












Agenda Item 12.6 - Attachment








Action Performance And Timeframe Report - Standard






George Town Council







July 2018 – December 2018









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	50	 GREEN	Destination Action Plan finalised. Officer working with Tourism Northern Tasmania 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 & Development	01-07-2018	30-06-2019	0	 RED	<p>This is yet to commence. This will require Council to engage a planning consultant to undertake land use and development plan (structure plan) for George Towns Coast. This includes, Bell Buoy, Beechford, Lulworth, Tam'o Shanter, Weymouth, and Bellingham. Given the works being carried out at state level on a new state wide planning scheme, it would be wise for this to be deferred until the new scheme is in place.</p> <p>Reasons: Council is currently committing resources to the implementation of the State Wide Planning Scheme through development of the LPS (Local Provisions Schedule).</p> <p>We do not currently have the necessary resources to commit to a structure plan at the same time. The State Wide Planning Scheme will change some of the zones and criteria for those zones, specifically within these coastal areas.</p> <p>Once the new scheme is operational, Council can consider creating a plan for these areas and introduce the structure plan via</p>








							Council initiated amendments. It would also inform possible special area plans and alternate zonings. Return to Council table once new Statewide Planning Scheme is implemented.
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 & Development	01-07-2018	30-06-2019	25			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. The progress of this is determined in part by DOJ progress and part by our available resources. Action on the other elements have not commenced.
1.1.4.2 Work with wine industry stakeholders to scope an industry development plan.	General Manager	01-07-2018	30-06-2019	0			Not yet commenced.
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	0			General Manager to enter into initial discussions with Tasmanian Irrigation and State Government to review status of the Tamar and Pipers Irrigation Schemes.
1.2.1.1 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			Funding ongoing. Future funding to be considered in the next round of Council's budget deliberations. General Manager to participate in Bell Bay Manufacturing Sub-precinct 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	50			General Manager to meet with local school Principals and representatives from UTAS and Trade Training Centre.
1.2.4.1 Apply for budget allocation to develop particular purpose tourism zone or specific area plan for Low Head.	Team Leader Community & Development	01-07-2018	30-06-2019	25			This has been included on a list for consideration in FY 2019/20 budget considerations








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 & Development	01-07-2018	30-06-2019	25	 RED	commenced preparation of local provisions schedule in conjunction with State
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 & Development	01-07-2018	30-06-2019	75	 GREEN	Regularly attendance at tourism stakeholder meetings.
1.3.1.2 Finalise the Destination Action Plan for the region and when complete seek Council endorsement	Community	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	Community	01-07-2018	30-06-2019	75	 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	0	 RED	General Manager to discuss status of the Investment Strategy with the Bell Bay Economic Development Project Officer.
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	50	 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.	Community	01-07-2018	30-06-2019	0	 RED	Due to staffing constraints, this has not yet commenced. It will be considered in the FY2019/20.








2.2.1.1 Evaluate current Events strategy/objectives	Community	01-07-2018	30-06-2019	75	 GREEN	A thorough review of all Events Strategies / Objectives were 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	Community	01-07-2018	30-06-2019	50	 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	Community	01-07-2018	30-06-2019	75	 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	Community	01-07-2018	30-06-2019	75	 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 licence applications.
2.2.1.5 Facilitate Council's participation and organisational function in relation to commemorative, celebratory and community messaging events	Community	01-07-2018	30-06-2019	75	 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	Community	01-07-2018	30-06-2019	50	 GREEN		Council's sponsorship program
2.2.1.7 Administer Council's community grants program	Community	01-07-2018	30-06-2019	50	 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	Community	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	0	 RED		Discussions with CatholicCare for potential housing developments to occur in the third quarter.
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 & Development	01-07-2018	30-06-2019	25	 RED		Council will support the RFDS through provision of office space at Anne Street at low daily rate and through approval of grant applications in community hall for larger events (training, demonstrations and community presentations).
2.3.2.1 Distribute Health Services directory to residents. Partner with Interagency group, Future Impact Group and other stakeholders re current promotional activity,	Community	01-07-2018	30-06-2019	25	 RED		The George Town Interagency Group went into a small recession in 2017. The Group has now reformed, with Council proactive in working










effectiveness and options to improve information dissemination.						towards the implementation of a new Health Services Directory.
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 & Development	01-07-2018	30-06-2019	50		Regular promotion of services provided through community providers, including Neighbourhood House, Royal Flying Doctors Service. Promotion of one of services which are offered to the community.
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 & Development	01-07-2018	30-06-2019	50		Facilities user group processes and agreements managed in accordance with relevant guidelines and procedures.
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 & Development	01-07-2018	30-06-2019	50		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.
2.3.2.5 Manage Swimming pool maintenance, whole of life asset plan, contractor	Team Leader Community & Development	01-07-2018	30-06-2019	50		This is an ongoing action, with many improvements being carried out. Planning is commencing for some longer term upgrades.
2.3.3.1 Advocate for additional childcare, and early childhood educator opportunities (family day care) within the municipality.	Team Leader Community & Development	01-07-2018	30-06-2019	0		Advocacy yet to occur.
2.4.1.1 Engage with young people within the community through Council's Youth Officer.	Team Leader Community & Development	01-07-2018	30-06-2019	0		Recruitment of Youth Officer to occur in the third quarter.
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 & Development	01-07-2018	30-06-2019	100		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,	Team Leader Community & Development	01-07-2018	30-06-2019	0		Relationships to continue following the appointment of the new GM.









Port Dalrymple School and the Defence Force Australia.						
2.6.1.1 Actively participate in development of collective impact group.	General Manager	01-07-2018	30-06-2019	0	 RED	To occur following the appointment of the GM
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 & 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
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	50	 GREEN	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.
2.7.1.3 Provide administrative support to George Town Community Safety Committee	Team Leader Corporate & Finance	01-07-2018	30-06-2019	60	 GREEN	Committee serviced monthly.
2.7.1.4 Manage Council's Community Recovery role	Corporate & Finance	01-07-2018	30-06-2019	60	 GREEN	Council has a business continuity plan and an emergency management plan in place in preparedness for any community recovery response required.
3.1.1.2 Continue to implement the updated GTCMP.	General Manager	01-07-2018	30-06-2019	75	 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 of actions and through financial assistance can be considered completed for the 2017/2018 financial year.
3.1.1.3 Participation and involvement in the Tamar Estuary Management Taskforce and the Tamar Estuary Esk Rivers Program	General Manager	01-07-2018	30-06-2019	75	 GREEN	Actively participating in the Tamar Estuary Management Taskforce and the Tamar Estuary Esk Rivers Program.










3.1.1.4 Drone Pilot program to commence capturing coastline data for bench marking.	Team Leader Community & Development	01-07-2018	30-06-2019	0	 RED	This project has been shelved due to resource limitations.
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 & Development	01-07-2018	30-06-2019	0	 RED	This action has not commenced. Can be reconsidered during FY2019/20 budget deliberations.
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 & Development	01-07-2018	30-06-2019	0	 RED	No further involvement from Council over this reporting period. Awaiting direction from the State Government.
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 & Development	01-07-2018	30-06-2019	0	 RED	While Council is currently working on the Local Provisions for the State Planning Scheme, it is not an option to finalise this at this time. This is dependant on the State Governments timeframes. This will be addressed as State milestones are achieved and Council can move to the next step.
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 & Development	01-07-2018	30-06-2019	0	 RED	As per 3.1.1.4 Action, this drone project has been shelved.
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. It can be reconsidered in the FY 2019/20 budget considerations.
3.1.4.2 Preparation of State Planning Scheme Local Provisions with focus on ensuring natural values protection is incorporated appropriately.	Team Leader Community & Development	01-07-2018	30-06-2019	25	 RED	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 & Development	01-07-2018	30-06-2019	0			This action has not yet commenced. Can be considered in the FY2019/20 budget considerations.
3.2.1.2 Work with suitably qualified individuals and organisations to produce quality document.	Team Leader Community & Development	01-07-2018	30-06-2019	50			Normal good practice that is ongoing
3.2.2.1 Identify and generate Council owned heritage asset register.	Team Leader Community & 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.
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 & Development	01-07-2018	30-06-2019	0			This has not progressed. Given the Heritage listing is freely available, there is little gain in duplicating documentation. Council planners currently refer as part of due process to the heritage listings currently available.
3.2.2.3 Commence work on the Local Historic Heritage Code of the State Scheme.	Team Leader Community & Development	01-07-2018	30-06-2019	0			Not yet commenced. This will be commenced either later this FY, or early next FY.
3.3.1.2 Work with suitably qualified individuals and organisations to produce quality document.	Team Leader Community & Development	01-07-2018	30-06-2019	50			This in normal ongoing good practice.
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 & Development	01-07-2018	30-06-2019	0			No 2018/2019 budget allocation. To be considered during 2019/20 budget deliberations.









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 & Development	01-07-2018	30-06-2019	0		No further involvement from Council over this reporting period. Awaiting direction from the State Government.
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	0		The working relationship between Council and Tamar NRM is ongoing. Tamar NRM are a valued organisation that Council are committed to supporting.
4.1.1.1 Consolidate Council's Public Building Assets. Promote the Road Plan with State and Australian Government Funding bodies.	Team Leader Community & Development	01-07-2018	30-06-2019	50		Reviewing to be ongoing in the 2018/2019 reporting period. Final report to go to Council.
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	50		Commenced data collection and collating information for report to Council
4.1.1.3 Prepare an Integrated Asset Management Policy and supporting Strategy.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	0		Scheduled for 2018/19 following audit of Council's roads asset revaluation.
4.1.1.4 Sealing of Soldiers Settlement Road	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	100		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	50		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	80		Construction in progress, works 80% complete.
4.1.1.7 Road Upgrade - section of Dalrymple Road.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	25		Design stage commenced and well advanced. Works to commence 2018/19 reporting period. Tender awarded works to commence March 2019.











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	 GREEN	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	50	 GREEN	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 - Town Services	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	0	 RED	Not commenced.
4.1.3.1 Develop a 5 Year Parks & Outdoor Recreational Facilities Plan.	Team Leader Works & Infrastructure	01-07-2018	30-06-2019	50	 GREEN	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 & Development	01-07-2018	30-06-2019	50	 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	25	 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 & Development	01-07-2018	30-06-2019	50	 GREEN	This is ongoing as required. Our Ranger is expanding the role 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 & Development	01-07-2018	30-06-2019	50	 GREEN	Council is actively participating in the northern regional cat management working group. With involvement in this group we should not need to develop a separate Council program.
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 & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	10	 GREEN	Not commenced due to restructure and staff changes. Council's EHO has commenced an assessment of our operating policies with the aim of completing this one in third quarter of current FY.
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 & Development	01-07-2018	30-06-2019	60	 GREEN	Inspections are on schedule and being completed in a timely manner. Policy and process being reviewed.
4.1.6.3 Investigate all complaints in a systematic and timely manner. If necessary, obtain samples for analysis	Team Leader Community & Development	01-07-2018	30-06-2019	50	 GREEN	This is an ongoing role that is based on reacting to the complaints as received. Complaints process to be reviewed by EHO in third quarter of this FY.
4.1.6.4 Provide food business proprietors with educational materials and advice as required	Team Leader Community & Development	01-07-2018	30-06-2019	50	 GREEN	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 & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	50	 GREEN	2018 immunisations completed as required, and 2019 ones commencing as determined under the program.
4.1.6.8 Provide opportunities for Council staff to be immunised against strains of influenza and workplace infections.	Team Leader Community & Development	01-07-2018	30-06-2019	50	 GREEN	All Council staff offered flu vaccine. Vaccines administered as required. Will be run again in early winter this year.
4.1.6.9 Review Council's Immunisation Policy	Team Leader Community & Development	01-07-2018	30-06-2019	50	 GREEN	The policy is currently under review. It is expected that the review process will be finalised by the end of March 2019.
4.1.6.10 Review and enhance immunisation awareness and education materials.	Team Leader Community & Development	01-07-2018	30-06-2019	10	 RED	To be completed in third quarter of this 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 & Development	01-07-2018	30-06-2019	50	 GREEN	Ongoing and completed for 2018. Records maintained. Updates sent to the ACIR.
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 & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	50	 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	Community	01-07-2018	30-06-2019	50	 GREEN	Review of possible funding for Healthy George Town programs investigated, with one grant being applied for.
4.1.6.15 Monitor and regulate suppliers of drinking water	Team Leader Community & Development	01-07-2018	30-06-2019	50	 GREEN	Monitoring and regulating of suppliers of drinking water is an ongoing role that is on schedule. EHO is currently reviewing the processes.









4.1.6.16 Implement the recreational water monitoring program, in accordance with the Recreational Water Quality guidelines 2007	Team Leader Community & Development	01-07-2018	30-06-2019	75	 GREEN	This programme is an ongoing annual programme that runs over the summer period to cover popular swimming areas. 2018/19 reporting period is underway.
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 & Development	01-07-2018	30-06-2019	50	 GREEN	While this is underway, the process is to be reviewed for best practice as part of the role of the EHO in the third quarter of 2018/19 FY.
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 & Development	01-07-2018	30-06-2019	50	 GREEN	This task is an ongoing reactive task that is dealt with as required. Currently reviewing policy and procedures around this.
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 & Development	01-07-2018	30-06-2019	50	 GREEN	This is an ongoing inspection/assessment process that will be reviewed for best practice this FY.
4.1.6.20 Ensure that an up-to-date register of all regulated water systems in the municipality and their inspection status is maintained	Team Leader Community & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	50	 GREEN	The regulation of these establishments is both an ongoing and reactive role that is carried out as per regulations. This process is being reviewed in this current FY.
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 & Development	01-07-2018	30-06-2019	50	 GREEN	The public health risk register is up to date. This is ongoing. This is being reviewed for best practice in this current FY.








4.1.6.24 Educate and promote safe skin penetration standards and operations to staff working in the industry.	Team Leader Community & Development	01-07-2018	30-06-2019	50	 GREEN	This educational role is an ongoing, as required role. The policy and procedures surrounding this activity are being reviewed to ensure currency.
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	50	 GREEN	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	50	 GREEN	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	50	 GREEN	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	50	 GREEN	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	50	 GREEN	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 & Development	01-07-2018	30-06-2019	50	 GREEN	Complaints are being investigated as received and required.
4.1.6.31 Provide facilities appropriate for disposing of sharps	Team Leader Community & Development	01-07-2018	30-06-2019	50	 GREEN	Sharps containers supplied and maintained in all relevant buildings, and made available from this office for purchase by community members at cost.










4.1.6.32 Educate the community regarding the services available for the appropriate disposal of hazardous waste.	Team Leader Community & Development	01-07-2018	30-06-2019	25	 RED	EHO to review procedures and practices when that position is filled in early 2018/19 reporting period. This has been included in review list to be completed this FY.
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 & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	50	 GREEN	This is an ongoing role of cooperation and support
4.1.6.35 Provide a suitable waste management service to present the unsatisfactory accumulation of general refuse.	Team Leader Community & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	50	 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 & Finance	01-07-2018	30-06-2019	10	 RED	George Town Emergency Management Plan review is to be completed in June 2019.
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 & Finance	01-07-2018	30-06-2019	0	 RED	Environmental health and other issues will be considered at the time the Emergency Management Plan is reviewed.








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 & Development	01-07-2018	30-06-2019	50	 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 & Development	01-07-2018	30-06-2019	50	 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	50	 GREEN	Identified assets will be put forward as part of Council's capital upgrade program and budget
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 & Development	01-07-2018	30-06-2019	0	 RED	
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 & Development	01-07-2018	30-06-2019	0	 RED	Has not yet commenced as not currently funded.
4.2.2.2 Pending funding, scoping and data collection to commence for underpinning strategic research document.	Team Leader Community & Development	01-07-2018	30-06-2019	0	 RED	Not commenced as not yet funded.
4.2.3.1 Identify improvements and undertake further work in the Natural Values and Heritage space.	Team Leader Community & Development	01-07-2018	30-06-2019	0	 RED	This has not yet commenced. Can be considered under a future funding opportunity.
4.2.3.2 Work closely with all utility entities to ensure infrastructure and capacity is suitable for the proposed development.	Team Leader Community & Development	01-07-2018	30-06-2019	0	 RED	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 & Development	01-07-2018	30-06-2019	0	 RED	Pending further Direction from State Government. This is an ongoing task.
4.3.1.2 Pending budget allocation commence work on settlement strategy.	Team Leader Community & Development	01-07-2018	30-06-2019	0	 RED	Not commenced due to lack of budget allocation at this stage. Can be reconsidered during the FY2019/20 deliberations.








5.1.1.1 Continue to develop and add content to the Council website.	Community	01-07-2018	30-06-2019	50	 GREEN	Community areas of Council's website, inclusive of Events / Tourism / Governance, maintained on a daily basis.
5.1.1.2 Develop a communications strategy and implementation plan.	General Manager	01-07-2018	30-06-2019	50	 GREEN	Work has commenced on a communications strategy but it is yet to be Workshopped.
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	 GREEN	This will occur as part of the communications strategy.
5.2.1.1 Implement integrated planning and reporting framework.	Governance Support Officer	01-07-2018	30-06-2019	50	 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	25	 RED	Six monthly report to be presented to the March workshop for endorsement at the March 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	0	 RED	Review to commence May/June 2019.
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	75	 GREEN	Ongoing. Resource sharing/shared services opportunities pursued.
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	50	 GREEN	Ongoing. General Manager attended meetings and participated in Launceston City Deal and Smart Cities initiatives and opportunities where possible.
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	50	 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 forums and pursued networking opportunities.










5.3.2.2 Continued membership of Local Government Association of Tasmania.	Governance Support Officer	01-07-2018	30-06-2019	75	 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.
5.4.1.2 Prepare annual ordinary Council meeting and workshop schedule.	Governance Support Officer	01-07-2018	30-06-2019	75	 GREEN	Ordinary Council meetings and Workshops being held in accordance with adopted schedule.
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	75	 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	75	 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	75	 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	50	 GREEN	Review mechanism in place, policies reviewed and developed as required. Code of Conduct reviewed and adopted January 2019. Policy No. 08 and Policy No. 09 to be reviewed and referred to March/April workshops for review by Council.








						Gifts and Donations Policy reviewed and adopted December 2018.
5.4.1.8 Development and implementation of new policies/procedures/guidelines.	Governance Support Officer	01-07-2018	30-06-2019	75		New policies/procedures/guidelines developed and implemented in accordance with Policy No. 09 and referred to Audit Panel where required.
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	75		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	75		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	75		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	75		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	75		General Manager's Roll updated in preparation for October 2018 local government elections and will continue to be 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	75		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	75	 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	75	 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	75	 GREEN	Coordination of Elected Members training as required.
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 & 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 & Finance	01-07-2018	30-06-2019	60	 GREEN	Right to information requests to date 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	HR	01-07-2018	30-06-2019	50	 GREEN	Ongoing. OHS & HR practices and procedures undertaken in compliance with relevant Regulations and Acts.




Government Act 1993; Codes of Practice, Australian Standards and Associated regulations.						WHS Online systems to be 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	01-07-2018	30-06-2019	50	 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 & Finance	01-07-2018	30-06-2019	50	 GREEN	Bi-annual review complete in January 2019.
5.4.1.26 Prepare risk reports and updates for the General Manager, Audit Panel and Council.	Team Leader Corporate & Finance	01-07-2018	30-06-2019	50	 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 & Finance	01-07-2018	30-06-2019	50	 GREEN	Insurance renewals complete and claims processed.
5.4.1.28 Implement actions required within the internal audit program and facilitate internal audit recommendations.	Team Leader Corporate & Finance	01-07-2018	30-06-2019	50	 GREEN	Program is being reviewed. Council is liaising with Northern Midlands Council as a reciprocal internal audit partner.
5.4.1.29 Determine if there are any structural changes to the organisation that warrant changes to the business plan.	Team Leader Corporate & Finance	01-07-2018	30-06-2019	60	 GREEN	Nil identified to date
5.4.1.30 Manage and coordinate the annual Audit program.	Team Leader Corporate & Finance	01-07-2018	30-06-2019	100	 GREEN	Audit for 2016-17 and interim 2017-18.

5.4.1.31 Deliver financial advice and reporting to internal and external stakeholders regarding Council activities.	Team Leader Corporate & 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 & 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 & Finance	01-07-2018	30-06-2019	100	 GREEN	2017/2018 Budgets revised in October 2017, Councils LTFP reviewed and updated in February 2018, Councils 2018/2019 budget developed in May 2018 for consideration and adopted in June 2018 - budget aligns with LTFP.
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 & Finance	01-07-2018	30-06-2019	100	 GREEN	LTFP was updated in February 2018, Financial Strategy updated in April 2018, Asset Management Strategy and Asset Management Plans to be updated in new financial year following the completion of the Road network revaluation which was triggered by the outcomes of the LTFP review.
5.4.1.35 Maximise cash flow and investments to ensure maximum return to Council.	Team Leader Corporate & 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 & 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 & 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 & Finance	01-07-2018	30-06-2019	100		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 & Finance	01-07-2018	30-06-2019	60		A 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 & Finance	01-07-2018	30-06-2019	100		Fees and charges collated and implemented.
5.4.1.41 Work with community organisations which use Council facilities to identify and manage risk.	Team Leader Community & Development	01-07-2018	30-06-2019	100		Council staff are working with community organisations on an ongoing basis to minimise risks.
5.4.1.42 Document and apply processes for managing risk where community organisations undertake works for Council.	Team Leader Community & Development	01-07-2018	30-06-2019	25		A draft process had been trialled prior to the restructure which had limited success. Reporting period 2018/19 will see an amended process developed and implemented.
5.4.1.43 (Annual Plan 5.4.1.50) Manage event applications and associated risk management plans.	Community	01-07-2018	30-06-2019	50		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 & Finance	01-07-2018	30-06-2019	50		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	Community	01-07-2018	30-06-2019	100		Training opportunities for staff and volunteers pursued and undertaken. 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 & Finance	01-07-2018	30-06-2019	50		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	01-07-2018	30-06-2019	25		<p>Policy is under development with procedures currently under review. To be endorsed by the Consultative Committee and circulated to employees for comment.</p> <p>It is expected that this review will be finalised in the 2018/2019 reporting period.</p>
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	01-07-2018	30-06-2019	100		Consultative Committee facilitated with administrative support provided.
5.4.1.49 Staff appraisals in accordance with the George Town Council Enterprise Bargaining Agreement.	General Manager	01-07-2018	30-06-2019	50		Staff appraisals undertaken in accordance with the George Town Council Enterprise Bargaining Agreement. Works & Infrastructure appraisals not done for 2018. Will be followed up by new Team Leader.
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	01-07-2018	30-06-2019	50		HR matters attended to in consultation with General Manager, Team Leaders and HR & WHS Consultant.
5.4.1.51 New EBA negotiated.	HR	01-07-2018	30-06-2019	25		Enterprise Bargaining Agreement continued to be supported and implemented.
5.4.1.52 Develop new employee classification structure.	HR	01-07-2018	30-06-2019	25		Currently under review. To be reviewed by the ASU, Consultative Committee, Work Health and Safety Committee and circulated to employees for comment.
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	01-07-2018	30-06-2019	25		Currently under review. To be reviewed by the ASU, Consultative Committee, Work Health and Safety Committee and circulated to employees for comment.

5.4.1.54 Commence Development of a Preferred Contractor (Supplier) Register and contractor management system.	Team Leader Corporate & Finance	01-07-2018	30-06-2019	50	 GREEN	To be completed in 2018/19. Contractor Management System is being implemented as part of the Safety System introduction.
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 & Finance	01-07-2018	30-06-2019	0	 RED	Ongoing.
5.4.1.56 Maintain the online Contractors/Employee & Volunteers Work Health & Safety Induction Program.	Team Leader Corporate & Finance	01-07-2018	30-06-2019	60	 GREEN	Managed and maintained as required with new contractors and employees.
5.4.1.57 Finalise review of Fitness for Work (Drug & Alcohol) Policy including random drug & alcohol testing days and, pre-employment medicals.	HR	01-07-2018	30-06-2019	50	 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.
5.4.1.58 Implement the new George Town Council Work Health & Safety Terms of Reference.	HR	01-07-2018	30-06-2019	50	 GREEN	WHS Terms of Reference have been 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.
5.4.1.59 Manage Depot Safety Meetings (Agendas, Minutes and Outcomes).	HR	01-07-2018	30-06-2019	50	 GREEN	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.

5.4.1.60 Conduct Elected Member inductions following 2018 Elections.	Governance Support Officer	01-07-2018	30-06-2019	100	 GREEN	Inductions undertaken in November 2018 following finalisation of Council elections. Ongoing professional development offered to Elected Members.
5.4.1.61 Manage Employee Training Programs (Compliance and Personal Development)	HR	01-07-2018	30-06-2019	50	 GREEN	<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"> - Bush Fire training - Risk management - Asset management - Tech One <p>Local Government Professional Challenge (one employee participated)</p> <p>The implementation of the WHS online will enable better track 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 & Finance	01-07-2018	30-06-2019	50	 GREEN	Business systems are maintained and managed to meet Council's service needs.