

# Monthly Action Progress Report

## February 2023/2024




## Goal 1: A healthy and cohesive community

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


### 1.1: We have healthy and inviting spaces and places

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

#### 1.1.1: Improve local access to health services

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

#### 1.1.2: Encourage and enable healthy lifestyle choices

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.2.1	Oversee the operation of Council's Aquatic Centres	GLR & Communications Team Leader	In Progress	70%		



In Progress



Complete






Deferred




Not Updated

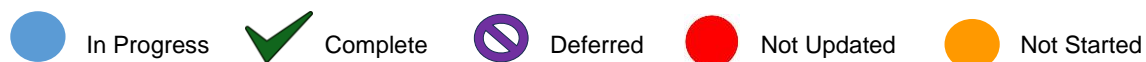


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Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.2.3	Conduct Council's Category B Enforcement agency functions under the Food Act 2003 (NSW) by the specified due dates	Planning & Environment Team Leader	In Progress	90%		
1.1.2.4	Implement a strong Wellness and Enablement plan within the Gwydir Shire Council through the CHSP program	Manager of Aged Care	In Progress	5%	This is ongoing through CHSP.	
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	GLR & Communications Team Leader	In Progress	45%		

### 1.1.3: Provide the right places, spaces, and activities



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	General Manager	In Progress	30%		



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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%	Licensing for a venue at Warialda for 2–3-year-olds is almost complete and awaiting final approval from NSW govt. Plans for care for 0–2-year-olds in Bingara and Warialda is still in the planning phase awaiting plans and approvals from NSW govt.	✓
1.1.3.3	Annual Tree Planting Program	Urban Infrastructure Coordinator	In Progress	50%		●
1.1.3.4	Bingara Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant walking/cycle paths	Urban Infrastructure Coordinator	Completed	100%		✓
1.1.3.5	Bingara Skate Park project - 2021-2022 Open Spaces Program	Town Utilities and Plant Manager	In Progress	70%		●
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%	Tharawonga has revived its reputation as a high-quality service and our new team are working tirelessly to ensure that all the towns and villages that are in our scope receive an excellent service. Bingara Preschool has now opened the new room and attendance is good for this year.	✓

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.7	Enhance the overall Resident experience at Naroo Frail Aged Hostel by embedding an active Leisure and Lifestyle program with residents focusing on wellness	Manager of Aged Care	Completed	100%	Recruitment has been finalised and we now have a permanent member of staff in this role.	✓
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Services Director	In Progress	75%		●
1.1.3.9	Landscaping Improvements - Warialda Street Tree Upgrade - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	30%	Project is in design stage	●
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Manager of Aged Care	In Progress	30%		●

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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%	Care was provided for the children of Gwydir Shire Council Staff for a three-week period over the Christmas holidays. This ensured that staff were able to continue work during this time. Council no longer receives funding for Vacation Care as the Warialda Primary School are now the providers for this service as such, only the children of council staff were able to be accommodated in this program. Social Services will continue to collaborate with the Primary School to try to reestablish this service.	✓
1.1.3.13	Provide high levels of hygiene to councils' community assets	Community Assets Manager	In Progress	80%		●
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	Completed	100%	Project is complete.	✓
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	75%		●
1.1.3.16	Stronger Country Communities Funding - Round 4 - Construction of Nicholson Oval amenities	Building Services Manager	Completed	95%	Installation of solar system all that is left to complete. To be done by end of FY.	✓

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.18	Warialda Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant cycle/walking paths.	Urban Infrastructure Coordinator	Completed	100%		
1.1.3.20	Implement Council's library programs	Community Assets Manager	In Progress	90%		



In Progress



Complete



Deferred



Not Updated




Not Started

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

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

### 1.2.1: Enable accessible and affordable lifestyle options

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.2.1.1	Meet Council's property management obligations	GLR & Communications Team Leader	In Progress	90%	<p>Unit 6, 18 Holden Street, Warialda, repairs and maintenance will be complete by 8 Mar 2024, new tenant will move in Mon 11 Mar 2024.</p> <p>8 Olive Pyrke Terrace, Warialda, new tenants are occupying the residence. Local Real Estate Agents have been contacted and requested to provide a market appraisal for the possibility of selling the premises.</p> <p>Plunkett Street units have been rented by both Warialda Family Practice and Warialda Hospital for short term accommodation for medical staff. One of the units is currently occupied by the WFP Registrar for a 6 - 12-month period.</p> <p>All Aged Units in both Warialda and Bingara are occupied.</p>	



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	90%		
1.2.2.1	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	90%	Requirements are being met	
1.2.2.2	Implement Child Safe Standards as per legislative requirements	Integrated Planning Reporting & Governance Officer	In Progress	70%	Progressing slowly, staff resourcing has been a challenge.	

### 1.2.3: Celebrate our creativity and cultural expression

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



In Progress



Complete



Deferred



Not Updated



Not Started

## Goal 2: Building the business base

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





### 2.1: Our economy is growing and supported







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


#### 2.1.1: Plan for and develop the right assets and infrastructure

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.2	Annual Water Meter replacement program	Town Utilities and Plant Manager	Completed	100%		✓
2.1.1.3	Annual Pump replacement program	Town Utilities and Plant Manager	In Progress	75%		●
2.1.1.4	Bingara Riverside Caravan Park Amenities Block Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	Completed	100%		✓
2.1.1.6	Building Services Repairs and Maintenance Program for 2023-2024	Building Services Manager	In Progress	90%	Repairs & maintenance continuing.	●
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%	Project is nearly complete	●



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.8	Fixing Local Roads Round 3 - Resheeting of Getta Getta Road from North Star Road to Inverell Shire	Engineering Services Director	Completed	70%		✓
2.1.1.9	Bingara Water Treatment Plant - Solar installation project	Town Utilities and Plant Manager	Completed	100%		✓
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	10%	Design & documentation complete. Advertised on Vendorpanel with zero responses.	●
2.1.1.11	Water main extension to Warialda Landfill	Town Utilities and Plant Manager	Deferred	0%		⊘
2.1.1.12	Stage 1 North Bingara sewer extension project	Town Utilities and Plant Manager	Completed	100%		✓
2.1.1.13	Stage 2 North Bingara sewer extension project	Town Utilities and Plant Manager	Completed	100%		✓
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	35%	Final estimates still being developed for TfNSW	●
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	90%		●

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.19	Reedy Creek Access Road Construction - Stage 2 - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	90%	Construction almost complete.	
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Urban Infrastructure Coordinator	Completed	100%		
2.1.1.24	Upper Horton Sports Club Camping Ground Amenities Block - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Town Utilities and Plant Manager	In Progress	55%		
2.1.1.25	Warialda Emergency Accommodation and Respite Centre - Plunkett Street - Black Summer Bushfire Recovery Grants Program	Community Assets Manager	In Progress	95%		


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	60%		
2.1.1.34	Develop 10-year stormwater plan	Urban Infrastructure Coordinator	In Progress	90%		
2.1.1.36	Deliver RMCC annual works program	Urban Infrastructure Coordinator	In Progress	75%		
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	Completed	100%	Project is complete.	
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	80%	Project is progressing well	
2.1.1.40	Warialda Rail Amenities Building Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	85%	Council staff to undertake construction. To be completed by end of FY	

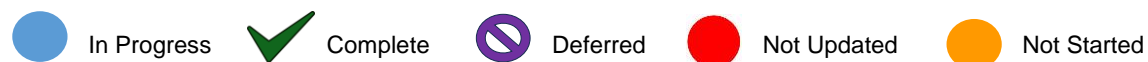
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.42	Federal Government - Roads of Strategic Importance Program - Sealing of 12.3km of County Boundary Road from end of existing seal to Croppa Moree Road.	Engineering Services Director	In Progress	30%		


### 2.1.2: Support the growth of our business community

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

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

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.3.1	Build on key relationships with stakeholders to enhance the Gwydir Shire tourism profile	Organisation & Community Services Director	In Progress	15%	Ongoing	




Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.3.2	Assist in the creation of an environment in which a sustainable level of population and economic growth can occur to benefit local business and tourism	Integrated Planning Reporting & Governance Officer	In Progress	35%		

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

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

### **2.2.1: Increase the range of opportunities to work locally**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.2.1.1	Continue to be proactive in attracting skilled staff, especially Registered Nurses into the Aged Care sector and work towards 24-hour Registered Nurses on site at Naroo Frail Aged Hostel	Human Resource Officer	In Progress	70%	Have secured a casual RN and have a training RN waiting on health check	



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	GLR & Communications Team Leader	In Progress	40%		






### Goal 3: An environmentally responsible Shire

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


#### 3.1: Our community understands and embraces environmental change

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



##### 3.1.1: Encourage respectful planning, balanced growth, and good design

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.1.1	Implement Development Control Plan based on the Department of Planning NSW standard format including report to Council and Community Consultation	Planning Officer	Deferred	0%		
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	90%	Review has been completed, endorsed by Council, and submitted to the Department of Planning for approval	
3.1.1.3	Conduct Gwydir Housing Study	Planning & Environment Team Leader	In Progress	95%	Final Draft ready to present to COuncil and Department of Planning for Feedback	

### 3.1.2: Respond to our changing environment

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.2.1	Annual Telemetry & Technology upgrades	Town Utilities and Plant Manager	In Progress	90%		


### 3.1.3: Value, protect and enhance our natural environment

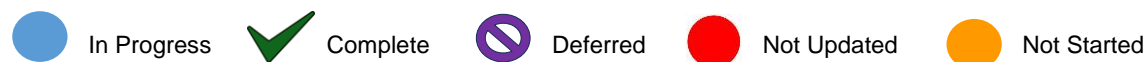
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.3.1	North West Weed Action Program -Gwydir Shire	Planning & Environment Team Leader	In Progress	90%		
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Team Leader	In Progress	90%		

## 3.2: We use & manage our natural resources wisely




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

### 3.2.1: Develop a clean energy future


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



### 3.2.2: Use our water wisely

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.2.1	Annual Water Main replacement program	Town Utilities and Plant Manager	Completed	100%		
3.2.2.2	Gravesend Recreation Ground Irrigation System - LRCI Phase 3 Project	Town Utilities and Plant Manager	Completed	100%		
3.2.2.3	Water treatment plant improvements	Town Utilities and Plant Manager	Deferred	0%		

### 3.2.3: Reduce, reuse, and recover waste

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.3.1	Implement Gwydir Shire Council's Waste Management Strategy	Planning & Environment Team Leader	In Progress	90%		


## 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

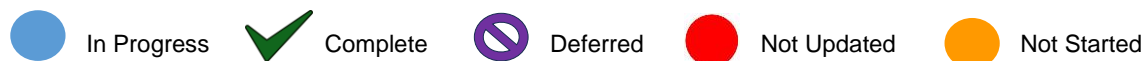
Our thoughts and ideas are valued; we are empowered with knowledge and have the opportunity to participate. The Council provides the community with timely information about local issues and includes opportunities for the community to participate in initiatives. Community consultation continues throughout 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%		



#### 4.1.2: Enable broad, rich, and meaningful engagement to occur

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.2.1	Consistently engage with communities, moving from transactional to transformational relationships	Integrated Planning Reporting & Governance Officer	In Progress	50%		



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.2.2	A review of the effectiveness of communication channels used throughout Gwydir Shire to the wider community. And improvements on how Gwydir Shire communicate events and happening within our Community	Community Assets Manager	In Progress	80%		

#### 4.1.3: Build on our sense of community

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.2	Grow relationships with governments, the corporate sector, community organisations and volunteers to enhance the educational experience	Social Services Manager	Completed	100%	Relationships with State and Federal Government continues to grow and improve as we seek to further develop the services we currently run.	
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%	This is a value that is embedded in our everyday practice and is continuous throughout the year.	



In Progress



Complete



Deferred



Not Updated



Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children, and their families.	Social Services Manager	Completed	100%	Holiday activities were held over the Christmas break, and all were well attended. Cartooning, Bubble games and Culture were the focus with good attendance at all workshops. Youth week will take place in April with a stand-up comedy workshop and performance at the Roxy.	✓

## 4.2: We work together to achieve our goals

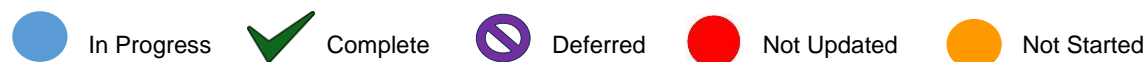
We respect our community leaders who listen to and act on our behalf, and value our community's knowledge, experience and ideas which help us implement our vision for the future together.

### 4.2.1: Build strong relationships and shared responsibilities

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.1.1	Manage programs and initiatives to connect with, and value other cultures	Community Assets Manager	In Progress	80%		●

### 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%	All training for this financial year is complete.	✓



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.2	Create comprehensive and collaborative models of care and support services that drive successful, responsive, and individualised outcomes for families.	Social Services Manager	Completed	100%	Bingara Preschool has implemented the new schedule successfully and families seem pleased with the change. Tharawonga will hopefully commence one day of care and education in Warialda in term 2 of this year to meet the demand of the Warialda community.	✓
4.2.2.3	Implement emerging technologies and best processes to improve efficiency.	Social Services Manager	Completed	100%	All possible technologies have been implemented into the services to ensure smooth running of each service.	✓



In Progress



Complete



Deferred



Not Updated



Not Started





## Goal 5: Organisational management

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

### 5.1: Corporate management

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

#### 5.1.1: Financial management and accountability systems

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.1.2	Complete all legislative reporting requirements for NSW Transport (CHSP)	Manager of Aged Care	Completed	100%	Reports are submitted as required.	
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Manager of Aged Care	In Progress	100%	Quarterly financial report submitted to Department on time on 14/02/2024	
5.1.1.4	Complete the works for the Aged Care Approvals Round grant monies as per the grant agreement	Manager of Aged Care	In Progress	50%	Builder has been approved - Nathan Cobb. Work will commence in June 2024. Extension to the grant agreement has been approved by the Department.	
5.1.1.5	Implement the Business Improvement Fund grant monies as per the Activity Work plan and Indicative Activity Budget	Manager of Aged Care	Completed	100%		



In Progress



Complete



Deferred





Not Updated






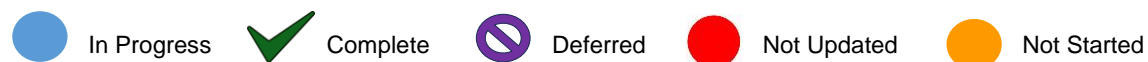
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Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.1.13	Develop contract management documentation templates	Chief Financial Officer	In Progress	30%		
5.1.1.14	Review policies and procedures associated with contracts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


### 5.1.2: Information management systems




Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.1	Administer and support Council corporate applications, networks, and systems.	Business Improvement & IT Manager	In Progress	70%	The month of January's helpdesk seen 201 created tickets, with 200 solved. The median first reply time was 121 minutes, with the median solve time of 4.2 hours. Further, there has been good progress to moving towards Council potentially moving to a cloud platform, with critical services moved from a hybrid deployment to a full cloud deployment.	
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	Completed	100%		
5.1.2.3	IT Hardware Renewal program - 2023/2024	Business Improvement & IT Manager	Completed	100%		




Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.4	Manage Council's GIS systems and data in accordance with legislative requirement, with a focus to improve the delivery and use of information	Business Improvement & IT Manager	In Progress	80%	The department continues to make good strides forward in cleaning our data, particularly around cemeteries. A new GPS has been purchased and calibrated to improve the accuracy and capture of our assets and data.	
5.1.2.5	Manage Council's corporate Records and Archive Facilities and Record Management Framework in accordance with legislative requirements.	Information Services Officer	In Progress	35%		
5.1.2.6	Software Renewal Program - 2023/2024	Business Improvement & IT Manager	In Progress	85%	Software renewal has been on target, with nothing over budget.	





### 5.1.3: Administrative and support functions

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.1	Assess and implement solutions that increase efficiencies and quality, whilst reducing costs, to improve processes and systems within Council.	Business Improvement & IT Manager	In Progress	80%	Currently in progress of moving Naroo's rostering system to our timesheets system. Further, there is the potential for us to move a lot of our on-prem storage to the cloud, reducing costs down the line.	

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.2	Develop and maintain Councils Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	95%	Collation of 24/25 Operational Plan is in progress and on track to meet deadline of June 30, 2024.	
5.1.3.3	Manage and support Councils Town utilities and depot operations	Town Utilities and Plant Manager	In Progress	75%		
5.1.3.4	Finalise the process to undertake service reviews and develop a prioritised list to be undertaken for the financial year.	Business Improvement & IT Manager	In Progress	60%	Morrison Low has been engaged to help assist in the delivery of the service reviews and to provide feedback on the framework that the Council has put together. The goal is still to have these complete by the end of the financial year.	

#### 5.1.4: Workforce planning

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Council Salary System Review	Integrated Planning Reporting & Governance Officer	In Progress	20%		

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Registered Nurse 24/7	Manager of Aged Care	In Progress	80%	<p>Recruitment of new Registered Nurse on a casual basis only was completed in February 2024. 4 staff members all currently working as Carers have been accepted into the C=Bachelor of Nursing course through the University of New England commencing February 2024.</p> <p>There has been one applicant currently studying Bachelor of Nursing requesting placement at Naroo in April/May for 2 weeks with existing, appropriate staff being her mentors for this period.</p>	
5.1.4.	Employee Engagement Action Plan	Integrated Planning Reporting & Governance Officer	Deferred	10%		
5.1.4.1	Build a culture that empowers staff to learn, teach, lead, and succeed	Social Services Manager	Completed	100%	Staff have completed training in test and tagging, Child protection and first aid	
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Integrated Planning Reporting & Governance Officer	In Progress	60%		



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	Integrated Planning Reporting & Governance Officer	Deferred	0%		
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Manager of Aged Care	In Progress	80%	RN with Train the trainer manages all Naroo staff education requirements through face to face and online using Altura. Education is an agenda item on the monthly staff meetings and RN Educator follows up with individual staff as required.	
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	60%		

#### 5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.5.1	Embed Workplace Health & Safety into business-as-usual practice throughout the organisation	Risk and Safety Officer	In Progress	25%		

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for 8 sites	Risk and Safety Officer	In Progress	40%		
5.1.5.6	Embed the recommendations from the Royal Commission into Aged Care in both CHSP and Naroo Frail Aged Care Hostel	Manager of Aged Care	Completed	20%		
5.1.5.7	Council Public Roads	GIS Officer	Completed	100%		
LCR	Meet all of Councils Legislative Compliance & Reporting requirements as set by the Office of Local Government (OLG)	Integrated Planning Reporting & Governance Officer	In Progress	80%		