



G W Y D I R
SHIRE COUNCIL

ORDINARY MEETING

AGENDA

Thursday 27 June 2024

NOTICE OF MEETING

Notice is hereby given that an **Ordinary Meeting of Gwydir Shire Council** will be held in the Warialda Office Council Chambers on **Thursday 27 June 2024**, commencing at **9:00 am** to discuss the items listed in the Agenda.

Your attendance is respectfully requested.

Yours faithfully,

Max Eastcott
General Manager

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Members of the public should note that no action should be taken on any item discussed at a Council or Committee meeting prior to written advice on the resolution of Council being received.

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 Gomeri people in this land.

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1 OFFICIAL OPENING AND WELCOME - MAYOR

2 APOLOGIES

3 CONFIRMATION OF THE MINUTES

RECOMMENDATION

THAT the Minutes of the Ordinary Meeting and Confidential Ordinary Meeting held on 30 May 2024 as circulated be taken as read and CONFIRMED.

4 PRESENTATION

Presentation by Arzal - Founder and Management of Little Kindy Pty Ltd.

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

6 ADDITIONAL/LATE ITEMS

7 OFFICERS' REPORTS

7.1 Technical Services Report May 2024

File Reference: NA

Delivery Program

Goal: 5. Organisational Management

Outcome: 2.1 Our economy is growing and supported

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

Author: Alexander Eddy, Director of 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 by Council as the process of reporting the activities carried out monthly by the Technical Services Department. This report is for the month of May 2024.

COMMENT

Warialda CBD Park

The concrete and associated road works for the Warialda CBD Park is nearing completion with the drainage installed, curbing and footpath installed along with gravel for the driveway.

Gravel for the road has been laid and the bitumen seal is booked for late June.

RR63 Warialda Rd Stabilisation works

Contractors have completed a 2km long road stabilisation project on Warialda Road, approximately 11 km north of Warialda. The work was funded by the Regional Road Block Grant and Rural Emergency Road Repair Fund.

Croppa Moree Road

A polymer stabilisation based rehabilitation of the Croppa Moree Road is now complete. The entire 12.3km road was rehabilitated with an average cost of less than \$100,000/km. While the results are not anticipated to be as long lasting as a traditional rehabilitation, it represents a low-cost rehabilitation method that can be trialled elsewhere in the shire to help reduce sealed roads backlog.

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).

Over half of the project's length, approximately 11.5 kilometers, has been completed. The team is continuing with the next 3km section, with stabilisation and gravel carting completed, this section is to be sealed.

GPS control for the next 2.5km section has been localised and the crew have commenced subgrade works.



SR9 IB Bore Road

County Boundary Road Upgrade

The County Boundary Road sealing 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.

The second 3 km long stage is currently under construction with lime stabilisation of the subgrade now completed and the base layer is nearly complete with sealing programmed for July 2024. It is expected that the 12.3 km long project will be completed by April 2025.

Wearnes Road Sealing

In April, works continued 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).

Sealing works are complete, and a tender for drainage works is expected to be awarded in June.



SR23 Wearnes Road

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. Maintenance crews have completed installing new kerb and gutter and driveways for the new buildings along Plunkett Street and to be sealed early June.

Crews have also been replacing signs on the Warialda Bypass and completing drainage works on Hollymount.

Maintenance Grading

During May maintenance grading was carried out on the following roads

- Back Creek Road
- Trevallyn Road
- Riverstone Road
- Mosquito Creek Road
- Nunga Road
- River Road
- Flood Tank Road
- Eden Forest Road
- Ashton Road
- Tucka Tucka Road
- Yallaroi Road
- Blue Nobby Road

Slashing

During May slashing was carried out on the following roads

- Copeton Dam Road
- Bingara Road
- Killarney Gap Road
- Delungra Road
- North Star Road
- Warialda Road
- Getta Getta Road
- Bruxner Way
- Gwydir Highway

Flood Damage

Throughout May, flood damage crews have completed damage repairs to 1.3km and 4.5km's of resheeting a section on the western end of SR38 Adams Scrub Road. Formation grading/ drainage works along with 1.1km of damage repairs have also been completed on SR270 Rocky Springs Road.

Crews have now moved to SR10 Yallaroi Road and SR40 Blue Nobby Road to repair damage from recent storms.

Contractors Rollers Australia continue work with a two man crew equipped a 3.5t excavator to clear culverts throughout our road network.

Pipelines that are obstructed with silt and require flushing out have been captured in Council's Reflect system to be cleaned with Council's vacuum truck later in the year.



SR270 Rocky Springs 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
SR113 Royal Oak Road 2km
SR66 Reserve Creek Road 2.8km
SR47 Glenesk Road .5km
SR81 Langley Road 1.2km
SR231 Tolga Road 2km
SR75 Fairford Road 1km
SR38 Adams Scrub Road 7.7km
SR270 Rocky Springs Road 1.1km
SR80 Ottley Road .80km

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, has been in full swing this month, with all pavement and culvert works now completed. The last week of May saw the final layer of pavement compacted and the bitumen primer seal laid, while maintenance crews finalised that earthworks, mulching and final drainage works. To close out the Project, all that remains is the line marking, due for completion the first week in June, and the installation of new guardrail, due for completion that week following. These remaining works will all be completed by contractors. Heavy patching has now been completed and final claims paid coming in well within budget. The reseal program, although started, was unfortunately not able to be completed due to the cold weather coming in. The five segments that were missed this year will now be added to the resurfacing program next year. Line marking works are yet to be completed the first week in June.

Routine maintenance continues each week undertaking inspections, rest area services, vegetation control and bitumen repairs, with additional drainage works completed by contractors and Council staff this month.

Asset Protection Zone Maintenance

A submission for funding is currently being prepared for the RFS to seek funding to assist in maintaining several village asset protection zones in the Shire.

TfNSW Natural Disaster Claims

Works are continuing on flood damage repairs despite funding payment problems with TfNSW. Currently there has been over \$18 million in flood damage claims approved by TfNSW.

Water and Sewer

Water and Sewerage operators carried out routine operational tasks and in addition attended 15 service line repairs, repaired 1 water main breaks, attended 3 sewer blockages, installed 1 new water meters, repaired 1 hydrant 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 Captain Cook Park, Plunkett Street Units, Apex Park, Warialda Truck wash, Cunningham Park and cemeteries in Bingara and Warialda. Meter reading will be undertaken in the first week in June 2024.

Warialda Truck wash

The truck wash facility was used by 146 trucks during May with an average wash down time of 71 minutes and total water used was 850kL. The estimated income for the reporting period of May is \$13,811.00 less monitoring fees and expenses.

Open Spaces Program

The Bingara skate park has been completed, with all the concrete for the skate park and pump track finalized the end of April. The council has been constructing footpaths and setting up irrigation for the turf areas. An orange colour scheme has been introduced to the vertical surfaces of the park and seating, in line with the grant funding concepts. The official opening of the skate park was held on Wednesday 12th June 2024.



Skate Park aerial view

Stronger Country Communities Round 5

Construction has commenced on Bingara Campdraft arena upgrade. A new access road was constructed by Council in April and all new panels and loading ramps have been delivered to the showground. The main arena has been established and the yards and ramp set up to follow will the aim to complete before 30th June 2024.



Campdraft arena aerial view

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

The Upper Horton Amenities building has been set up on piers and an access ramp installed during May by Councils building crew, septic tank and plumbing will be completed before 30th June 2024.



Upper Horton Amenities

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 the reporting period. 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 equestrian events and private bookings. In May the annual show was held and CMCA motorhome chapter with 30 motorhomes camped at the showground.

Workshops and Depots – May

Workshop Services and Jobs	Mar	Apr	May
Total number of services in Workshops	39	15	31
Total number of repairs in Workshops	162	116	143

Fabrication of security boxes, skid steer level bar and slasher skid plates.

Plant update:

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

P1634 truck - replace air bags

P1955 grader - repair draw bar

P1092 low loader – hydraulic repairs

P1475 roller – replace engine mounts

P1916 grader - reverse camera fault

P1838 Mazda ute - turbo replacement

P1713 Jet patcher - fit new augers to rear hopper

P1691 Loader hydraulic repairs

P1069 Forklift – brake repairs

P1065 loader fabricate bushes for alternator bracket fit new alternator

P2018 Grader - replace tyres

P1722 Tractor PTO repairs

P1692 Backhoe hydraulic repairs

P1718 Truck brakes repairs

P1855 Mower rebuild engine

P1675 Utility – hydraulic tailgate motor replacement

P1866 tractor fit new Pto switch fit new left hand rear rim and fit 2 rear tires

CONCLUSION

The activities carried out by the Technical Services Department are in line with the 2023/24 Management Plan and as otherwise directed.

CONSULTATION

Consultation is carried out within the Technical Services Department during the monthly Technical Services Team Meetings and with other relevant persons.

OFFICER RECOMMENDATION

THAT the Monthly Technical Services report for May 2024 be received.

ATTACHMENTS

Nil

7.2 Executive Services

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: Max Eastcott, General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

TABLED ITEMS Nil

BACKGROUND

PLANNING

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

No.	Property Description	Development/Work	\$	DA	s4.55
47/2023	V L'Or Lot 12 Section 1 DP 758111 26 Frazer Street Warialda	Modification of original consent to include a bathroom at the rear of the central bay	\$39,330		Y
13/2024	M R Densley Lot 2 Section 8 DP 759052 12 Long Street Warialda	Construct a 3-bay garage	\$48,000	Y	

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

There were no Development (D/A), or Development Modifications (s96) application(s) refused (R), withdrawn (W) or cancelled (C) during May 2024.

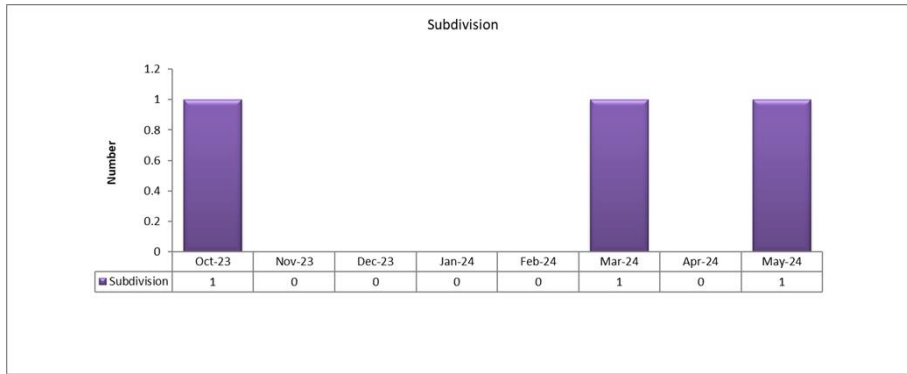
There were no Development (D/A) applications determined where there has been a variation in standards under clause 4.6 of the Gwydir Local Environmental Plan 2013 during the month of May 2024.

The following table shows all Development (D/A) and Development Modification (s96) applications that were submitted on the NSW Planning Portal, that were lodged with Council after the payment of lodgement fees and those that remain unlodged with Council, during and prior to 31 May 2024 and remain undetermined at the end of May 2024:

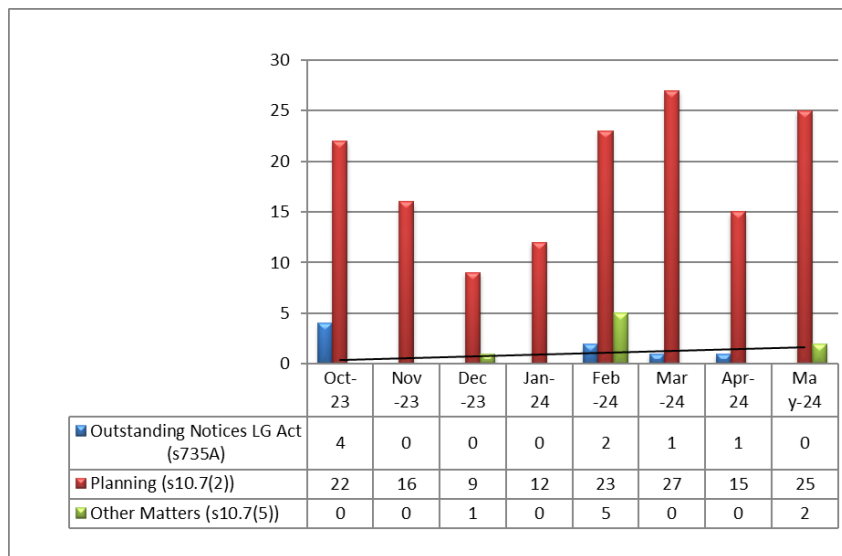
Application No.	Applicant Name	Property Owner	Property Address	Description of Work	Date Application submitted on the NSW Planning Portal	Date Lodged with Council	Reason for time between submission & lodgement	Current Status of the Application	Type of Application
36/2022	Mis J Fu	Gwydir Shire Council	152 Long Street Warialda	Modification to approved additions and alterations to existing Health/Aged Care Building	3/05/2024	21/05/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being Assessed	Modification
24/2023	Revolution Town Planning	Gwydir Shire Council	33-35 Maitland Street Bingara	Modification of conditions of approval	7/02/2024	27/02/2024	Awaiting Payment of Lodgment Fees	Being assessed by independent planning consultant	Modification
29/2023	SMK Consultants	Gwydir Shire Council	32 Plunkett Street Warialda	Continued Use of two additions three-bedroom dwelling to be used for professionals' accommodation	14/06/2023	28/08/2023	Request Additional Information	Reported to May 2024 meeting for determination	DA
42/2023	B J Davis	B J Davis	1246 Mosquito Creek Road Warialda	2 Lot Rural Subdivision	22/09/2023	-	Request Additional Information		DA
48/2023	Revolution Town Planning	Gwydir Shire Council	33-35 Maitland Street Bingara	Office Building and Community Facility	9/11/2023	22/02/2024	Request Additional Information	Regionally Significant Development - Awaiting acceptance by Regional Planning Panel	DA
02/2024	Jesse Rollings	J Rollings & C Jones	134 Long Street Warialda	Modification of existing approval for an open shed due to a redesign of the structure	29/04/2024	10/05/2024	Pre-lodgement Review being undertaken	Being notified & exhibited for 14-days as per Community Participation Plan	Modification
05/2024	Upper Horton Feedlot (D L Hamilton, P J Hamilton, S T Hamilton & J L Randall)	P J & D L Hamilton	2983 Horton Road Upper Horton	999 Head Cattle Feedlot	16/01/2024	22/02/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Request of amended Statement of Environmental Effects	DA
08/2024	J E Hardcastle	Hardcastle Pty Ltd	18-22 Wilby Street North Star	Amalgamation of three existing urban allotments into one urban allotment	13/02/2024	-	Request of amended Statement of Environmental Effects		DA

							prior to lodgement		
12/2024	Warialda Motor Sports Club	Bryan R S & Beverley M Basham, Stephen J & Kerrie P O'Rourke, Amanda P & Trevor J Williams & Colin R McQueen	2953 & 2519 Gragin Road Warialda	Continued Use of property for annual Warialda 200 Off-Road Racing Event	23/03/2024	18/04/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being notified & exhibited for 14 days as per Community Participation Plan	DA
14/2024	S & E Doodson	N J Roberts	679 Michells Lane Whitlow	Three Lot rural subdivision	2/04/2024	15/04/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being notified & exhibited for 14-days as per Community Participation Plan	DA
15/2024	Ruralcert Pty Ltd	T O E & C Smith	Elcombe Road Bingara	Single Storey Dwelling, detached garage and detached 3-bay shed	10/04/2024	16/04/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being notified & exhibited for 14-days as per Community Participation Plan	DA
16/2024	Gwydir Shire Council	M J Bogan & J M Kane	135 Burundah Drive Warialda	Two Lot Rural Subdivision	29/04/2024		- Request for Additional Information - Confirmation of compliance with cl 4.6(6) of the Gwydir Local Environmental Plan 2013	-	DA
17/2024	B Clarke	B & R M Clarke	1 Poverty Flat Lane Warialda	Shed - 12.1m x 24m	6/05/2024		- Request for Additional Information - Site Plan and Elevations	-	DA
18/2024	J W Rollings	K L Turner	30 Hope Street Warialda	Rear Deck addition to existing dwelling	15/05/2024	23/05/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being notified & exhibited for 14-days as per Community Participation Plan	DA

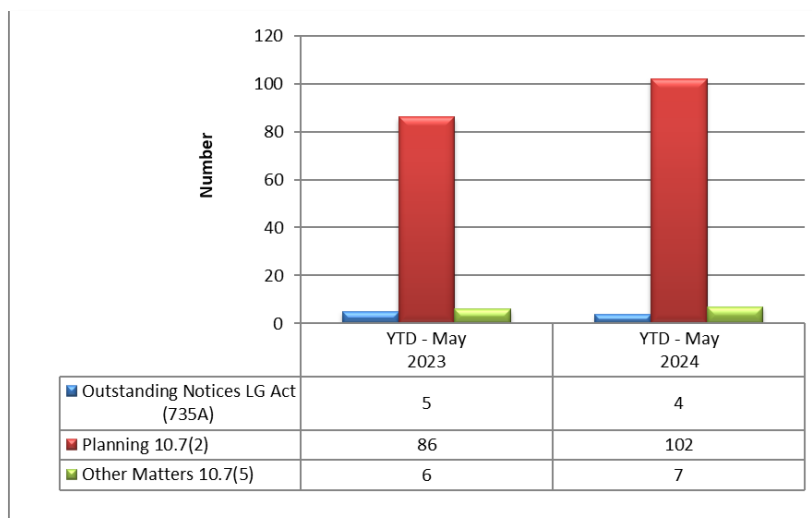
The following graph shows the Subdivision Certificates issued during the month of May 2024 and in the preceding seven months.



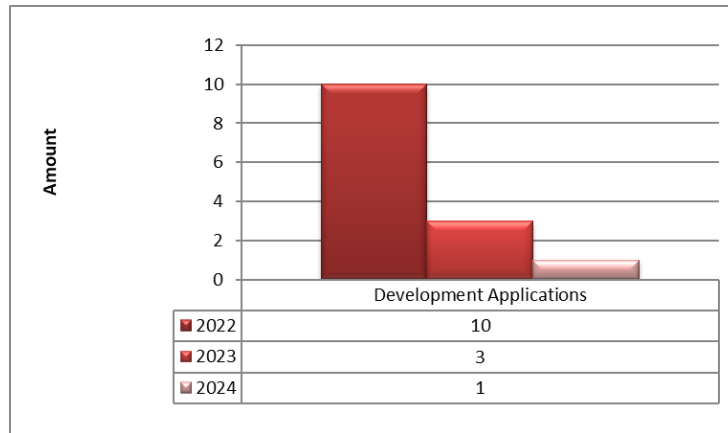
The following graph shows the Conveyancing Certificates issued during month of May 2024 compared to the previous seven months:



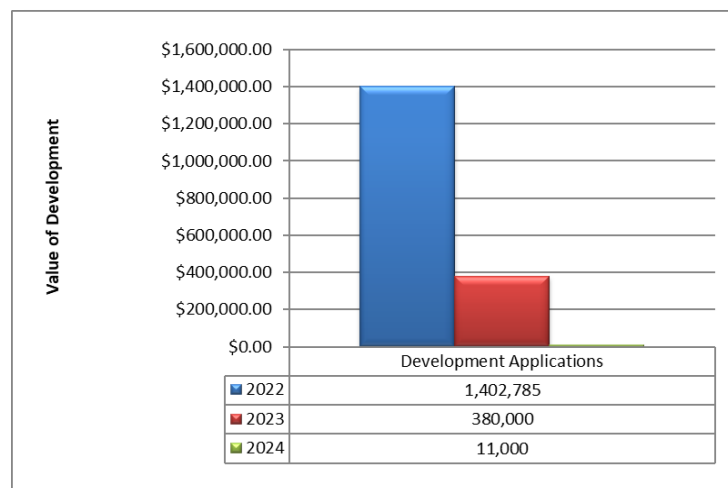
The following graph shows the Conveyancing Certificates issued up to and including the month of May 2024 compared with the same period in 2023:



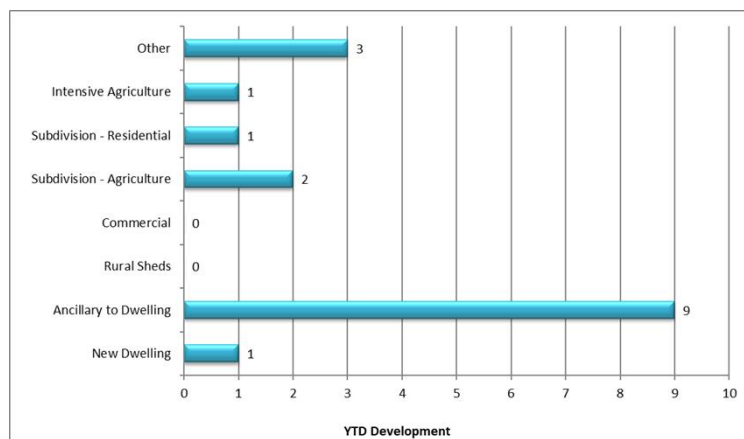
The table below shows a comparison between total development applications (excluding s4.55 applications) lodged during the month of May 2024 compared to the same period in the previous two years:



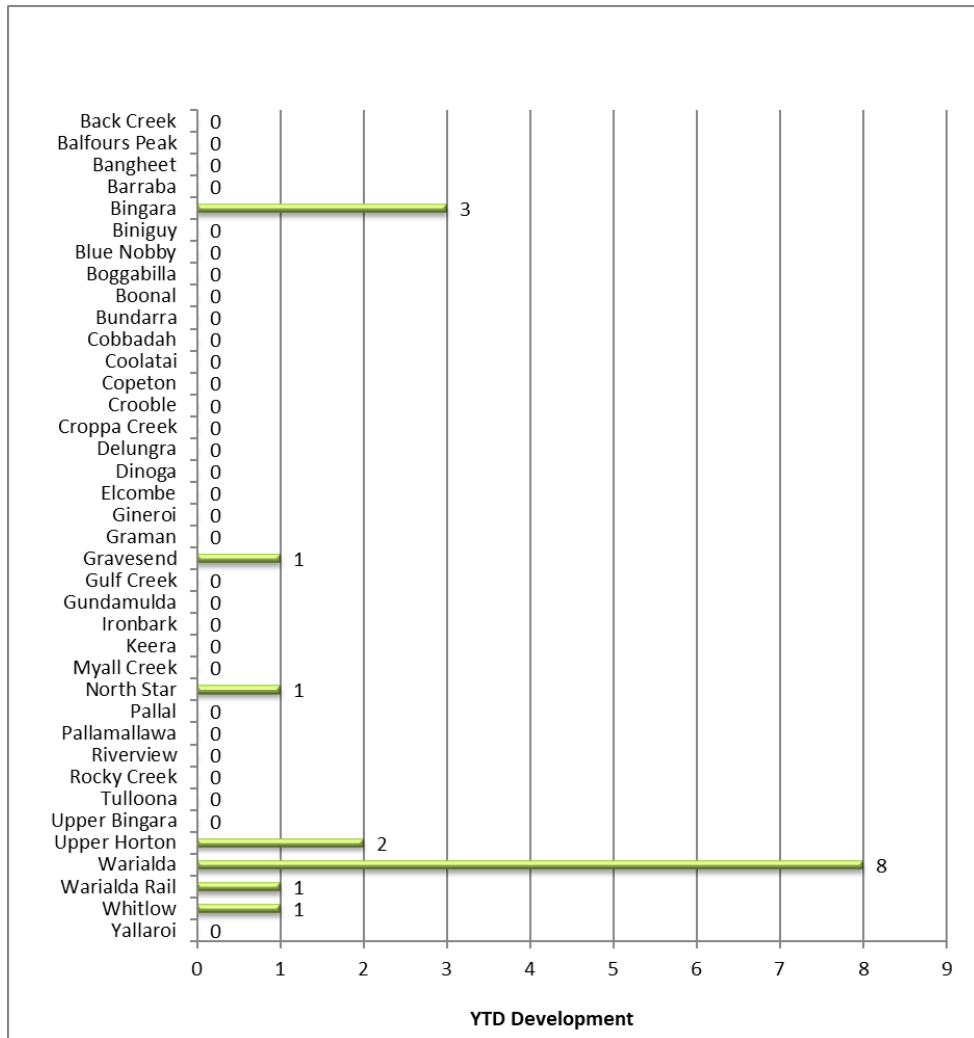
The table below shows a comparison between total value of development applications (excluding s4.55 applications) lodged during the month of May 2024 compared to the same period in the previous two years:



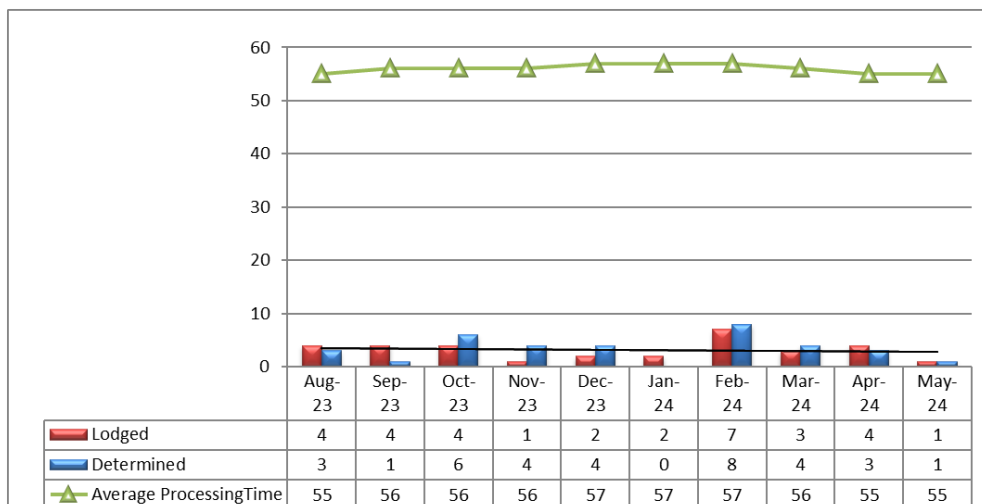
Development Applications (excluding s4.55 modifications) lodged for the year by type – YTD May 2024:



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



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



BUILDING SERVICES – MAY 2024

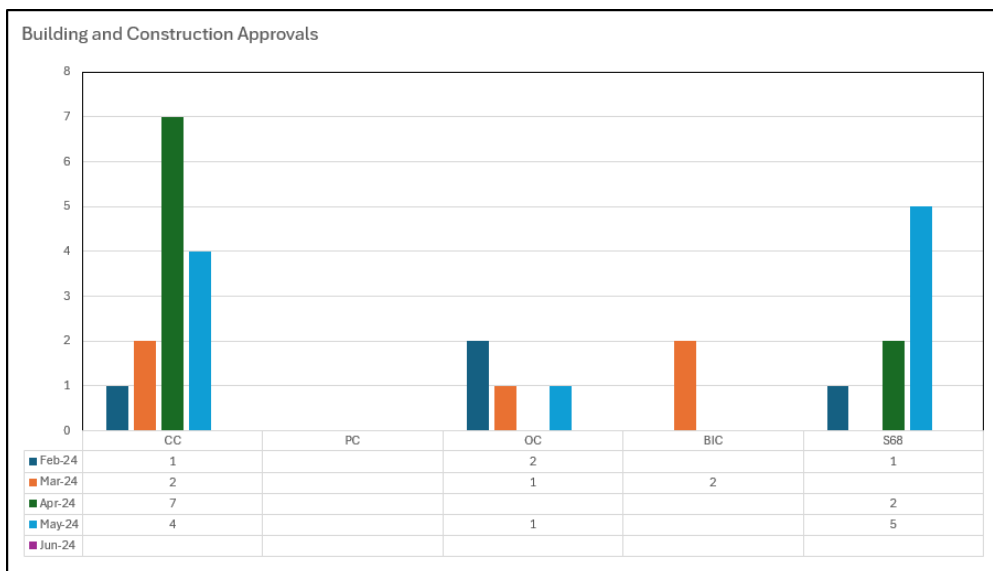
The Department continues to receive enquiries and provide advice on a range of planning and building matters including:

- Minor structure construction e.g., sheds
- Commercial opportunities and construction
- Basix (Building Sustainability Index)
- Bushfire requirements
- Building construction standards and requirements
- Stormwater
- Licensing and owner builder requirements
- Fees and charges

The department is continuing to receive a high volume of applications via the NSW Planning Portal. It is mandatory that all applications for Construction Certificates (CC), Complying Development (CDC), Principal Certifier Appointments (PCA), Occupation Certificates (OC) 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 82 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 graph below summarises the approvals for the current year and the following table shows the details of the approvals that have been issued during May 2024.



No.	Property Description	Development/Work	\$
CC 4/2024	Lot: 2 DP 773834 Gwydir Highway	Telecommunications Facility – tower and associated infrastructure	\$243,000

	Gravesend		
CC 9/2024	14 Crane Street Warialda	Shed	\$19,500
CC 11/2024	30 Cobbadah Street Upper Horton	Telecommunications Tower – monopole and associated infrastructure	\$88,000
OC 31/2013	3 Morningson Street Warialda Rail	Alterations and additions to dwelling	\$60,000
S68 5/2024	54 Maitland Street Bingara	Minor alterations to sanitary plumbing and drainage - installation of new sink in cafe	NA
S68 6/2024	21 Bingara Street Warialda Rail	Minor alterations to OSSM is association with installation of swimming pool	NA
S68 8/2024	33-35 Maitland Street Bingara	Sanitary plumbing and drainage, connection to water and sewer & stormwater work for new commercial office building	NA
S68 9/2024	Warialda Showground 34 Holden Street Warialda	2024 Warialda Show – install and operate amusement rides	NA
S68 10/2024	Bingara Showground 26 Bowen Street Bingara	2024 Bingara Show – install and operate amusement rides	NA

NO. OF COMPLAINTS/INSPECTIONS May 2024

Type	No.	Yr. to Date	Actioned	Pending
Construction/Building & Building Maintenance	63	1015	1003	12

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

Warialda Rail Recreation Ground

- The construction of the new amenities block is almost finished. Installation of accessories, including mirrors and rails and signage, finishing of the floors and site clean-up is currently being completed.



Warialda Rail Recreation Ground Amenities



Warialda Rail Recreation Ground accessible toilet

Warialda Swimming Pool

- Painting of the building facade

Warialda Landfill

- Construction of attached awning/skillion on the tip shop shed

Upper Horton Sports Ground

- Construction of the new amenities block is nearing completion.



Upper Horton Sports Ground Amenities

The Building Services Report for May 2024 was compiled with information available at the time of writing the report

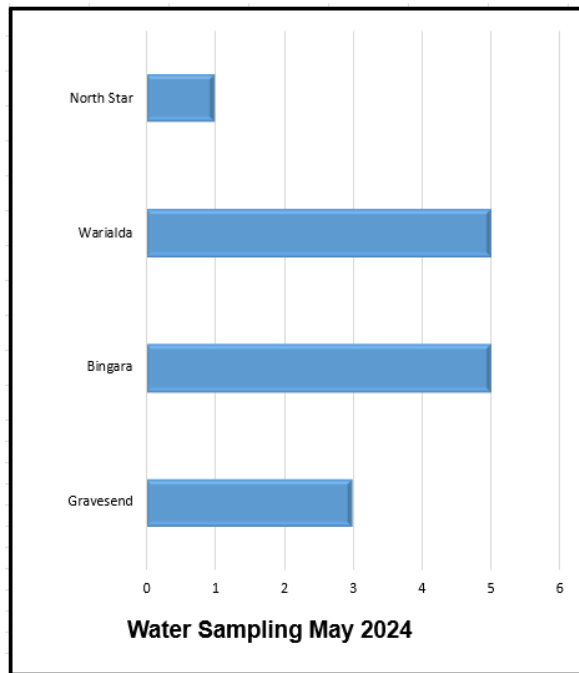
ENVIRONMENT & SUSTAINABILITY DEPARTMENT MAY 2024

The Department continues to receive enquiries and provide advice on a range of health matters including:

- Overgrown properties
- Food premises design and fit-out
- Food handling practices
- Mobile food vendors
- Food business notification
- Pet Ownership

DRINKING WATER TESTING

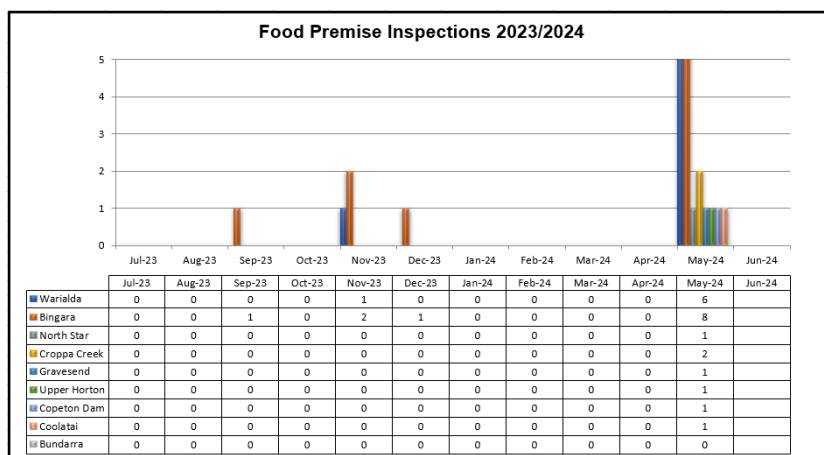
The Department continues to carry out routine sample collection for microbiological and chemical testing of the water supplies in the towns of Warialda and Bingara, fortnightly sampling of Gravesend and monthly sampling at North Star.



FOOD INSPECTIONS

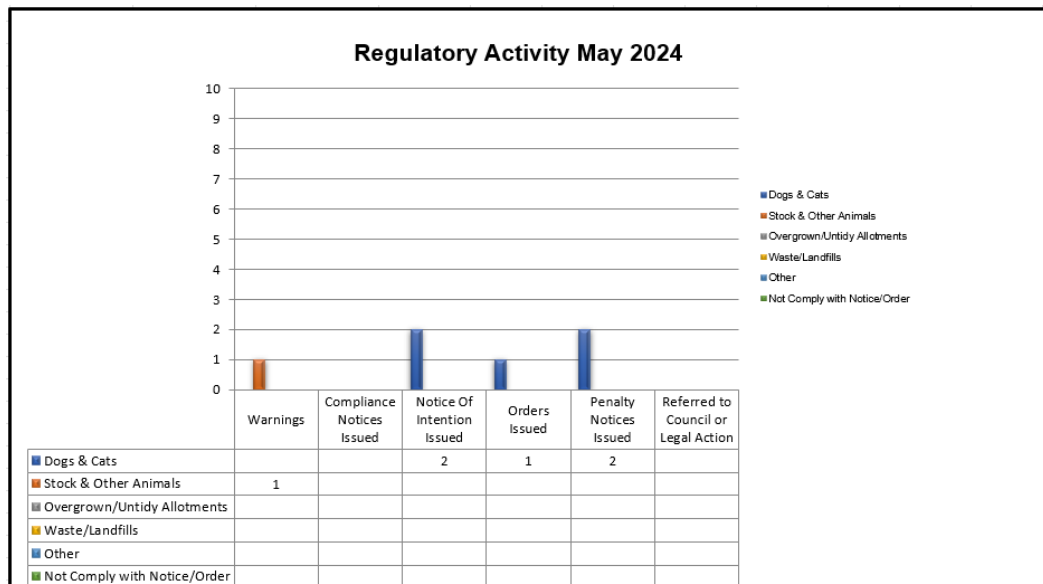
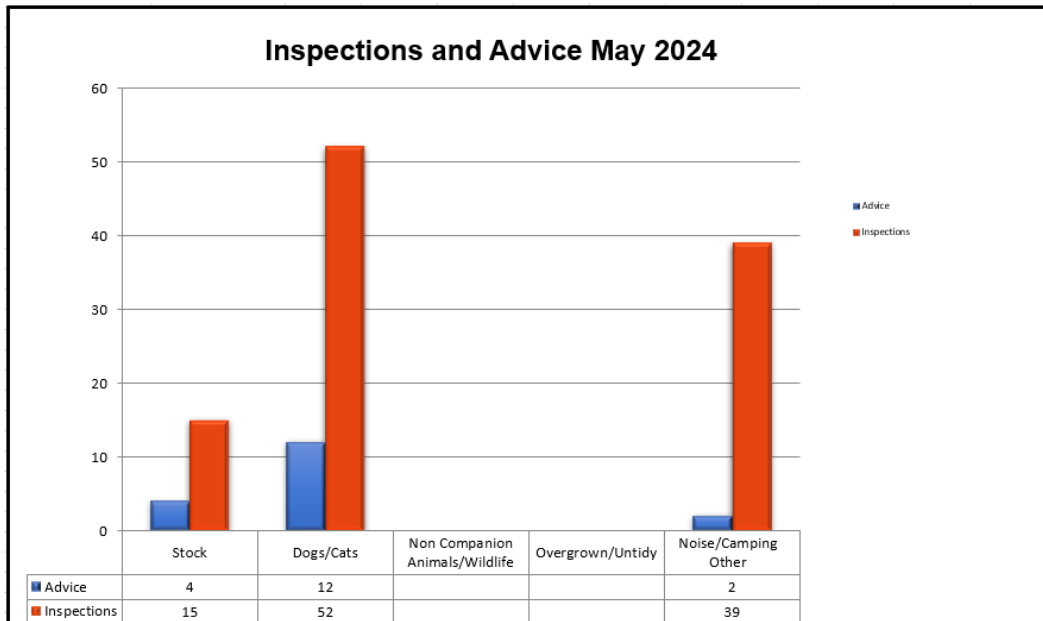
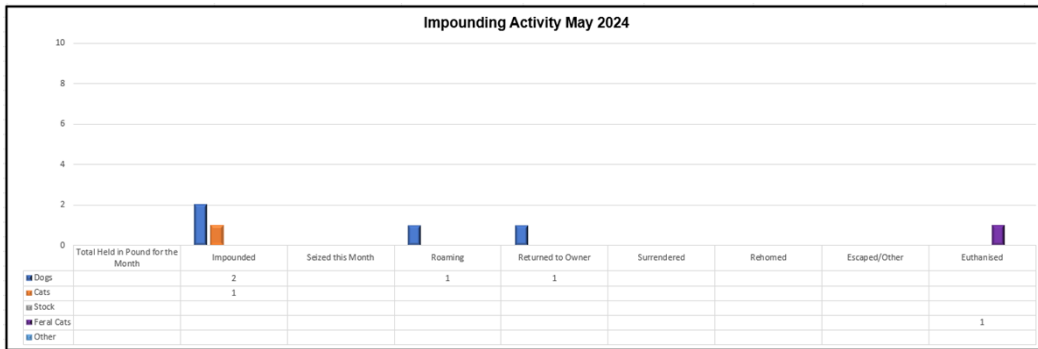
Food Premise Inspections are done annually for each food business. There are approximately 40 registered food service businesses within the Council area including supermarkets, clubs/pubs, motels, bakeries, cafés and takeaway food shops, mobile food vendors and school canteens. Depending on the food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

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



COMPLIANCE AND REGULATORY CONTROL

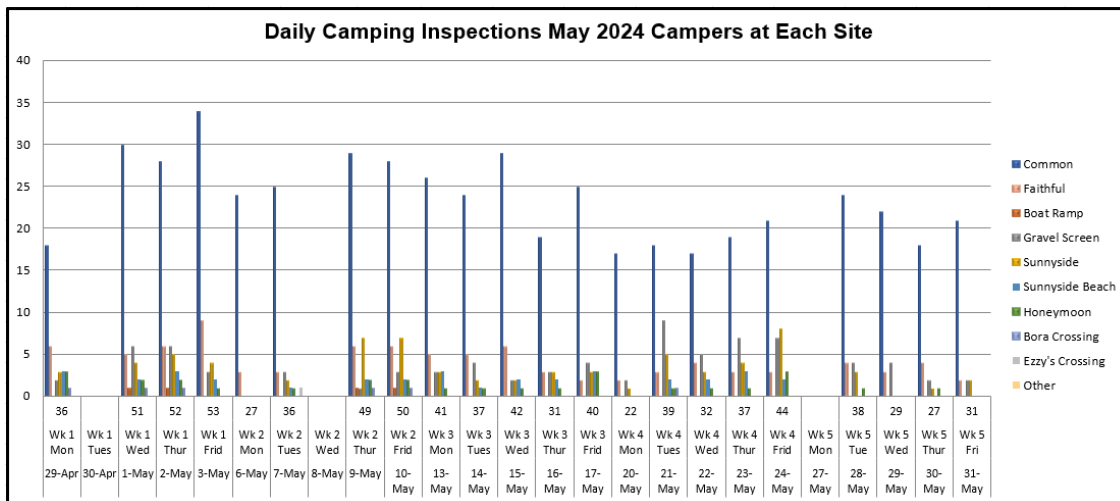
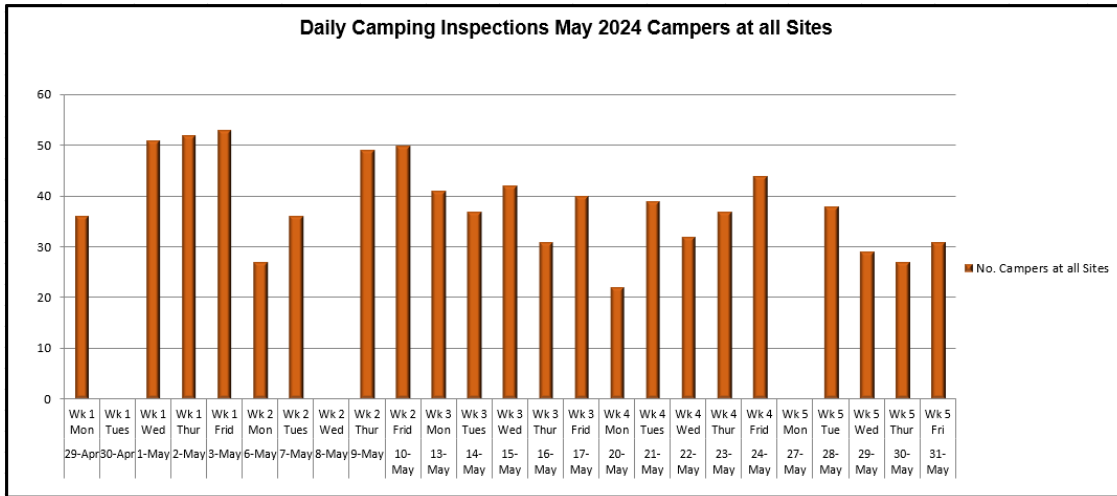
The council has received customer requests regarding overgrown blocks, roaming dogs, roaming stock, noise, the keeping of animals and other concerns during the month of May 2024. These are investigated and actioned as necessary.



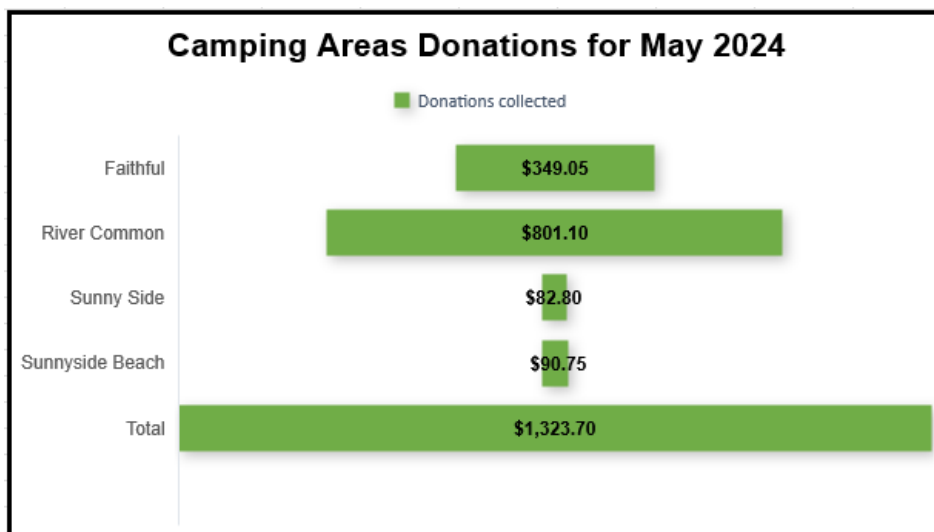
RIVERSIDE CAMPING

The 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



LANDFILL REPORTS

Bingara and Warialda – Tyre cages are due for pick up. Both sites are waiting on Davis Earthmoving for green waste shredding.

Warialda Rail – Tidy and accessible. A new offall pit has been prepared.



Gravesend – Remains tidy and accessible.



Coolatai – Recently cleaned up after mattress pile was set alight.



Croppa Creek – Due to be cleaned, but grounds are currently too wet.



Upper Horton – Tidy and accessible.



North Star Transfer Station – Transfer station running smoothly, still having issues with large items being dumped.



PRIORITY WEED CONTROL

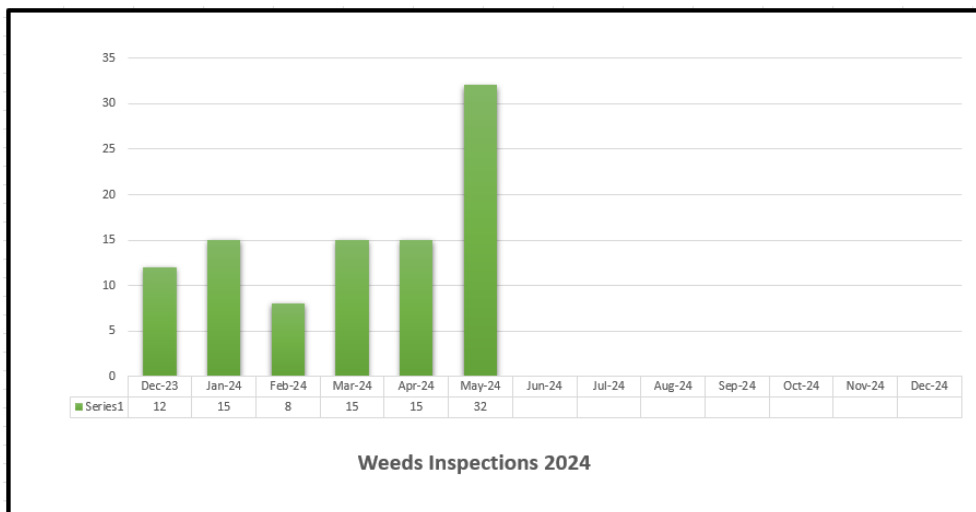
Property Inspection Program

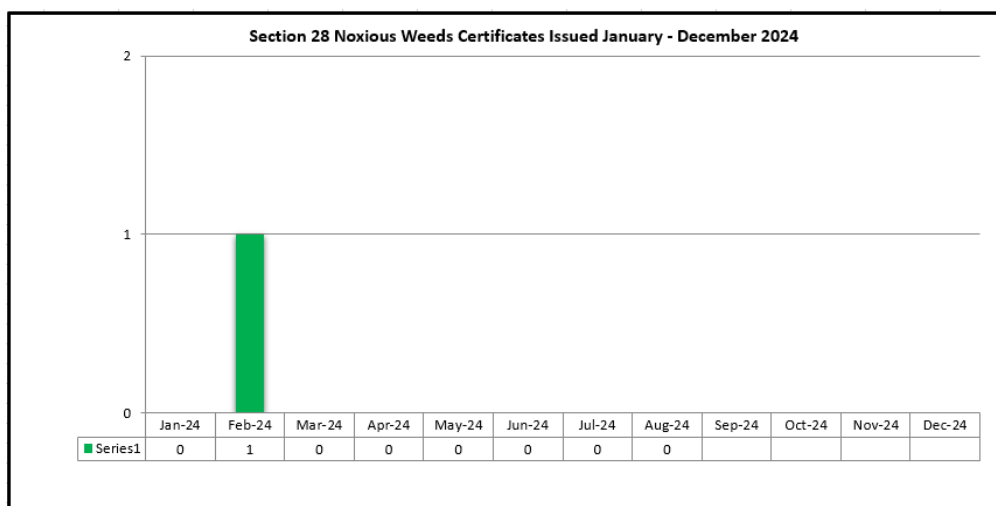
Staff continue to assist land holders and the community with:

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

Weeds Inspections

- Public Property inspections have continued as scheduled along with Private Property Inspections now occurring in Section A.
- Weeds officers attended both the Bingara and Warialda Shows with their weeds trailer, where they handed out booklets and answered enquiries from the public.
- The team’s focus on controlling Green Cestrum along the waterways and campgrounds continues.
- The team also has been out spraying Noogoora Burr, Box Thorn and Tiger Pear. Big patches of Noogoora Burr have been sprayed down at the Bingara Common Campgrounds and the dying plants will also be slashed to stop the sterilized seeds from getting caught in fur and clothing.
- Weeds officers are coordinating with the Rural Fire Service to organize a burn at Death Adder Hill.





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

COMMUNITY ASSETS

Gwydir Libraries

Statistics	Bingara	Warialda	Gwydir
Door Count	1932	862	
Loans	1410	1080	
New Members	12	6	
E-resource Users			79
Downloads			168
PC usage	290	146	
WIFI usage	460	310	
Programs	41	32	
Adult Program attendees	113	211	
Children Program attendees	270	143	
Home Delivery	10	4	
Institution Delivery	5	2	
Seniors, Be Connected sessions	26	12	
Community support hub	45	26	

Bingara Library

Regular programs

The residents of Touriandi Lodge continue to visit the library fortnightly to borrow resources along with a chat and morning tea.

Residents of the local nursing home visit monthly to borrow themselves, additional deliveries are made weekly.

Home schooler groups continue to meet in the library Wednesday mornings.

Council DA staff meet in the study space with clients for DA approvals and assistance.

The writers' group meets every Thursday.

Book club meets on the first Friday of the month, members of the book club participated in a demonstration regarding 'what to read next' from our e-resources on the web site.

Weekly after school programs continue.

Teenagers are visiting the library after school to chill out in the quiet room. Teenagers have their own devices (BYOD) and visit the library with parental permission, the use of BYOD is strictly under the BYOD policy and all teenagers are aware of the policy and use of their device while in the library.

Community Hub (Tuesday, Wednesday, and Thursday 2 until 3pm)

More and more people are requesting assistance with their iPhone, iPad and laptops so a booking system between 2pm and 3pm Tuesday, Wednesday and Thursday has been started and this allows staff one to one time to assist without disruption.

People visit the library seeking assistance to complete on-line forms, hospital admission forms and much more. Bookings are scheduled between 2 and 3, allowing for privacy.

Staff as always are readily available to assist people each morning unless they prefer to book a spot for one-to-one assistance.

Monday 20 May the Bingara Librarian hosted a conversation morning with a young lady who is visually and verbally impaired. The session lasted one hour with the young lady almost falling asleep. The session was filmed for her distance education teacher. The idea of the sessions is to improve her conversation skills. The young lady has been invited to work experience in Bingara Library on June 12 for an hour, her carer will remain in the library the entire time. The plan is to have her shelve items, look for books if able and chat to the members, hopefully expanding her social skills.

Families Week - 13 to 19 May

Bingara Library celebrated Families' week with a session each day to celebrate families, some examples were craft activities, stories, puppet storytelling, chat about what makes a family. (Responses from after school attendees "our library is our family").

Outreach

On 22 May the Librarian spoke at the museum at a storytelling event. The topic was Upper Bingara Gold and old bush school. The Librarian spoke about her experiences

while attending school at Upper Bingara and the years spent walking the hills looking for old gold mines. The talk was greatly received with many seniors relating to the topics.

Outreach visits to the school fortnightly as arranged by the school. The Librarian will be hosting the lunch bunch book club during the winter months for children who are unable to attend after school.

Outreach visit to the Preschool once a term.

Home and aged care facilities deliveries

Home deliveries along with deliveries to the hospital and aged care hostel are carried out in the hour the library is closed following lunch and before after school programs provided there are no bookings for assistance with devices.

Volunteers

Bingara library has two wonderful volunteers, one attends two mornings a week and the other every Wednesday afternoon for Lego fun, which is great because Lego has the largest number of attendees for after school program.

The branch celebrated volunteer's week, the Librarian took both volunteers to lunch to show appreciation for their time.

Staff of the Bingara Library were invited to a morning tea held at Touriandi Lodge on Friday 24 May to thank them for the services provided. The Friday morning library volunteer attended representing the library.

Storytime

A very special Storytime for toddlers along with the toy library families will be hosted in the library Wednesday 29 May. Stories, games, craft and a presentation of reading resources available to borrow.

A visit to the local preschool is planned for the coming week.

'Be Connected' Internet tutorials for seniors.

Bingara Librarian participated in a webinar on 8 May at 1.30pm, the topic improving digital literacy for older Australians, on-line safety. The webinars are typically held monthly and designed for members of the Be Connected network, they also offer a way to connect to other tutors as well as providing ideas for participants.

Exam Supervision and external studies

Three external University students completed exams in the study spaces during the month. The exam times range from 1.5 to 3.5 hours at a set time.

Several people book the library study spaces weekly for study purposes.

The quiet space has been used for Zoom meetings and interviews.

Social Media Posts

On 4 May 2024, a roads' update video of IB Bore Road and County Boundary Road was published to the Gwydir Shire Council Facebook page. The post reached 3,783 people and the post engagement score was 266.

A post was published to the Gwydir Shire Council Facebook page on 10 May 2024 to promote Council's Heavy Vehicle Driver courses and training. The post reached 4,112 people and had an engagement rating of 101.

Posted on the Gwydir Shire Council Facebook page on 14 May 2024, was an International Nurses Day post which included a photo of the Naroo Staff and a celebratory cake to commemorate the day. The post thanked the Naroo Employees for the care they provide to the residents of the facility. The post reached 2,249 people and the engagement number was 652.

Design Work

- Go Pink for Dani – Mufti Day – Poster
- BBB Event – for Dani – Poster
- BBB Event – for Dani – Stubby Cooler Design
- Fay Honour and Debbie Ford – Busy Bee Nomination Form
- The Fish that Wanted to Fly – Poster
- Little Red in the Hood – Poster
- Just Dance – Rock and Roll – Line Dancing – Poster
- Volunteer Week – Social Tile
- Care Services Employee – Positions Vacant – Social Tile
- Camping Warning – Coolatai Tractor Pull – Sign
- EFTSURE – Payment Verification – Social Tile
- Warialda Christmas Carnival – Poster and Social Tile
- Draft Local Housing Strategy – Social Tile

GLR Training

Heavy Vehicle Training and Assessment

Heavy vehicle training and assessment has remained consistent during May 2024 with three (3) clients completing their training and final competency assessments, providing them with the requirements to upgrade their driver licence.

Smart and Skilled Program funding has now ceased until the 2024-25 activity period.

Training Services NSW has provided GLR Training with the 2024-2025 review notice in relation to the Smart and Skilled Contract for Smart and Skilled Targeted Priorities Prevocational and Part Qualifications (TPPPQ) Program. GLR Training has formally accepted the offer and awaits notification of the commencement of the 2024-2025 activity period.

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

Month	Enquiries	Applications for S &S Funding Submitted and approved	Paying Clients	Training completed
January	5	2	0	1
February	7	4	1	5
March	11	3	1	4
April	5	Nil - Funding exhausted	2	4
May	10	Nil	3	3

Feedback from clients:

- *Everything was great, provided excellent training.*
- *Great service, well done thank you. Friendly easy approach to explain things, quiet calm great approach to discussions.*
- *Received amazing service throughout my course, loved it!*
- *Resources and reference sites very valuable.*

Learner Driver Lessons

January	February	March	April	May
0	2	0	3	5

In an effort to increase participation, GLR Training has recently launched a campaign offering students at both Warialda High School and Bingara Central School 2 learner driver sessions for the price of 1 special. The campaign has attracted significant interest from local learner drivers.

Gwydir Career Start Program

Gwydir Shire Council’s most recently signed school-based trainee is Dylan Weber. Dylan is employed in the role of School Based Trainee – Finance and will be studying Certificate III Accounts Administration via TAFE NSW. Dylan commenced his on-the-job component of the traineeship in January 2024. He is assisting the Finance Team in the Bingara Office under the supervision of Graham Cutmore.



Photo: Graham Cutmore, Dylan Weber, Clarissa Barwick and Abbey Thompson (VERTO Apprenticeship Centre)

The Australian Government has purchased a new model for Australian Apprenticeship Support Services, to be rolled out from 1 July 2024, delivering strengthened support for apprentices who are at the highest risk of non-completion. This will deliver on the Government’s Jobs and Skills Summit commitments to explore options to improve apprenticeship support services and drive-up completions.

In addition, these services will increase the variety and capacity of organisations providing apprenticeship support services and will also:

- Place the apprentice at the centre of service provision through an enhanced assessment at the beginning of the apprenticeship to help set up apprentices for success.
- Strengthen mentoring support services for apprentices and employers.
- Provide greater support for Key Client Groups (Women in Male Dominated Trades, First Nations Australian Apprentices, Australian Apprentices with disability and Australian Apprentices located in remote Australia) while continuing to support all apprentices and their employers.
- Introduce specialised service providers for First Nations Australian Apprentices, women in male-dominated trades and clean energy apprentices.
- Utilise improved technology to increase and better target communications and streamline program administration.

The following providers will deliver support services in NSW from 1 July 2024:

- Apprenticeship Support Australia
- MAS National
- MEGT Australia
- The BUSY Group

Gwydir Shire Council's current provider, VERTO Apprenticeship Centre, will cease to be an eligible provider as of 30 June 2024, at that time The Department of Employment and Workplace Relations will allocate a new provider for trainees and apprentices and facilitate the transition process.

Following the transition a three (3) months embargo will be enforced and then employers will have the option to transfer trainees and apprentices to an alternate provider if they so wish.

The following table outlines the subsidies claimed by Gwydir Shire Council for current trainees and apprentices. These figures include *Boosting Apprenticeship Commencements wage subsidy*, *Completing Apprenticeship Commencements wage subsidy*, *Priority Wage Subsidy* (The Priority Wage Subsidy is a wage subsidy for employers of Australian Apprentices training towards an occupation listed on the [Australian Apprenticeships Priority List](#). Employers can claim 10% of wages paid to the Australian Apprentice for the first and second 12-month period (up to \$1,500 per quarter) and 5% of the wages paid to the Australian Apprentice for the third 12-month period (up to \$750 per quarter), and *Hiring Incentive* (The Hiring Incentive supports Australian Apprentices undertaking a Certificate II or above qualification that is not listed on the [Australian Apprenticeships Priority List](#). A payment of \$1,750 for a full-time Australian Apprentice and \$875 for part-time Australian Apprentice is made at 6 and 12 months.)

Period	No. of employees	Claimed/Paid
1/07/2023 – 30/09/2023	13	\$15,272.76
1/10/2023 – 31/12/2023	5	\$3,343.94
1/01/2024 – 31/03/2024	16	\$25,292.70

1/04/2024 – 31/05/2024	0	-
Total		\$43,909.40

Gwydir Country Education Fund (GLR CEF)

Gwydir CEF is providing financial assistance to eight local students in 2024. Recipients can claim reimbursement for education related expenses including laptops, computer accessories, textbooks, uniforms and work boots, fuel and accommodation. Total funds distributed in 2024 - \$7,851.34.

Cranky Rock

Camping statistics:

	January	February	March	April	May
Powered Sites	29	35	73	70	75
Unpowered Sites	13	17	26	34	30

Feedback from visitors to Cranky Rock:

- *During our stays the managers has been most helpful and friendly. The grounds and amenities are always kept tidy and clean. I would recommend the Reserve to any other travellers.*
- *A must visit very well presented and great for RVs*
- *We were there early in the morning and had the place to ourselves. Good facilities would recommend 5 Stars!*

Gwydir Swimming Pools

Upgrades at the Warialda Swimming Pool have commenced with an external contracting installing a six-coat hyper flake epoxy system to the kiosk, office and kitchen floor. A second external contractor has constructed cabinetry and benches in the kiosk as well as installed doors on changerooms in female amenities. Council’s building services team have been busy preparing the office and kitchen for painting. Additional improvements include replacement of safety signage, beautification of building façade, erection of shade shelter and construction of office/administration space to be utilised by Warialda Swimming Club.



New counter installed at Warialda Swimming Pool

Aged Units

All aged units at Holden and Plunkett Streets Warialda and Whitfield Place, Maitland Street Bingara, are occupied. Routine inspections of all units will be carried out in June.

Plunkett Place Units – Kenny Cottages

Fees for Unit 1 and 2 at the Plunkett Street development have been set as follows:
\$120/night or \$700/week.

Long term rental (6-12 months) - \$300/week

Rental to date:

	Unit	Dates	Income
Locum	Unit 1	22-29 Nov 2023	\$700
Bush Bursary Students	Unit 2	2 – 16 Dec 2023	No Charge
Warialda Family Practice	Unit 2	22 – 27 Dec 2023	\$600
Warialda MPS	Unit 2	20 Jan – 12 Feb 2024	\$2,100
Warialda Medical Centre	Unit 1	5 Feb – 31 May	\$3,900
‘Your Nurse’	Unit 2	4 Mar – 2 Apr 2024	\$3,040
Warialda Family Practice	Unit 2	10 – 28 Apr 2024	\$2,000
‘Your Nurse’	Unit 2	30 Apr – 11 May 2024	\$660
Naroo	Unit 2	14 May – 4 Jun 2024	\$900
Total Income to date			\$13,900

Roxy Complex

Roxy Performances

There have been two performances at The Roxy this year. The first, Paris After Dark on Saturday 24 February 2024 and the second Whalebone on Saturday 27 April 2024. Both shows were held on a Saturday which was a great bonus as travelling shows normally give weekend dates to bigger centres.

Paris After Dark saw a sold-out show of 100 people. Each ticket cost \$40, there was no concession pricing. The ticket included the performance and a two-course meal. A bar operated with water, tea and coffee being complimentary.

Paris After Dark was an energetic, engaging and very professional performance boasting a live band and two vocalists.

The table below shows that the show saw a loss of \$4,257.00. To break even the ticket price would have needed to be \$80 per person. This would mean for a night out a couple would pay \$160 plus alcohol. Please note seven staff worked on this night, two did so voluntarily. It was necessary to have seven staff as their duties included running the bar, setting up the venue, waiting and clearing tables and then washing up and cleaning. Four staff were onsite until 11pm undertaking the last of their tasks.

Whalebone was held during school holidays and so as not to clash with weekend sports the show was held in the afternoon. Fresh Finds were open so that families could have an early evening meal following the show. Only 36 people (adults and children) attended the show.

This show was also of a high standard, entertaining and unique.

The table below shows that this show saw a loss of \$3,483.75. To break even, say fifty families attended, the family ticket (2 adults, 2 children) price would have needed to be \$80.

Council staff received great feedback from both performances. Both shows were advertised effectively.

A budget request of \$20,000 was made for four shows to be held during the 2024/25 year. Two shows would be held at The Roxy, and the other two at the Warialda Memorial Hall. Attendees would need to pay an affordable ticket price and the Council would subsidise the four shows. The council's IPR documentation, particularly its Community Strategic Plan and Actions identifies the need for cultural and live performances. The council will now seek community members to assist with the selection of shows to ensure what is booked will 'hit the mark'.

24 February 2024	Paris After Dark			
Income	Tickets (100 @ \$40pp)		-\$3,799.07	
	Bar		-\$2,085.92	-\$5884.99
Expenditure	Performer	\$3,700.00		

	Sound	\$1,200.00		
	Wages	\$1,395.08		
	Catering	\$2,831.17		
	Alcohol (adjusted to allow for left over stock)	\$1,003.15		
	Advertising	\$ 13.29		\$10,142.69
Total loss				\$4,257.70

27 April 2024	Whalebone			
Income	Tickets (36 sold)			-\$567.26
Expenditure	Performers	\$ 2,800.00		
	Sound	\$ 1,200.00		
	Wages	\$ 51.01		\$4,051.01
Total loss				\$3,483.75

Caravan Parks

During the reporting period renovation works has been undertaken by an external contractor at both Warialda and Bingara Caravan Parks. These works have included releveling the cabins, fitting subfloor skirting boards to each 'deluxe' cabin, fitting gutter guard to the cabins at Warialda Caravan Park, and general minor repairs such as repainting post and rails on cabin verandahs, refasten loose cross bracing and rails, and replacing missing tie down chains and shackles.

Warialda

From 1 May 2024 Council has granted a one-year short term licence to an external party to operate the park. This partnership has proved successful to date with greatly enhanced park lawns and gardens, and increased presence onsite.

North Star

The current caretaker continues to seek quotations from building contractors for proposed toilet block repairs.

Bingara Riverside Project

An update concept design has been received by Council and is attached.

The site has now been cleared of the necessary dead timber. The project is now awaiting the contractor to commence the rock work.

It is hoped that the project will be completed by end August 2024.

The Roxy Complex and The Living Classroom - Calendar

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

The Councillors' activity schedule for May 2024

May 2024		
Councillor	Event	Date
Cr John Coulton (Mayor)	Meeting with Inland Rail - Warialda	1 May
	Gwydir Shire Local Emergency Management Committee Meeting	2 May
	Road Safety Week Morning Tea – Warialda	6 May
	Country Mayors Association Meeting – Sydney	9 -10 May
	Community Meeting – Croppa Creek	14 May
	Committee Meetings – Warialda	16 May
	Community Meeting – Bingara	16 May
	Community Meeting – North Star	21 May
	Community Meeting – Warialda	23 May
	Community Meeting – Gravesend	28 May
	Ordinary Council Meeting – Bingara	30 May
Cr Catherine Egan (Deputy Mayor)	Adam Marshall Valedictory Speech & Function in Sydney	8 May
	Special Events Committee – Bingara	9 May
	Community Meeting – Croppa Creek	14 May
	Committee Meetings – Warialda	16 May
	Community Meeting – Bingara	16 May
	Community Meeting – North Star	21 May
	Community Meeting – Warialda	23 May
Ordinary Council Meeting – Bingara	30 May	
Cr David Coulton	Gwydir Shire Local Emergency Management Committee Meeting	2 May
	Committee Meetings – Warialda	16 May
	Community Meeting – Bingara	16 May
	Community Meeting – North Star	21 May
	Community Meeting – Warialda	23 May
	Ordinary Council Meeting – Bingara	30 May
Cr Geoff Smith	Community Meeting – Croppa Creek	14 May
	Committee Meetings – Warialda	16 May
	Community Meeting – Bingara	16 May
	Community Meeting – North Star	21 May

	Community Meeting – Warialda	23 May
	Community Meeting – Gravesend	28 May
	Ordinary Council Meeting – Bingara	30 May
Cr Lyndon Mulligan	Community Meeting – Croppa Creek	14 May
	Committee Meetings – Warialda	16 May
	Community Meeting – Bingara	16 May
	Community Meeting – North Star	21 May
	Community Meeting – Warialda	23 May
	Community Meeting – Gravesend	28 May
	Ordinary Council Meeting – Bingara	30 May
Cr Marilyn Dixon	Special Events Committee – Bingara	9 May
	Committee Meetings - Warialda	16 May
	Community Meeting – Bingara	16 May
	Community Meeting – North Star	21 May
	Community Meeting – Warialda	23 May
Cr Jim Moore	Community Meeting – Croppa Creek	14 May
	Community Meeting – North Star	21 May
	Community Meeting – Warialda	23 May
	Ordinary Council Meeting – Bingara	30 May
Cr (Dr) Chris Matthews	Committee Meetings – Warialda	16 May
	Community Meeting – Bingara	16 May
	Ordinary Council Meeting – Bingara	30 May
Cr Tiffany Galvin	Adam Marshall Valedictory Speech & Function in Sydney	8 May
	Community Meeting – Croppa Creek	14 May
	Committee Meetings – Warialda	16 May
	Community Meeting – Bingara	16 May
	Community Meeting – North Star	21 May
	Community Meeting – Warialda	23 May
	Community Meeting – Gravesend	28 May
	Ordinary Council Meeting – Bingara	30 May


OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

1. The Roxy and The Living Classroom May Calendar [7.2.1 - 1 page]
2. Riverside Park - Concept Design - SCS - 30-05-2024 [7.2.2 - 2 pages]

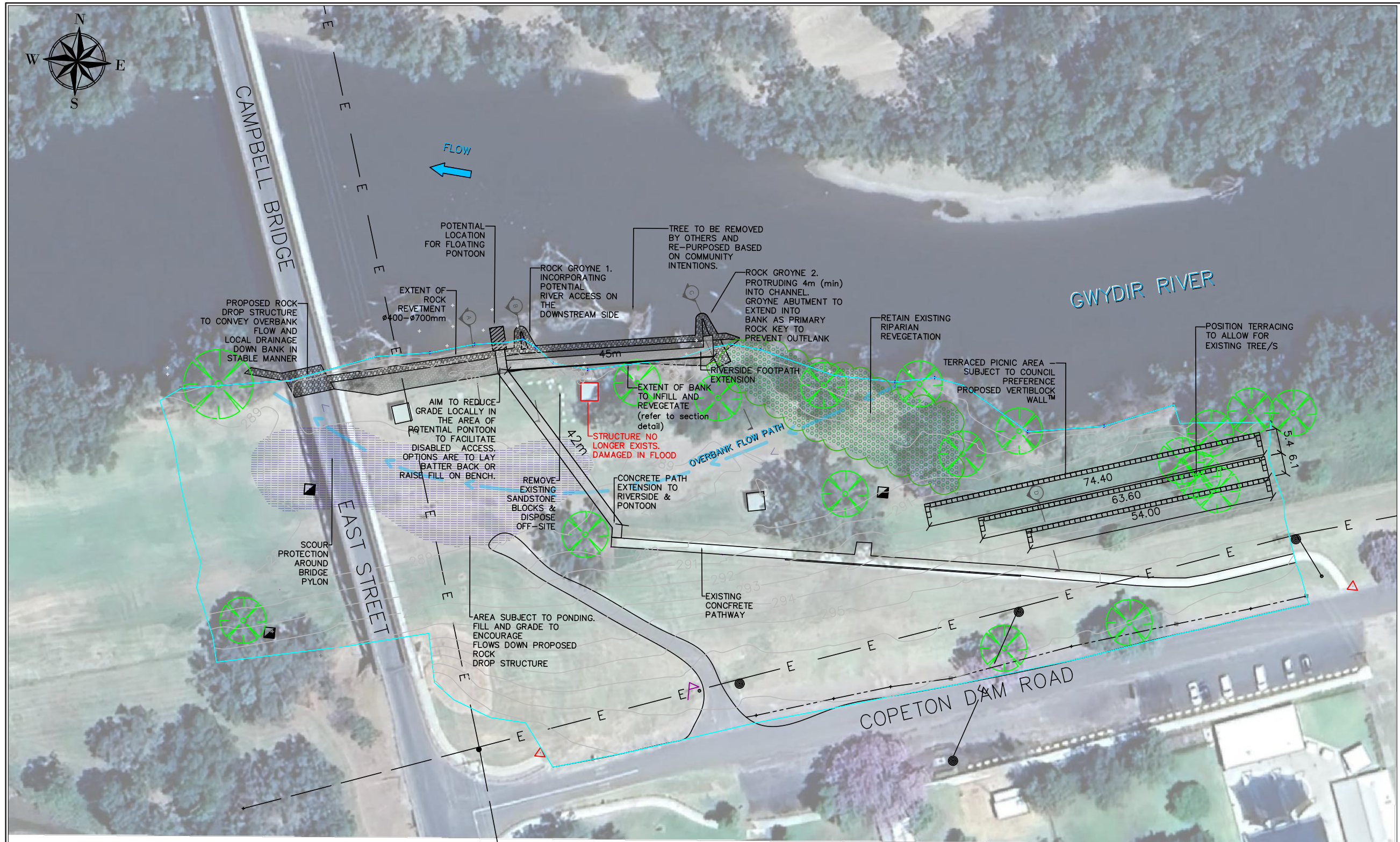
2024 . MAY




SUN	MON	TUE	WED	THU	FRI	SAT
			1  MEETING	2  MEETING X2  STRETCH PROGRAM  SEMINAR	3  ROXY TOUR  TRIVIA NIGHT	4  TRIVIA NIGHT
5  TRIVIA NIGHT	6  MEETING	7  MEETING  ROXY TOUR  PRIVATE	8  MEETING  MEETING  ROXY TOUR	9  MEETING  STRETCH PROGRAM	10  MEETING  PRIVATE FUNCTION  PRIVATE	11
12	13	14  AUDIT  ROXY TOUR	15  AUDIT  COMMUNITY MEETING	16  TOUR  AUDIT  STRETCH PROGRAM	17  ROXY TOUR	18  PRIVATE FUNCTION
19	20	21  SCHOOL EXCURSION  SCHOOL EXCURSION  MEETING	22  SCHOOL EXCURSION  SCHOOL EXCURSION  MEETING  ROXY TOUR	23  SCHOOL EXCURSION  SCHOOL EXCURSION  STRETCH PROGRAM  INTERVIEWS	24  SCHOOL EXCURSION  SCHOOL EXCURSION  P&C TRIVIA	25
26  NWTC - FILM CLUB	27  MEETING	28  MEETING	29  MEETING	30  FUNCTION  MEETING  STRETCH PROGRAM	31  P&C TRIVIA	

Legend: Roxy: Theatre - Kitchen - conference room

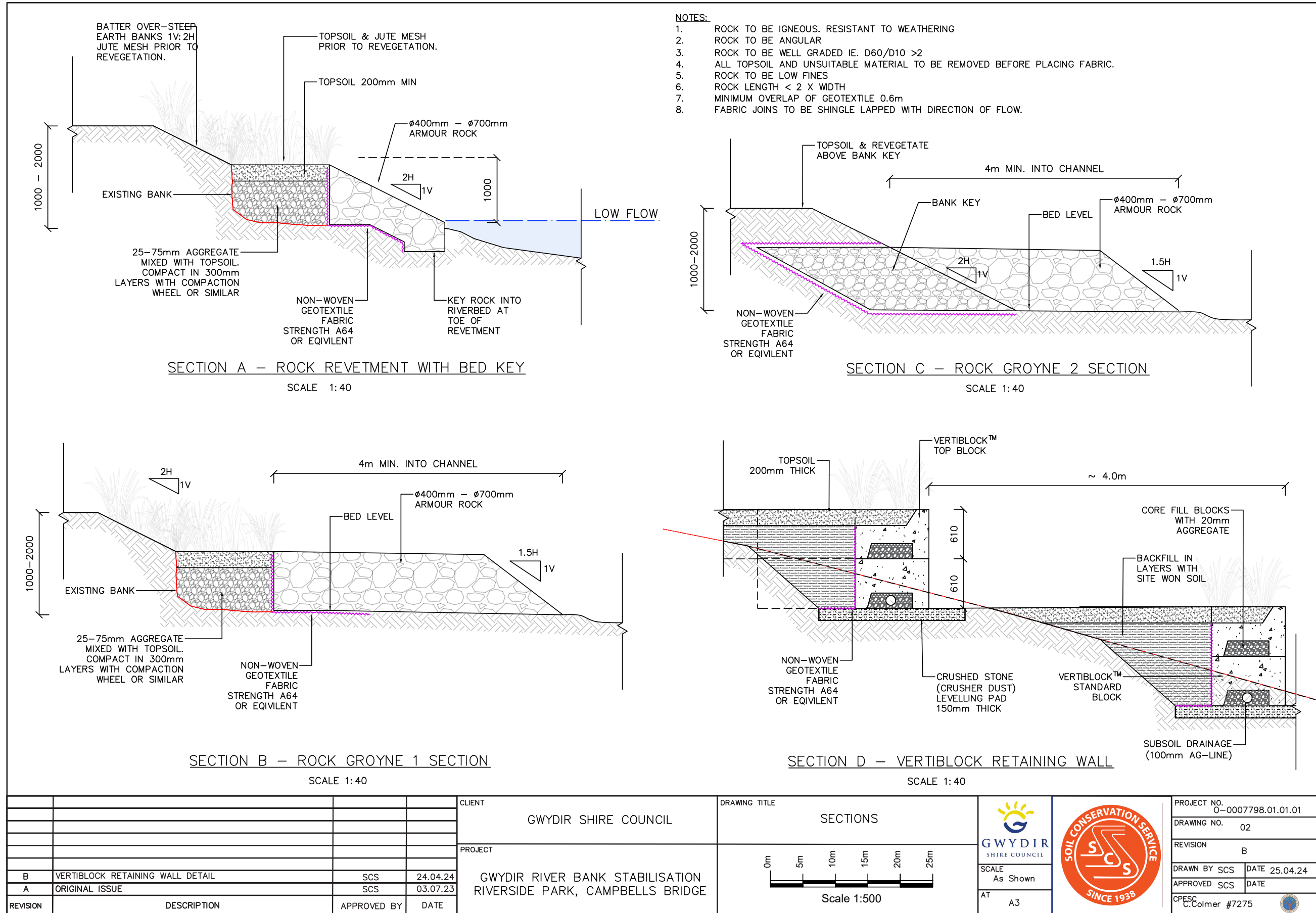
TLC: Classroom - Bunkhouse





				CLIENT	GWYDIR SHIRE COUNCIL	DRAWING TITLE	CONCEPT PLAN	 		PROJECT NO.	0-0007798.01.01.01
				PROJECT	GWYDIR RIVER BANK STABILISATION RIVERSIDE PARK, CAMPBELLS BRIDGE	 Scale 1:750				DRAWING NO.	01
										REVISION	E
										DRAWN BY	SCS
										DATE	09.05.24
										APPROVED	SCS
										DATE	09.05.2024
										CPESC	C.Colmer #7275
REVISION	DESCRIPTION	APPROVED BY	DATE								
D	Ret wall extension	SCS	09.05.24								
D	Path & Ret wall Revision	SCS	03.05.24								
C	CLIENT REQUESTED SCOPE AMENDMENT	SCS	24.04.24								
B	REVISION B	SCS	11.07.23								
A	ORIGINAL ISSUE	SCS	03.07.23								

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7.3 May 2024 Investment and Rates Collection Report

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

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

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

TABLED ITEMS Nil

BACKGROUND

In accordance with Clause 19(3) of the Local Government (Financial Management) Regulation 1993, the following information provides details of the Council’s funds invested as at 30th May 2024.

Direct Investments

Broker	ID	Investment Name	Rating	Type	Next Rollover	Yield	Current Value
NAB	2023.01	NAB	AA	TD	22/06/2024	4.30%	\$1,000,000.00
NAB	2023.02	NAB	AA	TD	22/06/2024	4.30%	\$1,000,000.00
NAB	2023.03	NAB	AA	TD	22/06/2024	4.30%	\$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		\$370,605.35
Regional Australia Bank Medical Centre	At Call	Cash	3.00%	\$51,500.00
Grand Total				\$422,105.35

Total Investments

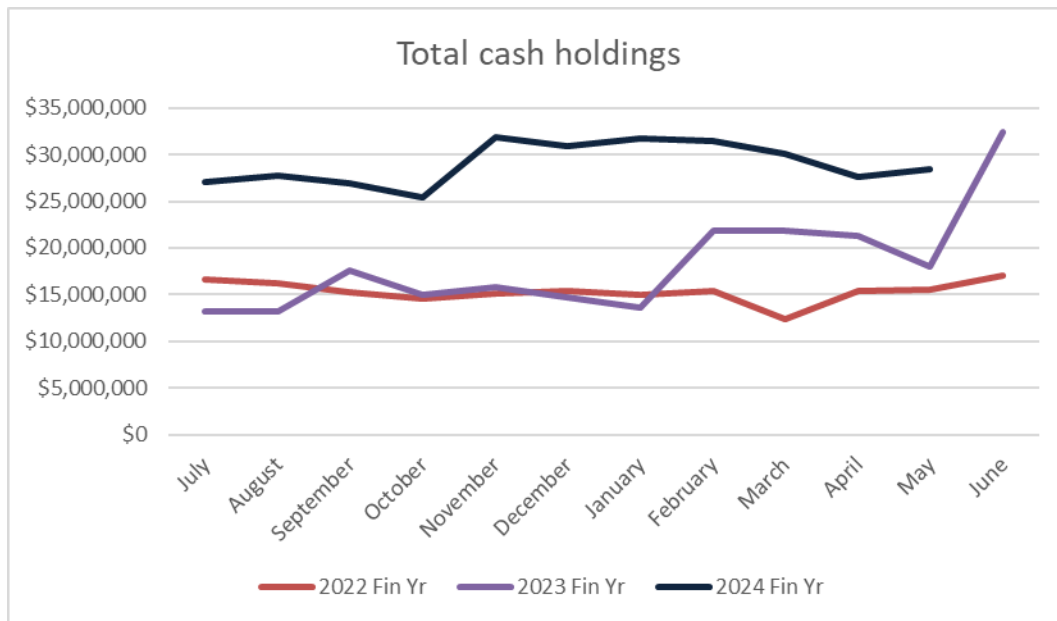
Direct Investments	\$3,000,000.00
Managed Funds	\$422,105.35
Grand Total	\$3,422,105.35

Cash and Investments

Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$422,105.35
Grand Total Investments	\$3,422,105.35

Total Cash and Investments	
Investments	\$3,422,105.35
Cash at bank	\$24,991,154.72
Grand Total Cash and Investments	\$28,413,260.07

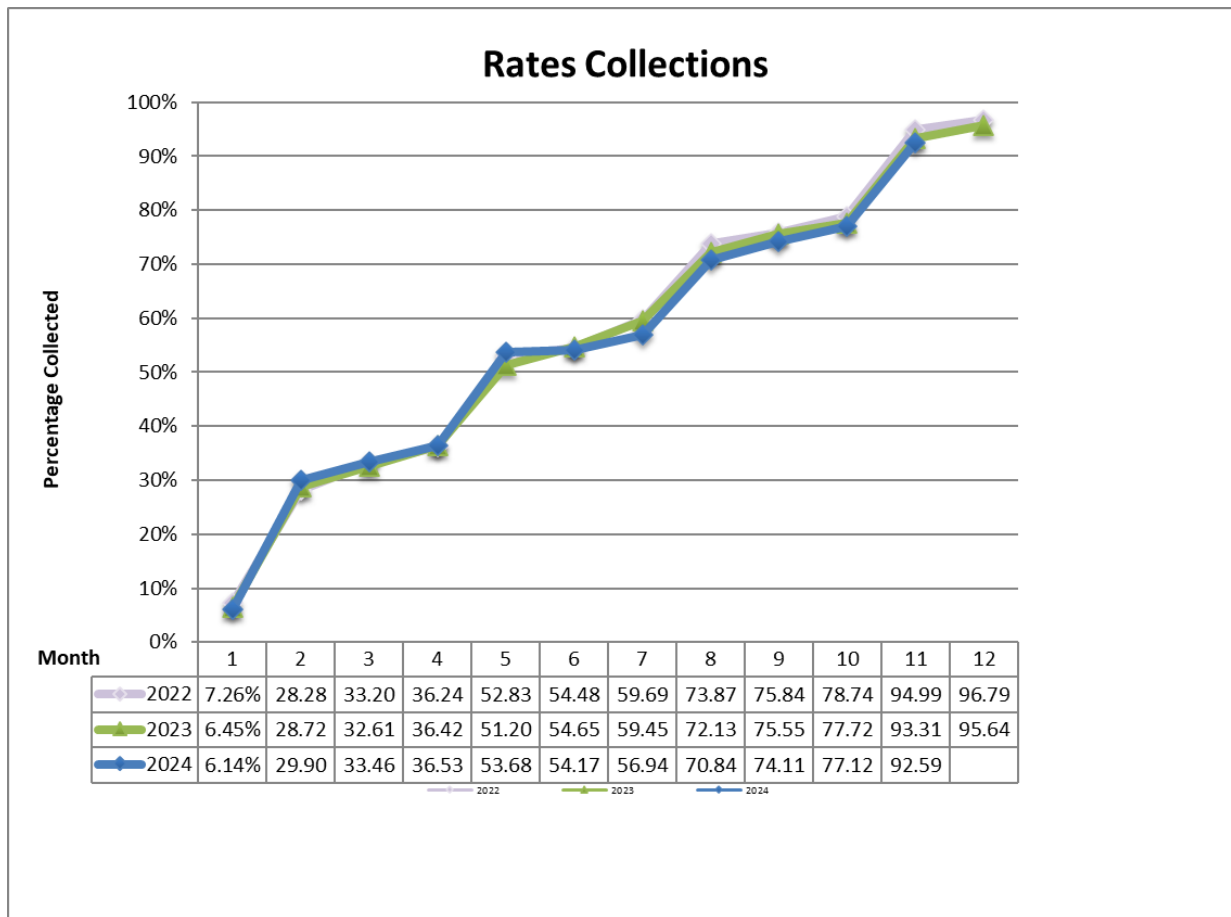
General Fund Cash	
Total cash and investments	\$28,413,260.07
LESS:	
Water fund*	-\$1,558,159.00
Sewer fund*	-\$1,363,287.00
Waste fund*	-\$4,508,000.00
Other restrictions:	
Employee leave entitlements*	-\$1,000,000.00
Asset replacement*	-\$475,930.00
Bonds and deposits	-\$2,652,170.35
Unexpended grants*	-\$7,537,263.00
Developer contributions	-\$805,896.00
Internal Restrictions	-\$6,809,619.00
Discretionary General Fund Cash	\$1,702,935.72



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 May 2024.



OFFICER RECOMMENDATION

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

ATTACHMENTS

Nil

7.4 Organisation and Community Services 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: Leeah Daley, OCD Director

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

The monthly Organisation and Community Services Report details the activities carried out by the Department during May 2024.

TABLED ITEMS Nil

BACKGROUND

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

COMMENT

AGED CARE – NAROO FRAIL AGED HOSTEL

Naroo Frail Aged Hostel – May 2024

Staff Meeting – Not Held

Resident Meeting – Not Held

Residents News & Outings

Mother's Day this month the mothers were treated to a foot spa morning. Naroo also celebrated World Nurses Day with a cake for our care staff. Residents also enjoyed world experience day with a trip through Mexico enjoying Mexican food and quiz questions. Naroo took delivery of some new kings single beds from Arjo and some new linens which were kindly purchased by the Naroo Committee.



Foot Spa's



World Nurses Day



Mexican Day



New King Single Beds

Commonwealth Home Support Program (CHSP) – Warialda/Delungra

Warialda/Delungra CHSP May Report		
	Delungra	Warialda
Day Centre		
Total Active Clients	26	112
Clients Receiving Service	13	64
Total Meals	76	156
Hours Clients Receive in Centre	207	464
Social Support		
Number of Clients	16	64
Individual Hours	41	174
Group Hours	166	290
Total Hours Received	207	464
Food Service – Meals on Wheels		
Clients	0	12
Meals	0	242
Transport		
Number of Clients	1	22
Number of Trips	8	92
Transport – Youth		
Number of Clients	1	32
Number of Trips	16	670

Access Bus to Inverell		
Number of Clients	0	8

Commonwealth Home Support Program (CHSP) – Bingara

SOCIAL SERVICES

Bingara Neighbourhood Centre

Funding Body – NSW Department of Communities and Justice

Bingara Neighbourhood Centre continues to assist community groups with grant applications and attend to the needs of the general public through advocacy and referral to other services.

S355 Committees

The Bingara Community Op Shop

The three main projects for this month have been keeping the pantry running effectively, preparing for the Biggest Morning Tea to be held on the 27th and creating an effective window display for the Myall Creek Memorial to remind the community of the Myall Creek Massacre.

At a recent meeting, it was decided that while pantry donations help in generating cash for food, a \$200 contribution per week from Op Shop funds would help the very needed project. This has become necessary as IGA, who is a collaborator in this project, are often unable to provide adequate stock.

The validity of this overall venture into the delivery of perishable foodstock is being investigated.

The Biggest Morning Tea was a fun morning with Ros Adams playing the piano, a Ted talk called ‘*Cancer is a Laughing Matter*’ playing on the television, and the Bop Shop Uke group entertaining as well. Tickets were \$10, and there was a raffle and lucky door prizes as well as games and a fabulous morning tea.

The Op Shop volunteers have been thanked for their efforts- especially during volunteer week 20 - 26 May.



Centrelink

Funding body – Services Australia Centrelink

The job vacancy board has been well utilised, with people applying for positions via the Jora Jobs link.

The Centrelink self-service terminal needed to be re-booted, and the problem has been rectified. Unfortunately, after this procedure the printer no longer communicates with the portal. Services Australia IT is working on this and has advised that a new printer will be installed.

There was a consistent flow of clients during the month, often waiting in line for the Agency to open. Several scams reported this month, it is always a concern, especially for the elderly.

Youth Services

Funding body – NSW Department of Communities and Justice

Gwydir Willoughby Youth Exchange

Social Services Staff are preparing for the annual Gwydir Willoughby Youth Exchange program. This year we have 21 Students and 5 Supervisors.

Mayor Tanya Taylor and four other Councilors from Willoughby will be attending most of the events with their families along with two senior staff members.

Planning is well underway and the young people are very excited for the upcoming program.

Supported Playgroup Development Worker

Funding body – NSW Department of Communities and Justice

Warialda Toy Library	Apr 2024	May 2024
Total daily attendance counts for children, (calculating each child, each day over the month –total points of contact).	105	131
Full borrowing memberships (new and/or renew)	2	1
Non borrowing memberships (new and/or renew)	1	0
Casual borrowing memberships (new and/or renew)	0	0
Commemorative Birth Certificate applications received	0	5
Toys returned	11	4
Toys borrowed	4	6
Groups using the service (FDC carer, Pharmacy)	1	1
Monday group morning session	27	35
Tuesday group morning session	34	43
Wednesday group morning session	27	20
Thursday group morning session	17	33

The Service has seen the largest attendance numbers for the last 12 months. How wonderful it is to have so many new and returning families accessing our services.

This month, the Warialda Toy Library celebrated several significant events. Mother’s Day was recognised with the children participating in a craft activity as a special little item to give to their Mums. National Families Week was celebrated on Tuesday 14 May with a morning tea for the families. This was a lovely morning with many families being able to catch up with one another. On Wednesday 22 May the Toy Library and Town Library in conjunction with the Warialda Preschool participated in National Simultaneous Storytime which involved all services joining together to read “The Bowerbird Blues” at 12pm with many other services from all over Australia. This was followed by an activity where the children and their families or educators had to find the Bowerbirds goodies for the nests.

Various other activities were enjoyed by the families this month such as craft, puzzles and free drawing. Outdoor play was enjoyed when the weather was in our favour. A Mother volunteered her time whilst she was here and helped the children make “daisy chains” which the children all enjoyed.



Bingara Toy Library

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

Particulars	APRIL 2024	MAY 2024
Total daily attendance counts for children, (calculating each child, each day over the month –total points of contact).	37	82
Full borrowing memberships (new and/or renew)	0	0
Non borrowing memberships (new and/or renew)	0	2
Casual borrowing memberships (new and/or renew)	0	0
Commemorative Birth Certificate – Voucher memberships	0	0
Toys returned	0	0
Toys borrowed	0	0
Children/Group using the service (FDC carer, pharmacy)	0	0
Tuesday group morning session x 4	12	19
Wednesday group morning session x 4	6	41
Thursday group morning session x 3	8	11
KSK group afternoon session x 7	22	43

The front of the toy library looks amazing after its fresh coat of paint and the trees being removed, the repairs inside also look great.

This month, the Bingara Toy Library celebrated several significant events. For Mother’s Day the children participated in decorating plaster hearts, roses, necklaces, cards and a mum’s survival kit as a special gift for their mums on Mother’s Day. National Families week was celebrated with a special morning tea where everyone brought in a share plate. Women’s Health Nurse Visited to give a presentation on Breast care and women’s health. An excursion was held to the public library where there was information given to families about what the library has to offer followed by a story and craft activity for the children.

The Playgroup visited Bingara Preschool this month. The children experienced and played in the outdoor environment. Play Group received an invitation from Bingara Preschool for our families to attend their upcoming reptile show on June 27.

The Kool Skool group have enjoyed creating their Mother’s Day crafts, playing card games, Lego, cars, tasting popcorn, colouring in and having chocolate chip cookies for families Week.

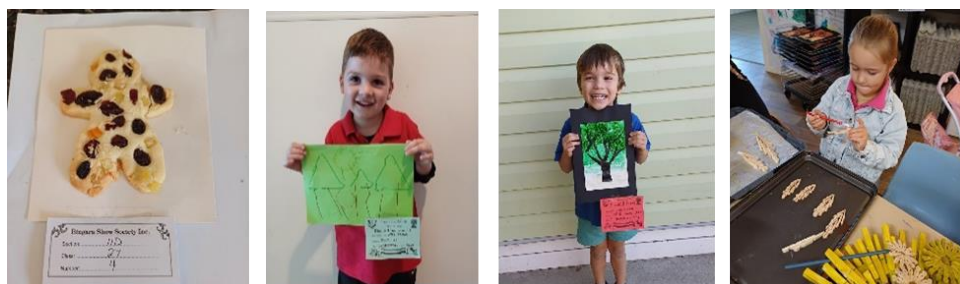


Bingara Preschool

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

Days	May 2024
Monday	17
Tuesday	16
Wednesday	22
Thursday	18

The Bingara Show: The Bingara Show was held on Saturday 18 May. Bingara Preschool children worked hard on creating a variety of entries including art, craft and cooking. The children created drawings using different shapes, painted the seasons, decorated healthy biscuits, entered a pot of herbs grown at the service and each child helped to make the recycled wooden sunflower which won a prize



National Simultaneous Storytime: Bingara Preschool facilitated National Simultaneous Storytime (NSS). National Simultaneous Storytime (NSS) is held in May each year and is organised by the Australian Library and Information Association (ALIA). Each year ALIA chooses a book written by an Australian author and illustrator. This book is then read simultaneously in a range of places around Australia including schools, preschools, childcare services, bookshops and within family homes. This year marks the events 24th year. The children enjoyed exploring outdoors in the morning, and then at 12pm the children grouped together to enjoy the ‘Bowerbird Blues’ story on the Smartboard, which was read by Aura Parker, the author.

EYLF 5.2: The children listen and respond to sounds and patterns in speech, stories and rhyme.

The Biggest Morning Tea: Bingara Preschool celebrated Australia’s Biggest Morning Tea. All the families were invited into the service to share a picnic styled morning tea. Each family brought in a plate of food to share. The children showed their families around the Preschool, with the yard being the preferred place to explore. The Bingara Preschool raised \$237 for the Cancer Council, and this will help people who have been affected by cancer.

EYLF 2.1: Children develop a sense of connectedness to groups and communities and an understanding of their reciprocal rights and responsibilities as active and informed citizens



Toy Library Visit: The Toy Library Coordinated and the Toy Library families visited Bingara Preschool. The Toy Library families have children commencing at Bingara Preschool during the month of June, so it was a meaningful way for the children to transition into the service. The families assisted their children to participate in the curriculum, including sitting while eating at mealtimes, exploring in the sandpit and painting at the easel.

EYLF 1.1: The Bingara Preschool Educators interact and converse with each child to establish mutual trust and respect between the families that attend the early childhood setting.

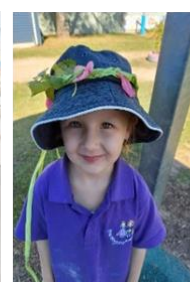


Kindergarten Teacher Visits: During the month of May, the Kindergarten Teacher from Bingara Central School has been making regular visits to the Bingara Preschool. The main aim of the visits is for the Kindergarten Teacher to start making positive relationships with the children and to take some simple observations that will assist in identifying the goals for the Kindy Gritters Transition Program.

EYLF Practice: ‘Continuity of Learning and Transitions’ – The Bingara Preschool is committed to assisting the children to transition from the service to formal schooling.

Reconciliation Week: To celebrate Reconciliation Week (27 May to the 3 June), the Educators offered a range of experiences for the children to engage in, so they were able to learn more about the history and culture of the Aboriginal and Torres Strait Islander people. Reconciliation means to come together, and what a wonderful way for this to happen, as the children at Bingara Preschool come together whilst learning and playing. The theme for Reconciliation Week this year is ‘Now More Than Ever’ and this is shown at the Service, as the team is committed to embedding Aboriginal and Torres Strait Islander perspectives into the current curriculum. This is one of the main Principles of the Early Years Learning Framework (Version 2). There were a range of experiences available during the week including: weaving headbands, learning words in Gamilaraay, playing the tapping sticks along to Indigenous songs, painting outside using natural brushes, recycled collage using natural materials that were gathered from the yard, and a range of Indigenous puzzles.

EYLF 2.2: The children become aware of cultural events.



Educational Leader Report: Three Bachelor of Education students from the University of New England have all completed practicums for various units during May. All three students are connected to the Bingara Preschool, and this supports Educators to complete unit requirements and implement knowledge gained while studying.

On Tuesday 28 May the Educators at the Bingara Preschool participated in Speech and Language Development training. This demonstrated using simple Key Word Signs in conjunction with speech and visuals to aid language skills and to allow the children time to formulate their responses.

Tharawonga Mobile Resource Unit

Funding body – Australian Government Department of Education

Days and Venues	May 2024
Monday at Croppa Creek	11 (3 extra casual places)
Tuesday at North Star	11 (12 extra casual places)
Wednesday at Yallaroi	15 (9 extra casual places)
Thursday at Yetman	9 (0 extra casual places)
Friday at Warialda	11 (0 extra casual places)

Significant events celebrated –This Month Mother’s Day was a focus. The children were provided with choices of different items that they could decorate for their mums. These were wrapped in paper with a card that the children made themselves using the paints. At the end of the month the service program incorporated Reconciliation Week. The educators read a variety of stories through written text and embedded technology. The children participated in craft experiences where they created outlines of their hands and decorated these using dotter utensils with skin tone colour, red, yellow and black. The children were also encouraged to wear yellow for the week. On Wednesday 22 May the service participated in National Simultaneous story time. This year the story was “Bowerbird Blues” which the service was able to borrow from the local Warialda library.



Tharawonga welcomed families from Warialda on Friday May 3 at Saint Josephs. The School has been incredibly supportive and have given out service orientation packs to families.

The service introduced a new musical experience within the program that was focused on promoting the children's self-control. This self-control action song promoted listening, tempo changes, running, freezing/holding skills and following instructions in the song. Children need repeat activities to learn new things.

The educators planned a focus story and "The Gruffalo" was read to the children across all the venues. The learning was extended by incorporating the creative experience of decorating a mask that resembled the Gruffalo. The children transferred the knowledge from the group language experience to create their mask. The experience was more open-ended for the younger children in the group.

A focus on responding to emergencies was a part of transitional learning experiences teaching the children about what to do in emergency situations. The children have been instructed on the use of a phone to call 000 for emergency services.

The new blocks that can be used as ramps and used as a construction activity have engaged the children through building their own constructions and tracks/ramps

Object recognition has been an important focus of the program. The activity allowed the children to have cards with outlines of various objects and the foam shape pieces they identified where each object went.

The educators have been encouraging the children to participate in gardening experiences at two of the venues, North Star and Yallaroi. The children have planted seasonal vegetable seedlings.



Croppa Creek

The home corner play space was turned into a hospital for the children to play with dolls or friends, there were bandages wrapped and medication given. This promoted learning opportunities for the children and developed an understanding of real-life situations that can be re-acted in play.

The children have explored the clay and natural resources on the wooden boards using imagination and creativity throughout the activity, this is a skill that educators promote in a child's development. The children attending school next year are demonstrating an increasing level of skills in their ability to complete puzzles.

The service is incorporating reading groups with the Cropper Creek school children and the children are very eager to participate in this experience.

The children have been given with the opportunity to extend their interest with the farm animals and the dinosaurs at the service this month



North Star

North Star enrolment numbers have increased throughout this month, families are utilising the service on a casual basis as well as one family moving their casual booking to a permanent for the venue.

The service and North Star school have started the collaborative partnership working together to build a positive relationship. The school comes into the service and read the children storybooks as a small group activity. This routine is a weekly occurrence to fit in with the daily activities.

The children have become very involved with the new learning area the hairdressers that the service program has implemented through recording the children’s current interests. The educators have set up a hair salon at this venue to further extend a child’s interest. Lots of children have taken the opportunity to participate in this experience and this is displaying that the children understand how to transfer knowledge from one setting to another.

The educators are promoting older children who are transitioning to school to participate in intentional activities. The focus that the children are currently working towards are letter and object recognition together. For example, the letter r for rabbit with the picture and they join as a puzzle. This skill is mainly promoted at this venue as there is the greatest number of children transitioning to school next year.



Yallaroi

Yallaroi is continuing to increase numbers each week with a new enrolment starting. Families are particularly using this service on a casual basis due to their working commitments.

The children have been involved with activities that promote their imagination and role play experiences. These experiences develop the children’s social skills, life skills, negotiation, parallel play, self-help skills, fine motor skills and learning about cultures. The children are gathering their own items to make their own shop space.

The children participated in a small group creative experience of group painting where they were provided with opportunities to contribute to the colours choice and where they were going to paint.

The children were involved in the new sensory activity of the kinetic sand with the translucent coloured shells, tools and moulds. The children showed their curiosity as they moulded the sand into the shell shapes.



Yetman

Yetman children have been engaged in group experiences such as doggy doggy where's your bone. This experience has been programmed as this venue has a lot of younger children and the educators are working on promoting the children's turn taking and participating in structured group experiences to follow instructions.

The service program has focused on providing the children with creative experiences that focus on the children learning about crossing the midline. The educators programmed golf ball painting in the small sensory trays to promote the development of this skill. The children can revisit these pictures as they are displayed in the learning environment.

The children are displaying an interest in the balance and gross motor area of learning through persisting as they engage in the obstacle course set up in the outdoor environment. This was evident with the foam blocks and the sequence stepping stones, metal weave beam and stepping buckets with balance beams.

The children are working on their creativity, imagination, building and construction as they participate in the new translucent building blocks. These resources were programmed in the outdoor learning environment as this provides the children opportunities to have quieter activities in active spaces. This experience promoted the children's expressive language skills.



Warialda

The Warialda venue initially started with nine (9) children and has now increased to eleven (11) children. The director has undertaken numerous orientations and discussions with new families over the past weeks. The children are still settling into the routine and the learning program, this is a big transition for many of the children who have never attended formal Early Childhood Education.

Self-portraits and first paintings were included in the program to as the children start with the Service.

The children have shown a major interest in the farm animals and the resources that support this interest, they have used their imaginations and understanding of transferring knowledge from one setting to another as they participate in these learning experiences. The children took the horses to the clay and natural resources area and with guidance from the educators where they made saddles for the horses. The educators are continuing to extend this learning by adding other resources to the area to further the children’s interests.

The children have been really engaged in the activities that have been programmed for the outdoor learning environment. They are showing an interest in the sand where they can explore the equipment and the resources provided such as the large dinosaurs.



TOURISM

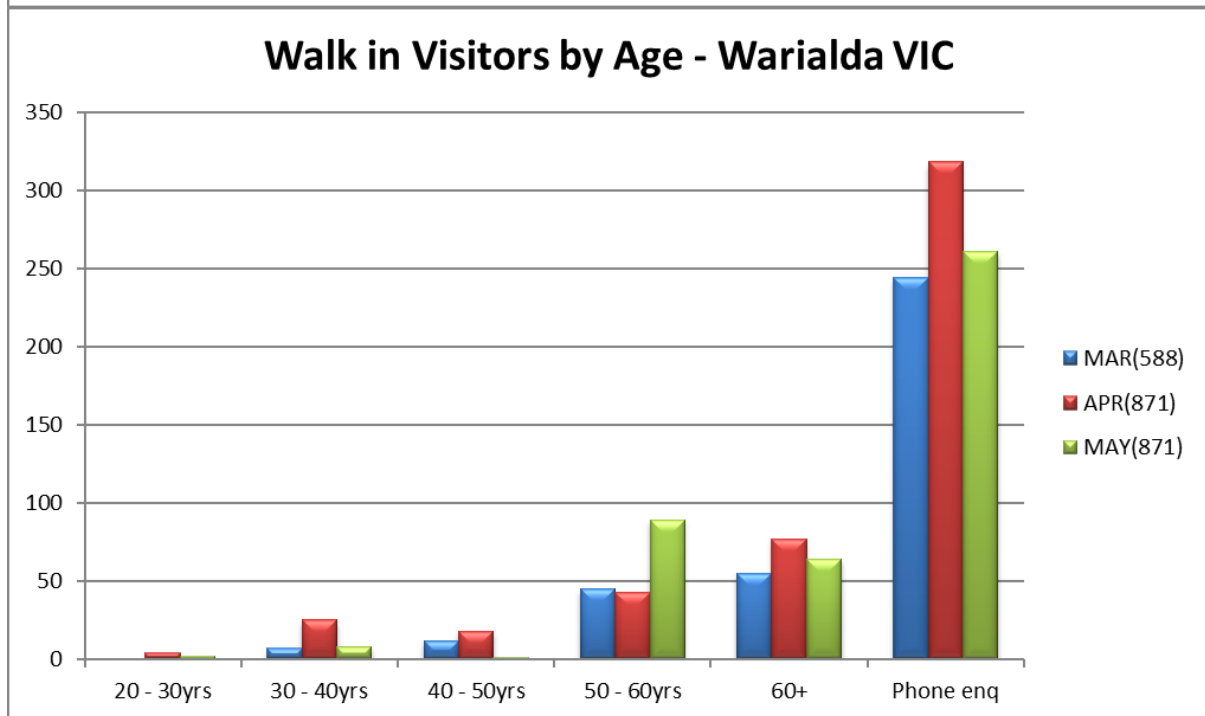
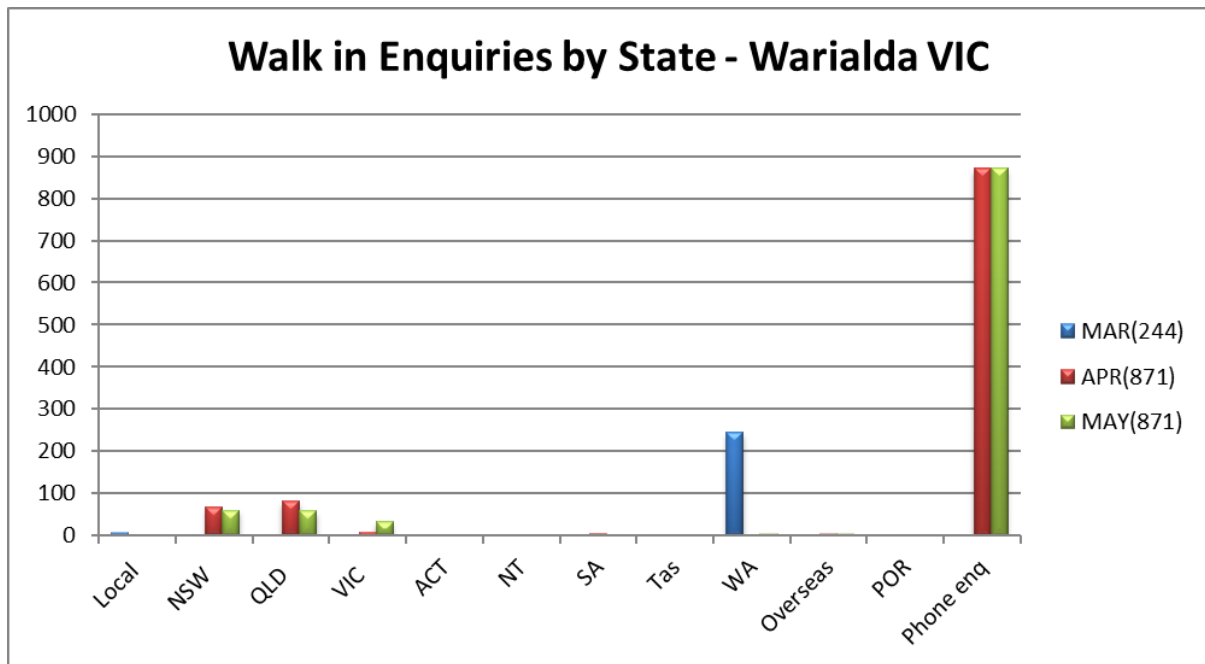
Tourism

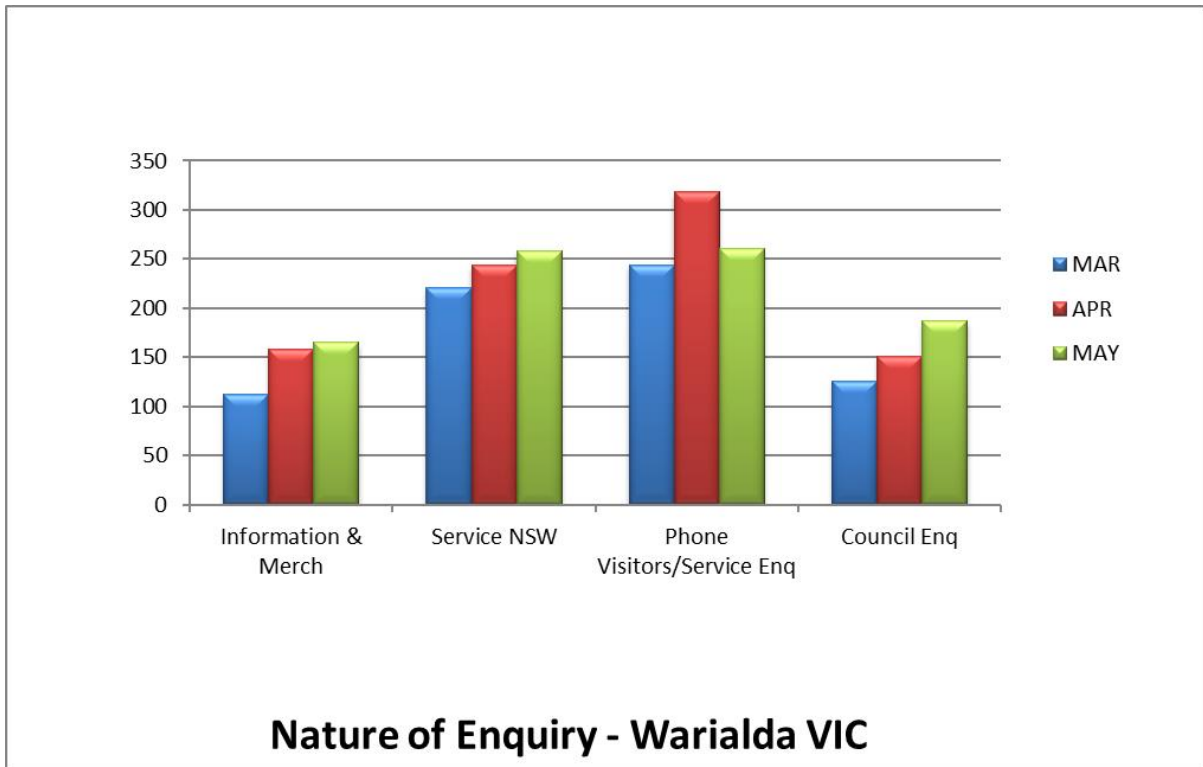
Warialda Visitor Information Centre

March		April		May	
Opening Hours	126	Opening Hours	126	Opening Hours	126
Volunteering Hours	0	Volunteering Hours	0	Volunteering Hours	0

Income	Mar	Apr	May
Merchandise Sales	\$748.92	\$685.54	\$627.81
Total Monthly Income	\$748.92	\$685.54	\$627.81

Visitors at Warialda VIC	Mar	Apr	May
Visitors	112	158	165
RMS	221	244	258
Council	126	151	187
Phone Visitor / Service NSW enquiries	244	318	261
Total	588	871	871





Warialda Visitor Information Centre Renovations

The Gwydir Shire Council will be undertaking renovations at the Warialda Visitor Information Centre aimed at improving the safety and efficiency of the facility. The renovation project will involve relocating the service area to the eastern wall of the centre, a strategic move designed to enhance staff visibility and safety.

To facilitate these renovations, the Gwydir Shire Council’s Customer Service and Visitor Information Centre will temporarily relocate to the main Council office on Hope Street. This **temporary move will commence on July 15th**, with an anticipated **reopening date of August 12th, 2024**.

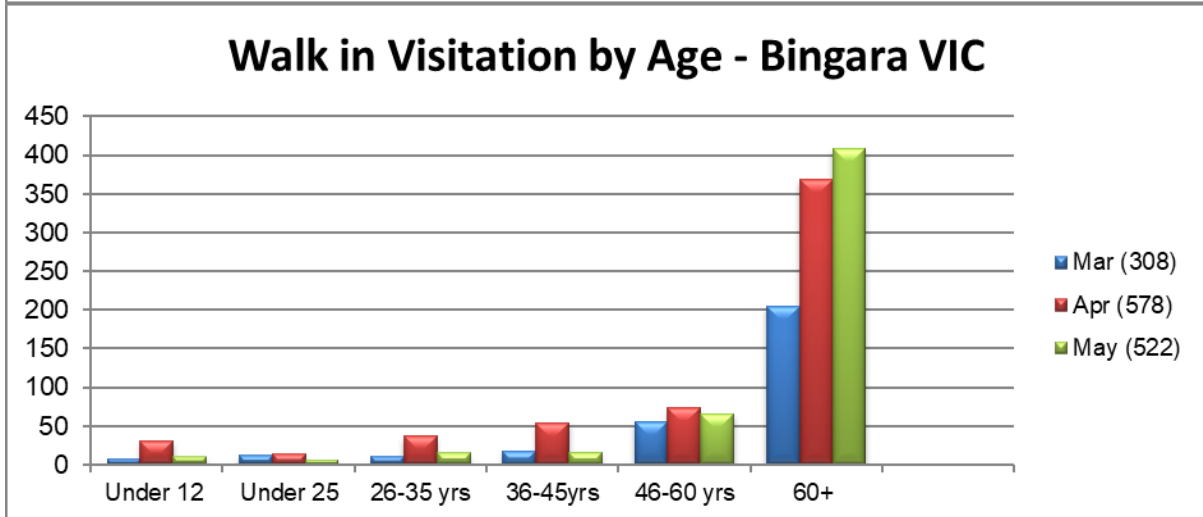
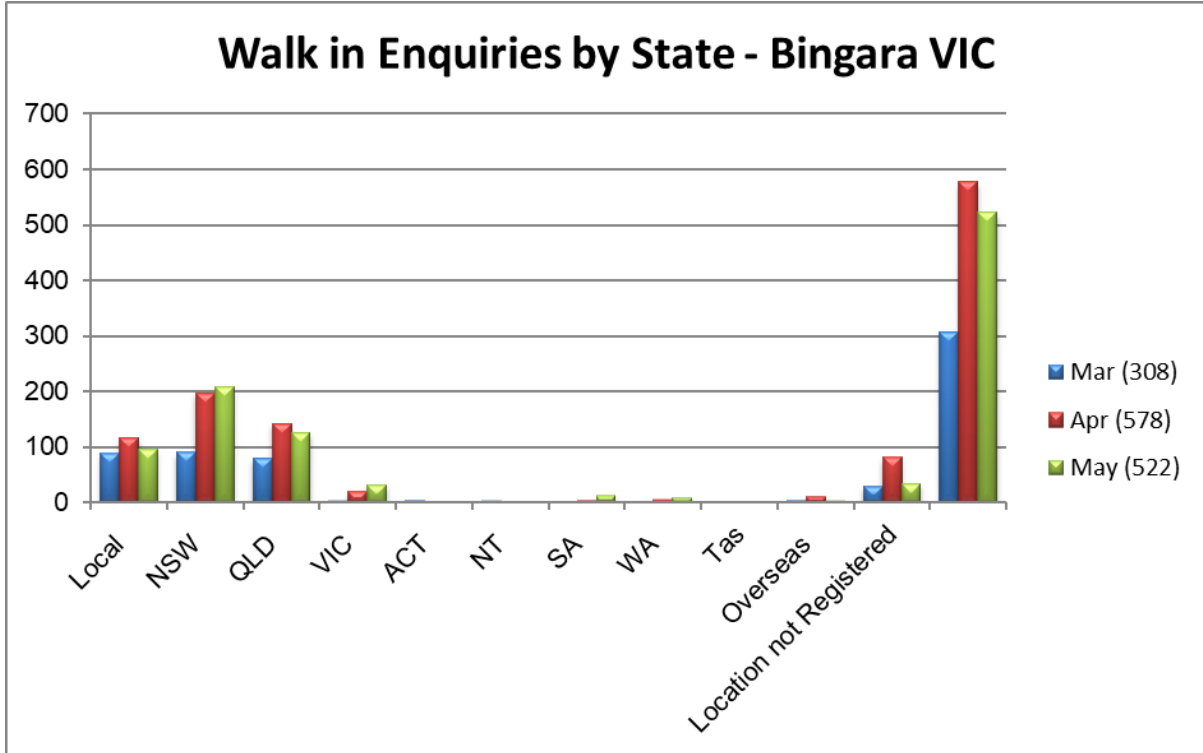
During the renovation period, the Service NSW office at the Warialda Visitor Information Centre will be closed. However, the Bingara agency will extend its operations to five days a week to accommodate the community's needs. The Council is also coordinating with Service NSW to arrange for the Service NSW bus to visit Warialda during this period.

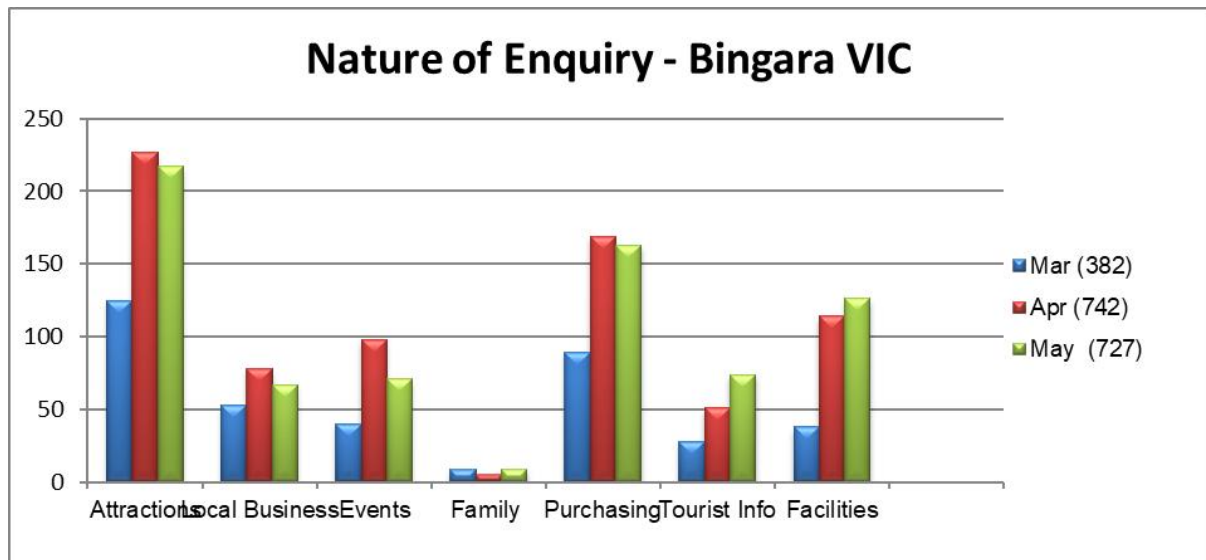
Bingara Visitor Information Centre

March		April		May	
Opening Hours	130	Opening Hours	123.5	Opening Hours	149.5
Volunteering Hours	22	Volunteering Hours	26.5	Volunteering Hours	29

Income	Mar	Apr	May
Merchandise Sales	\$552.50	\$537.50	\$1,529.90

Total Merchandise Sales	\$552.50	\$537.50	\$1,529.90
Roxy Tour Income	\$200.00	\$270.00	\$390.00
Visitors at Bingara VIC	308	578	522





Comment/s -

Tourism Visitation - Visitation during the month, was it could be send on par with the previous month.

Roxy Tours – we saw 39 people including a group of 14 from South Burnett Caravan Club touring the facility during May = \$390.00
 Enquiries and a subsequent booking were made during the month for a Coach tour of the Roxy during May next year.

TLC Meeting/Workshop/Private Function hire and Bunkhouse accommodation Meeting/Workshop/NFP and Private Function hire bookings and Fees Received or Invoices actioned through the VIC amounted to the following - \$1,909.00. The venue is becoming a very popular location with numerous Hire/booking enquiries received during the month for both corporate, NFP and private functions for the remainder of this year, next year 2025 and 2026.

Community Groups – Assistance – Bingara Special Events Committee – Orange Festival - Lead up to Orange Festival – staff have been the updating stall holders contact spreadsheet and have sent out 140 Stall holder application forms.

Camping Donations - collected by Council rangers and from individuals received by the VIC - Honesty box donations of \$ 671.70

CUSTOMER SERVICE REQUESTS (CRMs)

CRMs carried forward from:

Department	Outstanding as at 5 May 2024	Completed since 5 May 2024	Outstanding as at 13 June 2024
Technical Services	58	46	12
Environment and Sustainability	18	13	5

Town Utilities Parks and Gardens	26	20	6
Building Services	21	16	5
Total Outstanding	123	95	28

CRM's – 5 May to 13 June 2024:

Department	Received 5 May to 13 June 2024	Completed 5 May to 13 June 2024	Outstanding as at 13 June 2024
Technical Services	52	26	26
Environment and Sustainability	18	7	11
Town Utilities Parks and Gardens	37	19	18
Building Services	12	8	4
Executive & Community Assets	2	0	2
Organisation and Community Services	1	0	1
Totals	122	60	62

CRMs received since 5 May and still outstanding as at 13 June 2024:

Department	Open
Technical Services	38
Environment and Sustainability	16
Town Utilities Parks and Gardens	24
Building Services	9
Executive and Community Assets	2
Organisation and Community Services	1
Total	90

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

7.5 The Living Classroom Business Plan

File Reference:	NA
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Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: Max Eastcott, General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the advertising of the draft Business Plan for public comment.

TABLED ITEMS Nil

BACKGROUND

The Council has requested that a draft Business Plan be developed, which is attached.

OFFICER RECOMMENDATION

THAT The Living Classroom Business Plan be received.

FURTHER THAT The Living Classroom Business Plan be placed on public display for 28 days for submissions.

ATTACHMENTS

1. TLC Draft Business Plan June 2024 [7.5.1 - 14 pages]

THE LIVING CLASSROOM BUSINESS PLAN

Executive Summary

Business Overview

The Living Classroom (TLC), is an education and event centre located at 1A Narrabri Road, Bingara. It offers a range of services including educational workshops, weddings and celebrations, meetings, and an interpretive centre. Our goal is to provide an insightful and inspiring venue for school groups, event organisers, and corporate team-building groups to learn, celebrate, and collaborate.

Business Origins

The Living Classroom was established some 13 years ago as a response to the growing demand for unique and interactive educational experiences in the Gwydir area and New England Northwest region. With a team of dedicated employees, we have created a space that not only educates but inspires and entertains our customers. Our commitment to sustainability and regenerative farming practices sets us apart.

Competitive Advantage

Our key success factors lie in the unique offerings we provide. Our peaceful and inspiring venue attracts event organisers looking for a different experience for their gatherings. The interactive educational experience we offer for school groups is unmatched, providing a hands-on learning opportunity about sustainability and regenerative practices. Additionally, our picturesque setting is perfect for weddings and celebrations, offering a truly memorable experience for our customers.

Our Interpretive Centre and Cafe will offer a hands-on experience for students to learn about regenerative farming practices and sustainability, setting us apart in the industry.

Suggestion - Financial Summary

With an expected minimum revenue of \$86,550 in 2024/2025, there is some confidence that there is a pathway to sustainability and longer-term profitability of TLC. By continuing to innovate and expand our offerings, we aim to increase our revenue and market share in the coming years. Our focus on customer satisfaction and unique experiences will drive our success in the competitive market landscape.

Situation Analysis

Key Market Trends

- Increasing demand for experiential learning opportunities
- Rising interest in sustainable practices and environmental education
- Growth in the events industry, particularly for unique and picturesque venues
- Shift towards corporate social responsibility and team-building activities
- Emergence of niche markets for educational tourism

SWOT Analysis

Strengths

1. TLC's peaceful and inspiring venue already attracts event organisers, creating a unique and memorable experience for customers.
2. TLC's interactive educational workshops for school groups set us apart, providing a hands-on learning experience that is both engaging and informative.
3. TLC's unique and picturesque setting attracts weddings and other celebrations, offering a beautiful backdrop for special events.
4. TLC's interpretive centre will provide a valuable educational experience for school groups, teaching them about regenerative practices and sustainability.
5. The possible new cafe will enhance the overall customer experience, providing a cozy and welcoming atmosphere for customers to relax and socialise.
6. The range of accommodation options available on-site.

Weaknesses

1. TLC's location is quite remote, which may pose a challenge in attracting customers particularly with high fuel prices as this increases bus hire costs. However, this can be mitigated by implementing targeted marketing strategies and offering transportation options for customers.
2. TLC's small team may limit our capacity to handle a large volume of clients. To address this, TLC's staff can be cross-trained while also considering outsourcing certain tasks when required.
3. The current lack of a sophisticated social media presence needs to be addressed.

Opportunities

1. Expanding TLC's educational workshops to include corporate team-building groups can tap into a new market segment and increase revenue.
2. Partnering with all surrounding regional local schools and organisations to offer customised educational programs can strengthen TLC's community ties and attract more customers.

3. Exploring eco-tourism opportunities by promoting our sustainable practices and environmental initiatives can attract environmentally conscious customers.
4. Utilising social media and online platforms to showcase TLC's venue and services can reach a wider audience and drive more bookings.
5. Maintain the Council's strong links with the Myall Creek Massacre Management Committee and site to promote the Indigenous aspect of a TLC experience.
6. Expansion of the grazing potential on the site as a revenue source in conjunction with the Bingara Central School.

Threats

1. Competitive pressures from other event venues and educational facilities in the region may impact our market share. To stay competitive, TLC can differentiate itself through unique offerings and exceptional customer service.
2. Fluctuations in the economy or changes in consumer spending habits could affect the TLC's business. To mitigate this risk, TLC can diversify our revenue streams and maintain strong relationships with existing customers.

Marketing

Business Objectives

Short-term Objectives

- Enhance TLC's online presence by creating a user-friendly website and engaging social media platforms within the next year.
- Collaborate with local schools and educational institutions to increase the number of educational workshops booked by 20% within the next two years.
- Build a list of specialised contractors available to assist us in delivering TLC's services in particular lessons tailored to the individual schools' programs.

Medium-term Objectives

- Expand TLC's target market to include corporate teams for team-building activities, increasing bookings by 30% within the next three years.
- Implement sustainable practices in our operations, such as reducing waste and promoting eco-friendly initiatives, by partnering with local environmental organisations and the Myall Creek Massacre Management Committee within the next four years.

Long-term Objectives

- Establish partnerships with event planners and wedding coordinators to become a premier venue for weddings and celebrations in the region within the next five years.

- Develop a comprehensive educational program in collaboration with experts in sustainability, becoming a leading educational tourism destination within the next seven years.

Segmentation and Targeting

Segmentation

- School Groups: This segment consists of low-income school groups who are looking for educational workshops to enhance their learning experience. They value affordability and educational content.
- Event Organisers: This segment comprises medium-income event organizers who seek unique venues for their events. They prioritise aesthetics, affordability and functionality in a venue.
- Corporate Team-Building Groups: This segment includes high-income corporate groups looking for team-building activities in a serene environment. They prioritise exclusivity and team cohesion.
- Family Celebrations: This segment consists of middle-income families who are interested in hosting significant celebrations in a picturesque setting. They value family-friendly amenities and affordability.
- Environmental Enthusiasts: This segment comprises individuals of varying income levels who are passionate about sustainability, indigenous matters and regenerative farming practices. They prioritise eco-friendly initiatives and educational experiences.

Targeting

TLC has chosen to target School Groups, Event Organisers, and Corporate Team-Building Groups. These segments align with our educational workshops, unique event venues, and team-building activities, respectively. By focusing on these specific segments, TLC can tailor its offerings to meet their distinct needs and preferences, ultimately maximising TLC's business potential.

Purchase Decision

TLC's purchase process is designed to be as straightforward and hassle-free as possible. Customers can book TLC's services directly at its location or through the TLC website. TLC offers flexible payment options to cater to its customers' varying income levels.

For school groups, TLC offers first time discounts and payment plans to make our services more accessible.

For event organisers and corporate teams, TLC provides detailed quotes and contracts to ensure transparency and mutual understanding.

TLC aims to make the purchase process a 'one stop shop', TLC's staff will co-ordinate the booking of other local attractions (for example a trail ride, a pizza movie night at The Roxy Theatre, free entry to the local swimming pool, booking a Marriage

Celebrant etc) to form a whole package including all meals, and local transport transfers.

Post-purchase Behaviour

TLC believes that its relationship with its customers extends beyond the purchase.

TLC follow up with its customers to gather feedback and ensure their satisfaction.

For school groups, TLC provide resources to reinforce the learning experience, before and following their visit.

For event organisers, TLC offers assistance in planning future events based on their feedback.

For corporate teams, TLC provides post-event reports highlighting the team's performance and areas for improvement.

TLC strive to create a long-term relationship with our customers, ensuring that The Living Classroom remains their preferred choice for education and events.

4Ps

Product Strategy

Product Description

- TLC's Educational Workshops are designed to provide hands-on learning experiences for school groups, event organisers, and corporate team-building groups. These workshops focus on sustainability and providing a unique educational experience.
- TLC's Weddings and Other Significant Celebrations service offers a picturesque setting for memorable events. The venue is versatile and can cater to a variety of aesthetic and functional requirements, making it an ideal choice for any celebration.
- TLC's Meetings Venue is a peaceful and inspiring space for gatherings and workshops. It is designed to foster team cohesion and personal development, making it an excellent choice for local business events.
- TLC's Interpretive Centre is an interactive educational experience that allows school groups to learn about farming practices and sustainability. It provides a hands-on approach to learning, making it a valuable educational resource.
- TLC's Cafe, aims to provide a cozy and welcoming atmosphere for patrons to relax and socialise. It will serve as a comfortable space for visitors to unwind after participating in our workshops or events. Hopefully the café will be licenced.

Product Differentiation

- TLC's Educational Workshops are differentiated by their focus on sustainability and accepted farming practices. This unique approach to education sets us apart from traditional classroom settings.
- TLC's Weddings and Other Significant Celebrations service is differentiated by its picturesque setting and versatility. This allows us to cater to a variety of event requirements, making us a preferred choice for event organizers.
- TLC's Meetings Venue is differentiated by its tranquil environment and focus on fostering team cohesion and personal development. This makes it an ideal choice for corporate team-building events.
- TLC's Interpretive Centre is differentiated by its interactive approach to education. This hands-on learning experience sets us apart from traditional educational resources.
- TLC's Cafe, will be differentiated by its cozy and welcoming atmosphere. This will make it a preferred choice for patrons looking for a comfortable space to relax and socialize.

Product Development

- TLC will continue to develop our Educational Workshops by incorporating the latest research and trends in sustainability and farming practices through our partnership with Southern Cross University, University of New England and Sydney University. This will ensure that our workshops remain relevant and educational.
- TLC will continue to develop our Weddings and Other Significant Celebrations service by exploring new trends in event planning and design. This will allow us to cater to a variety of event requirements and preferences.
- TLC will continue to develop our Meetings Venue by incorporating new technologies and facilities that foster team cohesion and personal development. This will ensure that our venue remains a preferred choice for corporate events.
- TLC will continue to develop our Interpretive Centre by incorporating new educational resources and technologies. This will ensure that our centre remains a valuable educational resource for school groups.
- TLC will continue to develop its Cafe by exploring new trends in cafe design and menu offerings. This will ensure that our cafe remains a cozy and welcoming space for patrons.

Product Branding

- TLC's Educational Workshops will be branded as a unique educational experience that provides hands-on learning about sustainability and regenerative practices.
- TLC's Weddings and Other Significant Celebrations service will be branded as a picturesque and versatile venue for memorable events.
- TLC's Meetings Venue will be branded as a tranquil environment that fosters team cohesion and personal development.
- TLC's Interpretive Centre will be branded as an interactive educational resource that provides hands-on learning about regenerative farming practices and sustainability.

- TLC's Cafe, will be branded as a cozy and welcoming space for patrons to relax and socialize.

Pricing Strategy

For The Living Classroom has chosen to adopt a value-based pricing strategy. This pricing strategy is selected because it allows TLC to set prices that reflect the perceived value of its services to its customers. This approach is particularly suitable for TLC's business model, given the unique and high-quality services it provides, including educational workshops, event venues, and team-building activities. By setting prices according to the perceived value, we can better capture the value we provide and maximize our revenue potential.

Implementing a value-based pricing strategy involves understanding the value TLC's services provide to its customers and setting prices accordingly. For example, its educational workshops provide a unique learning experience for school groups, teaching them about sustainability and farming practices. Therefore, we can set a higher price for these workshops compared to more traditional educational outings. Similarly, TLC's event venue provides a unique and picturesque setting for weddings and other significant celebrations, which is something that many event organizers are willing to pay a premium for. Therefore, once TLC is better established in the market it can set a higher price for its venue rental compared to more traditional event spaces. Lastly, TLC's team-building activities provide a unique and tranquil environment for corporate groups, fostering team cohesion and personal development. Therefore, TLC can set a higher price for these activities compared to more traditional team-building activities.

Service Strategy

TLC's service strategy is centred around providing exceptional customer service to ensure maximum customer satisfaction and loyalty. TLC understands that its customers are at the heart of its business, and will strive to exceed their expectations at every touchpoint.

One of the key aspects of TLC's service strategy is to provide personalized service to each customer. TLC understands that each customer has unique needs and preferences, and TLC's staff will strive to tailor its services to meet these needs. For example, for school groups, TLC can customize our educational workshops to align with their curriculum. For event organizers, TLC can customize its venue to meet their aesthetic and functional requirements. For business groups, TLC can customize our team-building activities to meet their team dynamics and objectives.

Another key aspect of TLC's service strategy is to provide responsive and proactive service. TLC understands that its customers value prompt and efficient service, and TLC will strive to meet these expectations. For example, TLC can provide prompt responses to inquiries and requests, and it can proactively offer suggestions and recommendations based on our expertise and experience.

Lastly, TLC understands the importance of providing consistent and high-quality service. TLC strive to maintain a high standard of service across all its offerings and

touchpoints. For example, we can ensure that TLC’s educational workshops are consistently engaging and informative, that the venue is consistently clean and well-maintained, and the team-building activities are consistently fun and impactful. By providing consistent and high-quality service, TLC can build trust and loyalty with its customers, ultimately driving repeat business and referrals.

Advertising Strategy

- **Objective:**

To increase awareness and interest in our educational workshops among school groups

Activities:

We will leverage direct marketing methods, such as sending informational brochures to schools, and digital marketing strategies, such as targeted email campaigns and social media promotions.

Implementation:

We will start by identifying schools and gathering their contact information. We will then design an attractive brochure highlighting the benefits of our workshops for students. After that, we will distribute these brochures to the identified schools. Alongside, we will also create a compelling email campaign and social media posts to reach a wider audience. This process will be ongoing.

- **Objective:**

To position our venue as a top choice for event organizers

Activities:

We will use online platforms such as Google Ads and social media to showcase our venue’s unique features, which will include the Roxy Complex, and offerings.

Implementation:

We will create a visually appealing advertising campaign showcasing our venue and its features. We will also research local event planning expos and networking events to participate in. The complete process will take around 6 months to implement.

- **Objective:**

To investigate the best way to attract small local businesses as team-building groups to our facilities

Activities:

We will explore utilizing marketing strategies to reach out to local businesses. We will emphasize our venue's tranquil environment and team-building activities.

Implementation:

We will create engaging advertisements and posts, highlighting the benefits of our team-building activities. We will also reach out directly to local businesses. This strategy will take roughly 1 year to implement.

- **Objective:**

To promote our Interpretive Centre as an interactive educational experience

Activities:

We will use Search Engine Optimization (SEO) strategies to improve our online visibility and reach more school groups. We will also use content marketing, such as blog posts and YouTube videos, to showcase our Interpretive Centre.

Implementation:

We will research SEO best practices and optimize our website accordingly. We will also create engaging blog posts and videos about our Interpretive Centre and share them on our website and social media channels. This plan will take about 9 months to implement.

- **Objective:**

To investigate the feasibility for the use of the common room facility as an onsite café or niche event facility.

Activities:

We will conduct a soft launch of the Business Plan at the 'Café' facility, once complete as a way to showcase the facility to the local business community.

Digital Strategy

TLC's digital strategy aims to establish The Living Classroom as a leading educational and event centre in the digital space. We will leverage various digital channels to reach its target audience, increase its visibility and attract more visitors to its physical location.

- **Website Development:** TLC will revitalise the existing web presence and design a user-friendly and engaging website that effectively showcases its unique offerings. The website will provide detailed information about TLC's educational workshops, event venue, interpretive centre, and the possible future cafe. It will also feature a booking system for easy reservations and an interactive map to guide visitors to its location at 1A Narrabri Road, Bingara.
- **Search Engine Optimization (SEO):** To increase TLC's visibility online, we will implement SEO strategies. We will use relevant keywords related to our business, such as 'educational workshops', 'event venue', 'sustainability education', and 'Killarney Gap', to improve our ranking on search engine result pages. This will help potential customers find us more easily when searching for our services.
- **Social Media Marketing:** TLC will establish a strong presence on various social media platforms like Facebook, Instagram, and LinkedIn. We will share engaging content, such as photos from our workshops, testimonials from satisfied customers, and educational posts about sustainable practices. This will help us engage with our audience, promote our services, and attract more visitors.
- **Email Marketing:** TLC will build an email list by encouraging visitors to subscribe to our newsletter through our website and social media platforms. We will send regular updates about our upcoming workshops, events, and new offerings. This will help us maintain a connection with our customers and encourage repeat visits.
- **Online Advertising:** TLC will use online advertising to reach a wider audience. We will run targeted ads on Google and social media platforms, focusing on potential customers who are interested in educational workshops, event venues, and sustainability education. This will help us attract more visitors and increase our bookings.
- **Online Reviews and Testimonials:** TLC will encourage our customers to leave reviews and testimonials on our website and on review platforms like Google and TripAdvisor. Positive reviews will help build our reputation and attract more customers.
- **Content Marketing:** TLC will create engaging and educational content about our workshops, sustainable practices, and events. We will share this content on our website, social media platforms, and in our email newsletters. This will help us position ourselves as experts in our field and attract more visitors.
- **Partnerships and Collaborations:** TLC will partner with local schools, businesses, universities, local environmental and other special interest groups and event organizers to offer exclusive workshops and events. We will promote these partnerships on our digital channels to reach a wider audience.

- **Analytics and Reporting:** TLC will use tools like Google Analytics to track our digital marketing efforts. This will help us understand what's working and what's not, allowing us to adjust our strategies accordingly for optimal results.

Through this comprehensive digital strategy, we aim to establish The Living Classroom as a leading educational and event centre in the digital space. We are confident that our digital efforts will help us reach our target audience, increase our visibility, and ultimately drive more visitors to our physical location.

Management

Management Structure

Organizational Hierarchy

The Living Classroom, being a small-scale business, operates with a flat organizational hierarchy. With only two employees on-site with external support from within the Council's hierarchy, the business structure is simple yet effective, ensuring smooth operations and efficient decision-making. The two key roles in the organization include the Co-ordinator and the Trainee.

Decision-Making Process

The decision-making process at The Living Classroom is collaborative, with both the Co-ordinator and the Trainee contributing their insights and expertise. The Council's Community Assets' Manager has the final say in all strategic and operational decisions, while the Co-ordinator plays a significant role in shaping the educational and event programs.

Employee Roster

- **Position: The Living Classroom Co-ordinator**

Responsibilities: The Living Classroom Co-ordinator is responsible for the overall management and strategic direction of The Living Classroom in consultation with the Community assets' Manager. This includes financial management, business development, marketing, and stakeholder relations. The Co-ordinator also oversees all operational aspects of the business, including the planning and execution of events and workshops, and the management of the venue and facilities.

- **Position: Agricultural Trainee**

Responsibilities: The trainee is primarily responsible for the maintenance of the site.

- **Position: Specialist Consultants**

Responsibilities: These consultants are employed on an as needed basis and the costs are covered by the fees for the relevant activities that they are delivering.

Training and Development

At The Living Classroom, we believe in the continuous professional growth of our employees. Therefore, a comprehensive training and development plan will be implemented. For the Co-ordinator, this will involve regular updates on business management strategies, financial management, and marketing trends. They will also be encouraged to attend relevant workshops and seminars to enhance their leadership skills and stakeholder relations.

Key Performance Indicators (KPIs)

- Number of Educational Workshops Conducted** Definition: This KPI measures the number of educational workshops we conduct over a specific period. Importance: It indicates the level of our educational activities and engagement with our target audience. Data Collection: We collect this data by keeping a record of all the workshops conducted.
- Event Satisfaction Rate** Definition: This KPI measures the satisfaction rate of clients who use our venue for their events. Importance: It helps us understand how well we meet our clients' expectations and identify areas for improvement. Data Collection: We collect this data through post-event surveys and feedback forms.
- Facility Utilization Rate** Definition: This KPI measures the percentage of time our venue is booked for accommodation, events or workshops. Importance: It helps us understand how effectively we are utilizing our facility and identify peak and off-peak times. Data Collection: We collect this data by monitoring our booking system.
- Visitor Numbers at the Interpretive Centre** Definition: This KPI measures the number of visitors at our interpretive centre over a specific period. Importance: It indicates the level of interest in our educational exhibits and helps us gauge the success of our outreach efforts. Data Collection: We collect this data by keeping a record of visitor numbers.

Finance

Three Year Estimated Results

Element	2024/25 Net Costs	2025/26 Net Costs	2026/27 Net Costs
Employment Costs	\$130,000	\$136,500	\$143,325
Accommodation Bookings	\$20,400	\$68,420	\$88,500
Special Events	\$4,000	\$4,250	\$7,500
Weddings	\$3,300	\$3,263	\$5,000
Cattle	\$0	\$2,000	\$2,000
Event Only Bookings	\$15,000	\$20,250	\$24,000
Running Costs	\$102,489	\$25,200	\$26,460
Net Result	\$189,789	\$63,518	\$42,785

Risk and Mitigation should we include our risk matrix?

- **Risk 1:** A significant risk we face is a decrease in demand due to changes in educational policies or a shift in market trends. This could result in a decrease in bookings for educational workshops, meetings, and events at our centre.

Mitigation: To mitigate this risk, we will diversify our services and target audience. We will continuously innovate and adapt our workshops to align with current educational trends and policies. We will also target a broader range of customers, including tourists, local community groups, and businesses for team-building events. Regular market research and customer feedback will help us stay ahead of market trends. This will include developing specialist short courses, Bootcamp style, in activities such as native foods, Permaculture and special interest groups like quilters.

- **Risk 2:** The risk of extreme weather events or natural disasters that could cause damage to our facilities and disrupt our services is another concern.

Mitigation: We have comprehensive insurance coverage for our physical assets to cover any damages. We will also develop an emergency plan, which includes regular maintenance of our facilities, to minimize the impact of any unforeseen events. Our emergency plan will also include procedures for evacuating customers and staff safely in case of a disaster.

- **Risk 3:** The risk of foodborne illnesses at our proposed cafe could harm our reputation and result in legal repercussions.

Mitigation: To mitigate this risk, we will implement strict food safety protocols. We will provide regular training for our staff on food handling and hygiene practices. We will also conduct regular health inspections and maintain a high standard of cleanliness in our cafe.

- **Risk 4:** The risk of not attracting enough bookings for our venue for weddings and other significant celebrations could impact our revenue.

Mitigation: To mitigate this risk, we will invest in marketing and promotional activities to increase awareness of our unique venue. We will also work closely with event planners and offer competitive pricing to attract more bookings. Customer testimonials and high-quality photos of our venue will be featured on our website and social media platforms to attract potential customers.

- **Risk 5:** The risk of staff turnover could disrupt our operations and result in a loss of knowledge and skills.

Mitigation: To mitigate this risk, we will create a positive work environment and offer competitive salaries and benefits. We will also provide opportunities for professional development and career advancement. Regular performance

reviews and feedback sessions will help us understand our employees' needs and expectations, enabling us to retain our valuable staff.

DRAFT

7.6 Warialda Pool Signage

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: Clarissa Barwick, Community Assets Team Leader

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

Recommended that the proposed works to the amenities building at the Warialda Swimming Pool consisting of the installation of composite panels with images of swimmers is approved.

TABLED ITEMS Nil

BACKGROUND

Council received funding from both State and Federal Governments in 2023 for restoration works at the Warialda Swimming Pool. One of the proposed projects is the beautification of the amenities building, including the installation of images on composite panels to existing brick along the front of the building. The printing of the panels can be done inhouse and Council staff will install them, keeping costs to a minimum.

A design was created and public comment was sought via Council's facebook page and also The Gwydir News commencing in November 2023.

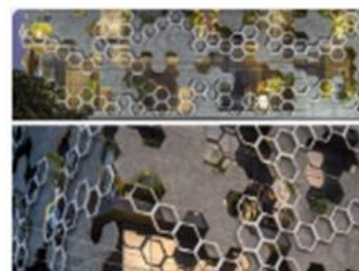
Proposed design:



Comments received:

1. *I have a couple of suggestions, firstly, a collage of photographs depicting swimming in Warialda, from Roger Moores pool right through to present day? Surely someone has a photograph of a swimming carnival from years ago. I think it would make it a much more meaningful upgrade. My second suggestion is a mural painted by students, even if every school contributes a panel, giving the kids a bit of pride and ownership over their town pool.*

2. *I am pleased to hear Council has secured funding for the upgrade. I would like to see one side of the wall decorated with a bee/honey theme.*
3. *I would like to put forward the idea of creating artworks similar to "Town Silo" art works. Whilst we don't have local silo's the blank area to be designed on the front of the pool building may be an opportunity to do so. This would create a tourist attraction in both on and off season at the pool of passing travellers and encourage people to stop and look. This could incorporate Cranky Rock, Surrounding Agriculture areas, Bee's/ Honey, History and much more of what Warialda has to offer.*
4. *What wonderful signage to be placed on the facade at the pool ,also good to see the pool has the correct signage at the front . Perhaps we should replace other signage around town with more updated ones ,if you are not a local then the existing signs mean nothing. The history of this town should be a go to place for travellers.*
5. *I'm all for something on the Pool walls but opposed to the images suggested in the Gwydir News. Our pool should reflect something regional not generic. Something country not city.*
6. *Just getting back to you about the murals on the front of the town pool building, I am very much in favour of the swimming murals that are in the Gwydir newsletter, as a constant user of the pool during summer I feel the work being done at the pool is extremely important and to have it looking 21st 'centuryish' is a bonus for the up and coming swimmers of the district.*
7. *I feel the proposed artwork looks great. I know someone would likely bring up "can't the High School students do a mural?" – the answer to that question is yes, however, they are currently working on a mural for the front of our school that will likely take all year, and I would want to see the quality of that outcome before I committed to any more large murals around town. For this reason any potential Mural from High School kids wouldn't be complete for 3 years (and we have other artistic competing priorities that are more urgent), I would urge the council to go with their current plans, knowing you can't please everyone.*
8. *Attached please find some images of exterior facades. These are very modern, classy and they work alongside the meaning of Warialda without having a giant bee on the wall. If the exterior blocks were painted a dark colour and the hexagon (beehive) shapes were constructed from steel and painted in gold, this would reflect the attempts to win gold in the water and the colour of honey.*



All who submitted comments, as well as Gwydir Shire Councillors, Warialda Chamber of Commerce and Warialda Sports Council were invited to attend a meeting to discuss options.

COMMENT

Those in attendance at the meeting held on Monday 3 June 2024 indicated that the preference would be the proposal advertised by Council with some amendments, which include replacement image on the eastern wall with an image of lighter colour, and change of colours for peak and wording, as pictured below.

The modern design would greatly enhance the appearance of the facility and create visual interest for locals and those travelling through Warialda.

The required work can be completed using in-house resources at minimal cost.

OFFICER RECOMMENDATION

THAT the proposed beautification of the Warialda Swimming Pool, consisting of the installation of composite panels displaying the images below, is approved.



ATTACHMENTS

Nil

7.7 Adoption of the Council's draft Integrated Planning and Reporting Documentation

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, CFO

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is recommending the adoption of the 2024/25 Operational Plan which includes the setting of the rates, fees and charges and the other relevant items included within the suite of documents known as The Integrated Planning and Reporting documents.

TABLED ITEMS The formatted 2024-2025 Operational Plan together with any public budget submissions.

BACKGROUND

The 2024/25 Operational Plan has been on exhibition for public comment, which will close on 21st June 2024. Any submissions will be tabled at the Council Meeting together with the formatted Operational Plan recommended for adoption.

The only change recommended to the 2024/25 budget relates to the additional R2R Funding that will be received.

The line to be included for the R2R budget adjustment is:

An increase in Roads to Recovery funding by \$898 000 in line with the additional funding Council will receive.

An increase in expenditure by \$450 000 in the Regional Roads Capital Expenditure budget and an increase in expenditure by \$448 000 in the Sealed Local Roads Capital Expenditure budget.

These figures will be reviewed at the first quarterly review if required.

OFFICER RECOMMENDATION

THAT the 2024-2025 Operational Plan, as advertised, be adopted by Council, including, noting the addition of the Workforce Management Plan:

- ✓ The Operational Plan;
- ✓ The Fees and Charges;

- ✓ The Donations List;
- ✓ Workforce Management Plan; and;
- ✓ The Budget details with amendments to acknowledge the additional R2R Funding.

FURTHER that in relation to ordinary rates; Council adopts the 4.5% annual maximum rate peg, as approved by the Independent Pricing and Regulatory Tribunal, and in accordance with Section 494 of the Local Government Act 1993, Council make and levy the ordinary rates for the year 1 July 2024 to 30 June 2025, as below.

Notional Yield

Ordinary General Rates under section 494 of the Local Government Act 1993

Diff	Category	Sub-Category	# Prop	Ad Valorem	Cents In \$	Base Amount	Percentage of Revenue raised form Base Levy	Estimated Total Yield
10	Farmland	Intensive	2	0.0038958	0.38958	\$ 750	3.67%	\$40,925.98
1	Farmland	Ordinary	1169	0.0023812	0.23812	\$ 300	4.79%	\$7,318,230.39
4	Business	Ordinary	76	0.0449204	4.49204	\$ 300	17.51%	\$128,465.31
8	Business	Business Bingara Urban	53	0.0380920	3.80920	\$ 300	12.16%	\$130,777.87
3	Business	Business Warialda Urban	66	0.0442323	4.2323	\$ 300	19.00%	\$105,804.10
11	Business	Business Special	1	0.0027393	0.27393	\$ 300	10.31%	\$2,910.53
6	Residential	Rural Residential S/H	195	0.0089380	0.89380	\$ 225	21.83%	\$201,017.11
5	Residential	Residential Village	259	0.0648664	6.48664	\$ 150	31.39%	\$123,760.07
9	Residential	Ordinary-Rural Res	54	0.0171057	1.71057	\$ 150	29.55%	\$27,412.68
7	Residential	Bingara Residential Urban	700	0.0132563	1.32563	\$ 225	22.47%	\$700,685.68
2	Residential	Warialda Residential Urban	552	0.0199308	1.99308	\$ 225	29.66%	\$418,775.73
			3,127					\$ 9,198,945.46

Estimated General Ordinary Rate Income \$9,198,945.46 - Less Pension Rebates (Council 45%) **-\$38,573.31** giving Net General Rates Income of \$9,160,372.15
 All rates are to be levied on land valuations with a base date of 1st July 2022

FURTHER that in relation to water supply charges; in accordance with Section 501 and Section 502 of the Local Government Act 1993, Council make and levy the charges for Water Supply Services in 2024/2025 as stated in the 2024/2025 Operational Plan.

FURTHER that in relation to sewerage services charges; in accordance with Section 501 and Section 502 of the Local Government Act 1993, Council make and levy the charges for Sewerage Services in 2024/2025 as stated in the 2024/2025 Operational Plan.

FURTHER that in relation to waste management charges; in accordance with Section 496 and Section 501 and Section 502 of the Local Government Act 1993, Council make and levy the annual charges for Waste Management Services in 2024/2025 as stated in the 2024/2025 Operational Plan.

FURTHER that in relation to storm water management services charges; in accordance with Section 496A of the Local Government Act 1993, Council make and impose the charges for Stormwater Management Services in 2024/2025 as stated in the 2024/2025 Operational Plan.

FURTHER that in relation to interest on overdue rates and charges, Council make and impose the following maximum charge for interest from 1 July 2024 to 30 June 2025 being 10.5% as determined by the Minister for Local

Government, in accordance with Section 566 (3) of the Local Government Act 1993.

ATTACHMENTS

Nil

7.8 Monthly Action Progress Report May 2024

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.2 Information Management Systems

Author: Casey McClymont, Public Officer, IP&R, Government Elections

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

That the report be noted.

TABLED ITEMS Nil

BACKGROUND

The Office of Local Government requires regular progress reports to be presented at council meetings regarding the 2023-24 Operational Plan.

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

1. Monthly Action Progress Report May 2023-2024 [7.8.1 - 26 pages]



Monthly Action Progress Report May 2023/2024




Goal 1: A healthy and cohesive community

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



1.1: We have healthy and inviting spaces and places

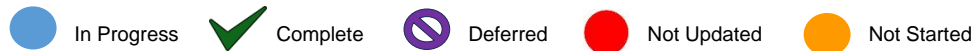
We have access to a range of high-quality health care services. All residents are supported in living a healthy and active life through the opportunity to participate in recreation activities.



1.1.1: Improve local access to health services

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




1.1.2: Encourage and enable healthy lifestyle choices

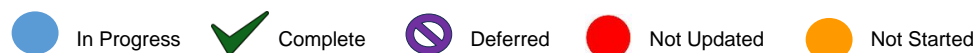
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.2.1	Oversee the operation of Council's Aquatic Centres	GLR & Communications Team Leader	In Progress	70%	Off season. Improvements taking place at Warialda Pool.	
1.1.2.3	Conduct Council's Category B Enforcement agency functions under the Food Act 2003 (NSW) by the specified due dates	Planning & Environment Team Leader	In Progress	90%		













Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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	5%	This remains an ongoing focus of CHSP services at both Bingara and Warialda.	
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	GLR & Communications Team Leader	In Progress	45%	Flooring in kiosk completed. Counter replaced. A new two door fridge has been delivered. Doors installed on changing rooms in ladies' toilets. The council's building services team have commenced preparing walls in the kitchen and office for painting. Quotes have been requested for the office/admin building at the western end of the pool for swimming club and carnival use.	








1.1.3: Provide the right places, spaces, and activities






Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	General Manager	In Progress	30%	The materials have been ordered for the building frames and construction will commence in June 2024	
1.1.3.2	Be a centre of leadership in child development, education, and care as well as support for families and community	Social Services Manager	Completed	100%	New Venue is now up and running at Warialda for Tharawonga. A mentoring and tutoring program is about to commence in conjunction with Willoughby CC.	
1.1.3.3	Annual Tree Planting Program	Urban Infrastructure Coordinator	In Progress	50%		





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%		
1.1.3.5	Bingara Skate Park project - 2021-2022 Open Spaces Program	Town Utilities and Plant Manager	In Progress	70%		
1.1.3.6	Build our reputation as 'best choice' for families, children, and young people to discover their abilities and reach their potential in life	Social Services Manager	Completed	100%		
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	Completed	100%		
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Services Director	In Progress	20%		

 In Progress
  Complete
  Deferred
  Not Updated
  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.9	Landscaping Improvements - Warialda Street Tree Upgrade - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	30%	Project still in design stage.	
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Aged Care Manager	In Progress	30%	Difficulty with meeting times and need to progress further	
1.1.3.12	Provide exceptional care, embracing authentic partnerships with families and ensuring the 'voice of the child' is central to our service processes	Social Services Manager	Completed	100%		
1.1.3.13	Provide high levels of hygiene to council's community assets	Community Assets Manager	In Progress	80%		
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	Completed	100%		
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	75%		
1.1.3.16	Stronger Country Communities Funding - Round 4 - Construction of Nicholson Oval amenities	Building Services Manager	Completed	95%	Solar System installed. All work now completed.	


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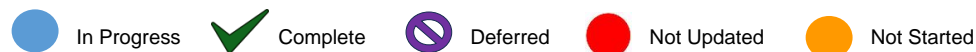
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.18	Warialda Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant cycle/walking paths.	Urban Infrastructure Coordinator	Completed	100%		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

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




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

1.2.1: Enable accessible and affordable lifestyle options


Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.2.1.1	Meet Council's property management obligations	GLR & Communications Team Leader	In Progress	90%		

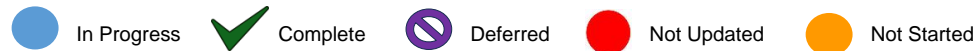


1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	90%		
1.2.2.1	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	90%		
1.2.2.2	Implement Child Safe Standards as per legislative requirements	Integrated Planning Reporting & Governance Officer	In Progress	70%		

1.2.3: Celebrate our creativity and cultural expression

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



Goal 2: Building the business base






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









2.1: Our economy is growing and supported






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






2.1.1: Plan for and develop the right assets and infrastructure






Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.2	Annual Water Meter replacement program	Town Utilities and Plant Manager	Completed	100%		✓
2.1.1.3	Annual Pump replacement program	Town Utilities and Plant Manager	In Progress	75%		●
2.1.1.4	Bingara Riverside Caravan Park Amenities Block Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	Completed	100%		✓
2.1.1.6	Building Services Repairs and Maintenance Program for 2023-2024	Building Services Manager	In Progress	90%	R&M Continuing	●
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%	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%		
2.1.1.9	Bingara Water Treatment Plant - Solar installation project	Town Utilities and Plant Manager	Completed	100%		
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	10%	Awaiting notification of contractors by Committee.	
2.1.1.11	Water main extension to Warialda Landfill	Town Utilities and Plant Manager	Deferred	0%		
2.1.1.12	Stage 1 North Bingara sewer extension project	Town Utilities and Plant Manager	Completed	100%		
2.1.1.13	Stage 2 North Bingara sewer extension project	Town Utilities and Plant Manager	Completed	100%		
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	35%	Estimates finalised, submissions to be completed in June.	
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	90%		

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

 In Progress
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  Deferred
  Not Updated
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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%		
2.1.1.36	Deliver RMCC annual works program	Urban Infrastructure Coordinator	In Progress	75%		
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	Completed	100%		
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	80%	Productivity has slowed due to funding payment issues but expected to ramp up again in July.	
2.1.1.40	Warialda Rail Amenities Building Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Building Services Manager	In Progress	85%	Flashings to building be installed a final clean done to complete amenities building. Balance of grant funding to be checked to determine any additional work to be completed.	
2.1.1.42	Federal Government - Roads of Strategic Importance Program - Sealing of 12.3km of County Boundary Road from end of existing seal to Croppa Moree Road.	Engineering Services Director	In Progress	30%		






 In Progress
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  Not Updated
  Not Started

2.1.2: Support the growth of our business community

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

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	35%		

 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	55%		

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

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.2.2.1	Implement and manage the Gwydir Learning Region program	GLR & Communications Team Leader	In Progress	40%	Smart and Skilled contract review notice for 2024/25 activity period has been received from Training Services NSW. GLR Training acceptance of review notice has been submitted.	






Goal 3: An environmentally responsible Shire

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


3.1: Our community understands and embraces environmental change






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

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



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.1.1	Implement Development Control Plan based on the Department of Planning NSW standard format including report to Council and Community Consultation	Planning Officer	Deferred	0%		
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	90%		
3.1.1.3	Conduct Gwydir Housing Study	Planning & Environment Team Leader	In Progress	95%	Adopted and on public display for comment and with the NSW planning department	

3.1.2: Respond to our changing environment

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

 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	90%		
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Team Leader	In Progress	90%		


3.2: We use & manage our natural resources wisely

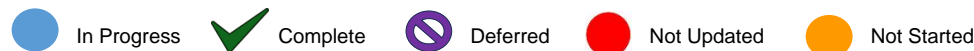
We take responsibility for the management and consumption of our valuable resources and recognise the impact that our actions have both today and on future generations.



3.2.1: Develop a clean energy future

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


3.2.2: Use our water wisely





Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.2.1	Annual Water Main replacement program	Town Utilities and Plant Manager	Completed	100%		



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

3.2.3: Reduce, reuse, and recover waste

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

 In Progress
  Complete
  Deferred
  Not Updated
  Not Started


Goal 4: Proactive regional and local leadership

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


4.1: We are an engaged & connected community

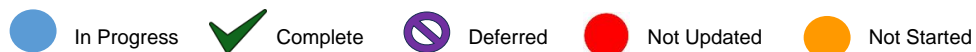
Our thoughts and ideas are valued; we are empowered with knowledge and have the opportunity to participate. The Council provides the community with timely information about local issues and includes opportunities for the community to participate in initiatives. Community consultation continues throughout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


4.1.1: Encourage an informed community

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.1.1	Provide effective communication initiatives to service the community	Community Assets Manager	In Progress	90%		



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

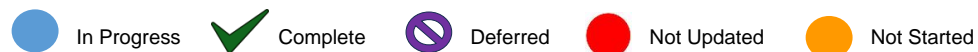
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.2.1	Consistently engage with communities, moving from transactional to transformational relationships	Integrated Planning Reporting & Governance Officer	In Progress	50%		



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

4.1.3: Build on our sense of community

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.2	Grow relationships with governments, the corporate sector, community organisations and volunteers to enhance the educational experience	Social Services Manager	Completed	100%		
4.1.3.3	Value and embrace the knowledge and experiences of our families as they grow through our services.	Social Services Manager	Completed	100%		



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children, and their families.	Social Services Manager	Completed	100%	Weaving and Dyeing workshops were held in the April holidays with success.	✓

4.2: We work together to achieve our goals

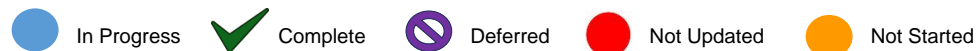
We respect our community leaders who listen to and act on our behalf, and value our community's knowledge, experience and ideas which help us implement our vision for the future together.

4.2.1: Build strong relationships and shared responsibilities






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

4.2.2: Work in partnership to plan for the future

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.1	Acquire, disseminate, and apply new knowledge to grow evidence informed practice.	Social Services Manager	Completed	100%		✓



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.2	Create comprehensive and collaborative models of care and support services that drive successful, responsive, and individualised outcomes for families.	Social Services Manager	Completed	100%	Mental Health support and tutoring in partnership with McQuarrie University and Willoughby CC is now underway.	✓
4.2.2.3	Implement emerging technologies and best processes to improve efficiency.	Social Services Manager	Completed	100%		✓

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Goal 5: Organisational management

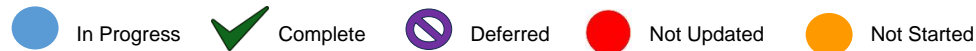
The main objective of organisational management is to ensure maximum outputs within minimum resources and effort. Effective organisational management ensures smooth and coordinated functioning of the Council, bringing additional benefit to the community, staff, and Councillors.



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%	Completed	
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Aged Care Manager	In Progress	100%	Quarterly report completed and submitted for January - March 2024.	
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	50%	Building works are due to commence in June 2024 with a completion date of December 2024. Progress reports have been submitted to the department.	
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%		






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


5.1.2: Information management systems

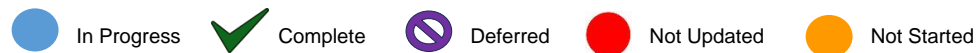
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.1	Administer and support Council corporate applications, networks, and systems.	Business Improvement & IT Manager	In Progress	70%		
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	Completed	100%		
5.1.2.3	IT Hardware Renewal program - 2023/2024	Business Improvement & IT Manager	Completed	100%		




 In Progress
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  Deferred
  Not Updated
  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.4	Manage Council's GIS systems and data in accordance with legislative requirement, with a focus to improve the delivery and use of information	Business Improvement & IT Manager	In Progress	80%		
5.1.2.5	Manage Council's corporate Records and Archive Facilities and Record Management Framework in accordance with legislative requirements.	Information Services Officer	In Progress	35%		
5.1.2.6	Software Renewal Program - 2023/2024	Business Improvement & IT Manager	In Progress	85%		



5.1.3: Administrative and support functions






Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.1	Assess and implement solutions that increase efficiencies and quality, whilst reducing costs, to improve processes and systems within Council.	Business Improvement & IT Manager	In Progress	80%		













Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.2	Develop and maintain Councils Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	95%	All documents are on public exhibition and on track for formal endorsement/adoption at the June Council meeting.	
5.1.3.3	Manage and support Councils Town utilities and depot operations	Town Utilities and Plant Manager	In Progress	75%		
5.1.3.4	Finalise the process to undertake service reviews and develop a prioritised list to be undertaken for the financial year.	Business Improvement & IT Manager	In Progress	60%		


5.1.4: Workforce planning

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Council Salary System Review	Integrated Planning Reporting & Governance Officer	In Progress	20%		
	Registered Nurse 24/7	Aged Care Manager	In Progress	80%	Three staff have commenced studies for Bachelor of Nursing. Casey McClymont and Sharon Baker are working with a company to attract overseas staff to Naroo.	





 In Progress
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  Deferred
  Not Updated
  Not Started

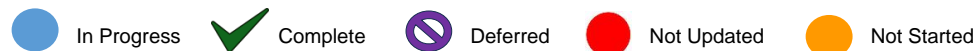
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.	Employee Engagement Action Plan	Integrated Planning Reporting & Governance Officer	Deferred	10%	This Action Plan has been deferred until resources are available. Other forms of employee engagement are being implemented by way of staff surveys and development programs. A more budget and resource friendly approach will be developed next reporting period.	
5.1.4.1	Build a culture that empowers staff to learn, teach, lead, and succeed	Social Services Manager	Completed	100%	Staff have completed Child Protection Training	
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Integrated Planning Reporting & Governance Officer	In Progress	60%	The Workforce Management Plan has been reviewed and updated accordingly. A new WMP will be developed with the new term of Council.	
5.1.4.3	Development of Human Resources Development processes to manage change and meet individual and organisational needs	Integrated Planning Reporting & Governance Officer	Deferred	0%		
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Aged Care Manager	In Progress	80%	Staff are allocated mandatory education and non-compliance is followed up by both Manager and Clinical Educator.	

 In Progress
  Complete
  Deferred
  Not Updated
  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.5	Undertake Workforce Planning to ensure that there is an appropriately skilled workforce to meet future challenges and opportunities.	Human Resource Officer	In Progress	65%		

5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.5.1	Embed Workplace Health & Safety into business-as-usual practice throughout the organisation	Risk and Safety Officer	In Progress	25%	Psychosocial risk assessment criteria added to Site Specific Risk Assessment form 105.	
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for eight sites	Risk and Safety Officer	In Progress	40%	Awaiting funds to contract signs. Will be more appropriate when moved into new building.	
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	Completed	20%	Completed	
5.1.5.7	Council Public Roads	GIS Officer	Completed	100%		



8 COUNCILLORS' REPORTS

9 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS

Bingara Administration Building

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) (c) of the Local Government Act, 1993, on the grounds the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

Confidential Organisation & 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).

General Manager's 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) (c) of the Local Government Act, 1993, on the grounds that the report contains (a) personnel matters concerning particular individuals (other than councillors) and (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

Tender GWY_2024_T06 - Croppa Creek Road Pavement Upgrade

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) (c) of the Local Government Act, 1993, on the grounds the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

10 CLOSURE