

# OPERATIONAL PLAN

## —2025-2026—

Adopted 23 April 2025 Minute No. OM006369



**Banana**  
**SHIRE**  
SHIRE OF OPPORTUNITY



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## Welcome to the Banana Shire Council's Operational Plan for 2025/2026.

This Operational Plan sets the one-year direction for Council by outlining how we will deliver our goals and objectives throughout the year. The Operational Plan for the 2025/2026 year has been developed in consultation with Council's leadership team, alongside our annual budget. It links Council's key priorities to the themes outlined in Council's five-year Corporate Plan:

1. Community
2. Environment
3. Economy
4. Infrastructure
5. Organisational Performance and Customer Service

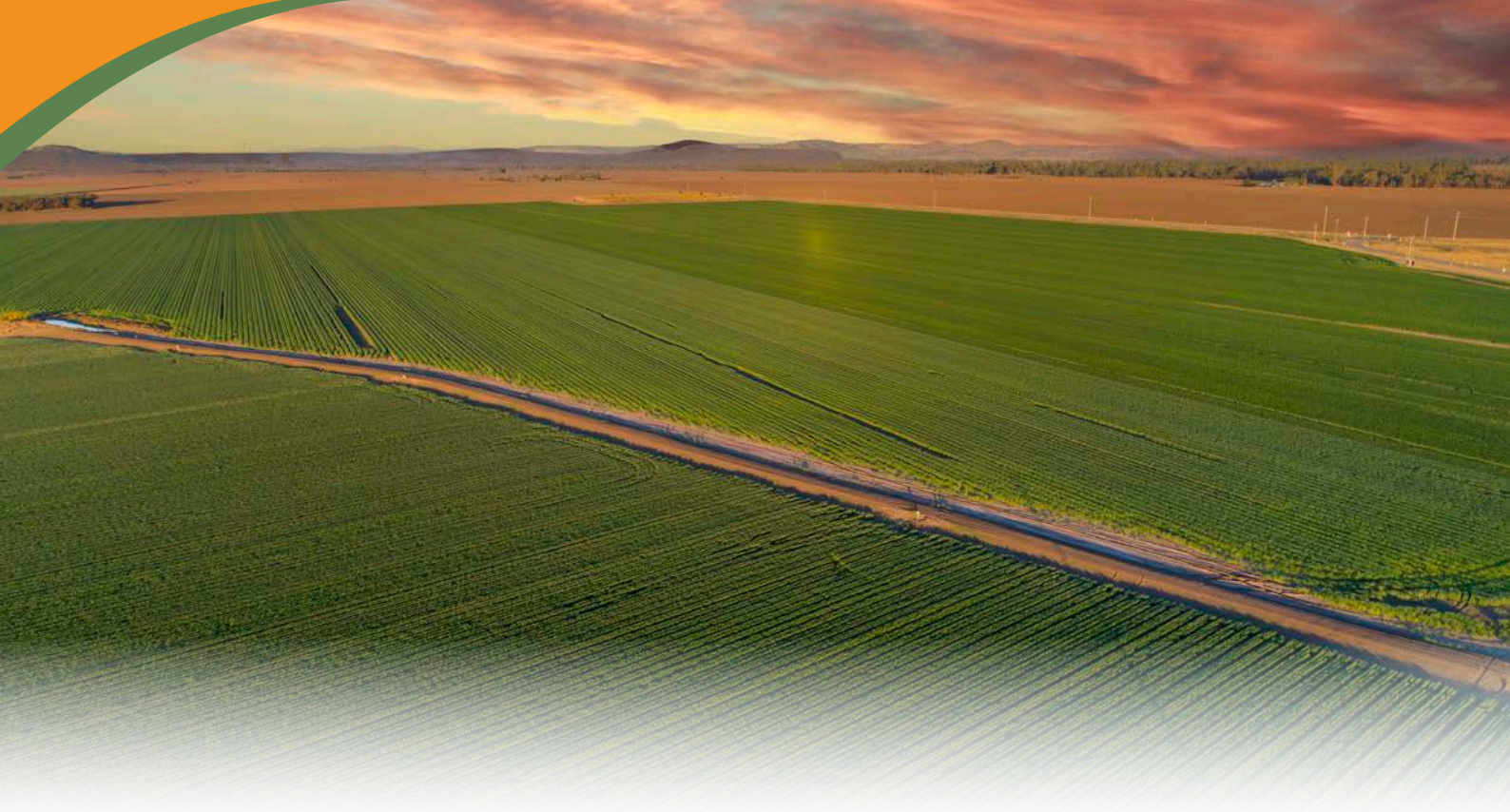
The draft Operational Plan was presented to Councillors at the 15 April 2025 Workshop and was adopted at Council's Ordinary Meeting on 23 April 2025.



**Cr Nev Ferrier**  
**MAYOR OF BANANA SHIRE**



**Thomas Upton**  
**CHIEF EXECUTIVE OFFICER**



# Our Vision

## "Shire of Opportunity"

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

# Our Mission Statement

Our Council is committed to promoting and striving for continuous improvement and innovation in all that we do, for the benefit and growth of the whole of our Shire growing existing strengths and identifying and developing new opportunities.

# Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development



# ABOUT OUR OPERATIONAL PLAN

Together with the Corporate Plan and the Annual Budget, the Operational Plan guides Council in delivering outcomes for the Banana Shire Community.

*The Local Government Act 2009 and the Local Government Regulation 2012 requires Council to adopt an annual Operational Plan that shall:*

- be consistent with its annual budget; and
- state how Council will progress the implementation of the 5-year Corporate Plan during the period of the annual Operational Plan; and
- manage operational risks; and
- include an annual performance plan for each commercial business unit of Council.

Our Operational Plan has been developed to ensure Council demonstrates leadership and is accountable to internal and external key stakeholders, including the community, through transparent and inclusive decision-making processes and effective service delivery and operations.

We are committed to delivering our shared future and cultural vision.

The annual Operational Plan seeks to:

- Promote and manage the unique natural resources of Banana Shire, ensuring a healthy and sustainable environment where the community's social, physical, and economic well-being is enhanced for present and future generations.
- Support the retention, expansion and diversification of businesses and industries to provide long term economic sustainability.
- Plan and deliver effective and efficient infrastructure services.



# HOW WE MANAGE OPERATIONAL RISKS

There are many risks, threats and opportunities that could potentially affect the achievement of objectives outlined in Council's strategic plans. The operational planning process includes the management of Council's strategic and operational risks. Our Risk Management Policy outlines our commitment to risk management and is supported by our Risk Management Framework. Implementation of the Operational Plan will be undertaken in accordance with our Risk Management Policy and Framework.

## HOW WE MEASURE PERFORMANCE

### Operational Plan & Budget

For the duration of the Corporate Plan 2021-2026 Council will develop and adopt 5 Operational Plans and Budgets.

### Monthly Financial Reports

Each month, detailed financial reports are presented to Council. The financial reports provide a detailed overview of the organisations financial performance and are presented in a format that compares the year-to-date expenditure to the annual budget and the latest available forecast information. Councils are required to report on the progress towards the budget monthly, in accordance with s204 of the *Local Government Regulation 2012*.

### Quarterly Performance Reports

Councils are required to report on the implementation of the Operational Plan on a quarterly basis, in accordance with s174(3) of the *Local Government Regulation 2012*. Every three months, each department provides a report to Council assessing their performance of the Operational Plan. These quarterly assessments enable the ongoing monitoring of performance against the goals and objectives outlined in the Operational Plan.

### Annual Report

At the end of each financial year, Council is required to produce an Annual Report that reviews overall performance and achievements. The Annual Report provides our community with operational and financial information about Council's performance against the objectives and outcomes set out in the Corporate and Operational Plans.



# EXECUTIVE SERVICES



Service Area



CEO Responsibilities



Operational Plan (Services)



Corporate Plan Ref



25/26 KPI'S (Operational Plan)

Management	Strategic Planning	Organisational Structure	5.1.3 5.2.1	Positions are reviewed as required 100%.
		Policies Review	5.2.2	Council operations are 100% compliant with legislation.
		Authorised Officers/ Delegations	5.1.3	Authorised Officers and Delegation Registers are annually reviewed and maintained in accordance with the Delegations Framework - Governing Policy.
		Complaints Management System	5.1.3	Review of the complaints management system is endorsed by Council.
			5.1.3	100% of complaints are managed within legislative timeframes.
		Corporate Processes	5.6.1	Submission of Council Meeting & Budget Reports within deadlines (95%).
	Financial & Asset Management	Budget	5.2.1	Annual expenditure within range of >5% under budget.
			5.2.1	Annual revenues <8% under budget.
Executive Management	Operational Management	Corporate Plan	5.6.1	Completed, adopted and compliant 100%.
			5.6.1	The 2026-2031 Corporate Plan will be completed and ready for adoption 1 July 2026.
		Operational Plan	5.6.1	Completed, adopted and compliant 100%.
Governance	Governance	Annual Audits	5.1.3	Financial Audits are completed, adopted and compliant 100%.
		Internal Audits	5.6.1 5.2.2	100% of internal audits, as identified in the Strategic Internal Audit Plan, will be completed.
		Process and Performance	5.2.2	Gap analysis completed identifying and prioritising new policies, processes and procedures to be written by 30/6/26.



Service  
Area



CEO  
Responsibilities



Operational Plan  
(Services)



Corporate  
Plan Ref



25/26 KPI'S  
(Operational Plan)

Governance	Governance	Quality Assurance	5.5.2	The quality framework will be compliant with ISO 9001:2015 to maintain Council's ISO accreditation.
			5.5.2	100% of the operational internal audits will be completed, as per the Quality Internal Audit Schedules (Works Projects and Procedural).
			5.5.2	No major non-conformances identified in the 2025/26 SAI Global recertification audit.
			5.5.2	100% of identified duplicated or obsolete documents are archived/ deleted throughout the process of introducing new operational manuals.
	Insurance Management	Risks and Insurances	5.1.3 5.2.3	Enterprise risk is used to drive internal audit function. 100% of audit matters are derived from risk registers and risk treatments.
			5.1.3 5.2.3	80% of insurance claims assessments are resolved within 90 days.
Customer Service	Administration	Customer Responses	5.1.3	A minimum of 95% of data is recorded accurately by the Customer Service Team.
			5.1.3	>85% of calls will be answered within 60 seconds.
			5.1.3	<5% of calls are abandoned by callers.
			5.1.3	All payments will be processed with 100% accuracy.
Records Management	Administration	Management of Correspondence	5.1.2 5.1.3	100% of incoming correspondence is distributed via MagiQ within 24 hours.
		RTI	5.1.2 5.1.3	100% of RTI applications are compliant, and processed within legislative timeframes.
		Customer Responses	5.1.3	100% of internal information requests will be responded to within 3 business days.
		Inhouse Training	5.4.1	MagiQ user training will be delivered to 100% of relevant new employees within 2 weeks of commencing with Council.
Human Resources Management	Employee Relationships	Employee Communications Meetings	5.1.3	80% of matters raised are resolved within 90 days of being raised at communications meetings.
		HR Strategic Plan	5.1.2 5.4.1	HR Strategic Plan to be developed, adopted and implemented by 30 June 2026.
		Recruitment	5.2.2	90% of vacancies will be filled within 60 days.



## Service Area



## CEO Responsibilities



## Operational Plan (Services)



## Corporate Plan Ref



## 25/26 KPI'S (Operational Plan)

Learning & Development	Operational Management	Organisational Outcomes/ Performance	5.4.1	Training needs analysis responses to reflect skills analysis/audits and gaps continuously for all Staff.
		Apprenticeships / Traineeships / Cadets and Work Experience	5.4.1	Council commits to offering 2 apprenticeships, 2 traineeships and 1 cadetship.
		Develop a Learning & Development Strategy for the Organisation	5.4.1 / 5.1.3	Strategy developed and incorporated as part of the HR Strategic plans by 30 April 2026.
		Mandatory In-house Training	5.4.1	Quarterly training calendar reflects organisational skills needs and submitted by end of each preceding quarter 100%.
Work Health & Safety	Work Health & Safety	Corporate Compliance across Council	5.5.1	SMS is compliant with the national audit tool and legislation including psychosocial risks
			5.5.1	Lost Time Injuries (LTI's) are reduced by 10% from previous calendar year.
			5.5.1	100% of Hazard Inspections are completed in accordance with the Hazard Inspection Matrix.
		WH&S Management System	5.5.1	100% of incidents are notified and closed out within 90 days.
		Monitor & Evaluate WH&S Management System	5.5.1	Quarterly Management Review and monthly reports to EMT 100%.
		LG Workcare Accreditation	5.5.2	Achieve > 70% performance outcomes by June 2026 (100%).
		WH&S Management System - Psychosocial Risk Management	5.5.3	70% of staff have an opportunity to contribute to psychosocial risk assessment for the organisation.
Payroll	Employee Records	Processing	5.2.1 5.1.3	Ensure payroll processing is on time with an error rate under 5%.
		Compliance	5.2.1	100% compliance to audit standard for superannuation, ATO, and other statutory requirements.
Media	External Relationships	Respond to Issues: Operations for Council and Community	5.3.2	The media team will release 3 National stories and 10 radio interviews by 30 June 2026.
		Stakeholder Engagement	5.3.2	FOCUS Magazine - eight yearly publications approved 100%. Development of online community engagement capacity. Community consultation in respect to key strategies from Council Departments.
Disaster Management	Disaster Management Operations and Training	Disaster Management	4.5.1	All Disaster Management Committees: Attend periodic meetings in accordance with the Constitution (100%).
			4.5.1	Disaster Management Plan compliant with Queensland Disaster Management Framework
		Operational Management	4.5.1	Disaster Management Plan: To monitor, implement and review in accordance with Queensland Disaster Management requirements (100%).
			4.5.1 1.4.3	Disaster Operations: Manage in accordance with the established plans (100%).



# CORPORATE & COMMUNITY SERVICES



Service Area



Directorate Responsibilities



Operational Plan (Services)



Corporate Plan Ref



25/26 KPI'S (Operational Plan)

Management & Support	Operational Management Business Management (Including Governance of Financial Management)	Governance	5.6.1	Expenditure within range (<5%) under budget.
			5.6.1	Revenue of (no more than 8%) under budget.
			5.6.1	Capital Works Program ( <i>no less than 90% completed by 30/06/26</i> ).
			5.2.2 5.2.3	Statutory financial reports/submissions within timeframes.
Financial Services		Corporate Processes	5.6.1	Submission of Council Meeting & Budget Reports within deadlines (95%).
		Financial Reports	5.6.1	Financial reports prepared/adopted according to legislation/Corporate Plan (100%).
			5.6.1	Develop and implement an action plan based on the internal audit recommendations by 30 June 2026.
			5.6.1	Consolidated Data Return is completed and submitted by the due date 100%
			5.6.1	Implementation of Code of Competitive Conduct (s47 LGA)
		Financial Audit	5.6.1	Unqualified Audit for year (100%). All high risk audit matters to be addressed as per the Management letter.
		Asset Management Plan	4.1.3	Ongoing review and implementation of Asset Management Action Plan 100% complete by 30 June 2026.
		Budget	5.1.1 5.2.1	Budget 2026/27 adopted by 30/06/26
		GIS	1.4.3 2.1.1 2.5.1 4.1.2 4.1.3	Preparation of maps within 95% of timeframes negotiated with each client.
			1.4.3 2.1.1 2.5.1 4.1.2 4.1.3	Maintain Digital Cadastre Data Base (DCDB) data accuracy and currency within relevant timeframe - updated monthly 100% accuracy.



Service  
Area



Directorate  
Responsibilities



Operational Plan  
(Services)



Corporate  
Plan Ref



25/26 KPI'S  
(Operational Plan)

Community Services	Community Services	CRC	1.1.3	SDSS services are compliant with
			1.1.4	SDSS Service Agreement
			1.1.3	SDSS services a minimum of 70
			1.1.4	students per year.
			1.1.3	CRC will provide services for a
			1.1.4	minimum of 4 NDIS clients per year.
			1.1.3	NDIS services are compliant with
			1.1.4	NDIS Practice Standards and Quality
				Indicators.
		Home Care Services	1.1.3	All critical outcomes of the CHSP
			1.1.4	and SAH audit are implemented by
				31 December 2025.
			1.1.3	35 clients in the Commonwealth
			1.1.4	Home Support Program and 15
				Support at Home Packages.
		Arts, History and Culture	1.1.3	Minimum 5 exhibitions per year with
				2500 visitors per annum.
			1.1.3	Brigalow Arts Festival has a
				minimum of 100 entries.
			1.1.3	Signed MOU with Moura Museum
				Committee by 30 September 2025.
		Library	1.1.3	Develop 4 year library plan and
				achieve year 1 of the 4 years
			1.1.3	Visitations per library site:
				Biloela: 30,000
				Moura: 10,000
				Taroom: 3,000
				Theodore: 1,000
				Mobile: 1,000
			1.1.3	3,000 items added to the collection
				with 95% published in the last 5
				years.
			1.1.3	Attendees per library branch for First
				5 Forever sessions - programs for
				children under 5:
				Biloela - 1800
				Moura - 1200
				Taroom - 240
				Theodore - 180
			1.1.3	Attendees per library branch for
				school holidays activities - sessions
				for school aged children:
				Biloela - 300
				Moura - 400
				Taroom - 50
				Theodore - 50
		Tourism	1.1.3	Review and update the BSC Tourism
			1.2.2	Strategy by 30 June 2026.
			3.3.4	
			1.1.3	Conduct a minimum of two tourism
			1.2.2	focused volunteer engagements for
				each of the following communities:
				Biloela, Moura, Taroom & Theodore.
			1.2.2	40,000 people visit the Sandstone
				Wonders website

 Service Area	 Directorate Responsibilities	 Operational Plan (Services)	 Corporate Plan Ref	 25/26 KPI'S (Operational Plan)
Plant & Fleet	Fleet Management	Plant Operations	5.1.3	Heavy vehicles and equipment downtime less than 15% of total budgeted hours.
			5.1.3	Develop and implement workshop process enhancement action plan, including procedures by 30 June 2026.
			5.1.3	Implement the workshop maintenance management system by 30 June 2026.
Aerodrome Management	Aerodrome Management	Aerodromes	1.1.3	CASA Compliance (100%). All issues identified in the safety inspections are addressed within the timeframes set in the report recommendations.
ICT	Business Management	ICT Support Services	5.1.3	Core data/voice networks available during business hours ( <i>min 98%</i> ).
			5.1.3	Implement agreed Cyber Security Action Plan complete by 30 June 2026.
			5.1.3	Development and adoption of AI Policy and Procedure by 30 June 2026.
			5.1.3	Implement corporate systems (e.g. ERP) as planned and as budgeted.





# COUNCIL SERVICES



**Service Area**



**Directorate Responsibilities**



**Operational Plan (Services)**




**Corporate Plan Ref**



**25/26 KPI'S (Operational Plan)**

Financial Management	Financial Management	Financial Management	5.2.1	Annual revenue: Achievement no more than >8% under budget.
			5.6.1	Capital Works: Program not less than 90% completed by 30/06/26.
		Timelines/Corporate processes	5.1.3 5.6.1	Corporate Timetables/Budget/Planning: Timely completion of work (95%).
Building Services	Asset & Building Management	Operations and Management	5.1.3	90% of grant funded projects are completed within funding timeframes.
		Facilities Management	5.1.3	Operations/Maintenance: Attend to requests within response target times >80%.
Land & Lease Team	Rental Property Management	Land & Lease Management	5.1.3	Rental Properties (Quality of Service): Building Maintenance Requests raised within 2 days of receipt of report 100%.
			5.1.4	Rental Properties (Quality of Service): Maintenance Reports/Enquiries provided with a follow-up response with rectification action plan within 7 days, 75% of the time.
	Council Trustee Asset Management	Land & Lease Management	5.1.5	90% of current leases/management agreements/licences/permits are renewed prior to the expiry of the current arrangement.
	Cemeteries	Cemeteries	5.1.3	Cemetery Burial Register and Burial Plot Ownership Register is up to date by the end of each quarter.
	Swimming Pools	Facilities Management	5.1.3	Operator/Council Relationship: Maintenance Reports/Enquiries provided a follow-up response with rectification action plan within 7 days.

 <b>Service Area</b>	 <b>Directorate Responsibilities</b>	 <b>Operational Plan (Services)</b>	 <b>Corporate Plan Ref</b>	 <b>25/26 KPI'S (Operational Plan)</b>
Environmental Services	Health & Environmental Management	Health	2.3.4	Adoption of the Mosquito Management Plan by 30 September 2025.
			5.1.3	Actions delivered on complaints within 7 days, 80% of the time.
		Environment & Sustainability	2.1.1	The Environmental Framework will be compliant with ISO 14001 to maintain Council's ISO certification.
			2.1.1	Achieve 15% progress against adopted implementation plan.
			2.1.2	Council's annual environmental inspections and internal audit program 100% complete.
			2.1.1 2.4.2	Identify Matters of Local Environmental Significance (MLES) within Banana Shire by 30 June 2026.
	Regulatory Services	Rural Services	2.3.1	Biosecurity Management Plan 100% treatment of new incursions of declared species on Council properties within 14 days.
			2.3.1	Biosecurity Action Plan will be completed by 31 December 2025.
			2.3.3	Participation in a minimum of 4 declared pest management activities per financial year.
			2.3.2	Taroom clearing dip testing achieves required standard 95% of the tests.
			2.3.2	Operation of Taroom clearing dip achieves 15% net profitability.





## Service Area



## Directorate Responsibilities



## Operational Plan (Services)





## Corporate Plan Ref



## 25/26 KPI'S (Operational Plan)

Development and Regulatory Services	Development Services	Assessment of Building/Plumbing and Development Applications	2.5.1	DA's, BA's and PA's: 100% of applications processed within statutory timeframes.
		Strategic Planning	1.2.1 2.5.1	Review and undertake a major amendment to the Planning Scheme by 30 June 2026.
	Regulatory Services	Compliance and Enforcement	2.5.1	Compliance checks will be undertaken for all planning approvals prior to a new use commences (50%).
			2.5.1	Compliance checks will be undertaken for all building and plumbing when work is certified by Council (100%).
			5.6.1	80% of compliant dog registrations renewed by 30 September 2025.
			5.6.1	Dangerous dog enclosure inspections completed by 31 December 2025 (100%).
	Water Services	Water Supply	Compliance and Operations	4.4.4
4.4.4				Incidents regarding discoloured water less than 100 per year.
4.4.4				External audits:No major non-conformances
Social Wellbeing			4.4.4	Water supply has unplanned interruptions less than 1% of the time.
Compliance and Operations			5.1.3	Water and Sewerage Customer Services: meets required customer service standards 100%.
Trade Waste		Compliance and Operations	4.4.4	100% implementation of compliance for Theodore sewerage network completed by 30 June 2026.
Sewerage		Governance/Maintenance	5.1.3	Operational and Maintenance with Water and Sewerage Customer Services: Environmental Authority Licence conditions met 100%
		Compliance and Operations	4.4.4	Develop a strategy to manage potential changes to PFAS/PFOS contamination by 30 June 2026.
			4.4.4	Finalise and implement discharge agreements with customers for each network by 30 June 2026.
			5.1.3	Water and Sewerage Customer Service Standards: meets required customer service standards 100%

 <b>Service Area</b>	 <b>Directorate Responsibilities</b>	 <b>Operational Plan (Services)</b>	 <b>Corporate Plan Ref</b>	 <b>25/26 KPI'S (Operational Plan)</b>
Waste	Operational Management	Waste Management	2.2.1	Kerbside Collection Services: Daily monitoring and reporting of Contractor activities 100%
			2.2.1	Develop a Waste Management Strategy in accordance with the CQROC Regional Waste Management Plan to be completed by 30 June 2026.
			2.2.1	Adopt and implement Commercial Waste Acceptance Plan at manned waste facilities by 31 December 2025.
Economic Development	Economic Development	Economic Development Plan/Strategies	3.3.2 3.3.5	Two (2) updates of Major Projects Register and Shutdown Schedules, per annum.
			3.1.3	Four (4) engagement meetings held with Small Business representatives, per annum.
			2.2.1	Increase the resource recovery rate by a minimum of 2% by 30 June 2026.





# INFRASTRUCTURE SERVICES



Service Area



Directorate Responsibilities



Operational Plan (Services)



Corporate Plan Ref



25/26 KPI'S (Operational Plan)

Management & Support	Operational Management	Governance	5.2.1 5.1.2	Expenditure for the department within 5% under budget (100%).
	Financial Management	Financial Management	5.2.1	Revenue for the Department of Infrastructure (on budget)
	Infrastructure Operations	Capital Works	5.2.1	Capital Works Program: > 90% complete by 30/6/2026.
		Corporate Processes	5.6.1	Submission of Council meeting and budget reports within deadlines (95%).
			5.2.2 5.4.2 5.5.2	Project Plans: 100% accurately completed prior to all constructions. Project Plans are consistently applied in accordance with Council's processes (90%).
			5.1.3	Customer complaints are responded to within Council's agreed processes and timeframes (100%).
Infrastructure Delivery	Operational Management	Roads	1.3.1 4.1.1 4.3.1 4.3.2 5.1.3 5.4.1 5.4.2	Routine Maintenance works: Conducted in accordance with agreed service level (90% budget compliance).
				Routine Maintenance Works: Agreed levels of service for routine maintenance on parks and roads will be reviewed and agreed by Council by 30 June 2026.
		Parks & Gardens		Routine Maintenance: Conducted in accordance with agreed service level (90% budget compliance).
		Cemeteries	5.1.3	Vegetation maintenance: Maintenance Works to be conducted in accordance with agreed service levels. Vegetation height should not exceed 100mm, more than 20% of the time.
			5.1.3	Grave subsidence will be addressed within 48 hours from being identified.



# INFRASTRUCTURE SERVICES



Service Area



Directorate Responsibilities



Operational Plan (Services)








Corporate Plan Ref



25/26 KPI'S (Operational Plan)

		Biloela Civic Centre	5.1.3	Grounds maintenance and vegetation maintenance will be completed in accordance with agreed service levels >90%.
	Financial Management	Disaster Reconstruction	1.4.3 4.5.1 4.5.2	Undertake flood restoration projects: 100% within agreed and approved timeframes, when applicable.
	Infrastructure Operations	Contracts and Private Works	5.1.2 5.1.3 5.2.1 5.4.1 5.4.2	External works projects undertaken by Council: 100% completion, compliance and within agreed budget.
			1.1.2 5.4.2 5.5.2	Main Roads projects: Preferred (Sole Supplier) status maintained.
			5.2.1 5.4.1	External works: Maintain a minimum of 10% profit margins consistent with expectations (100%).
			5.2.1 5.4.1	Approved Transport Infrastructure Development Scheme projects to be completed by 31 March 2026.
			1.3.1	Cultural Heritage & Native Title compliance (100%).
			2.1.1 2.1.2 2.4.2	Implement Environmental Management Framework compliance (100%).



 Service Area	 Directorate Responsibilities	 Operational Plan (Services)	 Corporate Plan Ref	 25/26 KPI'S (Operational Plan)
Infrastructure Technology	Technical Responsibilities	Design	1.2.3 4.1.2 4.3.2 5.1.1	IFC Designs/Estimates operational works: 90% of designs to be completed 12 months ahead of estimated construction.
			1.2.3 4.1.2 4.3.2 5.1.1	All construction estimates are to be based on advance designs a minimum of 12 months ahead of time.
			1.2.3 4.1.2 4.3.2 5.1.1	Construction crews will be provided with the opportunity to comment on IFC designs prior to construction commencing (100%).
			1.2.3 4.1.2 4.3.2 5.1.1	Complete inspections of Council maintained vehicle bridges in accordance with legislation (100%).
	Operational Management	Road Safety	2.1.1 4.5.1 5.5.1	Audits completed/implemented: 95% compliance, subject to budget constraints.  Respond to, and inspect identified road safety condition issues within 14 days >90%.
			4.2.2 4.2.3	Funding Applications submitted prior to closing dates (100% compliance).
			4.2.2 4.2.3	Prioritise the design of externally funded projects ahead of Council funded works (100%).
		Surveys	1.2.3 4.3.2	Digital Terrain Models surveys: Completed on time (>95%).  Detailed survey and geotechnical assessments to be completed within 12 months of estimated Construction.
			4.3.2	As constructed data collections: To be completed and confirmed within 3 months of projects completion (100%).
		Development	2.4.2 2.5.1 2.5.2 3.3.5	Operational Works Applications: Within timeframes in accordance with Planning Act (100% compliance).
			5.5.2 5.6.1	Inspections: Complete inspections within scheduled timeframes (100%).
			2.5.1 2.5.2 4.1.2 4.3.2 5.1.2 5.5.2 5.6.1	Capricorn Municipal Design Guidelines: Participate in and attend meetings of the CMDG (80%).

 Service Area	 Directorate Responsibilities	 Operational Plan (Services)	 Corporate Plan Ref	 25/26 KPI'S (Operational Plan)
Infrastructure Technology	Operational Management	Technical Services	1.4.4 4.1.1 5.2.3	Road Safety Management Plans: Maintain engagement with Road Safety Reference Group in accordance with the constitution (100%).
			4.1.2 5.1.2 5.5.2 5.6.1	Bowen Basin Regional Road Transport Group: Attend periodic meetings in accordance with the constitution (100%).
			1.4.3 2.4.1 2.4.2 2.5.1 2.5.2 4.5.1 4.5.2 5.3.2 5.4.1	waterRIDE training to be undertaken by critical Technical Services personnel.





**Banana**  
**SHIRE**  
SHIRE OF OPPORTUNITY

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