



Flinders Council 1st Quarterly Report July - September 2017

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1. Population Growth

1.1 Increase the supply of affordable housing.

1.1.1 Land use planning policy that provides an enabling environment for housing and investments.

1.1.1.1 Draft an affordable housing discussion paper		
Schedule: Ongoing Status: In jeopardy	Work Completed	Issues/Risks
	N/A	Council is not in a position to assist with affordable housing other than by making affordable land and dwelling opportunities available through the planning scheme.
Project Manager	Work to Complete	Response
Robyn Cox	N/A	This strategy will be translated to the planning scheme through diversifying some rural land and making rural residential land available at a range of sizes and localities.

1.1.2 A strategy and action plan that identifies affordable housing options.

1.1.2.1 In partnership with key stakeholders, investigate the barriers and enablers for affordable housing and develop options.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Council is supporting Flinders Island Tourism and Business Inc. in the development of an initial investigation to determine what potential sources of housing exist that may be utilised as part of a strategy. This is required in part to demonstrate market failure and to justify potential intervention. Meetings with State Government representatives have also been undertaken.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	This project through a Housing Needs Analysis.	N/A

1.1.2 A strategy and action plan that identifies affordable housing options.

1.1.2.2 Identify incentives for building new housing and buying property to underwrite new developments.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Bill Boehm	This project cannot be started until a significant amount of other work via Flinders Island Tourism and Business Inc. and through a Housing Needs Analysis has been carried out.	N/A

1.1.2 A strategy and action plan that identifies affordable housing options.		
1.1.2.3 Retain and maintain existing Council housing at an appropriate standard as part of a sustainable recruitment and retention strategy and invest proceeds from previous housing sales into future housing requirements.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Budget allocation provided.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Annual maintenance program.	N/A

1. Population Growth

1.2 Increase "the working age" population.

1.2.1 Services and activities for young people that also aim to attract and retain young families to the Islands.		
1.2.1.1 Deliver Flinders Council School Holiday Program in partnership with the Flinders Island Aboriginal Association Inc.(FIAAI)and the school for the young people on Flinders and Cape Barren Islands.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	<p>The School Holiday Winter Program was delivered in July. The program consisted of AFL Football Clinics, Cavaliers Netball Clinics, Glow in the Dark Party and a Movie Screening. The attendance at the each session was:</p> <ol style="list-style-type: none"> 1. Football Clinics - 54 participants over the two days 2. Netball Clinics - 30 participants over the two days 3. Movie Screening - 55 attended 4. Glow in the Dark Party - 52 participants 	<p>Consultation with young people. Staff are finding it increasingly more difficult to meet with youth and provide opportunities for more student input into the program. The program is well supported by the 5-12 age cohort however significant disinterest in the program and reduction in attendance from the 12-25 years is evident.</p>
Project Manager	Work to Complete	Response
Stacey Wheatley	<p>Planning and delivering the Spring and Summer Programs. Meetings with FIAAI and the Flinders Island District High School (FIDHS) staff have occurred during this quarter and next.</p>	<p>Develop Youth Advisory Group and link in with student leaders group from FIDHS.</p>

1.2.1 Services and activities for young people that also aim to attract and retain young families to the Islands.		
1.2.1.2 Promote events, activities and programs through best means available including, but not limited to, Island News, pamphlets and flyers, social media and Council's Community Calendar.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	<p>2nd August, staff supported the Community Training Event by the Red Cross at the CWA Rooms by helping with promotion, putting up of flyers, as well as social media.</p> <p>11th August, staff provided support for the Flinders Flicks including waiving fees for sound technician AK and hall hire fees, printing program and voting sheets and transporting chairs from Flinders Island District High School to the hall in the truck.</p> <p>9th September, staff promoted the Gun Club Super Shoot with printing of a householder, Council Facebook, online promotion and facilitating outdoor tables to be taken to the event by the Works and Services Department.</p> <p>16th September, staff provided support for the annual football & netball games including liaising with the Netball & Football Associations, flyer production, waiving of Council fee for ground hire, donation of prizes including hampers of local produce, arranging seating and grounds/facility preparation with outdoor staff and printing and distribution of householder.</p>	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Van Diemen Project Team visit 27th-28th September.	N/A

1.2.2 An islands specific population growth strategy.		
1.2.2.1 Develop population growth strategy.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Developing a population growth strategy involves understanding all of the social, cultural and economic drivers that affect the Community. This can involve significant engagement and research but essentially is an industry or sector-led series of actions. Population growth per say may be the eventual outcome. Council plays largely a supportive role with knowledge at a sector level essential so that Council can then react with supportive policies and actions. Collection of meaningful data is also important. This approach is essentially an evolutionary one and becomes the strategy.	N/A

1.2.3 Study the existing constraints to increasing the level of the locally based population.		
1.2.3.1 Liaise and work with Flinders Island Tourism and Business Inc. (FITBI) using strategic studies & reports.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Provided information on enterprise suitability mapping conducted by the Dept. of Primary Industries, Parks, Water and Environment (DPIPWE) in relation to the information provided and its limitations.	N/A
Project Manager	Work to Complete	Response
Robyn Cox	Will take direction from the Council representatives on the Flinders Island Tourism and Business Inc. (FITBI) committee(s).	N/A

1.2.4 A banking model that supports community aspirations.		
1.2.4.1 Aim to influence the lending practices of banks to align with those in Regional Australia.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Some direct lobbying through Northern Tasmania Development Corporation identified a potential anomaly.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	N/A	N/A

1. Population Growth
1.3 Value-add to local commodities.

1.3.1 Opportunities for value-adding of local commodities are identified and promoted.

1.3.1.1 Provide opportunities for the identification of value-adding to local commodities through Fert-Isle Flinders Forum.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The project overview and planning for this event were completed.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Team members from the Van Diemen Project, led by Chris Davies, have picked up this project and wish to partner with Council to deliver it. We are aiming for delivery of the Forum on the 27th/28th November as per project overview.	N/A

1.3.2 Support the growth of local sustainable fishing and aquaculture enterprises.

1.3.2.1 In conjunction with Flinders Island Tourism and Business Inc. (FITBI), consider opportunities as they arise to drive growth in fishing and aquaculture enterprises.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Actions will depend on progress of FITBI considerations.	N/A

1.3.3 Promote Flinders Island as a high quality food producing region with a clean, green image.

1.3.3.1 Provide support for events and activities that promote Flinders Island produce.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Staff promoted Island produce through the purchase of prize baskets containing Furneaux Coffee, Brymworth Garlic, Hizzard's Condimental produce and Blue Rocks Soaps, as well as other items. These were awarded to players at the recent Flinders Island annual netball tournament with teams from King Island and Bridport.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	The November Fert Isle Forum will feature a business showcase bus tour of Island producers for Forum participants. A taste and sell trade show is planned for the Forum dinner.	N/A

1.3.3 Promote Flinders Island as a high quality food producing region with a clean, green image.		
1.3.3.2 Promote Flinders Island produce through the Furneaux Islands Festival.		
Schedule:	Work Completed	Issues/Risks
Schedule: 2nd of Jul 2017 to 31st of Jan 2018 Progress: 30% Status: Going well	An application for funding from the Australia Day Great Ideas Grants Program 2018 has been completed and submitted. Our idea for the grant funding is to bring professional chefs to the Island to contribute to two events at the Furneaux Festival. If the grant application is successful the chefs will be showcasing local produce as well as mentoring local youth interested in hospitality.	The risk for this activity is that the funding application will not be successful.
Project Manager	Work to Complete	Response
Claire Nicholl	If the grant application is successful, we will be engaging the chefs and sourcing local produce for them to use, as well as recruiting young people for mentoring.	N/A

1.3.4 Productive and sustainable agricultural sector.		
1.3.4.1 Consider opportunities on request to assist the agricultural sector.		
Schedule:	Work Completed	Issues/Risks
Schedule: Ongoing Status: Going well	No requests for assistance have been received from the agricultural sector.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	N/A	N/A

1.3.5 A strong Flinders Island Brand that underpins growth and development of local commodities.		
1.3.5.1 Assist to facilitate the delivery of the Flinders Marketing Strategy 2016 - 2020.		
Schedule:	Work Completed	Issues/Risks
Schedule: Ongoing Status: Going well	This project sits with Flinders Island Tourism and Business Inc. (FITBI). Council has paid FITBI \$44,000 for the 2017-2018 financial year for the implementation of the Branding and Marketing Strategy.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Following up with FITBI on the quarterly report for December 2017.	N/A

1. Population Growth

1.4 Foster and support entrepreneurial activity.

1.4.1 Streamlined and customer focused development application and assessment processes, including pre-lodgement information and advisory services.

1.4.1.1 Review of pre-lodgement information and advisory services.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Administrative support around application and permit process has been highlighted as a recent requirement. Training has been provided to another member of staff in case of absence of key personnel.	The issues around time management regarding this project are emerging as other projects place pressure on existing staff.
Project Manager	Work to Complete	Response
Jacci Viney	More official role for staff to ensure ownership of process is maintained.	An internal staff review to ensure all pressures are covered is being undertaken.

1.4.2 Build local entrepreneurial capability.

1.4.2.1 Work with stakeholders to develop a partnership that links, supports and empowers community economic developments with other Flinders organisations.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Community development hosted a visit from the Van Diemen Project 27th-28th September. The department has also been attending Flinders Island Business and Tourism Inc. meetings.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Council will be partnering with the Van Diemen Project to deliver a small business forum in November. This will focus on providing support for small business by linking them with business resources provided by State Growth, Business Tasmania, and the Regional Development Authority. Community will be working closely with Flinders Island Business and Tourism Inc to promote this event.	N/A

1.4.2 Build local entrepreneurial capability.

1.4.2.2 Work with Flinders Regional Arts to develop a partnership that links, supports and empowers community economic developments with other Flinders organisations.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	N/A	N/A

1.4.3 Promotion of the region's natural and cultural environment.		
1.4.3.1 Continued relationship with Flinders Island Tourism and Business Incorporated and Flinders Regional Arts.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Council continues to maintain a good working relationship with these two organisations though officer regularly attending meetings and assisting with various actions	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Continuation of partnership arrangement	N/A

1.4.3 Promotion of the region's natural and cultural environment.		
1.4.3.2 Consult with the Flinders and Cape Barren Island Aboriginal Associations and other relevant organisations to support tourism related projects that align with the Flinders Island Destination Action Plan.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	N/A	N/A

1.4.4 Employment opportunities are enhanced through development of projects and initiatives with education service providers and employers.		
1.4.4.1 Be a willing and able partner to support education, training and employment initiatives.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Community Development Office hosted a work experience student from the Flinders Island District High School, September 2017. A mentoring experience in hospitality and events has been planned this quarter for the Furneaux Islands Festival in January 2018. The Flinders Island Destination Action Plan (DAP) Committee has identified under Priority 5 of the Plan the need for information for young people and employers in relation to apprentice & trainee-ships. Community Development is represented on this Committee. Planning is underway for a combined information event in November.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Planning for the mentoring experiences which will be part of the Furneaux Island Festival will be continuing this quarter, in conjunction with the School. Community Development liaison with the School in relation to the apprentice & trainee-ship event identified by the Destination Action Planning committee.	N/A

1.4.5 Tourism and development is promoted through a focus on high quality food production, niche enterprises and clean, green image and sustainable farming practices associated with Flinders Island.

1.4.5.1 Through association with FITBI, support the delivery of the Flinders Island Destination Action Plan (DAP) 2017-2020.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Community Development has been attending Destination Action Planning committee meetings, including coordinating meetings, taking meeting notes, and undertaking tasks as identified by the group.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Continue in this role.	N/A

1.4.5 Tourism and development is promoted through a focus on high quality food production, niche enterprises and clean, green image and sustainable farming practices associated with Flinders Island.

1.4.5.2 Explore opportunities for Natural Resource Management (NRM) type activities as they arise.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Community Development has had regular meetings with Parks and Wildlife staff and Flinders Island District High School teacher Helen Carnell in relation to facilitating the collaboration of our organisations with Parks activities. In particular to tie-in student involvement with Parks' ongoing natural resource management activities. Parks are however under-resourced and these opportunities have been limited.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Community Development is currently working on supporting a Discovery Ranger to visit Flinders Island over the summer 2018. The Discovery Ranger Program Tasmania is a statewide program that supports the public to explore the State's National Parks.	N/A

1.4.6 A place based strategy developed around housing, living and niche non grazing types of primary production and lifestyle development.

1.4.6.1 Develop a place based strategy as part of delivery of new planning scheme.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Zoning strategy tables are 80% complete.	N/A
Project Manager	Work to Complete	Response
Robyn Cox	Completing zoning strategy tables and commencing spatial overlays.	N/A

1. Population Growth

1.5 A Planning Scheme that facilitates population growth.

1.5.1 Planning Scheme provides facilitating environment for population growth.		
1.5.1.1 Facilitate clusters of economic activity, a range of lot sizes for residential use including multiple dwellings.		
Schedule: Ongoing Status: Going well	Work Completed Strategy tables and zone conversion tables have been completed for 80% of localities and have identified areas where rural living A,B,C and D can be applied (referring to a range of allotment sizes).	Issues/Risks N/A
Project Manager Robyn Cox	Work to Complete The Local Provisions Schedules.(LPS)	Response N/A
1.5.1 Planning Scheme provides facilitating environment for population growth.		
1.5.1.2 Complete review of Regional Land Use Strategy.		
Schedule: Ongoing Status: Going well	Work Completed A review of the of the Northern Regional Land Use Strategy (RLUS) is being conducted by consultant planners appointed in the last quarter on behalf of the 7 regional councils.	Issues/Risks N/A
Project Manager Robyn Cox	Work to Complete Monitoring the results of the review to ensure that the RLUS reflects the policy that is important for Flinders Council.	Response N/A
1.5.1 Planning Scheme provides facilitating environment for population growth.		
1.5.1.3 Review State Policies.		
Schedule: Ongoing Status: Going well	Work Completed A review of the State's Agricultural Land Mapping project was conducted to inform zoning conversion decisions for rural land	Issues/Risks N/A
Project Manager Robyn Cox	Work to Complete The Flinders Land Use Strategy and the Local Provisions Schedule of the Flinders Planning Scheme are required to be consistent with State Policies. In the next quarter the Land Use Strategy will record how zoning decisions are consistent with the 3 State Policies and the Commonwealth environmental requirements.	Response N/A

1.5.1 Planning Scheme provides facilitating environment for population growth.		
1.5.1.4 Prepare documentation required for submission of scheme.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Zoning strategy and zone conversion tables for all localities other than Whitemark and Lady Barron and draft supporting information reports for some localities have been completed.	work requires concentrated focus which is compromised by a noisy office.
Project Manager	Work to Complete	Response
Robyn Cox	Overall land use strategy, Code Lists and transitional provisions.	removal to a quieter space

1.5.1 Planning Scheme provides facilitating environment for population growth.		
1.5.1.5 Scope of works for Whitemark Structure Plan defined and project implemented to facilitate a coordinated approach to best practice community economic development.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Consultants have been chosen to conduct flood study.	N/A
Project Manager	Work to Complete	Response
Robyn Cox	Incorporating outcomes from the flood study into the zoning strategy.	N/A

1.5.1 Planning Scheme provides facilitating environment for population growth.		
1.5.1.6 Scope of works for Lady Barron Structure Plan defined and project implemented to facilitate a coordinated approach to best practice community economic development.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Robyn Cox	Locality planning and master planning plus zoning strategy.	N/A

2. Infrastructure and Services

2.1 Plan, deliver and operate community infrastructure to provide levels of service that align with community needs and demand.

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.

2.1.1.1 Develop operational model for Lady Barron gym.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Operating model using a buddy system completed and operating successfully.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Reviewing and updating minor changes as required.	N/A

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.

2.1.1.10 Investigate installation of shower into FAEC and Lady Barron Hall.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No progress to report at this time.	N/A
Project Manager	Work to Complete	Response
Stacey Wheatley	N/A	N/A

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.

2.1.1.11 Investigate remodelling of the kitchen in the FAEC.		
Schedule: Ongoing Status: At risk	Work Completed	Issues/Risks
	N/A	Resourcing and limited time has meant that this action has not be investigated at this time.
Project Manager	Work to Complete	Response
Stacey Wheatley	N/A	Support with other programs is being sourced i.e. School Holiday Program.

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.		
2.1.1.12 Plan and deliver toilet and BBQ infrastructure installation project for 2017-18 for Cape Barren Island and North East River.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Council has engaged CBM Sustainable Design to undertake the design and application element of each site. To date CBM have spoken with Cape Barren Island Aboriginal Association Inc. (CBIAAI) with regard to location, services, community need etc. and have a top 4 list of preferred sites. One site has been highlighted as the preferred site, however CBIAAI have requested that it may be best to renovate an existing public toilet in the vicinity rather than build a new one. North East River is being held up with some overlap in Parks and Wildlife Services (PWS) planning regimes. As PWS are the land managers for the recreational land it is best to liaise directly with them regarding need. A site visit will be held soon the try to determine the best site.	<ol style="list-style-type: none"> 1. Consideration around building, providing infrastructure to Cape Barren Island. 2. Lack of engagement from PAWS. 3. Timeline requirements of funding to be met.
Project Manager	Work to Complete	Response
Jacci Viney	Visit the North East River area with PWS to determine a strategic approach to the project. Have CBM finalise the application documentation for each sites.	<ol style="list-style-type: none"> 1. Try to understand each possible issue by remaining engaged with CBIAAI. 2. Book on-site meeting with PAWS staff.

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.		
2.1.1.13 Assist with Museum maintenance and upkeep.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	General maintenance, mowing.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Work as required.	N/A

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.

2.1.1.14 Secure funding for recreational facilities.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	<p>Staff have applied for and submitted a funding application to the Tasmanian Community Fund (TCF) for an upgrade to the Whitemark Playground. The project consists of removal of current equipment and installation of new equipment. The amount requested from the TCF is \$81,818 excluding GST. The process included consultation with the community in the form of an online survey, meetings with childcare providers and staff, students, staff at the Flinders Island District High School (FIDHS), parents and community members. All provided input into the design and equipment selection. We will be advised of the outcome in November 2017.</p> <p>Staff are also a part of the FIDHS Playground Committee to provide support and fundraising for new play equipment for the upper primary and secondary areas as identified in the FIDHS School Symposium.</p>	N/A
Project Manager	Work to Complete	Response
Stacey Wheatley	We will be working on the Sport and Recreation Grant for equipment and resources for the Lady Barron Fitness Facility. Staff will be working with the Furneaux (Emita) Hall Special Committee on an application for the next round of the TCF.	N/A

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.

2.1.1.2 Implement and deliver master plan in line with the business case for the Flinders Sports and RSL Club site.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Reported to Council who adopted in principle proposed actions to integrate this project with Whitemark Structure Plan and Wave and Flood Study. Both these projects have been commissioned. Prepared project for inclusion into Council's Priority Projects list which has been presented to Tasmanian Government Treasurer and Upper House Federal MPs.	The lack of funding may delay the project.
Project Manager	Work to Complete	Response
Bill Boehm	Assist Flinders Island Sports and RSL Cub with lobbying for financial support and grant submissions for the main community elements (club rooms, indoor swimming pool and tennis courts) which are not dependent on the outcomes of the Flood Study and Structure Plan.	Explore alternative funding models.

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.		
2.1.1.3 Work in collaboration with MAST to secure grant funding for recreational boating facility upgrades.		
Schedule:	Work Completed	Issues/Risks
Schedule: Ongoing Status: Going well	Grant application submitted to MAST in May 2017 for Badger Corner Boat Ramp but was unsuccessful.	General users of the existing Badger Corner Boat Ramp may expect Council to follow up with another application so there may be adverse reaction if the project does not proceed. Alongside this is that the Boat Ramp at Lady Barron may also need relocation and that this becomes a higher priority for Council in the near future.
Project Manager	Work to Complete	Response
Bill Boehm	Depends upon Council identifying this as a suitable project.	Council to discuss and develop a broad position.

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.		
2.1.1.4 Complete stage 1 of Whitemark Foreshore project.		
Schedule:	Work Completed	Issues/Risks
Schedule: 1st of Jan 2016 to 30th of Nov 2017 Progress: 85% Status: Going well	Plants have been purchased and put in by Council's Works and Services Department. Timber to complete the screen at the Excersite has been purchased and is in the process of being installed.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	A quote for lighting for the barbeque area and toilet block has been received. A quote for the installation of steps from the toilet block down to the beach has been requested.	N/A

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.		
2.1.1.5 Whitemark Show Ground Maintenance requirements identified and completed to budget.		
Schedule:	Work Completed	Issues/Risks
Schedule: Ongoing Status: Going well	Netball courts cleaned, swept and unsightly trees removed. Roofing replaced on the horse stable area. Regular mowing and weed eradication.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	General clean up, mowing etc. for the Annual Show.	N/A

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.		
2.1.1.6 Upgrade Whitemark Showground tearooms and toilets.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The showground tearooms have had the kitchen area enlarged, a new stove and rangehood fitted and a new fridge has been purchased.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	New flooring to the whole tearoom area.	N/A

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.		
2.1.1.7 Complete the Emita Hall works in line with the Australian Government's Stronger Communities grant deed.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Meetings with the Furneaux (Emita) Hall Special Committee have occurred in this quarter. Finalised the Emita Playscape plan and equipment ordered for this project. Collaborated with the Flinders Island District High School staff to support a shared project for the Emita Playscape for hands on week for students.	N/A
Project Manager	Work to Complete	Response
Stacey Wheatley	Installing and developing the Emita Playscape. Installation of the equipment is scheduled for November/December 2017.	N/A

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.		
2.1.1.8 Emita Hall and grounds maintenance and management requirements identified and completed to budget.		
Schedule: Ongoing Status: At risk	Work Completed	Issues/Risks
	N/A	Risk of stakeholder dissatisfaction and disengagement.
Project Manager	Work to Complete	Response
Stacey Wheatley	Priority task list to be developed for the Emita Hall and action as per the list.	Staff have been allocated to this project and task priority list will be actioned as soon as possible. Staff to attend committee meetings as needed to ensure support for this group.

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.		
2.1.1.9 Identify potential for future upgrades or works to grounds, buildings and cemeteries.		
Schedule: Ongoing Status: At risk	Work Completed	Issues/Risks
	No progress to report at this time.	N/A
Project Manager	Work to Complete	Response
Stacey Wheatley	N/A	N/A

2.1.2 An efficient and sustainable source of resource materials to support public and private works.		
2.1.2.1 Develop and operate Lughrata Gravel Quarry and Cannes Hill Gravel Quarry in accordance with all relevant codes, standards, and permit conditions.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	We will begin the resheeting program on northern roads using Lughrata Gravel Quarry in the next quarter.	N/A

2.1.3 Public Open Space funds to support community recreation and access opportunities.		
2.1.3.1 Public Open Space Policy to be re-written and adopted by Council.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	A draft open space policy has been drafted.	not at this point
Project Manager	Work to Complete	Response
Robyn Cox	No further work will be conducted until Local Provisions Schedules and accompanying documentation have been drafted.	N/A

2.1.4 Asset Management Plan implemented.		
2.1.4.1 Deliver services as per the Long Term Asset Management Plan 17/18.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Work undertaken on Long Term Asset Management Plan as scheduled on roads, bridges and plant replacement.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	N/A	N/A

2.1.4 Asset Management Plan implemented.		
2.1.4.2 Roads, bridges and culverts are maintained and managed in line with budget allocations provided and AusSpan recommendations.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Roads, culverts and bridges are maintained in line with budget allocations and Auspan recommendations. Culverts have been cleared on all roads north of the airport.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Bridgework, other than guard rail replacement, is undertaken in the drier months to enable ease of access.	N/A

2.1.4 Asset Management Plan implemented.		
2.1.4.3 Reseal 5 kilometres of bitumen road.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	A Tender document for the supply of bitumen was issued on September 19th and will close on October 10th. It was advertised in the Examiner on September 23rd. All previous tenderers were emailed advice of the new tender on September 19th.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	We will have to import approximately 450 Tonnes of 10mm aggregate to complete the reseal program. Quotes will be obtained early next month for purchase and freight.	N/A

2.1.4 Asset Management Plan implemented.		
2.1.4.4 Continue monitoring of stabilised roads and investigate new methods.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	A deflectorgraph truck has been used on Runway 14/32 and Coast Road to determine the strength of the stabilised areas and be able to compare that with the unstabilised runway and road. We should be getting some data back from Pitt & Sherry soon.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Send data on to Hyways Stabilisers for their information to aid in providing an improved version of stabilising if required.	N/A

2.1.4 Asset Management Plan implemented.		
2.1.4.5 Resheet the equivalent of 15 kilometres.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Resheeting northern roads will start in the next quarter.	N/A

2.1.4 Asset Management Plan implemented.		
2.1.4.6 Undertake required works to Bridge Railings outlined in The Bridge Railing Risk Assessment and Replacement Schedule.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Bridge railing is on island for three bridges being Chew Tobacco Creek on Thule Rd, Killeicrankie Creek on Killeicrankie Road and Patriachs Creek on Memana Rd. We expect to have these erected by the end of the calendar year.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	We will be ordering guard rails for a further seven bridges in the next quarter and expect to have them all in place by the end of the financial year.	N/A

2.1.4 Asset Management Plan implemented.		
2.1.4.7 Review and upgrade Plant & Equipment in accordance with the Plant Capital Expenditure Plan 2014-2024.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The only item in this year's budget is a second hand forklift and one has not been sourced as yet. Items removed from the 2017/18 budget were: a) Grader - the unit currently having approximately 6,500 hrs use and should be good to keep for at least another year or two depending on works requirements; b) Loader - the unit currently having approximately 3,600 hrs use and should be good to keep for at least another year or two depending on works requirements; and c) Hook Lift Truck - the unit is used extensively with transfer station pickups and was overlooked for replacement due to what was thought to be a shift to bin collections in the near future. Now that the arrangement with Toxfree is no longer valid, we may have to re-look at replacing this unit.	Gearbox will need to be replaced in Hook Lift Truck if we are to retain it.
Project Manager	Work to Complete	Response
Brian Barnewall	Keep searching for a good secondhand forklift.	Price up a changeover gearbox

2.1.4 Asset Management Plan implemented.		
2.1.4.8 Identify priority areas and undertake cost benefit to determine a sealed road extension program.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Palana Road extension costed and broad options presented to Council before project being included in Council's September 2017 Priority Projects List. Cost benefit analysis commissioned.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Finalise Cost Benefit analysis review for sealing 29 km of Plan Road. Determine a rationale for future sealed road extensions.	N/A

2.1.5 Crown owned land is obtained for Council/Community need.		
2.1.5.1 Liaise with Crown Land Services to reach agreement on land transfers.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The only property on the list currently is 4 Davies Street. The land is improved with Council's office building, Duck Pond, playground, State Library and half of the Flinders Arts and Entertainment Centre (FAEC). Unfortunately Council is only able to make application for one parcel of land at a time so this project will continue until all are obtained.	Only the inability to make application for more than one parcel of land at any one time. This means that land must be prioritised accordingly.
Project Manager	Work to Complete	Response
Jacci Viney	The final hold up with the purchase of 4 Davies Street relates to the inclusion of the State Library. If Council were to own the land they would also need to own that building. A lease is being drafted between Council and the State Education Department (library owner) to ensure that each party is satisfied with the continuing library building arrangements.	Attempt to prioritise land based on Community or financial requirement.

2.1.6 Stormwater Management Plan developed.		
2.1.6.1 Stormwater management plan for all townships completed and approved by Council.		
Schedule: Ongoing Status: At risk	Work Completed	Issues/Risks
	No progress to report at this time.	Progress may be limited without additional resources being made available
Project Manager	Work to Complete	Response
Jacci Viney	Action will depend on additional resources being identified	N/A

2.1.7 Lagoon Road Recreational Facility and stormwater management area established.		
2.1.7.1 Develop a concept plan for Lagoon Road site in line with Whitemark Structure Plan in consultation with the local community and commence works.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Selected consultants to complete a flood study.	While there is an opportunity to improve public open space, the issue is that it is unclear what to do with the lagoon site within affordable limits. The preparation of a concept plan may be wasted if the site is too costly to develop
Project Manager	Work to Complete	Response
Robyn Cox	Consultation on options for the site.	ensure there is sufficient information and data available to make an informed decision about the future of the site

2. Infrastructure and Services

2.3 Minimise environmental and health risks from waste collection and disposal and maximise opportunities to reduce, reuse or recycle resources.

2.3.1 Waste Management Strategy Implemented.		
2.3.1.1 Complete Preferred Contractor Engagement model to manage and operate municipal waste management services.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The decision has been made to go back out to public tender for all components of the scope with the aim to deliver the devised scope of works in part or full. Tender docs recently developed.	Council may hold more risk and liability into the future as the project scope was deemed undeliverable, for budgetary reasons, under a holistic contractor basis.
Project Manager	Work to Complete	Response
Jacci Viney	Public consultation and tender documents prepared for public release.	Tender to be presented to public as part or full. Response to tender will determine outcomes.

2. Infrastructure and Services

2.4 Develop and implement solutions that mitigate environmental and health risks from wastewater treatment and disposal.

2.4.1 Upgraded onsite wastewater systems on all public amenities.		
2.4.1.1 Upgrade and commission Furneaux Arts and Entertainment Centre (FAEC) and Emita Hall onsite waste water systems.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Waste water designer to complete final reports.	Liaison with stakeholders and their requirements is influencing system design
Project Manager	Work to Complete	Response
Jacci Viney	Plumber to provide quote on works.	Community Development liaison to work with playscape. Stormwater (building drainage) to be addressed at Emita. Carparking and Duckpond play area to be considered at Whitemark.

2.4.2 A "pump out" based wastewater collection, transport, treatment and disposal system.		
2.4.2.1 Continue investigations for development of a wastewater pump out, treatment and disposal system for Flinders Island.		
Schedule: Ongoing Status: At risk	Work Completed	Issues/Risks
	N/A	Progress limited by current resource allocation
Project Manager	Work to Complete	Response
Jacci Viney	N/A	N/A

2. Infrastructure and Services

2.5 Work proactively with other infrastructure service providers.

2.5.1 Infrastructure services that are appropriate for Island conditions, sustainable and are accepted and valued by the local community.

2.5.1.1 As a contractor for the State Government undertake a major reseal project on the State Road.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Approximately 6 kilometres of the State Road will be resealed this financial year at a cost to Stategrowth of approximately \$300,000.00. A bitumen supply tender is currently open to the market.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Securing additional 10mm aggregate for the reseal.	N/A

2.5.2 Increased penetration of renewable energy into the Island's energy systems.

2.5.2.1 Assist Hydro Tas to market, promote and showcase the new renewable energy system on Flinders Island (Official Opening)

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No progress to report at this time.	N/A
Project Manager	Work to Complete	Response
Stacey Wheatley	N/A	N/A

2. Infrastructure and Services

2.6 Protect and enhance high quality natural values and environmental assets.

2.6.1 Parks and Wildlife Services (PWS) and Council cooperatively operate and maintain relevant facilities (toilets, camp grounds, picnic areas etc.).

2.6.1.1 Implement a Memorandum of Understanding (MoU) with the local PWS staff for the development, operation and maintenance of facilities and assets for which both parties have a joint interest.

Schedule: Ongoing Status: Going well	Work Completed Discussions have commenced with local PWS staff as well as with the General Manager of PWS regarding a refined approach to sharing of resources.	Issues/Risks N/A
Project Manager	Work to Complete	Response
Bill Boehm	Further discussions with regional staff.	N/A

2.6.3 Advocacy for higher levels of maintenance and funding for walking trails and associated assets.

2.6.3.1 Lobby the State Government for increased PWS funding to support the maintenance of existing walking trails and assets.

Schedule: Ongoing Status: Going well	Work Completed Discussions have commenced with local PWS staff as well as with the PWS General Manager regarding a refined approach to sharing of resources. Maintenance of existing walking trails may come into consideration.	Issues/Risks N/A
Project Manager	Work to Complete	Response
Bill Boehm	Further discussions with PWS regional staff.	N/A

2.6.4 Planning Scheme supports visual amenity and open space, contributing to recreation and tourism experiences.

2.6.4.1 Identify ways to protect natural assets in absence of applicable State Code.

Schedule: Ongoing Status: Going well	Work Completed Identifying natural assets in all zoning strategies and zone conversion tables for each locality.	Issues/Risks N/A
Project Manager	Work to Complete	Response
Robyn Cox	The Northern Region Technical Reference Group has commissioned a consultant to conduct priority vegetation mapping for all councils in the northern region. This will be completed within the next reporting period and will form the basis of the overlay representing the extent of the Natural Assets Code.	N/A

3. Access and Connectivity

3.1 Maintain or better the standard of sea access to the Islands.

3.1.1 Advocacy for improved port and freighting operations.		
3.1.1.1 Furneaux Group Shipping Special Committee of Council advocates on behalf of the community.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Furneaux Group Special Committee Meeting scheduled for 6 September did not proceed as a quorum was not present.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	The Furneaux Group Special Committee Meeting has been rescheduled for early November.	N/A

3.1.2 Economic viability of developing an all-weather recreational and leisure vessel harbour investigated.		
3.1.2.1 Complete the business case for the Flinders Island marine access and safe harbour project.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Draft report presented to September Council Workshop and interested stakeholders. Final Report adopted at the September Council Meeting. Project included as Council's top priority project with presentation and submission to the State Government Treasurer and Senators Bushby and Duniam.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Business Case completed. Action of project required.	N/A

3. Access and Connectivity

3.2 Maintain air access to the Island and improve performance of the airport.

3.2.1 Improved operation and financial performance of airport.

3.2.1.1 Assist, where feasible, in the provision of hangar infrastructure for commercial and private aviators.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Review this project along with others associated with the airport and incorporated in the Airport Master Plan. Continued stakeholder engagement with potential commercial and private hangar operators. Detailed site survey undertaken. Regular reports to Council and the Furneaux Group Aviation Special Committee. General review of fees and charges completed.	The length of time that this project has been in train may cause issues for some potential clients. This project is one of a number requiring long term solutions which may impact on Council's budget.
Project Manager	Work to Complete	Response
Bill Boehm	Continued discussion with potential commercial and private hangar operators. Subject to satisfactory discussions, develop some design concepts ahead of potential designs.	Maintain dialogue with all stakeholders and keep Council informed throughout process.

3.2.1 Improved operation and financial performance of airport.

3.2.1.2 Carry out runway pavement repairs as required.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Four minor patches repaired that were all under 2mx2m.	N/A
Project Manager	Work to Complete	Response
Cody Swan	Repairs as required.	N/A

3.2.1 Improved operation and financial performance of airport.

3.2.1.3 Work collaboratively with Registered Passenger Transport (RPT) provider to ensure secure service levels are maintained.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Meeting with RPT provider to discuss services, leases and fuel facility.	N/A

3.2.1 Improved operation and financial performance of airport.		
3.2.1.4 Investigate options to maintain long term serviceability of the long runway.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Pitt & Sherry tested the long runway with a deflectograph truck to enable us to compare runway strength data between the various methods of runway patching that have taken place. The data should be available soon. All patching required by Aurecon and CASA for the continued use of the runway have been done.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Simon Oakley from Aurecon will be visiting for another inspection on October 2nd. Data, when recieved from Pitt & Sherry, will be passed on to Aurecon for evaluation and to Hyways Stabilisers for their records and for possible future improvement of replacement methods.	N/A

3.2.1 Improved operation and financial performance of airport.		
3.2.1.5 Investigate and compare fees, charges and the relevant rationale with other regional airports and develop a rationale applicable to Flinders.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	A costings review has been provided to Council by QC3 Consulting and is now being scrutinised for possible changes to fees and charges to take place next financial year.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Discussions with air operators, car hire operators and providing a report to Council with recommendations.	N/A

3.2.1 Improved operation and financial performance of airport.		
3.2.1.6 Investigate ways to make the airport more sustainable.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Investigations are continuing into developing the Airport to provide additional revenue. These include leasing areas for private and commercial hangar builds, re-arranging terminal area to accomodate additional rental opportunities and future terminal upgrade, future undercover parking and storage area and the possibility of creating an airpark and selling blocks of land for development.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	All of the above.	N/A

3.2.1 Improved operation and financial performance of airport.		
3.2.1.7 Review need for Furneaux Group Aviation Special Committee of Council in favour of focused stakeholder engagement with direct reports to Council		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No progress to report at this time.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	N/A	N/A

3. Access and Connectivity

3.3 Improved telecommunications for the benefit of local community and economy.

3.3.1 Improved communications with telecommunication service providers in order to encourage new investment and improved services.
3.3.1.1 Collaborate and advocate for an upgrade plan for telecommunications.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Building Better Regions Funding application for the Telecommunications upgrade project was successful. Deed of undertaking with the Building Better Regions Fund AusIndustry has been completed.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Implement project.	N/A

3.3.2 Major upgrades to telecommunication infrastructure and services on the Islands.
3.3.2.1 Lobby for Building Better Regions Fund application.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Discussions with various Federal members of parliament undertaken. Building Better Regions Fund Telecommunication Project funding was successful.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	N/A	N/A

4. Strategic, Efficient and Effective Organisation

4.1 Remain actively engaged with internal and external stakeholders providing regional leadership.

4.1.1 The Furneaux Islands' unique circumstances, isolated community and specific financial needs are understood by key external stakeholders.

4.1.1.1 Investigate the disadvantages experienced by the Community from living within the Furneaux region and lobby for an amendment to the Bass Strait Passenger Vehicle Equalisation Scheme (BSPVES) to include an intrastate component i.e between 'mainland' Tasmania and the Furneaux Group.

Schedule: Ongoing Status: Going well	Work Completed Project on hold pending decision on complementary project funding for Building Better Regions Funding under the Community Investments Stream for a Flinders Business and Social Structural Review. Notification received late September that the application was successful.	Issues/Risks N/A
Project Manager	Work to Complete	Response
Bill Boehm	Finalise Flinders Business and Social Structural Review Project which includes this element.	N/A

4.1.1 The Furneaux Islands' unique circumstances, isolated community and specific financial needs are understood by key external stakeholders.

4.1.1.2 Contribute to technical reference group work program of Northern Tasmania Development Corporation (NTDC).

Schedule: Ongoing Status: Going well	Work Completed N/A	Issues/Risks N/A
Project Manager	Work to Complete	Response
Robyn Cox	N/A	N/A

4.1.1 The Furneaux Islands' unique circumstances, isolated community and specific financial needs are understood by key external stakeholders.

4.1.1.3 Maintain membership and actively engage with NTDC, Local Government Association (LGAT) and Tourism North Tasmania (TNT).

Schedule: Ongoing Status: Going well	Work Completed Meetings with Northern Tasmania Development Corporation (NTDC), Local Government Association (LGAT) and Tourism North Tasmania (TNT) undertaken. Separate CEO meetings with NDTC and Tourism North Tasmania (TNT) undertaken.	Issues/Risks N/A
Project Manager	Work to Complete	Response
Bill Boehm	Continue dialogue as per scheduled meetings.	N/A

4.1.1 The Furneaux Islands' unique circumstances, isolated community and specific financial needs are understood by key external stakeholders.

4.1.1.4 Review priority projects list by the end of September 2017.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Review completed and Priority Project list adopted at the September Council Meeting. List comprises Lady Barron Safe Harbour, Palana Road sealing and transfer of ownership, Airport Runway upgrade and support for Flinders Island Sports and RSL Club Redevelopment.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Implement lobbying for each project identified.	N/A

4.1.1 The Furneaux Islands' unique circumstances, isolated community and specific financial needs are understood by key external stakeholders.

4.1.1.5 Maintain representation and engagement with TasWater and the Office of Tasmania Regulator Consultative Committee (OCCC).

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Representation and engagement with TasWater and the Office of Tasmania Regulator Consultative Committee (OCCC) maintained through regular meetings as represented by Cr Willis and Cr P Rhodes. Council also represented with respect to proposed TasWater takeover by the State Government.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Representation and engagement with TasWater and the Office of Tasmania Regulator Consultative Committee (OCCC) to be maintained through regular meetings as represented by Cr Willis and Cr P Rhodes.	N/A

4.1.2 Cooperative and coordinated delivery of Indigenous community services.

4.1.2.1 Proactively collaborate with key State Government departments, the Cape Barren Island Aboriginal Association and Flinders Island Aboriginal Association to pursue joint funding proposals through the Indigenous Advancement Strategy.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Collaboration through General Manager with the Cape Barren Island Aboriginal Association Inc. CEO and support staff with main focus relating to the proposed construction of BBQ's on Cape Barren Island. Mayor met with the Flinders Island Aboriginal Association CEO with subsequent presentation to the September Council Workshop on Housing Issues.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	N/A	N/A

4. Strategic, Efficient and Effective Organisation

4.2 Support processes, accountability and project delivery through transparent reporting.

4.2.1 Priorities, actions and achievements are planned and reported through an integrated governance and management framework.

4.2.1.1 Coordinate quarterly reporting to Council on financials and achievement of Annual Plan actions.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Institute of Project Management (IPM) has been engaged to develop a new quarterly reporting system for Council. Staff have been trained in how to use the new system and the quarterly report going to the October Council Meeting will be the first report generated from this system. Due to staff leave, the quarterly financial report will not be presented this quarter.	N/A
Project Manager	Work to Complete	Response
Vicki Warden	Gaining feed back from staff and Councillors on the new reporting system and working with IPM to fine tune the system and develop a range of other reporting formats.	N/A

4.2.1 Priorities, actions and achievements are planned and reported through an integrated governance and management framework.

4.2.1.2 Provide quarterly reporting to Council on Council's financial investments.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No progress to report at this time.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.2.2 Efficient and coordinated delivery of projects across the organisation.

4.2.2.1 Utilise project management framework and associated procedures.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Project management framework and associated procedures utilised by staff and overseen by General Manager.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Project management framework and associated procedures to continue to be utilised by staff and overseen by General Manager.	N/A

4.2.3 Administrative support provided to Council.		
4.2.3.1 Deliver the Community Grants and Gunn Bequest funding program.		
Schedule: Ongoing Status: Not started	Work Completed	Issues/Risks
	This project will commence in February 2018.	N/A
Project Manager	Work to Complete	Response
Vicki Warden	N/A	N/A

4.2.3 Administrative support provided to Council.		
4.2.3.2 Administer the Citizen of the Year Award program.		
Schedule: 1st of Jul 2017 to 31st of Oct 2017 Progress: 80% Status: Going well	Work Completed	Issues/Risks
	The Citizen of the Year Award was advertised in Island News. Applications were considered by Council at the September Closed Council Meeting and a recipient was chosen.	N/A
Project Manager	Work to Complete	Response
Vicki Warden	The recipient will be presented with the award at the Flinders Island Show in October.	N/A

4. Strategic, Efficient and Effective Organisation

4.3 Ensure Council meets its statutory obligations and manages corporate and community risk.

4.3.1 Development undertaken in accordance with relevant development standards and legislative requirements.
4.3.1.1 Ensure regulatory compliance for buildings and structures.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	West Tamar allocated resources	Council have an obligation to address illegal works issues.
Project Manager	Work to Complete	Response
Jacci Viney	West Tamar allocated resources	Support from West Tamar Council is helpful.

4.3.10 Requirements of the Public Interest Disclosure Act 2002 complied with by responding to disclosures.
4.3.10.1 Process and investigate public interest disclosures as required.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No requests have been received.	N/A
Project Manager	Work to Complete	Response
Vicki Warden	N/A	N/A

4.3.11 Requirements of the Right to Information Act 2009 complied with by responding to applications for information disclosure.
4.3.11.1 Assess and action applications for information disclosure as required.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No public applications have been received.	N/A
Project Manager	Work to Complete	Response
Vicki Warden	N/A	N/A

4.3.12 Annual budget estimates and reviews.
4.3.12.1 Budget estimates and reviews delivered within required timeframes.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	2017/18 Budget estimates and 2016/17 reviews delivered within required time frames. All associated actions completed.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.3.13 Financial management processes comply with Tasmanian Audit Office requirements.		
4.3.13.1 Actively engage with the Tasmanian Audit Office and substantially comply with Audit process and recommendations.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Tasmanian Audit Office actively engage on a continuous basis and audit process and recommendations complied with. Financials signed off and submitted on time.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.3.14 Input into the State Government "Sustainability Indicators" project provided.		
4.3.14.1 Provide the Tasmanian State Government with a response to the "Sustainability Indicators" process and project within required timeframes.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Sustainability indicators included in Councils Annual Financials.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.3.15 Flinders Council Audit Panel functions effectively and efficiently.		
4.3.15.1 Support the functions of the Flinders Council Audit Panel.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Following an extensive research an independent Audit Chair was sourced and formally appointed at the September Council Meeting.	Delay in being able to make an appointment has meant that the normal meeting schedule has been disrupted.
Project Manager	Work to Complete	Response
Sophie Pitchford	Briefing new Audit Chair who will then commence work through initiating the next Audit Panel Meeting.	The ongoing program of Audit Panel work will rectify this issue.

4.3.18 Furneaux Fire Area Management Committee functions efficiently and effectively.		
4.3.18.1 Support the functions of the Furneaux Fire Area Management Committee.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Next Meeting to be scheduled prior to commencement of fire season.	N/A

4.3.19 Appropriate plans and available resources in place to where possible mitigate and respond to identified risks and incidents.		
4.3.19.1 In conjunction with other emergency response groups, have appropriate plans and available resources in place to where possible mitigate and respond to identified risks and incidents.		
Schedule: Ongoing Status: Going well	Work Completed Established new Emergency Management Coordinator. Municipal Emergency Management Plan (MEMP) review commenced.	Issues/Risks Bushfire season approaching.
Project Manager Jacci Viney	Work to Complete Aboriginal associations liaised with regarding "looking after our mob" emergency management planning and possible inclusion into MEMP. Future training scheduled for new year.	Response Regional manager has advised that Flinders is in a good position to deal with emergencies. Planning and training etc. will continue.

4.3.19 Appropriate plans and available resources in place to where possible mitigate and respond to identified risks and incidents.		
4.3.19.2 Provide support to Flinders Municipal Emergency Management Committee.		
Schedule: Ongoing Status: Going well	Work Completed Attended Emergency Management Committee Meeting. Council nominated Jacci Viney to fill the Flinders Municipal Emergency Management Coordinator position and Kelly Blundstone the Deputy Coordinator position.	Issues/Risks N/A
Project Manager Jacci Viney	Work to Complete Attend and represent Council at future Meetings	Response N/A

4.3.19 Appropriate plans and available resources in place to where possible mitigate and respond to identified risks and incidents.		
4.3.19.3 Review the Flinders Municipal Emergency Management Plan.		
Schedule: Ongoing Status: Going well	Work Completed Review underway.	Issues/Risks N/A
Project Manager Jacci Viney	Work to Complete N/A	Response N/A

4.3.19 Appropriate plans and available resources in place to where possible mitigate and respond to identified risks and incidents.		
4.3.19.4 Provide assistance and support to the Recovery Coordinator to establish, promote and coordinate the Recovery Committee as subcommittee of the Municipal Emergency Management Committee.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Newly established Emergency Management Coordinator. Recovery response and positions taken into account re all training, communication and planning.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	Municipal Emergency Management Plan currently under review.	N/A

4.3.19 Appropriate plans and available resources in place to where possible mitigate and respond to identified risks and incidents.		
4.3.19.5 Identify, assist to facilitate and coordinate Emergency Management/Recovery related training when opportunities arise.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Training scheduled for new year.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	N/A

4.3.20 Compliance of airport operations with requirements of CASA and other regulators.		
4.3.20.1 Ensure all technical, safety, obstacle limitation surveys (OLS) and lighting inspections are undertaken and all recommendations carried out in accordance with reports..		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Work will commence in the second quarter.	N/A
Project Manager	Work to Complete	Response
Cody Swan	Technical Inspection due in November. Lighting Inspection scheduled for November. OLS survey due in December.	N/A

4.3.20 Compliance of airport operations with requirements of CASA and other regulators.		
4.3.20.2 Update transport security program and carry out a security audit.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Transport Security Program has been reviewed and submitted to the Office of Transport Security.	N/A
Project Manager	Work to Complete	Response
Cody Swan	Security audit.	N/A

4.3.21 An integrated and strategic approach to financial and asset management.		
4.3.21.1 Maintain a long-term financial plan in accordance with the Local Government Act 1993.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Asset Valuations updated.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Review the form of plan and substance to improve understanding.	N/A

4.3.21 An integrated and strategic approach to financial and asset management.		
4.3.21.2 Maintain an Asset Management Plan in accordance with the Local Government Act 1993.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Asset Valuations updated.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Review the form of plan and substance to improve understanding.	N/A

4.3.21 An integrated and strategic approach to financial and asset management.		
4.3.21.3 Maintain financial and asset management strategies in accordance with the Local Government Act 1993.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Asset Valuations updated.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.3.21 An integrated and strategic approach to financial and asset management.		
4.3.21.4 Maintain an asset management policy in accordance with the Local Government Act 1993.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Policy maintained.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.3.22 Financial Statements include Financial and Asset Management Sustainability Indicators in accordance with the Local Government Act 1993.		
4.3.22.1 Include Financial and Asset Management Sustainability Indicators in the Annual Report.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Include audit information in Annual Report.	N/A

4.3.23 Create annual rates invoice, supplementary valuations and annual adjustment factors processed.		
4.3.23.1 Process annual rate notices, supplementary valuations and annual adjustment factors.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Annual rate notices processed following revaluation and change in methodology, including supplementary valuations. Annual adjustment factors not required.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Supplementary valuation to be processed as required during the year.	N/A

4.3.23 Create annual rates invoice, supplementary valuations and annual adjustment factors processed.		
4.3.23.2 Ensure rates' modelling accurately reflects Council's policy position in relation to the adopted rates methodology and that natural growth returns are accurately captured.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Rates' modelling accurately reflects Council's policy position in relation to the adopted rates methodology with natural growth returns being accurately captured.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Update not required until 2018/19 budget	N/A

4.3.24 Roads to Recovery reporting requirements met.		
4.3.24.1 Submit quarterly reports to the Department of Infrastructure and Transport to comply with the Roads to Recovery Funding.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Amended quarterly report for Roads to Recovery funding provided to the Department of Infrastructure and Transport.	Need to increase roads to Recovery Expenditure will require a reworked Council Capital Works program to be developed
Project Manager	Work to Complete	Response
Sophie Pitchford	Amended program to increase Roads to Recovery funding as previously Council had difficulty in spending the required own source revenue.	Amend Capital Works Program

4.3.25 Mineral Resource returns to Mineral Resource Tasmania.		
4.3.25.1 Submit quarterly Mineral Resource returns to Mineral Resource Tasmania.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Unable to verify at this time.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.3.26 Superannuation and Taxation obligations met.		
4.3.26.1 Process Business Activity Statements, Superannuation contributions, Payroll Tax and Fringe Benefits Tax Returns.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Business Activity Statements, Superannuation contributions, Payroll Tax and Fringe Benefits Tax Returns completed.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.3.27 Annual Fire Levy returns submitted to the State Fire Commission.		
4.3.27.1 Submit annual Fire Levy returns to the State Fire Commission.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Completed.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.3.28 Requirements of the Public Health Act 1997 are met.		
4.3.28.1 Register private water suppliers in accordance with the Drinking Water Quality Guidelines (Public Health Act).		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Liaison continues with State Health regarding signage for regulating private water suppliers. Larger schemes have been registered.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	N/A

4.3.28 Requirements of the Public Health Act 1997 are met.		
4.3.28.2 Register warm water system providers in accordance with the legionella guidelines.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Only one registration requirement on the Island. Registered.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	N/A

4.3.28 Requirements of the Public Health Act 1997 are met.		
4.3.28.3 Deliver the annual recreational water sampling program.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Report presented to Department of Health and Human Services (DHHS).	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	N/A

4.3.28 Requirements of the Public Health Act 1997 are met.		
4.3.28.4 Provide a structured inspection program for all environmental health related facilities and activities and provide support as required.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Work is generally reactive with more support required around August when food businesses are renewed and the Island trade starts to ramp up.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	More food inspections and Food Safety Seminars.	N/A

4.3.28 Requirements of the Public Health Act 1997 are met.		
4.3.28.5 Carry out school based Immunisation Programs.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Immunisation program, as scheduled, is on track. Meningococcal W vaccine was released as a subservient project to the program and has been well received to date.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	Reporting to Dept. of Health and Human Services still required once annual program complete. Meningococcal W reporting to be completed after all administered.	N/A

4.3.29 Requirements of the Dog Control Act 2000 are met.		
4.3.29.1 Council substantially complies with the requirements of the Dog Control Act 2000.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Dog registration reset as of 1 July. Discount period provided. Moved to "tag for life" regime - black tags without a date - dog maintains same registration number forever unless tag lost.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	Unregistered dog follow up.	N/A

4.3.3 Annual Plans and Reports prepared in accordance with the Local Government Act 1993.		
4.3.3.1 Prepare and deliver an Annual Plan and Annual Report.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The 2017-18 Annual Plan was completed and adopted by Council at the July 2017 Council Meeting. Work has commenced on the 2016-17 Annual Report.	N/A
Project Manager	Work to Complete	Response
Vicki Warden	Completing the 2016-17 Annual Report.	N/A

4.3.30 Requirements of the Building Control Act 2000 are met.		
4.3.30.1 Complete quarterly audits of Council's built assets to ensure compliance of Council buildings.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Inspections completed quarterly. Issues reported to OH & S meeting. Maintenance items addressed from town maintenance budget. Larger items put forward for future budget consideration.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	N/A

4.3.31 Requirements of the Environment Protection Agency (EPA) regulations are met with regard to asbestos.		
4.3.31.1 Undertake regular assessments of asbestos transport operations and disposal to facilitate compliance with the Environmental Protection Agency guidelines and operating conditions.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No asbestos movement for period therefore no activity to report.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	N/A

4.3.5 Requirements of the Archives Act 1983 substantially complied with through improved records management processes.		
4.3.5.1 Develop Information Asset Register.		
Schedule: Ongoing Status: At risk	Work Completed	Issues/Risks
	No progress to report at this time.	Resources currently unavailable to undertake this work.
Project Manager	Work to Complete	Response
Vicki Warden	N/A	N/A

4.3.5 Requirements of the Archives Act 1983 substantially complied with through improved records management processes.		
4.3.5.2 Develop Records Management procedures and standards.		
Schedule: Ongoing Status: At risk	Work Completed	Issues/Risks
	No progress to report at this time.	Resources not currently available to undertake this work.
Project Manager	Work to Complete	Response
Vicki Warden	N/A	N/A

4.3.5 Requirements of the Archives Act 1983 substantially complied with through improved records management processes.		
4.3.5.3 Maintain IT schedule of computer software upgrades and hardware replacements.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	regular program undertaken.	N/A
Project Manager	Work to Complete	Response
Megan Boyes	N/A	N/A

4.3.6 Register of Interests for staff and Elected members maintained as required under the Local Government Act 1993.		
4.3.6.1 Update and maintain Staff and Elected Members' Register of Gifts and Interests. Update and maintain a Related Party Disclosure Register for Councillors and key Management personnel.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	These registers are updated and maintained as new entries and/or changes to entries are received.	N/A
Project Manager	Work to Complete	Response
Vicki Warden	N/A	N/A

4.3.7 General Manager's Roll maintained for election purposes as required under the Local Government Act 1993.

4.3.7.1 Update and maintain General Manager's Roll.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Roll is updated and maintained as new entries and/or changed entries are received.	N/A
Project Manager	Work to Complete	Response
Vicki Warden	N/A	N/A

4.3.9 Maintain Council's Policy Manual and Instrument of Delegation.

4.3.9.1 Policies reviewed in compliance with regulations and timeframes.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Rates and Charges Policy and the Credit Card Policy and Procedures were adopted at the July 2017 Council Meeting. The Related Party Disclosure Policy and Procedure were adopted and the Council Policy Manual Policy was reviewed but no changes made at the August Council Meeting. The Investment Policy was adopted at the September Council Meeting.	N/A
Project Manager	Work to Complete	Response
Vicki Warden	Staff will endeavour to prepare more policies to present to Council for review.	N/A

4.3.9 Maintain Council's Policy Manual and Instrument of Delegation.

4.3.9.2 Review and revise Instrument of Delegation as required.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Instrument of Delegation was reviewed, updated and adopted at the August 2017 Council Meeting.	N/A
Project Manager	Work to Complete	Response
Vicki Warden	Letters notifying changes to delegation will be prepared and sent to the appropriate staff.	N/A

4. Strategic, Efficient and Effective Organisation

4.4 Drive continuous improvement through a focus on customer service, community engagement, efficient systems and processes, innovation, capacity building and workforce development.

4.4.1 A healthy and safe place to work.		
4.4.1.1 Review Council's Safety System and processes. Continue staff consultation and training around Workplace Health and Safety. Organise Worksafe Tasmania Safety Advisors annual visit.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	vPMO now being used for contractor management and staff are using it to engage contractors. Still in development and working on increasing its use and making it user friendly. Zero harm staff training will be completed by Works and Services staff and several other staff members as part of National Worksafe month. Works and Services staff monthly safety meetings continue using Montie for educational safety information. Equipment maintenance log has been put in place to report any faulty equipment on site. Job Safety Analysis (JSA) has been reviewed and signed by Works and Services and Airport staff. Chemcert training has been booked in for November. Airport Safety Management meetings being held monthly reviewing the Risk Register. Health and Safety Committee meetings also being held monthly reviewing any safety risks within the Council as well as the Community. Request for Service Register being monitored and addressed at the meetings.	All current risks are being monitored.
Project Manager	Work to Complete	Response
Kara Hallas	Organise Worksafe Tasmania Safety Advisors annual visit for November/December. Organise Works and services staff to complete their First Aid refresher in November as well as any other staff who require completion of the course. Review Council's Health and Safety Policy. Finalise the Alcohol and Other Drug Policy for Council and present to Council for consideration.	If any issues arise contingency plans are in place.

4.4.1 A healthy and safe place to work.		
4.4.1.2 Implement Workplace Health and Wellbeing Program for 2017.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Working with Robyn Mckinnon of Council's Employee Assistance Program (EAP) to have regular mental health and wellbeing monthly discussions at staff meetings. Weekly health and wellbeing posters put in the communal kitchen with staff health recipe ideas. Working with Hydro Tasmania to have joint wellbeing training sessions for staff such as parenting sessions.	N/A
Project Manager	Work to Complete	Response
Kara Hallas	Co-ordinating with Robyn McKinnon and the managers to organise a staff teamwork day during the summer months, to work on building stronger comradery within the staff. Continue to promote general wellbeing within the staff and encourage better communication with staff and managers.	N/A

4.4.2 Continuous improvement program.		
4.4.2.1 Key business processes mapped and documented and continuously reviewed and improved.		
Schedule: Ongoing Status: At risk	Work Completed	Issues/Risks
	Due to lack of resources no internal audits have been completed this quarter.	That the target may not be achieved and the purpose of the internal audit will not be met.
Project Manager	Work to Complete	Response
Kara Hallas	Working towards reaching the target of 10 completed internal audits.	Trying to use the resources available to at least begin towards achieving the target.

4.4.2 Continuous improvement program.		
4.4.2.2 Provide professional development opportunities to Elected Members.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Mayor attended LGAT Annual Conference.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	N/A	N/A

4.4.3 A skilled workforce that provides core strategic, planning and operational capability.		
4.4.3.1 Continue to provide professional development opportunities to staff.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Currently provided in an adhoc continuous manner as opportunities arise. Personality Profiling Training programmed.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Explore a more systematic approach through a performance development system.	N/A

4.4.4 Compliance with the requirements of the Work Health and Safety Act 2012. A safe working environment where staff, volunteers and contractors understand safety issues, are supported and take individual responsibility for safety.		
4.4.4.1 Review Volunteer Register and management processes.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Volunteer Register is in its beginning stages as the Contractor Management System is still being finalised and the Volunteer Register will be produced once this is done.	No, because volunteers are giving the council their details and inductions are being done.
Project Manager	Work to Complete	Response
Kara Hallas	Creating the Volunteer Register and having it effectively working by the end of the year.	N/A

4.4.4 Compliance with the requirements of the Work Health and Safety Act 2012. A safe working environment where staff, volunteers and contractors understand safety issues, are supported and take individual responsibility for safety.		
4.4.4.2 Continue monthly OHS Meetings with Works Depot and OHS Committee.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Have undertaken two safety meetings with both the Works and Services staff and the OHS Committee. Addressing on-going Health and Safety Risks within the Works and Services Department's frame of work and within the Community with the OHS Committee.	Currently there is no risks that stakeholders need to be aware.
Project Manager	Work to Complete	Response
Kara Hallas	Will be conducting three more meetings before the end of the year and addressing any potential risks that may arise as well as addressing and resolving any hazards or incidents that are reported.	N/A

4.4.4 Compliance with the requirements of the Work Health and Safety Act 2012. A safe working environment where staff, volunteers and contractors understand safety issues, are supported and take individual responsibility for safety.

4.4.4.3 Review and update Council owned buildings, emergency evacuation plans and procedures in accordance with Tasmanian Fire Service.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Fire and emergency evacuation plans have been completed for all hire-able council buildings such as the halls. They have all been approved by Tas Fire and have now been erected in the halls as well as added to the hire agreement paperwork; this includes the evacuation plan, site diagram and warden equipment and a checklist to follow. The council office evacuation plan has been updated and several council staff members have completed fire and first response training.	There are currently no risks or issues.
Project Manager	Work to Complete	Response
Kara Hallas	Completion of the council building fire and emergency evacuation plan updates.	N/A

4.4.4 Compliance with the requirements of the Work Health and Safety Act 2012. A safe working environment where staff, volunteers and contractors understand safety issues, are supported and take individual responsibility for safety.

4.4.4.4 Review an asbestos register for Council owned buildings.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	John Riddle Building is currently completing asbestos reports for all Council owned buildings. Five have been completed and added to our register and for each building there has been an individual register made up and a copy is on site for contractor access as well as a copy at the council office.	From the completed reports there is no evidence of any issues or risks as long as contractors are made aware of the register when doing a site induction.
Project Manager	Work to Complete	Response
Kara Hallas	Once the last reports have been completed they will also be added to the register and copies made for the individual sites.	Ensure that thorough contractor inductions are completed before any commencement of works.

4.4.4 Compliance with the requirements of the Work Health and Safety Act 2012. A safe working environment where staff, volunteers and contractors understand safety issues, are supported and take individual responsibility for safety.

4.4.4.5 Continue to review Risk Register on regular basis and consult with Staff and Councillors.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The 2017 Risk Register has been reviewed and updated. Staff in each sector have been consulted and all risks have been addressed and modified. The Council's top Risks for 2017-2018 has been established and treatment strategies have been agreed upon and have either been put in place or are in the beginning or ongoing stages.	All of the Council's top risks were sent to the General Manager and all of these risks have treatment strategies in place.
Project Manager	Work to Complete	Response
Kara Hallas	If any new risks arise prior to the next review they will be added to the register. If any treatment strategies change or are altered the updates will be entered and the risk adjusted accordingly.	ongoing monitoring of these risks.

4.4.4 Compliance with the requirements of the Work Health and Safety Act 2012. A safe working environment where staff, volunteers and contractors understand safety issues, are supported and take individual responsibility for safety.

4.4.4.6 Implement Contractor Management System in vPMO.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The vPMO contractor management system has been implemented and Council staff are learning how to use the system to ensure anyone providing any works or services to Council are in the system. This allows for the Council to know if licences and insurances are up to date. There are a few issues that are being worked on to make it easier for everyone to access and use.	That in the interim contractors licences and insurances are not being entered correctly and council staff cannot keep check of whether they are insured and still legally qualified to complete services.
Project Manager	Work to Complete	Response
Kara Hallas	Hoping to have the system fully functional asap.	Work with the vPMO team to fix the issues asap.

4.4.4 Compliance with the requirements of the Work Health and Safety Act 2012. A safe working environment where staff, volunteers and contractors understand safety issues, are supported and take individual responsibility for safety.

4.4.4.7 Annual Review Contractor Management Plan.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No progress to report at this time.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.4.4 Compliance with the requirements of the Work Health and Safety Act 2012. A safe working environment where staff, volunteers and contractors understand safety issues, are supported and take individual responsibility for safety.

4.4.4.8 Review Induction Program.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The online Induction Program is on the Council's website and working well. Staff and contractors are using it without any issues. Working on getting the completion certificates sent directly to us to add to the vPMO instead of having to get a copy from the person who has completed the induction.	No
Project Manager	Work to Complete	Response
Kara Hallas	Review the induction checklist for office staff members.	N/A

4.4.4 Compliance with the requirements of the Work Health and Safety Act 2012. A safe working environment where staff, volunteers and contractors understand safety issues, are supported and take individual responsibility for safety.

4.4.4.9 Business Continuity Plan tested.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The 2017 Risk Register has been completed addressing risks to the Council that may affect business continuity. Emergency training completed by several staff members.	just ongoing risks that are monitored.
Project Manager	Work to Complete	Response
Kara Hallas	Reviewing the current Business Continuity Plan and strategies. IT upgrades to telecommunications within the office to ensure back up of information and a stronger online system.	working on strategies to overcome risks and updating and reviewing the continuity plan to ensure are solutions and plans are in place.

4.4.5 An effective and dynamic online presence (Council website).

4.4.5.1 Complete a quarterly review of website content.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Content review completed on a regular basis.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.4.5 An effective and dynamic online presence (Council website).		
4.4.5.2 Continue Council's presence on social media - specifically FaceBook.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Promotion, alerts and good news stories are posted to FaceBook as opportunities arise.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.4.6 A central source of information for tourists and visitors to the Island.		
4.4.6.1 Capture number of enquiries and time spent providing visitor and potential resident information.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Enquiry numbers are recorded by staff and reported to Councillors on a monthly basis.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4.4.7 New Residents Kits.		
4.4.7.1 Supply a New Residents' Information Kit.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The New Residents' Information Kit has been reviewed and updated and is available from the council office and on Council's website.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

4. Strategic, Efficient and Effective Organisation

4.5 Build financial and organisational resilience and maximise returns from Council's capital resources.

4.5.1 Resources utilised to maximise financial and community returns.
4.5.1.1 Continue to investigate and assess opportunities to increase revenues from Council's fleet, plant and equipment.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Council has undertaken a number of small private works jobs this quarter.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Finish private works for Parks and Wildlife Service. Reseal around 6 kilometres of road for Stategrowth.	N/A

4.5.2 Sustainable organisation.
4.5.2.1 Develop and identify an improved communication strategy.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Preliminary work identified the need to allocate a human resource to the task to be potentially supplemented through external support.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Review budget resources.	N/A

4.5.2 Sustainable organisation.
4.5.2.2 Convert existing external storage room into office with linkage to existing building.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Architect engaged and preliminary concept plans prepared and reviewed.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Finalise plans and confirm budget allocation.	N/A

4.5.2 Sustainable organisation.		
4.5.2.3 Relocate record storage area.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No progress to report at this time.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	N/A	N/A

4.5.2 Sustainable organisation.		
4.5.2.4 Update a 10 year financial assessment to identify key funding and financing gap risks.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Asset Valuations updated.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

5. Liveability

5.1 Improve the health and wellbeing of the Island communities through leadership and co-ordination.

5.1.1 Integrated delivery of health promotion activities.		
5.1.1.1 Engage with community and external stakeholders to support and deliver health and wellbeing initiatives to the community.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Staff have been working with the Lady Barron Hall Special Committee to continue usage and review the new Lady Barron Fitness Facility. Usage has increased since the facility opened. Staff successfully applied for an \$800 grant from the Women Get Active Program (GAP) to deliver a health and wellbeing program focused on both the Lady Barron and Whitemark Gyms.	N/A
Project Manager	Work to Complete	Response
Stacey Wheatley	Investigate Sport and Recreation Grant to purchase new equipment for the Lady Barron and Whitemark Gyms. Staff are costing the use of an equipment technician to come to the Island to fix several pieces of equipment at the Whitemark Gym that require maintenance and are currently out of use.	N/A

5.1.1 Integrated delivery of health promotion activities.		
5.1.1.2 Inform youth led health and wellbeing activities through the establishment and training of a Youth Advisory Group.		
Schedule: Ongoing Status: At risk	Work Completed	Issues/Risks
	No progress to report.	The Community Development Team have not had time to progress this action.
Project Manager	Work to Complete	Response
Claire Nicholl	N/A	N/A

5.1.2 Rural Primary Health Service program funding is administered for delivery of health services to the Community.		
5.1.2.1 Facilitate and deliver the services associated with the Primary Health Tasmania Funding.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Rural Health Services are being delivered and are at full capacity. Health Promotion Groups have been established and focus areas developed including programs for Mental Health Week and the Show. Meetings have commenced in this quarter.	Risk of staff burnout due to client load.
Project Manager	Work to Complete	Response
Stacey Wheatley	Service delivery as per usual. Identify gaps and local needs that have resulted from the new service. Work with Royal Flying Doctor Service (RFDS) and staff to identify issues and provide resolution.	Monitor staff and support with reduced times for gym use so that other required work can be completed.

5. Liveability

5.2 Support cultural activities that foster social engagement and emotional wellbeing and provide opportunities for creative expression.

5.2.1 Arts and cultural activities are encouraged and supported.		
5.2.1.1 Work with and support community groups, businesses and organisations to foster and support cultural activities.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Reported on under 1.2.1.2 'promote events activities and programs...'	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Community Development will be supporting the annual Quickshear, and Flinders Island Show.	N/A

5.2.2 Community events and activities are supported, encouraged and delivered.		
5.2.2.1 Encourage the use of recreational and community facilities by supporting community organisations/ individuals to deliver community events and/or activities.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Provided support to the Netball/Football organisers to ensure facilities and required equipment i.e tables were delivered, cleaned and ready for use.	N/A
Project Manager	Work to Complete	Response
Stacey Wheatley	Support with community events during the next quarter including Emita Sports and Quick Shear.	N/A

5.2.2 Community events and activities are supported, encouraged and delivered.		
5.2.2.2 Develop a policy, manage, coordinate and deliver the Furneaux Islands Festival.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	A draft budget has been completed, a sponsorship document has been produced and sponsorship secured including flights and accommodation. Ninety per cent of performers have been secured.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	A plan for marketing and promotion, including social media and Festival website updates. Invitation to stall holders for the Festival Market Day. Secure one final musician. Put catering for the Acoustic Supper out for tender.	N/A

5.2.2 Community events and activities are supported, encouraged and delivered.			
5.2.2.4 Provide and maintain a Funeral Service for the Flinders Island Community that meets public and occupational health and safety standards.			
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks	
	A microphone stand and a speaker stand were purchased to improve the sound at outdoor funerals. The Funeral Director undertook training at Finney Funerals in Launceston.	N/A	
Project Manager	Work to Complete	Response	
Vicki Warden	N/A	N/A	

5. Liveability

5.3 Land use planning conserves natural and cultural values and addresses natural hazards and climate adaption.

5.3.1 Municipal climate change strategy.
5.3.1.1 Finalise a climate adaption strategy for the Municipality.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No progress to report at this time.	N/A
Project Manager	Work to Complete	Response
Robyn Cox	N/A	N/A

5.3.2 Hazard management and climate adaption integrated into specific area plans.
5.3.2.1 Draft Specific Area Plans for coastal hazards.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Robyn Cox	Mapping.	N/A

5.3.3 Biosecurity risks identified and a program to address those risks developed.
5.3.3.1 Liaise with Biosecurity Tasmania to achieve positive outcomes for the community.

Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No contact from Biosecurity Tas (BT) within the period.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	BT had made contact wishing to visit the Island again. Advised that Council liaison would make time suitable to them.	N/A

5.3.4. Planning scheme enhances liveability and protects distinctive local characteristics.		
5.3.4.1 Integrate protection of natural assets in zoning decisions.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Have considered natural values in preparation of locality strategy tables and zoning conversion tables for each locality.	N/A
Project Manager	Work to Complete	Response
Robyn Cox	The application of the Natural Assets Code, mapping for the application of the overlay and implications in the zones to which it applies.	N/A

5.3.4. Planning scheme enhances liveability and protects distinctive local characteristics.		
5.3.4.2 Draft Local Heritage Lists for Local Provisions Schedule Codes.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Have liaised with Planning Policy Unit of Department of Justice and determined that the current list can be treated as a transitional provision alleviating the need to create a new list.	Translating the old list may mean that it is incomplete or that some of the sites may no longer be existing.
Project Manager	Work to Complete	Response
Robyn Cox	N/A	Will include investigations as a low priority under the preparation of all code lists.

2. Infrastructure and Services

2.2 Explore alternative investment and operating models for core and critical island infrastructures and services.

2.2.1 Alternate operational structures for the delivery of infrastructure based services are explored.		
2.2.1.1 Explore options for sealing Palana Road including advocating for State ownership of Palana Road.		
Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Palana Road extension costed and broad options presented to Council before project being included in Council's September 2017 Priority Projects List. Cost benefit analysis commissioned. State Government Treasurer (now Minister for State Growth) provided with a copy of the submission which proposed a partnership arrangement to seal Palana Road and then handover to the State. Presentation to the Director State Growth also undertaken.	Palana Road is the obvious case for a sealed road extension. Growth of the island will be compromised if it does not proceed in a timely manner
Project Manager	Work to Complete	Response
Bill Boehm	Finalise Cost benefit analysis review for sealing 29 km of Palana Road. Revise formal submission to the State Government.	Address once decision of the State Government is either formally accepted or rejected