

16/17 Operation Plan - Actions List

Theme	Strategy objective	Strategy	Action	Partner Org	Responsible Manager
Theme 1					
	OC1 - Regional standard Narrabri CBD	OC1.2 - Retail areas are shaded, attractive and well maintained and provide facilities for the elderly and disabled	OC1.2.3 - Implement Narrabri CBD Master Plan projects in priority order	Narrabri and Disrtict Chamber of Commerce	Manager Community Facilities
	OC2 - Regional standard industrial land developments	OC2.2 - Facilitate the development of industrial and commercial land	OC2.2.1 - Monitor industrial and commercial land availability for new business		Manager Economic Development
	OC3 - Adequate health services to meet the needs of a regional centre	OC3.1 - Promotion of walking and cycling	OC3.1.3 - Seek funding options to implement the Pedestrian Access Management Plan (PAMP) Plan adopted by Council	Roads and Maritime Services	Manager Design Services
			OC3.1.4 - Seek grant funding to achieve a cycleway/footpath on the eastern side of George Street between Boundary and Mitchell Streets Wee Waa under the RMS Pedestrian Access and Mobility Plan (PAMP) Plan program	Roads and Maritime Services	Manager Design Services
		OC3.2 - Provide access to public swimming pools in Narrabri, Wee Waa and Boggabri	OC3.2.3 - Review operating hours for all public swimming pools to ensure cost effective provision of service with a maximum subsidy per user/per use of \$15.00		Manager Community Facilities
			OC3.2.10 - Investigate structural effectiveness of pool infrastructure at all three outdoor pools		Manager Community Facilities
		OC3.3 - Advocate for adequate health services to meet the needs of a regional centre	OC3.3.1 - Monitor provision of health services throughout the hire and lobby NSW Health for deficiencies to be rectified	Hunter New England Health	Manager Economic Development
	OC4 - Expanded tertiary educational facilities (agriculture, education, business, mining and health)	OC4.2 - Grow volunteer involvement	OC4.2.1 - Enable volunteer involvement through policies and procedures to support their engagement within Council activities	Volunteer Organisations	Manager Human Resources
		OC4.3 - Develop increase in local training and population workplace opportunities	OC4.3.1 - Identify shortfalls in provision of training locally for relevant local industries	TAFE NSW and Universities	Manager Economic Development
		OC4.4 - Provide opportunities for local operators and businesses to be educated and increase skill levels for tourism	OC4.4.3 - Implement adopted tousims plans and strategies, Tourism Destination Management PlanVolume 1, 2014-2019 and Tourism Destination Management Plan Volume 2, Strategic Action Plan 2014-2019		Manager Tourism
		OC4.5 - Proactively engage with government agencies for expanded tertiary education facilities	OC4.5.1 - Lobby for expanded tertiary education facilities	TAFE NSW and Universities	Manager Economic Development
		OC4.6 - Provide library services and facilities for the benefit of the community	OC4.6.3 - Review refurbishment/ replacement of Library fit out and furnishing		Manager Library Services
		OC4.7 - Encourage schools and private operators to provide additional childcare facilities	OC4.7.1 - Review Shire wide childcare needs with providers and community to identify gaps between supply and demand	Childcare Providers	Manager Economic Development
			OC4.7.2 - Investigate the design, renovation costs and potential funding options of developing the Boggabri Bowling Club building into a usable community facility		Manager Property and Assets
	OC5 - Adequate accommodation available to meet demand (residential, community, industrial, aged and itinerant)	OC5.2 - More timely Development Applications	OC5.2.1 - Review Development approval processes		Manager Strategy and Land Use
	OC6 - A safe place to live, work and experience the diversity of cultural activities	OC6.1 - Implement requirements of the Companion Animals Act	OC6.1.3 - Implement a companion animals compliance program to reduce the number of reported dog attached and complaints received regarding companion animals.	RSPCA	Manager Strategy and Land Use
		OC6.12 - Community members are regular users of parks, gardens and sporting venues	OC6.12.1 - Develop, adopt, implement, monitor and review a Levels of Service and Maintenance Program for parks, gardens and sporting venues		Manager Community Facilities
			OC6.12.3 - Develop Plans of Management for all open space precincts maintained by Council's parks and gardens section		Manager Community Facilities

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Theme 1	OC6 - A safe place to live, work and experience the diversity of cultural activities	OC6.12 - Community members are regular users of parks, gardens and sporting venues	OC6.12.7 - Develop priority listing of Plans of Management for Crown Reserves managed by Council and begin development		Manager Property and Assets
			OC6.12.10 - Integrate adopted Sport and Recreation Plan into Council's Strategic Planning		Manager Community Facilities
		OC6.13 - Towns and Village Entry Points in the Shire are visually and aesthetically appealing to residents and visitors	OC6.13.1 - Investigate the formation of an "Adopt a Road" program		Manager Road Services
		OC6.15 - Monitor crime rates and promote Narrabri Shire as a safe and secure environment for families.	OC6.15.1 - Integrate Council's adopted Crime Prevention Plan into Council's Strategic Planning	NSW Police	Manager Economic Development
			OC6.15.2 - An investigation and report to be completed that evaluates the merits of upgrading the existing CCTV system in the Narrabri CBD		Manager Information Services
		OC6.16 - Develop and Implement a Disability Inclusion Plan for the Shire	OC6.16.1 - Council to develop a Disability Inclusion Plan and plan for implementation in conjunction with the Australian National Disability Strategy and NSW Disability Inclusion Plan	Australian National Disability Strategy	Manager Strategy and Land Use
		OC6.2 - Ensure that Council's operations can continue to function in times of emergency	OC6.2.1 - Develop an overarching Council Business Continuity Plan		Director Corporate Services
		OC6.5 - Offer library services and programs as well as outreach services to disadvantaged sectors of the community	OC6.5.1 - Develop education programs in all branch libraries at least on a quarterly basis	Central Northern Regional Library	Manager Library Services
			OC6.5.3 - Provide home library services to housebound residents		Manager Library Services
		OC6.6 - Facilitate, coordinate, encourage and develop festivals and events for the Narrabri Shire	OC6.6.1 - Build community capacity to develop festivals and events for the Narrabri Shire		Manager Tourism
			OC6.6.4 - Work with transport, accommodation and other operators to develop and market event packages		Manager Tourism
		OC6.7 - Provide assistance and advice to local event organisers and individuals / groups looking to organise or bid for events	OC6.7.2 - Provide assistance and advice to local event organisers and individuals / groups looking to organise or bid for events		Manager Economic Development
Theme 2					
	SE1 - Sustainable land use	SE1.4 - Determine access requirements to current land bank within towns	SE1.4.2 - Install traffic counters on Sarina Street to identify traffic types and volumes to allow further assessment of the merits of upgrading Sarina Street, Narrabri		Manager Road Services
		SE1.5 - Sustainable use of resources	SE1.5.2 - Establish Management Plans for Quarries and gravel pits to allow rehabilitation at the end of their useful life by maintaining appropriate Restricted Asset levels		Manager Road Services
		SE1.6 - Actively partner with the Northern Inland Weeds Advisory Committee to implement the Weed Action Plan and Invasive Species Plan	SE1.6.1 - Identify and capitalise on opportunities to partner with public and private land owners to manage noxious and invasive species to minimise the impact on biodiversity in the Shire	NSW Department Primary Industries and Northern Inland Weeds Advisory Committee	Manager Strategy and Land Use
	SE2 - Ensure a clean, green environment for the future	SE2.1 - Exercise Council's statutory functions under the Environmental Planning and Assessment Act 1979 properly and equitably and determine applications efficiently and in accordance with statutory requirements and / or Council Policy and Standards	SE2.1.9 - Provide an analysis of development trends being experienced within Council's Local Government Area		Manager Strategy and Land Use

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Theme 2	SE2 - Ensure a clean, green environment for the future	SE2.10 - Manage waste collection, disposal and recycling in accordance with relevant legislation, regulations and guidelines	SE2.10.2 - Finalise, adopt and commence implementation of the Narrabri Shire Waste Management Strategy		Manager Strategy and Land Use
			SE2.10.3 - Manage the Narrabri Landfill and Transfer Stations in compliance with the Narrabri Landfill Environmental Protection Licence and relevant legislation and guidelines		Manager Strategy and Land Use
		SE2.11 - Manage wastewater and effluent in a sustainable manner	SE2.11.1 - Operate and maintain sewage treatment plants and reticulation systems to meet licence conditions and environmental requirements		Manager Water Services
			SE2.11.18 - Continue with CCTV assessments of sewerage network to support asst management planning		Manager Water Services
		SE2.2 - Improve the monitoring and management of onsite effluent disposal within the region	SE2.2.1 - Implement the On-site Sewerage Management Policy as adopted by the Council		Manager Strategy and Land Use
		SE2.9 - Provide a safe, reliable and economic waste collection and disposal service which meets modern environmental standards	SE2.9.3 - Develop and implement community education strategies regarding waste avoidance, reuse and recycling	Council Waste Collection Contractor, Northern Inland Regional Waste Group	Manager Strategy and Land Use
Theme 3					
	PT1 - Narrabri Shire to be a regional centre	PT1.1 - Engage with local business and industry representatives to grow and facilitate opportunities	PT1.1.2 - Engage with Narrabri & District Chamber of Commerce, Boggabri Business Promotions Group and Wee Waa Chamber of Commerce to review and implement existing adopted strategic plans	Narrabri & District Chamber of Commerce. Boggabri Business Promotions Group, Wee	Manager Economic Development
		PT1.11 - Continue to showcase local industries and products through the Narrabri Visitor Information Centre	PT1.11.1 - Ensure that all major industries / economic activities that are of interest to visitors are showcased in the Narrabri Visitor Information Centre	Local Businesses	Manager Tourism
			PT1.11.2 - Develop an exhibition of Aboriginal Art/artefact display through grant funding	Indigenous Community	Manager Tourism
		PT1.2 - Provide assistance to business looking to expand	PT1.2.3 - Inform local businesses regarding newly released State and Federal assistance programs	Narrabri and District Chamber of Commerce, Boggabri Business Promotions Group an	Manager Economic Development
		PT1.3 - Actively market and promote Narrabri Shire as a business destination	PT1.3.1 - Review marketing materials containing relevant information to actively promote Narrabri Shire as a business destination.		Manager Economic Development
		PT1.4 - Ensure that the Council is well represented at Regional, State and Federal Forums to promote the interests of Narrabri Shire	PT1.4.1 - Participate in Regional and State Forums	State and Federal Government Agencies	General Manager
		PT1.7 - Participate in the development of touring routes, products and experiences at a local, sub-regional, regional and state level	PT1.7.10 - An investigation and report to be completed that evaluates the merits of the construction of local history story boards at Wee Waa, Pilliga dn Gwabegar		Manager Tourism
		PT1.9 - Develop and implement marketing and promotional strategies and campaigns in conjunction with Destination NSW, the Regional Tourism Organisation, Touring Route marketing groups, surrounding LGAs and the local tourism sector	PT1.9.5 - Develop a consistent "Brand" across all Council activity		Manager Economic Development
			PT1.9.6 - Continue to maintain and update tourism website, and use social media to communicate with the market with up to date information		Manager Tourism
	PT2 - Airport to be of regional quality	PT2.2 - Potential airlines supported and encouraged through improved infrastructure	PT2.2.5 - Review Narrabri Shire Airport Master Plan's staged trigger points and priorities		Manager Airport
			PT2.2.10 - Partner with a Regular Passenger Transport operator to provide a Narrabri to Sydney Air Service for the Shire		Manager Economic Development

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Theme 3	PT3 - Regional standard infrastructure	PT3.12 - Identify infrastructure Improvements	PT3.12.1 - Review annually strategic growth plans which are completed in advance in consultation with other Council departments so that required infrastructure is available and has capacity to service growth		Manager Strategy and Land Use
		PT3.14 - Improve funding for infrastructure and services	PT3.14.1 - Identify key strategic issues and develop fact sheets for the Community and Council to allow Councillors, Senior Management and Community Representatives to lobby State and Federal Members		General Manager
		PT3.2 - Ensure that all public buildings are developed, renewed and maintained at adopted service levels for the use of Council and the community	PT3.2.15 - Investigate viability of installing Solar Panels at appropriate Council facilities		Manager Property and Assets
		PT3.3 - Develop and maintain visitor facilities and infrastructure within the Narrabri Shire	PT3.3.6 - Provide appropriate signage for lookouts within the Shire		Manager Tourism
		PT3.5 - Provide a secure, reliable water supply to the community	PT3.5.6 - Review the Integrated Water Cycle Management Plans and investigate/undertake any required improvements to water storage infrastructure, water treatment processes and control systems to meet demand and growth		Manager Water Services
		PT3.7 - Provide modern depots and reliable Plant to support the infrastructure activities to meet best practice management principles	PT3.7.2 - Develop a Plan of Management for Council Depots		Manager Plant and Depot
		PT3.8 - Provide lasting repair solutions to Council owned roads	PT3.8.33 - Lobby Government for flood betterment funding for upgrades to infrastructure, which in the long term will reduce reliance on recurring flood damage funding		Manager Design Services
			PT3.8.73 - Investigate the potential options and funding regarding the upgrade of Culgoora Road and associated intersections for the purpose of creating a heavy vehicle bypass of Wee Waa		Manager Design Services
			PT3.8.75 - Investigate potential funding for the installation of a pedestrian refuge island and associated infrastructure to Wee Waa Street (adjacent to Brent Street intersection) Boggabri		Manager Design Services
			PT3.8.76 - Investigate and apply for funding for the purposes of engaging an independent consultant to conduct a thorough, Narrabri wide and surrounds, review of traffic and pedestrian movements including future accommodation of heavy vehicle movements		Manager Design Services
		PT3.9 - Reduction in property and infrastructure damage due to floods	PT3.9.1 - Complete the integrated Narrabri Flood Study and the Wee Waa Levy Risk Strategy and Plan		Manager Strategy and Land Use
			PT3.9.5 - Develop a Floodplain Management Program of Works based on strategies identified in the Flood Management Studies for Narrabri and Wee Waa and utilise and determine priorities for future projects		Manager Strategy and Land Use
Theme 4	LA2 - Revenue and income growth strategy in place	LA2.1 - Maintain a high performing workforce that is responsive to the needs of the organisation and the community	LA2.1.1 - Develop training plans to fill skills gaps for employees	ABS Recruitment Organisations	Manager Human Resources
			LA2.1.2 - Align employee performance with organisational plans and goals	ABS Recruitment Organisations	Manager Human Resources
		LA2.3 - Ensure Council's procurement practices achieve best value for the Council and Community	LA2.3.1 - Review procurement practices		Manager Financial Services
			LA2.3.2 - Consider increasing supplier diversity opportunities for Council		Manager Financial Services
		LA2.4 - Plan for long term provision of Information Services	LA2.4.1 - Develop an IT Asset Management Plan		Manager Information Services

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Theme 4	LA2 - Revenue and income growth strategy in place	LA2.5 - Maintain and coordinate the renewal of information technology software and systems	LA2.5.3 - Provide community accessible GIS interface for Council's Capital Works Program		Manager Property and Assets
		LA2.9 - Develop and review plans for the effective long term development and management of commercial business units	LA2.9.3 - Develop an Asset Management Plan for The Crossing Theatre that links with Council's Asset Management Strategy		Manager The Crossing Theatre Venue
	LA3 - Ensure Council is compliant with statutory regulations	LA3.1 - Council leads by example	LA3.1.2 - Develop staff skills and expertise and ensure safe work practices and conditions lead to lower incidents of unsafe work practices	LGSA Statewide StateCover	Manager Human Resources
			LA3.1.4 - Raise internal understanding of Aboriginal and Torres Strait Islander Cultural Protocols	Local Aboriginal Land Council	Manager Economic Development
			LA3.1.5 - Investigate opportunities to increase Council employee's knowledge around Aboriginal and Torres Strait Islander culture, histories and achievements		Manager Human Resources
			LA3.1.6 - Create a culturally welcoming and respectful environment for Aboriginal and Torres Strait Islander peoples		Director Corporate Services
			LA3.1.7 - Explore opportunities to increase Aboriginal and Torres Strait Islander employment opportunities for Council		Manager Human Resources
			LA3.1.8 - Explore opportunities to support Council's commitment to Reconciliation		Manager Economic Development
			LA3.1.9 - Build support to ensure our Reconciliation Action Plan is sustainable		Manager Economic Development
			LA3.1.10 - Build support to ensure our Reconciliation Action Plan is sustainable		Manager Economic Development
		LA3.11 - Ensure that Council's Long Term Financial Plan aligns with long term and annual budget requirements	LA3.11.3 - Develop and review a loan strategy in line with the Council's Long Term Financial Plan		Director Corporate Services
		LA3.12 - Maintain an assets register that includes all of the Council's assets	LA3.12.1 - Review asset listing and record valuations of assets		Manager Property and Assets
		LA3.16 - Develop and implement an Asset Management Program that identifies all factors required for implementing the Asset Management Strategy and Plans	LA3.16.1 - Undertake a gap analysis for all Asset Management Plans to identify gaps in data including: • Asset register • Asset condition assessments • Asset maintenance and management systems • Predictive modelling • Deterioration modelling • Risk analysis • Lifecycle costing's		Manager Property and Assets
		LA3.18 - Put in place policies and procedures within Council that will streamline and facilitate the hosting of events in the Shire	LA3.18.2 - Ensure that the Events Manual is available on-line from the Council and Tourism websites		Manager Tourism
		LA3.22 - Manage and operate cemeteries to meet all legislative requirements	LA3.22.1 - Review supply of interment sites across the Shires cemeteries and ensure minimum of five years forward supply is available		Manager Community Facilities
		LA3.3 - Effective and efficient council operations	LA3.3.2 - Review of new financial policies including Fiscal Responsibility Principles, Restricted Assets and Focus on Core Business.		Manager Financial Services
			LA3.3.3 - Implement a Councillor professional development program		General Manager
			LA3.3.4 - Establish an Internal Audit Committee	Namoi JO	General Manager
			LA3.3.6 - Review a minimum of three operational areas per annum		General Manager

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Theme 4	LA3 - Ensure Council is compliant with statutory regulations	LA3.3 - Effective and efficient council operations	LA3.3.9 - Link strategic outcomes of senior staff and management positions		General Manager
			LA3.3.10 - Develop and introduce structured development program for leadership team enabling: * Fiscal responsibility * Lean management * Inspirational leadership		Manager Human Resources
			LA3.3.12 - Introduce systems for better information capture relating to the workforce		Manager Human Resources
			LA3.3.13 - Prepare a Local Youth Employment Strategy and identify opportunities for addressing skills shortage areas through offering traineeships and cadetships to the local community		Manager Economic Development
			LA3.3.14 - Investigate the introduction of Workplace Agreements		Manager Human Resources
			LA3.3.20 - Commence work exchange program		Manager Human Resources
			LA3.3.22 - Review internal, external and Section 355 Committees to ensure they are relevant, effective and efficient in making decisions		Director Corporate Services
			LA3.3.23 - Review policies and practices to promote greater participation of volunteers in the delivery of Council services		Manager Human Resources
			LA3.3.27 - Make an SRV Application to IPART in accordance with prescribed timeframes		Manager Financial Services
			LA3.3.28 - Maintain membership of the Alliance and active involvement to maximise fiscal and operational benefits for water and sewerage supply funds		General Manager
		LA3.4 - Exercise Council's regulatory functions to ensure compliance with statutory requirements	LA3.4.3 - Implement a swimming pool monitoring and inspection regime for all domestic and commercial swimming pools within the urban areas of the Local Government Area		Manager Strategy and Land Use
			LA3.4.5 - Review the program for the monitoring and review of Liquid Trade Waste premises within the Shire		Manager Strategy and Land Use
		LA3.5 - Maintain and improve food safety standards in accordance with the NSW partnership program	LA3.5.2 - Implement education and awareness activities on food safety and handling		Manager Strategy and Land Use
		LA3.6 - Ensure Council adheres to all Legislation under which it operates	LA3.6.2 - Ensure that delegations for Council officers are up to date		General Manager
		LA3.7 - Ensure that sound systems and processes are in place for good governance at Councillor level	LA3.7.1 - Assist in the delivery of the Local Government Election	NSW Electoral Commission	Director Corporate Services
			LA3.7.6 - Ensure Code of Meeting Practice and Code of Conduct are current and relevant		Director Corporate Services
		LA3.8 - Develop and review Integrated Planning Documents to cover all of Council's responsibilities, current and into the future	LA3.8.2 - Review Workforce Plan	NSW Office of Local Government	Manager Human Resources
			LA3.8.3 - Review Asset Management Strategy and Policy	NSW Office of Local Government	Manager Property and Assets
			LA3.8.4 - Review Long-term Financial Plan (10 years)	NSW Office of Local Government	Manager Financial Services
			LA3.8.5 - Review and report on achievements of 4 year Delivery Program	NSW Office of Local Government	Director Corporate Services
	LA4 - Proactively engage with the community	LA4.3 - Council encourages the dissemination of community information and awareness of activities, programs and trends within Narrabri Shire	LA4.3.2 - Community Directory regularly updated and distributed		Manager Economic Development

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Theme 4	LA4 - Proactively engage with the community	LA4.4 - Undertake community focussed strategies	LA4.4.1 - Review two Community Economic Development Strategic Plans annually and develop associated implementation plans	Narrabri & District Chamber Of Commerce, Wee Waa Chamber Of Commerce, Boggabri B	Manager Economic Development
		LA4.5 - Council to actively encourage community activity and promote the participation, involvement and engagement of the community	LA4.5.2 - Seek funding for International Women’s Day and facilitate activities for events	Narrabri and Community District Aid Services	Manager Economic Development
			LA4.5.3 - Seek funding for Youth Week and facilitate activities for events	Narrabri and Community District Aid Services	Manager Economic Development
			LA4.5.4 - Organise Shire Snapshot Competition		Manager Economic Development
			LA4.5.5 - Seek funding for Seniors Week and facilitate activities for events	Home and Community Care	Manager Economic Development
			LA4.5.9 - Increase participation and community visibility in local Aboriginal and Torres Strait Islander Communities		Director Development and Economic Growth
			LA4.5.10 - Raise internal and external awareness of Concil's commitment to Reconciliation		Manager Economic Development
			LA4.5.11 - Develop and maintain external relationships with Aboriginal and Torres Strait Islander Peoples, Organisations and Communities	Local Aboriginal Land Council	Manager Economic Development
		LA4.6 - Celebrate and acknowledge achievements of the community	LA4.6.1 - Carry out Civic ceremonies and Functions to celebrate and acknowledge achievements of the community		Director Corporate Services
			LA4.6.3 - Continue to celebrate Aboriginal and Torres Strait Islander cultures and chievements by participating in NAIDOC Week		Director Development and Economic Growth
			LA4.6.4 - Celebrate National Reconciliation Week to build releationships with Aboriginal and Torres Strait Islander Peoples and the broader Australian Community		Manager Economic Development
		LA4.9 - Provide quality, comprehensive, accessible and relevant customer services	LA4.9.3 - Review Customer Service Procedures		Manager Information Services