



## **Yarrabah Aboriginal Shire Council**

### **Operational Plan**

**FOR THE YEAR ENDED 30 JUNE 2017**

**1. ARTS AND CULTURAL DEVELOPMENT**

Objective	Area / Action	Performance Indicator/s
3	Museum - New Roof	New Roof costed, funding source, and new roof fitted.
3	Yarrabah Arts Centre - New Roof	New Roof costed, funding source secured, and new roof fitted.
3	Broadwalk Upgrade	Broadwalk open for visitors
3	Provide Development Opportunities for Community Artists at Art Centre	Number of different training programs provided eg. Ceramics, drawing, etching, print making, fabric & screen printing, Textiles
3	Freight product to numerous markets	Freight to galleries throughout Australia.
3	Prepare for the Cairns Indigenous Art Fair and follow through thereafter	Successfully support local artists in their displays of ceramics, print paintings, and fashion fabrics etc.
3	Prepare for the Darwin Art Fair and follow through for the Oct Exhibition	Successfully support local artists in their displays of ceramics, print paintings, and fashion fabrics etc.
3	Exhibition Art Atrium (Exhibition Sculpture By The Sea) in Bondi Sydney	Reproduction of Michelle Yeatman artwork for Sculpture by the Sea
3	Preparation for Arts Markets (Nov)	Showcase Hannah Parker - Screen Printing
3	UMI Arts Markets, Cairns	Showcase ceramics, fabrics, homewares, and new tote bags + Xmas
3	Bike and footpaths throughout the community	Numerous locations (1. Church to Cemetery; 2. )
3	Erection of Bus Shelters. Locations:	Numerous locations
3	Upgrade to Bus Shelters - Range Road, Reeves Creek & School Esplanade	
2	Community Events	Lobby for funding for: Survival Day
		NAIDOC Week
		Foundation Day
		New Years Eve
		ANZAC Day
2	Community Awards	Excellence Award (to a resident voted by the people)
2	Art Sales	Continue to increase Art Sales

**2. COMMUNITY DEVELOPMENT AND HUMAN SERVICES**

Objective	Area / Action	
3	Safety	CCTV Security System in across the council
3		Solar Lighting - Esplande Footpath
3		Solarr Lighting - Boat Ramp
3		Solar Lighting - Sawmill / Range Rd Path
3	Yarrabah Knowledge Centre	Maintain Library Service
3		Maintain Internet Services through the Library
3		Continue to Provide support & Training
3		Continue to promote the YKC and its resoures throught the year
3	Indigenous Community Links	Maintain Information and Referral Servcies
3		Produce Fortnightly Newsletter
3		Provide and arrange Social Inclusion and Support Groups
3		Plan and prepared school holiday activities
3		Continued venue management
		New Training Room Printer
3		Provide funerals servcies
3	Improve Outdoor + Indoor facilities	Erection of static exercise equipoment for outdoor use
3		Repair and recommission old Basketball Court
3		Develop area for outdoor sports behind Helicopter Pad
3		Public Function Catering:- Improve food prep area inside the Yarra Community Hall on the esplanade.
3		Fund Sport and Recreation Coordinator
3		Install night lighting to second football field
3		Upgrade Kitchen Facilities at Jilara Oval Club House
3		Upgrade Sport Recreation Plan

3	Family Support	Maintain information and referral services
3		Provide Youth and Family support
3		Provide Crisis Management for Child & Family
3		Provide Specialist Outreach support (Financial, Gambling, Challenging Behaviours, Counselling)
3		Assist with planning and preparing for school holiday activities
3	School Engagement Officers	Determining whether concerns about poor school attendance, wellbeing concerns require further action
3		Ensuring that identified students are connected with student wellbeing programs that support regular attendance and punctuality
3		Revising curriculum content to maximise student engagement
3		Initiating the prompt follow-up of absences liaising with parents
3		Referring to the school's learning support team
3		Referring to school counselling services
3		Liaising (which can include exchanging information and/or coordinating services) with other agencies
		Provide a Youth Service or Drop in Hub
3	Start night security patrols	Complete Feasibility Study and costing (either on a contract basis employing own workers and supply of motor vehicles)
3	Swimming Pool	Maintain swimming pool facilities for public use
3		Consider Changing Spa Room to Gym
3		Develop Activities in conjunction with community organisations and groups
3	Community Safety Plan	Update Community Safety Plan
3	Radio Station	Purchase equipment for Radio Station
3	School Bus Service	Provide a compliant School Bus Service

### **3. DISTASTER MANAGEMENT**

<b>Objective</b>	<b>Area / Action</b>	<b>Performance Indicator/s</b>
3	Improve Fire Brigade	Fire Brigade
3	Improve SES	SES - Improve Shed, equipment, and M/V
3	SES Training -	SES Training - Confirm scope and personnel
3	Update Yarrabah Disaster Management Plan	Updated Disaster Management Plan

**4. ECONOMIC DEVELOPMENT AND TRAINING**

Objective	Area / Action	Performance Indicator/s
1	Jetty	public consultation done; Council decisions ratified; funding con final approvals completed.
1	Tours	Tours of Yarrabah
1	Commercial retail outlets	as above
1	Training for Residents	Locals successfully trained to start their own businesses.
1	CBD Redevelopment	CBD Redevelopment

**5. Environmental Management - Water, Sewerage & Solid Waste**

Objective	Area / Action	Performance Indicator/s
4	Establish Waste Recycling Centre	Lobby for funding to (a) slab (b) connect water, power, sewerage construct a 4 bay shed. (d) install required/recommended packin equipemnt. (e) install can crusher press etc.
4	Solid Waste	Implement fees and Charges
4		Investigae option for using commercial transfer bin at front of tra station for after hours domestic Waste
4	Water	Water main - leak detection program
4		Implement in house e coli testing
4		Clean holding tank
4		Replace AC Main - Loban Lane
4		Replace AC Main - Gribble St
4		Replace AC Main - Smith St
4		Replace AC Main - to Djenghi
4		Reeves Creek Intake
4		Decommission bore 3
4		Commission bore7

4	Sewerage	Purchase mobile electric winch for gantries
4		Desludge Sewerage ponds
4		Sewerage pond outlet - install flow meter
4		Pump out and clean all pump station wells
4		Aerator - maintenance
4		Slash pond grounds
4		Repair pond fence
4		Repair PS fence(s)
4		Purchase replacement pump
4		Purchase and install 1 additional solar aerators
4		Sewerage infrastructure and treatment investigation report
4		Upgrade gantries
4		Sewerage & Water
4	4 monthly telemtry maintenace	
4	Telemetry	Upgrade communication / radio
4	Improve parks and garden care with new equipment	Lobby for GREEN Army or similar program
4	Noxious Wed Control	Eradicate noxious weeds
4	Plan for sea water rise in future years	Lobby for LGAQ funding/joint venture with PBC

**6. HOUSING POLICY**

<b>Objective</b>	<b>Area / Action</b>	<b>Performance Indicator/s</b>
1	Housing	Make efforts to foster an increase of housing stock for local residents reduce waiting list
1		Maintain existing tenancy Management
1		Maintain existing housing stock and modify those targeted for people with a disability
1		Seek funding to carry out fencing program to repair existing fences gates
1		Perform repair and maintenance within contract performance criteria
1		Provide DHPW with feedback on upgrade program
1		Tenancy officers to carry out house inspections every 3 months
1		Implement Unfair wear and tear policy
1		Ensure all tenancy agreements are followed in accordance with the policy
1		Carry out repair and maintenance
1		Construction of 10 New Homes
1		Housing Upgrade Program

**7. PUBLIC HEALTH MANAGEMENT**

<b>Objective</b>	<b>Area / Action</b>	<b>Performance Indicator/s</b>
3	Provide Dog Management Program	Reduced number of sick and homeless dogs
3	Horse Management Program	Reduce number of horse roaming the streets

**8. /INFRASTRUCTURE DEVELOPMENT, MAINTENANCE AND REPLACEMENT**

<b>Objective</b>	<b>Area / Action</b>	<b>Performance Indicator/s</b>
4	Maintain and Service Vehicle and Equipment Fleet	Vehicles & Equipment Serviced as per servicing schedule
4		Replacement of Animal Control Vehicle
4		Replacement of CEO Vehicle
4		New Store Van

4	Buildings	Replace Mechanic Shed roller doors x 2
4		Works Department Amenity Building
4	Roads	Upgrade and Seal Backbeach Road
4		Construct cut off drains and install rock protection- Backbeach Road
4		Reseal Sawmill Road
4		Beach Road, Speed bump in front on playground (or road maintenance device)
4		Signage Audit Around Community
4		NDRAA 2016 Program
4		Repair Potholes (Sawmill Rd, and others)
4	Drains	Clean out Drains (Djenghi)
4	All SOCIAL Homes - paint and fence all properties.	Lobbying for funding done and approved and job completed
4	Multipurpose Building (PCYC) upgrade to Female and Male Toilets	PCYC will write the funding application
4	Community Hall requires replacement doors; CCTV; Plumbing improvements in toilets and new P.A. System	Complete scope detailed and approved; funding sought and approved; job completed.
4	Maintain existing YASC Buildings, incl the Indigenous Knowledge Centre	Maintenance as per Asset Management Plan completed
4	Extend current YASC Chambers/Admin Building	Complete design concept and costing; source funding; complete the extension.
4	ADSL Upgrade for Community	Apply for Funding from Local Buy
4	Telephone system in main Council Admin Building	Confirm funding - get approved and have contractors install the new date telephone system.
4	Upgrade Daycare carparking area	Consider existing Plan by Kerry Eaton and cost. Confirm funding and complete the job.
4	Toilets	Jilgi- Upgrade Septic Trenches
4	Footpaths	Malcolm Bishop Park; Disabled access and footpath
4	Footpaths	Workshop Road, Disabled Access
4	Footpaths	Sawmill Road, Disabled Access (Daycare Side)



**9. POPULATION CHANGE AND DEVELOPMENT**

Objective	Area / Action	Performance Indicator/s
1	Relocate Heli-Pad	Is best closer to the Health Centre (Gurriny Yealamucka) - lobby Health.
1	Start night security patrols	Complete Feasibility Study and costing (either on a contract basis employing own workers and supply of motor vehicles)
1	Census Figures	Correct population data

**10. REGIONAL ISSUES**

Objective	Area / Action	Performance Indicator/s
2	FNQ Principal Cycle Network Plan	TMR approved and subsidy arrangement done. Job completed
1	Upgrade Lookout on Range Road	Design/scope done and job completed
1	Improve I.T. Service	Upgarde existing transmission to broadband - see CEO
1	Improve Mobile Phone Coverage	Succesful lobby and improvements made by the Dept of Telecommunication
1	Beautify the esplanade - lagoon and playground for the children.	Succesfully lobby for funding and complete the project.

**11. GOVERNANCE AND HUMAN SERVICES**

Objective	Area / Action	Performance Indicator/s
1	Improve H.R. portfolio.	1. Plan for the floorplan changes to the Admin/Chambers Buiding up extension Plans and have costed. 3. Seek funding source and the funds. 4. Complete the work.
1	Improve stock control	1. Lobby for funding. 2. Source and hire an experienced Manager
1		1. Identify and cost additional cantilever racks; acquire and install
1		1. Confirm cost. 2. Source funding and lock in budget. 3. Fit and cc
1	Improve finance lobbying	1. Lobby for funding. 2. Source and hire an experienced Officer, or in-house.
1	Executive Management	Provide strong organisation leadership and governance while mai a high standard of ethical conduct
1		Ensure effective delivery of servcies to yarrabah community
1		Lobby key groups to improve liveability within the Shire in relation housing and social infrastructure
1	Planning	Develop Land Development Policy & Procudres
1		Oversee the development of all statutory planning

1	Governance	New Corporate Plan for 2016 to 2020
1		Implement Records Management System
1		Ensure that council complies with all governance requirements under Acts
1		All Policies updated and current
1		up to date Website including all compliance requirements
1		Hold Monthly council meeting with Agenda's and Minutes prepared as required
1		I.T
1	Replace Admin Printer	
1	Corporate Services	Provide the Community with a Banking Services
1		Provide Grants Management Services
1		Provide Creditors Payments Services
1		Provide Invoicing and Debt Collection Services
1		Provide Purchase Services
1		Provide Payroll Services
1		Provide Monthly and Annual Financial reporting
1		Preparation of Annual Report
1		Provide minimum 2 Audit Committee Meetings

**Council's People**

Staff	Identify key strategic contacts and partnerships with other "like" Councils to share and workshop practices and knowledge with our existing workforce. Field trips.	Accessed other Council experts in specific work units, Shared knowledge obtained new ideas and different work methods
	Ensure all employees have a current Position Description and Employment Contract.	Alpha sort 3 x Alpha per month
Organasational	Review current structure and reporting processes.	New Organisational Chart
	Staff meetings/minutes	Copies of minutes
	Ensure Executive Managers conduct Performance Appraisals for each of their team members	All staff have a performance appraisal in the 16/17 financial year

Workplace Health & Safety	Safepan roll out to organisation	Implemented
	Committee	4 meetings per year
New programs	Create a volunteer program	Policy, Procedure, Position Description, Forms, Induction
	Develop structured roles for work experience placements with schools.	Policy, Procedure, Position Description, Forms, Induction
Recruitment	Ensure Communications of Vacancies and Employment initiatives has a broad reach across the community.	All vacancies advertised: Facebook, notice boards internal and external network providers
	Investigate school based trainee options.	Report findings to CEO
	Use Job Providers	Ensure all vacancies are advertised through Job Network Provide any incentives to employ
Training	Provide training to management /Supervisory team in order to implement Safepan	All participants have knowledge and understanding of the Safepan system
	Awareness training activity with all employees: Workplace Culture	All participants have knowledge of required Workplace Culture
	Awareness training activity with all employees: Code of Conduct	All participants have knowledge of Councils Code of Conduct
	Awareness training activity with all employees: Award Update	All participants have knowledge of Updated Award - Queensland Government Industry Award - 2016?
	Develop a training plan to ensure employees have the required skills.	Training Plan
	Audit current skills of existing staff to identify gaps.	Capture all training requirements to produce Training Plan
Planning	Identify contingency plans for both short and long term employment requirements of Council	Report to CEO and implement strategy
	Create and maintain HR operational plan and corresponding reporting document based on traffic light reporting	Up to date reporting
	Create a Volunteer Action Plan	Report and recommendations to CEO
Networking	Continue to develop relationships with likeminded organisations and potential partners	LGAQ HR/IR meetings/conferences, LGQ L&D meetings, Risk Management Conference, other opportunities to interact with other Indigenous Councils
	Liaise with existing networks to seek services for employees and investigate options and opportunities	Establish working relationships to better assist Council
	Utilise networking opportunities to develop strategic partnerships and opportunities for collaboration and learning	Seek opportunities to share the cost of training with other Indigenous Councils
	Engage with youth employment forums	Report to CEO and represent Council commitment to youth employment