



FLINDERS SHIRE COUNCIL

Report - Operational Plan Quarter 1 2015/2016

Adopted – 19th November 2015
Resolution Number – 541

Discovery • Opportunity • Lifestyle



Performance Report Operational Plan Quarter 1 2015/2016

TRIM Ref: SF15/197 R15/4384



SHIRE OF FLINDERS

Discovery • Opportunity • Lifestyle

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INTRODUCTION

In accordance with s174 of the *Local Government Regulations 2012 (Regulation)* The Chief Executive Officer is required to present this report as a written assessment of the Flinders Shire Council's progress towards implementing its Annual Operational Plan.

This report represents the first quarter of reporting on the Operational Plan for 2015-2016. This is an important element in the overall strategic planning framework. This plan links relevant operational activities scheduled for the 2015-2016 period straight to the actions outlined in the 5 Year Corporate Plan.

These are all aimed at helping Council achieve the vision for the future of the Flinders Shire.

Financial Performance

The performance report provides a year to date financial update. It details the year to date (YTD) budget for Operating Revenue, Operating Expenses, Capital Revenue and Capital Works.

Overall Performance

The structure of the Performance Report is by Guiding Principles.

There are 5 Guiding principles – Our Environment, Our Resources, Our Community, Our Economy, Our Infrastructure and Our Governance

GUIDELINE TO READING REPORT

Activity	Status YTD	Current Period Comment
The name of the Activity	A colour indicative of the progress of the Activity	A management comment provided where applicable to explain the progress of the Activity for each quarter

Performance Report Progress Legend		
	Requires Action (Red)	The activity, key performance indicator or milestone is not reaching its target and requires action or active management
	Monitor (Yellow)	The Activity, key performance indicator or milestone is progressing however needs to be monitored as it is currently not achieving the target
	On Target (Green)	The Activity, key performance indicator or milestone is either achieving target or within the defined target range. Generally there will be no significant issues to report at this level
	On Hold (Blue)	The Activity, key performance indicator or milestone does not require action this quarter or the management comment may explain that the activity, key performance indicator or milestone has been achieved due to extenuating circumstances, for example unseasonable weather disrupting works or funding not received from an external source.

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OUR ENVIRONMENT

Activity	Status YTD	Current Period Comments
Goal: Protection of the Great Artesian Basin		
Report monthly to Council and the Community on progress with the Bore Capping Scheme		As reported by Cr Bode. The Bore Capping Scheme is progressing slowly
Goal: Flinders Shire is recognised as a Renewable Energy Hub		
Report to Council and the Community on the installation of new renewable energy sources within the council area		Council has two important initiatives before it: Windlab Ltd – Kennedy Energy Park (Phase 1) – Development application received Overland Sun Farming – Mid West Sun Farms Sunland Overland
Goal: Best Practice Waste Management and Recycling		
Source funding where possible for approved recycling activities		Funding secured from Beverage Recycling Plant Purchase of an Eco Crusher
Goal: Ecological Systems are protected		
Include the development of nature based tourism in the Shire		Tourism Development Plan to be reviewed Commencement January 2016
Ongoing appropriate environmental and cultural heritage protection training in Council for staff		Environmental and Cultural Heritage Protection training for Council Staff coincide with Road Construction Jobs
Goal: Ongoing Control of Invasive Pest Animals and Plants		
Establish relations with relevant Government Agencies and advocate for support for pest management aims		Case Studies report from Nathan March (DAFF) Senior Project Leader – War on Western Weeds 100% Complete Report will be delivered in October
Implement Council Pest Management Plan as per Legislation		Implementation has not been started Will start with Good Neighbour Program Launch in Feb 2016
Goal: Sustainable Development		
Commence review of Planning Scheme		Workshops have been held with council and it is expected the new Plan to be completed by July 2016 as per the program

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Goal: Flinders Shire is a Community with Strong Environmental Values

Attend health expos, advise public of notifiable diseases and precautionary measures and vaccines available		No Health Expo / Community Multiagency Expos this quarter No Newsletters this quarter
Regular information given to public in regards to general health issues		As issues arise the public and council are notified Regular reports to Council – Monthly Briefings
Report to Council Landfill Usage – Types of waste disposed		Regular reports to Council – Monthly Briefings
Report to Council Landfill Usage – Traffic Flow		Regular reports to Council – Monthly Briefings

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OUR RESOURCES

Activity	Status YTD	Current Period Comment
Goal: A Sustainable Irrigation Industry has been developed		
Maintain relations with relevant Government Agencies and irrigation Industry Bodies and document opportunities for the Shire		Continuing to develop Council freehold land at the 15Mile for intensive agriculture. Further development of ground water supply at the 15Mile with CSIRO, including consideration of the construction of a number bores to ascertain the extent of groundwater. Consideration of tendering for allocated water in the Flinders River
Goal: Local and Regional Water Supplies are secure for domestic, commercial, industrial and agricultural purposes		
Maintain relations with relevant Government Agencies and advocate on behalf of bore users to maintain access rights and water quality		Nil to report
Maintain relations with relevant Government Agencies and irrigation industry bodies and document off stream water storage opportunities in the Shire		Completed initial study titled "Flinders River Water Resources and Irrigation Project – Hughenden Section by SMEC and Peter Chapman, December 2014. Council is not pursuing this development until such time as the Commonwealth and State are actively engaged.
Develop and implement a draft water supply demand management strategy for review by Council		Currently using 52% of Allocation
Goal: Best Practice Land Management		
Review and renew Council Stock Routes Management plan as per Legislation		0% Review has not commenced
Manage the stock routes water facilities and commence the water agreement process		0%

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OUR COMMUNITY

Activity	Status YTD	Current Period Comments
Goal: Establishment of a Recreational Lake		
Monitor and progress Recreational Lake Development		Land development matters complete with some hold-up on the survey plan by DNRM. Development approval being progressed by Council's Town Planning consultants. Design being finalised and funding application will be made in the next round of the 'Stronger Region Funding' expected December 2015.
Goal: A Health System that meets the needs of the Community		
Maintain relationship with health service providers to ensure that services continue to meet community needs		Conduct Weekly Health Professionals Meetings Community Care Staff 1x FTE Registered Nurse 1x .65 FTE Enrolled Nurse
Goal: The Accommodation needs of the Community are adequately met		
Monitor and engage with the community as required to ensure that short term accommodation needs are understood		Council is seeking town planning approval for the development of a 30 room motel and restaurant in McLay Street Hughenden. Once town planning approval is given, public expressions of interest will be undertaken to secure an investor.
Ensure planning scheme effectively promotes appropriate accommodation development		In development of new town plan it was noted that there is sufficient development land in all categories
Annual reports to Council and Community on the number of vacant (residential, commercial, industrial) allotments within the community		Date Collected
Monitor and engage with the community as required to ensure that long term accommodation needs are understood		Data Collected

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Goal: An accessible Community

Public Facilities accessibility audit implemented and on-going inspection program in place		To be discussed with Council
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Goal: Aged facilities and Services to meet the Community Needs

Financial Summary		
	Budget	Actual
Operating Revenue	61,000.00	13,083.00
Operating Expenses	132,291.00	38,510.00
Deliver services to eligible clients as prescribed by the funding bodies		Ongoing continuous improvement Accreditation Compliance maintained 100%
Manage Aged Persons Accommodation Facilities		Budget Performance is within 10% of budget.

Goal: Recreational Services meet the needs of the Community

Sport and Recreation Plan adopted and implementation occurring		0% Review to commence January 2016
Sport and Recreation Plan adopted and implementation occurring		0% Review to commence January 2016

Goal: A Vibrant Active Community

Financial Summary – Community Small Grants			Financial Summary – Community Development Expenses		
	Budget	Actual		Budget	Actual
Operating Revenue	0	0	Operating Revenue		0
Operating Expenses	30,000	5,400	Operating Expenses		6,870
Assist and Support Community Groups in running Community Events – Number of Events		Total 8 Events Donations 4 Sponsorship 4			
Assist and Support Community Groups in Running Community Events – % of allocated budget spent		16%			

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Goal: Visually Appealing and Well Presented Towns

Develop Open Spaces Master Plan		0% Review to commence January 2016
implement Open Spaces Master Plan		0% Review to commence January 2016
Develop and Implement a Council Street Appeal Strategy		0% Review to commence January 2016
Complete and Implement Council's Parks Plan		0% Review to commence January 2016

Goal: Full Range of Education Opportunities to meet the needs of the Community

Allocate funding in line with Council policy and operational requirements		Nil to report
Allocate funding for scholarships, traineeships and apprenticeships in line with Council policy and operational requirements.		Council was host to 5 Apprentices and 3 Trainees for this quarter

Goal: A Safe and Prepared Community

Financial Summary		
	Budget	Actual
Operating Revenue	0.00	254.00
Operating Expenses	17,000	0.00
Ongoing Review, update and Test Disaster Management Plan as required		Exercise Blind Freddy completed. Planning in progress for next exercise in conjunction with EHO Outcomes Guardian Training – Train the Trainer completed 29/09/2015 Local Disaster Management Plan reviewed annually and will be distributed to all stakeholders as part of preparation for the 2015/2016 Cyclone and Flood Season

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Financial Summary		
	Budget	Actual
Operating Revenue	13,055.00	0.00
Operating Expenses	23,277.00	4,949.00
Develop and implement strategies to support emergency service volunteers		Logistical assistance provided to SES

Goal: Community Facilities that meets the needs of the Community

Funding Sought for the implementation of the priorities in the Hughenden Memorial Pool Master Plan		0% Funding is not being sought as per council direction
Funding Sought for the implementation of the priorities in the Hughenden Memorial Pool Master Plan		0% Funding is not being sought as per council direction
Continuous review and implementation of Showgrounds Master Plan		14%
Carry out all operations, maintenance and replacement of community facilities assets in line with Asset Management Plan		On-going – Up to date with building Capital Works and Maintenance Program

Goal: A Community that values Art, Culture and History

Financial Summary – Art & Cultural Development		
	Budget	Actual
Operating Revenue	5000	0.00
Operating Expenses	20,000	2,940
Implementation of the Collections Policy		0% Photographic Collections Policy is continually used Full artefact Collections Policy to be developed To commence January 2016
Implementation of the Collections Policy		1 Display has been done at the Flinders Discovery Centre “Flynn’s Soft drink”

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Seeking funding for the Development of the Arts and Cultural Centre – Development of the Arts and Cultural Centre Master Plan		0% Arts & Cultural Centre Plan has not been done
Seek funding for Development of the Arts and Cultural Centre – Implementation of the Arts and Cultural Centre Master Plan		0% Arts & Cultural Centre Plan has not been done
Carry out all Activities in line with the Arts, Cultural and History Plans		0% Arts & Cultural Centre Plan has not been done

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OUR ECONOMY

Activity	Status YTD	Current Period Comments
Goal: Business Growth and Development		
Maintain relations with private sector industry representatives	Green	Emphasis has been on developing sound working relationship with Flinders Shire producers through NorthBEEF and developing a strategy for attracting a meat processing facility to Hughenden
Develop and implement Business and Industry Development and Support policy	Blue	No action taken at this time
Goal: Growth at a Sustainable Level has increased the Shire Population		
Planning Scheme review is progressing	Green	Working on attracting value-adding industry to area through meat processing and intensive agriculture
Goal: Increase Tourism Numbers by 100%		
Review and Implement the Tourism Development Plan	Yellow	July to September 2015 11,493 Visitors

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OUR INFRASTRUCTURE

Activity	Status YTD	Comment Period Comments
Goal: Water and Sewerage Infrastructure meets Compliance Standards		
Compliance with Drinking Quality Management Plan		Review of Drinking Quality Management Plan Annual Report not due to next quarter Ongoing testing of water Monitoring of Community Service Standards for compliance with Drinking Water Quality management Plan
Goal: Road Network Meets the Community Needs		
Carry out operations, maintenance and replacement of water supply and sewerage assets in line with the Asset Management Plans.		Odour vents installed at PS1 and Uhr Street Odour Vents installed at PS1 and PS2 North Hughenden Alyss Streets mains replacement completed Stansfield Street main in progress
Maintain relations with the relevant State and Federal Ministers and Government Agencies to seek a funding commitment for sealing of the Kennedy Developmental Road and Torrens Creek - Aramac Roads		On-going lobbying for funding for the Hann Highway and Torrens Creek to Aramac Road. In association with the Chamber of Commerce and other stakeholders held a Roads Forum to promote the completion of sealing of both roads. Recently Council hosted the Queensland Treasurer to discuss State Funding for the completion of sealing of both roads.
Establish relations with the relevant State and Federal Minister and Government Agencies to seek a funding commitment for the upgrading of the Flinders Highway		Continual lobby to both the State and Commonwealth Government for funding for development works on the Flinders Highway. Funding was announced recently and Council is to receive \$8million in funding over the 2015/16 and 2016/17 financial years
Maintain relations with the relevant State and Federal Minister and Government Agencies to seek funding commitment for the widening of the Flinders River Bridge		As part of developing the new Town Plan, a North/South Bypass has been identified which will warrant a new location for the bridge over the Flinders River. Continual lobbying for the sealing of the remaining

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Develop and implement a Heavy Vehicle Traffic Management Plan		Heavy Vehicle Parking Completed Heavy vehicle Routes Completed Local Law No5 (parking) Completed
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Goal: Reliable Communications throughout the Shire

Engage with relevant agencies to improve telecommunications across the State		One successful submission under the Black Spot Program namely Torrens Creek. Developing a pilot program titled "Last Mile – Wireless Internet link". This will share Council's existing internet connection with the few end users participating in this pilot. Pilot should be completed by December 2015.
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OUR GOVERNANCE

Activity	Status YTD	Current Period Comment Officer
Goal: Best Practice Governance		
Council's Governance Framework reviewed through internal and external audit process		Internal Audit Committee established
Work with Local Government Mutual to establish appropriate Enterprise Risk Management Strategies		Meetings held with LGM in regards to ERM Register, Policy and Procedure Policy and Procedure has been reviewed Operational and Corporate Risk register is currently being reviewed
Review and implement skill assessment and training needs analysis with the aim of developing a comprehensive skills development program		During this quarter there has been Recruitment & selection Training, First Aide Training, Hearing Testing, Noise Monitoring of Plant, chainsaw Training, Pole Saw Training, Mulcher Training and Musculoskeletal Health Awareness training
Review and Implement all Human Resource Management Policies and Practices		Policies presented to Council: Code of Conduct Disciplinary Grievance Annual Leave, Overtime, Time Off In Lieu (Til) & Rostered Days Off (RDO's) Over Award
Review Workplace Health and Safety Policies and Procedures with the view to establishing current best practice Workplace Health and Safety in the Council		In accordance with the Work Health and Safety Act 2011, Flinders Shire has developed a Safety Management System to cover the health, safety and welfare of all workers. <u>Ongoing:</u> Workplace health and Safety Ongoing and Monitored Reported to Council each month <u>LTI Rates from July 2015 to September 2015:</u> Lost Time Frequency: 0.00 Average Lost Time Rate: 0.00 Incident Rate: 0.00

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Manage staff and carryout work activities in line with Councils Workplace Health and Safety Policy and procedures		<u>Ongoing:</u> Monitored Regularly Hazard inspection checklists Toolbox talks Safety alerts reported to relevant work areas Distribution of Take 5's
It is the Primary Goal of Council to eliminate or reduce risk by developing risk strategies (e.g. Monthly Action Plans) and adopting a risk management approach to work health and safety.		<u>Ongoing</u> Currently under revision with JLT Auditor Monthly action plans being revised
Carry out Effective Administration and Operations		1st Quarters report of Operational Plan completed and presented to Council
Provide access to appropriate Councillor training and networking opportunities		Ongoing opportunities to attend meetings and conferences
Officers provide comprehensive, well researched information and balanced reporting to Council		Acceptable Guidelines Request Policy has been reviewed and ready for council Adoption
Ensure Councillors are given opportunities to partake in Community Engagement Activities		As per Councillor reports each month
Review, Adopt and Implement a Customer Service Policy for the Organisation		Customer Service Policy is being reviewed Staff Administrative Complaints Policy and Process has been reviewed and adopted Currently being implemented Council has received 3 Administration Action Complaints this quarter
Review, adopt and Implement Customer Service Policy for the Organisations		Customer Service policy is being reviewed Customer Request Management database is being monitored Reports of outstanding requests are presented to officers fortnightly
Bi-annual review and update of Council's 10 year Strategic Financial Forecast		Nil to report

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Conduct training with elected members to ensure that they understand and utilise strategic financial management tools and information		Training provided by Queensland Treasury Corporate in May 2015
Ensure Directors and Managers undertake relevant professional development activities		Directors and managers have been approved to attend their professional body annual conferences
Annually Report to Council and Community on involvement in regional co-operation		Nil to report
Have regular input into the Review and Maintenance of Strategic Plans and Policies		Nil to report