

Monthly Action Progress Report

July, August, September 2024/2025






Goal 1: A healthy and cohesive community




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

1.1: We have healthy and inviting spaces and places


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

1.1.2: Encourage and enable healthy lifestyle choices

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.1.2	Support Gwydir Shire's health initiatives	Community Assets Manager	In Progress	15%	September - Council continually supports the Warialda and Bingara practices by providing medical centres and accommodation for locums and registrars.	
1.1.2.1	Oversee the operation of Council's Aquatic Centres	Community Assets Manager	In Progress	15%	September - Both swimming complexes have been leased. Season commences 5 October 2024.	
1.1.2.2	Annual swimming pool inspection program	Building Services Manager	Not Started	0%	July - To be scheduled for completion on second half of financial year.	

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.2.3	Conduct Council's Category B Enforcement agency functions under the Food Act 2003 (NSW) by the specified due dates	Planning & Environment Team Leader	In Progress	90%		
1.1.2.4	Implement a strong Wellness and Enablement plan within the Gwydir Shire Council through the CHSP program	Manager of Aged Care	In Progress	10%	July - Discussed with CHSP staff further programs to offer. Recent promotion of services in Warialda and Bingara through the Gwydir Shire Facebook page to inform the community of what CHSP can offer. August - This is ongoing working with CHSP staff and the new CHSP manual. Looking at different activities including exercise classes and art classes. September - Continue to meet with CHSP staff regularly. This is now core business with CHSP services.	
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	GLR & Communications Team Leader	Not Updated	0%		

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 - Finalise the construction of the Wellness and Interpretive Centre	General Manager	In Progress	50%		



In Progress



Complete






Deferred



Not Updated



Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.2	Be a centre of leadership in child development, education and care as well as support for families and community	Social Services Manager	In Progress	35%	September - Interest has been shown from "Little Kindy" in providing LDC in Warialda and Bingara. Steps have been taken to facilitate a meeting with Warialda Preschool to determine their willingness to participate in this possibility. DA for LDC to be facilitated by Tharawonga at the Toy libraries has been submitted and will be used to apply for licensing of this service as a LDC(mobile) in both Warialda and Bingara.	
1.1.3.3	Annual Tree Planting Program	Leading Hand Maintenance	In Progress	50%		
1.1.3.6	Build our reputation as 'best choice' for families, children and young people to discover their abilities and reach their potential in life	Social Services Manager	In Progress	30%	September - The children have been active and involved participants in physical play through child instigated and planned learning opportunities. The children have been engaged in learning experiences that are further promoting their fine motor skills, The children are focusing on recognition of numbers as they roll the jumbo dice at the transitional learning time. This experience is providing opportunities for the educators to promote scaffolding in learning to recognise numbers.	



In Progress



Complete







Deferred



Not Updated



Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.7	Enhance the overall Resident experience at Naroo Frail Aged Hostel by embedding an active Leisure and Lifestyle program with residents focusing on wellness	Manager of Aged Care	In Progress	75%	July - We are currently recruiting to this position. August - Continues. Residents will be surveyed in October. New staff are in the Leisure and Lifestyle role and doing an amazing job. September - New Leisure and Lifestyle coordinator is doing an amazing job and residents' satisfaction has increased	
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Services Director	In Progress	90%	July - All road and drainage works complete. Stage two to commence following further community consultation	
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%	July - Works still in design stage. September - Project still in design stage.	
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Integrated Planning Reporting & Governance Officer	In Progress	30%		



In Progress



Complete







Deferred







Not Updated



Not Started


Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.12	Provide exceptional care, embracing authentic partnerships with families and ensuring the 'voice of the child' is central to our service processes.	Social Services Manager	In Progress	45%	September - Our educators have incorporated reading large story books as a part of the language and story group time learning. This experience provides opportunities for the children to take turns at being confident and involved learners by helping the educator to hold one part of the story book as these were being read. Tharawonga fundraising committee has worked hard to raise over \$5000 this year to purchase equipment for the service. The luncheon that was held in North Star was very well attended and the raffle was exceptionally well supported. Our families are an integral part of our children's services.	
1.1.3.13	Provide high levels of hygiene to councils community assets and facilities	Community Assets Manager	In Progress	15%	September - Council buildings continue to be presented in a neat and clean manner.	
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda footpath upgrades	Engineering Assets Coordinator	Completed	100%	July - Project is complete.	
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	85%	August - Installation of panoramic signage required to complete the project.	

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	Engineering Services Director	Completed	0%	July - Project complete	
1.1.3.20	Implement Council's library programs and initiatives	Community Assets Manager	In Progress	15%	September - Council's libraries continue to deliver a multitude of services and programs, please refer to the Executive Services Libraries Report.	
1.1.3.22	Warialda GYM (Squash Courts) - Re-roofing of lower roof	Building Services Manager	Not Started	0%	July - Quotations to be revised for current pricing.	
1.1.3.23	Bingara Arts Centre (Toy Library) - Painting & R&M	Building Services Manager	Not Started	0%	July - Quotations to be revised for current pricing. August - Contractor to be scheduled for inspection and quoting on floor coverings. September - Quotation received and order placed for floor coverings.	



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
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	95%	August - Rollout of training is in progress	



In Progress



Complete



Deferred




Not Updated



Not Started

1.2.3: Celebrate our creativity and cultural expression

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.2.3.1	Roll out the planned schedule of events reviewing the concept, target audience and success of each event	Media and Communications Officer	Not Updated	0%		



In Progress



Complete



Deferred



Not Updated



Not Started





Goal 2: Building the business base

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

2.1: Our economy is growing and supported

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

2.1.1: Plan for and develop the right assets and infrastructure

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.2	Annual water meter replacement program	Town Utilities and Plant Manager	In Progress	10%	July - Each year Council aims to replace 100 water meters. Council has over 1600 water meters in the Shire and recommended replacement timing is 15 years. It is crucial water meter replacement program is undertaken as the water meter tracking usage generates 50% of council water revenue. August - Meter reading first 2 weeks of September will identify meters for replacement	
2.1.1.3	Annual Pump replacement program	Town Utilities and Plant Manager	In Progress	75%		
2.1.1.6	2024/2025 Building Services Repairs and Maintenance Program	Building Maintenance Supervisor	Not Updated	0%		
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%	July - Work is nearly finalised for this project. September - Works almost completed.	



In Progress



Complete









Deferred









Not Updated



Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	10%	July - Still awaiting on committee to provide contractors for quotations to be sought. August - No further progress at this stage September - RFQ closed, and 1 quotation received. Report to be done to GM.	
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	45%	July - Works currently underway for this project. September - Works in progress.	
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	15%	September - All three caravan parks are leased. All of the aged units except one is occupied, Building Services have inspected the vacant unit and will undertake repairs before advertising for a new tenant. 8 Olive Pyrke Terrace, Warialda is on the market for sale and is vacant, Council is seeking tenants for this property. During the reporting period all of Council's houses and commercial premises are leased.	
2.1.1.16	Annual Renewals Program - Sewer mains relining/replacement	Town Utilities and Plant Manager	In Progress	5%	August - Quotes obtained for sewer manhole relining	
2.1.1.16	Bingara Court House - Re-Roofing	Building Services Manager	Not Started	0%	July - Quotations to be revised for current pricing. August - No further progress at this stage September - No further progress at this stage.	
2.1.1.16	Plunkett Street Aged Units - Refurbishment	Building Services Manager	Not Started	0%	July - Awaiting opportunity for refurbishment to be undertaken due to full time occupation of units. August - Awaiting opportunity for refurbishment to be undertaken due to full time occupation of units. September - No further action at this stage.	

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.16	Warialda Memorial Hall - Investigation, underpinning & repairs	Building Services Manager	In Progress	10%	July - Site investigation carried out by Mainmark. PO issued. Work to be scheduled by Mainmark. August - PO Issued. Awaiting confirmation of a commencement date. September - Commencement date scheduled for October.	
2.1.1.16	Warialda Office - Kitchen & Courtyard Refurbishment	Building Services Manager	In Progress	10%	July - Hi-Style Kitchens contacted for site visit and quotation August - Hi-Style has provided kitchen designs. Once design has been confirmed we will place order for kitchen. September - Appliances ordered & order for kitchen placed.	
2.1.1.17	Annual Heavey Plant Replacement Program	Town Utilities and Plant Manager	In Progress	40%	August - August 2024 - Caterpillar 150M Grader has been purchased from Westrac.	
2.1.1.18	Annual Light Plant Replacement Program	Town Utilities and Plant Manager	In Progress	5%	July - Light Plant replacement program has been developed considering the age and number of kilometres the vehicles have travelled. August - RFQ for utilities replacement has been sent out and closed 27th August. Quotations to be assessed and vehicles ordered.	
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Leading Hand Maintenance	In Progress	10%		
2.1.1.25	Resheeting and bitumen sealing of entire length of Wearnes Road, Bundarra	Engineering Services Director	In Progress	70%	July - All roadworks completed. Council is currently in negotiations with contractors to bring drainage works in line with remaining budget	



In Progress



Complete








Deferred







Not Updated



Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.32	Heavy Vehicle Safety & Productivity Program Round 7 and Fixing Local Roads Program Sealing of IB Bore Road from North Star to Moree Plains Shire	Engineering Services Director	In Progress	70%	July - Works progressing well. Practical completion on track for 30 September	
2.1.1.34	Develop 10 year stormwater plan	Road Maintenance Council Contracts Project Manager	In Progress	90%		
2.1.1.36	Deliver RMCC annual works program	Road Maintenance Council Contracts Project Manager	In Progress	5%	July - Ongoing each year. Maintenance Program on track, Heavy Patching works scoped out, Work Proposals currently being created for Rehabilitation Project and Heavy Patching, R2 Prequalification being prepared for submission by 9th August 2024.	
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	90%	July - Works currently underway. September - Works currently underway.	
2.1.1.39	Bingara Administration Centre - Furniture & Furnishings (including blinds)	Building Services Manager	Not Started	0%	July - Quotations to be sought once construction commences on Bingara Administration Building. August - No further progress at this stage September - No further progress at this stage. Waiting until new building underway.	

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.40	Croppa Creek Road Upgrade Super Patch of entire length of road with 50mm nominal corrector and new bitumen seal	Engineering Services Director	In Progress	0%	July - Pre construction planning underway, following rejection of road construction tenders related to this projects. Council is presently in negotiations with tenderers for the construction of drainage structures. Roadworks expected to commence prior to 30 September.	
2.1.1.41	Regional Emergency Road Repair Fund Assorted maintenance and capital renewal activities across the shire	Engineering Services Director	In Progress	20%	July - Intensive maintenance undertaken on Blue Nobby Road and Yallaroi Road through August. Works priorities to be endorsed by Council at August ordinary meeting to inform future works	
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	60%	July - All drainage works completed and 50% of roadworks completed. Project is on track to be completed by May 2025	
2.1.1.43	Sealed Rural Roads Capital Works Program Heavy patching and bitumen resealing of sealed roads at various locations across the LGA	Engineering Services Director	Deferred	0%	July - Works priorities to be endorsed by Council at August ordinary meeting. Construction not started	



In Progress



Complete






Deferred




Not Updated




Not Started



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.44	Road Infrastructure Disaster Recovery - Events AGRN960, 987, 1034 Heavy patching, pothole repairs, gravel resheeting and drainage structure replacements across the LGA	Engineering Assets Coordinator	In Progress	30%	July - Works currently in progress on AGRN960 and AGRN 987. Awaiting approval from TfNSW for AGRN1034 EPAR claims. Consultants are currently preparing a claim for damages for AGRN1119 from April 2024. September - Awaiting approvals from TfNSW for claims placed for AGRN 1034. Consultants are currently preparing a claim for damage from the AGRN 1119 event in April 2024.	
2.1.1.45	Resheeting of gravel roads at various location across the LGA Unsealed Roads Capital Works Program	Engineering Services Director	In Progress	0%	July - Works priorities to be endorsed by Council at August ordinary meeting. Construction not started	
2.1.1.46	Heavy patching and bitumen resealing of streets in Warialda and Bingara Urban Roads Rehabilitation -local Roads and Community Infrastructure Phase 4 Part B	Engineering Assets Coordinator	In Progress	10%	July - Project currently in design phase. September - Competing priorities have delayed the start of heavy patching works, Works planned to be completed in March 2025.	

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	15%	September - A business incentive of \$2000 was granted during the reporting period.	

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.2.3	Finalise the strategy for small scale industrial land development.	General Manager	In Progress	70%		

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

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.3.1	Build on key relationships with stakeholders to enhance the Gwydir Shire tourism profile	Organisation & Community Services Director	In Progress	15%		
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	Integrated Planning Reporting & Governance Officer	In Progress	80%	August - Labour Agreement process is underway. Staff are working with The Placing Company to coordinate this project September - Waiting on MOU from Union prior to submitting labour agreement.	

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

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.2.2.1	Implement and manage the Gwydir Learning Region program	Community Assets Manager	In Progress	15%		




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

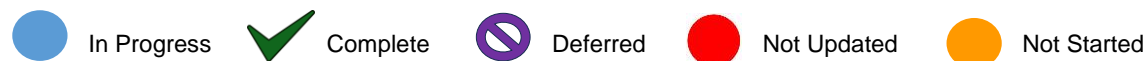
We respect and value our natural environment, understand the effects of our actions and make wise decisions to retain balance. We endeavour to use all our natural resources wisely with a view to minimising the impact on our natural environment.


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	In Progress	50%	July - DCP has been drafted and is now undergo an internal peer review	
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	95%	July - First stage of LEP review has received a Gateway Determination. Next stages of process is to place the Draft LEP on exhibition for comment.	
3.1.1.3	Conduct/Monitor/Review Gwydir Shire Housing Study	Planning Officer	Not Updated	0%		




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	10%	August - Previous comment was for 2023/24 period. Quotations obtained for system redundancy upgrade.	



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.2.2	Implement Gwydir and Inverell Shire's Regional Drought Resilience Plan	Planning & Environment Team Leader	Not Updated	0%		


3.1.3: Value, protect and enhance our natural environment

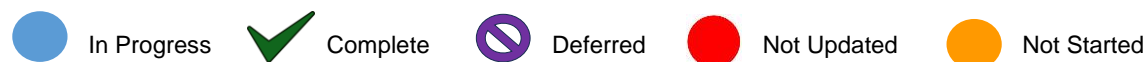
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.3.1	North West Weed Action Program -Gwydir Shire	Planning & Environment Team Leader	In Progress	90%		
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Team Leader	In Progress	90%		
3.2.2.1	Annual Water Main Replacement Program	Town Utilities and Plant Manager	Not Started	0%		

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	Audit Streetlighting coverage across the local networks throughout the Shire	Planning & Environment Team Leader	Not Updated	0%		

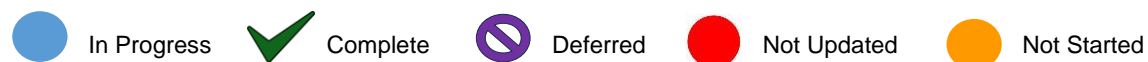


3.2.2: Use our water wisely

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.2.3	Water treatment plant improvements	Town Utilities and Plant Manager	In Progress	5%	August - Council is participating in operational support program with DPIE. This program will identify treatment process options for removing soluble manganese from the water supply. DPIE will be onsite 3rd September 2024.	
3.2.2.4	Gravesend Water Treatment Plant - Stage 2 - Department of Primary Industries and Environment (DPIE)	Town Utilities and Plant Manager	In Progress	20%	August - Options development report is under review by DPIE when a water treatment process is selected, tender documents can be prepared.	

3.2.3: Reduce, reuse and recover waste

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




Goal 4: Proactive regional and local leadership

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


4.1: We are an engaged & connected community


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

4.1.1: Encourage an informed community


Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.1.1	Provide effective communication initiatives to service the community	Media and Communications Officer	Not Updated	0%		

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	65%	August - Ongoing process of building strong and open relationships with community through engagement. The use of both S355 and other community organisations assists with this relationship building. September - Working with various committees to assist council with community consultation in the lead up to the next suite of IP&R documents.	

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.2.2	Conduct a review of the effectiveness of communication channels use throughout Gwydir Shire to the wider community. And identify improvements on how Gwydir Shire communicate events and happenings within the community	Media and Communications Officer	Not Updated	0%		

4.1.3: Build on our sense of community

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.2	Grow relationships with governments, the corporate sector, community organisations and volunteers to enhance the educational experience	Social Services Manager	In Progress	40%	September - Meetings with Little Kindy have been held and further meetings have been organised to discuss the possibility of LDC being provided through Warialda Preschool. DCJ continue to support our youth and Family services with the TEI recommissioning being set to take place in 2025 with the possibility of additional funding for our services.	



In Progress



Complete





Deferred



Not Updated




Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.3	Value and embrace the knowledge and experience of our families as they grow through our services	Social Services Manager	In Progress	50%	September - Orientation to Preschool - Toy Library families went for a visit to the Preschool for the morning, it was invaluable for the children and parents to see a snippet of what a preschool day looks like. The preschool staff involved the children in many different activities during the two-hour visit. The Orientation visits assist the children and their families to become familiar with the Bingara Preschool routine and the environment. It is such a meaningful way for the children and their families to learn more about the service, the routine, our celebrations and the curriculum.	
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children and their families	Social Services Manager	In Progress	30%	September - Rural Outreach & Support Service visited the services. Families were offered a casual catch up chat first before a talk about building resilience in children. Playgroup sessions continue to revolve around building physical, emotional, social, cognitive and language skills. Bingara Preschool welcomed the Occupational Therapist from the Hunter New England Health Service, to conduct the 4-year-old health and development screenings. These screenings check the children's cognitive, fine motor, gross motor and language skills. This screening also checks each child's body mass index, teeth, height and weight. Each family receives a letter home which outlines the children's results during the screenings. The Occupational Therapist also communicates with the family, if their child requires a referral to another service, for example to a speech pathologist.	



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	Review and manage programs and initiatives to connect with, and value other cultures	Community Assets Manager	In Progress	15%	September - Council continues its positive collaboration with Friends of Myall Creek Massacre Memorial Committee. During Term 3 the libraries will deliver a multi cultural program.	

4.2.2: Work in partnership to plan for the future

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.1	Acquire, disseminate and apply new knowledge to grow evidence informed practice	Social Services Manager	In Progress	40%	September - Our educators are progressing through their studies, with two staff enrolled in the Diploma of Childrens services and two staff enrolled in their Bachelor of Education - Early Childhood. All of the educators are learning new skills and providing feedback to other staff in relation to changing techniques in the early childhood field	
4.2.2.2	Create comprehensive and collaborative models of care and support services that drive successful, responsive and individualised outcomes for families	Social Services Manager	In Progress	40%	September - The Benevolent Society has partnered with our Targeted Early Intervention services to provide a free service supporting children, young people, and families with life challenges including parenting challenges, financial challenges, substance abuse, family dynamics and breakdown, housing issues, mental health concerns, domestic and family violence.	



In Progress



Complete




Deferred



Not Updated



Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.3	Implement emerging technologies and best practice processes to improve efficiency	Social Services Manager	In Progress	50%	September - Bingara Preschool was successful in gaining a technology grant to implement enrolment software for families and to purchase a new IPAD.	



Goal 5: Organisational management




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

5.1: Corporate management

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

5.1.1: Financial management and accountability systems

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.1.1	Complete all legislative reporting requirements for Community Home Support Program (CHSP)	Manager of Aged Care	In Progress	30%	July - Report is due August 2024. The wellness and reablement reported was submitted within time frame. August - Report completed	
5.1.1.2	Complete all legislative reporting requirements for NSW Transport (CHSP)	Manager of Aged Care	Completed	100%	July - KPI report is due August 31st 2024 August - Report has been completed and submitted September - Completed - awaiting audit report to be sent with Financial report	

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Manager of Aged Care	In Progress	60%	<p>July - Quality Indicator report submitted. RN minutes report is submitted monthly to Department. Quarterly financial report due 4th August 2024 and is currently in progress and will be submitted within timeframe. Prudential reporting and requirements are due October 2024.</p> <p>August - Next Quality Indicator report is due in October. All prudential reports are also due in October. Template for financial report has been emailed to finance. Aged Care Manager working on other components of reporting requirements.</p> <p>September - Quality Indicator reports are submitted by due date. Next due 21st October. Prudential reporting due 31st October. Letters will be sent to Residents when Auditors report available. ACM has completed part of the financial report. Finance are working on the rest of the report.</p>	
5.1.1.4	Complete the works for the Aged Care Approvals Round grant monies as per the grant agreement	Manager of Aged Care	In Progress	30%	<p>July - The grant amount is now 1520000,00. Builder has commenced work at Naroo.</p> <p>August - Building works have commenced</p> <p>September - Grant was increased to 1.52 million. Work has commenced with builder. Project is being managed by Constructive Dialogue</p>	
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%		



In Progress



Complete




Deferred




Not Updated



Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.1.15	Review and maintain existing corporate accounting practices within the organisation to ensure regulatory compliance and promote responsible financial management.	Chief Financial Officer	Not Updated	0%		

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	30%	<p>July - In June, the helpdesk received 281 tickets and resolved 259 of them. The median first reply time was 168 minutes, and the median full resolution time was 7.2 hours.</p> <p>Additionally, the IT team swiftly recovered from the global CrowdStrike issue. Despite the issue occurring late on a Friday afternoon, most of the problems were fixed by Friday night, with everything fully resolved by Monday morning.</p> <p>August - In July, the helpdesk received 290 tickets and resolved 294. The median first reply time was 1044 minutes, and the median full resolution time was 23.9 hours.</p> <p>September - In July, the helpdesk received 246 tickets and resolved 244. The median first reply time was 965 minutes, and the median full resolution time was 15 hours.</p> <p>The servers are currently in the process of being upgraded. This should increase the speeds for our staff, increase storage, and enhance our ability to recover in the event of downtime. Further, we are investigating a new mobile contract that should increase our data pool significantly.</p>	



In Progress



Complete





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	30%	<p>July - The GIS Officer position is currently vacant but is expected to be filled within the coming month. Once filled, a major project will commence to transition our data from the current Spectrum Spatial system to ESRI. This transition will make the data more accessible to both our staff and the community.</p> <p>August - The GIS role remains unfilled, with information services staff filling in this role for now. The transition to ESRI has not yet commenced, but day-to-day functions are continuing as normal.</p> <p>September - The GIS role remains unfilled, with information services staff filling in this role for now. The transition to ESRI has not yet commenced, but day-to-day functions are continuing as normal. The procurement process to capture new imagery of the towns is underway. Further, there has been good progress to capturing Council assets, new and historical, to make our data more robust and useful.</p>	
5.1.2.5	Manage Council's corporate Records and Archive Facilities and Record Management Framework in accordance with legislative requirements.	Business Improvement & IT Manager	In Progress	30%	<p>July - The Records department is efficiently maintaining records and distributing information as needed. Significant progress is being made in eliminating unnecessary physical copies to reduce the risk of destruction and free up storage space.</p>	



In Progress



Complete



Deferred







Not Updated



Not Started

5.1.3: Administrative and support functions

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.1	Assess and implement solutions that increase efficiencies and quality, whilst reducing costs, to improve processes and systems within Council.	Business Improvement & IT Manager	In Progress	30%	July - There is a list of projects in this space that are to be commenced this financial year: - GIS transition from SSA to ESRI. - Content Manager upgrade to integrate into SharePoint. - Server upgrades to improve speeds and reliability. - Parks & Gardens and Stores service review action plans. - WHS system implementation.	
5.1.3.2	Develop, monitor and maintain Council's Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	15%	August - Annual Report and State of our Shire report collation are underway and on track for completion by the due date.	

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.4	Undertake Service Reviews as outlined in the Delivery Program for the financial year.	Business Improvement & IT Manager	In Progress	30%	<p>July - The Parks & Gardens and Stores service review reports have been submitted to ARIC and are scheduled for adoption by the Council at the upcoming August meeting. Once adopted, an action plan will be created for each report, and progress updates will be provided to the Executive meeting and ARIC. ARIC and the Council have decided that the review focus for this financial year will be section 355s. Additional information will be shared once these reviews have begun.</p> <p>August - The previous years' service reviews have been adopted at the August Council meeting. The action tracking for this has been setup and will be reported to ARIC.</p> <p>The Section 355 service review is still in preliminary information gathering stages, with interviews with committee delegates to start soon.</p> <p>September - The implementation phase of the service review recommendations has been kicked off with the relevant managers. The actions will be reported to ARIC.</p> <p>The Section 355 service review has been started, but progress is expected to be slow until the new year due to other competing projects.</p>	
5.1.3.5	Review mandatory training requirements to maintain operational effectiveness and compliance.	Org Services Admin & Training Coordinator	Not Started	0%		



In Progress



Complete



Deferred






Not Updated



Not Started

5.1.4: Workforce planning

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.1	Build a culture that empowers staff to learn, teach, lead and succeed	Social Services Manager	In Progress	50%	September - The Educational Leader has been continuing to study the Bachelor of Education (Early Childhood Teaching). This semester the unit is related to children as communicators. The information gained from study has been implemented within the service, mainly focusing on the listening, speaking and pre-writing skills with the three-year-olds. One unit included a self-paced training module regarding the planning process, and this will be shared with the team of Educators as an opportunity for personal development.	
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Integrated Planning Reporting & Governance Officer	In Progress	50%		
5.1.4.3	Development of Human Resources Development processes to manage change and meet individual and organisational needs	Human Resource Officer	Deferred	0%		



In Progress



Complete








Deferred






Not Updated



Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Manager of Aged Care	In Progress	80%	July - RN and Clinical Educator manages education for staff. Compliance to mandatory education has greatly improved. August - Education is provided by the Clinical Educator and regular sessions are completed with staff. All staff are consulted with education needs. September - Training is provided by inhouse Clinical Educator. Education calendar in place.	
5.1.4.5	Undertake Workforce Planning to ensure that there is an appropriately skilled workforce to meet future challenges and opportunities.	Human Resource Officer	In Progress	60%		
5.1.4.6	Build on key internal relations with staff wellbeing and engagement	Integrated Planning Reporting & Governance Officer	Deferred	10%	August - Resourcing has prevented this action plan from progressing. Employee engagement practices are happening within the organisation with a Reward and Recognition focus group slated for November 2024. The action plan will be reviewed and revised when resourcing constraints ease.	
5.1.4.7	Registered Nurse 24/7 to meet Royal Commission into Aged Care recommendations	Manager of Aged Care	In Progress	40%	August - Council currently working with company to attract overseas Registered Nurses September - Working on Labour agreement to attract RN's from overseas	
5.1.5.9	Conduct Council Salary System Review	Human Resource Officer	In Progress	20%		

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.	Business Improvement & IT Manager	In Progress	30%	<p>August - The WHS Committee continues to evolve, with delegation from all areas of the Council represented. This gets our staff to be advocates for WHS.</p> <p>Further, a new WHS system is in early phases of implementation and will embed many compliance and safety practices into the organisation.</p> <p>September - There is training for Contractor Management and the WHS Committee obligations booked in with StateCover to train and refresh our staff in these areas.</p> <p>The WHS system is in implementation and will be in phased rolled out in the coming months. This will help track our obligations to WHS.</p>	
5.1.5.6	Embed the recommendations from the Royal Commission into Aged Care in both CHSP and Naroo Frail Aged Care Hostel	Manager of Aged Care	In Progress	28%	<p>July - This is progressing as new items are introduced. The department are focusing on the new Aged Care Act and review of the Quality Standards at the moment.</p> <p>August - Continues as recommendations are released</p> <p>September - This is on agenda for all meetings and ACM progresses as recommendations are embedded</p>	
5.1.5.10	Develop relationships with key stakeholders to ensure council has access to relevant and effective training opportunities.	Org Services Admin & Training Coordinator	Not Started	0%		



In Progress



Complete





Deferred



Not Updated



Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.5.11	Integrate and ensure Council's operations and practices align with the risk management framework.	Business Improvement & IT Manager	In Progress	25%	<p>August - The Risk Management Framework was formally adopted at the August Council meeting. We are currently in the preliminary stages of a new Risk system that will embed the content of this framework into the system, as well as Council processes.</p> <p>September - The new risk system is still currently in the implementation phase. The new risk framework is providing the basis for the implementation. It will be rolled out in the coming months.</p>	
LCR	Meet all of Councils Legislative Compliance & Reporting requirements as set by the Office of Local Government (OLG)	Integrated Planning Reporting & Governance Officer	In Progress	25%		



In Progress



Complete



Deferred



Not Updated



Not Started