



G W Y D I R
SHIRE COUNCIL

MINUTES OF ORDINARY MEETING

Held on Thursday 28 March 2024

Commencing at 9:00 am

in the Roxy Conference Room

Present

Councillors:	Cr John Coulton (Mayor), Cr Jim Moore, Cr Geoff Smith, Cr David Coulton, Cr Tiffany Galvin, Cr Chris Matthews and Cr Lyndon Mulligan
Staff:	Max Eastcott (General Manager), Helen Thomas (Manager Finance), Saul Standerwick (Planning and Environment), for the presentation of Homes North Community Housing Co Ltd, Bronwyn Wilson (Executive Assistant), and Benjamin Perry (Information Services)
Public:	
Visitors:	Maree McKenzie CEO of Homes North Community Housing Co Ltd.

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<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 Gomeri people in this land.

Content	Page No.
1 Official Opening and Welcome - Mayor	4
2 Apologies	4
3 Confirmation of the Minutes	4
4 Presentation	4
5 Call for the Declarations of Interests, Gifts Received and Conflicts of Interest	5
6 Officers' Reports	6
6.1 March 2024 Committee Recommendations	6
6.2 Executive Services	9
6.3 February 2024 Investment and Rates Collection Report.....	36
6.4 Organisation & Community Services Report	39
6.5 Inland Rail Level Crossings	115
6.6 Upcoming Meeting Dates	118
6.7 Current Projects	120
6.8 Draft Donations' Budget 2024/25.....	122
7 Councillors' Reports	130
8 Committee of the Whole - Confidential Items	131
8.1 Adoption of the Recommendations of the Confidential Session.....	131
9 Closure	132

1 OFFICIAL OPENING AND WELCOME - MAYOR

The Mayor welcomed all present to the meeting.

2 APOLOGIES

Cr Egan is an apology for this meeting.

The General Manager advised the meeting that he will be an apology for the Meetings held during April.

Cr Dixon OAM is an apology for this meeting along with Leeah Daley and Alex Eddy for this meeting.

COUNCIL RESOLUTION:

THAT the apologies received from Cr Egan, Cr Dixon OAM, Leeah Daley and Alex Eddy are accepted.

Moved Cr Mulligan, Seconded Cr D Coulton

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

3 CONFIRMATION OF THE MINUTES

COUNCIL RESOLUTION:

THAT the Minutes of the Ordinary Meeting held on Thursday 22 February 2024 as circulated be taken as read and CONFIRMED.

(Moved Cr Smith, Seconded Cr Galvin)

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

4 PRESENTATION

Maree McKenzie CEO of Homes North Community Housing Co Ltd. A presentation on the proposed Affordable Housing Project located at 5 Hope Street, Warialda.

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

Cr D Coulton declared a less than significant non-pecuniary interest in the Donations' Report as the Chair of the Warialda P & A Association.

Cr Moore declared a less than significant non-pecuniary interest in the Donations' Report as an executive member of Warialda Rotary.

6 OFFICERS' REPORTS

6.1 March 2024 Committee Recommendations

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: Max Eastcott, General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the adoption of the recommendations from both the Public Infrastructure Committee Meeting and the Community Services and Planning Committee Meeting.

TABLED ITEMS Nil

COMMITTEE RECOMMENDATIONS:

Public Infrastructure Committee Meeting

Technical Services

THAT the report be received.

The meeting was advised that the Council was about to accept the various Inland Rail level crossings from the ARTC due to the crossings meeting the relevant safety standards although it is apparent that some residents continue to have safety concerns. A full report will be submitted to the March Ordinary Council Meeting

Confidential Community Services and Planning Committee Meeting

THAT the report be received.

FURTHER that the General Manager is authorised to make an offer to purchase 39 Cunningham Street Bingara.

FURTHER that the staff are supported in further developing the proposals relating to the Bingara Depot as outlined.

Community Services and Planning Committee Meeting

THAT the report be received.

COMMITTEES RECOMMENDATIONS

Technical Services

THAT the report be received.

Confidential Community Services and Planning Committee Meeting

THAT the report be received.

FURTHER that the General Manager is authorised to make an offer to purchase 39 Cunningham Street Bingara.

FURTHER that the staff are supported in further developing the proposals relating to the Bingara Depot as outlined.

Community Services and Planning Committee Meeting

THAT the report be received.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

Technical Services

THAT the report be received.

Confidential Community Services and Planning Committee Meeting

THAT the report be received.

FURTHER that the General Manager is authorised to make an offer to purchase 39 Cunningham Street Bingara.

FURTHER that the staff are supported in further developing the proposals relating to the Bingara Depot as outlined.

Community Services and Planning Committee Meeting

THAT the report be received.

(Moved Cr D Coulton, Seconded Cr Mulligan)

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

6.2 Executive Services

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: Max Eastcott, General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

TABLED ITEMS Nil

BACKGROUND

Planning – January 2024

The following Development (D/A) and Development Modification (s96) applications were approved during the month of February 2024.

No.	Property Description	Development/Work	\$	DA	s4.55
5/2022	J J De Beer Lot 5 & 6 Section 27 DP 758111 6 Frazer Street Bingara	Modification of existing dwellings alterations and additions including a reduction in the footprint, re-organisation of the floor plan and the relocation, type and size of additions	\$65,000		✓
13/2023	B B Mercer Lot 3 Section 16 DP 758111 26 Faithful Street Bingara	Modification of existing dwellings alterations and additions including change of additions cladding, window sizes and footing systems	\$50,000		✓
27/2023	R D Quinn & P K Quinn Lots 69 & 70 DP 751108 & Lot 52 DP 1096800 16150 Gwydir Highway Gravesend	999 Head Cattle Feedlot including Feed mill and oil press	\$343,502	✓	
35/2023	K D Grills Lot 4 Section 45 DP 759052 8 Geddes Lane Warialda	Shed/Garage	\$40,000	✓	
40/2023	Boonal West Pty Ltd Lot 50 DP 755982 & Lot 12 DP 133487 Boonal West 3319 Tucka Tucka Road Boonal	30,000 tonnes per year Sand Quarry	\$42,978	✓	

51/2023	A K Brown & K A Brown Lot 3 Section B DP 5664 50 Bingara Street Warialda Rail	Detached garage and attached verandah to rear of existing dwelling	\$33,000	✓	
52/2023	L G Walls Lot C DP 355885 98 High Street Warialda	2 Bay Garage	\$37,940	✓	
53/2023	G D Hincksman & A M Hincksman Lot 2 DP 1297393 8 Keera Lane Bingara	Dwelling with attached garage	\$587,516	✓	
02/2024	J W Rollings & C J Jones Lot 7 section 30 DP 759052 134 Long Street Warialda	Open shed	\$8,800	✓	
04/2024	W A & S A Coulton Lot 2 DP 773834 Brick Hill Gwydir Highway Gravesend	Telecommunications Tower	\$243,000	✓	

There were no Development (DA) or Development Modification (s4.55) applications approved in a previous month but not previously reported to Council for the month of January 2024.

The following Development (D/A) or Development Modifications (s96) application(s) were refused (R), withdrawn (W) or cancelled (C) during the month of February 2024.

No.	Property Description	Development /Work	\$	Type	Reason
01/2024	Old Turee Pty Ltd 1592 Trevallyn Road Barraba	2880m2 Farm Shed	1,797,169	Withdrawn	Site of development is located outside the Gwydir Shire Council

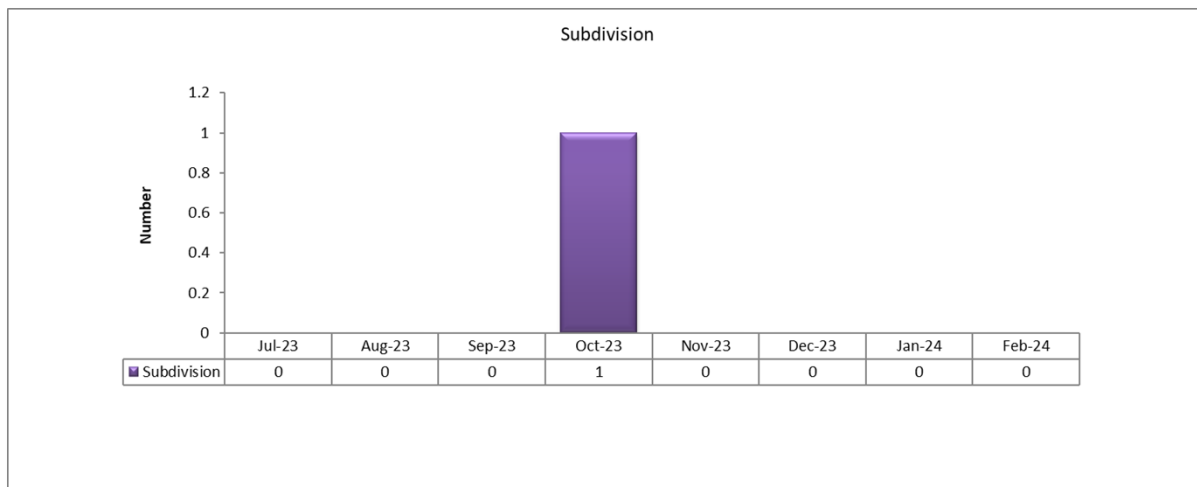
There were no Development (D/A) applications determined where there has been a variation in standards under clause 4.6 of the Gwydir Local Environmental Plan 2013 during the month of February 2024.

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 lodgement fees, those that remain unlodged with Council during and prior to February 2024 and that remain undetermined at the end of February 2024:

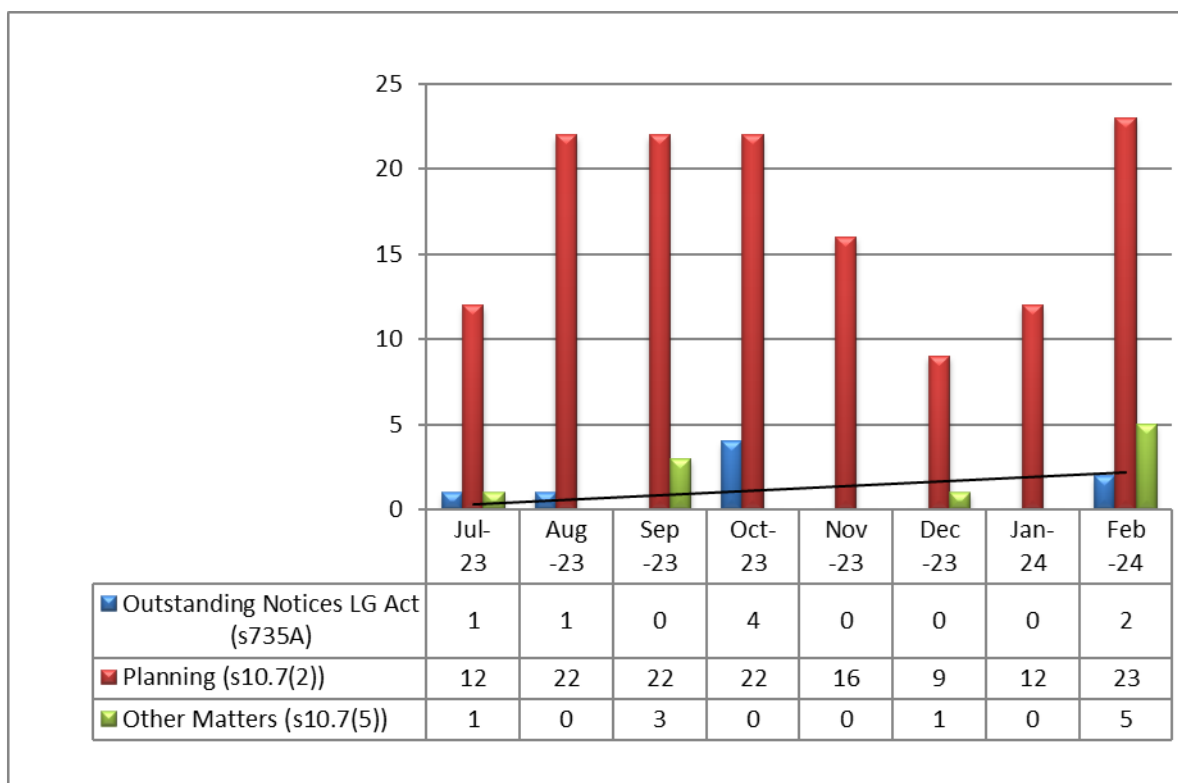
Application No.	Applicant Name	Property Owner	Property Address	Description of Work	Date Application submitted on the Planning Portal	Date Lodged with Council	Reason for time between submission & lodgement	Current Status of the Application	Type of Application
24/2023	Revolution Town Planning	Gwydir Shire Council	33-35 Maitland Street Bingara	Modification of conditions of approval	7/02/2024	27/02/2024	Awaiting Payment of Lodgment Fees	Being notified & exhibited for 14 days as per Community Participation Plan	Modification
29/2023	SMK Consultants	Gwydir Shire Council	32 Plunkett Street Warialda	Continued Use of tow additions three-bedroom dwelling to be used for professionals' accommodation	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	Report to March Council Meeting	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
48/2023	Revolution Town Planning	Gwydir Shire Council	33-35 Maitland Street Bingara	Office Building and Community Facility	9/11/2023	22/02/2024	Request Additional Information	Awaiting acceptance by Regional Planning Panel	DA
50/2023	A R Cooper	A R Cooper	3 Brigalow Street Bingara	Construct a 10m x 12m shed	27/11/2023	29/02/2024	Request of Additional Information	Being notified & exhibited for 14 days as per Community Participation Plan	DA
03/2024	Wade W Turner	W W Turner & M G Smith-Connolly	12970 Gwydir Highway Warialda	Extension to existing shed with an attached carport	15/01/2024	-	Awaiting approval of Building Information Certificate prior to lodgement of DA		DA

05/2024	Upper Horton Feedlot (D L Hamilton, P J Hamilton, S T Hamilton & J L Randall)	P J & D L Hamilton	2983 Horton Road Upper Horton	999 Head Cattle Feedlot	16/01/2024	22/02/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being notified & exhibited for 14 days as per Community Participation Plan	DA
06/2024	Picton Bros	S Toop	5 Heber Street Bingara	Attached front covered deck to dwelling & detached carport	23/01/2024	14/02/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being notified & exhibited for 14 days as per Community Participation Plan	DA
07/2024	B Cutlack	B Cutlack	2 Bandalong Street Bingara	Large garage/shed with attached carport/awning	5/02/2024	16/02/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being notified & exhibited for 14 days as per Community Participation Plan	DA
08/2024	J E Hardcastle	Hardcastle Pty Ltd	18-22 Wilby Street North Star	Amalgamation of three existing urban allotments into one urban allotment	13/02/2024	-	Invoice for fees issued and awaiting payment prior to lodgement of application		DA
09/2024	C L Barwick	D J M Butler & CL Barwick	14 Crane Street Warialda	Three bay garage/shed	19/02/2024	26/02/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being notified & exhibited for 14 days as per Community Participation Plan	DA
10/2024	A G Matthews & K M Matthews	A G Matthews & K M Matthews	21 Bingara Street Warialda Rail	Inground Swimming Pool	26/02/2024	-	Invoice for fees issued and awaiting payment prior to lodgement of application		DA
11/2024	Telstra Limited	P J Hickey & L K Hickey	20 Cobbadah Street Upper Horton	Installation of a 20m monopole and one new antenna to top including associated equipment for the protection and safety of the new facility	26/02/2024	-	Invoice for fees issued and awaiting payment prior to lodgement of application		DA

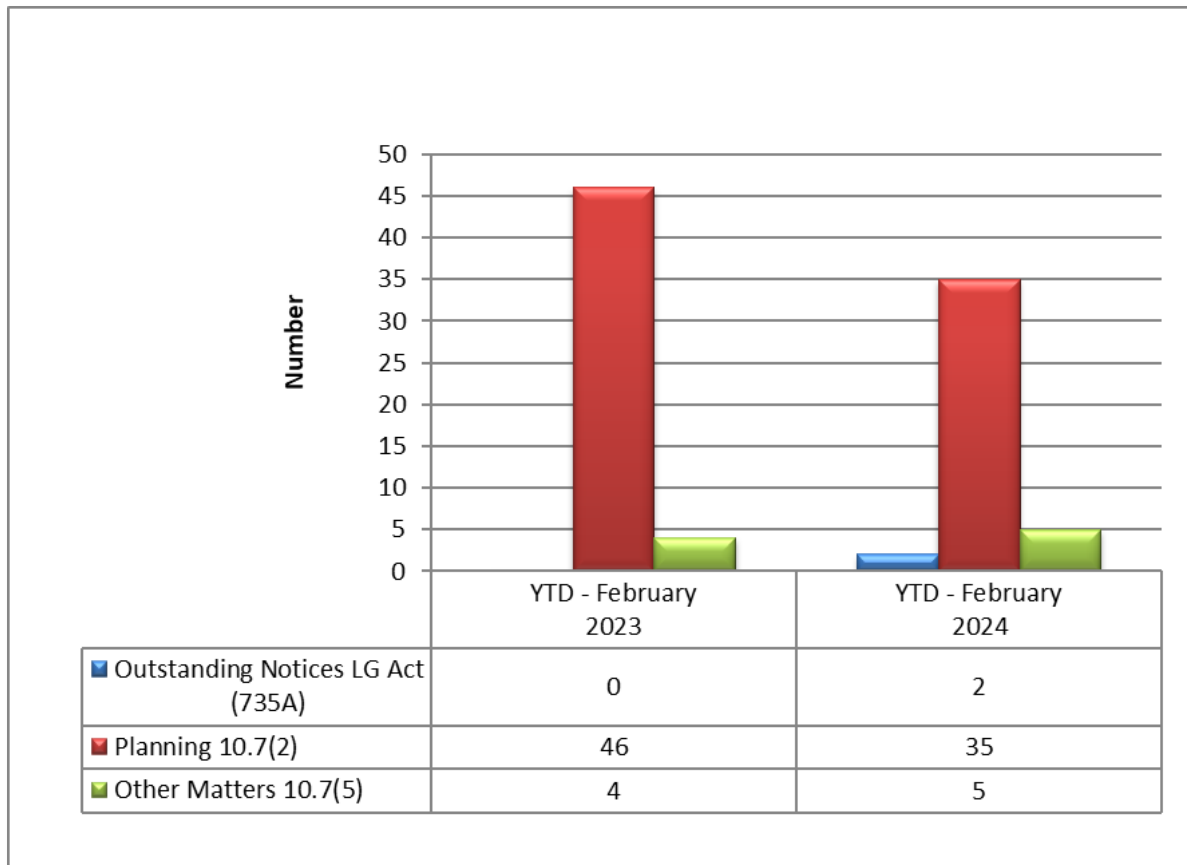
The following graph shows the Subdivision Certificates issued during the month of February 2024 and those issued during the previous seven months:



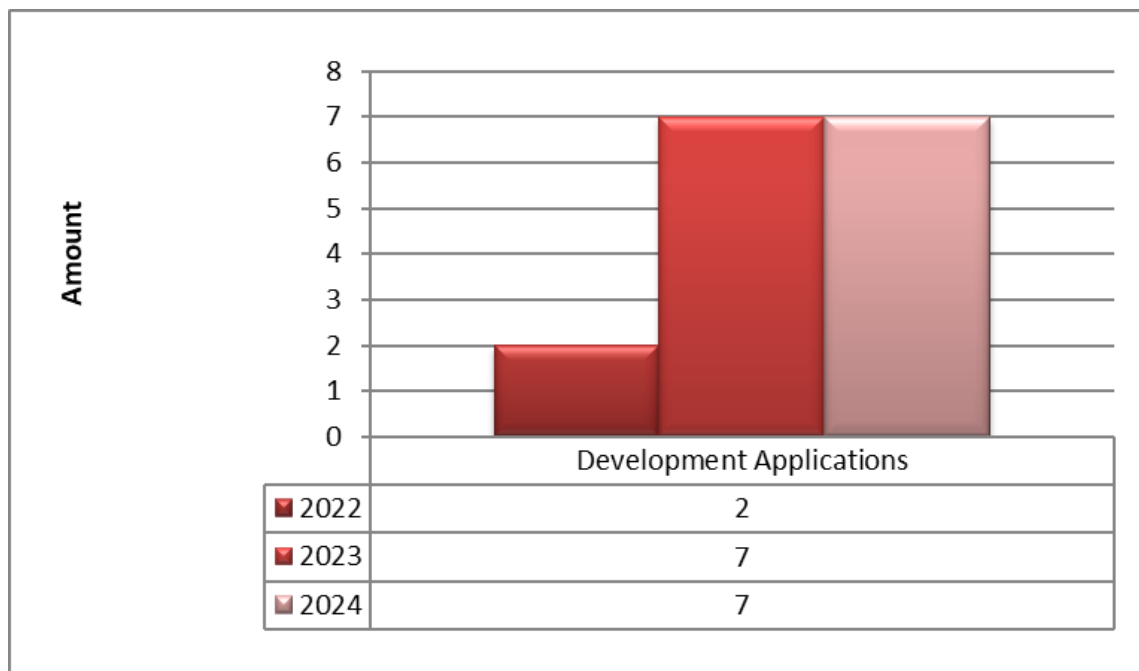
The following graph shows the Conveyancing Certificates issued during month of February 2024 compared to the previous seven months:



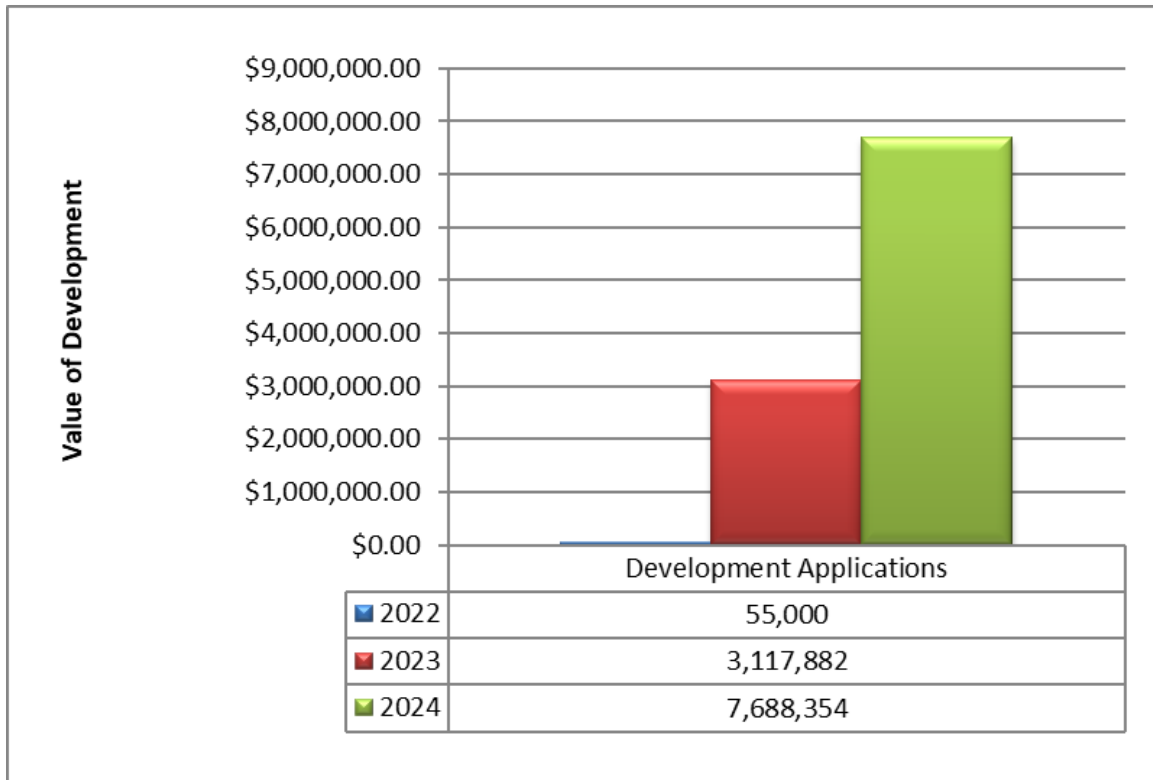
The following graph shows the Conveyancing Certificates issued up to and including the month of February 2024 compared with the same period in 2023:



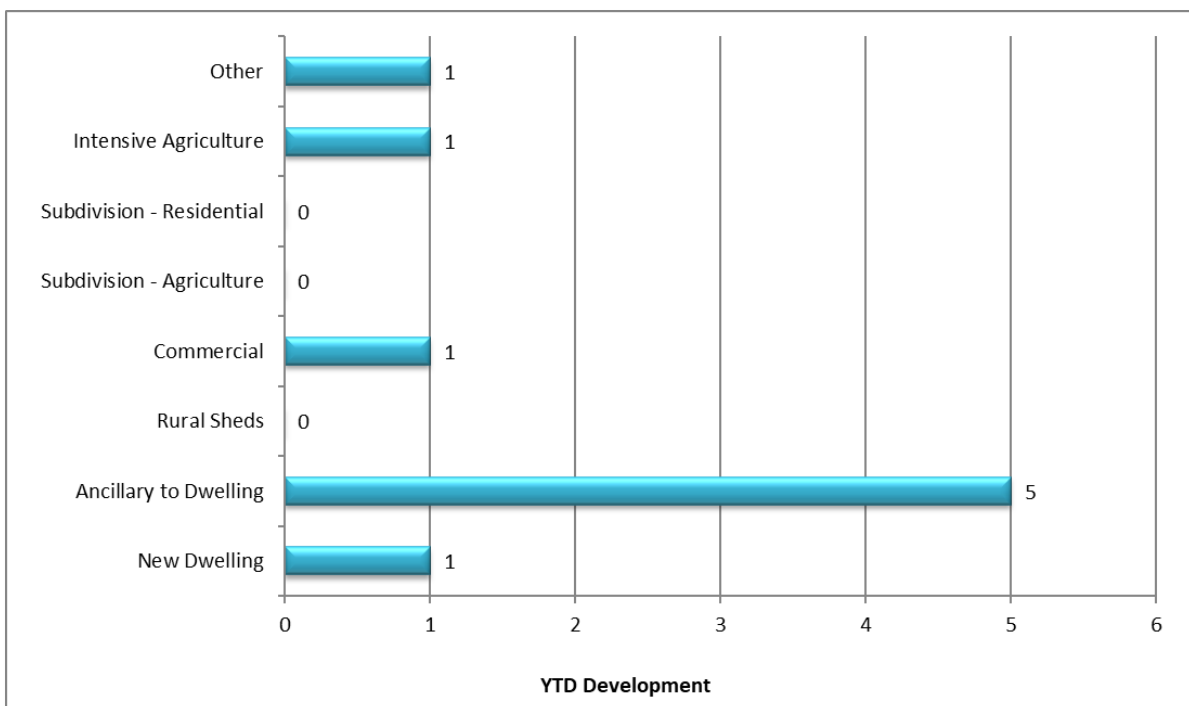
The table below shows a comparison between total development applications (excluding s4.55 modification applications) lodged during the month of February 2024 compared to the same period in the previous two years:



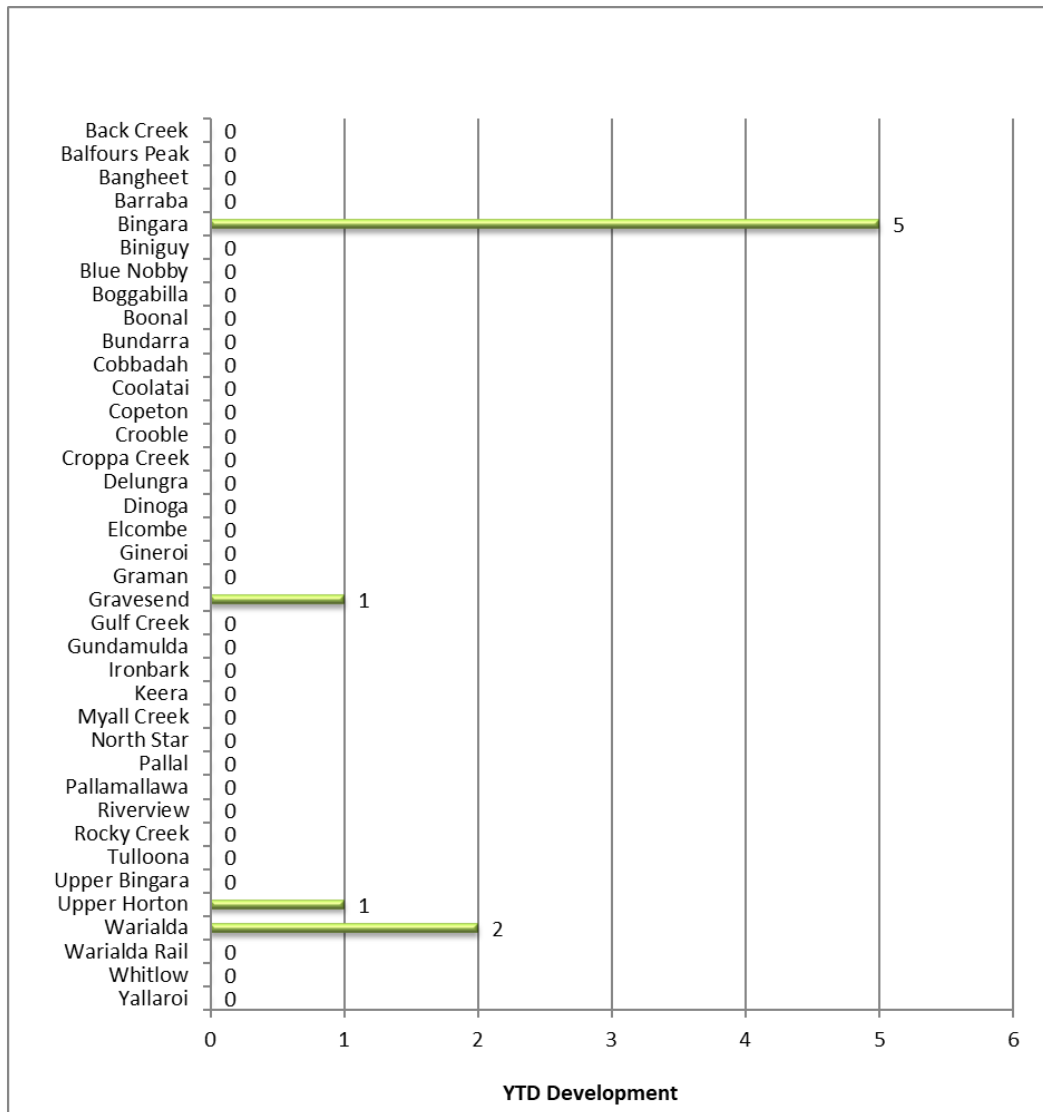
The table below shows a comparison between total value of development applications (excluding s4.55 modification applications) lodged during the month of February 2024 compared to the same period in the previous two years:



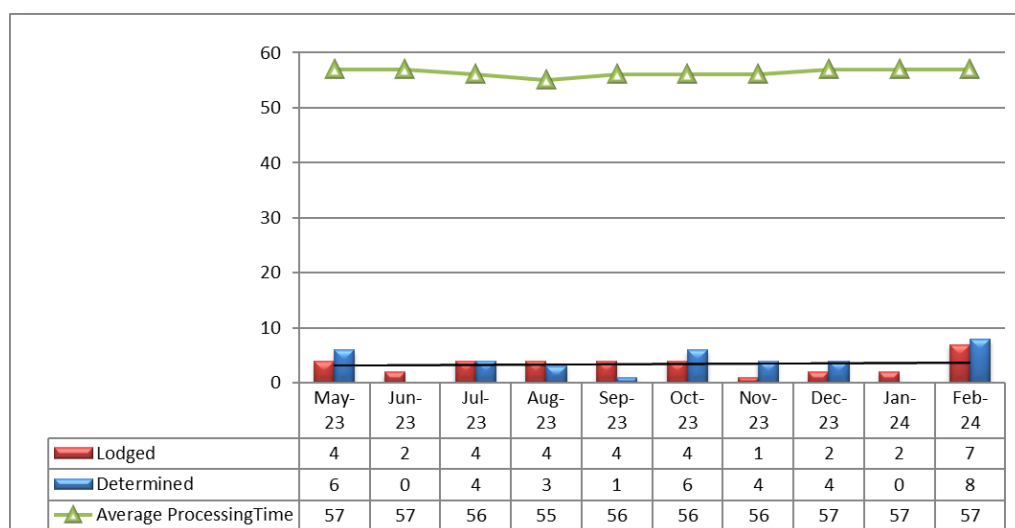
Development Applications (excluding s4.55 modifications) lodged for the year by type – YTD February 2024:



Development Applications (excluding s4.55 modifications) lodged for the year by locality – YTD February 2024:



Development Application Analysis (excluding s4.55 applications) – for the nine (9) months up to the end of February 2024



BUILDING SERVICES – FEBRUARY 2024

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 *68 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.

One Construction Certificate application was withdrawn at the applicant’s request, due to a change of circumstances they will not be proceeding with the project at this time.

The table below shows the approvals that have been issued during February 2024.

No.	Property Description	Development/Work	\$
CC 51/2023	50 Bingara Street	2-Bay Shed	\$33,000

	Warialda Rail	Attached verandah at rear of dwelling	
S68 1/2024	691 Fairford Road Warialda	New OSSM	NA

Occupation Certificates (OC) issued during February 2024.

No.	Property Description	Development/Work	\$
40/2021	19 Crane Street Warialda	Shed	\$25,868
32/2023	36 Roger Moore Cres Warialda	Self-Storage Shed Facility	\$198,000

NO. OF COMPLAINTS/INSPECTIONS February 2024

Type	No.	Yr. to Date	Actioned	Pending
Construction/Building & Building Maintenance	64	848	832	16

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.

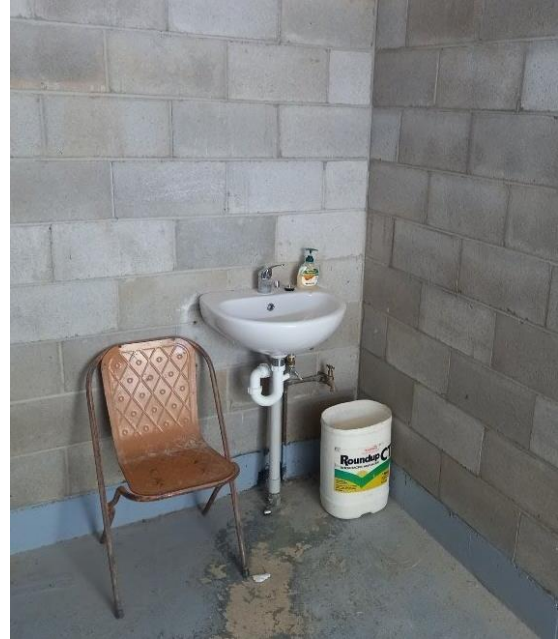
PROJECTS WORKED ON

Holden Street Warialda Aged Units – Unit 6

- Renovation and general maintenance of vacated unit prior to new tenant moving in.

Warialda Show Ground Amenities

- Renovation of the original Show Ground amenities building is nearing completion.



Old hand basins replaced with new single hand basin



New urinals in mens amenities



Exterior has been painted and new concrete paths surrounding the amenities block

Warialda RFS Shed

- Removal of the loading dock and doors and installation of new roller door and construction of concrete apron.



Old loading dock removed and new roller door installed



Warialda RFS Fire Control Centre

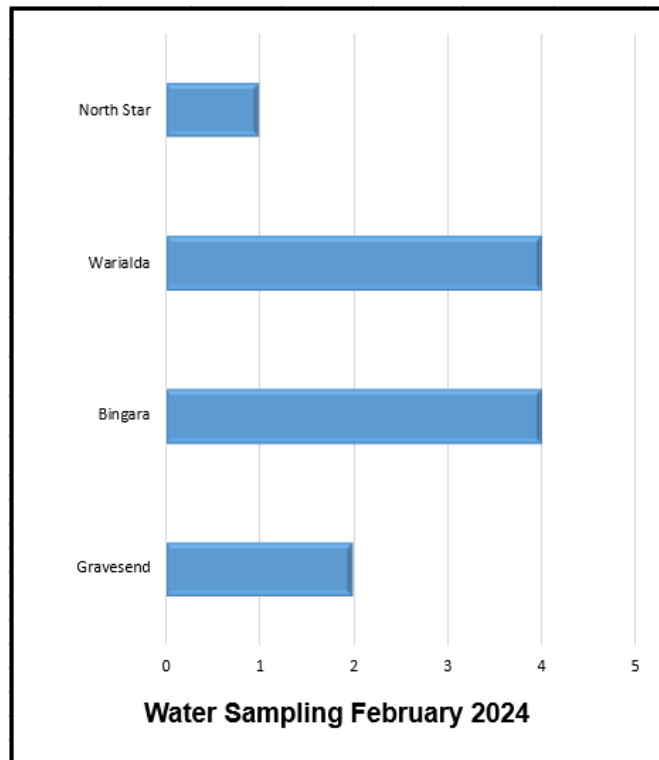
ENVIRONMENT & SUSTAINABILITY DEPARTMENT FEBUARY 2024

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

DRINKING WATER TESTING

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.

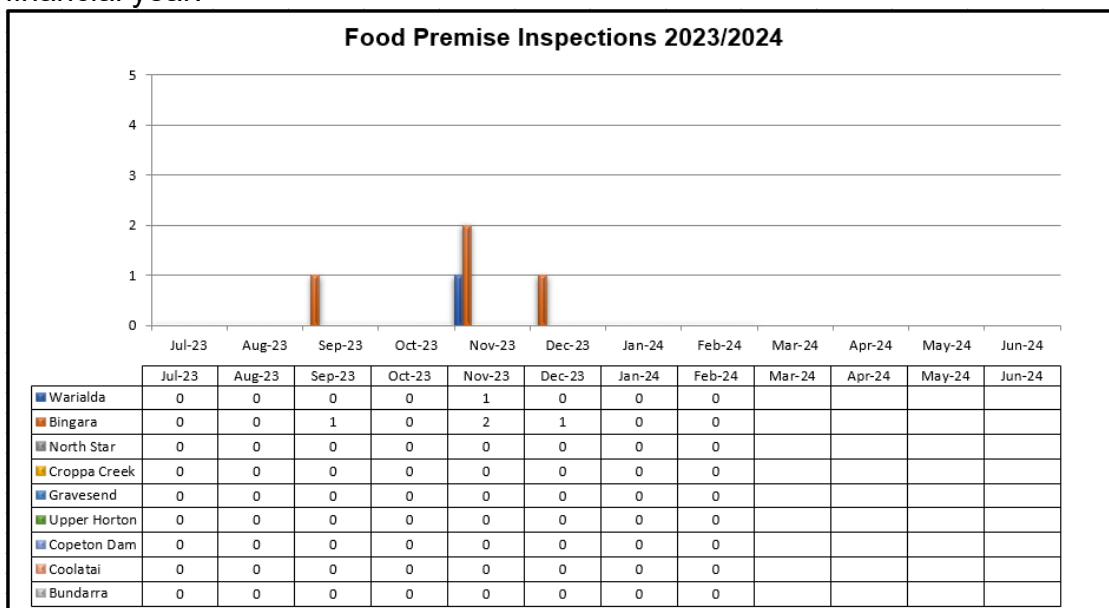


FOOD INSPECTIONS

Food Premise Inspections are carried out on an annual basis for each food business. There are approximately 40 registered food service businesses within the Council area including supermarkets, clubs/pubs, motels, bakeries, cafés and takeaway food shops, mobile food vendors and school canteens.

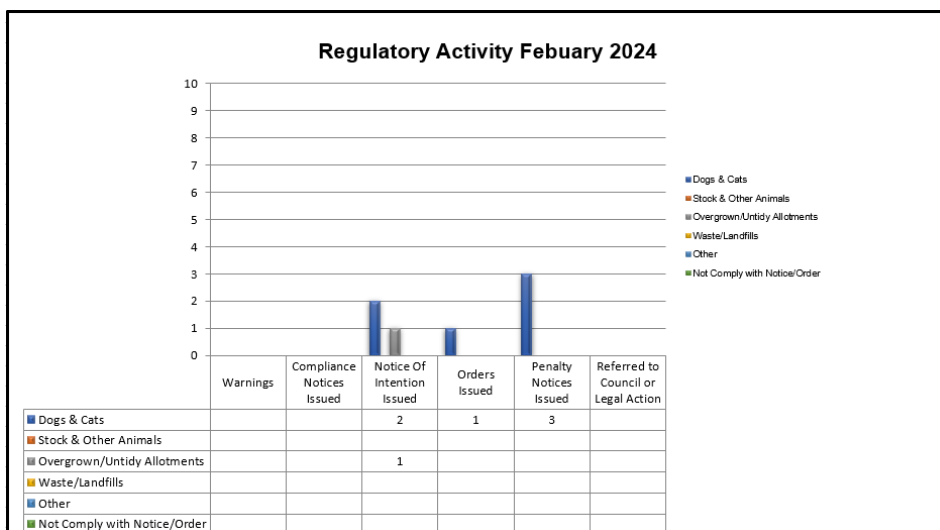
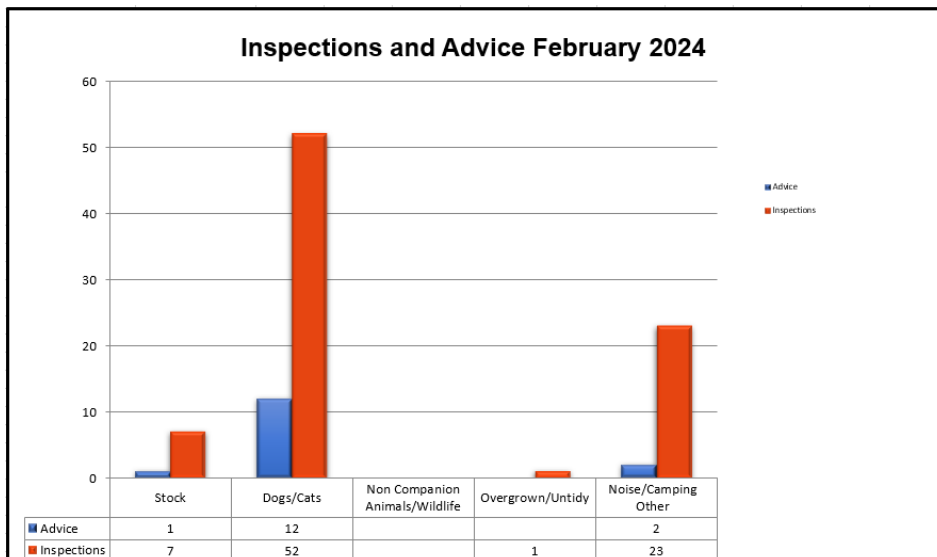
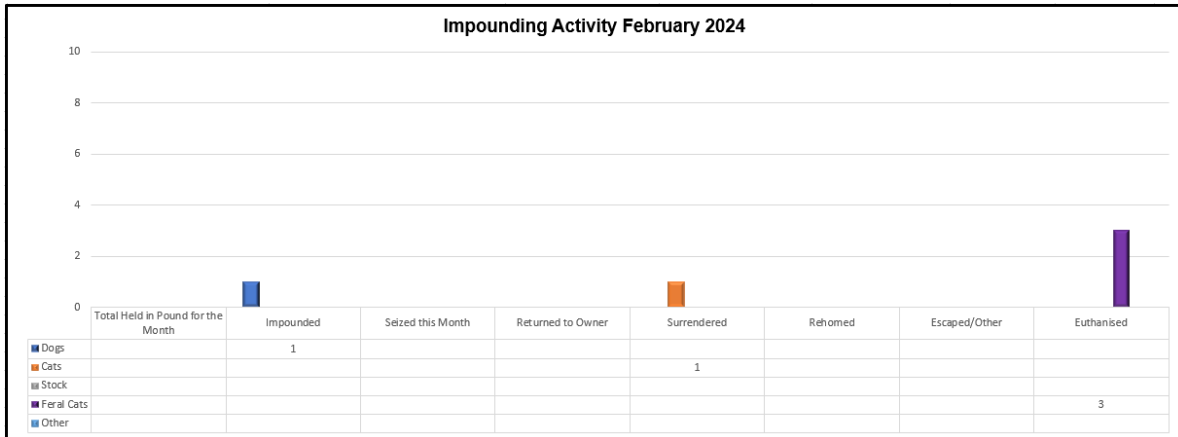
Depending on the nature of the food being served some businesses are exempt from inspection unless a complaint or issue arises.

The graph below shows inspections that have been carried out for the current financial year.

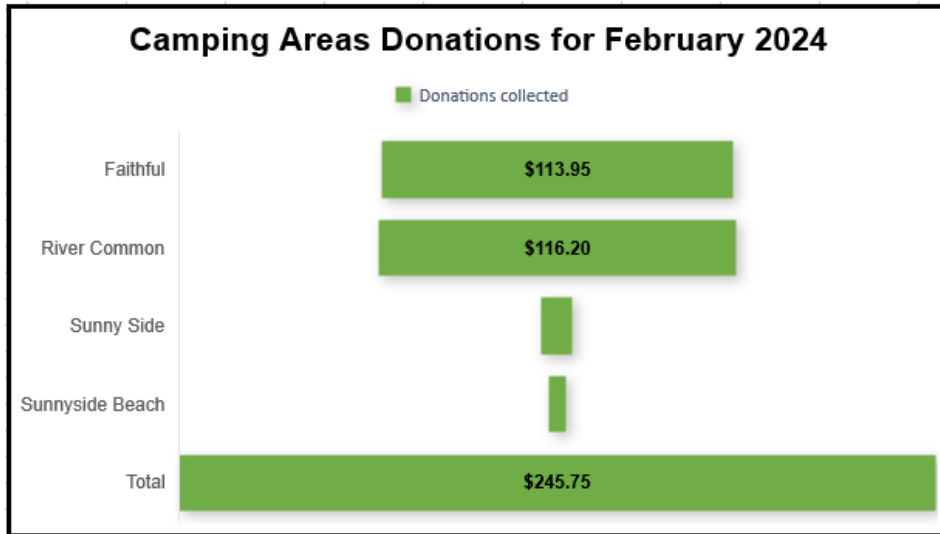


COMPLIANCE AND REGULATORY CONTROL

Council has received customer requests regarding overgrown blocks, roaming dogs, roaming stock, noise, the keeping of animals and other concerns during the months of February 2024. These are investigated and actioned as necessary.

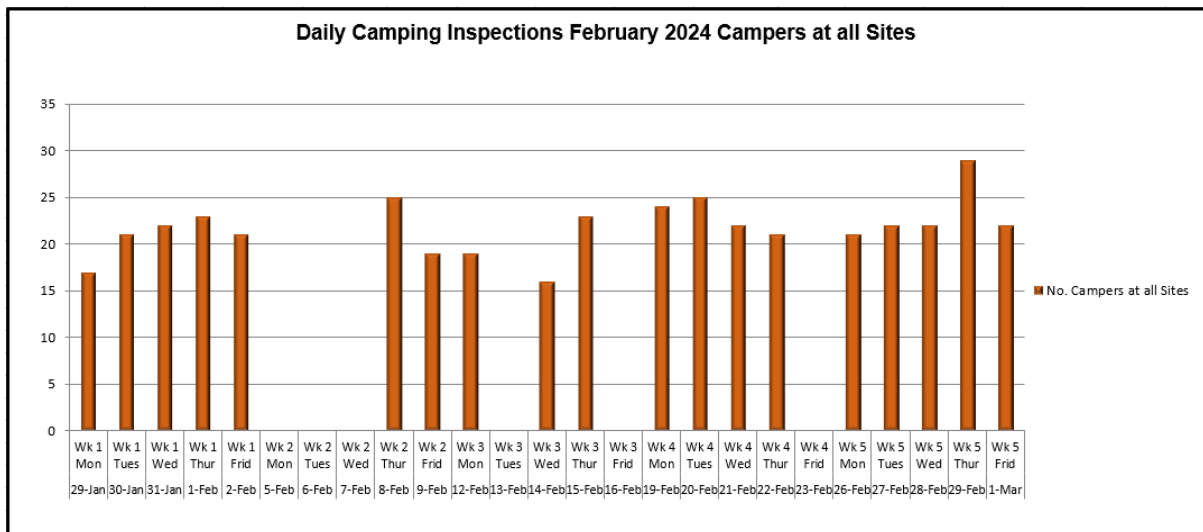


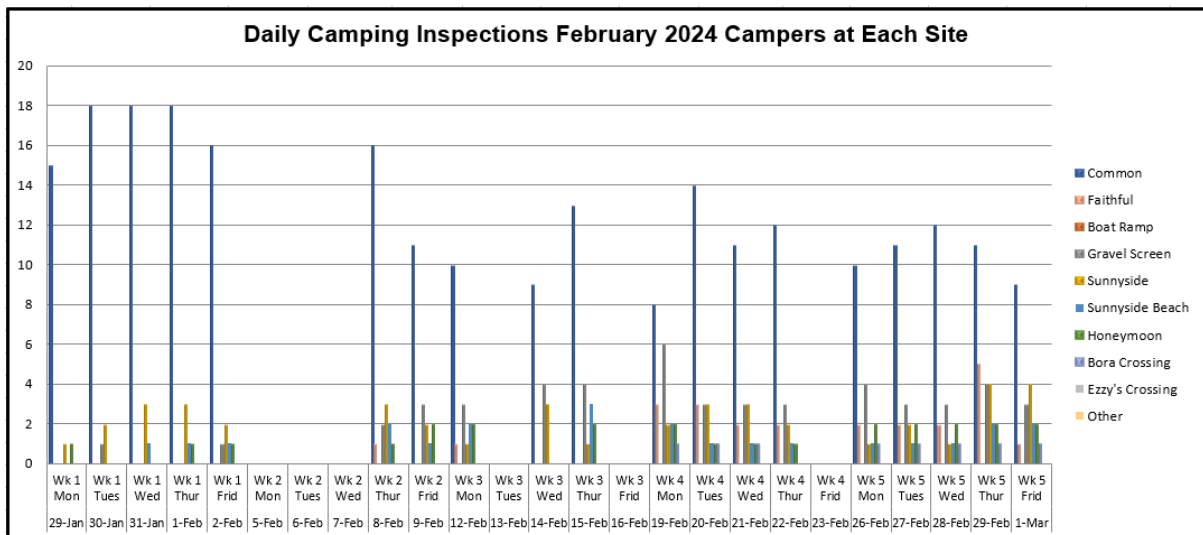
CAMPING AREA DONATIONS COLLECTED



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 and the distribution of campers at the different campsites.





LANDFILL REPORTS

Waste Supervisor, Adrian Wood, was the recipient of the Environmental Protection Authority subsidy for rural/regional councils. This subsidy allows recipients to attend the Coffs Harbour Waste Conference in May 2024 and covers the conference registration fees and accommodation costs for up to 4 nights. Congratulations Adrian.

Bingara and Warialda – Tyre cages are full at both sites, Molycop has been scheduled for tyre collection. Metal piles are ready for recycling.

Warialda Rail – Since reopening in December the new site directions have been followed and the site remains in a clean and tidy condition.

Gravesend – Scheduled for a site cleanup once metal pile is recycled and green waste is shredded.

Coolatai – Remains tidy and accessible.

Croppa Creek – Recently had a fire. Will require an excavator to clean out the pit. Pipes are being dumped from I B Bore Road upgrade.

Upper Horton – Remains tidy and accessible. Tyres are starting to build up

North Star Transfer Station – Ongoing minor issues of rubbish being dumped on the ground & large items being put in skip bins. The area is under surveillance.



Croppa Creek: Aftermath of fire



Upper Horton



North Star: Large items in skip bin



Croppa Creek: Pipes being dumped from upgrade to I B Bore Rd.



North Star: dumping of rubbish.

All sites are currently undergoing weed spraying by the Weeds Officers. Matthew Metals has been contacted for battery & E-Waste collection.

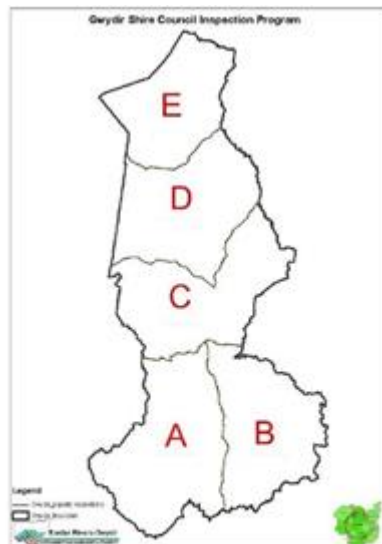
PRIORITY WEED CONTROL

Property Inspection Program

Staff continue to assist land holders and the community with:

- Advice on the control of Priority Weeds and Biosecurity Duties
- Private and Public Property inspections
- Spraying of priority weeds and emerging weeds

WEED INSPECTIONS

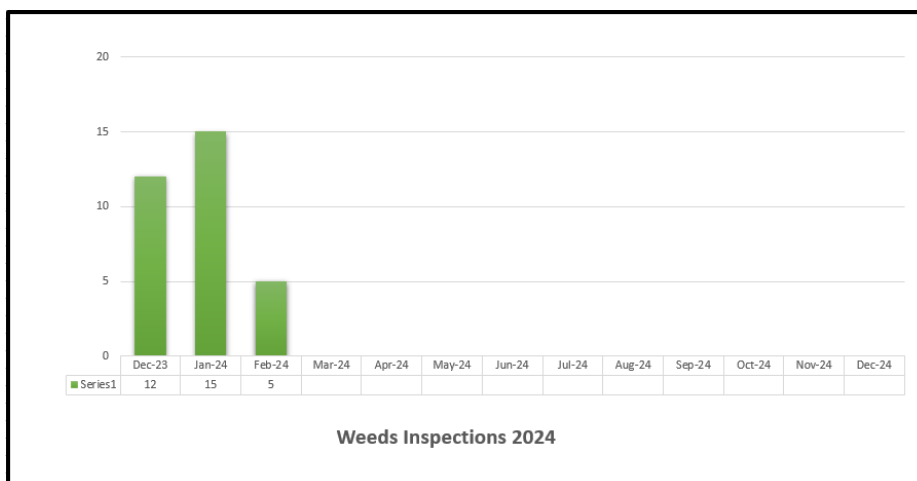
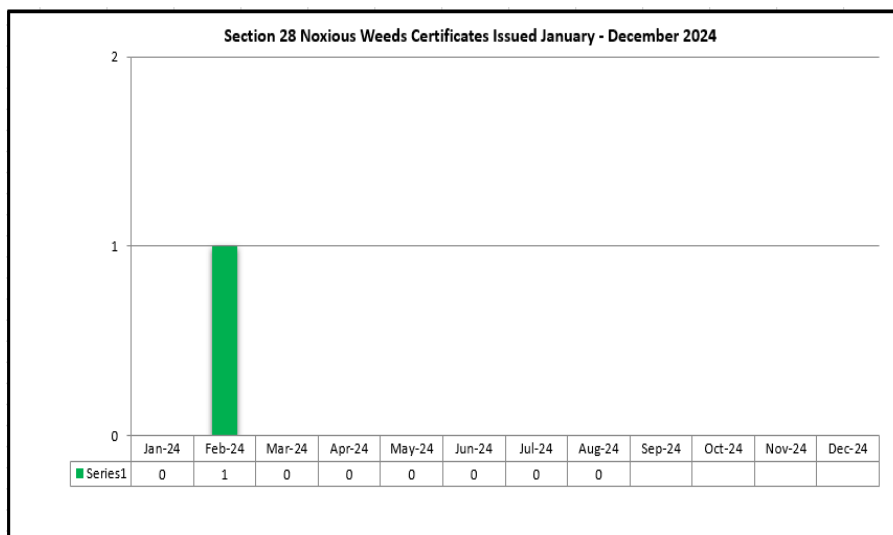


Map: Private property inspections now occurring in Section A.



In a sea of green the weeds officers detect parthenium before it has had a chance to flower.

- Public Property inspections have continued as scheduled, along with Private property inspections now occurring in Section A.
- The Weeds Officers continue to inspect, identify, contain, and then eliminate Parthenium in the incursion sites at Croppa Creek. The schedule aims to interrupt the growth cycle by getting to the plants before they have a chance to seed. Parthenium falls into the highest category of weed under the *Biosecurity Act*, Schedule 2, Part 1 'Prohibited matter—throughout the State'. This carries a biosecurity duty to ensure that, so far as is reasonably practicable, the biosecurity risk posed or likely to be posed by the prohibited matter is prevented, eliminated, or minimized.
- The scheduled *Parthenium Rapid Response* event, where over a dozen Biosecurity Weeds Officers from around the region come to Croppa Creek to assist with inspection, mapping and control, was postponed due to the wet weather.
- The team's focus on controlling Green Cestrum along the waterways and campgrounds continues.
- Weed control at the Shire's waste facilities has commenced and is expected to continue in March.
- The team also has been out spraying Noogoora Burr, Box Thorn and tiger pear.



The Planning & Environment Department report for February 2024 was compiled with information available at the time of preparing the report.

COMMUNITY ASSETS

Gwydir Libraries

February 2024

Statistics	Bingara	Warialda	Gwydir
Door Count	1255	594	
Loans	789	552	
New Members	8	6	
E-resource Users			86
Downloads			138
PC usage	184	48	
WIFI usage	420	320	

Programs	24	24	
Adult Program attendees	47	117	
Children Program attendees	163	67	
Home Delivery	10	4	
Institution Delivery	4	2	
Seniors Be Connected sessions	10	4	
Community support hub	12	6	

Bingara Library

- The writers’ group continues to meet in the Bingara Library weekly in the quiet room.
- Book club has resumed with new members joining the group.
- Seniors’ film afternoons have been scheduled for the coming weeks. The seniors are keen for the event along with home care bringing clients.
- Be Connected Internet Tutorials are well attended with seniors learning about new sites and apps. Face to face tutorials resume March.
- Residents of Touriandi Lodge visited the library to borrow items, chat with friends while enjoying morning tea.
- Council development staff meet members of the community in the library regarding DA applications and approvals.
- Community Hub assistance is offered to seniors, assistance varies from mobile phone assistance to completing forms. We do not assist with buying or selling.
- Bingara Library will be offering free tutorials to people wishing to learn more about the library e-resources and streaming services from April 2024.
- Volunteers are enjoying the role and learning more about public libraries.
- Visitors to the community enjoy spending time in the library reading, using the computers are WIFI.

Warialda Library

- Library Lovers Month - Great success with patrons loving having a blind date with a book (children especially loved this idea).
- Senior assist – every Tuesday and Thursday morning.
- Craft Group - started back for the year.
- Story time at Toy library.
- Golden Oldies at Naroo- Residents made love hearts to display around the library.
- Home schoolers Group enjoyed an Aircraft STEM session.
- Charlotte Lockyer started volunteering at the library. Welcome Charlotte!

Warialda Honey Festival

The Warialda Honey Festival event has been scheduled for Saturday 21 September 2024. This event will be held at the Warialda Recreation Ground and will be a

morning event. The Contingency Band have been secured as the main entertainment for the day and Gerry Taveira will comper the event. The Salvation Army has been engaged to provide the amusement devices for children at this event.

Social Media Posts

For the month of February, Council distributed a variety of social media posts that contained important information for the public. This included but is not limited to the road prioritisation survey, recent happenings at Naroo, job advertisements and save the date posts for Council events.

On 2 February, a 'save the date' social tile was posted to the Gwydir Shire Council Facebook page for the Orange Festival, set to go ahead on the 6 July 2024. This post reached 4,165 people and the post engagement was 277. The post reach on just this one Facebook page is incredibly and means that 4,165 users saw this content. Engagement means the number of times people connected with the post via comments, shares, reactions or clicks.

Any social post created which includes Naroo residents and staff is always popular amongst social media users within the community. On 13 February, a post was uploaded to the Gwydir Shire Council Facebook page which detailed recent happenings at Naroo which consisted of residents meeting the Warialda Australia Day Ambassador and the baking of banana bread becoming a favourite activity for the residents. This post reached 2,398 people, with an engagement number of 798.

The most successful post reach and engagement for the month was the roads update post on the 28 February. The post included photos of Council roads which are in urgent need of repair and provided links to the road prioritisation survey. Ratepayers/residents were encouraged to provide feedback via the survey so that Council can better plan road construction and maintenance for the next few years. This post reached 17,324 and engagement number was 1192.

Gwydir News

During the month Northern Inland Community College published its first edition of the Gwydir News. Council contributed to this publication with content and classifieds.

Design Work

What's On – Weekly - Poster

Poetry and Pancakes - Poster

Youth Exchange – Poster

Orange Festival – Save the date – Social Tile

Honey Festival – Save the date – Social Tile

Walk in Weave – Poster

Wear Your Boots to Work Day – 5 x Posters

Eco Dyeing Workshop – Poster

Various Council – Social Tiles

GLR Training

Heavy Vehicle Training and Assessment

Heavy vehicle training and assessment has increased in February 2024 as client applications are submitted for Agskilled Smart and Skilled funding.

In an effort to overcome some of the obstacles created by the new Smart and Skilled guidelines, and provide clients with greater opportunity, an application was submitted to Australian Skills Quality Authority (ASQA) to include additional Units of Competence (UoC) to GLR Training’s scope. Recent notification from ASQA confirmed approval of the application and GLR Training now has the following UoC’s on scope:

- TLIC3004 – Drive Heavy Rigid Vehicle
- TLIC3005 – Drive Heavy Combination Vehicle
- TLIC4006 – Drive Multi-Combination Vehicle
- TLILIC2014 – Licence to drive a light rigid vehicle
- TLILIC2015 - Licence to drive a medium rigid vehicle
- TLILIC2016 - Licence to drive a heavy rigid vehicle
- TLILIC3017 - Licence to drive a heavy combination vehicle
- TLILIC3018 – Licence to drive a multi-combination vehicle

January - February 2024 Heavy Vehicle Training statistics are as follows:

	Enquiries	Applications for S&S Funding Submitted & approved	Paying Clients	Training completed	Future bookings
January 2024	5	2	0	1	5
February 2024	7	4	1	5	3

In accordance with Council’s funding agreement with Training Services NSW, heavy vehicle training numbers and outcomes for funded clients are reported on a monthly basis via the National Centre for Vocational Education Research (NCVER).

Additional annual reporting is submitted by 28 February each year detailing enrolments and outcomes for fee paying clients. The following Data Authorisation Report indicates GLR Training completed heavy vehicle training and assessment for twelve fee paying students throughout 2023.

Gwydir Country Education Fund (GLR CEF)

Gwydir CEF is providing financial assistance to eight local students in 2024. Recipients can claim reimbursement for education related expenses including laptops, computer accessories, textbooks, uniforms and work boots, fuel and accommodation. Total funds distributed in February 2024 - \$1,451.03.

Country Education Foundation Australia are in the process of organising a major fundraiser to enable the organisation to provide even more financial assistance to regional and remote school leavers who are accessing further education.

This year’s fundraiser is a ‘Boot Bash’ to be held on Friday 15th March 2024. The fundraiser will consist of a major online auction coordinated by CEFA, with amazing items up for grabs including a Polaris Ranger SP 530, Beef Australia 2024 Package, Leadership Coaching Sessions, accommodation packages, signed Waratah jersey and much more. As well as the auction, smaller fundraising events are being coordinated by individual CEF Committees.

Gwydir Shire Council staff will participate in the Gwydir CEF ‘Boot Bash – wear your boots to work’ fundraiser on Wednesday 13 March 2024. In conjunction with Council’s event, Warialda Public School, St Joseph’s Catholic School, Warialda High School and Bingara Preschool will be encouraging students, teachers and volunteers to ‘wear their boots to school’ on Friday 15 March 2024 and make a gold coin donation.

Gwydir CEF has been providing local school leavers with financial assistance since 2012. Last year alone Gwydir CEF recipients were allocated more than \$50,000.00, including local grant funds, along with additional co-funding and scholarships.

Cranky Rock

Camping statistics:

	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024
Powered Sites	91	74	54	11	12	29	35
Unpowered Sites	48	25	36	6	4	13	17

Gwydir Swimming Pools Attendance Numbers

	October 2023	November 2023	December 2023	January 2024	February 2024
	Totals	Totals	Totals	Totals	Totals
Warialda	1533	3240	2058	2635	4713
Bingara	2671	2191	3470	4087	3483

Of these numbers 2,568 were non-resident visitors to the pools. 1,448 to the Warialda Pool and 1,120 to the Bingara Pool.

8 Olive Pyrke Terrace, Warialda

The premises at 8 Olive Pyrke Terrace, Warialda, was previously occupied by the Medical Registrar and rented to Warialda Family Practice. Dr Tutt vacated the premises in February and following some minor repairs and maintenance by

Council’s Building Services Team, the house is currently occupied by Ambulance Officers.

Council has engaged the services of local real estate agents, J A McGregor Livestock and Property, Crump Stock & Station Agency, Countryside Property Group, and Ray White Rural, to undertake inspection and provide market appraisals for the property. The Agents will commence promoting the sale of the property within the next month.

The Roxy Complex and The Living Classroom

Both venues continue to be well utilised and presented to a high standard. See attached February calendar as to use.

The Councillors' activity schedule for February 2024

February 2024		
Councillor	Event	Date
Cr John Coulton (Mayor)	Virtual Meeting with the Hon Natasha Maclaren-Jones MLC	19 Feb
	Ordinary Council Meeting	22 Feb
	Virtual Meeting with the Audit Office on Road Asset Management	23 Feb
Cr Catherine Egan (Deputy Mayor)	Showground Committee Meeting	13 Feb
	Ordinary Council Meeting	22 Feb
Cr David Coulton	Gwydir Shire Local Emergency Management Meeting	1 Feb
	BROC Meeting Brewarrina	9 Feb
	Historical Society Meeting Warialda Museum	20 Feb
	Ordinary Council Meeting	22 Feb
	Meeting with the RFS	27 Feb
Cr Geoff Smith	Ordinary Council Meeting	22 Feb
Cr Lyndon Mulligan	Ordinary Council Meeting	22 Feb
Cr Marilyn Dixon	Ordinary Council Meeting	22 Feb
Cr Tiffany Galvin	Ordinary Council Meeting	22 Feb
	Virtual Meeting – Fundraising Discussions	23 Feb
Cr Jim Moore	Historical Society Meeting Warialda Museum	20 Feb
	Ordinary Council Meeting	22 Feb
Cr (Dr) Chris Matthews	Ordinary Council Meeting	22 Feb

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

1. Community Assets February 2024 [6.2.1 - 1 page]

COUNCIL RESOLUTION:

THAT the report be received.

FURTHER that the elected Council undertake an inspection of DA 5/2024, 2983 Horton Road Upper Horton, prior to the report's consideration by Council.

FURTHER that the Building Staff are congratulated on the recent work undertaken on the Nicholson Oval Amenities and the Warialda Showground Amenities.
































(Moved Cr D Coulton, Seconded Cr Mulligan)

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

2024 . February

SUN	MON	TUE	WED	THU	FRI	SAT
				1  MEETING  MEETING	2  MEETING	3
4	5	6	7	8  MEETING	9	10  MEETING  MEETING GROUP
11  MEETING GROUP	12  TRAINING X2	13  MEETING	14  WORKSHOP  MEETING X2	15	16  WEDDING  CATERING	17  WEDDING  CATERING
18  WEDDING  CATERING	19	20  TEACHERS ACCOMMODATION	21  WORKSHOP  TEACHERS ACCOMMODATION	22  TOUR	23	24  PRIVATE FUNCTION  PRIVATE FUNCTION  PARIS AFTER DARK
25  PRIVATE FUNCTION  PRIVATE FUNCTION  FILM CLUB	26  MEETING	27  MEETING  TOUR	28  MEETING	29		

Legend: Roxy: Theatre - Kitchen - conference room

TLC: Classroom - Bunkhouse



6.3 February 2024 Investment and Rates Collection Report

File Reference: NA
Delivery Program
Goal: 5. Organisational management
Outcome: 5.1 Corporate management
Strategy: 5.1.1 Financial Management and accountability systems
Author: Helen Thomas, Chief Financial Officer

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

At each monthly Ordinary Meeting, the Council is presented with the schedule relating to Investments, as at the end of the previous month.

TABLED ITEMS Nil

BACKGROUND

In accordance with Clause 19(3) of the Local Government (Financial Management) Regulation 1993, the following information provides details of Council's funds invested as at 29th February 2024.

Direct Investments

Broker	ID	Investment Name	Rating	Type	Next Rollover	Yield	Current Value
NAB	2023.01	NAB	AA	TD	22/03/2024	4.25%	\$1,000,000.00
NAB	2023.02	NAB	AA	TD	22/03/2024	4.25%	\$1,000,000.00
NAB	2023.03	NAB	AA	TD	22/03/2024	4.25%	\$1,000,000.00
Grand Total							\$3,000,000.00

Managed Funds

Fund	Investment Horizon	Type	Yield	Current Value
Regional Australia Bank	At Call	Cash		\$366,809.13
Regional Australia Bank Medical Centre	At Call	Cash	3.00%	\$51,500.00
Grand Total				\$418,309.13

Total Investments

Direct Investments	\$3,000,000.00
Managed Funds	\$418,309.13
Grand Total	\$3,418,309.13

Cash and Investments

Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$418,309.13
Grand Total Investments	\$3,418,309.13

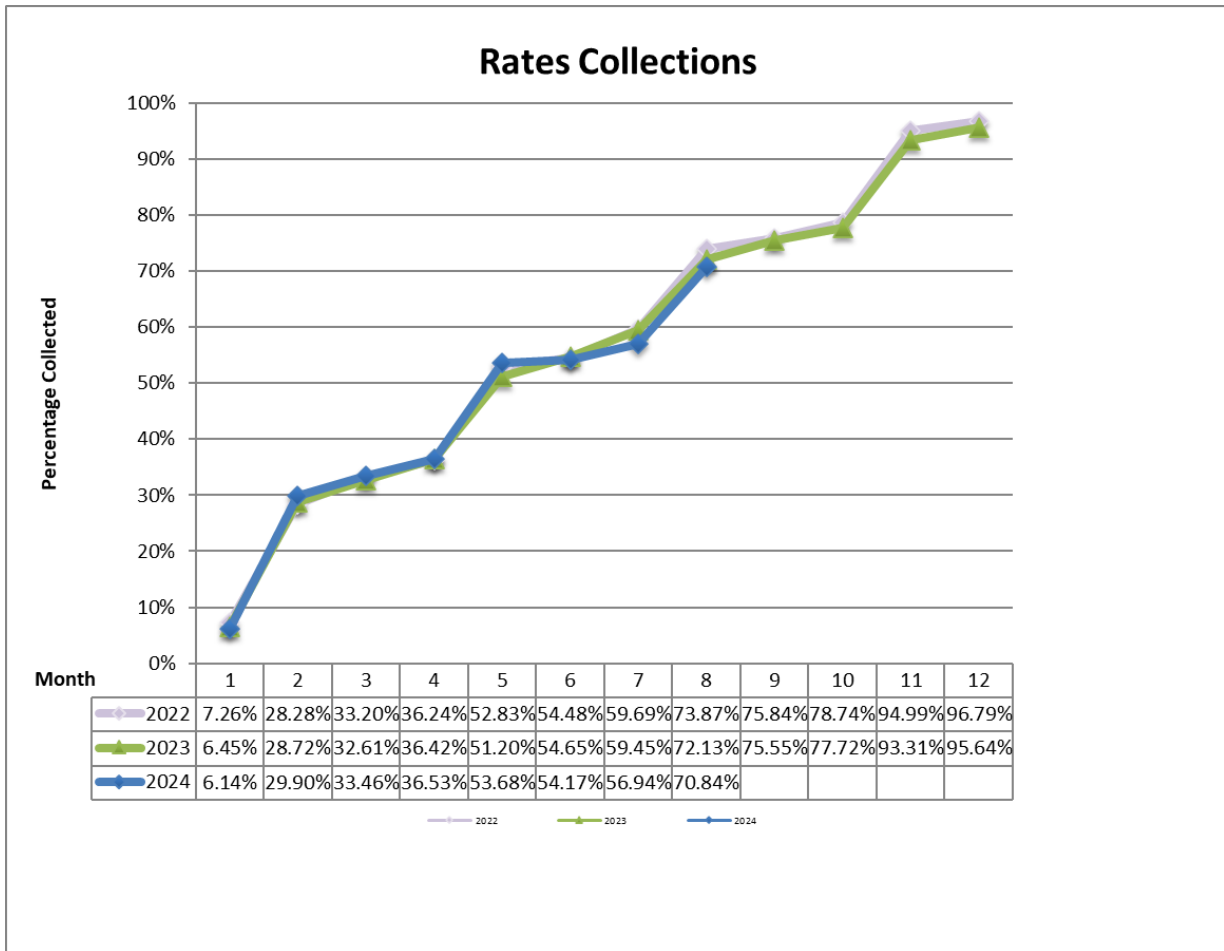
Total Cash and Investments	
Investments	\$3,418,309.13
Cash at bank	\$27,974,711.36
Grand Total Cash and Investments	\$31,393,020.49

General Fund Cash	
Total cash and investments	\$31,393,020.49
LESS:	
Water fund*	-\$1,438,578.00
Sewer fund*	-\$1,436,053.00
Waste fund*	-\$4,629,268.00
Other restrictions:	
Employee leave entitlements*	-\$950,000.00
Asset replacement*	-\$830,000.00
Bonds and deposits	-\$2,370,770.37
Unexpended grants*	-\$11,698,755.00
Developer contributions	-\$762,215.00
Internal Restrictions	-\$1,660,038.00
Discretionary General Fund Cash	\$5,617,343.12

I, Helen Thomas, CFO and Responsible Accounting Officer for Gwydir Shire Council, certify that the Council’s investments have been made in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005 and Council’s Investment Policy, as amended.

RATES COLLECTIONS

The graph below represents a comparative of the percentage collections for the current year against the two previous rating years. The current years collections are up to 29th February 2024.



OFFICER RECOMMENDATION

THAT the February 2024 Monthly Investment and Rates Collection report be received.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the February 2024 Monthly Investment and Rates Collection report be received.

(Moved Cr Smith, Seconded Cr Matthews)

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

6.4 Organisation & Community Services Report

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

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 February 2024.

TABLED ITEMS Nil

BACKGROUND

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

COMMENT

SOCIAL SERVICES

Bingara Neighbourhood Centre

Funding body – NSW Department of Communities and Justice

Bingara Neighbourhood Centre has had a busy month. The partnership with the community op-shop pantry was well received and is appreciated by many in the community. Assistance has been provided to community members with referrals and advocacy as well.

S355 Committees

Bingara Community Op Shop

This month has featured a strengthening in the systems between the Sorting room and the Shop. Items brought to the shop are now labelled so we can rotate clothing more effectively.

Three big events occurred during the third week of the month: our third birthday, the opening of our pantry and the Bop Shoppers Uke group attendance at the ukulele muster.

The Pantry will be open and attended to on Tuesdays and Thursdays, but access can be given to customers by the shop volunteers at other times. For a donation,

customers can fill a bag with food or produce from our shelves. We are collaborating with IGA and the Neighbourhood Centre to provide food for those in need.

Our third birthday was on Thursday the 22nd February, but we celebrated on Friday with a dinner for volunteers and their partners.

On Saturday the Op Shop ukulele group enjoyed the inaugural ukulele muster in Bingara.



Centrelink

Funding body – Services Australia

Telstra installed a backup modem for service continuity when wireline broadband is unavailable.

Contact with NAAPT regarding issues with customers being hung up on repeatedly on the “older Australians” line. Wait times to phone lines are becoming increasingly long.

Fax machine temporarily out of use, IT desk contacted, National Outage problem and fixed very quickly.

Consistent flow of customers throughout the month.

Youth Services

Funding body - NSW Department of Communities and Justice

Preparations are under way for Youth Week activities. Youth Week is from the 11th to the 21st of April. The theme this year is “Express. Empower. Get loud!” The youth will be doing this with Comedy workshops run by Comedian Anthony Lamond.

Youth Mentoring Program

Month	Number of participants
February	6

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

Willoughby/Gwydir Peer Tutoring Program

Funded by Willoughby City Council

The program started last year at the instigation of Rebecca Ju, a student who came to The Gwydir on the Willoughby/Gwydir Youth Exchange. Initially, the program was to be run by the not-for-profit organisation “Youth 4 Change”, a volunteer group coordinated by Rebecca. Changes at “Youth 4 Change” led to Rebecca, as a Willoughby Youth Action Group Member, submitting a proposal to Willoughby Council. The proposal was approved, and funding allocated. Willoughby Youth Action Group will promote the program to students who are interested in teaching, education, and similar careers.

There are currently two Gwydir youth connected with tutors and two who have contact details for Rebecca to ask for assistance, if required, whilst waiting for their own personal tutors.

Youth Exchange

Preparations have begun with dates confirmed, accommodation booked, information sessions held at the high schools, fliers distributed around the main towns and online promotion via social media.

Holiday Break

Office for Regional Youth – Department of Regional NSW

Preparations are under way for the Autumn Holiday Break activities with Eco Dyeing and Weaving Workshops to be held at Ceramic Break Sculpture Park.

Warialda Toy Library

Funding body – NSW Department of Communities and Justice

Supported Playgroup Development Worker

Warialda Toy Library	Dec 2023	Jan 2024	Feb 2024
Total daily attendance count for children, (calculating each child, each day over the month –total points of contact).	69	0	127
Full borrowing memberships (new and/or renew)	0	0	1
Non borrowing memberships (new and/or renew)	0	0	1
Casual borrowing memberships (new and/or renew)	0	0	0
Commemorative Birth Certificate applications received	0	0	0
Toys returned	6	0	9
Toys borrowed	8	0	10

Groups using the service (FDC carer, Pharmacy)	0	0	0
Monday	5	0	19
Tuesday group morning session	30	0	32
Wednesday group morning session	0	0	44
Thursday group morning session	26	0	32
Friday group morning session	5	0	0

February was the first month to kick off the Toy Library for 2024. Numbers were great with lots of various ages attending.

Our Supported Playgroup Development Worker has returned early from Maternity leave and this has also seen the operating hours change to Monday, Tuesday, Wednesday and Thursday from 9:30 till 2:30 with playgroup sessions being held from 10:00 till 12:00 each of those days.

This month we have seen many different activities catering for all ages. Sensory tub with rice and the alphabet for children to identify and find the letters in their names, music, arts and crafts with painting and matchsticks, rice, and glitter for imaginative creativity of shapes and pictures.



Bingara Toy Library

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

Particulars	January 2024	February 2024
Total daily attendance count for children, (calculating each child, each day over the month –total points of contact).	21	48
Full borrowing memberships (new and/or renew)	0	0
Non borrowing memberships (new and/or renew)	0	0
Casual borrowing memberships (new and/or renew)	0	0
Commemorative Birth Certificate – Voucher memberships	0	0
Toys returned	3	0

Toys borrowed	0	0
Children/Group using the service (FDC carer, pharmacy)	0	0
Tuesday group morning session x 2	7	10
Wednesday group morning session x 2	26	31
Thursday group morning session x 3	2	5
KSK group afternoon session x 4	0	20

The toy librarian was on annual leave for the first two full weeks therefore the service was closed for that period.

February 1st and 2nd the toy librarian attended child protection training with the staff at the Bingara Preschool via a zoom webinar.

Munch and Move program information pamphlets were given out during playgroup sessions this month. Topics covered by these flyers include healthy eating, limiting screen time, being more active, and drinking water.

The Kool Skool Program recommenced on February 20 with six children booked in for Tuesdays and seven children for Thursdays. Children were inducted into the process of the afternoon sessions, what is expected of them and what opportunities they have available. After discussions, a rough plan of what they would like was written up on the whiteboard. The children played card & board games, drawing, Lego and playing with the doll's house for the afternoons they attended this month.

Playgroup sessions returned to normal this month with school and preschool back in full swing and families back to their normal routines. A calendar with the planned activities for each month goes out to families via email at the end of the previous month. This calendar along with event flyers and reminders are also posted on the Bingara Toy Library Facebook page which currently has 376 followers.

The children were offered colour matching game, magnetic shape set activity, balls, blocks, stories, sensory bowl of shave foam and free play of all the toys this month.

On February 28th the Rural Outreach and Support Service from Inverell visited for the first time this year. Visits have been planned for the second Wednesday of each month for 2024. Staff introduced themselves gave pamphlets out and made attendees aware of all the things the service could assist them with and how to contact them. Next month the topic of discussion will be domestic violence.

Families have mentioned their concern with not having a local Child and Family Health Nurse service again, plus no anaesthetists at Inverell District Hospital meaning people from Bingara and Warialda having babies will need to travel further for services.



Bingara Preschool

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

Days	February 2024
Monday	15
Tuesday	14
Wednesday	17
Thursday	15

Child Protection Training:

On February 1st and 2nd all the team at Bingara Preschool participated in training webinars to complete the upgraded Child Protection qualification: CHCPRT025. To complete this upgraded unit of competency, each Educator also needs to complete the theory assessment which is due in May. The Bingara Preschool Educational Leader invited the other Social Service’s team members to join in with this training.

Leadership Training:

The Director attended the first sessions of the Leadership Lunch and Learn training. There are four more sessions to be held over the coming months. The emphasis in the February sessions was how to master feedback and get the very best from your team.

International Book Giving Day:

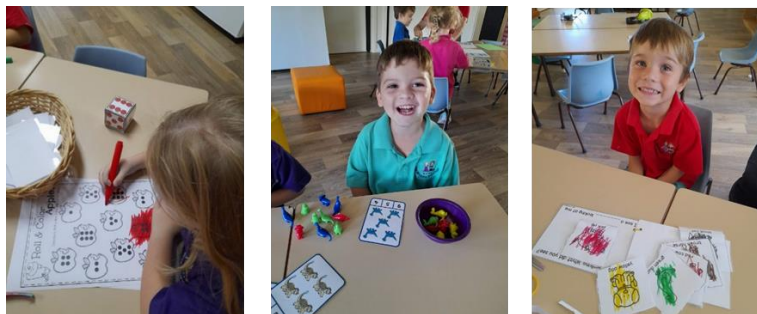
On Wednesday 14th, Bingara Preschool gifted each child in attendance with a book for International Book Giving Day. This day is a global initiative for individuals, communities, and organisations to share their love of reading.

Work Placement Student:

Bingara Preschool hosted a TAFE student whilst they completed their on-the-job training as part of their Diploma of Early Childhood Education and Care studies. This work placement student also works at Bingara Preschool on a casual basis. One of the tasks whilst on placement was to organise and conduct an excursion. The student chose and facilitated an excursion to the Bingara Library.

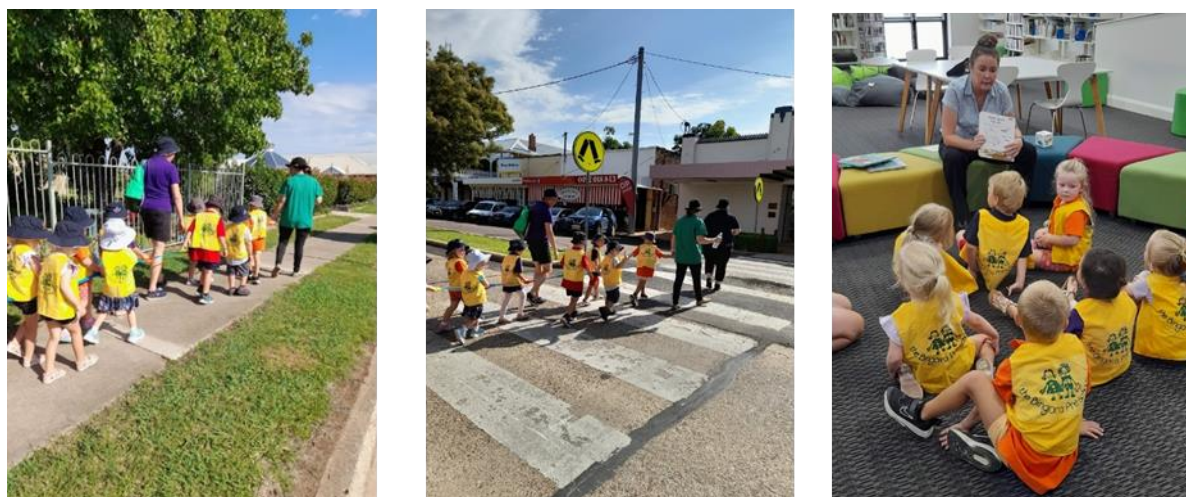
Rest and Readiness Program:

Bingara Preschool reimplemmented the school readiness program this year for children who will attend school in 2025. The literacy focus was for the children to sit and listen to a story, to identify different parts of a book, to understand the roles of an author and illustrator and to learn how to hold a book correctly. The numeracy focus was for the children to identify the numbers one to five.



Excursion to the Bingara Town Library:

On Tuesday February 27th, Bingara Preschool went on an excursion to the Bingara Library. The children and Educators walked down to the library wearing the excursion vests and holding onto the excursion rope. The children listened to a story, had a picnic styled morning tea, completed a craft activity, and then explored the library.



Self-Assessment Support Session:

On Friday February 9th, the Bingara Preschool Educators attended a support session with an officer from the Department of Education in relation to the new self-assessment portal. This is a new portal available to services, so they can upload, review, and edit the service’s self-assessment, where each team member has their own log in.

Educational Leader Report (KWS)

Educators at the Bingara Preschool have identified that they would like to update their knowledge of Key Word Sign as it has been several years since this training was first attended. This tool assists children with language delays to support their speech with signs. The Key Word Sign organisation has been approached to facilitate refresher training and the Educators will be completing this via webinar.

Tharawonga Mobile Resource Unit

Funding body – Australian Government Department of Education

Days and Venues	February 2024
Monday at Croppa Creek	10 (0 extra casual places)
Tuesday at North Star	8 (10 extra casual places)
Wednesday at Yallaroi	11 (6 extra casual places)
Thursday at Yetman	8 (0 extra casual places)
Friday at Warialda	Not yet started until License approved

Staff – This year Tharawonga has welcomed two new educators to our team. The educators are looking forward to building partnerships and relationships with the children and families that belong to the Tharawonga community. They are excited to share new ideas and implement these for the children to learn about.

Staff training – All educators have undertaken mandatory training for the updated child protection course. Emma has also completed a refresher course for CPR. We are currently working on individual educator training plans.

Emergency procedures – This term at North Star we were required to implement our snake policy due to a snake on site. We also had an emergency evacuation at our Yallaroi venue due to flash flooding.

Significant celebrations and events – This month we celebrated Chinese New Year. Each day the educators programmed culturally inclusive experiences, including making fried rice and using chopsticks. The children followed the written text (recipe), cooked the rice, chopped the ingredients, added, and mixed ingredients providing lots of learning opportunities including sharing and turn taking, mathematical and scientific concepts, life skills, willingness to try new things, using fine motor skills. We extended the learning by adding a creative experience of decorating a paper fan with calligraphy brushes and water colour paints.



Tharawonga has started the year well and we are achieving a positive outlook for 2024. Enrolments for the service are currently at twenty-seven.

We are starting the children’s portfolios which record each child’s learning journey throughout the year. The children have started creating art works and other documents will be added. These will be available for the children to look through.



We are working with families to establish goals to be set for the children to work towards for the year. Educators are observing the children to record information for work towards their developmental milestones to ensure that we are incorporating experiences on the program that are meeting the children’s needs or interests.

We are now implementing a digital technology component into the program. Part of the Early Years Learning Framework outcome five, highlights teaching skills and techniques and encouraging children to use technologies to explore new information and represent their ideas.

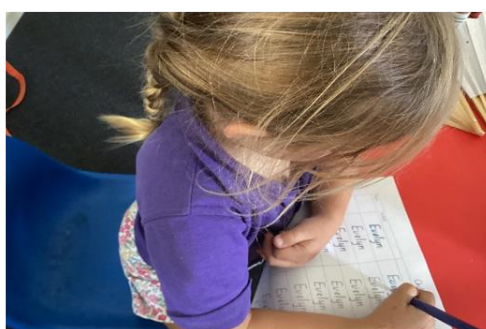
Our literacy focus saw the children engaged in role play of The Three Billy Goats Gruff, using props. The light board was used for the children to practice their drawing by tracing around the outline of the characters from the story. The children made puppet characters by cutting out the outline of the characters from the story and adding these to paddle pop sticks. At the **Yallaroi venue** the children constructed their own bridge. The children initiated this learning on their own without prompts from the educators.



Intentional learning

This year we have a primary focus on foundational learning across the program. We are aiming to ensure that these are covered every day in our program.

The children have been learning about small, medium, and large through the Three Billy Goats Gruff story and the obstacle course with sequence sized steppingstones. We are also focusing on primary colours and recognition through colour sorting experiences using bowls with coloured tongs and coloured items, as well as the translucent objects with buckets on the light table.



The story Brown Bear enhanced our colour learning experiences. Brown Bear shows every animal a different colour. We had felt animals that were the same colours as the animals in the book. The children played the role of the animal they were holding. Children learn quicker when one or more of their senses are engaged.

The educators have incorporated puppets while reading familiar stories. The educator uses the main puppets to tell the story and the children join in by using finger puppets.



The children were very enthusiastic participants in the musical experience using the tapping sticks. They demonstrated an understanding of positional language as they tapped in the air, the ground, their shoes, big, small, quiet, and loud tapping. Other skills developed through this experience were following instructions and listening.

We are incorporating a more formalised morning group routine. Within this experience the children are learning or refining their practice with our services acknowledgement of country, helping to establish a rules book for our service to talk about and participating in our daily calendar by helping to recognise the day, date, month, weather, and season. This routine has sparked an interest in the children attending the **Yetman venue**. They enthusiastically look at the weather and take turns changing the pieces on our magnetic calendar display.



The children created their own name tags for the lockers at each venue. This assists the children with a sense of belonging and ownership of the venues. The children will be encouraged to put these on their lockers on arrival when they attend the service.

Croppa Creek – this venue started a week later than the other services as there is an allocated pupil free day at the beginning of the term. The children were introduced to the interactive play dough mats. Educators are encouraging the children to mold balls and shapes, to develop more detail in their creations with the dough. The children continue developing their drawing skills by using white board markers and shapes on cards.

North Star – This venue provided the children with the opportunity to participate in a cooking experience, which will be a regular part of the program. Educators selected a vegetable slice recipe from the “Healthy Lunch Box Ideas” booklet which is provided to families upon enrolment with our service. The children all participated in helping to make the slice and taste this after they had their sandwiches at lunch time. This experience provides important opportunities for the children to develop pre literature, mathematical concepts, and an introduction to science.



CUSTOMER SERVICE REQUESTS (CRMs)

CRMs carried forward from:

Department	Outstanding as at 23 February 2024	Completed since 23 February 2024	Outstanding as at 14 March 2024
Technical Services	41	20	21

Environment and Sustainability	19	10	9
Town Utilities, Parks and Gardens	21	14	7
Building Services	21	7	14
Total Outstanding	102	51	51

CRMs from 23 February 2023 to 14 March 2024:

Department	Received 23 Feb – 14 Mar 2024	Completed 23 Feb – 14 Mar 2024	Outstanding as at 14 March 2024
Technical Services	20	2	18
Environment and Sustainability	17	8	9
Town Utilities, Parks and Gardens	24	18	6
Building Services	20	10	10
Executive	1	0	1
Organisation and Community Services	1	0	1
Total Outstanding	83	38	45

CRMs received since 23 February 2024 and still outstanding as at 14 March 2024:

Department	Open
Technical Services	39
Environment and Sustainability	18
Town Utilities, Parks and Gardens	13
Building Services	24
Executive	1
Organisation and Community Services	1
Total	96

CHILD PROTECTION

Attached to this report for noting are the current documents relating to Child Protection:

Managing Allegations of Reportable Conduct Against Staff Involving a Child or Young Person Guide; and;

Child Protection Policy

CONSULTATION

Consultation has occurred within the Organisation and Community Development Directorate.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

1. Monthly Action Progress Report February 2024 [6.4.1 - 38 Pages]
2. Managing Allegations of Reportable Conduct Against Staff Involving a Child or Young Person Guide [6.4.2 - 18 Pages]
3. Child Protection Policy [6.4.3 - 8 Pages]

COUNCIL RESOLUTION:

THAT the report be received.

(Moved Cr Matthews, Seconded Cr Mulligan)

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil



Monthly Action Progress Report February 2022/2023





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%		
DP	Promote and implement a range of measures, such as community transport, accommodation opportunities or location of new facilities that improve the access to Health Services for community members.	Aged Care Manager	In Progress	0%		

In  Progress  Complete  Deferred  Not Updated  Not Started





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	90%		
1.1.2.2	Annual Swimming Pool Inspection Program	Building Services Manager	Completed	100%	Inspections scheduled for first half of 2023	
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%		
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 work continues and is supported by the CHSP Manual	
1.1.2.6	Reedy Creek Footpath - Stage 1 - Construction of Bicycle/Walking Path - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Engineering Assets Coordinator	Completed	100%		
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Community Assets Manager	In Progress	10%		






In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
DP	Provision of infrastructure for all aspects of recreation and sport from grass-root participation through to talent development, ranging from children to older people and recognising the needs of our diverse community.	General Manager	In Progress	50%		








1.1.3: Provide the right places, spaces and activities

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.2.5	Implement Council's library programs	Community Assets Manager	In Progress	90%		
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	General Manager	In Progress	20%	No further progress since last update	
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	Completed	100%		
1.1.3.3	Annual Tree Planting program	Town Utilities and Plant Manager	Completed	100%		





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	In Progress	80%	Project tendered and contract to be awarded in March 2023. Works are expected to commence by April 2023.	
1.1.3.5	Bingara Skate Park project - 2021-2022 Open Spaces Program	Town Utilities and Plant Manager	In Progress	10%		
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	Completed	100%		
1.1.3.7	Enhance the overall Resident experience at Naroo Frail Aged Hostel	Aged Care Manager	In Progress	75%	Positive comments are being received from Community members and families. Open Day is being organised for March with the Naroo committee to promote Naroo and Aged care in the Gwydir Shire.	
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	General Manager	In Progress	20%		


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.9	Landscaping Improvements - Warialda Street Tree Upgrade - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	30%		
1.1.3.10	Off Leash Dog Exercise Areas Bingara - Gravesend - Warialda - Local Roads and Community Infrastructure Program	Planning & Environment Team Leader	Completed	100%		
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Aged Care Manager	Completed	25%		
1.1.3.12	Provide exceptional care, embracing authentic partnerships with families and ensuring the 'voice of the child' is central to our service processes.	Social Services Manager	Completed	100%		
1.1.3.13	Provide high levels of hygiene to councils community assets	Community Assets Manager	In Progress	90%		
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	In Progress	90%		
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	50%		

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	30%	Existing building demolished. Building pad prepared. Piers & retaining wall footing poured. Underfloor drainage installed.	
1.1.3.17	Warialda Fitness Centre Amenities Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Finance Manager	Completed	100%	Gwydir Shire staff have removed the asbestos from the Warialda Fitness Centre. Randall Group commenced works with stripping the bathrooms and commencing the lining. Deb from Randall group has advised and estimated time frame of 6 weeks, with the anticipation of having the works completed by the last week in March 2023.	
1.1.3.18	Warialda Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant cycle/walking paths.	Urban Infrastructure Coordinator	In Progress	10%	Project tendered and contract to be awarded in March 2023. Works are expected to commence by April 2023.	
1.1.3.19	Warialda Rail Amenities Building Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Town Utilities and Plant Manager	Deferred	0%		



In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
DP	Provide for the ongoing provision of parkland and other educational, recreation, social and all access facilities for current and future communities.	Organisation & Community Services Director	Not Updated	0%		

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	Completed	100%		
DP	Take action to improve housing affordability and diversity, the liveability of our neighbourhoods as well as equity and inclusiveness. Promote sustainability and equitable economic growth.	General Manager	In Progress	50%		

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%		
DP	Provide a Safe Community where all residents and visitors can work, travel, live and play in a safe and secure environment, free of risk to health and wellbeing.	General Manager	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	90%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
DP	Contribute to community wellbeing by strengthening the Council's cultural identify and harmony making Gwydir Shire Council a more vibrant place to live and visit.	Organisation & Community Services Director	Not Updated	0%		

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
2.1.1.1	Annual Power and Telemetry upgrade program	Town Utilities and Plant Manager	In Progress	75%		
2.1.1.2	Annual Water Meter replacement program	Town Utilities and Plant Manager	In Progress	80%		
2.1.1.3	Annual Pump replacement program	Town Utilities and Plant Manager	Completed	100%		
2.1.1.4	Bingara Riverside Caravan Park Amenities Block Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	In Progress	85%		
2.1.1.5	Bingara Showground Amenities - Repairs and Maintenance Project	Building Services Manager	Completed	100%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.6	Building Services Repairs and Maintenance Program for 2022-2023	Building Services Manager	Completed	100%	R&M Ongoing	
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%		
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%	5km of this 20km project have been completed. A further 5km section is at approximately 50%. The project is tracking just within available budget.	
2.1.1.9	Bingara Water Treatment Plant - Solar installation project	Town Utilities and Plant Manager	In Progress	20%		
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Building Services Manager	In Progress	10%	Local Government Engineering Services engaged to carry out design for restumping. RFQ will be sought. Site inspection happening 22/02/23.	
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	In Progress	50%		
2.1.1.13	Stage 2 North Bingara sewer extension project	Town Utilities and Plant Manager	In Progress	50%		






In Progress Complete Deferred Not Updated Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	20%		
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	90%		
2.1.1.16	Annual Renewals Program - Sewer mains relining/replacement	Town Utilities and Plant Manager	Completed	100%		
2.1.1.17	Annual Heavy Plant Replacement Program	Town Utilities and Plant Manager	Completed	100%		
2.1.1.18	Annual Light Plant Replacement Program	Town Utilities and Plant Manager	Completed	100%		
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	20%		
2.1.1.21	The Living Classroom - Emergency Accommodation and Tourism Opportunities - Black Summer Bushfire Recovery Grants Program	General Manager	Completed	100%		



In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.22	The Living Classroom Bunkhouse - Deck expansion project	Building Services Manager	Completed	100%		
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Urban Infrastructure Coordinator	In Progress	10%	Design work continues on this project as resources have been directed to higher needs areas.	
2.1.1.24	Upper Horton Sports Club Camping Ground Amenities Block - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Town Utilities and Plant Manager	In Progress	10%		
2.1.1.25	Warialda Emergency Accommodation and Respite Centre - Plunkett Street - Black Summer Bushfire Recovery Grants Program	Community Assets Manager	In Progress	90%		
2.1.1.26	Warialda Works Depot project- Extend awning off lunch room	Building Services Manager	Completed	100%		
2.1.1.28	Fixing Local Roads Round 1 Funding - Transport for NSW - Sealing of Horton Road from Horton Village to MR133 Killarney Gap Road	Engineering Services Director	Completed	100%	13km of 16km has been sealed with the remaining 3km having gravel carted to finish level. Remaining activities are stabilisation of base course material and sealing.	



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	30%	3.5km of 20km has been completed and bitumen sealed. Works are progressing well, however materials supply is slowing works at times.	
2.1.1.34	Develop 10 year stormwater plan	Urban Infrastructure Coordinator	In Progress	90%	Council is currently reviewing the recommendations of a report written after a community deliberative panel discussed stormwater issues last financial year. It is expected that the report will be the basis of the plan.	
2.1.1.36	Deliver RMCC annual works program	Urban Infrastructure Coordinator	Completed	100%		
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	In Progress	30%		
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	50%		


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%	A contract for the construction of drainage components has been awarded to Finn Valley Civil who have commenced construction of three causeways on the project.	
DP	Achieve better value from infrastructure spend to improve productivity, drive economic growth and improve public amenity.	General Manager	In Progress	50%		


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	90%		
2.1.2.3	Develop strategy for small scale industrial land development.	General Manager	In Progress	70%		


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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	Completed	100%		
DP	Establish a strong business and commercial culture identifying opportunities to increase Gwydir Shire's competitiveness and support the development of innovation and entrepreneurship.	General Manager	In Progress	50%		

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
DP	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	Organisation & Community Services Director	Not Updated	0%		

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
DP	Establish a whole of government approach to workforce issues and facilitate greater labour mobility to increase employment opportunities and support regional employers to access skilled workers— including the adoption of remote digital technology — and remove barriers to relocation for workers	Organisation & Community Services Director	Not Updated	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	90%		
DP	Collaborate closely with industry stakeholders to develop sustainable, high quality education and training opportunities to attract, develop, support and retain a skilled local workforce	General Manager	In Progress	50%		

In  Progress  Complete  Deferred  Not Updated  Not Started




Goal 3: An environmentally responsible Shire

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


3.1: Our community understands and embraces environmental change

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



3.1.1: Encourage respectful planning, balanced growth and good design

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.1.1	Implement Development Control Plan based on the Department of Planning NSW standard format including report to Council and Community Consultation	Planning Officer	Deferred	0%		
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	0%		
3.1.1.3	Conduct Gwydir Housing Study	Planning & Environment Team Leader	In Progress	5%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
DP	Integrate the economic, social and environmental objectives of society in order to maximise well-being in the present without compromising the ability of future generational needs.	General Manager	In Progress	50%		

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	Completed	100%		
DP	Establish an ongoing cycle of assessment, targeted actions, monitoring and review to support learning and strengthen our response to a changing environment.	Planning & Environment Team Leader	In Progress	75%		

In  Progress  Complete  Deferred  Not Updated  Not Started

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%		
DP	Work together in a coordinated way to build connectivity, protect and reduce pressures on and build resilience for our unique natural environment.	Planning & Environment Team Leader	In Progress	0%		


3.2: We use & manage our natural resources wisely

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





3.2.1: Develop a clean energy future

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.1.1	Street lighting coverage across the local networks throughout the shire	Planning & Environment Team Leader	In Progress	35%		

In Progress Complete Deferred Not Updated Not Started



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
DP	Work with key stakeholders to support local communities, businesses and workers to maximise opportunities and to ensure a smooth transition to a more energy efficient future.	General Manager	In Progress	50%		

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	In Progress	90%		
3.2.2.2	Gravesend Recreation Ground Irrigation System - LRCI Phase 3 Project	Town Utilities and Plant Manager	In Progress	80%		
3.2.2.3	Water treatment plant improvements	Town Utilities and Plant Manager	Completed	100%		
DP	Deliver access to and manage water availability in a balanced way to ensure the right amount of water, of the right quality for the right purpose at the right times.	Town Utilities and Plant Manager	Completed	100%		

In  Progress  Complete  Deferred  Not Updated  Not Started


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%		
DP	Deliver a domestic waste management service that is focused on sustainable waste management and resource recovery services that also meets the needs of the Gwydir Shire residents	Planning & Environment Team Leader	In Progress	75%		

3.2.4: Identify and make best use of our resource land

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.4.1	Ensure that there is suitable residential land and premises available to facilitate growth	General Manager	Completed	100%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
DP	Identify future land uses and plan for future development to balance the competing needs for expansion with protection of sensitive environments, ensuring recreational and community needs and promoting sustainability.	General Manager	In Progress	60%		

In  Progress  Complete  Deferred  Not Updated  Not Started



Goal 4: Proactive regional and local leadership

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

4.1: We are an engaged & connected community





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

4.1.1: Encourage an informed community

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.1.1	Provide effective communication initiatives to service the community	Community Assets Manager	In Progress	90%		
DP	Build on key strategies for the provision of information to our community in a relevant, meaningful and transparent way	General Manager	In Progress	50%		

In  Progress  Complete  Deferred  Not Updated  Not Started

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	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	90%		
4.1.2.1	Consistently engage with communities, moving from transactional to transformational relationships	Integrated Planning Reporting & Governance Officer	Completed	100%		
DP	Audit, package and promote tourism attributes for Gwydir Shire Council	Organisation & Community Services Director	Not Updated	0%		
DP	Provide the right platforms for humanising encounters and constructive conversations to create a reservoir of unity and trust within the community	Organisation & Community Services Director	Not Updated	0%		

In  Progress  Complete  Deferred  Not Updated  Not Started

4.1.3: Build on our sense of community

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.1	Achieve positive connections with organisations central to child development, social inclusion, health and education.	Social Services Manager	Completed	100%		✓
4.1.3.2	Grow relationships with governments, the corporate sector, community organisations and volunteers to enhance the educational experience	Social Services Manager	Completed	100%		✓
4.1.3.3	Value and embrace the knowledge and experiences of our families as they grow through our services.	Social Services Manager	Completed	100%		✓
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children and their families.	Social Services Manager	Completed	100%		✓



In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
DP	Collaborate and work together with all stakeholders to build connections, understanding and confidence to foster strong, resilient and connected communities.	Organisation & Community Services Director	Not Updated	0%		


4.2: We work together to achieve our goals

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




4.2.1: Build strong relationships and shared responsibilities

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.1.1	Manage programs and initiatives to connect with, and value other cultures	Community Assets Manager	In Progress	90%		
DP	Collaborate with key stakeholders to continue to develop trust, respect, awareness, inclusion and open communication for the purpose of creating shared responsibilities for better outcomes	Organisation & Community Services Director	Not Updated	0%		



In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
DP	Maintain strategic partnerships within the Gwydir community and surrounds.	Organisation & Community Services Director	Not Updated	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	Completed	100%		
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	Completed	100%		
4.2.2.3	Implement emerging technologies and best processes to improve efficiency.	Social Services Manager	Completed	100%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
DP	Use Councils strategic planning and reporting framework to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment	Integrated Planning Reporting & Governance Officer	In Progress	50%		
DP	Working collaboratively to align and implement long-term strategic planning objectives	Organisation & Community Services Director	Not Updated	0%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Goal 5: Organisational management

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





5.1: Corporate management

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

5.1.1: Financial management and accountability systems

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.1.1	Complete all legislative reporting requirements for Community Home Support Program (CHSP)	Aged Care Manager	Completed	0%	Completed	
5.1.1.2	Complete all legislative reporting requirements for NSW Transport (CHSP)	Aged Care Manager	Completed	0%	Completed last report submitted February 2023	
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Aged Care Manager	In Progress	80%	Reports are now quarterly	
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%	Increase in grant money to total 1.52 million. DA completed. Awaiting tender process. Architect to visit site on 2nd March 2023	

In Progress Complete Deferred Not Updated Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.1.5	Implement the Business Improvement Fund grant monies as per the Activity Work plan and Indicative Activity Budget	Aged Care Manager	In Progress	90%	BIF 1 Grant has completed. Final report submitted 28/03/2023. Budget overrun is security work which was approved by General Manager. BIF 2 - on track. Orders in place for replacement equipment and work progressing for succession planning.	
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%		
DP	Align financial function with business strategy to assist developing long-term growth and financial security	Chief Financial Officer	Not Updated	0%		


5.1.2: Information management systems

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights




In  Progress  Complete  Deferred  Not Updated  Not Started

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	Completed	100%	IT have solved 110 reported helpdesk tickets in the month of February. The median reply time was 50 minutes and the median solve time was 2.2 hours.	✓
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	In Progress	95%		●
5.1.2.3	IT capital replacement program.	Business Improvement & IT Manager	Completed	100%	The replacement program for devices is now complete for the financial year.	✓
5.1.2.4	Further the digitisation efforts of Council's records management to ensure the integrity of information for the future.	Business Improvement & IT Manager	Completed	100%	The aged care files have been sent to Challenge in Tamworth.	✓
5.1.2.5	Manage Council's corporate Records and Archive Facilities and Record Management Framework in accordance with legislative requirements.	Business Improvement & IT Manager	Completed	100%	All of the financial assessment files have been returned by Challenge and the Aged Care files have been sent for digitisation. A "Records Information Assets Register" has been put together to identify any information that we store, to be categorised and identified for responsibilities of the protection and capture of that information. This will accompany the Records Information Management policy when complete.	✓
5.1.2.6	Software Renewal Program - 22/23 Financial Year	Business Improvement & IT Manager	Completed	100%	The majority of licencing has been purchased for this financial year. The budget is on track.	✓



In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
DP	Ensure appropriate planning, implementation and monitoring of information systems to support the mission, goals and objectives of the organisation	Organisation & Community Services Director	Not Updated	0%		



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	Completed	100%	The service review policy, framework, and service catalogue continue in draft. The order for the timesheet system has been signed and will be kicked off in the coming weeks.	
5.1.3.2	Develop and maintain Councils Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	80%		
5.1.3.3	Manage and support Councils Town utilities and depot operations	Town Utilities and Plant Manager	Completed	100%		





In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
DP	Create formal structure and support to assist in the facilitation of Council's key functions to achieve core objectives.	General Manager	In Progress	50%		
DP	Enhance the safety of employees and general public and minimise financial loss to the Council through risk detection, evaluation and prevention.	Organisation & Community Services Director	Not Updated	0%		

5.1.4: Workforce planning








Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.1	Build a culture that empowers staff to learn, teach, lead and succeed	Social Services Manager	Completed	100%		
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Organisation & Community Services Director	Deferred	35%		

In  Progress  Complete  Deferred  Not Updated  Not Started



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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%		
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Aged Care Manager	Completed	100%	Managed by Nurse Educator. Health check completed on documentation and assessments by PCC. Staff are offered educational opportunities when available. Altura is used for online education. Educator provides toolbox talks and face to face education. Manual Handling is a focus for February 2023.	
5.1.4.5	Undertake Workforce Planning to ensure that there is an appropriately skilled workforce to meet future challenges and opportunities.	Human Resource Officer	In Progress	65%		
DP	Plan for the future capabilities that Gwydir Shire Council is likely to need to meet its defined strategic goals and industry challenges	Organisation & Community Services Director	Not Updated	0%		

In  Progress  Complete  Deferred  Not Updated  Not Started

5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Council Public Roads	GIS Officer	In Progress	95%		
	Review of Room price Naroo Frail Aged Hostel annually 30th June	Aged Care Manager	Completed	100%	Reviewed for 2022-23	
5.1.5.1	Embed Workplace Health & Safety into business as usual practice throughout the organisation	Risk and Safety Officer	In Progress	20%		
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for 8 sites	Risk and Safety Officer	In Progress	25%		
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	55%	Ongoing and some will be addressed in the ACAR grant works	
DP	Empower workers by instilling confidence, satisfaction and ensuring participation.	Organisation & Community Services Director	Not Updated	0%		
DP	Improve internal capacity to improve efficiencies	Organisation & Community Services Director	Not Updated	0%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
DP	The development and management of policy and risk for the benefit of the community consisting of processes and systems that promote the good rule of government.	General Manager	In Progress	50%		
LCR	Meet all of Councils Legislative Compliance & Reporting requirements as set by the Office of Local Government (OLG)	Integrated Planning Reporting & Governance Officer	In Progress	20%		

In  Progress  Complete  Deferred  Not Updated  Not Started



Gwydir Shire Council

Managing Allegations of Reportable Conduct Against Staff Involving a Child or Young Person - Guide

Department: Social Services and Executive Services

Responsible Manager: Social Services Manager and Governance Officer

Date Adopted: 15 February 2024

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Table Of Contents

Gwydir Shire Council	1
Child Safe Organisation Policy	1
Overview	3
Definitions, Roles and Responsibilities	3
Policy Statement	6
Scope	6
Principles	7
What is Child Abuse?.....	7
Indicators of Abuse	7
Neglect.....	8
Physical Abuse	9
Emotional or Psychological Abuse	9
Sexual Abuse.....	10
Domestic/Family Violence.....	10
Legislative Changes	11
Requirements	12
Mandatory reporting risk of significant harm (ROSH)	12
Selection and recruitment	13
Allegations against staff	13
Child-Safe Organisation.....	13
Disciplinary action	13
Support during investigations	13
Record keeping.....	14
Roles and Responsibilities	15
Related Documents	16
Related Legislation	16
4. Revision Record	17

Overview

To ensure Council is compliant with NSW child protection legislation, including mandatory reporting, recruitment and selection and responding to allegations against staff involving children and young people.

To articulate the professional and legal obligations of Council staff in relation to child protection. All staff and volunteers are committed to identifying possible risk and significant risk of harm to children and young people in our care. We comprehend our duty of care responsibilities to protect children from all types of abuse and neglect and will always adhere to our moral and legislative obligations.

To ensure Council implements procedures for the prompt and confidential response to all allegations against Council staff, volunteers, students and persons undertaking work experience and contractors/suppliers where a child or young person is involved.

To promote the health, safety, welfare and wellbeing of children and young people, and to ensure that Council provides a safe environment for children and young people whilst on Council premises and utilising Council services.

To ensure that Council is implementing best practice approaches to child protection, and in this regard is responding to recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse (2017) that affect Local Government.

Definitions, Roles and Responsibilities

Child Safe Organisation – An organisation in which child safety is embedded in planning, policy and practices and where the voices of children and young people are valued and actioned.

Department of Communities and Justice (DCJ) – the New South Wales (NSW) Government agency responsible for the care and protection of children and young people.

Mandatory Reporting – the legislative requirement for the selected classes of people to report suspected child abuse and neglect to government authorities. In NSW, mandatory reporting is regulated by the Children and Young Persons (Care and Protection) Act 1998 (The Care Act).

Child-Related Work – Work which involves direct contact by the worker with a child or children where that contact is a usual part of and more than incidental to the work. It also includes work that is likely to involve contact with a child in connection with at least one of the 20 legislated categories of child-related work, which include:

- education and care and child-minding services
- clubs or other bodies providing programs and services for children
- entertainment for children, including sporting, cultural or other entertainment venues used primarily by children and entertainment services for children
- transport services for children, including school bus services, services for children with a disability and supervision of school road crossings.

Child related work may also include a worker who has access to confidential records or information about children.

Contract Service Provider – An organisation or entity contracted to provide goods, services or programs involving child-related work on behalf of or in conjunction with

Council, where that entity has been engaged as a result of informal and formal procurement processes such as Requests for Quotation (RFQs), Tender Applications, Expressions of Interest (EOIs). And one-off or standing purchase orders.

Ill-treatment of a Child – Means conduct towards a child that is unreasonable and seriously inappropriate, improper, inhumane or cruel.

Ill-treatment includes:

- making excessive or degrading demands of a child
- a pattern of hostile or degrading comments or behaviour towards a child
- using inappropriate forms of behaviour management towards a child

Mandatory Reporters – Mandatory Reporters are people who deliver the following services, wholly or partly, to children as part of their paid or professional work:

- Health care (e.g. registered medical practitioners, specialists, general practice, nurses, midwives, occupational therapists, speech therapists, psychologists, dentists and other allied health professionals working in sole practice or in public or private health practices)
- Welfare (e.g. social workers, caseworkers and youth workers)
- Education (e.g. teachers, counsellors and principals)
- Children's services (e.g. Early childhood education workers, family day carers and home based carers)
- Residential services (e.g. refuge workers)
- Law enforcement (e.g. police)
- Registered psychologists providing a professional service as a psychologist
- A person in religious ministry or a person providing religious-based activities to children.

All staff have a responsibility to recognise and respond to concerns for safety, welfare and the wellbeing of children and young people, and to report these concerns to management.

According to the *Children and Young Persons (Care and Protection) Act 1998*, mandated reporters must make reports if they suspect on reasonable grounds a child is at risk of significant harm because:

- the child's basic physical or psychological needs are not being met or are at risk of not being met
- the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child to receive necessary medical care
- the parents or other caregivers have not arranged and are unable or unwilling to arrange for a school aged child to receive an education
- the child has been, or is at risk of being physically or sexually abused or ill-treated
- the child is living in a household where there have been incidents of domestic violence and they are at risk of serious physical or psychological harm
- the parents or other caregivers behaviour means the child has suffered or is at risk of suffering serious psychological harm.

Source: *Children and Young Persons (Care and Protection Act) NO 157 Chapter 3 – Part 2 – Section 23.*

Maltreatment – refers to non-accidental behaviour towards another person, which is outside the norms of conduct and entails a substantial risk of causing physical or emotional harm. Behaviours may be intentional or unintentional and include acts of omission and commission. Specifically, abuse refers to acts of commission and neglects acts of omission. Note, that in practice, the terms child abuse and child neglect are used more frequently than the term child maltreatment.

Risk of Significant Harm (ROSH) – refers to circumstances causing concern for the safety, welfare and wellbeing a child or young person present to a significant extent. This means it is sufficiently serious to warrant a response by a statutory authority irrespective of the family's consent.

What is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing. In the case of an unborn child, what is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child.

Reportable Conduct – Reportable conduct means the following conduct, whether or not a criminal proceeding in relation to the conduct has been commenced or concluded:

- a) a sexual offence
- b) sexual misconduct
- c) ill-treatment of a child
- d) neglect of a child
- e) an assault against a child
- f) failure to reduce or remove the risk of a child becoming the victim of abuse or concealing child abuse
- g) behaviour that causes significant emotional or psychological harm to a child.

Examples of indicators of significant emotional or psychological harm in respect of paragraph (g) include:

1. displaying behaviour patterns that are out of character
2. regressive behaviour
3. anxiety or self-harm.

Reportable Allegation – A reportable allegation in relation to an employee of Gwydir Shire Council means:

- a) if the employee holds, or is required to hold, a Working with Children Check (WWCC) clearance for the purpose of employment with the public authority – an allegation that the employee has engaged in conduct that may be Reportable Conduct, whether or not the conduct is alleged to have occurred in the course of the employee's employment, or
- b) if the employee is not required to hold a Working with Children Check (WWCC) clearance for the purpose of employment with the public authority – an allegation that the employee has engaged in conduct that may be Reportable Conduct, unless the conduct is alleged to have occurred outside the course of the employee's employment with the public authority.

Investigation (of Reportable Allegations of Conduct) – The process in which Council:

- gathers all relevant facts
- manages risks to children, employees and the organisation during an investigation
- makes an assessment as to whether an allegation is reportable under the Reportable Conduct Scheme
- notifies the Children’s Guardian of the Reportable Allegation or Conduct
- makes findings of Reportable Conduct including whether an allegation is sustained or not, and
- provides information to assist any relevant employment proceedings.

Reasonable Grounds – refer to the need to have an objective basis for suspecting that a child may be at risk of abuse and neglect based on:

- firsthand observation of the child or family
- what the child, parent or other person has disclosed
- what can reasonably be indirect based on observation, professional training and/or experience.

Policy Statement

Gwydir Shire Council is committed to providing a child safe environment where children’s safety and wellbeing is supported, and children feel respected and valued. Gwydir Shire Council adheres to the National Principles for Child Safe Organisations and promotes a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children’s sense of security and belonging. Council believes that the safety and wellbeing of children and young people is everybody’s business. In NSW, the safety of children and young people are the shared responsibility of parents and families, supported by the community, government, and nongovernment organisations. Council staff, volunteers, and contractors share a commitment to the awareness, prevention, and response to the suspected risk of significant harm of a child or young person. This is in adherence to the Children and Young Persons (Care and Protection) Act 1998.

Council maintains a rigorous and consistent recruitment, screening and selection process. Council takes allegations against staff involving children and young people seriously and supports the fair and thorough investigation led by the General Manger and Gwydir Shire Council triage team. Council adopts the Office of the Children’s Guardian’s Principles for Child-Safe Organisations (2017) and the Royal Commission Final Report Recommendations (2017) relevant to Local Government including the Child Safe Standards and The Childrens Guardian amendment (Child Safe Scheme) Bill 2021

Scope

This Policy applies to all full-time, part-time, casual, temporary and fixed term Council Employees (and includes staff, students on placement, volunteers, Section 355 Committee members and Councillors).

The Policy also applies to the management of contracted service providers and grant and sponsorship recipients delivering services involving child-related work, either on behalf of or in conjunction with the Council.

Principles

This Policy reflects Gwydir Shire Councils commitment to:

- The Office of the Children’s Guardian’s Principles for Child-Safe Organisations (2017)
 - **Principle 1** – The organisation focuses on what is best for children.
 - **Principle 2** – All children are respected and treated fairly.
 - **Principle 3** – Children’s families and communities are welcome and encouraged to participate in the organisation.
 - **Principle 4** – Children receive services from skilled and caring adults.
- The Child Safe Standards identified by the 2017 Royal Commission into Institutional Responses to Child Sexual Abuse:
 - **Standard 1** – Child safety is embedded in organisational leadership, governance and culture.
 - **Standard 2** – Children participate in decisions affecting them and are taken seriously.
 - **Standard 3** – Families and communities are informed and involved.
 - **Standard 4** – Equity is upheld and diversity is taken into account.
 - **Standard 5** – People working with children are suitable and supported.
 - **Standard 6** – Processes to respond to complaints of child abuse are child focused.
 - **Standard 7** – Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
 - **Standard 8** – Physical and online environments minimise the opportunity for abuse to occur.
 - **Standard 9** – Implementation of the Child Safe Standards is continuously reviewed and improved.
 - **Standard 10** – Policies and procedures document how the organisation is child safe.
- The United Nations Convention on the Rights of the Child (1990).

What is Child Abuse?

Child abuse is any action towards a child or young person that harms or puts at risk their physical, psychological, or emotional health or development. Child abuse can be a single incident or can be a number of different incidents that take place over time.

NSW Department of Communities and Justice (DCJ), identify different forms of child abuse which include – neglect, sexual, physical and emotional abuse or psychological harm.

https://www.facs.NSW.gov.au/families/Protecting-kids/reporting-child-at-risk/harm-and-neglect?merge_chapters=true

Indicators of Abuse

There are common physical and behavioural signs that may indicate abuse or neglect. The presence of one of these signs does not necessarily mean abuse or neglect. Behavioural or physical signs which assist in recognising harm to children are known as indicators.

The following is a guide only.

One indicator on its own may not imply abuse or neglect. However, a single indicator can be as important as the presence of several indicators. Each indicator needs to be deliberated in the perspective of other indicators and the child's circumstances. A child's behaviour is likely to be affected if they are under stress. There can be many causes of stress and it is important to find out specifically what is causing the stress. Abuse and neglect can be single incidents or ongoing and may be intentional or unintentional.

General indicators of abuse and neglect may include:

- marked delay between injury and seeking medical assistance
- history of injury
- the child gives some indication that the injury did not occur as stated
- the child tells you someone has hurt them
- the child tells you about someone they know who has been hurt
- someone (relative, friend, acquaintance, sibling) tells you that the child may have been abused.

Neglect

Child neglect is the continuous failure by a parent or caregiver to provide a child with the basic requirements needed for their growth and development, such as food, clothing, shelter, medical and dental care, and adequate supervision.

Some examples of neglect are:

- inability to respond emotionally to the child
- child abandonment
- unable or unwilling to provide adequate food, shelter, clothing, medical attention, safe home conditions
- depriving or withholding physical contact
- failure to provide psychological nurturing
- treating one child differently to the others.

Indicators of neglect in children

- low weight for age and failure to thrive or develop
- child not adequately supervised for their age
- poor standard of hygiene leading to social isolation
- scavenging or stealing food
- extreme longing for adult affection
- lacking a sense of genuine interaction with others
- acute separation anxiety
- self-comforting behaviours e.g. rocking, sucking
- delay in developmental milestones
- untreated physical problems such as sores, serious nappy rash and urine scalds, dental decay.

Physical Abuse

Physical abuse is when a child has suffered, or is at risk of suffering, non-accidental trauma or injury, caused by a parent, caregiver or other person. Educators will be particularly aware of looking for possible physical abuse if parents or caregivers:

- make direct admissions about fear of hurting their children
- have a family history of violence
- have a history of their own maltreatment as a child
- make repeated visits for medical assistance
- use excessive discipline.

Indicators of physical abuse

- facial, head and neck bruising
- lacerations and welts
- drowsiness, vomiting, fits or pooling of blood in the eyes that may suggest head injury
- explanations are not consistent with injury
- bruising or marks that may show the shape of an object
- adult bite marks or scratches
- multiple injuries or bruises
- ingestion of poisonous substances, alcohol or drugs
- sprains, twists, dislocations
- bone fractures
- burns and scalds
- general indicators of female genital mutilations, such as having a 'special operation'.

Emotional or Psychological Abuse

Psychological harm occurs where the behaviour of a person damages the confidence and self-esteem of the child, resulting in serious emotional deficiency or trauma. In general, it is the frequency and duration of this behaviour that causes harm. Some examples are:

- constant or excessive criticism, condescending, teasing of a child or ignoring or withholding admiration and affection
- excessive or unreasonable demands
- persistent hostility, severe abuse, and rejection
- belief that a specific child is bad or 'evil'
- using inappropriate physical or social isolation as punishment
- exposure to domestic violence
- intimidating or threatening behaviour.

Indicators of psychological abuse

- feeling of worthlessness about themselves and life
- inability to value others
- lack of trust in people and expectations
- lack of 'people skills' necessary for daily functioning

- extreme attention seeking behaviours
- extremely eager to please or obey adults
- may take extreme risks, is markedly disruptive, bullying or aggressive
- other behavioural disorders (disruptiveness aggressiveness, bullying)
- suicide threats (in young people)
- running away from home.

As some delay in the manifestation of psychological harm may be likely, Council should maintain detailed notes in respect of any allegation of psychological harm when indicators of harm are not present at the time the allegation was made.

Sexual Abuse

Sexual abuse is when someone involves a child in a sexual activity by using their authority over them or takes advantage of their trust. Children are often bribed or threatened physically and psychologically to make them participate in the activity. Sexual abuse includes:

- exposing the child to the sexual behaviours of others
- coercing the child to engage in sexual behaviour with other children or adults
- verbal threats of sexual abuse
- exposing the child to pornography or prostitution or using a child for pornographic purposes
- previous conviction or suspicion of child sexual abuse.

Indicators of sexual abuse

- bruising or bleeding in the genital area
- bruising to buttocks, lower abdomen or thighs
- injuries such as tears to the genitalia
- the child describes sexual acts
- direct or indirect disclosures
- age-inappropriate behaviour and/or persistent sexual behaviour
- self-destructive behaviour e.g. self-mutilation
- regression in developmental achievements
- child being in contact with a suspected or known perpetrator of sexual assault.

Domestic/Family Violence

Domestic/Family violence, or intimate partner violence, is a violation of human rights. It involves violent, abusive or intimidating behaviour carried out by an adult against a partner or former partner to control and dominate that person.

Domestic/Family violence causes fear, physical, and/or psychological harm. It is most often violent, abusive, or intimidating behaviour by a man against a woman, but can also be these behaviours by a woman against a man. Living with domestic/family violence has a profound effect upon children and young people and therefore constitutes a form of child abuse. (*The NSW Domestic and Family Violence Action Plan*, June 2010).

Indicators of domestic/family violence

The child may:

- demonstrate aggressive behaviour
- develop phobias & insomnia
- experience anxiety
- show signs of depression
- have diminished self esteem
- demonstrate poor academic performance and problem-solving skills
- have reduced social skills including low levels of empathy
- show emotional distress
- have physical complaints.

Legislative Changes

In October 2016, the NSW Government introduced reforms to strengthen the regulatory powers of the Office of the Children's Guardian. New amendments also tightened provisions for appealing against decisions to bar unsuitable Working with Children Check applicants from working with children. Also, under the Working with Children Check, it is now an offence to make a false or misleading statement, punishable by a maximum penalty of \$550.

These changes are included in the *Child Protection (Working with Children) and Other Child Protection Legislation Amendment Act 2016*, making amendments to the following Acts:

- *Child Protection (Working with Children) Act 2012*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Teaching Service Act 1980*
- *Education (School Administrative and Support Staff) Act 1987*

Amendments to the Teaching and Education Staff Acts provide for suspension from duty (instead of dismissal) for a person who's 'Working with Children Check' is cancelled because of a pending charge for a serious offence under the Working with Children legislation.

The Childrens Guardian amendment (Child Safe Scheme) Bill 2021

In children's employment, the amendments give the Office of the Children's Guardian new powers to enter and inspect premises where they reasonably suspect a person is illegally employing a child, as well as the ability to serve on-the-spot penalty notices for breaches of children's employment legislation.

New legislation introduced in response to the Royal Commission into Institutional Responses to Child Sexual Abuse has also clarified the legal responsibility of organisations to protect children, report abuse and in some cases increased penalties for not doing so.

- Child Protection (Working with Children) Amendment Statutory Review Bill 2018 NSW (April 2018)
- The Childrens Guardian amendment (Child Safe Scheme) Bill 2021.

Implications for Councils

New sections to make it an offence for an employer to fail to obtain and verify the details of a worker employed to work with children or to keep a record of the details that were obtained. The bill provides for penalty infringement notices to be served on employers who fail to ensure that staff working with children have obtained clearance. Employers can verify whether a worker has the appropriate clearance through an online process.

[Criminal Legislation Amendment \(Child Sexual Abuse\) Bill 2018](#) (June 2018).

This includes the 'failing to protect' offence where a person will commit an offence if they know that another adult in the organisation who works with children poses a serious risk of physically or sexually abusing a child.

This also includes the 'failing to report' offence where a person will commit an offence for failing to report child abuse. The new offence, Section 316A, will apply where a person knows, believes or reasonably ought to know that a child abuse offence has been committed against a child.

- Civil Liability Amendment (Organisation Child Abuse Liability) Bill 2018 (October 2018).

Councils can be held vicariously liable for the abuse of children perpetrated by people who are employed by council and by people who are "akin to employees" of council. This may include family day care workers, as well as volunteers and contractors.

In addition, councils, as providers of children's services, which do not take reasonable steps to prevent child abuse of children in their care, may be liable in a negligence action.

- Children's Guardian Act 2019 (November 2019)
- The Childrens Guardian amendment (Child Safe Scheme) Bill 2021.

All councils, county councils and Joint Organisations are relevant entities for the purposes of the Act. This means that councils will have obligations to investigate reportable allegations which are allegations that an employee who is engaged to provide services to children or who is required to hold a Working with Children Check (WWCC) has engaged in sexual offences, neglect or assault or ill-treatment of a child, and to make determinations about reportable convictions, which are convictions for an offence.

The Act requires an employee of an approved education and care service to report to the general manager of the council a reportable allegation or reportable conviction that relates to an employee of the service. The Act also requires a relevant entity to have a code of conduct and policies in place to prevent and detect reportable conduct by employees of the entity. LGNSW has provided a [summary](#) of the Act.

Requirements

Mandatory reporting risk of significant harm (ROSH)

Where there are concerns that a child or young person is suspected to be at risk of significant harm, staff who are 'mandatory reporters' are required to report these concerns to the Department of Communities and Justice (DCJ) Child Protection Helpline. The Mandatory Reporter Guide (MRG) is used to help determine when and what should be reported. Staff who are not mandatory reporters, as well as members of the community, can also report the suspected risk of significant harm to the Child Protection Helpline. The Child

Protection Helpline receives reports via either telephone on PH: 132 111 or via eReporting. Mandatory reporting is outlined in the Children and Young Persons (Care and Protection) Act 1998.

Selection and recruitment

Council will meet legal requirements to ensure that only people with valid Working with Children Checks (WWCC) are engaged in child-related work. The WWCC is an essential part of Council's recruitment process to prevent people who pose a risk to the safety of a child or young person from being employed or engaged in child-related work. Human Resources (HR) manage all selection and recruitment related WWCC. This is in line with the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013.

In addition, all full-time, part-time, casual, temporary and fixed term Council Employees (including staff, students on placement, volunteers, 355 Committee members and Councillors) and contracted service providers and grant and sponsorship recipients delivering services involving child-related work, either on behalf of or in conjunction with the Council will be subject to a National Police Check prior to employment.

Allegations against staff

Complaints and allegations against staff, elected members, contractors and sub-contractors, work experience participants, volunteers, students on placement, Early Childhood Educators, facility hirers and lessees involving a child or young person will be handled in accordance with the relevant legislation, specifically Children's Guardian Act 2019. This mandates a specific approach to the handling and reporting of complaints about staff involving a child or young person. All allegations in relation to staff involving an individual under the age of 18 years will be immediately reported to the triage team, who will in turn investigate and report the matter to the relevant oversight agency in accordance with Council's reporting obligations.

Child-Safe Organisation

Council upholds and promotes the safety and wellbeing of children and young people in our community. This involves implementing best practice approaches to child protection. Council adopts the Royal Commission Final Report Recommendations (2017) relevant to Local Government including the Child Safe Standards. Council also supports the Office of the Children's Guardian's Principles of Child-Safe Organisations. Council's Child Protection Team collaborates on the identification, implementation and creation of policies, procedures and actions that enables Council to meet its objectives as a Child-Safe Organisation.

Disciplinary action

Following a Council investigation and subsequent agency risk assessment, the Triage Team need to decide whether any disciplinary action should be taken with respect to the employee and refer to the General Manager for a final decision.

Support during investigations

An allegation of child abuse is an extremely serious matter. An investigation into a child protection allegation or conviction can be daunting for all parties. A number of simple actions can help children, families, employees and the person bringing the allegation to feel supported. These include:

- allocating a contact person to whom all inquiries are directed,
- encouraging and maintaining confidentiality,
- keeping parties informed of progress (as appropriate, ensuring the investigation is not compromised),
- reassuring the person making the allegation that they have done the right thing by reporting it,
- ensuring, as far as possible, that the person making the allegation is not subjected to any harassment, victimisation, threats, etc., in retribution,
- offer the employee the opportunity to have a support person present during investigative and disciplinary interviews
- giving information about counselling or other services.

Record keeping

Accurate records of investigations should be kept by a delegated person within Gwydir Shire Council detailing allegations and the subsequent risk assessments, investigations, and actions. These records need to be treated as highly confidential, kept securely and must be kept permanently.

It is in the interests of both employer and employee who is the subject of the allegation to make and retain adequate records of all events pertaining to the allegation, including instances when an allegation is found to be unsubstantiated, false or malicious.

Records demonstrate whether an agency has responded appropriately to an allegation or conviction and the Ombudsman will refer to records when carrying out audits.

The following documentation should accompany a final report where the Ombudsman has notified Gwydir Shire Council of its intention to monitor the investigation:

- details of the planning process for the investigation (e.g. investigation plan, notes regarding the allegations, who is responsible for investigating them, time frame, list of people needing to be interviewed, list of actions required, objectives),
- records concerning the assessment of the risk the employee subject of the allegation might pose to children (both the alleged victim and any other children they may have contact with), together with details of any action taken to manage this risk during and after the investigation,
- details of any information provided to the employee, child, or family regarding support available while the investigation was underway,
- records or notes of any interview conducted (these should include details of questions and responses, as close as possible to the actual words used, signed by the interviewee, interviewer and any witnesses and dated, as well as notes of any other conversations you had with the person subject of the allegation),
- any statements received, including any written submissions made by the employee subject of the allegation,
- notes of any decisions made, or discussions had during the investigation, such as telephone calls or meetings (these notes could be in the form of a diary and should be signed and dated),

- your findings regarding the allegations (whether the allegation is sustained or not) and the factors considered in making these findings,
- any action to be taken, or has been taken, as a result of the decision,
- a copy of final correspondence to the employee who is the subject of the allegation,
- any other documents relied upon when making the final decision regarding the allegation,
- Some of the information above might be contained in handwritten notes (e.g. diary notes of telephone calls). If so, please photocopy these notes and forward them to the Ombudsman, ensuring they are legible, signed and dated,
- In assessing the investigation, the Ombudsman will assume that all relevant documentation has been provided. However, if new information comes to light, it may be necessary for the Ombudsman to obtain further information from Gwydir Shire Council in addition to that already provided and/or that listed above.

Roles and Responsibilities

Roles and responsibilities are outlined below. The Triage Team may comprise of staff from some of these positions.

Position	Responsibilities
General Manager	To facilitate and encourage the implementation of the Child Safe Scheme throughout the organisation. Provide relevant instruction and guidance where appropriate. Participate in investigations where required.
Council Staff	Report suspected incidents of child related harm as specified in relevant policies and procedures. Participate in investigations as required. Maintain awareness, prevent breaches, and complete all required child safe scheme training as required. Understanding the role that they play in the Child Safe Scheme.
Directors/Managers	To report the any allegations of misconduct or child related harm as per the relevant policies and procedures. To facilitate and encourage adherence to the Child Safe Scheme to their staff. Understand the role that they play in the implementation and understanding of the Child Safe Scheme. Maintain awareness, prevent breaches, and complete all required child safe scheme training as required.
Legal Counsel	Legal advice.

Risk Officer	Provide risk-based advice and liaise with the insurer as required.
Communications Team	Communications advice.
Triage Team	Provide information and support to the organisation in the implementation and adherence of the Child Safe Scheme. Provide required, relevant training and/or information to staff, volunteers, Section 355 Committees of Council, contractors, and other relevant people who may be engaged to conduct work for, or in conjunction with Council. Adhere to the relevant policies and procedures around the handling of allegations of child safety.

Related Documents

- Child Safe Organisation Commitment Statement
- Child Safe Organisation Code of Conduct
- Child Safe Risk Management Policies and Procedures
- HR Relevant policies
- Privacy Management Plan

Related Legislation

- Advocate for Children and Young People Act 2014
- Child Protection (Offenders Prohibition Orders) Act 2004
- Child Protection (Offenders Registration) Act 2000
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children and Young Persons (Care and Protection) Act 1998
- Children and Young Persons (Care and Protection) Regulation 2012
- Children's Guardian Act 2019
- Commission for Children and Young People Act 1998
- Community Welfare Act 1987
- Crimes Act 1900
- Crimes (Domestic and Personal Violence) Act 2007
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2012
- Government Information (Public Access) Act 2009
- Young Offenders Act 1997
- The Children's Guardian amendment (Child Safe Scheme) Bill 2021

4. Revision Record

Date	Version	Revision details	Officer	Next Review
Aug 2023	1.0	Initial Document	Triage Team	March 2025



Gwydir Shire Council Child Protection Policy

Department: Social Services and Executive Services

Responsible Manager: Social Services Manager and Governance Officer

Date Adopted:

File Ref:

Version No: 1

Next Review: March 2024

Pages: 7

Table Of Contents

Gwydir Shire Council	1
Child Protection Policy	1
1. Overview	3
1.1 Introduction	3
1.2 Purpose.....	3
1.3 Definitions	4
2. Principles	5
3. Related Documents.....	7
4. Related Legislation	7
5. Revision Record.....	7

1. Overview

1.1 Introduction

Gwydir Shire Council supports the rights of children and young people and is committed to their care and protection. Council believes that the safety and wellbeing of children and young people is everybody's business. In NSW, the safety of children and young people is the shared responsibility of parents and families, supported by the community, government, and non-government organisations. Council staff, volunteers, partners, and contractors share a commitment to the awareness, prevention and response to the suspected risk of significant harm of a child or young person. This is in adherence to the *Children and Young Persons (Care and Protection) Act 1998*. Council maintains a rigorous and consistent recruitment, screening and selection process. Council takes allegations against staff involving children and young people seriously and supports the fair and thorough investigation led by the Triage Team. Council adopts the Office of the Children's Guardian's Principles for Child-Safe Organisations (2017) and the Royal Commission Final Report Recommendations (2017) relevant to Local Government including the Child Safe Standards.

Council supports children and young people having safe and happy experiences in our community, accessing our facilities and in the care of our services. Council maintains the active participation of children and young people in the organisation by involving them in decision making, particularly in matters that directly impact them. All staff, volunteers, students and persons undertaking work experience, contractors and suppliers must uphold and promote safety and wellbeing for children and young people and respond appropriately where concerns are identified. Council is committed to the ongoing education of children, young people and families, staff, volunteers, contractors and key stakeholders about their rights, responsibilities and reporting processes relating to child protection.

1.2 Purpose

The purpose of this Policy is to ensure Council is compliant with NSW child protection legislation, including; mandatory reporting, recruitment and selection and responding to allegations against staff involving children and young people.

To articulate the professional and legal obligations of Council staff in relation to child protection.

To ensure Council implements procedures for the prompt and confidential response to all allegations against Council staff, volunteers, students, and persons undertaking work experience and contractors/suppliers where a child or young person is involved.

To promote the health, safety, welfare and wellbeing of children and young people.

To ensure that Council provides a safe environment for children and young people whilst on Council premises and utilising Council services.

To ensure that Council is implementing best practice approaches to child protection, and in this regard is responding to recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse (2017) that affect Local Government.

1.3 Definitions

Abuse: a term used to refer to different types of harm or maltreatment. In this document it refers to types of harm or maltreatment that children and young people experience, including; physical harm, sexual assault, exposure to domestic violence, psychological harm and prenatal risks.

Child: A person who is under the age of 16 years.

Child-Safe Organisation: An organisation in which child safety is embedded in planning, policy and practices and where the voices of children and young people are valued and actioned.

DCJ: The NSW Department of Communities and Justice. DCJ is the NSW Government agency responsible for the care and protection of children and young people.

Mandatory Reporters: People who deliver services, wholly or partly, to children as part of their paid or professional work. This is regulated by the Children and Young Persons (Care and Protection) Act 1998. This includes, but is not limited to, professionals working in: health care; welfare; education; children's services; residential services; and, law enforcement.

MRG: Mandatory Reporter Guide. The MRG is a decision making tool to assist Mandatory Reporters to help determine how the suspected risk of significant harm of a child or young person is reported.

Neglect: a term used to refer to a pattern characterised when a parent or caregiver cannot regularly provide a child or young person the basic requirements for his or her growth and development such as food, clothing, shelter, medical and dental care, adequate supervision and adequate parenting and care.

Risk of Significant Harm: Concern/s about a child or young person that are sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent. It is something that is not minor or trivial and that may be reasonably expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing. In addition, it can result from a single act or omission or an accumulation of these. Risk of significant harm is the NSW threshold to report child protection concerns to DCJ via the Child Protection Helpline.

WWCC: Working with Children Check. The WWCC is a requirement for anyone who works or volunteers in child-related work in NSW. The check provides either clearance to work with children for five years, or a bar against working with children.

Young Person: A young person can be defined in a variety of ways depending on the context. For the purpose of this Policy a young person is a person who is over the age of 16 years but under the age of 18 years

2. Principles

This Policy reflects Council's commitment to:

- The Office of the Children's Guardian's Principles for Child-Safe Organisations (2017):
 - o Principle 1: The organisation focuses on what is best for children.
 - o Principle 2: All children are respected and treated fairly.
 - o Principle 3: Children's families and communities are welcome and encouraged to participate in the organisation.
 - o Principle 4: Children receive services from skilled and caring adults.
- The Child Safe Standards identified in context of the Royal Commission (2017):
 1. Child safety is embedded in institutional leadership, governance and culture.
 2. Children participate in decisions affecting them and are taken seriously.
 3. Families and communities are informed and involved.
 4. Equity is upheld and diverse needs are taken into account.
 5. People working with children are suitable and supported.
 6. Processes to respond to complaints of child abuse are child focused.
 7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
 8. Physical and online environments minimise the opportunity for abuse to occur.
 9. Implementation of the Child Safe Standards is continuously reviewed and improved.
 10. Policies and procedures document how the institution is child safe.
- The United Nations Convention on the Rights of the Child (1990).

What is Child Abuse?

Child abuse is any action towards a child or young person that harms or puts at risk their physical, psychological, or emotional health or development. Child abuse can be a single incident or can be a number of different incidents that take place over time.

NSW Department of Communities and Justice identify different forms of child abuse which include- neglect, sexual, physical and emotional abuse or psychological harm.

https://www.facs.NSW.gov.au/families/Protecting-kids/reporting-child-at-risk/harm-and-neglect?merge_chapters=true.

Requirements

- **Mandatory reporting risk of significant harm:** Where there are concerns that a child or young person is suspected to be at risk of significant harm, staff who are 'mandatory reporters' are required to report these concerns to the Department of Communities and Justice (DCJ) Child Protection Helpline. The Mandatory Reporter Guide (MRG) is used to help determine when and what should be reported. Staff who are not mandatory reporters, as well as members of the community, can also report the suspected risk of significant harm to the Child Protection Helpline. The Child Protection Helpline receives reports via either telephone on PH: 132 111 or via eReporting. Mandatory reporting is outlined in the Children and Young Persons (Care and Protection) Act 1998.
- **Selection and recruitment:** Council will meet legal requirements to ensure that only people with valid Working with Children Checks (WWCC) are engaged in child-related work. The WWCC is an essential part of Council's recruitment process to prevent people who pose a risk to the safety of a child or young person from being employed or engaged in child-related work. Human Resources (HR) manage all selection and recruitment related WWCC. This is in line with the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013.
- **Allegations against staff:** Complaints and allegations against staff, elected members, contractors and sub-contractors, work experience participants, volunteers, students on placement, Early Childhood Educators, hirers and leasees involving a child or young person will be handled in accordance with the relevant legislation, specifically the Children's Guardian Act 2019. This mandates a specific approach to the handling and reporting of complaints about staff involving a child or young person. All allegations in relation to staff involving an individual under the age of 18 years will be immediately reported to the Internal Ombudsman Shared Service, who will in turn investigate and report the matter to the relevant oversight agency in accordance with Council's reporting obligations.
- **Child-Safe Organisation:** Council upholds and promotes the safety and wellbeing of children and young people in our community. This involves implementing best practice approaches to child protection. Council adopts the Royal Commission Final Report Recommendations (2017) relevant to Local Government including the Child Safe Standards. Council also supports the Office of the Children's Guardian's Principles of Child-Safe Organisations. Council's Child Protection Team collaborates on the identification, implementation and creation of policies, procedures and actions that enables Council to meet its objectives as a Child-Safe Organisation.

3. Related Documents

Child Safe Organisation Policy

Child Safe Commitment Statement

4. Related Legislation

- Advocate for Children and Young People Act 2014
- Child Protection (Offenders Prohibition Orders) Act 2004
- Child Protection (Offenders Registration) Act 2000
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children and Young Persons (Care and Protection) Act 1998
- Children and Young Persons (Care and Protection) Regulation 2012
- Children's Guardian Act 2019
- Commission for Children and Young People Act 1998
- Community Welfare Act 1987
- Crimes Act 1900
- Crimes (Domestic and Personal Violence) Act 2007
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2012
- Government Information (Public Access) Act 2009
- Young Offenders Act 1997
- The Childrens Guardian amendment (Child Safe Scheme) Bill 2021

5. Revision Record

Date	Version	Revision details	Officer	Next Review
March 2024	1	Initial Document	Triage Team	March 2025

6.5 Inland Rail Level Crossings

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.5 Provision of responsible internal governance

Author: Alexander Eddy, Director of Engineering Services

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

The report details Council's acceptance of level crossings constructed under the Narrabri to North Star section of the Australian Government's Inland Rail project.

TABLED ITEMS Nil

BACKGROUND

As part of the Inland Rail project 10 existing level crossings within Gwydir Shire were upgraded to be suitable for projected future traffic on the rail line. These upgrade works took place both within the rail and road corridor and thus included modification to Council owned infrastructure.

COMMENT

Council's relationship with Inland Rail is governed by the Master Inland Rail Development Agreement, Contract Number 9000-0338 (MIRDA).

Schedule 2 of the MIRDA states:

"This schedule will document all Gwydir Shire Council Assets impacted by the delivery of the N2NS-SP1 project as part of the Inland Rail program.

These assets will be represented in the tables below grouped by "Asset Type" and displayed on the Map (Item 1) to indicate where each asset is located along the rail line.

The execution of this agreement is confirmation by Gwydir Shire Council that all assets identified in the schedule are their assets or will become their assets upon completion of this project"

SAFETY ASSESSMENT

It is noted that throughout the preconstruction and construction of Inland Rail within the Shire, several representations have been made to Council by members of the public regarding safety concerns of the crossings.

Design of the level crossings was done by the Australian Rail and Track Corporation (ARTC) in accordance with relevant rail designs standards. Further, all crossings underwent a standardised safety assessment once constructed.

The Australian Level Crossing Assessment Model or "ALCAM" is an assessment tool which may be used to identify key potential risks at level crossings (both road and pedestrian crossings), assist in the prioritisation of crossings for upgrades and support the decision-making process when determining the most cost-effective treatments.

ALCAM is currently used across Australia and in New Zealand by both rail and road managers and is overseen by a National Committee of representatives from the various jurisdictions to ensure its consistency of development and application.

Council has been advised by Inland Rail that crossings are constructed to be compliant with relevant standards and no material issues were discovered during the ALCAM assessment.

Recently, Council staff met on site with concerned stakeholders at the Gil Gil Creek Road and Tumba Road level crossings. At these meetings, Inland Rail staff physically demonstrated that the sight distance available for these crossings to meet the standard for passive level crossings (no lights or boom gates) was available. Additionally, loaded road trains were driven across both crossings to assess time taken for heavy vehicles to cross and clear the line. In both cases the road trains took significantly less time to cross the rail line than what Inland Rail advised was required under the relevant standards and assessments.

While ideally Council would have greater say in the design of the level crossings, there were very limited avenues available to persuade Inland Rail to change designs, especially to upgrade a passive level crossing to an active level crossing with lights and boom gates, given the crossings were designed to relevant standards. However, Council was successful in negotiating an increase in width at the Tumba Road level crossing to facilitate safer movement of agricultural machinery.

CONSTRUCTION QUALITY

Following remedial works on several level crossings, Council is satisfied that the level crossings are constructed to an appropriate level for handover. The MIRDA details a warranty period of 12 months, should any issues arise from workmanship.

CONCLUSION

While Council staff are disappointed that requests for a higher standard of safety, (especially warning lights and boom gates on passive crossings) were not granted, Inland Rail have advised Council that all crossings meet relevant safety standards and that the constructed crossings have passed Australian Level Crossing Assessment Model assessments.

The 10 level crossings within Gwydir Shire have been built according to designs specified in the MIRDA to an acceptable standard.

In accordance with the MIRDA, Council has accepted the handover of the 10 level crossings to Council control.

OFFICER RECOMMENDATION

THAT the report is noted

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the report is noted.

FURTHER that the Council notes that it has residents who are concerned that the safety standards being applied are questionable.

(Moved Cr Mulligan, Seconded Cr Smith)

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

6.6 Upcoming Meeting Dates

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 recommends various that various dates are claimed for Community Meetings, Election information nights, changes to the May 2024 meeting cycle and a date for a farewell function.

TABLED ITEMS Nil

BACKGROUND

Community Meeting Dates.

Please find below table of proposed Community meeting dates and venues, some are yet to be confirmed:

Tuesday 14 May 2024	6.00 pm start	Croppa Creek	Croppa Creek Bowling Club
Thursday 16 May 2024	6.00 pm start	Bingara	Roxy Theatre
Tuesday 21 May 2024	6.00 pm start	North Star	North Star Sporting Club
Thursday 23 May 2024	6.00 pm start	Warialda	Warialda Memorial Hall
Tuesday 28 May 2024	6.00 pm start	Gravesend	Gravesend Hall
Tuesday 4 June 2024	6.00 pm start	Coolatai	Coolatai Hall
Thursday 6 June 2024	6.00 pm start	Upper Horton	Upper Horton Sporting Club

Community Election Information Nights:

Tuesday 6 August 2024	7pm	Bingara	The Living Classroom
Tuesday 13 August 2024	7pm	Warialda	Warialda Memorial Hall

Modification of the May 2024 Meeting schedule.

Due to the Country Mayors' Meeting being held in Sydney on Friday 10th May 2024 addressing the issue of Financial Sustainability, it is recommended that the May Committee Meetings be held on Thursday 16th May 2024 and the May Council Meeting be moved to Thursday 30th May 2024.

Councillor Farewell Function

It is proposed to hold a farewell function for the current Councillors who are not seeking re-election on Saturday 24th August 2024. Please make a note of this date.

OFFICER RECOMMENDATION

THAT the report be received, and the various dates are noted.

FURTHER that the May 2024 meeting schedule be altered to the Committee Meetings being held on Thursday 16th May 2024 and the May Ordinary Meeting being held on Thursday 30th May 2024.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the report be received, and the various dates are noted.

FURTHER that the May 2024 meeting schedule be altered to the Committee Meetings being held on Thursday 16th May 2024 and the May Ordinary Meeting being held on Thursday 30th May 2024.

(Moved Cr Mulligan, Seconded Cr Moore)

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

6.7 Current Projects

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 information.

TABLED ITEMS Nil

BACKGROUND

Attached to this report is a list of the current projects that will either be completed within this budget year or the following budget year.

The projects are budgeted and will be completed. The September 2024 Local Government elections will not have any influence on their completion.

OFFICER RECOMMENDATION

THAT the information is noted.

ATTACHMENTS

1. Current Projects Report [6.7.1 - 1 Page]

COUNCIL RESOLUTION:

THAT the information is noted.

(Moved Cr Galvin, Seconded Cr Moore)

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

Grant Funding - MANAGEMENT MEETING REPORT		
Approved Projects (Project Name)	Location	Project status
Warialda Temporary accommodation/Challenge	Warialda	Under construction
Long Run Skate Park	Bingara	Under construction
2021-22 Grant Project - Covered Netball Court - Gwydir Oval -	Bingara	Under construction
Batterham Lookout	Bingara	Under construction
CBD Improvements - Reedy Creek Park furniture	Warialda	In planning
Gravesend Recreation Ground - Watering system	Gravesend	Under construction
Reedy Creek New access road	Warialda	Under construction
Warialda Street Tree upgrade	Warialda	Not started
Bingara Caravan Park - Amenities	Bingara	Under construction
Warialda Memorial Pool Improvements	Warialda	In planning
North Star Hall Restumping	North Star	In planning
Warialda Rail Amenities	Warialda Rail	In planning
Warialda CBD Park	Warialda	Under construction
Upper Horton Sports Club Amenities	Upper Horton	In planning
Signage	Bingara	In planning
Interpretive Centre	Bingara	Under construction
Bingara pool - site power upgrade, new sport lighting and PA system (BRD)	Bingara	Under construction
Roxy Maintenance	Bingara	In planning
SCCF RD 5 - Warialda Swimming Pool- Stage 3	Warialda	In planning
Playground Equipment - Captin cook park	Warialda	In planning
Bingara Campdraft Arena upgrade	Bingara	In planning
Croppa Creek Bowling Club Improvements	Croppa Creek	Under construction
Warialda Rec Ground - Improvements	Warialda	
Gwydir Oval Bingara score board repair	Bingara	Not started
Drought Resilience Plan - With Inverell Shire - water bores across both Shires	Shire Wide	In planning
Getta Getta Road Resheeting	Croppa Creek/North Star	Under construction
IB Bore Road Sealing		Under construction
Myall Creek Memorial - Dept of Agriculture, Water and the	Bingara	In progress
County Boundary Road Construction	Croppa Creek/North Star	Under construction
DRFA funding NSW Flooding AGRN 1030 - 1034 River Foreshore \$1m	Bingara	In planning
Gravesend Water treatment Plant Stage 1	Gravesend	In planning

6.8 Draft Donations' Budget 2024/25

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.1 Financial Management and accountability systems

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends that the draft Donations be included in the budgetary documentation to be placed on public exhibition for comment.

TABLED ITEMS Nil

BACKGROUND

The Donations being recommended are in line with the allocations over the previous few years.

OFFICER RECOMMENDATION

THAT the proposed draft Donations' List be advertised with the 2024/25 draft Operational Plan.

ATTACHMENTS

1. Donations 2024-25 [6.8.1 - 7 pages]

COUNCIL RESOLUTION:

THAT the proposed draft Donations' List be advertised with the 2024/25 draft Operational Plan.

(Moved Cr Galvin, Seconded Cr Moore)

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

Attachment 1 Summary					
Classification	Definite Donation Allocations	Source of funds			
		General Fund	Sewer Fund	Water Fund	Waste
Donations less than \$1,000	\$29,000	\$29,000			
Donations greater than \$1,000	\$50,000	\$50,000			
Foregone Income	\$69,304	\$14,011	\$13,543	\$20,502	\$21,248
Internal allocation	\$38,000	\$38,000			
Totals	\$186,304	\$131,011	\$13,543	\$20,502	\$21,248
In-Kind contributions allocated across other expenditure areas	\$45,250	\$45,250			

Attachment 2 - Donations < \$1,000		
Organisation	Donation Type	Proposed Donation*
Upper Horton Rodeo and Campdraft	Annual sponsorship	\$500
Warialda Sports Council Awards	Annual sponsorship	\$350
Bingara Sporting Club Awards	Annual sponsorship	\$350
Warialda Rugby League Football Club	Annual sponsorship	\$500
Bingara Bullets Rugby League Football Club	Annual sponsorship	\$500
Bingara Missiles League Tag	Annual sponsorship	\$325
Warialda Ladies League Tag	Annual sponsorship	\$325
Warialda High School	Annual academic prizes	\$600
Bingara Central School	Annual academic prizes	\$1,000
Warialda Primary School	Annual academic prizes	\$600
St Josephs Primary School	Annual academic prizes	\$600
Gravesend Primary School	Annual academic prizes	\$600
North Star Primary School	Annual academic prizes	\$600
Croppa Creek Primary School	Annual academic prizes	\$600
Unallocated	Donations requests received during the year	\$21,550
Totals		\$29,000
*Subject to sporting teams participating or events being held		

Attachment 3 - Donations > \$1,000		
Organisation	Donation Type	Proposed Donation Requested*
Barraba PA & H Association	Annual donation	\$2,000
Warialda P & A Association	Annual donation	\$2,000
Bingara Show Society	Annual donation	\$2,000
Bingara Orange Festival	Annual sponsorship	\$15,000
Warialda Honey Festival	Annual sponsorship	\$15,000
Bush Bursary NSW Doctors' Network	Annual sponsorship	\$5,000
Warialda Rotary	Australia Day Celebrations Warialda	\$2,000
Barwon Medical Scholarship	Annual sponsorship	\$5,000
Warialda Motor Sports Club	Warialda Off Road event	\$2,000
Totals		\$50,000
*Subject to events being held		

Attachment 4 - FOREGONE INCOME							
Organisation	Donation Type	Recommended donation	General Fund	Sewer Fund	Water Fund	Waste	Stormwater Levy (Incl in GF total)
All junior and school sports plus community groups	Waiving of all hire fees	\$5,000	\$5,000				
Anglican Church, North Star	Waiving water & waste charges	\$1,223			\$550	\$673	
Bingara Bullets Rugby League Club (If participating)	Use of oval and training lights	\$800	\$800				
Bingara Radiance Club	Rates and other charges subsidy	\$4,831	\$988	\$600	\$550	\$2,693	\$75
Catholic Church, Presbytery, St Joseph's Primary School and Convent	Water, sewerage and waste charges	\$10,227	\$75	\$2,966	\$3,438	\$3,748	\$75
CWA North Star	Rates and other charges subsidy	\$1,896			\$550	\$1,346	
CWA Warialda	Rates and other charges subsidy	\$2,571	\$75	\$600	\$550	\$1,346	\$75
Gravesend Showground	Waste charges	\$1,533			\$860	\$673	
Gwydir Rugby Club (If participating)	Use of oval and training facilities	\$1,000	\$1,000				
Presbyterian Church Warialda	Water, sewerage and waste charges	\$2,067	\$75	\$769	\$550	\$673	\$75
Scots Presbyterian Church, Bingara	Water, sewerage and waste charges	\$1,898	\$75	\$600	\$550	\$673	\$75
St Johns Anglican Church, Bingara	Water, sewerage and waste charges	\$3,431	\$75	\$1,275	\$1,408	\$673	\$75
St Mary's Catholic Church, Bingara	Water, sewerage and waste charges	\$4,796	\$75	\$1,967	\$1,408	\$1,346	\$75

Organisation	Donation Type	Recommended donation	General Fund	Sewer Fund	Water Fund	Waste	Stormwater Levy (Incl in GF total)
St Simon and Jude's Anglican Church, Warialda	Water, sewerage and waste charges	\$2,571	\$75	\$600	\$550	\$1,346	\$75
Uniting Church, Bingara	Water, sewerage and waste charges	\$1,898	\$75	\$600	\$550	\$673	\$75
Unleash The Black Dog Ball (If held)	Waive hire fees of Roxy and kitchen	\$1,000	\$1,000				
Bingara Central School	Partial waiving of water charges	\$5,000			\$5,000		
Waiving Development Appln and other fees	For community group activities requiring a development application	\$3,000	\$3,000				
Carinda House	Water, sewerage and waste charges	\$4,044	\$1,548	\$600	\$550	\$1,346	\$75
Warialda P & A Association	Rates, water, sewerage and waste charges	\$9,172	\$75	\$2,966	\$3,438	\$2,693	\$75
Warialda Rail Recreation Reserve	Waste charges	\$1,346				\$1,346	
Totals		\$69,304	\$14,011	\$13,543	\$20,502	\$21,248	\$825

Attachment 5 - 'Council Internal 'Donations'		
Organisation	Donation Type	Recommended Donation*
Willoughby-Gwydir exchange program	Annual allocation	\$10,000
Gwydir Learning Region	Annual allocation	\$20,000
Gwydir Learning Region's Country Education Foundation Committee	Annual allocation	\$5,000
Industry awards	Prizes and assistance during annual business award event	\$3,000
Totals		\$38,000

*Subject to events being held

Attachment 6 - IN KIND SUPPORT (Allocated from within maintenance budgets)		
Organisation	Donation Type	Recommended Allocation
Bingara events unallocated	Support for community events	\$10,000
Bingara Jockey Club	Preparation for annual race day	\$2,000
Bingara RSL Club and Sub Branch	Upkeep of memorial gardens in Bingara	\$1,000
Bingara Show Society	Maintenance of showground	\$3,000
Carinda House Committee	Maintenance requests	\$1,000
Myall Creek Memorial Committee	Ground maintenance for annual commemoration	\$7,000
Warialda Apex Committee	Support during events	\$500
Warialda Events unallocated	Support for community events	\$10,000
Warialda Jockey Club	Preparation for annual race day	\$2,000
Warialda Preschool	Building Maintenance	\$2,000
Warialda P&A Association	Support during events	\$3,000
Warialda Tennis Club	Ground maintenance	\$750
Community Groups	Printing and photocopy	\$3,000
Totals		\$45,250

7 COUNCILLORS' REPORTS

Cr Galvin

Cr Galvin tabled a letter from a resident requesting the Council to consider installing an Audio Frequency Induction Loop in the Roxy's main cinema hall.

The meeting agreed to investigate the installation.

Cr Smith

Cr Smith advised that the Warialda RSL Sub-Branch will be holding an ANZAC Day lunch, which people will need to book for in advance.

Cr Matthews

Advised the meeting that a resident has approached him requesting that the Council approach Willoughby City Council about the possibility of that Council sponsoring a street dragon for the upcoming Orange Festival.

The Mayor indicated that he will raise the matter with the Willoughby City Council Mayor.

Cr Moore

Cr Moore raised several issues:

Could the staff please undertake a review of the signage around the Shire and commence a replacement program for damaged signs, especially the damaged sign at the Three Mile Rest area north of Warialda;

The condition and location of the bins outside the Warialda Bakery are still a concern having been raised before;

Could the staff encourage the Warialda Businesses to maintain the footpaths outside their shops in a clean and tidy condition; and;

Could the staff please advise me what is happening with the management of the North Star Caravan Park?

Cr Mulligan

Cr Mulligan raised two issues:

Could the staff address the issue of water sitting on the side of the road at North Star; and;

Could the staff please report on whether the Council is making any progress on getting EV Charging Stations within the Shire?

Cr J Coulton

The Mayor advised the Council that he attended the Bingara Volunteer Day held at Gwydir Oval and was very impressed by the 39 groups represented on the day.

General Manager**Northern Slopes Landcare Association (NSLA)**

The NSLA has written to Council asking whether the Council still considers a Council delegate should be required on the NSLA Board. The meeting was advised that this was a hang over from when the Council co-contributed towards the cost of a Landcare Officer and that the circumstances have changed. It was agreed that Council does not require representation on the NSLA Board.

Proposed New Administration Building Bingara

The General Manager handed out the Tender Evaluation Report to all Councillors present and advised that no final decision on selecting a Tenderer can be made until the Development Application is determined and the final price has been set.

8 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS**COUNCIL RESOLUTION:**

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

(Moved Cr Mulligan, Seconded Cr D Coulton)

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

8.1 Adoption of the Recommendations of the Confidential Session

The meeting was re-opened to the public at 12.15 pm.

COUNCIL RESOLUTION:

THAT the recommendations of the Confidential Session, namely:

Confidential Organisation & Community Services

THAT the report be received.

Land purchase

THAT the information is noted.

are adopted.

(Moved Cr Matthews, Seconded Cr Mulligan)

CARRIED

For: Cr J Coulton, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Matthews, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

9 CLOSURE

The meeting closed at 12.17 pm.