







Agenda Item 12.2 - Attachment

Action Performance And Timeframe Report - Standard

George Town Council

Action	Responsible Officer	Start Date	End Date	% Complete	Performance	Progress Comments
GOAL 1: FOSTER THE GROWTH OF A DIVERSE BUSINESS AND INDUSTRY MIX AND TO FOSTER POPULATION GROWTH						
Key Objective: 1.1 Promote growth, both in population and business (particularly tourism) through advocacy, promotion, marketing and engagement						
Key Priority: 1.1.4 Market the rural land in the region as abundant with affordable with climate and soil type and topography similar to successful European wine regions						
1.1.4.1 Undertake an analysis of State Supplied Agricultural Land mapping to ensure areas identified allow / support the strategic vision for agricultural land within the municipality	General Manager	01-07-2017	30-06-2018	50	 GREEN	Agricultural mapping is an exercise being carried out by separate entity.
1.1.4.2 Work with wine industry stakeholders to scope an industry development plan	General Manager	01-07-2017	30-06-2018	0	 RED	Not 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	01-07-2017	30-06-2018	50	 GREEN	TI is currently working on a Tranche Three business case which will form the basis of a funding application to the Australian Government. It is expected that this business case will be presented to Infrastructure Tasmania late September 2018. Tranche Three Projects: <ul style="list-style-type: none"> • Detention • Don • Fingal (includes St Pauls) • Flowerdale • Harcus • Northern Midlands (formerly known as Macquarie Cressy and includes the CLIS enhancement) • Sassafras Wesley Vale enhancement • SEIS Integration • Southern Midlands • Tamar (includes Pipers)
1.1.4.4 Advocate on behalf of Council to ensure State Scheme requirements compliment and facilitate the strategic direction Council desires for the agricultural land in the municipality	General Manager	01-07-2017	30-06-2018	100	 GREEN	Council participated in the review process during development of the SPP. Once Council's draft State Scheme has been completed it will be submitted for review and, once

endorsed will go through the community consultation process. Met with the Minister for Planning who discussed the possibility of providing assistance through the generation of generic local provisions which Councils can then alter if they have completed strategic work that supports the changes.

Key Objective: 1.2 Promote an increase in George Town’s workforce by engaging with employers and schools

Key Priority: 1.2.7 Advocate for continued activity and investment in Bell Bay, working with industry on targeted initiatives

1.2.7.1 Co fund an Officer to work with the Bell Bay Industry Group to progress actions and activities that stimulate investment and cooperation	Team Leader Community and Development	01-07-2017	30-06-2018	100		Council co-funds the position for 2017/2018 and 2018/2019.
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Key Priority: 1.2.10 Advocate for transport utilities and tourism infrastructure projects where applicable









1.2.10.1 Finalise Bell Bay Industrial Precinct Plan	General Manager	01-07-2017	30-06-2018	85		Council need to determine what changes they want to the document. This could be done in-house or externally (with approved budget). Finalisation of the document would not be extensive.
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1.2.10.2 Preparation of Local Provision Schedules for State Planning Scheme and identify areas suitable for future additional strategic work in order to facilitate tourism, transport and utilities infrastructure projects.	Team Leader Community and Development	01-07-2017	30-06-2018	0		Not commenced. Pending direction from the Planning Minister. Requires funding.
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Key Objective: 1.3 Support tourism stakeholders in the municipality to develop destination experiences, particularly targeting integration into State-wide and Regional initiatives

Key Priority: 1.3.8 Advocate for integrated tourism routes for George Town

1.3.8.1 Strengthen relationship with Tourism Northern Tasmania, Launceston Tamar Valley Tourism Association, Tasmanian Visitor Information Network and Tasmanian Industry Council Tasmania	Team Leader Community and Development	01-07-2017	30-06-2018	75		Regularly attendance at tourism stakeholder meetings.
1.3.8.2 Finalise the Destination Action Plan for the region and when complete seek Council endorsement	Team Leader Community and Development	01-07-2017	30-06-2018	75		Well underway with expected completion by end of September.

1.3.8.3 Market destination experiences to visitors through the Visitor Information Centre and TVIN state-wide	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Regular attendance at TVIN Regional and State Networking meetings. Monthly review of upcoming events / attractions with information being distributed to all Information Centres.
Key Objective: 1.4 Engage in the promotion of Regional and State economic development, thereby acknowledging George Town's connection with the wider economy						
Key Priority: 1.4.1 Develop promotion, marketing and communication tools for George Town and the Bell Bay Industrial Precinct, including celebrating the success stories						
1.4.1.1 Co fund an Officer to work with the Bell Bay Industry Group to progress actions and activities that promote and communicate the value of the precinct and its success stories	General Manager	01-07-2017	30-06-2018	100	 GREEN	Council co-funds the position for 2017/2018 and 2018/2019.
GOAL 2: SUPPORT AN ACTIVE, VIBRANT AND CULTURALLY DIVERSE COMMUNITY LIFE THAT ENJOYS LIVEABLE AND AMENITY RICH NEIGHBOURHOODS						
Key Objective: 2.2 Promote events and festivals that showcase George Town's community						
Key Priority: 2.2.1 Deliver recurrent community events						
2.2.1.1 Evaluate current Events strategy/objectives	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	A review of all Events Strategies / Objectives have been identified in Council's new Events Strategy.
2.2.1.2 Liaise with event stakeholders to inform review of recurrent events	Team Leader Community and Development	01-07-2017	30-06-2018	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	01-07-2017	30-06-2018	100	 GREEN	Successful delivery of Council's events in line with budget.
2.2.1.4 Support event organisers delivering recurrent events in George Town	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Regular liaison with event organisers to ensure compliance with Council's event and legislative requirements. Support in completion of event organiser's risk management plans.
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	01-07-2017	30-06-2018	100	 GREEN	Well delivered and successful events were held throughout 2017/2018.
2.2.1.6 Administer Council's sponsorship program	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Council's sponsorship program saw 60% of sponsorship funds allocated

							for the year 2017/2018, distributed over two events.
2.2.1.7 Administer Council's community grants program	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN		100% of community grant funding was allocated in 2017/2018. The revised community grants process of two rounds per budget year has been met positively by the community.
Key Priority: 2.2.2 Develop a marketing and promotion approach for events and festivals that showcase George Town's community							
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	01-07-2017	30-06-2018	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.
Key Objective: 2.3 Support integrated community, health and education services							
Key Priority: 2.3.6 Liaise with stakeholders to facilitate the integration and coordination of health and community services							
2.3.6.1 Work with Royal Flying Doctor Service in the delivery of rural health funded initiatives	General Manager	01-07-2017	30-06-2018	100	 GREEN		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).
Key Priority: 2.3.10 Promote the health and community services within the municipality							
2.3.10.1 Ensure Council's database of health and community service providers listed in Health Services directory is current and up to date	Team Leader Community and Development	01-07-2017	30-06-2018	25	 RED		The George Town Interagency Group went into a small recession in 2017. The Group has now reformed, with Council proactive in working towards the implementation of a new Health Services Directory.
2.3.10.2 Actively communicate and promote health and community services within the municipality	Team Leader Community and Development	01-07-2017	30-06-2018	50	 GREEN		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.
2.3.10.3 Manage all Council's community recreation facilities user group processes and agreements, long and short term hire administration	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Facilities user group processes and agreements managed in accordance with relevant guidelines and procedures.
2.3.10.4 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	01-07-2017	30-06-2018	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.
2.3.10.5 Manage Swimming pool maintenance, whole of life asset plan, contractor	Team Leader Community and Development	01-07-2017	30-06-2018	50	 GREEN	This is an ongoing action, with many improvements being carried out. Planning is commencing for some longer term upgrades.
Key Objective: 2.7 Participate in community safety initiatives						
Key Priority: 2.7.11 Partner with other stakeholders to implement crime prevention and community safety initiatives in consultation with the community						
2.7.11.1 Commission CCTV system	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	This project has been successfully implemented and completed, with positive feedback from the community and businesses
2.7.11.2 Establish MOU/partnership with Tas Police re access to data from CCTV system	General Manager	01-07-2017	30-06-2018	50	 GREEN	Discussion held with Senior Sergeant in regards to needing to establish a MOU. Governance Support Officer developing an external policy which will form part of the process.
2.7.11.3 Provide administrative support to George Town Community Safety Committee	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	Committee serviced monthly.
2.7.11.4 Manage Council's Community Recovery role	Corporate & Finance	01-07-2017	30-06-2018	100	 GREEN	Council provided emergency accommodation and support during the fire emergency at George Town.

GOAL 3: CONSERVE OUR NATURAL ENVIRONMENT AND HERITAGE AND ENSURE IT IS ENJOYED BY OUR COMMUNITY, VISITORS AND FUTURE GENERATIONS

Key Objective: 3.1 Commit to enhance the conservation and protection of our natural environment

Key Priority: 3.1.1 Strengthen partnerships with natural resource organisations and leverage from their works

3.1.1.1 Continue involvement on management committee with Tamar NRM and attend NRM North meetings and information / training sessions	General Manager	01-07-2017	30-06-2018	100	 GREEN	Meetings and training/information sessions attended by Team Leader - Works & Infrastructure.
3.1.1.2 Participate in / co-ordinate the implementation of George Town Coastal Management Plan	General Manager	01-07-2017	30-06-2018	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 if 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	01-07-2017	30-06-2018	100	 GREEN	Actively participated in the Tamar Estuary Management Taskforce and the Tamar Estuary Esk Rivers Program.










Key Priority: 3.1.7 Achieve a better understanding and communicate the implications of climate change including sea level rise, extreme flood, rain, drought, fire events








3.1.7.1 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	01-07-2017	30-06-2018	0	 RED	No further involvement from Council over this reporting period. Awaiting direction from the State Government.
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Key Objective: 3.5 Closely monitor the built environment around existing heritage places










Key Priority: 3.5.4 Facilitate discussions with the community to assist in the protection of private properties from natural risks such as fire and flooding







3.5.4.1 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	01-07-2017	30-06-2018	0	 RED	No further involvement from Council over this reporting period. Awaiting direction from the State Government.
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3.5.4.2 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	01-07-2017	30-06-2018	100	 GREEN	The working relationship between Council and Tamar NRM is ongoing. Tamar NRM are a valued organisation that Council are committed to supporting.
GOAL 4: STRENGTHEN THE VIBRANCY OF OUR TOWNS AND ENHANCE THE BENEFITS OF LIVING IN A RURAL SETTING AND LIVING CLOSE TO THE RIVER AND COAST						
Key Objective: 4.1 To identify and respond to changing needs for infrastructure and facilities						
Key Priority: 4.1.1 Review and manage the assets and infrastructure Council currently owns in line with community needs						
4.1.1.1 Review Council's Public Building Assets	Team Leader Community and Development	01-07-2017	30-06-2018	25	 RED	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 and Infrastructure	01-07-2017	30-06-2018	5	 RED	Not commenced.
4.1.1.3 Prepare an Integrated Asset Management Policy and supporting Strategy	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	5	 GREEN	Scheduled for 2018/19 following audit of Council's roads asset revaluation.
4.1.1.4 Road Sealing - Soldiers Settlement Road (Design, Tender & Construct)	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	10	 GREEN	Project has progressed through the design and tender phases, with the contract awarded. The contractor has commenced on site on 21 May 2018.
4.1.1.5 Road Sealing - The Glen Road (Design, Tender & Construct)	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	0	 RED	Project has been cancelled as per Council resolution.
4.1.1.6 Road Sealing - Industry Road (Design & Tender for Works).	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	25	 RED	Design and tender phases complete. Construction to commence early 2018/19 reporting period.
4.1.1.7 Road Upgrade - Dalrymple Road (Design & Tender for Works)	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	25	 RED	Design stage commenced and well advanced. Works to commence 2018/19 reporting period.
4.1.1.8 Road Upgrade - Hillwood Road (Construct)	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	75	 GREEN	Works are nearing completion with sealing to be done.









4.1.1.9 Road Upgrade - Leam Road - Stage 1(Construct)	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	50	 GREEN	Works are well advanced with completion scheduled for early 2018/19 reporting period.
4.1.1.10 Complete capital construction activity at the George Town Waste Transfer Station	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	75	 GREEN	Project complete with the exception of weighbridge software installation. It is expected that the project will be complete early in the 2018/19 reporting period.
Key Priority: 4.1.2 Continue regular maintenance of Council infrastructure facilities						
4.1.2.1 Define Levels of Services: a) Parks & Reserves b) Nature Strips, Footpaths, Kerb and Channel	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	100	 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 and Infrastructure	01-07-2017	30-06-2018	0	 RED	Not commenced.
Key Priority: 4.1.7 Ensure that Council's facilities meet the (access) needs of the community						
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 and Infrastructure	01-07-2017	30-06-2018	100	 GREEN	Building, footpath, roads, kerbs, parks and playgrounds inspected with recommendations to Council for inclusion in the capital works program budget 2018/19.
Key Priority: 4.1.11 Continue to provide an efficient animal control service promoting the amenity and safety of the community and animal welfare						
4.1.11.1 Explore opportunities to increase efficiency with Councils animal control service	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Efficiencies increased with Council's Ranger taking on other duties as required.
4.1.11.2 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	01-07-2017	30-06-2018	0	 RED	Not commenced by NRM in this reporting year. Council will participate in the meetings of the regional cat management working group which have been scheduled for early in the 2018/2019 reporting period.










Key Priority: 4.1.12 Promote, implement and monitor public health standards








4.1.12.1 Review Council policy and procedures around food shop inspections, water sampling, and respond to infectious diseases, public education and vaccination programs	Team Leader Community and Development	01-07-2017	30-06-2018	0	 RED	Not commenced due to restructure and staff changes. This review will be a primary role of the EHO position in the early 2018/19 reporting year.
4.1.12.2 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	01-07-2017	30-06-2018	100	 GREEN	Inspection regime to be reviewed as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.3 Investigate all complaints in a systematic and timely manner. If necessary, obtain samples for analysis	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Complaints process to be reviewed as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.4 Provide food business proprietors with educational materials and advice as required	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	The support of food premises operators will be reassessed as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.5 Maintain an up-to-date register of all food businesses in the municipality, including their inspection/assessment status	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Register maintained in accordance with the requirements of the relevant Act.
4.1.12.6 Ensure that all food businesses within the municipality have notified or registered in accordance with the Food Act 2003	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	2017/18 renewals completed, returns and new applications followed up and finalised.
4.1.12.7 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	01-07-2017	30-06-2018	100	 GREEN	2017/18 immunisations completed as required.
4.1.12.8 Provide opportunities for Council staff to be immunised against strains of influenza and workplace infections.	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	All Council staff offered flu vaccine. Vaccines administered as required.
4.1.12.9 Review and enhance immunisation awareness and education materials	Team Leader Community and Development	01-07-2017	30-06-2018	0	 RED	Not commenced - The immunisation awareness and educational materials will be reviewed as part of








							the role of the EHO in the early 2018/19 reporting period.
4.1.12.10	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	01-07-2017	30-06-2018	100	 GREEN	Ongoing and completed for this reporting year. Records maintained. Updates sent to the ACIR.
4.1.12.11	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	01-07-2017	30-06-2018	100	 GREEN	Investigations dealt with in accordance with DHHS questionnaires and guidelines.
4.1.12.12	Support relevant agencies with educational and health promotion materials that are focused on notifiable disease prevention	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Support role provided to relevant agencies as requested and as opportunities arose.
4.1.12.13	Monitor available funding opportunities, which proactively promote health education and prevention programs	Team Leader Community and Development	01-07-2017	30-06-2018	50	 GREEN	Review of possible funding for Healthy George Town programs investigated, with one grant being applied for.
4.1.12.14	Monitor and regulate suppliers of drinking water	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Monitoring and regulating of suppliers of drinking water maintained. Process will be reviewed as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.15	Implement the recreational water monitoring program, in accordance with the Recreational Water Quality guidelines 2007	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	This programme is an ongoing annual programme that runs over the summer period to cover popular swimming areas. The 2017/18 season has now closed with monitoring maintained over that period. The locations and frequency will be reviewed as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.16	Undertake inspections of all private and commercial water carriers to ensure the appropriate	Team Leader Community and Development	01-07-2017	30-06-2018	100		Investigation of health related complaints and recommended









registrations of each business and to ensure they maintain and operate water carrying equipment in accordance with the Tasmanian Drinking Water Quality guidelines 2015					 GREEN	improvements provided in accordance with relevant legislation. Process to be reviewed for best practice as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.17 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	01-07-2017	30-06-2018	100	 GREEN	This task is an ongoing reactive task that is dealt with as required. The process will be reviewed as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.18 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	01-07-2017	30-06-2018	100	 GREEN	This is an ongoing inspection/assessment process that will be reviewed for best practice as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.19 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	01-07-2017	30-06-2018	100	 GREEN	This is an ongoing task - the register is maintained and up to date.
4.1.12.20 Forward and provide advisory material to regulated water system operators on all recommended practices, standards and legislative requirements	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	The provision of advisory and other recommended practices materials is carried out as required.
4.1.12.21 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	01-07-2017	30-06-2018	100	 GREEN	The regulation of these establishments is both an ongoing and reactive role that is carried out as per regulations. This process will be reviewed for best practice as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.22 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	01-07-2017	30-06-2018	100	 GREEN	The public health risk register is up to date. This is ongoing. This will be reviewed for best practice as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.23 Educate and promote safe skin penetration standards and operations to staff working in the industry	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	This educational role is an ongoing, as required role. This will be reviewed as part of the role of the






							EHO in the early 2018/19 reporting period.
4.1.12.24 Provide adequate kerbside collection services to each resident living within the George Town Council area	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	100	 GREEN		Kerbside collection service provided to residents.
4.1.12.25 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 and Infrastructure	01-07-2017	30-06-2018	100	 GREEN		Kerbside recycling collection service offered to residents. George Town Waste Transfer Facility upgrade completed to incorporate recycling facilities.
4.1.12.26 Provide onsite facilities for the disposal of whitegoods, oils, organic and construction waste to minimise waste disposed of in landfill	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	100	 GREEN		Onsite disposal facilities provided at the George Town Waste Transfer Station.
4.1.12.27 Provide suitable educational materials to residents regarding waste minimisation strategies on an ongoing basis	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	100	 GREEN		Promotion of Council supplied recycling facilities and programs promoted via Council's Facebook page and Council's website.
4.1.12.28 Monitor Council street and park bins	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	100	 GREEN		Ongoing collection and monitoring of Council provided street and park bins.
4.1.12.29 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	01-07-2017	30-06-2018	100	 GREEN		Complaints investigated as required.
4.1.12.30 Provide facilities appropriate for disposing of sharps	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN		Sharps containers supplied and maintained in all relevant buildings, and made available from this office for purchase by community members at cost
4.1.12.31 Educate the community regarding the services available for the appropriate disposal of hazardous waste. For example, to dispose of asbestos it must be taken to the Launceston City Council disposal site. George Town Council's tip does not dispose of hazardous waste	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	100	 GREEN		Promoted via Council newsletter, Facebook and Council website. Program to be reviewed early 2018/2019 reporting period.
4.1.12.32 Investigate health related complaints and,	Team Leader Community	01-07-2017	30-06-2018	100			This is ongoing as required. The









where appropriate, recommend improvements or utilise Council's legislative powers to ensure a correct and timely rectification period	and Development				 GREEN	process will be reviewed as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.33 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	01-07-2017	30-06-2018	100	 GREEN	Reports investigated with recommended improvements in accordance with relevant legislation. Process to be reviewed as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.34 Work cooperatively with the Community Development Department to address health related complaints, where required	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	EHO to review procedures in the early 2018/19 reporting period.
4.1.12.35 Provide a suitable waste management service to prevent the unsatisfactory accumulation of general refuse	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	100	 GREEN	Kerbside collection service offered to residents. George Town Waste Transfer Station operational.
4.1.12.36 Continue representing the George Town Council on the George Town Air Quality Monitoring Station Committee	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Ongoing representation on the Committee. EHO to continue to represent Council on this Committee.
4.1.12.37 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	01-07-2017	30-06-2018	100	 GREEN	Investigations carried out in accordance with the relevant legislation. Processes to be reviewed as part of the role of the EHO in the early 2018/19 reporting period.
4.1.12.38 Provide advice to residents as required	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Accurate and timely advice provided.
4.1.12.39 Provide environmental health advice to the Development Services Department in relation to development applications	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Environmental health advice provided to the Development Services Department as required in accordance with relevant legislation.
4.1.12.40 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	01-07-2017	30-06-2018	100	 GREEN	Review completed.


4.1.12.41	During Emergency Management Committee meetings, ensure that environmental health considerations are incorporated into Council's Emergency Plan, if required	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	Considered as part of review.
4.1.12.42	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	01-07-2017	30-06-2018	100	 GREEN	Assessments undertaken in accordance with Australian Standard requirements.
4.1.12.43	Investigate all reports of defective onsite wastewater systems	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Reports of defective onsite wastewater systems inspections and appropriate action undertaken and recommendations provided in accordance with Australian Standards.
Key Objective: 4.3 To advocate for a more streamlined planning system							
Key Priority: 4.3.10 Identify key development sites around the George Town municipality to facilitate investment							
4.3.10.1	Develop the Local Provision Schedule for the State Planning Scheme	Team Leader Community and Development	01-07-2017	30-06-2018	0	 RED	Pending further Direction from State Government.
GOAL 5: ENSURE COUNCIL LISTENS TO AND UNDERSTANDS COMMUNITY NEEDS AND CONTINUES TO MAKE RESPONSIBLE DECISIONS ON BEHALF OF THE COMMUNITY							
Key Objective: 5.1 Continue to improve Council communication with the community, including celebrating the successes and achievements							
Key Priority: 5.1.2 Build the strategic capacity of Council to effectively communicate with the community							
5.1.2.1	Continue to develop and add content to the Council website	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Community areas of Council's website, inclusive of Events / Tourism / Governance, maintained on a daily basis.
5.1.2.2	Develop a communications strategy and implementation plan	General Manager	01-07-2017	30-06-2018	50	 GREEN	Work has commenced on a communications strategy but it is yet to be Workshopped.
Key Objective: 5.2 Consistently communicate the role of Council to the community (i.e. What Council does and does not do)							
Key priority: 5.2.2 Build the strategic capacity of Council to effectively communicate with the community							
5.2.2.1	Review trends and opportunities relating to digitally based community engagement and provide a consolidated report to Council for consideration	General Manager	01-07-2017	30-06-2018	50	 GREEN	While Council has entered into digitally based community engagement through the use of








						Facebook and electronic surveys (Regent Square playground), a consolidated report has not been prepared for Council consideration. It is expected that this will occur as part of the communications strategy.
Key Priority:	5.2.3 Monitor Council's performance against all objectives, including community objectives					
5.2.3.1 Develop an integrated planning and reporting framework	Governance Support Officer	01-07-2017	30-06-2018	75	 GREEN	Planning and reporting framework using InterPlan developed.
5.2.3.2 Introduce detailed quarterly reporting on Annual Plan Action delivery	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Council staff are utilising Interplan to provide comprehensive reporting which was previously unavailable.
5.2.3.3 Undertake an Annual review of the Strategic Plan to ensure that Council and community objectives are being met	General Manager	01-07-2017	30-06-2018	0	 GREEN	Not undertaken. To be reviewed in the 2018/19 period. No funding has been allocated. Review to be facilitated by Council staff.
Key Objective:	5.3 Strengthen working relationships and cooperation with neighbouring councils					
Key Priority:	5.3.4 Initiate at least one regional project involving neighbouring councils					
5.3.4.1 Participate in prefeasibility study with West Tamar Council and deliver a comprehensive community consultation process with the community	General Manager	01-07-2017	30-06-2018	100	 GREEN	Pre-feasibility Study undertaken. Outcome in accordance with Council resolution.
5.3.4.2 In collaboration with Northern regional Councils pursue resource sharing/shared services opportunities as outlined in the KPMG report on regional resource sharing	General Manager	01-07-2017	30-06-2018	100	 GREEN	Ongoing. Resource sharing/shared services opportunities pursued.
5.3.4.3 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	01-07-2017	30-06-2018	100	 GREEN	Ongoing. General Manager attended meetings and participated in Launceston City Deal and Smart Cities initiatives and opportunities where possible.
5.3.4.4 Actively engage with the Tamar Estuary Esk Rivers Program and Tamar Estuary Taskforce	General Manager	01-07-2017	30-06-2018	100	 GREEN	Continued participation in TEER Program and Tamar Estuary Taskforce.








Key Priority: 5.3.5 Be actively involved and seek to influence decisions at regional and State Government levels						
5.3.5.1 Actively participate in relevant Local, State and Federal Government forums and networks	General Manager	01-07-2017	30-06-2018	100	 GREEN	The General Manager actively participated in forums and pursued networking opportunities.
5.3.5.2 Continued membership of Local Government Association of Tasmania	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Membership of the Local Government Association of Tasmania maintained.
Key Objective: 5.4 Consistently achieve a high standard of internal financial and governance arrangements						
Key Priority: 5.4.1 Manage and seek to minimize risk throughout Council						
5.4.1.1 Undertake a full organisational review and report to Council	General Manager	01-07-2017	30-06-2018	75	 GREEN	Organisation review undertaken and report provided to Council. Anne Street office staffing restructure completed. Council Depot staff review ongoing and to be finalised in the 2018/19 reporting period.
5.4.1.2 Develop a project management framework	General Manager	01-07-2017	30-06-2018	0	 RED	To be reviewed in 2018/2019.
5.4.1.3 Prepare annual ordinary Council meeting and workshop schedule	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Ordinary Council meetings and Workshops being held in accordance with adopted schedule.
5.4.1.4 Advertise Council meetings	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Advertised in accordance with the requirements of r7(2) of the LG(MP)R 2015.
5.4.1.5 Prepare and distribute Agendas and minutes for Council and the public pursuant to the Local Government (Meeting Procedures) Regulations 2015	Governance Support Officer	01-07-2017	30-06-2018	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 Friday before the Council meeting. Minutes distributed at least two weeks after the Council meeting and before the next Council meeting.
5.4.1.6 Provide administrative support to Council meetings	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Council meetings supported.








5.4.1.7 Ensure all Council decisions comply with relevant legislation and Council policy	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Advice incorporated into Agenda reports ensuring Councillors are aware of their obligations in respect to relevant legislation and Council Policy when making decisions.
5.4.1.8 Maintain Council Governance/Strategic/Statutory Policies	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Review mechanism in place, policies reviewed and developed as required.
5.4.1.9 Review of the Application of the Principle of Competitive Neutrality Strategy (Aug 17)	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Strategy rescinded October 2017.
5.4.1.10 Review of the Competitive Neutrality Complaints Strategy (Aug 17)	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Rescinded October 2017.
5.4.1.11 Review of Policy No. 45 Gifts and Benefits Policy (Mar 18)	Governance Support Officer	01-07-2017	30-06-2018	25	 RED	Pending outcome of Local Government (General) Regulations Review - to be reviewed in next year's reporting period.
5.4.1.12 Review of Policy No. 2 Personal Information Protection Policy (May 18)	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Reviewed and adopted July 2018.
5.4.1.13 Development and implementation of new policies/procedures/guidelines	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Ongoing in accordance with Council Policy No. 9 - Policy Development, Approval and Review Policy.
5.4.1.14 Maintain Council delegations register pursuant to S.22 and S.64 (b) of the Local Government Act 1993	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Delegations updated as required. Reviewed July 2018. General Manager's Sub Delegation register developed and circulated to Team Leaders.
5.4.1.15 Maintain Councillor and Staff Gifts and Benefits Register pursuant to S.339A of the Local Government Act 1993	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Register maintained.
5.4.1.16 Maintain Councillor Register of Interest pursuant to S.48 of the Local Government Act 1993	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Register updated after each Council meeting as required.

5.4.1.17 Maintain Employees and General Manager Register of Interest pursuant to S.55 of the Local Government Act 1993	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Employee and General Manager register of interests maintained.
5.4.1.18 Provide accurate advice and assistance on procedural matters to Councillors, staff and members of the public	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Accurate advice provided in accordance with relevant Acts and Council Policies and Procedures.
5.4.1.19 Maintain General Manager's Roll pursuant to S.258 of the Local Government Act 1993	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	General Manager's Roll maintained.
5.4.1.20 Prepare and distribute information and provide administrative support to Council workshops	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Coordination and distribution of Council Workshop papers the Friday before the Council workshop. Attendance at workshops and distribution of notes of workshops prepared and circulated to Councillors and placed on the Councillors Intranet.
5.4.1.21 Prepare and distribute information and provide administrative support to the George Town Council Audit Panel	Governance Support Officer	01-07-2017	30-06-2018	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.
5.4.1.22 Prepare Minutes of ordinary and special Council meetings for annual audit by the Tasmania Audit Office	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Copies of signed minutes stored and presented to Tasmanian Audit Office officers for audit as required.
5.4.1.23 Prepare and distribute Annual Plan and Annual Report pursuant to S.71 and S.72 of the Local Government Act 1993	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	2017/2018 Annual Plan adopted by Council. Annual Report finalised, adopted and distributed to the public, Director Local Government and Director Human & Health Services.
5.4.1.24 Conduct Annual General Meeting pursuant to S.72B of the Local Government Act 1993	Governance Support Officer	01-07-2017	31-12-2017	100	 GREEN	2017 AGM held. Minutes adopted by Council.

5.4.1.25 Coordinate regular elected member professional development training	Governance Support Officer	01-07-2017	30-06-2018	100	 GREEN	Coordination of Elected Members training as required.
5.4.1.26 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	01-07-2017	30-06-2018	100	 GREEN	Completed and distributed following the adoption of the amended Operating and Capital budgets.
5.4.1.27 Undertake review of Council special Committees pursuant to S.24 of the Local Government Act 1993 and Council Policy	Governance Support Officer	01-07-2017	30-06-2018	1	 RED	Pending 2018 Local Government Election. S24 Committees to be reviewed November 2018.
5.4.1.28 Right to Information requests assessed, actioned and reported pursuant to the Right to Information Act 2009	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	Nil received, annual assessment completed and returned to the ombudsman.
5.4.1.29 Ensure WHS 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	01-07-2017	30-06-2018	100	 GREEN	Ongoing. OHS & HR practices and procedures undertaken in compliance with relevant Regulations and Acts. WHS Online systems to be purchased and implemented 2018/2019.
5.4.1.30 Ensure HR 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	01-07-2017	30-06-2018	100	 GREEN	HR practices and procedures undertaken in compliance with relevant Regulations and Acts.
5.4.1.31 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	01-07-2017	30-06-2018	100	 GREEN	Bi-annual reviews complete and reported to Audit Panel.
5.4.1.32 Prepare risk reports and updates for the General Manager, Audit Panel and Council	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	Prepared as per review and reported to Audit Panel.







5.4.1.33 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	01-07-2017	30-06-2018	100	 GREEN	Insurance renewals complete and claims processed.
5.4.1.34 Develop an internal audit program based on recognised risks. Implement actions required within the internal audit program and facilitate internal audit recommendations	Team Leader Corporate and Finance	01-07-2017	30-06-2018	50	 GREEN	Program is being reviewed. Council is liaising with Northern Midlands Council as a reciprocal internal audit partner.
5.4.1.35 Test the draft Business Continuity Plan and update the plan based on testing	Team Leader Corporate and Finance	01-07-2017	30-06-2018	80	 GREEN	Testing completed and plan being reviewed in line with recommendations.
5.4.1.36 Manage and coordinate the annual Audit program	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	Audit for 2016-17 and interim 2017-18.
5.4.1.37 Deliver financial advice and reporting to internal and external stakeholders regarding Council activities	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	Ongoing financial support and information, via quarterly reporting, internal information and reports, on an ad hoc and formalised basis.
5.4.1.38 Apply Council resolutions, rating policy and Local Government Act requirements to rate revenue actions	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	Rates and rating revenue raised in compliance with the resolutions of Council and requirements of the Local Government Act.
5.4.1.39 Budgets developed in accordance with Council decisions and the long term financial plan	Team Leader Corporate and Finance	01-07-2017	30-06-2018	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.





5.4.1.40 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	01-07-2017	30-06-2018	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.
5.4.1.41 Maximise cash flow and investments to ensure maximum return to Council	Team Leader Corporate and Finance	01-07-2017	30-06-2018	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.
5.4.1.42 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	01-07-2017	30-06-2018	100	 GREEN	Loan borrowings managed.
5.4.1.43 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	01-07-2017	30-06-2018	100	 GREEN	Upgrades to Authority system to version 6.11, continued support from Peak Consulting to ensure systems are upgraded and functioning.
5.4.1.44 Process financial transactions in compliance with legislation, council policy and supplier terms	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	All processes are in compliance with legislation and policy.
5.4.1.45 Manage the implementation of Council's finance and reporting software	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	Managed on an ongoing basis.
5.4.1.46 Facilitate the use of purchasing and supply practices that maximise value for money	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	A Procurement Officer has been appointed and policies and procedures produced to manage the processes around purchasing and awarding of contracts and ensure cost effective outcomes.

5.4.1.47 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	01-07-2017	30-06-2018	100	 GREEN	Fees and charges collated and implemented.
5.4.1.48 Work with community organisations which use Council facilities to identify and manage risk.	Team Leader Community and Development	01-07-2017	30-06-2018	100	 GREEN	Council staff are working with community organisations on an ongoing basis to minimise risks
5.4.1.49 Document and apply processes for managing risk where community organisations undertake works for Council	Team Leader Community and Development	01-07-2017	30-06-2018	25	 RED	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.
5.4.1.50 Manage event applications and associated risk management plans	Team Leader Community and Development	01-07-2017	30-06-2018	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
5.4.1.51 Regularly check Council's risk management policies for departmental compliance; amend processes and procedures to ensure compliance	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	Compliance is assessed during risk review and on an ongoing basis.
5.4.1.52 Identify relevant training requirements for staff and volunteers; support staff and volunteers to undertake training	HR	01-07-2017	30-06-2018	100	 GREEN	Training opportunities for staff and volunteers pursued and undertaken. WHS on-line to be used as Training admin platform.
5.4.1.53 Review relevant Council policies for currency in relation to risk management	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	As policies are reviewed, risk management considerations are identified and actioned.

Key Objective: 5.6 Attract, retain and value a highly skilled and committed workforce

Key Priority: 5.6.1 Manage and seek to minimize risk throughout Council

5.6.1.1 Review George Town Council Workplace Behaviour Policy No 37, vs 2	HR	01-07-2017	30-06-2018	25		Policy currently under review by the Consultative Committee prior to being workshopped and endorsed by Council. It is expected that this review process will be finalised in the 2018/2019 reporting period.
5.6.1.2 Develop - Employee Training & Development Policy; Employee Performance Management & Procedures; Employee Assistance Policy (EAP) in consultation with Consultative Committee and staff	HR	01-07-2017	30-06-2018	25		Policy is under development with procedures currently under review. To be endorsed by the Consultative Committee and circulated to employees for comment. It is expected that this review will be finalised in the 2018/2019 reporting period.
5.6.1.3 Facilitate the George Town Council Consultative Committee Meetings (Agendas, Minutes and Outcomes)	HR	01-07-2017	30-06-2018	100		Consultative Committee facilitated with administrative support provided.
5.6.1.4 Staff appraisals in accordance with the George Town Council Enterprise Bargaining Agreement	General Manager	01-07-2017	30-06-2018	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.
5.6.1.5 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 Senior Managers	HR - HR	01-07-2017	30-06-2018	100		HR matters attended to in consultation with General Manager, Team Leaders and HR & WHS Consultant.
5.6.1.6 Implement and support Enterprise Bargaining Agreement	General Manager	01-07-2017	30-06-2018	100		Enterprise Bargaining Agreement continued to be supported and implemented.

5.6.1.7 Review George Town Council Work Health & Safety Policy (in consultation with employees, Australian Services Union, Work Health & Safety Committee and then to Council for consideration)	HR	01-07-2017	30-06-2018	25	 GREEN	Currently under review. To be reviewed by the ASU, Consultative Committee, Work Health and Safety Committee and circulated to employees for comment.
5.6.1.8 Review George Town Council Fitness for Work (Drug & Alcohol) Policy (in consultation with employees, Australian Services Union, Work Health & Safety Committee and then to Council for consideration)	General Manager	01-07-2017	30-06-2018	25	 RED	Currently under review. To be reviewed by the ASU, Consultative Committee, Work Health and Safety Committee and circulated to employees for comment.
5.6.1.9 Commence Development of a Preferred Contractor (Supplier) Register and contractor management system	Team Leader Corporate and Finance	01-07-2017	30-06-2018	50	 GREEN	To be completed in 2018/19, Contractor Management System is being implemented as part of the Safety System introduction.
5.6.1.10 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	01-07-2017	30-06-2018	100	 GREEN	Completed as required.
5.6.1.11 Manage and maintain the Online Contractors/Employee & Volunteers Work Health & Safety Induction Program	Team Leader Corporate and Finance	01-07-2017	30-06-2018	100	 GREEN	Managed and maintained as required with new contractors and employees.
5.6.1.12 Manage Work Health & Safety Committee Meetings (Agendas, Minutes & Outcomes)	General Manager	01-07-2017	30-06-2018	100	 GREEN	Work Health & Safety Committee Meetings supported. Agendas and Minutes circulated and outcomes followed up.
5.6.1.13 Implement the new George Town Council Work Health & Safety Terms of Reference	General Manager	01-07-2017	30-06-2018	50	 GREEN	George Town Council Work Health & Safety Terms of Reference under review.
5.6.1.14 Manage Depot Safety Meetings (Agendas, Minutes and Outcomes)	Team Leader Works and Infrastructure	01-07-2017	30-06-2018	100	 GREEN	Depot Safety Meetings now incorporated into Work Health & Safety Committee meetings. Administrative support provided. Agendas and minutes circulated. Outcomes followed up and actioned.