenarios. I expect this to be a complete draft by the end of the financial year.	●
5.1.2.10	IT replacement program 2021/2022	Business Improvement & IT Coordinator	Completed	100%	This is completed. All computers for this replacement cycle have been delivered.	✓

5.1.3: Administrative and support functions


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.3.1	LCR - Complete and lodge Financial Accountability Report in a timely manner - Ongoing Function	Aged Care Manager	Completed	100%	Report completed and submitted on time for 2020-2021	✓
5.1.3.2	LCR - Complete and lodge Service NSW Annual Contract Renewal	Integrated Planning Reporting & Governance Officer	Completed	100%	All Service NSW contracts for the 2021/2022 period will remain the same as advised by David Finlayson of Service NSW. A review of the contract will be conducted in 2022. Agency agreement CM ref is 21/8587 and 21/8586	✓
5.1.3.3	LCR - Produce and distribute Council and Committee Meetings Minutes in a timely and professional manner.	General Manager	In Progress	75%		●
5.1.3.4	LCR - Complete Annual Report and upload to Council's website by 30 November each year.	Organisation & Community Services Director	Completed	100%	This was completed within the timeline required.	✓
5.1.3.5	LCR - Ensure elected members are inducted into the policies and procedures of Council's operations	General Manager	Completed	100%	Induction workshop held - Blackadder Associates facilitated.	✓
5.1.3.6	LCR - Lodge Annual Declaration on Compliance/Self assessment RMS requirement RTO	GLR & Communications Team Leader	Completed	100%	Declaration on Compliance submitted following internal audit. Corrective action plan to be developed to address minor anomalies.	✓
5.1.3.7	LCR - Lodge ASQA Quality Indicator Report	GLR & Communications Team Leader	In Progress	40%	Information collated.	●
5.1.3.8	LCR - Complete and lodge Centrelink Annual Contract Renewal by due dates	Social Services Manager	Completed	100%	No longer a part of this departments actions.	✓










Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.3.9	LCR - Complete and lodge Annual Survey of Seizures of Cats and Dogs by due dates	Planning & Environment Manager	In Progress	75%	Data is being compiled for the period.	
5.1.3.10	LCR - Complete and Lodge Companion Animal Activity Reporting to Office of Local Government by due dates	Planning & Environment Manager	In Progress	75%	Data is being compiled for the period.	
5.1.3.11	Risk Administration - Emergency Planning - Develop evacuation plans.	Risk & Safety Coordinator	In Progress	20%	contractor engaged and sites to be identified	
5.1.3.12	Develop and maintain a comprehensive Staff Skills Audit and Individual Training Plans	Organisation & Community Services Director	Not Started	0%		
5.1.3.13	Present Pecuniary Interest Returns for Councillors and Designated Persons to an open Council meeting.	General Manager	Completed	100%	Completed.	
5.1.3.14	LCR - Complete and lodge all Australian Government of Education and Training reporting documentation by due dates	Social Services Manager	Completed	0%	All reporting is complete	
5.1.3.15	Refurbish the Finance Department to allow for better functionality and use of space.	Chief Financial Officer	Deferred	25%	Awaiting new building design	
5.1.3.16	LCR - Complete and lodge all Department of Education reporting documentation in a timely manner and return by due dates - Social Services	Social Services Manager	Not Started	0%		


5.1.4: Workforce planning

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.4.1	Implement the CAMMS Performance Evaluation System software replacing the existing paper based system.	Organisation & Community Services Director	In Progress	90%		
5.1.4.2	Implement and report on the actions included in the 2017-2022 Workforce Plan	Organisation & Community Services Director	In Progress	20%		
5.1.4.3	LCR - Complete and lodge with NSW Ombudsman Office the annual Public Interest Disclosure Report	Organisation & Community Services Director	In Progress	50%		
5.1.4.4	LCR - Complete and Lodge all returns required in a timely manner and within reporting guidelines	Engineering Services Shire Engineer	In Progress	0%	LRCI Quarterly reporting is due in April	
5.1.4.5	Development of comprehensive Training Database for all new and existing employees	Organisation & Community Services Director	In Progress	40%		

5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.5.1	Provide annual Climate Change Adaptation Coordinating Group report to MANEX	Business Improvement & IT Coordinator	Not Started	0%	A full review of the Climate Change Adaptation Plan needs to be completed.	

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

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.5.11	Establish 2022-2026 Delivery Program in consultation with new term of Council and Community.	Integrated Planning Reporting & Governance Officer	In Progress	10%	Working in collaboration with CSP information to develop.	

8.3 Financial Assistance Grants' Fact Sheet 2022

File Reference: NA

Delivery Program

Goal: 4. Proactive regional and local leadership

Outcome: 4.1 We are an engaged and connected community

Strategy: 4.1.1 Encourage an informed community

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is for notation only.

TABLED ITEMS Nil

BACKGROUND

The Office of Local Government has released an information document entitled 'Financial Assistance Grants', which is attached for the information of Councillors.

OFFICER RECOMMENDATION

THAT the fact sheet is noted.

ATTACHMENTS

1. Financial Assistance Grants Fact Sheets 2022 [8.3.1 - 3 pages]

Financial Assistance Grants 2022-23

Fact Sheet 2022



Local Government Financial Assistance Grants are paid to local councils to help them deliver services to their communities. The funds are paid annually by the Australian Government. Councils are free to use these funds at their discretion and are accountable to their ratepayers. The allocation is paid in quarterly instalments.

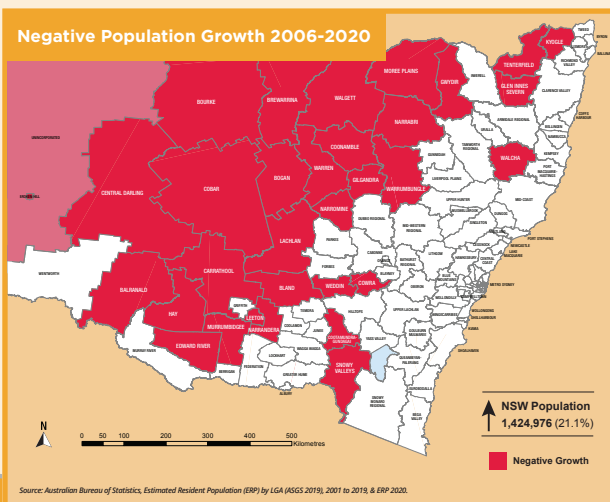
2022 Update

In 2013 the Independent Local Government Review Panel recommended, *"Subject to any legal constraints, seek to redistribute Federal Financial Assistance Grants and some State grants in order to channel additional support to councils and communities with the greatest needs."* Following an extensive review of the financial assistance grant model 2013 to 2016, recommendations were made to refine and improve parts of the expenditure allowance under the General Purpose Component (GPC). In 2018 the Commission (Commission) implemented refinements consistent with the National Principles and the NSW Government policy to allocate grants, as far as possible, to councils with the greatest relative disadvantage. However, the model refinements remain in a transition stage.

Since entering transition in 2018-19, the Commission has implemented transition arrangements, which limit the variation percentage of individual councils' annual GPC levels, as follows:

- Upper limit (cap) of +5%
- Lower limit (collar) of 0%

Historically, the Commission set a range between +5% and -5%. The Commission is looking to restore caps and collars within a range of +6% to -4%. Retaining a 0% collar is resulting in more funds continuing to shift from councils with greater relative disadvantage to councils with more relative advantage. The Commission will keep the transitional arrangements for the 2022 recommendations. It is consulting with the sector about the recommendations for 2023 and beyond and the most appropriate approach to resume the original lower limit, which may include a staged option.



Councils with greatest relative disadvantage:

Councils with greatest relative disadvantage are generally rural and remote councils with:

- Small and declining populations
- Limited capacity to raise revenue
- Financial responsibility for sizeable networks of local roads/infrastructure & diminishing financial resources
- Relative isolation

The ongoing challenge for the Commission has been how to allocate a fairer share of the GPC to such councils when a fixed 30% of the GPC grant must be allocated based on population increases/decreases.

General information

Funds are allocated to NSW on the basis of the National Principles under the Federal legislation - *the Local Government (Financial Assistance) Act 1995*. It comprises two pools of funds - the GPC and the Local Roads Component (LRC). For 2021-22 the estimated entitlement for the GPC is \$584,824,936, and the LRC is \$236,942,282, but the funds are untied. The GPC incorporates:

- Expenditure Allowance
- Revenue Allowance
- Isolation Allowance
- Pensioner Rebate Allowance
- Relative Disadvantage Allowance

Financial Assistance Grants 2022-23

Fact Sheet 2022



Why refine the model?

It's important to note that the Commission is not implementing a new model. Over time, the model had become very complex with an increasing number of functions and disability factors. The model had 20 expenditure functions and 47 disability factors applied across 128 councils plus more than 100 individual occurrences of discretionary disability factors. The Commission has taken advice, tested the competing propositions and decided to implement the recommended refinements and improvements.

The refined model:

- Allocates a higher proportion of grant funding to councils with greatest relative disadvantage
- Is consistent with the National Principles
- Is consistent with NSW policy of grant allocation
- Is transparent and publishable
- Is robust, statistically verifiable and auditable
- Uses best practice financial and modelling principles
- Is modern, simplified and more flexible

Per capita minimum grant

The legislation provides for a per capita minimum grant. The per capita minimum for 2021-22 is \$21.48. Councils on the minimum grant generally:

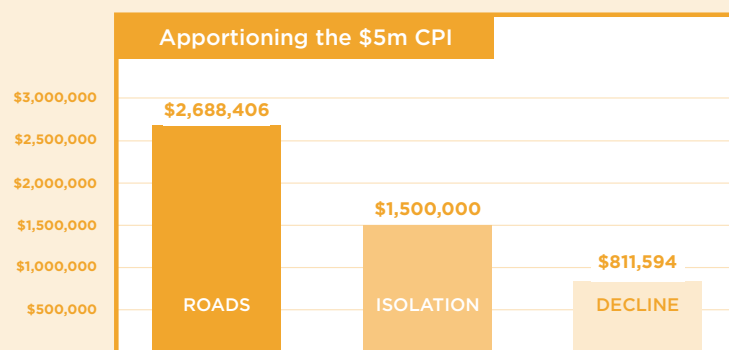
- Have greater revenue raising capacity
- Are not relatively disadvantaged
- Have economies of scale
- Are geographically smaller
- Experience year on year growth

There are 16 councils on the minimum grant, all located in the Sydney area. Just under 30% of the State's population live in those council areas.

Four minimum grant councils received a higher than state average increase of 1.7%, including the City of Sydney with an increase of 1.74%.

Relative Disadvantage Allowance

The Commission quarantined \$5m of the CPI increase and apportioned it as an allowance for relative disadvantage.



Roads = unsealed local roads. Isolation = increased weighting for isolation allowance. Decline = councils with population decline between 2006-20 (see negative population growth 2006-20 map page 1).

General Purpose Component (GPC)

The GPC expenditure allowance remains based on council expenditure reported against Financial Data Return grouped as follows:

- Administration & Governance
- Recreation & Culture
- Community Amenity
- Community Services & Education
- Roads, Bridges, Footpaths & Aerodromes
- Public Order, Health, Safety & Other

The 20 council functions are being retained but consolidated to six. The state average per capita cost for each function is still calculated by aggregating expenses (reported by all councils in their Financial Data Returns) for each function and divided by NSW's population.

Financial Assistance Grants 2022-23

Fact Sheet 2022



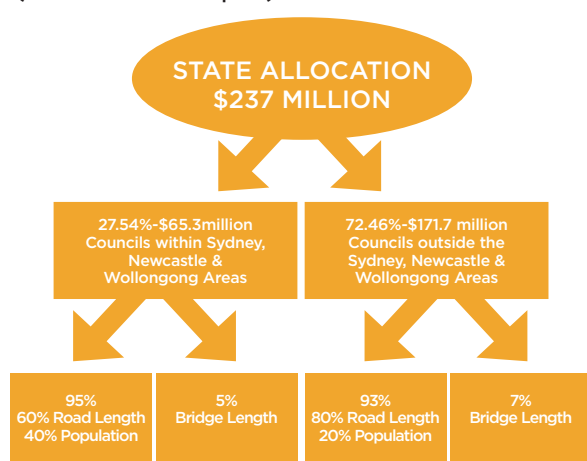
The **GPC expenditure allowance** includes five Cost Adjusters (or Disability Factors/Measures) to enable the Commission to compare councils' relative disadvantage/advantage:

- Population (ABS - Total for LGA)
- Aboriginal & Torres Strait Islanders (ABS - %)
- Local road length (council - km)
- Environment (ABS - ha environmental land)
- Rainfall, topography and drainage (Consultants Willing & Partners - index)

The expenditure allowance formula is also retained:

$$\text{No. of Units (LGA Population)} \times \text{State Ave \$Cost/capita for the function} \times \text{council's disability factor} = \$ \text{ expenditure allowance.}$$

Distribution of Local Roads Component 2021-22 (29% of the national pool)



Submissions

Special submissions from councils will be considered by the Commission. The purpose of a submission is to give a council the opportunity to present information on the financial impact of inherent expenditure disabilities beyond its control that are not generally recognised in the current methodology. This allows the Commission to adequately consider all legitimate factors that affect councils' capacity to deliver services.

Contact the NSW Local Government Grants Commission

5 O'Keeffe Ave, Nowra NSW 2541
Locked Bag 3015, Nowra 2541
Telephone 4428 4100
grants@olg.nsw.gov.au

Related information:

<https://www.olg.nsw.gov.au/commissions-and-tribunals/grants-commission>
Includes information such as prior fact sheets, Grants Commission Circulars, reports and grant schedules.

Background and call for the review

The Independent Local Government Review Panel recommendation (Fact Sheet page 1) was supported by a number of other reviews and reports including:

2008 Assessing Local Government Revenue Raising Capacity, Productivity Commission Research Report:

"A number of councils, particularly in capital city and urban developed areas, have the means to recover additional revenue from their communities sufficient to cover their expenditures without relying on grants. However, a significant number of councils, particularly in rural (87%) and remote (95%) areas would remain dependent on grants from other spheres of government to meet their current expenditure. Given the differences in the scope to raise additional revenue across different classes of councils, there is a case to review the provision of Australian Government general purpose grants to local governments."

2010 Australia's Future Taxation System Report:

"The current requirement that each council receives 30% of its per capita share of untied financial assistance grants may prevent state grants commissions from redistributing to councils that require greater assistance."

2013 The NSW Local Government Grants Commission submission to the Commonwealth Grants Commission Review:

... "we have seen an increase in concerns being raised about:

- the widening gap in revenue raising capacity for larger metropolitan councils versus smaller rural councils;
- increasing infrastructure needs;
- declining population."

2014 The NSW Government's Response to the Local Government Review Panel:

"The Government supports targeting Financial Assistance Grants to communities with the greatest need. It will ask the NSW Grants Commission to continue to identify opportunities to achieve this over time, within the constraints imposed by the national funding principles. It will also ask the Commission to ensure transitional protection for those councils with lower levels of need, to minimise the impact of any redistribution."

2017 Shifting the Dial: 5 year Productivity Commission Review:

"The Commission's study into transitioning regional economies noted that where populations have declined in Local Government areas, related declines in revenue are hampering efforts to maintain infrastructure designed to service (and be funded) by larger populations."

8.4 Reconnecting Regional NSW - Community Events Program

File Reference: NA

Delivery Program

Goal: 1. A healthy and cohesive community

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

Strategy: 1.2.3 Celebrate our creativity and cultural expression

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is for notation and referral onto the appropriate Council Events' Committees.

TABLED ITEMS Nil

BACKGROUND

The Deputy Premier has advised the Council that it has been allocated \$301,708 under the NSW Government's recently unveiled a \$200 million Regional Recovery Package that the State Government hopes will create new jobs and support community events, shows and festivals to boost tourism across the state.

COMMENT

Gwydir Shire Council is an eligible applicant. Eligible applicants are encouraged to work with local community and business groups to identify priority events. Eligible applicants are encouraged to consider project partnerships, however, only eligible applicants can submit applications.

See the [Program Guidelines](#) for all eligibility criteria. Grants will be provided to eligible applicants to deliver eligible community events or festivals that will provide immediate positive economic and social benefits to regional NSW.

Events must:

- be open to all members of the public
- free to attend or a very small fee to cover any extra costs
- have a primary purpose of reconnecting communities and improving social cohesion of the local community
- be held before 31 March 2023.

Each applicant can apply for any number of events within the one application.

Activities eligible for funding through the Reconnecting Regional NSW – Community Events Program include existing or new:

- community markets and bazaars
- festivals and fairs
- sporting events
- food and leisure events
- recovery events
- community classes and workshops
- agricultural field days (run by community organisations)
- regional racing carnivals (e.g. horse or greyhound racing) run by community organisations
- touring events and theatre programs
- community public holiday celebrations (e.g. Australia Day or Anzac Day).

For existing events, such the Honey Festival, Orange Festival, Warialda and Bingara Shows, Upper Horton Rodeo, etc, applicants are encouraged to use this funding to make the events larger or more accessible.

All applications will be required to meet the eligibility criteria and the following assessment criteria to receive funding.

- Positive social outcomes in local community - Applications must demonstrate that the proposed activities will rebuild local community cohesion and deliver positive social outcomes.
- Local business support - Applications must demonstrate how the proposed activities will support local business. Applicants are strongly encouraged to engage external event coordinators and local businesses to run and deliver the events.

What each application needs to include:

- Basic organisation details including \$20 million Public Liability Insurance certificate for the event organiser
- Proposed event(s) and project costs
- Response to assessment criteria
- An invoice for 80 percent of the amount outlined in the funding allocation letter excluding GST (for council applicants).

OFFICER RECOMMENDATION

THAT the NSW Government's generous allocation of \$301,708 for community events is noted with thanks.

FURTHER that the Honey Festival Committee and Bingara Events Committee be requested to submit proposals back to the Council for consideration.

FURTHER that the organising Committees for the Bingara and Warialda Shows be requested to submit proposals back to the Council for consideration.

FURTHER that the broader community organisers of events be requested to submit proposals back to the Council for consideration.

ATTACHMENTS

Nil

9 COUNCILLORS' REPORTS

10 CLOSURE