![Gwydir Shire Council logo]

Monthly Action Progress Report
January 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%	Ongoing	🔵

🔵 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%	The Warialda pool paint job remains an issue. The contractor has promised he will remain when the pool closes to strip back all of the affected areas and redo. There have been two incidents; the first at the Bingara pool where a teenager dislocated his knee while swimming, and the second at the Warialda pool where a female fell in the kiosk area (this fall was not a slip but a symptom of her ongoing health condition). Both incidents were dealt with by both lessees in a competent and caring manner.	🔵
1.1.2.2	Annual Swimming Pool Inspection Program	Building Services Manager	Completed	100%	Scheduled for 2nd half of this financial year.	✔
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%		🔵

🔵 In Progress   ✔ Complete   🚫 Deferred   🔴 Not Updated   🟠 Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.2.6	Reedy Creek Footpath - Stage 1 - Construction of Bicycle/Walking Path - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	Completed	100%		✔
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	In Progress	10%	Planning commenced.	●

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%	Funding application for Warialda Library is still pending. Planning for the first quarter of 2023 completed.	●
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	General Manager	In Progress	20%	No further progress at this stage.	●
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%		✔

● In Progress   ✔ Complete   ⊘ Deferred   ● Not Updated   ● Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.3	Annual Tree Planting program	Town Utilities and Plant Manager	Completed	100%	Tree guards have been installed in Maitland St, Riddell Street Bingara and Warialda Pool car park	✔
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%		🔵
1.1.3.5	Bingara Skate Park project - 2021-2022 Open Spaces Program	Town Utilities and Plant Manager	In Progress	10%	Tenders to be called	🔵
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%	Ongoing. Activities are organised monthly. Residents are asked for input. All new residents have a leisure and activities assessment completed on admission and reviewed regularly.	🔵
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%	First truckload of trees has been delivered, planting to be carried out in February.	🔵
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	Providing 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%	Ongoing	🔵
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	In Progress	90%	RFQ for concrete works currently being developed.	🔵
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	50%	Guard rail installed December 2022	🔵

🔵 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%	Asbestos removal in progress. Materials ordered.	🔵
1.1.3.17	Warialda Fitness Centre Amenities Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Finance Manager	Completed	100%	Construction has been pushed back a week due to availability of Council builders to remove the asbestos prior to Randall group commencing. Asbestos removal is set for the week of the 23rd of Jan, and Randall Group commencing on the 30th of Jan.	✔
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%		🔵
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%	Nil	🚫

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

🔵 In Progress ✔ Complete 🚫 Deferred 🔴 Not Updated 🟠 Not Started
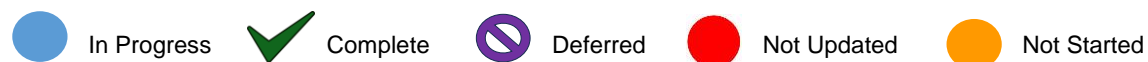
residents' lives are enriched through access to lifelong learning opportunities as well as activities and events that celebrate our culture and encourage participation.

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%		✔

1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	75%		🔵

1.2.3: 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%	Planning is almost complete for the Orange Festival and Picking 2024. The funded community events are being held and well received and enjoyed - for details see Executive Services Report.	🔵

🔵 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
2.1.1.1	Annual Power and Telemetry upgrade program	Town Utilities and Plant Manager	In Progress	75%	Switchboard is scheduled to be delivered in February 2023	🔵
2.1.1.2	Annual Water Meter replacement program	Town Utilities and Plant Manager	In Progress	80%	meters were replaced after the December readings	🔵
2.1.1.3	Annual Pump replacement program	Town Utilities and Plant Manager	Completed	100%	SPS 3 Bingara has been replaced and installed	✔
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%	Construction phase continues. Contractor has been booked in to undertake demolition works of existing amenities early April 2023.	🔵
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%	Ongoing R&M	✔
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%	Works underway.	🔵
2.1.1.8	Fixing Local Roads Round 3 - Resheeting of Getta Getta Road from North Star Road to Inverell Shire	Engineering Services Director	In Progress	70%		🔵
2.1.1.9	Bingara Water Treatment Plant - Solar installation project	Town Utilities and Plant Manager	In Progress	20%	Nil progress	🔵
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	10%	Awaiting revised quotation from contractor. To advise GM once received for further direction.	🔵
2.1.1.11	Water main extension to Warialda Landfill	Town Utilities and Plant Manager	Deferred	0%	Deferred	🚫
2.1.1.12	Stage 1 North Bingara sewer extension project	Town Utilities and Plant Manager	In Progress	50%	Tender closed 30/1/2023 Tender is under assessment	🔵
2.1.1.13	Stage 2 North Bingara sewer extension project	Town Utilities and Plant Manager	In Progress	50%	Nil	🔵

🔵 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%	Sealed road package funding approved; unsealed roads package due to be approved in February 2023.	🔵
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	90%	Renovations are now completed. Council staff are continuing to maintain the Site. The new Caretaker will move in during the month of February.	🔵
2.1.1.16	Annual Renewals Program - Sewer mains relining/replacement	Town Utilities and Plant Manager	Completed	100%	Nil action this period	✔
2.1.1.17	Annual Heavy Plant Replacement Program	Town Utilities and Plant Manager	Completed	100%	JCB Backhoe delivery in December Ecombi Roller from Glen Innes has been picked up New Ecombi grid roller - waiting on delivery	✔
2.1.1.18	Annual Light Plant Replacement Program	Town Utilities and Plant Manager	Completed	100%	6 of 12 items have been delivered	✔
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%	Final costs for project components currently being scoped.	🔵
2.1.1.21	The Living Classroom - Emergency Accommodation and Tourism Opportunities - Black Summer Bushfire Recovery Grants Program	General Manager	Completed	100%	All the accommodation units have been ordered are due to be delivered in March 2023	✔

🔵 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%		🔵
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	10%	Nil	🔵
2.1.1.25	Warialda Emergency Accommodation and Respite Centre - Plunkett Street - Black Summer Bushfire Recovery Grants Program	Community Assets Manager	In Progress	90%	Construction phase continues.	🔵
2.1.1.26	Warialda Works Depot project- Extend awning off lunchroom	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%		✔

🔵 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%		🔵
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	Completed	100%		✔
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	In Progress	30%	RFQ for concrete being developed for concrete works.	🔵
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	50%	Works in progress with crews carrying out repairs on a priority basis.	🔵
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%		🔵

🔵 In Progress ✔ Complete 🚫 Deferred 🔴 Not Updated 🟠 Not Started

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%	A Memorandum of Understanding is being crystalised between the Council and Friends of Myall Creek Massacre Memorial Committee. Planning is underway for the Back to Bingara Greek celebrations.	🔵
2.1.2.3	Develop strategy for small scale industrial land development.	General Manager	In Progress	70%	Changes to the Shire's LEP are being developed.	🔵
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%		✔

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

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

2.2.2: 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%	A number of SBT and SBA have been appointed - see Executive Services Report. EOI for position with University of Southern Cross remains open.	🔵

🔵 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

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%	Nil action this period	✔

3.1.3: Value, protect and enhance our natural environment

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.3.1	North West Weed Action Program -Gwydir Shire	Planning & Environment Team Leader	In Progress	75%		🔵
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Team Leader	In Progress	75%		🔵

3.2: We use & manage our natural resources wisely

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

3.2.1: Develop a clean energy future

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

🔵 In Progress ✔ Complete 🚫 Deferred 🔴 Not Updated 🟠 Not Started
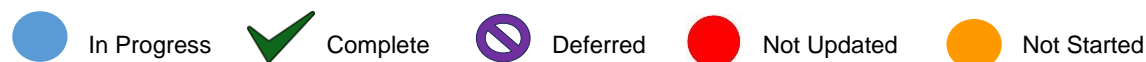
3.2.2: Use our water wisely

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.2.1	Annual Water Main replacement program	Town Utilities and Plant Manager	In Progress	90%	80m water main extension at Dunrobyn Road Gravesend undertaken in Jan 2023. 100m 110HDPE poly underbored at Halls creek Bingara in December 2022	●
3.2.2.2	Gravesend Recreation Ground Irrigation System - LRCI Phase 3 Project	Town Utilities and Plant Manager	In Progress	80%	Rhino tank installed December 2022 Pump to be Installed in Feb 2023	●
3.2.2.3	Water treatment plant improvements	Town Utilities and Plant Manager	Completed	100%	New Air compressor and drier installed in December 2022	✔

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%		●

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
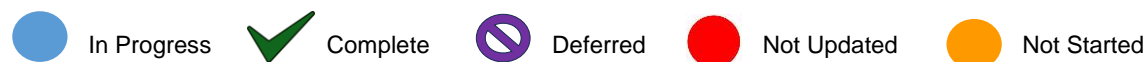
Goal 4: Proactive regional and local leadership

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%	Social media engagement posts have increased, and these contain valuable information for residents and visitors alike. Gwydir News was in recess during the month of January 2023.	🔵

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%		🔵

🔵 In Progress   ✔ Complete   🚫 Deferred   🔴 Not Updated   🟠 Not Started

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	Completed	100%		✔

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%		✔

In Progress   Complete   Deferred   Not Updated   Not Started

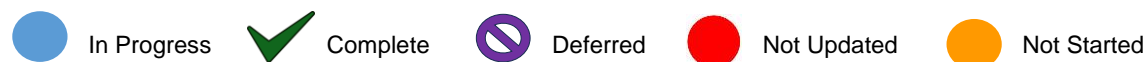| Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children, and their families.	Social Services Manager	Completed	100%		✔

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%	Ongoing.	🔵

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%		✔

🔵 In Progress   ✔ Complete   🚫 Deferred   🔴 Not Updated   🟠 Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.2	Create comprehensive and collaborative models of care and support services that drive successful, responsive, and individualised outcomes for families.	Social Services Manager	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

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%		✔
5.1.1.2	Complete all legislative reporting requirements for NSW Transport (CHSP)	Aged Care Manager	Completed	0%		✔
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%	Quarter 3 completed	🔵
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%	DA finalised awaiting department for increase in funding approval	🔵

🔵 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%	Over budget for BIF round 1 but approved by Max Eastcott BIF Round 2 on budget	🔵
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	Completed	100%	IT has solved 140 reported helpdesk tickets in the last month. The median reply time was 68 minutes and the median solve time was 2.5 hours.	✔
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	In Progress	95%		🔵

🔵 In Progress   ✔ Complete   🚫 Deferred   🔴 Not Updated   🟠 Not Started

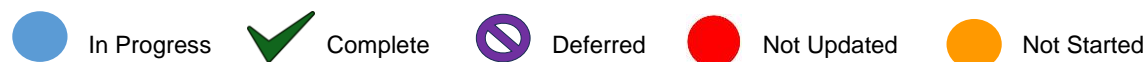| Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.3	IT capital replacement program.	Business Improvement & IT Manager	Completed	100%	The replacement program for devices is now complete for the financial year. It went slightly over budget as the procurement of extra iPads were a late edition to the program.	✔
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%	Challenge Services in Tamworth have almost completed the digitisation of our finance assessment files. They will hold onto them for 3 months and then destroy them. The aged care files will be sent soon to Challenge.	✔
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%	Work has commenced on a new Records & Information Management policy that will work in line with the new Records Management Assessment Tool that is provided by Records NSW and assesses us against benchmarks. The goal is to reach the minimum benchmark of "3" by the end of the financial year.	✔
5.1.2.6	Software Renewal Program - 22/23 Financial Year	Business Improvement & IT Manager	Completed	100%	The majority of licensing has been purchased for this financial year. The budget is on track.	✔

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 and framework continue in draft, with the addition of a service catalogue being started in draft. It is assumed that work towards a new online timesheet and rostering system will be commenced in the coming month.	✔
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%	Standard operation and maintenance of council depots	✔

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	✔
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%		🔵

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%		🔵
5.1.5.1	Embed Workplace Health & Safety into business-as-usual practice throughout the organisation	Risk and Safety Officer	In Progress	20%		🔵
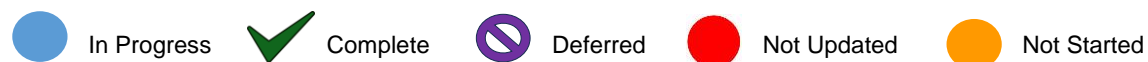
🔵 In Progress   ✔ Complete   🚫 Deferred   🔴 Not Updated   🟠 Not Started

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	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%		🔵
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