



**HINCHINBROOK**  
SHIRE COUNCIL



# OPERATIONAL PLAN



**2013 - 2014**

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## INTRODUCTION

The Operational Plan reflects the activities to be undertaken by the Hinchinbrook Shire Council during 2013 - 2014. The Operational Plan (OP) is structured to align with the strategic goals detailed in the Corporate Plan 2010 - 2014. The Operational Plan identifies those major actions which Council has determined to fund in the 2013 - 2014 budget. The OP represents 12 months of activity that contributes to the overall delivery of the Corporate Plan strategies.

Council provides a vast array of services to the community. In addition to these services Council delivers on aspects of the State Government agenda, including provisions of the Local Government Act 2009. There are numerous other State and Federal legislation that influences the operation of Local Government.

Provision of these services on a day to day basis requires a significant amount of resources, both human and financial. Every activity that Council undertakes is not documented individually in the Operational Plan. Some activities are part of a larger project while others are part of the accepted operational environment for Local Government in Queensland.

Council's organisational structure is comprised of Corporate Services and Economic Development, Financial Services, Environmental Health Services, Engineering Services and the Office of the CEO.

Each area of operation performs day to day activities aligned with policies, procedures, activity specific plans and processes designed to ensure that services are delivered in accordance with the direction set by Councillors and in some instances governed by legislation. Quarterly activity reporting to Council is made with reference to the Operational Plan. This is presented to Councillors four times a year at an Ordinary Meeting of Council.

# **STRATEGIC GOALS**





## 1.0 COMMUNITY

A vibrant, inclusive and healthy community with access to services and facilities reflecting the unique character, role and needs of residents throughout the Shire.

### Strategic Outcomes

- 1.1 A Safe, Active and Healthy Community.
- 1.2 Equitable access to relevant services and well maintained facilities.
- 1.3 Shire culture, identity and heritage which is valued, documented and preserved.
- 1.4 An inclusive community which is motivated and involved in a range of social, cultural and recreation activities.
- 1.5 Efficient disaster management across the Shire.



## 2.0 Economy

A strong and sustainable economy that supports the growth of new and existing industry and business that enhance local lifestyle and provide long term employment.

### Strategic Outcomes

- 2.1 Diversified, prosperous and innovative industry and business sectors.
- 2.2 Support and facilitation of employment opportunities for the community.
- 2.3 Enhanced sustainable growth facilitated by Council's infrastructure and utilities.
- 2.4 An integrated approach to town and regional planning that strengthens local identity and lifestyle.
- 2.5 An attractive place to live which encourages a diversity of business investment, development and employment opportunities.



## 3.0 Environment

A sustainable, well managed and healthy environment that provides a balance between the development of built infrastructure and the Shire's diverse natural and cultural resources.

### Strategic Outcomes

- 3.1 A natural environment that is valued and sustainable.
- 3.2 A quality, aesthetically pleasing and well planned built environment that meets basic community needs.
- 3.3 The provision of quality infrastructure that supports the Shire's current and future needs.
- 3.4 An empowered community, environmentally educated and aware.
- 3.5 Minimisation of climate change on our community, natural and built environments.



## 4.0 Governance

A proactive and ethical Shire Council providing best practice service delivery achieved through responsible policy making and effective management of people, assets and finances.

### Strategic Outcomes

- 4.1 Innovative, transparent and accountable local government.
- 4.2 A committed and responsive customer service focus.
- 4.3 Responsible financial management and efficient operations.
- 4.4 A valued work force committed to the Shire delivering quality services.
- 4.5 Strong regional advocacy.

## ORGANISATIONAL SERVICES

### Corporate Services and Economic Development

Services provided include:

- Administration Support to Council Operations
- Art and Cultural Services
- Community Assistance
- Corporate Communications
- Economic Development
- Library Services
- Planning and Development
- Records Management
- Recreation Activities
- Security Systems
- Telecommunications
- Tourism
- TYTO Precinct

### Engineering Services

Services provided include:

- Building and Plumbing Certification
- Engineering Support Service
- Marine Infrastructure, Construction and Maintenance
- Plant Fleet Management
- Public Open Space Maintenance and Management
- Road and Drainage Infrastructure, Construction and Maintenance
- Technical Services
- Water and Sewerage Management

### Environmental Health Services

Services provided include:

- Animal Control
- Business Licensing
- Cemeteries
- Community Health
- Local Laws
- Natural Resource and Environmental Management
- Pest Management and Revegetation
- Public Amenities
- Public Health
- Recycling and Waste Management
- Regulatory Enforcement
- Vector Control

### Financial Services

Services provided include:

- Accounts Payable and Receivable Services
- Financial Administration
- Financial Reporting
- Investment and Banking
- Management Accounting
- Payroll Services
- Rating

## Office of the CEO

Services provided include:

- Employee Relations
- Enterprise Bargaining
- Governance
- Health and Wellbeing Program
- Human Resources
- Industrial Relations
- Information Technology Management
- Learning and Development
- Performance Management
- Regional Engagement
- Strategic Planning
- Support to Elected Members
- Workers Compensation and Rehabilitation
- Workplace Health and Safety Management
- Workplace Health and Safety Training



# MATRIX

	1.0 Community	2.0 Economy	3.0 Environment	4.0 Governance
Corporate Services and Economic Development	Library Services Arts and Cultural Services TYTO Technology and Learning Centre Precinct Community Assistance Recreation Activities Disaster Management	Tourism Economic Development Planning and Development		Records Management Corporate Communications
Engineering Services	Water Supply Sewerage Services	Hinchinbrook Tourist Loop - Signage Plan	River and Riparian Environment Restoration of Flood Damaged Assets Open Space Capital Works and Maintenance Program Road Infrastructure Capital Works and Maintenance Program Drainage Infrastructure Capital Works and Maintenance Program Water Infrastructure Sewerage Infrastructure Asset Management Plans	Water Supply and Sewerage Services
Environmental Health Services	Food Business Licensing Food Safety Public Health Vector Control Public Health Incident Response Disaster Management Cyclone Shelter Management	Pest Management	Natural Resource Management Pest Management - Council Environments Feral Pigs Resilient Landscapes Reef Guardian Council Hinchinbrook Community Cleanup Sustainability Regional Waste and Recycling Strategy	Regulatory Review

Financial Services				Purchasing Customer Service Training Internal Audit Annual Report Insurance Rating Budget
Office of the CEO	Strategic Planning	Regional Engagement Recruitment and Selection		Support to Elected Members Human Resources Policies Review Organisational Culture Review Supervisor and Manager Training Needs Senior Management KPI's Established Employee Opinion Survey Employee Learning and Development Leave Liability Planning Information Technology Management Performance Management System for Supervisors/Managers Workplace Health and Safety Management Workplace Health and Safety Training Industrial Relations Workers Compensation and Rehabilitation Health and Wellbeing Program

# **OPERATIONAL ACTIONS**

## CORPORATE SERVICES AND ECONOMIC DEVELOPMENT

### 1.0 Community

Focus Area	What are we going to do...	How are we going to do it...,	How we will evaluate...	Measure	Link to Corporate Plan
Library Services	Align our operations with State Library requirements for the Rural Library Queensland program	Update our policies and processes to align with the State Library requirements	Complete by 30 June 2014	100%	1.2
Arts and Cultural Services	Review our Arts and Cultural Policy and Development Plan	Review current plan and liaise with stakeholders	Complete by 30 June 2014	100%	1.3
TYTO Technology and Learning Centre Precinct	Increase local usage of the Precinct Promote TYTO Precinct to attract regional visitors to the Shire	Develop a Business Plan and Marketing Strategy for the Precinct	Completed and implemented by February 2014	100%	1.4
Community Assistance	Provide financial assistance to various community organisations	Continued support for a range of community organisations and standardisation of feedback	Seek feedback from community organisations on their achievements and outcomes	100%	1.4
Recreation Activities	Support local community organisations to conduct recreational activities that benefit the community	Continue to employ a Sport and Recreation Officer	Council activities meet the funding criteria for the sport and recreation position	100%	1.4
Disaster Management	Ensure Council's organisational response to natural disasters underpins resilience and asset in recovery of our local communities	Continue financial support and assistance to Hinchinbrook SES  Continue training of local Disaster Co-coordinator, Deputy and staff	Council disaster management employees have met all training requirements of EMQ	Compliance with State Disaster Regulations	1.5



## CORPORATE SERVICES AND ECONOMIC DEVELOPMENT

### 2.0 Economy

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Tourism	Review current area promotions strategy	Revise Action Plan for the next three years	Complete by February 2014	100%	2.1
Economic Development	<p>Participate in regional economic development planning</p> <p>Develop partnerships with Hinchinbrook Chamber of Commerce</p> <p>Create regional partnerships with State and Federal agencies and strategic organisations</p>	<p>Actively participate in workshops and regional economic development forums</p> <p>Micro economic development initiative</p>	<p>Have Hinchinbrook included in regional economic development initiatives</p> <p>Micro economic development initiative developed and implemented by June 2014</p>	Inclusion of Hinchinbrook in future economic plans and strategies and micro economic development program undertaken	2.1 2.5
Planning and Development	Meet requirements of <i>Sustainable Planning Act 2009</i> (SPA) Legislation within our town plan	Development a new SPA town plan by 2015	Draft new town plan underway by June 2014	Review underway	2.4



## CORPORATE SERVICES AND ECONOMIC DEVELOPMENT

### 4.0 Governance

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Records Management	Continue to ensure corporate records are stored in accordance with <i>Public Records Act 2002</i> , ISO31 Retention and Disposal of Public Records and ISO40 Recordkeeping	Audit our records processes and policies	Processes and Policies meet <i>Public Records Act 2002</i> , ISO31 and ISO40 standards	100%	4.1
Corporate Communications	Improve the communication of information to the community	Develop an action plan and strategy for disseminating information to the community	Implement the action plan	100%	4.5



**ENGINEERING SERVICES****1.0 Community**

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Water Supply	Operate and Maintain Water Treatment plants and pumping stations to comply with drinking water quality	Comply with Drinking Water Quality Management Plan	Monitor and record and report all water quality results	>98% Compliance with drinking water quality guidelines	1.1
Sewerage Services	Operate and Maintain Sewerage Treatment plants and pumping stations to comply with licence standards	Monitoring and reporting of licence conditions Informing EHP of any exceedences of conditions	Compliance audits by EHP and comparisons to licence limits	100% compliance	1.1





**ENGINEERING SERVICES****2.0 Economy**

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Hinchinbrook Tourist Loop - Signage Plan	Installation of signage	Refer to current plan	Completion	100% by December 2013	2.1



## ENGINEERING SERVICES

### 3.0 Environment

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
River and Riparian Environment	Manage environment to achieve best outcomes for the community within the constraints that present	Via support of lead agency HRIT	Completion of, programs and works	100% of annual program completed	3.2
Restoration of Flood Damaged Assets	Repair eligible assets	Via NDRRA program team	Completion of approved works Extent of financial liability	80% <\$500k	3.2
Open Space Capital Works and Maintenance Program	Maintain and develop POS to benefit of community	Deliver identified works as set out in WP	Completion of approved works	100%	3.2
Road Infrastructure Capital Works and Maintenance Program	Maintain and develop Road Infrastructure to benefit of community	Deliver identified works as set out in WP  Undertaking necessary management and forward programming	Completion of approved works  Evidence that forward programing is taking place	100%	3.2
Drainage Infrastructure Capital Works and Maintenance Program	Maintain and develop Drainage Infrastructure to benefit of community	Deliver identified works as set out in WP  Undertaking necessary management and forward programming	Completion of approved works  Evidence that forward programing is taking place	100%	3.2
Water Infrastructure	Deliver major infrastructure projects on time and in budget	Construct infrastructure renewals in accordance with the approved forward plans	Completion of approved water forward works program	100%	3.2
Sewerage Infrastructure	Deliver Major infrastructure projects on time and in budget	Construct infrastructure renewals in accordance with the approved forward plans	Completion of approved sewerage forward works program	100%	3.2

<p>Asset Management</p>	<p>Implement and maintain an Asset Management system</p>	<p>Strategic direction via Strategic AM team</p> <p>Implement Asetic software so as to produce "best fit" in organisation</p> <p>Document practice and procedures in respective AM plans</p>	<p>Meetings and record of direction occurs</p> <p>Progress of implementation</p> <p>Up to date and workable plans in place</p>	<p>Minimum of four minuted meetings in 2013 - 2014</p> <p>Transport system in place at end of 2013 - 2014</p> <p>All plans in place and reviewed for relevance by end of 2013 - 2014</p>	<p>3.3</p>
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## ENGINEERING SERVICES

### 4.0 Governance

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Water Supply and Sewerage Services	Comply with Council's Customer Service Standards for Water and Sewerage under the Water Act	Respond to and record customer requests and perform repairs within agreed timeframes	Record and monitor all data from requests in comparison to set customer service standards	>95% compliance	4.2



## ENVIRONMENTAL HEALTH SERVICES

### 1.0 Community

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Food Business Licensing	Ensure food business compliance with the Food Act 2006	Efficient and streamlined licensing process Inspection program Advice and consulting services for food business operators	Customer satisfaction survey Food business inspection statistics	100% inspected by 30 June 2014 Positive Feedback	1.1
Food Safety	Monitor food safety across the community	Monitor food production, sale and donations which are exempt from licensing Provide advice to all food handlers Provide food handling training	Food for Thought Newsletter and factsheets sent as planned Training provided as required	100% by 30 June 2014	1.1
Public Health	Maintain and promote a high standard of public health in our community	Prompt investigation of nuisance complaints Public education initiatives	Complaints investigated within seven working days	100%	1.1
Vector Control	Provide an efficient mosquito control program	Continuous monitoring and improvement of vector control practices Public education	Internal audit of the program	Positive result	1.1
Public Health Incident Response	Respond promptly and efficiently to outbreaks of Dengue fever and other infectious diseases	Maintaining our partnership with Queensland Health Multi skill EHS officers	Internal audit and feedback from other agencies	Positive result	1.1
Disaster Management	Ensure an efficient public health response in natural disasters and other emergencies	Reviewing and improving the Public Health Disaster Management Plan Training and multi skill EHS officers Maintaining our partnership with EMQ and Queensland Health	Feedback from LDMG and EMQ	Positive result	1.5

Cyclone Shelter Management	Manage Hinchinbrook's Cyclone Shelter	Development of procedures Public education	Feedback from LDMG and EMQ	By 1 December 2013	1.5
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**ENVIRONMENTAL HEALTH SERVICES****2.0 Economy**

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Pest Management	Prevent pest infestations and degradation of agricultural land	Implement the Hinchinbrook Pest Management Plan in co-operation with primary producers and other key stakeholders	Plan review	By 30 June 2014	2.1



## ENVIRONMENTAL HEALTH SERVICES

### 3.0 Environment

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Natural Resource Management	Develop and implement pest management plans that protect and enhance the natural environment	Review, implement and promote the Hinchinbrook Pest Management Plan	Annual plan review	Results	3.1
Pest Management - Council Environments	Ensure that land under Council control is well managed from a pest management perspective.	Carry out specific activities on public land under Council control Develop and carry out externally funded projects	Inspections and project reporting	By 30 June 2014	3.1
Feral Pigs	Continually reduce feral pig numbers	Continue the Hinchinbrook Community Feral Pig Management Program	Annual reporting and statistics	By 30 June 2014	3.1
Resilient Landscapes	Promote resilient landscapes and riparian area rehabilitation	Develop, assist with and carry out revegetation projects Promote National Tree Day	Inspections and project reporting	By 30 June 2014 or project deadline	3.1
Reef Guardian Council	Maintain our status of Reef Guardian Council	Implement the Reef Guardian Action Plan	Action plan review	By 30 June 2014	3.1
Hinchinbrook Community Clean up	Promote and carry out waste collection initiatives	Provision of rural skips Promote and assist Clean Up Australia Day initiatives Promote National Recycling Day Free Dump Weekends Supplementary beach bins	Customer feedback and usage statistics	By 30 June 2014	3.4
Regional Waste and Recycling Strategy	Continually reduce waste generation and encourage recycling	Develop the new 10 year strategic plan in co-operation with NQROC Councils	Completion	By 30 June 2014	3.4
Sustainability	Promote environmental and economic sustainability	In co-operation with FNQROC, develop and implement sustainability initiatives	Annual review	By 30 June 2014	3.5





## ENVIRONMENTAL HEALTH SERVICES

### 4.0 Governance

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Regulatory Review	Review current regulatory practices	<p>Ensure Council is meeting its regulatory obligations</p> <p>Develop proactive regulatory practices</p> <p>Develop and implement Council's prosecutions policy</p>	<p>Annual Review</p> <p>Customer feedback</p>	By 30 June 2014	4.1



## FINANCIAL SERVICES

### 4.0 Governance

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Purchasing	Review Purchasing and Purchase Card Policies and develop procedures	Develop a draft policy for review by Senior Management prior to seeking adoption by Council  Hold workshops with officers authorised to purchase to communicate the policy	Adoption of policy by Council  Reduction in risk associated with purchase cards	100% by 30 November 2013	4.1
Customer Service Training	Complete customer services training for Finance Team	Co-ordinate with Human Resources to determine the best process for delivery of the training	Improved customer service	Delivered by 30 September 2013	4.2
Internal Audit	Manage and maintain the internal audit program to focus on risk priority areas	Complete the projects identified in the internal audit plan for 2013 - 2014  Source quotes for provision of Council's internal audit function from 1 July 2014	The number of recommendations addressed  New contract secured	100% by 30 June 2014	4.3
Annual Report	Complete by 15 October 2013	Complete financial statements by 15 September 2013	Presented to Council prior to the end of October 2013	Complete by October 2013	4.3
Insurance	Manage an acceptable level of insurance coverage to protect risk to Council	Acceptable level of insurance secured by June 2014 for the 2014 - 2015 financial year	Premium levels and insurance secured 30 June 2014	100% by 30 June 2014	4.3
Rating	Perform Rate Modelling on annual shire valuations	Utilise rate modelling system and other statistical information available from other sources	Rating policies adopted by Council	Rate Modelling 30 April 2014  Rate Policies adopted by 30 June 2014	4.3
Budget	Complete quarterly budget reviews	Review of management practices in support of this process.	Review presented to Council	Month following end of quarter	4.3



**OFFICE OF THE CEO****1.0 Community**

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Strategic Planning	Adoption of a revised 2015 - 2019 Corporate Plan	Review of the current Corporate Plan, appropriate community consultation and development of a new five year Corporate Plan	Formulation of a planned consultation schedule participation by stakeholder groups and completion of the plan	Appropriately developed Corporate Plan adopted by June 2014	1.1 1.2 1.4



**OFFICE OF THE CEO****2.0 Economy**

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Regional Engagement	Be active members of the North Queensland Regional Organisation of Councils, the Regional Economic Development ROC and the Far North Queensland Regional Organisation of Councils	Attend the scheduled meetings with both elected member and officer representation  Participate as the chair for REDROC  Evaluation of partnership opportunities as presented by these regional organisations	Meeting attendance  Opportunities and outcomes from meetings	80% meeting attendance  Results achieved from outcomes	2.1
Recruitment and Selection	Continuous improvement to Recruitment and Selection Practices	Human Resources to review policy, procedure, practices, careers website, job applicant package and advertisements	Effective and transparent recruitment practices	100% by 30 June 2014	2.2



## OFFICE OF THE CEO

### 4.0 Governance

Focus Area	What are we going to do...	How are we going to do it...	How we will evaluate...	Measure	Link to Corporate Plan
Support to Elected Members	Review training and professional development opportunities for Councillors	Discuss and document training needs and professional development actions	Matrix of needs and hierarchy of such established, top priorities delivered on within financial constraints	Matrix established by October 2013, activities defined and opportunities sourced	4.1
Human Resources Policies Review	Review all HR policies that have passed their review by date	Review policies for approval by the Chief Executive Officer	Compliance and conformity to human resource principles across Council	100% by 31 October 2013	4.1
Organisational Culture Review	Conduct an organisational culture review	Conduct a review to define the desired culture including defining organisational values	Commence implementation of actions which may be short, medium and long term strategies	100% by 30 January 2013	4.1 4.4
Supervisor and Manager Training Needs	Training needs defined and aligned with Council's medium term strategic direction	Training plan established inclusive of resourcing levels	Effectiveness of training visible in abilities and attitudes of managers	100% by 31 June 2013	4.1 4.4
Senior Management KPI's Established	Establish senior manager KPI's for performance management	Implement online performance management system for senior managers	Senior manager reviews commencing after establishment of system	100% by 30 April 2014	4.1 4.4
Employee Opinion Survey	Conduct an employee opinion survey to gauge areas for improvement	Analyse outcomes of survey and identify key areas to focus on improving	Through improvement of results of employee opinion results every two years	100% by 30 June 2014	4.1 4.2 4.3 4.4
Employee Learning and Development	Identify training and development needs across the organisation	Training plan established inclusive of resourcing levels	Improved performance across Council	100% by 30 June 2014	4.1 4.2 4.3 4.4
Leave Liability Planning	Develop leave planning tool for managers to control excess annual leave liability	Roll out leave liability planner and conduct quarterly reviews of annual leave liability and report to CEO	Reduction in excess annual leave liability to permitted policy levels	100% by February 2014	4.3

Information Technology Management	Move forward with the implementation of OneCouncil	Develop a new project delivery framework and activate	Successful introduction of rating, budgeting, finance and payroll modules	Four modules in use by June 2014	4.3
Performance Management System for Supervisors/Managers	Establish performance management system for all supervisors and managers	Identify key performance area and implement *OneCouncil or other performance management system	Improved management abilities	100% *by 30 June 2014	4.1 4.4
Workplace Health and Safety Management	Ensure compliance with legislation and eliminate or minimise the risk to the health and safety of Council employees and others as far as reasonably practicable	Commitment to the continuous improvement of Council's WHS systems  Ensure that management is provided with timely, professional WHS advice  Consultative processes  Enforcement of WHS procedures and requirements	Ongoing review and monitoring of Work Health and Safety Policy and Procedures  Internal Auditing  Site Inspections  Consultative processes	30 June 2014	4.4
Workplace Health and Safety Training	Provide employees with the appropriate levels of training and instruction to allow them to competently perform their role with minimal risk to the WHS of themselves or others	WHS Induction program tailored to suit individual positions  Annual Take 5 refresher training program  Provide formal and/or accredited training as specified in the WHS Regulation and relevant codes of practice or as identified as necessary to ensure trained and competent employees	Review and monitor workplace practices  Annual review of induction materials and Take 5 papers  Competency checks for plant operators by external providers  Consultative processes	30 June 2014	4.4
Industrial Relations	Establish Joint Consultative Committee as agreed during 2012 Certified Agreement negotiations	Draft Terms of Reference developed, committees nominated and first meeting held	Effectiveness of the quarterly meetings	100% by 30 July 2014	4.4

Workers Compensation and Rehabilitation	<p>Provide appropriate compensation and workplace rehabilitation to employees who have sustained a work related injury or illness</p> <p>Minimise the risk of workers compensation claims progressing to damages claims</p> <p>Maintain low workers compensation insurance premiums</p>	<p>Maintain Local Government Workcare (LGW) scheme membership</p> <p>Provide rehabilitation in a proactive, outcome-focussed manner</p> <p>Minimise the risk of work related injury or illness by enforcing safe work practices</p>	<p>Reviewing injury and illness statistics with comparison to other LGW scheme members in Group C</p> <p>Monitoring and investigating and significant change in LGW scheme contribution rate</p>	30 June 2014	4.4
Health and Wellbeing Program	Provide a workplace which values the health and well being of their workforce	<p>Provide ongoing health monitoring for employees who are at risk of exposure to hazardous materials</p> <p>Provide employees with voluntary annual influenza vaccinations</p> <p>Provide a vaccination program for positions which pose a risk of transmitted disease</p> <p>Provide voluntary annual skin check program</p> <p>Implement a pre-employment health assessment program</p> <p>Enforce a smoke free work place and support for employees who want to quit</p> <p>Provide an audiometric testing program in accordance with legislative requirements</p>	<p>Review of reports provided by medical professionals</p> <p>Consultative processes</p> <p>Regular review of policy and procedures</p> <p>Appropriate record keeping</p> <p>Development of reporting strategies</p>	30 June 2014	4.4





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