



# **2019-2020 Annual Plan Quarterly Report**

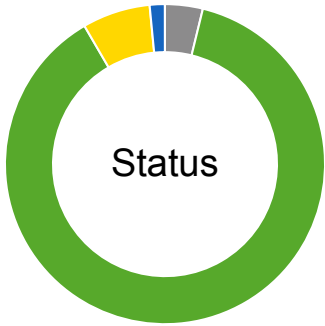
Oct 01, 2019 - Dec 31, 2019

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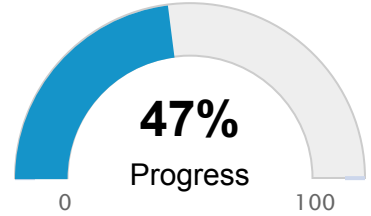
49

Key Focus Area

### Overall Summary



	%
● Status Pending	3.82
● On Track	87.79
● Some Disruption	6.87
● Completed	1.53



#### Report Legend

No Update

Overdue

Priority

## Key Focus Area 1.1.1

Progress 50%



Communication:

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

Owner: Jayne Richardson

	%	#
● On Track	100.0	4

Actions: 4

Update provided by Jayne Richardson on Jan 22, 2020 03:11:05

### **Actions 1.1.1.1: Online Surveys - Use surveys in community consultation regarding Council activities and show transparency and accountability of Council (58% completed)**

A trailhead survey has been developed which will capture information directly from MTB riders in late January/early February. This survey will be delivered by at least one Council representative who will sit with participants to go through the survey. This will ensure validity of data captured.

The survey was sent to Tourism Tasmania for feedback which was taken on board.

The Business Survey Data mentioned below has now been collated and sent back out to all businesses on the business email data base.

The Business survey will be sent out again in February to capture the peak season.

A survey was sent out to our business database, around 200 businesses. This survey was designed to capture data that will help us measure the effect of the MTB visitors on our area. This first survey was to help us establish a benchmark of where businesses in the area are before MTB visitation.

This was completed by 48 businesses. The same survey will be rolled out 2 to 4 times a year.

### **Actions 1.1.1.2: Council Services Survey - Publish online survey regarding Council services and perception in the community in order to establish a benchmark to gauge brand development. (25% completed)**

A 'benchmark' survey is currently being developed to determine community sentiment of a variety of council activities.

The Survey will need to have departmental approval before being released.

The survey will be published online and be available in hardcopy.

### **Actions 1.1.1.3: Plain English Communication - Develop a 'Plain English' approach to Council communications in line with the new Communications Guide. (67% completed)**

Plain English material for the LPS sessions was well received and the public generally found it useful, particularly the comparison tables.

The Communications Coordinator has been working on plain English fact sheet and flow chart for the Planning Department. There was some disruption with this project as we waited for the new Senior Planner to start.

After a Waste Audit which revealed some mis-understanding we have been running plain english posts regarding what can and can't be recycled. We also developed a flyer to be displayed in local businesses who use bio-pak containers to display which bin these go in. This was received well by the community as well as the business community.

AS the Bushfire season approached, the Communication coordinator worked with TAs Fire to develop a campaign of plain english posts which aimed to inform the community about how to prepare for a bushfire and what to do in the event of a fire.

### **Actions 1.1.1.4: Communication Activities - Examine opportunities to implement new communication activities or develop existing activities to increase engagement with the community and knowledge of Council activities. (50% completed)**

We have been examining possible locations for a community notice board in St Helens. This was something the community raised during the development of our ten year strategic plan.

We have made changes to the website to help the community find information. This includes the inclusion of a Community Events page. We have also been utilising the New page to host information, for example Bushfire updates and information from Taswater.

There will be a section in the BODC benchmarking survey that will cover communication which will help inform the Comms Dept how, when and what the community would like to be communicated with/about.

## Key Focus Area 1.2.1

Progress 55%

Events and Activities:

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

Owner: Chris Hughes

Actions: 4



Update provided by John Brown on Jan 22, 2020 02:48:42

Activity has progressed well in this area has been very focused on even delivery as we approach the busy January period where we have three major events plus the Triathlon in February. A very successful opening weekend for the St Helens Mountain Bike Trails occurred and new events relating to the MTB network are being explored.

### **Actions 1.2.1.1: Increasing Volunteers - Work with Volunteering Tasmania to engage with our community to increase our volunteer pool. (50% completed)**

Volunteer pool has increased by 12 to work with Council staff in relation to emergency preparedness. Volunteering Tasmania have advised that they have a pool of volunteers that can be called on to work in Evacuation Centres if required

Training to be organised for those people who have volunteered to assist in emergency preparedness in consultation with Volunteering Tasmania

### **Actions 1.2.1.2: Event Capacity Building - Build the capacity of the community to conduct events. (50% completed)**

Two new events on our calendar organised by outside groups - as part of the event organisation they are utilising community members to assist as well as give experience in relation to the running of events.

With the opening of the new mountain bike trails Council staff worked with two volunteer organisations to assist them with planning and running their events over the opening weekend. One group will continue to work with their members who are all volunteers and Council to run events around the mountain bike trails.

### **Actions 1.2.1.3: 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. (51% completed)**

Council continues to support and work with community event organisers by stepping them through the appropriate permit process and ensuring that they are aware of the risks and they mitigate against them in their planning.

Planning has continued with local community groups for the upcoming event season - processes (developing a spreadsheet of responsibilities) is being developed and shared with organising committees around traffic management and the requirements to obtain the permitted approvals

### **Actions 1.2.1.4: Event Attraction - Build connections with external event holders to encourage them to host events in our municipality resulting in one (1) new event. (70% completed)**

Worked with representatives of Black Dog for a new community event at Fingal - currently planning stages. Continue to work with Louise Foulkes re Dragon Trail MTB event to be held in early 2020 - the relationship built with Louise Foulkes with the past event XPD and this new event has cemented good relationship for future events for our municipality with her company. Other new events for this financial year are – Launceston Church Grammar School Rowing Camp - utilising the Stadium as well, The Australasian Rogaining Championships, Cicrum Tasmania Challenge (Aeroplanes) and AOC2020 - Australian Orienteering Championships. A few of the organisers of these events, Council staff have worked with previously, hence the return our municipality.

Continue to working with external and community organisers for events - this time last year we were assisting 7 organisations to run events, this year we have 34 in the planning stages

### Key Focus Area 1.3.1



Progress 59%



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.

	%	#
● On Track	75.0	3
● Some Disruption	25.0	1

Owner: Chris Hughes

Actions: 4

Update provided by John Brown on Jan 22, 2020 02:51:38

Activities in this area are largely on track and the Community Engagement Framework has been substantially drafted and is ready for a broader discussion, the opportunity is being taken to refine the content further and also have regard to the information coming through the Local Government Act Review process.

**Actions 1.3.1.1: Community Engagement Framework - Complete the development of a Community Engagement Framework for consideration and adoption by Council. (49% completed)**

This document has been drafted along with internal procedures and will go to Council for approval in February. Once approved by Council it will go out to the Community for feedback.

**(Oct 04, 2019 16:25:31) Chris Hughes:** Draft document completed, awaiting determination of Local Government legislation

**Actions 1.3.1.2: Framework Integration - Commence the implementation of the Community Engagement Framework in Council activities. (50% completed)**

Draft document developed, awaiting new Local Government Legislation as to whether any changes need to be made

Community Engagement Procedure and Community Engagement Framework has been completed in draft form for review by relevant officers and currently being reviewed

**Actions 1.3.1.3: Local Township Plans - Work with the community to ensure the identified activities in the Township Plans are addressed. (52% completed)**

Scamander drop in session held to develop Scamander Township Plan.

St Helens Town Ship community consultation sessions has been broken into three reports - Marine Strategy, general township issues and parking and traffic - to be work shopped with Council in 2020

**Actions 1.3.1.4: Arts & Cultural Strategy - Review the Strategy to reflect changes in community group activity levels. (53% completed)**

Continue to work with the new Bay of Fires Arts Committee to develop an event in line with the Art & Cultural Strategy and provide guidance in relation to future events - look at what worked and build on those experiences.

## Key Focus Area 2.1.1



Progress 51%



Opportunities:

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

Owner: John Brown

Actions: 9

	%	#
● On Track	44.44	4
● Some Disruption	44.44	4
● Completed	11.11	1

Update provided by John Brown on Jan 22, 2020 03:10:10

Progress with activity in this area has been variable with activities relating to population growth and housing requiring an increased focus of resources in the second half of the year to make progress.

### **Actions 2.1.1.1: Economic Prospectus - Promote availability of economic prospectus and update to maintain relevance. (80% completed)**

Prospectus is in final draft. A mini prospectus around the MTB was proposed so it was decided probably best to wait till after the MTB opening o complete the Economic Prospectus so as to include the MTB trails etc.

### **Actions 2.1.1.2: Irrigation Projects - Support the investigations by Tas Irrigation of infrastructure servicing the eastern end of the Fingal Valley. (50% completed)**

There has been no further developments from Tas Irrigation. Will continue to monitor developments/activities to ensure any opportunity is captured.

### **Actions 2.1.1.3: 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. (50% completed)**

Investigating the opportunity for a Biochar facility in the Fingal valley. Currently working with a proponent who is canvassing the farming community to determine if there is sufficient market to make a facility viable.

Have met with some local growers and farmers in an attempt to flush out any opportunities. Little gained other than water is the main concern/impediment to expansion or new agricultural developments. Worked with a farmer at Evercreach with expansion/diversification into free range chickens, eggs, pork and future visitor accommodation.

### **Actions 2.1.1.4: MTB Business Tool Kit - Develop a 'Mini Prospectus' or Business Tool Kit to address business interest arising from the MTB Project. (100% completed)**

As part of the MTB project, we designed an Industry Tool Kit in conjunction with Kingthing Marketing which was presented to businesses at a Business Information Session. The tool kit outlined in simple terms how businesses could align with the MTB brand.

We plan to develop a mini prospectus in the coming months once the trails open.

### **Actions 2.1.1.5: Population Strategy - Participate in regional approach to addressing the population decline of the Break O'Day area. (50% completed)**

The NTDC Population Attraction Program has commenced and Council officers have been providing the required information on the BODC area to the NTDC Project Officer. The developed information forms part of an overall State Government website and provide the regional and Local Government area (LGA) focus. The initial meeting of the NTDC Population Group took place on 27/11/19 with the discussion focussing on potential projects which could be undertaken, The General Manager saw a presentation in September from Dr Lisa Denny, Institute for the Study of Social Change at UTas, which focussed on Tasmanian population trends from a LGA perspective which showed that Break O'Day was classified as being in a population decline. Further work and understanding in this area is of interest and will be pursued with Dr Denny.

### **Actions 2.1.1.6: Growing the Population - Review the Break O'Day Economic Development Strategy and develop an approach for consideration by Council and subsequent implementation. (33% completed)**

BODC is participating in the Population Attraction project being delivered by Northern Tasmania Development Corporation. Broader investigations on actions need to be undertaken and working with the Institute for the Study of Social Change is worthwhile pursuing.

**Actions 2.1.1.7: Aged Housing - Investigate the demand for Independent Living Units and explore the possibility of attracting a development(s) to the area. (0% completed)**

No progress has been achieved. Progress in this area may be assisted by outcomes of Action 2.1.1.9.

**Actions 2.1.1.8: 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. (50% completed)**

Council partnered with CatholicCare in the submission of an Expression of Interest to the State Government's regional Affordable Housing Supply program which has been successful in securing funding to build units on a block of land owned by Council at Scamander. Due to significant opposition from local residents, the project will not be proceeding in Oberon Place through joint agreement between Council and Centacare. Centacare are looking for alternative sites to undertake the project.

**Actions 2.1.1.9: Housing - Review and report to Council on how Council might encourage new housing to be made available for the private rental market. (50% completed)**

Assessing the State Government Private Rental Incentives Program and the recently released Federal home owners scheme as to how Council can add incentives to these to encourage investment in new housing in BOD. Currently compiling a report for Council's consideration.

**Key Focus Area 2.1.2**



Progress 43%



Tourism:

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

Owner: John Brown

Actions: 8

	%	#
● On Track	100.0	8

Update provided by John Brown on Jan 22, 2020 03:16:11

Activity has commenced in most areas though progress is being affected by the reliance on other organisations to progress processes which Council will participate in.

**Actions 2.1.2.1: Visitor Information Provision - Work with East Coast Tourism to strategically review the provision of visitor information services on the East Coast. (16% completed)**

We have been discussing this with ECRTTO and have been awaiting their input.

With a scheduled closer look at the visitor information centres and supply of information underway, we will wait for ECRTTO to have all information in hand before pursuing further.

**Actions 2.1.2.2: Bay of Fires Master Plan - Liaise with the State Government and other stakeholders to develop a Master Plan for the Bay of Fires area. (50% completed)**

Letter sent to Premier and Minister for Parks regarding formulation of Plan on 16 August 2019. Arranging conversation with PWS when Regional Manager returns to work

Preliminary discussions have been held with PWS Regional Manager - follow up discussions are to be held early in 2020 as to process and what can be built on what has already been developed.

Included in the submission to the Tasmanian Government Budget consultation process

**Actions 2.1.2.3: Visitor Information Sites - Review Tourism signage at 'mushrooms' and design new information with updated images where required. (0% completed)**

No progress to date.

**Actions 2.1.2.4: Fingal Valley Tourism - Support Fingal Valley community groups to undertake tourism activities and projects. (51% completed)**

Updated the Let's talk about Fingal Valley Gateway to the East Coast brochure with the tourism group in readiness for printing. Working through projects identified within the DAP plan - upgrade of walks - Drought funding program has assisted in this - walking trails to be promoted once all upgrades of walks have been completed, eg. St Patricks Head and Grey Mares Walk

**Actions 2.1.2.5: St Helens Destination Action Plan - Support the business community to finalise and implement a Destination Action Plan (DAP) for St Helens. (53% completed)**

This continues to progress with the DAP group undertaking and progressing priorities in the document including; The Break O'Day West Warrior activities, the development of a new St Helens Map and gathering information on how the group can assist the Bay of Fires Winter Arts Festival committee to develop their event.

**Actions 2.1.2.6: Break O'Day Visitor APP - Examine the validity and develop business case for funding of an APP. (0% completed)**

No progress to date

**Actions 2.1.2.7: Tourism Reliance - Develop a greater community understanding of the importance of Tourism to the local economy. (14% completed)**

We plan on continuing to run business information sessions regarding the MTB trails and use this opportunities to help our business community leverage of tourism opportunities.

The business information sessions we have been running as part of the MTB opening has been really useful in illustrating to our community the importance of our reliance on tourism as a region. The business survey developed as part of the MTB data collection plan will also be useful in illustrating this reliance.

**Actions 2.1.2.8: T21 Review - Participate in the Review of the T21 Strategy being undertaken by the State Government. (50% completed)**

Tourism Tasmania have commenced the consultation phase of this project. The General Manager and a number of councillors participated in the workshop conducted in St Helens on 17/10/19 which was in the early stages of the process. Council will continue to engage in the process.

**Key Focus Area 2.2.1**

Progress 50%



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: John Brown

	%	#
● On Track	100.0	4

Actions: 4

Update provided by John Brown on Jan 22, 2020 03:17:34

Generally satisfactory progress as most are ongoing activities. Increased focus required on business opportunity development and facilitation



**Actions 2.2.1.1: Economic Development Assistance - Provide direct support for new and existing businesses wishing to establish or expand activities. (50% completed)**

Ongoing work occurs assisting new businesses to navigate Council approval processes, work closely with the BEC on service delivery. Preparing a proposal for Council on signage including a business location map for the Industrial Estate.

**Actions 2.2.1.2: Business Enterprise Centre (BEC) - Support the activities of the BEC with a focus on business start ups and expansion of existing businesses. (50% completed)**

Meet weekly with BEC discussing new business enquiries and other activity in the business community. Assist the BEC with business activity that relates to Council requirements particularly with respect to the planning scheme. Currently working with the BEC and 4 small businesses on Planning and other State/Council regulations.

**Actions 2.2.1.3: Business Opportunities - Research and examine business opportunities that could create jobs in Break O'Day. (50% completed)**

Preliminary investigations are under way into a biochar facility in BOD. This has potential to be incorporated in a waste to energy facility.

**Actions 2.2.1.4: Business Community Leadership - Support the development of strong leadership in the community to facilitate overall development and growth. (50% completed)**

Working closely with the Chamber of Commerce to encourage new and existing businesses to become more involved in Chamber activities. The strategy is to change the culture around the Chamber to make it more relevant and useful to businesses. A step towards this is a name change to Business Break O'Day designed to remove old stigma and attract a younger business group. MTB related business community information sessions has assisted in developing leadership within the business community.

**Key Focus Area 2.3.1**

Brand Development:

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

Owner: Jayne Richardson

Update provided by John Brown on Jan 22, 2020 03:17:49

No specific actions during the 2019-20 year

**Key Focus Area 2.4.1**

Progress 50%



Support:

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

Owner: David Jolly

	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Jan 22, 2020 03:19:45

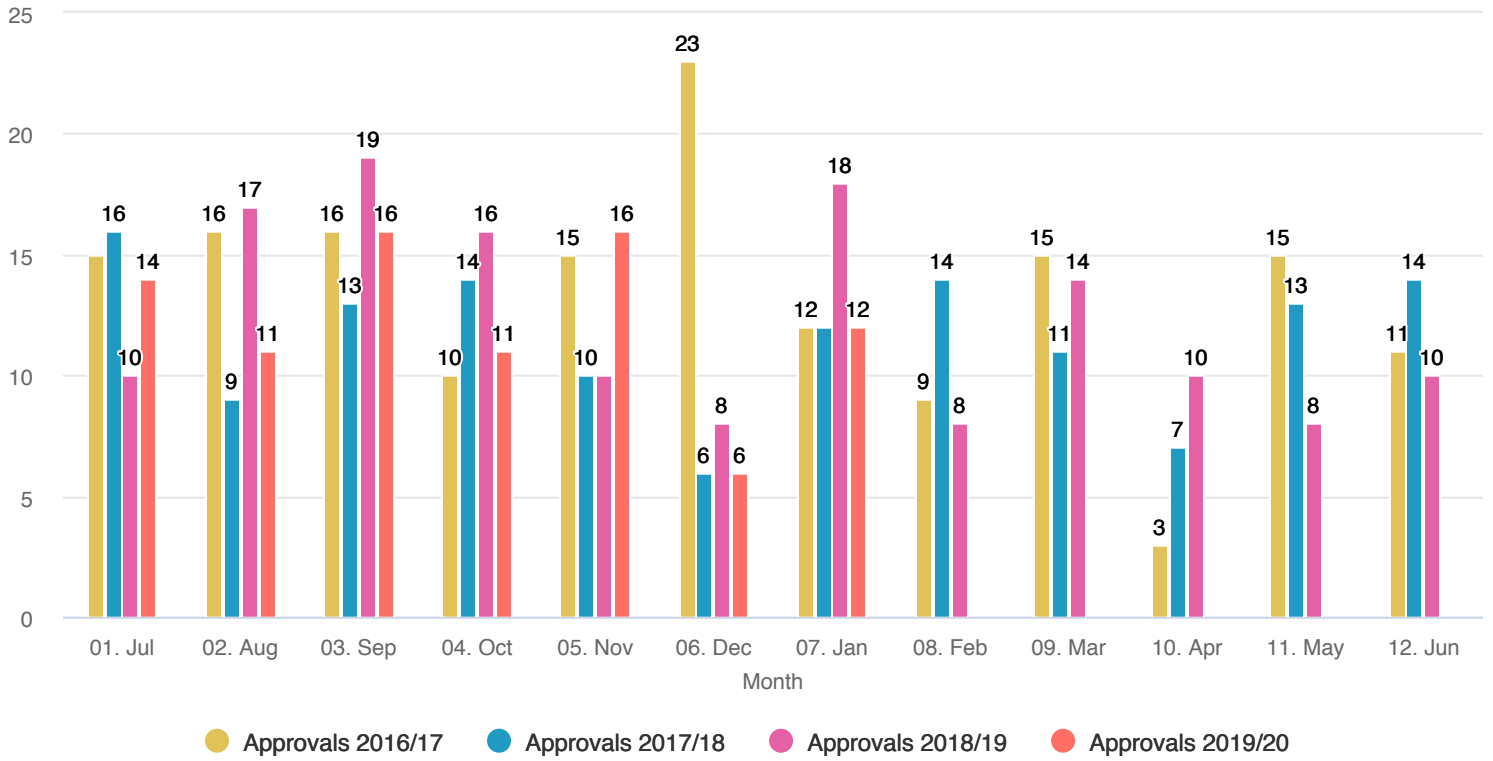
**Actions 2.4.1.1: I-Plan - Participate with the State Government I-PLAN technology to enable online development query and online submission of development applications. Result, simplified Council processes and integration with I-PLAN. (50% completed)**

Iplan is currently with the State Government pending the release of the development application module. Timing is in the hands of the state Government however once completed residents will be able to lodge DA's on-line via the web portal.

Key Focus Area 2.4.1 ➤ KPI

**Number of Building Applications Approved**

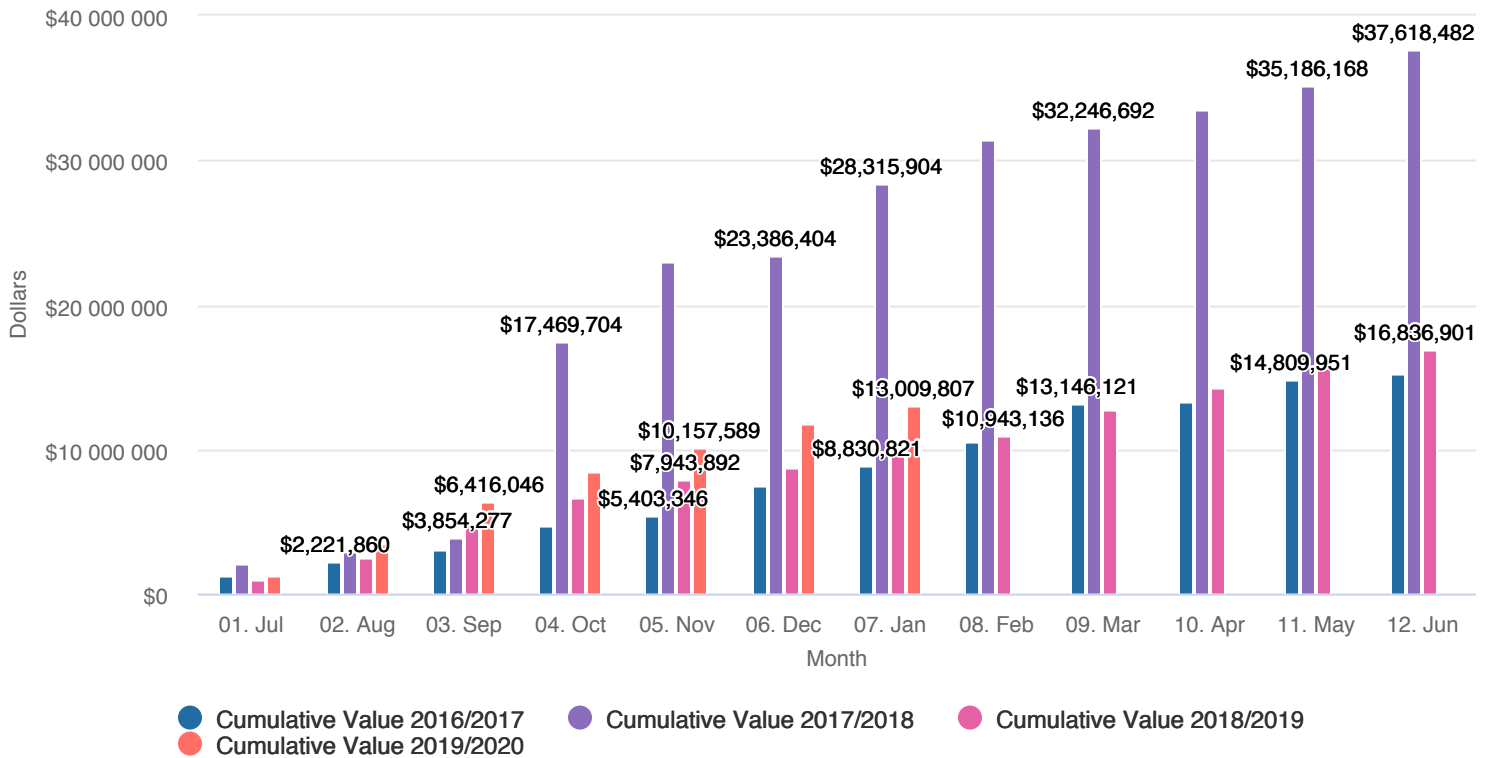
Number of Building Applications Approved



BODC Total number of building applications by month and financial year

## Cumulative Value of Building Approvals

### Cumulative Value of Building Approvals



### Key Focus Area 3.1.1

Progress 36%



Appropriate Development:

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

	%	#
On Track	50.0	2
Some Disruption	50.0	2

Owner: David Jolly

Actions: 4

Update provided by John Brown on Jan 22, 2020 03:22:47

The primary activity in this Key Focus Area relates to the Local Provision Schedule for the new Break O'Day version of the new Statewide Planning Scheme

**Actions 3.1.1.1: Local Provisions Schedule (LPS) - Complete and submit LPS to the Tasmanian Planning Commission. (50% completed)**

Council is progressing the development of Local Provision Schedules that are intended to apply the State Planning Provisions while meeting local needs and objectives.

The Local Provisions Schedules indicate how the State Planning Provisions will apply in each local municipal area. Draft zone maps and overlay maps and the description of places where the codes apply are currently being developed with the assistance of Insight GIS. Maps contain local area objectives and any planning controls for unique places specific to the local area and are in the form of particular purpose zones, specific area plans, and site-specific qualifications.

The schedules include planning controls to accommodate unique locations such as universities and hospitals, as well as unique development conditions such as building height restrictions. To further meet their communities' needs, councils are responsible for preparing their Local Provisions Schedules in consultation with local stakeholders and community members.

Community Drop-in sessions were held at St Marys and St Helens in early October and comments/questions raised noted. A final draft of the LPS report is currently being prepared for review at a councillor workshop in later January 2020.

Drafted Local Provisions Schedules are to be submitted to the Tasmanian Planning Commission for initial review in early 2020 and prior to a public exhibition process occurring.

**Actions 3.1.1.2: Tree Guide - Develop a guide for the municipality to inform street tree establishment and management. (25% completed)**

Work to develop as guideline criteria for street trees in towns and integrate with Tree Management Policy started but paused for other priorities.

**Actions 3.1.1.3: Communication - Increase communication with local real estate agents to build understanding of the critical changes in land use planning. (50% completed)**

Council officers engage in ongoing dialogue with local business, developers and landowners on land use planning matters.

**Actions 3.1.1.4: Industrial Land - Develop land use strategy to address immediate and longer term industrial land requirements in the St Helens area. (20% completed)**

Some delay has occurred due to resources diverted to the LPS project. To be actioned in 2020 and linked to the LPS.

**Key Focus Area 3.2.1**

Progress 55%



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

Actions: 3

	%	#
● On Track	100.0	3

Update provided by John Brown on Jan 22, 2020 03:26:05

Progress on these activities continue to show positive outcomes, particularly around the areas of waste management and reduction in which the community is becoming increasingly engaged.

**Actions 3.2.1.1: Community Activation - Produce and provide information, publications and resources on natural resource management and support activities that foster a positive relationship with the environment. (80% completed)**

Holiday makers and residents will engage in Discovery Ranger activities (Council partnering with PWS program) over January 2020.

Successful promotion of community action as waterways suffer from drought. Environment and resource management inquiries continue to be serviced and education provided. Community feedback has shown 'Weed of the Month' in the Newsletter is increasing weed management effort and success in the community.

**Actions 3.2.1.2: Recognition Program - Recognise significant contributions to the environment and natural resource management with targeted awards, grant programs or events. (40% completed)**

Options for recognition activities being developed with the NRM Committee.

**Actions 3.2.1.3: Waste Reduction - Undertake community education and activities focused on waste reduction and minimisation. (46% completed)**

The NTWMG notified us that bio-products were being placed in recycle bins so in conjunction with the Works Department we designed a flyer which was given to all businesses using these products to place at their POS. The flyer explains that these products should be placed in general waste. We also ran the same message through facebook and in the newsletter.

The Break O'Day Waste Warriors Group have run successful road side clean ups and the group's Facebook page has been gathering a strong following and features not only tips on reducing waste but also features local businesses and community members doing great work in this space.

Working with the the local DAP group and the St Helens District High School to implement a student waste warrior program. To date there are 30 students signed up to the program. A teacher is also working with the group and we plan on working with the students and their ideas in the school, community and business sectors.

**Key Focus Area 3.3.1**



Progress 39%



**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

Actions: 5

	%	#
● On Track	100.0	5

Update provided by John Brown on Jan 22, 2020 03:27:09

Dog management activity is significant during summer and a consuming activity. Other priorities while impacted are progressing or have have activities scheduled .

**Actions 3.3.1.1: Land Management Activities - Secure financial and human resources for projects to rehabilitate degraded land and sustain soil productivity. (50% completed)**

Upper South Esk Landcare and Productivity group secured \$3500 from the state Weed Action Fund and has treated Patersons curse in Mangana with community, Council and Biosecurity Tasmania support. Supporting new owners of land to develop a gorse control plan for an isolated and significant gorse infestation at Goulds Country. Further opportunities continue to be explored with landholders and community.

**Actions 3.3.1.2: Activity and Condition Review - Investigate soil and water management performance by works and land development projects to identify planning and management improvements. (15% completed)**

Scheduling activity for later in the year.

**Actions 3.3.1.3: Weed Plan - Update Weed Plan with community consultation. (25% completed)**

Revised draft Weed Plan in preparation. Previous Weed Program being reviewed for what implementation is possible this season and to be picked up by new program coordinator.

**Actions 3.3.1.4: Best Practice Activities - Facilitate weed, pest and disease hygiene protocols and best practice in Council operations and promote benefits in industry. (30% completed)**

Planning training activity for later in the year using new weed incursion as case study. Supporting MTB Trails and WTS to apply best practice.

**Actions 3.3.1.5: Dog Management Policy - Implement revised Dog Management Policy - signage, education, compliance and new dog exercise facilities. (75% completed)**

Local cooperation with PWS is continuing with both increasing enforcement over the summer, infringement/fines issued. Additional signage and education resources deployed at Scamander and Binalong Bay. Implementation of Council decisions on new dog Exercise Areas for St Marys and St Helens being planned and options for Binalong Bay being developed further. Local cooperation with PWS is continuing, formal cooperation arrangements remain to be developed.

**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

Actions: 4



	%	#
● On Track	100.0	4

Update provided by John Brown on Jan 22, 2020 03:27:56

St Marys Flood Mitigation project is underway and continues to be a priority; focus on Georges Bay has been delayed.

**Actions 3.4.1.1: George River Catchment - Review issues and their management status in the George River catchment and bay system to identify catchment and water quality priorities. (15% completed)**

To review catchment and water quality priorities in 2020.

**Actions 3.4.1.2: 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. (20% completed)**

Activity planned, wharf adjacent to pumpout station now cleared (of on-water build project).

**Actions 3.4.1.3: St Marys Flood Mitigation - Support implementation of Plan priorities - flood mitigation work, warning system and other strategies. (45% completed)**

Works underway with \$400,000 federal Community Development Programme funding. Raising of Flat bridge completed, final road reinstatement to come. Plansing of Flash Flood Warning System done and design of Groom St. levee with landholders is underway using land survey data.

**Actions 3.4.1.4: Lower George Riverworks Trust - Support and work with the Trust to implement and secure funding for a works action plan for managing flooding issues. (35% completed)**

Supporting Lower George Riverworks Trust implement the Lower George River Flood and River Management ACTION PLAN 2019-2022. Investigating options for an 'Impact Assessment' study.

**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

Actions: 1



	%	#
● On Track	100.0	1

Update provided by John Brown on Jan 22, 2020 03:32:05

The focus of activity in the current year is the Old Tasmanian Hotel at Fingal, this activity is on track to make a significant impact on the upgrading of this facility.

**Actions 4.1.1.1: Old Tasmanian Hotel - Commence external and internal upgrade to the Old Tasmanian Hotel in accordance with grant funding. (50% completed)**

At the December 2019 Council meeting, Council awarded a contract to undertake external and internal upgrade works to the Old Tasmanian Hotel to a local contracting company Moorey Constructions. Works that are government grant funded are scheduled to occur from January to June 2020. Grant Funding Agreement Currently being Negotiated.

Planning Approvals obtained for the work 16th April 2019

Building and Plumbing approvals obtained for the work 13th September 2019.

**Key Focus Area 4.2.1**

Progress 0%



Towns:

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

Owner: David Jolly

	%	#
Some Disruption	100.0	1

Actions: 1

Update provided by John Brown on Jan 22, 2020 03:34:59

The action item associated with this KFA is to develop a car parking strategy for St Helens providing a long term plan for off-street parking.

Action has not been commenced in the period October to December due to competing priorities and resource availability.

Item scheduled to be actioned during 2020.

**Key Focus Area 4.2.2**

Progress 50%



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

	%	#
On Track	100.0	1

Actions: 1

Update provided by John Brown on Jan 22, 2020 03:35:24

Council continues to monitor the roll-out of the Australian Government Mobile Black Spot Programme. The Round 6 of the programme yet to be announced will provide Council with the opportunity to give consideration to supporting applications and the provision of financial contributions to enable improved mobile coverage at Pyengana, Ansons Bay and The Gardens.

## Key Focus Area 4.3.1

Progress 85%

### Waste Management:

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

Owner: David Jolly

Actions: 4

● On Track

%	#
100.0	4

Update provided by John Brown on Jan 22, 2020 03:57:50

Good progress has been made in this area of focus with a number of activities complete or nearing completion.

#### **Actions 4.3.1.1: Green Waste Recycling - Produce weed-free green mulch for sale on a full cost recovery basis at the St Helens Waste Transfer Station. (99% completed)**

Action completed.

A pilot trial that commenced in May 2019 to double grind and age green waste has concluded. A weed free mulch was produced and sold under Expression of Interest to a local business. An operational cost recovery rate of 65% was realised as opposed to nil recovery under traditional operations. The practice will continue at the St Helens WTS with future mulch produced to be sold to local commercial ventures under tender.

#### **Actions 4.3.1.2: 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. (90% completed)**

July - December 2019

Operational changes have been implemented at the St Helens Waste Transfer Station that provide users with the opportunity to separate the main high volume materials from builders waste streams;

1. Untreated and unpainted timber, is stock piled and made available for purchase at \$2/load with the intent of supporting the St Helens Hospital Auxillary. Interest in salvaging timber remains disappointing. Consideration is being given to chipping these material and selling chipped product at a cost recovery based rate.

2. Scrap Steel

3. Plaster board

4. Concrete, bricks, gravel and soil.

5. Glass

Plastics recovery options continue to be investigated.

Implemented changes have substantially reduced the type and volume of material being placed at the inert landfill.

Treated timber - no viable recovery or reuse options exist. Disposal options are expensive.

#### **Actions 4.3.1.3: Glass Re-Use - Investigate and verify by Cost Benefit Analysis - re-use opportunities for glass collected at Municipal Waste Transfer Stations. (50% completed)**

Glass collected at Council's Waste Transfer Stations is transported to the Scamander WTS and stockpiled. The quantity of glass collected through Councils waste transfer stations is low as the majority of glass across the municipality is collected via the kerbside recyclables collection service. At the present time, there is an insufficient quantity of stockpiled glass at the Scamander WTS to warrant crushing for re-use as drainage line fill, road base and a asphalt/ spray coat road sealing additive.

Re-use opportunities continue to be researched.



**Actions 4.3.1.4: Single Use Plastics - Develop a Municipal policy position on Single Use Plastics. (99% completed)**

Report considered by Council at the December 2019 meeting where Council received the Single-use plastics - Information Paper and will work progressively and with the community to reduce the use of single-use plastics and other materials, in favour of reuse, recycling and organic waste management. Council had previously requested LGAT to lobby the Tasmanian Government to lead the state by developing a consistent state-wide approach to reducing the impact single-use plastics have on waste management and litter problems; and

**Key Focus Area 4.3.2**

Progress 40%



Roads and Streets:

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

Owner: David Jolly

Actions: 4

	%	#
● On Track	100.0	4

Update provided by John Brown on Jan 22, 2020 03:59:42

This KFA has a number of associated Actions for both the State and Council road network within the municipality designed to meet the stated objective of developing a well-maintained road network that recognises the changing demands and requirements of residents and visitors.

**Actions 4.3.2.1: State Network - Pursue upgrades to State Government road infrastructure assets (Esk Main Road and Tasman Highway) to improve safety and reliability - result, network quality. (50% completed)**

October to December 2019

Esk Main Road

The State Government commenced road widening works along the road near Fingal in October 2019. Works will continue to the end of March 2020 that will also include a planned upgrade of the Cornwall Junction and widening of the road between the junction and St Marys (Tinkers Museum).

Tasman Highway

State Growth completed intersection upgrade works on the Tasman Highway at both the with Flagstaff Road and Basin Creek Road junctions.

Great Eastern Drive

Current continues to advocate priorities within the municipality being the upgrade of the Elephant Pass/Tasman Highway intersection and passing bays on the Tasman Highway at access points to the Chain of Lagoons.

**Actions 4.3.2.2: Municipal Road Network - Complete transfer of the responsibility of Binalong Bay Road to the State Government. (50% completed)**

In a State Government media release on 27 February 2018 an announcement was made that the State Government would be taking over responsibility for a section of Binalong Bay Road from the Break O'Day Council, the release in part stated

"A re-elected majority Liberal Government will write the next chapter in this success story by extending the Great Eastern Drive around 10 kilometres north, from St Helen's to overlooking the globally recognised shores of the Bay of Fires.

We will invest \$4.5 million to improve visitor access at Binalong Bay Road allowing more visitors to enjoy a stretch of coastline named by Lonely Planet as the hottest travel destination in the world.

As part of the Government's road swap program with local government the road from St Helens to Binalong Bay will be brought into the State Road Network. Planning and design will then occur with works expected to commence in 2019-20. This will include road widening, sealing and associated improvements".

Council is pursuing the State Government as to the timing of the road transfer.

**Actions 4.3.2.3: Strategic Road Plan - Update Council's Plan to identify routes of Strategic Importance and Urgency for the purpose of securing future road upgrade funding. (30% completed)**

Road traffic data collected throughout 2018 and 2019 is currently being consolidated with the intent of using this data to update Council's current road plan during 2020.

The plan will include a review of current and forecast development activity over the next five years.

**Actions 4.3.2.4: Scamander Wrinklers Entrance - Finalise approvals and undertake construction works to enhance the northern entrance of Scamander at Wrinklers Lagoon bridge. (30% completed)**

Project activity is in progress and includes the drafting of a revised site plan based on community feedback and toilet design. Next generation concept to be workshopped with Councillors in February 2020 prior to obtaining PWS consent and a Development Application being lodged which also enables community representation to be made.

There is some disruption to the project due to delay in receiving toilet building design options.

**Key Focus Area 4.3.3**



Progress 49%



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.

	%	#
● On Track	87.5	7
● Some Disruption	12.5	1

Owner: Ben Pettman

Actions: 8

Update provided by John Brown on Jan 22, 2020 04:12:30

Primary focus was on managing the construction activities of the MTB Trails and the Drought Communities Project. This impacts on our capacity to progress some actions but on the whole good progress is being made.

**Actions 4.3.3.1: Short Walks - Develop walking trail inventory for short walks. (10% completed)**

Short day walks are being identified between land managers across the municipality that will form the basis of a consolidated list of trails that will be promoted as key destinations for people of all capabilities.

**Actions 4.3.3.2: Walking Trails Network - Liaise with stakeholders responsible for trails to ensure a coordinated and logical approach to trail upgrading and maintenance for priority trails. (50% completed)**

Service levels will be established and resources provided to keep these trails at agreed service levels. Developed a Walking Trail upgrade project with PWS using Drought Communities Program funding, focus on upgrading key trails in the Fingal Valley, Gray Mares Tail Falls, Mathinna Falls and St Patrick Head Walking Tracks

**Actions 4.3.3.3: Georges Bay Foreshore Trail - Secure approvals and commence construction. (50% completed)**

A Development Application was submitted during December 2019 and is currently undergoing an external assessment. The DA includes a completed Flora & Fauna Assessment, AHT Survey, Construction Detail and Crown Land Services and Department of State Growth consents. Tender documentation and designs finalised and awaiting DA advertising

**Actions 4.3.3.4: St Helens to Binalong Bay Link - Develop the project to a shovel ready stage and pursue funding. (50% completed)**

Route options have been researched with an indicative cost for a preferred route prepared and provided to Council. Current activity is focused on project development to a shovel ready state.

**Actions 4.3.3.5: St Helens MTB Network - Complete construction of Network including support infrastructure. (60% completed)**

Trail construction commenced in April 2019. There is currently 4 trail construction crews working on this network.

Trails completed to date are Loops 1, 2,3, 4, 5, 8, 9, 10, Town Link trail complete except some retaining and capping in specified locations. These works are planned to be completed in the new year once eagle nest exclusion zone is lifted (Jan to July).

Loops 6 descent complete with the climb section to be completed in early 2020.

Loop 7 has commenced and will be completed May / June 2020.

Descent 2 and 3 is near completion. Opening of these trail will be assessed in early 2020. Likely Feb.

The pedestrian refuge / road crossing is installed and operating

Trailhead construction on Flagstaff Road is complete.

The construction program and resources being used puts us on target for all trails to be completed by mid 2020.

**Actions 4.3.3.6: Bay of Fires Trail - Complete construction of Poimena to Swimcart trail including support infrastructure. (80% completed)**

Sections completed to date are Sections 1, 3, 4, 5, 6, 7 (no construction required on section 7 as trail is on existing roads / tracks) and section 8 to Swimcart Beach and was opened on 22 November as planned.

Section 2 will be constructed post opening on 22 November 2019. This section link the trail back onto the existing Blue Tier Trail which will be slightly modified so that the Trail Head for the Poimena to Swimcart Trail will also be the start of the Blue Tier Trail with the existing entrance reverted to a walking track.

These changes are likely to occur between Feb - June 2020.

**Actions 4.3.3.7: Rail Trail - Develop a Master Plan for a Rail Trail between St Marys and Fingal. (32% completed)**

Flora and fauna report completed, external funding to be sought. Action listed under Valley Destination Action Plan

Seeking external funding through Building Better Regions to develop Recreational Strategy which include the Rail Trail - this will also include looking at the economic benefits of a rail trail

**Actions 4.3.3.8: Walking / Bike Trail - Develop a Feasibility Study for a walking / bike trail between Mt Nicholas and Elephant Pass subject to receipt of external funding. (47% completed)**

No action at this stage - currently checking land tenure prior to looking at proposed trail alignment

External funding required to progress this project - lodged a funding application with Building Better Regions Fund to develop a Recreational Strategy - awaiting decision of application

### Key Focus Area 5.1.1

Progress 39%



Health:

● On Track      % 100.0      # 4

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

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

Owner: Chris Hughes

Actions: 4

Update provided by John Brown on Jan 22, 2020 04:15:01

Actions in this KFA are linked closely to and driven by external stakeholders.

**Actions 5.1.1.1: 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. (50% completed)**

Continue to work with the Royal Flying Doctors Service in identifying additional services for our area and supporting RFDS in sourcing funding

**Actions 5.1.1.2: Old St Helens Hospital - Participate in the engagement process to determine the future use of the site. (50% completed)**

Supported Department of Communities Tasmania (DCT) in undertaking Community Engagement process on 18 July 2019 at St Helens. Community ideas collated and forward to Communities Tasmania for their consideration. Information reviewed by Council at its December 2019 meeting and view expressed that DCT need to undertake a high level feasibility analysis of the ideas. Awaiting determination from Communities Tasmania as to the future of the Old Hospital.

Meeting held with Communities Tasmania outcome from this meeting was to engage an external provider to look at the economic and social benefits of the ideas put forward by the community - Council did not support providing financial assistance to assist with an external provider to look at the economic and social benefits of ideas that were submitted by the community

**Actions 5.1.1.3: Local Service Delivery - Work with Government agencies in relation to provision of health services to be delivered at a local level. (5% completed)**

No action at this stage - THRIVE looking at being part of the discussion

No action at this stage - sourcing external funding will be required

**Actions 5.1.1.4: Doctors - Work with service providers, stakeholders and the State Government to ensure that adequate permanent doctors operate in Break O'Day. (52% completed)**

No action at this stage - currently have full contingency of locum doctors - meeting to be arranged with Ochre to seek information re long term plans. Ongoing support with welcoming potential new Doctors is being provided.

No action at this stage - currently have full contingency of doctors with some extending their stay past three months

## Key Focus Area 5.1.2



Progress 52%

Youth

Owner: Chris Hughes

Actions: 2



	%	#
● On Track	100.0	2

## Key Focus Area 5.2.1

Progress 54%

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

Actions: 3



	%	#
● On Track	100.0	3

Update provided by John Brown on Jan 22, 2020 04:15:48

Solid progress with all actions in this KFA.

**Actions 5.2.1.1: 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. (50% completed)**

Committee currently in abeyance during the term of the BOD and Bicheno Suicide Prevention Trial

No action - committee still in abeyance due to the BOD and Bicheno Suicide Prevention Trial

**Actions 5.2.1.2: THRIVE - Maintain working relationship with THRIVE and participate in their activities. (50% completed)**

THRIVE projects continuing, more specifically Thrive Build, Community Garden, School Mentoring, with a large number of community members volunteering to ensure the continuation of these projects. Thrive Build now has one trainee working to achieve an appropriate Certificate

Thrive Build has now two completed 2 container builds. Community Garden has increased the number of volunteers working within the garden, product sold from the garden, proceeds go back into purchasing equipment to assist the volunteers develop the garden

**Actions 5.2.1.3: Suicide Prevention - Maintain involvement in the Suicide Prevention Trial. (63% completed)**

Several projects are now up and running under this Trial - Safe Cafe and the Community Suicide Response Group - terms of reference have been approved and currently developing protocols around communication for the Suicide Response

Bereavement Group has now been established to work with those impacted by the community, Council has representation on this committee

Primary Health Tasmania have agreed to purchase a coffee van to assist with the Safe Cafe project

### Key Focus Area 5.2.2

Progress 50%



#### 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

	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Jan 22, 2020 04:16:40

Activity in this area is determined by actions of State Government agencies.

#### **Actions 5.2.2.1: 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. (50% completed)**

Project proposal developed by local stakeholder group which addresses the key barriers identified through the consultation processes of TasCOSS and TCCI, this was submitted to the overall Steering Committee within State Government in July 2019. The Committee have considered the proposal and an open Expression of Interest process was advertised on 16 November 2019. The local stakeholder group met on 28/11/19 to consider the opportunity and have decided to submit a proposal to the process. Expression of Interest lodged with the State Government by 19/12/19.

### Key Focus Area 5.2.3

Progress 52%



#### Transport:

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

Owner: Chris Hughes

	%	#
● On Track	100.0	3

Actions: 3

Update provided by John Brown on Jan 22, 2020 04:19:18

Initial progress made with a number of these items which are generally small in nature.

#### **Actions 5.2.3.1: Local Transport Network - Promote the transport services that are currently available through the development of a community page. (52% completed)**

Part of the TASSCOSS steering group, working together to bridge the gap for unemployed youth and available jobs in Break O'Day. This includes a solution for bridging the gap with limited to no transport in Break O'Day.

Local Steering Committee met on 5 December 2019 and decided:

- Proceed with a tender application to apply for all three, being Online Hub, Transport and Community Connectors.

#### **Actions 5.2.3.2: 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. (54% completed)**

Action in this area is linked to those in Action 5.2.3.1

**Actions 5.2.3.3: Learner Driver Mentor Program - Recruit and train additional mentors to support the program. (50% completed)**

A PowerPoint presentation was sent to Lions Club of St Helens, St Helens Point Progress Association and Rotary Club of St Helens.

One Mentor has attended an induction and will commence mentoring soon.

One new Mentor has commenced volunteering his time to the program.

**Key Focus Area 5.3.1**

Service Delivery:

Improvement

Owner: Jake Ihnen

Update provided by John Brown on Oct 24, 2019 02:50:34

No actions in this KFA for 2019-20.

**Key Focus Area 6.1.1**

Progress 50%

Local Government Reform

Owner: John Brown



Actions: 1

Update provided by John Brown on Jan 22, 2020 04:20:25

Activity continues to occur with the major focus now on a common IT platform for the region.

**Actions 6.1.1.1: Northern Region Shared Services - Pursue joint procurement opportunities and a common IT platform involving northern region Councils. (50% completed)**

Regional approach to annual Road Sealing Tender being examined with BODC undertaking work associated with this approach. Common IT platform approach being progressed with a potential service provider making a presentation to northern region GMs on 18/12/19.

Councils will individually consider the options provided. Joint Legal Services procurement finalised in July 2019 and now in operation, savings to be identified on an annual basis.

**Key Focus Area 6.1.2**

Progress 50%

Break O'Day Culture

Owner: John Brown



Actions: 1

Update provided by John Brown on Jan 22, 2020 04:20:37

**Actions 6.1.2.1: Organisational Development - Continue focus on service delivery based on agreed values and team based activities. (50% completed)**

Work teams continuing to focus on the outcomes identified through the last round of workshops. Consideration being given to working on key areas of improvement and resilience as part of the next stage.

**Key Focus Area 6.1.3**

Strategic Plan

Owner: John Brown

Update provided by John Brown on Jan 22, 2020 04:20:48

No actions in this KFA for 2019-20 year.

**Key Focus Area 6.1.4**

Progress 32%

Financial Sustainability

Owner: Bob Hoogland



Actions: 3

Update provided by John Brown on Jan 22, 2020 04:21:24

**Actions 6.1.4.1: 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. (32% completed)**

Mobile phone/tablet package savings identified \$3,500 annually; LGAT coordinated electricity contract negotiated, savings yet to be quantified; green waste sale as landscape product trial identified savings of \$9,000 per annum, change in gas energy provider also generated savings of \$2,000 per year.

**Actions 6.1.4.2: 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. (15% completed)**

Discussed and reviewed at Corporate Services team meetings and Management Team meetings, options are being considered

**Actions 6.1.4.3: Operational Efficiencies - Examine opportunities for operational cost reductions resulting in reduced waste management cost based on \$ / t to landfill. (50% completed)**

Update: October to December 2019

Council's kerbside waste collection service management contracts expire at 30 June 2020. Tenders under preparation include a focus on competitive pricing, valuable materials recovery, community education and operational efficiencies. Service tenders will be invited during January 2020.

St Helens Waste Transfer Station. Layout changes have been made to enable more material streams to be segregated and recovered, such as untreated timber, bulk cardboard plastics and e-waste.

Educational material targetting recycleable materials have been updated with the objective of reducing the rate of contamination in collected kerbside recycleables. The Break O'Day Municipality contamination rate remains high at 15% that significantly adds to the cost of separation and recovery.



### Key Focus Area 6.1.5

Progress 30%

#### Financial Management

Owner: Bob Hoogland

Actions: 3



	%	#
● On Track	100.0	3

Update provided by John Brown on Jan 22, 2020 04:22:12

Internal audits have been delayed but actions are now progressing:

**Actions 6.1.5.1: Audit Panel - Audit Panel meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel. (50% completed)**

October and December meetings of Audit Panel held, minutes and reports received by Council.

**Actions 6.1.5.2: 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. (0% completed)**

Audited 2018/2019 financial statements received and budget review complete, a draft LTFP has now been prepared for review

**Actions 6.1.5.3: Internal Audits - Implement 2019 / 2020 Internal Audits according to the adopted schedule. (10% completed)**

Internal audit review program for 2019/2020 prepared and scheduled; additional audits by Synectic agreed to and being scheduled

### Key Focus Area 6.1.6

Progress 0%

#### Human Resources

Owner: John Brown

Actions: 1



	%	#
● On Track	100.0	1

Update provided by John Brown on Jan 22, 2020 05:15:47

**Actions 6.1.6.1: Workforce Plan - Develop a workforce plan to prepare for and manage succession requirements and ageing workforce. (0% completed)**

No action to date.

### Key Focus Area 6.1.7

Progress 23%

#### Management Systems

Owner: Bob Hoogland

Actions: 3



	%	#
● On Track	100.0	3

Update provided by John Brown on Jan 22, 2020 05:16:24

**Actions 6.1.7.1: GIS - Review GIS services to identify an effective and cost effective approach is being used. (15% completed)**

Initial investigation commenced, contact with other Councils

**Actions 6.1.7.2: Envisio - Continue to monitor and refine. (50% completed)**

The General Manager and Executive Assistant participate in monthly meetings with Envisio representatives.

The Executive Assistant continues to monitor and refine the use of this program with the refining of the plan and has now incorporated the use of the Multi-Plan to assist with easier and more accurate reporting throughout the year.

**Actions 6.1.7.3: Envisio Community Dashboard - Examine the opportunity to create a community dashboard for inclusion on Council's website. (5% completed)**

Public dashboard training scheduled to commence January 2020.

**Key Focus Area 6.1.8**



Elected Members

Owner: John Brown



	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Jan 22, 2020 05:17:25

Councillors continue to participate in professional development activities as they arise.

**Actions 6.1.8.1: Councillors Professional Development - Facilitate participation of Councillors Professional Development. (50% completed)**

The Mayor attended the Local Government Association's (LGAT) Mayors Professional Development in December 2019.

The Mayor attended the ATDW (Australian Tourism Data Warehouse) Workshop in St Helens in November 2019.

The Mayor and two (2) Councillors attended the Local Government Association of Tasmania's (LGAT) Annual Conference in July 2019.

The Mayor and four(4) Councillors attended the Local Government Association of Tasmania's (LGAT) Session in regards to the Local Government Legislation Review.

**Key Focus Area 6.1.9**



Council Advocacy

Owner: John Brown



	%	#
● On Track	100.0	2

Actions: 2

Update provided by John Brown on Jan 22, 2020 05:17:47

**Actions 6.1.9.1: Priority Projects - Pursue identified priority projects through State and Federal Budget consultation processes. (50% completed)**

Focus has been on securing the funding committed during the 2019 Federal Election process. Applications submitted for the Drought Communities Program in line with Council's identified projects, funding has been approved and major project commenced. Applications submitted through the Community Development Program with the Old Tasmanian Hotel project Grant Deed being signed. Tasman Highway intersection upgrades south of St Helens has required substantial pressure being exerted to ensure these are completed by mid-November. Binalong Bay road hand over yet to occur but has been raised with the Premier.

A submission to the Tasmanian State Budget process was made based on the identified priorities of Council. Consideration of priorities for future election processes will be considered by Council early in 2020.

**Actions 6.1.9.2: Potential Projects - Take a proactive approach with Government agencies by ensuring potential projects are adequately researched and outlined for Minister's consideration. (50% completed)**

Council officers have commenced reviewing the Municipal Management Plan. Council consideration of potential projects will be commencing early in 2020 as part of identifying potential projects for future elections. Projects identified for 2020-21 Tasmanian State Budget consideration.

**Key Focus Area 6.1.10**

Progress 15%



Customer Service

Owner: John Brown

	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Jan 22, 2020 05:18:14

**Actions 6.1.10.1: Service Improvements - Encourage ongoing improvement of the customer service approach of the organisation through identified professional development activities. (15% completed)**

Regular manager-team member meetings to consider training needs in the context of adopted values and vision

**Key Focus Area 6.1.11**

Progress 50%



Asset Management

Owner: David Jolly

	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Jan 22, 2020 05:19:27

**Building Asset Management Plan**

A key focus area in 2029-2020 is the writing of a Building Asset Management Plan that enables Council to better manage the establishment of new assets, asset renewals and upgrades and operational and maintenance budgets in alignment with Councils Long Term financial Plan.

Council maintains a building register that includes asset financial data and information. Building Asset register data is currently being updated in preparation for a building revaluation exercise and the writing of an asset management plan.

**Key Focus Area 6.1.12**

Progress 99%

## Stormwater Management Plan

Owner: Stuart Barwick



	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Jan 22, 2020 05:20:17

**Actions 6.1.12.1: Stormwater Priorities Plan - Development and endorsement of the Municipal Stormwater Priorities Plan. (99% completed)**

Action 6.1.12.1 has been completed. Council endorsed the Plan at the December 2019 Ordinary meeting of the Council.

The Urban Drainage Act 2013 ("the Act") requires that all Tasmanian Councils develop Stormwater System Management Plans (SSMPs) for the urban areas within their municipalities. Tasmanian councils have to complete the task by 19th Dec 2019 to satisfy the requirements of the Act.

Progress on councils SSMP has accelerated ahead of anticipated completion by the end of this calendar year.

Specific items have been:

- Completion by Consultants (Water Technologies, Melbourne, "WaterTech") of computer modelling of rainfall and runoff for the whole of the Municipality.
- Transfer of digital results to Council
- Installation by InsightGIS of data onto Council systems
- WaterTech production of their draft Final Report
- WaterTech presentation to Council Staff of methodologies used in the modelling process, with context and reliability of results
- WaterTech training of Council staff on accessing/using data both on Council systems and web-based applications.
- Purchase of additional survey equipment to accelerate the work of updating Councils Storm Water Assets Register.
- Continuing work on preparing the draft SSMP for the Council's endorsement at the December 2019 Ordinary meeting of the Council.
- Continuing work by InsightGIS on the database which holds the Assets Registers.

**Key Focus Area 6.1.13**

Progress 53%

## Work Health &amp; Safety

Owner: Simone Ewald-Rist



	%	#
● On Track	100.0	2

Actions: 2

Update provided by John Brown on Jan 22, 2020 05:20:41

**Actions 6.1.13.1: 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. (55% completed)****Review of reported incidents**

Notification of physical incident only which occurred on 11/12/2019. Works Operation Manager (WOM) advised worker to take more care when holding garbage bin and tipping contents into truck. No administration action was necessary.

As of 13/12/2019 13 incidents were reported including one workers compensation notification.

#### **Audits of staff and contractors**

No additional WHS inspection of staff or audit of contractors took place since the last update due to communication and transparency issues with the Works Department. Discussed with MCS and consequently requested adjustment of KPIs for 2020 to concentrate on getting value out of the few contractors WHS inspections/audits, while others perceive internal inspections as policing them.

BridgePro worksite inspection undertaken on 4/12/2019 - all electrical equipment required test & tag as it expired in April 2019. The fire extinguishers have no tag info on them hence no proof available when they required re-testing.

#### **Induction of staff and contractors**

No contractor induction undertaken.

Two new employees inducted on 25/11 and 28/11/2019.

One Lions Club volunteers was inducted on 5/12/2019.

#### **Facilitate WH&S Committee Meetings**

WHS / RM Committee meeting THU 5/12/2019 included discussions on the following topics:

- Non-compliance of some shackles and hooks on Council trailers - Implement progressive upgrade by 30/06/2020
- Small fuel/oil shed on a concrete slab at St Marys Depot yard - bunded pallets will be used in the yard to store 20 litre drums of oil/fuel in the yard. Completion by 27/2.
- Review of current critical incident measures in place for indoor/outdoor workers. Duress alarm installed at Depot late-Jan 2020 and audible warning removed from main office and connection to wireless receiver set up. Once all in place a new SOP will be set up.
- Scaffolding collapse at Macquarie Park, Sydney in April 2019. Provide update from SafeWork NSW investigation and coroner's report once available.
- RACT Business Safety Essential 3 hour interactive workshop includes Vehicle Safety, Distraction, Speeding, Alcohol/Drugs, and Fatigue & Crash Avoidance Space.

Continue lobbying management & seek funding for FY2020/2021 to send at least one to two workers to a business safety essential workshop to establish if the workshop will provide benefits to the whole workforce.

- Horrific wood chipper fatality. MIDS suggested operators are required to demonstrate competency on how to operate Council's Vermeer Brush Chipper. Urgent meeting requested with Simone, Wayne and the team leaders to discuss the matter, review the SOP, develop the competency checklist and commence checking on various workers' competency levels.

Plant tagged out in Nov 2019 and not used until matter addressed. Wayne to discuss at toolbox meeting in Jan 2020 with workers. Plant not operated for close to three years hence no recent near misses reported.

- Cancer Council Tas - Find Cancer Early Campaign - two sessions (indoor & outdoor workers) to be set up for May 2020.

- Take 5 Phone App used by Burnie City Council cost only \$5 per user. Simone to investigate further and report back in February 2020.

#### **Appropriate identified training**

- First Aid refresher training for 21 workers - 23 September 2020.
- First Aid 2 days training for two new MTBT workers to be arranged in early 2020.
- 16/1/2020 Chainsaw assessment training for two new MTBT workers arranged.
- Safe Chemical Handling training for two new MTBT workers to be arranged in early 2020.

- 2023 : Refresher training for Aerodrome Reporting /WHS Officer for eight workers.

**Actions 6.1.13.2: Wellbeing Program - Undertake actions to improve the wellbeing or workers including appropriate training and awareness sessions. (50% completed)**

**2020 Wellbeing Program identified:**

June - Audiometric testing of 20 outdoor workers - contacting WHA in early 2020;

July/August - Skin Cancer Checks with Dr Susan Basson for up to 50 workers/volunteers - emailed 13/12/19 to touch base and await reply;

Remedial exercise session to continue in March 2020 - currently sourcing a new trainer;

Continue to raise issues that arise out from media, workshop and networking with other councils.

**Key Focus Area 6.1.14**

Progress 62%

Public Health

Owner: Jake Ihnen



	%	#
● On Track	100.0	2

Actions: 2

Update provided by John Brown on Jan 22, 2020 05:21:11

**Actions 6.1.14.1: 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. (99% completed)**

Reviewed July 2018 therefore not due for review until July 2021.

**Actions 6.1.14.2: 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. (25% completed)**

Draft guideline has been developed. Will be reviewed and circulated to managers for comment.

**Key Focus Area 6.1.15**

Progress 50%

Stakeholder Management

Owner: John Brown



	%	#
● On Track	100.0	2

Actions: 2

Update provided by John Brown on Jan 22, 2020 05:21:28

**Actions 6.1.15.1: Northern Tasmanian Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy. (50% completed)**

Consideration of the Regional Economic Development Plan and endorsement by Council undertaken at September 2019 Council meeting. Final adoption occurred at the December 2019 Council meeting. Review of NTDC operations as part of considering ongoing funding has been requested as council is examining the value for money being received. Mayor and General Manager participating in development of Regional Collaboration Framework.

**Actions 6.1.15.2: 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. (50% completed)**

LGAT Conference attended by Mayor, 2 Councillors and General Manager, BODC received the Award for Excellence in Service Delivery for Small Councils.

Participation in legislative reviews and policy development has included:

- Local Government Act Review (ongoing including Technical and Working Groups)
- State Government Draft Waste Action Plan

**Key Focus Area 6.1.16**

Progress 15%



Improvements to Council's Systems and Processes

	%	#
● On Track	100.0	1

Owner: Bob Hoogland

Actions: 1

Update provided by John Brown on Jan 22, 2020 05:21:49

**Actions 6.1.16.1: System and Process Improvements - Undertake an ongoing review of Council's systems and processes with a focus on simplification, time and resource reduction. (15% completed)**

Regular consideration by organisation teams and management team

**Key Focus Area 6.2.1**

Progress 100%



Asset Management Policy

	%	#
● On Track	50.0	1
● Completed	50.0	1

Owner: Bob Hoogland

Actions: 2

Update provided by John Brown on Jan 22, 2020 05:22:14

**Actions 6.2.1.1: Review AM15 Asset Disposal Policy Review Period: 3 years Adopted: 21.08.2014 Date last amendment: 21.03.2016 Renewal Due: November 2019 Source: Policy Review Schedule (100% completed)**

Council adopted the amended update to AM15 Disposal Policy at the August 2019 Council Meeting after discussion at the August 2019 Councillor Workshop.

**Actions 6.2.1.2: Review AM19 Asset Management Policy Review Period: 3 years Adopted: 15.08.2016 Renewal Due: August 2019 Source: Policy Review Schedule (99% completed)**

Council adopted the amended update to AM19 Asset Management Policy at the August 2019 Council Meeting after discussion at the August 2019 Councillor Workshop.

### Key Focus Area 6.2.2

Progress 15%

#### Community Building Policy

Owner: Bob Hoogland



	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Jan 22, 2020 05:22:36

**Actions 6.2.2.1: Review CB04 Youth Policy and Strategy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: April 2020 Source: Policy Review Schedule (15% completed)**

No action to date - contact made with Schools to work with SRC committees and invite ScamJam members to be part of the review

### Key Focus Area 6.2.3

#### Economic Development Policy

Owner: John Brown

Update provided by John Brown on Oct 24, 2019 03:07:31

No Actions in this KFA for the 2019-20 year.

### Key Focus Area 6.2.4



Progress 0%

#### Environment & Planning Policy

Owner: David Jolly



	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Jan 22, 2020 05:22:51

**Actions 6.2.4.1: Review EP03 Conservation Covenant Support Policy Review Period: 3 years Adopted: 25.06.2012 Date last amendment: 21.03.2016 Renewal Due: December 2019 Source: Policy Review Schedule (0% completed)**

No activity

### Key Focus Area 6.2.5



Progress 45%

#### Leadership & Governance Policy

Owner: Bob Hoogland



	%	#
● Status Pending	45.45	5
● On Track	54.55	6

Actions: 11

Update provided by John Brown on Jan 22, 2020 05:23:14



**Actions 6.2.5.1: Review LG08 Employees Voluntary Emergency Services Policy Review Period: 3 years Adopted: 25.06.2012 Date last amendment: 21.03.2016 Renewal Due: April 2020 Source: Policy Review Schedule (0% completed)**

Last amendment March 2017 due for review March 2020, will be reviewed closer to date.

**Actions 6.2.5.2: Review LG01 Elected Member Allowances and Support Policy Review Period: 4 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: August 2019 Source: Policy Review Schedule (99% completed)**

Status updated to "On Track"

**Actions 6.2.5.3: Review LG03 Councillors Code of Conduct Policy Review Period: 4 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: May 2020 Source: Policy Review Schedule (99% completed)**

Councillors Code of Conduct Policy was reviewed following the Ordinary General Election in November 2018 and adopted at the 18 March 2019 Council Meeting.

**Actions 6.2.5.4: Review LG07 Procurement Policy (Code for Tenders and Contracts) Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: November 2019 Source: Policy Review Schedule (99% completed)**

Policy LG07 reviewed at Council Workshop and amendments prepared; amendments reviewed by Audit Panel at December 2019 meeting and recommended to Council; amended LG07 Policy adopted by Council at the December meeting, matter is complete

**Actions 6.2.5.5: Review LG11 Rating Exemptions and Remissions Policy Review Period: Yearly Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: February 2020 Source: Policy Review Schedule (99% completed)**

Policy was reviewed in August 2018, not due until August 2021

## Key Focus Area 6.2.6

By Laws

Owner: Bob Hoogland

Update provided by Bob Hoogland on Jan 07, 2020 23:38:16

No Actions in this KFA for 2019-20 year.

## Key Focus Area 6.3.1

Progress 50%

Reporting: To ensure transparency of risk management information across Break O'Day Council, a series of reports will be produced throughout the year.

Owner: Bob Hoogland

Actions: 2

Update provided by Bob Hoogland on Jan 07, 2020 23:41:11

**Actions 6.3.1.1: Risk Updates and Activities - Risk updates and activities are regularly reported to management, Council and Audit Panel. (50% completed)**

Risk activities are up to date half way through 2019/2020

Reports have been provided to and received by Council and managers, and the Audit Panel



Risk register reviews have been completed as expected wexcept for a couple of very minor delays which are expected to be addressed early in 2020

### Key Focus Area 6.4.1

Progress 50%

Grant Submissions

Owner: Angela Matthews



	%	#
● On Track	100.0	1

Actions: 1

Update provided by Angela Matthews on Dec 20, 2019 00:46:45

**Actions 6.4.1.1: 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. (50% completed)**

Applications have been submitted for the following:

Drought Communities Programme Extension - \$1,000,000

Building Better Regions Fund (BBRF) - Infrastructure for Events - \$20,000

Building Better Regions Fund (BBRF) - Break O'Day Trails Strategy - \$30,000

\$2,100,000 received from the Federal Government for the Georges Bay Multi-User Track.

Grant Deeds have been received for the Old Tasmanian Hotel Restoration Project - \$500,000 and the St Marys Flood Mitigation Project - Flood Proofing St Marys - \$400,000

Drought Communities Programme - \$1,000,000 - Grant Deeds Executed and works commenced for Enhancing the Fingal Valley

Recreational Boating Fund for Proposed upgrade to the Scamander Boat Ramp was successful - \$125,000

### Key Focus Area 6.5.1

Progress 56%

Capital Works and Projects Program

Owner: Bob Hoogland



	%	#
● On Track	100.0	6

Actions: 6

Update provided by David Jolly on Jan 14, 2020 23:35:07

This KFA is supported by four (4) Actions

Council has held several community drop in sessions with the purpose of creating township plans with subsequent endorsement by the Council. Plan items are wide ranging in nature from infrastructure needs, maintenance and regulatory matters and are either being addressed through both the 4 year capital programme and current operational and maintenance budget and legislative frameworks.

A key focus during the period October to December 2019 was the delivery of a number of infrastructure projects funded under the Drought Communities Programme, with all projects to be completed by the end of December 2019 with the following projects completed.

- St Marys Cemetery: Drainage and internal road pavement works.
- Fingal Streetscape Stage 3 - The project commenced on 26 September and included the upgrade of the streetscape between Brown and Gleadow Streets on the southern side of Talbot Street and include the replacement of stormwater pipes and the connection of property stormwater points, new kerb and channel, footpath upgrades, property access upgrades and landscaping.
- St Patricks Head Trail Works - the upgrade and repair of the walking trail.
- Mathinna Falls Trail that included access road works, the replacement of a vehicle bridge and walking track repair and upgrade.
- Fingal Park Shelter.

The St Mary's Flood mitigation project scopes have been defined and Council has submitted an application for Australian Government funding to enable the implementation of priorities from the St Marys Flood Risk management Plan for the St Marys community. The objective of the flood mitigation projects is to reduce the area of St Marys that is flood prone, reducing flood hazards and impacts for households (including public housing), businesses and public infrastructure and improving.

There are three separate projects:

1. The establishment of a flash Flood Warning System, installing one automatic weather station, radio-links with an existing second station, data communications to Bureau of Meteorology and create a local flash flood alert communications system. The flood warning system will detect and warn the community, Council and emergency services, protecting people and property from flood losses by triggering pre-flood preparations and response and recovery actions.
2. Engineering works to raise the deck of 'The Flat' bridge 1 meter, clear of the stream channel to reduce inundation of Main Street (Bridge works completed at December 2019 with minor road works to be completed during January 2020).
3. Build a flood levee bank at Groom Street to protect the residential area east of Story Street. Survey work was completed during December, with levee design work scheduled for January 2020.

Council has allocated funding in the 2019-2020 Capital budget for road Re-sheeting and Re-sealing projects. The gravel road re-sheeting program is on schedule. Councils Road Sealing Tender was awarded to Crossroads Civil Contracting. Sealing works commenced in late November and will continue until late January 2020.

During this financial year, several of councils timber bridge decks are to be replaced. Deck timbers have been sourced from the local sawmill. Bridge works at Argonaut Road were completed during December with work in progress works occurring at Reids Road. There are no forecast delays to the bridge works program.

Kerb & channel and footpath replacement works are ongoing with the majority of works to occur during the period February to May 2020.