

**YARRABAH ABORIGINAL SHIRE COUNCIL
OPERATIONAL PLAN 2016/2017**

1. ARTS AND CULTURAL DEVELOPMENT

Objective	Area / Action	Performance Indicator/s	Milestones/ Target	Status	Funding Yes/No	Responsibility
3	Museum - New Roof	New Roof costed, funding source, and new roof fitted.	Oct-17	Source Funding	No	Arts Precinct Manager
3	Yarrabah Arts Centre - New Roof	New Roof costed, funding source secured, and new roof fitted.	Jun-18	Including in 2017-18 Budget	Yes	Gov. + Pol Mgr AND Arts Precinct Mgr
3	Broadwalk Upgrade	Broadwalk open for visitors	Dec-18	WFD + Grant	Yes	Exec Manager Infrast & Works
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	on going		Yes	Arts Precinct Manager
3	Freight product to numerous markets	Freight to galleries throughout Australia.	on going	Source Funding	to be confirmed	Arts Precinct Manager
3	Prepare for the Cairns Indigenous Art Fair and follow through thereafter	Successfully support local artists in their displays of ceramics, prints, paintings, and fashion fabrics etc.	Jul-17	CIAF/IRADF - Arts Qld	Yes	Arts Precinct Manager
3	Prepare for the Darwin Art Fair and follow through for the Oct Exhibition	Successfully support local artists in their displays of ceramics, prints, paintings, and fashion fabrics etc.	June + July 2017	IRADF - Arts Qld	Yes	Arts Precinct Manager
3	Exhibition Art Atrium (Exhibition Sculpture By The Sea) in Bondi Sydney	Reproduction of Michelle Yeatman artwork for Sculpture by the Sea	Aug + Sept 2017	\$60,000 funding app not started as of 3rd Dec 2015	No	Arts Precinct Manager
3	Preparation for Arts Markets (Nov)	Showcase Hannah Parker - Screen Printing	Ong going	IRADF - Arts Qld \$2040	Yes	Arts Precinct Manager
3	UMI Arts Markets, Cairns	Showcase ceramics, fabrics, homewares, and new tote bags + Xmas Cards	Dec-17	Arts Qld	Yes	Arts Precinct Manager
3	Bike and footpaths throughout the community	Numerous locations (1. Church to Cemetery; 2.)	Jun-18	Source Funding	Yes	C.S. Manager
3	Erection of Bus Shelters. Locations:	Numerous locations	Jun-18	Source Funding	No	C.S. Manager
3	Upgrade to Bus Shelters - Range Road, Reeves Creek & School Esplanade		Jun-18	Budget 17-18	Yes	Building Services Manager
2	Community Events	Lobby for funding for: Survival Day	Jan-18	\$5,000	Yes	Exec Manager Comm Services
		NAIDOC Week	Jul-18	\$5 to \$8K	Yes	Exec Manager Comm Services
		Foundation Day	Jun-18	\$5,000	Yes	Exec Manager Comm Services
		New Years Eve	Dec-18	\$7,000	Yes	Exec Manager Comm Services
		ANZAC Day	1-Apr-18	\$2,000	Yes	Exec Manager Comm Services
2	Community Awards	Excellence Award (to a resident voted by the people)	September each year	\$2,000	Yes	Exec Manager Comm Services
2	Art Sales	Continue to increase Art Sales	Ong going	Budget 17-18	yes	exec Manager Comm Services

2. COMMUNITY DEVELOPMENT AND HUMAN SERVICES

Objective	Area / Action		Milestones/ Target	Status	Funding	Responsibility
3	Safety	CCTV Security System in across the council	Jun-18	Source Funding	No	Exec Manager Comm Services

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3		Solar Lighting - Esplande Footpath	Jun-18	Source Funding	No	Exec Manager Comm Services
3		Solarr Lighting - Boat Ramp	Jun-18	Source Funding	No	Exec Manager Comm Services
3		Solar Lighting - Sawmill / Range Rd Path	Jun-18	Source Funding	No	Exec Manager Comm Services
3	Yarrabah Knowledge Centre	Maintain Library Service	Ongoing	SLQ/PMC	Yes	Exec Manager Comm Services
3		Maintain Internet Services through the Library	Ongoing	SLQ/PMC	Yes	Exec Manager Comm Services
3		Continue to Provide support & Training	Ongoing	SLQ/PMC	Yes	Exec Manager Comm Services
3		Continue to promote the YKC and its resoures throught the year	Ongoing	SLQ/PMC	Yes	Exec Manager Comm Services
3	Indigenous Community Links	Maintain Information and Referral Servcies	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Produce Fortnightly Newsletter	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Provide and arrange Social Inclusion and Support Groups	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Plan and prepared school holiday activities	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Continued venue management	Ongoing	PMC	Yes	Exec Manager Comm Services
		New Training Room Printer	Dec-17	PMC	Yes	Exec Manager Comm Services
3		Provide funerals servcies	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Improve Outdoor + Indoor facilities	Erection of static exercise equipoment for outdoor use	Jun-18	Source Funding	No
3	Repair and recommission old Basketball Court		Jun-18	Source Funding	No	Exec Manager Comm Services
3	Develop area for outdoor sports behind Helicopter Pad		Jun-18	Source Funding	No	Exec Manager Comm Services
3	Public Function Catering:- Improve food prep area inside the Yarrabah Community Hall on the esplanade.		Jun-18	Source Funding	No	Exec Manager Comm Services
3	Fund Sport and Recreation Coordinator		Jun-18	Source Funding	No	Exec Manager Comm Services
3	Install night lighting to second football field		Jun-18	Source Funding	No	Exec Manager Comm Services
3	Upgrade Kitchen Facilities at Jilara Oval Club House		Jun-18	Source Funding	Yes	Exec Manager Comm Services
3	Upgrade Sport Recreation Plan		Jun-18	Source Funding	No	Exec Manager Comm Services
3	Family Support	Maintain information and referral servcies	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Provide Youth and Family support	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Provie Crisis Management for Child & Family	Ongoing	PMC	Yes	Exec Manager Comm Services

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3		Provide Specialist Outreach support (Financial, Gambling, Challenging, Behaviours, Counselling)	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Assist with planning and preparing for school holiday activities	Ongoing	PMC	Yes	Exec Manager Comm Services
3	School Engagement Officers	Determining whether concerns about poor school attendance, welfare or wellbeing concerns require further action	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Ensuring that identified students are connected with student welfare programs that support regular attendance and punctuality	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Reveigin curriculum content to maximise student engagement	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Initiating the prompt follow-up of abesences liaising with parents	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Referring to the school's learning support team	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Referring to school counselling services	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Liaising (which can including exchnaing information and/or coordinating services) with other agencies	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Provide a Youth Service or Drop in Hub	Ongoing	PMC	Yes	Exec Manager Comm Services
3		Start night security patrols	Complete Feasibility Study and costing (either on a contract basis OR by employing own workers and supply of motor vehicles)	Jun-18	Source Funding	No
3	Swimming Pool	Maintain swimming pool facilities for pubic use	Ongoing	Council Budget	Yes	Exec Manager Comm Services
3		Consider Changing Spa Room to Gym	Jun-18	Source Funding	No	Exec Manager Comm Services
3		Develop Activities in conjunction with communtiy organisations and groups	Jun-18	Source Funding	No	Exec Manager Comm Services
3	Community Safety Plan	Update Community Safety Plan	Jun-18	DATSIP	Yes	Planning Officer
3	Radio Station	Purchase equipment for Radio Station	Dec-18	Educ Qld	Yes	Exec Manager Comm Services
3	School Bus Service	Provide a compliant School Bus Service	Ongoing	Council Budget	Yes	Exec Manager Comm Services

3. DISTASTER MANAGEMENT

Objective	Area / Action	Performance Indicator/s	Milestones/ Target	Status	Funding	Responsibility
3	Improve Fire Brigade	Fire Brigade	Dec-17	Source Funding	No	Governance
3	Improve SES	SES - Improve Shed, equipment, and M/V	Ongoing	Budget 17-18	Yes	Gov. + Policy Manager
3	SES Training -	SES Training - Confirm scope and personell	Ongoing	SES Funded	Yes	Gov. + Policy Manager
3	Update Yarrabah Disaster Management Plan	Updated Disaster Management Plan	Jun-18	Budget 17-18	Yes	Gov. + Policy Manager

4. ECONOMIC DEVELOPMENT AND TRAINING

Objective	Area / Action	Performance Indicator/s	Milestones/ Target	Status	Funding	Responsibility
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1	Jetty	public consultation done; Council decisions ratified; funding confirmed; final approvals completed.	Jun-18	Initial \$7M budget approved by Qld Govt.	Yes	CEO, CSM. Grants Officer
1	Tours	Tours of Yarrabah	Jun-18	Council Enabler Only	No	CEO
1	Commercial retail outlets	as above	Jun-18	Council Enabler Only	No	CEO
1	Training for Residents	Locals successfully trained to start their own businesses.	Jun-18	Council Enabler Only	No	CEO
1	CBD Redevelopment	CBD Redevelopment	Jun-18	JCU	Yes	JCU, EDQ, CEO

5. Environmental Management - Water, Sewerage & Solid Waste

Objective	Performance Indicator/s	Milestones/Target	Status	Funding	Responsibility	
4	Establish Waste Recycling Centre	Lobby for funding to (a) slab (b) connect water, power, sewerage. (c) construct a 4 bay shed. (d) install required/recommended packing equipemnt. (e) install can crusher press etc.	Jun-18	Funding being finalised	No	Exec Manager Infras & Work
4	Solid Waste	Implement fees and Charges	Jun-18	Council budgetg	Yes	Exec Manager Infras & Work
4		Invistigae option for using commercial transfer bin at front of transfer station for after hours domestic Waste	Jun-18			
4	Water	Water main - leak detection program	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Implement in house e coli testing	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Clean holding tank	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Replace AC Main - Loban Lane	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Replace AC Main - Gribble St	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Replace AC Main - Smith St	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Replace AC Main - to Djenghi	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Reeves Creek Intake	Jun-18	2017-18 Budget to be Distributed	Yes	Exec Manager Infras & Work
4		Decommission bore 3	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Commission bore7	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4	Sewerage	Purchase mobile electric winch for gantries	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work

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4		Desludge Sewerage ponds	Jun-18	FNQROC Bio-Solid Tender	No	Exec Manager Infras & Work
4		Sewerage pond outlet - install flow meter	Jun-18	Source Funing	No	Exec Manager Infras & Work
4		Pump out and clean all pump station wells	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Aerator - maintenance	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Slash pond grounds	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Repair pond fence	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Repair PS fence(s)	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Purchase replacement pump	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Purchase and install 1 additional solar aerators	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Sewerage infrastructure and treatment investigation report	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Upgrade gantries	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4	Sewerage & Water	4 monthly pump maintenance program	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		4 monthly telemtry maintenace	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4	Telemetry	Upgrade communication / radio	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4	Improve parks and garden care with new equipment	Lobby for GREEN Army or similar program	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4	Noxious Wed Control	Eradicate noxious weeds	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4	Plan for sea water rise in future years	Lobby for LGAQ funding/joint venture with PBC	Jun-18	2017-18 Budget to be Distributed	NCARF	Exec Manager Infras & Work

6. HOUSING POLICY

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Objective	Area / Action	Performance Indicator/s	Milestones/ Target	Status	Funding	Responsibility
1	Housing	Make efforts to foster an increase of housing stock for local residents- reduce waiting list	on going	source Funding		Exec Manager Comm Services
1		Maintain existing tenancy Management	on going		Yes	Exec Manager Comm Services
1		Maintain existing housing stock and modify thoses targetted for people with a disability	on going	source Funding		Exec Manager Comm Services
1		Seek funding to carry out fencing program to repair existing fences and gates	Jun-18	Funding from Housing Income	Yes	Exec Manager Comm Services
1		Perform repair and maintenance within contract performance criteria	Jun-18	Funding from Housing Income	Yes	Exec Manager Comm Services
1		Provide DHPW with feedback on upgrade program	Jun-18	Funding from Housing Income	Yes	Exec Manager Comm Services
1		Tenacy officers to carry out house inspections every 3 months	Jun-18	Funding from Housing Income	Yes	Exec Manager Comm Services
1		Implement Unfair wear and tear policy	Jun-18	Funding from Housing Income	Yes	Exec Manager Comm Services
1		Ensure all tenancy agreements are followed in accordance with the RTA	Jun-18	Funding from Housing Income	Yes	Exec Manager Comm Services
1		Carry out repair and maintenance	Jun-18	Funding from Housing Income	Yes	Building & Construction Manager
1		Construction of 10 New Homes	Jun-18	HPW	Yes	Building & Construction Manager
1		Housing Upgrade Program	Jun-18	HPW	Yes	Building & Construction Manager

7. PUBLIC HEALTH MANAGEMENT

Objective	Area / Action	Performance Indicator/s	Milestones/ Target	Status	Funding	Responsibility
3	Provide Dog Management Program	Reduced number of sick and homeless dogs	Jun-18		Yes	Exec Manager Comm Services
3	Horse Management Program	Reduce number of horse roaming the streets	Jun-18		Yes	Exec Manager Comm Services

8. /INFRASTRUCTURE DEVELOPMENT, MAINTENANCE AND REPLACEMENT

Objective	Area / Action	Performance Indicator/s	Milestones/ Target	Status	Funding	Responsibility
4	Maintain and Service Vehicle and Equipment Fleet	Vehicles & Equipment Serviced as per servicing schedule	on going	2017-18 Council Budget	Yes	Exec Manager Infrast & Works
4		Replacement of Animal Control Vehicle	Dec-18	2017-18 Council Budget	Yes	Exec Manager Infrast & Works
4		Replacement of CEO Vehicle	Aug-18	2017-18 Council Budget	Yes	CEO
4		New Store Van	Dec-18	2017-18 Council Budget	Yes	Exec Manager Infrast & Works

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4	Buildings	Replace Mechanic Shed roller doors x 2	Dec-18	2017-18 Council Budget	Yes	Exec Manager Infrast & Works
4		Works Department Amenity Building	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4	Roads	Upgrade and Seal Backbeach Road	Jun-18	source funding	No	Works + Infrastructure Executive Mgr.
4		Construct cut off drains and install rock protection- Backbeach Road	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Reseal Sawmill Raod	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Beach Road, Speed bump in front on playgoupr (or road maintenance device)	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		Signage Audit Around Community	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4		NDRAA 2017 Program	Jun-18	QRA	Yes	Exec Manager Infras & Work
4		Repair Potholes (Sawmill Rd, and others)	Jun-18	FAG	Yes	
4	Drains	Clean out Drains (Djenghi)	Aug-17	QH	Yes	Exec Manager Comm Services
4	All SOCIAL Homes - paint and fence all properties.	Lobbying for funding done and approved and job completed	Jun-18	Source funding	no	Grants Officer + Gov & Policy Mgr
4	Multipurpose Building (PCYC) upgrade to Female and Mail Toilets	PCYC will write the funding application	Jun-18	Source Funding	No	Building & Construction Manager
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.	start work by June 2017	Source Funding	No	C.S. Manager + Grants Officer
4	Maintain existing YASC Buildings, incl the Indigenous Knowledge Centre	Maintence as per Asset Management Plan comleted	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4	Extend cuurent YASC Chambers/Admin Building	Complete design concept and costing; source funding; complete the extension.	Jun-18	Source Funding	tba	CEO; CSM; Gov. + Policy Mgr; + Works and Infra Ex Mgr.
4	ADSL Upgrade for Community	Apply for Funding from Local Buy	Jun-18	Source Funding	No	CEO
4	Telephone system in main Council Admin Building	Confirm funding - get approved and have contrators install the new up to date telephone system.	Jun-18	Source Funding	No	Grants Officer + EMCS
4	Upgrade Daycare carparking area	Consider existing Plan by Kerry Eaton and cost. Confirm funding and complete the job.	Jun-18	start looking for funds Jan 2017		Grants Officer + CSM
4	Toilets	Jilgi- Upgrade Septic Trenches	Jun-18	2017-18 Budget to be Distributed		Exec Manager Infras & Work
4	Footpaths	Malocolm Bishop Park; Disabled access and footpath	Jun-18	CBD Redevlop		
4	Footpaths	Workshop Road, Disabled Access	Jun-18	CBD Redevlop		
4	Footpaths	Sawmill Road, Disabled Access (Daycare Side)	Jun-18	CBD Redevlop		

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9. POPULATION CHANGE AND DEVELOPMENT

Objective	Area / Action	Performance Indicator/s	Milestones/ Target	Status	Funding	Responsibility
1	Relocate Heli-Pad	Is best closer to the Health Centre (Gurriny Yealamucka) - lobby Qld Health.	mid 2017	start looking for funds Jan 2017		Works and Infra Ex Mgr.
1	Start night security patrols	Complete Feasibility Study and costing (either on a contract basis OR by employing own workers and supply of motor vehicles)	by end of 2017	start looking for funds Jan 2017		Works and Infra Ex Mgr.
1	Census Figures	Correct population data	Aug-17	No	N/A	CEO

10. REGIONAL ISSUES

Objective	Area / Action	Performance Indicator/s	Milestones/ Target	Status	Funding	Responsibility
2	FNQ Principal Cycle Network Plan	TMR approved and subsidy arrangement done. Job completed		Ltr endorsing YASC's approval sent Dec 2015	TMR	tba
1	Upgrade Lookout on Range Road	Design/scope done and job completed	by December 2017	Nomination Form NOT submitted due to funds not avail by YASC.	50/50 with TMR - consider "in-kind" cont. from YASC	Works + Infrastructure Ex Mgr.
1	Improve I.T. Service	Upgarde existing transmission to broadband - see CEO	Jun-18	Local Buy	No	CEO
1	Improve Mobile Phone Coverage	Succesful lobby and improvements made by the Dept of Telecommunication	Jun-18	to be advised	tba	Grants Officer
1	Beautify the esplanade - lagoon and playground for the children.	Succesfully lobby for funding and complete the project.	start by Oct 2017	tba	To be confirmed by SRQ	Grants Officer

11. GOVERNANCE AND HUMAN SERVICES

Objective	Area / Action	Performance Indicator/s	Milestones/ Target	Status	Funding	Responsibility
1	Improve H.R. portfolio.	1. Plan for the floorplan changes to the Admin/Chambers Buiding. 2. Draw up extension Plans and have costed. 3. Seek funding source and secure the funds. 4. Complete the work.	Jun-18		No	Grants Officer + HRM
1	Improve stock control	1. Lobby for funding. 2. Source and hire an experienced Manager	Jun-18	start looking for funds Jan 2017	Yet to be identified	Gov + Pol Mgr plus Storeman
1		1. Identify and cost additional cantilever racks; acquire and install	Jul-17	start looking for funds Jan 2017	\$8,000 (est)	Gov + Pol Mgr plus Storeman
1		1. Confirm cost. 2. Source funding and lock in budget. 3. Fit and complete.	Jul-17	start looking for funds Jan 2017	\$4,000 (est)	Gov + Pol Mgr plus Storeman
1	Improve finance lobbying	1. Lobby for funding. 2. Source and hire an experienced Officer, or source in-house.	Jul-17	start looking for funds Jan 2017	Yet to be identified	E.M. Corp Sers + Grants Officer
1	Executive Management	Provide strong organisation leadership and governance while maintaining a high standard of ethical conduct	ongoing		Yes	EMT
1		Ensure effective delivery of servcies to yarrabah community	onging		Yes	EMT
1		Lobby key groups to improve liveability within the Shire in relation to housing and social infrastructure	On going			Yes
1	Planning	Develop Land Development Policy & Procudres	Jun-18	Council Budget 2017-18	Yes	Planning Officer
1		Oversee the development of all statutory planning	On going	Council Budget 2017-18	Yes	Planning Officer

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1	Governance	New Corporate Plan for 2017 to 2020	Dec-18		Yes	EMT
1		Implement Records Management System	Dec-18	Council Budget 2017-18	Yes	EMT
1		Ensure that council complies with all governance requirements under all Acts	ongoing	Council Budget 2017-18	Yes	Governance Manager
1		All Policies updated and current	ongoing	Council Budget 2017-18	Yes	Governance Manager
1		up to date Website including all compliance requirements	ongoing	Council Budget 2017-18	Yes	Governance Manager
1		Hold Monthly council meeting with Agenda's and Minutes prepared as required	ongoing	Council Budget 2017-18	Yes	CEO
1		I.T	Upgrade Server	Jun-18	Council Budget 2017-18	Yes
1	Replace Admin Printer		Jul-17	Council Budget 2017-18	Yes	Exec Manager Corp Services
1	Corporate Services	Provide the Community with a Banking Services	ongoing	Council Budget 2017-18	Yes	Exec Manager Corp Services
1		Provide Grants Management Services	ongoing	Council Budget 2017-18	Yes	Exec Manager Corp Services
1		Provide Creditors Payments Services	ongoing	Council Budget 2017-18	Yes	Exec Manager Corp Services
1		Provide Invoicing and Debt Collectin Services	ongoing	Council Budget 2017-18	Yes	Exec Manager Corp Services
1		Provide Purchase Services	ongoing	Council Budget 2017-18	Yes	Exec Manager Corp Services
1		Provide Payroll Services	ongoing	Council Budget 2017-18	Yes	Exec Manager Corp Services
1		Provide Monthly and Annual Financial reporting	ongoing	Council Budget 2017-18	Yes	Exec Manager Corp Services
1		Preparation of Annual Report	ongoing	Council Budget 2017-18	Yes	Exec Manager Corp Services
1		Provide minimum 2 Audit Committee Meetings	ongoing	Council Budget 2017-18	Yes	CEO

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	Jun-18	Budget 17-18	Yes	Hr Manager
	Ensure all employees have a current Position Description and Employment Contract.	Alpha sort 3 x Alpha per month	Jun-18	Budget 17-18	Yes	Hr Manager
Organasational	Review current structure and reporting processes.	New Organisational Chart	Jun-18	Budget 17-18	Yes	Hr Manager
	Staff meetings/minutes	Copies of minutes	Jun-18	Budget 17-18	Yes	Hr Manager
	Ensure Executive Managers conduct Performance Appraisals for each of their team members	All staff have a performance appraisal in the 17/18 financial year	Jun-18	Budget 17-18	Yes	Hr Manager

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Workplace Health & Safety	Safeplan roll out to organisation	Implemented	Jun-18	Budget 17-18	Yes	Hr Manager
	Committee	4 meetings per year	Jun-18	Budget 17-18	Yes	Hr Manager
New programs	Create a volunteer program	Policy, Procedure, Position Description, Forms, Induction	Jun-18	Budget 17-18	Yes	Hr Manager
	Develop structured roles for work experience placements with schools.	Policy, Procedure, Position Description, Forms, Induction	Jun-18	Budget 17-18	Yes	Hr Manager
Recruitment	Ensure Communications of Vacancies and Employment initiatives has a broad reach across the community.	All vacancies advertised: Facebook, notice boards internal and external, job network providers	Jun-18	Budget 17-18	Yes	Hr Manager
	Investigate school based trainee options.	Report findings to CEO	Jun-18	Budget 17-18	Yes	Hr Manager
	Use Job Providers	Ensure all vacancies are advertised through Job Network Providers, seek any incentives to employ	Jun-18	Budget 17-18	Yes	Hr Manager
Training	Provide training to management /Supervisory team in order to implement Safeplan	All participants have knowledge and understanding of the Safeplan system	Jun-18	Budget 17-18	Yes	Hr Manager
	Awareness training activity with all employees: Workplace Culture	All participants have knowledge of required Workplace Culture	Jun-18	Budget 17-18	Yes	Hr Manager
	Awareness training activity with all employees: Code of Conduct	All participants have knowledge of Councils Code of Conduct	Jun-18	Budget 17-18	Yes	Hr Manager
	Awareness training activity with all employees: Award Update	All participants have knowledge of Updated Award - Queensland Local Government Industry Award - 2017?	Jun-18	Budget 17-18	Yes	Hr Manager
	Develop a training plan to ensure employees have the required skills.	Training Plan	Jun-18	Budget 17-18	Yes	Hr Manager
	Audit current skills of existing staff to identify gaps.	Capture all training requirements to produce Training Plan	Jun-18	Budget 17-18	Yes	Hr Manager
Planning	Identify contingency plans for both short and long term employment requirements of Council	Report to CEO and implement strategy	Jun-18	Budget 17-18	Yes	Hr Manager
	Create and maintain HR operational plan and corresponding reporting document based on traffic light reporting	Up to date reporting	Jun-18	Budget 17-18	Yes	Hr Manager
	Create a Volunteer Action Plan	Report and recommendations to CEO	Jun-18	Budget 17-18	Yes	Hr Manager
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	Jun-18	Budget 17-18	Yes	Hr Manager
	Liaise with existing networks to seek services for employees and investigate options and opportunities	Establish working relationships to better assist Council	Jun-18	Budget 17-18	Yes	Hr Manager
	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	Jun-18	Budget 17-18	Yes	Hr Manager
	Engage with youth employment forums	Report to CEO and represent Council commitment to youth employment	Jun-18	Budget 17-18	Yes	Hr Manager