



G W Y D I R
SHIRE COUNCIL

ORDINARY MEETING

AGENDA

Thursday 14 December 2023

NOTICE OF MEETING

Notice is hereby given that an **Ordinary Meeting of Gwydir Shire Council** will be held in the Roxy Conference Room on **Thursday 14 December 2023**, commencing at **2:00 pm** to discuss the items listed in the Agenda.

Your attendance is respectfully requested.

Yours faithfully,

Leeah Daley
Acting General Manager

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

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

ACKNOWLEDGMENT OF COUNTRY

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

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1 OFFICIAL OPENING AND WELCOME - MAYOR**2 APOLOGIES**

Mr Max Eastcott - General Manager is an apology for this meeting.

3 CONFIRMATION OF THE MINUTES**RECOMMENDATION**

THAT the Minutes of the Ordinary Meeting held on Thursday 30 November 2023 as circulated be taken as read and CONFIRMED.

4 PRESENTATION

Nil

5 CALL FOR THE DECLARATIONS OF INTERESTS, GIFTS RECEIVED AND CONFLICTS OF INTEREST**6 MAYORAL MINUTE****6.1 Calling The Australian Government to Reverse Damaging Cuts to Essential Infrastructure Projects**

I am calling on Councillors to support representations to the NSW Government and Australian Government in response to the Australian Government's decision to cut funding for critical infrastructure projects in NSW.

The cutting of 17 major NSW projects totalling \$3.6 billion will have wide ranging impacts on the communities where the projects are located and the broader regional communities they were designed to serve.

In NSW, these projects include:

Project Name	Cost (\$ million s)	Federal gov funding (\$ millions)	Local Government Areas
Blaxland Road/Balaclava Road Intersection Improvements	13.4	6.7	Council of the City of Ryde
Bruxner Highway – Wollongbar to Goonellabah	8.5	6.8	Ballina Shire Council, Lismore City Council
Commuter Car Park Upgrade - T1 North Shore, Northern and Western Line - Kingswood	32	32	Penrith City Council

Commuter Car Park Upgrade - T1 North Shore, Northern and Western Line - St Marys	33.8	33.8	Penrith City Council
Commuter Car Park Upgrade - Woy Woy	13.2	13.2	Central Coast Council (NSW)
Great Western Highway Upgrade - Katoomba to Lithgow - Construction of East and West Sections	2540	2032	City of Lithgow Council, Blue Mountains City Council
Gwydir Highway Improvements - Planning	10	8	Glen Innes Severn Council, Moree Plains Shire Council, Inverell Shire Council, Clarence Valley Council, Gwydir Shire Council
M7-M12 Interchange	NFP	116	Fairfield City Council, Liverpool City Council, Penrith City Council
Mulgoa Road Stage 2 - Glenmore Parkway to Jeanette Street, Stage 5A Blaikie Road to Jamison Road and Stage 5B Jamison Road to Union	465	232.5	Penrith City Council
Northern NSW Inland Port - Narrabri	7.8	7.8	Narrabri Shire Council
Oxley Highway Stage 2 - Planning	5	4	Port Macquarie Hastings Council
Remembrance Driveway Corridor Upgrade - Camden Council	0.7	0.7	The Council of Camden
Southern Connector Road, Jindabyne	151.2	100	Snowy Monaro Regional Council
Sydney to Newcastle - Tuggerah - Wyong faster rail upgrade	2000	1000	Central Coast Council
Toowoomba to Seymour – New South Wales - Moree Intermodal Overpass	44	35.2	Moree Plains Shire Council

Werrington Arterial Stage 2 - Planning	6	3	Penrith City Council
Western City Road Transport Network Development – Planning	30	15	Liverpool City Council

While most of the cut projects are state led, they are of critical importance to our communities right across NSW. This decision is a short-sighted decision when so many of these projects are exactly what is required to accommodate population growth and the growing freight task, deliver productivity gains across NSW and provide the enabling infrastructure for increased housing supply.

While on Sunday 19 November 2023 the Australian Government announced increased funding for critical local government programs (including Roads to Recovery, Black Spot Program, and a new Safer Local Roads and Infrastructure Program) these announcements are distinct from the cuts to the projects listed above.

The NSW Government has already expressed its strong concerns with these infrastructure funding cuts. Cr Darriea Turley, President of Local Government NSW, has written to the NSW Premier seeking his support for joint advocacy, and has asked for the Premier to lead a delegation of impacted mayors to Canberra to meet with the Australian Government.

The only project that Gwydir Shire Council had funded under this program was the County Boundary Road. These changes did not impact on the funding for that project as works had already commenced.

Cr Darriea Turley AM, President of Local Government NSW has written to all NSW Councils requesting that they call on the NSW Government to join with councils in advocacy to the Australian Government.

For this reason, this Mayoral Minute recommends that Council call on the Australian Government to reverse this damaging decision and call on the NSW Government to join councils in advocacy to the Australian Government.

Recommendation

THAT:

1. Council writes to the Hon Anthony Albanese MP, Prime Minister, and the Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government:
 - a. Expressing Council's strong opposition to the Australian Government's decision to cut significant infrastructure funding from important projects across NSW.

- b. Noting that the infrastructure funding cuts will hamper the ability of communities to accommodate growth and increased housing supply, and harm productivity improvements required for the growing freight task.
 - c. Calling for the Australian Government to reinstate funding for these critical infrastructure projects.
2. Council writes to the Hon Chris Minns MP, NSW Premier, seeking the NSW Government's support for joint advocacy on this matter to the Australian Government.

7 OFFICERS' REPORTS

7.1 Organisation and Community Services

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, Acting General Manager

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 November 2023.

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

AGED CARE – NAROO FRAIL AGED HOSTEL

Resident Outings

Residents enjoyed sweeps and nibbles for Melbourne Cup. Staff have held pamper days and some mini makeovers. One Resident had his hair and beard dyed. The weather has allowed morning walks to the park to start again, which the residents love. Craft activities have hit Christmas gear with the residents decorating the activity area with their Christmas chains. We are in full swing planning our resident and family Christmas party which is set for December 7th.

SOCIAL SERVICES

Bingara Neighbourhood Centre

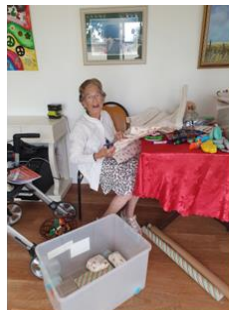
Funding body – NSW Department of Communities and Justice

Bingara Neighbourhood Centre has again been distributing welfare assistance to the community this month. Support has been provided in the form of applications for financial assistance and accommodation.

S355 Committees

Bingara Community Op Shop

Workers are preparing the Shop for Christmas with decorations and displays. The fashion parade held on 18th November was well attended. A huge thank you to Gail Phillpott, Esther and Peter Honey, and Nancy McGuiness for their assistance.



A social barbeque was held for all who are involved with the shop.

A new fridge and vacuum cleaner were purchased.

\$2500 was donated to Community Comfort. \$79000 has now been donated throughout the community.

There will be Friday night trading on the 15th of December.

The storage shed is becoming very full. The Sorting shed is running at full compacity.

The items on the Sharing Trolley, which up to now have been donated, are moving more quickly. A small amount of money will be allocated each month to purchase small cheap items to put on the trolley. This will be reviewed at the next meeting. Donations will still be accepted.

Centrelink

Centrelink Agent Coordinator has been in contact each week to check all is going well.

Telstra will ring to make an appointment in office hours to install the Wireless Backup Replacement Program. This update should only take 10 – 20 minutes. The new web item has arrived and is in the office for when Telstra come to install.

The Senior newspaper will now be available from the Centrelink office.

Staff were notified that when using Google to find hours of operation for this service it is coming up as 10.30am to 1.30pm, several attempts were made to rectify this however, Centrelink is unable to make this change as it is an unofficial site.

Youth Service

Funding body – NSW Department of Communities and Justice

Connection made with several new young people. An online meeting is set up for early December to discuss activities and needs.

There were two applications for the online tutoring program developed by the young people from Willoughby. There has been a delay in starting due to tutors completing end of year exams.

Youth Space is still not bringing in numbers. Contact has been made with St Joseph's Primary, Warialda, to discuss the promotion of this group, as no contact has been made since the arrival of the new Principal. Will revisit Warialda High School in February 2024.

Holiday Break

Office for Regional Youth – Department of Regional NSW

A Grant application for \$14700.00 was successful this month. Creative activities will be held at Ceramic Break Sculpture Park and Warialda Recreation Ground with bus transport on offer.

Youth Mentoring Program

Month	Number of Participants
November	7

The Youth Mentoring Program has been assisting young people with Centrelink, Medicare, job applications, behaviour management and resumes.

Vacation Care

Service to run three weeks in January in Warialda for Council staff to ensure the smooth running of the Shire during this period.

Supported Playgroup Development Worker

Funding body – NSW Department of Communities and Justice

Warialda Toy Library	October 2023	November 2023
Total daily attendance count for children (calculating each child, each day over the month – total points of contact)	32	36
New full borrowing members	1	0
New and renew non borrowing members	0	0
New and renew casual borrowing members	0	0
Commemorative Birth Certificate applications received	0	0
Toys returned	4	2
Toys borrowed	4	0
Groups using the service (FDC Carer, Pharmacy)	0	0
Monday group activity 3 sessions	2	2
Tuesday group activity 3 sessions	16	12
Wednesday group morning session	10	5
Thursday group activity 3 sessions	2	10
Friday group activity 2 sessions	2	8

Throughout November the Warialda Toy Library Families have been involved in a lot of different activities from drawing, painting, cutting, and pasting, playdough, home corner, construction, and car tracks. The children have been mostly focused on the large new foam blocks building obstacle courses and towers.

The Warialda Toy library has welcomed three new family members into their families over the past 5 weeks bringing more children into the toy library. This has been great to see, allowing the Toy library to use the new baby equipment purchased for families to use.

Abby from the Moree Women's refuge visits the Toy Library every Thursday to help women in need.

The Toy library will be giving each child a present as well as a book for Christmas this year thanks to donations.



Bingara Toy Library

Funding body – NSW Department of Education and Communities

Warialda Toy Library	October 2023	November 2023
Total daily attendance count for children who utilised the service for the month	83	121
Full borrowing memberships New/Renew	0	0
Non borrowing memberships New/Renew	1	4
Casual borrowing memberships New/Renew	0	0
Commemorative Birth Certificates	1	4
Toys returned	1	0
Toys borrowed	0	3
Children and Groups using toys	0	2
Tuesday 1 play session	27	26
Wednesday 3 play sessions	50	96
Thursday 1 play session	20	33
KSK Program 4 sessions	26	27

Nine families were invited to attend the last Birth Certificate Ceremony for 2023, where Councillor Egan presented each child with a bag containing a gift to welcome the baby to Gwydir Shire, service information, a six-month membership voucher, and parenting information. Morning tea of fresh scones and jam was provided for all in attendance after the presentation.

Staff from Rural Outreach Support Service travelled to Bingara to provide families with information, support and chatted about budgeting over the Christmas period. Helpful tips on gifts, how much money to spend and ways to plan now for next year, were discussed. This was the last session for this year, but plans are in place to provide support again in 2024.

Local Child and Family Health Nurse from Hunter New England Health attended the playgroup session to meet and greet families and provide a one-on-one weigh and chat session. December 13 will be her last visit before she goes on maternity leave.

Playgroup visit to Preschool was cancelled. The visits have been a way to familiarise children and parents with Preschool before they officially attend. The staff have been most welcoming, supportive, and provided a wonderful range of activities for everyone, each visit.

Bingara Preschool

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

Days	November 2023
Tuesday	30
Wednesday	33
Thursday	33
Friday	28

Preschool Photos:

On the 15th and 16th November, Bingara Preschool had their annual Preschool photos. Each child and team member had their Individual photo taken. To add to these photos there were two class photos taken on Wednesday and Thursday. The photos have been printed and given out to all families who had ordered copies.



Educator Training:

On Wednesday 15th November, the Director from Bingara Preschool attended the Workplace Health and Safety Training – ‘Roles and Responsibilities’ in Warialda. This training provided information on a supervisor’s role in relation to Workplace Health and Safety within the Gwydir Shire Council and went through the procedures associated with this. There were many opportunities to ask questions and speak with the training delegates further, during the allocated training time.

EYLF Principle: Critical reflection and ongoing professional learning:

Educators seek to build their knowledge and continue to build their skills through attending professional development.

Preschool Visitors:

During the month of November, Bingara Preschool welcomed the International Childcare College (ICC) Workplace Trainer and Assessor to the service to conduct a support visit for both Trainee Educators. Whilst the ICC Workplace Trainer and

Assessor was visiting, she observed both Trainees interacting with the children and conducting their daily tasks within the service environment. She also spoke to both Trainee Educators about their training plan and where they are up to with their study of Certificate 111 in Early Childhood Education and Care. This visit also provides the Trainee Educator's an opportunity for them to speak to someone from the Registered Training Organisation about any questions, concerns, or suggestions that they have.

EYLF Principle: Secure, respectful, and reciprocal relationships.

The Early Links, Inclusion Support Teacher visited Bingara Preschool on Tuesday 14th November. The purpose of the visit was to provide support to the service for the inclusion of children who have identified higher support learning needs.

The Inclusion Support Teacher observed the children and staff in the afternoon and then attended the team meeting after the children went home. The staff and the Inclusion Support Teacher discussed the barriers and the strategies on how to best support the children who require this. It was also discussed at the meeting, the barriers in relation to rest time and she has provided additional information and ideas to the service to assist in this area.

EYLF Principle: Equity, inclusion, and high expectations.

Hatching Chickens:

During the month of November, Bingara Preschool incubated eggs and successfully hatched 10 chickens. A family donated the incubator, and some other families donated the fertilized eggs. The Educators made a calendar with the children and counted down the days for the eggs to hatch. The children watched over the eggs and were extremely excited when the chickens hatched out of the eggs.



Educational Leader Report:

As of December 2023, the CHCPRT001 Identify and Respond to Children and Young People at Risk has been superseded by an updated course. To keep up to date with the current training, and new procedures, the Educators at Bingara Preschool will be completing the new course as in house training at the beginning of February 2024. The Social Services team has been invited to participate in this training.

Tharawonga Mobile Resource Unit

Funding Body – Australian Government Department of Education, Skills and Employment

Days and Venues	Month
Monday at Croppa Creek	9 (0 extra casual places)
Tuesday at North Star	15 (14 extra casual places)
Wednesday at Yallaroi	15 (3 extra casual places)
Thursday at Yetman	6 (0 extra casual places)
Friday at North Star	5 (14 extra casual places)

Staff training – Amanda has completed a webinar session for Practical Approaches to Programming for educators provided by CELA. Tharawonga educators have been invited by Bingara Preschool’s Educational Leader to participate in the new Child Protection course.

Emergency procedures – Across each of the venues we have practiced our different scenarios for emergency procedures. Each educator facilitated these at the venues.

Significant celebrations and events – This month we have celebrated Grandparents Day. This celebration is marked on the calendar for a Sunday, but we invited the children’s grandparents across the whole week for each venue. The grandparents were invited to come and see what their grandchildren are involved in at Tharawonga, engage with them in their grandchildren while they are engaged in the learning environment and share light refreshments.

One of the highlights of this event was on Wednesday at the Yallaroi venue. The children were very surprised when one of the grandparents arrived in their very own helicopter. Ross and Di were very happy to show the children about the helicopter. Throughout the course of this week the educators read stories about Grandparents to the children at the language group time. Miss Lesa incorporated a creativity experience of making our very own interpretation of your grandparents. The children used Styrofoam pieces, foam cups and open-ended resources such as eyes and wool to decorate their creations.

Our other event was Remembrance Day, which was programmed for the week, so all the children can participate. The educators planned for the children to all be able to make their very own traditional poppies. For the children who are attending on multiple days we furthered their learning by making bigger poppies and these ones didn’t have to be the traditional colour. A lot of learning was embedded in this experience particularly our fine motor skills as the children needed to cut out their own poppies.

The venues are all working very hard towards their end of year performances to share with the families on the presentation days. The educators have planned suitable Christmas performances for the children to participate in and practise and they will be able to perform these when the families are invited for end of year activities. Croppa Creek, North Star/Yallaroi and Yetman each have their own performances set for each of the venues.



Croppa Creek – The service has completed an orientation with a family that will start at the service very soon. We have also welcomed another new child and their family to this venue. As a part of group time learning the children and educators have been focusing on cooking experiences. This experience is promoting the children’s numeracy, literacy, later life skills, planning and sequencing. Parachute play has been programmed for the children to further develop their following instructions and developing self-regulation. Our music and movement time has been finger actions to work with the children to match words with sounds and actions. The transitional learning experience we have been working on is based on name recognition such as name cards with first and last name for the children to recognise their name and tell us their whole name and name games asking them questions “can you tell me your name?” and a song “Bee bumble bee can you say your name to me? Other learning the children have been joining in on are the ‘shopping area’. This area is providing the children with opportunities for dramatic play which is a vital role in the child’s cognitive, social, and emotional development. The music instruments in a free play experience. This is allowing the children and helps them to experiment and develop awareness of beat, rhythm, and melodies. The educators taught the children a new game “Pac on one of the wet days so that the children were still able to access the outdoor environment. The children are learning about colours at their literacy and language experience. The educators have sourced a series of these books and will continue to implement this at Tharawonga.



North Star – We have completed two orientations with families and now welcomed them to the service. The children that were attending casually for short term care have now finished with the service.

The children's learning has been focusing on social play such as turn taking, sensory exploration and gross motor skills. The children are starting to develop an interest in resourcing their own learning through participate in experiences that they are drawn to such as the sandpit and shop keepers' area. The children have used the shovels to dig dams in the sandpit with the diggers to scoop the sand out and fill with the water from the hose. The children are using the scanning devices on the registers as pretend phones.

New learning experiences have been offered in the program cycle such as the keyboards with pencils and paper for a pretend office space to promote the children imagination and dramatic play. One of the children were able to recreate the keyboard by drawing this on their piece of paper.

Our story over in the meadow was focused on counting from 1-10. The educator promoted the children to join in by counting with them throughout the story. This experience also promotes counting on from one number to another. The children showed confidence in this experience by expressing the numbers verbally as the educator pointed to the animals throughout the story.

The transitional learning experience we have been working on is based on name recognition such as name cards with first and last name for the children to recognise their name and tell us their whole name and number recognition. Our music experience has been supporting our transitional learning through practising the ABC song.



Yallaroi – We have completed an orientation with a family and now welcomed them to the service. We also have another child that has started at this venue although they completed their orientation process at the other venue. The children that were attending for short-term care have now finished with the service. Over the past few months, we have really seen this venue increase their numbers of enrolment.

The children have been engaged in learning experiences where they have been able to re-enact their home culture of harvesting such as in the sandpit, they load the 'grain' into the 'chaser bins' by using the sandpit and trucks and work together collaboratively.

The children have been participating in fundamental movement skills by demonstrating in group experiences with the educators their underarm and overarm throwing skills as the balls were thrown through the hoops. The children are also

challenging their gross motor skills with the skills they are using to manoeuvre through the obstacle course set up.

The children have been focusing on learning about recycling through group time and planned experiences. The educators have read the story “Let’s learn about recycling”. Throughout the story the educators discussed with the children the importance of recycling and the children were able to contribute their own ideas and understanding of recycling. After the story the children participated in an experience for transitional learning of sorting the items that are identified as recycling. This experience further the children’s understanding of recycling.

The children have been provided with cooking experiences which is promoting the children’s learning through being able to follow the recipe, learn to take turns, mixing, learning about measurements, learning skills for later in life and possibly learning about and tasting new foods.



Yetman – The children have been provided with new learning experiences for the programming cycle. The design and create was one of the opportunities and this provide various learning for the children. This provided opportunities to follow patterns, children to verbally express themselves through telling the educators the colour of the pegs. The older children are continuing to be invited to Mrs Weatherall’s classroom for learning opportunities. The children have been learning about the ‘friends of ten’ and inclusive practices such as listening to a story about a child who was ‘deaf’ and then learning how to practise sign language for simple signs.

We have been focusing on our transitional learning experience around first and last name recognition as a large majority of the children at this venue only come to this venue. This is building the children’s confidence in verbally expressing their names to the educator.

Our stories focus has been on feeling books as this is supporting the children express their feelings and to talk about the different feelings we can experience. While reading the stories the children have been included in discussions with the educators about how they are feeling. The children have also been actively involved in story times by re-enacting familiar well known children’s stories such as ‘The Three Billy Goats Gruff’. The children all had their own roles to play in the story as the educator read the story.

We have also had the same concept in music time with the children re-enacting the familiar nurse rhyme '5 little ducks'. Other learning as we participate in music experiences is for the children to learn and explore sound, rhythm and beat and following instructions.

The children have been actively engaged in experiences they are drawn to and how they see a way of being able to resource their own learning through engaging in the various programmed learning activities. The children are showing positive signs that they are developing the ability to persist when they are finding a task difficult and are problem solving to achieve their activities potential.



TOURISM, AND ROXY THEATRE COMPLEX

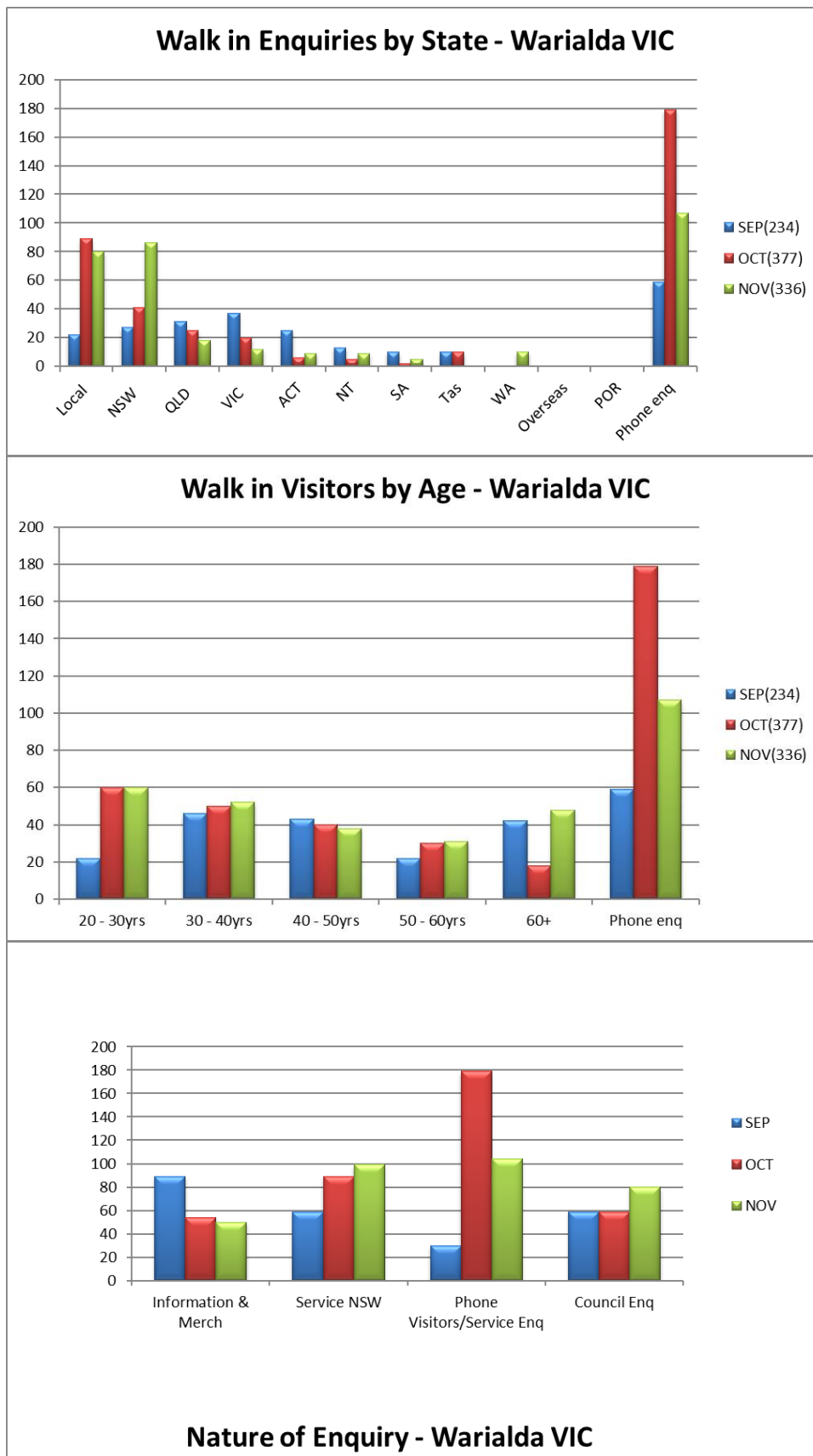
Tourism

Warialda Visitor Information Centre

Sept 2023		Oct 2023		Nov 2023	
Opening Hours	130	Opening Hours	126	Opening Hours	132
Volunteering Hours	3.5	Volunteering Hours	0	Volunteering Hours	4

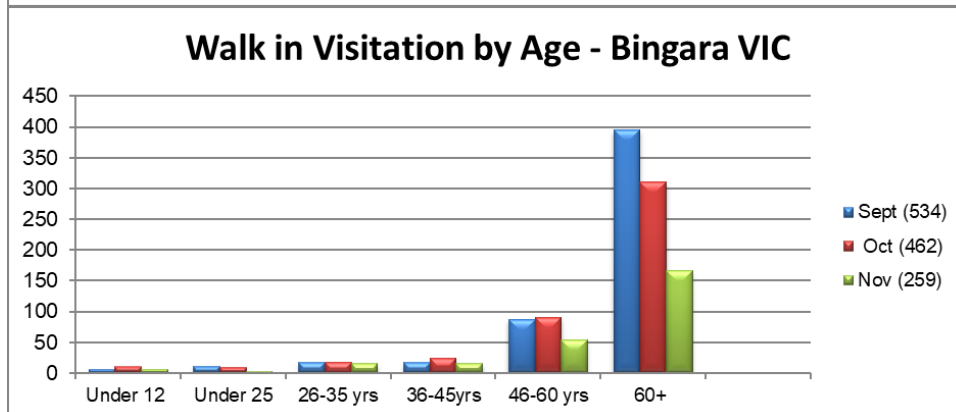
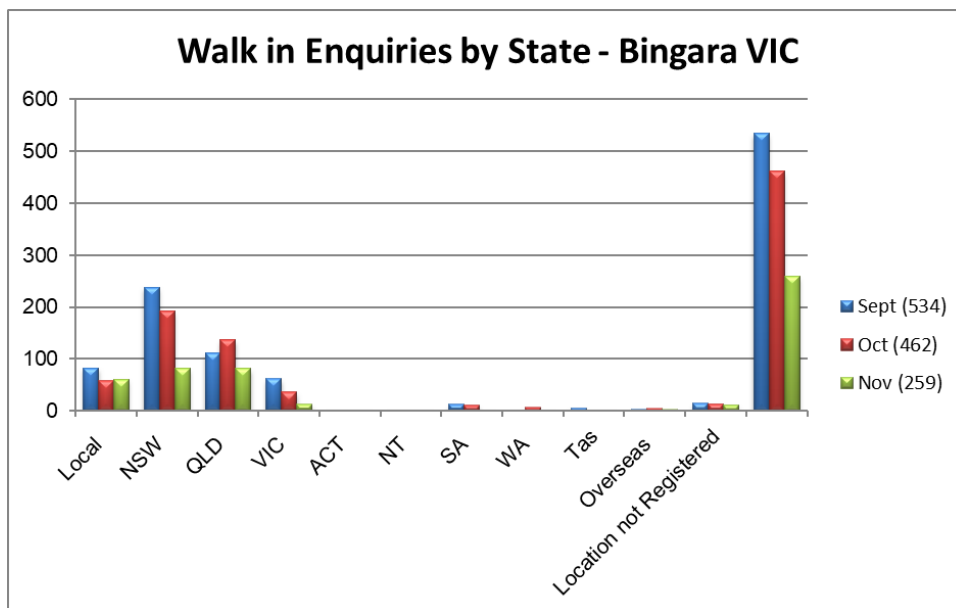
Income	SEPT	OCT	NOV
Centre Hire	0	0	0
Merchandise Sales	\$779.76	\$1,417.31	\$1,265.67
Subtotal	\$779.76	\$1,417.31	\$1,265.67
Total Monthly Income	\$779.76	\$1,417.31	\$1,265.67

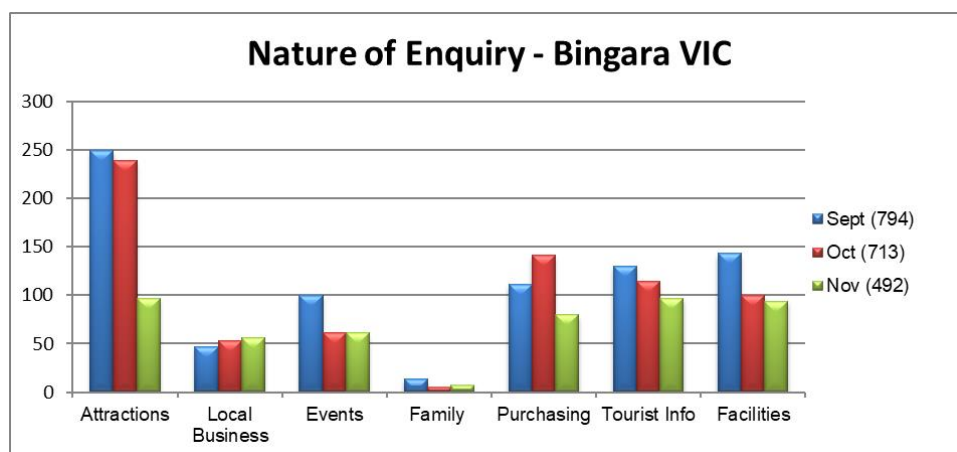
Visitors at Warialda VIC	SEPT	OCT	NOV
Visitors	86	54	50
Service NSW	59	89	99
Council	30	55	80
Phone Visitor / Service NSW enquiries	59	179	107
Total	234	377	336



Sept 2023		Oct 2023		Nov 2023	
Opening Hours	159	Opening Hours	136.5	Opening Hours	136.5
Volunteering Hours	29	Volunteering Hours	29	Volunteering Hours	19

Income	SEPT	OCT	NOV
Merchandise Sales	\$1,674.20	\$1,227.20	\$679.55
Subtotal	\$1,674.20	\$1,227.20	\$679.55
Total Merchandise Sales	\$1,674.20	\$1,227.20	\$679.55
VIC Commission received on Event bookings undertaken on behalf of Community Groups – Subtotal			
Total Monthly Income Bingara VIC	\$1,674.20	\$1,227.20	\$679.55
Roxy Tour Income	\$340.00	\$340.00	\$85.00
Visitors at Bingara VIC	534	462	259





Tourism Visitation – Visitation during the month, was down compared with previous couple of months. This could have been due to the extreme hot weather conditions, bush fires and rain events experienced during the month.

Roxy Tours - 8 people

TLC Meeting/Workshop/Private Function hire and Bunkhouse accommodation Meeting/Workshop/Private Function hire bookings and Fees received, or Invoices actioned through the VIC amounted to the following - Meeting, workshop, or private hire fee collection of \$ 4,085.00 received or invoiced via the VIC on behalf of TLC. The hire fees included a Church group from Moree both Classroom and Bunkhouse Hire for a weekend, a week's accommodation for Pittwater High School Band, STEM - Rivers Academy and Friends of Myall Creek. TLC Hire Workshops/Regional meetings Community College Northern Inland (Barraba) and Local Land Services (Tamworth)

Campaign Monitor Email Blast send out - Nil

Roxy Theatre: ticketing/booking site and web site design - Nil

Roxy Theatre: ticketing/bookings sales and assistance via the VIC - NIL

Roxy Theatre: Hire bookings and Fees received or Invoices actioned through the VIC: - Nil

Community Groups - ticketing/booking site and assistance - Nil

Community Groups – Assistance - Nil

Community Groups – Assistance – Merchandise sales - Nil

Roxy Conference Room fees generated - Nil

Camping Donations - collected by Council rangers and from individuals received by the VIC - Honesty box donations of \$ 353.90

Comments/notes from Visitors found in Camping Donation Boxes -

One couple left a detailed list of their spending – which totaled \$878.00.

This was in the following local business.....

Fuel, Imperial Hotel, Bingara Bakehouse, Firewood, Bingara Sorting Club, Craft Shop, Newsagent.

CUSTOMER SERVICE REQUESTS (CRMs)

CRMs carried forward from:

Department	Outstanding as at 1 November 2023	Completed since 1 November 2023	Outstanding as at 1 December 2023
Technical Services	31	20	11
Environment and Sustainability	15	11	4
Town Utilities, Parks and Gardens	10	5	5
Building Services	9	5	5
Total Outstanding	65	41	24

CRMs from 1 November 2023 to 1 December 2023:

Department	Received during November 2023	Completed during November 2023	Outstanding as at 1 December 2023
Technical Services	21	3	18
Environment and Sustainability	32	14	18
Town Utilities, Parks and Gardens	48	28	20
Building Services	6	1	5
Executive & Community Assets	4	1	3
Organisation and Community Services	0	0	0
Total Outstanding	111	47	64

CRMs received since 1 November 2023 and still outstanding as at 1 December 2023:

Department	Open
Technical Services	29
Environment and Sustainability	22
Town Utilities, Parks and Gardens	25
Building Services	9
Executive & Community Assets	3
Organisation and Community Services	0
Total	88

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

Nil

7.2 Executive 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, Acting General Manager

STAFF DISCLOSURE OF INTEREST

Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

TABLED ITEMS

Nil

BACKGROUND

Planning – November 2023

The following Development (D/A) and Development Modification (s96) applications were approved during the month of November 2023:

No.	Property Description	Development/Work	\$	DA	s4.55
22/2023	North Star Sporting Club 6226 North Star Road North Star Lot 47 DP 847049	Telecommunications Facility including a 45m Lattice Tower	\$243,000	✓	
38/2023	Warialda Golf and Bowling Club 70-72 High Street Warialda Lot A DP 387066	3 Lot Urban Subdivision including the separation of an existing approved dual occupancy	\$10,000	✓	
45/2023	D R Allen 86 Burundah Drive Warialda Lot 18 DP 1202798	Construction of a two bedroom, single Storey dwelling	\$185,200	✓	

The following Development (D/A) or Development Modification (s96) applications were approved in a previous month but not previously reported to Council for the month of November 2023.

No.	Property Description	Development/Work	\$	DA	s4.55
36/2023	E J & Y L Moffat 13212 Gwydir Highway Warialda Lot 1 DP 220933	Addition of Verandahs/Decks to North and South sides of existing dwelling	\$201,250	✓	-

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 and those that remain unlodged with Council, during and prior to November 2023 and remain undetermined at the end of November 2023:

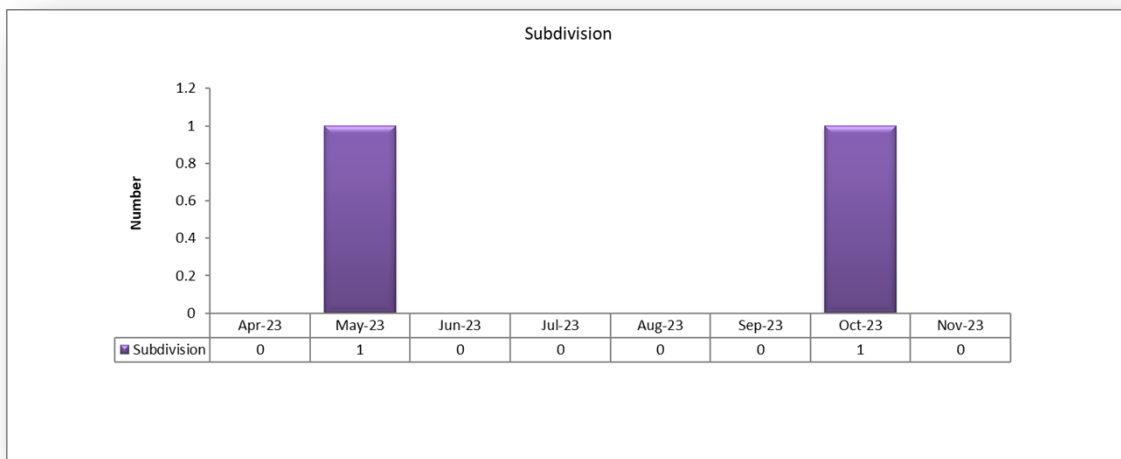
Application No.	Applicant Name	Property Owner	Property Address	Description of Work	Date Application submitted on the NSW Planning Portal	Date Lodged with Council	Reason for time between submission & lodgement	Current Status of the Application	Type of Appl'n
23/2023	J A Grant	Pinchgut Pty Ltd	12 Stephen Street Warialda	10 Bedroom Boarding House	18/11/2022	2/05/2023	Further information required prior to lodgement	Further justification for access off Geddes Street has been provided and has been referred once again to Transport for NSW for approval and general terms	DA
27/2023	Nardoo Agriculture Pty Ltd	R D & P K Quinn	Gwydir Highway Gravesend	999 Head Cattle Feedlot	15/05/2023	7/08/2023	Further information required prior to lodgement	Council report being prepared	DA
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	Council Report being prepared	DA
35/2023	K D Gills	K D Grill	8 Geddes Street Warialda	Detached Garage including a secondary dwelling	15/08/2023	24/08/2023	Payment of Lodgment Fees	Request for Additional Information	DA
40/2023	Johnstone Concrete & Quarries Pty Ltd & Groundwork	Boonal West Pty Ltd	3319 Tucka Tucka Road Boonal	Extractive Industry - 10,000m3 Sand Quarry	20/09/2023	12/10/2023	Payment of Lodgment Fees	Awaiting internal referral response	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
46/2023	Touriandi Limited	Health Administration Cooperation, Hunter New England Local Health	4 Old Bora Road Bingara	Install a 62.35kW Solar Power System including 101.38kWh Battery Storage	18/10/2023	26/10/2023	Payment of Lodgment Fees	Being assessed	DA
47/2023	J Cumberland	V L'Or	26 Frazer Street Bingara	Demolition of existing garage/shed and erection of new garage/shed	21/10/2023	1/11/2023	Payment of Lodgment Fees	Being notified and exhibited in accordance with the Gwydir Community Participation Plan	DA
48/2023	Revolution Town Planning	Gwydir Shire Council	33-35 Maitland Street Bingara	Office Building and Community Facility	9/11/2023	-	Request of Addition Information prior to lodgement		DA
49/2023	A K George	C J & A K George	23 East Street Warialda	2-bay garage	17/11/2023	22/11/2023	Payment of Lodgment Fees	Being notified and exhibited in accordance with the Gwydir Community Participation Plan	DA
50/2023	A R Cooper	A R Cooper	3 Brigalow Street Bingara	Construct a 10m x 12m shed	27/11/2023	-	Request of Addition Information prior to lodgement		DA

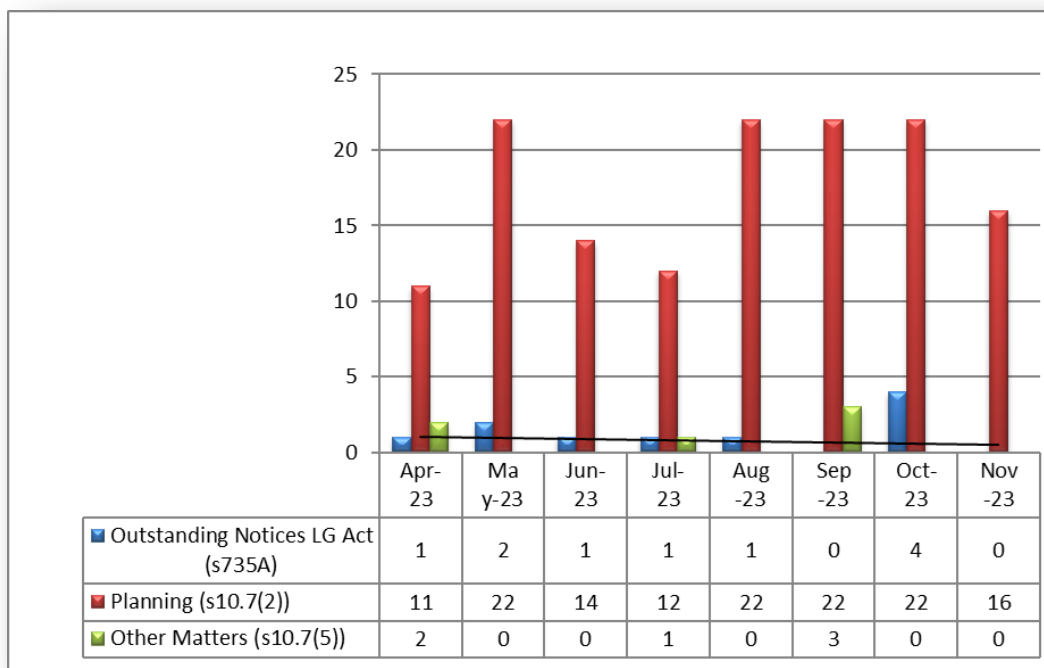
There were no Development (D/A) or Development Modifications (s96) application(s) were refused (R), withdrawn (W) or cancelled (C) during the month of November 2023.

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 November 2023.

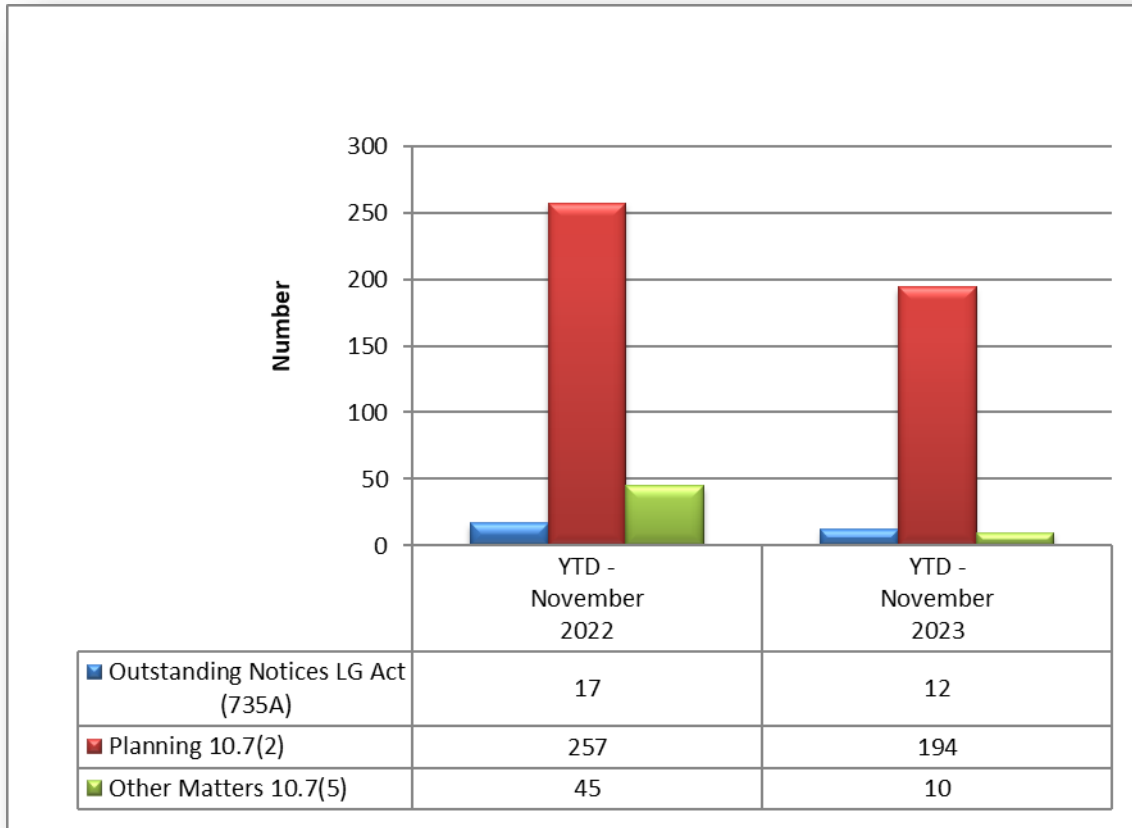
The following graph shows the Subdivision Certificates issued during the month of November 2023.



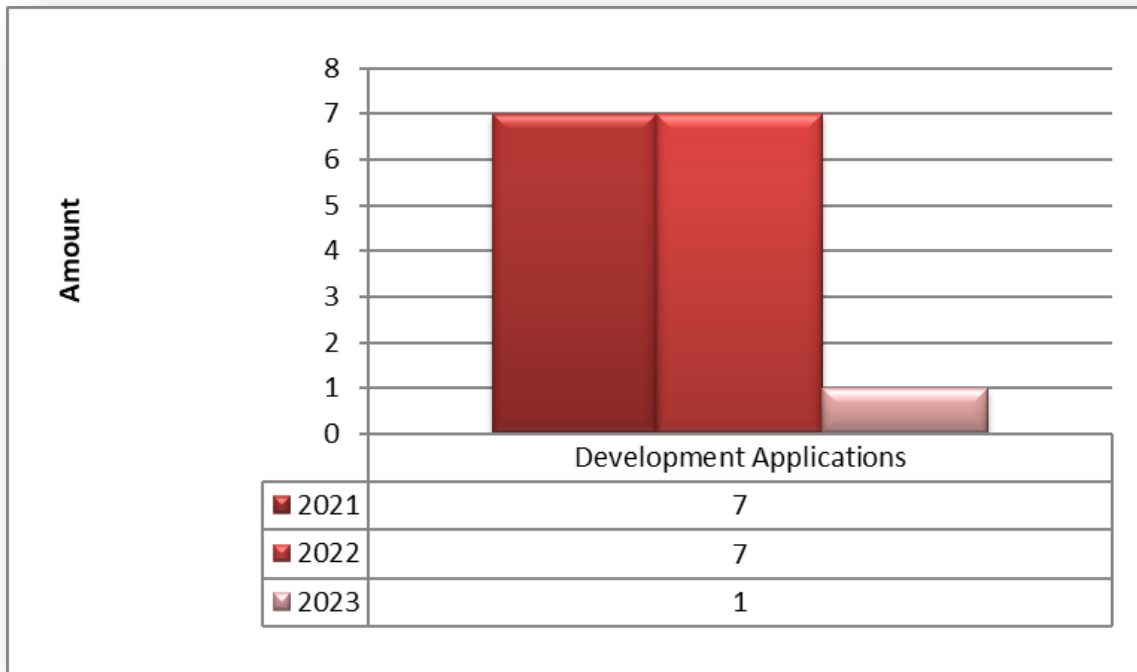
The following graph shows the Conveyancing Certificates issued during month of November 2023 compared to the previous seven months:



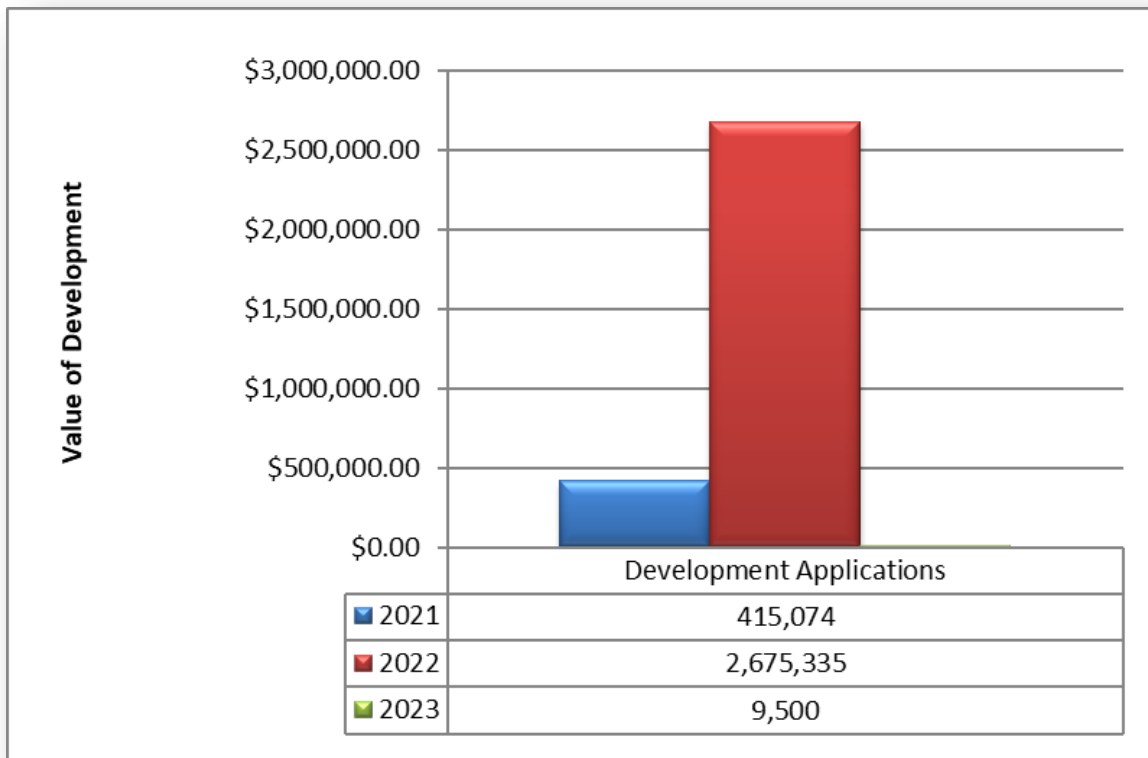
The following graph shows the Conveyancing Certificates issued up to and including the month of November 2023 compared with the same period in 2022:



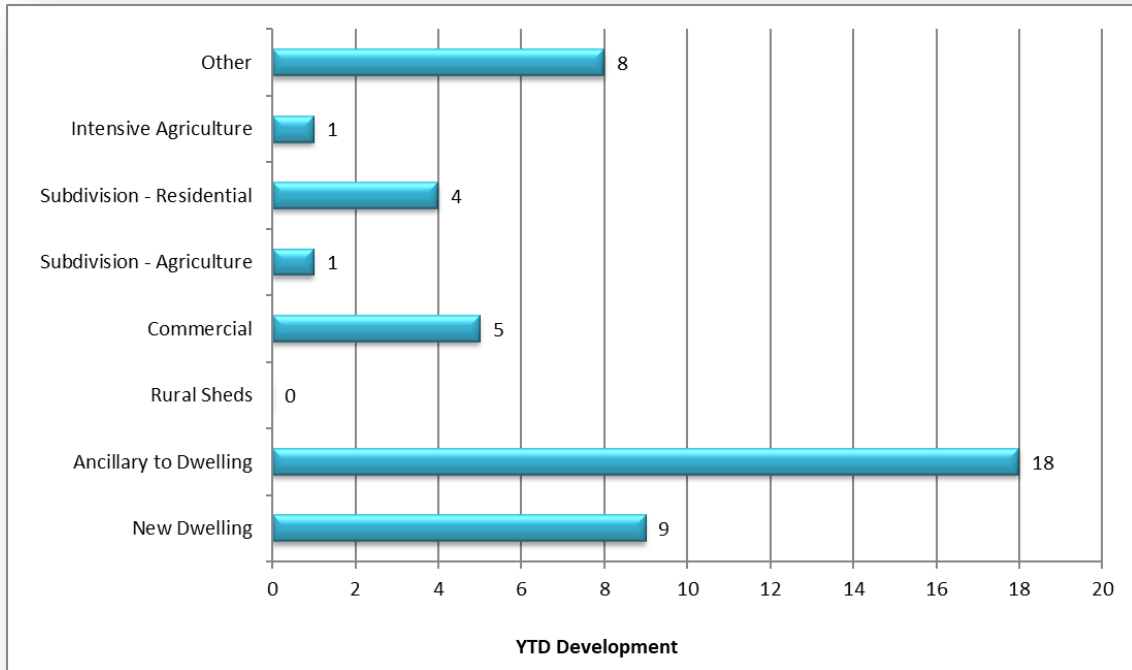
The table below shows a comparison between total development applications (excluding s4.55 modification applications) lodged during the month of November 2023 compared to the same period in the previous two years:



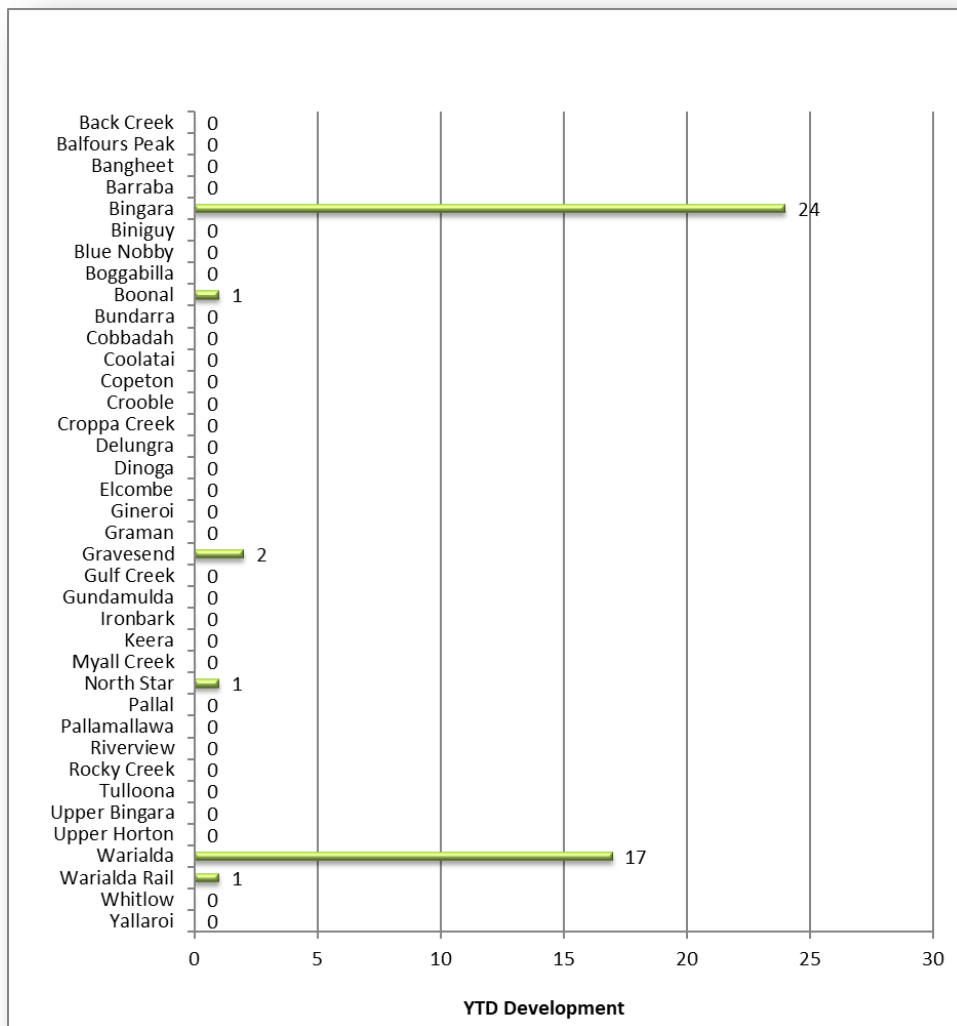
The table below shows a comparison between total value of development applications (excluding s4.55 modification applications) lodged during the month of November 2023 compared to the same period in the previous two years:



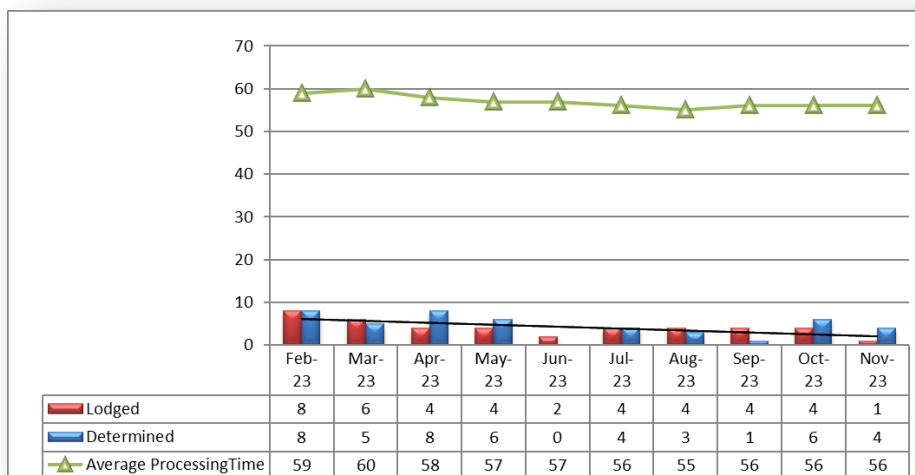
Development Applications (excluding s4.55 modifications) received for the year by type – YTD November 2023:



Development Applications (excluding s4.55 modifications) received for the year by locality – YTD November 2023:



Development Applications (excluding s4.55 modifications) received for the year by type – YTD November 2023:



BUILDING SERVICES – NOVEMBER 2023

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 sixty-eight 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.

The table below shows the approvals have been issued during November 2023

No.	Property Description	Development/Work	\$
CC 41/2023	29 Bombelli Street Bingara	Above ground swimming pool and fencing	\$4000
CC 43/2023	50 Bingara Street Warialda Rail	Alterations and additions to existing dwelling Including complete internal fit out	\$66,000
S68 29/2023	36 Holden Street Warialda	2023 Warialda Christmas Carnival Amusement Rides	NA

Occupation Certificates (OC) issued during October 2023.

No.	Property Description	Development/Work	\$
OC 45/2022	24 Ridley Street Bingara	Garage/Shed with internal bathroom	NA

NO. OF COMPLAINTS/INSPECTIONS November 2023

Type	No.	Yr. to Date	Actioned	Pending
Construction/Building & Building Maintenance	56	760	745	15

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

- General repairs and maintenance to the Warialda Aged Care housing in Plunkett and Holden Streets.
- Nicholson Oval Clubhouse is currently the main project for the Building Services Team and is nearing completion.



Nicholson Oval Clubhouse

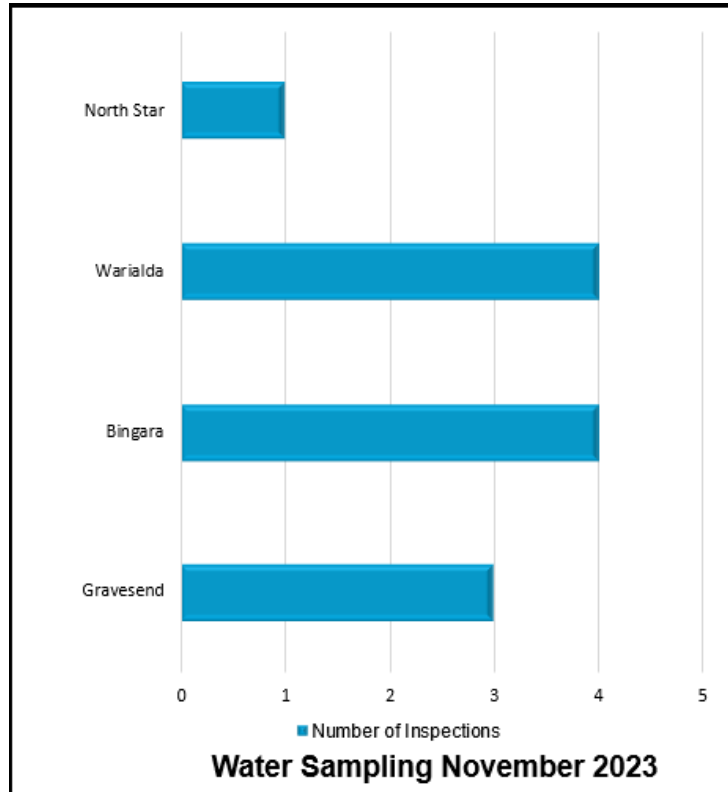
ENVIRONMENT & SUSTAINABILITY DEPARTMENT 30/11/2023 TO 01/12/2023

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

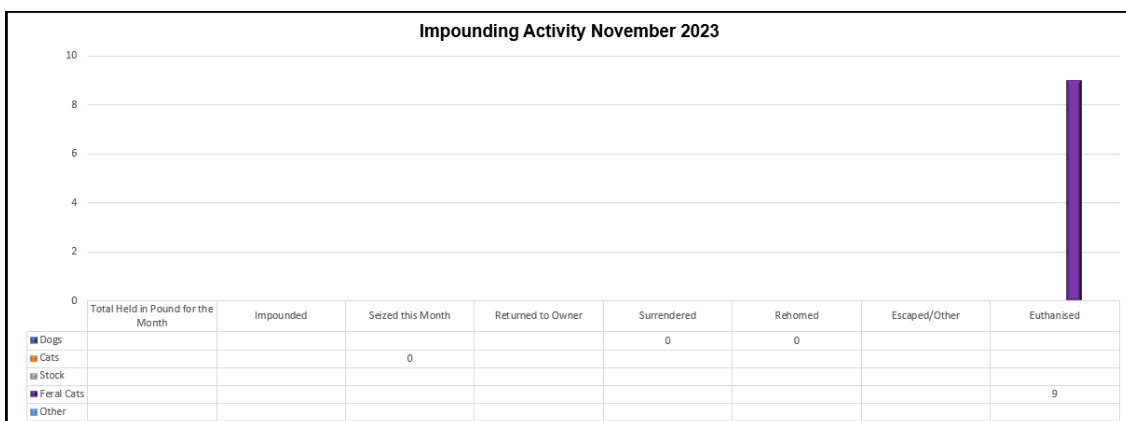
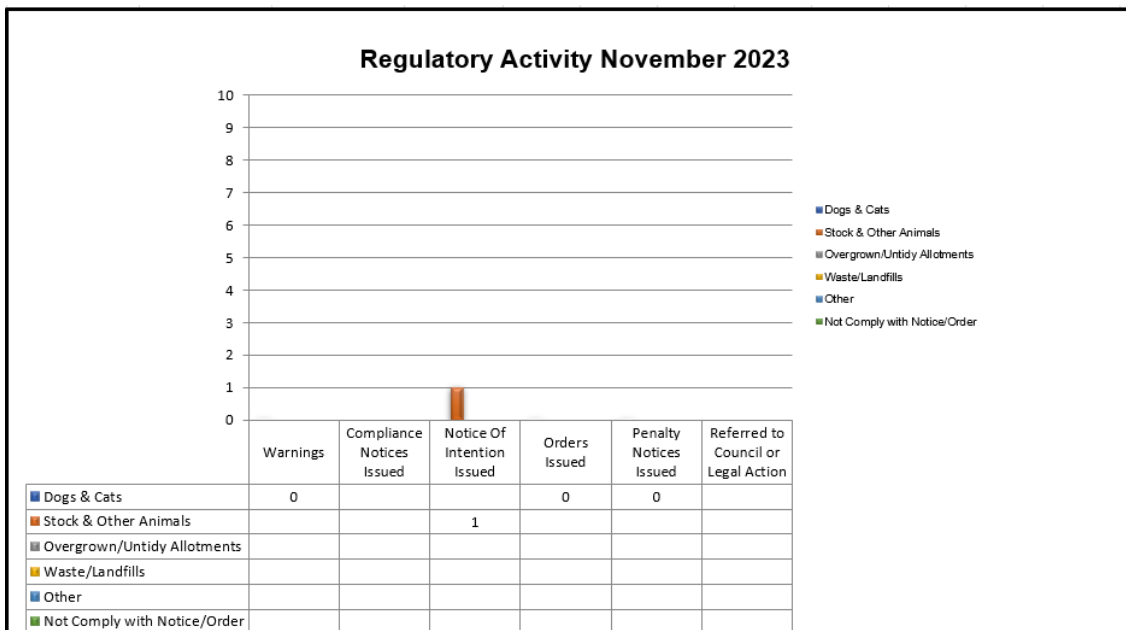
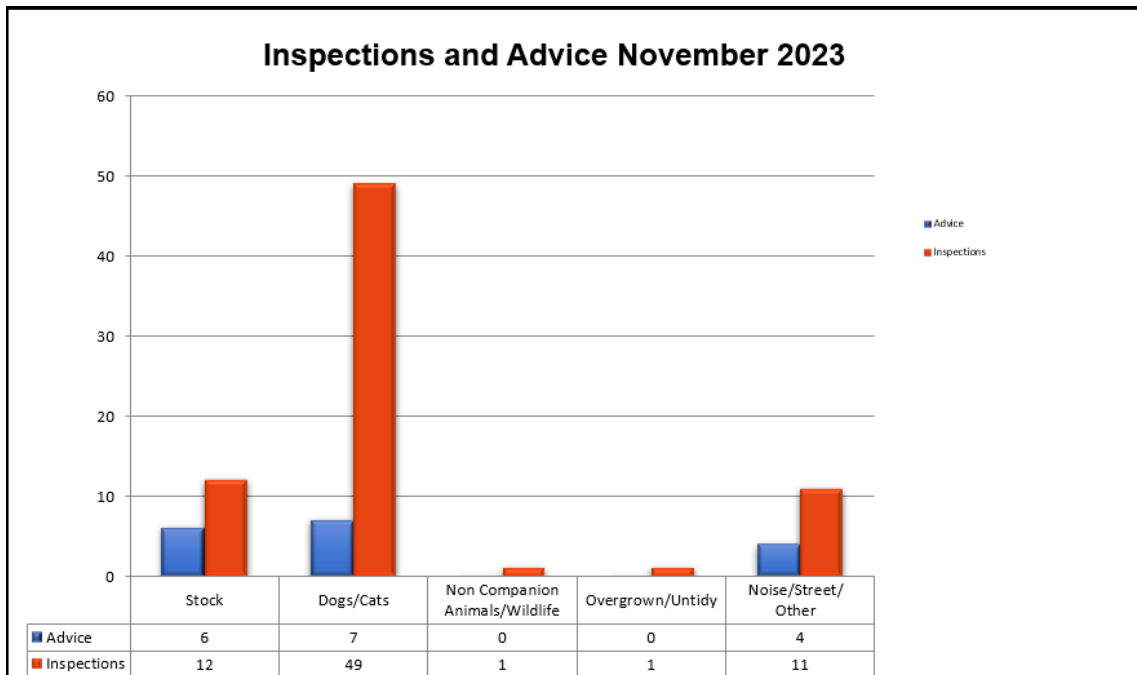
The Department continues to carry out routine sample collection for microbiological and chemical testing of the water supplies in the towns of Warialda and Bingara, fortnightly sampling of Gravesend and monthly sampling at North Star.



COMPLIANCE AND REGULATORY CONTROL

The Compliance Officers team attended the Australian Institute of Local Government Rangers Workshop and Conference in Penrith.

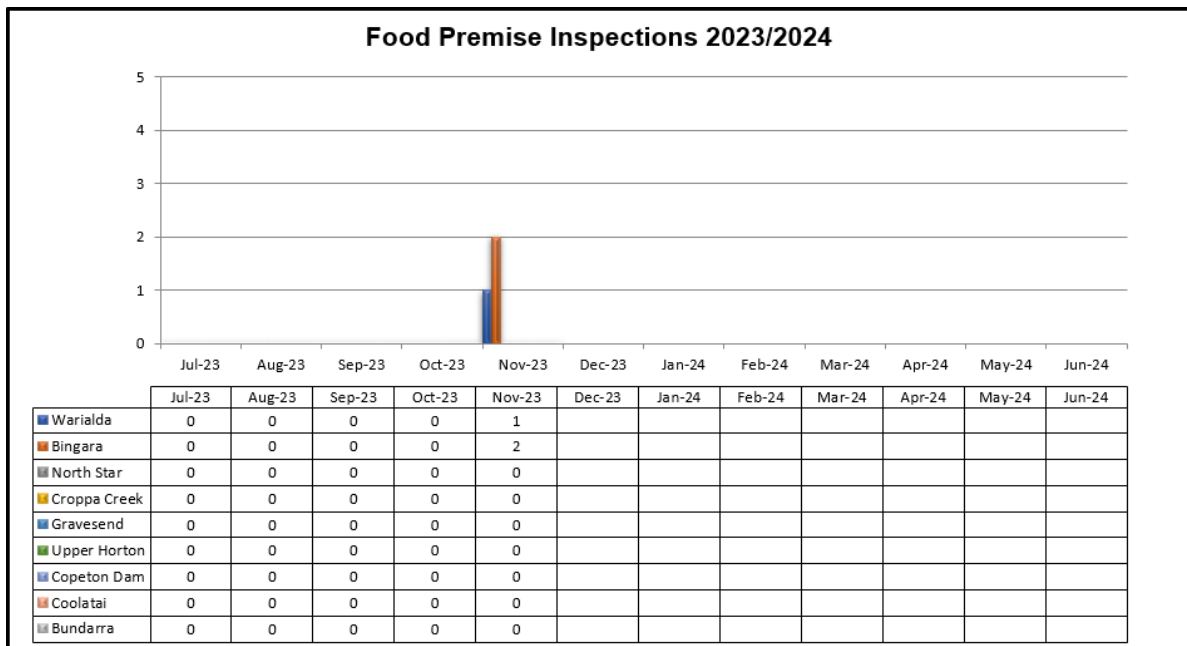
Council has received customer requests regarding overgrown block, roaming dogs, roaming stock, noise, the keeping of animals and other concerns during the month of August 2023. These are investigated and actioned as necessary.



FOOD INSPECTIONS

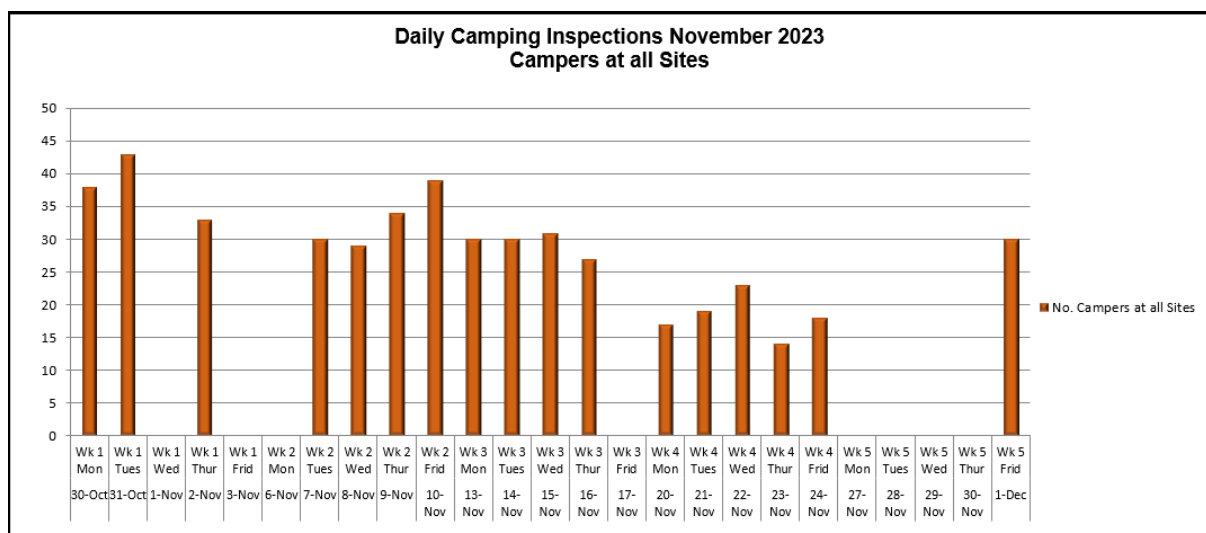
Food Premise Inspections are carried out on an annual basis for each food business. There are approximately 40 registered food service businesses within the Council area including supermarkets, clubs/pubs, motels, bakeries, cafés and takeaway food shops, mobile food vendors and school canteens. Depending on the nature of the food being served some businesses are exempt from inspection unless a complaint or issue arises.

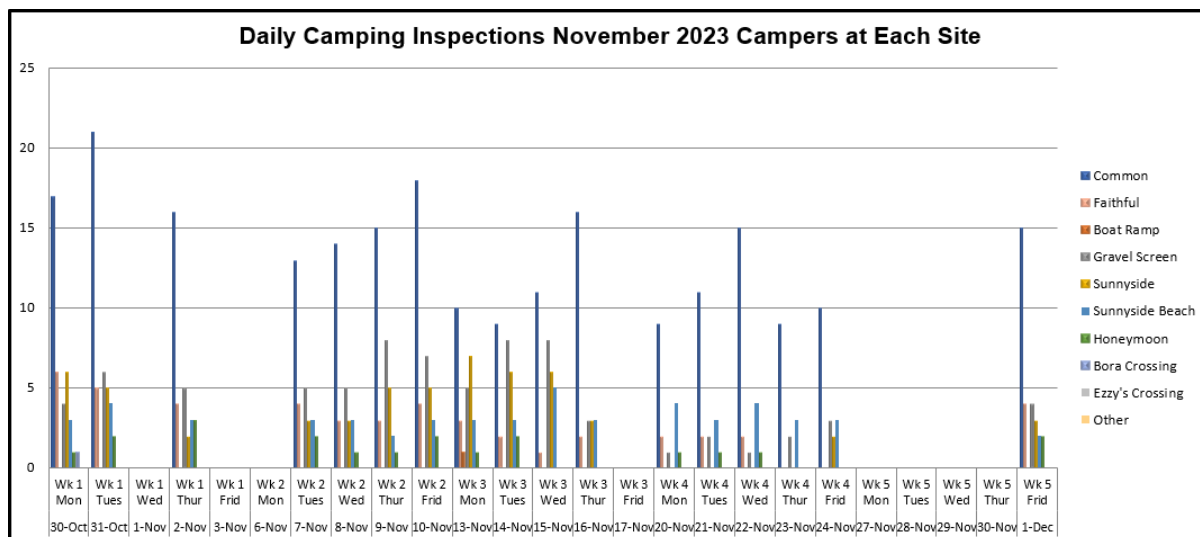
The graph below shows inspections that have been carried for the current financial year. Enquiries or complaints are actioned as necessary.



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.





CAMPING AREA DONATIONS COLLECTED

Date Collected	Amount
31/10/2023	\$404.90
15/11/2023	\$351.90
TOTAL	\$756.80

WASTE CONTRACT SERVICES

New contract with JR Richards & Sons began on 1st October 2023. At the date of this report no data had been received from the contractors for October or November.

LANDFILL REPORTS

Bingara

Tyre recycling cage has been placed at landfill. Staff maintaining facility with no issues.

Warialda

Tyre recycling cage has been placed at landfill. Staff maintaining facility with no issues.

Warialda Rail

All earthworks are now complete. The gate has been repaired and is functioning correctly and new signage has been erected. Letters with terms of use and user agreements have been issued to eligible property owners who need to return the signed agreement prior to being issued with a new code for the landfill. The landfill will reopen on 1st December.



Warialda Rail Landfill



New signage at Warialda Rail Landfill

Gravesend

Maintenance and cleanup have been scheduled.

Coolatai

Waste has been pushed up and the landfill is tidy and accessible.



Coolatai Landfill

Croppa Creek

New signage to be erected to indicate the designated areas for each type of waste. North Star staff have been carrying out maintenance when time permits.

Upper Horton

Wet and muddy conditions have prevented the contractors from pushing up the waste, this will be completed as soon as the grounds dry up. There is an increasing number of tyres being dumped, tyres will be moved to Bingara landfill when the machinery is available and “No Tyres at this Site” signs are to be erected.



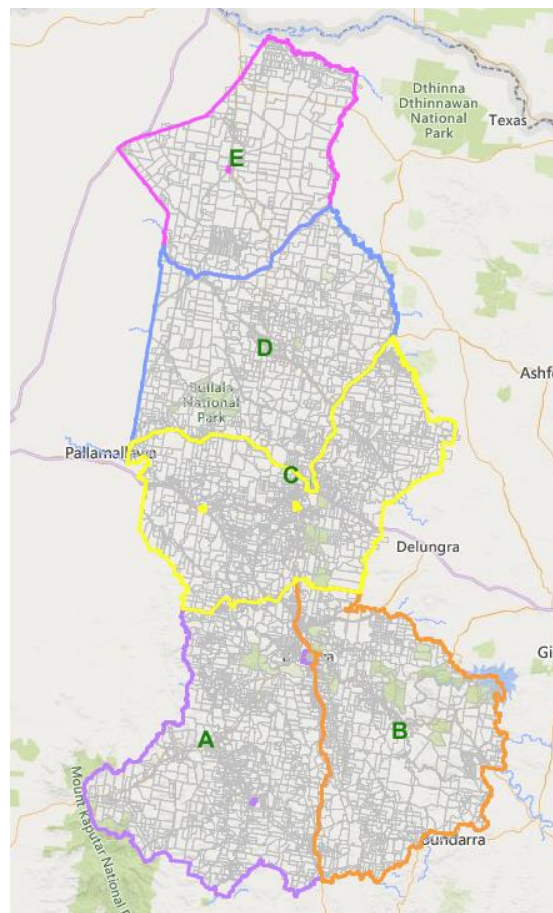
Tyre pile at Upper Horton Landfill

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
- Letters will be sent to property owners in Section A in the first half of December to notify them that the scheduled Private Property weed inspections will commence in the new year.



Weed Districts Map

Weeds Inspections

Public Property inspections have continued as scheduled, along with Private property inspections in Section E. The parthenium outbreak at Croppa Creek continues to be inspected and monitored to ensure it is identified, contained, and then eliminated.

Weeds Officers are currently concentrating their efforts on the continuing Parthenium incursion in the Croppa Creek area and cestrum control works along the waterways and campgrounds in the council area.

No inspection data was available at the time of the report.

The Planning & Environment Department report for November 2023 was compiled with information available at the time of preparing the report.

Councillors Activity Schedule

The Councillors' activity schedule for November 2023.

November 2023		
Councillor	Event	Date
Cr John Coulton (Mayor)	LEMC Meeting – The Roxy Conference Room	2 nd Nov.
	BROC Meeting – Tenterfield Shire Council	10 th Nov.
	Warialda High School Year 12 Formal	10 th Nov.
	Remembrance Day – Warialda Captain Cook Park	11 th Nov.
	2023 Local Government Annual Conference – Rosehill Gardens - Sydney	12 th – 14 th Nov.
	Regular Ns2B Briefing	15 th Nov.
	Committee Meeting – Warialda Council Chambers	16 th Nov.
	ARIC Meeting – The Roxy Conference Room	21 st Nov.
	Gwydir EOC Desktop exercise – Warialda Council Chambers	21 st Nov.
	Country Mayors Meeting - Sydney	24 th Nov.
	Ordinary Council Meeting – Warialda Council Chambers	30 th Nov.
Cr Catherine Egan (Deputy Mayor)	Birth Certificate Ceremony at the Bingara Toy Library	1 st Nov.
	Bingara Central School Year 3 – Year 12 Presentation night – The Roxy Theatre Bingara	8 th Nov.
	Celebration of Learning – Remembrance Day Bingara Central School	10 th Nov.
	2023 Local Government Annual Conference – Rosehill Gardens - Sydney	12 th – 14 th Nov.
	ARIC Meeting – The Roxy Conference Room	21 st Nov.
	Medical Practice Directors Meeting	22 nd Nov.
	Crime Prevention and Community Safety Conference – Gunnedah Town Hall	24 th Nov.
	Bingara Special Events Meeting – Roxy Conference Room	27 th Nov.
	Ordinary Council Meeting – Warialda Council Chambers	30 th Nov.
Cr David Coulton	LEMC Meeting – The Roxy Conference Room	2 nd Nov.
	BROC Meeting – Tenterfield Shire Council	10 th Nov.
	2023 Local Government Annual Conference – Rosehill Gardens - Sydney	12 th – 14 th Nov.
	Committee Meeting – Warialda Council Chambers	16 th Nov.
	Gwydir EOC Desktop exercise – Warialda Council Chambers	21 st Nov.

	Historical Society meeting and Christmas dinner – Warialda Museum	21 st Nov.
	Ordinary Council Meeting – Warialda Council Chambers	30 th Nov.
Cr Geoff Smith	Warialda Anzac Day working group meeting – Warialda Council Chambers	1 st Nov.
	Border Towns Crime Prevention Committee Moree	9 th Nov.
	Remembrance Day - Warialda	11 th Nov.
	Committee Meeting – Warialda Council Chambers	16 th Nov.
	Ordinary Council Meeting – Warialda Council Chambers	30 th Nov.
Cr Lyndon Mulligan	2023 Local Government Annual Conference – Rosehill Gardens - Sydney	12 th – 14 th Nov.
	Committee Meeting – Warialda Council Chambers	16 th Nov.
	North Star Public School Presentation Day	29 th Nov.
	Ordinary Council Meeting – Warialda Council Chambers	30 th Nov.
Cr Marilyn Dixon	Bingara Central School Year 3 – Year 12 Presentation night – The Roxy Theatre Bingara	8 th Nov.
	Celebration of Learning – Remembrance Day Bingara Central School	10 th Nov.
	2023 Local Government Annual Conference – Rosehill Gardens - Sydney	12 th – 14 th Nov.
	Committee Meeting – Warialda Council Chambers	16 th Nov.
	Bingara Special Events Meeting – Roxy Conference Room	27 th Nov.
	Ordinary Council Meeting – Warialda Council Chambers	30 th Nov.
Cr Tiffany Galvin	Bingara Special Events Meeting – Roxy Conference Room	27 th Nov.
	Ordinary Council Meeting – Warialda Council Chambers	30 th Nov.
Cr Jim Moore	Remembrance Day - Warialda	11 th Nov.
	Committee Meeting – Warialda Council Chambers	16 th Nov.
	Historical Society meeting and Christmas dinner – Warialda Museum	21 st Nov.
	North Star Public School Presentation Day	29 th Nov.
	Ordinary Council Meeting – Warialda Council Chambers	30 th Nov.
Cr (Dr Chris Matthews	Ordinary Council Meeting – Warialda Council Chambers	30 th Nov.

COMMUNITY ASSETS**Gwydir Libraries**

Author Patsy Kemp visited both libraries in October to chat about her new novel, The Drover's Daughter Rides Again. Many people attended these events and thoroughly enjoyed themselves.

As well as reaching out to the aged hostels, library staff continue to visit the Bingara and Warialda Multipurpose Services for resource deliveries and craft sessions.

Doorbells have been fitted to entry doors at both libraries.

October 2023

Statistics	Bingara	Warialda	Gwydir
Door Count	1371	336	
Loans	1070	383	
New Members	4	4	
E-resource Users			58
Downloads			380
PC usage		90	
WIFI usage		260	
Programs	34	18	
Adult Program attendees	130	78	
Children Program attendees	252	55	
Home Delivery	10	4	
Institution Delivery	6	2	
Seniors Be Connected sessions	24	8	
Community support hub	36	16	

November 2023

Statistics	Bingara	Warialda	Gwydir
Door Count	2073	797	
Loans	1460	540	
New Members	9	5	
E-resource Users			84
Downloads			520
PC usage	255	133	
WIFI usage	320	220	
Programs	49	33	
Adult Program	179	140	

attendees			
Children Program attendees	275	171	
Home Delivery	12	4	
Institution Delivery	6	2	
Seniors Be Connected sessions	18	8	
Community support hub	36	16	

Bingara Library

- Currently three people volunteer at the library. The volunteers help with senior and after school programs.
- A writers' group has formed with the group meeting weekly.
- The library hosted several internet tutorials during Get Online Week. During the tutorials participants learnt how to use their devices, explore Apps and websites.
- The iPads which were bought through the Good Things Foundation - Be Connected Fund are continually borrowed by seniors and are also wonderful in-house assets.
- The recently sourced STEM collection has been used in after school and home school sessions. The library has borrowed these resources from the regional library, and these include a cricut machine, a wind tunnel, a shake table, a spheros, and *Makey Makey* units. The spheros proved popular too with Touriandi residents! The spheros is a sphere which is remotely controlled via an App.
- Bingara Central School classes visited the library for information sessions.
- The library hosted a successful fashion parade in conjunction with the local opportunity shop.
- Home schoolers continue to visit each Wednesday morning.
- After school programs continue to be extremely successful.

Warialda Library

- The library promoted National Stroke week and National Child Protection Week and supplied resources to community members.
- The library continues its close connection with Naroo. Staff visit the facility each fortnight and host craft and information sessions.
- A home schooler program is offered monthly.
- Senior craft continues to prove popular.
- Tech Savvy sessions continue to be a great asset to the library, the seniors enjoy all online challenges.
- Storytime at the toy library, children enjoy the visit, story, and activity.
- The branch has a cricut machine on loan, allowing members to experiment with patterns and design.

Gwydir Learning Region (GLR) Training

Heavy Vehicle Training and Assessment

Heavy vehicle training and assessment has been minimal throughout November while continued efforts are made to navigate through the Agskilled Smart and Skilled funding framework. Although GLR Training has been approved as an Agskilled provider, the current operating guidelines require a minimum of two units of competency (UoC) for each Training Needs Identification (TNI). This requirement has made it necessary for GLR Training to apply to Australian Skills Quality Authority (ASQA) to include additional UoC's to its scope.

Additional UoC's are:

- TLIC3004 – Drive Heavy Rigid Vehicle.
- TLIC3005 – Drive Heavy Combination Vehicle.
- TLIC4006 – Drive Multi-Combination Vehicle.

The application was submitted on 20 November 2023.

There are currently 44 clients on the waiting list for smart and skilled funding, these clients have been provided with an update and have been forwarded details regarding Agskilled requirements.

GLR Training Learner Driver Car Lessons (1 hour/lesson)



Gwydir Country Education Fund (GCEF)

On Saturday 18th November 2023, Country Education Foundation Australia (CEFA) celebrated 30 years of supporting rural and regional students to access further education.

Attendees were welcomed by CEFA CEO Juliet Petersen, and CEFA founders, Nick and Julia Burton Taylor, reflecting on the success of CEF over the past 30 years. A special presentation of the 2023 Alumni Award winners was also made.

GCEF currently has 13 local students receiving financial aid. Requests for reimbursements continue to roll in. Recipients have claimed reimbursement for education related expenses including laptops, computer accessories, textbooks, uniforms and work boots, fuel and accommodation. Total funds distributed in 2023 - \$27,217.82.

The GCEF sought applications from eligible students for 2024 grants. Thirteen applications were received, they will now be assessed, and interviews with each applicant will occur over December.

Gwydir Career Start Program

Recruitment is in full swing to fill Career Start positions in 2024. Council has opportunities for school-based trainees in the fields of automotive, horticulture, information services, water operations and finance. An opportunity also exists for a full-time trainee in water operations. Applications for the 2024 Career Start Program closed on Friday 24 November. The response was disappointing with a total of only eight applications being received for the six positions available. These applications will be assessed, and interviews arranged in December.



GWYDIR CAREER START

- School Based Trainee - Mechanic
- School Based Trainee - Gardener
- School Based Trainee - Information Services
- School Based Trainee - Water Operations
- School Based Trainee - Finance
- Trainee - Water Operator

Gwydir Swimming Pools

	October			November		
	Residents and ratepayers	Visitors	Total	Residents and ratepayers	Visitors	Total
Warialda	Split N/A		1533	2820	420	3240
Bingara	2416	255	2671	2110	81	2191



Recent Aquafit Class at the Bingara Swimming Pool. These classes are delivered by Bingara MPS Staff.

Lifeguard course

Council invited expressions of interest from community members to undertake a Pool Lifeguard Course provided by Royal Lifesaving NSW. Fifteen expressions of interest were received with only seven of those applicants enrolling to complete the course. The seven participants (from Warialda (2), Bingara (2), Delungra and Moree) joined the trainer at the Warialda Swimming Pool on 25 and 26 November. It is envisaged that local participants will gain experience with the current pool lessees over the coming months.

This has been a successful initiative of Council, and another course will be delivered next year.

Warialda Swimming Pool

As previously reported the pool painting contractor returned to sandblast and repaint both the 50m and toddlers' pool due to the failed attempt in 2022. Disappointingly, the contractor only painted to the regular water level, the pool lessee has since painted above the water level to improve the appearance, however some of this paint has started to peel which has prompted comments from patrons.

A major leak in the pump room required Council's Water and Sewerage team to replace the T section of the pump out line, the remaining line will be assessed to determine if there are further weaknesses that require replacement in the off season.

The chemical and pump rooms were inspected by Council's Building Services Manager following concerns regarding cracks in the walls. It was established that the cracks are due to exposed and expanding reinforcing steel work and do not pose a major risk for structural collapse. Further investigation to rectify the cracking will be carried out in the off season.

Scheduled works at Warialda Swimming Pool funded by State Government Stronger Country Communities and Federal Government Local Roads and Community Infrastructure Programs are continuing. Refurbishment of the kiosk area has been postponed until April 2024, and will include a six-coat hyper flake epoxy flooring, painting, installation of entry fencing, and replacement of the counter and benches. This work will be carried out in conjunction with installation of doors on the change rooms in the female amenities.

NSW Rural Doctors Bush Bursary 2023

Gwydir Shire Council has received an invitation from NSW Rural Doctors Network to take part in the 2023 Bush Bursary Program. The program provides funding to selected medical, nursing and midwifery students to undertake a two-week placement in regional NSW.

Council's donation of \$3,000 will see two medical students (1st Year) undertake placements at the Warialda Family Practice and Bingara Community Practice between Monday 4 and Friday 15 December 2023.

Property Management and Cleaning Services

44 Hope Street, Warialda

The offer to purchase 44 Hope Street, Warialda has been accepted, and the sale and transfer of the property will occur in December 2023.

Leanne Harvey has now vacated these premises, and Kerry O'Rourke has moved in. At this premises Kerry O'Rourke will run her business, Kezzie's Krystal Kave and Giftware. Following the sale, the property will continue to be leased to this business as a condition of the contract.

Aged Units

During October and November, Council staff visited each resident (or their delegated family member) to check in and connect with them, inspect their units, and list their maintenance requests and action. Issues which were noted are minor ranging from leaking taps and toilet cisterns, replacement of interior blinds, light bulb replacements, air conditioner cleaning, replacement of shower heads. Unit 1 and 3, Whitfield Place, have drainage problems which require resealing of the shower recesses.

During the reporting period staff liaised with the residents of the Plunkett Street aged units and informed them of what was happening with the adjacent development. Council staff listened to their concerns which included access to the development site through their rented property, the impact of dust, the occupation and use of the cabins. Council staff will continue to keep the residents informed and will provide each of them with a Gwydir Gift at Christmas, as a 'thank you' for their patience during the construction process.

Northern Slopes Landcare Association (NSLA) – leased premises

Due to the impending demolition of the Maitland Street Council Offices, Council has assisted NSLA move to 65 Maitland Street.

Cranky Rock

Camping statistics:

	August	September	October	November
Powered Sites	91	74	54	11
Unpowered Sites	48	25	36	06

Caravan Parks

Warialda Caravan Park

For many years, the Parks and Gardens staff have undertaken tasks at the park. These tasks have included taking bookings, cleaning the cabins and amenities, laundering linen, keeping the lawns and gardens. Parks and Gardens staff will withdraw from the park during December, and these tasks will be undertaken by Council's Community Assets Attendants (except keeping the lawns and gardens which will remain with them).

Bingara Caravan Park

The new amenity has been well received and the asset is a positive impact on the usability and presentation of the park.

The eastern internal road (which runs through the cabins) has been sealed. The rest of the internal roads will be repaired in early 2024.

A large tree was trimmed by an arborist. This action was required due to the tree being considered a safety hazard.

One of the permanent residents acted in an inappropriate manner on several occasions over the reporting period, Council staff are seeking advice from the relevant NSW Government authorities to decide what action is needed to curb such behaviour.

Myall Creek Massacre Memorial Site

On 10 October, 2023 members of the Australian Water Association visited the site as part of their *On Country Experience – National Water Week*. Council staff hosted the visit and shared with attendees the history of the site and the partnership with Friends of Myall Creek Massacre Memorial Committee, (FOMCMMC) and the development of the site as an ecological showcase.

Council staff attended the FOMCMMC quarterly meeting on Saturday 18 November which was held at The Living Classroom.

During the reported period, the trees along the Memorial Path were assessed by an arborist and trimmed as was needed as a safety measure.

The large directional site sign was blown from its fittings in a storm. A new sign has been ordered and this will be installed when received.

The Living Classroom (TLC)

Community Nursery

Planning started for the Community Nursery in June. The Community Nursery is a collaboration between Council and the Northern Slopes Landcare Association (NSLA) which started in June 2023. Since then, the following has been achieved:

- meetings with stakeholders and knowledge holders
- development and signing of Memorandum of Understanding
- stocktake of existing materials
- sourcing consumables
- sourcing equipment
- development of seed and plant lists and sourcing seeds
- marketing for volunteers.

In October NSLA ran a social gathering/information session for people interested in being involved in the nursery. Thirteen people attended the day which was very well received.

Weekly working bees at the nursery started on Tuesday 7 November. It is expected that NSLA and its volunteers will start to sell plants early in 2024.

The weekly working bees will continue with a short break over the Christmas period.

NSLA are starting to plan training sessions for next year and have a range of options to explore, including seed saving and storage, native plant identification, propagation by division and cuttings.



The Living Classroom is becoming the central meeting and training hub for Hunter New England Health.

Another wedding took place at TLC with the whole weekend booked for family and friends to stay together and enjoy the celebrations.

The relationship with the University of Southern Cross (USC) continues to be a success with a Holistic Grazing Workshop being delivered onsite. The onsite USC Officer is also liaising with the Mulloon Institute to showcase the site's watercourse to its members for workshops in early 2024.

Please refer to the attachments **7.2.2** and **7.2.3** - Calendars of use of The Roxy and The Living Classrooms.

The Roxy Complex

The Roxy has been very busy. The complex hosted the Australian Electoral Commission for the Referendum

Gravesend, Pallamallawa and Croppa Creek Public Schools held their first film festival. Council staff made a presentation of the Roxy's history and created a real cinema vibe for the 60 plus students by providing popcorn and a drink!

Bingara Central School utilised the venue three times during October and November for a whole school awards presentation night, a regional financial officer workshop, and its Year 12 Formal.

Pink took over the complex with a screening of the Barbie Movie as a fundraiser for Bingara's Breast Cancer Squad. Over \$2000 was raised for Community Comfort.

Northern Slopes Landcare Association conducted their Annual General Meeting in the theatre which was followed by a meal, drinks and movie.

The newly formed town choir is meeting each Monday afternoon in The Roxy.

The North West Theatre Club have held screenings for their Film Club members on the last Sunday of each month.

And the trade training center kitchen continues to be used by a local food vendor to prepare her goods for sale.

Please refer to the attachments **7.2.2** and **7.2.3** - Calendars of use of The Roxy and The Living Classrooms.

Events and Communications

Aladdin and his Magic Smartwatch

Aladdin visited the Warialda Memorial Hall and shared his magical story with 296 students. There were two shows Aladdin and his Magic Smartwatch which were both very well received. Another children's show is booked for October 2024 and Little Red Riding Hood will be sharing her story.

Warialda Honey Festival

The 16th Warialda Honey Festival was held on 21 October, 2023. No accidents or injuries were reported, and the event flowed efficiently. It was an unseasonably warm day however there was hundreds of attendees. The team are conscious to strive for a better event each year and conducted a debrief to discuss areas that could be altered to make the festival a well-received outing for years to come. This debrief including when is the best time to hold the event. In 2022 the event was held in September, and it was very wet. Due to the extreme heat, it is also being questioned whether the starting time should be later.

Kerry McDonald was presented the 2023 Debbie Ford and Fay Honour Memorial - Busy Bee Working Award. Kerry McDonald has and continues to work tirelessly for our community including serving as a Gwydir Shire Council and Warialda P&A stalwart.

The Bingara Orange Festival was recognised by HON. Adam Marshall MP and shared with his Parliamentary colleagues.

Please see attached Certificate of Recognition Statement.

Planning has also been underway for the Bingara and Warialda Christmas Carnivals and Australia Day events. The Events and Media team have worked with the S355 Committee members with their community events.

Gwydir News

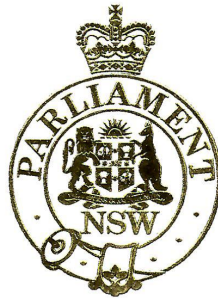
The Deputy Mayor and council staff have negotiated and finalised an agreement with the Northern Inland Community College (NICC). This agreement will see NICC produce the Gwydir News with its first issue to be published in February 2024. Council has committed to assist NICC with the distribution of the News by agreeing to print 100 copies of each issue and making them available at Council's offices, libraries and CSHP outlets. Council will also advertise in the Gwydir News and provide content from time to time. NICC will now run the Gwydir News independently of Council. The Council will send out a community newsletter in December to advise of this change.

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

1. Community Recognition Statement - Bingara Orange Festival [7.2.1 - 1 Page]
2. TLC and Roxy October Calendar [7.2.2 - 1 Page]
3. TLC and Roxy November Calendar [7.2.3 - 1 Page]



**Community Recognition Statement
Legislative Assembly of NSW**

BINGARA ORANGE FESTIVAL

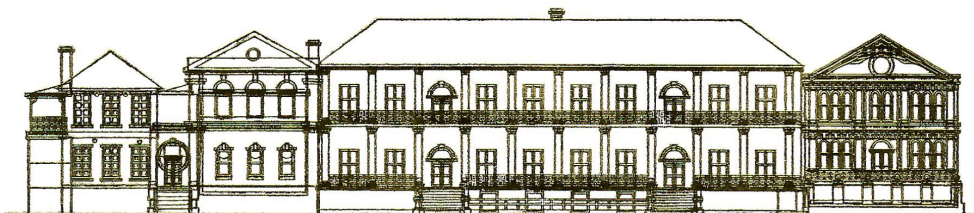
I recognise the Gwydir Shire Council and Bingara Tourist Information Centre and volunteers, for staging a great week of festivities for the annual Orange Festival, which I had the pleasure of attending. The event commenced with the traditional ceremony, picking of the Oranges, followed by market stalls, street parade, pageants, sporting and cultural activities, with approximately 1500 people in attendance.

I congratulate all those who assisted throughout the week on events, grounds, facilities and catering. Events such as this in regional towns cannot function without the ongoing support and commitment their volunteers give.

I commend all those involved in the successful week of festivities, for celebrating local produce and Bingara's cultural heritage, especially honouring the memory of those who have fallen in WWI & WWII, for whom the Orange trees represent.

A handwritten signature in blue ink, reading 'Adam Marshall'.

HON. ADAM MARSHALL MP
Member for Northern Tablelands
1 August 2023



2023 . OCTOBER



























































SUN	MON	TUE	WED	THU	FRI	SAT
1  WEDDING  WEDDING	2  WORKSHOP	3  WORKSHOP  WORKSHOP	4  WORKSHOP  WORKSHOP	5  WORKSHOP  EXAMS	6  FUNCTION  FUNCTION	7  FUNCTION  FUNCTION
8  FUNCTION  FUNCTION	9  SCHOOL EXCURSION	10  WORKSHOP  BUSINESS OWNER	11  MEETING	12  MEETING	13  MEETING X2  REFERENDUM  REFERENDUM	14  REFERENDUM  REFERENDUM
15  REFERENDUM  REFERENDUM	16  MEETING	17  TRAINING  MEETING  MEETING  MEETING	18  TRAINING  MEETING X2	19  MEETING  MEETING  CONFERENCE  CONFERENCE	20  MEETING	21
22	23  MEETING	24  BUSINESS OWNER	25  MEETING X2  CITIZENSHIP CEREMONY	26  MEETING  INTERVEIWS  TOUR  CITIZENSHIP CEREMONY	27  WORKSHOP  FUNDRAISER  FUNDRAISER	28  WORKSHOP  WORKSHOP  FUNDRAISER  FUNDRAISER
29  FUNDRAISER  FUNDRAISER  FILM CLUB	30  JUSTIN HERALD  JUSTIN HERALD	31  SCHOOL FUNCTION				

Legend: Roxy: Theatre - Kitchen - conference room

TLC: Classroom - Bunkhouse



2023 . NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2  WORKSHOP  MEETING X2  FORMAL  FORMAL	3  WEDDING  WEDDING  FORMAL  FORMAL	4  WEDDING  WEDDING
5  WEDDING  WEDDING	6  AUDITORS	7  MEETING X3  AUDITORS	8  SCHOOL WORKSHOP  SCHOOL WORKSHOP  SCHOOL PRESENTATION  AUDITORS	9  SCHOOL WORKSHOP  SCHOOL WORKSHOP  AUDITORS	10  SCHOOL WORKSHOP  SCHOOL WORKSHOP  AUDITORS	11  AUDITORS
12  AUDITORS	13  SCHOOL BAND  SCHOOL BAND  AUDITORS  OP SHOP CHOIR	14  SCHOOL BAND  SCHOOL BAND  AUDITORS  BUSINESS OWNER	15  SCHOOL BAND  SCHOOL BAND  AUDITORS  SCHOOL BAND	16  SCHOOL BAND  SCHOOL BAND  AUDITORS	17  SCHOOL BAND  SCHOOL BAND  AUDITORS	18  MEETING  MEETING
19	20  MEETING  OP SHOP CHOIR	21	22	23  MEETING	24	25
26  FILM CLUB	27  MEETING  TRAINING  OP SHOP CHOIR MEETING	28  MEETING  INTERVIEW  BUSINESS OWNER	29  HIGH SCHOOL FUNCTION	30		

Legend: Roxy: Theatre - Kitchen - conference room

TLC: Classroom - Bunkhouse



7.3 Engineering Services Monthly Report

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: Alex Eddy, Director Engineering Services

STAFF DISCLOSURE OF INTEREST

Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

TABLED ITEMS

Nil

BACKGROUND

The Monthly Technical Services report has been identified as the process of reporting the activities carried out monthly by the Technical Services Department.

COMMENT

IB Bore Road Upgrade

Works continue on the SR9 IB Bore Road upgrade near North Star this month. This project is jointly funded by the Fixing Country Roads Program (\$9.54m), and the Federal Government's Heavy Vehicle Safety and Productivity Program (\$2m). 10.5 km of the 20km project has been bitumen sealed. Staff are currently working on the first 1.2km of the project, west of North Star, where drainage and stabilisation works continue.



SR9 IB Bore Road

County Boundary Road Upgrade

The project is jointly funded by the Federal Government's Roads of Strategic Importance (ROSI) Program (\$9,75 million) with Council contributing an additional \$2.44 million.

Council staff have the first 3 km of construction completed, with bitumen sealing works taking place in late November. Earthworks will begin for the next 3km section the first week in December. It is expected that the 12.3 km long project will take 15 months to complete.



SR41 County Boundary

Getta Getta Road Resheeting

The Getta Getta Road resheeting project, funded by the Fixing Local Roads Program, is approaching completion with 15km of the 20.9km project sealed, and all carting complete. Crushing and stabilising works continue. This project is expected to be completed by the end of 2023, with the final sealing works (funded separately) to take place in early January 2024.

Wearnes Road Sealing

In November, works commenced on the Wearnes Road Sealing project. This project is jointly funded under round 4 of the Fixing Local Roads program (\$2,845,929) and Council (\$256,133.61).

To date, 4km of new gravel has been laid and stabilized. Sealing of this section is scheduled for 14 December 2023.



SR23 Wearnes Road

Grant Funded Footpaths

Only minor touch-ups along Reedy Creek are required for this program to be complete. Construction works have also been completed on the new access road along Reedy Creek from Hall Street to Market Street, which was sealed in late November

Maintenance

General maintenance continues on Regional and State roads, including vegetation control, slashing, whipper snipping and spraying of guideposts and guard rails and sign maintenance.

Seal maintenance is ongoing on all State, Regional and Local Roads as potholes continue to develop. Crews continue on Riddell Street stormwater repair/replacement and associated works replacing kerb and guttering.

Maintenance crews have also continued working on extending storm water pipes to the new buildings along Plunkett Street, Warialda. Driveways have been formed up and poured and one of the two access roads sealed in November. Street sweeping has also been carried out this month. Crews have also been busy helping with drainage pipes on County Boundary Road Construction.

Through November crews have also attended a cattle truck rollover approximately 5km along the Delungra Road.

Maintenance Grading

During November maintenance grading was carried out on the following roads

- Munsies Road
- Tolga Lane
- Oregon Road
- Back Creek Road

- Pinecliff Road
- Terry Hie Hie Road
- Pound Creek Road

Slashing

During November slashing was carried out on the following roads

- Cobbadah Road
- Horton Road
- Gulf Creek Road
- Bora Link Road

Flood Damage

Throughout November, Flood damage crews have completed work on repairs to 1.2km on SR267 Cumble Road and reformatting 4.1km on SR13 Mosquito Creek Road and table drain work on the sealed section. Crews are currently working on resheeting 2.2km on SR113 Royal Oak Road and continue on a 3.2km section of SR38 Adams Scrub Road.



SR13 Mosquito Creek Road

Contractors, Rollers Australia have been engaged to undertake formation grading / rework sections on 8km along SR31 Eulourie Rd and 8km on SR30 Caroda Rd.



SR31 Eulourie Road

Council continues to value add to contracted flood damage restoration works wherever possible, by extending works using existing, Council funded maintenance budgets.

Flood damage work has been completed on the following roads:

SR67 Agincourt Road – 3.0km

SR45 Bereen Road – 6.0km

SR62 Hibernia Road – 12.0km

SR54 Pinecliff Road – 4.5km

SR97 Sadowa Road – 0.8km

SR99 Terregee Road – 3.4km (including 0.3km of new seal)

SR14 Mosquito Creek Road at Racecourse Creek

SR21 Terry Hie Hie Road – 1.2km

SR68 Goat Road – 6.0km

SR16 Trevallyn Road – 6.5km

SR34 Bonanza Road – 3.0km

SR82 Kirewa Road – 1.5km

SR69 Tucka Tucka Road – 2.5km

SR72 Scotts Road – 1.7km

SR61 Peates Road – 8km

SR42 Mungle Road – 8km

SR31 Eulourie Road – 2.4km (North of SR32 Pallal Road, 1.2km remaining)

SR32 Pallal Road – 2km

SR55 Moreena Mail Road – 4.2km (0.9km remaining)

SR76 Bristol Lane – 8km

SR92 Killarney Gap Road – 0.5km Resheeting & 6km maintenance grading

SR262 Nunga Road – 3.5km

SR30 Caroda Road – 10.6km

SR71 Mt Jerrybang Road – 2.6km

SR49 Michell Lane – 4km

SR12 Upper Whitlow Road – 2.4km

SR19 Whitlow Road – 2km

SR119 Woodburn/ Emello Road – 2.8km

SR50 Thornleigh Road – 3.7km

SR51 Towarra Road – 2.3km

SR60 Pound Creek Road – 2km

SR76 Bristol Road – 8km

SR13 Oregon Road – Culvert Replaced

SR3 Elcombe Road – Culvert Washout
SR105 Fairweather Road – 0.7km
SR106 Flemmings Road – 0.3km
SR43 Buckie Road – 1.5km
SR93 Sheepstation Creek Road – 6km
SR20 Gravesend Road – 15km
SR41 County Boundary Road – 4.2km
SR1 Copeton Dam Road – 3888m² Heavy Patching
SR2 Bingara Road – 924m² Heavy Patching
MR133 Killarney Gap Road – 5525m² Heavy Patching
SR89 Glenarthur Road – 3.5km
SR34 River Road – 3km
SR57 Currangandi Road – 3.55km
SR205 Singapore Road – 2km
SR102 Nourmea Road – 4km
SR116 Forest Road – 2.7km
SR64 Gournama Road – 1km
SR63 Gil Gil Crk Rd 20.0km Formation grading
SR18 Gineroi Rd 2.7km
SR286 Sonoma Rd 900m
SR103 Ravenscraig Rd New causeway, 2.7km formation grade
SR267 Cumble Road .6km
SR14 Mosquito Creek Road 4.1km
SR63 Gil Gil Creek Road 2.9km
SR100 Kellys Access Road 2.3km
SR44 Boundary Creek Road 4.2km

Roads Maintenance Council Contract – Works Orders issued by TfNSW

All Work Orders issued by Transport for New South Wales (TfNSW) are quality assurance schedule of rates projects carried out by Council staff under the Roads Maintenance Council Contract with TfNSW.

The 'Hollymount' Rehabilitation Project, segment 6120 on MR63 Fossickers Way continues this month, with all box culvert units now installed and the smaller box culvert finished. The larger box culvert still requires an apron and both wingwalls to be constructed, scheduled to take place prior to the Christmas break, weather permitting. The pavement crew are now working on constructing the first 700m of the base layer, with a view of having 1km of the 1.2km jobsite completed before the Christmas break. Due to wet weather and unforeseen complications with the larger box culvert, the remaining 200m of the worksite is expected to be completed early in January 2024. Heavy patching is still scheduled to start immediately after the

Hollymount Rehabilitation Project, with the reseal program scheduled to be completed once the reseal segments have been heavy patched.

Routine maintenance continues each week undertaking inspections, rest area services, vegetation control and bitumen repairs.



Larger box culvert units being installed at the Hollymount Rehabilitation Project.

Asset Protection Zone Maintenance

Due to recent rainfall, there has been significant regrowth and the next round of slashing work by is programmed for mid December 23.

Local Emergency Management Committee

The LEMC recently held an Emergency Operations Exercise in Warialda which was well attended. The exercise was facilitated by the RFS District Manager and demonstrated what may be required to manage a fire that quickly changes in alert level from Advice to an Emergency Warning near a village. Accountability and capability of each agency and functional area were discussed in the context of a bushfire scenario. This discussion helped the participants to better understand the unique requirements of a rapidly changing fire environment and what may be needed to assist the RFS in this type of emergency.

Town Utilities Monthly Report – November 2023

Water and Sewer

Water and Sewerage operators carried out routine operational tasks and in addition attended ## service line repairs, repaired # water main breaks, attended # sewer

blockages and repaired # sewer mains during November. Staff replaced # water meters during the reporting period.

Regular weekly tasks carried out by Water and Sewerage staff include water testing, grounds maintenance at the water treatment plants, reservoirs, both sewerage treatment plants, sewer pump stations, Warialda truck wash and truck wash ponds.

Other work was undertaken at Plunkett Street Units, Gravesend Recreation Ground, Moffatt Park, Warialda Caravan Park, Apex Park, Truckwash, Cunningham Park, CWA Park, The Living Classroom, Bingara and Warialda cemeteries.

A new emulsion tank was installed at the Bingara Sewerage Treatment works depot in November. This was necessary as the existing tank was not large enough to handle semi-trailer loads of emulsion. The tank is provided under contract from Downer EDI locking Council into a five year contract with Downer for the supply of emulsion at Bingara and Warialda depots.



New emulsion tank at Bingara Sewerage Treatment Plant

North and East Bingara Sewer Extension:

Contractors have been operating out of a temporary depot, at the Bingara Sewerage Treatment Plant since 1st May 2023.

Progress as of 30 November: all street mains in East and North Bingara have been installed, including the bridge mains, 86 pump station units and 91 property connections (5 vacant lots) have been installed. The Old Keera Road and Copeton Dam Road section have been connected to the system during the first week of November. The contractors will bring houses online in the following street order:

- Copeton Dam Road - complete
- Old Keera Road - complete
- Gwydir Street - complete
- Bligh Street - complete
- East Street – 1/12
- White Street – 3/7

- Brigalow Street
- Salter Street
- Bassett Street
- Rosehill Drive

All houses in the system were sent notification letters that their septic systems will need to be decommissioned. The project has one variation for the bridge main and one variation for electrical works, otherwise the project is tracking well for budget and time. The contractor aims to be completed by 22nd December 2023.



Pressure sewer training

Warialda Truck wash

The truck wash facility was used by 129 trucks during November with an average wash down time of 54 minutes and total water used was 700kL. The estimated income for the reporting period November is \$7,671.40 less monitoring fees and expenses.

Grant Projects

Open Spaces Program

Earthworks have commenced on the skate park in Cunningham Park incorporating footpath to BBQ area and toilet block. Shaping of the skate park continued during October with concreter's due to arrive in January 2024 for completion in April 2024.



*Cunningham Park earthworks***Covid Stimulus Funding**

Batterham's Lookout – the installation of picnic shelter and footpath was completed in August 2023 with the landscaping of the path. Visitor information signage is being designed to finish the project.

Local Roads and Community Infrastructure phase 3:

Upper Horton Amenities building is 1 weeks away from delivery.

Parks and Gardens

All parks and gardens continue to be maintained. Council undertakes weekly inspections of playgrounds and cleaning of handrails and touch areas. Mowing, weed control, irrigation, hedging, and trimming were routinely undertaken during August 2023. Council continues to mark and maintain the fields for the community groups using Council's ovals. Myall Creek and the Glacial area are inspected on a weekly basis.

Bingara Showground

The Showground continues to be regularly booked for various horse events and private bookings.

Workshops and Depots – November

Workshop Services and Jobs	Sept	Oct	Nov
Total number of services in Workshops	30	31	9
Total number of repairs in Workshops	225	186	140

Plant update:

New Water truck to replace P1786 was delivered in November 2023.

P1786 – Isuzu water truck to be sold at Pickles auctions in December.



P2096 – Isuzu FXZ water truck



P2097 – 8Tonne tipper

The UD tipper will be used on heavy patching, transporting the skid steer loader with profiler and roller attachment.

Major Repairs and maintenance undertaken in the workshops during October included:

All council trucks had RMS Inspections during November. Some minor defects were received, repaired immediately and clearance obtained through local mechanical workshops.

P1663 Rock crusher – maintenance

P1713 Jet patcher - brake booster repairs

P1691 Loader - replace turbo and exhaust manifold

P1933 Lime spreader truck - auger shaft repairs

P1081 Tractor - air/conditioner repairs

P1787 – Water truck – differential seals

P1915 – Excavator – hydraulic repairs

P1903 – Utility – cv shaft replacement

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

Nil

7.4 November 2023 Investment and Rates Collection

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

This report is for reception.

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 30th November 2023.

<insert graphs here>

Direct Investments

Broker	ID	Investment Name	Rating	Type	Next Rollover	Yield	Current Value
NAB	2023.01	NAB	AA	TD	22/12/2023	4.25%	\$1,000,000.00
NAB	2023.02	NAB	AA	TD	22/12/2023	4.25%	\$1,000,000.00
NAB	2023.03	NAB	AA	TD	22/12/2023	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		\$363,634.70
Regional Australia Bank Medical Centre	At Call	Cash	3.00%	\$51,500.00
Grand Total				\$415,134.70

Total Investments

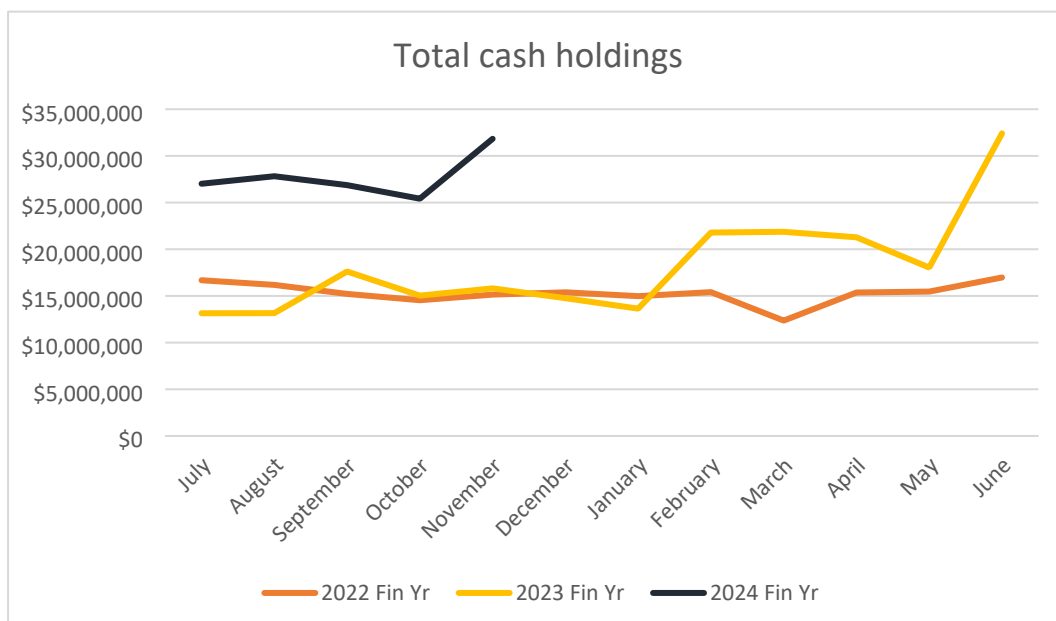
Direct Investments	\$3,000,000.00
Managed Funds	\$415,134.70
Grand Total	\$3,415,134.70

Cash and Investments

Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$415,134.70
Grand Total Investments	\$3,415,134.70

Total Cash and Investments	
Investments	\$3,415,134.70
Cash at bank	\$28,416,471.49
Grand Total Cash and Investments	\$31,831,606.19

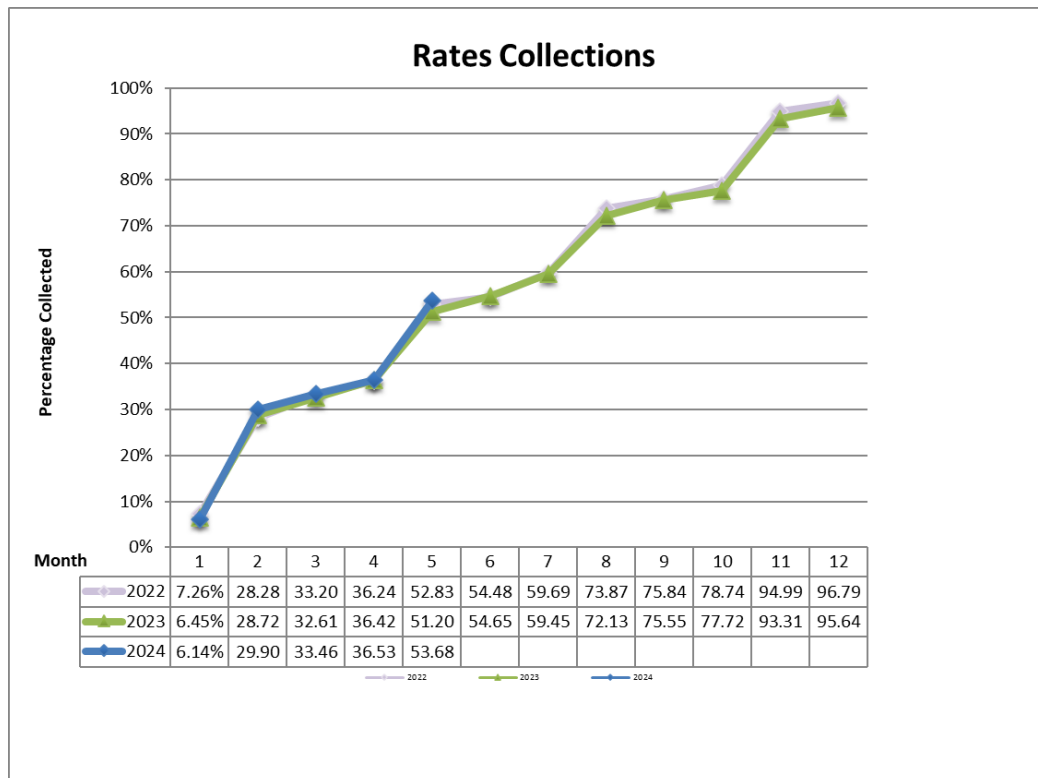
General Fund Cash	
Total cash and investments	\$31,831,606.19
LESS:	
Water fund*	-\$1,348,215.51
Sewer fund*	-\$1,887,540.22
Waste fund*	-\$4,710,692.96
Other restrictions:	
Employee leave entitlements*	-\$950,000.00
Bonds and deposits	-\$1,786,910.37
Unexpended grants*	-\$16,470,497.30
Developer contributions	-\$721,000.00
Discretionary General Fund Cash	\$3,956,749.83



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 30th November 2023.



OFFICER RECOMMENDATION

THAT the November Monthly Investment and Rates Collection report be received.

ATTACHMENTS

Nil

7.5 November ARIC Meeting Minutes

File Reference:	NA
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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

This report recommends the noting of the Minutes of the ARIC meeting held on 21st November 2023.

TABLED ITEMS

Nil

OFFICER RECOMMENDATION

THAT the minutes of the Audit Risk and Improvement Committee Meeting held on 21st November 2023 are received and noted.

ATTACHMENTS

1. Audit Risk and Improvement Committee Minutes [7.5.1 - 5 Pages]
2. Performance Audit Guide [7.5.2 - 11 Pages]
3. Gwydir Shire Council 2023 WHS Self-Audit Report [7.5.3 - 20 Pages]



AUDIT RISK AND IMPROVEMENT COMMITTEE

MINUTES

Tuesday 21st November 2023

Meeting Opened 9.00am

In the Roxy Conference Room

Present Members: Mr. Jack O'Hara (Chair), Mr. Rod Smith, Mr. John Coulton (Mayor), Mrs. Catherine Egan (Deputy Mayor)

Staff: Mrs. Leeah Daley (Acting General Manager), Mrs. Helen Thomas (CFO), Mr. Alex Eddy (Director of Engineering)

1. OFFICIAL OPENING AND WELCOME

Welcome by the Independent Chair Mr. Jack O'Hara

2. APOLOGIES

Mr. Max Eastcott

3. CALL FOR DECLARATIONS OF INTERESTS, GIFTS RECEIVED AND CONFLICTS OF INTEREST

Nil

4. AGENDA ITEMS

4.1 PERFORMANCE AUDIT – ROAD ASSET MANAGEMENT IN LOCAL GOVERNMENT

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate Management

Strategy: 5.1.1 Financial Management and accountability systems

Author: CFO

STAFF DISCLOSURE OF INTEREST Nil

Comment

The Committee was provided with the information currently available regarding the selection of Gwydir Shire Council by the Audit Office to complete a Performance Audit in Road Asset Management in Local Government.

Recommendation

That the report be received.

Attachments

Audit Office Communication for the Performance Audit

RESOLUTION

THAT the report be received.

ARIC December 2022

Gwydir Shire Council

FURTHER that an update be provided at the next meeting on how the audit is progressing.

4.2 2023 WHS Self-Audit Report and Action Plan

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate Management

Strategy: 5.1.1 Financial Management and accountability systems

Author: CFO

STAFF DISCLOSURE OF INTEREST Nil

Comment

The Committee was provided with the 2023 WHS Self-Audit Report from the self-evaluation performed and the Action Plan that was provided by State Cover based on the findings.

Recommendation

That the report be received.

Attachments

WHS Self-Audit Report and WHS Action Plan

RESOLUTION

THAT the report be received.

FURTHER that an update be provided at the next meeting on the progress being made in relation to the Action Plan.

4.3 Management Letter on the Interim Phae of the Audit for the Year Ended 30 June 2023

File Reference: NA

Delivery Program

Goal: 5. Organisational management

ARIC December 2022**Gwydir Shire Council**

Outcome: 5.1 Corporate Management

Strategy: 5.1.1 Financial Management and accountability systems

Author: CFO

STAFF DISCLOSURE OF INTEREST Nil

Comment

The Committee was provided with the 2023 Interim Management Letter provided by the Audit Office.

Recommendation

That the report be received.

Attachments

Management Letter on the Interim Phae of the Audit for the Year Ended 30 June 2023

RESOLUTION

THAT the report be received.

FURTHER that an Council work toward getting the long standing items completed from the list of issues and an update provided at the next meeting.

4.4 Presentation of Draft Financial Statements for year ended 30 June 2023

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate Management

Strategy: 5.1.1 Financial Management and accountability systems

Author: CFO

STAFF DISCLOSURE OF INTEREST Nil

Comment

ARIC December 2022

Gwydir Shire Council

The Committee was provided with the 2023 Annual Financial Statements in draft form to be audited by the Audit Office.

Recommendation

That the report be received and presented at the next Council meeting for authorization. If any material changes to the draft statements be required after audit, they be presented to Council again with the material changes.

Attachments

2023 Annual Financial Statements

RESOLUTION

THAT the report be received.

FURTHER that the Statements be presented to the next Council meeting for authorization to be audited by the Audit Office and lodgment with the OLG.

5 CLOSURE

Meeting Closed 11.30am



Performance Audit Guide

for audited entities
March 2023



INSIGHTS FOR BETTER GOVERNMENT

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INTRODUCTION

Performance audits assess whether entities are carrying out their activities effectively, and doing so economically and efficiently and in compliance with relevant laws.

This Performance Audit Guide (the Guide) provides audited entities with information about the Audit Office of New South Wales' (the Audit Office) performance audit process. The Guide outlines the legislative framework and the Auditor-General's authority, and what to expect of the Audit Office during a performance audit.

The Guide also informs audited entities of their obligations to assist the performance audit team to effectively and efficiently complete their work.

SUMMARY OF KEY POINTS

- Performance audits within the NSW Public Sector are conducted under Part 3, Division 2A of the *Government Sector Audit Act 1983* (the GSA Act).
- Performance audits within the NSW Local Government Sector are conducted under Chapter 13, Part 3, Division 2A of the *Local Government Act 1993* (the LG Act).
- Performance audits of non-public sector entities ('follow the dollar audits') are performed in conjunction with performance audits of NSW Government entities and local councils.
- The GSA Act and LG Act give the Auditor-General authority to choose the topics and entities for review, and to access required entity information.
- The Auditor-General, if considered appropriate, may conduct a performance audit on matters related to the use of public sector resources given to non-public sector entities.
- The Audit Office liaises with the audited entity before the audit report is finalised.
- In conducting a performance audit, the Audit Office is responsible for:
 - obtaining sufficient knowledge of the program or activity being audited
 - maintaining a constructive relationship with the audited entity and undertaking adequate consultation (see Table 1)
 - securing and keeping confidential all entity information obtained in the course of the audit.
- The head of the audited entity is responsible for:
 - nominating up to two suitable liaison officers to work with the audit team
 - providing full and free access to people and information within requested timeframes. This includes providing all information that is relevant to the audit, even if not specifically requested
 - a duty of care to the audit team under work health and safety and anti-discrimination laws, and harassment-free workplace policies.

LEGISLATIVE FRAMEWORK

Auditor-General's authority to conduct performance audits

The Auditor-General's functions, mandate and powers to audit NSW State and Local Government and relevant entities are set out in:

- Part 3, Divisions 2 and 2A of the GSA Act
- Chapter 13, part 3, Divisions 2A and 3 of the LG Act.

The Auditor-General's independence is assured by key provisions in the GSA Act and LG Act. Specifically, the Auditor-General:

- reports directly to the Parliament of New South Wales (Parliament) and can only be dismissed by a resolution of both houses of the NSW Parliament
- decides on the program of work undertaken by the Audit Office

- is appointed for a non-renewable eight-year period.

In addition, performance audits are funded by Parliament, not the entities being audited.

Follow the dollar powers

Under section 38EA(2) of the GSA Act and section 421BD(2) of the LG Act, the Auditor-General may, as part of a performance audit of State or Local Government activities, extend the scope of the audit to include the activities of non-public sector entities.

A relevant entity is an entity that receives money or resources, whether indirectly or directly, from or on behalf of a State Government entity for a particular purpose (known as 'a State purpose') or from or on behalf of a Local Government entity for a local government purpose. A 'relevant entity' becomes a 'related relevant entity' when it is scoped into a performance audit.

These provisions are retrospective and provide the Auditor-General with the ability to audit activities of a relevant entity carried out before the commencement of the amending legislation in November 2022.

Performance audits and topic selection

Activities examined by a performance audit may include:

- a government program,
- all or part of a State or Local Government entity,
- non-public sector entities utilising the 'follow the dollar powers' described above

or it may consider particular issues affecting the whole public sector. These audits may include reviewing the use of grants/monies provided by public sector entities to non-public sector entities, in line with the recent amendments to the GSA Act and LG Act. Performance audits cannot question the merits of State and Local Government policy objectives.

The Auditor-General uses a strategic approach to selecting performance audits, which balances the performance audit program to reflect issues of interest to Parliament and the community. The performance audit program includes topics that align with the State Government's policy objectives and reform agenda to assess progress and impacts.

Each year, the Auditor-General seeks input from key stakeholders on proposed topics before publishing the performance audit program. The Auditor-General also takes account of performance audit topic suggestions from the Public Accounts Committee, Members of Parliament, local councils and members of the public.

Details of the approach to selecting topics and the forward program are available on the Audit Office website.

Authority to access entity information

Under section 36 of the GSA Act and section 423 of the LG Act, audited entities must provide the Audit Office with full and free access to information, including confidential information¹, irrespective of any entity-specific obligations for confidentiality. If the requested information is not provided in a reasonable period of time, the Auditor-General may issue a notice which compels provision of this information.

When providing access to confidential information, it is essential that the confidential nature of that information is clearly identified by the audited entity prior to providing that access. If confidential information forms a part of a broader document or piece of information, the section to which confidentiality applies should be clearly specified.

¹ Confidential information includes Cabinet information within the meaning of the *Government Information (Public Sector) Act 2009*, or information that could be subject to a claim of privilege by the State or a public official in a court of law. A public official is defined in the *Public Interest Disclosures Act 1994* and includes staff from relevant entities.

It should be noted that a claim of confidentiality or legal professional privilege is not displaced by providing access to confidential information under the GSA Act or LG Act. However, there are certain circumstances in which the Auditor-General might disclose confidential information. Those circumstances are outlined below (see 'Confidentiality requirements and disclosure').

Personal information

Personal information received by the Audit Office must be managed in accordance with the Principles of the *Privacy and Personal Information Act 1998* (Privacy Act) and the Health Privacy Principles of the *Health Records and Information Act 2002* (Health Records Act). Further information about the Audit Office's management of personal and health information can be found in the [Privacy Management Plan](#) published on the Audit Office website.

Confidentiality requirements and disclosure

The Audit Office is required by section 38 of the GSA Act and section 425 of the LG Act to keep information obtained during an audit confidential and the Audit Office takes its responsibilities under these sections very seriously.

All information that the Audit Office receives, and working papers that the Audit Office creates during an audit, are classed as excluded information in Schedule 2 of the *Government Information (Public Sector) Act 2009* (GIPA Act). An access application under the GIPA Act cannot be made for excluded information.

There are certain legislative exceptions to the confidentiality requirements including the Auditor-General's Reports to Parliament and certain other circumstances where the Audit Office is permitted or required to disclose information.

Section 36A of the GSA Act, and section 423A of the LG Act describe under what circumstances the Auditor-General might disclose confidential information. The Auditor-General may disclose confidential information if, in the Auditor-General's opinion, disclosure is in the public interest and necessary for the exercise of the Auditor-General's functions. The Auditor-General is required to notify the Premier 28 days before authorising the disclosure of confidential information. The confidential information can only be disclosed if the Premier has not issued a certificate within that 28 day period that the disclosure is, in the Premier's opinion, not in the public interest.

Any issues that the audited entity may have about the Auditor-General's powers and the content of the Report to Parliament should be discussed with the audit team at the earliest opportunity.

ROLES AND RESPONSIBILITIES

The Audit Office's obligations

The Audit Office aims to complete the audit work efficiently to minimise the impost on each audited entity. The time to complete this work varies depending on the complexity of the audit topic and the number of audited entities involved. This may range from four to 12 months.

Knowledge of the program or activity being audited

The audit team will obtain sufficient knowledge to enable it to identify and understand issues relevant to the program or activity being audited.

Performance audits may be undertaken on topics that require specialised skills and knowledge beyond those possessed by the audit team. In these cases, the Audit Office will engage consultants to provide expert assistance to the audit team and will discuss this with the audited entity. The audit team must ensure that any consultant engaged for the audit has the necessary competence, capabilities and impartiality to complete the work required. Any consultants engaged are also bound by our confidentiality requirements.

No surprises approach

The audit team seeks to establish a constructive relationship with the audited entity so that there are 'no surprises' in the final Report to Parliament. The audit team will explain the audit process at

commencement and will maintain appropriate communication throughout the audit. The head of the audited entity, and executive staff, are encouraged to provide input at appropriate stages of the audit, such as when the audit is being scoped, and when preliminary findings, the draft report and potential recommendations are discussed.

The audit process outlined in Table 1 provides several formal consultation points for the audited entity to discuss the audit planning, preliminary findings and draft report during the course of the audit. In practice, there is ongoing and frequent communication between the audit team and the liaison officers.

Additionally, the head of the audited entity and executive staff can contact the Auditor-General, Deputy Auditor-General, and the Assistant Auditor-General, Performance Audit at any time to discuss the audit. Contact details are provided to the head of the audited entity and liaison officers at the commencement of the audit.

Audit methodology

The Audit Office's performance audit methodology is designed to comply with Australian Standards on Assurance Engagements ASAE 3500 'Performance Engagements' and other professional standards. The standards require the audit team to comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance and draw a conclusion on the audit objective. The Audit Office's processes have also been designed to comply with requirements specified in the GSA Act and LG Act.

Code of Conduct

Everyone working at, and on behalf of, the Audit Office is required to implement and comply with the provisions of the Audit Office Code of Conduct and the core values on which it is based.

The audited entity's obligations

We aim to use entity staff time efficiently and effectively and request the entity's cooperation to facilitate the audit work. In the planning stage of each audit, the audit team will consult with the liaison officers and agree on timely access to people and information (see Table 1).

Nominate up to two liaison officers

The head of each audited entity is asked to nominate up to two liaison officers to work with the audit team. The liaison officers' role is important to both the Audit Office and the audited entity.

The liaison officer should be a senior member of the audited entity who will keep the head of the audited entity informed of the progress of the audit, and who has authority to make decisions on behalf of the entity, for example, when reviewing the draft Report to Parliament and discussing potential audit recommendations.

The liaison officer will be asked to assist with the day to day administration of the audit, such as assistance in arranging meetings, access to people and information. The head of the audited entity, or the nominated liaison officer, may wish to appoint a second liaison officer to assist the audit team with these matters.

Regular and open communications between the audit team and management of the audited entity help deliver an efficient audit. The audit team will contact the nominated liaison officers regularly during the audit and will direct most questions and documentation requests through them. Refer to Table 1 for more details.

It is essential the audit team receives prompt responses to its questions and requests for supporting documentation.

Prepare early for the audit

The Auditor-General has a three-year performance audit program which is published on the Audit Office [website](#). The program identifies performance audit topics and entities to be audited.

The performance audit commencement letter sent to the head of the audited entity (and where applicable, the governing body for the non public sector entity) includes an indication of the issues that the audit may examine. This is discussed and refined during the planning phase of the audit outlined in Table 1.

The head of the audited entity can prepare early for the performance audit by:

- reviewing relevant plans, records and source data, and making sure these are up-to-date and available for the audit team
- gathering documentation on how the entity monitors and measures the effectiveness, economy and efficiency of the audited activity and have the most recent results ready.

Provide full and free access to people and information

The Audit Office's authority to access entity information and confidentiality requirements are outlined earlier in this Guide.

The head of the audited entity and the liaison officers are responsible for arranging unrestricted access for the audit team to relevant individuals and documents and for the completeness and accuracy of the information supplied for the audit.

Each performance audit is unique, and as a result it is difficult for audit teams to know exactly the documentation relevant to the audit. It is therefore the entity's responsibility to ensure it provides:

- all information it is aware of that is relevant to the audit, whether or not it is specifically requested
- all information the audit team requests that is relevant to the audit
unrestricted access to all people in the entity from whom it is necessary to obtain audit evidence.

During the planning stage of the audit, ASAE 3500 requires the audit team to ask the audited entity whether:

- it has any knowledge of any actual, suspected or alleged intentional misstatement (such as fraud) or non-compliance with laws and regulations in relation to the audit topic
- there have been any internal or external reviews or audits conducted in relation to the audit topic.

Transmission of entity information

Audited entities may provide working papers in hard copy or electronic format. Our preferred format is electronic documents in Word, Excel, or PDF formats provided through the Audit Office's secure file upload service. Details of the file upload service, are provided by the audit team when information is requested.

NSW Government entities should refer to the Department of Customer Service's guidelines for the transmission of sensitive information ([NSW Government Information Classification, Labelling and Handling Guidelines](#)).

The audit team may need 'read only' access to the entity's electronic systems. If this is required, the liaison officer will be asked to arrange the necessary access including guest login IDs or access terminals on-site.

The Audit Office record keeping practices are consistent with the Information Protection Principles of the Privacy Act and the Health Privacy Principles of the Health Records Act.

To assist with the Audit Office obligations to protect personal information, entities should de-identify data and information before it is provided to the audit team, as well as using a secure file transfer facility where available.

The Audit Office is required to keep full and accurate records of its activities in accordance with the *State Records Act 1998* (the Act), AS ISO 15489-2002 Records Management Standard, and State

Archives and Records Authority of NSW standards and codes of best practice. To assist Audit Office compliance with these record keeping obligations, any limitations on the audit teams' ability to access any documents provided should be removed. These limitations include, but not limited to, passwords applied and time restrictions on access.

Comply with work health and safety (WHS) and anti-discrimination laws, and harassment-free workplace policies

The Audit Office is committed to maintaining a high standard of work health and safety, and staff are expected to treat each other and audited entity staff with courtesy and respect.

Audited entities have a duty of care to Audit Office staff under the *Work Health and Safety Act 2011*, Regulation, Codes of Practice and recognised industry standards, as appropriate.

If the audit team fails to adhere to anti-discrimination laws or the harassment free workplace policy, the entity liaison officers should advise the Assistant Auditor-General, Performance Audit immediately.

The Audit Office has policies and strategies to prevent and deal with discrimination and harassment.

If the audit team is treated contrary to anti-discrimination laws and the harassment free workplace policy by any entity staff, the audit team will advise the Assistant Auditor-General, Performance Audit immediately. The incident will be raised with the entity liaison officers and, if necessary, with the head of the audited entity and the Auditor-General.

FOLLOW-UP PROCESS AFTER THE PERFORMANCE AUDIT IS COMPLETED

Approximately 12 months after each performance audit report is tabled in Parliament, the Public Accounts Committee (the Committee) follows up action taken by audited entities in response to recommendations made by the Auditor-General. As part of the follow up process, the Committee questions entities about their response to the recommendations and, if required, conducts public hearings to examine witnesses. The Auditor-General also provides comments on submissions made by entities to the Committee.

After the performance audit report is tabled, the Audit Office writes to the head of each audited entity to confirm this process and provide a template to assist the audited entity to report to the Committee when requested.

PERFORMANCE AUDIT PROCESS

Once initiated, performance audits have three main stages: planning, conduct and reporting. A description of each of these stages, and the extent of our consultation with the audited entity, is outlined in Table 1.

Table 1 – Performance audit stages and consultation with audited entities

Activity	Consultation
Planning	
An audit team is assigned, and the audit is initiated.	
Commencement letters are issued to the head of each audited entity and the responsible Minister(s).	Commencement letters
The head of each audited entity nominates their liaison officers who will work with the audit team.	
The audit team meets with entity liaison officers, and other key stakeholders, to gain an understanding of the entity and activities relevant to the audit topic.	

Activity	Consultation
The audit team develops the audit's scope and focus, including the audit objective and potential criteria.	
The potential audit scope is discussed with entity liaison officers.	Draft audit scope and focus
The audit team finalises the audit scope and develops the audit plan in consultation with entity liaison officers.	
<p>In addition to the scope and focus, the audit plan may include:</p> <ul style="list-style-type: none"> • the audit procedures, including how and what information is to be collected to answer the audit criteria • audit fieldwork and approach, including the people and locations the audit team will visit during the audit • audit schedule, including consultation milestones and proposed tabling date. 	
Once finalised, the audit plan and audit engagement letter are issued to the head of each audited entity.	Audit plan and engagement letter
Conduct	
Evidence is collected and analysed against the audit criteria. The audit team must ensure they have sufficient and appropriate evidence to address the audit objective and criteria.	Interviews with relevant entity staff and requests for access to documents and information
Preliminary findings against the audit criteria are discussed with entity liaison officers. Additional relevant evidence may be requested if needed.	Preliminary findings
Reporting	
A draft report is prepared and a meeting held with entity liaison officers to discuss their feedback. The purpose of the draft report is to give the audited entity the opportunity to identify errors of fact or interpretation, and to provide additional relevant evidence that addresses the audit criteria. Responses received from the audited entity are carefully considered and amendments made as necessary.	Draft report
During this process, the audit team will also discuss with entity liaison officers' potential recommendations.	
The head of the audited entity may wish to meet with the Auditor-General to discuss the draft audit report and recommendations before it is finalised.	
<p>The final report is issued by the Auditor-General to the:</p> <ul style="list-style-type: none"> • accountable authority of each audited entity, the responsible Minister(s), and the Treasurer, in accordance with the GSA Act • head of each audited Local Government entity, the Secretary of the Department of Planning and Environment and the Minister for Local Government, in accordance with the LG Act • governing body of the non-public sector entity, if applicable, in accordance with the GSA Act and LG Act. 	Final report
The audit report includes recommendations to improve accountability and performance.	
The head of each audited entity is invited to provide a written response to the audit report and its recommendations that will be published with the Report to Parliament.	

Our insights inform and challenge government to improve outcomes for citizens



Activity	Consultation
The audit report is presented to Parliament and published on the Audit Office website.	Report published
Post Audit	
A letter is issued to the entity requesting their confirmation of (or acknowledging) their acceptance/rejection of each recommendation. This letter also advises the entity head of the PAC's twelve-month follow-up process and reporting requirements.	Post-recommendation letter
A letter is also issued to the Chair of the entity(s) Audit and Risk Committee (ARC) or Audit, Risk and Improvement Committee (ARIC) outlining the key findings and recommendations of the audit report. The Assistant Auditor-General, Performance Audit or responsible Director presents the report to a meeting of the entity's ARC or ARIC if requested.	
An auditee survey is issued to each audited entity to provide information that will inform the Audit Office's practices going forward.	Performance Audit Entity Survey
Approximately twelve months after tabling, the PAC follows up actions taken by audited entities in response to recommendations made by the Auditor-General.	Submission to PAC

OUR VISION

Our insights inform and challenge government to improve outcomes for citizens.

OUR PURPOSE

To help parliament hold government accountable for its use of public resources.



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2023 WHS Self-Audit Report

Gwydir Shire Council

Safety &
Wellbeing
with StateCover

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2023 WHS Self-Audit

Executive summary

StateCover’s annual WHS Self-Audit helps our Members reduce the number and severity of worker injuries and illnesses, which in turn can reduce claims costs and workers compensation insurance premiums.

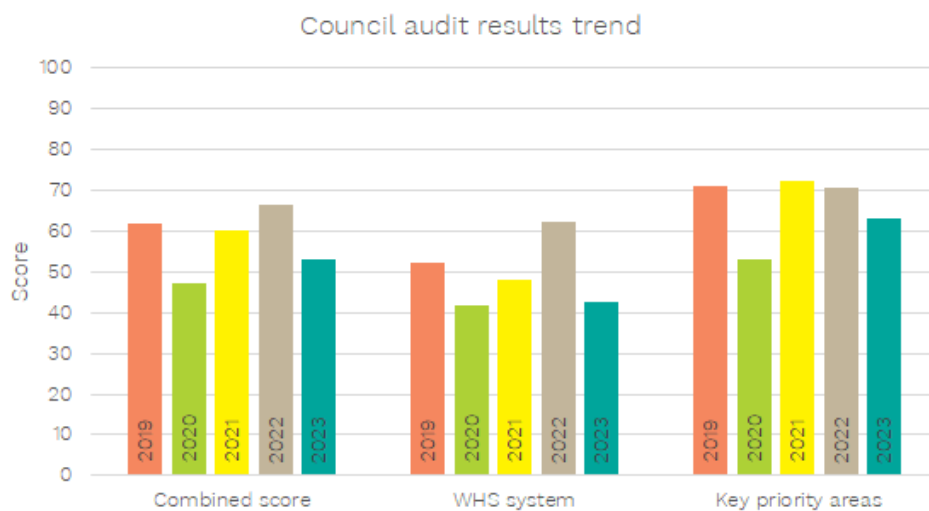
The audit guides Council through the evaluation and monitoring of your WHS management system and management of key hazards.

The results of this year’s audit are summarised below.

Gwydir Shire Council Overall WHS Performance 2023	53.0%	This score is below average compared to the average score for all councils.
Section 1: WHS Management System This section analyses how systematically WHS is managed within the organisation. An effective WHS Management system should be planned, integrated, and continually improved throughout the organisation.	42.7%	We recommend Council makes improvements to the following elements: <ul style="list-style-type: none"> • Emergency preparedness • Purchasing • WHS audits
Section 2: Key Priority Areas This section identifies if priority WHS risks and hazards are effectively managed and controlled in accordance with regulatory requirements.	63.2%	We recommend Council works to identify, assess, and control the following hazards: <ul style="list-style-type: none"> • Electrical test and tag • Client and public violence • Psychosocial risks - general • Hazardous noise • Contractor management



This graph compares your overall performance score to previous years.



In addition to a detailed report, StateCover has provided your WHS Coordinator with a WHS Action Plan to help Council systematically address all elements that scored **Poor** or **Fair**.



Introduction

StateCover's WHS Self-Audit is a mandatory annual continuous improvement activity used to get an overview of our Members' WHS systems.

We expect that the audit and report will help all councils to:

- Better understand their WHS performance in relation other comparable councils
- Track their improvement over time
- Prioritise WHS improvements
- Allocate sufficient resources
- Reduce injury and illness frequency and severity, in turn reducing the cost of claims and workers compensation premiums

As part of our dedication to continuous improvement, we have made changes to emphasise the importance of the basic WHS elements, and better reflect the risk profiles of local government.

Due to these changes, both overall and individual sections' scores will not be directly comparable to last year's:

- New element in section 2 – *Psychosocial risk – General*
- Plant and equipment element moved from section 1 to section 2
- Increased weighting for WHS planning, WHS risk management, incident investigation, WHS management review, and musculoskeletal risks

Results summary

For Section 1 – WHS Management System you scored 42.7%.

For Section 1 we also analyse results for documentation versus implementation. Documentation questions assess the adequacy of your policies and procedures, and implementation questions assess how well these procedures have been followed, or whether other critical processes relevant to each element have taken place. This year, your average score for the questions about documentation were 6% higher than your average score for questions about program implementation.

Section 1 total	42.7%
Section 1 documentation average	48.7%
Section 1 implementation average	42.2%

The ratings for each element in Section 1 are summarised below:

WHSMS Element	Poor (<50%)				Fair (50-75%)				Good (>75%)			
	0-12	13-24	25-36	37-49	50-55	56-62	63-69	70-75	76-82	83-89	90-96	>96
WHS policy							X					
Planning			X									
WHS risk management						X						
Consultation and participation				X								
Training										X		
Emergency preparedness		X										
Purchasing		X										
Health monitoring			X									
Incident investigation				X								
Document control		X										
Record management			X									
WHS audits	X											
Management review							X					

To qualify for 100% of your WHS Incentive in 2023 and 2024, you must complete and submit your WHS Action Plan on our site – statecover.com.au/whselfaudit – by Friday 27 October 2023.

When completing your action plan, you must:

- Include detailed steps required for every recommended action as well as the person responsible, and the target completion date.
- Identify three priority actions with target dates for completion before Monday 15 July 2024, by when evidence of completion of these actions must be submitted to StateCover. These actions should all be recommendations arising from the WHS Self-Audit, unless you had fewer than three recommended actions listed in your action plan issued by StateCover, in which case your own actions should be used.
- Obtain approval from at least one member of your executive leadership team, such as the general manager or director.

An alternative action plan or strategic plan template can be used if you prefer, so long as the above requirements are met.



For Section 2 - Key Priority Areas you scored 63.2%. The ratings for each element are summarised below:

Key Priority Areas	Poor (<50%)				Fair (50-75%)				Good (>75%)			
	0-12	13-24	25-36	37-49	50-55	56-62	63-69	70-75	76-82	83-89	90-96	>96
Musculoskeletal risks							X					
Electrical test and tag			X									
Sun protection							X					
Bullying and unreasonable behaviour							X					
Client and public violence		X										
Psychosocial risks - general			X									
Plant and equipment							X					
Confined spaces												X
Hazardous chemicals					X							
Managing the risk of falls							X					
Hazardous noise			X									
Work near overhead powerlines							X					
Work near underground services										X		
Construction safety										X		
Quarries												X
Contractor management		X										
Volunteer management							X					
Traffic management										X		
Events management												X
Asbestos						X						



Detailed findings and recommendations

Section 1 – WHS Management System

The following graph shows your scores for each element of Section 1 based on a weighted total of all questions in each element.



Breakdown of results

A further breakdown of the results for Section 1 is provided below. This includes a **Poor**, **Fair**, or **Good** rating of your council’s performance for each element, as well as notes to help you address elements rated poor or fair.

- **Poor** – less than 50%
- **Fair** – between 50% and 75%
- **Good** – over 75%



Element 1. WHS policy

Your score for this element was **Fair**.

Your results indicate that you have basic or moderate systems in place to address this component of your WHS management system. To further improve your performance in this area, please consider the following:

- Top management commitment is critical to achieving legislative compliance, demonstrating due diligence, and fostering a safe work culture.
- This commitment should be reflected in Council's WHS policy. The policy is intended to clearly inform workers that WHS is an integral part of all operations. The WHS policy should:
 - Include a commitment to continued improvement of prevention of work-related injuries and illnesses
 - Include a commitment to comply with relevant WHS legislation
 - Include a commitment to consultation and participation of workers and their representatives
 - Provide a framework for setting WHS objectives
 - Be relevant and appropriate to the size and context of Council, and the nature of your WHS risks
 - Be documented and authorised by top management
 - Be communicated to all employees
 - Be reviewed periodically to ensure it remains relevant and appropriate

Element 2. Planning

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- The planning process should involve consultation with relevant workers, such as department managers, HR and WHS representatives/committee, and WHS plans should be approved by top management.
- The planning process should include documented WHS objectives and targets for all relevant levels and functions within Council. That is, objectives and targets should be established for Council as a whole; using these objectives as a base, individual departments should establish specific targets or actions for their areas.
- Planning must be relevant to the context. For example, WHS objectives and targets must consider specific hazards and risks as well as legislative requirements that apply to Council activities. To do this, Council must have access to the appropriate information including:
 - WHS risks and opportunities
 - Current and changing legal obligations
 - Injury rates, costs, and trends
 - The results of previous audit reports
 - The results of previous WHS management reviews
 - Other information regarding the adequacy and effectiveness of the WHS management system

- Targets should include 'positive' or 'lead' indicators, such as the number of inspections, training sessions, risk assessments, etc. to be conducted. These demonstrate progress on preventive actions rather than relying only on 'lag' indicators, such as injury rates, which are after the event.
- These objectives and measurable targets should be supported by management plans that specify:
 - Responsibilities for achieving objectives and targets for each relevant level and function of Council
 - The means and timeframe by which objectives and targets are to be achieved
 - How the plan will be monitored
 - The resources required, including human, technological, and financial resources

Element 3. WHS Risk Management

Your score for this element was **Fair**.

Your results indicate that you have basic or moderate systems in place to address this component of your WHS management system. To improve your performance in this area, please consider the following:

- The identification, assessment and control of hazards is critical to the reduction of injuries in the workplace. This process should be documented in a procedure that describes how Council will:
 - Identify hazards
 - Assess risks
 - Establish effective control measures using the hierarchy of controls
 - Ensure that risk controls are reviewed and evaluated for effectiveness
 - Consult with workers when managing WHS risks
 - Delegate responsibilities for WHS risk management to all levels of Council, including the GM and directors
- Risk management should be implemented and documented consistently across all of Council's operations through a variety of methods, such as:
 - WHS Risk Register
 - Risk assessments for all construction projects and high-risk activities
 - Routine site risk assessments
 - Regular workplace inspections
 - Job observations
 - Pre-purchase assessments for new plant
 - Incident and near miss investigations
- All identified hazards should be assessed to determine if control measures are required. If so, controls should be developed that follow the hierarchy of controls. Refer to the model in Safe Work Australia's Code of Practice *How to manage work health and safety risks*.

- Controls that have been implemented should be reviewed via a systematic process at an appropriate period to ensure that they have been effective in reducing the risk and that no new risks have been created through these changes.

Element 4. Consultation and participation

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Under WHS legislation, Council must ensure that workers are consulted on WHS matters. This includes determining and documenting the agreed consultation structure, e.g. Health and Safety Representatives (HSRs), the designated workgroups, the types of issues on which workers will be consulted, training to be provided, etc.
- Consultation arrangements must be implemented throughout Council. This may include the election of HSRs and the provision of appropriate consultation training. All workers should be informed who their HSRs are and how workers are consulted.

Workers or their representatives should routinely be involved in WHS issues such as:

- The review of WHS policies and procedures
- The identification and control of hazards
- Changes that affect workplace WHS
- Determining competence requirements, training needs, training and evaluating training
- Investigating incidents and non-conformities and determining corrective actions

Barriers to participation, like language or literacy barriers, reprisals or threats of reprisals, and policies or practices that discourage or penalise worker participation, must be removed or minimised.

More information on consultation can be found in SafeWork NSW's Code of Practice *Work Health & Safety Consultation, Co-operation and Co-ordination*.

Element 5. Training

Your score for this element was **Good**. This indicates Council generally has well-developed systems in place to address this component of the WHS management system.

Element 6. Emergency preparedness (including first aid)

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Council must anticipate and prepare for the types of emergency situations that could occur within any of Council's work areas, including but not limited to fire, hazardous chemicals, natural disasters, and violence.
- Develop procedures that identify these emergency situations and any required training, equipment, and testing. Give wardens and workers training in line with emergency procedures and their designated level of responsibility, with refresher courses provided as appropriate. Perform emergency evacuation drills at least

once per year in all facilities. More information on emergency planning can be found in Australian Standard 3745 *Planning for emergencies in facilities*.

Element 7. Purchasing

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Take the opportunity to minimise risk to workers by identifying and addressing hazards when purchasing plant, equipment, and other goods. It is usually easier and cheaper to control risks in this early stage rather than after implementation.
- Council should develop and document procedures that specify how potential hazards associated with new purchases will be identified and controlled. This includes information on which purchases need to be assessed, how this assessment will be conducted, and how Council will ensure controls are implemented when receiving or commissioning new equipment or goods.
- All key purchases should be routinely assessed for potential hazards in accordance with the procedure, and appropriate actions taken to address identified hazards prior to use.

Element 8. Health monitoring

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Health monitoring must be conducted if workers are exposed to lead, asbestos or the hazardous chemicals listed in Table 14.1 of the Work Health and Safety Regulation 2017 (NSW). Council must also ensure that the health of workers is monitored for the purpose of preventing illness or injury, as far as reasonably practicable. For example, monitoring exposure to hazardous noise levels or infectious diseases.
- Council should develop health monitoring procedures that specify when health monitoring is required, the applicable legislative requirements, and how health monitoring will be implemented.
- Once required health monitoring is identified, put appropriate measures in place, conduct it within the required timeframes, and document all monitoring.

Element 9. Incident investigation and corrective action

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Incidents that cause injury or illness, or have the potential to, should be investigated to identify the reasons they occurred and to implement corrective measures that prevent them happening again. Develop procedures to support this.
- It is important to identify the underlying causes of incidents, rather than just the superficial ones.
- Corrective actions must be constructive and follow the Hierarchy of Controls so that a reoccurrence of the incident can be prevented.

Element 10. Document control

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- All documents in circulation must be current, easy to locate, and clearly dated.
- Council should develop and implement procedures to maintain documents in a systematic way to ensure:
 - Current versions of relevant documents are made available at all locations
 - Documents are clearly identified and can be easily located
 - Superseded or archived documents are clearly marked and removed from the system
 - Documents are periodically reviewed, revised as necessary, and approved for adequacy

Element 11. Records management

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Council should develop and implement procedures to identify, maintain, retain, and dispose of WHS records such as accident/incident reports, work permits, training records, etc. This should include:
 - Clear identification of the WHS records that can be traced to the activity, product or service involved
 - Proper storage of records to ensure that they are easy to retrieve and protected against damage, deterioration, or loss
 - Specified retention periods for different type of records
 - Chain of authority for disposing of record

Element 12. WHS audits

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Council should develop and implement a program for regular, periodic WHS audits to evaluate the quality and effectiveness of its WHS management system. These audits should ideally be conducted by trained WHS auditors to determine:
 - Whether the WHS management system is sufficiently comprehensive, and used effectively
 - Any deficiencies and required corrective actions
- Top management should attend audit opening/closing meetings, review the report, and assist in prioritising corrective actions.

Element 13. Management review

Your score for this element was **Fair**.

Your results indicate that you have basic or moderate systems in place to address this component of your WHS management system. To improve your performance in this area, please consider the following:

- Council management should review progress against WHS targets, as well as the overall effectiveness of the WHS management system, to identify any problems and to promote continuous improvement.
- Progress against established targets should be periodically reviewed at all relevant levels and departments to ensure targets are being achieved, and any problems are promptly identified and corrected.
- Top management should review the suitability and effectiveness of the overall WHS management system at least annually. This should include consideration of incident analyses, audit reports, a review of new and existing risks, legislative changes, and changes in activities or work environments. Any required changes to the WHS management system should be incorporated into the subsequent WHS planning process.
- Management reviews must be documented, and all data gathered and reviewed should be retained in accordance with Council's record keeping procedure.

Section 2 – Key priority areas

Section 2 examines the management of specific hazards that are common within councils. Based on the findings of the audit, your Council's performance in managing a range of specific hazards is summarised below. Elements marked 'not applicable' in the audit will not appear in the results.



For key priority areas in which your Council received a score of **Fair** (50%-75%) or **Poor** (<50%), Council must work towards ensuring:

- There is a documented, detailed procedure:
 - Developed in consultation with workers and agreed/ratified by Council
 - Describing how risks related to each hazard are identified, assessed, controlled and reviewed on an ongoing basis, including details of the specific processes to be followed, and people responsible.
- Full implementation of this procedure across all of Council with tailored training so that:
 - Managers and workers are aware of the hazard and how its risks are to be managed
 - Management of the issue is integrated into normal operations
 - The risk of injury or illness to workers from exposure to this hazard is reduced to as low as reasonably practicable

For more detailed recommendations for Section 2, please refer to your Action Plan.

General recommendations

In general, we recommend Council takes a systematic approach to improve any areas that were rated **Poor** or **Fair**:

- Identify Council's priority areas, considering the audit score, potential risk to health and safety, legislative requirements, and impact on injury incidence or claims costs.
- Try to determine the reasons for any poor results. For example, some common causes include the need for:
 - Additional information to better understand the issue and the available options
 - Better equipment
 - More or better training
 - Additional resources or funding to address the issue
 - Clarity about departmental and individual responsibilities and ownership for certain WHS elements, hazards, or risk management tasks
 - Improved consultation with workers and stakeholders
- Collaborate with other stakeholders to determine how new WHS controls and improvements can be incorporated into current Council documents or processes where appropriate, rather than developing new WHS-specific documents or processes.
- Develop an action plan to address any weaknesses. This plan should include the steps to be taken, the person responsible, and the timeframe for implementation. To assist you in this, a customised action plan template will be sent to you that includes all **Poor** or **Fair** elements from your audit results.
- Consult with key groups, such as relevant department managers, WHS Committee and Council's leadership team, before finalising your WHS Action Plan.
- Have your WHS Action Plan endorsed by the general manager and/or leadership team and incorporated into Council's overall strategy if possible.
- Consider whether any WHS actions or objectives can be used for senior managers' KPIs.

Disclaimer

This report has been prepared solely for use by Gwydir Shire Council.

The findings, conclusions and recommendations in this report are based on information provided by Council and is strictly limited in scope to Council's WHS management system and management of key hazards. The information provided by Council has not been independently verified.

While StateCover takes reasonable care to avoid reliance on data and information that is inaccurate or unsuitable, StateCover is not responsible for verifying the accuracy or completeness of any information and data provided by Council.

While every effort has been made to identify all pertinent WHS issues, no guarantee is made that all management system gaps and hazardous conditions have been identified in this report and StateCover assumes no responsibility or liability for:

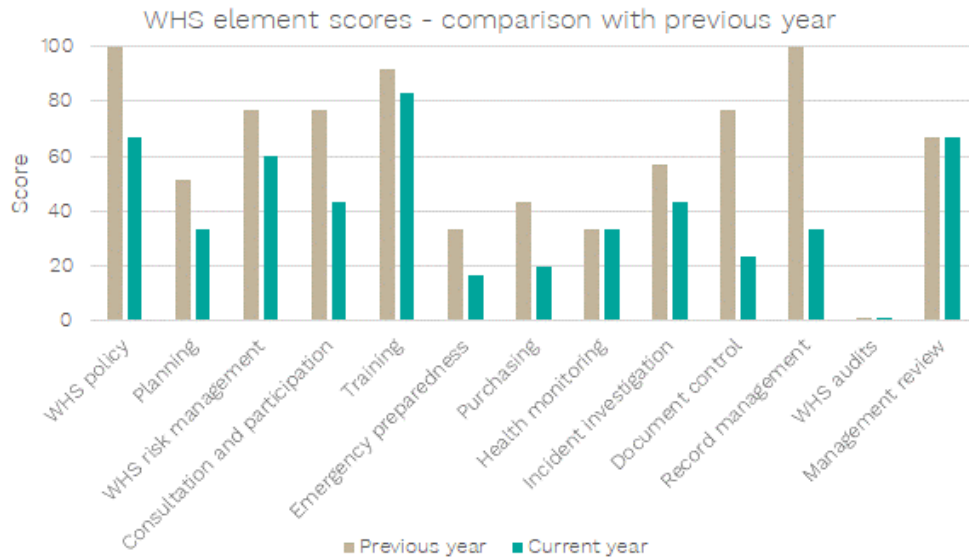
- Errors, deficiencies, inaccuracies, or gaps in data used in this report and provided by Council
- Any claims, demands, suits, judgements, damages or losses that may be brought against StateCover by Council or any third party in connection with the use of or reliance on the findings and recommendations set out in this report

Before using or relying on the recommendations set out in this report, Council must exercise its own care and skill to assess the relevance, reliability, accuracy, and completeness of the report. A separate risk assessment should be conducted by Council before implementing any recommendations in this report to ensure that any associated risks have been fully identified and addressed.

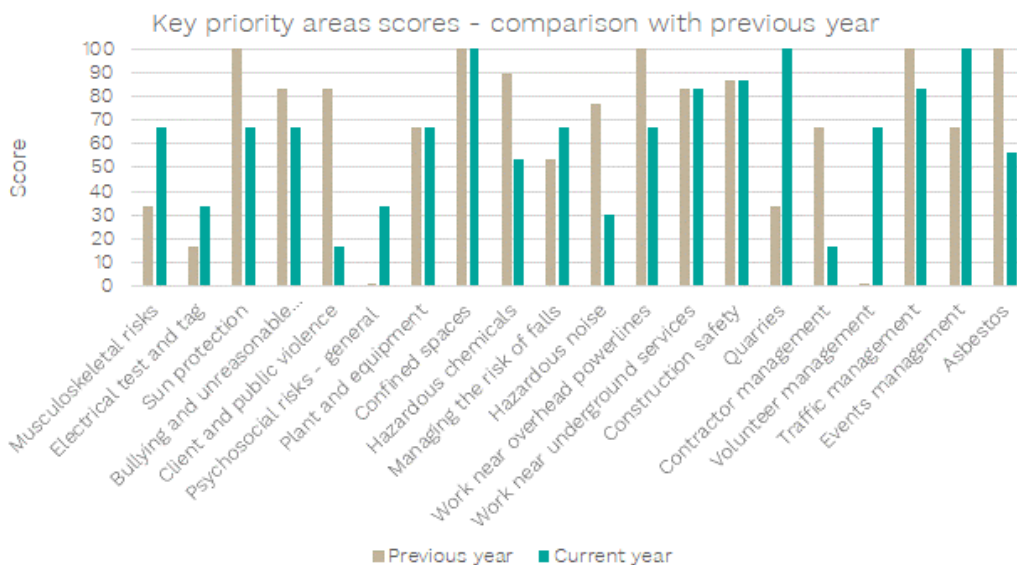
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Appendix: Audit result trends

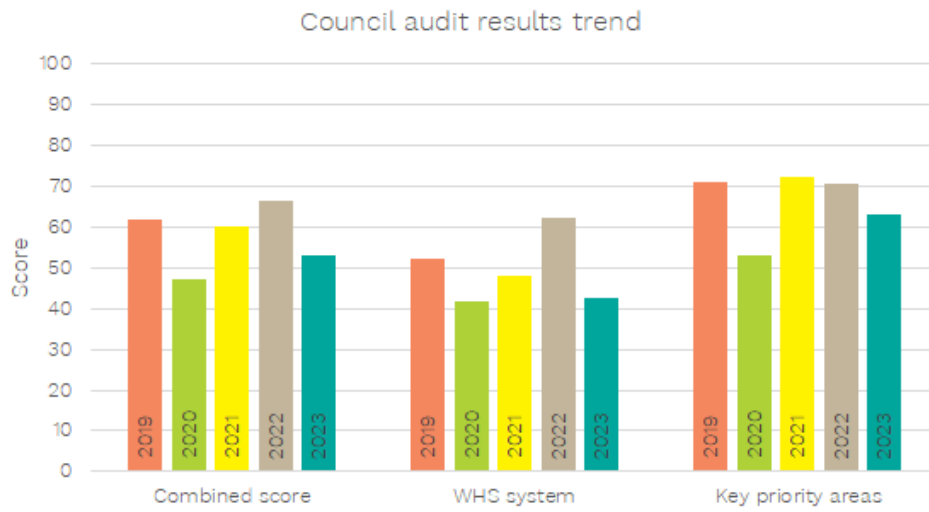
Yearly comparison – WHS management system elements



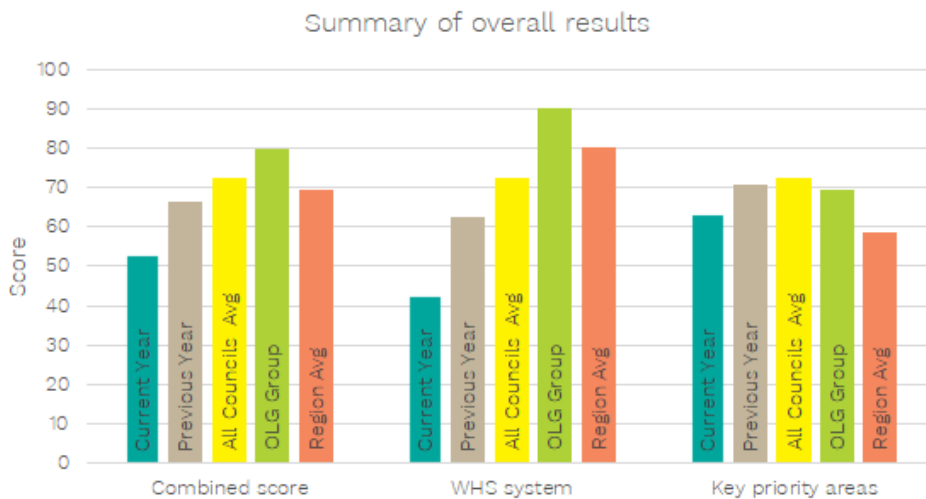
Yearly comparison – key priority areas



Council audit results over time



Comparisons to other councils





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7.6 Delivery Program Progress Report

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.5 Provision of responsible internal governance

Author: IP&R & Governance Officer

STAFF DISCLOSURE OF INTEREST

Nil

IN BRIEF/SUMMARY RECOMMENDATION

Submission of the Delivery Plan Progress Report for the period July to November in accordance with the Legislative Compliance and Reporting (LCR) Requirements issued by the Office of Local Government (OLG).

TABLED ITEMS

Nil

BACKGROUND

In accordance with the Local Government Act 1993 it is a requirement under the Integrated Planning and Reporting (IP&R) Guidelines to submit a Delivery Program progress report to council [IP&R G/L Essential Element 4.9].

OFFICER RECOMMENDATION

THAT this report be received.

ATTACHMENTS

1. Delivery Plan Progress Report July to November 2023 [7.6.1 – 47 pages]



Monthly Action Progress Report July, August, September, October, November 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%	November - The Bingara Community Practice celebrated its first anniversary on 7 November 2023.	
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	25%	August - Nil actions this month October - NSW Transport Financial report submitted. KPI and action plan submitted	

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	40%		
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	95%	August - This is ongoing within the CHSP program and delivery manual October - Regular contact and meetings continue with CHSP staff on delivering programs and meeting KPI's.	
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Community Assets Manager	In Progress	20%	November - Contractors have been booked to install a new kitchen and flooring in the pool entry. This will occur in the 2024 off season.	

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
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	General Manager	In Progress	20%		
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	50%	October - Children's services continue to lead in their knowledge and delivery of children's education and care. Investigation into Long Day Care in Warialda and Bingara on a 5 day per fortnight turnaround is underway and funding is being sought to upgrade facilities.	
1.1.3.3	Annual Tree Planting Program	Urban Infrastructure Coordinator	In Progress	40%	August - Bombelli Street trees planted and tree guards installed. October - Action remains ongoing.	





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	Completed	100%	August - Contractors continue with works, only minor completion works (finishing touches) required. October - Due date extended to end of September 2023. Project completed on time and on budget.	✓
1.1.3.5	Bingara Skate Park project - 2021-2022 Open Spaces Program	Town Utilities and Plant Manager	In Progress	20%	August - Purchase order has been sent to Precision skate parks, they are aiming to complete by April 2024 October - Earthworks have commenced and slab for picnic shelter and part of the footpath have been constructed.	●
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	50%	October - Bingara Preschool will have a compliance visit in November and the outcome will show that this is a first class service which our council should be very proud of. Tharawonga has welcomed Emma Read back from maternity leave and she is ensuring that all towns and villages receive a high quality of education and care for our children.	●
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	Aged Care Manager	In Progress	90%	August - Current staff member delivering the program has taken LWOP for 6 months which is nearly completed. Awaiting her return or resignation do recruitment to this position can occur. October - Recruitment currently out for position. Program continues with a casual staff member until recruitment is finalized.	●


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	General Manager	In Progress	20%		
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%	August - Project is in the design stage. October - Project is still in design stage. November - Project is in design stage.	
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Integrated Planning Reporting & Governance Officer	In Progress	20%	July - DIAP reviewed and adopted by Council at June meeting. Document will be taken to next Disability Access meeting to discuss with committee and address actions within.	
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	50%		
1.1.3.13	Provide high levels of hygiene to councils community assets	Community Assets Manager	In Progress	50%		
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	In Progress	95%	August - Contract work is well underway in Warialda October - Work is progressing well. November - Contract work is nearly complete.	

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	75%	August - Shelter, Outdoor picnic table and footpath were installed October - Working on additional signage at the car park area at top of lookout. November - Tourist Signs back from designer are now at Printers and will be installed in December	
1.1.3.16	Stronger Country Communities Funding - Round 4 - Construction of Nicholson Oval amenities	Building Services Manager	In Progress	85%	August - Construction continuing. All blockwork now complete. Roof on main building and fit out in progress. October - Building fitout continuing. Verandah roof to be installed next week. November - Nearing completion. Remaining is ramp handrail completion, fit off of electrical and plumbing fittings, a/c installation to club room & installation of WC and shower partitions.	
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%	August - Works have started, excavating area for new footpath. Expected completion by end of September 2023. October - Due date extended to end of September 2023. Contractor staffing delays has led to Project being completed past the due date, however has now been completed, still on budget.	
1.1.3.20	Implement Council's library programs	Community Assets Manager	In Progress	50%	November - A great variety of high quality and engaging programs are delivered from both libraries. In addition, outreach programs are also delivered.	

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	55%		

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	60%	August - All Aged Units and Community Houses are full. Courtesy call made to residents week commencing 7/8/23. Meeting held with Plunkett Street Aged Unit Residents 18/7/23 to discuss Plunkett Street development. September - Major cleaning undertaken in Unit 2, 18 Holden Street, Warialda, coordinated by Anglicare. Trees removed from Plunkett Street Aged Units. All aged units and community housing in both Warialda and Bingara are occupied. October - Regular courtesy phone calls made to residents of Aged Care Units. Inspections carried out on 26 October 2023 by Clarissa and Wayne Andrews. Minor repairs and maintenance to be undertaken by Council building department commencing 31 October 2023. No Issues with Community Housing properties. Initial arrangements commencing for proposed sale of 44 Hope Street, Warialda.	


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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%		



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%		
1.2.2.1	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	25%	September - requirements are being met	
1.2.2.2	Implement Child Safe Standards as per legislative requirements	Integrated Planning Reporting & Governance Officer	In Progress	55%	July - Commitment statement has been adopted by Council along with some policies. Committee has purchased training module and will customise this platform to be relevant for Gwydir Shire Council staff. Implementation will be an ongoing process for the foreseeable future. September - Training module to be integrated into Pulse learning is being finalised with consultant	

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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	45%	November - Council staff prepared Event Management Plans for every relevant event which were assessed by Council's insurers. All events to date have been well organised, incident free, well attended and received.,	
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	45%		

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
2.1.1.2	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	5%	October - No action	
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	90%	July - The amenity block has been installed onsite. Water, sewage and electricity are to be connected. November - The amenity block is now operational.	
2.1.1.6	Building Services Repairs and Maintenance Program for 2023-2024	Building Services Manager	In Progress	40%	August - R&M continuing. October - R&M continuing. November - R&M Continuing.	
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%	August - Project is nearly complete. October - Project is nearly complete. November - Project is nearly complete.	





In  Progress  Complete  Deferred  Not Updated  Not Started

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	In Progress	70%	August - Stage 3 (10km to 16km) approaching final stages ready for bitumen sealing. Project remains within budget with 10km sealed and performing per expectations	
2.1.1.9	Bingara Water Treatment Plant - Solar installation project	Town Utilities and Plant Manager	In Progress	95%	August - Purchase order has been issued to North West Solarhart - Project should be complete by 30/11/2023 October - Solar system installed at BWTP - minor details to complete to finalise the project.	
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	10%	August - Design and documentation of Hall re-stumping close to being finalised. Project will then go to Tender October - Still awaiting completion of design plans and documentation from LEGS. November - Still awaiting on design plans and documentation from LEGS.	
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%	August - Design and tender documents complete	






In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.13	Stage 2 North Bingara sewer extension project	Town Utilities and Plant Manager	In Progress	75%	August - Project went to tender, New project budget 4Million made up from a load of \$2Million and transfer from Reserves of \$2million. Project awarded to Ledonne Constructions - estimated completion by 20th December 2023. October - First week of November the first houses in Old Keera Road will be switched from septic to pressure sewer. estimated completion 15th December.	
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	30%	August - Some approvals still to issue from TfNSW. October - Final estimates nearly complete. November - Final estimates still being developed for TfNSW.	
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	40%	November - Council continues to provide accommodation. The two Plunkett St cabins are now completed (subject to a few defects to be fixed by the contractor) and furnished. One cabin has been occupied by a locum. Sewage systems are currently being installed for The Living Classroom cabins. Electrical designs are being developed and assessed for the cabins.	
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	80%	August - Construction currently underway October - Contractor on site and works are underway. November - Construction currently underway.	



In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Urban Infrastructure Coordinator	In Progress	20%	August - Program developed for replacement works to take place this FY. Program has been accepted by contractor, awaiting delivery date. October - Contractor has established to Bingara area, works have all been scoped out and will be starting works in November 2023.	
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	50%	August - Portable building ordered through AGCabins October - Cabin is in final stages of construction 2-3 weeks off being delivered	
2.1.1.25	Warialda Emergency Accommodation and Respite Centre - Plunkett Street - Black Summer Bushfire Recovery Grants Program	Community Assets Manager	In Progress	95%	July - Buildings onsite, water and sewage being installed, stormwater drainage works being undertaken. November - The facilities are now in use.	
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	45%	August - Staff are laying the base course in preparation for sealing a further 3km, which will bring the total progress to 9km of 20km finished.	



In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.34	Develop 10 year stormwater plan	Urban Infrastructure Coordinator	In Progress	90%	August - Ongoing, stormwater repairs have started to be completed. October - Ongoing. Stormwater works to be completed as part of the kerb and gutter replacement. Works have also been completed in Plunket St, Warialda.	
2.1.1.36	Deliver RMCC annual works program	Urban Infrastructure Coordinator	In Progress	40%	August - Ongoing, on track and on budget. October - Ongoing.	
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	In Progress	95%	August - Work is currently underway and progressing well. October - Work is nearly complete. November - Contract work is nearly complete.	
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	65%	August - Project is progressing well. October - Works are progressing well November - Project is progressing well.	
2.1.1.40	Warialda Rail Amenities Building Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Building Services Manager	In Progress	5%	August - Awaiting costings. October - Still awaiting costings. November - Met with committee to discuss works. Pre-fabricated amenities building to be ordered. Additional work being costs. Plumber to inspect site for OSSM.	


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%	August - Staff have mobilised to site following completion of concreting works by Finn Valley Civil. Roadworks have commenced on stage one of four.	
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	25%	November - The Circular Economy project continues to be developed.	
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
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%		
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	15%	July - Liaising with key stakeholders to foster relationships for access to resources and education that can benefit local business and tourism. E.g. Service NSW for Business.	

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%		

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
2.2.1.1	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	0%		
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	30%	November - GLR Training's application for Agskilled funding (Smart & Skilled) has been approved. Assessor is now developing an additional unit of competency as two are required to be delivered through the Agskilled funded program.	
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	20%	August - The first phase of the LEP review is underway and is being undertaken by an independent planning consultant. The first phase is intended to include the general update of legislation, spell check, correction of minor zone issues, review of and inclusion of exempt development, correction of information included in the schedules and the inclusion of necessary miscellaneous clauses that will serve the shire in a more targeted manner. The second phase is intended to address desired re-zoning of areas around some villages. It is hoped that the first phase will be completed by the end of the year and that the second phase will begin in the new year.	

In Progress Complete Deferred Not Updated Not Started




Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.1.3	Conduct Gwydir Housing Study	Planning & Environment Team Leader	In Progress	5%		
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	In Progress	20%	October - Bulk metering telemetry upgrades complete working on sewerage pump station No 1 upgrade of switchboard and telemetry	
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%		

In  Progress  Complete  Deferred  Not Updated  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	Progress	Comments	Traffic Lights
3.2.1.1	Street lighting coverage across the local networks throughout the shire	Planning & Environment Team Leader	Completed	100%	September - requests have been sent to Essential Energy to be assessed.	✓
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	Completed	100%	August - Dunrobyn Road 180m, Bandalong Street 96m and Warialda swimming pool 60m	✓
3.2.2.2	Gravesend Recreation Ground Irrigation System - LRCI Phase 3 Project	Town Utilities and Plant Manager	In Progress	90%	August - Pump and shed are now onsite need connection and electrical to finish October - Electrical connection installed - electrical issue with controller has delayed start.	●

In  Progress  Complete  Deferred  Not Updated  Not Started


Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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	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%		

In  Progress  Complete  Deferred  Not Updated  Not Started

3.2.4: Identify and make best use of our resource land

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	30%	November - Council has purchased software which will be enhance its website's accessibility.	
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	Consistently engage with communities, moving from transactional to transformational relationships	Integrated Planning Reporting & Governance Officer	In Progress	35%	July - The process of both formal and informal engagement continues to occur throughout our communities. The installation of digital noticeboards will be another way that Council can achieve this objective. November - Planning has begun for engagement with the community for Council's upcoming 2024 election and IPR process.	
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	30%	November - Council has reached an agreement with the Northern inland Community College that ownership of the Gwydir News will be transferred to the College, and further that its first edition will be February 2024.	
DP	Audit, package and promote tourism attributes for Gwydir Shire Council	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	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%		

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	In Progress	50%	October - Discussions with department of education around support for our services continues as well as DCJ	
4.1.3.3	Value and embrace the knowledge and experiences of our families as they grow through our services.	Social Services Manager	In Progress	50%	October - Children's week and grandparents day will be celebrated this month in collaboration with our families across the Shire.	
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	50%	October - Events and programs are being organised and delivered across the Shire with the direct involvement of our young people. The tutoring program in conjunction with Willoughby has begun and will continue throughout the school year.	

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%		

In  Progress  Complete  Deferred  Not Updated  Not Started

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	Not Started	0%		
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%		
DP	Maintain strategic partnerships within the Gwydir community and surrounds.	Organisation & Community Services Director	Not Updated	0%		

In  Progress  Complete  Deferred  Not Updated  Not Started

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	In Progress	50%	October - Training continues across also service areas	
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	50%	October - Services continue to collaborate with families to ensure we are providing the right fit. Bingara Preschool will change its operational days next year from Tuesday to Friday to Monday to Thursday- This will enable those children attending transition to receive an extra day of education.	
4.2.2.3	Implement emerging technologies and best processes to improve efficiency.	Social Services Manager	In Progress	50%	October - Staff are implementing all technologies that will be helpful with in each service type, IPADS at preschool and Tharawonga, Smart Board at Preschool	

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	55%		
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
5.1.1.2	Complete all legislative reporting requirements for NSW Transport (CHSP)	Aged Care Manager	Completed	100%	August - All reports are submitted within set timeframe to the department October - All Aged Care reports have been submitted on time. NSW Transport Financial report, CHSP Financial acquittal, Aged Care Quality report, Providers Operation report, RN minutes monthly reports and the Aged Care Financial Report.	✔
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Aged Care Manager	Completed	100%	August - All reports are submitted on line through Myaged care October - Completed and submitted	✔
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%	August - Currently at tender stage September - Working towards Tender process with Procurement Officer October - Tender has been submitted and closes in November. Continue to meet and work with Constructive dialogue on progress of works.	●

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	Completed	100%	August - Grant reports submitted	
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%		

In Progress Complete Deferred Not Updated Not Started



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	40%	<p>August - The month of August's helpdesk seen 190 created tickets, with 187 solved. The median first reply time was 251 minutes, with the median solve time of 17.5 hours. DMARC and DKIM security measures for email have been applied to prevent the ability for spoofing of our staff.</p> <p>October - The months of September and October's helpdesk seen 404 created tickets, with 407 solved. The median first reply time was 141 minutes, with the median solve time of 19.7 hours. DMARC and DKIM security measures for email have been applied to prevent the ability for spoofing of our staff and set to a reject policy. The Data Breach Policy for Council has been adopted and put on our website. This is in line with the Privacy Act 1988 and Privacy and Personal Information Protection Act 1998.</p>	
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	Completed	100%	<p>July - The GNB Has had no objections and they will gazette the Localities by the 30th August 2023</p> <p>August - Still waiting to hear from the GNB regarding the final gazettal. Council has completed the process. Only a letter will need to be sent once completed by GNB, to notify landowners of their locality. Which they currently use now.</p>	

In  Progress  Complete  Deferred  Not Updated  Not Started



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.3	IT Hardware Renewal program - 2023/2024	Business Improvement & IT Manager	In Progress	75%	August - The computer replacement program is near completion. The hardware has been delivered, but not yet allocated to all users yet. The other replacements have not yet been commenced. October - The computer replacement is complete. The replacement power backups for the servers have arrived, but have not yet been installed. The monitor replacement is yet to commence but will be started soon.	
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	40%	August - The locality changes have been finalised by the Geographical Names Board. The department continues to make good strides forward in cleaning our data, particularly around cemeteries. The columbarium data has a working visual in our GIS system with accurate data. The rest of the cemeteries is in progress. October - The department continues to make good strides forward in cleaning our data, particularly around cemeteries. The columbarium data has a working visual in our GIS system with accurate data. The rest of the cemeteries is in progress.	
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	10%		

In  Progress  Complete  Deferred  Not Updated  Not Started


Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.6	Software Renewal Program - 2023/2024	Business Improvement & IT Manager	In Progress	30%	August - Software renewal has been on target, with nothing over budget. October - Software renewal has been on target, with nothing over budget.	
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%		

In  Progress  Complete  Deferred  Not Updated  Not Started


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	40%	<p>August - Currently undertaking the move to online timesheets for payroll. It is live but only 10% of users are currently onboarded. This is hoping to be closer to 25% in the coming month.</p> <p>Further, the shift to cloud Disaster Recovery has commenced. Specific timeframes have not yet been implemented.</p> <p>October - Currently undertaking the move to online timesheets for payroll. It is live and 75% of the users are currently onboarded. This is hoping to be completed by the end of the year, but will be dependent on staff availability during the Christmas period.</p> <p>Further, the shift to cloud Disaster Recovery has commenced. There are issues that are to be resolved before it goes live.</p>	
5.1.3.2	Develop and maintain Councils Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	85%	<p>November - Annual Report has been completed and is on Council's website.</p> <p>Audited financial statements will be included with this document once finalised.</p>	



In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.3	Manage and support Councils Town utilities and depot operations	Town Utilities and Plant Manager	In Progress	45%	August - Standard operation and Maintenance activities September - Standard operation and maintenance activities October - Standard Operating and Maintenance Activities - EPA inspected and Audited Bingara and Warialda depots on 25/9/2023 November - Standard operating and maintenance activities Installation of 20,000Litre emulsion tank and associated pipe work at Bingara Sewerage works - materials storage area. This improves delivery, storage and use of emulsion for councils jet patcher.	


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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	15%	<p>August - A service review framework has been written but remains in draft and will until the service reviews we have committed for this FY have been completed. This way the framework can be tested before being formally adopted before the next Council election when the process is mandatory.</p> <p>The data for a service catalogue is currently being collected. This document will be used as a public document to highlight the services Council provides, plus being a starting point for the newly elected Council to establish which services are to be reviewed in the next delivery program.</p> <p>Documentation for the Visitor Information Centres and the Parks & Gardens service reviews has started. Though it is not expected to be implemented as a project until at least October due to other project commitments.</p> <p>October - The service reviews will be commencing before the end of the year with initial project kick-off documents to be completed in the coming month. Staff will be attending a service review delivery workshop to make sure we are aligned with best practice and on the same page as other Councils at the end of November.</p> <p>The service catalogue is still a work in progress. This is not due until the end of the financial year.</p>	






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
	Council Salary System Review	Organisation Development Services Project Officer	In Progress	5%	November - Working group has commenced to identify objectives, scope, stakeholders and risks for the project. Proposals from 2 external providers are under consideration to support the project.	

In  Progress  Complete  Deferred  Not Updated  Not Started






Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Registered Nurse 24/7	Aged Care Manager	In Progress	30%	September - Currently working with University of New England to partnership for current staff Ongoing recruitment though Gwydir Shire Facebook page Aged Care Manager working with Hunter Primary care to take Aged Care placements for Registered Nurses October - Met with UNE representatives. EOI went out to Naroo staff and responses received. UNE is organising a roadshow so that staff can attend to answer any questions. Recruitment in progress and ongoing with no applicants to date.	
5.1.4.	Employee Engagement Action Plan	Organisation Development Services Project Officer	In Progress	10%	November - All action items have commenced progress.	
5.1.4.1	Build a culture that empowers staff to learn, teach, lead and succeed	Social Services Manager	In Progress	45%	October - All staff have or are attending training relevant to their positions	
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Organisation & Community Services Director	Deferred	35%		
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%		

In  Progress  Complete  Deferred  Not Updated  Not Started




Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Aged Care Manager	In Progress	50%	August - Working with council to support current staff at Naroo interested in completing Registered Nurse training September - Progressing partnership with the University of New England. Registered Nurse /Educator continues to provide onsite and external education for all staff. October - RN educator is progressing mandatory education modules and % have increased. EEN will be attending catheterization course in Inverell in November. 2 staff members are enrolled in the Certificate IV in Dementia Program - Sharon Baker and Meg Ross this is a 12-month course online.	
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	Deferred	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
5.1.5.1	Embed Workplace Health & Safety into business as usual practice throughout the organisation	Risk and Safety Officer	In Progress	25%	July - Reviewing SOP and SWMS with staff. August - Assisting supervisors with inspections and reviews October - WHS Committee to commence 6th November 2023 November - Digital software being trialed to aide uptake of safety systems. Safety focus groups are being attended by multiple staff representing most staff areas of Council.	
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for 8 sites	Risk and Safety Officer	In Progress	40%	July - Evacuation drills, plans etc to be completed. August - To get quotes for evacuation plans for buildings November - Plans and evacuations to be attended.	
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	20%	August - Completed October - Completed but ongoing with changes when arise from Department of Aged Care Quality and Safety.	
5.1.5.7	Council Public Roads	GIS Officer	Completed	100%	August - Have not heard any more about naming the said roads. The process has been completed.	
DP	Empower workers by instilling confidence, satisfaction and ensuring participation.	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	Improve internal capacity to improve efficiencies	Organisation & Community Services Director	Not Updated	0%		
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	50%		

In  Progress  Complete  Deferred  Not Updated  Not Started

8 COUNCILLORS' REPORTS

9 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS

Confidential Organisation and Community Services Report

It is recommended that the Council resolve into Committee of the Whole with the press and public excluded to allow consideration of this Item, as provided for under Section 10A (2) (a) of the Local Government Act, 1993, on the grounds the report contains personnel matters concerning particular individuals (other than councillors).

10 CLOSURE