

Doomadgee Aboriginal Shire Council

Operational Plan 2019/20

Strategies	Activity	Performance Target	Link Budget	Department
Governance				
Goal 1: Financial Management				
<i>Indictor: To achieve maximum community benefit from available financial resources</i>				
1.1 - Effective and efficient management of all financial matters	Audit Committee to operate	Audit Committee meets quarterly	Reporting only	Corporate Services
1.1 - Effective and efficient management of all financial matters	Facilitate Sustainable Financial Management	Internal Audit Completed – Risks to be Identified and Resolved	Reporting only	Corporate Services
1.2 - Effective grants management	Source additional funding opportunities	Monthly report to Council on outcomes	Reporting only	Governance
1.3 - Accurate and timely financial reporting	Facilitate Sustainable Financial Management	Timeliness, Quality, Free from Error Reporting	Reporting only	Corporate Services
1.4 - Maximise revenues in accordance with Council's Revenue Policy	Effective Policy and Revenue Raising Strategy	Monthly report to Council on outcomes	Reporting Only	Corporate Services
1.5 - Effective management of the replacement and expansion of Council service	Review all services and charges to ensure correct cost recovery	Completed by August 2019	Reporting Only	Corporate Services
1.6 - Effective and appropriate Council enterprises	Review all leasing arrangements to ensure they are in order	Completed by September 2019	Reporting Only	Corporate Services
Goal 2: Administration and Corporate Services				
<i>Indictor: To provide timely, quality services to customers through effective and efficient administration of Council affairs</i>				
2.1 - Review Council's Policies and Procedures and ensure they meet community expectations and legislative requirements	Review all Council's Policies and Procedures as required	Ongoing review to be completed. Report to Council each Quarter	Reporting Only	Governance
2.2 - Effective policy implementation	Implementation of Council's Policies and Procedures	Policy and Procedure Manuals to be distributed to all staff and Councillors by September 2019	Reporting Only	Governance
2.3 - Decisive Councillor Leadership	Monthly sessions to be held for Councillors	Councillors to attend 70% of internal training sessions	Reporting Only	Governance
2.4 - Effective legislative requirements	Complete Internal Audit on Legislative Requirements	Completed by October 2019 Monthly reports to Council	Reporting Only	Governance

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2.5 - Enhance Council's communication and decision making through appropriate public relations and community consultation process	Newsletters to inform Community of Councils processes and projects	Quarterly Newsletter	Reporting Only	Community Services
2.6 - Review and enforce Local Laws and Regulations to address local issues	Summarise Local Laws Implementation of Local Laws	Local Laws Summarised and distributed throughout the Community – Completed by December 2017Implementation of Local Laws through the Community - Ongoing	Budget Item	Governance
Goal 3: Human Resources <i>Indictor: To maximise Council's human resource potential</i>				
3.1 - Ensure workforce make-up best fits Council's priorities, workloads and budget	Complete full review of Corporate Structure	Completed by December 2019	Reporting Only	All Departments
3.2 - Endorse and foster cross skilling in order to minimise need for specialists and to ensure full utilisation of staff	Performance Appraisals completed for all staff	Completed by June 2020	Reporting Only	All Departments
3.4 - Maintain accurate and confidential staff records	Human Resources Officer engaged	Human Resources / WHS Officer on site at Doomadgee Office by September 2019	Budget Item	Corporate Services
3.5 - Ensure all staff have access to appropriate training	Training Needs Analysis Completed	Analysis Completed by December 2017 Training Needs Identified	Reporting Only	Human Resources
3.6 - Maintain a safe and healthy workplace for all employees and other persons affected by Council operations	Engage Work Place Health and Safety Consultant	Human Resources / WHS Officer on site at Doomadgee Office by September 2019	Budget Item	Governance
Community Goal 4: Arts and Culture <i>Indictor: To create opportunities through Arts and Culture to enhance individuals skills, bolster community pride and quality of life</i>				
4.1 - Develop an Arts and Cultural Policy	Develop Council Arts and Cultural Policy	Completed by June 2020	Reporting Only	Community Services
4.2 - Facilitate the establishment and maintenance of an appropriate library service	Continual improvement of Library Service	Ongoing	Reporting Only	Community Services
4.3 - Support artistic and community involvement in the arts	Source Funding Opportunities	Completed by June 2020	Budget	Community Services
4.4 - Effective administration of the Regional Arts Development Fund (RADF)	Continual Improvement of RADF Administration	Monthly reporting to Council	Budget	Community Services
4.5 - Facilitate, in partnership with the community and key stakeholders, the preservation of the history of the Shire	Source funding opportunities to develop a program for preservation of Shire History	Completed by June 2020	Budget	Community Services
4.6 - Provide space, time and resources for the purpose of exhibition/sale of local art	Source funding opportunities for an Arts and Culture Centre	Completed by June 2020	Budget	Community Services

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4.7 - Support and promote appropriate events and festivals within the Shire	Continue to support events and festivals in line with Budget availability	Ongoing Report to Council on requests	Budget	Community Services
4.8 - Encourage and support the development of programs for traditional language teaching and use	Source funding opportunities	Ongoing Reporting to Council on availability of funding	Budget	Community Services
4.9 - Facilitate programs/projects for recording of local languages and personal stories	Source funding opportunities	Ongoing Reporting to Council on availability of funding	Budget	Community Services
4.10 - Facilitate the development of support programs/projects for preservation of traditional culture	Source funding opportunities to develop a program for preservation of Shire History	Completed by June 2020	Budget	Community Services
Disaster Management				
Goal 5: Disaster Management				
<i>Indictor: To limit the impact of natural and man- made disasters</i>				
5.1 - Ensure that there is sufficient funding for emergency services	Develop Budget for Emergency Services in line with funding	Budget Develop Ongoing Support	Budget	Governance
5.2 - Facilitate effective counter disaster planning in conjunction with the community, emergency service organisations and other stakeholders	Annual Review of DMP Local Disaster Management Committee formed and established	DMP Reviewed by March 2020 LDMG established by September 2019	Reporting	Governance
5.3 - Counter disaster and other emergency contingency plans promoted to the community and visitors to the Shire	Community Clean Up of hard Materials prior to Cyclone Season	Completed by December 2020	Reporting	Governance
5.4 - Ensure airport security in compliance with Aviation Transport requirements	Airport Upgrade	Completed by December 2020	Budget	Engineering
Economic Development				
Goal 6: Economic Development				
<i>Indictor: To increase the overall strength and diversity of the Shire's economic base, create jobs and actively promote the Shire's tourism potential</i>				
6.1 - Encourage private enterprise development to maximise employment opportunities and development in the Shire	Establishment of a Sport and Recreation Club	Community Survey completed by August 2020 Consultation with Departmental Stakeholders completed by December 2020	Reporting Only	Community Services
6.2 - Facilitate the development of a Council website	Temporary Website Closed New Website developed	Completed by December 2020	Budget	Corporate Services / IT
6.3 - Facilitate the preparation of a scoping study for a Shire Tourism Development and Promotion Plan	Source Funding Opportunities	Completed by June 2020	Budget	Community Services
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	Facilitate ongoing relationship with My Pathway to enhance the employability of local people	Ongoing Quarterly Meetings with My Pathways Quarterly reports to Council	Reporting Only	Governance

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Environment				
Goal 7: Environmental Protection				
<i>Indictor: To conserve and the natural and built environments to achieve ecologically sustainable development</i>				
7.1 - Facilitate the development of a Shire Environmental Development Plan	Develop Environmental Development Plan	Completed by June 2020	Reporting Only	Community Services
7.2 - Facilitate the formation of an Environmental Action Group	Formation of an Environmental Action Group	Completed by June 2020	Reporting Only	Community Services
7.3 - Develop and promote policies to preserve and promote the natural environment while increasing local community involvement in its management	Develop policies and appropriate local laws to ensure the coverage of noxious and environmental weed Are contained in the Shire	Ongoing Commencing the Post State Review of the Plan	Reporting Only	Community Services
7.4 - Continually update, with partners, a Pest Identification and Management Plan, and action recommendations of that plan	Develop a Pest Identification and Management Plan	Implementation following State Review	Reporting Only	Community Services
7.8 - Develop policy to ensure that development is designed to meet user needs and cause minimal impact upon others and the environment	Ensure Planning Scheme takes into account impact upon others and the environment	Ongoing	Reporting Only	Community Services Engineering
Goal 8: Waste Management				
<i>Indictor: To prove and sustain an effective and disposal service</i>				
8.1 - Maintain high standards to ensure public facilities, houses and streets are clean and healthy	Development of Town Beautification Program	Funding secured through DATSIP Timelines achieved	Budget	Governance
8.2 - Ensure waste is disposed of in approved dump	Ensure the Shire Dump complies with regulatory standards	Ongoing	Budget	Engineering
8.3 - Ensure the Shire dump complies with regulatory standards	Ensure the Shire Dump complies with regulatory standards	Ongoing	Budget	Engineering
8.4 - Initiate a recycling regime	Commence negotiations for site for collection depot relocation of	Ongoing	Budget	Engineering
8.5 – Waste Management meets community expectations	New regional Waste Facility developed to accept waste	June 2020	Budget	Engineering
Infrastructure				
Goal 9: Development, Maintenance and Replacement				
<i>Indictor: To Maintain and upgrade essential infrastructure to maximise the utility of existing assets and provide for their long term improvement and / or replacement</i>				
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	Works Plan Developed	Completed by June 2020	Budget	Governance

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9.2 - Maintain clean, safe, secure and adequate water supply ensuring that all legislative requirements are met	Develop and Implement Drinking Water Quality Management Plan	Completed by June 2018	Budget	Engineering
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	Works Plan Developed, Development of new Depot completed	Completed by June 2020	Budget	Engineering
9.5 - Facilitate the development of flood mitigation plans and the provision and maintenance of necessary flood mitigation works	Flood Mitigation Study	Commence by June 2020	Budget	Engineering
9.8 - Ensure workplace health and safety obligations are monitored and met	Policies and Procedures are in place	Ongoing	Reporting	All Departments
Community and Human Services				
Goal 10: Community and Human Services				
<i>Indictor: To encourage and participate in the continuing development of community to service and foster a safe, harmonious community with a strong community spirit</i>				
10.1 - Ensure Council is always an effective advocate for the community	Storage Shed for Community Services Equipment	Completed by June 2020	Budget	Community Services
10.2 - Facilitate public access to a swimming pool	Work with Queensland Education and stakeholders	Completed by December 2020	Reporting	Community Services
10.3 - Facilitate the provision of television, telephone and radio communication services in response to community needs	Development of Plan	Completed by June 2020	Reporting	Community Services
Public Health				
Goal 11: Public Health				
<i>Indictor: To create and foster a dynamic ongoing relationship with all relevant health policy departments and health service providers to ensure that operational programs are coordinated, focused and effective, in contributing to and enhancing, the health and well being of the whole community</i>				
11.1 - Develop a Health Portfolio link with Qld Health CEO	Engage with Qld Health	4 meetings a year	Reporting	Elected Members
11.2 - Work with partners to ensure that adequate health programs, inspections and education are focused on lifting overall community health standards	Involvement in stakeholder discussions by Council Officers and Elected Members	Ongoing	Reporting	All Departments Elected Members
11.3 - Facilitate the development of a Disabilities Action Plan	Work with partner agencies	Ongoing Support	Reporting	Elected Members
Planning and Development				
Goal 12: Planning and Development				
<i>Indictor: To develop and implement planning controls that ensure and encourage balanced and sustainable development and to promote the Shire as a desirable place to live, work, invest and visit</i>				
12.1 - Facilitate, in conjunction with partners, the continued development of the Doomadgee Town Master Plan	Implement Stage 2 Master Plan in partnership with State (DATSIP)	Ongoing	Budget	Engineering
12.3 - Promote orderly development of the Shire to support employment and economic prosperity in keeping with infrastructure capacity and environmental considerations	Develop an Open Spaces Strategy	Completed by June 2020	Budget	Engineering

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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	Implement Town Planning Scheme in Partnership with State	Ongoing	Budget	Engineering