



CARPENTARIA SHIRE  
*Outback by the Sea®*

**CARPENTARIA**  
**OPERATIONAL PLAN**  
2023 – 2024

*It's a great place to work,  
live and play*



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Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders’ past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



## Executive Summary

The Operational Plan is part of the important strategic documents in relation to the Integrated Planning Framework that Council operates within under legislation. The Operational Plan is a requirement under the Local Government Regulation 2012 and this plan has been prepared in accordance with those requirements.

The 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.

a) Consistent with the Annual Budget

In accordance with the *Local Government Regulation 2012*, Council's Budget 2021-2022 was developed in accordance with, and is directly aligned to, the Operational Plan 2021-2022.

b) (i) Progress the implementation of the Corporate Plan

The Operational Plan focuses specifically on the Key Strategic Themes identified in the Corporate Plan and not the day to day delivery of other services, activities and programs, but seeks to highlight the planned actions and activities for the year that will further advance Council's Key Strategic Themes of:-

- Carpentaria Community
- Carpentaria Environment
- Carpentaria Economy
- Carpentaria Governance

b) (ii) Managing Operational Risk

Carpentaria Shire Council has adopted a comprehensive Risk Management Framework which details how the organisation manages its risks. Council and the Executive Leadership Team are committed to the management of risk through entrenching appropriate enterprise risk management strategies to identify, treat and monitor organisational risks whilst ensuring maximisation of opportunities. Council monitors its strategic and operational risks on a continual basis through the Audit, Risk and Business Improvement Committee.



## WORKPLACE HEALTH AND SAFETY

Council is committed to providing a safe, healthy, and productive working environment for our workers, contractors and visitors to the workplace. Council's commitment is met through the conduct of regular toolbox meetings and compliance with Worksafe Plan. Adopting and promoting the provisions of the Work Health and Safety Act 2011 and its associated Regulations, Code and Standards is paramount, together with significant importance placed on the areas of hazard/risk management, injury prevention strategies and a focus of continual improvement will ensure WH&S plans are achieved.

### c) Annual Performance Plan for Commercial Business Units

At the commencement of the 2023-2024 financial year, Carpentaria Shire Council did not have any commercial business units, however Council will reassess legislative criteria and decide as required.

### Performance Reporting

The Operational Plan 2023-2024 will serve as the foundation for regular quarterly reporting of organisational progress of short- and long-term objectives. Furthermore, Council will conduct statutory annual reviews of organisational performance and report the results in an annual report.



## Achieving our key strategic themes

To achieve the key strategic actions under the key strategic themes identified in the Corporate Plan the Council will identify and adopt several key initiatives and projects that will be delivered annually over the next five years.

These key initiatives and projects are identified in the Operational Plan and are supported with a budget allocation to ensure resources are provided to achieve 100% of the initiatives and projects identified.

### *Theme One: Carpentaria Community*

*A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle.*

### *Theme Two: Carpentaria Environment*

*The region's environmental assets including natural areas and resources, open space, and agricultural land, are conserved and enhanced for future generations.*

### *Theme Three: Carpentaria Economy*

*A dynamic and diverse economy creating industry development and employment opportunities*

### *Theme Four: Carpentaria Governance*

*A well governed, responsive Council, providing effective leadership and management, and respecting community values*



## Reporting Overview

### Corporate Plan Progress

The progress made against the Key Strategic Actions under the Key Strategic Themes in the Corporate Plan will be reported annually in the Carpentaria Shire Council Annual Report by the Chief Executive Officer.

Monthly Officers Reports to Council are to identify the Corporate Plan References when presenting reports for consideration that relate to addressing the key strategic actions in the Corporate Plan.

### Operational Plan Progress

The Chief Executive Officer is required to provide a Quarterly Operational Plan progress report to Council.

The Executive Leadership Team are charged with monitoring the monthly progress towards the quarterly review date for the report against the Councils progress towards completing the key initiatives and projects.

### Departmental Plan Progress

Each Department within Council will develop a Departmental Plan to be reported by the Manager of the Department on a Quarterly basis to Council. The purpose of the Departmental Plans is to capture the business-as-usual services provided by Carpentaria Shire Council.

The services provided under the Departmental Plans are not included in the Operational or Corporate Plans as these documents will concentrate on the key initiatives and key projects to be undertaken by Council to achieve the key strategic actions identified in the Corporate Plan.





## Operational Plan Key Initiatives – 2023-2024

### Theme One: Carpentaria Community

*A safe, healthy, and equitable community that celebrates diversity and enjoys a quality lifestyle.*

| Number | Key Initiative  | Responsible Officer   |
|--------|---|---|
| 1.2.1  | Implementation of the Youth Strategy Recommendations  | Manager Economic and Community Development                                  |
| 1.3.2  | Load all standard leases into the Monitor Computer System and monitor the use in accordance with Agreements | Manager Economic and Community Development / Director of Corporate Services |
| 1.4.2  | Implementation of the outstanding actions from the review of the 2010 Carpentaria Sport and Recreation Plan | Manager Economic and Community Development                                  |
| 1.5.1  | Seek funding to commence development of a Community Health and Wellbeing Plan for the Shire                 | Manager Economic and Community Development                                  |
| 1.7.2  | Undertake an annual review of the Local Disaster Management Plan  | Chief Executive Officer   |



Theme Two: Carpentaria Environment

*The region's environmental assets including natural areas and resources, open space, and agricultural land, are conserved and enhanced for future generations.*

| Number | Key Initiative  | Responsible Officer  |
|--------|---|--|
| 2.1.1  | Implementation of funded initiatives identified in the Coastal Hazard Adaptation Strategy.        | Chief Executive Officer                                      |
| 2.2.1  | Produce a map and Fact Sheet of the Flyway Site Network Areas along the Gulf Coastline            | Executive Officer – Governance, Projects, and Communications |
| 2.3.1  | Commence discussions with Bynoe CACS regarding the former Bynoe Tours to the Mutton Hole Wetlands | Chief Executive Officer                                      |
| 2.6.1  | Implementation of the recommendations in the Regional Biosecurity Plan                            | Director Corporate Services                                  |





Theme Three: Carpentaria Economy

*A dynamic and diverse economy creating industry development and employment opportunities*

| Number | Key Initiative  | Responsible Officer  |
|--------|---|--|
| 3.1.2  | Incorporate the outstanding initiatives from the Community Plan 2012-2022 into the Economic Development Strategy                                      | Manager Economic and Community Development                           |
| 3.1.3  | Update and implement initiatives contained in the Economic Development Strategy   | Manager Economic and Community Development                           |
| 3.2.2  | Continued participation in the North West Minerals Provenance and other Council and State Government Departments                                      | Chief Executive Officer / Manager Economic and Community Development |
| 3.3.2  | Implementation of the initiatives in the Tourism Strategy   | Chief Executive Officer / LWBDC Centre Manager                       |
| 3.3.3  | Commence discussions with the Traditional Owner groups within the Carpentaria Shire to introduce Cultural Tourism product into the visitor experience | Chief Executive Officer  |
| 3.4.1  | Development of Business Cases and Project Plans for the projects identified by Council from the MIPP 2 Report   | Executive Leadership Team  |



Theme Four: Carpentaria Governance

*A well governed, responsive Council, providing effective leadership and management, and respecting community values*

| Number | Key Initiative   | Responsible Officer  |
|--------|--|--|
| 4.1.2  | Complete the Local Law Review of the relevant Local Laws   | Director Corporate Services  |
| 4.1.3  | Undertake a review of the Corporate and Operational Risk Registers and update where necessary  | Director Corporate Services / Executive Leadership Team                                |
| 4.3.2  | Implementation of the transition plan for Enterprise Finance System  | Director Corporate Services  |
| 4.4.1  | Implementation of the individual asset class management plans  | Chief Executive Officer / Director of Engineering                                      |
| 4.5.1  | Undertake a review of most utilised forms and implement an online version for ease of access and completion by members of the public | Chief Executive Officer / Executive Officer – Governance, Projects, and Communications |
| 4.6.1  | Implementation of the recommendations and actions contained in the Workforce Strategy and Workforce Plan                             | Executive Leadership Team  |
| 4.7.1  | Adoption and implementation of the long-term financial management plan   | Director Corporate Services / Chief Executive Officer / Director of Engineering        |
| 4.8.1  | Regional representation on the NWQROC and WQAC   | Chief Executive Office   |

