

# Doomadgee Aboriginal Shire Council

## Work Completed in Operational Plan 2017/18

Department	Progress Report	Percent Completed	Quarter	Report Date
<b>Governance</b>				
Goal 1: Financial Management				
1.1 - Effective and efficient management of all financial matters				
	Activity: <i>Facilitate Sustainable Financial Management</i> Performance Measure: <i>Internal Audit Completed – Risks Identified and Resolved</i>			
Corporate Services	Council has incorporated strategies to reduce outstanding internal audit risks	90 %		28/06/2018
1.2 - Effective grants management				
	Activity: <i>Source additional funding opportunities</i> Performance Measure: <i>Monthly report to Council on outcomes</i>			
Governance	Council has sourced additional funding for specific programs. This will be ongoing as more detailed future planning has been put in place.	90 %		28/06/2018
1.3 - Accurate and timely financial reporting				
	Activity: <i>Facilitate Sustainable Financial Management</i> Performance Measure: <i>Timeliness, Quality, Free from Error Reporting</i>			
Corporate Services	Due to staffing issues, Council engaged KPMG to assist with the previous years financials. Due to loss of Corporate knowledge, the financials were late. Council has now entered into a shared services agreement with Burke Shire Council (3 year contract) to assist with the implementation of sustainable financial management. Ongoing Management of this project will be reported.	50 %		28/05/2018
1.4 - Maximise revenues in accordance with Council's Revenue Policy				
	Activity: <i>Effective Policy and Revenue Raising Strategy</i> Performance Measure: <i>Monthly report to Council on outcomes</i>			
Corporate Services	Council continues to strive for continual improvement in this area. This will be an ongoing Strategy.	70 %		28/06/2018

Department	Progress Report	Percent Completed	Quarter	Report Date
1.6 - Effective and appropriate Council enterprises				
	<i>Activity: Review all leasing arrangements to ensure they are in order</i>			
	<i>Performance Measure: Completed by September 2017</i>			
Corporate Services	Leasing arrangements have been reviewed. This will an ongoing Strategy.	80 %		28/06/2018
Goal 2: Administration and Corporate Services				
2.1 - Review Council's Policies and Procedures and ensure they meet community expectations and legislative requirements				
	<i>Activity: Review all Council's Policies and Procedures</i>			
	<i>Performance Measure: Full Review to be Completed by November 2017</i>			
Governance	Council engaged The Mead Perry Group to undertake a full Governance Review.	100 %	4th Month	30/06/2018
2.2 - Effective policy implementation				
	<i>Activity: Implementation of Council's Policies and Procedures</i>			
	<i>Performance Measure: Policy and Procedure Manuals to be distributed to all staff and Councillors by December 2017</i>			
Governance	As policies and procedures are reviewed, updated and adopted, policies are distributed to staff. Policies are updated on Council website and Intranet. This Strategy will remain as ongoing. This will be an ongoing Strategy.	80 %		28/06/2018
2.3 - Decisive Councillor Leadership				
	<i>Activity: Fortnightly sessions to be held for Councillors</i>			
	<i>Performance Measure: Councillors to attend 70% of internal training sessions</i>			
Governance	Councillors are updated on all Governance requirements at Council Meeting or informal sessions. This will be an ongoing Strategy.	100 %		28/06/2018
2.4 - Effective legislative requirements				
	<i>Activity: Complete Internal Audit on Legislative Requirements</i>			
	<i>Performance Measure: Completed by October 2017 Monthly reports to Council</i>			
Governance	Council engaged The Mead Perry Group to undertake a full Governance review.	100 %	4th Month	28/06/2018
2.5 - Enhance Council's communication and decision making through appropriate public relations and community consultation process				

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	<p><i>Activity:</i> Newsletters to inform Community of Councils processes and projects</p> <p><i>Performance Measure:</i> Quarterly Newsletter</p>			
Community Services	No newsletters were completed at a Governance Level. This Strategy will be implemented in 2018/2019	0 %		28/06/2018
2.6 - Review and enforce Local Laws and Regulations to address local issues				
	<p><i>Activity:</i> Summarise Local Laws Implementation of Local Laws</p> <p><i>Performance Measure:</i> Local Laws Summarised and distributed throughout the Community – Completed by December 2017 Implementation of Local Laws through the Community - Ongoing</p>			
Governance	All Local Laws have been summarised ready for Community distribution.	100 %	2nd Month	28/06/2018
Goal 3: Human Resources				
3.1 - Ensure workforce make-up best fits Council's priorities, workloads and budget				
	<p><i>Activity:</i> Complete full review of Corporate Structure</p> <p><i>Performance Measure:</i> Completed by August 2017</p>			
All Departments	Corpoarte Structure has been reviewed and updated.	100 %	1st Month	28/06/2018
3.2 - Endorse and foster cross skilling in order to minimise need for specialists and to ensure full utilisation of staff				
	<p><i>Activity:</i> Performance Appraisals completed for all staff</p> <p><i>Performance Measure:</i> Completed by June 2018</p>			
All Departments	Council engaged The Mead Perry Group to assist with the implementation of HR Activities. Performance Appraisals have been performed on a number of staff and a more robust structure has been implemented. This Strategy will be ongoing.	80 %	4th Month	28/06/2018
3.4 - Maintain accurate and confidential staff records				
	<p><i>Activity:</i> Human Resources Officer engaged</p> <p><i>Performance Measure:</i> Human Resources Officer on site at Doomadgee Office by September 2017</p>			
Corporate Services	Council has worked hard to recruit a number of high level staff. Due to the unavailability of staff housing, this has proved difficult. Council has been provided with assistance from the Mead Perry Group on a number of HR Issues. This Strategy will be ongoing.	50 %		28/06/2018

Department	Progress Report	Percent Completed	Quarter	Report Date
<b>3.5 - Ensure all staff have access to appropriate training</b>				
	<i>Activity: Training Needs Analysis Completed</i>			
	<i>Performance Measure: Analysis Completed by December 2017 Training Needs Identified</i>			
Human Resources	Due to limited resources this Strategy has been postponed until 2018/2019.	0 %		28/06/2018
<b>3.6 - Maintain a safe and healthy workplace for all employees and other persons affected by Council operations</b>				
	<i>Activity: Engage Work Place Health and Safety Consultant</i>			
	<i>Performance Measure: Council Safe Plan commenced by December 2017</i>			
Governance	Council has engaged a Work Place Health and Safety Consultant. All policies and procedures have been review and ready for adoption. Consultant has started on site visits.	100 %	3rd Month	30/05/2018
<b>Average Percentage Work Completed for this Section</b>		<b>74.4</b> %		

Department	Progress Report	Percent Completed	Quarter	Report Date
<b>Community</b>				
Goal 4: Arts and Culture				
4.1 - Develop an Arts and Cultural Policy				
	Activity: <i>Develop Council Arts and Cultural Policy</i>			
	Performance Measure: <i>Completed by June 2018</i>			
Community Services	Due to limited resources this Strategy has been put on hold.	0 %		28/06/2018
4.2 - Facilitate the establishment and maintenance of an appropriate library service				
	Activity: <i>Continual improvement of Library Service</i>			
	Performance Measure: <i>Ongoing</i>			
Community Services	Due to limited resources this Strategy has been put on hold until 2018/2019	0 %		28/06/2018
4.3 - Support artistic and community involvement in the arts				
	Activity: <i>Source Funding Opportunities</i>			
	Performance Measure: <i>Completed by June 2019</i>			
Community Services	Council is sourcing additional funding opportunities as they come available. Ongoing	80 %		28/06/2018
4.4 - Effective administration of the Regional Arts Development Fund (RADF)				
	Activity: <i>Continual Improvement of RADF Administration</i>			
	Performance Measure: <i>Monthly reporting to Council</i>			
Community Services	On Going	80 %		28/06/2018
4.5 - Facilitate, in partnership with the community and key stakeholders, the preservation of the history of the Shire				
	Activity: <i>Source funding opportunities to develop a program for preservation of Shire History</i>			
	Performance Measure: <i>Completed by June 2019</i>			
Community Services	Ongoing	70 %		28/06/2018
4.6 - Provide space, time and resources for the purpose of exhibition/sale of local art				
	Activity: <i>Source funding opportunities for an Arts and Culture Centre</i>			
	Performance Measure: <i>Completed by June 2019</i>			
Community Services	Council is actively seeking funding	50 %		28/06/2018
4.7 - Support and promote appropriate events and festivals within the Shire				

Department	Progress Report	Percent Completed	Quarter	Report Date
	<i>Activity: Continue to support events and festivals in line with Budget availability</i> <i>Performance Measure: Ongoing Report to Council on requests</i>			
Community Services	Council has supported the establishment of a Sports and Social Club for the Community	100 %	3rd Month	28/06/2018
4.8 - Encourage and support the development of programs for traditional language teaching and use				
	<i>Activity: Source funding opportunities</i> <i>Performance Measure: Ongoing Reporting to Council on availability of funding</i>			
Community Services	Ongoing	50 %		28/06/2018
4.9 - Facilitate programs/projects for recording of local languages and personal stories				
	<i>Activity: Source funding opportunities</i> <i>Performance Measure: Ongoing Reporting to Council on availability of funding</i>			
Community Services	Ongoing	50 %		28/06/2018
4.10 - Facilitate the development of support programs/projects for preservation of traditional culture				
	<i>Activity: Source funding opportunities to develop a program for preservation of Shire History</i> <i>Performance Measure: Completed by June 2019</i>			
Community Services	Ongoing	50 %		28/06/2018
<b>Average Percentage Work Completed for this Section</b>		<b>53.0</b> %		

Department	Progress Report	Percent Completed	Quarter	Report Date
<b>Disaster Management</b>				
Goal 5: Disaster Management				
5.1 - Ensure that there is sufficient funding for emergency services				
	<i>Activity: Develop Budget for Emergency Services in line with funding</i>			
	<i>Performance Measure: Budget Develop Ongoing Support</i>			
Governance	Budget developed for Emergency Services for the 2017/2018 Financial Year. This Strategy will be ongoing.	100 %	1st Month	28/06/2018
5.2 - Facilitate effective counter disaster planning in conjunction with the community, emergency service organisations and other stakeholders				
	<i>Activity: Annual Review of DMP Local Disaster Management Committee formed and established</i>			
	<i>Performance Measure: DMP Reviewed by September 2017 LDC established by September 2017</i>			
Governance	Annual Review of the DMP has started. All Stakeholders have received a copy of the DMP. Follow up with continue in the 18/19 Financial Year	50 %		28/06/2018
5.3 - Counter disaster and other emergency contingency plans promoted to the community and visitors to the Shire				
	<i>Activity: Community Clean Up of hard Materials prior to Cyclone Season</i>			
	<i>Performance Measure: Completed by December 2017</i>			
Governance	Council has been proactive in cleaning up the community prior to Storm Season. This is an ongoing Strategy.	100 %	4th Month	28/06/2018
5.4 - Ensure airport security in compliance with Aviation Transport requirements				
	<i>Activity: Airport Upgrade</i>			
	<i>Performance Measure: Completed by December 2017</i>			
Engineering	Ongoing	70 %		28/06/2018
<b>Average Percentage Work Completed for this Section</b>		<b>80.0</b> %		

Department	Progress Report	Percent Completed	Quarter	Report Date
<b>Economic Development</b>				
Goal 6: Economic Development				
6.1 - Encourage private enterprise development to maximise employment opportunities and development in the Shire				
<i>Activity:</i> Establishment of a Sport and Recreation Club <i>Performance Measure:</i> Community Survey completed by August 2017 Consultation with Departmental Stakeholders completed by December 2017				
Community Services	Establishment of the Doomadgee Sports and Rec Club has been completed. Local Committee has been setup.	100 %	3rd Month	28/06/2018
6.3 - Facilitate the preparation of a scoping study for a Shire Tourism Development and Promotion Plan				
<i>Activity:</i> Source Funding Opportunities <i>Performance Measure:</i> Completed by June 2019				
Community Services	This Strategy has been put on hold due to limited resources. Will be implemented in the 2018/2019 Plan	0 %		28/06/2018
6.4 - Facilitate liaison/consultation with educational institutions and other stakeholders to support initiatives that will enhance the employability of local people, including the provision of appropriate training, education and employment networking initiatives that support existing and future industries				
<i>Activity:</i> Facilitate ongoing relationship with My Pathway to enhance the employability of local people <i>Performance Measure:</i> Ongoing Quarterly Meetings with My Pathways Quarterly reports to Council				
Governance	DASC and My Pathway have continued to grow the relationship between the 2 organisation. Many clients are performing their activities at Council. Monthly meetings have been facilitated for the JV. This Strategy will be ongoing.	100 %	4th Month	28/06/2018
<b>Average Percentage Work Completed for this Section</b>		<b>66.7</b> %		



Department	Progress Report	Percent Completed	Quarter	Report Date
<b>Environment</b>				
Goal 7: Environmental Protection				
7.1 - Facilitate the development of a Shire Environmental Development Plan				
	Activity: <i>Develop Environmental Development Plan</i>			
	Performance Measure: <i>Completed by June 2018</i>			
Community Services	This Strategy on hold due to limited resources until 18/18	0 %		28/06/2018
7.2 - Facilitate the formation of an Environmental Action Group				
	Activity: <i>Formation of an Environmental Action Group</i>			
	Performance Measure: <i>Completed by June 2018</i>			
Community Services	Due to limited resources this Straegy has been put on hold until 18/19.	0 %		28/06/2018
7.3 - Develop and promote policies to preserve and promote the natural environment while increasing local community involvement in its management				
	Activity: <i>Develop policies and appropriate local laws to ensure the coverage of noxious and environmental weed arecontained in the Shire</i>			
	Performance Measure: <i>OngoingCommencing the Post State Review of the Plan</i>			
Community Services	Local Law No3 and Local Law No 7 have been adopted by Council. Officers are working on consultation with the community.	100 %	1st Month	28/06/2018
7.4 - Continually update, with partners, a Pest Identification and Management Plan, and action recommendations of that plan				
	Activity: <i>Develop a Pest Identification and Management Plan</i>			
	Performance Measure: <i>Implementation following State Review</i>			
Community Services	The current Pest Management Plan is currently under review. Due to limited resources this Strategy has been postponed until 18/19	50 %		28/06/2018
7.8 - Develop policy to ensure that development is designed to meet user needs and cause minimal impact upon others and the environment				
	Activity: <i>Ensure Planning Scheme takes into account impact upon others and the environment</i>			
	Performance Measure: <i>Ongoing</i>			
Community Services Engineering	Council has worked with DATSIP on the current Planning Scheme. Council has adopted the various changes. Waiting for DATSIP for final design	80 %		28/06/2018
<b>Average Percentage Work Completed for this Section</b>		<b>46.0</b> %		

Department	Progress Report	Percent Completed	Quarter	Report Date
<b>Infrastructure</b>				
Goal 9: Development, Maintenance and Replacement				
9.1 - Develop and implement programs for the design, construction and maintenance of roads, streets, footpaths, Council buildings, public conveniences, bridges and related drainage systems				
	Activity: Works Plan Developed			
	Performance Measure: Completed by June 2019			
Governance	Ongoing	50 %		28/06/2018
9.2 - Maintain clean, safe, secure and adequate water supply ensuring that all legislative requirements are met				
	Activity: Develop and Implement Drinking Water Quality Management Plan			
	Performance Measure: Completed by June 2018			
Engineering	Drinking Water Quality Management Plan has been developed. Ongoing	80 %		28/06/2018
9.4 - Manage the operation of associated activities such as work depots, workshops and plant fleets to facilitate efficient and effective provision and maintenance of Shire infrastructure				
	Activity: Works Plan Developed			
	Performance Measure: Completed by June 2018			
Engineering	Ongoing	50 %		28/06/2018
9.5 - Facilitate the development of flood mitigation plans and the provision and maintenance of necessary flood mitigation works				
	Activity: Flood Mitigation Study			
	Performance Measure: Commence by June 2018			
Engineering	Due to limited resouces this Strategy has been postponed until 19/20	0 %		
9.8 - Ensure workplace health and safety obligations are monitored and met				
	Activity: Policies and Procedures are in place			
	Performance Measure: Ongoing			
All Departments	WPHS Consultatnt has been engaged. Policies and Procedures have been reviewed and ready for adoption. Consultant will visit on site 4 times a year.	100 %	3rd Month	28/06/2018
<b>Average Percentage Work Completed for this Section</b>		<b>56.0</b> %		

Department	Progress Report	Percent Completed	Quarter	Report Date
<b>Community and Human Services</b>				
Goal 10: Community and Human Services				
10.1 - Ensure Council is always an effective advocate for the community				
Activity: <i>Storage Shed for Community Services Equipment</i>				
Performance Measure: <i>Completed by June 2018</i>				
Community Services	Due to limited resources this project has been postponed until 18/19	0 %		28/06/2018
10.2 - Facilitate public access to a swimming pool				
Activity: <i>Development of Plan</i>				
Performance Measure: <i>Completed by December 2017</i>				
Community Services	The Swimming Pool is run by Education Qld. They have made public notices of when the pool is accessible.	100 %	4th Month	28/06/2018
10.3 - Facilitate the provision of television, telephone and radio communication services in response to community needs				
Activity: <i>Development of Plan</i>				
Performance Measure: <i>Completed by June 2018</i>				
Community Services	Council has sourced funding to fix the telecommunication issues that the community is facing. This project will be finished in 2019.	80 %		28/06/2018
<b>Average Percentage Work Completed for this Section</b>		<b>60.0</b> %		

Department	Progress Report	Percent Completed	Quarter	Report Date
<b>Public Health</b>				
Goal 11: Public Health				
11.1 - Develop a Health Portfolio link with Qld Health CEO				
Activity: Engage with Qld Health				
Performance Measure: 4 meetings a year				
Elected Members	Council and Qld Health have established a very good working relationship. This Strategy will be ongoing.	100 %	4th Month	28/06/2018
11.2 - Work with partners to ensure that adequate health programs, inspections and education are focused on lifting overall community health standards				
Activity: Involvement in stakeholder discussions by Council Officers and Elected Members				
Performance Measure: Ongoing				
All Departments Elected Members	Council is involved with the Technical Working Group Meetings. This Strategy will be ongoing.	100 %	4th Month	28/06/2018
11.3 - Facilitate the development of a Disabilities Action Plan				
Activity: Work with partner agencies				
Performance Measure: Ongoing Support				
Elected Members	Council has had a number of Meetings with NDIS providers that service the community. This strategy will be ongoing.	100 %	4th Month	28/06/2018
<b>Average Percentage Work Completed for this Section</b>		<b>100.0</b> %		

Department	Progress Report	Percent Completed	Quarter	Report Date
<b>Planning and Development</b>				
Goal 12: Planning and Development				
12.1 - Facilitate, in conjunction with partners, the continued development of the Doomadgee Town Plan				
	Activity: Finalise Town Planning Scheme in partnership with State			
	Performance Measure: Community Consultation State Review Completed by June 2018			
Engineering	Ongoing	80 %		28/06/2018
12.3 - Promote orderly development of the Shire to support employment and economic prosperity in keeping with infrastructure capacity and environmental considerations				
	Activity: Develop an Open Spaces Strategy			
	Performance Measure: Completed by June 2019			
Engineering	Due to limited resources this Strategy has been postponed until 2019.	0 %		28/06/2018
12.4 - Implement, through the Shire Planning Schemes, appropriate controls over development to foster land uses and attitudes that enhance the quality of the natural and built environment				
	Activity: Finalise Town Planning Scheme in Partnership with State			
	Performance Measure: Community Consultation State Review Completed by June 2018			
Engineering	Ongoing	80 %		28/06/2018
<b>Average Percentage Work Completed for this Section</b>		<b>53.3</b> %		
<b>Average Percentage Work Completed for Operational Plan</b>		<b>65.2</b> %		