



2nd Quarterly Report (October - December 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		
This is an inactive project		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: In jeopardy	Work Completed N/A	Issues/Risks 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 Robyn Cox	Work to Complete N/A	Response 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.
1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Sophie Pitchford	Work to Complete This project through a Housing Needs Analysis.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed In conjunction with FITBI prepared Project Brief for a Housing Needs analysis. Through Sarah Courtney MP sought and obtained State Government assistance with the State Government deciding to undertake a review through the Office of the Coordinator - General. They have engaged a consultant to undertake in the first instance an accommodation housing review and will follow up later with a separate tourism review.	Issues/Risks Extent of accurate local information is provided in a timely fashion.
Project Manager Sophie Pitchford	Work to Complete Arrange local contacts and assistance for appointed consultant to undertake work.	Response 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed In conjunction with FITBI prepared Project Brief for a Housing Needs analysis. Through Sarah Courtney MP sought and obtained State Government assistance with the State Government deciding to undertake a review through the Office of the Coordinator - General. They have engaged a consultant to undertake in the first instance an accommodation housing review and will follow up later with a separate tourism review	Issues/Risks Extent of accurate local information is provided in a timely fashion
Project Manager Bill Boehm	Work to Complete Arrange local contacts and assistance for appointed consultant to undertake work	Response Ensure that key stakeholders are engaged

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed In conjunction with FITBI prepared Project Brief for a Housing Needs analysis. Through Sarah Courtney MP sought and obtained State Government assistance with the State Government deciding to undertake a review through the Office of the Coordinator - General. They have engaged a consultant to undertake in the first instance an accommodation housing review and will follow up later with a separate tourism review. This Action part of this process.	Issues/Risks Extent of accurate local information is provided in a timely fashion.
Project Manager Bill Boehm	Work to Complete Arrange local contacts and assistance for appointed consultant to undertake work.	Response 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	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.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed <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 	Issues/Risks <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 Stacey Wheatley	Work to Complete <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>	Response <p>Develop Youth Advisory Group and link in with student leaders group from FIDHS.</p>
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed <p>The Spring School Holiday Program was delivered in October and included the following activities:</p> <p>Whirlwind Film Festival: in partnership with Scotch Oakburn College - 37 attended</p> <p>Show Time Art Activity: Art activities provided to support show entries - 22 attended</p> <p>MC Philly: MC and Hip Hop Artist workshops in partnership with FIAAI - 26 attended</p> <p>Rollerblading: Two rollerblading sessions held at Emita Hall - 32 attended</p> <p>December 2017</p> <p>Performing artist workshops were delivered at the School during the 4th and 9th of December. The artists worked with the students to create giant puppets and create a story which will be performed at the Furneaux Islands Festival. This project was funded by Council and FIAAI with sponsorship from Momentum Energy, School, Furneaux Community Arts, Interstate Hotel, Sharp and Flinders Island Aviation.</p> <p>International artist Stefan Hisler, Tasmanian artist Felicity Horsley</p>	Issues/Risks N/A

	<p>and local playwright Nathan Maynard formed the collaboration. They will return 5th to the 22nd of January.</p> <p>Planning for Surf School, Festival and Summer School Holiday is completed and due for delivery in January.</p> <p>The Community Development team are currently training a new staff member, Daniel Pitcher, in the role of Youth Development.</p>	
Project Manager	Work to Complete	Response
Stacey Wheatley	<p>Planning and delivering Summer School Holiday Program including Box Pony workshops for an event at Emita Sports, surf school throughout January and performing artists workshops which will be incorporated into the Furneaux Islands Festival.</p> <p>Staff training for the Youth Development Officer will also occur in the next quarter.</p> <p>Planning for the Autumn School Holiday Program will commence in this quarter.</p>	N/A

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.

1st Quarter

Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed <p>Van Diemen Project is an Enterprise Centre belonging to State Growth whose role it is to support small business in Northern Tasmania - The Fert Isle Business Event was delivered by the Van Diemen project and was promoted by Community Development through social media and printed materials, as well as via our email mailing lists.</p> <p>Lady Barron Gym inductions have been promoted via email, Island News and facebook.</p> <p>St John Ambulance delivery of community First Aid courses on the Island were promoted, via facebook, email and the Island news.</p> <p>Surf Life saving Tasmania & MAST, Bronze Medallion and Jetski Licencing courses were assisted with venue bookings as well as facebook and email promotions.</p> <p>Furneaux Islands Festival promotion including expressions of interest for chefs, market stall holders and chef mentees.</p>	Issues/Risks <p>N/A</p>
Project Manager	Work to Complete	Response
Claire Nicholl	<p>Promotion and support for Erita Sports and Ten Days on the Island events.</p> <p>Staff will also be promoting Furneaux Islands Festivals, Summer School Holiday Program and Autumn School Holiday Program.</p>	N/A

1.2.2 An islands specific population growth strategy.		
1.2.2.1 Develop population growth strategy.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Work as per first quarter.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	N/A	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.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Prepared a briefing for the Mayor to answer a question asked of Council regarding Land use Strategy and offered a discussion session with FITBI members. Provided extensive comment on two FITBI project briefs.	Issues/Risks The project is directed from an action in the FITBI Destination Action Plan. It is not clear what strategic studies and reports are intended to be liaised on.
Project Manager	Work to Complete	Response
Robyn Cox	N/A	Work on ad hoc requests such as the question to Council.

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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	<p>The partnership with the Van Diemen Project to deliver the Fert-Isle Flinders forum was not fruitful. It became apparent that the goal of delivering discussion and canvassing opportunities to value-add to local commodities was not a shared one.</p> <p>In spite of this, the tour of Island businesses did however provide participating businesses with the opportunity to promote their products. Participating businesses included, Flinders Island Olive Oil, the Bush Pharmacy, and Flinders Island Condimental, as well as Palana Retreat, and Sandro's Silversmith and Gold Jewellery.</p>	<p>The difficulty with collaborating with the Van Diemen Project was that they had their own objectives to meet in terms of number of events/clients serviced.</p> <p>Community Development advice to the Van Diemen Project to postpone the event, as well as include content identified through community development survey & feedback from the first Fert Isle event was not heeded. Despite low local participation, positive outcomes arose by all attendees, with state and federal government representatives obtaining a good understanding of local business needs.</p>
Project Manager	Work to Complete	Response
Claire Nicholl	Work towards providing opportunities to identify and promote value-adding to local commodities will be continuing on a different tack next quarter, under the possible banner of Fert Isle Futures.	Future assistance with small business advice from the Van Diemen Project will be negotiated via a representative group of Island small businesses.

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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Claire Nicholl	Work to Complete 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.	Response N/A

2nd Quarter

Date: 31st December 2017 Schedule: Ongoing Status: Going well	Work Completed The November 27th Fert Isle Business bus tour provided promotion for Flinders Island produce.	Issues/Risks N/A
Project Manager Claire Nicholl	Work to Complete Visiting Chef program for the Furneaux Islands Festival will highlight local produce at the Market and Festival Finale. The Festival Market day will provide an opportunity for local producers to showcase their product. The Food and Crayfish Festival will also provide further opportunities.	Response 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.

1st Quarter

Date: 15th September 2017 Schedule: 2nd July 2017 to 31st January 2018 Progress: 30% Status: Going well	Work Completed 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.	Issues/Risks The risk for this activity is that the funding application will not be successful.
Project Manager Claire Nicholl	Work to Complete 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.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: 2nd July 2017 to 31st January 2018 Progress: 30% Status: Going well	Work Completed Collected registrations from market stall holders. Submitted a successful grant application to the Australia Day Great Ideas Program to bring professional chefs to showcase Island Produce at the Festival Market and Festival Finale BBQ.	Issues/Risks N/A
Project Manager Claire Nicholl	Work to Complete Delivery of the Furneaux Islands Festival Market day and Festival Finale BBQ events which will showcase Island produce.	Response N/A

1.3.4 Productive and sustainable agricultural sector.		
1.3.4.1 Consider opportunities on request to assist the agricultural sector.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed No requests for assistance have been received from the agricultural sector.	Issues/Risks N/A
Project Manager Claire Nicholl	Work to Complete N/A	Response N/A
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed No requests for assistance have been received this quarter.	Issues/Risks N/A
Project Manager Claire Nicholl	Work to Complete N/A	Response 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Claire Nicholl	Work to Complete Following up with FITBI on the quarterly report for December 2017.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed While Council contributes to funding this project, the responsibility for the delivery of the Flinders Marketing Strategy 2016-2020 sits with Flinders Island Tourism & Business Inc (FITBI). The FITBI Quarterly Report containing information relating to the implementation of this strategy was delivered to Council at the 25th October Councillor Workshop.	Issues/Risks N/A
Project Manager Claire Nicholl	Work to Complete N/A	Response 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.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks The issues around time management regarding this project are emerging as other projects place pressure on existing staff.
Project Manager Jacqui Viney	Work to Complete More official role for staff to ensure ownership of process is maintained.	Response An internal staff review to ensure all pressures are covered is being undertaken.
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed No issues noted within the period.	Issues/Risks N/A
Project Manager Jacqui Viney	Work to Complete N/A	Response N/A

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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks 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

2nd Quarter

Date: 31st December 2017 Schedule: Ongoing Status: Going well	Work Completed November 28th, Community Development supported the delivery of the Fert Isle Business Forum by the Van Diemen Project, which offered Flinders businesses the opportunity to link up with State Government small business stakeholders such as State Growth and the Department of Employment who provided information about their programs & services.	Issues/Risks N/A
Project Manager	Work to Complete	Response
Claire Nicholl	As yet to be determined.	N/A

1.4.2 Build local entrepreneurial capability.		
1.4.2.2 Work with Furneaux Community Arts to develop a partnership that links, supports and empowers community economic developments with other Flinders organisations.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 31st December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No tasks completed this quarter.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	This depends upon what opportunities arise.	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 Furneaux Community Arts.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Council continues to maintain a good working relationship with these two organisations through 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Council continues to maintain a good working relationship with these two organisations through officer regularly attending meetings and assisting with various actions.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Continue attending meetings and assisting with tasks where possible.	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Community Development is represented on the Destination Action Plan (DAP) implementation committee. Work to support Aboriginal tourism related projects is being supported and progressed through this DAP body. As yet there are no reportable projects.	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Not yet identified.	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.

1st Quarter

Date: 15th September 2017 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	N/A

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.		
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed <p>The Destination Action Plan (DAP) implementation group has identified the need for vocational pathways education for employers, parents & students. This is in the planning phase and will consist of an information session:</p> <ul style="list-style-type: none"> • Daniel Hart from MAS national as well as Department of Employment State Manager Erin Rule - or other representative- to deliver information re programs including: Youth Jobs Path, Seasonal Worker Trial.... • Including meeting outreach employment services to Flinders provided by Salvation Army, Max Employment & My Pathways. Visiting Flinders twice a month. <p>In addition the DAP group has identifies the need for:</p> <ul style="list-style-type: none"> • a survey of building industry practitioners to establish gaps and opportunities. This is in progress. <p>Community Development staff supported and promoted St John to provide First Aid training to the community.</p> <p>Community Development staff supported and promoted Surf Life Saving Tas to provide ASIDE (Bronze Medallion) training, Jetski PWC licensing to the community.</p>	Issues/Risks <p>N/A</p>
Project Manager	Work to Complete	Response
Claire Nicholl	<p>Delivery of the information session for in relation to vocational pathways for employers, students and parents.</p> <p>Complete the survey of building industry practitioners.</p> <p>Staff will respond to any other training, education initiatives as they occur.</p>	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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 to facilitate the organisation, note taking and other tasks associated with attending the Destination Action Planning implementation committee meetings.	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Unfortunately the attempt to attract a pilot Discovery Ranger Program on Flinders Island for the Summer 2018 was unsuccessful. Steve Johnson from Parks and Wildlife informed us that '...regretfully, Parks has had to pull out of running a Discovery Ranger Program on Flinders Island this summer. We have had to make the hard decision to prioritise our resources elsewhere. This is especially disappointing given the wonderful ground work that Anthea Shedley has put into scoping out the potential of such a program. We appreciate the enthusiasm that Anthea assures me you had for the program, and your offer to provide support.'	Issues/Risks N/A
Project Manager	Work to Complete	Response
Claire Nicholl	Community Development will continue to liaise with Parks and Wildlife as well as the Flinders Island District High School to investigate opportunities for natural resource management activities.	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.

This project is closed

1st Quarter

Date: 15th September 2017 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.		
1st Quarter		
Date: 15th September 2017 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	Work to Complete	Response
Robyn Cox	The Local Provisions Schedules (LPS).	N/A
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Locality planning has incorporated clusters to facilitate economic activity.	Issues/Risks N/A
Project Manager	Work to Complete	Response
Robyn Cox	N/A	N/A
1.5.1 Planning Scheme provides facilitating environment for population growth.		
1.5.1.2 Complete review of Regional Land Use Strategy.		
This project is closed		
1st Quarter		
Date: 15th September 2017 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	Work to Complete	Response
Robyn Cox	Monitoring the results of the review to ensure that the RLUS reflects the policy that is important for Flinders Council.	N/A

1.5.1 Planning Scheme provides facilitating environment for population growth.

1.5.1.3 Review State Policies.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 18th December 2017 Schedule: Ongoing Status: Going well	Work Completed Reviewing PAL Policy (Policy on Agricultural land) in line with mapping of agricultural land and conversion from Rural Zone in current scheme.	Issues/Risks N/A
Project Manager Robyn Cox	Work to Complete Reviewing State Coastal Policy.	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Zoning strategy and zone conversion tables for all localities other than Whitemark and Lady Barron and draft supporting information reports for same localities have been completed.	Issues/Risks work requires concentrated focus which is compromised by a noisy office.
Project Manager Robyn Cox	Work to Complete Overall land use strategy, Code Lists and transitional provisions.	Response removal to a quieter space

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Completed work on transitional provisions and draft overall land use strategies.	Issues/Risks N/A
Project Manager Robyn Cox	Work to Complete Overarching land use strategy and code lists.	Response N/A

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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Groundtruthing by consultants, discussion on overall scope. Analysis is expected by end of January which will allow a start to be made on master planning for Whitemark.	N/A
Project Manager	Work to Complete	Response
Robyn Cox	Zoning decisions for Whitemark.	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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Robyn Cox	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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 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.
2.1.1.2 Implement and deliver master plan in line with the business case for the Flinders Sports and RSL Club site.
1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks The lack of funding may delay the project.
Project Manager Bill Boehm	Work to Complete 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.	Response Explore alternative funding models.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed N/A	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete As circumstances arise continue to 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.	Response N/A

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.
2.1.1.3 Work in collaboration with MAST to secure grant funding for recreational boating facility upgrades.
1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Grant application submitted to MAST in May 2017 for Badger Corner Boat Ramp but was unsuccessful.	Issues/Risks 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 Bill Boehm	Work to Complete Depends upon Council identifying this as a suitable project.	Response Council to discuss and develop a broad position.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Council were required to discuss and develop a broad position with respect to the Badger Corner Boat Ramp. At the December 2017 Meeting Council formally considered the matter and resolved to actively pursue acquiring a Crown Land lease over the relevant section of land that will allow legal public access of the area, sets aside, on a one to one basis, up to \$45,000 of the value of the proposed facility as per MAST recreational boating fund guidelines and via the relevant application process, actively pursues a co-funded grant via MAST's recreational boating fund prior to 31st March 2018.	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete Via the relevant application process, actively pursues a co-funded grant via MAST's recreational boating fund prior to 31st March 2018.	Response N/A

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.
2.1.1.4 Complete stage 1 of Whitemark Foreshore project.
1st Quarter

Date: 15th September 2017 Schedule: 1st January 2016 to 30th November 2017 Progress: 85% Status: Going well	Work Completed Plants have been purchased and put in by Council's Works and Services Department. Timber to complete the screen at the Excercise has been purchased and is in the process of being installed.	Issues/Risks N/A
Project Manager Claire Nicholl	Work to Complete 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.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: 1st January 2016 to 30th November 2017 Progress: 50% Status: Going well	Work Completed Solar lighting at the BBQ has been installed. Solar lighting at the toilet block has been repaired. Solar lights along the path between the BBQ area and toilet block have also been installed. The timber fencing around the exercise area is 3/4 complete.	Issues/Risks N/A
Project Manager Claire Nicholl	Work to Complete Timber for the steps from the toilet block to the beach has been ordered and the steps are due to be installed early 2018.	Response 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.
1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Netball courts cleaned, swept and unsightly trees removed. Roofing replaced on the horse stable area. Regular mowing and weed eradication.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete General clean up, mowing etc. for the Annual Show.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Mowing, slashing and netball court maintenance.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete Mowing and slashing.	Response 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.
1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed The showground tearooms have had the kitchen area enlarged, a new stove and rangehood fitted and a new fridge has been purchased.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete New flooring to the whole tearoom area.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed New floor coverings and appliances installed to tea room.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete N/A	Response 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.
1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Stacey Wheatley	Work to Complete Installing and developing the Emita Playscape. Installation of the equipment is scheduled for November/December 2017.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Finalising design and equipment order. Equipment for Playscape arrived 13th December.	Issues/Risks This project is long overdue due to staffing issues in 2017. Unfortunately installers for the play equipment, Community Development staff and works crew are all unavailable to commence works in January and hope to start the project in Feb/March 2018.
Project Manager Stacey Wheatley	Work to Complete Installation of equipment and Playscape in February/March 2018	Response We have since appointed a new Youth Officer in our department to deliver School Holiday Programs and youth services. This will enable other staff to focus on this project and up coming infrastructure projects.

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.
1st Quarter

Date: 15th September 2017 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.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Developed a priority plan for tasks to maintain and complete minor upgrades to the grounds and hall.	N/A
Project Manager	Work to Complete	Response
Stacey Wheatley	Implementing the actions identified in the plan.	N/A

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.
2.1.1.9 Identify potential for future upgrades or works to grounds, buildings and cemeteries.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Tas Community Fund application was successful for upgrade of the Whitemark Playground.	N/A
Project Manager	Work to Complete	Response
Stacey Wheatley	Application to the Tas Community Fund round which opens in January 2018 for the upgrade to the Emta Hall for the bar and kitchen extension. Applications close in April.	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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: At risk	Work Completed	Issues/Risks
	No work has been completed on this task this quarter due to time constraints and other projects taking priority.	Work on this project will commence once we have completed and finalised other infrastructure projects that are taking priority.
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.
1st Quarter

Date: 15th September 2017 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.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: At risk	Work Completed	Issues/Risks
	No work has been completed on this task this quarter due to time constraints and other projects taking priority.	Work on this project will commence once we have completed and finalised other infrastructure projects that are taking priority.
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.
2.1.1.12 Plan and deliver toilet and BBQ infrastructure installation project for 2017-18 for Cape Barren Island and North East River.
1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed <p>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.</p>	Issues/Risks <p>1. Consideration around building, providing infrastructure to Cape Barren Island. 2. Lack of engagement from PAWS. 3. Timeline requirements of funding to be met.</p>
Project Manager Jacci Viney	Work to Complete <p>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.</p>	Response <p>1. Try to understand each possible issue by remaining engaged with CBIAAI. 2. Book on-site meeting with PAWS staff.</p>

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed <p>Development Applications have been split into two separate applications for the Cape Barren Island development. The public toilet is to be located at the Golf Club while the BBQ is to be located on the foreshore near the township. The North East River project has been put on hold for the time being.</p>	Issues/Risks <p>N/A</p>
Project Manager Jacci Viney	Work to Complete <p>Lodge Development Applications for toilet and BBQ on Cape Barren Island.</p>	Response <p>N/A</p>

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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Maintenance as required	No
Project Manager	Work to Complete	Response
Brian Barnewall	Maintenance 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.
1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed <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>	Issues/Risks <p>N/A</p>
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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed <p>Application to the Tas Community Fund (TCF) to upgrade the Whitemark Playground in James St was successful. A total of \$81,818.00 from TCF will go towards the project due to commence in March. Council will provide \$40,000 towards the upgrade.</p> <p>The Community Infrastructure Fund to install a new door, complete exterior painting and install blinds at the Lady Barron Hall is almost complete.</p>	Issues/Risks <p>N/A</p>
Project Manager	Work to Complete	Response
Stacey Wheatley	<p>Project planning for the playground upgrade including finalising design and quotes.</p> <p>Report and acquittal for the Community Infrastructure fund.</p>	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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Weed management in quarries completed and ongoing.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Developing new lease at Cannes Hill.	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.

This is an inactive project

1st Quarter

Date: 15th September 2017 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Meeting plan requirements on time.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Re-sheeting gravel roads, and preparing for re-seals.	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Gravel roads graded and bitumen roads patched.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Bridge works to commence.	N/A

2.1.4 Asset Management Plan implemented.

2.1.4.3 Reseal 5 kilometres of bitumen road.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete 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.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Bitumen tender was awarded to Sami Bitumen. Quotes received for supply of aggregate and freight.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete Preparing for re-seal of road. Importing aggregate and bitumen.	Response N/A

2.1.4 Asset Management Plan implemented.		
2.1.4.4 Continue monitoring of stabilised roads and investigate new methods.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed A deflectograph 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.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete Send data on to Hyways Stabilisers for their information to aid in providing an improved version of stabilising if required.	Response N/A
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed The deflectograph work was completed. Awaiting data for future consultation with Hiway Stabilisers.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete Consulting with Hiway Stabilisers.	Response N/A

2.1.4 Asset Management Plan implemented.		
2.1.4.5 Resheet the equivalent of 15 kilometres.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Nil	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Resheeting of northern gravel roads will take place in the last half of the financial year.	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Bridge railing is on island for three bridges being Chew Tobacco Creek on Thule Rd, Killeicrankie Creek on Killiecrankie Road and Patriachs Creek on Memana Rd. We expect to have these erected by the end of the calendar year.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete 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.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Guard rails for three bridges are on site and railings on Thule road bridge completed. Quotes for additional eight bridges received.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete Contractor will be installing maximum number of guard rails as is possible during the period.	Response 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed <p>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:</p> <p>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;</p> <p>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</p> <p>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.</p>	Issues/Risks <p>Gearbox will need to be replaced in Hook Lift Truck if we are to retain it.</p>
Project Manager	Work to Complete	Response
Brian Barnewall	Keep searching for a good secondhand forklift.	Price up a changeover gearbox

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed <p>Forklift as yet to be purchased.</p>	Issues/Risks <p>N/A</p>
Project Manager	Work to Complete	Response
Brian Barnewall	Continue searching for forklift.	N/A

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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed <p>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.</p>	Issues/Risks <p>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.</p>
Project Manager <p>Jacci Viney</p>	Work to Complete <p>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.</p>	Response <p>Attempt to prioritise land based on Community or financial requirement.</p>

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed <p>Land transfer of 4 Davies Street (Council office building, duckpond, playground and library) is nearing completion. Education department to lease building from Council post land transfer.</p>	Issues/Risks <p>N/A</p>
Project Manager <p>Jacci Viney</p>	Work to Complete <p>Signing and sealing of land transfer and lease of library.</p>	Response <p>N/A</p>

2.1.6 Stormwater Management Plan developed.

2.1.6.1 Stormwater management plan for all townships completed and approved by Council.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: At risk	Work Completed No progress to report at this time.	Issues/Risks Progress may be limited without additional resources being made available
Project Manager Jacci Viney	Work to Complete Action will depend on additional resources being identified	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: At risk	Work Completed No further on this project as expertise unavailable.	Issues/Risks N/A
Project Manager Jacci Viney	Work to Complete N/A	Response 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.

This is an inactive project

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Selected consultants to complete a flood study.	Issues/Risks 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 Robyn Cox	Work to Complete Consultation on options for the site.	Response ensure there is sufficient information and data available to make an informed decision about the future of the site

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.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks 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 Plan Road. Revise formal submission to the State Government.	Address once decision of the State Government is either formally accepted or rejected
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Refer to previous comments ie submission through Priority Projects.	Issues/Risks N/A
Project Manager	Work to Complete	Response
Bill Boehm	Upon completion of Business Case make a formal submission.	N/A

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.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks 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 Jacci Viney	Work to Complete Public consultation and tender documents prepared for public release.	Response Tender to be presented to public as part or full. Response to tender will determine outcomes.
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Tender released and advertised in all Tasmanian papers as well as the Herald Sun in Victoria. Limited response from 3 parties. Tenders close on 15 December.	Issues/Risks The tender allowed for "separable portions" which basically means that tenderers were able to tender for some of the works, not all, as previously requested. Those portions not tendered for will need to be addressed by Council which may increase risk and liability.
Project Manager Jacci Viney	Work to Complete Assess tenders at meeting scheduled for 19 December.	Response The 'scope of works' (as obtained from tender released in February 2017) is still the model that the project is working to uphold. There may be some elements that Council will need to address but this should not jeopardise the project.

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 Emta Hall onsite waste water systems.		
1st Quarter		
Date: 15th September 2017 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 Emta. Carparking and Duckpond play area to be considered at Whitemark.
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Some flooding issues at the Emta hall presented an issue with waste water design, as well as the desire to house the PlayScape in the designated absorption area. A redesign has been required and should be received soon. Furneaux Arts and Entertainment Centre design nearing finality also.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	Finalising designs for both systems. Working with Emta Hall Special Committee to ensure that their desires are catered for and not jeopardised by the waste water requirements.	N/A

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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: In jeopardy	Work Completed	Issues/Risks
	Nothing further on this project. Site suitability and funding are both issues for this project at this stage. Project marked as in jeopardy as it is not likely that the project will be initiated within the current period.	N/A
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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Quote for aggregate supply received and freight organised.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Works to commence during the quarter.	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)

This project is closed

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No work from our department was required for the official opening which occurred in December 2017. This project is now complete.	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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed N/A	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed N/A	Issues/Risks N/A
Project Manager	Work to Complete	Response
Bill Boehm	Further discussions with 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.

This project is closed

1st Quarter

Date: 15th September 2017 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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Furneaux Group Special Committee Meeting was undertaken on 7 November 2017.	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Next Meeting of Furneaux Group Special Committee scheduled for January 2018.	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.		
This project is closed		
1st Quarter		
Date: 15th September 2017 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.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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 hanger operators. Detailed site survey undertaken. Regular reports to Council and the Furneaux Group Aviation Special Committee. General review of fees and charges completed.	Issues/Risks 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 hanger operators. Subject to satisfactory discussions, develop some design concepts ahead of potential designs.	Maintain dialogue with all stakeholders and keep Council informed throughout process.
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Refined costing and analysis undertaken. Update report of provisions of hangars included with an overall redevelopment strategy for the Airport which was presented and endorsed at Council's November 2017 Meeting. Further discussions held with prospective Commercial Operators.	Issues/Risks The financial and operational requirements and needs of prospective Commercial Operators need to be considered in any potential commercial lease arrangement as well as Council's responsibilities in ensuring all stakeholders and potential operators are treated fairly
Project Manager	Work to Complete	Response
Bill Boehm	Continue discussions with with prospective Commercial Operators with a view to advancing works	Ensure that Council has the requisite commercial financial advice available to ensure that it can respond appropriately.

3.2.1 Improved operation and financial performance of airport.

3.2.1.2 Carry out runway pavement repairs as required.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Minor repairs to runway seal and one minor patch approximately 2m x 2m.	N/A
Project Manager	Work to Complete	Response
Cody Swan	Work to be completed 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	A brief meeting was held with the service provider to discuss services and fuel facility.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Further work is required to ascertain leasing requirements.	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete Simon Oakley from Aurecon will be visiting for another inspection on October 2nd. Data, when received 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.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Aurecon report showed no major defects to the main runway. Awaiting data from Pitt & Sherry to provide to Aurecon.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete Prompt Pitt & Sherry to deliver data so that it can be received by Aurecon.	Response 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Discussions and consultation continue with all stakeholders to define appropriate fees and charges model.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Discussions and consultation shall continue with all stakeholders to define appropriate fees and charges model.	N/A

3.2.1 Improved operation and financial performance of airport.

3.2.1.6 Investigate ways to make the airport more sustainable.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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 accommodate 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.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete All of the above.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: At risk	Work Completed Multiple possibilities and opportunities have been canvassed, yet uptake from interested parties has yet to materialise.	Issues/Risks N/A
Project Manager Brian Barnewall	Work to Complete Continue to explore viable opportunities.	Response 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

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Vicki Please put in meeting date etc	N/A
Project Manager	Work to Complete	Response
Bill Boehm	Vicki Please put in pr[posed meeting date etc	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.		
This project is closed		
1st Quarter		
Date: 15th September 2017 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.		
This project is closed		
1st Quarter		
Date: 15th September 2017 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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Signed agreement with the Australian Government under the Building Better Regions Program for the Flinders Business and Social Structural Review Project which includes this element.	Issues/Risks N/A
Project Manager	Work to Complete	Response
Bill Boehm	Complete Flinders Business and Social Structural Review Project Brief.	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).

This project is closed

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Reviewed the work program. Reviewed the current RLUS and compiled notes on policies and actions that are i) consistent and ii) inconsistent with Flinders Land Use Strategy; identified which elements support Flinders strategic direction.	Issues/Risks The Regional Land use Strategy must be consistent with the State Planning Policies. The review was instigated by the State. Alignment of the planning scheme with the RLUS is absolutely crucial in the absence of relevant policy in the Council Strategy
Project Manager Robyn Cox	Work to Complete Priority vegetation mapping conducted by consultants for the northern region.	Response review will provide policy hooks sufficient to justify strategic zoning changes nominated in the planning scheme

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Technical reference group tasks complete; vegetation mapping complete and will be available during January - February 2018. Review of Regional Land Use Strategy complete.	Issues/Risks N/A
Project Manager Robyn Cox	Work to Complete N/A	Response 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).
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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	Maintain scheduled program of 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.

This project is closed

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks 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).
1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete 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.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete 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.	Response 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete N/A	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Met with FIAA on a range of complementary issues. Positive support letter from FIAA received for Flinders Island Marine Access and Safe Harbour Proposal	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete Ongoing dialogue as opportunities arise	Response 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.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Vicki Warden	Work to Complete 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.	Response N/A
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Coordinated Council's second quarterly financial and Annual Plan action reports. The first quarterly financial report was prepared and received by Council at the November Council Meeting.	Issues/Risks N/A
Project Manager Vicki Warden	Work to Complete Gaining feedback from staff on the new reporting system and working with the Institute of Project Management to fine tune the system.	Response 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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Quarterly Report provided to November 2017 Council Meeting	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Quarterly Report to be provided for February 2018 Council Meeting	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	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.

This project is closed

1st Quarter

Date: 15th September 2017 Schedule: 1st July 2017 to 31st October 2017 Progress: 80% Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Vicki Warden	Work to Complete The recipient will be presented with the award at the Flinders Island Show in October.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: 1st July 2017 to 31st October 2017 Progress: 80% Status: Going well	Work Completed The recipient of the 2018 Citizen of the Year Award was presented to Pat Masters at the Flinders Island Show in October. This project is now complete.	Issues/Risks N/A
Project Manager Vicki Warden	Work to Complete N/A	Response 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.		
1st Quarter		
Date: 15th September 2017 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.
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Building inspections undertaken to ensure compliance.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Vicki Warden	Work to Complete Completing the 2016-17 Annual Report.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed The 2016-17 Annual Report was completed and produced in-house for the first time this year. It was made available for public consultation from 27 November to 8 December and adopted at the Council's AGM on 14 December.	Issues/Risks N/A
Project Manager Vicki Warden	Work to Complete Work will commence on the 2018-19 Annual Plan.	Response 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No progress to report at this time.	N/A
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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No progress to report.	N/A
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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Office has been fitted with new data cabling in preparation for internet, data and telephone overhaul.	Internal works necessary prior to Telstra arriving may not be completed to schedule for unforeseen reasons.
Project Manager	Work to Complete	Response
Megan Boyes	Implement final works for the Flinders Council communications upgrade.	Work to plan and anticipate hidden issues and likely stumbling blocks.

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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Vicki Warden	Work to Complete Staff will endeavour to prepare more policies to present to Council for review.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed The Flying of Flags at Council Property Policy was adopted at the December 2017 Council Meeting. The Citizen of the Year Award Policy and the Waiver of Fees Policy were reviewed at the November Council Meeting and were made available for public comment for 28 days.	Issues/Risks N/A
Project Manager Vicki Warden	Work to Complete Staff will endeavour to prepare more policies to present to Council for review.	Response 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Letters were sent to staff notifying them of changes to the Instrument of Delegation.	N/A
Project Manager	Work to Complete	Response
Vicki Warden	Review of the Instrument of Delegation.	N/A

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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Staff are exploring ways to value add to current budget review process.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Budget Review to be provided to February 2018 Council Workshop and Meeting.	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Tasmanian Audit Office actively engage on a continuous basis and audit process and recommendations complied with. Financials signed off and submitted on time.	Issues/Risks N/A
Project Manager Sophie Pitchford	Work to Complete N/A	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Tasmanian Audit Office Management Letter received, responded to and noted by Council's Audit Panel	Issues/Risks N/A
Project Manager Sophie Pitchford	Work to Complete N/A	Response 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Sustainability indicators included in Councils Annual Financials.	Issues/Risks N/A
Project Manager Sophie Pitchford	Work to Complete N/A	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed N/A	Issues/Risks N/A
Project Manager Sophie Pitchford	Work to Complete N/A	Response 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Following an extensive research an independent Audit Chair was sourced and formally appointed at the September Council Meeting.	Issues/Risks Delay in being able to make an appointment has meant that the normal meeting schedule has been disrupted.
Project Manager Sophie Pitchford	Work to Complete Briefing new Audit Chair who will then commence work through initiating the next Audit Panel Meeting.	Response The ongoing program of Audit Panel work will rectify this issue.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Briefed new independent Audit Panel Chair. Assisted in preparing information and support for Audit Panel Meeting on 13 December 2017. New processes, work plan and and audit Panel Charter instituted. New Chair met separately with several councilors at a Council workshop.	Issues/Risks N/A
Project Manager Sophie Pitchford	Work to Complete Audit Panel Meeting scheduled for February 2018.	Response N/A

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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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 for 23 January 2018.	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.
1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Established new Emergency Management Coordinator. Municipal Emergency Management Plan (MEMP) review commenced.	Bushfire season approaching.
Project Manager	Work to Complete	Response
Jacci Viney	Aboriginal associations liaised with regarding "looking after our mob" emergency management planning and possible inclusion into MEMP. Future training scheduled for new year.	Regional manager has advised that Flinders is in a good position to deal with emergencies. Planning and training etc. will continue.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Training provided to Community by Red Cross with support from Council. Municipal Emergency Management Plan (MEMP) sent to all Municipal Emergency Management Committee (MEMC) members for review. No feedback received. Some notation from Council officer and Regional SES Coordinator that will see the finalisation of the document in readiness for next meeting to be held in February 2018.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	Finalising review of MEMP and seeking input from aboriginal groups for relevant inclusion in document.	N/A

4.3.19 Appropriate plans and available resources in place to where possible mitigate and respond to identified risks and incidents.

4.3.19.2 Provide support to Flinders Municipal Emergency Management Committee.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	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.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	Attend and represent Council at future Meetings	N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Project complete. Council has adopted recommendations from Municipal Emergency Management Committee (MEMC) that Coordinator and Deputy Coordinator are appointed. Appointments sent to Minister for ratification.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	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.
1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Review underway.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Review of MEMP partially complete. To be ready for ratification at the February meeting.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	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.

This is an inactive project

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Assistance provided, on an as needs basis, via MEMC.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Training provided by Red Cross October 2017.	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..		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Annual Technical Inspection, Lighting Inspection and Obstacle Limitation Survey were all completed this quarter. The airport is now compliant with these inspections for the next 12 months.	N/A
Project Manager	Work to Complete	Response
Cody Swan	Complete recommendations that are submitted in Annual Technical Inspection, Lighting Inspection and Obstacle Limitation Survey reports.	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Cody Swan	Security Audit (pending approval of the airport transport security program).	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Audit Panel included need to review Long Term Financial Plan into their Work Plan.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	In conjunction Audit Panel 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Audit Panel included need to review Asset Plan into their Work Plan.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	In conjunction Audit Panel 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Audit Panel included need to review financial and asset management strategies into their Work Plan.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	In conjunction Audit Panel review financial and asset strategies to improve understanding.	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Audit Panel included need to review Asset Management Policy into their Work Plan.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	In conjunction Audit Panel review Asset Management Policy	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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	2017/18 annual rates notice released in August 2017. First instalment due October 2017.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Second instalment due February 2017.	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Rates' modelling accurately reflects Council's policy position in relation to the adopted rates methodology with natural growth returns being accurately captured.	Issues/Risks N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Update not required until 2018/19 budget	N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed N/A	Issues/Risks 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Reworked Council Capital Works program developed and adopted by Council.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Complete Roads to Recovery Quarterly Report.	N/A

4.3.25 Mineral Resource returns to Mineral Resource Tasmania.

4.3.25.1 Submit quarterly Mineral Resource returns to Mineral Resource Tasmania.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Need 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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	Business Activity Statements, Superannuation contributions, Payroll Tax and Fringe Benefits Tax Returns	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Completed.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Work 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).
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	All main schemes registered in previous period. Nothing further from State Government on registration of individual (tourism accommodation) sites.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	Continue to liaise with State Government officers to determine requirements.	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.

This project is closed

1st Quarter

Date: 15th September 2017 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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	This project is active from December to March. December samples not taken at the time of reporting.	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.
1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Program continues on a day-to-day basis.	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.

4.3.28.5 Carry out school based Immunisation Programs.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The final round of 2017 immunisation has just been completed. Reporting requirements are yet to be addressed but will be done so prior to the end of the calendar year.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Program continues on a day-to-day basis. No outstanding dog registrations remain.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Inspections completed quarterly. Issues reported to OH & S meeting. Maintenance items addressed from town maintenance budget. Larger items put forward for future budget consideration.	Issues/Risks N/A
Project Manager Jacci Viney	Work to Complete N/A	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Audits carried out as per routine schedule.	Issues/Risks N/A
Project Manager Jacci Viney	Work to Complete N/A	Response 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed No asbestos movement for period therefore no activity to report.	Issues/Risks N/A
Project Manager Jacci Viney	Work to Complete N/A	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed No activity to report.	Issues/Risks N/A
Project Manager Jacci Viney	Work to Complete N/A	Response 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks All current risks are being monitored.
Project Manager Kara Hallas	Work to Complete 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.	Response If any issues arise contingency plans are in place.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Staff consultation on Workplace Health and Safety has been ongoing this quarter. Monthly safety meetings are held at the airport, Works and Services Department and with the safety committee. Safety systems and processes to be reviewed at the beginning of next year.	Issues/Risks N/A
Project Manager Kara Hallas	Work to Complete Review of safety system processes. Continue to work towards a zero harm workplace throughout the council.	Response N/A

4.4.1 A healthy and safe place to work.

4.4.1.2 Implement Workplace Health and Wellbeing Program for 2017.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks N/A
Project Manager Kara Hallas	Work to Complete 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.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Continuing to work with Robyn Mckinnon (EAP) on providing resources and support to the staff.	Issues/Risks N/A
Project Manager Kara Hallas	Work to Complete Improving health and wellbeing throughout the Council as currently there is an increased need for it.	Response N/A

4.4.2 Continuous improvement program.		
4.4.2.1 Key business processes mapped and documented and continuously reviewed and improved.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: At risk	Work Completed Due to lack of resources no internal audits have been completed this quarter.	Issues/Risks That the target may not be achieved and the purpose of the internal audit will not be met.
Project Manager Kara Hallas	Work to Complete Working towards reaching the target of 10 completed internal audits.	Response Trying to use the resources available to at least begin towards achieving the target.
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Due to increased workload and lack of staff and resources this was not addressed in this quarter.	Issues/Risks N/A
Project Manager Kara Hallas	Work to Complete Aiming to find resources to ensure that the business processes are reviewed and improved.	Response N/A
4.4.2 Continuous improvement program.		
4.4.2.2 Provide professional development opportunities to Elected Members.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Mayor attended LGAT Annual Conference.	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete N/A	Response N/A
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed N/A	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete N/A	Response 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Currently provided in an adhoc continuous manner as opportunities arise. Personality Profiling Training undertaken for Office Staff. Conflict Resolution Training undertaken for Works and Services and Office Staff.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	Continue to 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	The Volunteer Register has been created and volunteer information is currently being gathered to be entered.	N/A
Project Manager	Work to Complete	Response
Kara Hallas	Completing the Volunteer Register and educating staff on how to enter the details of volunteers. Review the management of Volunteers and the process.	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Ongoing monthly OH & S meetings with the Works Depot and the OH & S Committee.	N/A
Project Manager	Work to Complete	Response
Kara Hallas	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.

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

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed The hire-able council owned buildings have had their emergency evacuation procedures reviewed and updated.	Issues/Risks N/A
Project Manager	Work to Complete	Response
Kara Hallas	Review and update the council office and airport emergency evacuation procedures.	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks 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 Kara Hallas	Work to Complete Once the last reports have been completed they will also be added to the register and copies made for the individual sites.	Response Ensure that thorough contractor inductions are completed before any commencement of works.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Only one council building is left to have a register created. All the asbestos that is in poor condition has been identified and working with John Riddle to have it removed.	Issues/Risks N/A
Project Manager Kara Hallas	Work to Complete Once the last register is complete, the register will be finished and kept at the council office. Work will continue on removing all the poor condition asbestos from council buildings and sites.	Response 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.

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

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks All of the Councils top risks were sent to the General Manager and all of these risks have treatment strategies in place.
Project Manager Kara Hallas	Work to Complete 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.	Response ongoing monitoring of these risks.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed The Risk Register has been reviewed and an up to date register will be created.	Issues/Risks N/A
Project Manager Kara Hallas	Work to Complete Create a new Risk Register.	Response 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.

4.4.4.6 Implement Contractor Management System in VPMO.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks 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 Kara Hallas	Work to Complete Hoping to have the system fully functional asap.	Response Work with the vPMO team to fix the issues asap.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Working with the vPMO team to create a more streamlined easier to use contractor management system.	Issues/Risks N/A
Project Manager Kara Hallas	Work to Complete Improving the contractor management system and educating staff on how to ensure contractors that have been engaged are registered in the system.	Response 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.

4.4.4.7 Annual Review Contractor Management Plan.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No progress to report a this time.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	N/A	N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Kara Hallas	Will be reviewing the induction process in the New Year to ensure that all the information is still up to date and make any necessary adjustments.	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.

1st Quarter

Date: 15th September 2017 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.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Due to lack of resources this has not been addressed this quarter.	N/A
Project Manager	Work to Complete	Response
Kara Hallas	N/A	N/A

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

4.4.5.1 Complete a quarterly review of website content.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Promotion, alerts and good news stories are posted to Face Book 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Enquiry numbers are recorded by staff and reported to Councillors on a monthly basis.	Issues/Risks N/A
Project Manager Sophie Pitchford	Work to Complete N/A	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Enquiry numbers are recorded by staff and reported to Councillors on a monthly basis.	Issues/Risks N/A
Project Manager Sophie Pitchford	Work to Complete N/A	Response N/A

4.4.7 New Residents Kits.

4.4.7.1 Supply a New Residents' Information Kit.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Works for Parks and Wildlife almost complete.	N/A
Project Manager	Work to Complete	Response
Brian Barnewall	Re-seal road for Department of State Growth.	N/A

4.5.2 Sustainable organisation.		
4.5.2.1 Develop and identify an improved communication strategy.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Preliminary work identified the need to allocate a human resource to the task to be potentially supplemented through external support.	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete Review budget resources.	Response N/A
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed N/A	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete N/A	Response N/A

4.5.2 Sustainable organisation.		
4.5.2.2 Convert existing external storage room into office with linkage to existing building.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Architect engaged and preliminary concept plans prepared and reviewed.	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete Finalise plans and confirm budget allocation.	Response N/A
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Detailed design completed.	Issues/Risks N/A
Project Manager Bill Boehm	Work to Complete Refined budget cost to be established and consent from Council to allocate funds obtained.	Response N/A

4.5.2 Sustainable organisation.		
4.5.2.3 Relocate record storage area.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Audit Panel included need to include review of these risks into their Work Plan.	N/A
Project Manager	Work to Complete	Response
Sophie Pitchford	In conjunction Audit Panel to review key funding and financing gap risks.	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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Lady Barron Fitness Facility - Inductions for the gym have continued with two sessions being delivered in December. Whitemark Gym - The Special Committee of Council has been established and approved by Council. The Key safe has been installed at external door.	N/A
Project Manager	Work to Complete	Response
Stacey Wheatley	Lady Barron Fitness Facility - Continued work with the committee to review usage of the facility. Deliver Fighting Fit program that will support users to set their own program with the guidance of a qualified instructor. Whitemark Gym - Volunteer statements for members of Special Committee. Insurance cover for implementation of buddy system secured. New member inductions. This work will be done in collaboration with the Services Coordinator.	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: At risk	Work Completed No progress to report.	Issues/Risks The Community Development Team have not had time to progress this action.
Project Manager Claire Nicholl	Work to Complete N/A	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: At risk	Work Completed No tasks completed this quarter.	Issues/Risks N/A
Project Manager Claire Nicholl	Work to Complete No tasks planned.	Response 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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed 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.	Issues/Risks Risk of staff burnout due to client load.
Project Manager Stacey Wheatley	Work to Complete 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.	Response Monitor staff and support with reduced times for gym use so that other required work can be completed.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed As of 11/12/17 there are 69 clients in total that are accessing the Council/RFDS Health Service. Of these clients 37 have accessed	Issues/Risks The RFDS service is at full capacity for both the Mental Health Worker, and the Rural/Physical Health Worker. Managing client
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	<p>the Mental Health Worker (MHW) with 17 that are still active in the service with some clients self-managing with support from the service.</p> <p>Of these 69 clients 48 are registered in the gym program and accessing the Physical Health Worker/Rural Health Worker. 37 clients are currently active and attending. This role also encompasses home visits, care coordination, Lady Barron Gym Inductions, attendance at the local Health Promotion group with Flinders Island Aboriginal Association Inc. (FIAAI), Multi Purpose Centre (MPC), and Flinders Island General Practise (FIGP).</p> <p>Staff were involved in producing a community booklet to promote the Mental Health Week theme of 'Stronger Together' at the Flinders Island Show. This project was completed in collaboration with FIAAI, FIGP and MPC.</p> <p>Several staff have been working towards the buddy system for the Whitemark gym, this will support clients transitioning out of the service and encouraging them to self manage. We are currently waiting on the lease agreement, specific insurance and the purchase of the equipment before this transition can occur. Clients under the RFDS service have access to the facility Monday and Friday from 8am to 2pm under direct supervision with the Physical Health Worker.</p> <p>RFDS has recently provided some gym equipment and a defibrillator for the Whitemark gym.</p>	<p>load has been identified as a risk to the service.</p> <p>Another risk is the workload and time constraints on Community Development team which has resulted in this program not being monitored as closely as we would like.</p>
Project Manager	Work to Complete	Response
Stacey Wheatley	Service delivery as per usual. Staff would like to implement quality assurance measures with the current delivery model. Collaborate with stakeholder groups in relation to the coordination of health services.	<p>Reduced opening time for the gym has been implemented to allow for staff to have more time for planning, care coordination and reporting.</p> <p>A review of the support required in managing the staff involved in delivering this service to make sure the project meets its reporting commitments.</p>

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.		
1st Quarter		
Date: 15th September 2017 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
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	<p>Flinders Island Show - Staff organised the Council marquees with a fee waiver; organised with the school and transported the play equipment for the kids play area; organised the making of Show signs by the Community Shed as well as the painting of them via the school holiday program.</p> <p>Quickshear - Community Development provided two flights for band members as well as support with printing promotional materials.</p> <p>Emita Sports Day - Staff have sponsored and organised the public liability insurance.</p> <p>Music in the Vines - Financial support and associated administration for bookings for three flights provided for this event.</p> <p>Staff promoted Emita Sports & Music in the Vines as well as the Furneaux Islands Festival in an article for the Sharp Flyer October issue.</p>	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	<p>Emita Sports Day, via the provision of activities though the School Holiday Program, as well as advertising the need for volunteers for the event.</p> <p>Ten Days on the Island.</p>	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.

1st Quarter

Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed Provided support to the Netball/Football organisers to ensure facilities and required equipment i.e tables were delivered, cleaned and ready for use.	Issues/Risks N/A
Project Manager Stacey Wheatley	Work to Complete Support with community events during the next quarter including Emita Sports and Quick Shear.	Response N/A

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed Support for the Emita Hall Special Committee to deliver the Emita Sports Day in January. Council staff are currently investigating insurance options to support this event. Community Development staff assisted the Flinders Island District High School to utilise the Emita Hall and rollerblading equipment as an activity for their grade 5/6 school camp. Lady Barron Fitness Facility - delivered induction session to encourage use of the facility. Whitemark - staff have been working towards the gym operating on the same model as the Lady Barron facility.	Issues/Risks N/A
Project Manager Stacey Wheatley	Work to Complete Whitemark Gym - staff have been working towards the gym operating on the same model as the Lady Barron facility to encourage use of the facility.	Response 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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	<p>The planning committee, consisting of Council, Flinders Island Aboriginal Association Inc., Sandro Donati, Judy Jacques, Andrew Killengray & Samantha Gowthorpe, is down to the finer details of planning to deliver the Festival.</p> <p>The performance artists have visited and done a week (4th- 8th Dec) with the Flinders Island District High School kids making a story and giant puppets to be performed at the Festival.</p> <p>Visiting artists include, the Shane Howard Trio, Muka Nuwnta, Kyle Lionhart, Martin Flanagan. Visiting Chefs are Scott Stevenson and Jesse McTavish.</p> <p>Tickets for the Acoustic supper are about to go live, a coordinated plan for the Works and Services Department to assist with venue management, and information packs for the market stall holders are about to be delivered.</p> <p>Merchandising and promotions including advertising have also been a priority this quarter.</p>	N/A
Project Manager	Work to Complete	Response
Claire Nicholl	<p>Final logistical arrangements, continuation of social media campaign and delivery of the Furneaux Islands Festival 19th-21st January 2018.</p> <p>Taking a collaborative approach to developing a Furneaux Islands Festival Policy.</p>	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	New grave grass has been purchased and delivered to a business in Launceston to be cut and sewn to size. Delivery to the Island is expected early in the New Year.	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.		
This is an inactive project		
1st Quarter		
Date: 15th September 2017 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.		
1st Quarter		
Date: 15th September 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	N/A	N/A
Project Manager	Work to Complete	Response
Robyn Cox	Mapping.	N/A
2nd Quarter		
Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	No work has been done on specific area plans with coastal issues.	N/A
Project Manager	Work to Complete	Response
Robyn Cox	A whole of island specific area plan may be the way to address coastal issues. Work will be done on this during the next quarter.	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Collaboration with BiosecurityTas (BT) continues in regard to a number of issues including, but not limited to: Veterinary Services, Weed Management, Pest and Disease control, incoming threats and quarantine. Council's General Manager and two BT officers met in November regarding securing veterinary services for the Island. BT has been invited to present to Councillors at the 1 February 2018 Council Workshop.	N/A
Project Manager	Work to Complete	Response
Jacci Viney	N/A	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.

1st Quarter

Date: 15th September 2017 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

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Zoning decisions have been completed for 5 localities and natural assets protection is a key consideration given the paradox of protecting natural assets where clearance for fire requirements, disturbance of natural landform, access, services etc. attached to development will incrementally destroy such assets.	N/A
Project Manager	Work to Complete	Response
Robyn Cox	The work is ongoing.	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.

1st Quarter

Date: 15th September 2017 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.

2nd Quarter

Date: 15th December 2017 Schedule: Ongoing Status: Going well	Work Completed	Issues/Risks
	Have not addressed heritage lists during last quarter.	N/A
Project Manager	Work to Complete	Response
Robyn Cox	Will address lists in the next quarter.	N/A