



# Action Performance And Timeframe Report - Standard







George Town Council






camms**strategy**







Print Date: 31-Jul-2019






**Applied Filters**






Date Select: 01-Jul-2018 - 30-Jun-2019





Action	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
1.1.1.1 Work will continue on several promotional opportunities to promote the liveability of the region. This will include the finalisation of the Destination Action Plan and early stage planning for a short film of interest for the area.	General Manager	01-07-2018	30-06-2019	100	 GREEN	Destination Action Plan finalised. Officers working with Tourism Northern Tasmania and local videographer to explore short film promotional opportunities.
1.1.2.1 The General Manager has been included in the Population Taskforce which seeks to explore strategy to attract migration to the Northern Region.	General Manager	01-07-2018	30-06-2019	100	 GREEN	General Manager continues to participate in Population Taskforce.
1.1.3.1 Commence collecting data for a series of structure plans for the coastal communities to curb the ad hoc development of the past and prepare Master Plans for the Future.	Team Leader Community and Development	01-07-2018	30-06-2019	0	 RED	This will be included in the 2019/20 budget for action.
1.1.4.1 Finalise State Planning Scheme in preparation for draft endorsement and community consultation. Review submissions which focus on Agricultural land to ensure land owners are supported in their endeavours. Work with Economic development to commence preparing a marketing strategy for the region. Seek budget funding for marketing material and documentation development. Develop zone specific incentive policy to attract new investment.	Team Leader Community and Development	01-07-2018	30-06-2019	90	 AMBER	Officers are preparing Local Provisions Schedules with support from the Department of Justice. This is progressing in line with Department of Justice expectations which have been extended beyond 30 June 2019.
1.1.4.2 Work with wine industry stakeholders to scope an industry development plan.	General Manager	01-07-2018	30-06-2019	0	 RED	This action did not progress. Meetings have been scheduled for first quarter of 2019/2020 to discuss support for regional wine event.
1.1.4.3 Engage with Tasmanian Irrigation and the State Government to advocate for the rollout of the Tamar and Pipers Irrigation schemes.	General Manager	01-07-2018	30-06-2019	100	 GREEN	General Manager has held initial discussions with Tasmanian Irrigation and State Government to review status of the Tamar and Pipers Irrigation Schemes with meetings scheduled for 1 <sup>st</sup> quarter 2019/2020.
1.2.1.1 Council will provide funding toward the Bell Bay	General Manager	01-07-2018	30-06-2019	100		Funding ongoing. Future funding to








Economic Development (cluster) Project Officer and form part of the committee.						 GREEN	be considered in the next round of Council's budget deliberations. General Manager to participate in Bell Bay Advanced Manufacturing Zone Committee meetings.
1.2.2.1 Council officers to work with Schools, UTAS, Trade Training Centre and Industry to establish links in the chain of supply and demand for skilled workforce and jobs.	General Manager	01-07-2018	30-06-2019	100		 GREEN	General Manager has met with representatives from UTAS, Trade Training Centre, Collective Ed, KEEN Partners, Illuminate Education and Port Dalrymple. Ongoing discussions are in place through the Future Impact Group, BBAMZ Committee and other forums to ensure the link between, government agencies, education providers and industry is maintained with a number of initiatives having already progressed.
1.2.3.1 Project commenced through Bell Bay Economic Development Group.	Team Leader Community and Development	01-07-2018	30-06-2019	100		 GREEN	The General Manager has participated in the Bell Bay Strategic Plan including the development of the website and promotional material.
1.2.4.1 Apply for budget allocation to develop particular purpose tourism zone or specific area plan for Low Head.	Team Leader Community and Development	01-07-2018	30-06-2019	1		 RED	No budget allocation was made for 2018/2019. It is recommended that this project be deferred following the development of a Structure Plan for the Greater George Town area.
1.2.4.2 Preparation of Local Provision Schedules for State Planning Scheme commenced.  Identify areas suitable for future additional strategic work in order to facilitate tourism, transport and utilities infrastructure projects.	Team Leader Community and Development	01-07-2018	30-06-2019	90		 GREEN	Commenced preparing the Local Provisions Schedule in conjunction with Department of Justice planners, with the aim of having a draft by end of FY18/19. This is progressing in line with Department of Justice expectations.

1.3.1.1 Maintain relationship with Tourism Northern Tasmania, Launceston Tamar Valley Tourism Association, Tasmanian Visitor Information Network and Tasmanian Industry Council Tasmania	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Regular attendance at tourism stakeholder meetings including with the newly established East Tamar Tourism Network
1.3.1.2 Finalise the Destination Action Plan for the region and when complete seek Council endorsement	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	DAP was officially launched on Sunday 10th February. The Destination Action Plan Leadership Group meets fortnightly to progress goals within the DAP, with the first goals being the adoption of a comprehensive marketing / communication strategy.
1.3.1.3 Market destination experiences to visitors through the Visitor Information Centre and TVIN state-wide	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Regular attendance at TVIN Regional and State Networking meetings to keep up to date with tourism in the North of the State. Monthly review of upcoming events / attractions with information being distributed to all Information Centres.
1.4.1.1 Participation in the production of the Bell Bay Industrial Precinct Investment strategy with Regional Development Authority and the Office of the Co-ordinator General.	General Manager	01-07-2018	30-06-2019	100	 GREEN	The General Manager continues to participate in the Bell Bay Advanced Manufacturing Zone Committee including in the development of the Bell Bay website as part of the investment strategy. Council's involvement in the Bell Bay Initiative was recognised having received the ALGA national award for Regional Growth.
1.4.2.1 Council will provide funding toward the Bell Bay Economic Development (cluster) Project Officer and form part of the committee.	General Manager	01-07-2018	30-06-2019	100	 GREEN	Council continues to fund the position and participate in Committee meetings.
2.1.1.1 Develop a Volunteering Strategy and report to Council for consideration.	Team Leader Community and Development	01-07-2018	30-06-2019	0	 RED	This has not yet commenced due to resourcing complications. It will be considered in 2019/2020.
2.2.1.1 Evaluate current Events strategy/objectives	Team Leader Community and Development	01-07-2018	30-06-2019	100		A thorough review of all Events Strategies / Objectives were






						 GREEN	identified in the finalising of Council's Events Strategy. Council's Community Development Officer will continue to monitor the Events Strategy to ensure they align with Council's Strategic Direction.
2.2.1.2 Liaise with event stakeholders to inform review of recurrent events	Team Leader Community and Development	01-07-2018	30-06-2019	100		 GREEN	Ongoing. Regular contact made with all event stakeholders, both community based and external.
2.2.1.3 Plan, co-ordinate and deliver Council approved and budgeted events	Team Leader Community and Development	01-07-2018	30-06-2019	100		 GREEN	Successful delivery of Council's events in line with budget, inclusive of : - Street Festival, Dog'z Day Out, Australia Day, Christmas Parade and Christmas Carols, Seniors Concert. All events have been held within budget.
2.2.1.4 Support event organisers delivering recurrent events in George Town	Team Leader Community and Development	01-07-2018	30-06-2019	100		 GREEN	Regular liaison with event organisers to ensure compliance with Council's event and legislative requirements.  In compliance with Council's Event criteria, no event will be approved until all legislative and Council requirements are met. Where required, Council's Community Development Officer assists external event organisers in ensuring compliance with same, this includes but not limited to assistance with traffic management plans, site plans, risk management plans, food license applications.
2.2.1.5 Facilitate Council's participation and organisational function in relation to commemorative, celebratory and community messaging events.	Team Leader Community and Development	01-07-2018	30-06-2019	100		 GREEN	Well delivered and successful Australia Day Events Launch of George Town's Destination Action Plan








						Official Opening of the Windmill Point Playground Area Council's Community Development Officer will continue to liaise with the broader community in relation to community events, and promote all events through recognised media channels.
2.2.1.6 Administer Council's sponsorship program	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Successful administration of Council's sponsorship program
2.2.1.7 Administer Council's community grants program	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Successfully administers for the period July 2018 to December 2018.
2.2.2.1 Review current Council and community events calendar and identify events which showcase George Town and report to Council on outcomes of review and potential actions	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Review of the 2017/2018 events calendar monitored throughout the year, with actions identified carried over to 2018/2019 calendar of events. Council regularly updated on events through quarterly newsletters.
2.2.3.1 Pursue opportunities to advocate for increased housing providing several options to encourage population growth while catering for a range of diverse needs.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Discussions with housing providers have been undertaken to determine what organisations have an interest and capacity for George Town. Council will receive report for its consideration in early 2019/2020 to assist in social and affordable housing in partnership with CatholicCare.
2.3.1.1 Continue to work with RFDS in the delivery of rural health funded initiatives.  Participate in and support George Town Interagency group.  Support funding applications which target integrated service delivery.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Council supports the RFDS through provision of office space at Anne Street at low daily rates, as well as through approval of grant applications for the use of the community hall for larger events (training, demonstrations and community presentations).
2.3.2.1 Distribute Health Services directory to residents.	Team Leader Community	01-07-2018	30-06-2019	100		The George Town Interagency






Partner with Interagency group, Future Impact Group and other stakeholders re current promotional activity, effectiveness and options to improve information dissemination.	and Development				 GREEN	Group went into recession in 2017. In 2019, the group reformed, under the guidance of Ben Bowring, Collective Ed Co-ordinator. In May 2019, it was proposed that pending a strategic review of the Group's scope and objectives, no further meetings to be held, with communication via email. This role will potentially become under the banner of the Future Impact Group, who will work towards the creation of a Health Services Directory. It is therefore recommended that the status of this action be 'completed' to remove it from the outstanding action list.
Develop action plan, resource requirements etc.						
2.3.2.2 Actively participate in relevant Local, State and Federal Government forums and networks.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Promotion of health and community services, including Neighbourhood House, Royal Flying Doctors Service etc. is done via Council's website and social media channels.
2.3.2.3 (Manage all Council's community recreation facilities user group processes and agreements, long and short term hire administration.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Facilities user group processes and agreements have been managed in accordance with relevant guidelines and procedures. A full review of user agreements is proposed for 2019/2020.
2.3.2.4 Manage all Council's community recreation facilities including annual maintenance schedules and inspections, maintenance program, whole of life asset plans and strategies.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is an ongoing action where ongoing inspections, assessment, risk analysis and prioritisations are carried out, with maintenance and upgrades based upon the risk assessment. Building Asset Management Plan, Asset Management Strategy and Policy have been reviewed by Audit Committee and recommended to be presented to Council for adoption.








2.3.2.5 Manage Swimming pool maintenance, whole of life asset plan, contractor.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is an ongoing action, with many improvements being undertaken including resurfacing of the slide, new water pump and condition inspection of facility which has led to 2019/2020 budget allocation for new heating infrastructure and feasibility exercise for solar panels.
2.3.3.1 Advocate for additional childcare, and early childhood educator opportunities (family day care) within the municipality.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Ongoing action. Council's Youth Development Officer advocated at the regional cabinet meeting held at York Cove during the reporting period.
2.4.1.1 Engage with young people within the community through Council's Youth Officer.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Ongoing. Youth Strategy adopted. Youth Officer continues to engage with young people within the community.
2.4.1.2 Utilise the Youth Survey conducted in the 2017-2018 reporting period to inform the George Town Youth Strategy.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This has been completed, with the information in the George Town Youth Strategy now informing our Youth Officer's actions
2.5.1.1 Continue to build relationships with and advocate for increased educational opportunities delivered through UTAS, TasTAFE, trade training centre, Port Dalrymple School and the Defence Force Australia.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	General Manager participates on the Future Impact Group which includes representatives from across the sector and is establishing focus groups including for increased and improved education opportunities.
2.6.1.1 Actively participate in development of collective impact group.	General Manager	01-07-2018	30-06-2019	100	 GREEN	General Manager continues to participate on George Town Future Impact Group with Council looking to partner with the group on a number of initiatives in 2019/2020
2.7.1.1 Consult community on current safety initiatives and focuses.  Survey community to identify relevant concerns/issues that need to be addressed.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This project has been successfully implemented and completed, with positive feedback from the community and businesses resulting in the installation of CCTV and lighting in public places in alignment





















						with the Community Safety Plan 2018-2022.
2.7.1.2 Establish MOU/partnership with Tas Police re access to data from CCTV system	General Manager	01-07-2018	30-06-2019	75	 AMBER	Discussion held with Senior Sergeant in regards to needing to establish a MOU. Governance Support Officer developing an internal and external policy which will form part of the process. Officers continue to work with TasPol providing access to CCTV footage when requested. A draft policy has been prepared for adoption in first quarter of 2019/2020
2.7.1.3 Provide administrative support to George Town Community Safety Committee	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Administrative support has been provided to the Committee on a monthly basis.
2.7.1.4 Manage Council's Community Recovery role	Corporate & Finance - Corporate & Finance	01-07-2018	30-06-2019	100	 GREEN	Council has a business continuity plan and an emergency management plan in place in preparedness for any community recovery response required. Council will recommend ministerial appointment of a Municipal Recovery Coordinator in the first quarter of 2019/2020
3.1.1.2 Continue to implement the updated GTCMP.	General Manager	01-07-2018	30-06-2019	100	 GREEN	Ongoing. The George Town Coastal Management Plan spans a number of years. Actions within the plan are ongoing and as such, the plan cannot be completed in one year. Council's involvement through facilitation if actions and through financial assistance can be considered completed for the 2018/2019 financial year.
3.1.1.3 Participation and involvement in the Tamar Estuary Management Taskforce and the Tamar Estuary	General Manager	01-07-2018	30-06-2019	100	 GREEN	Actively participating in the Tamar Estuary Management Taskforce and

Esk Rivers Program						the Tamar Estuary Esk Rivers Program.
3.1.1.4 Drone Pilot program to commence capturing coastline data for bench marking.	Team Leader Community and Development	01-07-2018	30-06-2019	10	 RED	Officers have been trained in use of drone. Considerations for its use will be discussed at a Council workshop in 2019/2020.
3.1.1.5 Carry out strategic planning, design work and environmental investigations to prepare plans for planning applications for Low Head and/or Hillwood walking tracks.  Apply for budget allocation for capital works project to commence work in the following financial year.  Identify opportunities for grant funding to assist with construction of walking tracks.	Team Leader Community and Development	01-07-2018	30-06-2019	0	 RED	Budget allocation has been made in 2019/2020 to progress the Low Head walking trail.  Officers advocated for funding as part of federal elections with commitments from Labor party but not coalition.
3.1.2.1 Support coastal communities and their representative organisations to facilitate the management of Crown and Council owned land in foreshore areas.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Council supports coastal communities and their representative organisations on an as needed and ongoing basis in this area.
3.1.3.1 Finalise State Planning Scheme which includes provisions for addressing climate change related outcomes such as sea level rise, increased extreme weather events and coastal erosion.	Team Leader Community and Development	01-07-2018	30-06-2019	0	 RED	Finalisation of the State Planning Scheme is dependent on State Government timeframes.
3.1.3.2 Drone Pilot program seeks to start capturing and documenting data of Council's coast line and flood prone areas after storm/heavy rain events.	Team Leader Community and Development	01-07-2018	30-06-2019	0	 RED	As per 3.1.1.4 Action, this drone project is on hold. Officers are being trained in first quarter 2019/2020.
3.1.4.1 Identify and generate municipal natural values asset register.	General Manager	01-07-2018	30-06-2019	0	 RED	This Action has not commenced. Provision has been made in the 2019/2020 budget to conduct a data capture of heritage, natural and cultural assets.
3.1.4.2 Preparation of State Planning Scheme Local Provisions with focus on ensuring natural values protection is incorporated appropriately.	Team Leader Community and Development	01-07-2018	30-06-2019	90	 GREEN	Council is currently working on the local Provisions. Due to the nature of the transition from our current planning scheme to the proposed










						state planning Scheme, this exercise is primarily a translation process. We are not able to make changes without sound justification. Currently, due to timeframes and resources, any changes that are significant will be addressed under future amendments as the needs arise, once the state wide scheme is bedded in.
3.2.1.1 Pending budget allocation in 2018/2019/2020: Commence gathering data for preparation of a Conservation Management Strategy and Conservation Management Plan which acknowledges and identifies the importance of Aboriginal and European Heritage within the region.	Team Leader Community and Development	01-07-2018	30-06-2019	5		This action has not yet commenced. 2019/20 budget includes allocation for natural assets, heritage and cultural plan.
3.2.1.2 Work with suitably qualified individuals and organisations to produce quality document.	Team Leader Community and Development	01-07-2018	30-06-2019	5		This action relates to 3.2.1.1 and has not yet commenced. 2019/20 budget includes allocation for natural assets, heritage and cultural plan.
3.2.2.1 Identify and generate Council owned heritage asset register.	Team Leader Community and Development	01-07-2018	30-06-2019	100		This is included in Councils building asset spread sheet, where any buildings that have Heritage Listing are noted. Further work capturing heritage assets (including non-council owned) to be undertaken in 2019/2020.
3.2.2.2 Preparation of State Planning Scheme Local Provisions with focus on ensuring protection for all Historical / Heritage listed properties incorporate appropriately.	Team Leader Community and Development	01-07-2018	30-06-2019	0		This has not progressed. Heritage listing is freely available on the state government THELIST database, which the reference for Council staff and is accessible by the general public. Budget allocation in 2019/2020 to capture heritage assets was approved 25 June 2019.
3.2.2.3 Commence work on the Local Historic Heritage Code of the State Scheme.	Team Leader Community and Development	01-07-2018	30-06-2019	0		Not yet commenced. This will commence early next FY.

3.3.1.1 Pending budget allocation in 2018/2019/2020: Commence gathering data for preparation of a Conservation Management Strategy and Conservation Management Plan which acknowledges and identifies the importance of Aboriginal and European Heritage within the region.	Team Leader Community and Development	01-07-2018	30-06-2019	0		This is a duplication of 3.2.1.1
3.3.1.2 Work with suitably qualified individuals and organisations to produce quality document.	Team Leader Community and Development	01-07-2018	30-06-2019	100		This is a duplication of 3.2.1.2
3.4.1.1 Subject to 2018/19 budget allocation the preparation of scoping and costing for the continuations of the kanamaluka Trail.	Team Leader Community and Development	01-07-2018	30-06-2019	100		No 2018/2019 budget allocation. Budget allocation made in Council's 2019/2020 budget.
3.5.1.1 Preparation of Local Provision Schedules for State Planning Scheme to ensure that provisions are included which provide protection for heritage places.	Team Leader Community and Development	01-07-2018	30-06-2019	0		This has not progressed. Heritage listing is freely available on the state government THELIST database, which is a reference for Council staff and is accessible by the general public.
3.5.1.2 Continue working in partnership with Tamar NRM who provide information sessions to outer lying communities on the development of Community bushfire management plans.	General Manager	01-07-2018	30-06-2019	100		The working relationship between Council and Tamar NRM is ongoing. Tamar NRM are a valued organisation that Council are committed to supporting. All related actions for 2018/2019 are complete including support for weed eradication programs.
4.1.1.1 Consolidate Council's Public Building Assets. Promote the Road Plan with State and Australian Government Funding bodies.	Team Leader Community and Development	01-07-2018	30-06-2019	50		Review to continue into the FY 2019/2020.
4.1.1.2 In partnership with Government, Industry and Local Business develop a 10 Year rolling Municipal Road Plan that prioritises network need based on Strategic Importance and Urgency.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	70		Commenced data collection and collating information for report to Council. Have had input into the Northern Regional Transport Vision through LGAT and other Northern Councils, finalisation of Councils Asset management plan relating to Infrastructure which will guide the









						10 year roads plan
4.1.1.3 Prepare an Integrated Asset Management Policy and supporting Strategy.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	75	 AMBER	Scheduled for 2018/19 following audit of Council's roads asset revaluation. Asset management plan has been completed
4.1.1.4 Sealing of Soldiers Settlement Road	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	100	 GREEN	Works completed December 2018.
4.1.1.5 Pursue funding for the sealing of The Glen Road	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	70	 AMBER	Project has been cancelled as per Council resolution, continue to seek funding for The Glen Road upgrade as grant funding opportunities become available.
4.1.1.6 Sealing of a section of Industry Road.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	100	 GREEN	Project completed
4.1.1.7 Road Upgrade - section of Dalrymple Road.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	100	 GREEN	Design stage commenced and well advanced. Works to commence 2018/19 reporting period. Tender awarded works to commence March 2019. A section of upgrade to Dalrymple Road has been completed.
4.1.1.8 Complete and seal Hillwood Road.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	100	 GREEN	Works completed
4.1.1.9 Complete and seal Leam Road.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	100	 GREEN	Works completed
4.1.1.10 Review the effectiveness and efficiency of Council's waste management services.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	75	 AMBER	Waste Transfer Station now fully operational and other waste services being continually reviewed.
4.1.2.1 Define Levels of Services: a) Parks & Reserves b) Nature Strips, Footpaths, Kerb and Channel.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	75	 AMBER	Parks and reserves, nature strips, footpaths and kerb and channel maintained and upgraded as necessary.
4.1.2.2 Develop 3 year rolling maintenance schedules -	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	0		Not commenced.

Town Services	Infrastructure					 RED	
4.1.3.1 Develop a 5 Year Parks & Outdoor Recreational Facilities Plan.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	75		 AMBER	Building, footpath, roads, kerbs, parks and playgrounds inspected with recommendations to Council for inclusion in the capital works program budget 2018/19.
4.1.4.1 Adopting a risk based approach, identify assets that require upgrade and determine associated capital cost(s). Council to consider capital allocations in subsequent budget cycles.	Team Leader Community and Development	01-07-2018	30-06-2019	100		 GREEN	This task is ongoing now that the building register is in operation. This uses information from inspections that is rated with a risk matrix to determine programming of works.
4.1.4.2 Develop and implement a Stormwater System Management Plan in compliance with the Urban Drainage Act.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	50		 RED	Stormwater management pre planning has commenced
4.1.5.1 Explore opportunities to increase efficiency with Council's animal control service.	Team Leader Community and Development	01-07-2018	30-06-2019	100		 GREEN	This is ongoing as required. Ranger role is being grown as opportunities present.
4.1.5.2 Apply for budget allocation for Council to develop own Cat Management program encouraging responsible ownership and containment.	Team Leader Community and Development	01-07-2018	30-06-2019	100		 GREEN	Council is actively participating in the northern regional cat management working group. Council is supportive of a regional approach to cat management.
4.1.5.3 Continue to work with Tamar NRM and the State on the providing input to guide the development of Cat Management programs and legislation.	Team Leader Community and Development	01-07-2018	30-06-2019	100		 GREEN	This is an ongoing role working with Tamar NRM.
4.1.6.1 Continue to provide information/educational sessions to Community groups on food handling and related issues.	Team Leader Community and Development	01-07-2018	30-06-2019	100		 GREEN	This is an ongoing role that is based upon taking opportunities as they arise.
4.1.6.2 Perform food business inspections/audits in an unbiased and consistent manner. Inspection criteria to be based on the Australian Food Safety Assessment checklist. Frequency of inspections determined by Priority Classification System For Food Businesses (risk based)	Team Leader Community and Development	01-07-2018	30-06-2019	100		 GREEN	Inspections are ongoing and on schedule.









4.1.6.3 Investigate all complaints in a systematic and timely manner. If necessary, obtain samples for analysis	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is an ongoing role that reacts to the complaints as received.
4.1.6.4 Provide food business proprietors with educational materials and advice as required	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is an ongoing educational role.
4.1.6.5 Maintain an up-to-date register of all food businesses in the municipality, including their inspection/assessment status	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Register maintained in accordance with the requirements of the relevant Act and updated in an ongoing manner as required.
4.1.6.6 Ensure that all food businesses within the municipality have notified or registered in accordance with the Food Act 2003	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is an ongoing role that is on target.
4.1.6.7 Provide appropriate opportunities for school children to be vaccinated against life threatening diseases in accordance with the Australian Immunisation Schedule	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	2018 immunisations completed as required, and 2019 program underway.
4.1.6.8 Provide opportunities for Council staff to be immunised against strains of influenza and workplace infections.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	All Council staff again offered flu vaccine. Vaccines administered as required for the 2019 flu season.
4.1.6.9 Review Council's Immunisation Policy	Team Leader Community and Development	01-07-2018	30-06-2019	90	 GREEN	The policy has been reviewed and will go to the July Council Meeting.
4.1.6.10 Review and enhance immunisation awareness and education materials.	Team Leader Community and Development	01-07-2018	30-06-2019	20	 RED	The review has commenced, with completion anticipated early 2019/2020 FY.
4.1.6.11 Maintain current client immunisation records on Vacciwise for school based vaccinations and Council electronic records for Council staff. All updates to be sent to the Australian Childhood Immunisation Register (ACIR)	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Ongoing and completed for 2018. Records maintained. Updates sent to the ACIR. 2019 underway.
4.1.6.12 Undertake notifiable disease investigations with the use of appropriate DHHS questionnaires and in accordance with the Guidelines for Notification of Notifiable Diseases, Human Pathogenic, Organisms and Contaminants	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Investigations dealt with in accordance with DHHS questionnaires and guidelines on an as required basis.









4.1.6.13 Support relevant agencies with educational and health promotion materials that are focused on notifiable disease prevention	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Support role provided to relevant agencies as requested and as opportunities arose.
4.1.6.14 Monitor available funding opportunities, which proactively promote health education and prevention programs	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Successful funding received from two bodies for a Healthy George Town Project. \$24,800 from Healthy Tasmania, and \$150,000 from the Department of Social Services.
4.1.6.15 Monitor and regulate suppliers of drinking water	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Monitoring and regulating of suppliers of drinking water is an ongoing role that is on schedule.
4.1.6.16 Implement the recreational water monitoring program, in accordance with the Recreational Water Quality guidelines 2007	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This programme is an ongoing annual programme that runs over the summer period to cover popular swimming areas. 2018/19 reporting period was successfully completed
4.1.6.17 Undertake inspections of all private and commercial water carriers to ensure the appropriate registrations of each business and to ensure they maintain and operate water carrying equipment in accordance with the Tasmanian Drinking Water Quality guidelines 2015	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is an ongoing role with the process being reviewed for best practice.
4.1.6.18 Investigate all complaints that may compromise drinking water quality. This is to be performed in a systematic and timely manner	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This task is an ongoing reactive task that is dealt with as required.
4.1.6.19 Perform assessments/inspections of regulated water systems once per year, or more if required and ensure each system is registered in accordance with the Public Health Act 1997	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is an ongoing inspection/assessment process.
4.1.6.20 Ensure than an up-to-date register of all regulated water systems in the municipality and their inspection status is maintained	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is an ongoing task - the register is maintained and up to date.
4.1.6.21 Forward and provide advisory material to regulated water system operators on all recommended practices, standards and legislative requirements.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	The provision of advisory and other recommended practices materials is carried out as required and is an ongoing task.

















4.1.6.22 Undertake assessments on all public health risk activities and body piercing premises and ensure compliance with all appropriate legislation and guidelines. If required, recommend improvements or utilise Council's legislative powers to ensure a correct and timely rectification period	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	The regulation of these establishments is both an ongoing and reactive role that is carried out as per regulations.
4.1.6.23 Compile and maintain an up to date register of all public health risk activities in the municipality, including their inspection/assessment status	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is ongoing and up to date. .
4.1.6.24 Educate and promote safe skin penetration standards and operations to staff working in the industry	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is an ongoing, educational role required role.
4.1.6.25 Provide adequate kerbside collection services to each resident living within the George Town Council area.	Team Leader - Works & Infrastructure	01-07-2018	30-06-2019	75	 AMBER	Kerbside collection service contract in place and continually monitoring adequacy of service to ensure it is meeting the needs of the community.
4.1.6.26 Deliver an efficient and effective kerbside recycling program that both minimises wastes disposed of in landfill and services each resident within the Council district.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	75	 AMBER	Kerbside recycling collection service offered to residents. George Town Waste Transfer Facility upgrade completed to incorporate recycling facilities. New recycling initiatives have been introduced at the Waste transfer Station i.e. polystyrene, glass, cardboard, plastics recycling
4.1.6.27 Provide onsite facilities for the disposal of whitegoods, oils, organic and construction waste to minimise waste disposed of in landfill.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	75	 AMBER	Ongoing onsite disposal facilities provided at the George Town Waste Transfer Station.
4.1.6.28 Provide suitable educational materials to residents regarding waste minimisation strategies on an ongoing basis.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	75	 AMBER	Promotion of Council supplied recycling facilities and programs promoted via Council's Facebook page and Council's website.
4.1.6.29 Monitor Council street and park bins.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	75	 AMBER	Ongoing collection and monitoring of Council provided street and park bins.









4.1.6.30 Investigate all reports of illegal dumping and instruct those responsible to rectify the problems or utilise Council powers, if required	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Complaints are being investigated as received and required.
4.1.6.31 Provide facilities appropriate for disposing of sharps	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Sharps containers supplied and maintained in all relevant buildings, and made available from this office for purchase by community members at cost. this is an ongoing role
4.1.6.32 Educate the community regarding the services available for the appropriate disposal of hazardous waste.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is being carried out as required based upon request for information.
4.1.6.33 Investigate all reports regarding environmental pollution and, where appropriate, recommend improvements or utilise Council's legislative powers to ensure a correct and timely rectification period.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	this is an ongoing reactive role where Council will respond to concerns as raised
4.1.6.34 Work cooperatively with the Community Services Department to address health related complaints, where required.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	this is an ongoing role of cooperation and support
4.1.6.35 Provide a suitable waste management service to prevent the unsatisfactory accumulation of general refuse.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This service is provided by Council on an ongoing and regular basis
4.1.6.36 Continue representing the George town Council on the George Town Air Quality Monitoring Station Committee.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	representation is ongoing as required
4.1.6.37 Investigate reported public health pest control issues and, where appropriate, recommend improvements or utilise Council's legislative powers to ensure a correct and timely rectification period.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	this is an ongoing role that is responded to as required
4.1.6.38 Provide advice to residents as required.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is an ongoing reactive role of Council's EHO.
4.1.6.39 Provide environmental health advice to the Development Services Department in relation to development applications.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	This is an ongoing reactive role of Council's EHO









4.1.6.40 Review George Town's Emergency Management Plan in accordance with Department of Health and Human Services and Environmental Health officer responsibilities.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	90	 GREEN	George Town Emergency Management Plan is currently being reviewed.
4.1.6.41 During emergency management committee meetings, ensure that environmental health considerations are incorporated into Council's emergency plan, if required.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Environmental health and other issues are considered in Emergency Management and considered as part of the review of the Emergency Management Plan.
4.1.6.42 Undertake site assessments for all onsite wastewater disposal applications in accordance with AS:1547 - 2012. Provide directions or request further information during the assessment process if required.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	These are undertaken by EHO when applications are received and is an ongoing role
4.1.6.43 Investigate all reports of defective onsite wastewater systems.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Complaints are investigated as received. This is an ongoing role of Council's EHO
4.1.7.1 Adopting a risk based approach, identify assets that require upgrade and determine associated capital cost(s). Council to consider capital allocations in subsequent budget cycles.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	100	 GREEN	Identified assets have been put forward as part of Council's capital upgrade program and budget within the 2019/2020 Capital Works program
4.2.1.1 Identify opportunities for grant funding to carry out the recommendations of the Streetscape Master Plan. identify connectivity projects - scope for pricing and apply under 2018/2019 budget.	Team Leader Community and Development	01-07-2018	30-06-2019	0	 RED	Budget allocation has been made for concept plan for Macquarie Street Precinct in 2019/2020.
4.2.2.1 Pending funding carry out Coastal Community Structure plans, Macquarie Street and linkage vibrancy plan, George Town Settlement Plan and Development Plan for East Beach.	Team Leader Community and Development	01-07-2018	30-06-2019	0	 RED	Budget allocation has been made for concept plan for Macquarie Street Precinct in 2019/2020. Budget allocation has been made in 2019/2020 for concept plan for East Beach at the former Surf Lifesaving Club site. Budget allocation has been made in 2019/2020 for George Town Precinct Structure Plan.
4.2.2.2 Pending funding, scoping and data collection to commence for underpinning strategic research	Team Leader Community and Development	01-07-2018	30-06-2019	0	 RED	2019/20 budget includes allocation for natural assets, heritage and

document.							cultural plan.
4.2.3.1 Identify improvements and undertake further work in the Natural Values and Heritage space.	Team Leader Community and Development	01-07-2018	30-06-2019	0	 RED		2019/20 budget includes allocation for natural assets, heritage and cultural plan.
4.2.3.2 Work closely with all utility entities to ensure infrastructure and capacity is suitable for the proposed development.	Team Leader Community and Development	01-07-2018	30-06-2019	75	 AMBER		This is ongoing as part of normal DA processes.
4.3.1.1 General Manager will continue to meet with potential investors regarding multiple sites.	Team Leader Community and Development	01-07-2018	30-06-2019				Ongoing. General Manager continues to meet with potential investors across a number of areas.
4.3.1.2 Pending budget allocation commence work on settlement strategy.	Team Leader Community and Development	01-07-2018	30-06-2019	25	 RED		General Manager is member of NTDC Population Taskforce and ensuing Welcome/Settlement Project. Proposed consideration in 2020/2021 for George Town specific plan/marketing strategy.
5.1.1.1 Continue to develop and add content to the Council website	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN		Website is updated on a regular basis.
5.1.1.2 Develop a communications strategy and implementation plan	General Manager	01-07-2018	30-06-2019	85	 AMBER		Council appointed the role of Marketing and Engagement Business Partner charged with improving Councils communications including the development of a community consultation framework which presented to Council for consideration at its July 2019 meeting.
5.1.1.3 Review trends and opportunities relating to digitally based community engagement and provide a consolidated report to Council for consideration.	General Manager	01-07-2018	30-06-2019	50	 RED		This will occur as part of the communications strategy and will commence after the appointment of the Marketing and Engagement Business Partner position. Defer to 2019/2020
5.2.1.1 Implement integrated planning and reporting framework.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN		Planning and reporting framework using InterPlan developed and









							implemented.
5.2.1.2 Quarterly report on Annual Plan Action delivery.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN		Six monthly presented to the March workshop. Referred to the April 2019 workshop. To be received at the July 2019 Council meeting.
5.2.1.3 Undertake an Annual review of the Strategic Plan to ensure that Council and community objectives are being met.	General Manager	01-07-2018	30-06-2019	100	 GREEN		Review has been completed as part of the development of the 2019/2020 Annual Plan. Budget allocation has been made in 2019/2020 for four year formal review of the Strategic Plan.
5.3.1.1 In collaboration with Northern regional Councils pursue resource sharing/shared services opportunities as outlined in the KPMG report on regional resource sharing.	General Manager	01-07-2018	30-06-2019	100	 GREEN		Ongoing. Resource sharing/shared services opportunities pursued including planning resources with Dorset and building resources with West Tamar. Shared IT platforms are being considered in 2019/2020.
5.3.1.2 In conjunction with the Office of the Coordinator General and regional Councils actively engage in Launceston City Deal, Smart Cities initiatives and leverage opportunities where possible.	General Manager	01-07-2018	30-06-2019	100	 GREEN		Ongoing. General Manager attended meetings and participated in Launceston City Deal and Smart Cities initiatives and opportunities.
5.3.1.3 Actively engage with the Tamar Estuary Esk Rivers Program and Tamar Estuary Taskforce.	General Manager	01-07-2018	30-06-2019	100	 GREEN		Continued participation in TEER Program and Tamar Estuary Taskforce.
5.3.2.1 Actively participate in relevant Local, State and Federal Government forums and networks.	General Manager	01-07-2018	30-06-2019	100	 GREEN		The General Manager actively participated in GM, ALGA and LGAT forums, is working with RDA and OCG on joint initiatives and has pursued networking opportunities.
5.3.2.2 Continued membership of Local Government Association of Tasmania	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN		Membership of the Local Government Association of Tasmania maintained.









5.4.1.1 Implement integrated planning and reporting framework.	General Manager	01-07-2018	30-06-2019	100	 GREEN	Integrated planning and reporting framework implemented via Interplan.
5.4.1.2 Prepare annual ordinary Council meeting and workshop schedule	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Ordinary Council meetings and Workshops being held in accordance with adopted schedule. Special Council meetings, rescheduled Council meetings advertised in accordance with legislative requirements.
5.4.1.3 Advertise Council meetings	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Advertised in accordance with the requirements of r7(2) of the LG(MP)R 2015.
5.4.1.4 Prepare and distribute Agendas and minutes for Council and the public pursuant to the Local Government (Meeting Procedures) Regulations 2015.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Council Agendas prepared and distributed to Council and the public in accordance with the requirements of r9 LG(MP)R 2015 and at least the Thursday before the Council meeting. Unconfirmed minutes available at least one week after the Council meeting.
5.4.1.5 Provide administrative support to Council meetings	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Council meetings supported.
5.4.1.6 Ensure all Council decisions comply with relevant legislation and Council policy.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Advice incorporated into Agenda reports ensuring Councillors are aware of their obligations in respect to compliance with relevant legislation and Council Policy when making decisions.
5.4.1.7 Maintain Council Governance/Strategic/Statutory Policies. Review of the following policies: Code of Conduct (Oct 18); Policy No. 08 Customer Service Charter (Nov 18); Policy No. 09 Policy Development, Approval and Review Policy (Dec 18). Development and implementation of new policies/procedures/guidelines.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Review mechanism in place, policies reviewed and developed as required. Code of Conduct reviewed and adopted January 2019. Policy No. 09 Policy Development, Approval and Review Policy reviewed and adopted by Council March 2019. Gifts and








						Donations Policy reviewed and adopted December 2018. Social Media Policy for Councilors adopted April 2019.
5.4.1.8 Development and implementation of new policies/procedures/guidelines.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	New policies/procedures/guidelines developed and implemented as required in accordance with Policy No. 09 and relevant legislative requirements.
5.4.1.9 Maintain the following registers: Council Delegations Register; Councillor and Staff Gifts and Benefits Register; Councillor Register of Interest and Employees and General Manager Register of Interest.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Registers maintained in accordance with relevant requirements.
5.4.1.10 Maintain Councillor Register of Interest.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Register updated after each Council meeting as required.
5.4.1.11 Maintain Employees and General Manager Register of Interest.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Employee and General Manager register of interests maintained.
5.4.1.12 Provide accurate advice and assistance on procedural matters to Councillors, staff and members of the public.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Accurate advice provided in accordance with relevant Acts and Council Policies and Procedures.
5.4.1.13 Maintain General Manager's Roll and Participate in 2018 Local Government Elections.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	General Manager's Roll maintained. Local Government Elections finalised November 2018.
5.4.1.14 Prepare and distribute information and provide administrative support to Council workshops	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Coordination and distribution of Council Workshop papers at least one week prior to the Council Workshop maintained. Attendance at workshops and distribution of notes of workshops prepared and circulated to Councillors and placed on the Councillors Intranet.
5.4.1.15 Prepare and distribute information and provide administrative support to the George Town Council Audit Panel.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Audit Panel Agendas prepared and distributed to Panel Members at least the Friday before the meeting.








						Attendance at and recording of minutes at the meetings. Minutes prepared and presented to Council for endorsement.
5.4.1.16 Prepare Minutes of ordinary and special Council meetings for annual audit by the Tasmania Audit Office	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Copies of signed minutes stored and presented to Tasmanian Audit Office officers for audit as required.
5.4.1.17 Prepare and distribute Annual Plan and Annual Report pursuant to S.71 and S.72 of the Local Government Act 1993.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	2018/2019 Annual Plan adopted by Council. Annual Report finalised, adopted and distributed to the public, Director Local Government and Director Human & Health Services.
5.4.1.18 Conduct 2018 Annual General Meeting	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	2018 AGM held.
5.4.1.19 Coordinate regular elected member professional development training.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Coordination of Elected Members training as required throughout the 2018/2019 year.
5.4.1.20 Compile and circulate internal reference document to all staff and Councillors to include fees and charges, budget, rates, dog fees, general ledger and sub accounts and capital works program.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Completed and distributed.
5.4.1.21 Undertake review of Council special Committees.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Review undertaken in November 2018 to coincide with council elections. Representatives appointed.
5.4.1.22 Right to Information requests assessed, actioned and reported.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Right to information requests have been actioned as required.
5.4.1.23 Substantial compliance with - WHS Act 2012 (Tas); WHS Regulations 2016 (Tas); Workers Rehabilitation and Compensation Act 1988 (Tas); National Compliance and Endorsement Policy; Local Government Act 1993; Codes of Practice, Australian Standards and Associated regulations.	HR - HR	01-07-2018	30-06-2019	100	 GREEN	Ongoing. OHS & HR practices and procedures undertaken in compliance with relevant Regulations and Acts. WHS Online systems have been purchased and implemented 2018/2019.











5.4.1.24 Substantial compliance with - Fair Work Act 2009 (Comm.); Industrial Relations Act 1984 (Tas) ; Anti-Discrimination Act 1998 (Tas); Equal Opportunity Act 1984 (Comm.); Sex Discrimination Act 1984 (Comm.); Racial Discrimination Act 1975 (Comm.); Human Rights and equal Opportunity Comm. Act 1986 (Comm.); Disability Discrimination Act 2004 (Comm.); Equal Opportunity for Women in the Workplace Act 1999 (comm.); Workers Rehabilitation and Compensation Act 1988 (Tas);	HR - HR	01-07-2018	30-06-2019	100	 GREEN	HR practices and procedures undertaken in compliance with relevant Regulations and Acts.
5.4.1.25 Facilitate maintenance and update of the risk register and progress risk assessments and risk mitigation strategies as required in accordance with the risk strategy.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	90	 GREEN	Bi-annual review complete in January 2019 and commenced in June 2019. Register updated when and if any new risks are identified.
5.4.1.26 Prepare risk reports and updates for the General Manager, Audit Panel and Council.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Prepared as per review and reported to Audit Panel.
5.4.1.27 Manage Council's insurance renewal and claims process to ensure risks and assets are insured where possible and claims are processed in a timely manner.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Insurance renewals complete and claims processed as required.
5.4.1.28 Implement actions required within the internal audit program and facilitate internal audit recommendations.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	60	 AMBER	Program is being reviewed. Council has called for proposals from external independent resources to provide target internal audits.
5.4.1.29 Determine if there are any structural changes to the organisation that warrant changes to the business plan.	General Manager - General Manager	01-07-2018	30-06-2019	60	 RED	Nil identified to date
5.4.1.30 Manage and coordinate the annual Audit program.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Audit complete for 2017-18 as scheduled. Interim Audit process is complete and 2019-20 schedule in place.
5.4.1.31 Deliver financial advice and reporting to internal and external stakeholders regarding Council activities.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Ongoing financial support and information, via quarterly reporting, internal information and reports, on an ad hoc and formalised basis.

5.4.1.32 Apply Council resolutions, rating policy and Local Government Act requirements to rate revenue actions.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Rates and rating revenue raised in compliance with the resolutions of Council and requirements of the Local Government Act.
5.4.1.33 Budgets developed in accordance with Council decisions and the long term financial plan.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	2018/2019 budget is reviewed quarterly and reported in the Information Bulletin. 2019/2020 budget estimates were adopted by Council on 25 June 2019 and were prepared in line with Councils Long Term Financial Plan, Strategic Plan and Financial Strategy.
5.4.1.34 Further develop and update the long term financial plan supported by a financial strategy, asset strategy and asset management plans to enhance the financial sustainability of Council.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	LTFP was updated in February 2019, Financial strategy was updated in May 2019.
5.4.1.35 Maximise cash flow and investments to ensure maximum return to Council.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Cash flow is monitored daily and excess to requirements transferred to call account investments to ensure maximum interest return. While ensuring sufficient cash is on hand to meet Councils requirements day to day.
5.4.1.36 Manage the existing loan portfolio and advocate for the borrowing strategy to align with the long term financial plan as amended	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Loan borrowings managed.
5.4.1.37 Process financial transactions in compliance with legislation, council policy and supplier terms.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	All processes are in compliance with legislation and policy.
5.4.1.38 Continue to monitor Council's finance and reporting software.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Managed on an ongoing basis.
5.4.1.39 Facilitate the use of purchasing and supply practices that maximise value for money.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Procurement Officer continues to monitor purchasing in line with the Code of Tender and Contracts and procedures. Utilisation of LGAT preferred supplier list where possible for purchasing.

5.4.1.40 Collate and record fees and charges for the full range of Council services that complies with Council's financial strategy.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	2018/2019 Fees and Charges implemented as per schedule. Fees and charges for 2019/2020 were adopted by Council on 25 June 2019.
5.4.1.41 Work with community organisations which use Council facilities to identify and manage risk.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Council staff are working with community organisations on an ongoing basis to minimise risks through its user agreements, hire conditions and regular inspections. It is proposed that user agreements and hire conditions will be reviewed in full in 2019/2020.
5.4.1.42 Document and apply processes for managing risk where community organisations undertake works for Council.	Team Leader Community and Development	01-07-2018	30-06-2019	35	 RED	A draft process had been trialled prior to the organisational restructure which had limited success. Further work is to be undertaken including discussions with community groups and Council's insurer.
5.4.1.43 (Annual Plan 5.4.1.50) Manage event applications and associated risk management plans.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	100% compliance with both external/internal events to ensure compliance with Council's event guidelines, inclusive of the receipt of risk management plans for each individual event
5.4.1.44 Regularly check Council's risk management policies for departmental compliance; amend processes and procedures to ensure compliance.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	Compliance is assessed during risk review and on an ongoing basis.
5.4.1.45 Identify relevant training requirements for staff and volunteers; support staff and volunteers to undertake training.	Team Leader Community and Development	01-07-2018	30-06-2019	100	 GREEN	Training opportunities for staff and volunteers pursued and undertaken; fire training, emergency evacuation. WHS on-line to be used as Training admin platform.
5.4.1.46 Review relevant Council policies for currency in relation to risk management.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN	As policies are reviewed, risk management considerations are identified and actioned.

5.4.1.47 Adoption and implementation of Employee Training & Development Policy; Employee Performance Management & Procedures; Employee Assistance Policy (EAP) in consultation with Consultative Committee and staff.	HR - HR	01-07-2018	30-06-2019	100	 GREEN	Multiple policies have been revised and/or developed in consultation with staff. Council appointed the position of People and Performance in June 2019 with a view to continue to review and develop policies in 2019/2020.
5.4.1.48 Facilitate the George Town Council Consultative Committee Meetings (Agendas, Minutes and Outcomes). Frequency of meetings to increase from 4 to 6 per year.	HR - HR	01-07-2018	30-06-2019	100	 GREEN	Consultative Committee facilitated with administrative support provided as required.
5.4.1.49 Staff appraisals in accordance with the George Town Council Enterprise Bargaining Agreement.	General Manager	01-07-2018	30-06-2019	80	 AMBER	Staff appraisals undertaken in accordance with the George Town Council Enterprise Bargaining Agreement. Works & Infrastructure appraisals not done for 2018.
5.4.1.50 Attend to HR/IR matters including employee contracts, Awards, and EBA requirements, Union (ASU), legal matters and day- to -day HR administration in consultation with GM and Team Leaders.	HR - HR	01-07-2018	30-06-2019	100	 GREEN	HR matters attended to in consultation with General Manager, Team Leaders and HR & WHS Consultant.
5.4.1.51 New EBA negotiated.	HR - HR	01-07-2018	30-06-2019	75	 AMBER	Enterprise Bargaining Agreement negotiations scheduled to be complete in the first quarter of 2019/2020 as agreed with ASU.
5.4.1.52 Develop new employee classification structure.	HR - HR	01-07-2018	30-06-2019	50	 RED	Currently under review. To be reviewed by the ASU, Consultative Committee, Work Health and Safety Committee and circulated to employees for comment. General Manager has agreed to ASU request to have the classifications reviewed separate to EBA negotiations. Now scheduled for first quarter 2019/2020.
5.4.1.53 Adopt and implement reviewed WHY policy including Standard Operating Procedures (SOP's), Safe Work Method Statements (SWMS), Hazard and Incident control, WHS Contractor Management.	HR - HR	01-07-2018	30-06-2019	100	 GREEN	A suite of WHS policies and procedures have been developed in consultation with the WHS committee and implemented

							through the new WHS system.
5.4.1.54 Commence Development of a Preferred Contractor (Supplier) Register and contractor management system.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN		Ongoing. Where appropriate, preferred suppliers are accessed via LGAT procurement preferred suppliers. Officers will continue to identify areas where a preferred supplier list is appropriate. Contractor Management System is being developed along with the WHS system.
5.4.1.55 Continue to manage the George Town Council Incident and Hazard Register/s and the Work Health & Safety Section of Council's Risk Register.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN		Implementation of the WHS management system - Online WHS, provides a framework for incident recording, management and reporting. A register of hazards, risks and incidents is incorporated in this system.
5.4.1.56 Maintain the online Contractors/Employee & Volunteers Work Health & Safety Induction Program.	Team Leader Corporate and Finance	01-07-2018	30-06-2019	100	 GREEN		Managed and maintained as required with new contractors and employees. This function is now managed through the WHS system - Online WHS.
5.4.1.57 Finalise review of Fitness for Work (Drug & Alcohol) Policy including random drug & alcohol testing days and, pre-employment medicals.	HR - HR	01-07-2018	30-06-2019	100	 GREEN		Fitness for Work (Drug & Alcohol) Policy to be distributed to workforce early 2019 and discussed at the May WHS Committee meeting. Pre-employment medicals are performed by commercial organisations that specialise in this service. A position description and hazard assessment form is completed by HR and forwarded to the assessment provider prior to the pre employment health assessment commencing. Policy deferred to 2019/2020 to be led by People and Performance Business Partner.
5.4.1.58 Implement the new George Town Council	HR - HR	01-07-2018	30-06-2019	50			WHS Terms of Reference have been

Work Health & Safety Terms of Reference.					 <b>RED</b>	<p>circulated to WHS Committee members for feedback. The TOR will be discussed at the March WHS Committee with an updated version to be distributed in March 2019 and finalised at the WHY Committee meeting to be held in May 2019. Deferred to 2019/2020 due to insufficient resources.</p>
5.4.1.59 Manage Depot Safety Meetings (Agendas, Minutes and Outcomes).	HR - HR	01-07-2018	30-06-2019	100	 <b>GREEN</b>	<p>Depot WHS meetings have been replaced by Tool Box talks. The George Town Council's WHY Committee now covers both indoor and outdoor staff and meets bi-monthly instead of quarterly.</p>
5.4.1.60 Conduct Elected Member inductions following 2018 Elections.	Governance Support Officer	01-07-2018	30-06-2019	100	 <b>GREEN</b>	<p>Inductions undertaken in November 2018 following finalisation of Council elections. Ongoing professional development offered to Elected Members.</p>
5.4.1.61 Manage Employee Training Programs (Compliance and Personal Development)	HR - HR	01-07-2018	30-06-2019	100	 <b>GREEN</b>	<p>Outdoor Employees - Training was suspended for the outdoor workforce until the Depot review was completed. The training program will be implemented in 2019.</p> <p>Indoor Employees - Training topics have included:</p> <ul style="list-style-type: none"> <li>- Bush Fire training</li> <li>- Risk management</li> <li>- Asset management</li> <li>- Tech One</li> </ul> <p>Local Government Professional Challenge (one employee participated)</p> <p>The implementation WHS online has enabled better tracking of training and development needs and actual training to be conducted.</p>

5.4.1.62 Ensure Council's business systems are maintained securely and meet Council's service needs in the most cost effective manner.

Team Leader Corporate and Finance

01-07-2018

30-06-2019

100



GREEN

Business systems are maintained securely and managed to meet Council's service needs, via software providers and Council's IT consultants.



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