

Operational Plan - 2014

Officer	What Output	How Activity	Priority	Risk
Environment				
A community which is Actively Maintaining Practices which ensures Environmental Sustainability.				
Effective Animal Control within Communities				
Ensure that local laws and other legislation are applied as required to ensure that effective animal control is maintained.				
CEO	Trained staff	Conduct training in authorised persons responsibilities	Low-Month 3	
DOW	One employee licenced for 1080 baiting	Arrange for a staff member to be licenced for 1080 baiting	Low-Month 3	
Further Development of Green Energy Opportunities				
Actively encourage and promote renewable energy.				
DOW	Options for the installation of Solar Power Panels have been established	Engage with alternative resource companies to establish options for the installation of Solar Power on Council Buildings	Low-Month 3	
Lobby relevant agencies to take advantage of the natural resources for the production of energy in the Shire.				
CEO	Investigation complete	Investigate the feasibility of the establishment of a new thermal power station in Birdsville	Low-Month 3	
Protection of the Great Artesian Basin				
Lobby the Federal Government to re-establish the bore capping scheme				
CEO	Successful adoption of WQLGA resolution at LGAQ conference	Support combined Council and LGAQ efforts to re-establish the bore capping scheme	Low-Month 3	
Maintain membership of the great artesian basin committee.				
CEO	Current GAB membership	Renew GAB committee membership	Low-Month 3	
Maintain up to date information on scientific developments with respect to the GAB.				
CEO	Council is informed on current developmnets with regard to the GAB	Monitor information provided by GAB committee	Low-Month 3	
The Pest Animals/Plant status of the Shire is Improved				
Continue to support Shire catchment management and Landcare groups.				
CEO	Appropriate budget allocations	Provide support as appropriate	Low-Month 3	
Engage with regional bodies and participate in the development of regional environmental management plans.				
DOW	Active participation in on ground activities in conjunction with regioanl programs	RLO continue to engage in the decvelopment of regional environmental plans.	Low-Month 3	
Ensure where possible that Council decisions are in keeping with existing plans.				
DOW	Comprehensive reporting on activities that are not consistent with existing Plans	Reference relevant plans in reports to Council	Low-Month 3	
Maintain currency of relevant pests and plants management plans.				
DOW	Pest management plans are current	Review Council's Pest Management Plan	Low-Month 3	
Management plans are developed and implemented to protect the environment				
	Nil Action		Low-Month 3	

Guaranteed Quality Water Supply and Waste Water Treatment.**Water Supply and Waste Water Sustainability**

Investigate Waste Water reuse strategies

Nil Action

Low-Month 3

Maintain water and waste water infrastructure in accordance with SAMPs

DOW Appropriate funding for water and waste water operations and capital works

Include funding for maintenance and capital works in the budget proposal

Low-Month 3

DOW Revised waste water SAMP

Review waste water SAMP based on in pipe camera survey undertaken in April 2014 and other inspections

Low-Month 3

Social

A Community that Recognises the Value of Preserving the Unique Culture of the Area.

Effective Management of Cultural Heritage and Native Title

Investigate the establishment of a cultural heritage management plan

CEO Research into the content of Cultural heritage Management Plan

Undertake research into the requirements of Cultural Heritage Management Plan

Low-Month 3

Progress the finalisation of ILUAs as appropriate

CEO Council meets obligations under existing ILUAs and develops other agreements as appropriate

Improve staff understanding of the content of existing ILUAs

Low-Month 3

Financially Viable and Strongly Supported Traditional Social Events

Maintain support in accordance with Council's grants to community organisations policy.

DCEO Community grants policy updated

Review Council's Grants to Community policy

Low-Month 3

Identification of Aboriginal Sites of Significance

Liaise with aboriginal groups to identify sites of significance

DOW Council activities meet the Aboriginal Cultural Heritage Act 2003

Staff trained in the requirements of the Aboriginal Cultural Heritage Act 2003

Low-Month 3

Preservation of Historical Sites and Artefacts

Establish and fund a plan for the preservation and display of historical sites and artefacts

Nil Action

Low-Month 3

A Community where the Cost of Living is Comparable to the South East of the State.

The Cost of Living in the Shire is Reduced

Identify ways to reduce the cost of living.

DCEO Community round table carried out

Facilitate a community round table on cost of living improvement options

Low-Month 3

A Community With Affordable Access To The Full Range Of Transport Services And Facilities.

A Reliable, Regular Air Service at Prices Comparable to Brisbane to Mt Isa Costs

Encourage use of the air services

DCEO Engagement complete

In conjunction with Barcoo and Boulia Shires engage with Skytrans to negotiate a volume based pricing structure.

Low-Month 3

Lobby the State Government to maintain present subsidised air services through the Shire

CEO Engagement carried out

Take advantage of opportunities to engage with the State Government to promote the retention of the air service subsidy

Low-Month 3

Maintain a high standard of airport facilities in both towns

DOW Works complete

Complete the Birdsville runway resurfacing

Low-Month 3

A weekly Freight Service at Prices Comparable to Brisbane to Mt Isa Freight Costs

Maintain biannual preferred freight supplier arrangements for Council and community freight

DCEO An efficient, effective and reasonably priced freight solutions for the shire.

Review the most effective way to manage freight into the shire

Low-Month 3

Officer	What Output	How Activity	Priority	Risk
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A Community With High Private Home Ownership In Which All Residents Are Appropriately Housed.

Private Home Ownership Continues to Increase

Continue to make suitable housing stock available for private purchase

DCEO	Surplus housing stock identified	Investigate housing stock to be deemed surplus and make available for sale	Low-Month 3	
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Investigate options for rent to buy incentives or the disposal of housing with a long term lease back option. (DHA)

DCEO	Options review complete	Complete investigation into the options for the disposal of surplus housing stock identification	Low-Month 3	
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A Motivated And Involved Community.

Active and Well Resourced Community Groups

Continue to assist community groups to access grant funding.

DCEO	Successful grant applications by community groups	Provide administrative support to community groups to assist in grant applications	Low-Month 3	
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Maintain support in accordance with Council's grants to community organisations policy.

DCEO	Funds are available for community grants	Make provision in budget for community grants	Low-Month 3	
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The Shire's Youth are Actively Involved in the Community

Continue to facilitate skills development activities for youth

DCEO	Youth development activities delivered	Fund the delivery of agreed youth development activities	Low-Month 3	
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Continue to support the youth Council.

DCEO	Well run Youth Council	Provide appropriate administrative support to the Youth Council	Low-Month 3	
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DCEO	Appropriate Youth Council funding	Provide budget allocation for the Youth Council operation	Low-Month 3	
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A Safe and Crime Free Community.

The Community Remains Safe and Crime Free

Continue to support police and emergency services in the Shire

DOW	Emergency services are adequately resourced	Provide budget allocation for emergency services	Low-Month 3	
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Maintain disaster management plans.

CEO	An up to date Disaster Management Plan	Review the Disaster Management Plan in line legislative requirements	Low-Month 3	
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Maintain engagement with regional police service to ensure that police stations are staffed at all times, community needs are understood and policing is effective.

CEO	Community policing needs are understood by Police service Hierarchy	Take advantage of opportunities to engage with senior police service officers.	Low-Month 3	
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A Well Co-Ordinated And Co-Operative Group Of Businesses And Individuals That Deal With The Public Which Successfully Promotes The Community.

Economic Development Plan Goals Have Been Achieved

Implement the Economic Development Plan actions

	Nil Action		Low-Month 3	
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All Shire Residents have access to Equitable Electricity Supply

Officer	What Output	How Activity	Priority	Risk
	Affordable Power Supplies Are Available			
	Engage with Government and relevant bodies to promote provision of equitable power supplies to stand alone power sources.			
	Nil Action		Low-Month 3	
	Communication Access Comparable with South East Queensland			
	Fibre Optic Cable (Including Mobile Phone Towers) is Connected From Boulia to Birdsville			
	Council borrows funds for its share of the project costs.			
DCEO	Borrowing approval received	Submit borrowing approval for FOC funding to the Department of Local Government	Low-Month 3	
DCEO	Borrowings correctly approved by Council	Include borrowings for FOC funding in Council debt policy and finance forecasts	Low-Month 3	
	In conjunction with Barcoo Shire continue to Lobby Federal Government to fund 50% of the cost of the Barcoo Diamantina Telecommunication Project with the balance funded from State Government and Council.			
CEO	Balance of funding provided to enable optic fibre project to proceed.	Lobby as require and submit funding applications as appropriate	Low-Month 3	
	Full Employment.			
	The Employment Rate Maintained at More Than 95%			
	Facilitate the establishment of family day care opportunities			
DCEO	Child care and play group options are understood	Investigate options to provide child care opportunities in both towns	Low-Month 3	
	Make Council training activities available to community members if appropriate			
DCEO	Community has access to training opportunities	Provide access for community to Council arranged training where appropriate.	Low-Month 3	
	Fully Operational Medical and Pharmacy Facilities Run by Quality Service Providers that Provide Appropriate and Affordable Access to on site GP's and other Specialist Medical Care			
	A Community that is Fully Aware of and Responsible to Primary Health Care Needs			
	Ensure the maintenance of visits by specialist health services. (cardio, ENT etc)			
	Nil Action		Low-Month 3	
	Implement health issues awareness activities in the workforce			
	Nil Action		Low-Month 3	
	Lobby State health to maintain half yearly dental visits			
DCEO	Community dental needs are known by health service providers	Engage with the regional health board to establish six monthly dental visits	Low-Month 3	
	Subsidise the cost of Council's bus for groups wishing to access specialist medical services			
DCEO	Subsidised access to Council bus	Make budget allocation to fund bus subsidy for the community	Low-Month 3	
	Ambulance Services Throughout The Shire and at Community Events are Retained			
	Continue to ensure that QAS provide ambulance services to community events.			
DCEO	Ambulance services are provided at community events at an affordable price	Engage with QAS to ensure that ambulance services are provided to community events at reasonable prices	Low-Month 3	
	Establish a Partnership with Central West Hospital and Health Board to Provide a Quality Health Service			

Officer	What Output	How Activity	Priority	Risk
	Ensure service levels are maintained Nil Action		Low-Month 3	
	Enter into a partnership and ensure facilities are maintained.			
CEO	Central West Health Service providing a high quality health service in the shire's clinics	Enter into a MOU from 1 July 2014	Low-Month 3	
Quality Health Infrastructure that meets Community Needs				
	Construct mortuary and storage facilities at the Birdsville health clinic			
DCEO	Morgue facilities constructed in Birdsville	In consultation with CWHS review the need and location of a morgue in Birdsville	Low-Month 3	
	Source funding for the expansion of the Bedourie clinic as per plans			
DCEO	Plans for upgrade of Bedourie clinic are considered and decision whether to proceed	Review proposed plans with CWHS and determine future need.	Low-Month 3	
Services are Provided for our Aged, Youth and Children as Appropriate				
	Facilitate opportunities for Youth			
DCEO	Successful youth Council initiatives	Support Youth Council initiatives as appropriate	Low-Month 3	
	Facilitate the provision of in home aged care services			
CEO	Adequate services provided for aged residents	In consultation with CWHS review the needs of aged residents for in home care	Low-Month 3	
	Facilitate the provision of play group services			
DCEO	Play group options are understood	Investigate options for the provision of E-kindy in addition to playgroup services	Low-Month 3	
Quality Sporting Facilities.				
Well Maintained, Quality Sporting Facilities which meet Community Needs with Additional Facilities as Appropriate for the Communities				
	Council require all clubs to submit their club development plans.			
DCEO	Council understands Shire clubs development plans and needs	Communicate with all Shire clubs to provide Council with their development plans	Low-Month 3	
	Develop a sport and recreation plan which addresses community needs.			
	Nil Action		Low-Month 3	
	Investigate the options for establishment of a swimming pool and spa facility in Birdsville			
	Nil Action		Low-Month 3	
Towns which are Attractive, Green and Clean with a Community that takes Pride in their Homes and Towns.				
Effective Waste Management				
	Implement the Shire Waste Management strategy			
DOW	Reduce the amount of wind blown litter	Install litter fences at Birdsville and Bedourie	Low-Month 3	
Planned Streetscape Development				
	Implement town streetscape plans.			
	Stage 1 Birdsville Street scape plan is complete	Complete stage 1 of the Birdsville street scape plan	Low-Month 3	
Recognition Through Tidy Towns Awards				

Officer	What Output	How Activity	Priority	Risk
	<p data-bbox="78 114 716 143">Maintain membership of KABC and nominate annually</p> <p data-bbox="94 151 844 180">DCEO Membership of KABC and involvement in Tidy Towns awards</p>	<p data-bbox="1021 151 1823 180">Renew KABC membership and nominate for inclusion in tidy towns awards</p>	<p data-bbox="1856 151 2002 180">Low-Month 3</p>	
	<p data-bbox="60 185 1299 220">Viable Community Fruit and Vegetable Gardens are Operating in Birdsville and Bedourie</p>			
	<p data-bbox="78 226 761 255">Encourage the voluntary operation of community gardens.</p>			
	<p data-bbox="94 263 598 292">DCEO Community garden is use in Birdsville</p>	<p data-bbox="1021 263 1738 292">Make Birdsville community garden site available for community use</p>	<p data-bbox="1856 263 2002 292">Low-Month 3</p>	
	<p data-bbox="94 300 763 328">DCEO Support for community gardens has been established</p>	<p data-bbox="1021 300 1682 351">Engage with both communities to establish the support for the establishment of community vegetable gardens</p>	<p data-bbox="1856 300 2002 328">Low-Month 3</p>	

Economic

A Major and Sustainable Tourism and Events Industry

Well Planned Tourism Initiatives

Carry out a review of level of Council support for tourism and events.

DCEO Council's support for tourism and events has been reviewed

Carry out a review of Council's funding and support for tourism promotion and event support.

Low-Month 3

Implement the tourism development plan (including events)

DCEO An up to date Tourism and Development Plan

Review the Tourism Development Plan

Low-Month 3

A Transport Network Maintained in Line with the Rest of the State.

A Well Maintained Shire Road Network which meets the needs of the Road Users

Carry out works in line with works program

DOW Works program funded

Provide budget allocation to fund approved works program

Low-Month 3

Airports and Services that Meet Community Requirements

Implement the development plans for Bedourie and Birdsville airports as funds allow.

DOW Resurfacing of Birdsville Aerodrome completed

Complete resurfacing of the Birdsville Aerodrome

Low-Month 3

All Main Roads in the Shire are Bitument Sealed

Contribution up to 50% of costs to the sealing of main roads inline with budget constraints.

CEO Co-funded sealing works on Main Roads undertaken

Provide budget allocation for main roads sealing subject to matching DTMR contribution and lobby as appropriate

Low-Month 3

Lobby State and Federal Government for road network improvement in line with Councils 20 year main roads improvement strategy

CEO Successful engagement for road funding

Engage with the State and Federal Government for funding to seal DTMR network

Low-Month 3

Council is a Leader in the Region which Supports Regional Co-Operation, Resource Sharing and Partnerships

Council Continue to Lead the Region in Co-operation and Resource Sharing

Cooperate with neighbouring Shires in resource sharing activities where mutually beneficial

CEO Regular engagement with neighbouring Shires

Continue to engage with neighbouring Shires to identify resource sharing opportunities

Low-Month 3

Participate in regional purchasing arrangements where appropriate

CEO Regular engagement with neighbouring Shires

Continue to engage with neighbouring Shires to identify resource sharing opportunities

Low-Month 3

Participate in regional resource sharing and cooperation initiatives

CEO Regular engagement with regional bodies

Continue to engage with regional bodies to identify resource sharing opportunities

Low-Month 3

Council is Recognised as the Sole Road Construction Provider in the Shire

Council Maintains its Sole Invitee Status for all DMR and NDRRA Works

Officer	What Output	How Activity	Priority	Risk
	Lobby Federal and State to ensure NDRRA works are offered to Council on priority			
CEO	Successful Engagement	Engage with Federal and State Governments to ensure NDRRA works are offered to Council on priority	Low-Month 3	
	Council Owns and Operates a Quality Plant Fleet			
	Carry out plant changeover in accordance with plant replacement program			
DOW	Modern Plant Fleet	Allocate funds in line with plant replacement program	Low-Month 3	
	Maintain a Profitable Plant Operation			
	Review plant hire rates and performance periodically			
DOW	Up to date plant hire rates	Carryout annual review of plant hire rates	Low-Month 3	
DOW	High level of plant performance	Conduct monthly plant performance review	Low-Month 3	
	<i>Council Leadership deliver Growing and Diversified Industries which provide ample Employment Opportunities to Shire Residents.</i>			
	An Economic Development Plan in place which Enables New Businesses to be Developed			
	Identify and actively market available land stocks			
CEO	Vacant land advertised for sale	Identify available land stocks and determine which will be made available for sale	Low-Month 3	
	Implement the economic development plan			
	Nil Action		Low-Month 3	
	Support Sustainability of the Cattle Industry			
	Lobby to extend sealed road network to improve animal welfare.			
CEO	Successful engagement and funds provided	Engage with funding providers for sealing activities to support animal welfare improvements	Low-Month 3	
	Maintain pest free status of river systems in the Shire.			
DOW	Funding allocated for pest management activities	Provide budget allocation for pest management activities	Low-Month 3	
	<i>Land and Infrastructure Development that Facilitates and meets the Needs of the Growing communities.</i>			
	Town Planning Scheme which will Meet Community Needs and Growth into the Future			
	Regularly review the town planning scheme and ensure development applications are assessed in accordance with the scheme. Develop land as required to meet existing and anticipated demand			
	Nil Action		Low-Month 3	
	<i>Regional Government Offices Operating in the Community.</i>			
	One Government Related Office is Established in the Shire			
	Investigate and report to Council on options for the establishment of Government agencies in the Wirrari centre facilities and the Bedourie administration centre			
DCEO	Report presented to Council	Prepare a report on complimentary uses for Wirrari centre facilities and the Bedourie facilities	Low-Month 3	
	Investigate options for establishment of QGAP Offices in Council facilities.			
DCEO	Nil Action		Low-Month 3	
	<i>Sustainable Quality Council Assets which meet Community Needs.</i>			

Officer	What Output	How Activity	Priority	Risk
Well Maintained Council and Community Assets with Additional Facilities as Appropriate for the Communities				
Cost and prioritise the development and operations factoring in depreciation of community facilities and/or services.				
DCEO	Community facilities development needs have been established	Establish the community and Council needs for community facilities and their development	Low-Month 3	
Implement assets management plan				
CEO	Asset Management activities carried out in line with Asset Management Plan	Carry out works in line with Asset Management Plans and budget constraints	Low-Month 3	
Review Council service levels and benchmark against industry standards				
DCEO	Targeted functions have service levels reviewed	Commence a prioritised service level review	Low-Month 3	
Seek funding assistance for and undertake the development of new facilities in line with the prioritised program as finance allows.				
DCEO	Grant applications submitted	Grants applications submitted where they support existing priorities	Low-Month 3	

Governance

A Growing Population

The Population of the Shire Continues to Increase

Implement corporate plan strategies

CEO Corporate plan strategies are implemented

Ensure operational plan strategy implementation

Low-Month 3

A Sustainable and Effective Organisation

A Quality, Effective and Motivated Workforce

Conduct regular performance appraisals for all staff.

DCEO All staff have had performance appraisals

Continue performance management program

Low-Month 3

Implement practices across the organisation, which are in line with Council quality assurance system.

DOW Systems and procedures review complete

Review systems and procedures to identify areas to be improved

Low-Month 3

Maintain practices in line with the Workplace Health & Safety Legislation.

CEO Council WH&S needs being delivered

Provide resourcing to facilitate quality WH&S Practices

Low-Month 3

Promote the employment and development of local residents.

DCEO Take up of traineeships by local residents

Actively promote Council Traineeships in the community

Low-Month 3

Review Councils attraction and retention strategy for Staff

CEO Attraction and Retention strategy is reviewed

Report to Council on review of Councils attraction and retention strategy

Low-Month 3

That Council develop and implement a comprehensive training and development plan for Councillors and staff which is aimed at delivering Council's strategic outcomes.

DCEO Training plan is implemented

Prepare and implement a training and development program

Low-Month 3

DCEO Staff skills and training needs are established

Conduct skills audit and training needs analysis

Low-Month 3

Best Practice Corporate Governance

Develop and maintain a Risk Management Plan.

CEO Risk management Plans are in place

Engage with LGM to progress Risk Management Plans

Low-Month 3

Maintain a comprehensive and effective planning and reporting process.

DCEO Review of Councils planning and reporting processes has been completed

Conduct a review of Councils planning and reporting processes

Low-Month 3

Maintain a corporate structure that reflects and meets the needs of the Corporate Plan.

CEO Organisational structure has been revised and adopted

Revise organisational corporate structure

Low-Month 3

Maintain high standard of ethical conduct.

DCEO Ethical conduct training is completed

Conduct ethical conduct training in line with legislative requirements

Low-Month 3

Provide adequate support and development opportunities to ensure that corporate skills and knowledge are current and leading edge.

CEO Senior staff are competent and knowledgeable

Identify and promote senior staff development opportunities

Low-Month 3

Provide sufficient resources to facilitate effective governance.

CEO Governance review is completed

Conduct a review of Council governance practices

Low-Month 3

DCEO Best practice governance achieved

Implement review recommendations

Low-Month 3

Support the separation of roles between Council and Management.

CEO Opportunities for development have been provided to Councillors

Identify and promote Councillor development opportunities

Low-Month 3

Officer	What Output	How Activity	Priority	Risk
Effective Community Engagement				
	Develop and implement a community engagement framework.			
DCEO	Community engagement strategy	Develop and community engagement strategy	Low-Month 3	
	Develop and improve communications tools including website, community noticeboard, rates newsletter, annual report etc.			
DCEO	Review Complete	Review Council communication strategy	Low-Month 3	
Effective Knowledge Management Systems and Policies in Place				
	Develop, implement and maintain strategic IT plan.			
DCEO	Strategic IT Plan is developed for Council	Develop strategic IT plan	Low-Month 3	
	Maintain an effective information management system.			
CEO	Staff are competent in the use of information systems	Ensure staff are trained in information management system	Low-Month 3	
	Maintain an effective records management policy and procedure.			
CEO	Records management policy and procedures are implemented	Review records management policy and procedures and structure of InfoExpert	Low-Month 3	
Long Term Financial Sustainability				
	Continue to apply the Code of Competitive Conduct to nominated Council business activities.			
DCEO	Compliant financial reporting	Continue management and reporting of Council business activities in line with statutory requirements	Low-Month 3	
	Ensure that grant and subsidy income is maximised.			
CEO	Successful grant applications	Support grant applications with effective lobbying of funding bodies for priority projects	Low-Month 3	
	Fund depreciation in line with Council's revenue policy and provide for asset replacement in line with asset management plans.			
CEO	Capital works program fully funds renewals	Provide budget allocation to fully fund depreciation	Low-Month 3	
	Maintain up to date and compliant financial management and reporting systems.			
DCEO	Positive Audit Report and Accounting Policy and procedures updated	Ensure financial management and reporting systems are compliant and up to date	Low-Month 3	
	Maximise internal/external revenue sources.			
CEO	Revenue sources are maximised	Review the effectiveness of existing and opportunities for new revenue sources	Low-Month 3	
Quality Administration and Service which meets Customer Needs				
	Ensure effective and sustainable administrative systems are in place to meet operational and legislative requirements.			
DCEO	Operations review is conducted	Carry out comprehensive operations review	Low-Month 3	
	Ensure enquiries and customer requests are satisfactorily dealt with in a timely, appropriate manner.			
DCEO	Customer service charter is implemented	Ensure enquiries and customer requests are dealt with as per customer service charter	Low-Month 3	
	Provide adequate resources to ensure that administration and customer service functions are carried out effectively.			
DCEO	Effective administration and customer service functions	Allocate adequate funding to support effective administration and customer service activities	Low-Month 3	
	That an external customer service operating framework be developed which ensures that customers receive a quality and positive experience when dealing with Council.			
DCEO	Customer service charter has been developed	Develop a customer service charter	Low-Month 3	