

Marie Mar	Doom	adgee Aboriginal Shire Council			
	Opera	tional Plan – 2020/2021			
	Ref.	Activities	Timing	Organisational Responsibility	Performance Measures
	1. Governa	nce - Financial Management			
10. Separation of the control of the con	Corporate P	lan Outcome - To achieve maximum community benefit from available finan	ial resources		
1908	1.1	Effective and efficient management of all financial matters	Ongoing	Finance Manager	Submission of monthly financial reports to Council
1985	1.2	Effective grants management	Ongoing	Finance Manager	Submission of monthly financial reports to Council
Marie	1.3	Accurate and timely financial reporting	Ongoing	Finance Manager	Submission of monthly financial reports to Council
Mary	1.4	Maximise revenues in accordance with Council's Revenue Policy	Ongoing	Finance Manager	Submission of monthly financial reports to Council
100 100	1.5		30/06/2021	Finance Manager	Satisfactory Audit Reports
Control Cont	1.6		31/07/2020	Finance Manager	Endorsement by Council
1 Maria Parla Annie Ann	1.7	Preparation of annual financial statements	1/08/2020	Finance Manager	Statements available for audit
Page	1.8	Preparation of community financial report	31/08/2020	Finance Manager	Inclusion in annual report
Manifest and an antimate of the control of the con	1.9	Acquittal of grants to Council	Ongoing	Finance Manager	No breach notices from funding bodies
Significant of the second of t	1.1		Daily	Finance Manager	Reports to CEO & Council and level of satisfaction of clients.
Modern Selection of Modern Selection Selec	1.11	Provision of internal audit visits to review and support Council's financial processes and	Bi - annually	Finance Manager	Reports completed and issues identified
15. Image: Process of the control of the c	1.12		3 times per year	Finance Manager	Committee reports provided to Council
500 Biological Standard S	1.13	Review and up-date systems for keeping and destruction of records	Ongoing	Finance Manager	Policy and system in place
Mesima and many many many many many many many many	1.14	Maximise Council's revenue by reviewing all opportunities and capacity to increase			
Page	1.15	addressed	31/12/2020	Finance Manager	Review undertaken
Part					
Part	Corporate P	lan Outcome: To provide timely, quality services to customers through effect	ve and efficient adn	ninistration of Council affairs	
Management Management Section of Section Sec	2.1	Review Council's policies and procedures and ensure they meet community			Policies and procedures reviewed
the section of the s	2.2	expectations and legislative requirements			
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Part					Navita laidibili a caniomat
Manus					
Section Sect		relations and community consultation process	Ongoing		
Marie					
Section of the content of the con	2.8				
Management and supporting sections Manageme	2.9		•		
1.00	2.10	Development and implementation of a Communications and Community Engagement	30/06/2021	Chief Executive Officer	Framework endorsed
13-10 Section of an almanument and interlooper and the description of an interlooper and	2.11		Ongoing	Chief Executive Officer	Meeting Jegislative requirements and community expectations
Many case of Man	2.12	Implement Rights to Information and Privacy systems	Ongoing	Director Corporate Services	Meeting legislative requirements
1.00	2.13		Ongoing	Chief Executive Officer	Number of training workshops attended
Company Comp	2.14	Develop and implement an Enterprise Risk Management System		Director Corporate Services	System implemented
March Marc				*	
Agriculture - To maintein Council human recover peteralist 1		land	Oligoling	birector corporate services	renalizes in pace
Access the efficiency country growing, workshow that fought or the summer seed for specialists and it country and seed of specialists and its analysis and i					
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Assistant and and teathy workplace for all employees and other persons affected by Ongoing Conglared and WYMS Manager Conglared and WYMS Manager Conglared as Saff aware of their obligations of all Council saff on workplace, health & safety policy and Ongoing Conglared & saff aware of their obligations of all Council saff on workplace, health & safety policy and Ongoing Conglared & saff aware of their obligations of all Council saff on workplace, health & safety policy and Ongoing Conglared & saff aware of their obligations of th	3.4 3.5				
13 Performation recisions for all Council staff on workplace, health & safety policy and processors. 13 Overlape and French are review of Council's organisational structure. 13 Overlape and implemental workforce Development Plan 13 Overlape and implemental workforce Development Plan 13 Overlape and develop frame review of Council's organisational structure. 13 Overlape and develop frame review of Council's organisational structure. 13 Overlape and develop frame review of Council's organisational structure. 14 Overlape and business plans 15 Overlape and busines	3.6	Maintain a safe and healthy workplace for all employees and other persons affected by	Ongoing		Compliance with WH&S requirements
1.5 Undertake a review of Council's organisational structure 2.5 Overlog and Implemental Workforce Development Plan 2.5 Overlog and Implemental Structure Plan 2.5 Overlog and Implemental and development system Immle Original Workforce 2.5 Overlog and Implemental Structure Plan 2.5 Overlog Development Flan 2.5 Overlog Devel	3.7	Information sessions for all Council staff on workplace, health & safety policy and	Ongoing	Procurement and WH&S Manager	Workshops completed & staff aware of their obligations
implement an appropriate staff performance appraisal and development system linked of logology and an appropriate staff performance appraisal and development system linked for current and future workforce needs 1.11	3.8		30/06/2021	Chief Executive Officer	Review undertaken
1.1 Martian and develop human resource management policies, procedures and system of current and future workforce needs 1.1 Aman Resources Manager 1.1 Review appointment contracts for new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop Checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop Checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop Checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop Checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop Checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop Checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop Checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop Checifies to ensure new employees are set up in system correctly 1.1 Aman Resources Manager 1.1 Develop Checifies to ensure new employees are set up in system correctly 1.1 Develop Checifies to ensure new employees are set up in system correctly 1.1 Develop Checifies to ensure new employees are set up in system correctly 1.1 Develop Checifies to ensure new employees are set up in system c	3.9		30/03/2021		Plan developed and implemented
for current and future workforce needs Review and maintain Master Employee Register Orgoing Human Resources Manager Orgoing Human Resources Manager Orgoing Human Resources Manager Ordinates reviewed Contracts reviewed Contr	3.10		Ongoing	Human Resources Manager	% of appraisals completed
Review and maintain Master Employee Register Original Review and maintain Master Employee Register Original Review appointment contracts for new employees are set up in system correctly 31/12/2000 Ruman Resources Manager Contracts reviewed 3.15 Develop checklist to ensure new employees are set up in system correctly 31/12/2000 Ruman Resources Manager Checklist developed 3.15 Develop checklist to ensure new employees are set up in system correctly 31/12/2000 Ruman Resources Manager Checklist developed 4. Community — Arts and Culture Corporate Plan Outcome — To create opportunities through Arts and Culture to enhance individuals' skills, bolter community pride and quality of life 1. Develop an Arts and Cultural Policy and Plan (Cultural Policy and Plan Endorsed Checklopment) 1. Previous part artists and community involvement in the arts 30/06/2011 Director Community & Economic Checklopment Checklop	3.11		31/03/2021	Human Resources Manager	Policy and procedures reviewed
2.1.1 Develop checidist to ensure new employees are set up in system correctly 13/12/2020 Human Resources Manager Checklist developed 4. Community — Arts and Culture Corporate Plan Outcome — To create opportunities through Arts and Culture to enhance individuals' skills, bolser community pride and quality of life 1. Develop an Arts and Cultural Policy and Plan 13/12/2020 Director Community & Economic Overlopment of Arts and Cultural Policy and Plan and aninetanance of an appropriate library service 13/05/2021 Director Community & Economic Overlopment of the Harts of Manager and Cultural Plan implemented Overlopment of the Harts of Policy and Plan implemented Overlopment of the Harts of Policy and plan implemented Overlopment of the Harts of Policy and plan implemented Overlopment of the Harts of Policy and plan implemented Overlopment of the Harts of Policy and Plan implemented Overlopment of the Harts of Policy and Plan implemented Overlopment of the Harts of Policy and Plan implemented Overlopment of Policy and Plan implemented Overlopmented Overlopment of Policy and Plan implemented Overlopment of Policy and Plan implem	3.12		Ongoing	Human Resources Manager	Register reviewed
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Investigate the establishment and maintenance of an appropriate library service \$3065/2021 Orientor Community & Economic Operations Selevant section of Arts and Cultural Plan implemented Selevant Section of Arts and Cultural Plan implemented	4.1	Develop an Arts and Cultural Policy and Plan	31/12/2020	Director Community & Economic	Arts and Cultural Policy and Plan Endorsed
4.3 Support artistic and community involvement in the arts 3066/2021 Orientor Community & Economic Orientation of the Regional Arts Development Fund (RADF) 906/2021 Orientor Community & Economic Orientation of the Regional Arts Development Fund (RADF) 906/2021 Orientor Community & Economic Orientation of the Regional Arts Development Fund (RADF) 906/2021 Orientor Community & Economic Orientation of the Regional Arts Development Fund (RADF) 906/2021 Orientor Community & Economic Orientation or Arts and Cultural Plan implemented Orientation o	4.2	Investigate the establishment and maintenance of an appropriate library service	30/06/2021	Director Community & Economic	Relevant section of Arts and Cultural Plan implemented
4.4 Effective administration of the Regional AFts Development Fund (RADF) 50(6)(2011 50(6)(2	4.3	Support artistic and community involvement in the arts	30/06/2021	Director Community & Economic	Relevant section of Arts and Cultural Plan implemented
the history of the Shike One-deportment one-depo	4.4			Director Community & Economic	
Development De		the history of the Shire		Development	
As Encourage and support the development of programs for traditional language teaching \$30(6)(2021) Overcor Community & Economic Relevant section of Arts and Cultural Plan implemented	4.6			Development	
and use Development Development	4.7		.,.,	Development	
	Ľ			Development	

4.9	Facilitate programs/projects for recording of local languages and personal stories	30/06/2021	Director Community & Economic	Relevant section of Arts and Cultural Plan implemented	
			Development		
4.10	Facilitate the development of support programs/projects for preservation of traditional culture	30/06/2021	Director Community & Economic Development	Relevant section of Arts and Cultural Plan implemented	
5. Disaster	Management				
Corporate P	Plan Outcome - To limit the impact of natural and unforeseen disasters				
5.1	Ensure that there is sufficient funding for emergency services	Ongoing	Director Community & Economic	Funds budgeted	
5.2	Facilitate effective counter disaster planning in conjunction with the community,	Ongoing	Development Chief Executive Officer	Disaster Management Plan reviewed	
	emergency service organisations and other stakeholders				
5.3	Disaster and other emergency contingency plans promoted to the community and visitors to the Shire	Ongoing	Chief Executive Officer	Disaster Management Plan reviewed	
5.4	Ensure airport security in compliance with Aviation Transport requirements	Ongoing	Director Engineering Services	Management Plan for Doomadgee Airport developed and implemented	
5.5	Ensure the safety of the airport and its operations	Ongoing	Director Engineering Services	Safety Management System for Doomadgee Airport developed and implemented	
	Develop and implement a Management Plan for Doomadgee Airport	31/12/2020	Director Engineering Services	Management Plan for Doomadgee Airport developed and implemented	
5.6	Develop and Implement a Safety Management System for Doomadgee Airport	31/12/2020	Director Engineering Services	Safety Management System for Doomadgee Airport developed and implemented	
5.7	Review of Disaster Management Plan	30/09/2020	Chief Executive Officer	Disaster Management Plan reviewed	
5.8	Coordinate Doomadgee Local Disaster Management Group meetings	Ongoing	Chief Executive Officer	Four meetings held each year	
6. Economi	ic Development				
Corporate P	Plan Outcome – To increase the overall strength and diversity of the Shire's e	conomic base, creat	e jobs and actively promote the Shire	e's tourism potențial	
6.1	Encourage private enterprise development to maximise employment opportunities and	30/06/2021	Chief Executive Officer	Endorsement of an Economic Development Strategy	
6.2	development in the Shire Facilitate the development of a Council website	Ongoing	Chief Executive Officer	Functional website	
6.3	Facilitate the preparation of a scoping study for the Shire Tourism Development and	31/12/2020	Chief Executive Officer	Scoping Study endorsed	
6.4	Promotion Plan Facilitate liaison/consultation with education institutions and other stakeholders to	30/06/2021	Chief Executive Officer	Endorsement of an Economic Development Strategy	
3.4	support initiatives that will enhance the employability of local people, including the	_3/00/2021	EXCESSIVE OFFICE		
	provision of appropriate training, education and employment networking initiatives that support existing and future industries				
6.5	Examine new opportunities for community business	30/06/2021	Chief Executive Officer	Endorsement of an Economic Development Strategy	
6.6	Development of an Economic Development Strategy	30/06/2021	Chief Executive Officer	Endorsement of an Economic Development Strategy	
7. Environn	mental Management				
Corporate P	Plan Outcome – To conserve the natural and built environments to achieve e	cologically sustainab	le development		
7.1	Facilitate the development of a Shire Environmental Management Plan	31/06/2021	Director Community & Economic	Shire Environmental Management Plan endorsed	
7.2	Facilitate the formation of an Environmental Action Group		Development	Since Enhancemental Maction Group formed	
		31/06/2021	Director Community & Economic Development		
7.3	Develop and promote policies to preserve and promote the natural environment while increasing local community involvement in its management.	51/00/2021	Director Community & Economic Development	Shire Environmental Management Plan endorsed	
7.4	Continually update, with partners, a Pest Identification and Management Plan, and	31/06/2021	Director Community & Economic	Pest Management Plan reviewed	
	action recommendations of that plan		Development		
7.5	Investigate the introduction of "Ranger" services	31/06/2021	Director Community & Economic Development Director Community & Economic	Report to Council Shire Environmental Management Plan endorsed	
	Develop policies to ensure the integrity of the Nicholson River and other waterways		Development		
7.7	Develop policies to ensure the coverage of noxious and environmental weeds is contained and diminished within the Shire	31/06/2021	Director Community & Economic Development	Pest Management Plan reviewed	
7.8	Develop policy to ensure that development is designed to meet user needs and cause minimal impact upon others and the environment.	31/06/2021	Chief Executive Officer	Review the Doomadgee Master Plan	
7.9	Facilitate the exploration of possible energy alternatives	31/03/2021	Director Engineering Services	Report to Council	
8. Waste N	l Nanagement				
Corporate P	Plan Outcome – To prove and sustain an effective and disposal service				
		Desertes	Missaka Fasia andre Fasia	Design and the last of the las	
8.1	Maintain high standards to ensure public facilities, houses and streets are clean and healthy	Ongoing	Director Engineering Services	Annual Clean-ups undertaken	
8.2	Ensure waste is disposed of in approved waste facility	Ongoing	Director Engineering Services	Compliance with regulatory standards	
8.3	Ensure the Shire waste facility complies with regulatory standards	Ongoing	Director Engineering Services	Compliant facilities	
8.4	Initiate a recycling regime Develop and Implement an Integrated Waste Management Plan	Ongoing	Director Engineering Services	Recycling facility operating Integrated Waste Management Plan endorsed	
8.6			Director Engineering Services		
9. Infrastru	Development of a Regional Waste Management Facility	30/06/2021	Director Engineering Services Director Engineering Services	Regional Waste Management Facility developed	
	Development of a Regional Waste Management Facility Icture – Development, Maintenance and Replacement				
	cture – Development, Maintenance and Replacement	30/06/2021	Director Engineering Services	Regional Waste Management Facility developed	
	ucture – Development, Maintenance and Replacement Valan Outcome – To Maintain and upgrade essential infrastructure to maximis	a0/06/2021 e the utility of existing	Director Engineering Services	Regional Waste Management Facility developed erm improvement and / or replacement.	
	cture – Development, Maintenance and Replacement	30/06/2021	Director Engineering Services	Regional Waste Management Facility developed	
Corporate P	cuture – Development, Maintenance and Replacement 'dan Outcome – To Maintain and upgrade essentfal infrastructure to maximis Develop and implement programs for the design, construction and maintenance of roads, streets, footpaths, Council buildings, public conveniences, bridges and related drinkinge systems.	30/06/2021 e the utility of existing 30/06/2021	Director Engineering Services agassets and provide for their long-te Director Engineering Services	Regional Waste Management Facility developed rm improvement and / or replacement Program implemented	
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Corporate P	Loture – Development, Maintenance and Replacement Ian Outcome – To Maintain and upgrade essential infrastructure to maximis Develop and implement programs for the design, construction and maintenance of roads, streets, footpaths, Council buildings, public convenences, bridges and related drainage systems. Maintain clean, safe, secure and adequate water supply ensuring that all legislative	30/06/2021 e the utility of existing 30/06/2021	Director Engineering Services agassets and provide for their long-te Director Engineering Services	Regional Waste Management Facility developed rm improvement and / or replacement Program implemented	
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9.32	Participate in Technical Working Group meetings to ensure coordinated approach to	Ongoing	Director Engineering Services	Number of meetings attended
	infrastructure activities			
10. Commu	unity and Human Services			
	lan Outcome – To encourage and participate in the continuing development	t of community to se	rvice and foster a safe, harmonious o	community with a strong community spirit
10.1	Ensure Council is an effective advocate for the Community	Ongoing	Director Community & Economic Development	Departmental reporting
10.2	Facilitate public access to a swimming pool	Ongoing	Director Community & Economic Development	Departmental reporting
10.3	Facilitate the provision of television, telephone and radio communication services in response to community needs	Ongoing	Director Community & Economic Development	Departmental reporting
10.4	Facilitate and support crime prevention strategies	Ongoing	Director Community & Economic	Departmental reporting
10.5	Develop, in conjunction with partners, an Education Betterment Policy	30/06/2021	Development Director Community & Economic Development	Education Betterment Policy endorsed
10.6	Facilitate and support services for victims of family violence	Ongoing	Director Community & Economic	Departmental reporting
10.7	Facilitate the provision of appropriate childcare facilities and services	Ongoing	Director Community & Economic Development	Departmental reporting
10.8	Facilitate the development of appropriate Sports and Recreation Plans in partnership with the PCYC and Doomadgee School	31/03/2021	Director Community & Economic Development	Sports and Recreation Plan endorsed
10.9	Establish, implement and monitor an Alcohol Management Plan	31/12/2020	Director Community & Economic Development	Alcohol Management Plan reviewed
10.11	Facilitate and work with partner agencies re control measures for other substance	Ongoing	Director Community & Economic Development	Departmental reporting
10.12	Facilitate and support persons with gambling addictions	Ongoing	Director Community & Economic	Departmental reporting
10.13	Review local laws regarding alcohol and substance abuse to ensure compliance with State legislation	31/12/2020	Development Director Community & Economic Development	Review undertaken
10.14	Implement ongoing meetings of Government Agencies that fund community and social	31/12/2020	Director Community & Economic	Joint Government Agency meetings undertaken
10.15	services to ensure that services are targeted and effective Implement Doomadgee Inter Agency meetings so that the delivery of community and	31/12/2020	Development Director Community & Economic	Doomadgee Inter Agency meetings undertaken
10.16	social services are targeted and effective. School Holiday programs are developed, documented and publicised on social media	Ongoing	Development Director Community & Economic	School Holiday program developed and publicised
10.17	Investigations undertaken for the delivery of innovative IT/Digital Programs	30/06/2021	Development Director Community & Economic	Investigation undertaken
10.17		30/06/2021	Development Director Community & Economic Director Community & Economic	
10.18	Investigate an education and youth support program for Doomadgee	Ongoing	Development Director Community & Economic	Investigation undertaken Regular soot identified in radio broadcast schedule
10.19 11. Public F	Provide information to community through regular radio sessions	Ongoing	Director Community & Economic	regular spot toentined in radio producast scriedule
Corporate P	lan Outcome – To create and foster a dynamic ongoing relationship with all			oviders to ensure that operational programs are coordinated, focused and effective, in contributing to and enhancing, the health and wellbeing of the whole
11.1	Develop a Health Portfolio link with Qld Health	Ongoing	Director Community & Economic Development	Departmental reporting
11.2	Work with partners to ensure that adequate health programs, inspections and			
	education are focused on lifting overall community health standards.	Ongoing	Director Community & Economic Development	Departmental reporting
11.3		Ongoing 30/06/2021	Development Director Community & Economic	Departmental reporting Disability Action Plan endorsed
11.3	education are focused on lifting overall community health standards.		Development	
11.4	education are focused on lifting overall community health standards. Facilitate the development of a Disability Action Plan Facilitate, support and assist to maintain a full range of appropriate care facilities and services for the age. Develop an Animal Management Plan	30/06/2021	Development Director Community & Economic Development Director Community & Economic	Disability Action Plan endorsed
11.4 11.5 11.6	education are focused on lifting overall community health standards. Facilitate the development of a Disability Action Plan Facilitate, support and assist to maintain a full range of appropriate care facilities and services for the aged Develop an Animal Management Plan Develop an Animal Environmental Health Plan	30/06/2021 Ongoing 31/03/2021 31/03/2021	Development Director Community & Economic Development Oirector Community & Economic Development Director Community & Economic Development Director Community & Economic Development Director Community & Economic	Disability Action Plan endorsed Departmental reporting Animal Management Plan endorsed Environmental Health Plan endorsed
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