

Coraki Healthy Towns Challenge Committee (CHTCC)

Action Plan Date: 7/12/2017

Item	Action	Actor	Deadline	Outcome
Financial management	Negotiate with Coraki Rural Transaction Centre (CRTC) provide banking facilities to CHTCC	Donald Burgess	10/12/2017	Success
Event management	Negotiate with the Coraki Events Committee to provide Event Management facilities to CHTCC	Donald Burgess	10/12/2017	Success
Financial management	Create a contract with CRTC for the operation of banking facilities: To include providing invoices to CRTC with two signatures and backed by CHTCC minute authorising expenditure	Donald Burgess	8/01/2018	Completed
Financial Management	Treasure to set up account procedures	Jodie Hughson Breda Jones	8/01/2017	
Appoint of secretary	Seek nominations	All		
Communications management	Emails			Established
	Dropbox for CHTCC documents	Donald Burgess	10/12/2017	Established
	Community information vis Newspapers, including the Coraki & District News and Pink Paper	Martina Pattinson Donald Burgess	8/01/2017	
	Web Page to be created for community communications.	Donald Burgess	8/01/2017	Completed
	Establish a physical Information board (Pin Board) to be erected at Post Office pending agreement of Owners, for those without access or knowhow to Web.	?	8/01/2017	Exist at post office
Telephone Conference	January telephone conference with NSW Health Dept and Heart Foundation regarding operation of the Challenge and financial management	Martina Pattinson	24/12/2017	Completed
Launch	Proposed Weekend 10/11 Feb 2018 "Life Festival"	Jodie Hughson	8/02/2018	
	Colour run as finale Organiser required.	?		
	Recruit participants from health-related organisations	?		
	Project Management Plan	Jodie Hughson	31/01/2018	
	Star participants, Dirt girl and Costa	Rosemary Beasley		

Community Ownership/buy-in	Signs to go up at local shops, Post Office and Petrol station asking for Community Ideas under the headings of People and Environment.	Nicki Thompson	24/12/2017	Completed and continuing
Community organisations	Contact Hockey Club, Fishing Club, Touch Foot Ball	Donald/Duncan?	31/01/2018	
	Golf Club and Bowling Club	Martina Pattinson	31/01/2018	
	PCYC	Donald	31/01/2018	
Project management	Develop outline of project management and standard operating procedures	Donald Burgess	8/01/2017	Completed
Projects Managements plans	Get Healthy Local Support Resource	Kara Smith	31/01/2018	
	Get Healthy Local Support Group	Shelly Hayes	31/01/2018	
	Walking Group	Patricia Hughes	8/02/2018	
	Health Eating	Yvonne Lawrence / Eileen Stewart	8/02/2018	
	Local pool access and expanded use	Rosemary Beasley/Cheryl Marshall	8/02/2018	
	Food Sharing network and facility	Nicki Thompson	8/02/2018	
	Farmers and farm worker health through contact with local Farm organisations	Martina Pattinson	8/02/2018	
	Sponsor local participation in Cert II Fitness Course	Martina Pattinson	8/02/2018	
	Development of a Peoples Shed	Sandra Taylor	8/02/2018	
	New mother exercise group	Eileen Stewart	8/02/2018	
	Consultative group to the Coraki River Front Development (CRFD)	Donald Burgess	8/02/2018	
Consultative Group (CRFD)	Committee of Patricia Hughes, Don Burges, Jodi Hughson, Cheryl Marshall, Rosemary Beasley	Donald Burgess	31/01/2018	Established
Project	Hosting a Healthy Movie night on riverbank in Coraki .	Mook Harrington	8/2/2018	