



CENTRAL WEST COUNCILS  
**ENVIRONMENT  
& WATERWAYS**  
A L L I A N C E

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# **OPERATIONS PLAN**

## **2022/23 FY**

## OPERATIONS PLAN 2022/23

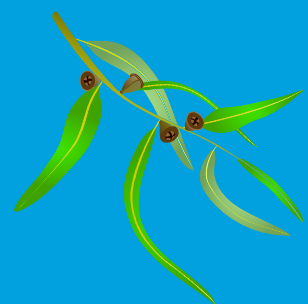
The Central West Councils Environment & Waterways Alliance (Alliance) is a partnership of 18 Councils across the Central West of New South Wales. The Alliance exists to improve environmental outcomes across the greater Central West region of New South Wales.

This Operations Plan has been developed to guide the direction and actions of the Alliance in the short to medium term and will be renewed annually. The Operations Plan provides specific direction on the operations of the Alliance, the process for election of Alliance Officials, and the role of the Project Support Officer. This plan is to be considered the annual working guide to implement the overall Mission, Goals, and Strategies that are outlined in the overarching Alliance Strategic Plan.

### Mission Statement

To be an active partnership of Councils across the Central West of NSW, engaging all tiers of Government and our Communities, contributing to the protection and enhancement of the environmental, social, economic and cultural condition of our part of the world.

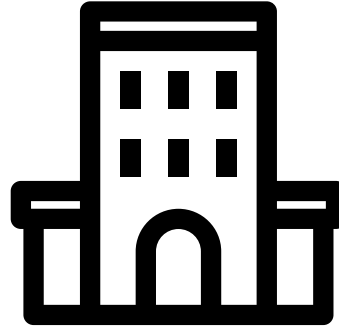
An Operations Plan will be prepared annually to guide the Alliance works over the proceeding financial year. While the Operations Plan will outline the primary works of the Alliance, it is also understood that during the 12 month period of the Operations Plan there will most likely be unforeseen projects, activities, grants etc. that arise that will be actioned by the Alliance. Generally these "out of plan" actions will be voted on at an Alliance meeting. However, where time is critical, they may be approved at the discretion of the Elected Representatives - the Chair and Deputy Chair of the Alliance.



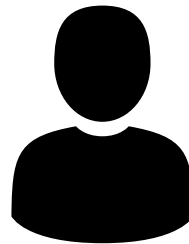


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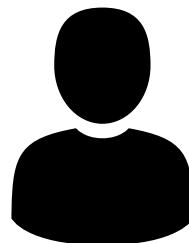
## ORGANISATIONAL STRUCTURE



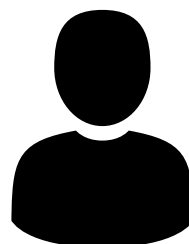
Alliance Member Councils



Alliance Chair - David Waddell - Orange City Council



Alliance Deputy Chair - Michael Chambers



Alliance PSO - Mick Callan - Neophema Environmental





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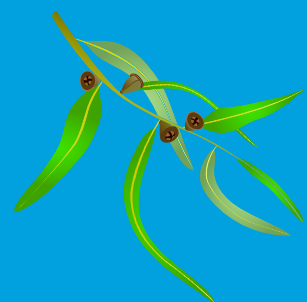
## ALLIANCE MEMBER COUNCILS



Central West Councils Environment & Waterways Alliance is a member based organisation of Councils. All Member Councils must remain financially invested to remain active within the Alliance.



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## **ALLIANCE OPERATIONS**

### **MEETINGS**

Central West Councils Environment & Waterways Alliance meetings are held quarterly in various locations around the Alliance region where discussion usually includes:

- planning for future activities
- updates on Alliance activities
- current issues; and
- other pertinent information relating to environmental matters in Local Government.

Additional online meetings may be held up to four times a year to provide updates to Alliance Members without the need for travel.

### **TERMS OF REFERENCE & MEMBERSHIP AGREEMENT**

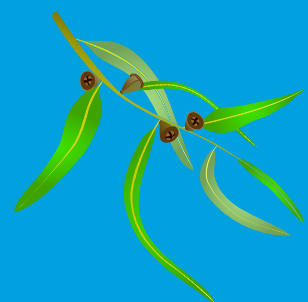
Detailed information regarding Alliance Membership, including cost of membership and the membership term can be found in the Alliance Terms of Reference & Membership Agreement that is developed for each Member Council. The current agreements expired in June 2021 but were renewed for an additional year due to the impacts of COVID-19. Contracts will be established for a term of four years - aligning these contracts with the terms of Local Government elections - taking the membership period through to June 2026.

### **ELECTION OF ALLIANCE OFFICIALS**

Full detail of the process for the election of Alliance Officials is included in the Alliance Terms of Reference & Membership Agreement. An election for these officials scheduled to be held in the 2022 calendar year to align with Council elections was postponed due to COVID-19. Election of Alliance Officials is for a period of 2 years.

### **MANAGEMENT**



The day to day operations of the Alliance fall to the Project Support Officer (PSO) currently held by Mick Callan as Neophema Environmental. The PSO reports to the Alliance Members and Elected Officials.








## 12-MONTH TIMELINE 2022/23


### JULY

-  Finalise and distribute Alliance Terms of Reference & Membership Agreements for 4 year period
-  Preparations for August Alliance meeting


### AUGUST

-  Draft Council Report to update new Councillors at each Council about the Alliance
-  August meeting of the Environment & Waterways Alliance
-  Election of Alliance Officials at first meeting of financial year for 2 year term



### SEPTEMBER

-  Finalise and distribute Council Report to each Alliance Member Council


### OCTOBER

-  Preparations for November Alliance meeting


### NOVEMBER

-  Draft Council Report
-  November meeting of the Environment & Waterways Alliance


### DECEMBER

-  End of calendar year update on Alliance activities/successes etc. for Alliance Member Councils and Friends of the Alliance



### JANUARY

-  Preparations for February Alliance meeting

### FEBRUARY

-  February meeting of the Environment & Waterways Alliance




### MARCH

-  Contract management with tree day contractor via phone calls/emails/site visits
-  Regular comms. with CSU



### APRIL

-  Preparations for May Alliance meeting

### MAY

-  Draft 2022/23 Operational Plan
-  May meeting of the Environment & Waterways Alliance
-  Prepare for election of Alliance Officials at the first meeting of the financial year

### JUNE



-  Finalise 2022/23 Operational Plan
-  Invoice Member Councils for membership

# 12-MONTH TIMELINE 2022-23: HOLLOWES PROJECT


## JULY

-  Organisation of remaining three National Tree Day events
-  Ongoing monitoring of tree hollows
-  Preparation of Chainsaw Hollows Specifications Booklet
-  Graphic design work for Chainsaw Hollows booklet



## AUGUST

-  Preparation and planning for Hollows Forum and launch of Chainsaw Hollows Specifications booklet
-  Printing of 500 Chainsaw Hollows Specifications booklets & online distribution through Alliance website


## SEPTEMBER

-  Hollows Forum event to disseminate information learnt from the project, launch Chainsaw Hollows Specifications booklet, and hear from experts in hollow obligate species


## OCTOBER

-  Promotion of the Hollows Project through social media channels
-  Review of CSU Honours thesis


## NOVEMBER

-  Prepare final report for Environmental Trust


## DECEMBER

-  Assist CSU Honours student in preparation of journal articles for submission

## JANUARY

-  Assist CSU Honours student in preparation of journal articles for submission

## FEBRUARY

-  Submit Final report to Environmental Trust





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