



**CHERBOURG ABORIGINAL SHIRE
COUNCIL**

OPERATIONAL PLAN

2013/2014



Cherbourg Aboriginal Shire Council – Operational Plan – 2013/2014

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status	Budget Link
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Organisational Management

<i>To deliver responsible governance, efficient service and administrative support for Council's operations and strategic initiatives</i>							
1.1	Provide responsible and accountable financial planning and management	1. Reporting to Council meetings 2. Compliance with all legislative requirements 3. Completion of annual financial statements 4. Maximise revenue to Council 5. Review and acquittal of all grants in accordance with grant agreement terms and conditions 6. Provide timely and efficient finance and payroll services. 7. Providing financial reports to Senior Staff. 8. Review operations of Housing management section to ensure rentals meet social housing guidelines, rental arrears are followed up and housing policies are up-to date 9. Investigate possibility of transferring tenancy management to Dept of Housing 10. Development & adoption of annual budget for 2012/2013 11. Development of Long Term Financial Plan	1. Monthly 2. As required 3. 15 Sept 4. Monthly 5. As required 6. Daily 7. Monthly 8. 30 November 9. 30 November 10. 29 September 11. 30 November	1. Senior Staff 2. CEO & LG&CS Manager 3. Accountant 4. Accountant 5. Grants/Admin Officer 6. Finance Staff 7. Accountant 8. LG&CS Manager and Housing Officer 9. CASC and CEO 10. CASC, CEO, Manager LG&CS & Accountant 11. Manager LG&CS & Accountant	1. Reports submitted 2. Comments in audit & internal audit 3. Draft accounts submitted to auditor 4. Monthly report 5. No breach notices or negative feedback from funding bodies 6. No negative feedback 7. Reports provided in timely manner 8. Report provided to CEO and Council 9. Report provided to Council 10. Budget presented to Council & adopted 11. Plan completed and presented to Council	} } } SGFA code 4002 } } } } Code 4301 } } SGFA code 4002 } } } Housing code 1011 } } } SGFA code 4002 } }	
1.2	Manage corporate services to support and increase the effectiveness of operations	1. Undertake a review of all Council policies and procedures to meet community and legislative needs.	1. 30 November 2. 31 January	1. CASC, CEO & Local Govt and Corporate Services Manager (LG&CSM) 2. CEO & Senior	1. Register of policies completed & statutory polices available on website	} } } } SGFA code 4002	

Cherbourg Aboriginal Shire Council – Operational Plan – 2013/2014

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		2. Workshop policies and procedures with Council staff 3. Review Community Engagement policy to identify methods of gathering information as well as providing information to community 4. Review and development of new Corporate Plan for 2013 to 2018 5. Development of Operational Plan for 2012/2013 6. Review and reporting to Council on outcomes achieved in Operational Plan 2012/2013	3. 30 November 4. February 2014 5. 29 September 6. Quarterly	3. Managers CEO and Community Services Manager 4. CASC & CEO 5. CEO 6. CEO	2. Workshops completed 3. Review completed and report to Council 4. Corporate Plan adopted by Council 5. Operational Plan adopted by Council 6. Reports provided to Council		} } } } } SGFA code 4002 } }
1.3	Recruiting and developing staff to deliver Council services	1. Review and/or development of staff recruitment policy and processes 2. Development of WH&S policies in accordance with legislation. 3. Training for all staff on details & implications of new WH&S policies. 4. Ensuring all staff have opportunities for personal development and training 5. Assess organisational structure to ensure it meets current needs 6. Develop contracts for senior managers 7. Review Position Descriptions for all staff and amend where necessary	1. 30 November 2. 31 January 3. 31 January and then monthly 4. As required 5. 31 October 6. 30 November 7. 31 January	1. LG&CSM 2. WH&S Officer 3. WH&S Officer 4. Senior Staff 5. CEO 6. Mayor & CEO 7. CEO & Senior Managers	1. Policy & procedures approved by CEO 2. All policies approved 3. Training workshops held and attended by all staff 4. Training programs undertaken 5. Report to Council 6. New contracts in place 7. All Position Descriptions up to date		} } } } } SGFA code 4002 } } & } FAG code 4375 } } } } } }
1.4	Ensuring all Council's assets are managed and maintained within annual budget constraints	1. Finalisation of Asset Management Plan 2. Development of a plan for regular maintenance of Council assets	1. 30 November 2. 31 December	1. Accountant & CT Management Group 2. LG&CS Manager	1. Plan adopted by Council 2. Plan approved by CEO		} SGFA code 4002 } } & }

Cherbourg Aboriginal Shire Council – Operational Plan – 2013/2014

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		3. Stock take of assets	3. June 2013	3. Senior Staff	3. Stock take completed		} FAG code 4375
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Infrastructure

To maintain and upgrade essential infrastructure and housing to service the needs of the community now and in the future

2.1	Maintaining an appropriate level of roads to enhance safety in the town area.	<ol style="list-style-type: none"> Maintenance and pothole patching of town streets Cleaning of road kerb and channelling and drains Seek funding to maintain Cherbourg/Murgon access road Review and maintain pedestrian crossings and signage Regular inspections and repairs to footpaths Finalisation of road works to be completed under NDRRA program Prepare plan for car park in front of Council Chambers and identify possible funding 	<ol style="list-style-type: none"> On-going Monthly As required On-going On-going 30 June 31 December 	<ol style="list-style-type: none"> Works Co-ordinator Works Co-ordinator Works Co-ordinator & Grants/Admin Officer Works Co-ordinator Works Co-ordinator Manager LG&CS and consultant Manager LG&CS and consultant 	<ol style="list-style-type: none"> Monthly report to Manager Monthly report to Manager Submission sent Monthly report to Manager Monthly report to Manager Report submitted to QLDRA Plan and report finalised 		<p>} } } FAG code 4375 } } } } } Code 4760 } } FAG code 4375 }</p>
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2.2	Maintaining an efficient fleet of plant and equipment	<ol style="list-style-type: none"> Development of a maintenance plan for all equipment. Undertake maintenance checks on all equipment Training and skills development for all operators 	<ol style="list-style-type: none"> 30 Sept Daily As required 	<ol style="list-style-type: none"> Workshop Supervisor All workers Senior Staff 	<ol style="list-style-type: none"> Plan completed & given to Manager Records of all maintenance kept Level of qualification increased 		<p>} } FAG code 4375 } }</p>
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2.3	Ensuring the water supply, sewerage system and garbage system are provided in accordance with the highest possible health standards and reliability.	<ol style="list-style-type: none"> Review and/or development of maintenance plan for WTP to include routine maintenance of plant, inspection of water intake well & pumps, hydrants and scouring of water lines Review and/or development of maintenance plan for STP to include routine maintenance of plant, inspection of wet wells, pumps and man holes Clearing sewerage blockages 	<ol style="list-style-type: none"> 30 November 30 November As required Weekly 	<ol style="list-style-type: none"> Works Co-ordinator & Environmental Services Officer (ESO) Works Co-ordinator & Environmental Services Officer (ESO) STP Operator Works Co-ordinator 	<ol style="list-style-type: none"> Plan provided to Manager and approved Plan provided to Manager and approved Number of complaints received 		<p>} } } ATSI Public Health Code 4242 } } } Municipal Services code 4006</p>
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Cherbourg Aboriginal Shire Council – Operational Plan – 2013/2014

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status	Budget Link
		4. in mains and households Collection of household and business garbage		10. (through Council Services Officer)	4. Monthly report to Manager		➤ SGFA code 4002
2.4	Maintaining residential housing stock in accordance with agreed housing programs	1. Liaison with Q Build on reno and maintenance projects 2. Development of works programs for Council building workforce. 3. Coordination of contractors undertaking renovation works 4. Review of capital works program in conjunction with Dept of Public Works & Housing 5. Coordinate planning and construction program for new housing 6. Support capacity building program and training offered by Program Office (DATSIMA)	1. As required 2. 30 September 3. Weekly 4. 30 September 5. Daily 6. As required	1. Building Supervisor 2. Building Supervisor 3. Building Supervisor 4. CEO, Manager ECD, Building Supervisor 5. Building Supervisor 6. Manager ECD & Building Supervisor	1. Number of meetings undertaken 2. Program completed and endorsed by Council 3. Report to Manager 4. Program endorsed by Council 5. Report to Manager 6. Increase in skills levels for workforce & training attended		} SGFA code 4002 } } Housing code 1011 & } Building code 2200 } } } Housing code 1011 } } & } } Building code 2200 }
2.5	Identifying land areas within the town boundaries for future residential housing allotments	1. Include future residential areas as part of Cherbourg Planning Scheme	1. 30 July	1. CEO& consultants	1. Cherbourg Planning Scheme adopted by Council		➤ FAG code 4375
2.6	Working with Government to further progress possible options for home ownership in Cherbourg for community residents	1. Liaise with Program Office of DATSIMA to gather information on home ownership. 2. Coordinate information sessions (in conjunction with Program Office and IBA) with community on home ownership.	1. 30 November 2. 31 March 2013	1. Manager LG&CS and Housing Officer 2. Manager LG&CS and Housing Officer	1. Literature & info available 2. No. of workshops & sessions held		} FAG code 4375 } } & } } Housing code 1011
Environmental & Natural Resource Management							
<i>To develop and maintain a healthy living environment for our community</i>							
3.1	Pursue funding and resources to meet the needs of the community in the future	1. Identify funding opportunities for future Council initiatives 2. Installation of solar panels on Council buildings to improve efficiencies in electricity costs	1. As required 2. 31 August	1. Grants/Administration Officer 2. Contractors, Accountant, Grants / Administration Officer	1. No. of new grants received 2. Solar panels installed and grant acquitted		➤ Code 4301 ➤ Code 4012

Cherbourg Aboriginal Shire Council – Operational Plan – 2013/2014

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status	Budget Link
3.2	Providing a safe and reliable water supply and efficient sewerage reticulation and treatment system	<ol style="list-style-type: none"> 1. Regular testing of community drinking water 2. Regular water quality testing of creek water 3. Regular testing of sewerage outflows 4. Development of Water Plan 5. Undertake residential house audits to identify leaking taps, toilet cisterns 6. Develop and undertake a water wise program with community and at Primary School 7. Monitoring and operation of fluoride plant at WTP 	<ol style="list-style-type: none"> 1. Weekly 2. Weekly 3. Weekly 4. 30 October 5. 28 February 6. 28 February 7. Daily 	<ol style="list-style-type: none"> 1. ESO 2. ESO 3. ESO 4. Works Coord. & ESO 5. Housing Officer 6. ESO 7. ESO & WTP Operator 	<ol style="list-style-type: none"> 1. Report to Manager 2. Report to Manager 3. Report to Manager 4. Plan adopted 5. Report to Manager 6. No. of workshops or sessions completed 7. Water testing results and report on operations 		<ul style="list-style-type: none"> } } } } } ATSI Public Health } } } } } } } Code 4006 } } } } } }
3.3	Constant review of water catchment areas within the community boundaries	<ol style="list-style-type: none"> 1. Develop a Weed Management Plan 2. In conjunction with Natural Resources and Burnett Mary Regional Group, identify and treat noxious weeds in Barambah Creek and on creek banks. 	<ol style="list-style-type: none"> 1. 31 December 2. As required or at least Quarterly 	<ol style="list-style-type: none"> 1. Works Co-ordinator 2. Works Co-ordinator 	<ol style="list-style-type: none"> 1. Plan endorsed 2. Monthly report to Manager 		<ul style="list-style-type: none"> } } } } } SGFA code 4002 } } } }
3.4	Maintaining our waste management facility to an acceptable standard	<ol style="list-style-type: none"> 1. Review and/or develop a Management Plan for the dump 2. Review overall layout for the facility and identify alternatives to improve dumping issues to support recycling initiatives 	<ol style="list-style-type: none"> 1. 31 December 2. 31 December 	<ol style="list-style-type: none"> 3. Works Co-ordinator & ESO 4. & ESO 5. Works Co-ordinator & ESO 6. & ESO 	<ol style="list-style-type: none"> 1. Plan completed 2. Included as part of Waste Management Plan 		<ul style="list-style-type: none"> } } SGFA code 4002 } } & } IEDP code 4094 } } } }
3.5	Development of a recycling system for the community	<ol style="list-style-type: none"> 1. Identify funding opportunities to complete recycling plant 2. Investigate possible partnership opportunities to complete recycling plant and assist with operations 	<ol style="list-style-type: none"> 1. 31 December 2. 31 December 	<ol style="list-style-type: none"> 1. Manager LG&CS & Special Project Officer 2. Manager LG&CS & Special Project Officer 	<ol style="list-style-type: none"> 1. Recycling plant operational 		<ul style="list-style-type: none"> } } } FAG code 4375 } } } }
3.6	Effective management of pest animals through the Animal Management Plan	<ol style="list-style-type: none"> 1. Review and monitoring of Animal Management Plan 2. Liaise with State Authorities 	<ol style="list-style-type: none"> 1. 30 November 2. As required 	<ol style="list-style-type: none"> 5. Manager LG&CS, & Works Co-ordinator 	<ol style="list-style-type: none"> 1. Report to CEO 2. Monthly report to 		<ul style="list-style-type: none"> } } } ATSI Public Health }

Cherbourg Aboriginal Shire Council – Operational Plan – 2013/2014

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status	Budget Link
		on control of wild dogs. 3. Registration and control of dogs and horses 4. Community awareness sessions on the Animal Management Plan	3. On-going 4. On-going	6. Works Co-ordinator & Pastoral Manager 7. Animal Management Officer 8. Animal Management Officer 9. Animal Management Officer	3. Manager/s Report to Manager 4. No. of sessions undertaken		} } code 4242 } }
3.7	Effective management of noxious weeds through the Weed Management Plan	1. Review and/or development of Weed Management Plan 2. Development of an annual work program to treat parthenium and giant rat's tail	1. 31 December 2. 31 December	3. Works Co-ordinator 4. Works Co-ordinator & Pastoral Manager	1. Plan endorsed by CEO 2. Program provided to Manager		} } SGFA code 4002 } }
3.8	Continued awareness of natural resources and vegetation within the shire boundaries	1. Awareness sessions for Council workers on resources in Cherbourg Shire area 2. Development of a map detailing these resources	1. 31 December 2. 31 December	11. Manager LG&CS, Works Co-ordinator & Pastoral Manager 1. As above	1. No. of meetings attended 2. Map finalised		} } SGFA code 4002 } FAG code 4375 } Pastoral code 3065 }

Economic Development

To explore economic development opportunities for Council and the community

4.1	Undertaking feasibility studies of existing Council enterprises	1. Continue to provide opportunities to create jobs in Cherbourg for Cherbourg people All Enterprises 2. Review all operations and investigate alternatives to current procedures to allow improvement in revenue and employment opportunities Carbon Farming 3. Increase shade areas for seedling production at Borangi 4. Plant & harvest vegetables and transport to market 5. Continue collaboration with Murri Munchies on development of Bush Foods and Bush Tucker Cattle Operations 6. Repairs to pastoral fences	1. On-going 2. 31 January 3. 31 January 4. As required 5. On-going 6. 31 March 7. As required	1. Manager E&CD 2. Manager E&CD 3. Special Project Officer 4. Special Project Officer 5. Manager E&CD 6. Pastoral Manager	1. Data on unemployment statistics 2. Report to CEO 3. Infrastructure completed 4. Record of sales 5. Increased planting and production of specific products 6. Report of production 7. Less reports of		➤ Economic Dev. Code 4881-4884 ➤ Economic Dev. Code 4881-4884 } } Grant – DEEWR 4123 } } & } } Economic Dev. Code 4881-4884 } } } Pastoral code 3065
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Cherbourg Aboriginal Shire Council – Operational Plan – 2013/2014

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status	Budget Link
		<p>7. Monitor (and repair where necessary) all cattle water troughs</p> <p>8. Review cattle and pastoral activities to ensure an at least break even financial result is achieved by 30 June</p> <p>9. Muster and monitor cattle for ticks</p> <p>Yurri Muntha Cafe</p> <p>10. Finalise up-grade works on new cafe</p> <p>11. Increase capacity at Yurri Muntha Cafe and monitor returns including supply of goods to local events & organisations</p> <p>12. Continue training/service skills for workers at shop/café</p> <p>Joinery</p> <p>13. Liaise with Q Build and other private builders to increase productions of joinery work.</p>	<p>8. Weekly</p> <p>9. 31 December</p> <p>10. 5 times in 2012/2013</p> <p>11. July/August</p> <p>12. 31 October and weekly</p> <p>13. 30 October</p>	<p>7. Pastoral Manager</p> <p>8. Pastoral Workers</p> <p>9. Manager E&CD & Pastoral Manager</p> <p>10. Retail Manager</p> <p>11. Manager E&CD & Retail Manager</p> <p>12. Manager E&CD & Retail Manager</p> <p>13. Joinery Manager</p>	<p>cattle in town & outside Cherbourg</p> <p>8. Report to Pastoral Manager</p> <p>9. Report to CEO</p> <p>10. Report to Manager E&CD</p> <p>11. Cafe open for business</p> <p>12. Report to CEO</p> <p>13. Report to Manager E&CD</p>		<p>} } } } } } Economic Dev code 4881 & Pastoral code 3065 } Pastoral code 3065 } } Economic Dev. code } 4881 & } Cherbourg Shops } code 3001 } Economic Dev. code } 4881 & } Cherbourg Shops } code 3001 } Joinery code 2060</p>
4.2	Reviewing leasing arrangements of Council facilities to private organisations	<p>1. Review and document all current leasing arrangements where organisations occupy Council owned buildings</p> <p>2. Meet with all organisations to discuss and agree on possible future leasing arrangements</p> <p>3. Arrange for lease documents to be prepared and signed.</p>	<p>1. 31 December</p> <p>2. 30 March 2013</p> <p>3. 30 June 2013</p>	<p>1. Manager LG&CS</p> <p>2. Manager LG&CS</p> <p>3. Manager LG&CS</p>	<p>1. Report provided to CEO</p> <p>2. Report on meetings attended</p> <p>3. Lease documents finalised</p>		<p>} } } FAG code 4375 } }</p>
4.3	Identifying small business opportunities that may be taken up by community residents	<p>1. Identifying agencies that can provide support and develop appropriate resource material.</p> <p>2. Assist individuals with</p>	<p>1. 30 November</p> <p>2. As required</p>	<p>1. Manager, Economic & Community Development</p> <p>2. Manager, Economic & Community</p>	<p>1. Resource document in place</p> <p>2. No. of people supported</p>		<p>} } Economic Dev } code 4881-4884 }</p>

Cherbourg Aboriginal Shire Council – Operational Plan – 2013/2014							
Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status	Budget Link
		support and referral to appropriate agencies		Development			
		1.	1.	1.	1.		
Community Services							
<i>To ensure residents are provided with facilities and activities that assist in providing quality of life</i>							
5.1	Promoting healthy lifestyles	<p>1. Liaising with relevant agencies e.g. Qld Health, Barambah Regional Medical Service, Sport & Recreation, PCYC to identify programs and ensure message is passed onto community.</p> <p>2. Supporting these messages over radio (4UM), newsletters and Council website</p> <p>3. Support State Government review of Alcohol Management Plan to ensure community views are heard</p> <p>4. Assist with coordination of NAIDOC and Community Celebration Day events</p> <p>5. Finalisation of PACE project</p>	<p>1. As required</p> <p>2. On-going</p> <p>3. As required</p> <p>4. As required</p> <p>5. 31 December</p>	<p>1. Community Services Manager</p> <p>2. Community Services Manager</p> <p>3. CASC, CEO and Community Services Manager</p> <p>4. Community Services Manager</p> <p>5. Community Services Manager & PACE Coordinator</p>	<p>1. No. of meetings attended</p> <p>2. Record of info. provided to community & when</p> <p>3. Report on meetings held and information provided</p> <p>4. No. of events held and report provided to CEO</p> <p>5. Final Report submitted</p>		<p>}</p> <p>}</p> <p>}</p> <p>}</p> <p>}</p> <p>}</p> <p>}</p> <p>}</p> <p>} SGFA code 4002</p> <p>}</p> <p>}</p> <p>}</p> <p>}</p> <p>}</p> <p>➤ Code 4124</p>
5.2	Providing and maintaining sport and recreation facilities and activities	<p>1. Maintenance of football field, netball courts, Jack Malone Oval and other parks</p> <p>2. Liaison with the Dept of Sport and Recreation and PCYC on sport and recreation needs in the community</p>	<p>1. As required</p> <p>2. On-going</p>	<p>1. Works Coordinator & Sport & Recreation Officers</p> <p>2. Community Services Manager</p>	<p>1. Report to Manager</p> <p>2. No. of meetings attended</p>		<p>}</p> <p>}</p> <p>} SGFA code 4002</p> <p>}</p> <p>}</p> <p>}</p>
5.3	Development of youth activities through PCYC & Council's Sport and Recreation Officers	<p>1. Liaison with appointed PCYC Sport and Recreation Officer to establish development of programs to gain maximum use of Les Stewart Sporting Complex and other facilities.</p> <p>2. Liaison with the Dept of Sport and Recreation and PCYC on sport and recreation needs in the community</p> <p>3. Review of Cherbourg Sport and Recreation Plan</p>	<p>1. Monthly</p> <p>2. As required</p> <p>3. 31 December</p>	<p>1. Community Services Manager</p> <p>2. Community Services Manager</p> <p>3. CEO & Community Services Manager</p>	<p>1. Copy of planned programs available for community access</p> <p>2. No. of meetings attended</p> <p>3. Report provided on findings</p>		<p>}</p> <p>}</p> <p>} SGFA code 4002</p> <p>}</p> <p>}</p> <p>➤ NJCP code 4132</p> <p>}</p> <p>}</p>

Cherbourg Aboriginal Shire Council – Operational Plan – 2013/2014

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status	Budget Link
		4. Advocating with appropriate State Government agencies to ensure organisations funded for youth issues/activities meet their objectives and outcomes	4. As required	4. CEO & Community Services Manager	4. No. of meetings attended or approaches made		} SGFA code 4002 } } }
5.4	Maintaining community facilities and buildings and making them available to the public	1. Maintenance of community buildings 2. Development of a plan for maintenance of community parks and gardens 3. Development of plan for cemetery that includes identification of grave sites, regular maintenance program and locations for future expansion 4. Support to Indigenous Knowledge Centre 5. Provision of Post Office services to community	1. As required 2. 31 December 3. 31 December 4. On-going 5. Daily	1. Building Supervisor 2. Works Supervisor 3. Works Supervisor & Community Services Manager 4. Community Services Manager 5. Manager LG&CS	1. Report to Manager 2. Plan provided to Manager then CEO & Council 3. Plan provided to Manager then CEO & Council 4. Record of visits to IKC by community 5. No. of days open		➤ Building code 2200 } } } SGFA code 4002 } } } } Code 4011 ➤ Code 2042/2110
5.5	Provision of aged and disability services to community residents	1. Liaison with aged care, disability and HACC providers in Cherbourg.	1. As required	1. Community Services Manager	1. Record of issues raised with agencies & meetings attended		} SGFA code 4002 } }
5.6	Providing law and order through local laws	1. Review of local laws and update as required 2. Provide a report to Council on outcome of the review into Local Laws 3. Develop a process for fines to be issued for offences against Local Laws	1. 31 January 2013 2. 28 February 2013 3. June 2013	1. CEO & Manager LG&CS 2. CEO 3. CEO & Manager LG&CS	1. Review completed 2. Report provided 3. Issues identified and report to Council for endorsement		} SGFA code 4002 } } & } FAG code 4375 } } }
5.7	Supporting the Negotiation Table process	1. Liaise with DATSIMA on future of Negotiation Table process	1. On going	1. Mayor & CEO	1. Report to Council		➤ SGFA code 4002
Art and Cultural Development							
<i>Promotion of art and cultural activities including cultural awareness</i>							
6.1	Completion of the Dudley Collins Cultural Centre and negotiation with community	1. Investigate opportunities for future use of facility to include possible partnership	1. On going	1. Manager E & CD	1. Report to CEO & Council		➤ Economic Dev. Code 4881-4884

Cherbourg Aboriginal Shire Council – Operational Plan – 2013/2014

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	groups to operate facility	form completion					
6.2	Working closely with the Cherbourg Historical Precinct Group to provide activities at the Ration Shed, old Boys Dormitory, Domestic Science building and old Department office	1. Assist with promotion through Council website and other Council publications 2. Referral of individuals and groups to Historical Precinct as required	1. As required 2. As required	1. Community Services Manager 2. Community Services Manager	1. Link included in Council website 2. Feed back provided		} } SGFA code 4002 } } } }
6.3	Support and promote local artists	1. Promotion through Council website 2. Assist artists with business knowledge as required including facilitation of new arts and crafts production 3. Display of art in Council buildings when possible.	1. As required 2. As required 3. As required	1. Manager, E&CD 2. Manager, E&CD 3. Manager, E&CD	1. Information on Council website 2. Record of people assisted 3. Record of art displayed		} } Economic Dev } code 4881-4884 } } } }
Disaster Management							
<i>To minimise the impact of any disaster and be ready to respond from any incident that may impact on the Cherbourg community</i>							
7.1	Development of Disaster Management Plan	1. Coordinating Local Disaster Management Group meetings 2. Input into the Regional Community Recovery Plan and attendance at Community Recovery Committee meetings	1. Bi monthly 1. As required	1. CEO 2. Manager LG&CS	1. Meetings held and minutes kept 2. No. of meetings attended		} } SGFA code 4002 } } } } } } } FAG code 4375
7.2	Supporting Bush Fire Mitigation Programs	1. Regular liaison with QF&RS 2. Controlled burn offs around the perimeter of the town area	1. As required 2. As required	1. Manager LG&CS 2. Manager LG&CS, Works Supervisor & Pastoral Manager	1. No. of meetings held 2. Record of activities undertaken		} SGFA code 4002 } FAG code 4375 } }
7.3	Working closely with Government to establish a local SES unit and Emergency Services facility	1. Coordinate awareness sessions to gather interest from community members interested in joining local SES unit and volunteer fire service. 2. Assist with coordination of training for SES members and fire officers 3. Regular liaison with officers from EMQ and QFRS to	1. On going 1. As required 2. As required	1. Manager, LG&CS 2. Community Services Manager 3. Manager LG&CS	1. No. of meetings held 2. Training programs held 3. No. of meetings held		} } } } FAG code 4375 } } } }

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		assist in recruitment and training process					
7.4	Raise community awareness of disaster and risk management plans	<ol style="list-style-type: none"> Promote availability of plans to community through newsletters and website. Hold community awareness meetings Assist with coordination of Flood Recovery day to support community recovery and prepare for possible future events 	<ol style="list-style-type: none"> Quarterly Quarterly 9November 	<ol style="list-style-type: none"> CEO CEO & Community Services Manager Community Services Manager 	<ol style="list-style-type: none"> Inclusion into website and news letters No. of meetings held Event held and report submitted 		} } SGFA code 4002 } } } } } } Code 4273
7.5	Work in collaboration with Health Service Providers to respond to health emergencies	<ol style="list-style-type: none"> Hold regular meetings with Qld Health Develop an action plan indicating responsibilities of all parties in case of emergency 	<ol style="list-style-type: none"> Bi monthly 31 March 2013 	<ol style="list-style-type: none"> CEO & Community Services Manager CEO & Community Services Manager 	<ol style="list-style-type: none"> Meetings attended Plan developed and endorsed 		} } } SGFA code 4002 } }
Population Change/Trends							
<i>Continue to monitor demographic changes and trends in Cherbourg to meet future community needs</i>							
8.1	Housing suitability and adaptability	<ol style="list-style-type: none"> Liaise with Dept of Public Works and Housing on future housing programs Attend Technical Working Group meetings Review proposed house plans to ensure they meet Council and community expectations 	<ol style="list-style-type: none"> 30 August Bi monthly 30 September 	<ol style="list-style-type: none"> Mayor, CEO and Manager E&CD Mayor, CEO, Manager E&CD, Building Sup. Mayor, CEO, Manager E&CD, Building Sup. 	<ol style="list-style-type: none"> Program finalised and endorsed by Council No. of meetings attended Council endorsement of plans 		} } SGFA code 4002 } & } Housing code } 1011 } & } Econ. Dev code } 4881 } }
8.2	Future town planning and services	<ol style="list-style-type: none"> Finalisation of Cherbourg Planning Scheme Identify requirements for assistance in town planning issues e.g. shared agreement with South Burnett Regional Council 	<ol style="list-style-type: none"> 30 September 30 September 	<ol style="list-style-type: none"> CEO & Manager LG&CS CEO & Manager LG&CS 	<ol style="list-style-type: none"> Plan endorsed by Council Record of meetings held and report to Council 		} } } SGFA code 4002 } & } FAG code 4375 } }
8.3	Reviewing Census and Housing figures	<ol style="list-style-type: none"> Identify issues from Census data affecting possible future funding for Council. Review census population data in connection to 	<ol style="list-style-type: none"> 31 January 2014 31 January 2014 	<ol style="list-style-type: none"> CEO & Community Services Manager CEO & Community Services Manager 	<ol style="list-style-type: none"> Report completed Report completed 		} } } } } SGFA code 4002 }

Cherbourg Aboriginal Shire Council – Operational Plan – 2013/2014

Ref.	Corporate Plan Strategy	Activities	Timing	Organisational Responsibility	Performance Measures	Status	Budget Link
		electoral roll to ensure voter numbers are accurate					}
Regional Cooperation							
9.1	Disaster Management Plans	1. Liaison with South Burnett Regional Council on issues affecting each Council 2. Attending District Disaster Management Group meetings	1. On going 2. Quarterly	1. Mayor & CEO 2. Mayor & CEO	1. No. of meetings held & DMP amended accordingly 2. No. of meetings attended		} } } SGFGA code 4002 }
9.2	NRM and Pest Management Plans	1. Work with South Burnett Regional Council, Natural Resources and BMRG on activities where an outbreak on Cherbourg can affect region.	1. As required	1. Manager LG&CS, Works Coordinator & Pastoral Manager	1. No. of regional meetings attended		} SGFA code 4002 }& } FAG code 4375 }& } Pastoral code 3065
9.3	Wide Bay Burnett ROC	1. Attend WBBROC meetings to establish Cherbourg as a strong part of the region 2. Identify support and assistance that can be provided by neighbouring Councils	1. As required 2. On going	1. Mayor 2. CEO	1. No. of meetings attended 2. No. of meetings attended & report to Council		} } } SGFA code 4002 }
9.4	South Burnett Tourism	1. Attend tourism meetings to support activities suitable to Cherbourg	1. As required	1. Manager E&CD	1. No. of meetings attended		➤ Economic Dev Code 4881-4884
9.5	Waste Management Collaboration	1. Attend meetings to establish if beneficial to Council activities	1. As required	1. Manager LG&CS	1. No. of meetings attended		➤ FAG code 4375
9.6	Joint Training Initiatives	1. Attend meetings to establish if beneficial to Council activities	1. As required	1. Manager E&CD	1. No. of meetings attended		➤ Economic Dev Codes 4881 & 4884