

## 16/17 Operation Plan - Progress Update As at July

Theme	Strategies	Actions	Responsible Directorate	Responsible Manager	Target Date	Status	Progress	%
Theme 1	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	Director Infrastructure Delivery	Manager Design Services	30-Jun-17			
		OC6.1.3 Implement a companion animals compliance program to reduce the number of reported dog attacked and complaints received regarding companion animals.	Director Development and Economic Growth	Manager Strategy and Land Use	30-Sep-16			
		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	Director Infrastructure Delivery	Manager Design Services	30-Jun-17			
	OC1.2 Retail areas are shaded, attractive and well maintained and provide facilities for the elderly and disabled	OC2.2.1 Monitor industrial and commercial land availability for new business	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		OC4.2.1 Enable volunteer involvement through policies and procedures to support their engagement within Council activities	General Manager	Manager Human Resources	31-Dec-16			
		OC5.2.1 Review Development approval processes	Director Development and Economic Growth	Manager Strategy and Land Use	31-Dec-16			
		OC6.2.1 Develop an overarching Council Business Continuity Plan	Director Corporate Services	Director Corporate Services	30-Jun-17	On Target	Initial presentation provided by Echelon on behalf of Statewide on 21 July 2016.	10
		OC1.2.3 Implement Narrabri CBD Master Plan projects in priority order	Director Development and Economic Growth	Manager Community Facilities	30-Jun-16			
		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	Director Development and Economic Growth	Manager Community Facilities	30-Sep-16			
		OC3.2.10 Investigate structural effectiveness of pool infrastructure at all three outdoor pools	Director Development and Economic Growth	Manager Community Facilities	30-Nov-16			
		OC3.3.1 Monitor provision of health services throughout the hire and lobby NSW Health for deficiencies to be rectified	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		OC4.3.1 Identify shortfalls in provision of training locally for relevant local industries	Director Development and Economic Growth	Manager Economic Development	31-Dec-16			
	OC4.4 Provide opportunities for local operators and businesses to be educated and increase skill levels for tourism	OC4.4.3 Implement adopted tourism plans and strategies, Tourism Destination Management Plan Volume 1, 2014-2019 and Tourism Destination Management Plan Volume 2, Strategic Action Plan 2014-2019	Director Development and Economic Growth	Manager Tourism	30-Jun-17			
	OC4.5 Proactively engage with government agencies for expanded tertiary education facilities	OC4.5.1 Lobby for expanded tertiary education facilities	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		OC6.5.1 Develop education programs in all branch libraries at least on a quarterly basis	Director Corporate Services	Manager Library Services	30-Jun-16			
		OC6.5.3 Provide home library services to housebound residents	Director Corporate Services	Manager Library Services	30-Jun-17			

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Theme 1	OC4.6 Provide library services and facilities for the benefit of the community	OC6.6.1 Build community capacity to develop festivals and events for the Narrabri Shire	Director Development and Economic Growth	Manager Tourism	30-Jun-17			
		OC4.6.3 Review refurbishment/ replacement of Library fit out and furnishing	Director Corporate Services	Manager Library Services	31-Dec-16			
		OC6.6.4 Work with transport, accommodation and other operators to develop and market event packages	Director Development and Economic Growth	Manager Tourism	30-Jun-17			
	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	Director Development and Economic Growth	Manager Economic Development	31-Oct-16			
		OC4.7.2 Investigate the design, renovation costs and potential funding options of developing the Boggabri Bowling Club building into a usable community facility	Director Corporate Services	Manager Property and Assets	30-Jun-17			
		OC6.7.2 Provide assistance and advice to local event organisers and individuals / groups looking to organise or bid for events	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
	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	Director Development and Economic Growth	Manager Community Facilities	31-Dec-16			
		OC6.12.3 Develop Plans of Management for all open space precincts maintained by Council's parks and gardens section	Director Development and Economic Growth	Manager Community Facilities	30-Jun-17			
		OC6.12.7 Develop priority listing of Plans of Management for Crown Reserves managed by Council and begin development	Director Corporate Services	Manager Property and Assets	31-Dec-16			
		OC6.12.10 Integrate adopted Sport and Recreation Plan into Council's Strategic Planning	Director Development and Economic Growth	Manager Community Facilities	31-Jan-17			
	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	Director Infrastructure Delivery	Manager Road Services	30-Apr-17			
	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	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		OC6.15.2 An investigation and report to be completed that evaluates the merits of upgrading the existing CCTV system in the Narrabri CBD	Director Corporate Services	Manager Information Services	30-Jun-17			
	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	Director Development and Economic Growth	Manager Strategy and Land Use	28-Feb-17			
Theme 2	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	Director Development and Economic Growth	Manager Strategy and Land Use	30-Jun-17			
	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	Director Development and Economic Growth	Manager Strategy and Land Use	30-Jun-17			

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Theme 2	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	Director Infrastructure Delivery	Manager Road Services	30-Jun-17			
	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	Director Infrastructure Delivery	Manager Road Services	30-Jun-17			
	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	Director Development and Economic Growth	Manager Strategy and Land Use	30-Jun-17			
	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	Director Development and Economic Growth	Manager Strategy and Land Use	30-Sep-16			
	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	Director Development and Economic Growth	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	Director Development and Economic Growth	Manager Strategy and Land Use	30-Jun-17			
	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	Director Infrastructure Delivery	Manager Water Services	30-Jun-17			
		SE2.11.18 Continue with CCTV assessments of sewerage network to support asst management planning	Director Infrastructure Delivery	Manager Water Services	30-Jun-17			
Theme 3	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	Director Development and Economic Growth	Manager Economic Development	31-Oct-16			
	PT1.2 Provide assistance to business looking to expand	PT1.2.3 Inform local businesses regarding newly released State and Federal assistance programs	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		PT2.2.5 Review Narrabri Shire Airport Master Plan's staged trigger points and priorities	Director Infrastructure Delivery	Manager Airport	30-Sep-16			
		PT2.2.10 Partner with a Regular Passenger Transport operator to provide a Narrabri to Sydney Air Service for the Shire	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		PT3.2.15 Investigate viability of installing Solar Panels at appropriate Council facilities	Director Corporate Services	Manager Property and Assets	30-Jun-17			
	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.	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		PT3.3.6 Provide appropriate signage for lookouts within the Shire	Director Development and Economic Growth	Manager Tourism	30-Jun-17			
	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	General Manager	General Manager	30-Jun-17			

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Theme 3	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	Director Infrastructure Delivery	Manager Water Services	30-Jun-17			
	PT1.7 Participate in the development of touring routes, products and experiences at a local, sub-regional, regional and state level	PT3.7.2 Develop a Plan of Management for Council Depots	Director Infrastructure Delivery	Manager Plant and Depot	31-Mar-17			
		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	Director Development and Economic Growth	Manager Tourism	30-Jun-17			
	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	Director Infrastructure Delivery	Manager Design Services	30-Jun-17			
		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	Director Infrastructure Delivery	Manager Design Services	30-Jun-17			
		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	Director Infrastructure Delivery	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 accomodation of heavy vehicle movements	Director Infrastructure Delivery	Manager Design Services	30-Jun-17			
	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	PT3.9.1 Complete the integrated Narrabri Flood Study and the Wee Waa Levy Risk Strategy and Plan	Director Development and Economic Growth	Manager Strategy and Land Use	31-Mar-17			
		PT1.9.5 Develop a consistent "Brand" across all Council activity	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		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	Director Development and Economic Growth	Manager Strategy and Land Use	30-Jun-17			
		PT1.9.6 Continue to maintain and update tourism website, and use social media to communicate with the market with up to date information	Director Development and Economic Growth	Manager Tourism	30-Jun-17			
	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	Director Development and Economic Growth	Manager Tourism	30-Jun-17			
		PT1.11.2 Develop an exhibition of Aboriginal Art/artefact display through grant funding	Director Development and Economic Growth	Manager Tourism	30-Jun-17			
	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	Director Development and Economic Growth	Manager Strategy and Land Use	30-Jun-17			

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Theme 3	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	General Manager	30-Sep-16			
Theme 4	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	General Manager	Manager Human Resources	30-Aug-16			
		LA2.1.2 Align employee performance with organisational plans and goals	General Manager	Manager Human Resources	30-Sep-16			
		LA3.1.2 Develop staff skills and expertise and ensure safe work practices and conditions lead to lower incidents of unsafe work practices	General Manager	Manager Human Resources	30-Jun-17			
		LA3.1.4 Raise internal understanding of Aboriginal and Torres Strait Islander Cultural Protocols	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		LA3.1.5 Investigate opportunities to increase Council employee's knowledge around Aboriginal and Torres Strait Islander culture, histories and achievements	General Manager	Manager Human Resources	28-Feb-17			
		LA3.1.6 Create a culturally welcoming and respectful environment for Aboriginal and Torres Strait Islander peoples	Director Corporate Services	Director Corporate Services	30-Jun-17			
		LA3.1.7 Explore opportunities to increase Aboriginal and Torres Strait Islander employment opportunities for Council	General Manager	Manager Human Resources	30-Jun-17			
		LA3.1.8 Explore opportunities to support Council's commitment to Reconciliation	Director Development and Economic Growth	Manager Economic Development	28-Feb-17			
		LA3.1.9 Build support to ensure our Reconciliation Action Plan is sustainable	Director Development and Economic Growth	Manager Economic Development	31-Jul-16			
	LA2.3 Ensure Council's procurement practices achieve best value for the Council and Community	LA2.3.1 Review procurement practices	Director Corporate Services	Manager Financial Services	31-Dec-16			
		LA2.3.2 Consider increasing supplier diversity opportunities for Council	Director Corporate Services	Manager Financial Services	28-Feb-17			
		LA3.3.2 Review of new financial policies including Fiscal Responsibility Principles, Restricted Assets and Focus on Core Business.	Director Corporate Services	Manager Financial Services	30-Jun-17			
		LA4.3.2 Community Directory regularly updated and distributed	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		LA3.3.3 Implement a Councillor professional development program	General Manager	General Manager	30-Sep-16			
		LA3.3.4 Establish an Internal Audit Committee	General Manager	General Manager	30-Jun-17			
		LA3.3.6 Review a minimum of three operational areas per annum	General Manager	General Manager	30-Jun-17			
		LA3.3.9 Link strategic outcomes of senior staff and management positions	General Manager	General Manager	30-Jun-17			
		LA3.3.10 Develop and introduce structured development program for leadership team enabling: * Fiscal responsibility * Lean management * Inspirational leadership	General Manager	Manager Human Resources	30-Jun-17			
		LA3.3.12 Introduce systems for better information capture relating to the workforce	General Manager	Manager Human Resources	30-Jun-17			



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Theme 4	LA2.3 Ensure Council's procurement practices achieve best value for the Council and Community	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	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		LA3.3.14 Investigate the introduction of Workplace Agreements	General Manager	Manager Human Resources	30-Jun-17			
		LA3.3.20 Commence work exchange program	General Manager	Manager Human Resources	30-Jun-17			
		LA3.3.22 Review internal, external and Section 355 Committees to ensure they are relevant, effective and efficient in making decisions	Director Corporate Services	Director Corporate Services	30-Jun-17	Yet to commence	Programmed for Q2 of 2016/2017	0
		LA3.3.23 Review policies and practices to promote greater participation of volunteers in the delivery of Council services	General Manager	Manager Human Resources	30-Jun-17			
		LA3.3.27 Make an SRV Application to IPART in accordance with prescribed timeframes	Director Corporate Services	Manager Financial Services	30-Jun-17			
		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	General Manager	30-Jun-17			
	LA2.4 Plan for long term provision of Information Services	LA2.4.1 Develop an IT Asset Management Plan	Director Corporate Services	Manager Information Services	31-Jan-17			
		LA4.4.1 Review two Community Economic Development Strategic Plans annually and develop associated implementation plans	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		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	Director Development and Economic Growth	Manager Strategy and Land Use	31-Dec-16			
		LA3.4.5 Review the program for the monitoring and review of Liquid Trade Waste premises within the Shire	Director Development and Economic Growth	Manager Strategy and Land Use	30-Jun-17			
	LA2.5 Maintain and coordinate the renewal of information technology software and systems	LA3.5.2 Implement education and awareness activities on food safety and handling	Director Development and Economic Growth	Manager Strategy and Land Use	31-Dec-16			
		LA4.5.2 Seek funding for International Women's Day and facilitate activities for events	Director Development and Economic Growth	Manager Economic Development	30-May-17			
		LA2.5.3 Provide community accessible GIS interface for Council's Capital Works Program	Director Corporate Services	Manager Property and Assets	31-Jul-16			
		LA4.5.3 Seek funding for Youth Week and facilitate activities for events	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		LA4.5.4 Organise Shire Snapshot Competition	Director Development and Economic Growth	Manager Economic Development	28-Feb-17			
		LA4.5.5 Seek funding for Seniors Week and facilitate activities for events	Director Development and Economic Growth	Manager Economic Development	30-May-17			
		LA4.5.9 Increase participation and community visibility in local Aboriginal and Torres Strait Islander Communities	Director Development and Economic Growth	Director Development and Economic Growth	31-Dec-16			

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Theme 4	LA2.5 Maintain and coordinate the renewal of information technology software and systems	LA4.5.10 Raise internal and external awareness of Council's commitment to Reconciliation	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
		LA4.5.11 Develop and maintain external relationships with Aboriginal and Torres Strait Islander Peoples, Organisations and Communities	Director Development and Economic Growth	Manager Economic Development	31-Jul-16			
	LA3.6 Ensure Council adheres to all Legislation under which it operates	LA4.6.1 Carry out Civic ceremonies and Functions to celebrate and acknowledge achievements of the community	Director Corporate Services	Director Corporate Services	30-Jun-17	On Target	Undertaken as required.	10
		LA3.6.2 Ensure that delegations for Council officers are up to date	General Manager	General Manager	31-Dec-16			
		LA4.6.3 Continue to celebrate Aboriginal and Torres Strait Islander cultures and achievements by participating in NAIDOC Week	Director Development and Economic Growth	Director Development and Economic Growth	31-Aug-16			
		LA4.6.4 Celebrate National Reconciliation Week to build relationships with Aboriginal and Torres Strait Islander Peoples and the broader Australian Community	Director Development and Economic Growth	Manager Economic Development	30-Jun-17			
	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	Director Corporate Services	Director Corporate Services	30-Sep-16	On Target	Liaison with NSW Electoral Commission ongoing. Returning Office provided.  Assistance provided as required	20
		LA3.7.6 Ensure Code of Meeting Practice and Code of Conduct are current and relevant	Director Corporate Services	Director Corporate Services	30-Sep-16	On Target	Documents are current. Will be reviewed following Local Government Elections in September	5
	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	General Manager	Manager Human Resources	31-Jan-17			
		LA3.8.3 Review Asset Management Strategy and Policy	Director Corporate Services	Manager Property and Assets	31-Dec-16			
		LA3.8.4 Review Long-term Financial Plan (10 years)	Director Corporate Services	Manager Financial Services	31-Dec-16			
		LA3.8.5 Review and report on achievements of 4 year Delivery Program	Director Corporate Services	Director Corporate Services	30-Sep-16	Yet to commence	To be undertaken at end of Council term	0
	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	Director Corporate Services	Manager The Crossing Theatre Venue	31-Jan-17			
		LA4.9.3 Review Customer Service Procedures	Director Corporate Services	Manager Information Services	31-Dec-16			
	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	Director Corporate Services	30-Dec-16	Not Achieved	Not gunna borrow any money!!!!	2
	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	Director Corporate Services	Manager Property and Assets	30-Sep-16			
	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	Director Corporate Services	Manager Property and Assets	31-Jul-16			

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Theme 4	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	Director Development and Economic Growth	Manager Tourism	30-Sep-16			
	LA3.22 Manage and operate cemeteries to meet all legislative requirements	LA3.22.1 Review suply of interment sites across the Shires cemeteries and ensure minimum of five years forward supply is available	Director Development and Economic Growth	Manager Community Facilities	30-Jun-17			