

# Monthly Action Progress Report

## October 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

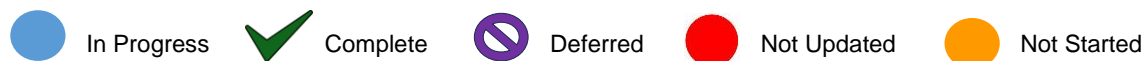
We have access to a range of high-quality health care services. All residents are supported in living a healthy and active life through the opportunity to participate in recreation activities.



#### 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

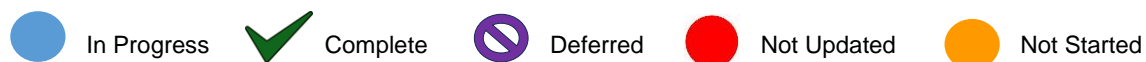
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.2.1	Oversee the operation of Council's Aquatic Centres	Community Assets Manager	In Progress	15%		
1.1.2.3	Conduct Council's Category B Enforcement agency functions under the Food Act 2003 (NSW) by the specified due dates	Planning & Environment Team Leader	In Progress	30%		









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	95%	Regular contact and meetings continue with CHSP staff on delivering programs and meeting KPI's.	
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	In Progress	15%		


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

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	General Manager	In Progress	20%		
1.1.3.2	Be a centre of leadership in child development, education, and care as well as support for families and community	Social Services Manager	In Progress	50%	Children's services continue to lead in their knowledge and delivery of children's education and care. Investigation into Long Day Care in Warialda and Bingara on a 5 day per fortnight turnaround is underway and funding is being sought to upgrade facilities.	
1.1.3.3	Annual Tree Planting Program	Urban Infrastructure Coordinator	In Progress	40%	Action remains ongoing.	



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%	The due date extended to the end of September 2023. Project completed on time and on budget.	✓
1.1.3.5	Bingara Skate Park project - 2021-2022 Open Spaces Program	Town Utilities and Plant Manager	In Progress	20%	Earthworks have commenced and slab for picnic shelter and part of the footpath have been constructed.	●
1.1.3.6	Build our reputation as 'best choice' for families, children, and young people to discover their abilities and reach their potential in life	Social Services Manager	In Progress	50%	Bingara Preschool will have a compliance visit in November and the outcome will show that this is a first-class service which our council should be immensely proud of. Tharawonga has welcomed Emma Read back from maternity leave and she is ensuring that all towns and villages receive a high quality of education and care for our children.	●
1.1.3.7	Enhance the overall Resident experience at Naroo Frail Aged Hostel by embedding an active Leisure and Lifestyle program with residents focusing on wellness	Aged Care Manager	In Progress	90%	Recruitment currently out for position. Program continues with a casual staff member until recruitment is finalized.	●
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	General Manager	In Progress	20%		●


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 is still in design stage.	
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Integrated Planning Reporting & Governance Officer	In Progress	20%		
1.1.3.12	Provide exceptional care, embracing authentic partnerships with families and ensuring the 'voice of the child' is central to our service processes	Social Services Manager	In Progress	50%		
1.1.3.13	Provide high levels of hygiene to councils' community assets	Community Assets Manager	In Progress	15%		
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	In Progress	95%	Work is progressing well.	
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	70%	Working on additional signage at the car park area at top of lookout.	

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.16	Stronger Country Communities Funding - Round 4 - Construction of Nicholson Oval amenities	Building Services Manager	In Progress	70%	Building fit out continuing. Verandah roof to be installed next week.	




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

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


### 1.2.1: Enable accessible and affordable lifestyle options

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.2.1.1	Meet Council's property management obligations	GLR & Communications Team Leader	In Progress	60%	Regular courtesy phone calls made to residents of Aged Care Units. Inspections conducted on 26 October 2023 by Clarissa and Wayne Andrews. Minor repairs and maintenance to be undertaken by Council building department commencing 31 October 2023. No Issues with Community Housing properties. Initial arrangements commencing for proposed sale of 44 Hope Street, Warialda.	

### 1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	75%		
1.2.2.1	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	25%		
1.2.2.2	Implement Child Safe Standards as per legislative requirements	Integrated Planning Reporting & Governance Officer	In Progress	50%		

### 1.2.3: Celebrate our creativity and cultural expression

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.2.3.1	Rollout out the planned schedule of events reviewing the concept, target audience and success of each event	Community Assets Manager	In Progress	15%		






## Goal 2: Building the business base

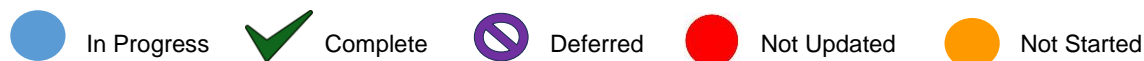
A productive community provides people with positive choices for investment, employment, and study. An innovative, diverse, and resilient economy requires collaboration between local people and other levels of government to ensure that funding for infrastructure and economic development exists to support 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	5%	No action	
2.1.1.4	Bingara Riverside Caravan Park Amenities Block Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	In Progress	90%		
2.1.1.6	Building Services Repairs and Maintenance Program for 2023-2024	Building Services Manager	In Progress	30%	R&M continuing.	
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%	Project is nearly complete.	








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	In Progress	95%	Solar system installed at BWTP - minor details to complete to finalise the project.	
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	10%	Still awaiting completion of design plans and documentation from LEGS.	
2.1.1.11	Water main extension to Warialda Landfill	Town Utilities and Plant Manager	Deferred	0%		
2.1.1.12	Stage 1 North Bingara sewer extension project	Town Utilities and Plant Manager	Completed	100%		
2.1.1.13	Stage 2 North Bingara sewer extension project	Town Utilities and Plant Manager	In Progress	75%	First week of November the first houses in Old Keera Road will be switched from septic to pressure sewer. estimated completion 15th December.	
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	30%	Final estimates nearly complete.	

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	15%		
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	70%	Contractor on site and works are underway.	
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Urban Infrastructure Coordinator	In Progress	20%	Contractor has established to Bingara area, works have all been scoped out and will be starting works in November 2023.	
2.1.1.24	Upper Horton Sports Club Camping Ground Amenities Block - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Town Utilities and Plant Manager	In Progress	50%	Cabin is in final stages of construction 2-3 weeks off being delivered	
2.1.1.25	Warialda Emergency Accommodation and Respite Centre - Plunkett Street - Black Summer Bushfire Recovery Grants Program	Community Assets Manager	In Progress	90%		


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	45%		
2.1.1.34	Develop 10-year stormwater plan	Urban Infrastructure Coordinator	In Progress	90%	Ongoing. Stormwater works to be completed as part of the kerb and gutter replacement. Works have also been completed in Plunket St, Warialda.	
2.1.1.36	Deliver RMCC annual works program	Urban Infrastructure Coordinator	In Progress	40%	Ongoing.	
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	In Progress	90%	Work is nearly complete.	
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	60%	Works are progressing well	
2.1.1.40	Warialda Rail Amenities Building Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	Deferred	0%	Still awaiting costings.	

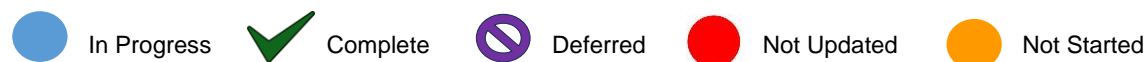
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.42	Federal Government - Roads of Strategic Importance Program - Sealing of 12.3km of County Boundary Road from end of existing seal to Croppa Moree Road.	Engineering Services Director	In Progress	30%		


### 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%		
2.1.2.3	Develop 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%		




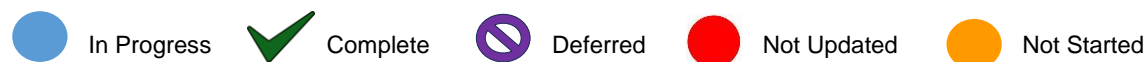
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.3.2	Assist in the creation of an environment in which a sustainable level of population and economic growth can occur to benefit local business and tourism	Integrated Planning Reporting & Governance Officer	In Progress	15%		

## ***2.2: We are skilled and have access to excellent educational opportunities***


Our lives are enriched through access to quality education which enables the development of a skilled workforce and the uptake of local job opportunities.

### **2.2.1: Increase the range of opportunities to work locally**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.2.1.1	Continue to be proactive in attracting skilled staff, especially Registered Nurses into the Aged Care sector and work towards 24-hour Registered Nurses on site at Naroo Frail Aged Hostel	Human Resource Officer	In Progress	0%		



**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%		



In Progress



Complete



Deferred



Not Updated



Not Started




### Goal 3: An environmentally responsible Shire

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


#### 3.1: Our community understands and embraces environmental change

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



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

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.1.1	Implement Development Control Plan based on the Department of Planning NSW standard format including report to Council and Community Consultation	Planning Officer	Deferred	0%		
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	20%		
3.1.1.3	Conduct Gwydir Housing Study	Planning & Environment Team Leader	In Progress	5%		

### 3.1.2: Respond to our changing environment

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.2.1	Annual Telemetry & Technology upgrades	Town Utilities and Plant Manager	In Progress	20%	Bulk metering telemetry upgrades complete working on sewerage pump station No 1 upgrade of switchboard and telemetry	


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

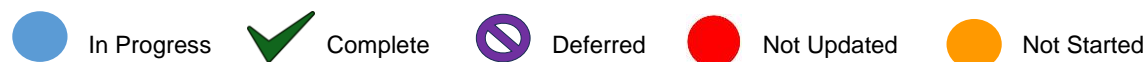
Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.3.1	North West Weed Action Program -Gwydir Shire	Planning & Environment Team Leader	In Progress	75%		
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Team Leader	In Progress	75%		

## 3.2: We use & manage our natural resources wisely

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




### 3.2.1: Develop a clean energy future

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.1.1	Street lighting coverage across the local networks throughout the shire	Planning & Environment Team Leader	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%		
3.2.2.2	Gravesend Recreation Ground Irrigation System - LRCI Phase 3 Project	Town Utilities and Plant Manager	In Progress	90%	Electrical connection installed - electrical issue with controller has delayed start.	
3.2.2.3	Water treatment plant improvements	Town Utilities and Plant Manager	Deferred	0%		

### 3.2.3: Reduce, reuse, and recover waste

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.3.1	Implement Gwydir Shire Council's Waste Management Strategy	Planning & Environment Team Leader	In Progress	75%		


## 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	15%		

#### 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	30%		

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	25%		

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

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.2	Grow relationships with governments, the corporate sector, community organisations and volunteers to enhance the educational experience	Social Services Manager	In Progress	50%	Discussions with department of education around support for our services continues as well as DCJ	
4.1.3.3	Value and embrace the knowledge and experiences of our families as they grow through our services.	Social Services Manager	In Progress	50%	Children's week and grandparents' day will be celebrated this month in collaboration with our families across the Shire.	



In Progress



Complete




Deferred



Not Updated




Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children, and their families.	Social Services Manager	In Progress	50%	Events and programs are being organised and delivered across the Shire with the direct involvement of our young people. The tutoring program in conjunction with Willoughby has begun and will continue throughout the school year.	


#### 4.2: We work together to achieve our goals

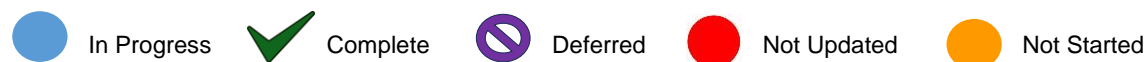
We respect our community leaders who listen to and act on our behalf, and value our community's knowledge, experience and ideas which help us implement our vision for the future together.



##### 4.2.1: Build strong relationships and shared responsibilities

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.1.1	Manage programs and initiatives to connect with, and value other cultures	Community Assets Manager	Not Started	0%		

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

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.1	Acquire, disseminate, and apply new knowledge to grow evidence informed practice.	Social Services Manager	In Progress	50%	Training continues across also service areas	



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



In Progress



Complete



Deferred



Not Updated



Not Started

## 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%	All Aged Care reports have been submitted on time. NSW Transport Financial report, CHSP Financial acquittal, Aged Care Quality report, Providers Operation report, RN minutes monthly reports and the Aged Care Financial Report.	✓
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Aged Care Manager	Completed	100%	Completed and submitted	✓
5.1.1.4	Complete the works for the Aged Care Approvals Round grant monies as per the grant agreement	Aged Care Manager	In Progress	30%	Tender has been submitted and closes in November. Continue to meet and work with Constructive dialogue on progress of works.	●
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	40%	The months of September and October's helpdesk seen 404 created tickets, with 407 solved. The median first reply time was 141 minutes, with the median solve time of 19.7 hours. DMARC and DKIM security measures for email have been applied to prevent the ability for spoofing of our staff and set to a reject policy. The Data Breach Policy for Council has been adopted and put on our website. This is in line with the Privacy Act 1988 and Privacy and Personal Information Protection Act 1998.	
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	Completed	100%		



In Progress



Complete







Deferred



Not Updated



Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.3	IT Hardware Renewal program - 2023/2024	Business Improvement & IT Manager	In Progress	75%	The computer replacement is complete. The replacement power backups for the servers have arrived but have not yet been installed. The monitor replacement is yet to commence but will be started soon.	
5.1.2.4	Manage Council's GIS systems and data in accordance with legislative requirement, with a focus to improve the delivery and use of information	Business Improvement & IT Manager	In Progress	40%	The department continues to make good strides forward in cleaning our data, particularly around cemeteries. The columbarium data has a working visual in our GIS system with accurate data. The rest of the cemeteries is in progress.	
5.1.2.5	Manage Council's corporate Records and Archive Facilities and Record Management Framework in accordance with legislative requirements.	Information Services Officer	In Progress	10%		
5.1.2.6	Software Renewal Program - 2023/2024	Business Improvement & IT Manager	In Progress	30%	Software renewal has been on target, with nothing over budget.	



In Progress



Complete



Deferred







Not Updated









Not Started





### 5.1.3: Administrative and support functions



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.1	Assess and implement solutions that increase efficiencies and quality, whilst reducing costs, to improve processes and systems within Council.	Business Improvement & IT Manager	In Progress	40%	Currently undertaking the move to online timesheets for payroll. It is live and 75% of the users are currently onboarded. This is hoping to be completed by the end of the year but will be dependent on staff availability during the Christmas period. Further, the shift to cloud Disaster Recovery has commenced. There are issues that are to be resolved before it goes live.	
5.1.3.2	Develop and maintain Councils Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	85%		
5.1.3.3	Manage and support Councils Town utilities and depot operations	Town Utilities and Plant Manager	In Progress	30%	Standard Operating and Maintenance Activities - EPA inspected and Audited Bingara and Warialda depots on 25/9/2023	
5.1.3.4	Finalise the process to undertake service reviews and develop a prioritised list to be undertaken for the financial year.	Business Improvement & IT Manager	In Progress	15%	The service reviews will commence before the end of the year with initial project kick-off documents to be completed in the coming month. Staff will be attending a service review delivery workshop to make sure we are aligned with best practice and on the same page as other Councils at the end of November. The service catalogue is still a work in progress. This is not due until the end of the financial year.	



#### 5.1.4: Workforce planning

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.8	Council Salary System Review	Organisation Development Services Project Officer	Not Updated	0%		
5.1.4.7	Registered Nurse 24/7	Aged Care Manager	In Progress	30%	Met with UNE representatives. EOI went out to Naroo staff and responses received. UNE is organising a roadshow so that staff can deal with answer any questions. Recruitment in progress and ongoing with no applicants to date.	
5.1.4.6	Employee Engagement Action Plan	Organisation Development Services Project Officer	Not Updated	0%		
5.1.4.1	Build a culture that empowers staff to learn, teach, lead, and succeed	Social Services Manager	In Progress	45%	All staff have or are attending training relevant` to their positions	
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Organisation & Community Services Director	Deferred	35%		
5.1.4.3	Development of Human Resources Development processes to manage change and meet individual and organisational needs	Organisation & Community Services Director	Not Updated	0%		

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Aged Care Manager	In Progress	50%	RN educator is progressing mandatory education modules and % have increased. EEN will be attending a catheterization course in Inverell in November. 2 staff members are enrolled in the Certificate IV in Dementia Program - Sharon Baker and Meg Ross this is a 12-month course online.	
5.1.4.5	Undertake Workforce Planning to ensure that there is an appropriately skilled workforce to meet future challenges and opportunities.	Human Resource Officer	Deferred	65%		

#### 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	20%	WHS Committee to commence 6th November 2023	
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for 8 sites	Risk and Safety Officer	In Progress	40%		

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.5.6	Embed the recommendations from the Royal Commission into Aged Care in both CHSP and Naroo Frail Aged Care Hostel	Aged Care Manager	In Progress	20%	Completed but ongoing with changes when arise from Department of Aged Care Quality and Safety.	
5.1.5.7	Council Public Roads	GIS Officer	Completed	100%		



In Progress



Complete



Deferred



Not Updated



Not Started