Operational Plan Progress Report 2021 - 2022

6 Monthly Status Update | Year 5July | 2021 - July 2022

PARKES SHIRE COUNCIL

Activity

ACTIVITY: ACTIVE RECREATION

AR1: Sports Grounds Development

AR1.1: Develop sporting facilities to meet community needs

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
AR1.1.1	Sporting facilities meet the needs of the key users, community groups and in accordance with industry standards and guidelines	Develop sporting facilities to meet community needs	No update provided	Success of grants submitted from external agencies.		0%	Not Updated	Works Engineer
				Facilities to meet minimum requirements of AS codes relevant with individual projects.				
AR1.1.2	Deliver the Rehabilitation of Cheney Park sub soil project to provide adequate surface for activities	Develop sporting facilities to meet community needs	Grant funded project completed. The surface of Cheney Park cricket oval section has been rehabilitated and under drainage working well.			100%	Completed	Director Infrastructure

AR2: Sports Grounds Maintenance

AR2.1: Maintain sporting facilities to meet the communities needs

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
AR2.1.1	Ongoing maintenance is carried out in a planned program to meet the needs of the key users and community groups	Maintain sporting facilities to meet the communities needs	No update provided	Suitable facilities are available and fit for purpose for key users and events (Maintain or reduce stakeholder/ community complaints)		0%	Not Updated	Works Engineer

AR3: Playgrounds

AR3.1: Maintain the playgrounds to meet the communities needs

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
AR3.1.1	Ongoing Maintenance is carried out in a planned program to ensure playgrounds are safe and adequate for key users and community groups	Maintain the playgrounds to meet the communities needs	No update provided	Suitable facilities are available for key users and events (Maintain or reduce stakeholder/community complaints).		0%	Not Updated	Works Engineer
				Play equipment meets requirements of AS4685.				
				Number of Playground Inspections carried out in accordance with standards and guidelines				

AR4: Walk/Cycle

AR4.1: Implement Pedestrian and Cycling Strategy to meet the community needs

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
AR4.1.1	Ongoing maintenance is carried out in a planned program to meet the needs of the key users and community groups	Implement Pedestrian and Cycling Strategy to meet the community needs	No update provided	Suitable facilities are available and fit for purpose for key users and events (Maintain or reduce stakeholder/ community complaints)		0%	Not Updated	Works Engineer
AR4.1.2	Identify projects for inclusion in the Pedestrian and Cycling Strategy	Implement Pedestrian and Cycling Strategy to meet the community needs	Councils Pedestrian and Cycling Plan is used to identify priority projects based on assessment matrix. These projects are then funded through Councils Capital program or external funding is sought.	Number of Projects identified	3 projects identified for this year. 1. East Street Shared Path. 2. Clarinda Street shared path. 3. Hooley Street shared path extension and 4. Captain Wilson Avenue extension (Southern Cross)	50%	Progressing	Director Works & Services
AR4.1.3	Seek funding opportunities to enable the delivery of projects within the strategy	Implement Pedestrian and Cycling Strategy to meet the community needs	Investigations continuing into availability of suitable funding streams for pedestrian and cycling networks. No grant submissions made in Q1	Grant Submissions lodged	No submissions made in Q1	50%	Progressing	Director Works & Services

ACTIVITY: PASSIVE RECREATION

PR1: Main Street beautification

PR1.1: Main Street presentation program

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PR1.1.1	The community and visitors are satisfied with the presentation of the main street.	Main street presentation program	No update provided	Customer requests are dealt with in a timely manner.		0%	Not Updated	Works Engineer
				Hours worked provide desired service standard				

PR1.2: Develop and Implement Townships Presentation Strategy

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PR1.2.1	Improved town beautification to meet the needs of the community and visitors	Develop and Implement Townships Presentation Strategy	No update provided	% Projects developed and delivered		0%	Not Updated	Works Engineer

PR2: Maintenance and improvement of park areas

PR2.1: Planned maintenance for parks

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PR2.1.1	Parks are available for a variety of activities to meet the needs of key users and community	Planned maintenance for parks	No update provided	Parks are available for a minimum of 90% of the time for community activities		0%	Not Updated	Works Engineer
PR2.1.2	Park maintenance meets community expectations	Planned maintenance for parks	No update provided	Customer requests are dealt with in a timely manner.		0%	Not Updated	Works Engineer

PR3: Maintenance and improvement of reserve areas

PR3.1: Planned maintenance for reserve areas

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PR3.1.1	Deliver priority projects to meet the needs of key users and community groups.	Planned maintenance for reserve areas	Progressing with delivery of the capital works program and continuing maintenance of open spaces, and playgrounds	Reserves are available for community activities		75%	Progressing	Works Engineer
PR3.1.2	Reserve maintenance meets community expectations	Planned maintenance for reserve areas	No update provided	Customer requests are dealt with in a timely manner.		0%	Not Updated	Works Engineer

PR4: Streetscape amenity

PR4.1: Maintain Town Entries inline with Presentation Strategy

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PR4.1.1	Maintain town approaches to meet the needs of the community and visitors	Maintain Town Entries inline with Presentation Strategy	No update provided	Maintain work completed Customer feedback		0%	Not Updated	Works Engineer

PR4.2: Planned maintenance for gardens and verges

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PR4.2.1	Gardens, verges and medians are presented to community expectations	Planned maintenance for gardens and verges	Scheduled maintenance progressing within the presentation teams through use of LEAN boards. Difficulties include a favorable growing season and a number of vacancies within the P&G team which now have been filled.	Customer requests are dealt with in a timely manner.		70%	Progressing	Works Engineer

PR4.3: Street trees management

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PR4.3.1	Street trees are managed to meet community expectations	Street trees management	No update provided	Customer requests are dealt with in a timely manner.		0%	Not Updated	Works Engineer
PR4.3.2	Develop and implement street tree replacement strategy	Street trees management	Tree replacement strategy progressing in conjunction with Operational projects including road rehabilitation. Street trees also being replaced in response to customer requests if deemed a safety risk.	Street Tree Replacement Strategy developed.		75%	Progressing	Works Engineer
				Reduction in costs caused by damage from trees to property and infrastructure				

ACTIVITY: POOLS

P1: Pool Operations and Maintenance

P1.1: Maintain and Operate Council owned pools at Parkes, Peak Hill, Trundle and Tullamore

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
P1.1.1	Meeting Royal Life Savings Society Guidelines for Safe Pool Operations	Maintain and Operate Council owned pools at Parkes, Peak Hill, Trundle and Tullamore	All Parkes Shire Pools are operating within the Royal Life Savings Society Guidelines for Safe Pool Operations. No external audits have been undertaken.	Audit Reports from Royal Life Savings Society		50%	Progressing	Manager Facilities

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
P1.1.2	Facilities maintained to a satisfactory standard	Maintain and Operate Council owned pools at Parkes, Peak Hill, Trundle and Tullamore	Pool Operators regularly conduct maintenance activities to ensure the pools are kept to a satisfactory standard.	Regular reports from Pool Supervisors for maintenance requirements		50%	Progressing	Manager Facilities
P1.1.3	Compliance with Department of Health Pool Operations Hygiene standards	Maintain and Operate Council owned pools at Parkes, Peak Hill, Trundle and Tullamore	Testing results demonstrate compliance with Dept of Health Guidelines. Random visits undertaken by Dept of Health with no anomalies found in water quality.	Regular testing including Microbiological testing including results		50%	Progressing	Manager Facilities
P1.1.4	Safely and efficiently manage the operations of the Shire Swimming Pools	Maintain and Operate Council owned pools at Parkes, Peak Hill, Trundle and Tullamore	All Lifeguard Staff are trained by Royal Life Saving Society's approved trainers. Rosters are managed to achieve cost effective solutions while maintaining public safety at the Pools.	Pool staffed to meet Australian guidelines Staff rosters managed to achieve most cost effective solutions		50%	Progressing	Manager Facilities

P1.2: Manage and operate the Poolside Cafe

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
P1.2.1	Ensure the Poolside Cafe operates to an		The Poolside Cafe is on track with previous years expenditure and income.	Customer Feedback % profit/loss		50%	Progressing	Manager Facilities

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
	efficient business model and provides front of house service to the Aquatic Centre	Manage and operate the Poolside Cafe	The staff provide quality customer service to patrons.	Maintain or improve sales				

P2: Maximise Pool Patronage opportunities

P2.1: Encourage additional patronage at Council Pools

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
P2.1.1	Ensure facilities are welcoming to patrons	Encourage additional patronage at Council Pools	Although the amenities at Parkes and Peak Hill are aged, they are well maintained. The grounds and surrounds of the pool precincts are welcoming to patrons.	Customer Feedback		50%	Progressing	Manager Facilities
P2.1.2	Encourage activities to be hosted at Pools (such as Elvis, Birthday Parties)	Encourage additional patronage at Council Pools	Although COVID has made it difficult to host events at the Pools, private COVID safe gatherings have been encouraged.	Number of Activities		50%	Progressing	Manager Facilities

P3: Implementation of Learn to Swim Program at Parkes Pool

P3.1: Provision of Learn to Swim Tuition at Parkes Pool

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
P3.1.1	Increased LTS patronage	Provision of Learn to Swim Tuition at Parkes Pool	Session 1 of the Pool season had 363 students enrolled with a utilization rate of class places being 83.14%	Numbers of students participating in lessons each term		50%	Progressing	Manager Facilities
P3.1.2	Tuition provided that encourages progression	Provision of Learn to Swim Tuition at Parkes Pool	Progression is competency based on individual achievement, development and growth. Each child is catered for as an individual and their needs are the priority.	Progression of students during the program		50%	Progressing	Manager Facilities
P3.1.3	Tuition based on AUSTSWIM Guidelines	Provision of Learn to Swim Tuition at Parkes Pool	All staff are AUSTSWIM or Royal Life Savings accredited instructors. Customer feedback has been positive regarding the quality of tuition provided.	AUSTSWIM accreditation of all instructors. Customer Feedback		50%	Progressing	Manager Facilities

P4: Indoor Heated Pool Strategy

P4.1: Facilitate the Indoor Heated Pool Strategy

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
P4.1.1	Applications are prepared and submitted for funding under Government programs as they arise	Facilitate the Indoor Heated Pool Strategy	to date no suitable funding source has been identified for this project	Applications submitted on time.		50%	Progressing	Manager Facilities

Community

COMMUNITY: CULTURE

C1: Support existing, and plan for future, cultural activities and facilities

C1.1: Maintain relationship with Arts OutWest

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C1.1.1	Regional access to arts and cultural development, promotion, education and advocacy.	Maintain relationship with Arts OutWest	Annual contribution to Arts OutWest was made on 12/07/2021. Margot Jolly is a member of the Arts OutWest Board and sits on Parkes Shire Council Arts Advisory Council and Cultural Education & Library Services committee. Roxanne Gallacher, Council's Creative Learning Programs Coordinator, is the Parkes Shire Representative on the Arts OutWest Advisory Council. Arts OutWest has provided significant advice and support to Council events, projects and activities during the reporting period.	Annual contribution.	Annual contribution	100%	Completed	Manager Cultural, Education and Library Services

C1.2: Support of the Parkes Shire Cultural, Education & Library Service Committee

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C1.2.1	Cultural, education and library programs meet the identified needs of the community	Support of the Parkes Shire Cultural, Education & Library Service Committee	During the reporting period the CEL committee met twice on 3 August and 23 November 2021. Minutes and all recommendations adopted by Council	Committee recommendations adopted by Council.		50%	Progressing	Manager Cultural, Education and Library Services

C1.3: Implement priorities from the Parkes Cultural Spaces Plan

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C1.3.1	Ongoing development of cultural facilities	Implement priorities from the Parkes Cultural Spaces Plan	Implementation of the priorities from the Parkes Cultural Spaces Plan have continued. The upgrade and refurbishment of the Coventry Room as a flexible arts and cultural events space which can host art exhibitions of a high quality is underway. The Marramarra Makerspace Studio is now providing a space for intergenerational creative workshops and cultural activities for the community. The Cooke Park Pavilion which will provide a facility for large cultural events and activities is nearing completion.	Planning for an art gallery progresses		50%	Progressing	Manager Cultural, Education and Library Services

C1.4: Provision of accommodation support for key cultural groups

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C1.4.1	Cultural endeavors are supported and made possible	Provision of accommodation support for key cultural groups	Craft Corner continues to occupy a shop front on Clarinda Street. They had a period in temporary accommodation due to flooding at the start of 2021. The Parkes Shire Concert Band continues to rehearse from the First Floor of the Parkes Swimming Pool. It is acknowledged that this is not disability accessible and that alternative premises are being pursued. The Parkes Painters continue to utilise the North Parkes Oval facility. The Parkes Potters continue to be housed at the old Water Treatment Plant. The upgrade of the Coventry Room and the new Marramarra Makerspace Studio are also supporting cultural groups with facilities for exhibitions and community workshops.	Prevailing accommodation arrangements are continued.	Accommodation arrangements continuing	100%	Completed	Manager Cultural, Education and Library Services

C1.5: Cultural Grants awarded

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C1.5.1	Reinvesting in, and developing, community cultural skills.	Cultural Grants awarded	The Cultural Grants program for 2021/2022 will open in May/June of 2022 in Q4 of the reporting period.	More than 5 applications are received.		0%	Progressing	Manager Cultural, Education and Library Services

C2: Provide opportunities for all to experience and participate in cultural activities

C2.1: Local exhibitions hosted and supported by Parkes Shire Library

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C2.1.1	Local artists do not have to leave the Shire to access exhibition opportunities.	Local exhibitions hosted and supported by Parkes Shire Library	During the reporting period COVID-19 restrictions have limited our capacity to host exhibitions and events. The Postcards From Parkes Exhibition was held in the Coventry Room from December 2021 through until Australia Day 2022. A small exhibition linked to the 60th Anniversary of the Parkes radio telescope design challenge was exhibited in the Parkes Library during November 2021.	At least two local exhibitions managed and hosted annually. Support provided to groups exhibiting as requested.		50%	Progressing	Manager Cultural, Education and Library Services

C2.2: Travelling and non-local exhibitions hosted by Parkes Shire Library

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C2.2.1	The community does not have to leave the Shire to access lifelong learning inspiring opportunities.	Travelling and non-local exhibitions hosted by Parkes Shire Library	Due to COVID restrictions and Public Health Order lockdowns travelling and non-local exhibitions have not been able to be hosted.	At least two non-local exhibitions held.		0%	Progressing	Manager Cultural, Education and Library Services

C2.3: Continued development of the public art program

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C2.3.1	Creation of a visible and vibrant art presence	Continued development of the public art program	Progressing.	At least one new public art feature installed annually.		20%	Progressing	Destination Development Manager

COMMUNITY: EDUCATION

E1: Provision of early childhood education support

E1.1: Activities supporting early literacy delivered by Parkes Shire Library

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
E1.1.1	Families are supported in preparing their children for school	Activities supporting early literacy delivered by Parkes Shire Library	During the reporting period the Library was closed for more than 5 weeks due to COVID-19 Public Health Order and lockdown resulting in Storytime not held for 5 weeks and Rhymetime not held for 6 weeks. Due to COVID restrictions numbers attending Storytime and Rhyme Time programs were strictly limited in compliance with the Public Health Order and all programs required prior bookings. We had a significant drop in numbers attending the programs due to hesitancy of the public in attending events and activities. On average we had 6 participants attending Storytime and 14 participants attending Rhyme Time.	Storytime and Rhyme Time held. On average greater than 15 participants per activity		50%	Progressing	Manager Cultural, Education and Library Services

E2: Approved Provider of Central West Family Day Care

E2.1: Compliance with Education and Care Services National Regulation and Act 2001

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
E2.1.1	Families are supported in preparing their children for school	Compliance with Education and Care Services National Regulation and Act 2001	Transition to school programs begin in the second half of the year- FDC families and educators receive information regarding the programs from the individual schools. Bangala-la Preschool program- programming is targeted towards transition to school skills and development- and is assessed thru the National Quality Framework- Assessment and Ratings process- which the Preschool will be completing in the first year of operation.	Federal Government National Quality Frameworks compliance met. Accreditation standards assessment met.	Frameworks met by FDC- Meeting the standrads. Bangala-la Preschool to be assessed in the first year of operation Compliance of service met by Dept of Ed and Early Childhood Directorate.	0%	Progressing	FDC Coordinator

E3: Provided and support educational opportunities

E3.1: Jack Scoble Scholarship Awarded

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
E3.1.1	Students entering their first year of university are supported to succeed	Jack Scoble Scholarship Awarded	Jack Scoble Scholarship is awarded in Q3 of the reporting period.	10 applications or more received.		50%	Progressing	Manager Cultural, Education and Library Services

E3.2: Discussions held with music development key stakeholders

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
E3.2.1	The delivery of music lifelong learning opportunities is supported	Discussions held with music development key stakeholders	Duncan Clement attended the August 2021 CEL committee meeting to discuss his vision for the Parkes Shire Concert Band and a report was provided to the PSCB. Cr Bill Jayet attended the Annual Meeting of the Parkes Shire Concert Band in December 2021. It is also worth noting that 2 representatives of the PSCB are members of the Parkes Shire Arts Advisory Council and regularly report to Council via this committee. The PSCB was provided with $14,000 music development funding in November 2021.	Annual meeting held.	Regular meetings held	50%	Progressing	Manager Cultural, Education and Library Services

COMMUNITY: PUBLIC LIBRARIES

PL1: Inspire and nurture the joy of reading, writing and research

PL1.1: Facilitate author visits to the Shire

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PL1.1.1	Access to professional skills and thinking that are not regularly available are brought to the community	Facilitate author visits to the Shire	During this reporting period one Author Talk was provided at Trundle branch on 4 November 2021 - Mark Lawrence . Additionally 3 Author Talks were planned at the Parkes branch but were all cancelled due to COVID-19 restrictions and lock-downs and authors not being able to travel. The author talks cancelled were: 11 August 2021 - Lee Christine 4 August 2021 - Tony Park 16 July - Dianne O'Brien	At least two per year		50%	Progressing	Manager Cultural, Education and Library Services

PL1.2: Facilitate and support writing and reading activities

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PL1.2.1	Opportunities are provided for like minded people to discuss and share their interests	Facilitate and support writing and reading activities	During the reporting period compliance with COVID pandemic restrictions and Public Health Order lockdown has significantly impacted on our ability to provide events and activities. Opportunities provided to support writing, reading and shared interest activities have included: Author-Rised; Writers group; Book Clubs; Home Delivery Service of books in Parkes and Peak Hill during lockdown - 8 delivery services were provided to 55 patrons; Friday Flicks; Computer Classes; Creative Workshops	At least 2 activities per month.		50%	Progressing	Manager Cultural, Education and Library Services

PL1.3: Improvement of library collections (physical and online)

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PL1.3.1	Library collections meet the needs of the community	Improvement of library collections (physical and online)	The provision of a purchase request service has continued during the reporting period. The Collection Development Policy was last reviewed in June 2020 with minor amendments and 2 new attachments. It is next due for review in June 2022.	Provision of a purchase request service.		50%	Progressing	Manager Cultural, Education and Library Services
				Collection Development Policy is reviewed every 2 years (2017)				

PL2: Library Service Review

PL2.1: Annual mini-service review

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PL2.1.1	Library programs and activities are kept vibrant and relevant	Annual mini-service review	This will be providing in the next reporting period.	Library usage increases 1% each year.		50%	Progressing	Manager Cultural, Education and Library Services

PL2.2: Industry standard review prepared in 2019

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PL2.2.1	Library services meet industry standards and guidelines	Industry standard review prepared in 2019	Recommendations against the Industry Standard review undertaken in August 2018 are continuing. The following recommendations have been completed: That the expansion and renovation of Parkes Library be the catalyst for a review of the Parkes Library history service That the opening hours at Parkes Library on a Saturday be evaluated for change in conjunction with the opening of the expanded Library. A proposal for a Library Review in 2021 was drafted but due to the changes in Team Leadership position and COVID restrictions this has not been possible.	Review adopted by Council & actions implemented.		50%	Progressing	Manager Cultural, Education and Library Services

PL3: Provide lifelong learning activities

PL3.1: Activities targeting adults delivered by Parkes Shire Library

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PL3.1.1	The community does not have to leave the Shire to access lifelong learning inspiring opportunities	Activities targeting adults delivered by Parkes Shire Library	During this reporting period compliance with COVID-19 restrictions and Public Health Order lockdown significantly impacted upon our ability to provide events and activities at the library. Limitations on numbers of people who could attend activities also impacted on bookings. The following activities were provided for adults in the Library: Friday Flicks; Author-Rised Writers Group; Book Clubs; New Parent Classes; Workshops in the Marramarra Makerspace.	On average greater than 10 participants per activity		50%	Progressing	Manager Cultural, Education and Library Services

PL3.2: Activities targeting primary and youth delivered by Parkes Shire Library

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PL3.2.1	Families do not have to leave the Shire to access lifelong learning inspiring opportunities	Activities targeting primary and youth delivered by Parkes Shire Library	During this reporting period COVID-19 restrictions and the Public Health Order lockdown significantly impacted upon our ability to provide activities and events. Activities for primary and youth included School Holiday activities and movies Workshops in the Marramarra Makerspace studio 60th Anniversary of the Parkes radio telescope competition and design challenge	On average greater than 15 participants per activity		50%	Progressing	Manager Cultural, Education and Library Services

PL3.3: Annual monthly long reading, writing, science celebration held

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
PL3.3.1	Experiences, skills and opportunities that are not regularly available are brought to the community	Annual monthly long reading, writing, science celebration held	This annual month-long celebration has not been held since 2018. Due to COVID restrictions and compliance with Public Health Order requirements our ability to provide activities and events was significantly impacted during this reporting period. Some of the lifelong learning activities provided that support reading writing and science include: Home Delivery of Boredom Buster Activity Packs and Board Games to families of young children during lockdown and while families were in isolation 60th Anniversary of the Parkes radio telescope competition & design challenge Creative workshops in the Marramarra Makerspace Studio Week long Teeny Tiny Arts Festival; Author-Rised Writers Group; Book Clubs; Computer Classes	Participation in events 90% booked.		50%	Progressing	Manager Cultural, Education and Library Services

COMMUNITY: WELLBEING

WB1: Safety

WB1.1: Attract and retain health professionals to maintain adequate medical services for the Shire

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB1.1.1	Process all incentive applications	Attract and retain health professionals to maintain adequate medical services for the Shire	Support for GP provided	Percentage processed	100	25%	Progressing	Director Planning & Environment
WB1.1.2	Participate in regular meetings	Attract and retain health professionals to maintain adequate medical services for the Shire	3 meeting attended with GP	Number of meetings attended	3	25%	Progressing	Director Planning & Environment
WB1.1.3	Reduce health professionals vacancies impacting on the community	Attract and retain health professionals to maintain adequate medical services for the Shire	Discussions and assistance to prospective GP	Number of key health professionals vacancies	1	25%	Progressing	Director Planning & Environment

WB1.2: Provide Food Safety and Public Health monitoring to the Shire

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB1.2.1	Council monitors all high and medium risk premises including temporary outlets and intervenes to ensure compliance with Food Safety Standards	Provide Food Safety and Public Health monitoring to the Shire	All food premises to be inspected in April 2022	Number of high and medium risk premises inspected	0	0%	Progressing	Director Planning & Environment

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB1.2.2	Supports parents with childhood immunisation needs	Provide Food Safety and Public Health monitoring to the Shire	no action required	Funding provided to immunisation programs	nil	0%	Not Due to Start	Director Planning & Environment
WB1.2.3	Council responds to water quality issues reported in relation to public swimming pools	Provide Food Safety and Public Health monitoring to the Shire	No complaints received	Respond to complaints regarding public pool water quality.	0	25%	Progressing	Director Planning & Environment
				Number of notices issued.	0			

WB1.3: Road Safety

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB1.3.1	Road Safety Initiatives and Programs	Road Safety	Illegal mobile phone use improved 2% during the year, with 13 people observed using a mobile phone. The seatbelt wearing rate decreased 3%, with 84 people observed not wearing a seatbelt. 1,000 'moving harvest machinery' USBs were distributed. There was a lot of positive feedback from the community when the USBs were released. 60 people attended the online Pre-Harvest Field Day. Participants gave the event an almost five-star rating. 57 venues signed up for the Plan B Win a Swag promotion. A load restraint information session was held with 100 operational staff. The session was delivered by Sergeant Martin Ling of Parkes Highway Patrol. It covered load restraint fundamentals, case studies, safety tips and penalties. Sergeant Ling looked at fleet vehicles and provided advice about load restraint. Load Restraint Guides were distributed to staff. The Load Restraint Education Project results show that load restraint awareness has increased, and load restraint breaches has decreased 69%. There were no load restraint incidents during 2021.	Number of initiatives undertaken	9	100%	Completed	Road Safety & Injury Prevention Officer

WB1.4: CCTV/Security

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB1.4.1	Liaise with key stakeholders to maximise public safety throughout the Shire	CCTV/Security	Council staff are working on a project to upgrade a number of CCTV links and have also added another precinct around the Cooke Park Pavilion. Council is also working with Parkes police on adding another precinct around the Skate Park in Parkes. Council staff are also working with the Tullamore CCC on cameras for Tullamore main street.	Maintain/review roll out of CCTV in Parkes CBD and Parkes Shire	1	20%	Progressing	Information Services Manager

WB1.5: Emergency Management

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB1.5.1	Provide executive support to the Local Emergency Operations COntroller and the Local Emergency Management Committee	Emergency Management	No update provided	Number of Local Emergency Management Committee meetings attended.		0%	Not Updated	Director Infrastructure
				LEOC maintained in a state of readiness.				
				DISPLAN reviewed				

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB1.5.2	Support the operations of the State Emergency Service (SES)	Emergency Management	Council continues to support the operations and management of the SES. Unit flooding at Clarke Street remains of concern with Council offering to SES available land at Council cost to develop precinct at cost to State. No response from State Government on this offer.	Plant and equipment funded.	No plant and equipment funded as not responsibility of Council.	50%	Progressing	Director Works & Services
				Provide accommodation and support for SES units	Nil required during this reporting period.			

WB1.6: Provide Ranger Services to the Shire

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB1.6.1	Council has measure in place to reduce risks of nuisance and safety from companion animals	Provide Ranger Services to the Shire	Progressing	Number of dogs Impounded	90	25%	Progressing	Director Planning & Environment
				Number of Dog and cat complaints responded to	45			
				Number of dog attacks responded to.	5			
				Number of km patrolled. Number of inspections conducted	6800			

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB1.6.2	Council respond and investigate complaints to address untidy blocks	Provide Ranger Services to the Shire	Continuing patrols and investigations	Number of complaints responded to	120	25%	Progressing	Director Planning & Environment
WB1.6.3	Council has measures in place to reduce risks of nuisance and safety relating to livestock and abandoned articles	Provide Ranger Services to the Shire	Patrols continuing	Number of livestock complaints responded to.	0	25%	Progressing	Director Planning & Environment
				Number of abandoned article complaints responded to.	11			
WB1.6.4	Council increases public safety and equitable access to available public parking spaces through a Parking Patrol program	Provide Ranger Services to the Shire	Patrols continuing	Number of parking patrols conducted	14	25%	Progressing	Director Planning & Environment
WB1.6.5	To respond to incidents of littering and waste dumping	Provide Ranger Services to the Shire	Continued investigation and actions for littering	Number of complaints responded to		25%	Progressing	Director Planning & Environment

WB2: Village Strategic Plans

WB2.1: Bogan Gate Village Strategic Plan

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB2.1.1	Priority projects outlined in the Strategic Pan are implemented and delivered in a timely manner	Bogan Gate Village Strategic Plan	Council's Economic Development team is working on a new Community Information board. Also more work was done on the overnight parking area next to the Hall. An RV dump point was planned to be added next.	Number of projects delivered	1	0%	Progressing	Information Services Manager

WB2.2: Peak Hill Village Strategic Plan

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB2.2.1	Priority projects outlined in the Strategic Plan are implemented and delivered in a timely manner	Peak Hill Village Strategic Plan	Stage 3 of the Carrington development completed.	Number of projects delivered	1	70%	Progressing	Information Services Manager

WB2.3: Trundle Village Strategic Plan

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB2.3.1	Priority projects outlined in the Strategic Plan are implemented and delivered in a timely manner	Trundle Village Strategic Plan	Key projects delivered in and around Berryman Oval	Number of projects delivered	3	80%	Progressing	Information Services Manager

WB2.4: Tullamore Village Strategic Plan

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB2.4.1	Priority projects outlined in the Strategic Plan are implemented and delivered in a timely manner	Tullamore Village Strategic Plan	Key items completed from the Tullamore Strategic Plan.	Number of projects delivered	1	90%	Progressing	Information Services Manager

WB3: Disability Action Plan

WB3.1: People with disability experience positive attitudes and respectful behaviour from Council staff

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB3.1.1	Staff are confident and skilled in communicating	People with disability experience positive attitudes and respectful behaviour from Council staff	Disability Action Plan to be reviewed and training programs	Induction training course materials incorporate the topic of disability inclusion.		75%	Progressing	Human Resources Manager

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
	with people who have a disability		to be incorporated into plan	Customer service training incorporates the topic of disability awareness and person-centered communication.				
				Number and type of training programs relating to inclusion or disability confidence / awareness delivered or attended.				
WB3.1.2	People with disability are consulted/ aware about the priorities for enhancement of disabled facilities	People with disability experience positive attitudes and respectful behaviour from Council staff	Limited engagement has been carried out due to COVID-19. Accessible pathways, planning for accessibility at events and upgrades to Council facilities have continue to be carried out in accordance with the Disability Inclusion Action Plan 2017/2018-2020/2021.	Number of Access Committee Meetings.	O	55%	Progressing	Manager Planning Services
				Number of media releases relating to Disability Inclusion Action Plan	0			

WB3.2: People with disability and their families and supporters have greater access to community places, buildings and events

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB3.2.1	People with disability have greater access to events hosted in the Shire	People with disability and their families and supporters have greater access to community places, buildings and events	Progressing.	% of Council run events with access and inclusion plan as part of event implementation.		50%	Progressing	Destination Development Manager
WB3.2.2	Council Chambers and public meeting spaces and public libraries provide disabled access	People with disability and their families and supporters have greater access to community places, buildings and events	New public facilities are constructed in accordance with most recent building codes and standards to provide appropriate disabled access.	% of buildings specified that have access features completed.	100%	100%	Completed	Manager Planning Services
WB3.2.3	Families, tourists and visitors have greater access to information on accessible features of the Shire, including attractions, events, playgrounds, accommodation, and activities of interest in the Shire	People with disability and their families and supporters have greater access to community places, buildings and events	Progressing.	Council Libraries and Tourist Information Centre have information on accessible features of the Shire. Tourism website has a section on accessible accommodation, events and activities, updated annually		50%	Progressing	Destination Development Manager

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB3.2.4	Way-finding in and around Council Civic Buildings is inclusive of people with a walking impediment, vision and/ or hearing impairment, blindness and/ or deafness	People with disability and their families and supporters have greater access to community places, buildings and events	Council continues to upgrade its facilities and ensures new works are compliant with accessibility standards.	% of way-finding plans (suitable for guests who may be vision or hearing impaired; blind and/or deaf) implemented for the Council Administration Building, Civic (Entertainment) Centre and Visitors Information Centre		90%	Progressing	Manager Planning Services
WB3.2.5	Local businesses and tourism in the Shire are encouraged to have greater awareness of the economic benefits of developing accessible and aging friendly places and activities	People with disability and their families and supporters have greater access to community places, buildings and events	Completed.	Number of information sessions provided on the economic benefits of accessible and ageing friendly businesses and activities. Number of media articles distributed.		100%	Completed	Executive Manager Economy & Engagement

WB3.3: People with disability can more easily and efficiently access Council services and are engaged in the decision making processes of Council

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB3.3.1	Written information produced by Council is easier to read both in form and content	People with disability can more easily and efficiently access Council services and are engaged in the decision making processes of Council	Progressing.	% of public documents (e.g. Guidelines, FACT Sheets) that provide alternative 'easy read' format		50%	Progressing	
WB3.3.2	People with disability have greater access to information via Council web pages	People with disability can more easily and efficiently access Council services and are engaged in the decision making processes of Council	Progressing.	% of 'easy read' formatting. Visitors' Information and Council's websites have up to date sections on accessibility features for getting around the Shire.		50%	Progressing	
WB3.3.3	People with disabilities increasingly give feedback to Council and are able to give formal and informal input on the development and progress of Council plans	People with disability can more easily and efficiently access Council services and are engaged in the decision making processes of Council	Progressing.	Number of Interagency Committee Meetings		50%	Progressing	

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB3.3.4	A member of the Access Committee is represented on reference groups/advisory bodies relating to access issues	People with disability can more easily and efficiently access Council services and are engaged in the decision making processes of Council	Whilst there hasn't been any representation of Access Committee Members on reference groups/advisory bodies, Council is proactive in ensuring accessibility is provided to civic buildings and public areas.	Terms of Reference of relevant committees/groups/plans have requirements for Access Committee representation.		50%	Progressing	Manager Planning Services

WB3.4: People with disability have greater access to employment opportunities in the Shire

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB3.4.1	Council has recruitment and employment policies that reflect best practice with regards to	People with disability have greater access to employment opportunities in the Shire	Council has a merit-based recruitment & selection policy and people with a disability are encourage to apply	Membership of the Australian Network on Disability, renewed annually.		100%	Completed	Human Resources Manager

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
	encouraging and supporting the employment of people with disability		for vacant positions within the workforce.	Percentage and list of recruitment and employment related policies / procedures amended in line with Australian Network on Disability guidelines and samples				

WB4: Social Justice Principles

WB4.1: Support and facilitate equity for Women

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB4.1.1	Support International Womens Day	Support and facilitate equity for Women	Progressing.	Number of events supported		50%	Progressing	
WB4.1.2	Support Women in Industry initiatives	Support and facilitate equity for Women	Progressing.	Number of events supported		50%	Progressing	

WB4.2: Support and facilitate equity for Youth

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB4.2.1	Support Youth Week	Support and facilitate equity for Youth	Progressing.	Number of Youth Week events supported		50%	Progressing	

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB4.2.2	Develop youth programs in conjunction with the Parkes Shire Libraries	Support and facilitate equity for Youth	Progressing.	Number of programs developed and delivered		50%	Progressing	
WB4.2.3	Support Rotary Youth Leadership Award (RYLA) initiatives	Support and facilitate equity for Youth	Further progress update information required.	RYLA events supported		0%	Not Due to Start	
WB4.2.4	Support youth initiatives	Support and facilitate equity for Youth	Progressing.	Number of initiatives supported		50%	Progressing	

WB4.3: Support and facilitate equity for Aboriginal

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB4.3.1	Continue to fund and support the Aboriginal Liaison Officer	Support and facilitate equity for Aboriginal	Progressing.	Joint funding between Northparkes Mines and Council continues		50%	Progressing	
WB4.3.2	Attend Interagency meetings	Support and facilitate equity for Aboriginal	Progressing.	Number of Interagency meetings attended		50%	Progressing	
WB4.3.3	Support Indigenous events such as NAIDOC Week	Support and facilitate equity for Aboriginal	Progressing.	Number of events supported		50%	Progressing	

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB4.3.4	Support Elders Advisory Committee	Support and facilitate equity for Aboriginal	Progressing.	Number of committee meetings attended		50%	Progressing	

WB4.4: Support and facilitate equity for Seniors

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WB4.4.1	Support Seniors Week	Support and facilitate equity for Seniors	COVID-19 impacted.	Seniors Week events supported		0%	Not Due to Start	

Council

Council

C1: Human Resources

C1.1: Organisational Culture & Leadership

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C1.1.1	Staff develop leadership skill sets	Organisational Culture & Leadership	A new leadership capability strategy for the ensuing year to be developed and rolled out across all levels of the organisation	Leadership program rolled out		50%	Progressing	Human Resources Manager
C1.1.2	Mentoring and Coaching Culture	Organisational Culture & Leadership	A tiered Leadership Program for the organisation to be developed	TWI Programs implemented.	O - talent at an operational level to be identified	20%	Progressing	Human Resources Manager
				Frontline Leadership training provided.	O - skill gaps to be identified			
C1.1.3	Diversity in the workforce	Organisational Culture & Leadership	Council aims to be reflective of community diversity statistics in relation to gender and ATSI and NESB	Evidence of roll out of diversity initiatives		75%	Progressing	Human Resources Manager

C1.2: Developing Talent & Performance Management

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C1.2.1	Ongoing education of the workforce	Developing Talent & Performance Management	Position profiles for each position have been developed and are updated accordingly when position descriptions have been reviewed. The position profiles link to appraisal process. Gap analysis identifies when compliance and professional development is required	Professional Development Plans Implemented.	100% competed	100%	Completed	Human Resources Manager
				Education assistance provided.	100% identified skill gap completed			
C1.2.2	Performance is adequately managed	Developing Talent & Performance Management	Techone performance management process has been successfully completed within designated timeframe. Refresher training in Positive Behavious framework at two levels ie. employees and Managers/Supervisors to be rolled out	% of Appraisals satisfactorily conducted.	95%	95%	Progressing	Human Resources Manager
				Evidence of roll out of Positive Behaviours framework.	in progress			
				Number of Staff trained in Coaching Methods.	in progress			

C1.3: Adaptation to change

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C1.3.1	Staff with capability and commitment to continuous improvement	Adaptation to change	LEAN and Business Improvement (BI) programs to be re-invigorated across the organisation	LEAN and Business Improvement (BI) training & development provided	50% - new & refresher training to be scheduled	55%	Progressing	Human Resources Manager
C1.3.2	Meeting ongoing legislative and compliance requirements	Adaptation to change	Regular auditing both internally and externally takes place. Issues identified are addressed and reported.	WHSMS Mandatory training targets met	100% competed	100%	Completed	Human Resources Manager
C1.3.3	Ongoing consultative processes maintained	Adaptation to change	Membership has increased to enable a fully functioning Consultative Committee. Training for new members to be held 16 March 2022 Covid has impacted face to face ACE meeting, however virtually recorded meeting have been circulated to staff	Regular Consultative Committee Meetings and ACE Meetings held	Bi-monthly	70%	Progressing	Human Resources Manager

C1.4: Building Workplace Capability

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C1.4.1	Talent is attracted and retained	Building Workplace Capability	Becoming increasingly difficult to attract and retain staff . Acton plan from staff retention working group and staff	Evidence of Recruitment and Onboarding roll out.		70%	Progressing	Human Resources Manager

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
			engagement survey being rolled out.	Professional Development Plan targets being met.				
C1.4.2	A satisfied workforce	Building Workplace Capability	Staff Engagement Survey completed with a 91.4% response rate. A priority action plan has been developed to address the issues raised.	Six monthly Gallup survey of staff satisfaction	Regular Bi - annual survey to be conducted	70%	Progressing	Human Resources Manager
				Employee Survey	100%			
				Recover at Work	100% injured workers taken through R&W process			
C1.4.3	Ensuring knowledge continuity in the workplace	Building Workplace Capability	Position Profiles have been developed for each role. Succession planning for critical roles is the responsibility of managers/supervisors	Critical skills identified and appropriate succession plans in place for each Department.	100% competed	100%	Completed	Human Resources Manager

C2: Information Technology

C2.1: Implement and optimise CIS workflows and processes

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C2.1.1	Productivity improvements across Council's operations	Implement and optimise CIS workflows and processes	Although IT has had some staff leave, LEAN practices are still engaged to drive targets and meet goals.	Evidence of Lean practices applied to identified processes and implemented using CIS features and functions.		50%	Progressing	ICT Network & Systems Engineer
C2.1.2	The number of systems is reduced and integrated to simplify end user experiences	Implement and optimise CIS workflows and processes	Working with other teams to optimise use of current cloud programs to reduce the number applications are required and advising staff to use integrated apps instead of another third party	Applications moved towards integrated browsers base user interface and platform independent.		40%	Progressing	ICT Network & Systems Engineer
C2.1.3	Maintain currency of IT platform and systems	Implement and optimise CIS workflows and processes	Ongoing Rollout of Workstation and laptop to replace aged hardware.	All Devices upgraded to Windows 10 and Office 2016		80%	Progressing	ICT Network & Systems Engineer

C2.2: Maximise mobility of access to corporate systems

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C2.2.1	Efficiency brought about by in field use of technology	Maximise mobility of access to corporate systems	New Hardware being rolled out to replace aging fleet allowing ongoing mobility of field staff.	Field Staff are using tablets to record Works and mapping Information in real time.		25%	Progressing	ICT Network & Systems Engineer

C2.3: Support Smart City initiatives

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C2.3.1	Support and advice on innovation and technology in all aspects of Smart City Plan and project delivery	Support Smart City initiatives	I have met with a number of staff around smart cities and the available funding for opportunities.	Input provided into the development of a smart city strategy. Identified projects from the strategy budgeted and implemented.		30%	Progressing	ICT Network & Systems Engineer

C2.4: Investigate Cloud options

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C2.4.1	Council is fully aware of the upside and downside risks to Cloud solutions	Investigate Cloud options	Ongoing and continuous work to migrate services to the cloud as they become financially viable. Next Move is Email archiving and Call routing	Assessment and total cost of ownership models provided as part of strategic IT direction.		30%	Progressing	ICT Network & Systems Engineer

C3: Governance and Assurance

C3.1: Continually Develop and Implement Council's Governance Framework

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C3.1.1	Effectively functioning Risk	Continually Develop and	The ARIC met in July 2021 and the members	Number of meetings held.	2	50%	Progressing	

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
	Review Committee (RRC)	Implement Council's Governance Framework	participated in a TEAMS meeting in December where the Financial Audit was presented by Council's auditor.	Positive or Adverse feedback from RRC Members or Councillors	0			Information Services Manager
C3.1.2	Council has an effective Internal Audit program providing assurance to key stakeholders	Continually Develop and Implement Council's Governance Framework	Council's ARIC was suspended following the delay in Local Government elections and the pending changes to the ARIC arrangements introduced by the NSW Government.	Internal Audits conducted in line with the Internal Audit Program.	2	30%	Progressing	Information Services Manager
				Number of Actions outstanding from Internal Audit Action Plans.	51			
C3.1.3	Council has an effective Enterprise Risk Management (ERM) Framework to mitigate negative impacts and maximise opportunities	Continually Develop and Implement Council's Governance Framework	A major review of the safety risks was undertaken during the period in line with our Work Health Safety management system.	Risks identified in Council's Risk Register.	121	50%	Progressing	Information Services Manager
				Evidence that ISO3100 and Due Diligence approach to risk being applied across Council.	1			
				Independent review conducted of Council ERM Framework.	0			

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C3.1.4	Council's Civic Leadership meets community and regulatory standards	Continually Develop and Implement Council's Governance Framework	Council is complying with its regulatory requirements	Number of substantiated code of conduct complaints.	0	50%	Progressing	Information Services Manager
				Governance policies reviewed and up to date. Required regulatory reporting conducted.	0			

C3.2: Implement and manage Council's Business Improvement Program

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C3.2.1	Council is actively pursuing improvement objectives to achieve value	Implement and manage Council's Business Improvement Program	Staff are currently preparing to implement an upgrade to the Customer Request Management system.	Appropriate goals in place in Council's performance appraisal system.	1	50%	Progressing	Information Services Manager
C3.2.2	Staff capability in improvement is supported and maintained	Implement and manage Council's Business Improvement Program	A new team has been put together to deliver improvements across the organisation. A training program delivering Project Management to a	LEAN Basics, Learner and Practitioner programs implemented.	0	50%	Progressing	Information Services Manager
				TWI programs and methodologies implemented.	0			

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
			number of staff was delivered.	Relevant staff receive ongoing professional development in relevant Business Improvement fields	Yes			
C3.2.3	Systems and processes in Council actively being reviewed to ensure value	Implement and manage Council's Business Improvement Program	Grant management process review was started during this period.	Number of processes and systems under review.	1	50%	Progressing	Information Services Manager
				Reported productivity gains across Council.				

C3.3: Coordinate the implementation of Council's Work Health and Safety Management System

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C3.3.1	Council's WHS Management system sustains its Australian New Zealand Standard 4801 Accreditation	Coordinate the implementation of Council's Work Health and Safety Management System	Council was reviewed and has maintained its ISO45001 accreditation for its Safety Management System.	Internal Audits conducted on the WHS Management System.	1	50%	Progressing	Information Services Manager
				Accreditation reviews conducted by appropriate industry specialists.	1			

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C3.3.2	Council staff are proactive in working to prevent workplace injuries	Coordinate the implementation of Council's Work Health and Safety Management System	Council staff are engaged in increasing the reporting of hazards and near miss incidents, which are opportunities to identify areas for improvement.	Number of incentive activities to minimise workplace injuries	0	50%	Progressing	Information Services Manager

C3.4: Coordinate and manage Council's Integrated Planning and Reporting Framework

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C3.4.1	Community Strategy provides timely consultation with Shire community	Coordinate and manage Council's Integrated Planning and Reporting Framework	The major activity was around the Community Strategic Plan. Face to face sessions were hampered by the Covid-19 pandemic restrictions. However, during July and August 2021, we met with our community advisory committees and held public drop-in sessions across the Parkes Shire and invited feedback via our online consultation platform, Your Say Parkes.	Number of community consultations	5	70%	Progressing	Information Services Manager

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C3.4.2	Operational Plan reported on within required timeframes	Coordinate and manage Council's Integrated Planning and Reporting Framework	The current 6 monthly Operational Plan update was delayed while staff worked on the new 2022-2025 IPR documents	Number of reports	1	50%	Progressing	Information Services Manager

C4: Asset Management

C5.1: Strategic Planning

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C5.1.1	Council has a Strategic Longer Term Plan for Asset Management	Strategic Planning	National Assessment Framework Maturity Assessment (NAMAF) audit completed in previous years with improvement plans adopted in areas not meeting expectations.	Asset Management Plans in line with ISO55000 and industry standards.	Asset plans reviewed and are in line with industry standards and benchmarks.	50%	Progressing	Director Works & Services
C5.1.2	Asset renewal funding requirements and funding gaps are determined to guide forward budgets	Strategic Planning	21/22 Transport Program ratified by Council at ordinary meeting April 2021. Longer term financial modelling tool being evaluated.	Funding needs scenarios produced for Council's decision making .		50%	Progressing	Director Works & Services

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C5.1.3	Capital asset needs forecast	Strategic Planning	Transport 21/22 Program ratified by Council and being executed. NAMAF audit completed and findings to be implemented. Longer term financial modelling tool being evaluated and work being undertaken on long term financial and asset management principles.	Capital Projects are planned & managed through Council's project management system.	Projects identified and systems such as Pules Projects and Tech 1 Projects utlised.	50%	Progressing	Director Works & Services
				Infrastructure plans developed in response to asset data and needs of changing environment.	Focus and priority areas identified with recent natural disasters to increase funding to respecyive infrastructure and asset classes.			

C5.2: Asset Management Systems

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
C5.2.1	Council's Asset Management System is implemented within TechOne software	Asset Management Systems	EAM implementation commenced for Fleet. This allows for planned maintenance and is still a work in progress. Analytics has been	Annual forward works programs produced for all asset classes.	Programs developed for Operations and Infrastructure classes such as roads, drainage, sewer	50%	Progressing	Director Works & Services

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
			reviewed and being implemented as needed. Dash boards have been created for Fleet. SAM has been implemented.	Capitalisation against assets completed each month.	All assets capitalised at project completion in line with industry standards.			
				Condition of assets from inspection or works, updated to end of the month.	Regular asset inspections carried out on frequency as identified in AMP's			
C5.2.2	Data is available and accessible to enable performance measurement	Asset Management Systems	Intramap data made available as required and assets classes updated in system.	Scheduled inspection and defect collection carried out in accordance with AM Plans.	Asset inspection completed per asset classes and frequency as determined by AMP's	50%	Progressing	Director Works & Services
				Council's Asset database is updated following completed inspections or works.	Assets updated into system at completion of project.			
C5.2.3	Geographical information services are utilised as part of	Asset Management Systems	Integration of Intramaps has been completed in TechOne.	Geo-spatial data available for use across all asset classes.	Data available for all users	50%	Progressing	Director Works & Services

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
	an integrated Asset Management System		Improvement project to update Infrastructure records completed and continues to be updated at project completion.	Data from all sources is kept up-to-date in Council's system.	Assets updated into system at completion of project.			

Economy

ECONOMY: BUSINESS

B1: Support the Parkes Business Chamber

B1.1: Engage and support the Parkes Business Chamber/Industry groups

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
B1.1.1	Attend Parkes Business Chamber meetings	Engage and support the Parkes Business Chamber/Industry groups	Council staff have regular contact with Parkes Business Chamber.	Number of meetings attended		50%	Progressing	Executive Manager Economy & Engagement
B1.1.2	Support Business Awards	Engage and support the Parkes Business Chamber/Industry groups	Progressing.	Financial sponsorship Support from Events Officer		50%	Progressing	Destination Development Manager
B1.1.3	Develop and implement joint marketing programs	Engage and support the Parkes Business Chamber/Industry groups	Progressing.	Number of marketing joint marketing programs		50%	Progressing	
B1.1.4	Promote industry events	Engage and support the Parkes Business Chamber/Industry groups	Progressing.	Number of events promoted		50%	Progressing	Destination Development Manager

B2: Support Local Business Growth

B2.1: Support and promote growth opportunities for business

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
B2.1.1	Host yearly business networking events	Support and promote growth opportunities for business	COVID-19 Impacted.	Number of events hosted		30%	Progressing	Executive Manager Economy & Engagement
B2.1.2	Develop and deliver yearly Building Business Capacity workshops	Support and promote growth opportunities for business	Council has continued to work with the Chamber of Commerce and the business community to help businesses.	Number of workshops delivered		50%	Progressing	Executive Manager Economy & Engagement
B2.1.3	Promote opportunities/grants for business	Support and promote growth opportunities for business	Progressing.	Number of grant applications submitted.		90%	Progressing	Executive Manager Economy & Engagement
				Number of grant applications approved				
B2.1.4	Develop and manage partnership programs that support and promote local businesses	Support and promote growth opportunities for business	Partnership programs have been developed.	Number of programs developed		55%	Progressing	Executive Manager Economy & Engagement

B3: Promote Local Businesses

B3.1: Develop and deliver marketing campaigns to promote business

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
B3.1.1	Marketing campaigns delivered to promote local business	Develop and deliver marketing campaigns to promote business	Progressing.	Number of campaigns developed		50%	Progressing	
B3.1.2	Increased activity for business	Develop and deliver marketing campaigns to promote business	Progressing.	Evidence of increased activity (as per KPI's per campaign)		50%	Progressing	

B4: CBD Vibrancy

B4.1: Develop and implement the Main Street Vibrancy Program

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
B4.1.1	Engage suitably qualified contractors to undertake construction activities in line with Lower Clarinda Street detailed plans	Develop and implement the Main Street Vibrancy Program	Completed.	Plans developed		100%	Completed	Executive Manager Economy & Engagement

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
B4.1.2	Engage suitably qualified contractors to undertake construction activities in line with Cooke Park Multipurpose Centre detailed plans	Develop and implement the Main Street Vibrancy Program	Completed.	Plans developed		100%	Completed	Executive Manager Economy & Engagement
B4.1.3	Review Master Plan for Cooke Park	Develop and implement the Main Street Vibrancy Program	Further progress update information is required.	Master Plan reviewed		0%	Not Progressing	Executive Manager Economy & Engagement
B4.1.5	Build Multipurpose Centre (grant dependent)	Develop and implement the Main Street Vibrancy Program	Complete.	Plan developed, construction phase commenced and Multipurpose Centre complete		100%	Completed	Executive Manager Economy & Engagement
B4.1.7	Redevelop lower Clarinda Street	Develop and implement the Main Street Vibrancy Program	Completed.	Construction phase commenced and redevelopment complete.		100%	Completed	Executive Manager Economy & Engagement
B4.1.8	Roll out smart technology within Clarinda Street	Develop and implement the Main Street Vibrancy Program	Progressing.	Smart technology plan developed and implemented		90%	Progressing	Executive Manager Economy & Engagement
B4.1.9	Develop and implement an incentive program	Develop and implement the Main Street Vibrancy Program	Program status update is needed.	Incentive program developed and implemented		0%	Not Progressing	Executive Manager Economy & Engagement

ECONOMY: INVESTMENT ATTRACTION

IA1: Industrial Estate

IA1.1: Develop and maintain a supply of suitably zoned Industrial Land

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
IA1.1.1	Suitable land subdivided and developed	Develop and maintain a supply of suitably zoned Industrial Land	Progressing.	Suitable land identified & developed		50%	Progressing	Executive Manager Economy & Engagement
IA1.1.2	Services connected to acquired Industrial Land	Develop and maintain a supply of suitably zoned Industrial Land	Progressing.	Number of services connected & issues identified		95%	Progressing	Executive Manager Economy & Engagement
IA1.1.3	Promotional material developed	Develop and maintain a supply of suitably zoned Industrial Land	Progressing.	Number of promotional materials developed & distributed		40%	Progressing	Executive Manager Economy & Engagement
IA1.1.4	Industrial blocks sold	Develop and maintain a supply of suitably zoned Industrial Land	Progressing.	Number of blocks sold		30%	Progressing	Executive Manager Economy & Engagement

IA2: Parkes Regional Airport

IA2.1: Develop and promote Parkes Regional Airport Business Park

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
IA2.1.1	Suitable land subdivided and developed	Develop and promote Parkes Regional Airport Business Park	Subdivision completed with all services connected for stage 1. This project was completed in previous reporting periods.	Suitable land identified & developed	Subdivision completed with all services connected for stage 1. This project was completed in previous reporting periods.	100%	Completed	Director Works & Services
IA2.1.2	Services connected to acquired land	Develop and promote Parkes Regional Airport Business Park	Subdivision completed with all services connected. This project was completed in previous reporting periods.	Number of services connected & issues identified	All services connected including water, sewer, power, nbn and roads/drainage	100%	Completed	Director Works & Services
IA2.1.3	Promotional material developed	Develop and promote Parkes Regional Airport Business Park	Progressing.	Number of promotional materials developed & distributed		50%	Progressing	Executive Manager Economy & Engagement
IA2.1.4	Lease agreements developed and executed	Develop and promote Parkes Regional Airport Business Park	One lease has been developed and executed at Parkes Regional Airport Business Park.	Number of lease agreement developed & executed		50%	Progressing	Manager Facilities

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
IA2.1.5	Blocks leased	Develop and promote Parkes Regional Airport Business Park	One block leased.	Number of blocks leased		50%	Progressing	Manager Facilities

IA3: Business Growth

IA3.1: Develop the Parkes Business Growth Strategy

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
IA3.1.1	Subscription to industry publications for key industries	Develop the Parkes Business Growth Strategy	Progressing.	Number of publications reviewed and subscribed to		50%	Progressing	Executive Manager Economy & Engagement
IA3.1.2	Industry market research undertaken and prospective investors identified	Develop the Parkes Business Growth Strategy	Progressing.	Industry market research undertaken and prospective investors identified		50%	Progressing	Executive Manager Economy & Engagement
IA3.1.3	Parkes Growth Strategy objectives implemented and monitored	Develop the Parkes Business Growth Strategy	Progressing.	Number of tasks monitored and implemented		55%	Progressing	Executive Manager Economy & Engagement

IA4: Newell Highway Bypass Opportunities

IA4.1: Develop a Bypass Strategy

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
IA4.1.1	Industrial land identified	Develop a Bypass Strategy	Progressing.	Number of Industrial Land blocks identified		50%	Progressing	Executive Manager Economy & Engagement
IA4.1.2	Industrial land development facilitated	Develop a Bypass Strategy	Progressing.	Number of meetings with stakeholders and industrial land blocks developed		50%	Progressing	Executive Manager Economy & Engagement
IA4.1.3	Entry statements developed	Develop a Bypass Strategy	Completed.	Number of entry statements developed		100%	Completed	Executive Manager Economy & Engagement
IA4.1.4	Strong destination marketing plans delivered	Develop a Bypass Strategy	Progressing.	Number of destination marketing plans developed & executed		50%	Progressing	

IA5: Residential Amenity

IA5.1: Develop the Old Hospital Site as a residential subdivision

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
IA5.1.1	Subdivision plans developed and approved for residential land around the Old Hospital site.	Develop the Old Hospital Site as a residential subdivision	Further progress update information is required.	Number of plans developed & approved		55%	Progressing	Executive Manager Economy & Engagement
IA5.1.2	Business case developed to develop the land	Develop the Old Hospital Site as a residential subdivision	The Old Hospital site is in design phase in preparation of a development application.	Business case developed & distributed		30%	Progressing	Executive Manager Economy & Engagement
IA5.1.3	Sales options established	Develop the Old Hospital Site as a residential subdivision	Not started.	Number of sales established		0%	Not Progressing	Executive Manager Economy & Engagement

ECONOMY: LOBBY

L1: Transport & Logistics Infrastructure

L1.1: Advocate for the Transport and Logistics Industry including transport infrastructure

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
L1.1.1	Maintain memberships of industry associations and peak bodies	Advocate for the Transport and Logistics Industry including transport infrastructure	Completed.	Number of memberships maintained		100%	Completed	Executive Manager Economy & Engagement
L1.1.2	Lobby for connects to ports and capital cities via air, road and rail	Advocate for the Transport and Logistics Industry including transport infrastructure	Progressing.	Number of submissions to the State and Federal Government Ministers		70%	Progressing	Executive Manager Economy & Engagement
L1.1.3	Continue to lobby for the Melbourne to Brisbane Inland Rail Corridor	Advocate for the Transport and Logistics Industry including transport infrastructure	In Progress.	Number of submissions & meeting attended		50%	Progressing	Executive Manager Economy & Engagement
L1.1.4	Meet regularly to discuss with State and Federal Members and Ministers	Advocate for the Transport and Logistics Industry including transport infrastructure	Progressing.	Number of meetings attended		50%	Progressing	Executive Manager Economy & Engagement

L2: Telecommunications Infrastructure

L2.1: Advocate for telecommunication infrastructure

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
L2.1.1	Ongoing maintenance is carried out in a planned program to meet the needs of the key users and community groups	Advocate for telecommunication infrastructure	Ongoing discussions with NBN, and other parties regarding multiple telecommunication projects. Including work for the Special Activation Precinct.	Number of meetings attended	5	50%	Progressing	ICT Network & Systems Engineer
L2.1.2	Submissions submitted to the State and Federal Government	Advocate for telecommunication infrastructure	Progressing.	Number of submissions		55%	Progressing	Executive Manager Economy & Engagement
L2.1.3	Technology connection levels within the Shire	Advocate for telecommunication infrastructure	Progressing.	Level of connection within the Shire		55%	Progressing	Executive Manager Economy & Engagement

L3: Smart City Development

L3.1: Develop a Smart Cities Strategy

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
L3.1.1	Development and implement a Smart City Plan	Develop a Smart Cities Strategy	A Smart Places Strategy and Roadmap has been developed.	Plan developed & implemented		50%	Progressing	Executive Manager Economy & Engagement

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
L3.1.2	Develop and implement a Digital Strategy	Develop a Smart Cities Strategy	Further program status update is needed.	Strategy developed & implemented		30%	Progressing	Executive Manager Economy & Engagement
L3.1.3	Embrace innovation and technology in all aspects of project delivery	Develop a Smart Cities Strategy	In Progress.	Commencement of new ideas, processes, procedures and improvements		30%	Progressing	Executive Manager Economy & Engagement

L4: Grants & Funding

L4.1: Continue to Support the application of grants

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
L4.1.1	Grants Officers continued to be employed.	Continue to Support the application of grants	3 Grants Officers continue to be engaged by Council to support the grants program.	Number of Grants Officers employed		100%	Completed	Executive Manager Economy & Engagement

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
L4.1.2	Submission of grant applications program to meet the needs of the key users and community groups	Continue to Support the application of grants	A total of 24 grant applications that were supported by Council's grants team were subsequently submitted by Council and the community in the period from July to December 2021.	Number of applications submitted		50%	Progressing	Executive Manager Economy & Engagement
L4.1.3	Grant application success	Continue to Support the application of grants	A total of 46 grants received funding approval in the period July to December 2021. This included 6 grants in Peak Hill, 6 grants in Trundle, 1 grant in Bogan Gate, 2 grants in Tullamore and 31 grants in Parkes.	Number of applications approved in Parkes and townships		50%	Progressing	Executive Manager Economy & Engagement

ECONOMY: MARKETING & DESTINATION DEVELOPMENT

MD1: Market and promote Council and Parkes Shire

MD1.1: Manage and grow Council's online presence to ensure effective communication and dissemination of information

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
MD1.1.1	Increased hits to Council's corporate website and e-newsletter sign ups	Manage and grow Council's online presence to ensure effective communication and dissemination of information	Progressing.	Increase in statistics		50%	Progressing	
MD1.1.2	Strong social media community with positive response and engagement rates	Manage and grow Council's online presence to ensure effective communication and dissemination of information	Progressing.	Improved engagement measured through social media insights		50%	Progressing	

MD1.2: Deliver strategic marketing plans to promote Parkes as a place to visit, live, work and invest

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
MD1.2.1	Marketing campaigns developed	Deliver strategic marketing plans to promote Parkes as a place to visit, live, work and invest	Progressing.	Number of marketing campaigns developed		50%	Progressing	

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
MD1.2.2	Develop promotional signage	Deliver strategic marketing plans to promote Parkes as a place to visit, live, work and invest	Progressing.	Number of signs developed		50%	Progressing	
MD1.2.3	Develop promotional print media	Deliver strategic marketing plans to promote Parkes as a place to visit, live, work and invest	Progressing.	Number of print media distributed		50%	Progressing	
MD1.2.4	Attend trade shows and exhibitions	Deliver strategic marketing plans to promote Parkes as a place to visit, live, work and invest	COVID-19 impacted.	Number of trade shows & exhibitions attended		0%	Not Progressing	

MD1.3: Increase the profile of Parkes Shire through effective brand management and public relations

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
MD1.3.1	Media coverage and editorial generated	Increase the profile of Parkes Shire through effective brand management and public relations	Progressing.	Increasing media value measured		50%	Progressing	
MD1.3.2	Publications produced and distributed to increase the profile of Parkes Shire	Increase the profile of Parkes Shire through effective brand management and public relations	Progressing.	Number of publications distributed		50%	Progressing	

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
MD1.3.3	Media releases distributed and monitored	Increase the profile of Parkes Shire through effective brand management and public relations	Progressing.	Number of media releases distributed		50%	Progressing	

MD2: Grow the Visitor Economy

MD2.1: Support and grow the visitor economy through the objectives set in the Parkes Shire Destination Management Plan

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
MD2.1.1	Parkes Elvis Festival delivered annually	Support and grow the visitor economy through the objectives set in the Parkes Shire Destination Management Plan	Progressing.	Festival delivered annually, management of stakeholder relationships and partnerships, delivery of effective marketing and sponsorship strategies	The Festival has been delayed from January 2022 to 20 - 24 April 2022.	75%	Progressing	Elvis Festival Director
MD2.1.2	Existing events are supported and developed	Support and grow the visitor economy through the objectives set in the Parkes Shire Destination Management Plan	Progressing	Number of existing events supported		50%	Progressing	Destination Development Manager

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
MD2.1.3	New events attracted to Parkes Shire	Support and grow the visitor economy through the objectives set in the Parkes Shire Destination Management Plan	Progressing.	Number of new events supported		50%	Progressing	Destination Development Manager
MD2.1.4	Tourist assets, experiences and infrastructure within the Shire are maintained and improved	Support and grow the visitor economy through the objectives set in the Parkes Shire Destination Management Plan	Progressing.	Number of assets & experiences developed and improved		50%	Progressing	Destination Development Manager
MD2.1.5	Effective visitor information services are delivered across the Shire	Support and grow the visitor economy through the objectives set in the Parkes Shire Destination Management Plan	Progressing.	Increased visitation and satisfaction at VIC's		50%	Progressing	Destination Development Manager
MD2.1.6	Participation in collaborative regional projects and partnerships that meet peak industry body objectives	Support and grow the visitor economy through the objectives set in the Parkes Shire Destination Management Plan	Progressing.	Number of projects participated in and partnerships maintained/ created		50%	Progressing	Destination Development Manager

MD2.2: Provide Caravan Park Facilities to enhance the local Visitor Economy

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
MD2.2.1	Effectively manage the Spicer Caravan Park Contract	Provide Caravan Park Facilities to enhance the local Visitor Economy	Previous Managers finished in January - Contractual requirements were met during that time. New Relief Managers put in place from 5 Jan to 7 March 2022. New contract to be entered into at that time under supervision of Facilities Manager.	Evidence of Contract Conditions being met		80%	Progressing	Manager Building Certification

Environment

ENVIRONMENT: BUILT

BE1: Manage the built environment in line with the Local Environment Plan (LEP) and relevant legislation

BE1.1: Provide timely, accurate and professional development services to the Shire

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
BE1.1.1	Local Development Applications (DA's) are determined within 40 processing days	Provide timely, accurate and professional development services to the Shire	99 Development Applications were determined during this period with an average assessment time frame of 37 days.	Percentage complete in time frame	75%	0%	Progressing	Manager Planning Services
BE1.1.2	DA's conform with the Environmental Protection Authority (EPA) Act & associated environmental planning instruments	Provide timely, accurate and professional development services to the Shire	All development applications are assessed and determined in accordance with the Environmental Planning and Assessment Act 1979.	Percentage involving court action	1	100%	Completed	Manager Planning Services
BE1.1.3	Appropriate delegation is exercise to determine DA's	Provide timely, accurate and professional development services to the Shire	All development applications determined by Council have been done so in accordance with appropriate delegated authority.	Percentage approved under delegated authority	100%	100%	Completed	Manager Planning Services

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
BE1.1.4	All Local Government Approvals are determined in line with legislation in a timely manner	Provide timely, accurate and professional development services to the Shire	Formal and informal pre lodgement advice carried out.	Percentage of pre- lodgement applications received		100%	Completed	Manager Planning Services
BE1.1.5	Complying Development Certificates (CDCs) are determined within the 10 day and 20 day processing times specified in the State Environmental Planning Policy (SEPP)	Provide timely, accurate and professional development services to the Shire	Some CDC's were unable to be completed timeframe as additional BCA info was required.	Percentage complete in time frame		80%	Progressing	Manager Building Certification
BE1.1.6	Construction Certificates (CC's) are processed within 20 processing days	Provide timely, accurate and professional development services to the Shire	Only 40 % were approved within 30 days CC's were unable to be approved within the timeframe as awaiting compliance with DA conditions prior to release or BCA info. 90% were approved within 100 day period.	Percentage complete in time frame	40%	90%	Progressing	Manager Building Certification
BE1.1.7	Local Government Approvals are processed within 20 processing days and inline with legislation	Provide timely, accurate and professional development services to the Shire	Again some Section 68's stalled awaiting required additional information.	Percentage complete in time frame		80%	Progressing	Manager Building Certification

BE2: Heritage

BE2.1: Promote and support the conservation of heritage items and places in the Parkes Shire

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
BE2.1.1	Undertake a heritage study to identify significant heritage buildings and places in the Parkes Shire	Promote and support the conservation of heritage items and places in the Parkes Shire	Council has engaged with 50 property owners to seek their endorsement to formally heritage list their property. Feedback from that engagement will be progressed into a planning proposal to the Department of Planning, Industry and Environment to update Council's Local Environmental Plan 2012.	Number of heritage buildings and places identified	50	95%	Progressing	Manager Planning Services

BE2.2: Support the Heritage Committee

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
BE2.2.1	Heritage is promoted through events such as Heritage Week, Heritage Trails & significant building identification plaques	Support the Heritage Committee	No action was taken during this quarter, due to restrictions and uncertainty around COVID-19. The heritage list was progressed which will assist in developing new walking trails and promotion of heritage in the future.	Number of events supported		55%	Progressing	Manager Planning Services

BE2.3: Provide expert heritage advice to assist with the conservation of heritage places

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
BE2.3.1	Continue to support the NSW Heritage Office Local Heritage Advisor and Local Heritage Assistance Fund Programs	Provide expert heritage advice to assist with the conservation of heritage places	Parkes Shire Council, with support from the NSW Heritage Office, provided a free Heritage Advisory Service to the community. During this time our Heritage Advisor provided heritage advice to many projects. Projects funded under the Parkes shire small grants programme have regularly been inspected and followed up with progress checks. All projects are on track and nearing completion	Number of programs supported		55%	Progressing	Manager Planning Services

BE4: Cemeteries

BE4.1: Provide cemetery management to Shire operated public cemeteries

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
BE4.1.1	Council delivers Right of Burials issued within 72 hours of full payment	Provide cemetery management to Shire operated public cemeteries	Completed	Percentage issued within timeframe	100	25%	Progressing	Director Planning & Environment

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
BE4.1.2	Council delivers Burial Permit issued in accordance with Public Health Act and agreed time frames	Provide cemetery management to Shire operated public cemeteries	Being completed on application	Percentage issued within timeframe and legislation	100	25%	Progressing	Director Planning & Environment
BE4.1.3	Plan for future development of the council owned cemeteries	Provide cemetery management to Shire operated public cemeteries	Planning for new lawn portion	Cemetery Management Plan completed and Parkes lawn cemetery next completed	5	25%	Progressing	Director Planning & Environment

BE5: Private Swimming Pools

BE5.1: Provide regulation of private swimming pools in accordance with the Swimming Pools Act, 1992

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
BE5.1.1	Council respond to complaints and enforcement of Swimming Pools Act, 1992	Provide regulation of private swimming pools in accordance with the Swimming Pools Act, 1992	Reports to be run - not all Swimming Pool complaints in CRM. Any dealt with or contact made within 3 days as required under legislation.	Number of swimming pool fence complaints responded to		70%	Progressing	Manager Building Certification

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
BE5.1.2	Application for swimming pool barrier inspection carried out within agreed time frames	Provide regulation of private swimming pools in accordance with the Swimming Pools Act, 1992	Inspections undertaken as requested - some certificates still to be resolved	% of certificates issued within 10 working days.		80%	Progressing	Manager Building Certification

ENVIRONMENT: NATURAL

NE1: Develop, facilitate and deliver environmental, sustainability and energy efficiency initiatives

NE1.1: Engage with local schools and community groups to deliver environmental education programs

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE1.1.1	Support and partner with Central West Lachlan Landcare (CWLL) to deliver environmental initiatives within the Parkes Shire	Engage with local schools and community groups to deliver environmental education programs	PSC representative continued to attend monthly CWLL Committee meetings throughout the year. Parkes National Tree Day (jointly coordinated by CWLL and PSC) event held in July 2021, with over 50 volunteers planting over 300 trees and shrubs on Council land near the STP	At least 3 activities undertaken supporting or in partnership with CWLL		50%	Progressing	Environmental & Sustainability Co-ordindator

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE1.1.2	Work with local schools to undertake environmental excursions and other environmental education	Engage with local schools and community groups to deliver environmental education programs	Opportunity for school engagement greatly impacted in 2021 by COVID. Little opportunities for excursions or engagement within the reporting period due to public health orders and NSW DET restrictions.	At least 3 activities undertaken supporting local school groups		20%	Progressing	Environmental & Sustainability Co-ordindator
NE1.1.3	Engage with other local community groups on environmental projects	Engage with local schools and community groups to deliver environmental education programs	PSC's Environmental and Sustainability Coordinator presented to Parkes Rotary Club in September about Council's upcoming Akuna Road wetlands project - this was a great opportunity to engage with Rotary about this exciting project. No additional opportunities for collaboration during reporting period due to COVID public health orders.	At least 1 other local community group engaged annually		45%	Progressing	Environmental & Sustainability Co-ordindator

NE1.2: Collaborate with local and regional agencies to build capacity in the area of energy efficiency and environmental sustainability

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE1.2.1	Collaborate with Central West Council's Environment and Waterways Alliance and Local Land Services (CWCEWA)	Collaborate with local and regional agencies to build capacity in the area of energy efficiency and environmental sustainability	1 CWCEWA meeting attended within period (via Zoom); liaised with Project Support Officer on a number of occasions for support, most notably for support on the upcoming Akuna Wetlands Project and a hollow augmentation project undertaken in July 2020. Grant funding secured through Alliance - PSC received $5k for Akuna wetlands enhancement works - to be completed in 2022/23 FY	Attend quarterly CWCEWA meetings		50%	Progressing	Environmental & Sustainability Co-ordindator
NE1.2.2	Engage with CENTROC to identify potential energy efficiency initiatives for PSC	Collaborate with local and regional agencies to build capacity in the area of energy efficiency and environmental sustainability	CNSWJO continued to have a different focus in relation to energy initiatives this reporting period, which hasn't resulted in any energy efficiency initiatives for PSC	Attend CENTROC meetings		40%	Progressing	Environmental & Sustainability Co-ordindator

NE1.3: Raise awareness of environmental, sustainability and energy efficiency initiatives within the community

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE1.3.1	Monitor Parkes Shire Council energy usage and solar energy production	Raise awareness of environmental, sustainability and energy efficiency initiatives within the community	Monitoring of energy usage and solar production continued during reporting period via online service providers	All solar installations monitored monthly and anomalies identified and addressed as required		50%	Progressing	Environmental & Sustainability Co-ordindator
				High energy sites identified and monitored monthly				
NE1.3.2	Investigate high energy consumption sites for energy efficiency opportunities	Raise awareness of environmental, sustainability and energy efficiency initiatives within the community	Continuing to work with CNSWJO to determine opportunities for additional solar, offsetting and battery storage at additional PSC sites.	Sites identified and funding options considered		40%	Progressing	Environmental & Sustainability Co-ordindator
				Installations in planning and design phase				
				Installations complete				
NE1.3.3	Advocate sustainable energy choices and deliver community awareness strategies	Raise awareness of environmental, sustainability and energy efficiency initiatives within the community	Social media posts and media releases created highlighting PSC's solar installations and the power and savings generated therefrom. Additional work regarding community awareness strategies to be undertaken.	Evidence of initiatives developed and delivered		40%	Progressing	Environmental & Sustainability Co-ordindator
				Evidence of community engagement/awareness				
				Measurable reduction in energy consumption				

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE1.3.4	Engage and educate the community regarding carbon emission reductions and climate change adaptations	Raise awareness of environmental, sustainability and energy efficiency initiatives within the community	Council held an online 'Low Carbon Economy Forum' in September with over 150 attendees joining online. This was an effective way to engage our local and regional communities regarding carbon emission reductions and climate change adaptations. Beyond the forum, Council plans to develop a white paper to guide future projects and opportunities, and embrace new industries and create local employment in the Parkes Special Activation Precinct and accelerate our transition to a prosperous low carbon future.	Evidence of engagement		50%	Progressing	Environmental & Sustainability Co-ordindator

NE2: Sustainably manage Council owned and managed natural areas

NE2.1: Manage all Council roadsides as per Council's Roadside Vegetation Management Plan

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE2.1.1	Council's Roadside Vegetation Management Plan is consulted for all Council	Manage all Council roadsides as per Council's Roadside Vegetation	New RVMP (incl. mapping avail. through IntraMaps) available for all PSC employees to refer to; key stakeholders informed and supported in referencing RVMP for all roadworks. RVMP	Council's Roadside Vegetation Management Plan is current		50%	Progressing	Environmental & Sustainability Co-ordindator

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
	roadwork activities	Management Plan	available to the general public via PSC website	Evidence of consultation				
NE2.1.2	Document current High, Medium and Low Conservation Areas for significant changes	Manage all Council roadsides as per Council's Roadside Vegetation Management Plan	Council's Roadside Vegetation Management Plan was updated in 2019, and reflects the most recent significant changes in conservation status of all Shire roadsides. Any significant changes identified during routine works/inspections are recorded on an internal register for use when the RVMP is next updated.	Evidence of documentation		50%	Progressing	Environmental & Sustainability Co-ordindator

NE2.2: Manage all Council owned and managed (i.e. Crown Land) assets for their environmental value

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE2.2.1	Consult Council's Crown Land Environmental Masterplan to ensure best practice management of reserves is achieved	Manage all Council owned and managed (i.e. Crown Land) assets for their environmental value	Continue to work with Council's Crown Land's management team to ensure all reserves under PSC management are managed with biodiversity and conservation principles in mind.	Council's Crown Land Environmental Masterplan is current. Evidence of consultation		50%	Progressing	Environmental & Sustainability Co-ordindator

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE2.2.2	Collaborate with Central West Local Land Services on Travelling Stock Route (TSR) management within the Parkes Shire	Manage all Council owned and managed (i.e. Crown Land) assets for their environmental value	Continual engagement with TSR Rangers (Forbes and Dubbo) re. grazing permit requirements, biosecurity risks and biodiversity on TSR's within the Shire. No significant increase in application to graze within the reporting period.	Evidence of collaboration		50%	Progressing	Environmental & Sustainability Co-ordindator
NE2.2.3	Seek additional funding for works on PSC managed Crown Land	Manage all Council owned and managed (i.e. Crown Land) assets for their environmental value	No funding opportunities applied for in the reporting period relating to environmental improvements	Evidence of funding sought Success of funding applications		10%	Progressing	Environmental & Sustainability Co-ordindator
NE2.2.4	Collaborate and consult with state agencies as necessary (i.e. DPI Fisheries, OEH)	Manage all Council owned and managed (i.e. Crown Land) assets for their environmental value	Continued consultation with DPI (for Biosecurity Team); continued consultation with DPI (Fisheries) for permit applications (three applications lodged within reporting period) - also consultation with DPI Fisheries re. fish stocking at Lake Endeavour; LLS consulted/engaged re changes to biodiversity legislation and offsetting requirements - continual training opportunities (through the Environment and Waterways Alliance) provided.	Evidence of collaboration or consultation		50%	Progressing	Environmental & Sustainability Co-ordindator

NE3: Conduct Priority Weed control within the Parkes Shire in accordance with regulatory obligations

NE3.1: Conduct Council's annual weed control program

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE3.1.1	Conduct private property inspections in accordance with legislation	Conduct Council's annual weed control program	Due to COVID and social distancing recommendations, and a need to focus on on-ground control works (with the wet season that we had), less focus was placed on property inspections, and more on targeted weed control. 25 private property inspections were undertaken during the reporting period.	Target of 13 private property inspections carried out per month		25%	Progressing	Environmental & Sustainability Co-ordindator
NE3.1.2	Monitor and inspect Council owned and managed public land including roadsides	Conduct Council's annual weed control program	PSC owned & managed land inspected and treated as necessary, especially the industrial area, WTP, STP and various Infrastructure bores and pumps. Inspections recorded on internal register. Biosecurity Team works with other departments to ensure majority of relevant PSC assets are inspected/treated routinely or as necessary (on demand). All roadsides inspected multiple times annually (targeted and informally when travelling from site to site).	Target of 30 inspections of PSC owned & managed land undertaken annually. 100% of Council roadsides inspected annually. Number of new infestations mapped.		50%	Progressing	Environmental & Sustainability Co-ordindator

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE3.1.3	Monitor known existing infestations and control as necessary	Conduct Council's annual weed control program	All known existing infestations (of target/Priority weeds during the reporting period as dictated by our Annual Control Schedule and WAP) inspected and controlled as necessary, and mapped/recorded with PSC software to ensure effective inspections/control. Additional infestations of Parthenium Weed initially identified in 2020 continued to be reported/monitored/controlled as necessary	100% of known existing infestations inspected and controlled as necessary		50%	Progressing	Environmental & Sustainability Co-ordindator
NE3.1.4	Engage and educate private landholders on their responsibilities	Conduct Council's annual weed control program	All private property inspections within this reporting period have included elements of education and engagement through the inspection process, with biosecurity information fliers given to landholders during property inspections and any specific issues discussed. Social media posts throughout the year also engage the wider community on biosecurity issues and their responsibilities. Interpretive signage installed at strategic locations to also engage the community	All private property inspections to include an element of education and engagement		50%	Progressing	Environmental & Sustainability Co-ordindator

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE3.1.5	Engage and educate the community on environmental and Priority Weeds issues	Conduct Council's annual weed control program	Advertisements in the Champion Post and the Phoenix advertising the Biosecurity Team and the free services they provide. Social media posts on targeted weeds to engage with the community, with numerous residents responding with locations of particular weeds for our Officers to target. Letterbox drops effective in targeting particular weeds in particular areas/residences. Signage installed targeting specific weeds, creating additional engagement.	At least 5 print media releases developed and distributed throughout the year.

Evidence of social media used to engage the community.

Represent and promote PSC Noxious Weeds Team at each Shire show and any relevant local/regional Field Days | | 50% | Progressing | Environmental & Sustainability Co-ordindator |

NE3.2: Seek additional funding through available programs

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE3.2.1	Grant funding sought to facilitate additional weed control projects	Seek additional funding through available programs	Additional funding secured through DPI to assist PSC with a Parthenium Weed incursion identified in 2020.	Evidence of funding sought Success of funding applications		50%	Progressing	Environmental & Sustainability Co-ordindator

NE3.3: Collaborate with regional partners to build capacity to enhance weed management

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE3.3.1	Attend quarterly Central West Lachlan Land Service (LLS) Regional Weed Committee meetings	Collaborate with regional partners to build capacity to enhance weed management	Two meetings attended within the reporting period	At least 3 meetings attended annually		50%	Progressing	Environmental & Sustainability Co-ordindator
NE3.3.2	Share resources and infrastructure amongst regional partners	Collaborate with regional partners to build capacity to enhance weed management	Due to cancellation of Shire Shows, there were less opportunities for resource sharing within the reporting period. Meetings and training opportunities attended throughout the period allowed for networking and capacity building.	Evidence of resource and infrastructure sharing		40%	Progressing	Environmental & Sustainability Co-ordindator
NE3.3.3	Work with regional partners for joint advocacy and funding opportunities	Collaborate with regional partners to build capacity to enhance weed management	Continued to work with Environment and Waterways Alliance, Central West LLS, DPI and numerous regional weed advisory groups for joint advocacy for biosecurity and biodiversity outcomes for our region. All relevant meetings attended, with PSC staff taking these opportunities to network and stay involved in relevant discussions	Evidence of collaboration		50%	Progressing	Environmental & Sustainability Co-ordindator

NE4: Improve the environmental outcomes of Council's operations

NE4.1: Undertake works to limit the impact of erosion, sediment and gross pollutants

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE4.1.1	Develop standard erosion and sediment control plans and systems	Undertake works to limit the impact of erosion, sediment and gross pollutants	Individual ERSED plans developed for Ops projects as required, with input from all relevant staff. Template for erosion and sediment control plans and systems in development. Industry best-practice standard designs from the 'Blue Book' are used for Council works, helping PSC achieve good water quality management outcomes on PSC work sites. Engagement with PSC works crews has ensured mitigation measures are more greatly understood, in place, and maintained as necessary	Standards developed, adopted and communicated.		35%	Progressing	Environmental & Sustainability Co-ordindator
NE4.1.2	Develop standard water quality management systems for Council works	Undertake works to limit the impact of erosion, sediment and gross pollutants	Industry best-practice standard designs from the 'Blue Book' are used for Council works, helping PSC achieve good water quality management outcomes on PSC work sites. Engagement with PSC works crews has ensured mitigation measures are more greatly understood, in place, and maintained as necessary	Principals of site water management are incorporated into works including RMS & OEH requirements met.		30%	Progressing	Environmental & Sustainability Co-ordindator

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE4.1.3	Develop a planned approach to areas of high soil degradation and pollutant loads	Undertake works to limit the impact of erosion, sediment and gross pollutants	No specific sites identified during reporting period	Priorities identified and works planned.		10%	Progressing	Environmental & Sustainability Co-ordindator
NE4.1.4	Engage and educate private landholders on their responsibilities	Undertake works to limit the impact of erosion, sediment and gross pollutants	No targeted initiatives or programs carried out during reporting period	Education initiatives and programs carried out.		5%	Progressing	Environmental & Sustainability Co-ordindator

NE4.2: Develop a planned approach to reduce Council's operational environmental impact

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE4.2.1	Implement environmental management plan for Council works	Develop a planned approach to reduce Council's operational environmental impact	Specific high-risk Council projects develop individual Construction Environmental Management Plans specific to the project, and key high-risk operational sites have Operational Environmental Management Plans. Consultants engaged when necessary to produce CEMPs and OEMPs to ensure best practice management. CEMP template to be developed for PSC use/works.	Evidence of plan being rolled out.		50%	Progressing	Environmental & Sustainability Co-ordindator
NE4.2.2	Promote environmentally sustainable development practices internally and externally	Develop a planned approach to reduce Council's operational environmental impact	Infrastructure and Works and Services teams continue to work closely to ensure best outcomes for the environment, and to make their practices more environmentally sensitive and sustainable. Engaging contractors where needed to ensure compliance with legislation and regulations. Need to work on external, and further internal engagement and education needed	Promotional activities and initiatives carried out.		40%	Progressing	Environmental & Sustainability Co-ordindator

NE4.3: Seek grant opportunities for environmental initiatives

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
NE4.3.1	Leverage existing budgets to allow for further environmental projects	Seek grant opportunities for environmental initiatives	Application for native fish restocking through DPI successful - fish to be restocked in March 2022. Application for on-ground enviro works associated with the future Akuna Wetlands submitted and successful (through Environment and Waterways Alliance); to be completed in late 2022. Additional projects discussed with Grants Team, and ready for submission when relevant funding becomes available	Grants sought and awarded.		50%	Progressing	Environmental & Sustainability Co-ordindator

ENVIRONMENT: WASTE

W1: Implement Parkes Shire Waste Strategy

W1.1: Provide 3 bin collection service to the Shire

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
W1.1.1	Divert/recycle waste from landfill	Provide 3 bin collection service to the Shire	service being provided	Tonnes diverted	0	25%	Progressing	Director Planning & Environment

W1.2: Upgrade waste facilities

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
W1.2.1	Rationalise unsustainable landfills	Upgrade waste facilities	Partial closure at Gunningbland completed.	Number of closures/transfer stations implemented/ planned	nil	25%	Progressing	Director Planning & Environment

W1.3: Increase awareness of environmental waste management goals

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
W1.3.1	Widespread understanding of waste management goals in the Parkes Shire community	Increase awareness of environmental waste management goals	Education strategy lead through Netwaste and introduction of Waste App	Number of initiatives undertaken	1	25%	Progressing	Director Planning & Environment

W2: Operate and maintain facilities

W2.1: All waste facilities operated in accordance with landfill guidelines

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
W2.1.1	Landfills operated to environmental requirements	All waste facilities operated in accordance with landfill guidelines	Environmental upgrades as per licence completed.	Number of pollution incidents	nil	0%	Progressing	Director Planning & Environment

W2.2: Transfer stations operated in accordance with community expectations

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
W2.2.1	Diversion maximised and remaining waste transferred to central facility	Transfer stations operated in accordance with community expectations	Peak hill transfer station operations continue.	Tonnes transferred	50	25%	Progressing	Director Planning & Environment

W3: Supervise waste management contracts

W3.1: Waste facility contractor to carry out operations in line with contract specifications

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
W.3.1.1	All waste and recyclables collected in a timely manner	Waste facility contractor to carry out operations in line with contract specifications	Ongonig representations /discussions with contractor	Number of missed services	35	25%	Progressing	Director Planning & Environment
				Number of complaints lodged	10			
W3.1.1	Waste facility operations are managed in accordance with contract	Waste facility contractor to carry out operations in line with contract specifications	compliance at 100% for contract	Number of breaches of contract	nil	25%	Progressing	Director Planning & Environment
				Number of complaints	0			
				Number of pollution incidents	0			

W4: Rethinking Waste Strategy

W4.1: Implement Rethinking Waste Strategy

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
W4.1.1	Community has a good understanding of waste and recycling issues	Implement Rethinking Waste Strategy	Looking to introduce Waste App	Number of initiatives	1	25%	Progressing	Director Planning & Environment

H2O

H2O: DRINKING WATER

DW1: Secure raw water sources

DW1.1: Ensure there is sufficient raw water to meet demand

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW1.1.1	Sustainable extraction across all raw water supplies	Ensure there is sufficient raw water to meet demand	The increased rainfall events saw the Dam water usage increased over this period, replacing the river water as a source due to the increase in turbidity levels of the river water. Water sourced from the bore field was rotated among 6 of the bores in operation.	Breakdown of annual extraction from sources.	Bores 1,817,140kL, River 87,830, Dam 307,780kL	50%	Progressing	Manager Infrastructure Operations
				Number of days water restrictions apply above Level 1	0			

DW1.2: Manage the quality of raw water

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW1.2.1	Minimise treatment intervention required	Manage the quality of raw water	No update provided	Number of days outside of normal raw water quality envelope.		0%	Not Updated	Director Infrastructure
DW1.2.2	Water catchments are secure	Manage the quality of raw water	The Public Works Department have been engaged to develop Council's Operation and Maintenance Manual for	Number of catchment inspections and issues unresolved.	14	50%	Progressing	Manager Infrastructure Operations

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
			Lake Endeavour and Lake Metcalfe in accordance with new dam safety legislation. Council staff completed 14 dam inspections in the last six months	Number of audits of critical infrastructure	0			

DW1.3: Minimise water wastage

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW1.3.1	Reduced water network losses	Minimise water wastage	No update provided	Reduction in non-revenue water		0%	Not Updated	Director Infrastructure
DW1.3.2	Increased awareness and application of water saving measures	Minimise water wastage	The Smart Approved WaterMark program, undertaken jointly by all Central West Councils, provides resources for Councils to encourage residents to be more water efficient. PSC website includes a section to water efficiency. Rainfall received during the reporting period meant less focus needed to be given to awareness and application of water saving measures within the community.	Number of campaigns. Reduction in per capita water consumption		50%	Progressing	Environmental & Sustainability Co-ordindator

DW1.4: Maintain adequate linkages for raw water supplies

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW1.4.1	Efficient access to water sources	Maintain adequate linkages for raw water supplies	Water crews responded to 8 main breaks on supply mains during the six months to December 2021. There was an overall reduction in power costs associated with the treatment of water due to an increase in the solar efficiency o fthe WTP	Number of supply interruptions.	0	50%	Progressing	Manager Infrastructure Operations
				Annual maintenance spend on supply lines.	$19,343			
				Reduction in kilowatts per kilolitre pumped.	$3/ML treated water			

DW2: Sustainably treat water supply

DW2.1: Treated water quality meets ADWG

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW2.1.1	Water is safe to consume	Treated water quality meets ADWG	No critical control points were breached at the WTP during this period. There were 7 samples that did not comply with DWMS guidelines.5 of these samples were for low fluoride. One was for a high pH recorded at Trundle and one sample was found to be a false reading due to a sampling error.	Number of CCP exceedances.	0	50%	Progressing	Manager Infrastructure Operations
				Number of samples not complying with DWMS.	7			

DW2.2: Optimised resource use during treatment

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW2.2.1	Inputs to treatment are minimised	Optimised resource use during treatment	The cost to treat water has fallen to $81/ML for January, down from $109 for the same month last year. This is despite a rise in electricity and chemical costs over the last 6 months. This could be attributed to the increase in solar efficiency in December 2021 and the lower volumes of water treated.	Cost of production per kL.	$103/ML	50%	Progressing	Manager Infrastructure Operations

DW2.3: New plant is operated and maintained to high performance standard

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW2.3.1	Best long term value of plant achieved	New plant is operated and maintained to high performance standard	There were no major breakdowns at the WTP for the reporting period. Planned maintenance included the calibration of the chlorine dosing equipment and inspections of the overhead cranes. Over $35,000 was spent on minor repairs including the replacement of non return valves, replacement of the dam inlet valve and the replacement of the dispersion valves on filter 3.	Planned maintenance exceeds breakdown maintenance.	$36,000 unplanned vs $35,000 planned	50%	Progressing	Manager Infrastructure Operations
				Number of plant operational complaints.	0			

DW3: Safely distribute drinking water to the community

DW3.1: Water quality at tap meets community expectations

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW3.1.1	Water is acceptable to consumers	Water quality at tap meets community expectations	There was 1 water quality complaint in the six months to December which was the result of a broken main the previous night. The crew flushed the main and the issue was resolved	Number of water quality complaints	1	50%	Progressing	Manager Infrastructure Operations

DW3.2: Pressure and flow rates don't impact users

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW3.2.1	Minimum service available to all consumers	Pressure and flow rates don't impact users	Council received 151 customer requests relating to water issues in the 6 month reporting period. Of these, 14 were breaks in the mains, 48 were reported as leaks on the main, 71 were meter related requests, 15 were pressure related and 2 water quality inquiries which were resolved. Of the pressure requests, most were a result of the breaks in the area.	Number of service related complaints	151 customer requests received	50%	Progressing	Manager Infrastructure Operations

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW3.2.2	Service available for fire fighting needs in all areas	Pressure and flow rates don't impact users	The work being undertaken to update the IWCM for the Parkes water network has included updating the model for the entire system. Planning has commenced on upgrading pipes that have been identified as a part of this work.	Number of service related complaints	0	50%	Progressing	Manager Infrastructure Operations

DW3.3: Minimise frequency and duration of supply interruptions

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW3.3.1	Continuous supply to all consumers	Minimise frequency and duration of supply interruptions	Council staff responded to 24 main breaks in the 6 month period	Number of unplanned service interruptions per 100km of main	4.35	50%	Progressing	Manager Infrastructure Operations

DW3.4: Improve the customer interaction and experience

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW3.4.1	Quality and impact of communication with the customer is improved	Improve the customer interaction and experience	Council's website continues to be updated regularly along with frequent posts on social media advising customers on a wide range of subjects including information regarding the towns drinking water	Percentage of bills paid on time		50%	Progressing	Manager Infrastructure Operations

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
DW3.4.2	Customers knowledge of water system increases	Improve the customer interaction and experience	No surveys were undertaken this reporting period due to Covid restrictions	Regular survey data feedback	O	50%	Progressing	Manager Infrastructure Operations

H2O: STORM WATER DRAINAGE

SW1: Collect and discharge urban storm water

SW1.1: Update existing Storm Water Management Plan

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
SW1.1.1	Developed Storm Water Management Plan	Update existing Storm Water Management Plan	Focus for the first half of the FY has been on developing the flood model for the Parkes urban drainage network. Once completed and calibrated, the model will be used to analyse the network performance and inform the Management Plan.	Degree of completion	Nil	50%	Progressing	Director Infrastructure

SW1.2: Implement Storm Water Management Plan

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
SW1.2.1	Storm water Management Plan implemented	Implement Storm Water Management Plan	$77,838 was spent on maintaining the drainage network during the 6 month reporting period. Investigations are continuing into the design of the Reid St drainage project and the Croker and Flinders St retention basins	Degree of implementation	O	50%	Progressing	Manager Infrastructure Operations

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
SW1.2.2	Investigate further storm water mitigation measures	Implement Storm Water Management Plan	The infrastructure received 60 customer requests relating stormwater entering properties in the 6 month period with the majority following the November storm. Mitigation measures have been identified with modelling work on proposed retention basins at Croker park and Flinders St currently underway. The design for the Drainage extension in Reid St is nearing completion with pipes due to be purchased in the next 6 months	Storm water model used to identify solutions.	yes	50%	Progressing	Manager Infrastructure Operations
				Response to customer complaints	60			

SW1.3: Investigate options for storm water harvesting

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
SW1.3.1	Harvesting options identified and projects designed and budgets set	Investigate options for storm water harvesting	No progress on this item, awaiting flood model update to investigate options further	Projects designed and budgeted	O	50%	Progressing	Manager Infrastructure Operations
SW1.3.2	Additional funding for identified projects	Investigate options for storm water harvesting	$370,000 has been allocated to improvements to the stormwater network in round 2 of the LRCI funding	Grant submissions lodged.		30%	Progressing	Manager Infrastructure Operations
				Funding received	370,000			

SW2: Investigate improvements to storm water quality

SW2.1: Develop a WSUD policy for use by Council

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
SW2.1.1	WSUD policy in place for development and Council works	Develop a WSUD policy for use by Council	Policy yet to be developed; additional research into WSUD best practices and how they could best be applied to PSC projects undertaken	Policy developed in line with industry best practice		15%	Progressing	Environmental & Sustainability Co-ordindator

SW2.2: Develop Storm water Quality monitoring program

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
SW2.2.1	Options for improvement of storm water quality identified	Develop Storm water Quality monitoring program	Budget restraints, along with significant rainfall events, have meant that focus has needed to be given to managing stormwater quantity rather than quality.	Projects designed and budgeted.		40%	Progressing	Environmental & Sustainability Co-ordindator
				Projects implemented				

H2O: WASTE WATER

WW1: Safely collect waste water from the community

WW1.1: Ensure customer-side protections are in place

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW1.1.1	No high impact waste water enters system	Ensure customer-side protections are in place	Trade waste operations continued based on applications received. Next reporting period will focus on upgrading/implementing trade waste management system with existing trade waste discharges to be reviewed and assessed.	Trade waste agreement coverage (%). Number of trade waste inspections undertaken.		50%	Progressing	Environmental & Sustainability Co-ordindator
WW1.1.2	Reduced storm water from customers enters the system	Ensure customer-side protections are in place	No update provided	Number of smoke testing defects completed		0%	Not Updated	Director Infrastructure

WW1.2: Minimise frequency and duration of discharges from sewerage network

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW1.2.1	Reduced stormwater ingress to sewerage network	Minimise frequency and duration of discharges from sewerage network	According to the Bureau of Meteorology, Parkes received 456mm of rain in the 6 months to December 2021. Following a heavy	Peak Wet Weather Flows to STP.	13877kL	50%	Progressing	Manager Infrastructure Operations

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
			rainfall event in November, the STP experienced 3 days of extreme flows where 13,877kL of sewage was recorded in a 24 hour period. The overflows were contained in the old maturation ponds on Akuna Rd. Sewer flow and rain gauges installed in the reticulation system continue to monitor flows.	Number of overflows due to wet weather	6			
WW1.2.2	Reduced sewer blockages	Minimise frequency and duration of discharges from sewerage network	No update provided	Number of sewer chokes per 100km		0%	Not Updated	Director Infrastructure

WW1.3: Improve the customer interaction and experience

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW1.3.1	Quality and impact of communication with the customer is improved	Improve the customer interaction and experience	Council staff responded to 120 customer requests of blockages in the sewer. Of these, 50 were in the Councils mains. All requests were responded to within Councils level of service agreement.	Percentage of customer complaints responded to in accordance with level of service agreement	100%	50%	Progressing	Manager Infrastructure Operations

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW1.3.2	Customers knowledge of wastewater system increases	Improve the customer interaction and experience	No specific engagement regarding the wastewater network in the reporting period, with COVID impacting engagement opportunities. This will be a focus in the future when engagement activities can be more routine	Regular survey data feedback		10%	Progressing	Environmental & Sustainability Co-ordindator

WW2: Sustainably treat waste water

WW2.1: Treated effluent quality meets the required standard

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW2.1.1	Treated effluent meets EPL requirements	Treated effluent quality meets the required standard	Sampling undertaken as required by EPL, with results published on PSC's website and reported in PSC's Annual Return to the EPL. One non-compliance recorded for the reporting period relating to a missed sample (due to a freighting error).	EPA License breaches		50%	Progressing	Environmental & Sustainability Co-ordindator

WW2.2: Optimised resource use during treatment

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW2.2.1	Inputs to treatment are minimised	Optimised resource use during treatment	Chemical costs at the plant rose from September to November due to the introduction of Dam water to the blend. The overall costs to treat water was less than the previous year however with the average costs for the 6 months, including pumping costs, $529.37/ML.	Cost of treatment per kL inflow	$0.53/kL	50%	Progressing	Manager Infrastructure Operations

WW2.3: New plant is operated and maintained to high performance standard

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW2.3.1	Best long-term value of new plant achieved	New plant is operated and maintained to high performance standard	Maintenance management system linked to corporate ERP is still underdevelopment via TechOne.	Planned preventative maintenance exceeds breakdown maintenance.	Yes	50%	Progressing	Director Infrastructure
				Number of plant operational complaints	0			

WW3: Responsibly manage waste by-products of treatment

WW3.1: Maximise effluent re-use

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW3.1.1	All effluent has a beneficial reuse	Maximise effluent re-use	All effluent produced at the STP is reused beneficially either through additional treatment at the Advanced Water Recycling Facility for use in PSC's Recycled Water Ring Main (to irrigate town greenspaces), through pumping into Goobang Creek (environmental flows to help maintain integrity of the creek system), or through directing treated effluent into PSC's old effluent ponds to provide habitat to local native flora and fauna (site of future wetlands which, when completed, will receive a greater volume of treated effluent).	Percentage breakdown of effluent reuse by destination		50%	Progressing	Environmental & Sustainability Co-ordindator

WW3.2: Maximise bio-solid re-use

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW3.2.1	All bio-solids have a beneficial reuse	Maximise bio-solid re-use	The bio-solids from two lagoons have been pumped into geobags for drying prior to disposal. The solids will be transported to a recycling site for composting within the next six months	Percentage of bio-solids diverted from landfill.	O	50%	Progressing	Manager Infrastructure Operations

WW3.3: Residual treatment by-products disposed of ethically

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW3.3.1	All residual treatment by-products disposed of to regulated waste disposal facility	Residual treatment by-products disposed of ethically	All screenings form the inlet works primary screens are disposed to a regulated disposal facility	Percentage of compliant waste disposal dockets	100%	100%	Completed	Manager Infrastructure Operations

WW4: Safely and sustainably treat and distribute recycled water

WW4.1: Recycled water quality meets AGWR

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW4.1.1	Recycled water is safe for municipal irrigation	Recycled water quality meets AGWR	All recycled water that was distributed to end users conformed to water quality specifications for safe municipal irrigation (as set out in PSC RWMS Plan)	Number of samples not complying with RWMS. Number of CCP exceedences		50%	Progressing	Environmental & Sustainability Co-ordindator

WW4.2: Recycling plant is operated and maintained to high performance standard

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW4.2.1	Plant is always continuously available to satisfy demand for recycled water. Best long-term value of new plant achieved	Recycling plant is operated and maintained to high performance standard	The AWRF was able to meet all demand for recycled water for the Parkes Recycled Water System. The operators have increased the use of recycled water onsite at the STP to reduce the demand on drinking water. The AWRF treated 70ML of effluent in the reporting period	Recycled water supplied as a percentage of total demand	100%	50%	Progressing	Manager Infrastructure Operations

WW4.3: Maintain pressure and flow rates at sustainable levels

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW.4.3.1	Minimum service available to all end users	Maintain pressure and flow rates at sustainable levels	There were no water quality compliants received on the Recycled Water System in the 6 month reporting period. There was a slight increase in unplanned maintenance costs due to an issue with the SCADA system.	Planned preventative maintenance exceeds breakdown maintenance	$3727 unplanned vs $2408 planned	50%	Progressing	Manager Infrastructure Operations

WW4.4: Minimise frequency and duration of supply interruptions

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW4.4.1	All stakeholders are informed of scheme management and performance	Minimise frequency and duration of supply interruptions	Stakeholders regularly informed of the status of the scheme to ensure that levels of service are met. Use of the custom Smart Control system to apportion and monitor water use and water quality continued throughout the reporting period, and has been well received by stakeholders.	Number of service-related complaints		50%	Progressing	Environmental & Sustainability Co-ordindator

WW4.5: Actively engage stakeholders

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
WW4.5.1	All stakeholders are informed of scheme management and performance. All end users are active participants within the scheme.	Actively engage stakeholders	Stakeholder engagement has continued at a regular pace to ensure that recycled water is used effectively and efficiency and in line with approved controls. Performance reviews of the system undertaken with Presentation Team and other end users to ensure scheme is operating effectively. End user audits scheduled for next reporting period	Stakeholder reporting up to date. Number of end user complaints		50%	Progressing	Environmental & Sustainability Co-ordindator

Transport

TRANSPORT: AERODROMES

A1: Providing a safe Aviation Facility

A1.1: Legislative Compliance to ensure safe Aviation Facility

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
A1.1.1	Compliance with Civil Aviation Safety Authority Regulations	Legislative Compliance to ensure safe Aviation Facility	Between June and December 2021, audits were undertaken by Technical Inspector, Lighting Inspector and a Survey Consultant. Airport remains compliant.	CASA Audit Reports, Technical inspections, Obstacle Limitation Surface Surveys, Annual Lighting Inspections, Aerodrome Manual		100%	Completed	Manager Facilities
A1.1.2	Compliance with Office of Transport Security legislation	Legislative Compliance to ensure safe Aviation Facility	The Parkes Aerodrome Manual and Transport Security Plan is current and implemented.	Transport Security Plan, Audit Reports		50%	Progressing	Manager Facilities

A2: Maintaining and Operating Parkes Regional Airport

A2.1: Ensure effective maintenance and operation of the Parkes Regional Airport

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
A2.1.1	Grounds well presented and maintained that welcomes visitors	Ensure effective maintenance and operation of the Parkes Regional Airport	The grounds and facilities at Parkes Regional Airport are well presented as a welcoming gateway to Regional NSW.	Customer Feedback		50%	Progressing	Manager Facilities
A2.1.2	Terminal building is presented to a standard befitting a gateway to the region.	Ensure effective maintenance and operation of the Parkes Regional Airport	The terminal building is always well presented providing a wonderful first impression of Parkes and the surrounding region.	Customer and Airline Feedback		50%	Progressing	Manager Facilities

A3: Development of Industrial Precinct

A3.1: Industrial Precinct developed to expand opportunities for growth

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
A3.1.1	Development in line with Master Plan	Industrial Precinct developed to expand opportunities for growth	The Industrial Park - Stage One is fully developed and released ready for occupancy.	Layout of the Industrial Precinct		100%	Completed	Manager Facilities
A3.1.2	Developer attraction to the site	Industrial Precinct developed to expand opportunities for growth	Enquiries for developer attraction pursued.	Land enquiries and leases		50%	Progressing	Manager Facilities

TRANSPORT: FOOTPATHS

F1: Manage Council's Footpath Network

F1.1: Develop footpaths

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
F1.1.1	Develop Footpath Network to meet the needs of key users and community in accordance with industry standards and guidelines	Develop footpaths	Delivered a number of capital works upgrades including but not limited to; Middleton Street footpath, Brolgan Road footpath, East Street foopath.	Success of Grants submitted for various programs	3	60%	Progressing	Works Engineer

F1.2: Upgrade Footpaths

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
F1.2.1	Implement footpath projects projects identified in the Pedestrian and Cycling Plan	Upgrade Footpaths	No update provided	% projects identified and delivered		0%	Not Updated	Works Engineer

F1.3: Maintain footpaths to meet community needs

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
F1.3.1	Ongoing footpath maintenance is carried out in a planned program to meet the needs of key users and community	Maintain footpaths to meet community needs	No update provided	% projects identified and delivered		0%	Not Updated	Works Engineer

F2: Pedestrian Access and Mobility Plan (PAMP)

F2.1: Develop Pedestrian Access and Mobility Plan (PAMP)

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
F2.1.1	Develop footpath network and pedestrian facilities to meet the needs of key users and community in accordance with industry standards and guidelines	Develop Pedestrian Access and Mobility Plan (PAMP)	Pedestrian and Cycling Plan currently being reviewed as document was initially adopted by Council in 2016. Projects are identified from this document for future funding opportunities and priorities.	Success of Grants submitted for various programs	2 successful grants for Walking and Pedestrian shared paths. 1. Captain Wilson Avenue extension and 2. Clarinda Street shared path	50%	Progressing	Director Works & Services

F2.2: Scope, design & investigate projects identified in the PSC Pedestrian Access and Mobility Plan (PAMP)

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
F2.1.2	Prepare footpath projects from the (PAMP) in line with relevant specifications and guidelines	Scope, design & investigate projects identified in the PSC Pedestrian Access and Mobility Plan (PAMP)	Councils Pedestrian and Cycling Plan is used to identify priority projects based on assessment matrix. These projects are then funded through Councils Capital program or external funding is sought.	% of designs delivered	3 projects identified for this year. 1. East Street Shared Path. 2. Clarinda Street shared path. 3. Hooley Street shared path extension and 4. Captain Wilson Avenue extension (Southern Cross) with all designs completed prior to construction activities commencing	50%	Progressing	Director Works & Services

F2.3: Implement projects identified in the PSC Pedestrian Access and Mobility Plan (PAMP)

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
F2.3.1	Implement footpath and pedestrian	Implement projects identified in the PSC	Delivered 2 strategic links within the PAMP - Brolgan Road	% projects identified and delivered		50%	Progressing	Works Engineer

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
	facilities to meet the needs of key users and community in accordance with industry standards and guidelines	Pedestrian Access and Mobility Plan (PAMP)	extension and East Street extension. PAMP to be updated for next 5 year period.	% projects identified and delivered				

TRANSPORT: ROADS

R1: Develop Council's Local Road Network

R1.1: Develop Council's Road Network

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R1.1.1	Develop Urban Road Network to meet the needs of road users	Develop Council's Road Network	Projects identified for delivery identified from Long Term Roads Improvement Program. Successful grants submitted to continue developing the road network.	Success of Grants submitted for various programs such as Fixing Local Roads (FLR), Blackspot, NSW SaferRoads	Blackspot projects commenced at Currajong and Church Str, East and Gap Street. Fixign Local roads projects commenced with survey and design components completed.	50%	Progressing	Director Works & Services

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R1.1.2	Develop Rural Road Network to meet the needs of road users	Develop Council's Road Network	Projects identified for delivery identified from Long Term Roads Improvement Program. Successful grants submitted to continue developing the road network.	% projects identified and delivered	Roads to Recovery Funding allocated, Urban and Rural Construction votes allocated	50%	Progressing	Director Works & Services
R1.1.3	Develop Regional Road Network to meet the needs of road users	Develop Council's Road Network	Projects identified for delivery identified from Long Term Roads Improvement Program. Successful grants submitted to continue developing the road network.	Success of Grants submitted for various programs such as Fixing Country Roads (FCR), Heavy Vehicle Safety Productivity Program (HVSPP), Blackspot, Resources For Regions (R4R)	Successful grants submitted for FCR - MR350N/S, FLR - Currajong Street and Baldry Peak Hill Road	50%	Progressing	Director Works & Services
				REPAIR Grants submitted	No REPAIR Grant submitted this period.			

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R1.1.4	Source road making materials in an environmentally responsible manner	Develop Council's Road Network	Road making materials are being sourced from a number of areas. Material is purchased from a number of suppliers in the PSC who have pits registered with the Parkes Shire Council. A further 16 pits privately owned by land owners are used by the PSC to obtain material to carry out road construction. A competent and compliant contractor is currently engaged to carry out the winning and crushing of gravel in our pits. A full review of all pits operated and the management plan is currently being carried out in 2021/22.	Ensure compliance with relevant legislation pertaining to operations of gravel and pits with no breaches recorded.	Compliance with regulator requirements and completion of pit management plans to meet industry standards underway	50%	Progressing	Director Works & Services
				Manage contractors to ensure legislative compliance to ensure no breaches are recorded.	Suitable management of sub contractors to ensure safe and efficient activies conducted in accordance with regulations.			
				% of crushing program delivered to provide adequate stocks enabling timely supply for works.	60% crushing program completed in Q1			
				Customer requests are dealt with in a timely manner.	Customer requests handled with only 1 recorded and currently being managed			

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R1.1.5	Forecast yearly projects for inclusion in future works program in line with Council's LTRIP	Develop Council's Road Network	Projects identified for delivery identified from Long Term Roads Improvement Program. Successful grants submitted to continue developing the road network. Transport 21/22 Program ratified by Council and currently being executed.			50%	Progressing	Director Works & Services

R1.2: Scope, design & investigate projects identified in the PSC Long Term Road Improvement Plan (LTRIP)

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R1.2.1	Prepare Urban Road projects from the LTRIP in line with relevant specifications and guidelines	Scope, design & investigate projects identified in the PSC Long Term Road Improvement Plan (LTRIP)	Projects identified for delivery identified from Long Term Roads Improvement Program. Successful grants submitted to continue developing the road network. Projects identified include Thomas Street, Woodward Street, Matthews Street, Dalton Street and Victoria Street.	% of designs delivered	No designs required for these urban rehabilitation projects	50%	Progressing	Director Works & Services

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R1.2.2	Prepare Rural Road projects from the LTRIP in line with relevant specifications and guidelines	Scope, design & investigate projects identified in the PSC Long Term Road Improvement Plan (LTRIP)	Projects identified for delivery identified from Long Term Roads Improvement Program. Successful grants submitted to continue developing the road network. Projects identified for Rural Construction include Coradgery Road, Back Peak Hill Road and Cookamidgera Road	% of designs delivered	60% designs completed for 3 main projects	50%	Progressing	Director Works & Services
R1.2.3	Prepare Regional Road projects from the LTRIP in line with relevant specifications and guidelines	Scope, design & investigate projects identified in the PSC Long Term Road Improvement Plan (LTRIP)	Projects identified for delivery identified from Long Term Roads Improvement Program. Successful grants submitted to continue developing the road network. Projects identified for Q1 include MR350N - The Bogan Way, SR76 - Bogan Road	% of designs delivered	All designs completed for projects identified for delivery in Q1.	50%	Progressing	Director Works & Services

R2: Upgrade Council's Road Network

R2.1: Upgrade Urban Roads

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R2.1.1	Implement urban road projects identified in the PSC LTRIP	Upgrade Urban Roads	No update provided	% of projects delivered % of Urban Lanes Program delivered		0%	Not Updated	Works Engineer
R2.1.2	Implement Kerb & Gutter Program as per the PSC LTRIP	Upgrade Urban Roads	No update provided	% of projects delivered		0%	Not Updated	Works Engineer

R2.2: Upgrade Rural Roads

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R2.2.1	Implement rural road projects identified in the PSC LTRIP	Upgrade Rural Roads	No update provided	% of projects delivered		0%	Not Updated	Works Engineer
R2.2.2	Implement rural road projects identified in the Gravel Resheet Program-PSC LTRIP	Upgrade Rural Roads	No update provided	% of projects delivered		0%	Not Updated	Works Engineer

R2.3: Upgrade Regional Roads

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R2.3.1	Implement regional road projects identified in the PSC LTRIP	Upgrade Regional Roads	No update provided	% of projects delivered		0%	Not Updated	Works Engineer
R2.3.2	Implement regional road projects identified in the Gravel Resheet Program- PSC LTRIP	Upgrade Regional Roads	No update provided	% of designs delivered		0%	Not Updated	Works Engineer

R3: Maintain Council's Road Network

R3.1: Maintain Urban Roads

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R3.1.1	Urban Road Network is maintained to meet the needs of road users	Maintain Urban Roads	No update provided	% Resealing Projects identified and delivered.		0%	Not Updated	Works Engineer
				Number of Asset Inspections Carried out in accordance with Asset Management Plans.				
				Works Orders issued and completed.				

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
				Customer requests are dealt with in a timely manner.				
R3.1.2	Maintain kerb and gutter to meet the needs of key users and community	Maintain Urban Roads	No update provided	% projects identified and delivered		0%	Not Updated	Works Engineer

R3.2: Maintain Rural Roads

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R3.1.1	Rural Road Network is maintained to meet the needs of road users	Maintain Rural Roads	No update provided	Customer requests are dealt with in a timely manner.		0%	Not Updated	Works Engineer
				% Resheeting Projects identified and delivered				
				Number of Asset Inspections Carried out in accordance with Asset Management Plans.				
				Works Orders issued and completed				

R3.3: Maintain Regional Roads

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R3.3.1	Regional Road Network is maintained to meet the needs of road users	Maintain Regional Roads	No update provided	% Reseal Program delivered		0%	Not Updated	Works Engineer
				Success of Grants submitted for various programs such as Fixing Country Roads (FCR), Heavy Vehicle Safety Productivity Program (HVSPP), Blackspot, Resources For Regions (R4R).				
				Number of Asset Inspections Carried out in accordance with Asset Management Plans.				
				Works Orders issued and completed.				
				Customer requests are dealt with in a timely manner				

R3.4: Maintain State Roads (MR61)

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R3.4.1	State Road Network is	Maintain State Roads (MR61)	No update provided	% Reseal Program delivered		0%	Not Updated	Works Engineer

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
	maintained to meet the needs of road users in accordance with the Roads Maintenance Council Contract (RMCC)			% Heavy Patch Program delivered				
				All customer requests are dealt with in a timely manner				
				Number of Asset Inspections Carried				
				Works Orders issued and completed				

R4 : Fleet Procurement

R4.1: Effectively Manage Council's Fleet Procurement

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R4.1.1	Plant Replacement Program in line with Industry standards	Effectively Manage Council's Fleet Procurement	i am completing the capital forms in accordance with the IPWEA replacement guidelines either in time or kilometres/hours to maintain a healthy fleet capable of handling the work loads of today and in the future beyond, but i have no control over the approval to obtain a capital number to proceed with the purchase, finance have dragged the chain in the process but i have done all i can from my end	Methods In line with IPWEA recommended principles		100%	Completed	Fleet & Depot Coordinator

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R4.1.2	Technological advancements	Effectively Manage Council's Fleet Procurement	During the reporting period numerous technological advancements have been implemented into Councils fleet and continue to be implemented with all purchases. These include: 1. seatbelt alarms and reversing cameras as standard issue in all plant and equipment (including graders) 2. Reversing cameras on light vehicles becoming standard issue 3. GPS improvements identified and currently being investigated 4. Fleet management software identified and currently being investigated	Networking activities and research	NIL	50%	Progressing	Director Works & Services

R4.2: Implement Council's Fleet Management and Maintenance Program

Action Code	Action Name	Deliverable	Comments	Performance Measure	Actual	Progress	Status	Responsible Officer Position
R4.2.1	Plant availability for operational needs within budgetary constraints	Implement Council's Fleet Management and Maintenance Program	Covid-19 has affected the supply and transport industry and made sourcing parts impossible, some of our USA mowers have been down with different things	Plant uptime 95% across the fleet	93 %	100%	Completed	Fleet & Depot Coordinator