



Annual Plan Quarterly report 2020-21

Jul 01, 2020 - Sep 30, 2020

Report Created On: Oct 16, 2020

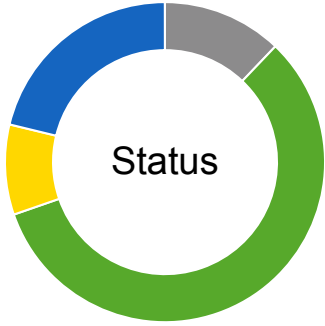
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Key Focus Area

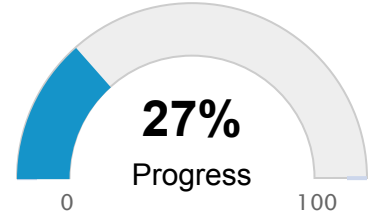
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Actions


Overall Summary



	%
● Status Pending	12.12
● On Track	57.58
● Some Disruption	9.09
● Completed	21.21



Report Legend

 No Update

 Overdue

 Priority

Key Focus Area 1.1.1

Communication:

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

Owner: Jayne Richardson

Update provided by John Brown on Oct 15, 2020 23:42:36

Actions 1.1.1.1: Online Surveys - Increase the use of surveys in community consultation regarding Council activities including a focus on comparative information. (25% completed)

A Community Care and Recovery survey was developed in July as part of Council's Park, Snack and Chat Community Care Calls. Hard copies of the survey were filled out at these sessions which comprised of 11 locations around the municipality.

The survey included questions regarding how respondents dealt with life during COVID-19, as well as several Health and Wellbeing questions posed by Council's Health and Well being Officer.

The responses on COVID will be used by the Community Services Department to help formulate community recovery activity. The responses from the Health and Wellbeing questions are being analysed by the Health and Wellbeing Officer to find commonalities on the communities thoughts on what their perception of good health and wellbeing is and what they felt Council's role in wellbeing is.

In August 2020, the third Business survey was sent out to Break O'Day businesses. This is a biannual survey asking business to provide information on their business activity for the preceding three months. This information is still being collected and will be collated once we have approx. 45 respondents.

Actions 1.1.1.2: Plain English Communication - Develop a 'Plain English' approach to Council communications in line with the new Communications Guide. (5% completed)

This is an ongoing task.

Actions 1.1.1.3: Community Survey - Develop a community survey to determine the most effective methods of communication. (95% completed)

During the Park Snack and Chat sessions and the survey used for these, the Communications Coordinator added in a question regarding what methods and media community members used to get Council information,

This question found that digital methods, ie direct email and Facebook were the two best platforms for communicating with our community.

The second part of the question asked respondents if they would like to be added to our newsletter list, through this we gathered an additional approx. 100 email addresses to be added to the newsletter list.

Now that we have this understanding the CC plans on reviewing the need for monthly newsletters in consideration of the fact that facebook has now become a major source of information.

Actions 1.1.1.4: Break O'Day Council (BODC) Website - Review and develop the BODC website for relevance and accessibility. (25% completed)

Communications Coordinator has started reviewing pages and sections of the website.

Actions 1.1.1.5: Communication Activities - Review and improve the quality of outward Council communications ensuring consistency with the Communications Guide with particular reference to tone. (0% completed)

No activity during the period.

Key Focus Area 1.2.1

Events and Activities:

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

Owner: Chris Hughes

Update provided by John Brown on Oct 15, 2020 23:44:56

The area of Events has been significantly impacted due to COVID 19 and has resulted in the cancellation of many events. Council focus is on providing as much support as possible to assist Committees to plan for future events.

Actions 1.2.1.1: Increasing Volunteers - Work with community groups and interested parties to hold activities in our Municipality focused on strengthening and increasing our volunteer base. (25% completed)

A volunteering profile project is underway and promoted through the Council facebook page and website.

Volunteers are asked 10 questions and any offer to other members of the community who may be thinking about volunteering and how valuable and rewarding it is.

Currently we have profiled 9 volunteers.

When promoted through facebook, the posts usually reach in excess of 4.1k, with the biggest reach being 7.7k.

The intent is for the community to gain more awareness of community groups, the value of volunteering and to try and increase the pool of volunteers.

Actions 1.2.1.2: Event Capacity Building - Assist community groups with event planning through mentoring, supporting and facilitating a pathway for event planning. (25% completed)

Council have been working with a group of community volunteers in trying to resurrect an event on the January long weekend considering that Wheels, Wine & Dine are no longer going ahead.

The event was developed into a brief event planning document with mapping and proposed to Events Tasmania, which was rejected.

Plans are for a whole community event January long weekend of 2022 titled Mountains To the Sea Trail Fest which showcases most of the local townships, their history and diverse culture.

The volunteer committee has committed to continue with the planning for this event - we are currently waiting on advice from the State Government as to whether they will allow this event.

Actions 1.2.1.3: Community Event Support - Work with event organisers to strengthen their capacity to deliver events including events cancelled due to COVID-19 by supporting them through planning for the future events including Public Health requirements. (25% completed)

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The volunteer committee has committed to continue with the planning for this event.

Council staff are also continuing to work with external event organisers who had to cancel events in 2020 by rescheduling them for 2021 - Dragon Trail being one of these events

Actions 1.2.1.4: Event Attraction - Work with event organisers and organisations to develop and attract new events to the area. (30% completed)

Council have been working with a group of community volunteers in trying to resurrect an event on the January long weekend considering that Wheels, Wine & Dine are no longer going ahead.

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Plans are for a whole community event January long weekend of 2022 titled Mountains To the Sea Trail Fest which showcases most of the local townships, their history and diverse culture.

The volunteer committee has committed to continue with the planning for this event.

Unfortunately Covid and the regulations currently placed by the Health Department have placed a large number of restrictions on how events are to be run - either making it financially unsustainable for an organisation to run the event or they cannot meet the criteria of organising an event at the time of planning same. As restrictions are lifted, Council staff will ensure contact is kept with these organisations to look at different times that events may be run.

Key Focus Area 1.3.1

Community and Council Collaboration:

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

Owner: Chris Hughes

Update provided by John Brown on Oct 15, 2020 23:47:14

The key activity in this area is the Community engagement framework and progress is largely restricted by the Local Government Act Review which is well underway. It is anticipated that this should progress in the next 3 months.

Actions 1.3.1.1: Community Engagement Framework - Based on feedback received and involving community consultation, develop and adopt a Community Engagement Framework to support Council activities. (0% completed)

Progress with this activity is awaiting an indication of likely requirements in the new Local Government Act.

Actions 1.3.1.2: Framework Integration - Embed the Community Engagement Framework within Council activities. (15% completed)

We are currently still waiting on the Local Government Community Engagement strategy to be endorsed - once this has occurred Council can make any necessary changes to our draft document and then ensure that all council activities follow the strategy.

Actions 1.3.1.3: Local Township Plans - Develop and review Township Plans; ensure items listed are considered in future budget decisions or source grant funding; report back on a six (6) monthly basis to communities on Township Plan progress. (25% completed)

Township plans have been completed and activities are now being marked off as identified with the plans - reporting back to the community has occurred for the first term. A number of projects have been identified as having been completed

Actions 1.3.1.4: Arts & Cultural Strategy - Work with the Bay of Fires Arts Committee to review the Strategy and reflect changes in an update of the document. (18% completed)

The Bay of Fires Arts Committee are currently rebuilding their committee - once a stable committee is in place Council staff will work with this organisation to ensure that changes that have occurred within this space are identified in the review of the current strategy.

Key Focus Area 2.1.1

Opportunities:

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

Owner: John Brown

Update provided by John Brown on Oct 15, 2020 23:49:01

A number of activities are yet to commence in this area. Some activity has been affected by the vacancy in the Economic Development Officer role which recruitment will commence for shortly.

Actions 2.1.1.1: Economic Prospectus - Promote availability of the Economic Prospectus and maintain relevance as additional or updated information becomes available. (60% completed)

Prospectus currently in design phase and needs some significant changes before making public..

Actions 2.1.1.2: Irrigation Projects - Support the investigations by Tas Irrigation for construction of infrastructure servicing the eastern end of the Fingal Valley. (25% completed)

Council participation in this project is ongoing with the General Manager attending the public launch of the proposed project at Avoca on 18/9/2020 which outlined the nature of the project. Option for a briefing to Councillors is being considered. Project involves the establishment of a large dam north of Fingal off the Fingal- Mathinna valley with transmission via streams to cover the area through to Epping Forest.

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 a particular focus on the Fingal Valley. (0% completed)

No activity at this stage, linked to Irrigation project

Actions 2.1.1.4: Circular Economy - Participate in projects focused on developing the Circular Economy at the regional and local level. (25% completed)

Council is actively participating in the Aspire Circular Economy project being facilitated through NTDC.

Actions 2.1.1.5: Population Strategy - Provide funding support and participate in the regional approach being delivered by Northern Tasmania Development Corporation (NTDC). (25% completed)

Participation in NTDC Population Attraction program continues with the GM participating in meetings of the working group. Population attraction is linked to the Northern Tas jobs project which is a key part of attracting people to the State. Break O'Day employment Connect project will feed into this project as well.

Actions 2.1.1.6: Growing the Population - Work with UTas, Institute for the Study of Social Change to develop a clear understanding of the Break O'Day (BOD) situation and potential strategies Council can focus on to meet the challenges of population change. (0% completed)

No activity has occurred in relation to this item.

Actions 2.1.1.7: Aged Housing - Pursue investment in construction of Independent Living Units in the area. (0% completed)

No action at this stage

Actions 2.1.1.8: Public Housing - Lobby and work with the State Government and housing providers to build new public housing. (25% completed)

No direct action at this stage. Council is aware of project being pursued by Centacare Evolve housing in relation to affordable housing

Key Focus Area 2.1.2

Tourism:

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

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:30:33

Actions 2.1.2.1: Visitor Information Provision - Work with East Coast Tasmania Tourism (ECTT) to strategically review the provision of visitor information services on the East Coast. (25% completed)

Discussions with East Coast Tasmania Tourism have centered on a solution being brought into place to address the situation with Glamorgan-Spring Bay Council closing Visitor Information Centres. Tourism Tasmania engaged consultants to undertake an analysis and to develop a solution.

Actions 2.1.2.2: Marketing - Develop a winter marketing strategy for the area which aligns with Tourism Tasmania and East Coast Tasmania Tourism (ECTT) activities. (31% completed)

Due to COVID-19 marketing activity was somewhat stalled however Council, in partnership with the Break O'Day Chamber of Commerce took the opportunity to enter St Helens township in the TICT's Tassie's Top Tourism Town Competition. This involved developing a 2 min video, 500 word editorial and four day itinerary.

The Communications Coordinator worked with local videographer Simon Holmes to film the video content which was professionally edited together by Jasper da Seymour, a photomedia expert who works in Launceston but has been involved in the content development of the St Helens MTB trails.

The Communications Coordinator wrote the editorial and itinerary as well as the concept for the video. Content was submitted in July with judging taking place in mid August. This involved a public voting campaign run through the Mercury.

After public voting closed, which accounted for 50% of the overall score, the winners were announced. Stanley took out the public voting as well as second place with St Helens announced as the overall winner.

Part of the prize included a trophy which will be two signs noting the win which will be placed underneath the welcome to St Helens township signs.

The prize includes a comprehensive marketing campaign via the Spirit of Tasmania:

- Promoted via the Spirit of Tasmania's social media channels, newsletter database, featured in the Tasmanian Road Trip Planner and featured on the on board digital screens, reaching thousands of touring visitors coming to Tasmania.
- The winning town's will benefit from a major marketing package from TasVacations, including featuring in a full-page advertisement on Tassie Top Tourism Towns in TasVacation's widely distributed 2020/21 booking brochure, along with digital assets including website home page slider, social media platforms, industry trade and consumer quarterly e-news.
- The Gold winners will receive a \$2,000 cash prize from TICT to invest in collateral and marketing activity (signage, social media, branding etc) to promote their status as Tassie's Top Tourism Town for 2020.
- They will also be especially recognised at the prestigious 2020 Tasmanian Tourism Awards Gala in November. (Post poned until further notice)
- They will also go on to represent Tasmania as finalists alongside other Top Tourism Towns from other Australian States and Territories, in the inaugural Australia's Top Tourism Town, to be announced in Canberra later this year. This will be a major national industry event, with support from Tourism Australia and the Australian Government.(Post poned until further notice)

Actions 2.1.2.3: Mountain Bike (MTB) Data - Collate Tourism data to develop a report on the impact that the MTB trails are having and identify gaps. (44% completed)

This is done by Tourism Tasmania. CC will ensure relevant information is based on to the MTB group.

Actions 2.1.2.4: Bay of Fires Master Plan - Liaise with the State Government and other stakeholders to develop a Master Plan for the Bay of Fires area. (25% completed)

A draft is currently finalised in readiness for external funding to be applied for. Discussions have been held with Parks & Wildlife and they are supportive of the project and are considering putting some funds towards the project. PWS staff have reviewed the draft document and have made some suggested changes which are currently being worked on.

Actions 2.1.2.5: Visitor Information Sites - Redevelop information for tourism sites. (0% completed)

not yet started

Actions 2.1.2.6: Fingal Valley Tourism - Support Fingal Valley Community groups to undertake tourism activities and projects. (20% completed)

Council was successful in obtaining funding for a Recreational Trails Strategy which will support some of the projects that the Fingal Valley Tourism group have identified through prior meetings. Unfortunately Covid has restricted meetings being held during for the first part of this term

Actions 2.1.2.7: St Helens Destination Action Plan (DAP) - Review involvement with the DAP Committee. (25% completed)

Support for the St Helens DAP committee has been provided during the current period. Ongoing support is subject to review.

Key Focus Area 2.2.1

Employment:

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

Owner: John Brown

Update provided by John Brown on Oct 15, 2020 23:57:16

The focal point of activity during the year is the Break O'Day Employment Connect project which has commenced operations in September. This will provide a strong platform to support other activities in this Key Focus Area.

Actions 2.2.1.1: Economic Development Assistance - Provide direct support for new and existing businesses wishing to establish or expand activities. (25% completed)

Assistance to new and existing businesses is ongoing through Council officers pending recruitment of a new economic Development Officer. Additional support is being provided to existing businesses through the Care Call activities which have been occurring as part of Council's response to COVID 19. The St Helens VIC has been offering assistance to businesses to list on the Australian Tourism Data Warehouse.

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. (25% completed)

Ongoing support is being provided to the Business enterprise Centre through referrals to the BEC and assisting their clients with information.

Actions 2.2.1.3: Jobs Action Package - Participate actively in the project being facilitated by the Fingal Valley Neighbourhood House FVNH) which focuses on addressing barriers to employment. (25% completed)

Employment Partnership Project is now called Break O'Day Employment Connect (BODEC) and the project is being actively supported by Council's Community Services Project Officer and General Manager through participation in the Steering Committee. Project has commenced operations with the employment of

Three employees have commenced in the roles of Jobseeker Connector, Employer Connector and Project Manager and premises for the project have been secured and are now operating.

Operational Project Planning, incorporating transport solutions are currently being mapped out.

BODEC Official Launch occurred on Wednesday 30th September 2020 at the Fingal Valley Neighbourhood House and the Break O'Day Trade Training Centre.

Actions 2.2.1.4: Business Opportunities - Research and examine opportunities that could create jobs in Break O'Day (BOD). (0% completed)

No direct activity in this area during the period

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 Oct 15, 2020 23:58:28

No activities in this area. It is noted that St Helens winning the Top Tassie Tourist Town for 2020 has a very positive impact on the Brand for the Area and Break O'Day.

Key Focus Area 2.4.1

Support:

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

Owner: David Jolly

Update provided by John Brown on Oct 15, 2020 23:58:56

Actions 2.4.1.1: I-PLAN - Participate with the State Government I-PLAN project to enable online development queries and online submission of development applications. Result - simplified Council processes and integration with I-PLAN. (25% completed)

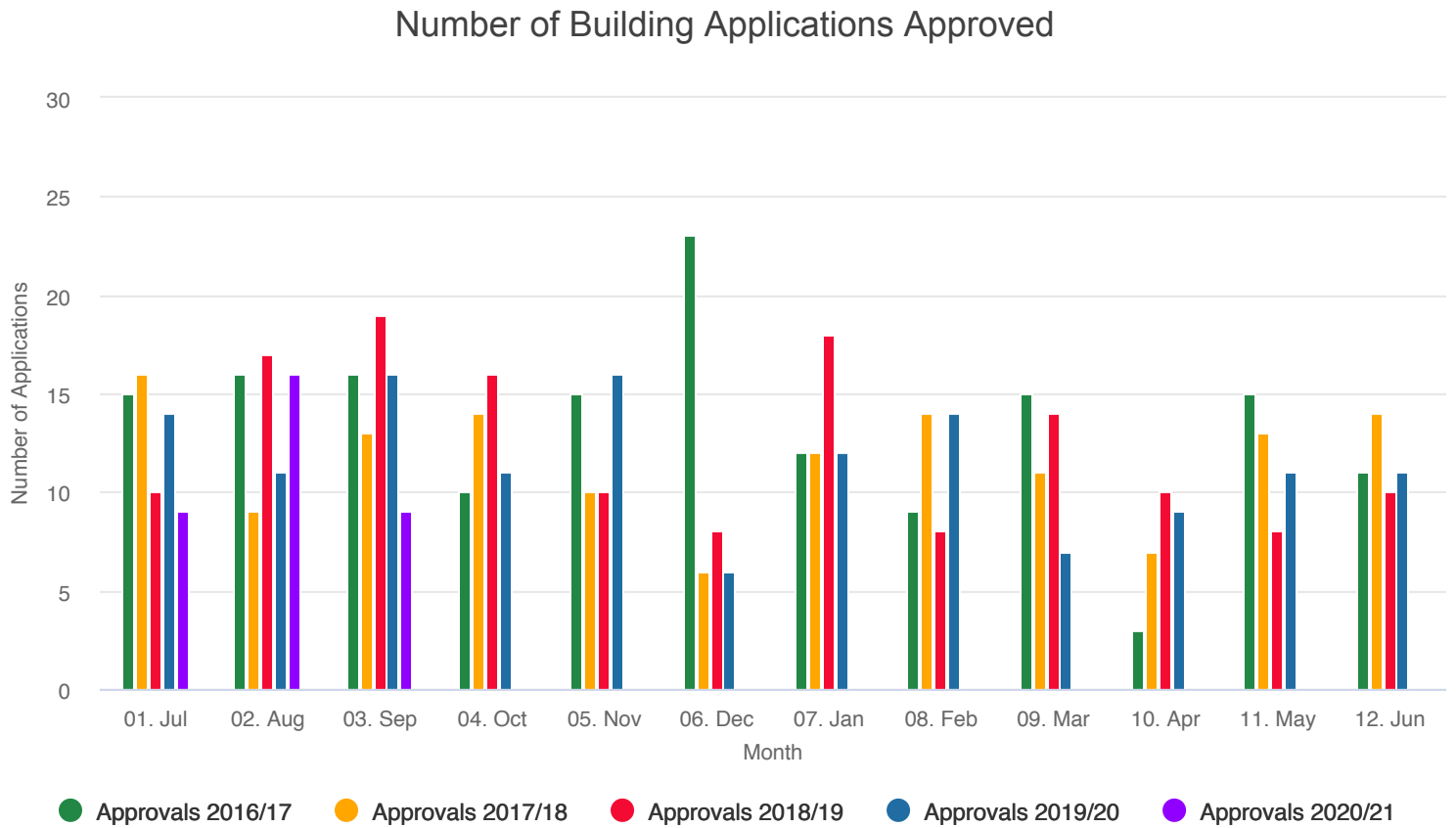
Meeting held with State Government Representatives on 23rd July 2020 who provided an update and confirmed that trial platform is planned to be ready early 2021.

Council staff have prepared Flow Charts for Approval Processes which are currently in Draft Format and soon to be implemented.

Actions 2.4.1.2: Business Community Leadership - Support the development of strong leadership in the community to facilitate overall development and growth. (25% completed)

Focus has been on supporting the Break O'Day Chamber of Commerce and Tourism as well as encouraging the growth of the St Helens DAP Committee

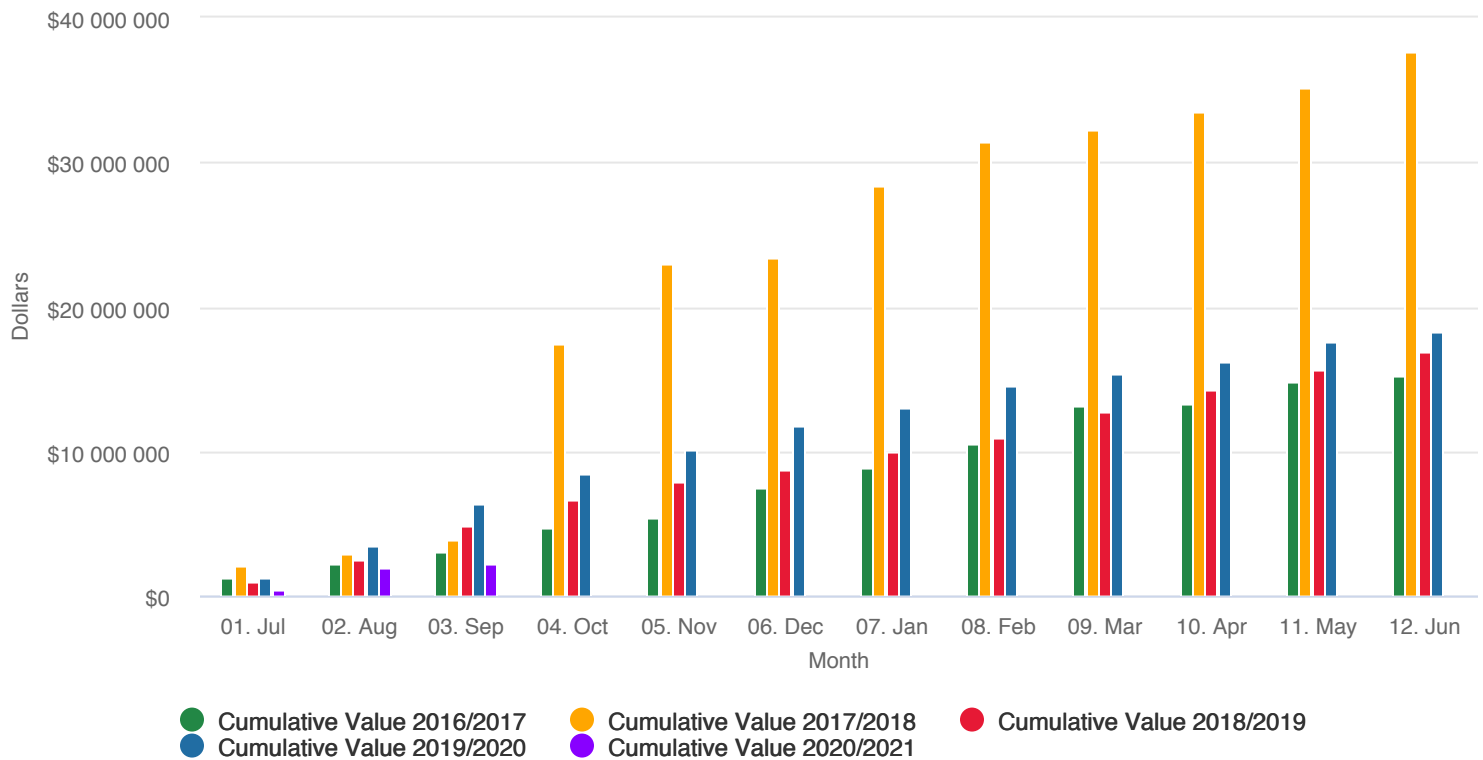
Number of Building Applications Approved



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

Appropriate Development:

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

Owner: David Jolly

Update provided by John Brown on Oct 15, 2020 23:59:26

Actions 3.1.1.1: Communication Improvements - Increase communication with local industry to continue to build an understanding of the critical changes in land use planning and other Development Services activities. (25% completed)

Increase in Development Applications have resulted in resources being redirected. Agenda's for training sessions have been drafted ready for rollout of industry workshop sessions.

Actions 3.1.1.2: Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy. (25% completed)

Regular meetings attended by relevant Council officers. Initial briefing document is currently being developed by the working group to setout process for amended to RLUS with the Tasmanian Planning Policy unit.

Actions 3.1.1.3: Tasmanian Planning Scheme - Work with the Tasmanian Planning Commission regarding approval of the Local Provisions Schedule (LPS) which have been developed. (25% completed)

Post Lodgement of Local Provision Schedules was held with Tas Planning Commission on 30th July 2020. A request for further information in relation to the draft LPS was received 24th September 2020 - information is being collated by consultants and Council senior planner with a response required prior to Friday 27th November 2020.

Actions 3.1.1.4: Strategic Land Use Review - Commence review of strategic land use strategy with focus on population, township expansion and industrial land availability. (25% completed)

A draft brief is currently being finalised to seek quotations from suitable consultants to carry out required review of strategic land use documents. The commencement and approach to work will be finalised upon appointment on consultant.

Actions 3.1.1.5: Climate Change Action - Secure financial and human resources for priorities in the Break O'Day Climate Change Action Plan 2020. (35% completed)

An application for Climate Research Grants Program funding jointly with other Councils, UTas Climate Futures, CSIRO and LGAT was not successful. Further opportunities to implement Council's *Climate Change Action Plan 2020* continue to be sought.

Key Focus Area 3.2.1

Enjoying our Environment:

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

Owner: Polly Buchhorn

Update provided by John Brown on Oct 16, 2020 01:14:26

Actions 3.2.1.1: Community Activation - Undertake activities which increase awareness and participation in Natural Resource Management and recognition of achievements. (26% completed)

Community and landholders provided with information and advice on natural values, issues and their management, such as rabbits, shorebirds, weeds, river and flood management.

Actions 3.2.1.2: Waste Reduction - Undertake community education and activities focused on waste reduction and minimisation. (0% completed)

No activity during the period

Key Focus Area 3.3.1

Land Management:

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

Owner: Polly Buchhorn

Update provided by John Brown on Oct 16, 2020 01:14:54

Actions 3.3.1.1: Land Management Activities - Secure financial and human resources for projects to rehabilitate degraded land and sustain soil productivity. (45% completed)

Drought Weeds Project is underway in Break O'Day, including \$30,000 of grants funds for farmers and a Drought Weeds Officer providing support. Opportunities with funding programs, including national Smart Farms Small Grants Round 4 and NRM Drought Resilience Program, explored and will continue to be monitored and promoted.

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

Baseline cases to be identified and described for monitoring of soil and water management through their development works and initial use stages.

Actions 3.3.1.3: Weed Action Plan - Implement activities within the plan including control measures; education and compliance. (35% completed)

Weeds are being controlled on Council's properties, particularly at quarries, waste management facilities and along roads - such as Spanish heath, gorse, mullein, mignonette and thistles. Landholders and community volunteers are also tackling weeds on their land and public land, such as boneseed at Parnella. The 'Weed of the Month' in Council's newsletter continues to inform and increase shared weed management effort across the municipality.

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. (25% completed)

Weed and disease hygiene and management information and training content drafted into content for Development Services sessions planned for stakeholders in our building, development/planning and real estate industry sectors.

Actions 3.3.1.5: Dog Management Policy - Secure a formal cooperative dog management arrangement with Parks and Wildlife Services. (40% completed)

A joint campaign with the PWS over the October school holiday period included coordination of public communications to raise awareness and increased compliance patrols. While dog owners were found to be generally aware and responsible, several Caution and Infringement Notices were issued. This will continue and also with collaboration from community volunteer efforts and NRM North's 'Defending the hood' project.

Actions 3.3.1.6: Urban Green Infrastructure - Develop a street guide and survey further "Green Infrastructure" issues and opportunities (ie St Marys as the first township). (10% completed)

Work scheduled for later in the year due to other priorities.

Key Focus Area 3.4.1

Water:

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

Owner: Polly Buchhorn

Update provided by John Brown on Oct 16, 2020 01:15:17

Actions 3.4.1.1: George River Catchment and Bay - Review catchment, water quality and riparian issues and management priorities - action and collaboration on pollution issues and catchment water quality priorities. (10% completed)

Work scheduled for later in the year due to other priorities.

Actions 3.4.1.2: South Esk River - Review catchment, water quality and riparian issues and management priorities - action and collaboration on pollution issues and catchment water quality priorities. (10% completed)

Work scheduled for later in the year due to other priorities.

Actions 3.4.1.3: Catchment Riverworks - Facilitate projects to stabilise and protect priority stream reaches; identify critical sites threatening the natural stability of river systems from 'rivercare' programs and plans and the status of streams. (11% completed)

Follows review of priorities for the George and South Esk catchments river systems (3.4.1.1 & 3.4.1.2), scheduled for later in the year.

Actions 3.4.1.4: St Marys Flood Mitigation - Complete construction of the St Marys Rivulet Flood Levee and update St Marys Flood Management Plan priorities. (65% completed)

Construction of the Groom Street levee is now well underway after delays due to COVID and land access issues. The completion date for the grant funded project was extended as a result, and so an additional channel vegetation project, which is also underway to further reduce flood risks at St Marys.

Actions 3.4.1.5: Manage Lower George Flood Risk - Implement Lower George Floodplain Action Plan with Riverworks Trust and secure funding for flood and river management works as well to undertake flood studies to quantify the risks. (33% completed)

Council and the Lower George Riverworks Trust are awaiting news on a joint application for Natural Disaster Risk Reduction Grants funding to undertake an Impact Assessment project to examine the consequences of possible changes in river course over the George River Floodplain.

Key Focus Area 4.1.1

Community Facilities:

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

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:00:01

Actions 4.1.1.1: St Helens Sports Complex Master Plan - Carry out user consultation, review current land use and future land use demands - drafting of concept site plans for future proposals and develop costings for prioritised projects. (25% completed)

Initial draft conceptual master plans developed for consultation. COVID-19 as caused some disruption to planned consultation process - Community Services are currently rescheduling planned consultation period.

Actions 4.1.1.2: Old Tasmanian Hotel - Complete Stage 2 Capital Upgrades to the Old Tasmanian Hotel - lift, disabled access and entrance way). (50% completed)

Works Commenced and Scheduled for Completion prior to February 2021

Key Focus Area 4.2.1

Towns:

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

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:05:52

Actions 4.2.1.1: Streetscapes - Prepare a detailed plan and costings for the next stage of the St Helens Streetscape Project, including the upgrade of the intersection of the Esplanade and Cecilia Street. (50% completed)

A plan has been developed for the next stage of the St Helens Streetscape Project (eastern side of Cecilia Street, between Circassian Street and Georges Bay Esplanade). The project is listed in Council's four year capital projects budget with construction proposed during the 2021-2022 financial year.

Works include the renewal of footpath, kerb & channel and the reconfiguration of parking bays and the Cecilia Street/ Georges Bay Esplanade intersection to improve sight distance for motorists. The design also includes the provision of pedestrian crossing points that coincide with access points on the western side of Cecilia Street.

Project costing is currently being developed for consideration by the Council.

Actions 4.2.1.2: St Marys Parking Strategy - Develop a car parking strategy for St Marys providing a long term plan for off-street parking. (0% completed)

No action in the quarter ending September 2020, due to resource allocation to other priorities. Strategy development is scheduled to commence in the next quarter.

Actions 4.2.1.3: St Helens Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for off-street parking. (16% completed)

No action in the reporting period on developing a Strategy due to resource allocation to other priority projects. Work scheduled to commence November 2020.

Related to this is the development of the car park on the corner of Cecilia and Quail Streets which has been progressing through approvals process.

Key Focus Area 4.2.2

Telecommunications:

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

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:06:06

Actions 4.2.2.1: Telecommunications - Monitor the roll-out of the Mobile Black Spot Program and advocate for the installation of small cell technology to service Mangana and the surrounding area. (25% completed)

The Australian Government has committed \$380 million over six rounds to the Mobile Black Spot Program (the Program). In April 2020 the Round 5 results were announced, with a further 182 base stations to be funded in regional and remote Australia.

Planned locations under the Mobile Black Spot Program and indicative rollout schedule are listed. Please note that due to a range of external factors that are outside the direct control of service providers some base stations have experienced delays and require additional time in order to be delivered.

Optus - Macrocells at Mathinna and Pyengana in 2022, Q2 under funding round 5A.

Telstra - Nil new stations within the BODC municipality. The 4G Small Cell installation at Mathinna has been completed. Telstra have been advised of mobile black spot priorities - Ansons Bay and Mangana.

Vodafone - Nil new stations within the BODC municipality. New cells at Pyengana and Goshen were completed in March and December 2019 respectively.

The Government has committed \$80 million for Round 6 of the Program. Round 6 is expected to commence after the Round 5A process is complete - no date advised.

Key Focus Area 4.3.1

Waste Management:

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

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:08:01

Actions 4.3.1.1: Green Waste Recycling - Produce weed-free green mulch for sale on a cost recovery basis at the Scamander and St Helens Waste Transfer Stations. (25% completed)

Green Waste at St Helens Waste Transfer Station

During the quarter, Council invited tenders for the purchase of Batch 2 - Green Waste Mulch produced during May 2020 - by double shredding and ageing. As no tender submissions were received, the Council will make green waste available to the public on a cost recovery basis. Material pricing to be considered by the Council at the ordinary meeting of Council in October 2020 after which time the material will be made available for public sale by volume.

Scamander Waste Transfer Station

Green waste at Scamander is single shredded and screened into a coarse mulch and stockpiled. Further processing to a fine mulch is not financially viable given the lower volume of green waste received at the transfer station. Composted green waste can be used as a substitute for natural peat in growth media and consideration is being given to screening the composted green waste fraction from existing stockpiles and making potentially the material available for sale on a cost recovery basis.

Actions 4.3.1.2: Inert Landfill Resource Recovery - Investigate re-use/recovery options and sales opportunities for concrete, soil and other non-asbestos containing builders waste currently placed at the St Helens Waste Transfer Station. (25% completed)

Visitors to the St Helens Waste Transfer Station will have noticed the efforts being made by Council staff to segregate inert waste.

- Concrete, non-asbestos cement sheeting and ceramic waste is currently being stockpiled and opportunity being sought for material reprocessing.
- Gyprock - containing calcium sulphate dihydrate is also being stockpiled and will be shredded and blended with the next Batch of Green Waste Mulch. As an additive to green waste mulch, the material adds calcium to ground without altering soil pH and is good at breaking up clay, especially reactive clays and can improve the structure of most soils.
- Soil is being stockpiled and currently used on site as a landfill cover at the St Helens Site only. The potential for the presence of *Phytophthora cinnamomic* a soil-borne water mould that produces an infection which causes a condition in plants called "root rot" or "dieback" limits reuse options.
- Treated and non-treated timbers are separated. Reuse is encouraged and some material is salvaged for re-use. Residual treated timber and laminated composite materials are directed to landfill. Council is investigating the purchase of a shredder to convert untreated timber to saleable woodchips.
- Used furniture and mattresses remain problematic and are directed to landfill. The cost to disassemble these items into recoverable components remains cost prohibitive.
- Scrap steel and non-ferrous metals are being segregated for recycling.

Actions 4.3.1.3: Waste Management - Participate in the Northern Tasmania Waste Management Group (NTWMG) activities to achieve improvements in waste reduction and resource recovery; improve regional cooperation and coordination of waste services; oversee waste management policy setting and service delivery; and coordinate community education. (25% completed)

Break O Day Council is an active member of the Northern Waste Management Group (NTWMG).

A current key initiative is the ASPIRE (Exchanging Waste as a resource).

ASPIRE is a digital platform that works on circular economy principles and connects producers of waste with those who can reuse, repair, remake and recycle the products. George Town, City of Launceston, Meander Valley, Break O' Day, Flinders Island, West Tamar and Northern Midlands have signed on to the platform. People and businesses in those council areas with fewer than 20 staff can use it for free, while larger businesses are encouraged to also join for a fee. The 12-month trial of ASPIRE is being overseen by Northern Tasmania Development Corporation and the Northern Tasmania Waste Management Group. Opportunities exist at Break O Day in relation to Builders Waste (plaster board, untreated timber and porcelain products, Rock and Soil fill, Glass, hard plastics and cardboard. Waste streams that are recovered for reuse include polystyrene, e-waste, oils, paints, tyres, batteries, steel and green waste mulch (St Helens only).

Actions 4.3.1.4: Inert Waste Landfill - Develop Scamander Waste Transfer Station as an Inert Landfill Site - address environmental regulatory requirements to enable progression to the design and costing of Inert Waste Cells. (50% completed)

Break O'Day Council submitted an Environmental Effects Report to the Tasmanian EPA in 2016 by which it was proposed to establish an inert landfill at the Scamander Waste Transfer Station. The Scamander site is considered suitable for the proposed activity considering: the current activity and the ease of operation it provides; its historical use as a putrescible landfill; and the appropriate distance from surrounding sensitive land use areas.

The proposal is for the site to continue being used as a waste transfer station. The proposed extension of activity includes accepting inert waste to be landfilled on top of an area previously used for putrescible landfilling.

Actions 4.3.1.5: Glass Reuse - Investigate options and verify by Cost Benefit Analysis the separation and re-use opportunities for glass collected in Kerbside Co-mingled Recyclables waste stream and glass collected at Municipal Waste Transfer Stations. (25% completed)

Glass collected by Council follows two paths:

- i) In the Kerbside Comingled Recyclables waste stream, that is efficiently transported and separated at JJ's Waste recovery facility at Invermay.
- ii) Through placement in glass bins at Council's Waste Transfer Stations. This material is transported to the Scamander WTS and stockpiled. Currently it is not cost effective to recover the low volumes of material collected and that currently stockpiled.

The Tasmanian Government has announced its intention to introduce a Container Deposit Scheme. The scheme was announced in June 2019 and is intended to be operational by 2022. When introduced, it is expected that WTS glass volume will increase and which opens new opportunity for material re-use as alternatives to gravel for use in road construction, drainage material and brick and tile additives.

Council will continue to monitor these developments and seek cost effective re-use opportunity.

Actions 4.3.1.6: Single Use Plastics - Single-use Plastics Policy approval and implementation. (10% completed)

At the Ordinary meeting of the Council (December 2019), Council endorsed the recommendation to "receive the Single-use plastics - Information Paper and works 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."

Social hygiene requirements brought on by the COVID pandemic have added a significant challenge to finding opportunities to avoid generating waste from single-use plastics and other materials and have somewhat disrupted the development of a workable policy. Opportunities will continue to be sought with the community and businesses to promote reuse, recycling and organic waste management and a draft policy developed and presented to the Council.

Key Focus Area 4.3.2

Roads and Streets:

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

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:10:42

Actions 4.3.2.1: State Road Network - Pursue upgrades to State Government road infrastructure assets (Tasman Highway) to improve safety and reliability. Result, network quality. (25% completed)

Tasman Highway - Basin Creek to St Helens Point Road

State Growth will be improving the Tasman Highway between Basin Creek and St Helens Point Road.

The works will include road widening, improvements to the condition and alignment of the road, and two new dedicated overtaking facilities (one in each direction).

These upgrades will improve safety for all road users, improve travel time reliability and enhance the driver and visitor experience.

Information about the project was available to view at the Break O'Day Council Library from Monday 10 August to Monday 24 August.

Plans may be viewed on the Departments Website - search for " Roll Plan - Tasman Highway, Basin Creek to St Helens Upgrade"

Timing

Development application lodged: August 2020

Public display: August 2020

Open to tender: late 2020

Expected start of works: late 2020

Actions 4.3.2.2: Municipal Road Network - Complete transfer of the responsibility of Binalong Bay Road to the State Government. (25% completed)

Update - quarter ending September 2020

The department of StateGrowth are proceeding with shoulder widening works to Binalong Bay Road from Tuckers Arm to Cray Court.

Road widening comprises: 3.1m lane width, 1m sealed shoulder and 0.5m gravel verge.

Tenders advertised in late September with site survey work completed. Expected construction period Feb to April 2020 but to be confirmed.

Councils General Manager has written to StateGrowth seeking detail on the Department formally taking over control of Binalong Bay Road.

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. (0% completed)

No action in the quarter ending September 2020, due to resourcing other priorities. Action to be commenced in the next quarter.

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. (25% completed)

Background

On the 20 April, 2020 Council mailed all ratepayers of Scamander a letter seeking feedback on a conceptual plan that had been done as part of the Great Eastern Drive Roadside Stop Design Study. Break O'Day Council commissioned Monash University Studio Group (3rd year architectural students) who had been involved in the original project, to design a number of public toilet facilities that could be built along the Great Eastern Drive.

The design for this area was outlined in two (2) parts – the toilet facility located within the existing carpark and a boardwalk to the end of the existing car park where people can enjoy the vista of the area and take those memorable shots.

| 07/20.14.4 Wrinklers Proposed Project 114

As part of the overall project, Council needed to address:

- The issue of safety for cars entering and exiting the site safely;
- New turning signage from the highway entry; and ?
- A new toilet block.

At the Ordinary Meeting of Council July 2020, the Council endorsed the following officer recommendations:

That taking into account the community comment:

1. Council restrict the project to the area between the dune and the road referring all other matters to Parks & Wildlife Service to address as it is outside Council's leased area.
2. Council design and build a toilet facility in approximately the same location as the existing toilet facility which blends with the surrounding environment.
3. That Council utilise the existing bus shelter at Wrinklers; and
4. That Council undertake the traffic movement improvements as identified with the Traffic Impact Assessment to improve the flow of traffic at the site and to correct the issue of sight distance that has occurred since the upgrade of the Wrinklers Bridge located on the Tasman Highway.

Actions are currently being addressed.

Key Focus Area 4.3.3

Recreational Facilities:

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

Owner: Ben Pettman

Update provided by John Brown on Oct 16, 2020 00:12:33

Activity in this Key Focus Area during the period has been primarily on completion of construction projects. Strategy related activities will be providing the foundation for the next round of projects and work will shift to this area in coming months.

Actions 4.3.3.1: Georges Bay Foreshore Trail - Undertake construction of the trail from St Helens Wharf to Homelea (rock walkway and bridge structures). (80% completed)

Contracts were awarded for this project by the Council in June 2020 with works commencing in late June.

BridgePro Engineering was awarded a contract for the design and construction of both an aluminium bridge and elevated walkway that included ballustrades, fibre reinforced decking, concrete supporting substructure, scour protection and all associated civil works. Superstructure components, manufactured in aluminium were fabricated the Lyndcraft Boats at St Helens. Together the combined structure spans.

Streetwise Developments Pty Ltd was awarded the construction contract for the provision of a rock/gravel shared way that connects the existing foreshore track above Kirwans Beach at the slipway and the elevated walkway leading into the crossing of Golden Fleece Rivulet.

Both projects are running on time, with overall practical completion to occur in late October.

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. (5% completed)

No actions undertaken to date. Require scope of project to clearly define objectives and activities completed to date to build upon previous actions

Actions 4.3.3.3: St Helens to Binalong Bay Link - Complete the project to a shovel ready stage and pursue funding. (5% completed)

Require scope of project to progress. Hand over from Chris Hughes is required with due date at risk of not been achieved

Actions 4.3.3.4: St Helens MTB Network - Complete construction of the Network including support infrastructure. (90% completed)

The St Helens network is on track for October 2020 completion

Actions 4.3.3.5: Bay of Fires Trail - Complete trail head infrastructure and re-route of the Blue Tier Trail. (90% completed)

Art work for the new arch way is to be installed before end of October and link to Blue Tier trail to be opened when weather permits likely mid Nov 2020. Trail works are complete but Poimena is very wet and the top section of Bay of Fires Trail and this new link trail will only be opened once the terrain dries out sufficiently.

Actions 4.3.3.6: Skills Track / Pump Track - Examine options to establish a skills / pump track in the St Helens area. (5% completed)

Locations for pump track will need to be investigated and identified will community engagement required seeking feedback on options. Due date is at risk of not being met. Likely revised due date March 30 2021. Funding and delivery (contract award) of these components are not likely to be in 2020/21 fy.

Actions 4.3.3.7: St Helens MTB Network - Increase the engagement of the businesses and the community in the development and operation of the trails. (25% completed)

Business information sessions have resumed following the disruption with COVID with a session undertaken on 3/9/2020 which was attended by approx. 35 persons. Part of the session focussed on gaining participation in the management and operation of the trails with a few interested persons putting up their hand. Briefing Pack had been prepared previously and was provided to interested parties.

Actions 4.3.3.8: MTB Events - Identify ongoing opportunities for activation of the MTB Network by identifying Local / State / National / International events. (25% completed)

Current focus is on Dragon Trail MTB which has now been rescheduled to occur in March 2021. Working with organisers of multi-day trail event across both St Helens and Blue Derby networks.

Actions 4.3.3.9: Fingal to St Marys Trail - Develop a Master Plan for a rail trail between St Marys and Fingal. (5% completed)

Project currently on hold pending development of broader Recreational Trails Strategy.

Actions 4.3.3.10: St Marys Trail - Undertake a Feasibility Study for a walking / bike trail between Mt Nicholas and Elephant Pass subject to receipt of external funding. (5% completed)

Project currently on hold pending completion of broader Recreational Trails Strategy

Actions 4.3.3.11: MTB Network Operation - Develop and implement operational / maintenance plan for the MTB trail networks. (61% completed)

Continuing to revise the maintenance plan from lessons learned and understanding resourcing required now that the whole network is complete

Actions 4.3.3.12: Recreational Trails Strategy - Develop a strategy encompassing walking and bike trails for the Break O'Day area. (15% completed)

Funding secured to undertake development of the Strategy. Preparation of Brief to consultants commenced.

Key Focus Area 5.1.1

Health:

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

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

Owner: Chris Hughes

Update provided by John Brown on Oct 16, 2020 00:12:57

Actions 5.1.1.1: Local Services - Strengthen relations with Royal Flying Doctor Service (RFDS) to increase the number of services to be delivered within our community. (25% completed)

Our partnership with the Royal Flying Doctor Service will soon be up for review - early conversations with staff from RFDS was that they intended to continue with the model that they were successful in obtaining funding through PHT - but this will depend on what is up for offer when the Federal Government put the tender out. The services that are currently being offered in Break O'Day have been modified over the term of the agreement in line with changes to our community eg., mental works for our youth has now been introduced.

Actions 5.1.1.2: Old St Helens Hospital - Lobby and work with the Department of Communities Tasmania to review the outcomes of the community engagement process and to determine the future use of this site. (25% completed)

The old St Helens Hospital is currently being used as a Respiratory Clinic and the State Government has contracted this service to Ochre. We have not been provided with a timeline as to when the old St Helens Hospital will be vacant again.

Actions 5.1.1.3: Local Service Delivery - Works with the NGO's on the Mental Health Directory and to undertake a community wide survey to understand the needs of health service delivery within Break O'Day (BOD) along with identified gaps. (25% completed)

The Mental Health Directory is updated through the Trial Site committee - a new version has just been released and is available to everyone and displayed on our website. As part of the Suicide Trial Site we have a Community Suicide Response Group which has been activated recently and assisted members of the community.

Actions 5.1.1.4: Doctors - Build on the relationship with OCHRE Health to ensure consistency of Medical Practitioners and service delivery. (25% completed)

We currently have a full contingency of medical practitioners with a number of them making St Helens their full time base. Council continues to build relationships with Ochre during this COVID period

Key Focus Area 5.1.2



Youth

Owner: Chris Hughes

Key Focus Area 5.2.1

Mental Health:

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

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

Owner: Chris Hughes

Update provided by John Brown on Oct 16, 2020 00:13:13

Actions 5.2.1.1: THRIVE - Maintain working relationship with THRIVE and participate in their activities. (25% completed)

THRIVE continues to meet and the group have just reviewed their Project Plan encompassing all age groups within our community identifying new projects to work on which will benefit the whole community subject to external funding and lifting of some of the Covid restrictions. THRIVE have identified that change - for example bullying needs to be a whole community approach not just within the school community - so some sessions have been planned around whole community events.

Actions 5.2.1.2: Suicide Prevention - Maintain involvement in the Suicide Prevention Trial and continue to work with the committee on delivering the programs for a further 12 months. (25% completed)

Council continues to be part of this group. Even though the project has been extended for a further 6 months, PHT are currently through the process of evaluating what the groups have done and report will be provided soon. The projects that were part of the original plan will continue though the extended period for example the Suicide Bereavement group which works with impacted people after a suicide.

Key Focus Area 5.2.2

Education & Skills Training:

Improve education and skills training opportunities and encourage greater personal development through delivery of programs locally which meet the needs of industry and the community.

Implement outcomes of the BDO Report.

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:13:24

Actions 5.2.2.1: Employment Partnership Project - Participate in the project being facilitated by the Fingal Valley Neighbourhood House (FVNH) including supporting the operations of the local steering committee. (25% completed)

Employment Partnership Project is now called Break O'Day Employment Connect (BODEC) and the project is being actively supported by Council's Community Services Project Officer and General Manager through participation in the Steering Committee. Project has commenced operations with the employment of

Three employees have commenced in the roles of Jobseeker Connector, Employer Connector and Project Manager and premises for the project have been secured and are now operating.

Operational Project Planning, incorporating transport solutions are currently being mapped out.

BODEC Official Launch occurred on Wednesday 30th September 2020 at the Fingal Valley Neighbourhood House and the Break O'Day Trade Training Centre.

Key Focus Area 5.2.3

Transport:

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

Owner: Chris Hughes

Update provided by John Brown on Oct 16, 2020 00:14:02

Actions 5.2.3.1: Local Transport Network - Work with young people through the Employment Partnership Project to address transport barriers. (10% completed)

Actions 5.2.3.2: Transport Gap Analysis - Examine the outcomes of previous engagement activities and work with young people through the Employment Partnership Project to address transport barriers. (8% completed)

Employment Partnership Project is now called Break O'Day Employment Connect (BODEC)

Three employees have commenced in the roles of Jobseeker Connector, Employer Connector and Project Manager.

Operational Project Planning, incorporating transport solutions are currently being mapped out.

BODEC Official Launch is on Wednesday 30th September 2020 at the Fingal Valley Neighbourhood House and the Break O'Day Trade Training Centre.

Actions 5.2.3.3: Learner Driver Mentor Program - Recruit and train additional mentors to support the program. (25% completed)

1 additional mentor has been recruited and inducted.

Key Focus Area 5.3.1

Service Delivery:

Improvement

Owner: Jake Ihnen

Update provided by John Brown on Oct 16, 2020 00:14:16

Actions 5.3.1.1: Service Delivery Improvements - Review and implement business process improvements to existing planning and building processes with an aim to improving customer service delivery and timeframes for processing. (25% completed)

Various internal improvements implemented to date includes:

A) Implementation of Pre Lodgement Assessment Process, incorporating referral processes and increased customer service;

B) Implementation of Formalised Review & Delegate authorisation process;

C) Implementation of Formalised Customer Enquiry Procedure & Formalised approach to Customer Service Enquiries;

D) Draft flowcharts for Pre Lodgement Advice & Planning Approval process underway;

E) Draft flowcharts underway for Building approval processes (Notifiable and Permit works);

Actions 5.3.1.2: Development Information - Review and simplify information relating to undertaking development including Fact Sheets and Website information for re-occurring enquiries. (10% completed)

Substantial increase in Development Application received required re diversion of resources from this project. Some preliminary works has been completed in this space - resources to be allocated to progress.

Actions 5.3.1.3: Emergency Management Volunteers - Undertake training with people who have responded to Council's call out for volunteers with regard to emergency situations. (20% completed)

Council currently has a list of people who have applied to volunteer their time to assist in an emergency situation - staff are currently looking at what training is available for them.

Actions 5.3.1.4: Municipal Emergency Management Plan - Review and adopt the Plan in line with the Tasmanian Emergency Management Plan. (41% completed)

This will be done in line with State Government timelines. Council has developed a sub plan which encompasses the St Helens Mountain Bike trails - this document sits under the main Plan

Key Focus Area 6.1.1

Local Government Reform

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:14:24

Actions 6.1.1.1: Northern Region Shared Services - Pursue joint procurement opportunities and a common IT platform involving northern region Councils. (25% completed)

Development of a common IT platform for northern region Councils has been progressing through the investigation stages with Councils providing detailed information on their IT Strategies, equipment, products and resourcing approach. Draft report received by northern GMs at their meeting on 11/09/2020 and is now being considered. Opportunities for resource sharing is occurring in relation to Environment Health services due to the shortage of qualified persons within the region and State.

Key Focus Area 6.1.2

Break O'Day Organisation

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:14:39

Actions 6.1.2.1: Organisational Development - Integrate the focus on service delivery with a well-being approach based on agreed values and team based activities. (25% completed)

Well-being activities are being delivered to all employees through a broad focus on mental health, resilience, and our lifestyle. A broader Mental Health and well-being Plan is under development which has an internal and external focus, a presentation was provided to Council at the September Council Workshop.

Key Focus Area 6.1.3

Strategic Plan

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:14:46

Actions 6.1.3.1: 2017 - 2027 Break O'Day Strategic Plan - Develop a process to review the relevance of the Key Focus Areas within the Plan. (0% completed)

Yet to be progressed

Key Focus Area 6.1.4

Financial Sustainability

Owner: Bob Hoogland

Update provided by John Brown on Oct 16, 2020 00:15:15

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. (0% completed)

Standing agenda item considered at each Management Team Meeting

Actions 6.1.4.2: Revenue Generation - Identify opportunities to generate alternative revenue sources including undertaking roadworks on Department of State Growth projects. (0% completed)

Initial investigations commenced

Actions 6.1.4.3: Grant Funding - 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. (25% completed)

The following grant applications have been submitted to date:

Application Title	Funding Source	Amount Sought	BODC Contribution	Other Contributions	Amount Received
Enhancing community life in the Fingal Valley	Drought Communities Programme	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
Electronic School Speed Sign, Groom Street, St Helens	Vulnerable Road Users Program 2020-2021	\$15,000.00	\$0.00	\$5,000.00	\$20,000.00
Gardens Road / Lyall Road, Binalong Bay	Black Spot Programme 2020 - 2021	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00

Key Focus Area 6.1.5

Financial Management

Owner: Bob Hoogland

Update provided by John Brown on Oct 16, 2020 00:15:44

Actions 6.1.5.1: Operational Efficiencies - Examine opportunities for operational cost reductions resulting in reduced waste management costs based on \$/t to landfill. (25% completed)

Municipal waste quantity to landfill is monitored and reported on a monthly basis to the Council. Landfill waste that ranges between 2,600 and 3,200 tonnes per annum comprises kerbside general waste, town litter bin waste and general waste placed at councils waste transfer stations and some commercial waste. Landfill waste tonnage varies over time.

Landfill waste quantity for the quarter ending September 2020 is tabled for information.

Period	2020/21 (T)	Four Year High (T)	Four Year Low (T)
July	181	195	156
August	181	218	140
September	178	220	172
Quarter Total	540	633	468

YTD tonnage falls within the historical four year rolling range.

A current focus is Waste Transfer station Bulk waste. This waste stream has a high recyclable material content, specifically cardboard, paper, timber, scrap steel and e-waste that is not being deposited into containers provided at each site. Diversion from bulk waste bins and into re-use/recycling offer an opportunity to reduce the number of bulk bins being transported and operational cost, noting that revenue opportunity exists in the recovery of valuable materials listed.

Actions 6.1.5.2: Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel. (18% completed)

Report prepared for Council to confirm a replacement independent Chair. First Audit Panel Meeting for 2020/2021 scheduled for 19/10/2020

Actions 6.1.5.3: Long Term Financial Plan (LTFP) - Maintain financial viability and accountability in budgeting and administration. Regularly review the LTFP to ensure that it accurately reflects the results of Council decision making. Result, meet or exceed LTFP forecasts for operational results. (15% completed)

Review planned for after receipt of audited financial reports for 2019/2020.

Actions 6.1.5.4: Internal Audit - Implement Internal Audits according to the adopted schedule. (14% completed)

Internal audit carried over from 2019/2020 by Synectic still progressing. Internal audits for 2020/2021 being planned.

Key Focus Area 6.1.6

Human Resources

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:16:00

Actions 6.1.6.1: Well-being Program - Finalise and implement a Mental Health and Well-being Plan with a focus on capacity building across the organisation. (25% completed)

Draft Mental Health and Well-being Plan under development with some initial activities implemented as part of the COVID 19 response. Presentation provided to the September Council workshop.

Actions 6.1.6.2: Workforce Plan - Develop a Plan to prepare for and manage succession requirements and an ageing workforce. (0% completed)

Yet to be commenced

Key Focus Area 6.1.7

Management Systems

Owner: Bob Hoogland

Update provided by John Brown on Oct 16, 2020 00:16:13

Actions 6.1.7.1: GIS Services - Complete review of current arrangements to ensure an effective and cost effective approach is being used. (0% completed)

No action commenced

Actions 6.1.7.2: Envisio - Monitor and refine its role in managing activities. (25% completed)

Investigations have been undertaken and demonstrations have taken place with PMH and Glenorchy City Council with regard to Cascade.

Actions 6.1.7.3: Envisio Community Dashboard - Finalise the operation of the community dashboard on Council's website. (97% completed)

completed

Key Focus Area 6.1.8

Elected Members

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:16:28

Actions 6.1.8.1: Professional Development - Facilitate participation of Councillors in Professional Development. (25% completed)

Due to COVID no formal professional development has been undertaken except for a Mayors Workshop which was facilitated by the Local Government Association of Tasmania (LGAT) and some free webinars which have been facilitated on various topics through, LGAT and East Coast Tourism Tasmania (ECTT).

Key Focus Area 6.1.9

Council Advocacy

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:16:39

Actions 6.1.9.1: Council Priority Projects - Finalise project briefs and pursue identified priority projects through State and Federal Budget consultation processes. (25% completed)

Project briefs currently under development for priority projects previously identified by Council, Stiegliz/Parnella Foreshore Track and erosion protection; Binalong Bay to St Helens Pathway; and Swimcart to Binalong Bay Multi-user Track. Costing for projects are currently being reviewed and updated.

Key Focus Area 6.1.10

Customer Service

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:16:51

Actions 6.1.10.1: Service Improvements - Encourage ongoing improvement to the customer service approach of the organisation through identified professional development and other activities. (0% completed)

No action commenced

Actions 6.1.10.2: Business Customer Experience - Develop and implement a program focused on service process mapping. (0% completed)

No action commenced

Key Focus Area 6.1.11

Asset Management

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:17:10

Actions 6.1.11.1: Building Asset Management - Update and integration of Building Asset Management and Financial Management Systems. (25% completed)

Database update has now been updated and sent to consultant to develop formalised database including updated financial information and valuations. Currently pending consultant to implement changes.

Actions 6.1.11.2: Road Assets - Complete review of current approach to treatment of road and bridge assets. (25% completed)

Bridge Assets

During the quarter, the annual inspection of Council's bridge assets were completed and the Bridge Management System (BMS) updated. The BMS contains information about each bridge asset and includes , detail of the physical asset, condition inspection information, required maintenance, replacement schedule and current replacement value including depreciation. The BMS remain s valuable tool by which bridge assets are managed.

Road Assets

The current focus is on the treatment of unsealed road assets. Unsealed council road assets are currently recognised as one depreciable asset, which is currently known as the unsealed pavement asset. Asset components are recognised for unsealed road formation and land under the road in accordance with current accounting standards, however these are non-depreciable assets. Currently unsealed road

pavements assets are assigned a uniform 30-year asset useful life. However, this does not reflect reality in relation to unsealed road asset renewals. Priority roads such as Anson's Bay Road require asset renewal such as re-sheeting far more frequently than every 30 years. Similarly, roads that are not priority roads and very low trafficked may not be fully re-sheeted and certainly not fully reconstructed during the currently prescribed 30-year period.

The current investigation relates to the splitting the current unsealed road pavement asset for each unsealed road segment into two components - in line with best practice. This would result in an unsealed road pavement base asset component and an unsealed road wearing surface asset.

Actions 6.1.11.3: Asset Management Plan - Update Asset Management Plan to reflect updated asset information. (25% completed)

Council officers have commenced the process of updating the Strategic Asset Management Plan and the Roads Asset Management Plan. Updated plans are to be used as part of the next annual budget process.

Key Focus Area 6.1.12

Stormwater Management Plan

Owner: Stuart Barwick

Key Focus Area 6.1.13

Work Health & Safety

Owner: Simone Ewald-Rist

Update provided by John Brown on Oct 16, 2020 00:18:55

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. (25% completed)

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.

Actions 6.1.13.2: Well-being Program - Undertake actions to improve the well-being of workers including appropriate training and awareness sessions. (25% completed)

Key Focus Area 6.1.14

Public Health

Owner: Jake Ihnen

Update provided by John Brown on Oct 16, 2020 00:19:09

Actions 6.1.14.1: 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. (10% completed)

Councils Environmental Health Officer has identified that this work is also being undertaken by neighbouring councils. Council staff are exploring options of data sharing to develop consistent approach between Councils.

Key Focus Area 6.1.15

Stakeholder Management

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:19:19

Actions 6.1.15.1: Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy. (25% completed)

Participation in NTDC activities is currently focussed on Population Attraction Program (separately reported) and Circular Economy project.

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. (25% completed)

Activity in this area has been focussed on the State level through LGAT through participation in LGAT General Management Committee by the Mayor and the Local Government Act Review by the General Manager. Legislative reviews and activities include the Dog Control Regulations and the Legislative Council review into TasWater.

Key Focus Area 6.1.16

Improvements to Council's Systems and Processes

Owner: Bob Hoogland

Update provided by John Brown on Oct 16, 2020 00:19:29

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 including intra-departmental and inter-departmental processes. (0% completed)

No action commenced

Key Focus Area 6.2.1

Progress 14%

Asset Management Policy

Owner: Bob Hoogland

	%	#
● On Track	85.71	6
● Completed	14.29	1

Actions: 7

Update provided by John Brown on Oct 16, 2020 00:19:52

Actions 6.2.1.1: Policy Review - AM03 - Street Lighting Policy (0% completed)

No progress year to date. The policy will be reviewed in the new year.

Actions 6.2.1.2: Policy Review - AM06 - Footpath Construction Policy (0% completed)

No progress year to date. The policy will be reviewed in the new year.

Actions 6.2.1.3: Policy Review - AM07 - Playground Management Policy (0% completed)

No progress year to date. The policy is to be reviewed in the new year.

Actions 6.2.1.4: Policy Review - AM08 - Subdivision New Works and Infrastructure Construction Policy (0% completed)

No progress year to date. The policy is to be reviewed in the new year.

Actions 6.2.1.5: Policy Review - AM10 - Reserves Management Policy (0% completed)

No progress year to date. The policy will be reviewed in the new year.

Actions 6.2.1.6: Policy Review - AM12 - Vehicle Policy (100% completed)

The Vehicle Policy was reviewed and presented to the September Council Workshop for discussion and amendments were adopted at the September Council Meeting.

Actions 6.2.1.7: Policy Review - AM14 - Mowing Policy (0% completed)

No progress year to date. The policy will be reviewed in the new year.

Actions 6.2.1.1

Update provided by David Jolly on Oct 14, 2020 02:44:35

Jul 01, 2020 - Jun 30, 2021

On Track

Progress 0%

No progress year to date. The policy will be reviewed in the new year.

Policy Review - AM03 - Street Lighting Policy

Owner: David Jolly

Actions 6.2.1.2

Update provided by David Jolly on Oct 14, 2020 02:45:02

Jul 01, 2020 - Apr 30, 2021

On Track

Progress 0%

No progress year to date. The policy will be reviewed in the new year.

Policy Review - AM06 - Footpath Construction Policy

Owner: David Jolly

Actions 6.2.1.3

Update provided by David Jolly on Oct 14, 2020 02:45:30

Jul 01, 2020 - Apr 30, 2021

On Track

Progress 0%

No progress year to date. The policy is to be reviewed in the new year.

Policy Review - AM07 - Playground Management Policy

Owner: David Jolly

Actions 6.2.1.4

Update provided by David Jolly on Oct 14, 2020 02:45:55

Jul 01, 2020 - Jun 30, 2021

On Track

Progress 0%

No progress year to date. The policy is to be reviewed in the new year.

Policy Review - AM08 - Subdivision New Works and Infrastructure Construction Policy

Owner: David Jolly

Actions 6.2.1.5

Update provided by David Jolly on Oct 14, 2020 02:46:34

Jul 01, 2020 - Apr 30, 2021

On Track

Progress 0%

No progress year to date. The policy will be reviewed in the new year.

Policy Review - AM10 - Reserves Management Policy

Owner: David Jolly

Actions 6.2.1.6

Update provided by Angela Matthews on Sep 28, 2020 05:31:37

Jul 01, 2020 - Aug 31, 2020

Completed

Progress 100%

The Vehicle Policy was reviewed and presented to the September Council Workshop for discussion and amendments were adopted at the September Council Meeting.

Policy Review - AM12 - Vehicle Policy

Owner: Angela Matthews

Actions 6.2.1.7

Update provided by David Jolly on Oct 14, 2020 02:47:00

Jul 01, 2020 - Jun 30, 2021

On Track

Progress 0%

No progress year to date. The policy will be reviewed in the new year.

Policy Review - AM14 - Mowing Policy

Owner: David Jolly

Key Focus Area 6.2.2



Progress 27%

Community Building Policy

Owner: Bob Hoogland

Actions: 8



Status	%	#
Status Pending	50.0	4
On Track	25.0	2
Completed	25.0	2

Update provided by John Brown on Oct 16, 2020 00:20:07

Actions 6.2.2.1: Policy Review - CB01 - Volunteer Policy and Guidelines (0% completed)

Still outstanding

Actions 6.2.2.4: Policy Review - CB06 - Community Grant - Assistance Policy (100% completed)

This review has been completed and adopted by Council - September, 2020

Actions 6.2.2.6: Policy Review - CB08 - Council Fee Remission of Building and Development Fees for Community Groups Policy (100% completed)

This Policy has been reviewed and adopted by Council September, 2020

Actions 6.2.2.8: Policy Review - CB04 - Youth Policy and Strategy (15% completed)

Discussions have been held internally with staff as to way to move forward with engaging with our young people - we are currently looking at developing an issues paper for discussion with our young people which will identify projects/outcomes that our young people would like to see addressed by Council

Actions 6.2.2.1

Update provided by Bob Hoogland on Oct 09, 2020 02:45:14

Jul 01, 2020 - Apr 30, 2021

On Track

Progress 0%

Still outstanding

Policy Review - CB01 - Volunteer Policy and Guidelines

Owner: Bob Hoogland

Actions 6.2.2.2



Jul 01, 2020 - Mar 31, 2021

Status Pending

Progress 0%

Policy Review - CB02 - Break O'Day Council Awards Policy

Owner: Chris Hughes

Actions 6.2.2.3



Jul 01, 2020 - Apr 30, 2021

Status Pending

Progress 0%

Policy Review - CB05 - Banner Pole Hire Policy

Owner: Chris Hughes

Actions 6.2.2.4

Update provided by Chris Hughes on Oct 15, 2020 23:13:20

Jul 01, 2020 - Mar 31, 2021

Completed

Progress 100%

This review has been completed and adopted by Council - September, 2020

Policy Review - CB06 - Community Grant - Assistance Policy

Owner: Chris Hughes

Actions 6.2.2.5

Jul 01, 2020 - Aug 31, 2020 Status Pending Progress 0%

Policy Review - CB07 - Community Facility Hire Policy

Owner: Chris Hughes

Actions 6.2.2.6

Update provided by Chris Hughes on Oct 15, 2020 23:13:57

This Policy has been reviewed and adopted by Council September, 2020

Jul 01, 2020 - Mar 31, 2021 Completed Progress 100%

Policy Review - CB08 - Council Fee Remission of Building and Development Fees for Community Groups Policy

Owner: Chris Hughes

Actions 6.2.2.7

Jul 01, 2020 - Jun 30, 2021 Status Pending Progress 0%

Policy Review - CB03 - Community Engagement

Owner: Chris Hughes

Actions 6.2.2.8

Update provided by Chris Hughes on Oct 15, 2020 23:15:34

Discussions have been held internally with staff as to way to move forward with engaging with our young people - we are currently looking at developing an issues paper for discussion with our young people which will identify projects/outcomes that our young people would like to see addressed by Council

Jul 01, 2020 - Jun 30, 2021 On Track Progress 15%

Policy Review - CB04 - Youth Policy and Strategy

Owner: Chris Hughes

Key Focus Area 6.2.3

Economic Development Policy

Owner: John Brown

Key Focus Area 6.2.4 Progress 0%

Environment & Planning Policy

Owner: David Jolly



	%	#
Some Disruption	100.0	2

Actions: 2

Update provided by John Brown on Oct 16, 2020 00:20:35

Actions 6.2.4.1: Policy Review - EP02 - Planning Enforcement Policy (0% completed)

No progress to date. Development Services Coordinator has scheduled to complete this review in November 2020.

Actions 6.2.4.2: Policy Review - EP09 - Public Health Warnings (Sewage Spills) Policy (0% completed)

No progress to date. Development Services Coordinator has scheduled to complete this review in November 2020.

Actions 6.2.4.1

Update provided by Jake Ihnen on Oct 09, 2020 01:34:28

Jul 01, 2020 - Apr 30, 2021

Some Disruption

Progress 0%

No progress to date. Development Services Coordinator has scheduled to complete this review in November 2020.

Policy Review - EP02 - Planning Enforcement Policy

Owner: Jake Ihnen

Actions 6.2.4.2

Update provided by Jake Ihnen on Oct 09, 2020 01:35:43

Jul 01, 2020 - Sep 30, 2020

Some Disruption

Progress 0%

No progress to date. Development Services Coordinator has scheduled to complete this review in November 2020.

Policy Review - EP09 - Public Health Warnings (Sewage Spills) Policy

Owner: Jake Ihnen

Key Focus Area 6.2.5




Progress 37%

Leadership & Governance Policy

Owner: Bob Hoogland

Actions: 16



	%	#
 On Track	68.75	11
 Some Disruption	6.25	1
 Completed	25.0	4

Update provided by John Brown on Oct 16, 2020 00:20:52

Actions 6.2.5.1: Policy Review - LG08 - Employees - Voluntary Emergency Services Policy (100% completed)

Revised Policy adopted by Council August 2020

Actions 6.2.5.2: Policy Review - LG11 - Rating Exemptions and Remissions Policy (0% completed)

Review not commenced

Actions 6.2.5.3: Policy Review - LG12 - Fit for Work (Alcohol and Drug) Policy (10% completed)

Advice received 2/9/2020 to review policy and scheduled for October.

Actions 6.2.5.4: Policy Review - LG13 - Anti-Discrimination and Harassment Policy (58% completed)

Amended Policy prepared for October 2020 Audit Panel meeting

Actions 6.2.5.5: Policy Review - LG17 - Dealing with Difficult Customers Policy (0% completed)

Review not commenced

Actions 6.2.5.6: Policy Review - LG25 - Grievance Policy (100% completed)

Amended Policy adopted by Council at the August 2020 Council Meeting

Actions 6.2.5.7: Policy Review - LG30 - Public Interest Disclosure Policy (0% completed)

Policy can't be progressed until a Model Policy is provided by Ombudsman

Actions 6.2.5.8: Policy Review - LG31 - Recruitment and Selection Policy (100% completed)

Amended Policy adopted at the August 2020 Council Meeting

Actions 6.2.5.9: Policy Review - LG32 - Risk Management Policy (10% completed)

Advise received 2/9/2020 to review policy and scheduled for October.

Actions 6.2.5.10: Policy Review - LG42 - CCTV and Remote Camera Operation and Management Policy (0% completed)

Review not commenced

Actions 6.2.5.11: Policy Review - LG46 - Fraud Management and Control Policy (44% completed)

Amended Policy report prepared for October 2020 Audit Panel Meeting

Actions 6.2.5.12: Policy Review - LG47 - Personal Information Protection Policy (0% completed)

Review not commenced

Actions 6.2.5.13: Policy Review - LG48 - Contribution to Boundary Fences Policy (0% completed)

Review not commenced

Actions 6.2.5.14: Policy Review - LG51 - Related Party Disclosures Policy (42% completed)

Report on amended Policy prepared for October 2020 Audit Panel Meeting

Actions 6.2.5.15: Policy Review - LG52 - Council Support for Destroyed Dwellings Policy (100% completed)

Policy reviewed and amended Policy adopted by Council at the July 2020 Council Meeting

Actions 6.2.5.16: Policy Review - LG35 - Staff Code of Conduct (20% completed)

Initial stages of the review have commenced through discussions with indoor and outdoor teams to outline the need to review and invite participation on a review group. Focus will be on imbedding the values of the organisation within the Code of Conduct.

Actions 6.2.5.1

Update provided by Bob Hoogland on Oct 09, 2020 02:46:01

Revised Policy adopted by Council August 2020

Jul 01, 2020 - Mar 31, 2021 Completed Progress 100%

Policy Review - LG08 - Employees - Voluntary Emergency Services Policy

Owner: Bob Hoogland

Actions 6.2.5.2

Update provided by Bob Hoogland on Oct 09, 2020 02:46:53

Review not commenced

Jul 01, 2020 - Feb 28, 2021 On Track Progress 0%

Policy Review - LG11 - Rating Exemptions and Remissions Policy

Owner: Bob Hoogland

Actions 6.2.5.3

Update provided by Simone Ewald-Rist on Sep 18, 2020 03:23:46

Advise received 2/9/2020 to review policy and scheduled for October.

Jul 01, 2020 - Dec 31, 2020

On Track

Progress 10%

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

Owner: Simone Ewald-Rist

Actions 6.2.5.4

Update provided by Bob Hoogland on Oct 09, 2020 02:47:59

Amended Policy prepared for October 2020 Audit Panel meeting

Jul 01, 2020 - Apr 30, 2021

On Track

Progress 58%

Policy Review - LG13 - Anti-Discrimination and Harassment Policy

Owner: Bob Hoogland

Actions 6.2.5.5

Update provided by Bob Hoogland on Oct 09, 2020 02:48:55

Review not commenced

Jul 01, 2020 - Apr 30, 2021

On Track

Progress 0%

Policy Review - LG17 - Dealing with Difficult Customers Policy

Owner: Bob Hoogland

Actions 6.2.5.6

Update provided by Bob Hoogland on Oct 09, 2020 02:49:45

Amended Policy adopted by Council at the August 2020 Council Meeting

Jul 01, 2020 - May 31, 2021

Completed

Progress 100%

Policy Review - LG25 - Grievance Policy

Owner: Bob Hoogland

Actions 6.2.5.7

Update provided by Bob Hoogland on Oct 09, 2020 02:50:19

Policy can't be progressed until a Model Policy is provided by Ombudsman

Jul 01, 2020 - Aug 31, 2020

Some Disruption

Progress 0%

Policy Review - LG30 - Public Interest Disclosure Policy

Owner: Bob Hoogland

Actions 6.2.5.8

Update provided by Bob Hoogland on Oct 09, 2020 02:50:59

Amended Policy adopted at the August 2020 Council Meeting

Jul 01, 2020 - Sep 30, 2020

Completed

Progress 100%

Policy Review - LG31 - Recruitment and Selection Policy

Owner: Bob Hoogland

Actions 6.2.5.9

Update provided by Simone Ewald-Rist on Sep 18, 2020 03:23:59

Advise received 2/9/2020 to review policy and scheduled for October.

Jul 01, 2020 - Feb 28, 2021

On Track

Progress 10%

Policy Review - LG32 - Risk Management Policy

Owner: Simone Ewald-Rist

Actions 6.2.5.10

Update provided by Bob Hoogland on Oct 09, 2020 02:51:33

Review not commenced

Jul 01, 2020 - Feb 28, 2021

On Track

Progress 0%

Policy Review - LG42 - CCTV and Remote Camera Operation and Management Policy

Owner: Bob Hoogland

Actions 6.2.5.11

Update provided by Bob Hoogland on Oct 09, 2020 02:52:37

Amended Policy report prepared for October 2020 Audit Panel Meeting

Jul 01, 2020 - Oct 31, 2020

On Track

Progress 44%

Policy Review - LG46 - Fraud Management and Control Policy

Owner: Bob Hoogland

Actions 6.2.5.12

Update provided by Bob Hoogland on Oct 09, 2020 02:53:29

Review not commenced

Jul 01, 2020 - Oct 31, 2020

On Track

Progress 0%

Policy Review - LG47 - Personal Information Protection Policy

Owner: Bob Hoogland

Actions 6.2.5.13

Update provided by Bob Hoogland on Oct 09, 2020 02:53:57

Review not commenced

Jul 01, 2020 - Feb 28, 2021

On Track

Progress 0%

Policy Review - LG48 - Contribution to Boundary Fences Policy

Owner: Bob Hoogland

Actions 6.2.5.14

Update provided by Bob Hoogland on Oct 09, 2020 02:56:25

Report on amended Policy prepared for October 2020 Audit Panel Meeting

Jul 01, 2020 - Apr 30, 2021

On Track

Progress 42%

Policy Review - LG51 - Related Party Disclosures Policy

Owner: Bob Hoogland

Actions 6.2.5.15

Update provided by Bob Hoogland on Oct 09, 2020 02:57:21

Policy reviewed and amended Policy adopted by Council at the July 2020 Council Meeting

Jul 01, 2020 - Jul 31, 2020

Completed

Progress 100%

Policy Review - LG52 - Council Support for Destroyed Dwellings Policy

Owner: Bob Hoogland

Actions 6.2.5.16

Update provided by John Brown on Oct 15, 2020 22:33:44

Initial stages of the review have commenced through discussions with indoor and outdoor teams to outline the need to review and invite participation on a review group. Focus will be on imbedding the values of the organisation within the Code of Conduct.

Jul 01, 2020 - Jun 30, 2021

On Track

Progress 20%

Policy Review - LG35 - Staff Code of Conduct

Owner: John Brown

Key Focus Area 6.2.6

By Laws

Owner: Bob Hoogland

Key Focus Area 6.3.1

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

Owner: Bob Hoogland

Key Focus Area 6.4.1

Capital Works and Projects Program

Owner: Bob Hoogland