



NORTH BURNETT
REGIONAL COUNCIL



Q4 Report OPERATIONAL PLAN 2018/2019

OUR PRIORITY AREAS

North Burnett Regional Council will achieve this vision by focusing on five priority programs:

1. Our Productive Region
2. Our Happy, Healthy and Safe Region
3. Our United Region
4. Our Vibrant and Naturally Beautiful Region
5. Our Efficient and Effective Council

OUR VISION

By 2030, the North Burnett will be the region of choice for people to live, work and play.

OUR MISSION

To lead the region toward a thriving future for us all to enjoy.

OPERATIONAL PLAN TARGETS:



COMPLETED



N/A COUNCIL RESOLUTION



ON TARGET



PLANNED COMPLETION



BEHIND TARGET



DEPT REVIEW & REPORT

OUR PRODUCTIVE REGION

Safe, well maintained and effective local road networks

Construct Percy Hindmarsh Bridge

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.2.1.1	Detailed project management framework adopted and in place and procurement completed	Engagement of Superintendent.					WORKS	Modified project frame being used for 2019/20 capital budget preparation.
		Detailed Council reports including GANTT chart					WORKS	
1.2.1.2	Design and construction of bridge asset	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	

Improve B Double road access

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.2.2.1	Capital works across region - concrete floodways, earthworks and seal including Derra Road Mundubbera	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	

Road, drainage and bridges construction and maintenance

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.2.3.1	Maintenance of roads - gravel resheets and bitumen reseal	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.2.3.2	Maintenance of drainage and bridges	Carry out construction programme, manage budgets and operational timelines and report quarterly					WORKS	
1.2.3.3	Flood resilience (betterment projects) and completion of flood damage repairs in accordance with Qld Reconstruction Authority guidelines	Carry out construction programme, manage budgets and operational timelines					WORKS	
		Monitor repair programme and complete all necessary documentation to ensure all allowable reimbursement for work completed is received					WORKS	Repair programme completed on ground. 12 final reports completed and lodged. 6 final reports to be lodged following receipt of final invoices.
1.2.3.4	Footpaths and kerb and channel	Carry out construction programme and manage budgets and resources					WORKS	

Safe, well maintained and effective state road network

Road Maintenance Performance Contract (RMPC) for region

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.3.1.1	Deliver RMPC Contract	Negotiate contract to maintain State Road network					SIA	Contract signed.
		Carry out condition inspections at required frequency and plan rectification works according to agreed intervention levels					SIA	Condition inspections completed as required and works orders raised in line with contract term during 2018/19 financial year.

Roadworks Performance Contract (RPC) for region

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.3.2.1	Deliver RPC Contract	Negotiate contract to maintain State Road network					SIA	

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
		Carry out condition inspections at required frequency and undertake rectification works according to agreed intervention levels					SIA	KPI details inaccurate.

Implementation of Tourism Strategy

Improve Tourism

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.5.1.1	Regional town entry signage (2 towns per year)	Design and construct town entrance signage - based on Mundubbera signage					SIA	Planning for Mt Perry signs. Seeking Department of Transport and Main Roads (DTMR) approvals for locations. Mundubbera sign designs/drawings have been provided to Facilities Team. Mt Perry Community consult completed. Sign design completed.
1.5.1.2	Master plan for BMX track, Eidsvold (Resolution 2019/6 General Meeting 30-01-19)	Engage resources and complete master plan and community consultation					SIA	16-01-19 Resolution 2019/6 - That the 2018-19 Operational Plan section 1.5 be amended to delete reference to the undertaking of a Master Plan for BMX track, Eidsvold. CARRIED
1.5.1.3	Walking tracks and tourist points for RM Williams ABLC	Design and construct tracks and tourist points to improve visitor experience					SIA	Design completed with Council review. Construction planned and funded within 2019/20 financial year.
1.5.1.4	Mingo Crossing Caravan Park Upgrade	Capital works upgrade of facilities, project framework signed off and budget management					WORKS	Based on revised timeframe.

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.5.1.5	Monitor effectiveness and efficiency of Caravan Park operations	Prepare standardised caretaker agreements					C&C	New agreements prepared as existing ones expire.
		Quarterly Council reports re: visitation statistics etc.					SIA	Information published in Councillor Information Reports

Diversification of the economy through research of potential new industries









Economic strategy and modelling

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.6.1.1	Economic & Innovation Strategy	Adoption of Strategy by Council					SIA	Strategy finalised. The document was provided for community viewing / comment from 8/4/2019 for period of 4 weeks and was displayed at Regional Shows.
1.6.1.2	Economic profile produced	Establish Council economic id using modelling tool used by WBBROC Councils and report/s to Council					SIA	Subscription purchased and user training completed.

Planning to facilitate industrial, commercial and residential growth









Increase residential, commercial and industrial development

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.7.1.1	Prioritised and scoped future development possibilities of Council owned land for residential, commercial and industrial uses	Needs analysis for each major community in region including prioritisation					SIA	Ongoing discussions with Councillors in relation to development of incentive schemes and updates to planning scheme to encourage future land development.

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
		Concept designs and engineering estimate prepared for Council consideration					SIA	Concept designs and estimates delayed - awaiting outcome of adoption of incentive measures.
		Detailed design for priority 1 needs backed by Council resolution					SIA	Concept designs and estimates delayed - awaiting outcome of adoption of incentive measures.

Improve transport routes for product and produce

Road network economic valuation

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
1.8.1.1	Complete NBRC HV road network plan	Road Forum and industry survey completed					SIA	Officers have completed assessment of identified routes from North Burnett Ag Forum held in June 2018. Upgrade projects identified for network upgrades required.
1.8.1.2	Enable the assessment of a road economic value	Development of NBRC / QUT economic model					SIA	Further information gathered and entered into QUT Economic Model.

OUR HAPPY, HEALTHY and SAFE REGION

Community health and well being services that meet community priorities

Ensure safety

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
2.2.1.1	Admin office improvements (Eidsvold) - securing building roof access points - Footpath upgrades - pedestrian access	Completion of minor capital programs in budget					WORKS	

Advocate for health and well being services

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
2.2.2.1	Advocate through Government and other key stakeholders to maintain and deliver a variety of health and well being services across the region	Key priorities for region discussed with stakeholders and Government Depts.					C&C	Cr Whelan on regional advisory committee. Continue to advocate for health in upcoming state election in 2020.
		Attendance at community forums, workshops and meetings to aid in Council's future planning for health and well being services					C&C	Cr Whelan on regional advisory committee. Continue to advocate for health in upcoming state election in 2020.
		Regular Council reports, media liaison to demonstrate Council's activity in developing and engaging services.					C&C	Cr Whelan on regional advisory committee. Continue to advocate for health in upcoming state election in 2020.

Increase public transportation options

Deliver the North Burnett Transport Service





































Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
2.4.1.1	Continue to deliver the North Burnett Transport Services for all clients across	Effective and efficient service delivery, budget and resource					C&C	Net profit for 2017/18 financial year. Service has been delivered meeting service

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
	the North Burnett consistent with available resources and funding	management consistent with Government guidelines						levels. Extension to agreement until December 2020.

OUR UNITED REGION

A region for all ages

Improve and provide sport, recreation and open spaces

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.1.1.1	Gayndah main sporting field upgrade	Deliver sporting field upgrades and service improvements consistent with project plans and budgets					WORKS	
3.1.1.2	Electricity upgrade at Archer Park Community Centre, Mundubbera	Completion of Sports Field lighting with power supply upgrade to Archer Park					WORKS	Electrical switchboard upgrade has been completed. Ergon finalising the upgrade to their network.
3.1.1.3	Gayndah swimming pool upgrade including amenities and kiosk	Demolition of buildings					WORKS	Demolition completed.
		Painting and capital works improvements					WORKS	Installation of grandstands and starting blocks to occur Q1 - 2019/20.
3.1.1.4	General capital works across other regional public swimming pools	Deliver on maintenance plans to upgrade regional swimming pools for public enjoyment					WORKS	Maintenance items completed for 2018/19.
3.1.1.5	Cycleways - Mt Perry and Gayndah	Complete construction based on design, budget and timelines					WORKS	
3.1.1.6	Public conveniences - upgrades - region wide	Complete construction based on design, budget and timelines					WORKS	
3.1.1.7	Upgrade ski and recreational area - Gayndah	Complete construction based on design, budget and timelines					WORKS	
3.1.1.8	New street furniture for Monto and Mundubbera (W4Q projects)	Install new street furniture					WORKS	Bins due to be delivered to Monto 10 September 2019.

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.1.1.9	Irrigation system for Biggenden	Install fully operational irrigation system					WORKS	
3.1.1.10	Canteen for Biggenden sports ground	Construct new canteen					WORKS	Project completed.
3.1.1.11	Planter Boxes Construction of BBQ at Mt Perry Skate Park (Resolution 2019/7 General Meeting 30-01-19)	Provide and install BBQ at Mt Perry Skatepark					WORKS	All works completed except for installation of BBQ. Expect BBQ to be installed September 2019.
3.1.1.12	Deliver the first stage of Council's adopted Sport and Recreation and Infrastructure Plan	Report to Council					C&C	Plan not clearly cut into stages. Dialogue on some sites has commenced. Council's Sport and Recreation Officer resigned and new staff member to take action plan on for 2019/20 with specific actions items set to be achieved by 30 June 2020.
		Joint project across local Councils					C&C	Wide Bay Burnett Regional Organisation of Councils (WBBROC) Strategy completed and projects developing.
		Direct liaison with Assets Team to ensure consistency with delivering plan with asset management plans and budgets					C&C	Commenced working with Assets, Parks & Open Spaces and Works teams to ensure an asset managed approach.
		Continued meetings and relationship building with stakeholders in regional sport and recreational to achieve mutual outcomes					C&C	Quarterly meetings with advisory committees in each main sporting centre. To be continued under new Sport and Recreation Officer. Developments at Monto Sport

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
								and Recreation grounds commencing.









Engage with Region's youth

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.1.2.1	Youth Advisory Council established and resourced	Ongoing support and coordination between Council and Youth Advisory Council					C&C	Program not continued. Move to a leverage and collaboration model in 2019/20 that provides the same level of development across the North Burnett for all youth to engage in.
3.1.2.2	Action Plan for future 12 months of events / initiatives	Presentation of 12 month (proposed) action plan for Council's consideration					C&C	Meeting held with Crs Chambers, Whelan & Zahl on 31 May to propose new framework. To be adopted in 2019/20 Operational Plan.
3.1.2.3	Availability of mentors from staff and elected members	Councillor and staff participation and involvement in regional youth initiatives and community reporting					C&C	Program not continued. Re-focused in 2019/20 Operational Plan.
3.1.2.4	Good governance processes of agendas, minutes and action plans	Ongoing coaching and mentoring of Youth Advisory Council in matters of governance, probity and policy development					C&C	Program not continued. Re-focused in 2019/20 Operational Plan.

A region for all abilities













Improve accessibility to Council's infrastructure

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.2.1.1	RM Williams Australian Bush Learning Centre (RMWABLC) construct disabled access to camp kitchen	Complete construction based on design, budget and timelines					SIA	Project completed.

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.2.1.2	Accessibility audit for Council infrastructure / Implement priority actions from accessibility audit for Council infrastructure	Complete audit - review previous reports					WORKS	Priority items purchased for installation in 2019/20.
3.2.1.3	RMWABLC playground area (holding tank and pump)	Complete construction based on design, budget and timelines					WORKS	

A region for all interests









Continue with community development and engagement programmes (incl. sponsorship and support)

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.3.1.1	Continue to deliver community development and engagement programmes across the region	Programme presented to Council					C&C	2019/20 draft program presented to Crs Chambers, Whelan and Zahl on 31 May 2019. Incorporated into 2019/20 Operational Plan for Council adoption.
3.3.1.2	Assess and disburse funding under the Community Grants Programme consistent with Policy	Deliver consistent with Council budget and or grant funding guidelines - reports to Council when necessary					C&C	Delivered in line with Policy. Budget only exceeded with Council approval (Sporting & Cultural Performance Grants & Water Charges). Processes refined with updated Policy and Guidelines to be presented in 2019/20.
3.3.1.3	Attendance and participation at stakeholder meetings and forums	Ongoing staff attendance / participation in relevant community development programmes					C&C	Team continues to lead advisory committees and being active in other regional programs. To be increased in 2019/20 when full capacity is reinstated in the team. Some advisory committees to be reinvigorated. Team is

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
								broadening its activity across the region.





Art and Culture

Deliver Regional Arts Development Fund (RADF) obligations

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.4.1.1	Continue to deliver the RADF programme across the North Burnett consistent with available resources and funding and reports to Council	Deliver programme consistent with Government funding and policy					C&C	Program being administered in line with policy and frameworks. Review undertaken to make program more effective and efficient in 2019/20.
3.4.1.2	Assessment Reports consistent with guidelines and policy	Reports for consideration of Council					C&C	Reports presented for endorsement of each funding round.

United Communities





Heritage Register

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
3.6.1.1	Maintain Council's Heritage Register and enhance as other areas and places of significance are identified	Research and gather data for Heritage Register					SIA	Project postponed to future years.

OUR VIBRANT, HEALTHY AND SAFE REGION





















Protection of cultural heritage





Manage culturally significant sites in a responsible and sustainable manner

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
4.5.1.1	Cultural heritage assessments are incorporated into work and project planning where required	Reports include cultural heritage assessments and use of ILUA representatives where possible					Office of the CEO	Cultural heritage assessments incorporated into work and project planning where required.

Natural resource protection

Implement Natural Management plans and programs in accordance with Statutory and Council adopted policies

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
4.6.1.1	Development of Natural Resource Management Plan	Present Plan to Council for adoption					SIA	Biosecurity Plan has been adopted by Council.
4.6.1.2	Washdown Bay, Biggenden	Location identified and design and engineering estimate					SIA	Identification survey completed. Budget funding sought for 2019/20 financial year to proceed to concept design.
4.6.1.3	Purchase of new herbicide spray unit for Land Protection Officers	Unit purchased					SIA	New Spray Unit delivered and operational.
4.6.1.4	Gravel pit rationalisation and rehabilitation	Develop Gravel Pit Management Plan. Identify pits that are either have no material left or are not required					SIA	Department of Agriculture and Fisheries provided comment of V2 edition suggesting amendments. Final document to be completed Q2 2019/20 financial year.
4.6.1.5	Flying fox monitoring as required	Manage Roosts to Dept. of Environment and Science requirements					SIA	Completed following roost surveillance at Mundubbera, Deep Bank and Eidsvold. Roost

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
								successfully dispersed from Eidsvold State School.
4.6.1.6	Environmental offset site management	Maintain Gurgeena environmental offset site management to DES requirements					SIA	Annual report submitted to Government entities. Environmental Offset Site monitored periodically. New plants sighted from natural regeneration. Further funding sought 2019/20 to nurture juvenile plants.

OUR EFFICIENT AND EFFECTIVE COUNCIL

Customer focused

Increase local spend

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.1.1.1	Review of procurement policy to ensure local preference policy in place	Review policy and procedure for consistency to project and internal and external consultation					C&C	Internal audit commissioned for Q1, 2019/20.
		Local spend report (YTD) presented to Council and inclusion in Annual Report					C&C	Internal audit commissioned for Q1, 2019/20
5.1.1.2	Active usage of preference policy consistent with legislation	Standardised procurement documentation in place					C&C	No change from Q3.
5.1.1.3	Staff training in procurement policy and obligations	Staff training and development on policy requirements					C&C	Procurement improvements to be focus of 2019/20.

Deliver new Council Service Charter

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.1.2.1	Review existing Council Customer Charter	Review existing policies for timeliness and accuracy - internal and external benchmarking and consultation					C&C	Draft Project Plan developed 21 June 2019. Project Team to be developed with broad internal and external consultation. Expected to be presented to Council in December 2019.
		Workshop with Departments, ELT and Council on developing charter					C&C	Draft Project Plan developed 21 June 2019. Project Team to be developed with broad internal and external consultation. Expected to be presented to Council in December 2019.

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.1.2.2	Reports and presentations to Council	Adoption of new Customer Service Charter					C&C	Draft Project Plan developed 21 June 2019. Project Team to be developed with broad internal and external consultation. Expected to be presented to Council in December 2019.
5.1.2.3	Media and publicity of new charter	Media Strategy adopted to engage with the community					C&C	Draft Project Plan developed 21 June 2019. Project Team to be developed with broad internal and external consultation. Expected to be presented to Council in December 2019.

Improve communication and engagement with community

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.1.3.1	Review and enhance current Community Engagement Policy and Strategy	Establish project team to review existing policies & other mediums					C&C	Strategy to be developed under 2019/20 Operational Plan in line with Council's corporate direction.
		Council and community engagement completed					C&C	Council's Media team created and processes to increase community engagement implemented. Strategy to be developed under 2019/20 Operational Plan in line with Council's corporate direction.
		Adoption of new strategy					C&C	Council's Media team created and processes to increase community engagement implemented. Strategy to be developed under 2019/20 Operational Plan in line with Council's corporate direction.

Asset Management

Asset Management Plan development

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.1.1	Deliver three (3) asset management plans for Council's adoption (used for the basis of future capital and operational budget deliberations)	Main Asset Management Plan adopted					SIA	
		Parks & Open Spaces Asset Management Plan adopted					SIA	
		Roads and Bridges Asset Management Plan adopted					SIA	Road and Bridge Asset Management Plan adopted by Council.









Work Programming

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.2.1	Preparation of Civil Work and Parks & Open Spaces future work programming	Civil Works program delivered - monthly reports and budget management					SIA	Programs prepared and presented to Works for delivery.
		Parks & Open Spaces program delivered - monthly reports and budget management					SIA	Programs prepared and presented to Works for delivery.





Condition Monitoring

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.3.1	Establish a monitoring program that delivers consistent asset condition rating	Purchase / lease asset condition rating equipment					SIA	
		Complete base line run for future (asset) trending analysis					SIA	





Plant and Equipment

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.4.1	Deliver annual plant replacement programme	Prepare condition based renewals plan					WORKS	Renewal based on Council's replacement schedule (years).
		Procure plant & equipment to deliver program					WORKS	





Community halls

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.5.1	Upgrade community halls	Completion of W4Q programme					WORKS	Completed 2017-19 Works for Queensland (W4QR2) halls programme.





Cemetery

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.6.1	Replace fence at Eidsvold and provide notice boards	Replace fence and provide notice boards at cemeteries					WORKS	Notice board and front fence completed. Side fence to be completed by end of September.





Playgrounds

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.7.1	Replace and maintain playground equipment	Prepare replacement programme and replace equipment					SIA	Stage 1 completed in line with available budget and Council resolution.





Council office - Mt Perry

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.8.1	Replace air conditioner	Install replacement air conditioner					WORKS	Completed.





Quarries

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.9.1	Manage quarries in accordance with statutory requirements	Prepare management plan and resourcing requirements for budget consideration					SIA	Conceptual rehabilitation plan and costing developed for Allen's Pit.





Gayndah Main Street

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.10.1	Rectify mobility issues with footpaths and cross-overs	Prepare plan - and undertake corrective actions to improve mobility					SIA	In line with regional conditional assessments.

Main Street

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.11.1	Replace Town Hall clock in Mundubbera	Replace town clock in Mundubbera					WORKS	Installation to occur Q1 - 2019/20. Project delayed due to late delivery and contractor availability.

Maintain water and sewerage networks

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.12.1	Prepare annual capital programmes for water, sewerage and trade waste	Complete works programmes for water and sewerage and provide quarterly reports					WORKS	Completed.

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.12.2	Prepare annual maintenance programmes for water, sewerage and trade waste	Complete maintenance programmes for water, sewerage and trade waste and provide quarterly reports					WORKS	Completed.
5.2.12.3	Statutory compliance for water and sewerage functions	Provide reports as required for all statutory requirements					WORKS	Reporting requirements have been actioned as per Legislative requirements for 2018-2019.













Sufficient water allocation to meet users needs

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.2.13.1	Assess annual water data to assess allocations are sufficient and supply is adequate in both quantity and quality	Review WBBROC Regional Water Plan					SIA	Water supply maintained throughout course of year. Relationship with Sunwater, Department of Natural Resources, Mines and Energy (DNRME) and irrigation groups maintained.
		Maintain lobbying efforts with DSDMIP & FCRC regarding possible use of Paradise Dam water for Biggenden					SIA	Ongoing lobbying has led to successful funding application through the Maturing the Infrastructure Pipeline Program (MIPP) which will include consideration of Paradise Dam water for Biggenden.

Future financial sustainability













Improve short and long term finances

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.4.1.1	Long term financial forecast updated prior to each budget and budget revision	Reviews of long term financial forecast reviewed 3 times each year with ELT and Council					C&C	Long Term Financial Plan (LTFP) revised in Q4 as part of 2019/20 budget process.

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.4.1.2	Ongoing review and implementation of strategies to reduce current deficit	Implementation of strategies to reduce current deficit (possible engagement of external consultants)					C&C	Considerable review undertaken as part of 2019/20 budget process. This will be ongoing in 2019/20.
5.4.1.3	Annual review of asset management plans by 30 June	Delivery on asset management plans with clear linkage to long term financial forecast					C&C	Asset management plans delivered by Asset Services Team in 2018/19 have informed the preparation of the Long Term Financial Plan (LTFP) for 2019/20.
5.4.1.4	Annual net financial asset / liability ratio not greater than 60%	Monthly finance reports to Council including Balance Sheet, and financial ratios					C&C	

Waste management

Waste Collection Services are efficiently and effective provided

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.5.1.1	Review Strategic Waste Plan and amend for Council adoption	Completion of future transfer and central landfill strategy with commencement of environmental licencing					SIA	Government funding approved for construction of transfer stations over two years. Weighbridge installed at Mundubbera Waste Management Facility.
5.5.1.2	Increase recycling revenue	Commence e-waste recycling strategy for the 2018-19 year					SIA	E Waste recycling commenced. 22.52 Tonnes of eWaste recycled since implementation.
5.5.1.3	Closure plans for waste disposal facilities are implemented	Closure plan developed and implemented for Ideraway and Byrnestown					SIA	Byrnestown Landfill closed and capped without closure plan. Cadastral survey completed for Ideraway & valuation received from the Department of Natural Resources, Mines and Energy

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
								(DNRME). Report to Council required to fund further environmental investigation and to purchase land from the State.
5.5.1.4	Rubbish handling equipment replacement	Equipment purchases for regional landfill sites	●	●	●	●	SIA	New Cat 953 waste handler delivered and operational.
5.5.1.5	Landfill internal road improvements	Design and construct road improvements across regional landfill sites	●	●	●	●	SIA	New entry constructed to Eidsvold Waste Facility.

Good Governance

Maintain corporate systems and processes

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.6.1.1	Corporate systems and processes consistent with legislation, policy, contemporary practice and long term sustainability	Achieving unqualified audit for financial statements	●	●	●	●	C&C	Unqualified audit achieved in Oct 2018 for 2017/18 financial year.
		Monthly financial and corporate reporting to Council	●	●	●	●	C&C	
		QAO assessment of financial (internal and external) operations	●	●	●	●	C&C	
		Continually reviewing operational revenue and expenditure	●	●	●	●	C&C	
		Continuous improvement and efficient and effective service delivery across records, ICT, procurement	●	●	●	●	C&C	Processes reviewed in 2018/19. Ongoing in 2019/20.

Deliver Risk Management responsibilities

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.6.2.1	Review existing Risk Management Plan	Revised Risk Management Plan presented to Council					C&C	Councils Risk Management Framework is to be overhauled by Q2, 2019/20.
5.6.2.2	Review and update existing Risk Register	Risk Register updates presented ELT, EMT, Audit Committee and Council in accordance with Framework					C&C	Councils Risk Management Framework is to be overhauled by Q2, 2019/20.
5.6.2.3	Continued risk management education of staff via training and development programmes	Regular staff training and development programmes - new employees - training updates					C&C	Monthly toolbox meetings held with WHS and Risk Management Activities highlighted to all employees.
		Employee access of all related WHS policies, procedures and legislation					C&C	Policies and procedures updated and continuing with the assistance of two safety advisors together with audits and inspections.
		Open communications to identify potential problems					C&C	A number of initiatives undertaken. Zoom facility to be installed at all the depots in the coming months.
5.6.2.4	Reporting to Council and the Audit & Risk Committee	Workplace Health and Safety Risk Register presented to WHS Committee, executive leadership team and the Audit Committee consistent with SAFEPLAN and Risk Management Framework					C&C	Preparatory work undertaken for LGW Annual Audit. Planned for November 2019. Expected finding to be more than 80%. Insurance premium is on a downward trend and expected savings in premiums for workers compensation premium for the next coming years.

Improve Information Communications and Technology

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.6.3.1	Delivery of new telephonic system	Project & Resource Plan completed for new telephonic systems					C&C	New phone system placed on hold pending long term ICT strategy to be prepared in 2019/20.
		RFQ or tender document preparation					C&C	New phone system placed on hold pending long term ICT strategy to be prepared in 2019/20.
		Reports to ELT and Council					C&C	New phone system placed on hold pending long term ICT strategy to be prepared in 2019/20.
		Staff training and development for new system					C&C	New phone system placed on hold pending long term ICT strategy to be prepared in 2019/20.
		Implementation of new system, feedback and review					C&C	New phone system placed on hold pending long term ICT strategy to be prepared in 2019/20.
5.6.3.2	Purchase new Storage Network (SAN) for increased data storage	RFQ and Tender for new SAN for data storage					C&C	

Productive Partnerships





Maintain partnerships / memberships for the benefit of the region

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.8.1.1	Maintain active presence in strategic reference for overall regional benefit	Attendance at Mineral Resources, Road User, Bulk Water, Qld Competition Authority pricing review, Bundaberg State					SIA	Active presence maintained on appropriate groups and

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
		Development Area and Port Infrastructure Project (BSDAPIP) and other groups and reports to Council						committees for this financial year.





Aviation

Manage regional airports in accordance with Civil Aviation Authority requirements

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.9.1.1	Maintain and improve Council's airports to comply with legislative requirements	Prepare airport management plans including specifying processes, statutory resource requirements and capital and maintenance budgets for Council					WORKS	Actions from CASA inspection addressed. Funding in 2019/20 budget.





Environmental Health









Provide environmental health services in line with legislative & community requirements

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.10.1.1	Review Environmental Health Management Plan	Present Plan to Council for adoption					SIA	Plan to be reviewed in future years.

Disaster Management









Effective Disaster preparation, mitigation and recovery operations

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.11.1.1	Review Disaster Management Plan	Review and test plans on a timely basis - mock exercise to be considered					Office of CEO	Local Disaster Management Plan (LDMP) reviewed each year in Q1/2. One Sub Plan of LDMP is reviewed each quarter. Exercise undertaken each year in Q2.

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.11.1.2	Develop SES MOU / partnership operating arrangements	Develop and sign MOU and Working Arrangements documentation with key stakeholders					SIA	
5.11.1.3	Natural Hazard Management	Assist in QFRES natural hazard audit					Office of the CEO	Bushfire Risk Mitigation Plan for North Burnett completed in Q4 by Queensland Fire and Emergency Services (QFES) - Rural Fire Services in consultation with relevant Stakeholders, including Council.









Building and Plumbing certification

Building and plumbing function efficiently completed in accordance with legislative policies and procedures

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.13.1.1	Review Planning Scheme	Incorporation of Water & Sewerage D&C Codes, Update standard drawings and references					SIA	Planning scheme amendment to include revised standard drawings.
5.13.1.2	Illegal building inspection program and notification requirements	Complete 2018-19 illegal building inspection program and report results					SIA	Presentation made to Councillor Workshop on unlawful buildings and temporary homes.





Biosecurity Management

Establish framework for Council and Community groups to address biosecurity management issues

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.14.1.1	Develop Bio-security Management plan for Council adoption	Complete stakeholder identification and consultation					SIA	Biosecurity Plan adopted by Council.
		Prepare plan and present to Council for adoption					SIA	Biosecurity Plan adopted by Council.





Trade Waste

Review Trade Waste Policy and commence inspections

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.16.1.1	Prepare new Trade Waste policy to address current legislative requirements and treatment capabilities	Present policy to Council for adoption					SIA	Not commenced.









Natural resource Management

Stock Route Management

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.17.1.1	Develop and implement Stock Route Management Plan	Prepare revised plan and present to Council for adoption					SIA	Stock Route Management Policy adopted by Council.

High level of reliability in all our agricultural water

Enhance agricultural water security and reliability within the region

Code	Outcome	Action Name	Q1	Q2	Q3	Q4	Dept.	Comments
5.19.1.1	Continue work with Sunwater, CHRC & LGAQ to achieve consistency and affordability for bulk water pricing to be reviewed by the QCA	Ongoing reports to Council - policy development and possible Government intervention on behalf of region					SIA	Bulk Water Pricing proposed guidelines with Sunwater. management for review and adoption.
5.19.1.2	Work with Upper Burnett IAC's and Sunwater to achieve better reliability	Council to be a voting member on all IAC's in the Upper Burnett					SIA	

INTRODUCTION

The North Burnett Regional Council 2018-19 Operational Plan is required to be developed in accordance the *Local Government Regulation 2012* and focuses on the actions that Council staff are expected to take throughout the twelve month period in order to implement the longer term goals detailed in the North Burnett Regional Council Corporate Plan for the period 2017-22.

In accordance with the provisions of Section 175 of the *Local Government Regulation 2012*, an Operational Plan must:

- (a) be consistent with the annual budget; and
- (b) state how the local government will –
 - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
 - (ii) manage operational risks; and
- (c) include an annual performance plan for each commercial business unit of the local government

In accordance with section 174(3) of the *Local Government Regulation 2012*, Council will assess its progress towards implementing its annual Operational Plan on a quarterly basis. The long-term Strategies within the Corporate Plan are allocated to one or more Departments to progress. Therefore the Operational Plan has displayed the Operational Initiatives and Operational Services according to Departmental responsibility, to provide clarity and accountability, as well as providing operational focus for the Departments within North Burnett Regional Council. All day to day core business activities and services are not necessarily listed in the Operational Plan; instead the Plan focuses on initiatives and services that will be required in the current financial year to achieve long term corporate objectives.

The Corporate Plan provides a blueprint for the future of our communities and establishes priorities and outlines strategies which best reflect the needs of our community for today and into the future.

Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting operational plan goals. This plan is closely linked to North Burnett Regional Council 2018-19 budget and Council's available human resources.

The Council's Operational Plan is a statement of specific works to be undertaken and services to be provided in order to progress the Long-Term Strategies set out in the Corporate Plan for the current financial year. This Operational Plan for the Financial Year period July 2018 to June 2019 and prepared in conjunction with the Budget for the 2018 to 2019 Financial Year, both of which are to be effective 1 July 2018 and adopted at the Budget Meeting of 4 July 2018.

Version 1 – May 2018 – Draft version / working document. (Doc ID 870973)

Version 1.2 – Adopted at the General Meeting held in Biggenden on 15 August 2018. (Doc ID 880742)

Q1 Update – Adopted at the General meeting held in Eidsvold on 17 October 2018. (Doc ID 899477)

Q2 Update – Adopted at the General Meeting held in Monto on 16 January 2019. (Doc ID 924678)

Q3 Update – Adopted at the General Meeting held in Eidsvold on 12 June 2019. (Doc ID 935541)

Q4 Update – Adopted at the General Meeting held in Biggenden on 28 August 2019. (Doc ID 948773)