



2019-2020 Annual Plan Quarterly Report

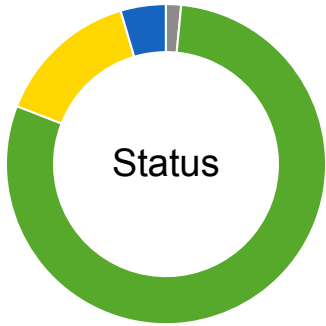
Jan 01, 2020 - Mar 31, 2020

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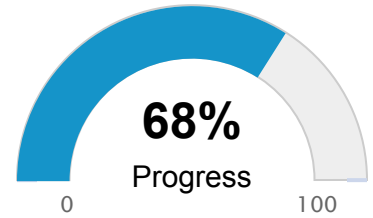
49

Key Focus Area


Overall Summary



	%
● Status Pending	1.53
● On Track	79.39
● Some Disruption	14.5
● Completed	4.58



Report Legend

 No Update

 Overdue

 Priority

Key Focus Area 1.1.1

Progress 71%



Communication:

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

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

Owner: Jayne Richardson

Actions: 4

Update provided by John Brown on Apr 23, 2020 04:02:49

Communications related activities are progressing well, it is anticipated that the focus will change slightly with the unfolding COVID-19 situation.

Actions 1.1.1.1: Online Surveys - Use surveys in community consultation regarding Council activities and show transparency and accountability of Council (85% completed)

The Trailhead survey has been paused due to the closing of the MTB Trails due to COVID-19. When the trails are re-opened we will be able to deliver this survey as intended,

The second of the Businesses surveys has been sent out to a list of around 150 Break O'Day businesses. The survey asked recipients to look at the summer months; December, January and February and report how they felt their business had gone compared to last years.

Uptake on the survey has been a bit slow (guessing this is also COVID-19 based as the survey was sent out just before the announcement of a pandemic.) A reminder was sent to all businesses on 6 April with the hope that we will get a higher return rate.

A new resident Survey has also been completed which has now been sent out to more than 200 people who have moved to the area from July 1 to current. The aim of this survey is to understand who is moving to our area, where they are coming from, what their plans for their property are as well as what has influenced them to move to the area. This survey has now become part of the new resident kit and will continue to be sent out. This data will be collected in a spreadsheet for data analysis.

I have been working on adding more businesses to the business database in an effort to grow our reach and therefore data for when we send out the next Business Information survey. We have decided to make this in March so that we can ask businesses to reflect on the Nov, Dec, February period. This survey will remain open for at least 4 weeks and once completed, information will be collated and made publicly available.

CC has also been working on a Council benchmarking survey. So far this has involved reviewing what other Councils do, exploring options with LGAT and talking to managers about the sort of information they would like to explore through survey questions.

A format for the survey has been decided and the proposed distribution is to send out to all ratepayers with their rates notices. Due to the large scale of the task in terms of analysis and collation, the CC will explore contracting specialists to help with this task.

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. (46% completed)

CC has been working on a Council benchmarking survey. So far this has involved reviewing what other Councils do, exploring options with LGAT and talking to managers about the sort of information they would like to explore through survey questions.

A format for the survey has been decided and the proposed distribution is to send out to all ratepayers with their rates notices. Due to the large scale of the task in terms of analysis and collation, the CC will explore contracting specialists to help with this task.

After discussion with other Councils and who they used to help develop, deliver and collate their surveys, Metropolis Research was contacted for a quote. This came back far more than we had anticipated. Shortly after this the COVID_19 Pandemic was announced and all thoughts of a benchmarking survey will now be held until the next financial year. This is so that the data from the survey is not influenced by the current situation as well as the fact that this is no longer a major priority for Council.

Actions 1.1.1.3: Plain English Communication - Develop a 'Plain English' approach to Council communications in line with the new Communications Guide. (87% completed)

Since COVID-19 the CC has used this as a timely reminder for staff to re-visit the Communication Guide, particularly the tips around tone. An additional document was also developed that reinforces the tone for Council correspondence during this crisis situation. The emphasis of this document was to portray Empathy and Reassurance to our community.

The DS team is still developing their messaging and there has been some discussions with the CC on how we can improve the Planning and Building sections on BODC website so people have a better understanding on what is required and the expectations of Council land the Tasmanian Planning Scheme.

As the benchmarking survey was going to be used to guide what information and how people would like to be engaged with, we will proceed as best as possible and move to testing our thinking based on the results of a survey rather than develop based on the results of the survey.

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 Communications 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. (66% completed)

A community notice board will be installed in the garden bed between the Supa IGA carpark and the Surfshop. The idea is that the notice board can host community information both from Council and other community groups. It will be monitored by a Council officer.

We continue to try and grow our email databases as this remains the best way to communicate with people. Databases that we have been working on developing includes the Business Database, the Newsletter Database as well as the St Helens MTB newsletter list.

Social media remains a great way to talk to our audiences and this continues to grow both for Council and the St Helens MTB trails. The Council page we largely leave to grow organically, however we have run some targeted, paid advertising through the St Helens MTB page in order to expand our reach. This includes targeting MTB enthusiasts who were attending Crankworks in Rotarua.

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.

Key Focus Area 1.2.1

Progress 75%

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



● On Track	%	#
	100.0	4

Update provided by John Brown on Apr 23, 2020 04:05:59

Good progress has been made in this Key Focus area, unfortunately events are now being significantly impacted by the current situation. The focus is shifting to supporting community groups to reschedule events.

Actions 1.2.1.1: Increasing Volunteers - Work with Volunteering Tasmania to engage with our community to increase our volunteer pool. (75% 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

A number of volunteers were utilised during the Fingal/Mangana fires - training was provided on site as required. An outcome from this event is that we now have approximately 10 additional volunteers who can be called upon if another incident occurs throughout our municipality if volunteers are required.

Actions 1.2.1.2: Event Capacity Building - Build the capacity of the community to conduct events. (75% 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.

We had a successful event period for the month of January and February with a number of annual events being held including a new event for March, 2020. Unfortunately with the onset of Covid 19 all events were cancelled. The Dragon Trail event scheduled for March, 2020 has been rescheduled for 2021.

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. (75% 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.

All planning had been undertaken and completed for events scheduled through to June, 2020 but unfortunately with the onset of Covid 19, these events have either been scheduled for cancelled. Council staff will continue to work with community groups to ensure that there events still continue once we work through this period of social distancing and see whether any can be run towards the end of 2020

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. (76% 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

Unfortunately with the onset of Covid 19 and new social distancing rules, this will impact on future events for the 2020 season - Council staff are connecting with events organisers that cancelled events to support them in future planning.

Key Focus Area 1.3.1



Progress 73%



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	50.0	2
● Some Disruption	50.0	2

Owner: Chris Hughes

Actions: 4

Update provided by John Brown on Apr 23, 2020 04:08:19

Community engagement activities have been progressing well though we will now be shifting to more traditional and online approaches to engage the community in projects.

Actions 1.3.1.1: Community Engagement Framework - Complete the development of a Community Engagement Framework for consideration and adoption by Council. (82% completed)

The document has been reviewed and will now go to Council for approval before being made available to the community in draft form so they can offer their feedback.

Receiving Community feedback on this document is instrumental to ensure that we have community buy-in, without this the document will not work.

The draft of this document has been completed. Before it goes to Council, the General Manager would like to test it within a Social licence framework with a specialist in the field.

Actions 1.3.1.2: Framework Integration - Commence the implementation of the Community Engagement Framework in Council activities. (60% 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

This is currently on hold whilst Local Government review is being undertaken

Actions 1.3.1.3: Local Township Plans - Work with the community to ensure the identified activities in the Township Plans are addressed. (75% completed)

Scamander drop in session held to develop Scamander Township Plan.

St Helens Township 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

Scamander and St Helens Township Plans have been completed - Scamander Township Plan has been adopted by Council, St Helens Township Plan awaiting adoption by Council

Actions 1.3.1.4: Arts & Cultural Strategy - Review the Strategy to reflect changes in community group activity levels. (75% 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.

Due to Covid 19 the Bay of Fires Committee has made the decision to cancel this event for 2020. Council staff will continue to work with the committee to ensure that their event continues to be sustainable and in line with the Art & Cultural Strategy by working with the executive committee whilst they continue to rebuild their event

Key Focus Area 2.1.1



Progress 66%



Opportunities:

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

Owner: John Brown

Actions: 9

	%	#
On Track	33.33	3
Some Disruption	55.56	5
Completed	11.11	1

Update provided by John Brown on Apr 23, 2020 04:17:45

Progress with activity in this area has been variable with activities relating to population growth and housing requiring an increased focus which is being disrupted by broader events beyond our control.

Actions 2.1.1.1: Economic Prospectus - Promote availability of economic prospectus and update to maintain relevance. (75% 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. (75% 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 Evercreech 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. (75% 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. Presentation from NTDC to Council on 24/2/2020 provided an update on the program progress which Council continues to participate in. 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. (33% completed)

Some initial discussions through Department of Communities Tasmania on local opportunities as part of the balance of the Annie Street site. 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. (75% 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. (75% 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. Draft report ready for Council's consideration though current Covid-19 situation may impact activity.

Key Focus Area 2.1.2



Progress 62%



Tourism:

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

	%	#
● On Track	75.0	6
● Some Disruption	25.0	2

Owner: John Brown

Actions: 8

Update provided by John Brown on Apr 23, 2020 04:32:12

Generally this area is on track with the exception of the review of visitor information provision. This activity is largely driven by the priorities of ECRT0 and is substantially outside our control.

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. (50% completed)

After receiving feedback about the lack of signage indicating dangerous surf at Swimcart beach, the CC worked with the PWS regional manager to review and install more signage.

One of the main focus areas for signage is in the Bay of Fires. PWS have developed and will be implementing a survey which we have asked to include a question around signage so we can get some definitive information in this space. Once we receive this information we will have qualitative data that we can then use to form a strategic approach to signage in the area.

We have been discussing this with ECRT0 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 ECRT0 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. (75% 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

Council staff are working on a draft Bay of Fires Master Plan so that when funding is provided, this project will be ready to go out for expressions of interest

Actions 2.1.2.3: Visitor Information Sites - Review Tourism signage at 'mushrooms' and design new information with updated images where required. (10% completed)

CC has identified Visitor information sites that need to be reviewed. A report will then be prepared and submitted to Council for their consideration.

Actions 2.1.2.4: Fingal Valley Tourism - Support Fingal Valley community groups to undertake tourism activities and projects. (75% 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

An event was held in Fingal prior to the social distancing laws being introduced which attracted a number of new people to the Fingal area which had been impacted by fires during January, 2020. Council staff are working with an external event provider for an event to be held in Fingal in 2021. There has been no meeting of the tourism group due to Covid 19.

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. (75% completed)

In light of COVID-19, all DAP activities and meetings have been stalled.

DAP activities are progressing well with the three focus areas. The group has agreed to be more pro-active this year in terms of biting off a few bigger projects now we have found our feet. There are also talks of looking and examining funding opportunities.

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. (99% completed)

Report has been to Council and the Officers recommendation was accepted. The recommendation was not to pursue a visitor App for the Break O'Day area. The following is the conclusion from the report.

"The cost to develop and maintain an app can be an ongoing financial drain. As a Local Government agency we must consider whether the cost is worth the value the App would bring to our community and area. In the case of a Break O'Day focussed App, I do not think that there is enough value to justify this cost.

As established in this report, there are already many very successful apps already operating in this space that we could never compete with considering some of these Apps have millions of downloads and high customer ratings. They are also well promoted and in some cases already embedded in smart devices and the vernacular of travellers.

The travel industry is a highly competitive market where research has shown that there is an increase in people using their smart devices for planning and researching travel but they are doing this in decreasing amounts of time. This means that the window for reaching potential customers and 'cutting through' digital clutter is getting harder and harder.

The biggest obstacle with Apps is getting people to download them and this I believe is the biggest challenge our App would face. As mentioned in the report, visitors do not come to see Break O'Day, they come to St Helens, the Bay of Fires etc so the idea of the App itself is already at odds with travel habits.

Research has also shown that people have made a lot of their travel plans before they even reach a destination. This means that by the time some visitors have gotten here they have already made a lot of their decisions around where they are staying and what they are going to do.

In my opinion, an App of this sort for our area does not offer enough benefit to pursue further."

Report has been drafted and sent to the General Manager for review

Actions 2.1.2.7: Tourism Reliance - Develop a greater community understanding of the importance of Tourism to the local economy. (36% completed)

We had scheduled our first business info session for 2020 which will be held at Tidal Waters on March 19. In this session we will discuss how the trials are impacting visitation in the area by presenting some of our Trail Counter data.

The information gathered through the Business survey will also help us illustrate to our community the importance of tourism on our area.

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. (75% 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 69%

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

Actions: 4



	%	#
● On Track	100.0	4

Update provided by John Brown on Apr 23, 2020 04:38:43

Generally satisfactory progress with most being ongoing activities. Business opportunity development and facilitation is struggling in the current environment.

Actions 2.2.1.1: Economic Development Assistance - Provide direct support for new and existing businesses wishing to establish or expand activities. (75% 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. (75% completed)

Supported the BEC through the recent Grant funding process to continue operations. 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. (75% 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 Apr 23, 2020 04:46:49

No specific actions during the 2019-20 year

Key Focus Area 2.4.1

Progress 75%



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 Apr 23, 2020 04:47:08

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. (75% completed)

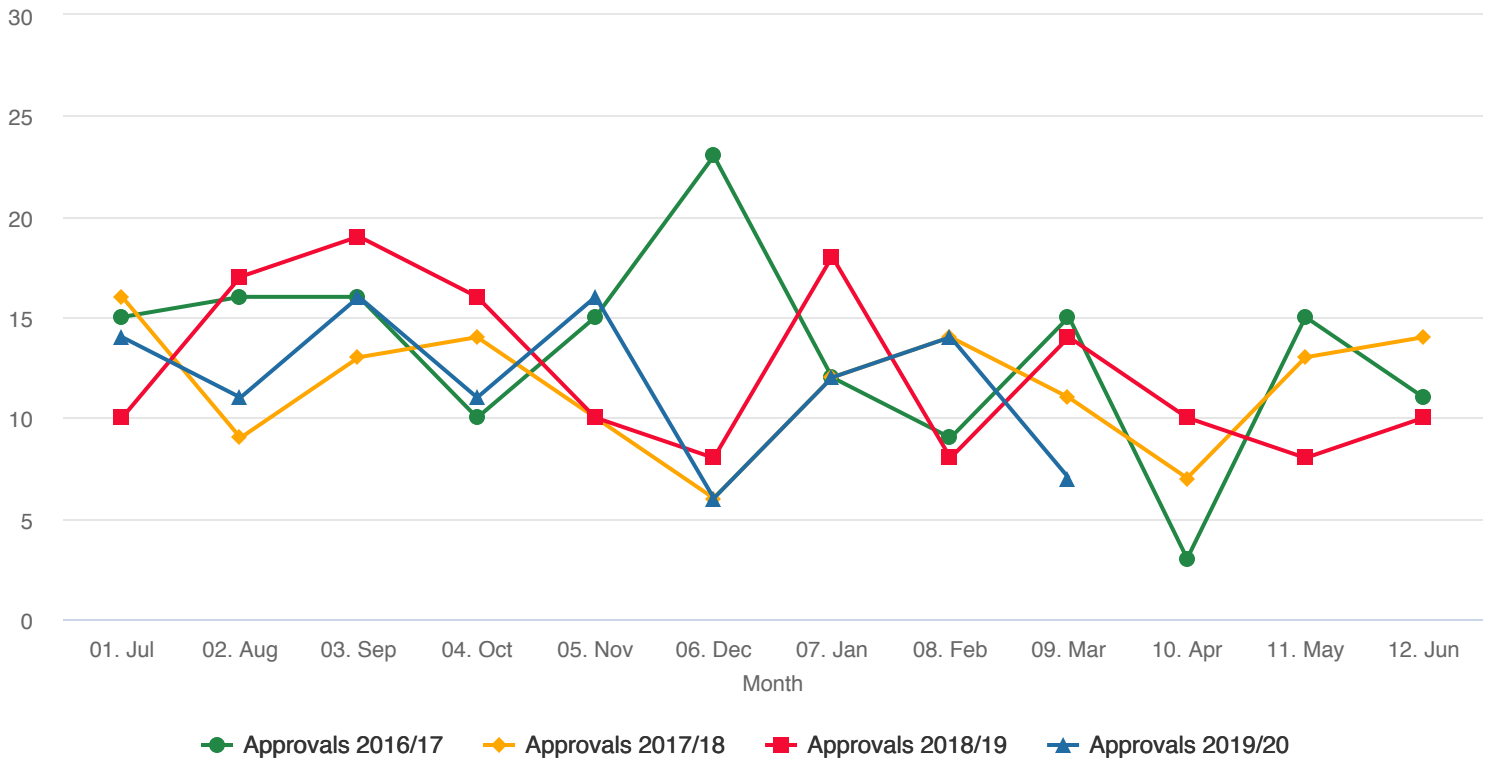
Iplan is currently with the State Government pending the release of the development application module. Timing is in the hands of the state Government however once completed residents will be able to lodge DA's on-line via the web portal.

Council officers continue to support the government initiative.

Key Focus Area 2.4.1 > KPI

Number of Building Applications Approved

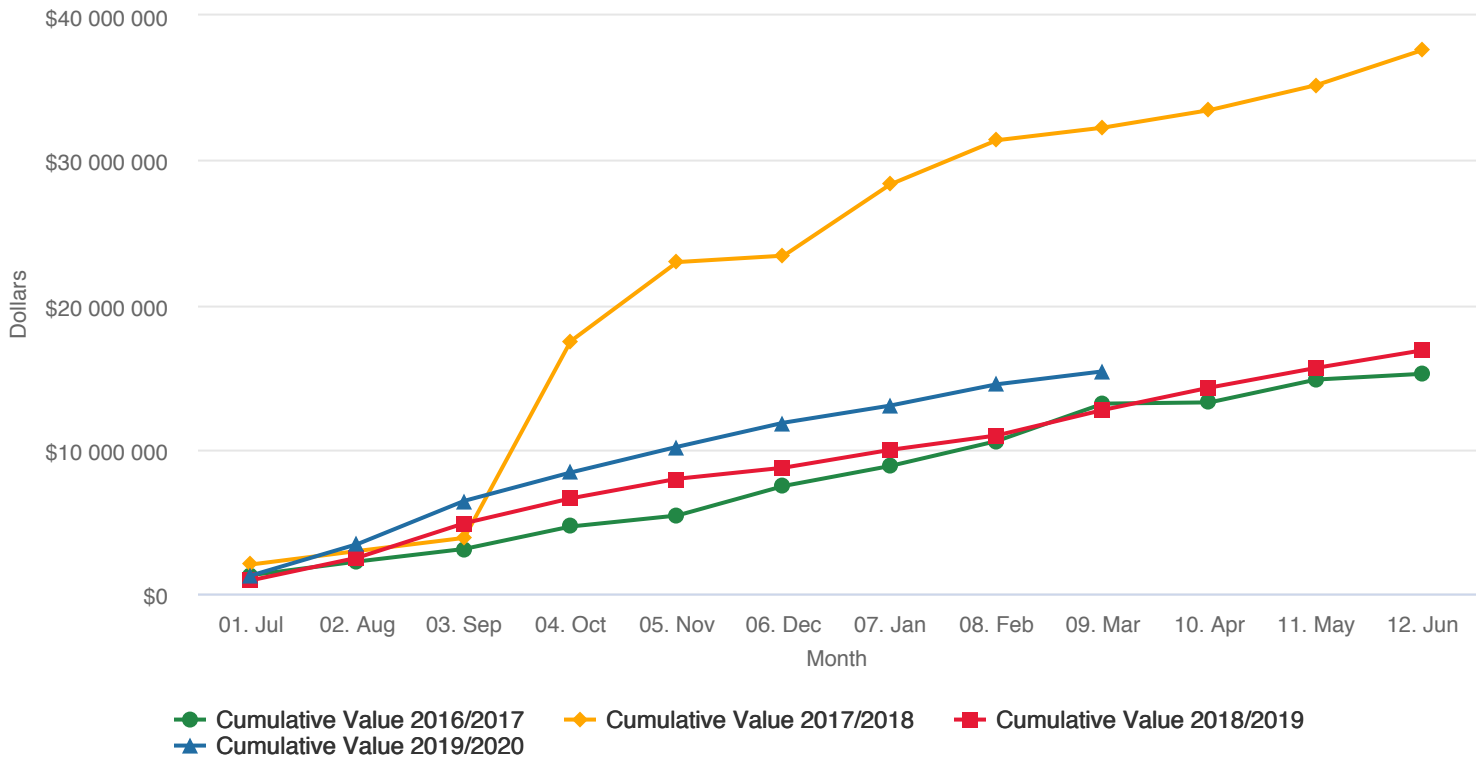
Number of Building Applications Approved



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 56%



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 Apr 23, 2020 04:49:56

The most significant action in this area related to the Local Provisions Schedules which impacted on other activity and took substantial resources. With this being lodged focus can now turn to other activities.

Actions 3.1.1.1: Local Provisions Schedule (LPS) - Complete and submit LPS to the Tasmanian Planning Commission. (99% completed)

At the March 2020 Council meeting, the Council, acting as a Planning Authority resolved it is satisfied the draft Break O' Day Planning LPS meets the relevant requirements of Section 34 of the Land Use Planning and Approvals Act, 1993 (LUPAA) and resolved to forward the draft to the Tasmanian Planning Commission

Actions 3.1.1.2: Tree Guide - Develop a guide for the municipality to inform street tree establishment and management. (30% 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. (75% completed)

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

Community Drop-in information sessions were also held at St Marys and St Helens in early October 2019 in relation to developing a Land Use Planning Schedule for the municipality.

Councils Draft LPS was submitted to the Tasmanian Planning Commission in March 2020. The LPS will be advertised for public comment/ submission in due course that will enable land owners and real estate agents to both build their understanding of the critical changes in land use planning and to make appropriate submissions to the government.

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 being diverted to the development of the Draft Break O'Day Land Use Planning Schedule (LPS).

Lodgement of the Draft LPS in March 2020 to the Tasmanian Planning Commission has enable resources to be freed to address this action.

Key Focus Area 3.2.1

Progress 80%



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 Apr 23, 2020 04:53:49

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. (90% completed)

Landholders and groups continue to be supported by servicing environment and resource management inquiries, for example community support as waterways suffered in drought. Holiday makers and residents engaged in Discovery Ranger activities (Council partnering with PWS program) over January 2020. Successful promotion of community action as waterways suffer from drought.

Actions 3.2.1.2: Recognition Program - Recognise significant contributions to the environment and natural resource management with targeted awards, grant programs or events. (75% completed)

NRM Committee agrees to use the previous Velvet Worm Award model of community recognition, aiming for mid year.

Actions 3.2.1.3: Waste Reduction - Undertake community education and activities focused on waste reduction and minimisation. (75% completed)

The DAP group organised activities for Clean Up Australia Day which was well attended.

We have also revamped our website to include a specific session for waste. This page can be directly hotlinked from the home page and all information can be found in this one place. We have also included an I-frame of the Recycle Coach App.

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 or 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 56%



Land Management:

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

	%	#
● On Track	80.0	4
● Some Disruption	20.0	1

Owner: Polly Buchhorn

Actions: 5

Update provided by John Brown on Apr 23, 2020 04:55:25

Progress is a bit variable in some areas and has been affected by activities such as the Dog Management Policy taking more resources than expected. Good progress with weed Management is starting to be made.

Actions 3.3.1.1: Land Management Activities - Secure financial and human resources for projects to rehabilitate degraded land and sustain soil productivity. (75% completed)

Negotiating offer from DPIPWE to drought affected Councils of \$50,500 'Drought Weeds Funding' and efficient delivery options with other Council's. Promoted TFGA's Landcare Grants Round 2 offer to Break O'Day landholders. Due to the COVID19 campaign DPIPWE has suspended all volunteers/work programs. Funding programs may also be impacted.

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. (25% completed)

Activity planned for later in the year and can be undertaken despite COVID19 restrictions at this stage.

Actions 3.3.1.3: Weed Plan - Update Weed Plan with community consultation. (55% completed)

New Weed Program Coordinator appointed and implementing high priority weed control works. 2020 on-ground weed control program is being planned in conjunction with updating of Weed Plan.

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. (45% completed)

Ironically due to COVID19 planned training activity will not be possible and alternative tactics will have to be used.

Actions 3.3.1.5: Dog Management Policy - Implement revised Dog Management Policy - signage, education, compliance and new dog exercise facilities. (80% completed)

Implementation continues to improve with local cooperation with PWS; an infringement and fine issued at Scamander by PWS, following a tip-off from the community to Council. Further work on signage and education planned, despite the COVID19 crisis. Work on St Helens dog park planned for May. Implementation of Council decisions on new dog Exercise Areas for St Marys and and options for Binalong Bay being developed further.

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.

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

Owner: Polly Buchhorn

Actions: 4

Update provided by John Brown on Apr 23, 2020 04:57:18

The key activity in this area relates to the St Marys flood mitigation works with very good progress occurring in this important project. Other areas have suffered as a result and the focus will shift back this way in the last few months where possible.

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. (25% completed)

While this activity to review catchment and water quality priorities has been delayed, opportunities this year are anticipated.

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. (33% completed)

Activity planned and intended to implement for this year, albeit modified for the limitations of the COVID19 crisis.

Actions 3.4.1.3: St Marys Flood Mitigation - Support implementation of Plan priorities - flood mitigation work, warning system and other strategies. (80% completed)

Flat bridge lift complete. Groom Street levee has been designed and getting final landholder and DPIPWE approvals so construction can begin. DPIPWE contracted to build new rain gauge weather station for Flood Warning System, with BOM to provide telemetry and data management. Continuing with plans in the face of threat to timelines from COVID19 crisis.

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

Progress 99%



Community Facilities:

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

Owner: David Jolly

	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Apr 23, 2020 04:58:46

Actions 4.1.1.1: Old Tasmanian Hotel - Commence external and internal upgrade to the Old Tasmanian Hotel in accordance with grant funding. (99% 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. A Grant funding agreement has now been entered into and works are progressing onsite. The required actions intended in the Annual Plan are now complete and building works onsite are 15% complete.

Key Focus Area 4.2.1

Progress 75%



Towns:

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

Owner: David Jolly

	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Apr 23, 2020 05:01:09

Actions 4.2.1.1: Car Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for off-street parking. (75% completed)

Opportunities continue to be investigated, that include active discussion with landowners. Arrangements being brought into place to secure the area on the corner of Cecilia and Quail streets on a medium to long term arrangement.

Key Focus Area 4.2.2

Progress 75%



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 Apr 23, 2020 05:03:08

Actions 4.2.2.1: 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. (75% completed)

Council continues to monitor the roll-out of the Australian Government Mobile Black Spot Programme following a recent announcement that Optus would be upgrading coverage along the East Coast. 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.

Opportunity continues to be monitored.

Key Focus Area 4.3.1

Progress 94%



Waste Management:

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

	%	#
● On Track	50.0	2
● Completed	50.0	2

Owner: David Jolly

Actions: 4

Update provided by John Brown on Apr 23, 2020 05:07:05

Good progress has been made in this area 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. (99% completed)

Operational changes implemented at the St Helens Waste Transfer Station in the first half of 2019/2020 provide users with the opportunity to separate various 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.
2. Scrap Steel
3. Plaster board
4. Concrete, bricks, gravel and soil.
5. Glass

Plastics recovery options continue to be investigated, Commodity prices remain low and recovery options are limited.

Polystyrene recovery has temporarily been suspended. COVID-19 has acted to disrupt the recovery chain.

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. (75% completed)

Glass collected at Council's Waste Transfer Stations is transported to the Scamander WTS and stockpiled. The quantity of glass collected through Council's 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 68%



Roads and Streets:

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

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

Owner: David Jolly

Actions: 4

Update provided by John Brown on Apr 23, 2020 05:09:44

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. (90% completed)

Esk Main Road

The State Government has continued road-widening works between Fingal and St Marys. Works will continue up to the 20 April 2020.

Great Eastern Drive

The Elephant Pass/Tasman Highway intersection has been upgraded to include a passing lane. Passing lanes have been constructed at the main access points to the Chain of Lagoons. Depart of State Growth have commenced final design and survey on the Tasman Highway south of St Helens.

Actions 4.3.2.2: Municipal Road Network - Complete transfer of the responsibility of Binalong Bay Road to the State Government. (75% completed)

Councils General Manager and Manager Infrastructure & Development Services have met with State Growth project managers during the quarter to discuss required upgrade works and the tentative timing of handover of the road to the State Government, 2020/2021. Clarification is to be sought from the State Government on any timing changes due to the impact of the COVID-19 pandemic.

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.

Some disruption exists due to resources being assigned to other priorities.

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. (75% completed)

During the March quarter Monash University (School of Architecture) developed a conceptual design for the toilet and lookout at the site. Due to social distancing restrictions currently in place, community consultation will be undertaken on the concepts via a mail out to Scamander residents during April and May.

Key Focus Area 4.3.3



Progress 71%



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 Apr 23, 2020 05:26:32

Primary focus has been on managing the MTB projects and the activities under the Drough Communities Program has enabled some good progress on walking track upgrades.

Actions 4.3.3.1: Short Walks - Develop walking trail inventory for short walks. (50% 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. Information has been provided to ECRT0 who are developing some broader information

Project has not been progressed in previous month. Will require new milestones and resource priorities to deliver.

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. (75% 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. Further project will be developed through the Drought Communities Programme extension.

Requires review of milestones and resource allocation prioritisation

Actions 4.3.3.3: Georges Bay Foreshore Trail - Secure approvals and commence construction. (75% completed)

Council approved the Development Application for this project at the March 2020 Council meeting. *Minute 03/20.6.1 DA 252-2019 – Combined Walk/Cycle Bridge, Elevated Walkway and Path – St Helens.*

Tender submissions have been received and are being assess by a Tender Panel.

Tenders are currently being assessed on this project

Actions 4.3.3.4: St Helens to Binalong Bay Link - Develop the project to a shovel ready stage and pursue funding. (75% 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. (75% completed)

Trail construction commenced in April 2019.

Trailhead construction on Flagstaff Road was completed including hardstand, roads and carparks being established. The Trail Head features include toilet block, shelters, bike hygiene station and signage. The official opening was occurred on 21/11/2019.

ALL TRAILS ARE CLOSED DUE TO COVID -19 RESTRICTIONS FOR THE FORESEEABLE FUTURE

Trails completed to date are Loops 1, 2,3, 4, 5, 8, 9, 10, Town Link trail complete except for some retaining and capping in specified locations. These works are planned to be completed during closure period.

Loop 6 descent complete. The climb section of Loop 6 has been realigned and planning approvals attained. Works to commence in coming weeks with completion mid year likely.

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

Descent 1 is complete.

Descent 2 and 3 are complete. Will be opened for use when trails are reopened post current closure period.

There are several extra trails recently approved and will commence construction in coming weeks which link from Loila Tier to the top of Decent 1 and another Descent trail (Descent 4) traversing from Loop 6 descent finishing at the trail head. These works will commence in several weeks and completed June / July 2020.

All works are being delivered within allocated budgets and within agreed time frames.

Actions 4.3.3.6: Bay of Fires Trail - Complete construction of Poimena to Swimcart trail including support infrastructure. (95% completed)

ALL TRAILS ARE CLOSED DUE TO COVID -19 RESTRICTIONS FOR THE FORESEEABLE FUTURE

Bay of Fires Trail has been open and operational until late March when closures were initiated. Rider experiences were reporting excellent trail and one of the very best they had ridden.

The final section of trail completed but not yet opened is a 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.

The trails and other supporting infrastructure are build but the opening of this section of trail is most likely later in the years post winter.

It is likely the top 19km (of the 41km) will remain closed until later in the year but this will be weather dependant while the bottom section will be re opened as soon as the current COVID - 19 closure is lifted.

Actions 4.3.3.7: Rail Trail - Develop a Master Plan for a Rail Trail between St Marys and Fingal. (75% 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

Awaiting information as to whether external funding has been awarded to assist with the development of this project

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. (50% 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

Still waiting on a decision on the grant application that was lodged with Building Better Regions Fund

Key Focus Area 5.1.1

Progress 75%

Health:

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



	%	#
● On Track	100.0	4

Update provided by John Brown on Apr 23, 2020 05:27:51

Actions in this KFA are linked to and driven largely by exyernal stakeholder and services. The Old St Helens Hospital continues to be a source of frustration.

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. (75% completed)

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

Current funding arrangement finishes June, 2021 so in consultation with other NGO's we are looking at what was working - unfortunately the focus has now changed due to Covid 19 but the method to which the current delivery of service is being delivered is through online video conferencing but some additional services are required as not everyone has access to video conferencing

Actions 5.1.1.2: Old St Helens Hospital - Participate in the engagement process to determine the future use of the site. (75% completed)

Supported Department of Communities Tasmania in undertaking Community Engagement process on 18 July 2019 at St Helens. Community ideas collated and forward to Communities Tasmania for their consideration. 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

No additional information has been provided since our last communication with Communities Tasmania. I would think this project is currently on hold due to Covid 19 as Communities Tasmania are a lead agency in dealing with issues arising from this pandemic.

Council wrote to DCT following the February Council meeting requesting that they progress with examining the feasibility of the various ideas to narrow down the potential uses.

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. (75% 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

Currently THRIVE is reviewing our Framework for Action which will identify any new gaps in the current service delivery within our municipality. Once this document is completed, discussions with relevant agencies and external funding will be sought.

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. (75% completed)

Continue to provide support to Ochre Health regarding attracting new Doctors - 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

Unfortunately due to Covid 19 two doctors who were to stay until May have left and returned to England. Ochre were working with the Government to source additional medical staff to provide the required number of medical practitioners

Key Focus Area 5.1.2

Progress 62%

Youth

Owner: Chris Hughes

Actions: 2



	%	#
● On Track	100.0	2

Key Focus Area 5.2.1

Progress 75%



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

	%	#
● On Track	100.0	3

Actions: 3

Update provided by John Brown on Apr 23, 2020 05:28:29

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. (75% 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

With the extension of the BOD and Bicheno Suicide Prevention Trial - this committee will not meet again until 2021 but this could change due to COVID 19. The Community Champions session which was scheduled for March had to be cancelled.

Actions 5.2.1.2: THRIVE - Maintain working relationship with THRIVE and participate in their activities. (75% 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

A number of THRIVE projects have had to close down due to Covid 19 but the committee is still working on updating the Framework which provides the actions for this group.

Actions 5.2.1.3: Suicide Prevention - Maintain involvement in the Suicide Prevention Trial. (75% 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

Coffee van has purchased but due to Covid 19 this project is currently not running.

2 successful sessions were held in Fingal and St Helens where community members were invited to participate in building our community's response to suicide. These forums were part of the project planning for the Community Suicide Response Group to engage our community.

Key Focus Area 5.2.2

Progress 75%



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 Apr 23, 2020 05:29:42

Good positive progress is now starting to happen in this area through the Employment Partnerships project.

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. (75% 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 submitted a proposal to the process with the State Government by 19/12/19. The Steering Group was advised on 13/2/2020 that it had been successful. Finalisation of the Workplan and The Grant Deed is underway following meeting with Department of State Growth and TasCOSS and meeting of the Steering Group.

Key Focus Area 5.2.3

Progress 63%



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 Apr 23, 2020 05:31:40

Actions 5.2.3.1: Local Transport Network - Promote the transport services that are currently available through the development of a community page. (62% completed)

Fingal Valley Neighborhood House have been awarded all 3 Applications for Expression of Interest (Online Hub, Transport and Community Connectors)

Steering Committee are now awaiting a visit from Skills Tas.

Through 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.

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. (65% completed)

Fingal Valley Neighborhood House have been awarded all 3 Applications for Expression of Interest (Online Hub, Transport and Community Connectors)

Steering Committee are now awaiting a visit from Skills Tas.

Actions 5.2.3.3: Learner Driver Mentor Program - Recruit and train additional mentors to support the program. (61% completed)

A presentation was delivered to the Salvation Army to 10 Work for the Dole recipients.

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.

Two new Mentors have commenced volunteering his time to the program. Taking the number from 1 to 4 for 2020.

Key Focus Area 5.3.1

Service Delivery:

Improvement

Owner: Jake Ihnen

Update provided by John Brown on Apr 23, 2020 05:31:54

No actions in this KFA for 2019-20.

Key Focus Area 6.1.1

Progress 75%

Local Government Reform

Owner: John Brown



	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Apr 23, 2020 05:32:08

Actions 6.1.1.1: Northern Region Shared Services - Pursue joint procurement opportunities and a common IT platform involving northern region Councils. (75% 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. This has been followed up with a detailed presentation to representatives of interested Councils on 27/2/2020. Detailed scoping will be commencing shortly following engagement of an IT Consultant to progress the project. 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 75%

Break O'Day Culture

Owner: John Brown



Actions: 1

Update provided by John Brown on Apr 23, 2020 05:32:20

Actions 6.1.2.1: Organisational Development - Continue focus on service delivery based on agreed values and team based activities. (75% 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. Workshop program involving the Management team has been developed and was to be implemented in early April. This has been delayed due to the COVID-19 situation.

Key Focus Area 6.1.3

Strategic Plan

Owner: John Brown

Update provided by John Brown on Apr 23, 2020 05:32:31

No actions in this KFA for 2019-20 year.

Key Focus Area 6.1.4

Progress 41%

Financial Sustainability

Owner: Bob Hoogland



Actions: 3

Update provided by John Brown on Apr 23, 2020 05:32:46

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. (76% completed)

Council's kerbside waste collection service management contracts expire at 30 June 2020. Tender submissions are being assessed.

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. Polystyrene re-cycling is currently suspended due to the impact of COVID-19.

The kerbside recyclables contamination rate remains high at 15% that significantly adds to the cost of separation and recovery.

Key Focus Area 6.1.5

Progress 68%



Financial Management

Owner: Bob Hoogland

	%	#
● On Track	100.0	3

Actions: 3

Update provided by John Brown on Apr 23, 2020 05:33:11

Actions 6.1.5.1: Audit Panel - Audit Panel meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel. (75% completed)

October, December and February 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. (99% completed)

Audited 2018/2019 financial statements received and budget review complete, updated Long Term Financial Plan adopted in principle by Council

Actions 6.1.5.3: Internal Audits - Implement 2019 / 2020 Internal Audits according to the adopted schedule. (30% completed)

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

Key Focus Area 6.1.6

Progress 0%



Human Resources

Owner: John Brown

	%	#
● Some Disruption	100.0	1

Actions: 1

Update provided by John Brown on Apr 23, 2020 05:33:26

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, delayed due to vacancy in HR Manager role

Key Focus Area 6.1.7

Progress 55%

Management Systems

Owner: Bob Hoogland



	%	#
● On Track	100.0	3

Actions: 3

Update provided by John Brown on Apr 23, 2020 05:33:45

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 has not progressed

Actions 6.1.7.2: Envisio - Continue to monitor and refine. (75% 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.

The Executive Assistant has created a number of dashboards for performance analytics to monitor and provide comparative information for items such as (but not limited to) building approvals by month/year, value of building approvals, grant funding applied for and received. This component of Envisio will continue to evolve as data for items becomes available.

Actions 6.1.7.3: Envisio Community Dashboard - Examine the opportunity to create a community dashboard for inclusion on Council's website. (75% completed)

Public dashboard training has taken place with the Communications Coordinator and Executive Assistant. The Dashboard layout has been set up and testing of information updates is currently taking place with the aim for this to go live on Councils website as soon as practicable.

Key Focus Area 6.1.8

Progress 75%

Elected Members

Owner: John Brown



	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Apr 23, 2020 05:34:06

Actions 6.1.8.1: Councillors Professional Development - Facilitate participation of Councillors Professional Development. (75% completed)

Due to the COVID-19 situation:

- Councillors have undertaken some brief, informal training on the software Microsoft Teams (video conferencing program) to enable Council Workshops and Meetings to take place as scheduled. This training has been undertaken by Council staff with ongoing assistance being provided a necessary.
- Australian Local Government Association (ALGA) has cancelled the National General Assembly (NGA) for 2020 which was scheduled to take place in Canberra in June which both the Mayor and the General Manager were registered to attend. Advice received from ALGA is that there maybe an opportunity for some motions to be considered later in the year during another scheduled conference, however this would not incorporate the full agenda which was set out for the June NGA.
- The Local Government Association of Tasmania's (LGAT) Annual General Meeting and Conference scheduled to be held in July

2020 will also be run in a different format.

One (1) Councillor attended the Local Government Association of Tasmania's (LGAT) Two (2) Day Elected Member Training in February 2020.

The Mayor attended the Local Government Association of Tasmania'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

Progress 63%

Council Advocacy

Owner: John Brown

Actions: 2



	%	#
● On Track	100.0	2

Update provided by John Brown on Apr 23, 2020 05:34:27

Actions 6.1.9.1: Priority Projects - Pursue identified priority projects through State and Federal Budget consultation processes. (75% 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 were completed by mid-November. Binalong Bay road hand over yet to occur but is underway with the Dept of State Growth. More substantial Tasman Highway upgrade is now in the final stages of design and survey.

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.

Council has identified priority projects for future election processes and work on developing this information has commenced

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 75%

Customer Service

Owner: John Brown



	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Apr 23, 2020 05:39:53

Actions 6.1.10.1: Service Improvements - Encourage ongoing improvement of the customer service approach of the organisation through identified professional development activities. (75% completed)

Regular manager-team member meetings to consider training needs in the context of adopted values and vision. Particular attention is being given to our customer service approach through the COVID-19 situation

Key Focus Area 6.1.11

Progress 75%

Asset Management

Owner: David Jolly



	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Apr 23, 2020 05:40:20

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 100%

Stormwater Management Plan

Owner: Stuart Barwick



	%	#
● Completed	100.0	1

Actions: 1

Update provided by John Brown on Apr 23, 2020 05:40:35

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 75%

Work Health & Safety

Owner: Simone Ewald-Rist



● On Track	%	#
	100.0	2

Actions: 2

Update provided by John Brown on Apr 23, 2020 05:41:30

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. (80% completed)

Review of reported incidents

FY 2019/2020 2workers compensation claims MTIs and 24 notifications .

Audits of staff and contractors

No audits undertaken due to COVID-19.

Induction of staff and contractors

12/03/2020,14/03/2020 and 18/02/2020 three new contractor inductions undertaken.

Facilitate WH&S Committee Meetings

Next meeting scheduled 30 April 2020 - possibly to be postponed due to social distancing during COVID-19.

Appropriate identified training PENDING COVID-19 PANDEMIC

- First Aid refresher training for 21 workers - 23 September 2020.
- First Aid 2 days training for two new MTBT workers to
- Safe Chemical Handling training for four workers booked on-line training in April 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 of workers including appropriate training and awareness sessions. (70% completed)

2020 Wellbeing Program identified:

Tuesdays & Wednesdays fortnightly remedial sessions for outdoor workers from March to November 2020. - CEASED DUE TO COVID-19.

27 May - Find Cancer Early Campaign - 1/2 hour outdoor and indoor sessions with Ella French from Cancer Council Tas. - POSSIBLY CANCELLED DUE TO COVID-19.

16 June - Audiometric testing of 23 outdoor workers arranged. POSSIBLY CANCELED DUE TO COVID-19

July/August - Skin Cancer Checks with Dr Susan Basson for up to 50 workers/volunteers -await reply. - CANCELLED DUE TO COVID-19

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 Apr 23, 2020 05:41:49

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 75%



Stakeholder Management

Owner: John Brown

	%	#
● On Track	100.0	2

Actions: 2

Update provided by John Brown on Apr 23, 2020 05:42:02

Actions 6.1.15.1: Northern Tasmanian Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy. (75% 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 undertaken and a number of recommendations to be implemented as council is examining the value for money being received. Mayor and General Manager participating in development of Regional Collaboration Framework. NTDC provided a presentation to Councillors on 24/2/2020 relating to activities. New CEO, Mark Baker, has provided a new direction and focus on NTDC activities and performance.

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. (75% 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

Mayor represents smaller Councils in the northern region on the LGAT General Management Committee.

Key Focus Area 6.1.16

Progress 75%



Improvements to Council's Systems and Processes

Owner: Bob Hoogland

	%	#
● On Track	100.0	1

Actions: 1

Update provided by John Brown on Apr 23, 2020 05:42:17

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. (75% completed)

Regular consideration by organisation teams and management team. Development Services have commenced refining systems following the new Town Planners commencing who are bringing ideas from outside the organisation. The impact of COVID-19 on our systems and processes is now under active consideration.

Key Focus Area 6.2.1

Progress 100%



Asset Management Policy

Owner: Bob Hoogland

	%	#
● On Track	50.0	1
● Completed	50.0	1

Actions: 2

Update provided by John Brown on Apr 23, 2020 05:42:33

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 Apr 23, 2020 05:42:45

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 Apr 23, 2020 05:42:54

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

Key Focus Area 6.2.4

Progress 100%

Environment & Planning Policy

Owner: David Jolly



	%	#
● Completed	100.0	1

Actions: 1

Update provided by John Brown on Apr 23, 2020 05:43:05

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 (99% completed)

Reviewed at March 2020 Council meeting

Key Focus Area 6.2.5

Progress 72%

Leadership & Governance Policy

Owner: Bob Hoogland

	%	#
● Status Pending	18.18	2
● On Track	81.82	9

Actions: 11

Update provided by John Brown on Apr 23, 2020 05:43:44

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

Actions 6.2.5.7: Review LG18 Debt Collection Policy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: February 2020 Source: Policy Review Schedule (99% completed)

Policy was converted to a Procedure, no longer subject to Policy review.

Actions 6.2.5.8: Review LG20 Distribution of Unclaimed Funds Policy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: February 2020 Source: Policy Review Schedule (99% completed)

Updated Policy adopted at the March Council Meeting, matter is complete

Actions 6.2.5.9: Review LG27 Information Management Policy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: February 2020 Source: Policy Review Schedule (99% completed)

Updated Policy adopted at the March Council Meeting, matter is complete

Actions 6.2.5.10: Review LG29 Privacy Policy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: February 2020 Source: Policy Review Schedule (99% completed)

Updated Policy adopted at the March Council Meeting, matter is complete

Key Focus Area 6.2.6

By Laws

Owner: Bob Hoogland

Update provided by John Brown on Apr 23, 2020 05:43:57

No Actions in this KFA for 2019-20 year.

Key Focus Area 6.3.1

Progress 65%

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



	%	#
● On Track	100.0	2

Key Focus Area 6.4.1

Progress 75%

Grant Submissions

Owner: Angela Matthews

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



	%	#
● On Track	100.0	1

\$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 76%



Capital Works and Projects Program

Owner: Bob Hoogland

	%	#
● On Track	83.33	5
● Some Disruption	16.67	1

Actions: 6

Update provided by Ben Pettman on Apr 16, 2020 07:05:03

Capital Works and Projects Program Update

Township Plans - Delivery of funded Township Plan infrastructure projects. (75% completed)

Township plan items are being addressed through both the 4 year capital programme and current operational and maintenance budget.

St Marys Flood Mitigation - Delivery of St Marys Flood Mitigation infrastructure projects. (75% completed)

The Australian Government has provided 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.

- **Flood Warning System**

Work is progressing to instal one automatic weather station, radio-links with an existing second station, data communications to the Bureau of Meteorology and the creation 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.

- **The Flat Road Bridge (Completed)**

The bridge has been raised to provide an additional 1m of invert and providing a larger waterway opening.

- **Flood Levee Bank**

Engineering work associated the with deign of the Levee is complete. The design took into account flood modelling data for a 1%AEP. (a 1 in 100 year flood event). The project team is currently working to gain the consent of landowners before the levee can be constructed. Construction materials are being sourced.

Council Road Re-sheeting and Re-sealing Programs

Scheduled road resealing works are 95% completed. Remaining works are scheduled to be completed prior to mid-May.

Unsealed road re-sheeting works are on schedule with programmed works to be completed before 30 June.

Major Road Upgrades

Pavement remediation works on Talbot Street and Brown Street and largely funded through the Australian Governments Roads to Recovery Programme were completed during the March quarter.

Lottah Road upgrade projects and funded through the Roads to Recovery Programme have been scoped for construction between April and June.

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

Bridge works (timber bridge deck replacement) are on schedule. Materials have been secured and local contractors are undertaking work.

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

Due to Covid-19 social distancing restrictions half of the planned Kerb and Channel and footpath works have been deferred until spatial distancing restrictions are lifted.