

Administration and Finance Program - Operational Plan

ADMINISTRATION AND FINANCE PROGRAMME							
Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures
	1.3 Review and refine short and long term planning throughout Council including focus on a Ten (10) Forecasting Model.	Preparation of revised budget, original budget and forward forecasts.	Manager Finance	Dir/Managers, Financial Management	Adopted revised budget, original budget and forward forecasts.	Revised budget Dec 08; original budget Jun 09.	Date of Achievement
Organisational Management and Corporate Governance	1.4 Progress towards achieving "Employer of Choice" status	Enhance capability for administrative excellence and progress towards "Employer of Choice" status through provision of effective and efficient foundations for people management	HR Manager	CEO/Dir's/Managers	New EBA, induction documentation, updated HR policies and procedures	Various	Date achieved and number of policies and procedures reviewed and created.
	1.5 Foster an organisational culture that is challenging, rewarding and values employees committed to innovative, quality outcomes, teamwork, customer service and continuous improvement.	Continuous improvement of processes and systems and ensuring personnel resources applied to priority areas	DCCS	All Staff	Reports on progress & recommendations for change	Ongoing	No. of reports and recommendations made.
	1.6 Strive to achieve effective and efficient use of technology, to enable delivery of timely service and information, including upgrading of infrastructure to improve service provision.	Management of Council's core corporate software systems infrastructure. (Proclaim, FinanceOne, PeopleOne, DataWorks, Exponare - GIS, Outlook, Unicorn)	Manager ICS	IT Staff	Functional and upgraded core corporate software.	Ongoing	Software downtime, no. of upgrades installed.
		Installation, management and support of the Windows 2000/2003 server infrastructure providing application, file and print and web services.	Manager ICS	IT staff	Functional Server hardware.	Ongoing	Server hardware downtime.
		Installation, management and maintenance of client desktop hardware or mobile client devices (PC's, Laptops & PDA's)	Manager ICS	IT staff	Installation of new PC's and laptops and PDA's	31-Mar-09	Date of achievement
		Installation and support of client device operating systems and approved office productivity software applications (Windows Professional Operating system, Microsoft Office, AutoCad, Pass2 - Theatre)	Manager ICS	IT staff	Functioning operating and corporate software for all networked client devices; Operational Helpdesk.	Ongoing	% downtime of operating and corporate software & no. of Helpdesk requests.
		Continue to support, develop and enhance the Geographical Information Services of Council	GIS Coordinator	IT, Rates, Wat/Sew and Design staff	Updated GIS layers, proclaim database and expanded GIS on website.	Ongoing	No. of amendments to database; date of achievements.
		Implement Intranet as primary source for corporate information. Budget allocation \$30,000 consultants; \$8,000 DW connect; \$36,100 DW access.	Manager ICS	various	Intranet installed and functioning.	30-Jun-09	Date of achievement
		Investigation and purchase of software for minutes production and storage.	Manager ICS	Admin	Minutes software installed	30-Jun-09	Date of achievement
		Manage the telecommunication assets of Council and implement strategies to improve voice and data communication. (Including Mobiles & Paging Services)	Manager ICS	IT staff	Installed fibre link from Council to Theatre.	30-Jun-09	Date of achievement.
		Operating Initiatives to improve efficiency	Manager ICS	Various	Digitised property files accessible through DataWorks/Proclaim.	30-Jun-09	Date of achievement.

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	1.7 Ensure effective Corporate Governance through compliance with legislation and adoption of Risk Management strategies.	Manage Council's Corporate Governance function to ensure compliance with legislation	DCCS	Dir/Man's	Policy revisions; Local Law updates; Minute production; Annual Report; Quarterly Reporting; adoption of organisational documents; Business & IT Continuity Plan.	Ongoing and date specific.	No. of policies reviewed; local laws updated; date of achievements.
		To prepare end of financial year accounts and statements	Manager Finance	Dirs/Managers, Financial Management	Audited financial statements & Community Financial Report	31-Oct-08	Date of Achievement
		To issue and collect annual rates and charges levy	Senior Rates Clerk	Rates and Finance staff	Annual and supplementary levies	Ongoing	Date of Achievement, rate arrears.
		To co-ordinate and prepare organisation returns to external bodies.	Manager Finance	Dirs/Managers, Financial Management	Data return and forward capital works programme.	30-Jan-09	Date of Achievement
		To complete prominent organisation tasks within Financial Services area	Manager Finance	Finance staff	Finance reports, policies reviewed, taxation reviews, banking services review	Ongoing	Date of Achievement
		To complete prominent organisation tasks within Expenditure Services area	Expenditure Services	Finance staff and authorised purchasing officers	Monitoring purchasing policy; fortnight creditor payments; support to BCCB; interest on investments.	Ongoing	Date of Achievement
		To complete prominent organisation tasks within Purchasing and Stores area	Purchasing Officer	Purchasing/Store & Dirs/Managers	Adopted tenders; progressive stocktake	30-Jun-09	Date of Achievement
		To develop record keeping practices in such a manner as to satisfy the compliance requirements of the Public Records Act 2002 and improve corporate governance and business performance.	Manager ICS	Records Staff	Report on RM practices; Preparation of SRIP and ORIP	31-Dec-08	Date of Achievement
Infrastructure	2.8 To implement a robust Asset Management framework and policy to ensure optimal decisions on asset creation, operation, maintenance, rehabilitation/replacement, disposal and performance based on agreed service levels.	Participate in and support implementation of asset management framework, system and processes.	Financial Management	Asset Management Group	Adoption of asset management framework and functioning asset management software including staff training.	30-Jun-09	Date of achievement
	2.10 Implement an Asset Rationalisation Plan for building and land assets to determine strategic need.	Develop Asset Rationalisation Plan for building and land assets to determine strategic need.	DCCS	Dir/Man's	Recommendation on options for retention or disposal of land and buildings	31-Mar-09	Date of Achievement

Community Cultural Program - Operational Plan

COMMUNITY & CULTURAL PROGRAMME							
Corporate Plan Outcome	Corporate Plan Strategies	Activity	Responsible Officer(s)	Participating Officer(s)	Outputs	Targets	Performance Measures
Lifestyle	5.5 Provide ongoing support to Council policies in the areas of art and culture, youth, sport, recreation and welfare.	Manage Council policies on donations and grants to individuals and community organisations.	DCCS	Admin Support Officer	Donations provided; report on RADF grants; report on interest free loans.	Ongoing	Donations provided and reports provided.
		Preparation of funding applications to develop programs, services and facilities	Admin Support Officer		Funding applications submitted	Ongoing	No. of funding applications submitted.
	5.6 Provide library resources and facilities to support informational, recreational, educational and cultural needs of the community.	Effectively manage the provision of Library Services including transfer of library records to Statewide Union Catalogue; continuation of digitisation of local history photographs; applying for grant funding for Mirka Mora mural restoration; improve promotion of library and theatre services; ongoing children's activities and services; and upgrade of library management system.	Chief Librarian	Library staff, Theatre Manager, IT staff	Transfer of library records to state; digitised photographs; funding application for Mirka Mora mural; installed plasma screens; children's activities; completed library system upgrade.	Ongoing	Date of achievements; no. of photos digitised; funding applications submitted; no. of children's activities held.
		Renovation of Fish pond area to additional functional library space. Budget allocation \$90,000 expend and \$30,000 income.	Chief Librarian	DCCS, IT staff	Completed renovation and functional library space.	30-Jun-09	Date of Achievement
Community Development	6.4 Build and strengthen our community identity and acknowledge the diversity in our communities.	Manage community and civic receptions including provision of financial assistance; oversee project - transportation and restoration of Burdekin Tractor; finalise direction for HH Showgrounds; finalise plan for electrical infrastructure upgrade for Ayr Showgrounds.	DCCS; Admin Co-ordinator; Admin Support Officer;		Events hosted; plan for HH Showgrounds; restored Burdekin Tractor on display; plan for Ayr Showgrounds.	Ongoing	No. of events supported; no. of receptions held; date of achievements.
	6.6 Provide ongoing support for particular community welfare organisations within the Shire including the Burdekin Community Association and Burdekin Neighbourhood Centre.	Manage donations and in-kind support to BCA and BNC.	DCCS & Manager - ICS	IT staff and Admin Co-ordinator	Donations provided; provision of IT support.	Ongoing	Donations and IT support provided.