Goal 1

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

Strategy 1.1

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

Key Focus Area 1.1.1

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

**Liaise with local organisations to facilitate community events**
Liaise 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 - Sep 30, 2018  owner: Erica Lowry  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 - Jun 30, 2019  owner: Chris Hughes

**One Night Stand**
Liaise with Triple J and local community groups and businesses to deliver the One Night Stand concert at St Helens
Strategy 1.3

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

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.


Action 1.3.1.4

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

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

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**

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<th>Start Date - End Date</th>
<th>Owner</th>
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<tbody>
<tr>
<td>In Progress</td>
<td>Jul 01, 2018 - Oct 31, 2018</td>
<td>Tim Gowans</td>
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**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**

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**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**

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</table>

**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**

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<thead>
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<tr>
<td>In Progress</td>
<td>Jul 01, 2018 - Mar 31, 2019</td>
<td>John Brown</td>
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**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
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
Fingal Valley Tourism
Support the activities of Greater Esk Tourism and implementation of the Fingal Valley Destination Action Plan

Action 2.1.2.8
Fingal Historical Walk
Support the Fingal Progress Association to implement the Fingal Historical Walk project.

Action 2.1.2.9
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
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

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

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

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

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 ECRTO 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.

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

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

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

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

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

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

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**

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**

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

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**Key Focus Area 3.4.1**

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

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**Action 3.4.1.3**

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**

Lower Georges River Catchment Management Plan

Develop plan, integrating land use management recognising potential river channel changes/break outs
Action 3.4.1.5

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

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

<table>
<thead>
<tr>
<th>Population, BODC</th>
<th>Estimated Resident Population - Persons - Total (no.) Data last updated: 31/03/2017, 12:00:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count of Building Approvals 2017/18</td>
<td>Count of Building Approvals Current Year to date</td>
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<tr>
<td>Count of Building Approvals 2016/17</td>
<td>Count of Building Approvals Last Year</td>
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<tr>
<td>Value of Building Approvals 2017/18</td>
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</tr>
</tbody>
</table>
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**

- **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**

- **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**

- **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.

**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**

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.

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**Action 4.2.2.1**

Mobile Phone Coverage
Address mobile phone black spots affecting Ansons Bay through lobbying Telstra and accessing Federal Programs.

---

**Strategy 4.3**

*Owner: David Jolly*  *Contributor: Jayne Richardson*

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

---

**Key Focus Area 4.3.1**

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

St Marys Waste Transfer Station - Construct Retaining Wall
Construct a new retaining wall as per engineered design and certification.

Action 4.3.1.7

Fingal Waste Transfer Station
Construct new retaining wall as per engineered design and certification

Action 4.3.1.8

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

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

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

Action 4.3.1.13

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.

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.

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

**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

**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

**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

**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

**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
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
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
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

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

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

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

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

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

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.

Action 5.2.3.3

Owner: Chris Hughes

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

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
Action 5.3.1.4

**Online Portal**
Participate in the State Government initiate to provide an online portal for the submission and tracking of development applications

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Goal 6

**Owner:** John Brown

CORPORATE PLANNING ACTIVITIES

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Strategy 6.1

**Owner:** John Brown

Corporate Planning Functions

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Key Focus Area 6.1.1

**Owner:** John Brown

**Local Government Reform**

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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

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Key Focus Area 6.1.2

**Owner:** John Brown

**Break O'Day Culture**
Break O'Day Culture
Action 6.1.2.3

**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.

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Key Focus Area 6.1.3

**Owner:** John Brown

**Strategic Plan:**

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Action 6.1.3.3

**Upcoming**

Jul 01, 2018 - Jun 30, 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.

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**Key Focus Area 6.1.5**

*Owner: Bob Hoogland*

**Financial Management:**

Financial Management:

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**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

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

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

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

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
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
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
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
Management Systems:

Action 6.1.7.2
Envisio
Continue the implementation of the Envisio software to ensure that it is imbeded within Council operations

Key Focus Area 6.1.8
Elected Members:
Action 6.1.8.3

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:

Action 6.1.9.4

Federal Election
Pursue through the Federal Election process priority projects identified by Council

Action 6.1.9.5

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

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:
**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.

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**Key Focus Area 6.1.11**

**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

**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

**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

**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

**Contributors:** Kristina Freshney, Wayne Polden, and David Jolly

**Contributor:** Stuart Barwick

**Contributor:** David Jolly

**Contributor:** Eddie Biernat

**Contributor:** David Jolly

Action 6.1.12.3

**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

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

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

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

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:

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

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**

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

**Upcoming**

Mar 01, 2019 - Mar 31, 2019
owner: David Jolly

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**Action 6.2.1.4**

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

**Upcoming**

Oct 01, 2018 - Oct 31, 2018
owner: Kristina Freshney

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**Action 6.2.1.5**

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

**Upcoming**

Oct 01, 2018 - Oct 31, 2018
owner: Kristina Freshney
Action 6.2.1.9

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

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

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

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

Key Focus Area 6.2.4

Owner: David Jolly

Environment & Planning Policy

Action 6.2.4.7

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
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

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

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

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

**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

**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

**By Laws**

- **Owner:** Bob Hoogland

Strategy 6.3

**RISK MANAGEMENT FRAMEWORK**

Key Focus Area 6.3.1

**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

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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

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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

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**Strategy 6.4**

**Owner**: Angela Matthews

Administer grant funding requests

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**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
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