



FLINDERS COUNCIL

Quarterly Report 1 - July-Sept 2018

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1. Population Growth

1.1 Increase the supply of affordable housing.

1.1.2 A strategy and action plan that identifies affordable housing options.	
1.1.2.2 Scope incentives for new housing.	
1st Quarter	
Manager: Robyn Cox Date: 24th September 2018 Schedule: Ongoing Status: At risk	
Work Completed	Issues/Risks
No work undertaken this quarter.	Do not understand this project.
Work to Complete	Response
	Need a project brief.

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	
Manager: Jacci Viney Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Improved building maintenance program, including Council houses, included in 2018 adopted Budget.	
Work to Complete	Response
Implement actions.	

1.1.2 A strategy and action plan that identifies affordable housing options.	
1.1.2.1 On completion of State Government's Housing Needs Analysis Report, partner with key stakeholders to scope report's recommendations.	
1st Quarter	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
State's report is not yet complete.	
Work to Complete	Response

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	
Manager: Daniel Pitcher Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Delivered the Winter School Holiday Program. The program included the following activities: NAIDOC week flag raising ceremony at FIAAI. Organised transport for 16 kids. Games Day, 29 attended. Roller Blading, 37 attended. Movie, 54 attended. Amazing Race, 29 attended. Football clinic, 41 attended. Which is a grand total of 206 attendees over the 6 activities. Started planning for the Spring School Holidays.	
Work to Complete	Response
Deliver the Spring School Holiday Program. Start preparing for the Summer School Holidays.	

1.2.2 An islands specific population growth strategy.	
1.2.2.1 Lobby State Government to secure veterinary services for the Furneaux Group to support population growth.	
1st Quarter	
Manager: Jacci Viney Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Letter sent to Minister Sarah Courtney.	
Work to Complete	Response

1.2.3 Study the existing constraints to increasing the level of the locally based population.	
1.2.3.1 Complete Flinders Business Economic and Social Structural Review Project.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Consultants FTI Consulting have undertaken a raft of data collection. There has also been indepth discussions with strategic agencies that service the Flinders Municipality with a view to ascertaining the nature of their operations and constraints and what, if any, community support is provided within their operations. Draft community survey has been prepared and finalised following discussions with a variety of community stakeholders.	
Work to Complete	Response
Distribute Community Survey and collate responses. Prepare and finalise Report	

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 Work in conjunction with FITBI on applicable actions as part of their Priority 3 Destination Action Plan Goal "to improve visitor access to services, experiences and produce to meet demand".	
This project is closed	
1st Quarter	
Manager: Daniel Pitcher Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
All further reporting will be under section 1.4.5.1.	
Work to Complete	Response

1.3.2 Support the growth of local sustainable fishing and aquaculture enterprises.	
1.3.2.1 Monitor and respond to opportunities to have input into the growth or creation of environmentally sustainable fishing and aquaculture industries.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: At risk	
Work Completed	Issues/Risks
No opportunities presented.	Time and resources to put towards this project are likely to be limited.
Work to Complete	Response
	Review situation.

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 including the Furneaux Islands Festival.

1st Quarter

Manager: Stacey Wheatley **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Waive fees for the Lions Club to hold their quarterly market at the Showgrounds. Begun preparations for the upcoming market day at the Furneaux Islands Festival.	
Work to Complete	Response
Completing registrations and stall requirements for the Festival. Contact growers to secure local produce for the visiting chefs to showcase at the community BBQ. Waive fees for the Lions Club market.	

1.3.4 Productive and sustainable agricultural sector.

1.3.4.1 Consider opportunities on request to assist the agricultural sector.

1st Quarter

Manager: Bill Boehm **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
No requests received.	
Work to Complete	Response

1.3.4 Productive and sustainable agricultural sector.

1.3.4.2 Trial roadside Parramatta Grass treatment.

1st Quarter

Manager: Brian Barnewall **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Organised to trial spray of Parramatta grass on Lackrana Road.	
Work to Complete	Response
Spraying a trial area on each side of Lackrana Road.	

1.3.5 A strong Flinders Island Brand that underpins growth and development of local commodities.

1.3.5.1 Work with FITBI to add to actions that facilitate the delivery of the Flinders Marketing Strategy 2016 - 2020.

This project is closed

1st Quarter

Manager: Daniel Pitcher **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
All further reports will be in section 1.4.5.1	
Work to Complete	Response

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 current pre-lodgement information and advisory services and initiate improvements that improve the overall quality and sustainability of developments.	
1st Quarter	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Despite not being in the role this quarter, information has been drafted on the Development Enquiry 001 form, clearance of vegetation and installing solar panels. This information has been disseminated through Island News and Community facebook page with the intent to expand the depth of information available to the public and improve understanding of development process and requirements/exemptions.	
Work to Complete	Response
The process of identifying random information and compiling information sheets will continue but will not be part of consolidated workplan until Local Provisions Schedule (LPS) has been submitted probably in 3rd quarter.	

1.4.1 Streamlined and customer focused development application and assessment processes, including pre-lodgement information and advisory services.	
1.4.1.2 Review current planning and development process with stakeholders and initiate improvements.	
1st Quarter	
Manager: Robyn Cox Date: 24th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Commenced new role at end of this quarter so no review to report.	
Work to Complete	Response
Unlikely to be conducting a review in this quarter due to finalising Local Provision Schedule submission.	

1.4.2 Build local entrepreneurial capability.

1.4.2.1 Work with Flinders Island Business Inc. (FIBI) and other stakeholders to develop a partnership that links, supports and empowers community economic developments with other Flinders organisations.

1st Quarter

Manager: Daniel Pitcher **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Assisted Sports Club with their grant application for upgrades to the club house and additional infrastructure.	
Work to Complete	Response

1.4.4 Employment opportunities are enhanced through development of projects and initiatives with education service providers and employers.

1.4.4.1 Facilitate and support education and training initiatives.

1st Quarter

Manager: Daniel Pitcher **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Assisted School on transition program. Assisted St John's first aid training on the Island for the general public. In conjunction with Hydro, promoted and assisted with Zero Harm Training being delivered to the Community. Promote visits to the Island by the Van Deiman Project.	Flagged with the Van Diemen Project that the planned Business Boot-camp is not scheduled for a time when people are going to be freely available.
Work to Complete	Response
Look for any new training opportunities that would suit the Island. Assist Van Deiman project in the delivery of their Business Boot-camp.	Liaise with Van Diemen Project and change the Boot-camp to May onward some time.

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 Flinders Island Business Inc. (FIBI), support the delivery of the Flinders Island Destination Action Plan 2017-2020. Other DAP actions will be referred to this point.

1st Quarter

Manager: Daniel Pitcher **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
<p>Adopted the new DAP. Restructured how the DAP will work on projects. DAP group members will become project leaders, they will then form a project working group from the Community to work on a particular project. Terms of reference and a reporting platform have been adopted to monitor progress. Current projects are as follows: Visitor information Road kill Flinders Trails (not The Flinders Trail) Safe Harbour Cafe in the North - revisited as a mobile set up Wombat Interpretation Center - Put on hold until an appropriate site is found.</p>	
Work to Complete	Response
<p>A tourist Map/Guide to sanctioned walks and bike trails. Road kill community education program. Explore the use of Shu Roo's and similar devices to aid in minimising road kill. Investigate better avenues for visitor information.</p>	

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 Finalise the development of a place based strategy as part of delivery of new Local Provisions Schedule (LPS).

1st Quarter

Manager: Robyn Cox **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
<p>Working on Local Provisions Schedule Zoning and Codes.</p>	
Work to Complete	Response
<p>Preparing Zone lists and maps and supporting report to justify decision matrix.</p>	

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 and a range of lot sizes for residential use including multiple dwellings.	
1st Quarter	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
The Local Provisions Schedule (LPS) decision rules encompass a range of lot sizes that are consistent with Guideline No.1 which is the directive from the State for determining zoning.	
Work to Complete	Response
Justifying the decisions for smaller lot sizes in the Supporting Report that accompanies the LPS for assessment.	

1.5.1 Planning Scheme provides facilitating environment for population growth.	
1.5.1.2 Complete review of Regional Land Use Strategy (RLUS).	
This project is closed	
1st Quarter	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Completed review of the RLUS and set out how each relevant policy is reflected in the Local Provisions Schedule.	
Work to Complete	Response
This work is complete.	

1.5.1 Planning Scheme provides facilitating environment for population growth.	
1.5.1.3 Review State Policies.	
This project is closed	
1st Quarter	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Have completed a review of State Policies and have incorporated into the Supporting Report how each policy is reflected in the Local Provisions Schedule	
Work to Complete	Response
This work is complete	

1.5.1 Planning Scheme provides facilitating environment for population growth.	
1.5.1.4 Prepare documentation required for submission of scheme.	
1st Quarter	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Commenced the Supporting Report for the Local Provisions Schedule.	No
Work to Complete	Response
Continuing the Supporting Report.	

1.5.1 Planning Scheme provides facilitating environment for population growth.	
1.5.1.5 Finalise Whitemark Structure Plan.	
1st Quarter	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
The Whitemark Structure Plan is dependent on the completion of the Flood Study which remains outstanding.	
Work to Complete	Response
Planning to incorporate the Whitemark Structure Plan into the Local Provisions Schedule and the Supporting Report (dependent on receipt of flood study).	

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	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Have conducted community consultation in Lady Barron which confirmed zoning proposal.	
Work to Complete	Response
Lady Barron Local Provisions Schedule elements to be completed and justified in Supporting Report.	

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 Review progress of Lady Barron Gym.	
This project is closed	
1st Quarter	
Manager: Daniel Pitcher Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
The gym is fully operational, all works have been completed.	
Work to Complete	Response

2.1.1 Recreational and community facilities upgraded as recommended by the Recreational and Community Facilities Assessment and Infrastructure Plan.	
2.1.1.2 Consolidate operational model and operate Whitemark Community Gym.	
1st Quarter	
Manager: Daniel Pitcher Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Whitemark gym is fully operational and is being used by a large number of community members.	
Work to Complete	Response
Due to David Heap no longer working for the Council, we will look into other options available for our induction process.	

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

2.1.1.3 Continue to assist in the implementation of the master plan in line with the business case for the Flinders Sports and RSL Club site.

1st Quarter

Manager: Bill Boehm **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
General Manager met with representatives of the Sports Club Development Subcommittee to discuss potential progress. The Club has now finalised and endorsed a refined master plan for the main club room area which includes a revised road layout and parking area to allow for strategic development of a range of facilities including swimming, recreational, gym, playground and development of the clubhouse. This was primarily done to facilitate the development of a tennis/netball court which has been funded by the State Government. Additional preliminary discussions concerning potential residential development of areas immediately adjacent to the Whitemark Township. Letter of support also provided to club for a potential grant opportunity. Refer 1.4.2.1	
Work to Complete	Response
Further assist Sports Club with any follow up actions. Include these scenarios in future planning scheme considerations.	

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

2.1.1.4 Investigate remodelling of the kitchen in the Flinders Arts and Entertainment Centre (FAEC).

1st Quarter

Manager: Jacci Viney **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** At risk

Work Completed	Issues/Risks
No work undertaken this quarter.	Will depend on competing priorities.
Work to Complete	Response

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

2.1.1.5 Finalise toilet and BBQ infrastructure installation project for Cape Barren Island.

1st Quarter

Manager: Jacci Viney **Date:** 24th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
The building and plumbing works are reportedly finished and final building invoice has been received. Inspections to ensure that works are completed will be conducted in the next period.	
Work to Complete	Response
Obtain certificates of completion for building and plumbing works.	

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.

1st Quarter

Manager: Robyn Cox **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
A draft open space policy is written but need to have discussions with State agencies regarding anomalies between State Planning Provisions and Local Government Act. The actual policy will follow the Planning Scheme and is scheduled for second half of financial year.	
Work to Complete	Response

2.1.4 Asset Management Plan implemented.

2.1.4.1 Revise and update Asset Management Plan and Strategy.

1st Quarter

Manager: Heidi Marshall **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
This work is now complete and requires approval by Council. The plan and strategy will go to the October Meeting of Council for consideration.	
Work to Complete	Response
Disseminate document once adopted.	

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

Manager: Jacci Viney **Date:** 24th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Land transfers must be done one at a time. The land transfer of 4 Davies Street has commenced and is moving, albeit a little slowly due to legislative snags, which will hopefully be dealt with within the next reporting period.	
Work to Complete	Response

2.1.5 Crown owned land is obtained for Council/Community need.

2.1.5.2 Identify additional parcels of Crown land to be obtained for community benefit.

1st Quarter

Manager: Jacci Viney **Date:** 24th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
No work undertaken this quarter.	
Work to Complete	Response

2.1.6 Stormwater Management Plan developed.

2.1.6.1 Stormwater Management Plan for all townships completed and approved by Council.

1st Quarter

Manager: Jacci Viney **Date:** 24th September 2018 **Schedule:** Ongoing **Status:** At risk

Work Completed	Issues/Risks
Work has not commenced on this project due to constraints around procurement of consultants.	
Work to Complete	Response

2.1.7 Lagoon Road Recreational Facility and stormwater management area established.

2.1.7.1 Slash a walking track through the Lagoon Road site linking the Cattle Track to Lagoon Rd.

1st Quarter

Manager: Brian Barnewall **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** At risk

Work Completed	Issues/Risks
No work undertaken this quarter.	There may not be an area suitable for a walking track.
Work to Complete	Response
Investigate area that may be slashed as a walking track when water levels drop.	

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 Continue to explore options for sealing Palana Road including advocating for State ownership of Palana Road.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
In June 2018, Council was advised by the State Government that "Palana Road is not a strategic State Road, serving a local access function, and the Department is not in a position to assist Council with funding for upgrading Palana Road". The Council was also advised that "The Australian Government does periodically have funding programs for regional roads and would recommend that Council considers making submissions through one of the Australian Governments infrastructure programs". Council's Priority Projects document has been amended on this basis.	
Work to Complete	Response
Refer amended Priority Projects document including the option to construct and seal Palana Road over a 3-5 year period to the relevant political parties ahead of the next Federal election.	

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 Review and update Waste Management Strategy.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Report provided and adopted by Council at the August Council Meeting with Option 4 being adopted, i.e. keeping transfer stations, baling all waste and placing into to a GCL lined cell but removing cardboard to store / shed. This Option to potentially move to Option 2 which would eventually collect, bale and place into a GCL lined cell. This option included in Council's 2019 Budget and Long Term Financial Plan.	
Work to Complete	Response
Implementation of actions.	

2.3.1 Waste Management Strategy Implemented.	
2.3.1.2 Complete investigation into management model for the operation of municipal waste management services.	
1st Quarter	
Manager: Jacci Viney Date: 24th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
The management of waste on Flinders Island is ever changing. The Environmental Protection Agency (EPA) has recently completed a waste audit. Engineering and hydrogeological consultants have commenced work on some of the required environmental tasks that need to be undertaken however there is still a lot of ground work to be done before the management model of the site will emerge.	Waste management is costly to the environment and to the budget. Staff are working hard to ensure that best outcomes are presented whilst maintaining the budget.
Work to Complete	Response
Completing EPA audit outcome tasks, within the stipulated timeframes.	

2.3.1 Waste Management Strategy Implemented.	
2.3.1.3 Implement option 4 of Waste management strategy as per motion no. 197.08.2018.	
1st Quarter	
Manager: Brian Barnewall Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
A full "drone" arial survey and a hydrogeological assessment of the landfill site has been undertaken. We are now waiting on the groundwater report which will influence and progress the waste cell and leachate design plans.	
Work to Complete	Response
The design of waste and leachate cells and investigation of a suitable waste baler for purchase.	

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 Complete the upgrade of and commission the Emita Hall on-site waste water system and continue to explore options for the Flinders Arts and Entertainment Centre (FAEC).	
1st Quarter	
Manager: Jacci Viney Date: 24th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
The onsite waste disposal options for the Emita Hall are limited and expensive due to the heavy clays encountered on the site. A Tasmania Community Fund grant application was successful in obtaining funds to improve the Emita Hall which included the upgrades to the waste water system.	
Work to Complete	Response
Emita Hall will take priority. FAEC disposal is still being worked on in the background.	
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	
Manager: Jacci Viney Date: 24th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Work continues on this project at a very slow rate. The recent visit from the Hydrogeologist for waste management purposes allowed for some investigative work to take place in this space. Some new ideas have been presented which will be followed up.	
Work to Complete	Response

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 Develop and implement a long term program of works on a partnership basis as a contractor for State Roads along Lady Barron and Palana Rd.	
This project is closed	
1st Quarter	
Manager: Brian Barnewall Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
There are no major works planned on the State road this financial year.	
Work to Complete	Response

2.5.1 Infrastructure services that are appropriate for Island conditions, sustainable and are accepted and valued by the local community.	
2.5.1.2 Develop and implement a long term alliance with TasWater to manage and operate their water supply network.	
1st Quarter	
Manager: Brian Barnewall Date: 20th September 2018 Schedule: Ongoing Status: At risk	
Work Completed	Issues/Risks
No work has been undertaken on this action.	
Work to Complete	Response
Work with TasWater to further this action.	

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 Liaise with PWS management and staff and review strategic arrangements and resourcing for the development, operation and maintenance of facilities and assets for which both parties have a joint interest.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Council's Works and Airport Manager and Strategic Planning and Development Manager have had an initial introductory meeting with the Parks & Reserve Manager - Central-North where a range of potential resource sharing options were discussed. Like Council, Parks is financially challenged.	Financial constraints on Council and Parks.
Work to Complete	Response
Follow up initial meeting.	

2.6.1 Parks and Wildlife Services (PWS) and Council cooperatively operate and maintain relevant facilities (toilets, camp grounds, picnic areas etc.).	
2.6.1.2 Implement a Memorandum of Understanding (MoU) with the PWS management and staff for the development, operation and maintenance of facilities and assets for which both parties have a joint interest.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
No work undertaken this quarter.	
Work to Complete	Response

2.6.2 A plan for the expansion of the walking trails network on Flinders Island.

2.6.2.1 Liaise with Parks and Wildlife Services management and staff, Flinders Island Tourism and Business Inc. (via the DAP) and other stakeholders to review strategically a sustainable long term management plan for the operation of a network of walking trails.

1st Quarter

Manager: Bill Boehm **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Council staff have been liaising with Parks and Wildlife Services management and staff, and Flinders Island Business Inc. (via the DAP).	
Work to Complete	Response
Council staff to continue to liaise with Parks and Wildlife Services management and staff, and Flinders Island Business Inc. (via the DAP).	

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 Parks and Wildlife Service funding to support the maintenance of walking trails and assets.

1st Quarter

Manager: Bill Boehm **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Brief verbal discussion with Director Parks & Wildlife. No outcomes to report.	
Work to Complete	Response

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

2.6.3.2 Support the Furneaux Historical Research Association with the development of the Geotrail project.

1st Quarter

Manager: Robyn Cox **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
No requests for support have been made.	
Work to Complete	Response

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 important natural assets.

1st Quarter

Manager: Robyn Cox **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
No work has been undertaken on this action.	
Work to Complete	Response
Incorporating the scope of the Natural Assets Code in the Local Provisions Schedule and justification in the Supporting Report.	

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 provides sector advice for Council to advocate on behalf of the Community.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Furneaux Group Shipping Special Committee of Council met and reported to the July 2018 Council Meeting	
Work to Complete	Response
Furneaux Group Shipping Special Committee Members to tour the Lady Barron Port Facilities on 25 October 2018	

3.1.2 Economic viability of developing an all-weather recreational and leisure vessel harbour investigated.	
3.1.2.1 Continue to advocate and explore opportunities to advance the adopted Flinders Island Marine Access and Safe Harbour Project.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
In December 2017 Council placed a submission for funding under the Infrastructure Stream of Australian Governments Building Better Regions (BBR) Fund for this project. \$5.47m. Cost was proposed to be funded by Council (\$0.46m), State Government (\$0.9m) and BBR (\$4.11m). Whilst the submission was well received Council was ultimately unsuccessful with only around 1 in 5 projects eventually being funded. Feedback obtained indicated that there was nothing materially wrong with the application other than being more project ready from a planning and land acquisition viewpoint. Further operational cost analysis is also required. On this basis the project has not been included in Council's Long Term Financial Strategy. Whilst BBR funding is an obvious potential funding stream, in reality the Australian and State Governments have arguably national and state infrastructure obligations that relate to maritime safety not just economic development. This thrust has been included in Council's amended Priority Project Document.	
Work to Complete	Response
Refer amended Priority Projects document including the aspect of the rock breakwater element for the Safe Harbour Project being funded by the Australian and State governments to relevant political parties. Revisit potential BBR aspect once this aspect of the project has been decided.	

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 Review Airport Master Plan to incorporate agreed Council's adopted Airport Improvement Plan (Airport Business Planning Update – November 2017) and report progress.	
1st Quarter	
Manager: Brian Barnewall Date: 15th September 2018 Schedule: Ongoing Status: At risk	
Work Completed	Issues/Risks
Initial consultations and site inspectios have been had with Kneebush Planning for the review of the Airport Master Plan. However, due to their unexpected schedule of fees, the review may not be undertaken by a consultant this financial year.	
Work to Complete	Response
We will investigate what parts of the review may be done in-house and all other options.	

3.2.1 Improved operation and financial performance of airport.	
3.2.1.2 Implement Airport Improvement Plans adopted by Council in November 2017. Reports and plans include, but are not limited to, the following: Flinders Island Aerodrome Costings Review, Aerodrome Review Report, Aerodrome Action Plan Report, Airport Hangars Update Report, Proposed Airport Extension and Airport Tank Inspection Report.	
1st Quarter	
Manager: Brian Barnewall Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Airport charges have been set for the 2018/19 financial year. New facilities are in place for car rental companies and one has taken up residence. We are waiting for the other to sign a lease agreement. The area previously used for this purpose in the terminal will now be used for aviation fuel sales. The area for the General Aviation Hangars has been surveyed and we are now finalising lease agreements for the first hangar to be built, a second may soon follow.	
Work to Complete	Response
Proposed undercover storage facilities. Fuel tank repairs as described in the Airport Tank Inspection Report. Further consultations with potential lease tenants.	

3.2.1 Improved operation and financial performance of airport.	
3.2.1.3 Develop a business proposal for the State Government to assist with the reconstruction of the north-south runway.	
1st Quarter	
Manager: Brian Barnewall Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
This action has not yet commenced.	
Work to Complete	Response

3.2.1 Improved operation and financial performance of airport.	
3.2.1.4 Complete installation of new wallaby proof fence.	
This project is closed	
1st Quarter	
Manager: Brian Barnewall Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
The wallaby proof fence was installed by R Wise Fencing Contractors during June and July. The project was completed on July 31st and has performed beyond expectation. There has been no animal incursion to the airside area of the fence since its completion. The performance of the fence will be monitored continually.	
Work to Complete	Response

3.2.1 Improved operation and financial performance of airport.	
3.2.1.5 With respect to comparing fees and charges with other regional airports, develop and finalise a rationale applicable to Flinders and implement changes.	
1st Quarter	
Manager: Brian Barnewall Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Fees and charges have been set for the 2018/19 financial year.	
Work to Complete	Response
Fees and charges will be reviewed continually to make sure they are in line with similar airports while taking into account that the Airport should become financially self-sufficient.	

3.2.1 Improved operation and financial performance of airport.

3.2.1.6 Furneaux Group Aviation Special Committee of Council provides sector advice for Council to advocate on behalf of the Community.

1st Quarter

Manager: Brian Barnewall **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Submissions from the public to the special committee have been called for via the Island News.	
Work to Complete	Response
A meeting of the Committee will occur in the next quarter.	

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 Continue to manage Building and Better Regions (BBR) Funding allocation for Telstra to construct a major upgrade of Telecommunications on Flinders and Cape Barren Islands.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Project is approximately 75% complete. Oversee project claims and ensure funding submissions are provided to BBR.	
Work to Complete	Response
Oversee project claims and ensure funding submissions are provided to BBR.	

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	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Agreement with the Australian Government under the Building Better Regions Program (BBR) for the Flinders Business and Social Structural Review Project which includes this element. Refer 1.2.3.1	
Work to Complete	Response
Distribute Community Survey and collate responses. Prepare and finalise Report.	

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.	
This project is closed	
1st Quarter	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
This work was completed when the Regional Land Use Strategy was declared in June 2018.	
Work to Complete	Response

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 Northern Tasmania Development Corporation (NTDC), Local Government Association of Tasmania (LGAT) and Tourism Northern Tasmania (TNT).	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Verbal liaison on various elements as required with NTDC CEO.	
Work to Complete	Response
Further liaison on an as required basis.	

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 and update Council's Priority Projects list by October 2018.

1st Quarter

Manager: Bill Boehm **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Revised document presented to October Council Meeting for consideration.	
Work to Complete	Response
Implement lobbying functions with Federal Politicians.	

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

4.1.1.5 Continue to advocate and advance Council's Priority Projects.

1st Quarter

Manager: Bill Boehm **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Made contact with two political parties ahead of revamped Priority Projects document.	
Work to Complete	Response
Continue to lobby with relevant national politicians.	

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

4.1.1.6 Encourage community presentations at Council Workshops.

1st Quarter

Manager: Bill Boehm **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Encourage when opportunities arise.	
Work to Complete	Response
Continue to encourage as opportunities arise.	

4.1.2 Cooperative and coordinated delivery of Indigenous community services.	
4.1.2.1 Collaborate as required with the Cape Barren Island Aboriginal Association Inc. and the Flinders Island Aboriginal Association Inc.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Ongoing dialogue as opportunities arise.	
Work to Complete	Response
Ongoing dialogue as opportunities arise.	

4. Strategic, Efficient and Effective Organisation

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

4.2.3 Administrative support provided to Council.	
4.2.3.1 Assist the Tasmanian Electoral Commission to conduct the 2018 Local Government Election for Flinders Council.	
1st Quarter	
Manager: Vicki Warden Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
The 2018 Local Government Election process commenced this quarter. Electoral Officers received candidate nominations and liaised with the Tasmanian Electoral Commission.	
Work to Complete	Response
Electoral Officers will oversee the election process until the polling period closes on 30 October.	

4.2.3 Administrative support provided to Council.	
4.2.3.2 Develop a comprehensive post-election induction program for Councillors and facilitate required training to lead the Council and Community.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Preliminary discussions with the Local Government Association of Tasmania (LGAT) and Office of the Director of Local Government regarding potential dates and format.	
Work to Complete	Response
Finalise and implement local and external approach.	

4. Strategic, Efficient and Effective Organisation

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

4.3.1 All legislative and regulatory compliance related to Council activities met.	
4.3.1.1 All legislative and regulatory compliance related to Council activities, as recorded in the Council's Annual Regulatory Compliance Checklist, are met.	
1st Quarter	
Manager: Vicki Warden Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
The Regulatory Compliance Checklist is in use and all compliance related activities are being tracked on a monthly basis. No anomalies to report.	
Work to Complete	Response

4.3.2 Requirements of the Archives Act 1983 substantially complied with through improved records management processes.	
4.3.2.1 Develop Information Asset Register.	
1st Quarter	
Manager: Jade Boyes Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
No work undertaken this quarter.	
Work to Complete	Response

4.3.2 Requirements of the Archives Act 1983 substantially complied with through improved records management processes.	
4.3.2.2 Develop Records Management procedures and standards.	
1st Quarter	
Manager: Jade Boyes Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
No work undertaken during this quarter.	
Work to Complete	Response
Hoping to start a review on the records management procedures.	

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

4.3.3.1 Update the General Manager's Roll in preparation for the 2018 Local Government election.

This project is closed

1st Quarter

Manager: Vicki Warden **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
The General Manager's Roll was updated in keeping with the guidelines and timeframe required by the Tasmanian Electoral Commission. The Roll closed to changes on 13 September. This action is now complete.	
Work to Complete	Response

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

4.3.4.1 Revise Policy Manual.

1st Quarter

Manager: Vicki Warden **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
The proposed review of the Policy Manual was discussed with the Audit Panel at their September meeting. As no funding is available to employ an external reviewer, staff and the Audit Panel will work systematically through the manual to review all policies.	
Work to Complete	Response

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

4.3.4.2 Revise Instrument of Delegation.

1st Quarter

Manager: Vicki Warden **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
The Instrument of Delegation was reviewed and adopted by Council at the 13 September 2018 Ordinary Meeting of Council.	
Work to Complete	Response
Prepare and distribute delegation letters to staff.	

4.3.5 Flinders Council Audit Panel functions effectively and efficiently.

4.3.5.1 Support the functions of the Flinders Council Audit Panel.

1st Quarter

Manager: Bill Boehm **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Audit Panel meetings undertaken on 4 July and 25 September 2018. Reports provided to Council.	
Work to Complete	Response
Audit Panel Meeting scheduled for 6 November 2018	

4.3.6 Enterprise Agreement 2016-2019 that complies with Fair Work Act 2009.

4.3.6.1 Commence work on the 2019 - 2023 Enterprise Agreement.

This is an inactive project

1st Quarter

Manager: Bill Boehm **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Work will commence in the fourth quarter.	
Work to Complete	Response

4.3.7 Furneaux Fire Area Management Committee functions efficiently and effectively.

4.3.7.1 Support the functions of the Furneaux Fire Area Management Committee.

1st Quarter

Manager: Jacci Viney **Date:** 24th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
The position of Municipal Emergency Management Coordinator continues to support the Fire Area Management Council (FMAC) and lead from an Emergency Management point of view.	
Work to Complete	Response

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

4.3.8.1 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

Manager: Jacci Viney **Date:** 24th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
The local Municipal Emergency Management Plan has been under review and is now nearing completion.	
Work to Complete	Response

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

4.3.8.2 Provide support to Flinders Municipal Emergency Management Committee.

1st Quarter

Manager: Jacci Viney **Date:** 24th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Support for the group continues from Council's employed Municipal Emergency Management Coordinator and Deputy.	
Work to Complete	Response

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

4.3.8.3 Review the Flinders Municipal Emergency Management Plan.

1st Quarter

Manager: Jacci Viney **Date:** 24th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Plan has been reviewed locally and by regional manager. Finalised plan has been issued for authorisation by the Minister.	
Work to Complete	Response

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

4.3.8.4 Provide assistance and support to the Recovery Coordinator to establish, promote and coordinate the Recovery Committee as a subcommittee of the Municipal Emergency Management Committee.

1st Quarter

Manager: Jacci Viney **Date:** 24th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Planning a meeting of the recovery committee which is long overdue.	
Work to Complete	Response
Emphasis has been placed on having Municipal Emergency Management Plan review completed which will form the head of power for the recovery plan.	

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

4.3.8.5 Identify, assist to facilitate and coordinate Emergency Management/Recovery related training when opportunities arise.

1st Quarter

Manager: Jacci Viney **Date:** 24th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Opportunities identified via regional manager. Training primarily undertaken on Island.	
Work to Complete	Response

4.3.9 An integrated and strategic approach to financial and asset management.

4.3.9.1 Finalise a Long Term Financial Plan in accordance with the Local Government Act 1993.

1st Quarter

Manager: Bill Boehm **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
This element included in Council's adopted 2019 Budget Estimates and Asset and Financial Management Strategy and Plans documents adopted at August Council Meeting. The Director for Local Government and Council's Audit Panel also advised. Further refinement and improvement with revised document presented to the October Council Meeting.	
Work to Complete	Response
Once formally adopted advise the Director for Local Government and have the documents reviewed by Councils' Audit Panel.	

4.3.9 An integrated and strategic approach to financial and asset management.

4.3.9.2 Update Asset Management Plan in accordance with the Local Government Act 1993.

1st Quarter

Manager: Bill Boehm **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
This element included in Councils adopted 2019 Budget Estimates and Asset and Financial Management Strategy and Plans documents adopted at August Council Meeting. The Director for Local Government and Councils' Audit Panel also advised. Further refinement and improvement with revised document presented to the October Council Meeting	
Work to Complete	Response
Once formally adopted advise the Director for Local Government and have the documents reviewed by Councils' Audit Panel.	

4.3.10 Flinders Planning Scheme

4.3.10.1 For each locality deliver Strategy Tables, Zone Conversion Tables, Supporting Reports, Maps, overlay lists and photographs as well as all Submission Documentation including Flinders Land Use Strategy 2017, Supporting Information Report and Consultation Reports.

1st Quarter

Manager: Robyn Cox **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Have reviewed and updated conversion tables and commenced incorporation in Supporting Report where divergence from State Mapping has been identified. Strategy Tables are completed.	
Work to Complete	Response
Incorporating maps and overlays lists for Codes into the Local Provision Schedule and the Supporting Report and other mandatory documentation.	

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 and initiate improvements.	
1st Quarter	
Manager: Lauren Moraitis Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
1. Monthly Safety Meetings (OHS Committee, Works Depot and Airport). 2. Review of Council's Accident and Incident Reporting - reviewed the accident and incident register. 3. Developed a First Aid Kit Register for all Council owned vehicles and buildings/facilities 4. MAV Insurance representative conducted a compliance audit of Council's Tree Management, Road Asset Management, Reserves and Open Space, Written Agreements and Contracts and provided recommendations for improvement. 5. Secured visit from Work Safe Tasmania Advisor to Flinders in October for Work Safe Month and run a series of workshops, programs, site visits and stall at the show. 6. Developed "Contractor Engagement" checklists for each department to use when hiring a new contractor. 7. Annual Review of Works Depot and Airport JSA's (Job Safety Analysis).	
Work to Complete	Response
1. Review of Council's Risk Register, and look at separating risks into Strategic and Operational risks. Determine reporting frequency. 2. Review of Council's Request for Service Register and job response timeframes, processes and priorities.	

4.4.2 Continuous improvement program.	
4.4.2.1 Provide professional development program and opportunities for training for Elected Members.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Made tentative arrangements with the Institute of Project Management to assist.	
Work to Complete	Response
Finalise and implement training and development with new elected council.	

4.4.2 Continuous improvement program.	
4.4.2.2 Review and update the Customer Service Charter.	
1st Quarter	
Manager: Jade Boyes Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Have researched and compared current Customer Service Charter with other Councils' Charters and commenced review.	
Work to Complete	Response
Finalising the Customer Service Charter.	

4.4.2 Continuous improvement program.	
4.4.2.3 Review Council's IT service.	
1st Quarter	
Manager: Megan Boyes Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
No work undertaken this quarter.	
Work to Complete	Response
We will be meeting with Another Computer Store representatives in October to review the agreement.	

4.4.3 A skilled workforce that provides core strategic, planning and operational capability.	
4.4.3.1 Provide professional development program and opportunities for training for Staff.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Project Management Training for Corporate Staff and various individual training provided.	
Work to Complete	Response
As part of Organisational Review, explore a more systematic training approach.	

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 Business Continuity Plan reviewed and tested.

1st Quarter

Manager: Lauren Moraitis **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
Council Office Fire Drill/Emergency Evacuation demonstrated on Monday 24th September in conjunction with Duck Pond Child Care Centre.	
Work to Complete	Response
Review of Risk Management Policy and Framework.	

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

4.4.5.1 Review functionality of website to make it more user friendly.

1st Quarter

Manager: Megan Boyes **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** At risk

Work Completed	Issues/Risks
Due to staffing allocations this has not been reviewed at this stage.	
Work to Complete	Response
Unsure until staffing allocation has been finalised.	

4.4.6 A central source of information for tourists and visitors to the Island.

4.4.6.1 Work in conjunction with Flinders Island Tourism and Business Inc. (FITBI) to align Council's Visitor Information Role with FITBI's tourism focus.

1st Quarter

Manager: Kelly Blundstone **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
No work undertaken this quarter.	
Work to Complete	Response

4. Strategic, Efficient and Effective Organisation

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

4.5.2 Sustainable organisation.	
4.5.2.1 Develop an improved communication strategy.	
1st Quarter	
Manager: Bill Boehm Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Undertook a revamped suite of documents that explained in more detail Council 2019 Budget. Successfully undertook two community Information Sessions both of which were well received.	
Work to Complete	Response
Ongoing strategy to evolve, develop and refine.	

4.5.2 Sustainable organisation.	
4.5.2.2 Develop a program to dispose of unwanted assets.	
1st Quarter	
Manager: Jacci Viney Date: 24th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
No work undertaken this quarter.	Project brief defining 'unwanted assets' required.
Work to Complete	Response

4.5.2 Sustainable organisation.	
4.5.2.3 Prepare a strategic program for review and consolidation of council owned land.	
1st Quarter	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
This work will commence when Local Provisions Schedule requirements are complete.	
Work to Complete	Response

4.5.2 Sustainable organisation.	
4.5.2.4 Review Council's Investment Strategy and program.	
1st Quarter	
Manager: Heidi Marshall Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
No work undertaken this quarter.	
Work to Complete	Response

4.5.2 Sustainable organisation.	
4.5.2.5 Investigate the feasibility of introducing environmental/visitor tax and camping fees.	
1st Quarter	
Manager: Jacci Viney Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
No action undertaken this quarter.	
Work to Complete	Response

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 activities to the Community.	
1st Quarter	
Manager: Stacey Wheatley Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Women Get Active Program - Fighting Fit has been planned and promoted in this quarter. The program will deliver a 5 week Sensible Strength Training program in the Lady Barron and Whitemark Gyms.	
Work to Complete	Response
Delivering the 5 week program, acquitting the grant and evaluating the program.	

5.1.3 Improved health and wellbeing of the community supported through education and health services.	
5.1.3.1 Assist Facilitation of the delivery of the services associated with the Primary Health Tasmania Funding through the Royal Flying Doctor Service (RFDS).	
1st Quarter	
Manager: Stacey Wheatley Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Service delivery has been ongoing in this quarter with new referrals for the service still being received. Negotiations between RFDS, Council and the MPC have resulted in the day to day management of the health service being returned to RFDS as of the 1st October 2018. Council and MPC will remain partners in the service and will work closely with RFDS to address local needs as required. Other work completed in this quarter has been Flinders Health Organisations Coordination Meetings (FHO CM) (stakeholder meetings) and staff meetings.	
Work to Complete	Response
Administration duties to finalise, report and acquit the RFDS funding.	

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 Support community groups, businesses and organisations to foster and support arts and cultural activities.	
1st Quarter	
Manager: Stacey Wheatley Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
No work has commenced in this quarter due to workload and increased priorities in other areas. Both Community Development Staff have also taken leave in this period.	
Work to Complete	Response
Work with arts and cultural groups to support the Furneaux Islands Festival.	

5.2.1 Arts and cultural activities are encouraged and supported.	
5.2.1.2 Deliver the Community Grants and Gunn Bequest funding program.	
This is an inactive project	
1st Quarter	
Manager: Vicki Warden Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
This action will commence in the third quarter.	
Work to Complete	Response

5.2.2 Community events and activities are supported, encouraged and delivered.	
5.2.2.1 Deliver the Furneaux Islands Festival.	
1st Quarter	
Manager: Stacey Wheatley Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Festival will be delivered on the 17th, 18th, 19th and 20th of January 2019. Musicians have been confirmed, promotional material for the Sharp Traveller is finalised and committee meetings have occurred this quarter.	Risk of delivering the Furneaux Islands Festival Committee within the short time frame and damaging relationships with the current committee. The existing committee is an integral part of delivering the 2019 Festival.
Work to Complete	Response
Planning, sponsorship, promotion, performance for School Holiday Program, bookings and all other event management requirements.	Staff are advising that we wait until the 2019 Festival is delivered to form the Special Committee and that the current committee is kept informed on the progress of forming the new committee.

5.2.2 Community events and activities are supported, encouraged and delivered.	
5.2.2.2 Administer the Citizen of the Year Award program.	
1st Quarter	
Manager: Vicki Warden Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Nominations for the Citizen of the Year Award were received in August and considered by Council at the September Closed Meeting of Council. The chosen recipient will receive the Award at the Flinders island Show in October.	
Work to Complete	Response

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 Complete the Whitemark coastal inundation study.	
1st Quarter	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
This work is being undertaken by consultants.	
Work to Complete	Response
Incorporating the results into the Local Provisions Schedule.	
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	
Manager: Robyn Cox Date: 15th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
No work undertaken on this action.	
Work to Complete	Response
Coastal hazards have been mapped by the state and will be mandatory Codes in the Local Provisions Schedule.	
5.3.3 Biosecurity risks identified and a program to address those risks developed.	
5.3.3.1 Lobby Biosecurity Tasmania to advance an improved Biosecurity program for the Community.	
1st Quarter	
Manager: Jacci Viney Date: 24th September 2018 Schedule: Ongoing Status: Going well	
Work Completed	Issues/Risks
Liaison with BioSecurity Tasmania continues. Council will soon lobby for written assurity with regard to staffing levels.	
Work to Complete	Response

5.3.4 Planning scheme enhances liveability and protects distinctive local characteristics.

5.3.4.1 Integrate protection of important natural assets in zoning decisions.

This project is closed

1st Quarter

Manager: Robyn Cox **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
This work is complete.	
Work to Complete	Response

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

Manager: Robyn Cox **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
No work undertaken this quarter.	
Work to Complete	Response
Lists to be compiled and mapped for Code overlay.	

5.3.4 Planning scheme enhances liveability and protects distinctive local characteristics.

5.3.4.3 Develop the a management plan for Council's North East River camping area and consider implementation.

This is an inactive project

1st Quarter

Manager: Robyn Cox **Date:** 15th September 2018 **Schedule:** Ongoing **Status:** Going well

Work Completed	Issues/Risks
This work will not commence until Local Provisions Schedule and Supporting Report and other mandated documentation are completed.	
Work to Complete	Response