



Break O'Day Council

## **Plan Document**

2018 / 2019 Annual Plan @ 03.07.18

Created on: Jul 03, 2018

## Goal 1

Owner: John Brown

**Community:** To strengthen our sense of community and lifestyle through opportunities for people to connect and feel valued.

---

### Strategy 1.1

Owner: John Brown

Create an informed and involved community by developing channels of communication. Source: annual plan 2017/2018.

---

#### Key Focus Area 1.1.1

Owner: Jayne Richardson

##### **Communication:**

Communication: Improve and develop communication processes that lead to the community feeling more informed and involved.

Source: annual plan 2017/2018

##### **KPI**

###### **Facebook followers**

Currently the Facebook page has 1894 followers, our target is to see this reach 2000 by the end of the FY year

###### **Facebook post engagement**

A more relevant measure is post engagement which we would like to see go up, currently we are averaging 258 post clicks per post. A target is to increase this to 300

---

### Action 1.1.1.6

In Progress

Jul 01, 2018 - Dec 14, 2018

owner: Jayne Richardson

#### Implement new website

Implement the new website and tweak SEO to ensure our page is high ranking in searches for:

- Bay of Fires
- Blue Tier
- Mountain Bike Tasmania
- St Helens
- St Marys

#### KPI

##### Jayne Richardson

Council's website when key SEO words are googled, Council's site is found in the top 5 on first page after advertised spots.

---

### Action 1.1.1.11

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Jayne Richardson

#### Positive news stories

Continue to develop media releases relating to good news in our municipality in order to contribute to the overall brand of the area and Council.

Continue to promote positive news stories for our area through Council's newsletter and Facebook page.

---

## Strategy 1.2

Owner: Chris Hughes

Contributor: Jayne Richardson

Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge. Source: annual plan 2017/2018.

---

### Key Focus Area 1.2.1

Owner: Chris Hughes

Contributor: Tim Gowans

#### Events and Activities

Events and Activities: Create a culture of volunteering and support to enable vibrant and sustainable events, activities and community groups.

---

#### Action 1.2.1.4

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

##### Work with Community Groups

Work with community groups, activities and events to encourage members of the community to become part of groups and activities by raising the awareness of the benefits of volunteering and the need for volunteers to enable events, activities and groups to continue. Result, participation in voluntary groups and activities and 20 new volunteers recruited into local community groups and events who are not currently actively involved.

---

#### Action 1.2.1.5

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

##### Liase with local organisations to facilitate community events

Liase with local organisations to facilitate community events

- Athletics Carnival
- Triathlon
- St Helens Car Show
- Fingal Valley Festival
- St Marys Car Show
- Australia Day Event

Result, number of local events and attendance levels.

---

#### Action 1.2.1.6

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

Contributor: Tim Gowans

##### Identify potential events and activities

Identify potential events and activities that could be attracted to Break O'Day with Council providing support to assist with the running of these events by external agencies eg., XPD Games and Triple J One Night Stand

---

#### Action 1.2.1.7

In Progress

Jul 01, 2018 - Sep 30, 2018

owner: Erica Lowry

##### One Night Stand

Liase with Triple J and local community groups and businesses to deliver the One Night Stand concert at St Helens

---

## Strategy 1.3

Owner: Chris Hughes

Foster and support leadership within the community to share the responsibility for securing the future we desire. Source: annual plan 2017/2018.

---

### Key Focus Area 1.3.1

Owner: Chris Hughes

#### Community and Council Collaboration

Community and Council Collaboration Work within a community engagement framework which defines the relationship between the community and Council in decision making and project delivery.

Source: annual plan 2017/2018.

---

#### Action 1.3.1.4

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

##### Programs & Infrastructure

Work with local organisations to access funding to undertake programs and build infrastructure that have been identified through the drop in sessions and actioned through the Township Plans. Ansons Bay identified a BBQ shelter, Fingal identified a heritage trail

---

#### Action 1.3.1.5

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

##### Community Engagement Framework

Work with local organisations to complete the Community Engagement Framework. Result, Leadership demonstrated by the community. Test the Community Engagement Framework with 2 identified projects.

---

#### Action 1.3.1.6

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

##### Arts & Cultural Community

Revisit the data provided within the Arts & Cultural Strategy to identify any changes to our demographics and work with the Arts & Cultural Community to identify funding options for the construction of an Arts and Cultural facility to be located in St Marys. Continue to work with the Bay of Fires Festival to ensure inclusiveness with the whole community, businesses included

---

## Strategy 1.4

**Owner:** Chris Hughes

Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community. Source: annual plan 2017/2018.

---

## Goal 2

**Owner:** John Brown

**Economy:** To foster innovation and develop vibrant and growing local economies, which offer opportunities for employment and development of businesses across a range of industry sectors.

---

## Strategy 2.1

**Owner:** John Brown

Develop and highlight opportunities which exist and can be realized in a manner that respects the natural environment and lifestyle of the BOD area

Report Linkage MMP I.01

---

### Key Focus Area 2.1.1

**Owner:** Tim Gowans

**Opportunities: Economic prospectus with opportunities; infrastructure and land availability and local resources.**

Opportunities: Prepare and maintain an economic prospectus which details opportunities; infrastructure and land availability; and local resources.

---

#### Action 2.1.1.3

In Progress

Jul 01, 2018 - Jan 31, 2019

**owner:** Tim Gowans

#### Opportunity Development

Research and examine potential opportunities to develop agriculture and horticulture within the BODC area with a particular focus on the Fingal Valley by 31/1/19. Investigations to include the potential for a large scale irrigation scheme as part of the next stage of infrastructure development. Promote to land owners, businesses and potential developers.

---

#### Action 2.1.1.4

In Progress

Jul 01, 2018 - Aug 31, 2018

**owner:** Tim Gowans

#### Break O'Day Prospectus

Finalise and promote the BOD prospectus. Review information on an ongoing basis.

---

### Action 2.1.1.5

In Progress

Jul 01, 2018 - Oct 31, 2018

owner: Tim Gowans

#### **BODC Data Baseline**

Research and examine information sources (including):

- id Consulting being prepared through NTDC
- Australian Business Register

To develop and document an understanding of the BODC economy and local business growth

---

### Action 2.1.1.6

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: Tim Gowans

#### **Georges Bay Slipway**

Research and prepare a business case analysis on the feasibility and potential use of the former slipway on Georges Bay

---

### Action 2.1.1.7

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Tim Gowans

#### **Recycling and Reuse Opportunities**

Investigate opportunities to establish recycling facilities in the Fingal Valley in collaboration with Self Help, JJ Richards and other stakeholders

---

## **Key Focus Area 2.1.2**

Owner: John Brown

#### **Tourism: Broadening, lengthening and improving the visitor experience**

Tourism: Broadening, lengthening and improving the visitor experience through development of attractions and activities; promotion and signage; and great customer service.

---

### Action 2.1.2.5

In Progress

Jul 01, 2018 - Mar 31, 2019

owner: John Brown

#### **Visitor Information Provision**

Work with East Coast Tourism to strategically review the provision of visitor information services on the East Coast with Council endorsement of the review outcomes

---

### Action 2.1.2.6

In Progress

Jul 01, 2018 - Sep 30, 2018

owner: Tim Gowans

#### St Helens Destination Action Plan

Support the implementation of the St Helens DAP through encouragement of ownership by local operators resulting in the formation of a local committee

---

### Action 2.1.2.7

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Tim Gowans

#### Fingal Valley Tourism

Support the activities of Greater Esk Tourism and implementation of the Fingal Valley Destination Action Plan

---

### Action 2.1.2.8

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: Chris Hughes

#### Fingal Historical Walk

Support the Fingal Progress Association to implement the Fingal Historical Walk project.

---

### Action 2.1.2.9

In Progress

Jul 01, 2018 - Jul 31, 2018

owner: Bob Hoogland

#### St Helens Visitor Information Centre

Assess and improve the customer experience delivered through the St Helens Visitor Information Centre. Result, confirm ongoing visitor satisfaction with at least 50 customer surveys returned with > 70% very satisfied and > 95% satisfied

#### Work plan

Assess results of customer surveys provided by Visitor Information Network

---

## Strategy 2.2

Owner: John Brown

Provision of relevant training and skills development programs to create a workforce for the future that meets the changing needs of business.

Report Linkage MMP I.01



---

## Key Focus Area 2.2.1

Owner: Tim Gowans

**Employment: Create a variety of jobs that will reduce the seasonality of the local economy and provide ample opportunities for youth to remain in the area.**

Employment: Create a variety of jobs that will reduce the seasonality of the local economy and provide ample opportunities for youth to remain in the area.

---

### Action 2.2.1.4

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Tim Gowans

#### MTB Project - Business Support

Conduct information sessions; highlight business opportunities; and work with local businesses and industry organisations to ensure that they are positioned to take advantage of the MTB trail project.

Source: annual plan 2018/2019

---

### Action 2.2.1.5

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Tim Gowans

#### Break O'Day Brand Development

Develop a positive brand for Break O'Day that reflects the values and vision of Council

Source: annual plan 2018/2019

---

### Action 2.2.1.6

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Tim Gowans

#### Business Enterprise Centre

Facilitate business growth by supporting the BEC in its focus on establishing new businesses or developing existing businesses.

Assist BEC with new business attraction and existing business growth.

Review arrangements with the BEC to ensure Council is receiving value for money

---

### Action 2.2.1.7

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Tim Gowans

#### Workforce for the Future

Support the existing Steering Group to ensure project implementation proceeds. Review and implement the recommendations of the report.

---

## Strategy 2.3

Owner: Jayne Richardson

Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses to live and work in BOD.

Report Linkage MMP I.01

---

### Key Focus Area 2.3.1

Owner: Jayne Richardson

Contributor: Tim Gowans

#### Brand Development

Undertake and identify opportunities to develop a positive brand for Break O'Day Council and the area.

---

### Action 2.3.1.1

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Jayne Richardson

#### Develop Communication Guide

Develop a Communication Guide for internal use that covers tone, language and terminology use among our three audiences.

---

### Action 2.3.1.2

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Jayne Richardson

Contributor: Simone Ewald-Rist

#### Uniform signage

Review all BODC asset signage and re-brand with new style. Ie Playgrounds.

Review visitor information and signage and develop new material.

Work with PWS and ECRT0 to re-brand the Bay of Fires with identifiable signage at all locations.

---

#### Action 2.3.1.4

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Tim Gowans

#### Economic Development Leadership

Encourage the local business community to voluntarily accept a leadership role which supports developing a positive outlook for the area

---

### Strategy 2.4

Owner: John Brown

Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focused service delivery.

Report Linkage MMP I.01

---

#### Key Focus Area 2.4.1

Owner: David Jolly

#### Integrate and simplify processes to help grow businesses

Integrate and simplify processes and services to facilitate the development and growth of businesses.

---

#### Action 2.4.1.4

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: David Jolly

#### I-Plan Project

Integrate with the State Government I-PLAN technology to enable online development query and online submission of development applications. Result, simplified Council processes and Integration with I-PLAN.

---

#### Action 2.4.1.5

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: David Jolly

Contributor: Tim Gowans

#### Development Services Delivery

Review integration of Economic Development activities with Development Services with a focus on simplification and improvement of processes and communication

---

### Goal 3

Owner: John Brown

**Environment:** To balance our use of the natural environment to ensure that it is available for future generations to enjoy as we do.

---

## Strategy 3.1

Owner: Paula Kloosterman

Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.

Report Linkage MMP L.01

---

### Key Focus Area 3.1.1

Owner: Planning Coordinator Placeholder

**Appropriate development Encourage sensible and sustainable development through sound land use planning, building and design.**

Appropriate development Encourage sensible and sustainable development through sound land use planning, building and design.

---

#### Action 3.1.1.5

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Polly Buchhorn

##### Tree Guide

Develop and review a 'Tree Guide' for the municipality to inform species selection and re-planting decisions

---

#### Action 3.1.1.6

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Polly Buchhorn

##### Weed Action Plan

Refine specific outcomes and milestones for weed management work plan.

Implement the Weed Action Plan and control priority weed threats through on ground works and public education

---

#### Action 3.1.1.7

In Progress

Jul 01, 2018 - Sep 30, 2018

owner: Polly Buchhorn

##### Dog Management Policy

Report to Council on a revised Dog Management Policy developed through an integrated approach involving relevant stakeholders; finalise and implement the outcomes

---

#### Action 3.1.1.8

In Progress

Jul 01, 2018 - Mar 31, 2019

owner: Paula Kloosterman

##### Local Provisions Schedule (LPS)

Develop Local Provisions Schedule (LPS) in accordance with State Government requirements

---

---

### Action 3.1.1.9

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: Paula Kloosterman

#### Development Services Guide

Review the Development Assessment Guidelines to enhance customer understanding of development process

---

### Action 3.1.1.10

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: Paula Kloosterman

#### Development Services web site content

Review and refine Development Services content on Council's web site

---

### Action 3.1.1.11

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Paula Kloosterman

#### Industrial land

Develop land use strategy to address immediate and longer term industrial land requirements in the St Helens area

---

## Strategy 3.2

Owner: Paula Kloosterman

Increase the community's awareness of the natural environment, the pressures it faces and actions we can take to sustain it and what it provides.

---

### Key Focus Area 3.2.1

Owner: Polly Buchhorn

#### Enjoying our environment: Provide opportunities to access and learn more about our environment and the ways it can be enjoyed in a sustainable manner.

Enjoying our environment: Provide opportunities to access and learn more about our environment and the ways it can be enjoyed in a sustainable manner.

---

### Action 3.2.1.4

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: Polly Buchhorn

Contributor: Jayne Richardson

#### Prepare Environmental Information Resources

Review and refine Natural Resource Environmental content on Council's web site

---

### Action 3.2.1.5

In Progress

Jul 01, 2018 - Mar 31, 2019

owner: Polly Buchhorn

#### Georges Bay Reference Group

Coordinate the establishment of a reference group of relevant stakeholders for the protection of the health of Georges Bay

---

## Strategy 3.3

Owner: Paula Kloosterman

Contributor: Jayne Richardson

Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.

---

### Key Focus Area 3.3.1

Owner: Polly Buchhorn

Contributor: Jayne Richardson

#### Land Management: Develop the financial and human resources to undertake projects and activities which address environmental issues such as weeds and land degradation.

Land Management: Develop the financial and human resources to undertake projects and activities which address environmental issues such as weeds and land degradation.

---

### Action 3.3.1.7

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Polly Buchhorn

#### Secure funding for Natural Resource Management projects

Secure funding and resources for projects in accordance with goals set by Strategic Plan with specific emphasis on river catchment and marine/bay health

---

### Action 3.3.1.8

In Progress

Jul 01, 2018 - Oct 31, 2018

owner: Polly Buchhorn

Contributor: Paula Kloosterman

#### NRM Strategy

Council's NRM Committee reviews the Break O'Day NRM Strategy progress and to identify future priorities. Result, sustainable land use strategies and draft Break O'Day NRM Strategy released for community comment.

---

## Key Focus Area 3.3.2

Owner: Jayne Richardson

Contributor: Polly Buchhorn

#### Develop Activities that reinforce a positive relationship between BODC, the community and the environment

Look at ways the community and Council can work together to develop and promote a positive relationship between us and our environment.

---

---

### Action 3.3.2.1

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Jayne Richardson

Contributor: Polly Buchhorn

#### Establish events

Develop and Implement events that reinforce a positive relationship between BODC, the community and the environment. For example, Coastal Clean Up, Weed removal days.

---

## Strategy 3.4

Owner: Paula Kloosterman

Recognise and alleviate the issues and risks to the environment from our use and the risk to us from a changing environment (for example flood and fire).

Report Linkage MMP I.02; M.04

---

### Key Focus Area 3.4.1

Owner: Polly Buchhorn

#### Develop and implement strategies and activities to reduce the risk of flooding, inundation and erosion within our rivers, estuaries and coastal areas.

Develop and implement strategies and activities to reduce the risk of flooding, inundation and erosion within our rivers, estuaries and coastal areas.

---

### Action 3.4.1.3

In Progress

Jul 01, 2018 - Mar 31, 2019

owner: Polly Buchhorn

#### Lower Georges River Project

Liaise and support Georges River Works Trust to secure funding, investigate and undertake works on Georges River catchment issues and threats

---

### Action 3.4.1.4

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Polly Buchhorn

#### Lower Georges River Catchment Management Plan

Develop plan, integrating land use management recognising potential river channel changes/break outs

---

### Action 3.4.1.5

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: Polly Buchhorn

#### St Marys Rivulet flood risk management

Develop a plan and prepare a report of actions for Council to review and endorse to implement recommendations of the St Marys Rivulet risk report. Pursue funding to undertake priority works.

---

## Goal 4

Owner: John Brown

**Infrastructure:** To provide quality infrastructure which enhances the live ability and viability of our communities for residents and visitors.

---

### Strategy 4.1

Owner: David Jolly

Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area.

Report Linkage MMP R.01; M.03;

#### KPI

##### Population, BODC

Estimated Resident Population - Persons - Total (no.) Data last updated: 31/03/2017, 12:00:00

##### Count of Building Approvals 2017/18

Count of Building Approvals Current Year to date

##### Count of Building Approvals 2016/17

Count of Building Approvals Last Year

##### Value of Building Approvals 2017/18

Value of Building Approvals Current Year to date

##### Value of Building Approvals 2016/17

Value of Building Approvals Last Year



---

## Key Focus Area 4.1.1

Owner: David Jolly

Contributor: Jake Ihnen

### Community Facilities: Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers

Community Facilities: Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers

---

#### Action 4.1.1.3

In Progress

Jul 01, 2018 - Jun 28, 2019

owner: Jake Ihnen

#### Old Tasmanian Hotel

Support the ongoing major upgrade of the Old Tasmanian Hotel in partnership with the Fingal Valley Neighbourhood House including stabilisation of the western wall. Result, Community facility improvements – capital works completed.

---

#### Action 4.1.1.5

Upcoming

Sep 03, 2018 - Nov 30, 2018

owner: Jake Ihnen

#### 10 Year Toilet Replacement Program

Annual review completed for 10 Year Toilet Replacement Program. Capital Works Programming Prepared and Newly Proposed Amenities Building progressed (e.g. Weldborough and The Gardens Toilet Facilities)

---

#### Action 4.1.1.6

In Progress

Jul 02, 2018 - Jun 28, 2019

owner: Jake Ihnen

#### St Marys Sports Complex Master Plan

Develop Master plan in conjunction with community consultation and assign budgets as required to carry out actions as approved by Council

---

## Strategy 4.2

Owner: David Jolly

Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle.

Report Linkage MMP M.01

---

## Key Focus Area 4.2.1

Owner: David Jolly

**Towns: Create townships that are vibrant and welcoming through improvements to infrastructure such as streetscapes, parking, safety and signage.**

Towns: Create townships that are vibrant and welcoming through improvements to infrastructure such as streetscapes, parking, safety and signage.

---

### Action 4.2.1.4

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: David Jolly

#### St Helens Streetscape Project - Next Stage

Design and cost the next stage of the St Helens Streetscape Project. Including the upgrade of the intersection of the Esplanade and Cecilia Street (at the Bayside).

---

### Action 4.2.1.6

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: David Jolly

#### Scamander Wrinklers Entrance

Finalise design and undertake construction works to enhance the northern entrance of Scamander at Wrinklers Lagoon bridge.

---

### Action 4.2.1.7

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

Contributor: David Jolly

#### Local Area (Township) Plans

Review the outcomes of Local Area Plans developed with communities to prioritise and develop projects which have been identified.

---

### Action 4.2.1.8

Upcoming

Sep 01, 2018 - Jan 31, 2019

owner: David Jolly

#### St Helens Car Parking

Develop a car parking strategy for St Helens providing a long term plan for off-street parking

---

### Action 4.2.1.9

Upcoming

Sep 01, 2018 - Jan 31, 2019

owner: David Jolly

#### St Marys Car Parking

Develop a car parking strategy for St Marys providing a long term plan for off-street parking

---

### Action 4.2.1.10

In Progress

Jul 01, 2018 - Jan 31, 2019

owner: Chris Hughes

#### Scamander Bridges Project

Liaise with the Department of State Growth and the local community to finalise the proposed Scamander Bridges project

---

### Key Focus Area 4.2.2

Owner: David Jolly

#### Telecommunications: Ensure residents and visitors can access telecommunication services such as NBN and mobile phone coverage where they are living and visiting.

Telecommunications: Ensure residents and visitors can access telecommunication services such as NBN and mobile phone coverage where they are living and visiting.

---

### Action 4.2.2.1

In Progress

Jul 02, 2018 - Jun 30, 2019

owner: David Jolly

#### Mobile Phone Coverage

Address mobile phone black spots affecting Ansons Bay through lobbying Telstra and accessing Federal Programs.  
Review State Budget priorities to pursue improvements along the Tasman Highway

---

## Strategy 4.3

Owner: David Jolly

Contributor: Jayne Richardson

Develop and maintain infrastructure assets in line with affordable long-term strategies.

Report Linkage MMP I.06

---

### Key Focus Area 4.3.1

Owner: David Jolly

#### Waste Management: Provide access to services and facilities which support a sustainable lifestyle.

Waste Management: Provide access to services and facilities which support a sustainable lifestyle.

#### KPI

##### Tonnage of Waste to Landfill

Landfill usage levels and Reduction in waste tonnage to landfill evidenced by comparison against 2016/2017 figures supplied by Southern Waste Solutions

---

### Action 4.3.1.6

Upcoming

Oct 01, 2018 - Dec 14, 2018

owner: Wayne Polden

#### St Marys Waste Transfer Station - Construct Retaining Wall

Construct a new retaining wall as per engineered design and certification.

---

### Action 4.3.1.7

Upcoming

Mar 04, 2019 - May 31, 2019

owner: Wayne Polden

#### Fingal Waste Transfer Station

Construct new retaining wall as per engineered design and certification

---

### Action 4.3.1.8

In Progress

Jul 02, 2018 - Jun 28, 2019

owner: David Jolly

Contributor: Tim Gowans

#### Identify Recyclables Recovery Opportunities

In partnership with the Northern Regional Waste Management Group and Waste Contractors analyse collected waste streams (collected kerbside waste, WTS general and inert waste streams and identify and act to implement cost effective material recovery opportunities. KPI is a reduction in \$/T of waste to landfill.

---

### Action 4.3.1.9

In Progress

Jul 02, 2018 - Jun 28, 2019

owner: David Jolly

Contributor: Tim Gowans

#### Green Waste Recycling

Pilot green waste composting utilising shredded green waste collected at the St Helens Waste Transfer Station with the intent of providing a weed free and non germinating mulch for re-use by Council Operations and for potential sale back to the community.

---

### Action 4.3.1.12

In Progress

Jul 01, 2018 - Sep 30, 2018

owner: David Jolly

#### Ansons Bay WTS

Review operation of site to identify opportunities to improve screening and appearance from Ansons Bay Road.

---

### Action 4.3.1.13

Upcoming

Oct 01, 2018 - Oct 31, 2018

owner: Jayne Richardson

#### Garage Sale Trail

Promote Garage Sale in an effort to Reduce waste to landfill

---

## Key Focus Area 4.3.2

Owner: David Jolly

### Develop a well-maintained road network that recognizes the changing demands and requirements of residents and visitors.

Develop a well-maintained road network that recognizes the changing demands and requirements of residents and visitors.

---

#### Action 4.3.2.4

In Progress

Jul 02, 2018 - Jun 28, 2019

owner: David Jolly

Contributor: Eddie Biernat and Tim Gowans

#### Develop a Strategic Road Plan

Collect and analyse traffic AADT data for the Tasman Highway, Esk Main Road and BODC road network supporting access to town and hamlet population centres in preparation for the development of a Strategic Road Plan with road user stakeholders with a five year horizon that identifies routes of Strategic Importance and Urgency for the purpose of securing future road upgrade funding.

---

#### Action 4.3.2.5

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: David Jolly

#### Road Network

Complete transfer of the responsibility of Binalong Bay Road to the State Government and the partial closure of Grimstones Road and Parkside Avenue

---

## Key Focus Area 4.3.3

Owner: Ben Pettman

### Recreational Facilities: Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure.

Recreational Facilities: Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure.

---

#### Action 4.3.3.6

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Ben Pettman

#### Bay of Fires Descent MTB Trail

Secure approvals and commence construction of the Bay of Fires Descent MTB Trail - 43 km purpose built mountain bike trail from Poimena to Swimcart Beach (Bay of Fires)

---

### Action 4.3.3.7

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Ben Pettman

#### St Helens Stacked Loop MTB Trails

Secure approvals and commence construction of the St Helens Stacked Loop MTB Trails consists of 66 km of purpose built MTB trails consisting of 10 loop trails (51km) 3 descent trails (12km) and a Town link trail (3km) all focused around a purpose built Tail Head on Flagstaff Road

---

### Action 4.3.3.8

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Ben Pettman

#### Flagstaff Road MTB Trail Head construction

Construction of a purpose built Trail Head on Flagstaff Road to provide amenities, car parking and event space to support the users of the St Helens Stacked Loops MTB trails

---

### Action 4.3.3.9

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Ben Pettman

#### Walking Trails Network

Finalise review of existing walking (hiking) trails focussed on developing a prioritised action plan for the existing trail network within Break O'Day. Liaise with stakeholders responsible for trails to ensure a coordinated and logical approach to trail upgrading and maintenance

---

### Action 4.3.3.10

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: David Jolly

Contributor: Ben Pettman

#### St Helens - Binalong Bay Link

Examine the feasibility and construction strategy to create a shared use pathway between St Helens and Binalong Bay.

---

### Action 4.3.3.12

In Progress

Jul 01, 2018 - Feb 28, 2019

owner: Chris Hughes

#### Binalong Bay Foreshore

Progress implementation of the Binalong Bay Foreshore Master Plan by:

- finalising a lease with Parks & Wildlife Service
- Developing a prioritised program of works with PWS and the community

---

### Action 4.3.3.13

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: John Brown

Contributor: David Jolly

#### Georges Bay Marine Infrastructure

Upgrade existing and provide new marine infrastructure (jetties, pontoons, boat ramps and shore facilities) around Georges Bay which meets the needs of the community and visitors in line with an agreed Strategy.

---

### Action 4.3.3.14

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: David Jolly

Contributor: Ben Pettman and John Brown

#### Georges Bay Foreshore Track

Develop a concept design to complete the missing links in the existing Georges Bay Foreshore Track, St Helens Foreshore to Jason Street; and Talbot Street to Kirwans Beach and pursue funding opportunities to assist with construction of works

---

## Goal 5

Owner: John Brown

**Services:** To have access to quality services that are responsive to the changing needs of the community and lead to improved health, education and employment outcomes.

---

## Strategy 5.1

Owner: Chris Hughes

Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.

---

### Key Focus Area 5.1.1

Owner: Chris Hughes

**Health: Retain and expand local provision of disability, preventative, chronic and acute health care services including pursuing innovative healthcare service delivery options.**

The provision of health services to be delivered at a local level addressing the community's needs

---

### Action 5.1.1.5

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: John Brown

#### Old St Helens Hospital

Work with interested local community groups and DHHS to investigate options for the future use of the old St Helens Hospital and potentially develop a proposal for community use.

---

### Action 5.1.1.6

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

#### RFDS Service Provision

Work with the Royal Flying Doctor Service through the existing arrangements to secure additional services delivered in the local area. Undertake an analysis to identify gaps that the community is currently experiencing and work with service providers who are funded to ensure that these services are being delivered within our community

---

### Action 5.1.1.7

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

#### Preventative Health

Support and partner with local organisations to provide activities and services focused on preventative healthcare outcomes. Result, Population health statistics. Effectiveness of health service delivery.

---

## Strategy 5.2

Owner: Chris Hughes

Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community.

---

### Key Focus Area 5.2.1

Owner: Chris Hughes

#### Mental Health: Improve the mental health of our community through stability in service delivery and a holistic approach to the provision of services locally.

Continue to be part of the group which are funded by PHT in relation to suicide in males aged between 40 and 64 and identify learnings that can be shared with the whole community

---

### Action 5.2.1.3

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

#### Mental Health

Support the activities of the Mental Health Action group to secure improved services to the Break O' Day area. Result, Mental health services and Effectiveness of health service delivery.



---

#### Action 5.2.1.4

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

##### **THRIVE – social determinants of health**

THRIVE – continue to address social determinants of health working in partnership with external agencies and review the data that was collected four years ago to ensure that the services that have been identified eg., mentoring our youth are still required as well as any additional services around job skills that may be identified through a review of the data. Also work in partnership with any actions that are identified within the work plan for this financial year

---

#### Key Focus Area 5.2.2

Owner: John Brown

##### **Education & Skills Training**

Improve education and Skills Training opportunities and encourage greater personal development through delivery of programs locally which meet the needs of industry and the community. Implement outcomes of the BDO Report

---

#### Key Focus Area 5.2.3

Owner: Chris Hughes

##### **Transport: Facilitate a range of transport options that support movement within and outside the Break O’Day area.**

Transport: Facilitate a range of transport options that support movement within and outside the Break O’Day area.

---

#### Action 5.2.3.3

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

##### **Improve awareness of the current community transport options and seek to identify any perceived gaps.**

Improve awareness of the current community transport options and seek to identify any perceived gaps. Result, community and public transport availability.

---

#### Strategy 5.3

Owner: Bob Hoogland

Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.

---

#### Key Focus Area 5.3.1

Owner: Jake Ihnen

Contributor: Paula Kloosterman

##### **Service Delivery: Improvement**

Service Delivery: Improvement

---

#### Action 5.3.1.4

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Paula Kloosterman

#### Online Portal

Participate in the State Government initiative to provide an online portal for the submission and tracking of development applications

---

### Goal 6

Owner: John Brown

#### CORPORATE PLANNING ACTIVITIES

---

### Strategy 6.1

Owner: John Brown

#### Corporate Planning Functions

---

### Key Focus Area 6.1.1

Owner: John Brown

#### Local Government Reform

Local Government Reform

---

### Action 6.1.1.3

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: John Brown

#### Northern Region Shared Services

Pursue joint procurement opportunities and a common IT platform involving northern region Councils

---

### Key Focus Area 6.1.2

Owner: John Brown

#### Break O'Day Culture

Break O'Day Culture

---

### Action 6.1.2.3

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: John Brown

#### Organisational Performance

Implement outcomes from the first round of workshops which includes conducting a 3rd workshop based on teams with a focus on customer service, communication and team work

---

### Key Focus Area 6.1.3

Owner: John Brown

#### Strategic Plan:

Strategic Plan:

---

### Action 6.1.3.3

Upcoming

Dec 01, 2018 - Feb 28, 2019

owner: John Brown

#### Council Strategic Priorities

Develop future strategic priorities with the newly elected Council which will shape the future focus of Council plans and activities

---

### Action 6.1.3.4

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Chris Hughes

#### Local Area Plans

Develop Local Area Plans for remaining townships using information generated through the strategic planning process and further community discussions. Result, Local Area Plans finalised for all towns

---

### Key Focus Area 6.1.4

Owner: Bob Hoogland

#### Financial Sustainability

Financial Sustainability

---

### Action 6.1.4.7

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: John Brown

Contributor: Bob Hoogland, David Jolly, Chris Hughes, and Paula Kloosterman

#### Operational Reviews

Undertake 'value for money' reviews of operational activities to identify revenue opportunities, cost savings and/or process improvements. Results, Ongoing annual savings of \$50,000 and 500 hours identified and achieved.

---

### Action 6.1.4.8

Upcoming

Sep 01, 2018 - Dec 31, 2018

owner: Bob Hoogland

#### Procurement Processes

Undertake a review of procurement processes with a focus on environmental sustainability - the use of recyclable materials within the products etc which Council procures

---

### Action 6.1.4.9

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Bob Hoogland

#### Grant Funding

Actively seek and apply for grant funding opportunities which assist Council to achieve its identified priorities. Result(s), Overall success rate of 75%, Funding received for 3 identified priorities and Grant funding of \$250,000 secured.

---

## Key Focus Area 6.1.5

Owner: Bob Hoogland

#### Financial Management:

Financial Management:

---

### Action 6.1.5.4

In Progress

Jul 01, 2018 - Sep 30, 2018

owner: Bob Hoogland

#### Financial & Legislative Compliance

Fulfil legislative and governance responsibilities and its decision making supported by sustainable policies and procedures. Facilitate the annual audit achieving an unqualified audit report.

---

### Action 6.1.5.5

In Progress

Jul 01, 2018 - Aug 31, 2018

owner: Bob Hoogland

#### Maintain financial viability and accountability in budgeting and administration.

Regularly review the LTFP to ensure that it accurately reflects the results of Council decision making. Result, meet or exceed Long Term Financial Plan forecasts for operational results.

---

### Action 6.1.5.6

In Progress

Jul 01, 2018 - Nov 30, 2018

owner: Bob Hoogland

#### Fulfil legislative and governance responsibilities and its decision making supported by sustainable policies and procedures.

Fulfil legislative and governance responsibilities and its decision making supported by sustainable policies and procedures. Undertake Internal Audit of the contractor management system

#### Work plan

Undertake contractor management audit as per Internal Audit schedule

---

### Action 6.1.5.7

In Progress

Jul 01, 2018 - Nov 30, 2018

owner: Simone Ewald-Rist

#### Fulfil legislative and governance responsibilities and its decision making supported by sustainable policies and procedures.

Fulfil legislative and governance responsibilities and its decision making supported by sustainable policies and procedures. Undertake Internal Audit of the Customer Service Charter as per the Internal Audit Schedule

---

### Action 6.1.5.8

In Progress

Jul 01, 2018 - Jun 15, 2019

owner: Simone Ewald-Rist

#### Fulfil legislative and governance responsibilities and its decision making supported by sustainable policies and procedures.

Fulfil legislative and governance responsibilities and its decision making supported by sustainable policies and procedures. Undertake Internal Audit of Risk Management System utilising a northern region Council as an independent external auditor

#### Work plan

Overdue from previous years, discussion with West Tamar Council indicates support for a reciprocal Internal Audit

---

## Key Focus Area 6.1.6

Owner: Paula Kloosterman

#### Human Resources:

Human Resources:

---

#### Action 6.1.6.4

In Progress

Jul 01, 2018 - Mar 31, 2019

owner: Paula Kloosterman

#### Workforce Plan

Develop a workforce plan specific to current and anticipated needs with regard to succession and an ageing workforce

---

#### Action 6.1.6.5

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Paula Kloosterman

#### Training Needs

Undertake training needs analysis to inform staff development program

#### Work plan

Liaise with departmental managers regarding training needs

---

#### Action 6.1.6.6

In Progress

Jul 01, 2018 - Jul 31, 2018

owner: Paula Kloosterman

Contributor: John Brown and David Jolly

#### Human Resource Review

Review existing human resources to ensure that the level necessary to achieve the adopted activities/works of Council are known for the year ahead.

---

#### Key Focus Area 6.1.7

Owner: Bob Hoogland

#### Management Systems:

Management Systems:

---

#### Action 6.1.7.2

In Progress

Jul 01, 2018 - Sep 30, 2018

owner: Angela Matthews

Contributor: Bob Hoogland

#### Envisio

Continue the implementation of the Envisio software to ensure that it is imbedded within Council operations

---

#### Key Focus Area 6.1.8

Owner: John Brown

#### Elected Members:

Elected Members:

---

### Action 6.1.8.3

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Angela Matthews

#### Facilitate participation of Councillors in Professional Development

Conduct induction program for new and existing Councillors following commencement of the newly elected Council and provide ongoing professional development opportunities to Councillors.

---

### Key Focus Area 6.1.9

Owner: John Brown

#### Council Advocacy:

Council Advocacy:

---

### Action 6.1.9.4

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: John Brown

#### Federal Election

Pursue through the Federal Election process priority projects identified by Council

---

### Action 6.1.9.5

In Progress

Jul 01, 2018 - Mar 31, 2019

owner: John Brown

#### TasWater

Participate in sector processes to ensure that the best interests of Council and the community are protected through the partial sale of TasWater to the State Government.

---

### Action 6.1.9.6

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: John Brown

#### State Election Commitments

Ensure that State Election commitments are honoured within State Government programs

---

### Key Focus Area 6.1.10

Owner: John Brown

#### Customer Service:

Customer Service:

---

### Action 6.1.10.3

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: John Brown

#### Service Improvements

Encourage ongoing improvement to the customer service approach of the organisation through identified professional development activities and improvements to internal customer service identified in the organisational development program.

---

### Key Focus Area 6.1.11

Owner: David Jolly

#### Asset Management:

Asset Management:

---

### Action 6.1.11.3

In Progress

Jul 01, 2018 - Nov 30, 2018

owner: Eddie Biernat

#### Bridge Asset Management Plan.

Review existing asset information and prepare an updated Bridge Asset Management Plan. Result, Review completed and Bridge Asset Management Plan updated.

Source: annual plan 2017/2018 [Vacant, WM]

---

### Action 6.1.11.8

In Progress

Jul 01, 2018 - Sep 30, 2018

owner: Bob Hoogland

#### Sealed Road Asset Register Review

Review Council's Sealed Road Asset register to ensure that these road assets are accounted for and depreciated correctly. Result, Review complete and confirmation of process for recording and depreciating road assets.

---

### Action 6.1.11.9

In Progress

Jul 01, 2018 - Mar 31, 2019

owner: Bob Hoogland

#### Council's Asset Registers

Introduce processes to ensure that Councils asset registers can be readily cross referenced and retrieved across the organisation. Result, processes developed and implemented.



---

### Action 6.1.11.10

In Progress

Jul 01, 2018 - Mar 31, 2019

owner: Bob Hoogland

#### Asset & Financial Information Integration

Improve the integration of Asset Management systems and processes in capital planning and implementation, ensuring that new, upgraded and renewed assets are appropriately documented and financially valued. Result, quality and timely information for the management of Council assets.

---

### Action 6.1.11.11

In Progress

Jul 01, 2018 - Jan 31, 2019

owner: Eddie Biernat

Contributor: Kristina Freshney, Wayne Polden, and David Jolly

#### Playground Equipment

Develop an Asset Management Plan for town playgrounds and equipment The deliverable is a plan endorsed by Council.

---

### Action 6.1.11.12

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: Eddie Biernat

Contributor: David Jolly

#### St Helens Airport

Develop a St Helens Airport Asset Management Plan. The deliverable is an AMP endorsed by Council.

---

## Key Focus Area 6.1.12

Owner: Stuart Barwick

#### Stormwater Management Plan:

Stormwater Management Plan:

---

### Action 6.1.12.3

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: David Jolly

Contributor: Stuart Barwick

#### Storm Water System Management Plan

Develop a Storm Water System Management Plan in support of the main objectives of the Tasmanian Urban Drainage Act to ensure safe and sustainable provision of storm water services

---

#### Action 6.1.12.4

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Stuart Barwick

##### Storm Water Modelling

Undertake hydrological modelling on identified higher risk urban storm water catchments to ensure appropriate planning and future funding allocation is sought to mitigate against high-probability events that might be provided by Council;s built storm water systems.

---

#### Key Focus Area 6.1.13

Owner: Simone Ewald-Rist

##### Work Health & Safety:

Maintain workforce standards and procedures that ensure that the occupational health and safety and welfare of employees, contractors and public is protected and enhanced

##### KPI

###### Lost time Injury (days)

An injury or illness resulting from a work-related event or from an exposure in the work environment which involves lost days away from work subsequent to the day of the injury.

###### Incident/Accident By Workers

TOTAL SUMMARY of notifications received this financial year

---

#### Action 6.1.13.1

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Simone Ewald-Rist

##### Work Health & Safety Committee

Regular meetings of the WHS Committee occur. Recommendations of the Workplace Health & Safety Committee are implemented.

List WHS implementations during FY 2018/2019:

Source: annual plan 2018/2019

---

#### Action 6.1.13.2

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Simone Ewald-Rist

##### Contractor audits and outdoor team audits

Undertake 5 contractor audits and 6 outdoor team audits. List results and any audit recommendations.

Source: annual plan 2018/2019

---

### Action 6.1.13.3

Completed

Jul 01, 2018 - Jun 30, 2019

owner: Simone Ewald-Rist

#### Annually WHS training and initiatives:

- CPR refresher
- Stress elimination
- Cancer Council awareness sessions
- Monthly warm-up sessions (March to October)

Source: annual plan 2018/2019

---

### Key Focus Area 6.1.14

Owner: Paula Kloosterman

#### Public Health:

Public Health:

---

### Action 6.1.14.2

Upcoming

May 01, 2019 - Jun 30, 2019

owner: Paula Kloosterman

#### Air Quality

Engage in a public awareness campaign about air quality in particular smoke emissions from wood heaters in the winter

---

### Action 6.1.14.3

In Progress

Jul 01, 2018 - Dec 31, 2018

owner: Paula Kloosterman

#### Break O'Day Environmental Health Plan

Refine and adopt Break O'Day Environmental Health Plan

---

### Key Focus Area 6.1.15

Owner: John Brown

#### Stakeholder Management

Stakeholder Management

---

### Action 6.1.15.1

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: John Brown

#### NTDC

Participate in NTDC activities focussed on developing the regional economy. Monitor activities to ensure value for money is achieved and BODC can benefit in the future

---

### Action 6.1.15.2

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Angela Matthews

Contributor: John Brown

#### LGAT & ALGA

Participate actively at the state and national level in local government matters including legislative reviews and policy development

---

### Key Focus Area 6.1.16

Owner: Bob Hoogland

Contributor: Jayne Richardson

#### Systems & Processes

Improvements to Council's systems and processes

---

### Action 6.1.16.2

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Jayne Richardson

#### Staff education of the new style guide

Develop and implement an education campaign around Council's new Style Guide and in particular the motifs which were selected to raise awareness of threatened species in our area.

---

### Action 6.1.16.3

In Progress

Jul 01, 2018 - Jun 30, 2019

owner: Bob Hoogland

#### System and Process Improvements

Undertake an ongoing review of Council's systems and processes with a focus on simplification, time and resource reduction

---

## Strategy 6.2

Owner: Bob Hoogland

Strategy: Policy Review Schedules

---

### Key Focus Area 6.2.1

Owner: Bob Hoogland

#### Asset Management Policy

Asset Management Policy

---

### Action 6.2.1.1

Upcoming

Mar 01, 2019 - Mar 31, 2019

owner: David Jolly

#### Review Asset Management Policy - AM01 Asset Recognition and Depreciation

Review Asset Management Policy - AM01 Asset Recognition and Depreciation

Review Period: 3 years

Adopted: 25/06/2012

Date last amendment: 21/03/2016

Renewal Due: Mar-19

Source: Policy Review Schedule

---

### Action 6.2.1.4

Upcoming

Oct 01, 2018 - Oct 31, 2018

owner: Kristina Freshney

#### Review Asset Management Policy - AM04 Cemeteries Management

Review Asset Management Policy - AM04 Cemeteries Management

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Oct-18

Source: Policy Review Schedule

---

### Action 6.2.1.5

Upcoming

Oct 01, 2018 - Oct 31, 2018

owner: Kristina Freshney

#### Review Asset Management Policy - AM05 Connection to Stormwater

Review Asset Management Policy - AM05 Connection to Stormwater

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Oct-18

Source: Policy Review Schedule

---

### Action 6.2.1.9

Upcoming

Dec 01, 2018 - Dec 31, 2018

owner: Kristina Freshney

#### Review Asset Management Policy - AM09 Private Works & Plant Hire

Review Asset Management Policy - AM09 Private Works & Plant Hire

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Dec-18 [Vacant  
Mgr Works & Infrastructure]

Source: Policy Review Schedule

---

### Action 6.2.1.17

Upcoming

Oct 02, 2018 - Oct 31, 2018

owner: Kristina Freshney

#### Review Asset Management Policy - AM17 Road Dust Suppression

Review Asset Management Policy - AM17 Road Dust Suppression

Review Period: 3 years

Adopted: 19/10/2015

Date last amendment: 21/03/2016

Renewal Due: Oct-18

Source: Policy Review Schedule

---

### Action 6.2.1.18

Upcoming

Dec 01, 2018 - Dec 31, 2018

owner: Kristina Freshney

#### Review Asset Management Policy - AM18 Nature Strip Planting

Review Asset Management Policy - AM18 Nature Strip Planting

Review Period: 3 years

Adopted: 14/12/2015

Date last amendment: 21/03/2016

Renewal Due: Dec-18

Source: Policy Review Schedule

---

## Key Focus Area 6.2.2

Owner: Bob Hoogland

### Community Building Policy

Community Building Policy

---

### Action 6.2.2.7

Upcoming

Aug 01, 2018 - Aug 31, 2018

owner: Chris Hughes

#### Review Community Building Policy - CB07 Community Facility Hire

Review Community Building Policy - CB07 Community Facility Hire

Review Period: 3 years

Adopted: 16/07/2012

Date last amendment: 21/03/2016

Renewal Due: Aug-18

Source: Policy Review Schedule

---

### Key Focus Area 6.2.3

Owner: John Brown

#### Economic Development Policy

Economic Development Policy

---

### Key Focus Area 6.2.4

Owner: David Jolly

#### Environment & Planning Policy

Environment & Planning Policy

---

### Action 6.2.4.7

Upcoming

Mar 01, 2019 - Mar 31, 2019

owner: Jake Ihnen

#### Review Environment & Planning Policy - EP08 Council Fees Remission for Properties Destroyed by Fire

Review Environment & Planning Policy - EP08 Council Fees Remission for Properties Destroyed by Fire

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: May-17

Source: Policy Review Schedule

---

### Key Focus Area 6.2.5

Owner: Bob Hoogland

#### Leadership & Governance Policy

Leadership and Governance Policy

---

### Action 6.2.5.2

Upcoming

Aug 01, 2018 - Aug 31, 2018

owner: Angela Matthews

#### **Review Leadership & Governance Policy - LG02 Training & Development for the Mayor & Councillors**

Review Leadership & Governance Policy - LG02 Training & Development for the Mayor & Councillors

Review Period: 4 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Aug-18

Source: Policy Review Schedule

---

### Action 6.2.5.4

Upcoming

Aug 01, 2018 - Aug 31, 2018

owner: John Brown

#### **Review Leadership & Governance Policy - LG04 Elected Member Seeking Involvement in Operational Employment Matters Protocol**

Review Leadership & Governance Policy - LG04 Elected Member Seeking Involvement in Operational Employment Matters Protocol

Review Period: 4 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Aug-18

Source: Policy Review Schedule

---

### Action 6.2.5.11

Upcoming

Dec 01, 2018 - Dec 31, 2018

owner: Paula Kloosterman

#### **Review Leadership & Governance Policy - LG12 Fit for Work (Alcohol and Drug)**

Review Leadership & Governance Policy - LG12 Fit for Work (Alcohol and Drug)

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Dec-18

Source: Policy Review Schedule



---

### Action 6.2.5.28

Upcoming

Sep 01, 2018 - Sep 30, 2018

owner: Paula Kloosterman

#### Review Leadership & Governance Policy - LG31 Recruitment and Selection

Review Leadership & Governance Policy - LG31 Recruitment and Selection

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Sep-18

Source: Policy Review Schedule

---

### Action 6.2.5.33

In Progress

Jul 01, 2018 - Jul 31, 2018

owner: Paula Kloosterman

#### Review Leadership & Governance Policy - LG39 Workers Rehabilitation

Review Leadership & Governance Policy - LG39 Workers Rehabilitation

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Jul-18

Source: Policy Review Schedule

---

### Action 6.2.5.34

Upcoming

Jan 01, 2019 - Jan 31, 2019

owner: Bob Hoogland

#### Review Leadership & Governance Policy - LG40 Rates and Charges

Review Leadership & Governance Policy - LG40 Rates and Charges

Review Period: 4 years

Adopted: 25/06/2012

Date last amendment: 21/03/2016

Renewal Due: Jan-19

Source: Policy Review Schedule

---

### Action 6.2.5.35

Upcoming

Feb 01, 2019 - Feb 28, 2019

owner: Bob Hoogland

#### Review Leadership & Governance Policy - LG41 Customer Service Charter

Review Leadership & Governance Policy - LG41 Customer Service Charter

Review Period: 2 years

Adopted: 19/08/2013

Date last amendment: 21/03/2016

Renewal Due: Feb-19

Source: Policy Review Schedule

---

### Action 6.2.5.42

Upcoming

Mar 01, 2019 - Mar 31, 2019

owner: Angela Matthews

#### Review Leadership & Governance Policy - LG50 Gifts and Benefits Policy

Review Leadership & Governance Policy - LG50 Gifts and Benefits Policy

Review Period: 4 years

Adopted: 16/03/2015

Date last amendment: 21/03/2016

Renewal Due: Mar-19

Source: Policy Review Schedule

---

### Key Focus Area 6.2.6

Owner: Bob Hoogland

#### By Laws

By Laws

---

### Strategy 6.3

Owner: Bob Hoogland

#### RISK MANAGEMENT FRAMEWORK

---

### Key Focus Area 6.3.1

Owner: Bob Hoogland

#### Reporting

To ensure transparency of risk management information across Break O'Day Council, a series of reports will be produced throughout the year. The table below outlines a list of reports that will be produced as an outcome of risk management activity:

---

### Action 6.3.1.1

Upcoming

Oct 01, 2018 - Oct 31, 2018

owner: Bob Hoogland

#### October Department Half Yearly Risk Register Review

October Department Half Yearly Risk Register Review

Source: RISK MANAGEMENT FRAMEWORK

---

### Action 6.3.1.3

Upcoming

Nov 01, 2018 - Nov 30, 2018

owner: Bob Hoogland

#### November Corporate Half Yearly Risk Report

November Corporate Half Yearly Risk Report

Source: RISK MANAGEMENT FRAMEWORK

---

### Action 6.3.1.7

Upcoming

Sep 01, 2018 - Sep 30, 2018

owner: Bob Hoogland

#### September, Claims Management Report:

September, Claims Management Report: report of all asset, public liability, motor vehicle and workers compensation claims including analysis and trend data

Source: RISK MANAGEMENT FRAMEWORK

---

## Strategy 6.4

Owner: Angela Matthews

Administer grant funding requests

### KPI

#### Value of Grant Funding applications submitted

Value of Grant Funding applications submitted

#### Value of Grant Funding secured

Value of Grant Funding secured

#### Success rate of funding applications (excluding withdrawn)

The success rate of funding applications (excluding withdrawn and pending)

---

## Key Focus Area 6.4.1

Owner: Angela Matthews

### 2017/18 Grant Submissions

2017/18 Grant Submissions

#### ▼ Filtered By: individual

All Employees

#### Planning Levels

Goal KPI

Strategy KPI

Key Focus Area KPI

Action KPI Work plan

#### Action Progress

Overdue In Progress Upcoming Completed

Discontinued

#### Action Start & End Dates

Jul 01, 2018 - Jun 30, 2019

#### Show Owners:

Yes

#### Show Indentation:

Yes

**This report is generated by Envisio**

Go to [envisio.com](https://envisio.com) to see more details about our software.

© Envisio Solutions Inc. All Rights Reserved.