

73GOALS

60%

GOAL COMPLETION

NAPRANUM ABORIGINAL SHIRE OPERATIONAL PLAN 23/24 PLAN

1. PRIORITY | CULTURAL WELLBEING.

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Community Events	A standard project management framework tha can be used to manage and control each event is developed	No value	Existing staff cost	Council has hosted and facilitated the following community events this calendar year: • Art Design Competition • Foundation Day • DOGGIT Day • 2 x "Have your say" days • NAIDOC Week • Govenor General Hon. Jannette Young visit • Nicky Boyd, the Member Assistant Minister for Local Government Ahead the program includes: • 2023 Christmas community Party • Australia Day '24 • ANZAC Day • Foundation Day '24	Director Community, Cultural and Economic Development	On Track
Cultural Centre - needs assessment and analysis	No value	No value	No value	Social & Economic Baseline including Community Needs Assessment proposal received (Beneath the Surface Consulting) to be progressed in 2nd half 2023/24	Chief Executive Officer	Not started
Events Hub - Napranum Foreshore	Foreshore structure for events	Structure completed	No value	The structure has arrived however erection is on hold pending further investigation. A preferred location has been identified and we are investigating land remediated, pending soil test results and project plan to be confirmed. 19/01/2024	Director of Building and Infrastructure	Behind

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Indigenous Knowledge Centre	Empower communities through new technology and learning, embrace local knowledge, culture and heritage through use of IKCs	No value	23/24 Budget Allocation, \$19,535 State Library Grant	Our permanent IKC officer has returned to her role and we're progressing with procurement of the first 5 forever initiative focused on early learning up to 5 years of age. Further we have procurement of furniture and resources for the IKC. 01/02/2024	Director Community, Cultural and Economic Development	On Track
Napranum Taskforce	Local thriving committee as a decision making body	No value	23/24 budget allocation	To be reviewed in Q2 2023/24. 23/10/2023	Chief Executive Officer	Not started

2. PRIORITY | HEALTHY SAFE AND RESILIENT COMMUNITY.

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Aged and Disability Services	Provide high quality support, at a low intensity on a short-term or on-going basis, or higher intensity services delivered on a short term episodic basis to frail older people (65 years and over or 50 years and over for Aboriginal and Torres Strait Islander people) to maximise their independence at home and in the community for as long as they choose or are able to do so.	No value	23/24 Budget Allocation	HCP Budgets finalized for Oct and sent on for reconciliation. Centrelink deductions/cancellations updated in the Centrelink Business Portal. NDIS participant monthly service invoice statement submitted to council for processing. DEX monthly reporting completed with a successful result returned for CHSP clients. RCC Oct work plan submitted to NDIS for processing. Weekly Covid vac staffing register updated. All services provided considerably higher than previous months. Several staff completed their First Aid Training. Staff also attended training around bullying and harassment. Renovations in room 2 now complete (refer to attached). Renovations in room 7 have commenced nearing completion. The centre is preparing for the Christmas break.	Director of Child and Family Services	On Track
Community Safety Initiatives and Programs (Local Thriving Community)	on community safety, night	Increased community safety and a sustainable night patrol program, work with the State Gov't Local thieving communities LTC advisory committee.	No value	We have successfully processed applications from 9 community members to join the group, applications have been endorsed by Council. Napranum LTC committee is formed and progressing. Next LTC meeting is scheduled for Feb-8 from 9AM to 1PM at the council chambers. Significant agenda items include the attendance of Region Inspector Rutherford form the QLD police and Emma Burchill from Apunipima Health Services.	Director Community, Cultural and Economic Development	On Track
Complete New Reservoir commissioning (ICCIP)	No value	No value	1,760,000	New Concrete Reservoir commissioned and is currently supplying water to the community. 25/09/2023	Director of Environment & Sustainability	On Track
Farm - restore productivity and improve self reliance	Sew crops, resource with 1 x full time person	Harvest sweet potato etc.	\$200k	Completed discussions with potential stakeholders, phase one planning is underway. We envisage planting of season produce crops with a cordoned off area for community access to grow food. Chris Brown from the Nous Group will be in attendance and meeting with Council Feb 7 to discuss assistance and support to develop the farm. 07/12/2023	Director Community, Cultural and Economic Development	On Track

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Men's wellbeing program	Establish Men's Shed	No value	23/24 Budget	As of Jan-22, the first initial stages of premises setup has commenced. We have engaged personnel from parole and probation services to assist with initial clean up and establishment. 01/02/2024	Director Community, Cultural and Economic Development	On Track
Napranum Master Plan	The master plan for the future development of Napranum is developed with extensive community involvement	No value	23/24 budget allocation	Community consultation on Napranum Streetscape Precinct Plan held 5 December 2023. Community and Council feedback being collated and reviewed for incorporation into the plan. 10/01/2024	Chief Executive Officer	On Track
Public Health Program	Deliver an Environmental Health Program to the community	No value	\$176,000	New sign boards about waste management and erected at identified locations in the community. Removed 5 abandoned cars blocking drains from the community. Distributed pre-wet season cyclone clean up public notices to community members by door-door. 10/01/2024	Director of Environment & Sustainability	On Track
Social and Emotional Wellbeing program	Programs established	No value	23/24 Budget	Social and Emotional wellbeing program continues to meet its targets and operating as intended. 07/12/2023	Director Community, Cultural and Economic Development	On Track

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Water and Sewerage	Promote sustainable land and water management practices	No value	Existing staff cost	Water: BAU DWQ monitored on everyday basis and also verification monitoring completed in Cairns Lab on Monthly basis - No concerns Chlorine gas system regular maintenance completed Breathing apparatus regular maintenance has been planned Performance Report (KPI) has been completed and summitted to Water Supply Regulation Waste water: Identified blockage near pre school sewage line - cleaned by local contractor Identified blockage in the incoming line to Sewage pong - cleaned by local contractor Identified blockage in the council maintained Cabin park pump station- cleaned by vac truck - local contractor. Works are underway to connect this system to SCADA for easy	Director of Environment & Sustainability	Behind
				monitoring. 25/09/2023		

3. PRIORITY | YOUNG PEOPLE.

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Child Care	Operate a long day care centre that is culturally safe and secure for primary service users	No value	23/24 Budget Allocation	5 staff studying various qualifications. Compliance and bus training still need to be completed by all staff. Kindy Uplift PD has been happening throughout the year. Respective end of year celebrations will be occuring over the next couple of weeks. Last day of Daycare is the 20th December. 23/11/2023	Director of Child and Family Services	On Track
Preschool delivery	Negotiate with key state government entities and community to continue the delivery of this service including aggressive promoting and marketing to increase participation	No value	23/24 Budget Allocation	We require more staff in the kindy area. Kindy Uplift PD has been happening throughout the year. Our Kindy Graduation happened on Wednesday 22nd November with parents and community sharing the occasion with NECC over food and singing. The Centre has secured a Cook and Community Liaison officer as well as a Classroom Assistant. A recruitment process is currently underway in order to secure more classroom support.	Director of Child and Family Services	On Track
Youth Engagement and participation	Provide constructive pathways to elite sports opportunities and consistent social and recreational programs within the community development portfolio.	Youth development policy is established	No value	SE&WB program continues to Youth Support by engagement and involvement. The men's and women's group initiatives supporting youth in health, mental wellbeing. The team are actively lobbying for funding of programs for youth. 01/02/2024	Director Community, Cultural and Economic Development	On Track

4. PRIORITY | LAND AND ENVIRONMENT.

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Animal Management	Undertake regulatory and advisory inspection programmes to maintain and improve health & environmental standards within the community such as animal control and vector control programmes	No value	Existing staff cost	AMW continuing to educate the community with animal care and in particular on pets desexing. Awaiting Dog pound in place to action on the local laws on animal management. 25/09/2023	Director of Environment & Sustainability	On Track
Desluge Sewerage Ponds (ICCIP)	No value	No value	117,645	Tender for works released closing early February 2024. 10/01/2024	Director of Environment & Sustainability	Behind
Illegal Dumping abatement	Project added by Kelly	Abatement means compelling the timely cleanup by others of illegally dumped material	No value	Officer Appointed to position. Assited with the pre-cyclone clean-up activities. Identified many hotspots. Erected signs about the illegal Dumping Monitoring Officer patrolling the hotspot in and outside the community. Educating community members on rats, snakes, cockroaches' issues if not keeping a clean yard. 10/01/2024	Director of Environment & Sustainability	On Track
Install Fire breaks	No value	No value	No value	Completed for the Year 2023 by Rangers and Parks and Gardens team. 25/09/2023	Director of Environment & Sustainability	On Track
Leased Corporate Property Management, Buildings Repairs	Undertake repairs to Council's Corporate Buildings to maintain quiet enjoyment/safe standard/fitness for purpose for occupants in accordance with lease/license agreements	No value	23/24 budget allocation	We have had contractors undertake routine inspections of Council properties. We are seeking funding allocations for improvement to many sites and council accommodation under management. The old takeaway facility is nearing completion, we have received interest from commercial parties for that office space. There is a shortage of accommodation at the cabin park, we are seeking grant opportunities to add additional accommodation with the cabin park site.	Director Community, Cultural and Economic Development	On Track
Local Laws	A suite of local laws that are relevant are developed to Council's requirements to enable effective management of its community and responsibilities	No value	23/24 budget allocation	Position remains vacant. 10/01/2024	Director of Environment & Sustainability	Not started

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Napranum Landfill Restoration, Landfill capping	No value	No value	\$530,929	No progress yet. Awaiting completion of other projects. 25/09/2023	Director of Environment & Sustainability	Not started
Parks, gardens and public spaces	Undertake maintenance of community parks and gardens including attending to maintenance matters	No value	23/24 Budget Allocation	Wet Season preparation. Community cleanup completed in December. 10/01/2024	Director of Environment & Sustainability	On Track
Ranger Program	Promote and supports Indigenous people to combine traditional knowledge with conservation training to protect and manage their land, sea and culture	No value	\$579,379	BAU 1 Beach Clean Up activity completed 1 Turtle Camp completed Regulars visit and maintenance of outstations is ongoing 2x steering committee with meetings TOs conducted Team preparing for the upcoming wet season Signed agreement with Queensland Boating and Fisheries Patrol for beach patrol activities 25/09/2023	Director of Environment & Sustainability	On Track

5. PRIORITY | ECONOMIC DEVELOPMENT.

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
2 x 2 Bedroom Duplex & 3 Bedroom House (DHPW) [EXISTING]	No value	No value	1,628,059	The plans have gone to Dept of Indigenous Housing, we are working with their feedback and providing requested information. The documentation must be completed before we can progress to tender. 19/01/2024	Director of Building and Infrastructure	Behind
Civil maintenance and construction and projects as approved by Council	All civil maintenance and construction and projects as approved by Council is completed on time and within budget	No value	23/24 budget allocation	Specific projects are reported through the operational plan. 05/10/2023	Director of Building and Infrastructure	On Track
Commercial Leases	Conduct a review of all commercial premises to determine the best occupancy arrangements and the optimal rental that Council should expect	No value	No value	Leases are carefully reviewed on an as-needed basis, taking into account the long-term objectives of the Council before any requests are processed. Consideration is given to ensure that the leasing decisions align with the Council's broader goals and priorities. • We have new lease submitted to Council in December for Apunipima Health. • We are also in negotiations with QLD Dept of Education and Council to secure a new lease.	Director Community, Cultural and Economic Development	On Track
Feasibility study on the Installation Boat Launch Pontoon (discontinued)	Total estimated cost of the Pontoon is around \$700,000, investigate the practicality of an installation.		No value	The project is impractical and cannot proceed as proposed. 19/01/2024	Director of Building and Infrastructure	Complete
Foreshore toilet facilities (Unisex/Disabled Ablution block at Community Hall)	No value	No value	No value	Foreshore toilets are now operational and opened to the public daily 7 days a week. Pending the arrival of wall mounted rubbish bins (order submitted)	Director of Building and Infrastructure	On Track
Increase revenue to cover all planned activities	Actively lobby, apply for and obtain State and Government funding and grants	No value	Existing staff cost	The grants register is an established process, and we have Liza on site to work with the exec team. 08/02/2024	Grants officer	On Track
Install new dog pound	No value	No value	No value	Well advanced, door locks are ordered and awaiting installation along with final plumbing works. 19/01/2024	Director of Building and Infrastructure	On Track

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Napranum multi-purpose Community Centre (previously known as cyclone Shelter)	No value	No value	No value	Seeking grant funding, land is registered, the design is approved. The project is completed to the funding application stage and we will reopen a new goal when funding is available when available. 19/01/2024	Director of Building and Infrastructure	Complete
Napranum Sports Field Upgrade	No value	No value	1,800,000	Grant application submitted to Sport & Recreation Queensland for changeroom renovations and upgrades. 10/01/2024	Chief Executive Officer	Behind
Procurement and Contracting	A comprehensive review of all procurement processes is required with appropriate procurement arrangements including preferred supplier arrangements, and contracts, to be instituted for purchase of goods and services including the development of appropriate standard contracts for the purchase of goods or services	No value	Existing Staff Cost	Vendor panel has a direct feed into Altus and automated our process. 08/02/2024	Finance division manager	Complete
Qbuild Works - Works for QLD	BAS managed on a business- like basis generating a return on expenditure	No value	\$1.2M		Director of Building and Infrastructure	Complete
Raw Water Supply Bore (building our Regions)	All projects as approved by Council is completed on time and within budget	No value	23/24 budget allocation	Tender for works under development for release 1st Quarter 2023/23. 10/01/2024	Director of Environment & Sustainability	Behind
Refurb Council Building and staff accommodation.	No value	No value	No value	7 Preng-Im street has also commenced is approaching completion and expecting handover by Jan 24. The cabin park cabins 2 and 12 upgrade is currently out for tender. 19/01/2024	Director of Building and Infrastructure	On Track
Refurb of existing Concrete Reservoir (building our Regions)	All projects as approved by Council is completed on time and within budget	No value	23/24 budget allocation	Tender for works under development for release 1st Quarter 2023/23. 10/01/2024	Director of Environment & Sustainability	Behind
Refurb Takeaway store (office conversion)	No value	No value	No value	The project is 98% complete and is awaiting plumbing works, this building will be ready for occupancy in early Q3. 19/01/2024	Director of Building and Infrastructure	On Track
Sewer Pump Stations SPS 1 2, 3 Refurb Upgrades (building our Regions)	, All projects as approved by Council is completed on time and within budget	No value	23/24 budget allocation	Tender for works released closing early February 2024. 10/01/2024	Director of Environment & Sustainability	Behind

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Sewerage Investigations (building our Regions)	All projects as approved by Council is completed on time and within budget	No value	23/24 budget allocation	Project is under progress. 3 weeks sampling completed from Lagoons for investigations. 25/09/2023	Director of Environment & Sustainability	Behind
Takeaway foodvan completion and handover	No value	No value	No value	Seeking final compliance certificates submitted and the installation of handrails around the ramp. 19/01/2024	Director of Building and Infrastructure	On Track
Water Main extensions Tavern (building our Regions)	All projects as approved by Council is completed on time and within budget	No value	23/24 budget allocation	Quotations sourced. Works to be awarded January 2024 10/01/2024	Director of Environment & Sustainability	Behind
Water Network monitoring and Upgrades (building our Regions)	All projects as approved by Council is completed on time and within budget	No value	23/24 budget allocation	Project is currently in progress. Data loggers were launched and data collected for desktop study. Awaiting report from the contractor. 25/09/2023	Director of Environment & Sustainability	On Track
Water Source and treatment Upgrade (building our Regions)	All projects as approved by Council is completed on time and within budget	No value	23/24 budget allocation	Sampling and review to commence in 3rd quarter. 10/01/2024	Director of Environment & Sustainability	Behind

6. PRIORITY | GOVERNANCE AND LEADERSHIP.

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
AMP modification	Relaxing the alcohol management plan	No value	23/24 Budget	Council requested the Local Thriving Communities Committee be consulted on this matter. LTC Committe reformed late 2023. AMP review to progress in 2nd half 2023/24. 10/01/2024	Chief Executive Officer	On Track
Annual Budget 2023/24	That a comprehensive budget is prepared and reviewed for the organisation including separate budgets for the BAS operation, Aged Care and Child Care operations and for funded projects including capital works to enable Council to adopt its 2022/2023 Budget	No value	No value	Will be drafted and reviewed in April 2024. 05/10/2023	Finance division manager	On Track
Asset Management Plan and 10-year financial plan	Strengthen Council's long- term financial planning and quantify the long- term requirements for services, service levels and associated costs	No value	Existing staff cost	Completed for the budget in 23/24. 08/02/2024	Finance division manager	On Track
Asset Registers	Lead a comprehensive review of the assets will be undertaken including a physical inspection of each asset and an assessment of its condition	No value	Existing staff cost and 23/24 budget allocation	Fixed assets will be manager in Altus (the new finance system). We are currently collecting the asset register with input from the valuers. 08/02/2024	Finance division manager	On Track
Audit preparations	Undertake all steps necessary to ensure that the Council prepares its final statutory financial reports ready for audit on time in accordance with the agreed audit plan and Ensure that all steps employed will ensure that the Council prepares its final statutory financial reports ready for audit on time in accordance with the agreed audit plan and Internal Audit plan is finalised by March 2022.	No value	\$120,000 Includes internal fees and audit committee representation	All Audit queries answered awaiting final marked up statements and then audit committee meeting. 05/10/2023	Finance division manager	On Track
Budget Review - Finance Manager	Lead the inclusive quarterly budget review consistent with council budget development and review policy and procedure	No value	Existing staff cost	Budget reviews respond based on needs, next formal review will be in March. 08/02/2024	Finance division manager	On Track

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Dashboard and Traffic Light Reporting	Investigate options for development of Dashboards and Traffic Lights for each Division Manager	No value	Existing staff cost	Executive now access to the system that includes budget alerts to indicate a comparison actual v budget. 08/02/2024	Finance division manager	Complete
Debt Recovery	To proactively manage the financial debtors of Council through lawful, ethical and culturally sensitive approaches to the recoupment of Council debts.	No value	Existing staff cost	Debt recovery is tracking to plan. We are following up on overdue outstanding debts. 08/02/2024	Finance division manager	On Track
Disaster Management	In conjunction with the state government Improve our communities' resistance to disaster impacts by undertaking a disaster risk management process that is inclusive of training of key personnel	No value	Existing staff cost	LDMG Training and Inductions completed 10 October 2023. Pre-Cyclone Season preparations undertaken. LDMG Disaster Exercise undertaken 7.8.9 November 2023. The Exercise was facilitated by the DDMG and involved the LDMG response to mock cyclone event impacting Community. 10/01/2024	Chief Executive Officer	On Track
Financial Reporting	A financial reporting regime is established that provides Council and Managers with management reports on at least a monthly basis	No value	23/24 budget allocation	Monthly Council reports completed and monthly budget vs Actuals given to Directors around the 15th of the month. 05/10/2023	Finance division manager	On Track
Financial Sustainability Asset Plans	Develop stronger link between Asset Management Plans and Councils budget development	No value	Existing staff cost	There is need to adopt improved asset management assessment capability that will need grant funding to realise this outcome. 08/02/2024	Finance division manager	On Track
Fleet and Plant Replacements [Various]	To purchase/lease new fleet and/or plant as necessitated through Asset Management planning	No value	23/24 Budget Allocation	Capital expenditure is on track. 08/02/2024	Finance division manager	On Track
HR Systems adopt new system	integrate Elmo system into business as usual	No value	Will be allocated from information systems and document management	HR and WHS reporting into the CEO directly under the new business structure at Napranum. 08/02/2024	Chief Executive Officer	On Track
Information Technology	Purchase and installation of a new information and accounting and document management system for Council	No value	\$150,000	The new system is live, we have updated budgets. Training is ongoing and exec access has been provided. 08/02/2024	Finance division manager	On Track
Policies Review	Review of all policies is undertaken on a continuous basis throughout the period with a view to completing a review of all existing policies	No value	23/24 budget allocation		Finance division manager	On Track

Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Risk Management System	Undertake a review of Risk Management Framework	No value	23/24 budget allocation	Initial review of current Risk data undertaken for collation into single document. 13/02/2024	Chief Executive Officer	Behind
Staff training	Program of continuous improvement and staff training	No value	Existing staff cost	Staff are continuously reviewed and training looked at. 05/10/2023	Finance division manager	On Track
Stakeholder Meetings	No value	No value	23/24 budget allocation	Council continues to meet with Government and other organizations to progress initiatives and advocate on behalf of Community. Monthly report provided to Council by CEO on meetings held. 10/01/2024	Chief Executive Officer	On Track
Statutory Compliance	Assessment undertaken by the external auditor	No value	23/24 budget allocation	There is an external liquidity audit underway. The internal audit for 23/24 has commenced. The external interim audit is scheduled for April 29. 08/02/2024	Finance division manager	On Track
Statutory Council Meetings	Facilitate all of Council's Statutory	No value	23/24 budget allocation	Monthly meetings held as scheduled. Meeting dates set for the January - March period prior to Election Date. 10/01/2024	Chief Executive Officer	On Track

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Goal	Operational Activities	Success Measures	Budget	Update	Owner	Current C
Gazebos installation (discontinued)	No value	No value	No value	Council funding application to WCCCA was rejected as these small dwelling did not benefit the community as a whole but rather it only benefitted council employees 22/09/2023	Director of Building and Infrastructure	Complete
Grandstand installation for Basket Ball/Netball court and Forshaw 1/2 court	No value	No value	No value	The installation of the three tier grandstands is completed. 27/10/2023	Director of Building and Infrastructure	Complete
Insurance Renewal	To achieve renewal of insurance policies of Council in accordance with sound contracting principles	No value	\$600,000	Insurance renewed and paid for. 05/10/2023	Finance division manager	Complete
Land clearing lot 401	No value	No value	No value	Block has now been totally cleared and maintained through out the dry season. 22/09/2023	Director of Building and Infrastructure	Complete
Napranum school	Work with the College on the Education Plan	No value	\$45K	Kluthuthu Christian College officially opened October 2023. Trustee Lease documents executed. 10/01/2024	Chief Executive Officer	Complete
Women's wellbeing program Groups	Establish Men's and Women's groups	No value	23/24 Budget	The Womens group activities are reported under the Social and Emotional Wellbeing program. 05/10/2023	Director Community, Cultural and Economic Development	Complete