

# Operational Plan 2017|2018

## Etheridge Shire Council





## ETHERIDGE SHIRE COUNCIL OPERATIONAL PLAN 2017|2018

The 2017|2018 Operational Plan is a “Strategic Planning Document” which supports Council’s 2010-2015 Corporate Plan (amended) in delivering the *Vision* for the Etheridge Shire Council.

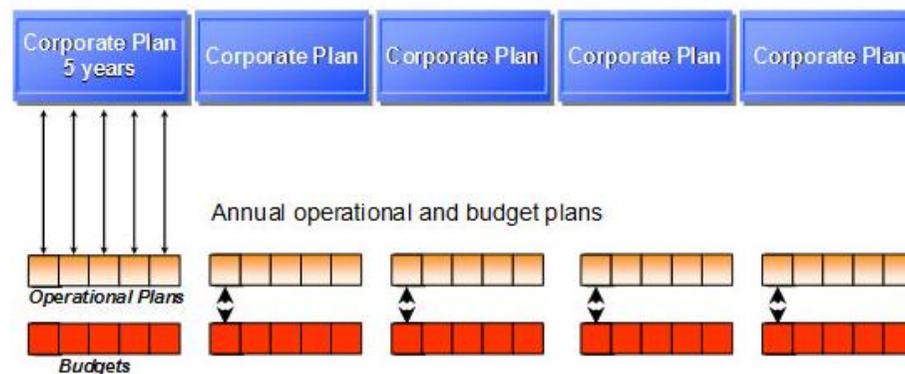
The Local Government Regulation 2012<sup>1</sup> requires Council to adopt an Operational Plan each financial year which needs to be consistent with the Annual Budget and state how Council will:

- a) *Progress the implementation of the 5 year Corporate Plan during the period of the Annual Operation Plan; and*
- b) *How Council will manage its Operational Risks*

The 2017|2018 Operational Plan identifies projects, initiatives and services that Council will deliver during the 2017|2018 financial year in achieving the long term objectives of the 2010-2015 Corporate Plan (amended). It also provides direction to Council in setting the Annual Budget.

The Operational Plan is required by legislation<sup>2</sup> to be reviewed quarterly by Council and is also used as a vehicle for Council and Senior Management to evaluate Corporate performance and strategic direction.

*Etheridge Shire Council  
Strategic Planning Framework*



<sup>1</sup> S.174 (1) of the Local Government Regulation 2012

<sup>2</sup> S.174 (3) of the Local Government Regulation 2012

Councils Corporate Plan 2010-2015 (amended) articulates a range of Strategic Priorities, Objectives, Strategies, Outcomes and Measures all grouped within seven (7) Key Strategic Priorities.

The Strategic Priorities from the Corporate Plan as listed below are mirrored across the structure of the Operational Plan.

1. Community & Lifestyle
2. Economic Development
3. Environmental Sustainability
4. Strategic Planning
5. Infrastructure Services
6. Commercial Services
7. Organisational Excellence & Governance

***Vision –  
.....“A balanced community  
with robust economic and  
environmental assets which  
supports our youth and the  
wellbeing of our citizens”.....***

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In accordance with *S.175 of the Local Government Regulation 2012*, the Operational Plan is required to state how Council will progress the implementation of its 5 year Corporate Plan during the financial year. The Corporate Plan identifies 96 specific actions / strategies which Council plans to undertake across the 5 year period to help achieve its “*Vision*” for the Etheridge Shire. The 2017|2018 Operational Plan lists a range of activities tied directly back to those 96 actions / strategies which are scheduled to be undertaken within the 2017|2018 financial year.

Each activity has an associated measure / outcome which will be used to assist in providing informed quarterly and annual status reporting of the overall implementation of the Operational Plan. The focus of the Operational Plan is centered on planning, actioning and delivering upon the relevant activities to be undertaken across the financial year that will deliver on the strategies and actions as stated within the 2010-2015 Corporate Plan (amended).

This Plan is not about tracking the myriad of day-to-day “*business as usual*” activities associated with running an organisation as complex as Council. A vast majority of Operational matters are actioned and monitored on a regular basis via a range of business plans and other management and reporting mechanisms.

### **Managing Operational Risks**

The Operational Plan must state and demonstrate how Council will manage its Operational Risks. Council manages its Operational Risk in accordance with its Enterprise Risk Management Framework which incorporates the following:

1. Risk Management Policy
2. Councils Risk Appetite & Tolerance Statement
3. Enterprise Risk Management Plan & Guidelines
4. Corporate & Operational Risk Registers

Councils internal Audit & Risk Management Committee has been established to assist in the assessment and evaluating the Risk Control Measures that Council has established to manage any identified risks to which its operations are exposed.

Councils Enterprise Risk Management Framework details a range of measures Council has formalized which are aimed at mitigating identified risks.

A comprehensive Risk Review was completed in 2017 on the ability to deliver services outlined in the Corporate Plan. Actions are in place to minimize these risks to ensure Council continues delivering quality service to the community through its Operational Plan. Councils Enterprise Risk Management Framework is in line with the Australian and New Zealand Standards (AS/NZS: ISO31000:2009)

The Corporate Plan Strategies and Budget reference links creates a clear line of sight between the strategies in Councils Corporate Plan, the activities associated with advancing those actions in the Annual Operation Plan and the funding of those activities as provided for in Councils Annual Budget.

The inclusion of these reference links confirms the legislative requirements that Council's Operational Plan must be consistent with its Annual Budget.

### **How to read the Operational Plan**

The format of the Operational Plan has been structured to meet the requirements of the *Local Government Regulation 2012*.

<b>Output / Activity</b>	<b>Individual strategies identified in Councils Corporate Plan and the activity/project that will be done to achieve a particular objective from the Corporate Plan</b>
<b>Responsibility</b>	<b>Responsibility is assigned to a manager (identified by organizational structure) to provide direct accountability for achieving targets and / or milestones</b>
<b>Outcomes / Milestones</b>	<b>To report on the outcomes that have been achieved against each Output / Activity as identified within the Operational Plan</b>

Responsible Officer Definitions:

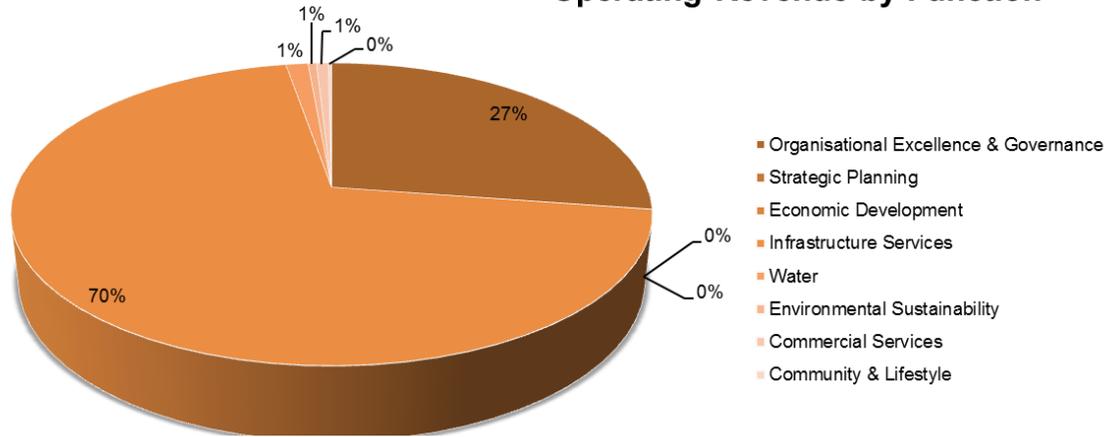
<b>Abbreviations</b>	<b>Definition</b>
CEO	Chief Executive Officer
DCCS	Director Corporate & Community Services
DES	Director Engineering Services
MBPCS	Manager Building, Planning & Communities
FM	Finance Manager

### Budget alignment with 2017|2018 Operational Plan

The Operational Plan is strongly aligned with the budget through Council's Departments and Programs. This alignment is achieved by ensuring that all income and expenditure in the 2016|2017 budget are allocated to the relevant programs.

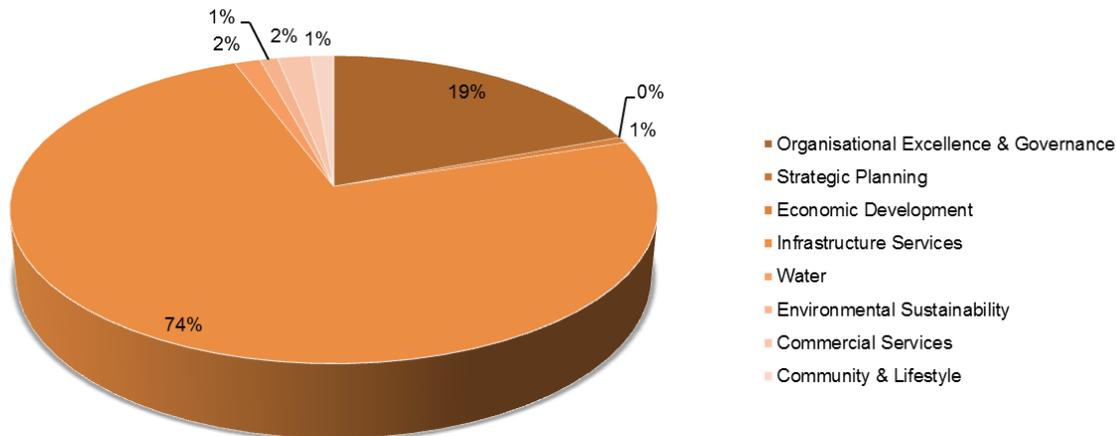
Council maintains appropriate financial management systems to enable reporting at various levels of detail from transaction level to strategic priority level. The Operational Plan is reporting income and expenditure at the strategic priority level.

### Operating Revenue by Function



	Budget 2017/18	% of Budget
<i>Operating Revenue by Function</i>		
Organisational Excellence & Governance	\$ 8,207,806	27.33%
Strategic Planning	\$ 6,000	0.02%
Economic Development	\$ -	0.00%
Infrastructure Services	\$ 21,002,200	69.93%
Water	\$ 396,437	1.32%
Environmental Sustainability	\$ 151,627	4.00%
Commercial Services	\$ 211,493	0.70%
Community & Lifestyle	\$ 59,604	0.20%
<b>Total Operating Revenue</b>	<b>\$ 30,035,167</b>	<b>100.00%</b>

### Operating Expenditure by Function



	Budget 2017/18	% of Budget
<i>Operating Expenditure by Function</i>		
Organisational Excellence & Governance	\$ 5,803,000	19.44%
Strategic Planning	\$ 1,000	0.00%
Economic Development	\$ 184,845	0.62%
Infrastructure Services	\$ 22,143,792	74.18%
Water	\$ 443,775	1.49%
Environmental Sustainability	\$ 306,585	1.03%
Commercial Services	\$ 572,900	1.92%
Community & Lifestyle	\$ 394,928	1.32%
<b>Total Operating Expenditure</b>	<b>\$ 29,850,825</b>	<b>100.00%</b>



# OPERATIONAL PLAN PROGRAM 2017|2018



## 1. COMMUNITY & LIFESTYLE

*To provide accessible lifestyle choices through the provision of recreational and public facilities and services that will enhance community health, happiness and connections.*

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
<b>Libraries</b> 1. Maintain Library services 2. Maintain Internet services provided through the Shire Library(s) & Wi-Fi 3. Undertake promotional weeks for the Library 4. Continue to provide support & training to library staff 5. Continue to promote the library and its resources throughout the year.	1.3 1.9	<ul style="list-style-type: none"> <li>• Manager of Terrestrial</li> <li>• DCCS</li> </ul>					
<b>Link to Budget - General Ledger No. 7010 / 1100; 7010 / 2221 / ; 7020 / 2221 /</b>		<b>Actual Revenue</b>	<b>Budget Revenue</b>	<b>Actual Expenses</b>	<b>Budget Expenses</b>	<b>Actual Capital Expenses</b>	<b>Budget Capital Expenses</b>
		\$	\$662	\$	\$26,900	\$Nil	\$Nil
<b>Cultural Development</b> 1. Continue participation in RADF program 2. Continue to advertise funding rounds throughout the community. 3. Update Arts & Cultural Policy 4. Undertake the annual report for RADF 5. Continue to promote the Education / Tertiary Scholarship Program 6. Continue to provide Bus Subsidy Program for Community Groups / State Schools 7. Continue to host Australia Day Events and other Community Events throughout the year	1.1	<ul style="list-style-type: none"> <li>• ECDO</li> <li>• DCCS</li> </ul>					
<b>Link to Budget - General Ledger No. 7030 / 1001; 7030 / 2001 / ; 7030 / 2221 / 1, 2 ,3; 7500 / 2222</b>		<b>Actual Revenue</b>	<b>Budget Revenue</b>	<b>Actual Expenses</b>	<b>Budget Expenses</b>	<b>Actual Capital Expenses</b>	<b>Budget Capital Expenses</b>

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
		\$	\$25,000	\$	\$94,500	\$Nil	\$Nil
<b>Television &amp; Radio Re-Transmission</b> 1. Continue to maintain current radio retransmission services throughout the townships 2. Provide assistance for the installation of 4KZ	1.1 1.12	<ul style="list-style-type: none"> <li>IT Manager</li> <li>DCCS</li> </ul>					
<a href="#">Link to Budget - General Ledger No. 7040 / 2221; 7040 / 2222</a>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$20,000	\$Nil	\$Nil
<b>Cemeteries</b> 1. Continue to maintain the Shire's cemeteries 2. Continue to develop and maintain Cemetery Register and Cemetery history 3. Update cemetery maps to reflect current register(s)	1.17	<ul style="list-style-type: none"> <li>Town Overseer</li> <li>VIC/Librarian Officers</li> </ul>					
<a href="#">Link to Budget - General Ledger No. 7051 / 2221; 7052 / 2221; 7053 / 2221; 7054 / 2221; 7055 / 2221; 7055 / 2222</a>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$18,000	\$Nil	\$Nil
<b>Emergency Services – SES</b> 1. Continue to maintain budget program for SES Group 2. Maintain SES building 3. Continue to support and assist in the upgrade of equipment for the SES group through funding grants supplied by EMQ & EMA grants 4. Continue providing financial support to the RFS	4.7	<ul style="list-style-type: none"> <li>DCCS</li> <li>MPBCS</li> </ul>					
<a href="#">Link to Budget - General Ledger No. 7060 / 2222</a>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$13,442	\$	\$33,328	\$Nil	\$Nil
<b>Halls &amp; Public Facilities</b> 1. Maintain Public Hall within Georgetown to ensure the facility meets our risk exposure and insurers obligations. 2. Maintain Public Halls within Einasleigh to ensure the facility meets our risk exposure and insurers obligations.	5.5	<ul style="list-style-type: none"> <li>MBPCS</li> </ul>					

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
3. Maintain Public Halls within Mt Surprise to ensure the facility meets our risk exposure and insurers obligations.							
Link to Budget - General Ledger No. 7070 / 2331; 7080 / 2331; 7090 / 2331;		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$2,500	\$	\$49,000	\$Nil	\$Nil
<b>Medical Centres</b> <ol style="list-style-type: none"> <li>1. Maintain Einasleigh Medical Centre</li> <li>2. Maintain Mt Surprise Medical Centre</li> <li>3. Continue to support the RFDS &amp; Remote Nursing Service to Einasleigh, Mt Surprise &amp; Lynd</li> </ol>	<b>1.8</b> <b>5.5</b>	<ul style="list-style-type: none"> <li>• MBPCS</li> <li>• DCCS</li> </ul>					
Link to Budget - General Ledger No. 7100 / 2331; 7200 / 2331		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$30,250	\$Nil	\$Nil
<b>Swimming Pool</b> <ol style="list-style-type: none"> <li>1. Maintain swimming pool facility for public use</li> <li>2. Maintain quality of water to ensure the facility is compliant</li> <li>3. Maintain swimming pool facility and work towards bringing the Risk Exposure from "Extreme" to "Moderate" over the 2017/18 financial year</li> </ol>	<b>1.1</b>	<ul style="list-style-type: none"> <li>• Town Overseer</li> <li>• MBPCS</li> </ul>					
Link to Budget - General Ledger No. 7300 / 2331; 7300 / 4500		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$87,950	\$Nil	\$Nil



## OPERATIONAL PLAN PROGRAM 2017|2018



### 2. ECONOMIC DEVELOPMENT

*To stimulate investment for existing and new industries creating a sustainable, diverse economy that is regionally significant.*

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
<b>Membership</b> <ol style="list-style-type: none"> <li>1. Continue association and membership with Savannah Way Limited</li> <li>2. Continue association and membership with Local Government Association Qld</li> <li>3. Continue association and membership with NQ Local Government Association Qld</li> <li>4. Continue association and membership with NWQ Regional Organisation of Councils (NWQROC)</li> <li>5. Continue membership with NGRMG</li> <li>6. Continue membership with Southern Gulf Catchment.</li> <li>7. Continue membership with North Qld Sports Foundation</li> <li>8. Continue Council's association with FNQROC through membership and attending meetings of the ROC</li> <li>9. Undertake Shire promotional advertising (i.e. Radio, TV, Press)</li> </ol>	<b>2.8</b> <b>2.9</b>	<ul style="list-style-type: none"> <li>• DCCS</li> <li>• CEO</li> <li>• ECDO</li> </ul>					
Link to Budget - General Ledger No. 3010 / 2001		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$129,845	\$Nil	\$Nil
<b>Economic Development</b> <ol style="list-style-type: none"> <li>1. Development of an Economic Development Strategy for the Shire and implementation of the Strategy</li> <li>2. Continue to promote the Economic Development Fund.</li> <li>3. Investigate various Economic Development Study Tours / Economic initiatives for the Shire</li> </ol>	<b>2.5</b> <b>2.8</b>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• ECDO</li> </ul>					

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
4. Continue to develop the GeoPark for the Shire with the aim of lodging an application with the Peak Body by November 2017 5. Continue to develop the feasibility of the development of the Gilbert River Agriculture Precinct							
<a href="#">Link to Budget - General Ledger No. 3010 / 2002; 3010 / 2221; 1030 / 2103</a>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$Nil	\$255,000	\$Nil	\$Nil
<b>Land for Resale</b> 1. Investigate and liaise with the Department of Natural Resources & Mines to purchase the balance of the Mt Surprise Township, vacant land in Georgetown situated along the Gulf Development Road	2.9 2.15 2.16	<ul style="list-style-type: none"> <li>DCCS</li> </ul>					
<a href="#">Link to Budget - General Ledger No. 3020 / 4500/</a>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$Nil	\$Nil	\$Nil	\$140,000
<b>Regional Development</b> 1. Continue to progress projects identified within the Regional Development Australia Road Map. 2. Continue to undertake regular deputations with State & Federal Members regarding Shire and Regional issues. 3. Continue to support other key stakeholders in the development of services within the region.	4.1 4.2 4.6 4.9 2.21	<ul style="list-style-type: none"> <li>CEO</li> <li>Mayor Councillors</li> </ul>					
<a href="#">Link to Budget - General Ledger No. 1030 / 2001; 1020 / 2400</a>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$Nil	\$Nil	\$Nil	\$Nil



## OPERATIONAL PLAN PROGRAM 2017 | 2018



### 1. ENVIRONMENTAL SUSTAINABILITY

*To provide environmental assets and ecosystem services are available for future generations.*

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
<b>Environmental Health – Inspection</b> <ol style="list-style-type: none"> <li>1. Continue regular food inspection program for compliance with various Acts / Regulations</li> <li>2. Continue and maintain education programs for the community to ensure compliance with new and or amended legislation.</li> <li>3. Continue to provide data to the Department regarding compliance under Councils approved Environmental Licenses</li> </ol>	3.1	<ul style="list-style-type: none"> <li>• DCCS</li> </ul>					
<b>Link to Budget - General Ledger No. 5010 / 1501; 5010 / 2221; 5020 / 2371</b>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$5,600	\$Nil	\$21,500	\$Nil	\$Nil
<b>Pest Management</b> <ol style="list-style-type: none"> <li>1. Maintain budget program in line with Pest Management Plan</li> <li>2. Update Councils Pest Management Plan</li> <li>3. Implement pest/plant control program on behalf of Main Roads</li> <li>4. Continue of a Wild Dog Bounty Scheme</li> <li>5. Undertake aerial baiting program in consultation with the rural sector of the Shire</li> <li>6. Undertake the implementation of weed control around and within the various Townships</li> <li>7.</li> </ol>	3.8	<ul style="list-style-type: none"> <li>• CEO</li> <li>• Stock &amp; Pest Officer</li> <li>• Pest Management Committee</li> </ul>					

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
<a href="#">Link to Budget</a> - General Ledger No. 5030 / 2222; 5030 / 2224; 5030 / 2229; 5030 / 2230		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$8,000	\$	\$116,200	Nil	\$Nil
<b>Waste Management</b> <ol style="list-style-type: none"> <li>1. Continue to maintain landfill site at Georgetown in accordance with the ERA License issued by the Department</li> <li>2. Continue to maintain landfill site at Forsyth in accordance with the ERA License issued by the Department</li> <li>3. Continue to maintain landfill site at Einasleigh in accordance with the ERA License issued by the Department</li> <li>4. Continue to maintain landfill site at Mt Surprise in accordance with the ERA License issued by the Department</li> <li>5. Continue to provide refuse collection to Georgetown</li> <li>6. Continue to maintain septic waste site at Georgetown</li> <li>7. Continue to undertake the annual renewal of all Environmental Licenses and remain compliant with current legislation</li> </ol>	<b>3.4</b> <b>5.7</b>	<ul style="list-style-type: none"> <li>• Town Overseer</li> <li>• MPBCS</li> <li>• DCCS</li> </ul>					
<a href="#">Link to Budget</a> - General Ledger No. 5070 / 2221; 5070 / 2231; 5070 / 2233; 5080 / 2231; 5090 / 2231; 5100 / 2231		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$134,013	\$	\$150,070	\$Nil	\$Nil



## OPERATIONAL PLAN PROGRAM 2017 | 2018



### 4. STRATEGIC PLANNING

*The aspirations and safety of our community will be achieved through collaborative planning and action.*

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
<b>Town Planning</b> 1. Continue the development of new Planning Scheme to become compliant with the new Planning Act. 2. Continue assessment of development applications 3. Identify land opportunities throughout the shire for re-sale and development. 4. Continue to undertake pre-lodgment meetings with potential developers. 5. Develop of master plan for Street Scaping and Parking for the four townships.	4.1 4.3 4.6 4.10	<ul style="list-style-type: none"> <li>• DCCS</li> <li>• MPBCS</li> </ul>					
<b>Link to Budget - General Ledger No. 2010 / 1501; 2010 / 2221</b>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$2,500	\$Nil	\$Nil	\$Nil	\$Nil
<b>Building</b> 1. Continue to maintain compliance with the relevant Acts, Codes & Regulations 2. Continue the assessment of Building & Plumbing Applications. 3. Attend training sessions when required 4. Implement public education on building matters	4.3 4.4	<ul style="list-style-type: none"> <li>• MPBCS</li> </ul>					
<b>Link to Budget - General Ledger No. 2020 / 1504; 2020 / 2101</b>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$3,500	\$Nil	\$1,000	\$Nil	\$Nil

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
<b>Disaster Management Planning</b> <ol style="list-style-type: none"> <li>1. Continue to update Disaster Management Plan and Sub Plans</li> <li>2. Undertake the development and implementation of a Community Recovery Plan</li> <li>3. Continue to implement and test Disaster Management Plan</li> <li>4. Continue to attend District Disaster Management Committee Meetings</li> <li>5. Continue to conduct Local Disaster Management Committee Meetings</li> <li>6. Implement staff training under the Disaster Management Guidelines</li> <li>7. Attend training sessions when required</li> </ol>	4.7	<ul style="list-style-type: none"> <li>• CEO</li> <li>• DCCS</li> </ul>					
<b>Link to Budget</b> - General Ledger No. 1030 / 2001;1030 / 2241; 5040 / 2001		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		<b>\$Nil</b>	<b>\$Nil</b>	<b>\$Nil</b>	<b>\$Nil</b>	<b>\$Nil</b>	<b>\$Nil</b>



## OPERATIONAL PLAN PROGRAM 2017 | 2018



### 5. INFRASTRUCTURE SERVICES

*To provide service delivery and infrastructure roll out, maintenance and improvement underpins a healthy and growing economy and comfortable lifestyle in the gulf region.*

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
<b>Road Maintenance (Shire) &amp; Townships</b> 1. Continue Town Street Maintenance programs 2. Continue Shire Road Maintenance programs 3. Continue to clean and open up drainage within the Shire's rural road network 4. Implement a program to clean out table drains within the Georgetown Township	5.3	<ul style="list-style-type: none"> <li>• DES</li> <li>• Works Manager</li> </ul>					
<b>Link to Budget</b> – General Ledger No. 4010 / 2221; 4010 / 2204; 4011 / 2211; 4012 / 2211; 4013 / 2211; 4014 / 2211; 4016 / 2211		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$807,000	\$Nil	\$Nil
<b>Asset Management Plans (Roads)</b> 1. Implement a program for the collection of conditional road data each quarter. 2. Undertake the upload of road data into Council's GIS system 3. Review Councils Asset Management Plans	5.1 5.2 5.3	<ul style="list-style-type: none"> <li>• DES</li> <li>• DCCS</li> <li>• CEO</li> </ul>					
<b>Link to Budget</b> – General Ledger No. 4020 / 2231; 1030 / 2001		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$20,000	\$Nil	\$Nil

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
<b>Road Improvements (Shire &amp; Townships)</b> <ol style="list-style-type: none"> <li>1. Continue re-seal program on Councils rural roads &amp; town streets</li> <li>2. Undertake expenditure of the 3<sup>rd</sup> &amp; 4<sup>th</sup> year of the R2R program on the Georgetown-Forsayth Road</li> <li>3. Continue commitment to Regional Roads Group and Partnership</li> <li>4. Upgrade road signage within the Georgetown Township</li> <li>5. Upgrade creek crossings as identified within the 2017/18 Budget (Greenhill Rd, Strathmore Rd, Beverley Hills Rd, Rycon Rd, Mt Little Rd) with Stabilised Causeways</li> <li>6. Construction of new rural road to gain access to Lot 9 on SP287759.</li> <li>7. Widening of a section along Haldane St for safety issues</li> </ol>	<b>5.3</b> <b>5.12</b> <b>5.15</b> <b>5.16</b>	<ul style="list-style-type: none"> <li>• DES</li> <li>• Works Manager</li> </ul>					
<b>Link to Budget</b> - General Ledger No. 4020 / 4500; 4030 / 4505; 4030 / 4506; 4030 / 4507; 4030 / 4508; 4030 / 4509; 4061 / 4501; 4061 / 4502; 4063 / 4500; 4160 / 1100; 4160 / 1102; 4160 / 2235		<b>Actual Revenue</b>	<b>Budget Revenue</b>	<b>Actual Expenses</b>	<b>Budget Expenses</b>	<b>Actual Capital Expenses</b>	<b>Budget Capital Expenses</b>
		\$	\$2,229,799	\$	\$Nil	\$	\$3,501,271
<b>Road Improvements (Main Roads)</b> <ol style="list-style-type: none"> <li>1. Continue to work with Main Roads to improve state controlled road networks within the shire</li> <li>2. Continue of RMPC expenditure</li> <li>3. Continue to work with Main Roads in the delivery of sections of the Hann Highway under the Northern Australia Roads Program</li> </ol>	<b>5.14</b> <b>5.15</b>	<ul style="list-style-type: none"> <li>• DES</li> <li>• Works Mgr</li> </ul>					
<b>Link to Budget</b> - General Ledger No. 4160 / 1585; 4160 / 1586; 4160 / 1587; 4160 / 2237; 4160 / 2237; 4160 / 2238		<b>Actual Revenue</b>	<b>Budget Revenue</b>	<b>Actual Expenses</b>	<b>Budget Expenses</b>	<b>Actual Capital Expenses</b>	<b>Budget Capital Expenses</b>
		\$	\$10,435,000	\$	\$10,388,570	\$Nil	\$
<b>NDRRA (Flood Damage – Shire)</b> <ol style="list-style-type: none"> <li>1. Continue to implement and undertake flood damage works - 2015</li> <li>2. Continue to implement and undertake flood damage works – 2015</li> </ol>	<b>5.3</b> <b>5.4</b>	<ul style="list-style-type: none"> <li>• DES</li> <li>• Works Manager</li> </ul>					
<b>Link to Budget</b> – General Ledger No. 4400 / 1000; 4400 / 1001; 4400 / 2001; 4400 / 2002		<b>Actual Revenue</b>	<b>Budget Revenue</b>	<b>Actual Expenses</b>	<b>Budget Expenses</b>	<b>Actual Capital Expenses</b>	<b>Budget Capital Expenses</b>

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
		\$	\$7,679,366	\$Nil	\$8,011,636	\$Nil	\$Nil
<b>Sporting Recreational &amp; Park Facilities</b> <ol style="list-style-type: none"> <li>1. Maintain Parks &amp; Gardens areas within Georgetown</li> <li>2. Maintain Parks &amp; Gardens areas within Forsayth</li> <li>3. Maintain Parks &amp; Gardens areas within Einasleigh</li> <li>4. Maintain Parks &amp; Gardens areas within Mt Surprise</li> <li>5. Maintain Sporting &amp; Recreational areas within Georgetown</li> <li>6. Maintain Gardens and Lawn around Councils buildings and depot</li> <li>7. Apply for a Grant through the (LGGSP) for the following projects: (a) upgrade Sports Building, Install Historical Shed, Install Two Lighting Towers at the Sports Oval, Upgrade reticulation at Sports Oval, Install Sofffall &amp; Seating at Heritage Park</li> <li>8. Implement and undertake playground inspections on Councils playground facilities</li> <li>9. Maintain all playground facilities</li> <li>10. Continue the implementation of the W4Q projects as outlined within the Budget</li> </ol>	<b>5.1</b> <b>1.1</b> <b>2.5</b>	<ul style="list-style-type: none"> <li>• MPBCS</li> <li>• Town Overseer</li> <li>• DCCS</li> </ul>					
<b>Link to Budget</b> - General Ledger No. 4071 / 2431; 4071 / 2432; 4072 / 2432; 4072 / 2432; 4073 / 2431; 4073 / 2432; 4074 / 2431; 4074 / 2432; 4074 / 1571; 4074 / 4501; 4075 / 2431; 4075 / 1571; 4075 / 4502		<b>Actual Revenue</b>	<b>Budget Revenue</b>	<b>Actual Expenses</b>	<b>Budget Expenses</b>	<b>Actual Capital Expenses</b>	<b>Budget Capital Expenses</b>
		\$Nil	\$428,000	\$	\$638,800	\$Nil	\$670,000
<b>Public Amenities Buildings</b> <ol style="list-style-type: none"> <li>1. Maintain public toilets and amenities throughout the shire</li> </ol>	<b>5.5</b>	<ul style="list-style-type: none"> <li>• Town Overseer</li> </ul>					
<b>Link to Budget</b> - General Ledger No. 4081 / 2221; 4082 / 2221; 4083 / 2221; 4084 / 2221; 4085 / 2221		<b>Actual Revenue</b>	<b>Budget Revenue</b>	<b>Actual Expenses</b>	<b>Budget Expenses</b>	<b>Actual Capital Expenses</b>	<b>Budget Capital Expenses</b>
		\$Nil	\$Nil	\$	\$61,850	\$Nil	\$Nil
<b>Aerodromes</b> <ol style="list-style-type: none"> <li>1. Maintain aerodromes and upgrade safety equipment where necessary at Georgetown Airstrip</li> <li>2. Maintain aerodromes and upgrade safety equipment where necessary at Forsayth Airstrip</li> <li>3. Maintain aerodromes and upgrade safety equipment where necessary at Einasleigh Airstrip</li> <li>4. Maintain aerodromes and upgrade safety</li> </ol>	<b>5.5</b>	<ul style="list-style-type: none"> <li>• Town Overseer</li> <li>• MPBCS</li> </ul>					

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
5. equipment where necessary at Mt Surprise Airstrip Maintain aerodromes and upgrade safety equipment where necessary at Kidston Airstrip							
Link to Budget - General Ledger No. 4091 / 2221; 4092 / 2221; 4093 / 2221; 4094 / 2221; 4095 / 2221;		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$111,600	\$Nil	\$Nil
<b>Plant Operations</b> 1. Maintain a fully operational plant workshop  <b>Plant Purchases</b> 1. Undertake the replacement of plant and machinery in accordance with disposal plans and budget. 2. Continue to review plant utilisation and continue to update plant replacement program in line with utilisation.	7.1 7.9	<ul style="list-style-type: none"> <li>• DES</li> <li>• Works Manager</li> </ul>					
Link to Budget - General Ledger No.4110 / 1571; 4120 / 2221/ ; 4120 / 2330; 4120 / 2331; 4120 / 2332; 4120 / 2333; 4120 / 2334; 4120 / 2335; 4120 / 2336; 4120 / 2337; 4130 / 2221; 4150 / 4500; 4150 / 1502		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$113,000	\$	\$1,380,500	\$	\$1,734,000
<b>Inspections Copperfield River Dam (Kidston Dam)</b> 1. Continue to undertake inspections at the Copperfield River Dam (Kidston Dam)  <b>Construction of Charleston Dam</b> 2. Construction of the Charleston Dam Earth & Rock Wall along with all access and clearing of vegetation within defined area 3. Apply for Grants for the installation of Recreation Area, Solar Pumps Station & Reticulation		<ul style="list-style-type: none"> <li>• DES</li> <li>• DCCS</li> </ul>					
<b>Inspections Copperfield River Dam (Kidston Dam)</b> Link to Budget - General Ledger No. 4030 / 1101; 4030 / 2221, 4199 / 1100; 4199 / 4501		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$5,100,000	\$	\$	\$80,000	\$5,000,000
<b>Water Supply – Georgetown</b> 1. Continue to update Asset Management Plans 2. Continue Rising & Reticulation System maintenance 3. Continue plant maintenance programs for reservoir and wells	5.8 5.9 5.10 5.11	<ul style="list-style-type: none"> <li>• DES</li> <li>• Works Manager</li> <li>• Plumber / Water</li> </ul>					

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
4. Undertake replacement program for meters and valves 5. Maintain Drought Management Plan for the Georgetown township 6. Continue water wise education programs 7. Undertake capital works required within the Georgetown water supply. (i) Replacement of Meters (ii) Install new Water Reservoir @ Georgetown (iii) Install E-Coli Testing Lab at WTP		Supervisor					
<b>Georgetown Water Supply</b> <b>Link to Budget</b> - General Ledger No. 4320 / 2101; 4320 / 2811; 4320 / 2822; 4320 / 2823; 4320 / 2831; 4320 / 4500; 4320 / 4502; 4330 / 1101; 4330 / 4501		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$716,313	\$	\$256,575	\$	\$603,000
<b>Water Supply – Forsayth</b> 1. Continue to update Asset Management Plans 2. Continue Rising & Reticulation System maintenance 3. Continue plant maintenance programs for reservoir and wells 4. Maintain Drought management plan for the Forsayth township 5. Continue water wise education programs 6. Undertake capital works program (i) Replacement of Meters (ii) Upgrade WTP @ Forsayth.	7.1 7.9	<ul style="list-style-type: none"> <li>• DES</li> <li>• Works Manager</li> <li>• Plumber / Water Supervisor</li> </ul>					
<b>Forsayth Water Supply</b> <b>Link to Budget</b> - General Ledger No. 44340 / 2101; 4340 / 2811; 4340 / 2822; 4340 / 2823; 4340 / 2831; 4340 / 4500; 4350 / 1101; 4350 / 4501		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$580,124	\$	\$187,200	\$	\$502,500



## OPERATIONAL PLAN PROGRAM 2017 | 2018



### 6. COMMERCIAL SERVICES

*Substantial income awarded and generated for foundation services, building infrastructure and implementing regional and local priorities.*

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
<b>Terrestrial Centre – V.I.C.</b> 1. Continue to promote the shire and its attractions 2. Continue to support tourism publications 3. Undertake an new business plan for Terrestrial 4. Continue to work with and in-conjunction with ETAG 5. Completion of Mining exhibition at rear of Terrestrial 6. Investigate new tourism ideas (Gold Panning) 7. Continue to maintain building	<b>6.3</b> <b>2.5</b> <b>2.8</b> <b>2.9</b>	<ul style="list-style-type: none"> <li>• Manager of Terrestrial</li> <li>• DCCS</li> <li>• MPBCS</li> </ul>					
<b>Link to Budget - General Ledger No. 6010 / 2221; 6010 / 2222</b>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$64,125	\$	\$212,000	\$Nil	\$Nil
<b>Childcare</b> 1. Continue agreement with child care services 2. Continue to seek additional funding for the centre 3. Review and update policies and procedures 4. Continue to maintain building 5. Provide training where necessary 6. Continue to promote the Centre 7. Look at alternative uses for the Childcare Centre (i.e after day care, vacation care)	<b>1.14</b> <b>2.18</b> <b>6.4</b>	<ul style="list-style-type: none"> <li>• Director of Childcare</li> <li>• DCCS</li> </ul>					
<b>Link to Budget – General Ledger No. 6020 / 2231; 6020 / 2233;</b>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$105,368	\$	\$225,350	\$Nil	\$Nil
<b>Student Hostel</b> 1. Continue to provide student hostel facilities	<b>2.19</b>	<ul style="list-style-type: none"> <li>• DCCS</li> </ul>					

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
2. Update current business plan for the centre 3. Continue to provide a tutoring facility for the students through VISE as and when required 4. Continue to undertake building maintenance 5. Undertake the review of the Hostel Position by the issuing of a new Tender for the supply of student hostel management.	6.5	<ul style="list-style-type: none"> <li>MBPCS</li> </ul>					
Link to Budget - General Ledger No. 6030 / 2231; 6030 / 4501		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$42,000	\$Nil	\$135,500	\$	\$Nil



## OPERATIONAL PLAN PROGRAM 2017 | 2018



### 7. ORGANISATIONAL EXCELLENCE AND GOVERNANCE

*To deliver excellence as an organization, embracing exceptional customer service, valuing staff and promoting ethical standards of practice supported by clear policies and strategies.*

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
<b>Workplace Health &amp; Safety</b> 1. Ensure compliance with Workplace Health & Safety Act 2. Continue to develop, update, implement and maintain Safeplan 3. Continue to identify and carry out specific workplace health & safety training 4. Continue to conduct Workplace Health & Safety meetings and review frequency of meetings. 5. Continue of Drug & Alcohol Testing 6. Continue to provide WHS Training	7.3 7.17	<ul style="list-style-type: none"> <li>• CEO</li> <li>• WHSA</li> </ul>					
Link to Budget - General Ledger No. 1030 / 2005		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$117,500	\$Nil	\$Nil
<b>Professional Consultancy</b> 1. Continue to utilise the assistance of professional consultancy services as and when required to assist in compliance with the various Acts and Legislation & project specific works	7.1 7.5	<ul style="list-style-type: none"> <li>• CEO</li> <li>• DCCS</li> <li>• DES</li> </ul>					
Link to Budget - General Ledger No. 1030 / 2101		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$255,000	\$Nil	\$Nil

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
<b>Audit (Internal &amp; External)</b> <ol style="list-style-type: none"> <li>1. Maintain and review accounting procedures and policies and maintain the internal accounting manual procedures</li> <li>2. Maintain policy register</li> <li>3. Review and update internal policies to remain compliant with current legislation and reflect the operation of Council</li> <li>4. Maintain compliance standards with the Local Government Act &amp; Regulations</li> <li>5. Maintain compliance standards with Accountings Standards</li> <li>6. Undertake Internal Audits as &amp; when required</li> <li>7. Undertake a minimum of two audit committee meetings within each financial year.</li> <li>8. Prepare &amp; implement Internal Audit Plan</li> <li>9. Maintain strong Governance principals for the operation of Council</li> </ol>	<b>7.8</b> <b>7.9</b> <b>7.10</b>	<ul style="list-style-type: none"> <li>• DCCS</li> <li>• Finance Manager</li> <li>• CEO</li> </ul>					
<b>Link to Budget - General Ledger No.1030 / 2120; 1030 / 2001;</b>		<b>Actual Revenue</b>	<b>Budget Revenue</b>	<b>Actual Expenses</b>	<b>Budget Expenses</b>	<b>Actual Capital Expenses</b>	<b>Budget Capital Expenses</b>
		<b>\$Nil</b>	<b>\$Nil</b>	<b>\$</b>	<b>\$60,000</b>	<b>\$Nil</b>	<b>\$Nil</b>
<b>Financial Reporting</b> <ol style="list-style-type: none"> <li>1. Continue to provide monthly financial reports to Council and the Community</li> <li>2. Continue to review ten (10) year financial forecast in line with Asset management plans, community plan &amp; corporate plan</li> <li>3. Continue to review the consolidated financial statement for the community</li> </ol>	<b>7.9</b> <b>7.10</b>	<ul style="list-style-type: none"> <li>• DCCS</li> </ul>					
<b>Link to Budget - General Ledger No. 1030 / 2001</b>		<b>Actual Revenue</b>	<b>Budget Revenue</b>	<b>Actual Expenses</b>	<b>Budget Expenses</b>	<b>Actual Capital Expenses</b>	<b>Budget Capital Expenses</b>
		<b>\$Nil</b>	<b>\$Nil</b>	<b>\$Nil</b>	<b>\$Nil</b>	<b>\$Nil</b>	<b>\$Nil</b>
<b>Shire &amp; Depot Administration Buildings</b> <ol style="list-style-type: none"> <li>1. Maintain councils administration and depot building</li> <li>2. Undertake minor building works as &amp; when required</li> </ol>	<b>5.5</b>	<ul style="list-style-type: none"> <li>• DCCS</li> <li>• MPBCS</li> </ul>					
<b>Link to Budget - General Ledger No. 1030 / 2151; 4140 / 2151</b>		<b>Actual Revenue</b>	<b>Budget Revenue</b>	<b>Actual Expenses</b>	<b>Budget Expenses</b>	<b>Actual Capital Expenses</b>	<b>Budget Capital Expenses</b>

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
		\$Nil	\$Nil	\$	\$130,950	\$Nil	\$Nil
<b>Information Technology</b> <ol style="list-style-type: none"> <li>1. Continue to maintain current IT systems</li> <li>2. Continue to upgrade systems to deal with the flow of information and storage of councils IT records and upgrade operating platforms.</li> <li>3. Continue to improve and enhance the website portal</li> <li>4. Undertake an asset management plan for the replacement of IT infrastructure</li> <li>5. Ensure all IT licenses are registered and current</li> <li>6. Upgrade desktop across the shire's administration functions</li> </ol>	7.5	<ul style="list-style-type: none"> <li>• DCCS</li> <li>• IT Manager</li> </ul>					
<b>Link to Budget - General Ledger No. 1030 / 2180</b>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$300,000	\$Nil	\$Nil
<b>Insurances</b> <ol style="list-style-type: none"> <li>1. Continue General Insurance cover to insure council's assets in accordance with relevant Acts and Legislation</li> <li>2. Continue Public Liability cover in accordance with relevant Acts and Legislation</li> <li>3. Continue Work cover Insurance</li> </ol>	7.14	<ul style="list-style-type: none"> <li>• DCCS</li> <li>• Finance Manager</li> </ul>					
<b>Link to Budget - General Ledger No. . 1030 / 2231; 1050 / 2081</b>		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$194,500	\$Nil	\$Nil
<b>Human Resources - Training &amp; Development</b> <ol style="list-style-type: none"> <li>1. Continue to implement Human Resource Strategy and update and implement HR Policies</li> <li>2. Maintain staff training and development in line with Human Resource Strategy</li> <li>3. Maintain budget allocations for Staff Training &amp; implement training development plan</li> <li>4. Continue traineeship employment program</li> <li>5. Develop communication plan (internal)</li> </ol>	7.2 7.4	<ul style="list-style-type: none"> <li>• DCCS</li> </ul>					

Operational Plan Action / Outputs	Link to Strategy	Responsible Officer	Accomplished Outcome(s)				
Link to Budget - General Ledger No. 1030 / 2241; 1030 / 2001		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$130,000	\$Nil	\$Nil
<b>Housing &amp; Other Properties</b> <ol style="list-style-type: none"> <li>1. Update asset management plan for council houses</li> <li>2. Continue to maintain houses to an acceptable level</li> <li>3. Continue to maintain regular inspection program for houses</li> <li>4. Continue to maintain Savannah House</li> </ol>	<b>5.5</b> <b>7.13</b>	<ul style="list-style-type: none"> <li>• DCCS</li> <li>• MBPCS</li> </ul>					
Link to Budget - General Ledger No. 1060 / 2221; 1080 / 2221		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$	\$123,400	\$	\$118,450	\$Nil	\$Nil
<b>Councillors Remuneration, Deputations &amp; Development</b> <ol style="list-style-type: none"> <li>1. Continue to base remuneration for Councillors in accordance with the Local Government Remuneration Tribunal</li> <li>2. Continue to lobby and promote the shires priorities to State &amp; Federal members</li> <li>3. Provide adequate training opportunities for Councillors development.</li> <li>4. Attendance at regional forums and meetings</li> <li>5. Provide Councillors with appropriate IT systems</li> </ol>	<b>7.2</b> <b>2.9</b> <b>2.10</b> <b>2.11</b> <b>2.21</b>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• DCCS</li> </ul>					
Link to Budget - General Ledger No. 1020 / 2160; 1020 / 2400		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$409,000	\$Nil	\$Nil
<b>Communication &amp; Advertising</b> <ol style="list-style-type: none"> <li>1. Continue to produce Councils Inform Newsletter</li> <li>2. Continue to undertake consultation meetings</li> <li>3. Continue to hold General Meetings</li> </ol>	<b>7.9</b> <b>7.12</b>	<ul style="list-style-type: none"> <li>• DCCS</li> </ul>					
Link to Budget - General Ledger No. 1020 / 2400; 1030 / 2141; 1030 / 2290; 1030 / 2221		Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Actual Capital Expenses	Budget Capital Expenses
		\$Nil	\$Nil	\$	\$183,000	\$Nil	\$Nil