

# Monthly Action Progress Report

## November 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.

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

Action Code	Action Name	Responsible Position	Status	Traffic Lights
1.1.1.2	Support Gwydir Shire's health initiatives	Community Assets Manager	In Progress	
1.1.2.1	Oversee the operation of Council's Aquatic Centres	Community Assets Manager	In Progress	
1.1.2.2	Annual swimming pool inspection program	Building Services Manager	Not Started	
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	



In Progress



Complete





Deferred



Not Updated














Not Started

Action Code	Action Name	Responsible Position	Status	Traffic Lights
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	
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	GLR & Communications Team Leader	In Progress	

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

Action Code	Action Name	Responsible Position	Status	Traffic Lights
1.1.3.1	Big River Dreaming - Finalise the construction of the Wellness and Interpretive Centre	General Manager	In Progress	
1.1.3.2	Be a centre of leadership in child development, education and care as well as support for families and community	Social Services Manager	In Progress	
1.1.3.3	Annual Tree Planting Program	Leading Hand Maintenance	In Progress	

Action Code	Action Name	Responsible Position	Status	Traffic Lights
1.1.3.6	Build our reputation as 'best choice' for families, children and young people to discover their abilities and reach their potential in life	Social Services Manager	In Progress	
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	In Progress	
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Services Director	In Progress	
1.1.3.9	Landscaping Improvements - Warialda Street Tree Upgrade - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Integrated Planning Reporting & Governance Officer	In Progress	

Action Code	Action Name	Responsible Position	Status	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	In Progress	
1.1.3.13	Provide high levels of hygiene to councils community assets and facilities	Community Assets Manager	In Progress	
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda footpath upgrades	Engineering Assets Coordinator	Completed	
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	
1.1.3.18	Warialda Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant cycle/walking paths	Engineering Services Director	Completed	
1.1.3.20	Implement Council's library programs and initiatives	Community Assets Manager	In Progress	
1.1.3.22	Warialda GYM (Squash Courts) - Re-roofing of lower roof	Building Services Manager	Not Started	

Action Code	Action Name	Responsible Position	Status	Traffic Lights
1.1.3.23	Bingara Arts Centre (Toy Library) - Painting & R&M	Building Services Manager	In Progress	



## 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	Traffic Lights
1.2.1.1	Meet Council's property management obligations	GLR & Communications Team Leader	In Progress	

### 1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Position	Status	Traffic Lights
1.2.2.1	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	
1.2.2.2	Implement Child Safe Standards as per legislative requirements	Integrated Planning Reporting & Governance Officer	In Progress	

### 1.2.3: Celebrate our creativity and cultural expression

Action Code	Action Name	Responsible Position	Status	Traffic Lights
1.2.3.1	Roll out the planned schedule of events reviewing the concept, target audience and success of each event	Media and Communications Officer	In Progress	



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	Traffic Lights
2.1.1.2	Annual water meter replacement program	Town Utilities and Plant Manager	In Progress	
2.1.1.3	Annual Pump replacement program	Town Utilities and Plant Manager	In Progress	
2.1.1.6	2024/2025 Building Services Repairs and Maintenance Program	Building Maintenance Supervisor	Not Updated	
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	Completed	
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	




Action Code	Action Name	Responsible Position	Status	Traffic Lights
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	
2.1.1.16	Annual Renewals Program - Sewer mains relining/replacement	Town Utilities and Plant Manager	In Progress	
2.1.1.16	Bingara Court House - Re-Roofing	Building Services Manager	Deferred	
2.1.1.16	Plunkett Street Aged Units - Refurbishment	Building Services Manager	Deferred	
2.1.1.16	Warialda Memorial Hall - Investigation, underpinning & repairs	Building Services Manager	Deferred	
2.1.1.16	Warialda Office - Kitchen & Courtyard Refurbishment	Building Services Manager	In Progress	
2.1.1.17	Annual Heavey Plant Replacement Program	Town Utilities and Plant Manager	In Progress	
2.1.1.18	Annual Light Plant Replacement Program	Town Utilities and Plant Manager	In Progress	


Action Code	Action Name	Responsible Position	Status	Traffic Lights
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Leading Hand Maintenance	In Progress	
2.1.1.25	Resheeting and bitumen sealing of entire length of Wearnes Road, Bundarra	Engineering Services Director	In Progress	
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	Completed	
2.1.1.34	Develop 10 year stormwater plan	Road Maintenance Council Contracts Project Manager	In Progress	
2.1.1.36	Deliver RMCC annual works program	Road Maintenance Council Contracts Project Manager	In Progress	
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	
2.1.1.39	Bingara Administration Centre - Furniture & Furnishings (including blinds)	Building Services Manager	Not Started	

Action Code	Action Name	Responsible Position	Status	Traffic Lights
2.1.1.40	Croppa Creek Road Upgrade Super Patch of entire length of road with 50mm nominal corrector and new bitumen seal	Engineering Services Director	In Progress	
2.1.1.41	Regional Emergency Road Repair Fund Assorted maintenance and capital renewal activities across the shire	Engineering Services Director	In Progress	
2.1.1.42	Federal Government - Roads of Strategic Importance Program - Sealing of 12.3km of County Boundary Road from end of existing seal to Croppa Moree Road.	Engineering Services Director	In Progress	
2.1.1.43	Sealed Rural Roads Capital Works Program Heavy patching and bitumen resealing of sealed roads at various locations across the LGA	Engineering Services Director	Deferred	



Action Code	Action Name	Responsible Position	Status	Traffic Lights
2.1.1.44	Road Infrastructure Disaster Recovery - Events AGRN960, 987, 1034 Heavy patching, pothole repairs, gravel resheeting and drainage structure replacements across the LGA	Engineering Assets Coordinator	In Progress	
2.1.1.45	Resheeting of gravel roads at various location across the LGA Unsealed Roads Capital Works Program	Engineering Services Director	In Progress	
2.1.1.46	Heavy patching and bitumen resealing of streets in Warialda and Bingara Urban Roads Rehabilitation -local Roads and Community Infrastructure Phase 4 Part B	Engineering Assets Coordinator	In Progress	

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

Action Code	Action Name	Responsible Position	Status	Traffic Lights
2.1.2.1	Develop links and implement programs to improve the local economy	Community Assets Manager	In Progress	

Action Code	Action Name	Responsible Position	Status	Traffic Lights
2.1.2.3	Finalise the strategy for small scale industrial land development.	General Manager	In Progress	


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

Action Code	Action Name	Responsible Position	Status	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	
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	


## 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	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	Integrated Planning Reporting & Governance Officer	In Progress	

### 2.2.2: Build on our quality education and training opportunities (including through the GLR)

Action Code	Action Name	Responsible Position	Status	Traffic Lights
2.2.2.1	Implement and manage the Gwydir Learning Region program	Community Assets Manager	In Progress	



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	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	In Progress	
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	
3.1.1.3	Conduct/Monitor/Review Gwydir Shire Housing Study	Planning Officer	Not Updated	

##### 3.1.2: Respond to our changing environment

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

Action Code	Action Name	Responsible Position	Status	Traffic Lights
3.1.2.2	Implement Gwydir and Inverell Shire's Regional Drought Resilience Plan	Planning & Environment Team Leader	Deferred	


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

Action Code	Action Name	Responsible Position	Status	Traffic Lights
3.1.3.1	North West Weed Action Program -Gwydir Shire	Planning & Environment Team Leader	In Progress	
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Team Leader	In Progress	
3.2.2.1	Annual Water Main Replacement Program	Town Utilities and Plant Manager	Not Started	

### 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	Traffic Lights
3.2.1.1	Audit Streetlighting coverage across the local networks throughout the Shire	Planning & Environment Team Leader	In Progress	



### 3.2.2: Use our water wisely

Action Code	Action Name	Responsible Position	Status	Traffic Lights
3.2.2.3	Water treatment plant improvements	Town Utilities and Plant Manager	In Progress	
3.2.2.4	Gravesend Water Treatment Plant - Stage 2 - Department of Primary Industries and Environment (DPIE)	Town Utilities and Plant Manager	In Progress	

### 3.2.3: Reduce, reuse and recover waste

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

## 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 Key
4.1.1.1	Provide effective communication initiatives to service the community	Media and Communications Officer	In Progress	

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

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



In Progress



Complete




Deferred





Not Updated




Not Started

Action Code	Action Name	Responsible Position	Status	Progress Key
4.1.2.2	Conduct a review of the effectiveness of communication channels use throughout Gwydir Shire to the wider community. And identify improvements on how Gwydir Shire communicate events and happenings within the community	Media and Communications Officer	In Progress	

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


Action Code	Action Name	Responsible Position	Status	Progress Key
4.1.3.2	Grow relationships with governments, the corporate sector, community organisations and volunteers to enhance the educational experience	Social Services Manager	In Progress	
4.1.3.3	Value and embrace the knowledge and experience of our families as they grow through our services	Social Services Manager	In Progress	

Action Code	Action Name	Responsible Position	Status	Progress Key
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children and their families	Social Services Manager	In Progress	

#### 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 Key
4.2.1.1	Review and manage programs and initiatives to connect with, and value other cultures	Community Assets Manager	In Progress	

##### 4.2.2: Work in partnership to plan for the future

Action Code	Action Name	Responsible Position	Status	Progress Key
4.2.2.1	Acquire, disseminate and apply new knowledge to grow evidence informed practice	Social Services Manager	In Progress	

Action Code	Action Name	Responsible Position	Status	Progress Key
4.2.2.2	Create comprehensive and collaborative models of care and support services that drive successful, responsive and individualised outcomes for families	Social Services Manager	In Progress	
4.2.2.3	Implement emerging technologies and best practice processes to improve efficiency	Social Services Manager	In Progress	



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	Traffic Lights
5.1.1.1	Complete all legislative reporting requirements for Community Home Support Program (CHSP)	Manager of Aged Care	In Progress	
5.1.1.2	Complete all legislative reporting requirements for NSW Transport (CHSP)	Manager of Aged Care	Completed	
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	
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	



In Progress



Complete





Deferred



Not Updated





Not Started



Action Code	Action Name	Responsible Position	Status	Traffic Lights
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	
5.1.1.15	Review and maintain existing corporate accounting practices within the organisation to ensure regulatory compliance and promote responsible financial management.	Chief Financial Officer	In Progress	

### 5.1.2: Information management systems



Action Code	Action Name	Responsible Position	Status	Traffic Lights
5.1.2.1	Administer and support Council corporate applications, networks and systems.	Business Improvement & IT Manager	In Progress	

Action Code	Action Name	Responsible Position	Status	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	
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	In Progress	




### 5.1.3: Administrative and support functions






Action Code	Action Name	Responsible Position	Status	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	
5.1.3.2	Develop, monitor and maintain Council's Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	



Action Code	Action Name	Responsible Position	Status	Traffic Lights
5.1.3.4	Undertake Service Reviews as outlined in the Delivery Program for the financial year.	Business Improvement & IT Manager	In Progress	
5.1.3.5	Review mandatory training requirements to maintain operational effectiveness and compliance.	Org Services Admin & Training Coordinator	Not Started	

#### 5.1.4: Workforce planning

Action Code	Action Name	Responsible Position	Status	Traffic Lights
5.1.4.1	Build a culture that empowers staff to learn, teach, lead and succeed	Social Services Manager	In Progress	
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Integrated Planning Reporting & Governance Officer	In Progress	
5.1.4.3	Development of Human Resources Development processes to manage change and meet individual and organisational needs	Human Resource Officer	In Progress	

Action Code	Action Name	Responsible Position	Status	Traffic Lights
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Manager of Aged Care	In Progress	
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	
5.1.4.6	Build on key internal relations with staff wellbeing and engagement	Integrated Planning Reporting & Governance Officer	Deferred	
5.1.4.7	Registered Nurse 24/7 to meet Royal Commission into Aged Care recommendations	Manager of Aged Care	In Progress	
5.1.5.9	Conduct Council Salary System Review	Human Resource Officer	In Progress	



In Progress



Complete



Deferred








Not Updated



Not Started

### 5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Position	Status	Traffic Lights
5.1.5.1	Embed Workplace Health & Safety into business as usual practice throughout the organisation.	Business Improvement & IT Manager	In Progress	
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	In Progress	
5.1.5.10	Develop relationships with key stakeholders to ensure council has access to relevant and effective training opportunities.	Org Services Admin & Training Coordinator	Not Started	
5.1.5.11	Integrate and ensure Council's operations and practices align with the risk management framework.	Business Improvement & IT Manager	In Progress	
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	



In Progress



Complete



Deferred



Not Updated



Not Started