



2019 - 2020 Annual Plan

Current Reporting Date: Jun 30, 2019

Report Created On: Jun 26, 2019

Goal 1

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

Owner: John Brown

Strategy: 4

Key Focus Area: 3

Action: 36

Strategy 1.1

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

Owner: John Brown

Key Focus Area: 1

Action: 15

Key Focus Area 1.1.1

Communication:

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

Source: annual plan 2017/2018

Owner: Jayne Richardson

Action: 15

Action 1.1.1.12

Jul 01, 2019 - Jun 30, 2020

Online Surveys -

Use surveys in community consultation regarding Council activities and show transparency and accountability of Council.

Owner: Jayne Richardson

Action 1.1.1.13

Jul 01, 2019 - Jun 30, 2020

Council Services Survey -

Publish online survey regarding Council services and perception in the community in order to establish a benchmark to gauge brand development.

Owner: Jayne Richardson

Action 1.1.1.14

Jul 01, 2019 - Jun 30, 2020

Plain English Communication -

Develop a 'Plain English' approach to Council communications in line with the new Communication Guide.

Owner: Jayne Richardson

Action 1.1.1.15

Jul 01, 2019 - Jun 30, 2020

Communication Activities -

Examine opportunities to implement new communication activities or develop existing activities to increase engagement with the community and knowledge of Council activities.

Owner: Jayne Richardson

Strategy 1.2

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

Owner: Chris Hughes

Key Focus Area: 1

Action: 12

Key Focus Area 1.2.1

Events and Activities:

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

Owner: Chris Hughes

Action: 12

Action 1.2.1.9

Jul 01, 2019 - Jun 30, 2020

Increasing Volunteers -

Work with Volunteering Tasmania to engage with our community to increase our volunteer pool.

Owner: Chris Hughes

Action 1.2.1.10

Jul 01, 2019 - Jun 30, 2020

Event Capacity Building -

Build the capacity of the community to conduct events.

Owner: Chris Hughes

Action 1.2.1.11

Jul 01, 2019 - Jun 30, 2020

Community Event Support -

Liaise with local organisations to facilitate community events which are held throughout the year with a focus on encouraging sustainability of these events.

Owner: Chris Hughes

Action 1.2.1.12

Jul 01, 2019 - Jun 30, 2020

Event Attraction -

Build connections with external event holders to encourage them to host events in our municipality resulting in one (1) new event.

Owner: Chris Hughes

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.

Owner: Chris Hughes

Key Focus Area: 1

Action: 9

Key Focus Area 1.3.1

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.

Owner: Chris Hughes

Action: 9

Action 1.3.1.6

Jul 01, 2019 - Dec 31, 2019

Community Engagement Framework -

Complete the development of a Community Engagement Framework for consideration and adoption by Council.

Owner: Jayne Richardson

Action 1.3.1.7

Jul 01, 2019 - Jun 30, 2020

Framework Integration -

Commence the implementation of the Community Engagement Framework in Council activities.

Owner: Chris Hughes

Action 1.3.1.8

Jul 01, 2019 - Jun 30, 2020

Local Township Plans -

Work with the community to ensure the identified activities in the Township Plans are addressed.

Owner: Chris Hughes

Action 1.3.1.9

Jul 01, 2019 - Dec 31, 2019

Arts & Cultural Strategy -

Review the Strategy to reflect changes in community group activity levels.

Owner: Chris Hughes

Goal 2

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.

Owner: John Brown

Strategy: 4

Key Focus Area: 5

Action: 54

Strategy 2.1

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

Owner: John Brown

Key Focus Area: 2

Action: 33

Key Focus Area 2.1.1

Opportunities:

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

Owner: Tim Gowans

Action: 16

Action 2.1.1.8

Jul 01, 2019 - Jun 30, 2020

Economic Prospectus -

Promote availability of economic prospectus and update to maintain relevance.

Owner: Tim Gowans

Action 2.1.1.9

Jul 01, 2019 - Jun 30, 2020

Irrigation Projects -

Support the investigations by Tas Irrigation of infrastructure servicing the eastern end of the Fingal Valley.

Owner: Tim Gowans

Action 2.1.1.10

Jul 01, 2019 - Dec 31, 2019

Agriculture Opportunities -

Research and examine potential opportunities to develop agriculture and horticulture within the Break O'Day Council area with particular focus on the Fingal Valley.

Owner: Tim Gowans

Action 2.1.1.11

Jul 01, 2019 - Aug 31, 2019

MTB Business Tool Kit -

Develop a 'Mini Prospectus' or Business Tool Kit to address business interest arising from the MTB Project.

Owner: Jayne Richardson

Action 2.1.1.12

Jul 01, 2019 - Jun 30, 2020

Population Strategy -

Participate in regional approach to addressing the population decline of the Break O'Day area.

Owner: John Brown

Action 2.1.1.13

Jul 01, 2019 - Sep 30, 2019

Growing the Population -

Review the Break O'Day Economic Development Strategy and develop an approach for consideration by Council and subsequent implementation.

Owner: Tim Gowans

Action 2.1.1.14

Jul 01, 2019 - Mar 31, 2020

Aged Housing -

Investigate the demand for Independent Living Units and explore the possibility of attracting a development(s) to the area.

Owner: Tim Gowans

Action 2.1.1.15

Jul 01, 2019 - Sep 30, 2019

Public Housing -

Lobby the State Government and housing providers to build new public housing to replace the houses which have been sold to private buyers.

Owner: John Brown

Action 2.1.1.16

Jul 01, 2019 - Sep 30, 2019

Housing -

Review and report to Council on how Council might encourage new housing to be made available for the private rental market.

Owner: Tim Gowans

Key Focus Area 2.1.2

Tourism:

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

Owner: John Brown

Action: 17

Action 2.1.2.10

Jul 01, 2019 - Dec 31, 2019

Visitor Information Provision -

Work with East Coast Tourism to strategically review the provision of visitor information services on the East Coast.

Owner: Jayne Richardson

Action 2.1.2.11

Jul 01, 2019 - Jun 30, 2020

Bay of Fires Master Plan -

Liaise with the State Government and other stakeholders to develop a Master Plan for the Bay of Fires area.

Owner: Chris Hughes

Action 2.1.2.12

Jul 01, 2019 - Jun 30, 2020

Visitor Information Sites -

Review Tourism signage at 'mushrooms' and design new information with updated images where required.

Owner: Jayne Richardson

Action 2.1.2.13

Jul 01, 2019 - Jun 30, 2020

Fingal Valley Tourism -

Support Fingal Valley community groups to undertake tourism activities and projects.

Owner: Chris Hughes

Action 2.1.2.14

Jul 01, 2019 - Jun 30, 2020

St Helens Destination Action Plan (DAP) -

Support the business community to finalise and implement a Destination Action Plan (DAP) for St Helens.

Owner: Jayne Richardson

Action 2.1.2.15

Jul 01, 2019 - Dec 31, 2019

Break O'Day Visitor APP -

Examine the validity and develop business case for funding of an APP.

Owner: Jayne Richardson

Action 2.1.2.16

Jul 01, 2019 - Sep 30, 2019

Tourism Reliance -

Develop a greater community understanding of the importance of Tourism to the local economy.

Owner: Jayne Richardson

Action 2.1.2.17

Jul 01, 2019 - Jun 30, 2020

T21 Review -

Participate in the Review of the T21 Strategy being undertaken by the State Government.

Owner: John Brown

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

Owner: John Brown

Key Focus Area: 1

Action: 11

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.

Owner: Tim Gowans

Action: 11

Action 2.2.1.8

Jul 01, 2019 - Jun 30, 2020

Economic Development Assistance -

Provide direct support for new and existing businesses wishing to establish or expand activities.

Owner: Tim Gowans

Action 2.2.1.9

Jul 01, 2019 - Jun 30, 2020

Business Enterprise Centre (BEC) -

Support the activities of the BEC with a focus on business start ups and expansion of existing businesses.

Owner: Tim Gowans

Action 2.2.1.10

Jul 01, 2019 - Jun 30, 2020

Business Opportunities -

Research and examine business opportunities that could create jobs in Break O'Day.

Owner: Tim Gowans

Action 2.2.1.11

Jul 01, 2019 - Jun 30, 2020

Business Community Leadership -

Support the development of strong leadership in the community to facilitate overall development and growth.

Owner: Tim Gowans

Strategy 2.4

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

Owner: John Brown

Key Focus Area: 1

Action: 6

Key Focus Area 2.4.1

Support:

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

Owner: David Jolly

Action: 6

Action 2.4.1.6

Jul 01, 2019 - Jun 30, 2020

I-Plan -

Participate 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.

Owner: David Jolly

Goal 3

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

Owner: John Brown

Strategy: 4

Key Focus Area: 5

Action: 47

Strategy 3.1

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

Report Linkage MMP L.01

Owner: David Jolly

Key Focus Area: 1

Action: 15

Key Focus Area 3.1.1

Appropriate Development:

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

Owner: Geraldine O'Connor

Action: 15

Action 3.1.1.12

Jul 01, 2019 - Sep 30, 2019

Local Provisions Schedule (LPS) -

Complete and submit LPS to the Tasmanian Planning Commission.

Owner: Geraldine O'Connor

Action 3.1.1.13

Jul 01, 2019 - Dec 31, 2019

Tree Guide -

Develop a guide for the municipality to inform street tree establishment and management.

Owner: Polly Buchhorn

Action 3.1.1.14

Jul 01, 2019 - Sep 30, 2019

Communication -

Increase communication with local real estate agents to build understanding of the critical changes in land use planning.

Owner: Geraldine O'Connor

Action 3.1.1.15

Jul 01, 2019 - Dec 31, 2019

Industrial Land -

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

Owner: Geraldine O'Connor

Strategy 3.2

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.

Owner: David Jolly

Key Focus Area: 1

Action: 9

Key Focus Area 3.2.1

Enjoying our Environment:

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

Owner: Polly Buchhorn

Action: 9

Action 3.2.1.7

Jul 01, 2019 - Jun 30, 2020

Community Activation -

Produce and provide information, publications and resources on natural resource management and support activities that foster a positive relationship with the environment.

Owner: Polly Buchhorn

Action 3.2.1.8

Jul 01, 2019 - Jun 30, 2020

Recognition Program -

Recognise significant contributions to the environment and natural resource management with targeted awards, grant programs or events.

Owner: Polly Buchhorn

Action 3.2.1.9

Jul 01, 2019 - Jun 30, 2020

Waste Reduction -

Undertake community education and activities focused on waste reduction and minimisation.

Owner: Jayne Richardson

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.

Owner: David Jolly

Key Focus Area: 2

Action: 14

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.

Owner: Polly Buchhorn

Action: 13

Action 3.3.1.9

Jul 01, 2019 - Jun 30, 2020

Land Management Activities -

Secure financial and human resources for projects to rehabilitate degraded land and sustain soil productivity.

Owner: Polly Buchhorn

Action 3.3.1.10

Jul 01, 2019 - Jun 30, 2020

Activity and Condition Review -

Investigate soil and water management performance by works and land development projects to identify planning and management improvements.

Owner: Polly Buchhorn

Action 3.3.1.11

Jul 01, 2019 - Dec 31, 2019

Weed Plan -

Update Weed Plan with community consultation.

Owner: Polly Buchhorn

Action 3.3.1.12

Jul 01, 2019 - Jun 30, 2020

Best Practice Activities -

Facilitate weed, pest and disease hygiene protocols and best practice in Council operations and promote benefits in industry.

Owner: Polly Buchhorn

Action 3.3.1.13

Jul 01, 2019 - Jun 30, 2020

Dog Management Policy -

Implement revised Dog Management Policy - signage, education, compliance and new dog exercise facilities.

Owner: Polly Buchhorn

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

Owner: David Jolly

Key Focus Area: 1

Action: 9

Key Focus Area 3.4.1

Water:

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

Owner: Polly Buchhorn

Action: 9

Action 3.4.1.6

Jul 01, 2019 - Dec 31, 2019

George River Catchment -

Review issues and their management status in the George River catchment and bay system to identify catchment and water quality priorities.

Owner: Polly Buchhorn

Action 3.4.1.7

Jul 01, 2019 - Jun 30, 2020

Boat Sewage -

Address dumping of boat sewage in Georges Bay by working with the boating community and authorities on use of the wharf sewage pump-out station.

Owner: Polly Buchhorn

Action 3.4.1.8

Jul 01, 2019 - Jun 30, 2020

St Marys Flood Mitigation -

Support implementation of Plan priorities - flood mitigation work, warning system and other strategies.

Owner: Polly Buchhorn

Action 3.4.1.9

Jul 01, 2019 - Jun 30, 2020

Lower George Riverworks Trust -

Support and work with the Trust to implement and secure funding for a works action plan for managing flooding issues.

Owner: Polly Buchhorn

Goal 4

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

Owner: John Brown

Strategy: 3

Key Focus Area: 6

Action: 75

Strategy 4.1

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;

Owner: David Jolly

Key Focus Area: 1

Action: 8

Key Focus Area 4.1.1

Community Facilities:

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

Owner: David Jolly

Action: 8

Action 4.1.1.8

Jul 01, 2019 - Jun 30, 2020

Old Tasmanian Hotel -

Commence external and internal upgrades to Old Tasmanian Hotel in accordance with grant funding.

Owner: Jake Ihnen

Strategy 4.2

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

Report Linkage MMP M.01

Owner: David Jolly

Key Focus Area: 2

Action: 15

Key Focus Area 4.2.1

Towns:

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

Owner: David Jolly

Action: 13

Action 4.2.1.13

Jul 01, 2019 - Jun 30, 2020

Car Parking Strategy -

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

Owner: David Jolly

Key Focus Area 4.2.2

Telecommunications:

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

Owner: David Jolly

Action: 2

Action 4.2.2.2

Jul 01, 2019 - Jun 30, 2020

Mobile Black Spot -

Monitor the roll-out of the Australian Government Mobile Black Spot Program and submit applications to service providers for areas across the municipality that require improved mobile phone coverage.

Owner: David Jolly

Strategy 4.3

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

Report Linkage MMP I.06

Owner: David Jolly

Key Focus Area: 3

Action: 52

Key Focus Area 4.3.1

Waste Management:

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

Owner: David Jolly

Action: 18

Action 4.3.1.15

Jul 01, 2019 - Jun 30, 2020

Green Waste Recycling -

Produce weed-free green mulch for sale on a full cost recovery basis at the St Helens Waste Transfer Station.

Owner: David Jolly

Action 4.3.1.16

Jul 01, 2019 - Jun 30, 2020

Inert Landfill Resource Recovery -

Invoke operational changes at the St Helens Waste Transfer Station to enable the separation and recovery of materials for re-use.

Owner: David Jolly

Action 4.3.1.17

Jul 01, 2019 - Jun 30, 2020

Glass Re-use -

Investigate and verify by Cost Benefit Analysis re-use opportunities for glass collected at Municipal Waste Transfer Stations.

Owner: David Jolly

Action 4.3.1.18

Jul 01, 2019 - Jun 30, 2020

Single Use Plastics -

Develop a Municipal policy position on Single Use Plastics.

Owner: David Jolly

Key Focus Area 4.3.2

Roads and Streets:

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

Owner: David Jolly

Action: 12

Action 4.3.2.9

Jul 01, 2019 - Jun 30, 2020

State Network -

Pursue upgrades to State Government road infrastructure assets (Esk Main Road and Tasman Highway) to improve safety and reliability - result, network quality.

Owner: David Jolly

Action 4.3.2.10

Jul 01, 2019 - Jun 30, 2020

Municipal Road Network -

Complete transfer of the responsibility of Binalong Bay Road to the State Government.

Owner: David Jolly

Action 4.3.2.11

Jul 01, 2019 - Jun 30, 2020

Strategic Road Plan -

Update Council's Plan to identify routes of Strategic Importance and Urgency for the purpose of securing future road upgrade funding.

Owner: David Jolly

Action 4.3.2.12

Jul 01, 2019 - Jun 30, 2020

Scamander Wrinklers Entrance -

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

Owner: David Jolly

Key Focus Area 4.3.3

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.

Owner: Ben Pettman

Action: 22

Action 4.3.3.15

Jul 01, 2019 - Dec 31, 2019

Short Walks -

Develop walking trail inventory for short walks.

Owner: Ben Pettman

Action 4.3.3.16

Jul 01, 2019 - Jun 30, 2020

Walking Trails Network -

Liaise with stakeholders responsible for trails to ensure a coordinated and logical approach to trail upgrading and maintenance for priority trails.

Owner: Ben Pettman

Action 4.3.3.17

Jul 01, 2019 - Jun 30, 2020

Georges Bay Foreshore Trail -

Secure approvals and commence construction.

Owner: Chris Hughes

Action 4.3.3.18

Jul 01, 2019 - Jun 30, 2020

St Helens to Binalong Bay Link -

Develop the project to a shovel ready stage and pursue funding.

Owner: David Jolly

Action 4.3.3.19

Jul 01, 2019 - Jun 30, 2020

St Helens MTB Network -

Complete construction of Network including support infrastructure.

Owner: Ben Pettman

Action 4.3.3.20

Jul 01, 2019 - Jun 30, 2020

Bay of Fires Trail -

Complete construction of Poimena to Swimcart trail including support infrastructure.

Owner: Ben Pettman

Action 4.3.3.21

Jul 01, 2019 - Jun 30, 2020

Rail Trail -

Develop a Master Plan for a rail trail between St Marys and Fingal.

Owner: Chris Hughes

Action 4.3.3.22

Jul 01, 2019 - Jun 30, 2020

Walking / Bike Trail -

Develop a Feasibility Study for a walking/bike trail between Mt Nicholas and Elephant Pass subject to receipt of external funding.

Owner: Chris Hughes

Goal 5

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.

Owner: John Brown

Strategy: 3

Key Focus Area: 6

Action: 32

Strategy 5.1

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

Owner: Chris Hughes

Key Focus Area: 2

Action: 13

Key Focus Area 5.1.1

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

Owner: Chris Hughes

Action: 11

Action 5.1.1.8

Jul 01, 2019 - Jun 30, 2020

Local Services -

Work with external health services to expand the delivery of services to our community and seek additional funding by supporting the Royal Flying Doctors Service to ensure services are delivered throughout our municipality.

Owner: Chris Hughes

Action 5.1.1.9

Jul 01, 2019 - Jun 30, 2020

Old St Helens Hospital -

Participate in the engagement process to determine the future use of the site.

Owner: Chris Hughes

Action 5.1.1.10

Jul 01, 2019 - Jun 30, 2020

Local Service Delivery -

Work with Government agencies in relation to provision of health services to be delivered at a local level.

Owner: Chris Hughes

Action 5.1.1.11

Jul 01, 2019 - Jun 30, 2020

Doctors -

Work with service providers, stakeholders and the State Government to ensure that adequate permanent doctors operate in Break O'Day.

Owner: Chris Hughes

Key Focus Area 5.1.2

Youth

Owner: Chris Hughes

Action: 2

Action 5.1.2.1

Jul 01, 2019 - Jun 30, 2020

Local Government -

Work in conjunction with St Helens District High School and St Marys District High School students to develop projects / events - educating young people in Local Government procedures.

Owner: Chris Hughes

Action 5.1.2.2

Jul 01, 2019 - Jun 30, 2020

Work Experience -

Investigate with local businesses as to engaging with young people in work experience programs.

Owner: Chris Hughes

Strategy 5.2

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

Owner: Chris Hughes

Key Focus Area: 3

Action: 15

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

Owner: Chris Hughes

Action: 7

Action 5.2.1.5

Jul 01, 2019 - Jun 30, 2020

Mental Health Working Group -

Support the Mental Health Services Working Group to map changes if any and seek additional funding through partnerships with external services.

Owner: Chris Hughes

Action 5.2.1.6

Jul 01, 2019 - Jun 30, 2020

THRIVE -

Maintain working relationship with THRIVE and participate in their activities.

Owner: Chris Hughes

Action 5.2.1.7

Jul 01, 2019 - Jun 30, 2020

Suicide Prevention -

Maintain involvement in the Suicide Prevention Trial.

Owner: Chris Hughes

Key Focus Area 5.2.2

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

Owner: John Brown

Action: 2

Action 5.2.2.2

Jul 01, 2019 - Jun 30, 2020

Jobs Action Package -

Support the implementation of the outcomes of the TasCOSS and TCCI led process addressing employment barriers in the Break O'Day area.

Owner: John Brown

Key Focus Area 5.2.3

Transport:

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

Owner: Chris Hughes

Action: 6

Action 5.2.3.4

Jul 01, 2019 - Jun 30, 2020

Local Transport Network -

Promote the transport services that are currently available through the development of a community page.

Owner: Erica Lowry

Action 5.2.3.5

Jul 01, 2019 - Jun 30, 2020

Transport Gap Analysis -

Work with local community organisations who offer transport to identify where the needs are for additional transport options and work with the current providers on servicing the identified gaps.

Owner: Erica Lowry

Action 5.2.3.6

Jul 01, 2019 - Jun 30, 2020

Learner Driver Mentor Program -

Recruit and train additional mentors to support the program.

Owner: Erica Lowry

Goal 6

CORPORATE PLANNING ACTIVITIES

Owner: John Brown

Strategy: 5

Key Focus Area: 25

Action: 192

Strategy 6.1

Corporate Planning Functions

Owner: John Brown

Key Focus Area: 16

Action: 99

Key Focus Area 6.1.1

Local Government Reform

Owner: John Brown

Action: 4

Action 6.1.1.4

Jul 01, 2019 - Jun 30, 2020

Northern Region Shared Services -

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

Owner: John Brown

Key Focus Area 6.1.2

Break O'Day Culture

Owner: John Brown

Action: 4

Action 6.1.2.4

Jul 01, 2019 - Jun 30, 2020

Organisational Development -

Continue focus on service delivery based on agreed values and team based activities.

Owner: John Brown

Key Focus Area 6.1.4

Financial Sustainability

Owner: Bob Hoogland

Action: 13

Action 6.1.4.10

Jul 01, 2019 - Jun 30, 2020

Value for Money Reviews -

Undertake 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.

Owner: Bob Hoogland

Action 6.1.4.11

Jul 01, 2019 - Jun 30, 2020

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.

Owner: Bob Hoogland

Action 6.1.4.12

Jul 01, 2019 - Jun 30, 2020

Grant Funding Opportunities -

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 three (3) identified priorities and grant funding of \$250,000 secured.

Owner: Angela Matthews

Action 6.1.4.13

Jul 01, 2019 - Jun 30, 2020

Operational Efficiencies -

Examine opportunities for operational cost reductions resulting in reduced waste management cost based on \$/t to landfill.

Owner: David Jolly

Key Focus Area 6.1.5

Financial Management:

Owner: Bob Hoogland

Action: 10

Action 6.1.5.8

Jul 01, 2019 - Jun 30, 2020

Audit Panel -

Audit Panel meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel.

Owner: Bob Hoogland

Action 6.1.5.9

Jul 01, 2019 - Jun 30, 2020

Financial Viability and Accountability -

Maintain financial viability and accountability in budgeting and administration. Regularly review the Long Term Financial Plan (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.

Owner: Bob Hoogland

Action 6.1.5.10

Jul 01, 2019 - Jun 30, 2020

Internal Audits -

Implement 2019 / 2020 Internal Audits according to the adopted schedule.

Owner: Bob Hoogland

Key Focus Area 6.1.6

Human Resources:

Owner: Paula Kloosterman

Action: 7

Action 6.1.6.7

Jul 01, 2019 - Jun 30, 2020

Workforce Plan -

Develop a workforce plan to prepare for and manage succession requirements and ageing workforce.

Owner: Paula Kloosterman

Key Focus Area 6.1.7

Management Systems:

Owner: Bob Hoogland

Action: 5

Action 6.1.7.3

Jul 01, 2019 - Jun 30, 2020

GIS -

Review GIS services to identify an effective and cost effective approach is being used.

Owner: Bob Hoogland

Action 6.1.7.4

Jul 01, 2019 - Jun 30, 2020

Envisio -

Continue to monitor and refine.

Owner: Angela Matthews

Action 6.1.7.5

Jul 01, 2019 - Jun 30, 2020

Envisio Community Dashboard -

Examine opportunity to create a community dashboard for inclusion on Council's website.

Owner: Angela Matthews

Key Focus Area 6.1.8

Elected Members:

Owner: John Brown

Action: 4

Action 6.1.8.4

Jul 01, 2019 - Jun 30, 2020

Councillors Professional Development -

Facilitate participation of Councillors Professional Development.

Owner: Angela Matthews

Key Focus Area 6.1.9

Council Advocacy:

Owner: John Brown

Action: 8

Action 6.1.9.7

Jul 01, 2019 - Jun 30, 2020

Priority Projects -

Pursue identified priority projects through State and Federal Budget consultation processes.

Owner: John Brown

Action 6.1.9.8

Jul 01, 2019 - Jun 30, 2020

Potential Projects -

Take a proactive approach with Government agencies by ensuring potential projects are adequately researched and outlined for Minister's consideration.

Owner: John Brown

Key Focus Area 6.1.10

Customer Service:

Owner: John Brown

Action: 4

Action 6.1.10.4

Jul 01, 2019 - Jun 30, 2020

Service Improvements -

Encourage ongoing improvement of the customer service approach of the organisation through identified professional development activities.

Owner: Bob Hoogland

Key Focus Area 6.1.11

Asset Management:

Owner: David Jolly

Action: 14

Action 6.1.11.14

Jul 01, 2019 - Jun 30, 2020

Building Asset Database -

Update building asset database to enable accurate financial reporting.

Owner: Jake Ihnen

Key Focus Area 6.1.12

Stormwater Management Plan:

Owner: Stuart Barwick

Action: 5

Action 6.1.12.5

Jul 01, 2019 - Dec 31, 2019

Stormwater Priorities Plan -

Development and endorsement of the Municipal Stormwater Priorities Plan.

Owner: David Jolly

Key Focus Area 6.1.13

Work Health & Safety

Owner: Simone Ewald-Rist

Action: 5

Action 6.1.13.4

Jul 01, 2019 - Jun 30, 2020

Incident Prevention -

Take action to reduce the likelihood of incidents of injury and illness in the workplace, including:

- Review of reported incidents;
- Audits of staff and contractors;
- Inductions of staff and contractors;
- Facilitate WH&S Committee Meetings;
- Appropriate identified training.

Owner: Simone Ewald-Rist

Action 6.1.13.5

Jul 01, 2019 - Jun 30, 2020

Wellbeing Program -

Undertake actions to improve the wellbeing of workers including appropriate training and awareness sessions.

Owner: Simone Ewald-Rist

Key Focus Area 6.1.14

Public Health:

Owner: Paula Kloosterman

Action: 5

Action 6.1.14.4

Jul 01, 2019 - Jun 30, 2020

On Street Dining -

Review Council's policy in relation to on-street dining to encourage a vibrant and inviting streetscape for residents and visitors alike.

Owner: Paula Kloosterman

Action 6.1.14.5

Jul 01, 2019 - Jun 30, 2020

Temporary Food Premises -

In consultation with stakeholders develop a mobile and temporary food business policy and operator guide, to facilitate the service of food outside the traditional fixed premises model.

Owner: Paula Kloosterman

Key Focus Area 6.1.15

Stakeholder Management

Owner: John Brown

Action: 4

Action 6.1.15.3

Jul 01, 2019 - Jun 30, 2020

Northern Tasmanian Development Corporation (NTDC) -

Participate in NTDC activities focused on developing the regional economy.

Owner: John Brown

Action 6.1.15.4

Jul 01, 2019 - Jun 30, 2020

Local Government Association of Tasmania (LGAT) and Australian Local Government Association (ALGA)

Participate actively at the State and National level in Local Government matters including legislative reviews and policy development.

Owner: John Brown

Key Focus Area 6.1.16

Improvements to Council's systems and processes

Owner: Bob Hoogland

Action: 4

Action 6.1.16.4

Jul 01, 2019 - Jun 30, 2020

System and Process Improvements -

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

Owner: Bob Hoogland

Strategy 6.2

Strategy: Policy Review Schedules

Owner: Bob Hoogland

Key Focus Area: 6

Action: 70

Key Focus Area 6.2.1

Asset Management Policy

Owner: Bob Hoogland

Action: 12

Action 6.2.1.7

Aug 01, 2020 - Aug 31, 2020

Review Asset Management Policy - AM 12 Vehicle

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Aug-20

Source: Policy Review Schedule

Owner: Angela Matthews

Action 6.2.1.8

Nov 01, 2019 - Nov 30, 2019

Review Asset Management Policy - AM15 Asset Disposal

Review Period: 3 Years

Adopted: 21/08/2014

Date last amendment: 21/03/2016

Renewal Due: Nov-19

Source: Policy Review Schedule

Owner: David Jolly

Action 6.2.1.12

Aug 01, 2019 - Aug 31, 2019

Review Asset Management Policy - AM19 Asset Management

Review Period: 3 years

Adopted: 15/08/2016

Date last amendment: 21/03/2016

Renewal Due: Aug-19

Source: Policy Review Schedule

Owner: David Jolly

Key Focus Area 6.2.2

Community Building Policy

Owner: Bob Hoogland

Action: 3

Action 6.2.2.2

Apr 01, 2020 - Apr 30, 2020

Review Community Building Policy - CB04 Youth Policy and Strategy

Review Community Building Policy - CB04 Youth Policy and Strategy

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Apr-20

Source: Policy Review Schedule

Owner: Chris Hughes

Key Focus Area 6.2.4

Environment & Planning Policy

Owner: David Jolly

Action: 9

Action 6.2.4.2

Dec 01, 2019 - Dec 31, 2019

Review Environment & Planning Policy - EP03 Conservation

Covenant Support

Review Period: 3 years

Adopted: 25/06/2012

Date last amendment: 21/03/2016

Renewal Due: Dec-19

Source: Policy Review Schedule

Owner: Paula Kloosterman

Action 6.2.4.8

Sep 01, 2020 - Sep 30, 2020

Review Environment & Planning Policy - EP09 Public Health

Warnings (Sewage Spills)

Review Period: 3 years

Adopted: 21/10/2013

Date last amendment: 21/03/2016

Renewal Due: Sep-20

[Phil Bingley]

Source: Policy Review Schedule

Owner: Paula Kloosterman

Key Focus Area 6.2.5

Leadership & Governance Policy

Owner: Bob Hoogland

Action: 44

Action 6.2.5.25

Jul 01, 2021 - Jul 31, 2021

Review Leadership & Governance Policy - LG28 Work Health and Safety

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: May-18

Source: Policy Review Schedule

Owner: Paula Kloosterman

Action 6.2.5.8

Apr 01, 2020 - Apr 30, 2020

Review Leadership & Governance Policy - LG08 Employees - Voluntary Emergency Services

Review Leadership & Governance Policy - LG08 Employees - Voluntary Emergency Services

Review Period: 3 years

Adopted: 25/06/2012

Date last amendment: 21/03/2016

Renewal Due: Apr-18

Source: Policy Review Schedule

Owner: Paula Kloosterman

Action 6.2.5.1

Aug 01, 2019 - Aug 31, 2019

Review Leadership & Governance Policy - LG01 Elected Member Allowances & Support

Review Period: 4 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Aug-19

Source: Policy Review Schedule

Owner: Angela Matthews

Action 6.2.5.3

May 01, 2020 - May 31, 2020

Review Leadership & Governance Policy - LG03 Councillors Code of Conduct

Review Period: 4 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: May-20

Source: Policy Review Schedule

Owner: Angela Matthews

Action 6.2.5.7

Nov 01, 2019 - Nov 30, 2019

Review Leadership & Governance Policy - LG07 Procurement Policy (Code for Tenders and Contracts)

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Nov-19

Source: Policy Review Schedule

Owner: Bob Hoogland

Action 6.2.5.10

Feb 01, 2020 - Feb 29, 2020

Review Leadership & Governance Policy - LG11 Rating Exemptions and Remissions

Review Leadership & Governance Policy - LG11 Rating Exemptions and Remissions

Review Period: Yearly

Adopted: 19/03/2013

Date last amendment: 21/03/2016

Renewal Due: Feb-20

Source: Policy Review Schedule

Owner: Bob Hoogland

Action 6.2.5.15

May 01, 2020 - May 31, 2020

Review Leadership & Governance Policy - LG16 Corporate Credit Card

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: May-20

Source: Policy Review Schedule

Owner: Bob Hoogland

Action 6.2.5.17

Feb 01, 2020 - Feb 29, 2020

Review Leadership & Governance Policy - LG18 Debt Collection

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Feb-20

Source: Policy Review Schedule

Owner: Bob Hoogland

Action 6.2.5.19

Feb 01, 2020 - Feb 29, 2020

Review Leadership & Governance Policy - LG20 Distribution of Unclaimed Funds

Review Period: 3 Years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Feb-20

Source: Policy Review Schedule

Owner: Bob Hoogland

Action 6.2.5.24

Feb 01, 2020 - Feb 29, 2020

Review Leadership & Governance Policy - LG27 Information Management

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Feb-20

Source: Policy Review Schedule

Owner: Bob Hoogland

Action 6.2.5.26

Feb 01, 2020 - Feb 29, 2020

Review Leadership & Governance Policy - LG29 Privacy

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Feb-20

Source: Policy Review Schedule

Owner: Bob Hoogland

Action 6.2.5.27

Aug 01, 2020 - Aug 31, 2020

Review Leadership & Governance Policy - LG30 Public Interest Disclosure

Review Period: 3 years

Adopted: 19/03/2012

Date last amendment: 21/03/2016

Renewal Due: Aug-20

Source: Policy Review Schedule

Owner: Bob Hoogland

Action 6.2.5.38

Oct 01, 2020 - Oct 31, 2020

Review Leadership & Governance Policy - LG46 Fraud Management & Control

Review Period: 3 years

Adopted: 15/09/2014

Date last amendment: 21/03/2016

Renewal Due: Oct-20

Source: Policy Review Schedule

Owner: John Brown

Action 6.2.5.43

Apr 01, 2020 - Apr 30, 2020

Review Leadership & Governance Policy - LG51 Related Party Disclosures

Review Period: 3 years

Adopted: 19/04/2017

Date last amendment: 21/03/2016

Renewal Due: Apr-20

Source: Policy Review Schedule

Owner: Bob Hoogland

Action 6.2.5.44

Jul 01, 2020 - Jul 31, 2020

Review Leadership & Governance Policy - LG52 Council Support for Destroyed Dwellings

Review Period: 3 years

Adopted: 17/07/2017

Date last amendment: 21/03/2016

Renewal Due: Jul-20

Source: Policy Review Schedule

Owner: Bob Hoogland

Key Focus Area 6.2.6

By Laws

Owner: Bob Hoogland

Action: 2

Action 6.2.6.1

Mar 01, 2023 - Mar 31, 2023

Review By Laws - - By Law No 1 of 2012 - Caravans, Review Period:
10 years

Adopted: 24/04/2013

Date last amendment: 21/03/2016,

Renewal Due: Mar-23

[Phil Bingley]

Source: Policy Review Schedule

Owner: Paula Kloosterman

Action 6.2.6.2

Mar 01, 2026 - Mar 31, 2026

Review By Laws - - By Law No 2 of 2015 - Reserves, Parks and
Gardens

Review Period: 10 years

Adopted: 21/03/2016

Date last amendment: 21/03/2016

Renewal Due: Mar-26

Source: Policy Review Schedule

Owner: Angela Matthews

Strategy 6.3

Risk Management Framework

Owner: Bob Hoogland

Key Focus Area: 1

Action: 9

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:

Owner: Bob Hoogland

Action: 9

Action 6.3.1.8

Jul 01, 2019 - Jun 30, 2020

Risk Updates and Activities -

Risk updates and activities are regularly reported to management, Council and Audit Panel.

Owner: Simone Ewald-Rist

Action 6.3.1.9

Jul 01, 2019 - Jun 30, 2020

Risk Register -

Risks in the risk register are reviewed - twice a year for high risks, annually for all others.

Owner: Simone Ewald-Rist

Strategy 6.5

Annual Capital Works and Projects Program

Owner: Bob Hoogland

Key Focus Area: 1

Action: 6

Key Focus Area 6.5.1

Capital Works and Projects Program

Owner: Bob Hoogland

Action: 6

Action 6.5.1.1

Jul 01, 2019 - Jun 30, 2020

Township Plans -

Delivery of funded Township Plan infrastructure projects.

Owner: David Jolly

Action 6.5.1.2

Jul 01, 2019 - Dec 31, 2019

Drought Communities Programme -

Delivery of Drought Communities Programme infrastructure projects.

Owner: David Jolly

Action 6.5.1.3

Jul 01, 2019 - Jun 30, 2020

St Marys Flood Mitigation -

Delivery of St Marys Flood Mitigation infrastructure projects.

Owner: David Jolly

Action 6.5.1.4

Jul 01, 2019 - Jun 30, 2020

Re-sheeting and Re-sealing Programs -

Re-sheeting and re-sealing programs completed as per budget allocations.

Owner: Wayne Polden

Action 6.5.1.5

Jul 01, 2019 - Jun 30, 2020

Bridges -

Bridge part or full replacement works completed as per budget allocation.

Owner: Wayne Polden

Action 6.5.1.6

Jul 01, 2019 - Jun 30, 2020

Kerb & Channel and Footpaths -

Kerb and channel and footpath replacement works completed as per budget allocation.

Owner: Wayne Polden