2018 - 2019
OPERATIONAL PLAN
FINAL REPORT
Attachment to the
Bega Valley Shire Council
2018 - 2019 Annual Report

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The purpose of this report is to review the progress made against the Outcomes, Goals, Actions and Activities outlined in the REVISED DELIVERY PROGRAM 2017 – 2021 AND OPERATIONAL PLAN 2018 – 2019. A summary of the Outcomes, Goals and Actions is provided below.

**Outcome 1: Active and Healthy Communities**

**Goal 1: We are co-operative, caring and enjoy a culturally rich community life**

<table>
<thead>
<tr>
<th>Revised Delivery Program 2017 – 2021 Actions</th>
<th>Action #</th>
<th>Responsible Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design and implement processes to support Council’s community consultation and engagement activities and processes</td>
<td>1.1.1</td>
<td>Community Engagement</td>
</tr>
<tr>
<td>Deliver programs that build the wellbeing, resilience and strength of communities</td>
<td>1.1.2</td>
<td>Community Engagement</td>
</tr>
<tr>
<td>Stimulate and enhance Australia’s visual culture and deliver the outcomes of the Regional Gallery Strategic Plan</td>
<td>1.1.3</td>
<td>Regional Gallery</td>
</tr>
<tr>
<td>Explore opportunities to renew the Regional Gallery either in its current location or other suitable location</td>
<td>1.1.4</td>
<td>Regional Gallery</td>
</tr>
</tbody>
</table>
Goal 2: We are an active, healthy community with access to good quality recreation and sporting facilities, and medical health care

### Revised Delivery Program 2017 – 2021 Actions

<table>
<thead>
<tr>
<th>Action #</th>
<th>Responsible Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parks and Gardens, Sporting Grounds and Facilities, Swimming Pools, Public Amenities, Marine Infrastructure</td>
</tr>
<tr>
<td></td>
<td>Parks and Gardens, Sporting Grounds and Facilities, Swimming Pools, Public Amenities, Marine Infrastructure</td>
</tr>
<tr>
<td></td>
<td>Parks and Gardens, Sporting Grounds and Facilities, Swimming Pools, Public Amenities, Marine Infrastructure</td>
</tr>
</tbody>
</table>

**NOTE:** For ease of reporting the above table has been updated to show actions against each of the Service Areas

### Revised Delivery Program 2017 – 2021 Actions

<table>
<thead>
<tr>
<th>Action #</th>
<th>Responsible Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Marine Infrastructure</td>
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<td>Marine Infrastructure</td>
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<td>Marine Infrastructure</td>
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<td>Parks and Gardens</td>
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<td>Parks and Gardens</td>
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<td></td>
<td>Parks and Gardens</td>
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<tr>
<td></td>
<td>Public Amenities</td>
</tr>
<tr>
<td></td>
<td>Public Amenities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan and manage sporting facilities</th>
<th>1.2.10</th>
<th>Sporting Grounds and Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the Leisure and Recreation Asset Management Plan for sporting facilities</td>
<td>1.2.11</td>
<td>Sporting Grounds and Facilities</td>
</tr>
<tr>
<td>Construct and maintain sporting facilities</td>
<td>1.2.12</td>
<td>Sporting Grounds and Facilities</td>
</tr>
<tr>
<td>Plan and manage swimming pools and the Sapphire Aquatic Centre</td>
<td>1.2.13</td>
<td>Swimming Pools</td>
</tr>
<tr>
<td>Review the Leisure and Recreation Asset Management Plan for aquatic facilities</td>
<td>1.2.14</td>
<td>Swimming Pools</td>
</tr>
<tr>
<td>Construct and maintain swimming pools and the Sapphire Aquatic Centre</td>
<td>1.2.15</td>
<td>Swimming Pools</td>
</tr>
</tbody>
</table>
## Outcome 2: Employment and Learning Opportunities

**Goal 3: Our economy is prosperous, diverse and supported by innovative and creative businesses**

<table>
<thead>
<tr>
<th>Revised Delivery Program 2017 – 2021 Actions</th>
<th>Action #</th>
<th>Responsible Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide, manage and promote use of the Bega Valley Regional Learning and Commemorative Civic Centres</td>
<td>2.3.1</td>
<td>Learning and Civic Centres</td>
</tr>
<tr>
<td>Support projects and opportunities that stimulate sustainable economic growth and align with the Economic Development Strategy</td>
<td>2.3.2</td>
<td>Economic Development</td>
</tr>
<tr>
<td>Advocate, support and deliver sustainable tourism and visitor experiences to maximise the benefit to the community</td>
<td>2.3.3</td>
<td>Tourism</td>
</tr>
</tbody>
</table>

**Goal 4: We have meaningful employment and learning opportunities for people in all stages in life**

<table>
<thead>
<tr>
<th>Revised Delivery Program 2017 – 2021 Actions</th>
<th>Action #</th>
<th>Responsible Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliver early childhood education through an approved curriculum to foster children’s learning, development and growth</td>
<td>2.4.1</td>
<td>Children’s Services</td>
</tr>
<tr>
<td>Implement the Children’s Services Action Plan</td>
<td>2.4.2</td>
<td>Children’s Services</td>
</tr>
<tr>
<td>Expand the provision of services, information and education resources for the community and students in line with the Library Services Strategic Plan</td>
<td>2.4.3</td>
<td>Libraries</td>
</tr>
</tbody>
</table>
### Outcome 3: Sustainable Living

**Goal 5:** Our air and water is pristine and our natural environment and rural landscapes are protected

<table>
<thead>
<tr>
<th>Revised Delivery Program 2017 – 2021 Actions</th>
<th>Action #</th>
<th>Responsible Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protect and enhance the Shire’s natural environment and biodiversity and manage Council’s response to climate change</td>
<td>3.5.1</td>
<td>Environment and Sustainability Services</td>
</tr>
<tr>
<td>Improve and monitor Councils environmental impacts including energy efficiency</td>
<td>3.5.2</td>
<td>Environment and Sustainability Services</td>
</tr>
<tr>
<td>Engage the community to improve the stewardship and management of the Shire’s environmental assets</td>
<td>3.5.3</td>
<td>Environment and Sustainability Services</td>
</tr>
<tr>
<td>Develop and deliver Council’s biosecurity duty to protect our agricultural lands and enhance our natural systems</td>
<td>3.5.4</td>
<td>Vegetation Management</td>
</tr>
</tbody>
</table>

**Goal 6:** We are leaders in sustainable living and support innovative approaches to resource recovery and the production of renewable energy and food

<table>
<thead>
<tr>
<th>Revised Delivery Program 2017 – 2021 Actions</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Deliver waste collection, waste disposal and recycling services and infrastructure</td>
<td>3.6.1</td>
<td>Waste Services</td>
</tr>
<tr>
<td>Review Council’s Waste Management Strategy and review and update the Waste Asset Management Plan for the central waste facility and waste transfer facility infrastructure</td>
<td>3.6.2</td>
<td>Waste Services</td>
</tr>
<tr>
<td>Deliver strategic waste minimisation programs</td>
<td>3.6.3</td>
<td>Waste Services</td>
</tr>
</tbody>
</table>
Outcome 4: Liveable Places

Goal 7: Our Shire continues to be a vibrant, enjoyable, safe and affordable place to live

<table>
<thead>
<tr>
<th>Revised Delivery Program 2017 – 2021 Actions</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Improve safety for residents and tourists on the Shire’s beaches</td>
<td>4.7.1</td>
<td>Beach Lifeguards Services</td>
</tr>
<tr>
<td>Support older people and people with a disability to retain their independence and quality of life</td>
<td>4.7.2</td>
<td>Brighter Futures, Ageing and Disability Services</td>
</tr>
<tr>
<td>Provide specialist support for families with children at risk</td>
<td>4.7.3</td>
<td>Brighter Futures, Ageing and Disability Services</td>
</tr>
<tr>
<td>Deliver programs and activities to protect our community’s environmental health and safety</td>
<td>4.7.4</td>
<td>Certification and Public Health</td>
</tr>
<tr>
<td>Provide advice, certification and inspections and assess fast track development applications</td>
<td>4.7.5</td>
<td>Certification and Public Health</td>
</tr>
<tr>
<td>Provide ranger services that protect the amenity and safety of the community</td>
<td>4.7.6</td>
<td>Community Safety and Compliance</td>
</tr>
<tr>
<td>Tathra Fire Recovery</td>
<td>4.7.7</td>
<td>Brighter Futures, Ageing and Disability Services</td>
</tr>
</tbody>
</table>
Goal 8: Our places retain their character and scale, development is well planned, and a range of goods and services are available within our Shire that meet local needs

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Provide advice and assess development applications and subdivision certificates</td>
<td>4.8.1</td>
<td>Planning Services</td>
</tr>
<tr>
<td>Implement an action plan based on the Development Assessment Review</td>
<td>4.8.2</td>
<td>Planning Services</td>
</tr>
<tr>
<td>Provide development engineer services</td>
<td>4.8.3</td>
<td>Planning Services</td>
</tr>
<tr>
<td>Provide strategic land use planning services</td>
<td>4.8.4</td>
<td>Strategic Planning</td>
</tr>
<tr>
<td>Prepare land use strategies and policies to protect the Shire’s existing character and ensure supply of appropriately zoned land</td>
<td>4.8.5</td>
<td>Strategic Planning</td>
</tr>
<tr>
<td>Promote and preserve our Aboriginal cultural heritage</td>
<td>4.8.6</td>
<td>Strategic Planning</td>
</tr>
<tr>
<td>Operate and maintain water supply and sewerage system assets</td>
<td>4.8.7</td>
<td>Water and Sewer Services</td>
</tr>
<tr>
<td>Deliver water supply and sewerage system capital works (upgrade and new)</td>
<td>4.8.8</td>
<td>Water and Sewer Services</td>
</tr>
<tr>
<td>Deliver water supply and sewerage system capital works (renewal)</td>
<td>4.8.9</td>
<td>Water and Sewer Services</td>
</tr>
<tr>
<td>Enhance the environmental performance of water supply and sewerage system assets</td>
<td>4.8.10</td>
<td>Water and Sewer Services</td>
</tr>
</tbody>
</table>
**Outcome 5: Connected Communities**

**Goal 10:** We have a network of good quality roads, footpaths and cycleways connecting communities throughout the Shire and beyond

<table>
<thead>
<tr>
<th>Revised Delivery Program 2017 – 2021 Actions</th>
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<th>Responsible Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage, construct and maintain Merimbula Airport</td>
<td>5.10.1</td>
<td>Airport</td>
</tr>
<tr>
<td>Review Airport Master Plan and update Asset Management Plan</td>
<td>5.10.2</td>
<td>Airport</td>
</tr>
<tr>
<td>Plan and manage concrete and wooden bridges, culverts and causeways</td>
<td>5.10.3</td>
<td>Bridges</td>
</tr>
<tr>
<td>Construct and maintain concrete and wooden bridges, culverts and causeways</td>
<td>5.10.4</td>
<td>Bridges</td>
</tr>
<tr>
<td>Plan and manage cycle network infrastructure</td>
<td>5.10.5</td>
<td>Cycleways</td>
</tr>
<tr>
<td>Construct and maintain cycle network infrastructure</td>
<td>5.10.6</td>
<td>Cycleways</td>
</tr>
<tr>
<td>Plan and manage stormwater infrastructure</td>
<td>5.10.7</td>
<td>Drainage</td>
</tr>
<tr>
<td>Construct and maintain stormwater infrastructure</td>
<td>5.10.8</td>
<td>Drainage</td>
</tr>
<tr>
<td>Plan and manage pedestrian network infrastructure</td>
<td>5.10.9</td>
<td>Footpaths</td>
</tr>
<tr>
<td>Construct and maintain pedestrian network infrastructure</td>
<td>5.10.10</td>
<td>Footpaths</td>
</tr>
<tr>
<td>Manage the delivery of major transport infrastructure</td>
<td>5.10.11</td>
<td>Project Development Services</td>
</tr>
<tr>
<td>Design transport capital works projects</td>
<td>5.10.12</td>
<td>Project Development Services</td>
</tr>
<tr>
<td>Design, build and implement a Project Management Reporting Framework</td>
<td>5.10.13</td>
<td>Project Development Services</td>
</tr>
<tr>
<td>Plan and manage sealed and unsealed, rural and urban road network and associated infrastructure</td>
<td>5.10.14</td>
<td>Roads and ancillary infrastructure</td>
</tr>
<tr>
<td>Collaborate with Canberra Region Joint Organisation of Councils to investigate and progress improving the energy efficiency of street lighting</td>
<td>5.10.15</td>
<td>Roads and ancillary infrastructure</td>
</tr>
<tr>
<td>Construct and maintain sealed and unsealed, rural and urban road network and associated infrastructure</td>
<td>5.10.16</td>
<td>Roads and ancillary infrastructure</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
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<td>---------------------------------</td>
</tr>
<tr>
<td>Map and maintain information on Council’s assets</td>
<td>5.10.17</td>
<td>Strategy and Asset Services</td>
</tr>
<tr>
<td>Plan for transport capital work</td>
<td>5.10.18</td>
<td>Strategy and Asset Services</td>
</tr>
<tr>
<td>Undertake a Regional Transport Strategy</td>
<td>5.10.19</td>
<td>Strategy and Asset Services</td>
</tr>
<tr>
<td>Review and update the Transport Asset Management Plan</td>
<td>5.10.20</td>
<td>Strategy and Asset Services</td>
</tr>
<tr>
<td>Identify and complete floodplain risk management projects</td>
<td>5.10.21</td>
<td>Strategy and Asset Services</td>
</tr>
<tr>
<td>Review and update Stormwater Renewal Program</td>
<td>5.10.22</td>
<td>Strategy and Asset Services</td>
</tr>
<tr>
<td>Plan and manage town centre carpark infrastructure</td>
<td>5.10.23</td>
<td>Town Centre Carparks</td>
</tr>
<tr>
<td>Construct and maintain town centre carpark infrastructure</td>
<td>5.10.24</td>
<td>Town Centre Carparks</td>
</tr>
<tr>
<td>Construct and maintain pedestrian network infrastructure</td>
<td>5.10.25</td>
<td>Town Centre Carparks</td>
</tr>
</tbody>
</table>
Outcome 6: Strong Consultative Leadership

Goal 11: We are an informed and engaged community with a transparent, consultative and responsive Council

<table>
<thead>
<tr>
<th>Revised Delivery Program 2017 – 2021 Actions</th>
<th>Action #</th>
<th>Responsible Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve communication about Council activities, decisions and achievements</td>
<td>6.11.1</td>
<td>Communication and Events</td>
</tr>
<tr>
<td>Improve Council’s brand image and written communication</td>
<td>6.11.2</td>
<td>Communication and Events</td>
</tr>
<tr>
<td>Provide an efficient and high quality first resolution customer service</td>
<td>6.11.3</td>
<td>Revenue and Customer Services</td>
</tr>
<tr>
<td>Conduct day to day management of Council</td>
<td>6.11.4</td>
<td>General Manager and Mayoral Support</td>
</tr>
<tr>
<td>Support Councillors and ensure open and effective Local Government in our Shire</td>
<td>6.11.5</td>
<td>General Manager and Mayoral Support</td>
</tr>
<tr>
<td>Report on progress towards implementing audit recommendations, achieving integrated planning targets and New Works Projects</td>
<td>6.11.6</td>
<td>General Manager and Mayoral Support</td>
</tr>
<tr>
<td>Lead an organisational and community review of asset provision and implement the best and most affordable model for the future</td>
<td>6.11.7</td>
<td>General Manager and Mayoral Support</td>
</tr>
<tr>
<td>Develop and implement good governance systems</td>
<td>6.11.8</td>
<td>Governance and Integrated Planning Reporting</td>
</tr>
<tr>
<td>Report on Council’s integrated planning framework</td>
<td>6.11.9</td>
<td>Governance and Integrated Planning Reporting</td>
</tr>
<tr>
<td>Support the provision of emergency services in the Shire</td>
<td>6.11.10</td>
<td>Governance and Integrated Planning Reporting</td>
</tr>
</tbody>
</table>
Goal 12: Our Council is financially sustainable and services and facilities meet community need

<table>
<thead>
<tr>
<th>Revised Delivery Program 2017 – 2021 Actions</th>
<th>Action #</th>
<th>Responsible Service Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversee Assets and Operations services, programs and finances</td>
<td>6.12.1</td>
<td>Assets and Operations Coordination</td>
</tr>
<tr>
<td>Oversee Community, Environment and Planning services, programs and finances</td>
<td>6.12.2</td>
<td>Community, Environment and Planning Coordination</td>
</tr>
<tr>
<td>Oversee Business and Governance services, programs and finances</td>
<td>6.12.3</td>
<td>Business and Governance Coordination</td>
</tr>
<tr>
<td>Maintain and support Council’s workforce and implement the Workforce Strategy</td>
<td>6.12.4</td>
<td>Employee Services</td>
</tr>
<tr>
<td>Improve the provision of corporate financial services</td>
<td>6.12.5</td>
<td>Finance Services</td>
</tr>
<tr>
<td>Provide and maintain corporate information, communication and technology services in alignment with the Technology Strategy</td>
<td>6.12.6</td>
<td>Information, Communication and Technology</td>
</tr>
<tr>
<td>Improve Council’s business systems</td>
<td>6.12.7</td>
<td>Information, Communication and Technology</td>
</tr>
<tr>
<td>Ensure effective expenditure for purchasing goods and services</td>
<td>6.12.8</td>
<td>Procurement and Contracts</td>
</tr>
<tr>
<td>Ensure good governance practices in relation to procuring goods and services</td>
<td>6.12.9</td>
<td>Procurement and Contracts</td>
</tr>
<tr>
<td>Implement key recommendations of the Procurement Review</td>
<td>6.12.10</td>
<td>Procurement and Contracts</td>
</tr>
<tr>
<td>Develop and manage Council’s property portfolio and manage Council’s Reserve Trusts</td>
<td>6.12.11</td>
<td>Property Services</td>
</tr>
<tr>
<td>Review and update the Buildings Asset Management Plan</td>
<td>6.12.12</td>
<td>Property Services</td>
</tr>
<tr>
<td>Operate and maintain cemeteries and associated services in conjunction with volunteers</td>
<td>6.12.13</td>
<td>Property Services</td>
</tr>
<tr>
<td>Review and update the Cemeteries Asset Management Plan</td>
<td>6.12.14</td>
<td>Property Services</td>
</tr>
<tr>
<td>Maintain and manage community centres and halls in conjunction with hall committees</td>
<td>6.12.15</td>
<td>Property Services</td>
</tr>
<tr>
<td>Provide record and document management for Council</td>
<td>6.12.16</td>
<td>Records Management</td>
</tr>
<tr>
<td>Task</td>
<td>Date</td>
<td>Section</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Deliver workplace health and safety management programs</td>
<td>6.12.17</td>
<td>Risk Management</td>
</tr>
<tr>
<td>Deliver enterprise risk management and audit control programs</td>
<td>6.12.18</td>
<td>Risk Management</td>
</tr>
<tr>
<td>Support the provision of emergency services in the Shire</td>
<td>6.12.19</td>
<td>Risk Management</td>
</tr>
<tr>
<td>Deliver civil construction and infrastructure works for transport</td>
<td>6.12.20</td>
<td>Works Section</td>
</tr>
<tr>
<td>and recreation assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operate and maintain Council amenities, urban streetscapes, public</td>
<td>6.12.21</td>
<td>Works Section</td>
</tr>
<tr>
<td>land and public facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operate and maintain Council’s works depots and stores</td>
<td>6.12.22</td>
<td>Works Section</td>
</tr>
<tr>
<td>Manage and maintain Council and NSW Rural Fire Service vehicles</td>
<td>6.12.23</td>
<td>Works Section</td>
</tr>
<tr>
<td>plant and equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop and implement a Whole-of-Fleet Management Strategy and update</td>
<td>6.12.24</td>
<td>Works Section</td>
</tr>
<tr>
<td>the Fleet Management Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply quarry material for Council’s construction activities</td>
<td>6.12.25</td>
<td>Works Section</td>
</tr>
</tbody>
</table>
OUTCOME 1: Active and Healthy Communities

GOAL 1: We are cooperative, caring and enjoy a culturally rich community life

ACTION: 1.1.1: Design and implement processes to support Council’s community consultation and engagement activities and processes
Activity: Implement and review the Community Engagement Plan and toolkit

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
<th>Responsibility</th>
<th>Division</th>
<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1.1</td>
<td>Implement and review the Community Engagement Plan and toolkit</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>Community Engagement Plan and toolkit applied to engagement activities in 2018-19, and review conducted. Revised Community Engagement Strategy in development and due for completion by December 2019.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Status: ✔️
**ACTION: 1.1.2: Deliver programs that build the wellbeing, resilience and strength of communities**

**Activity: Support key community development projects addressing social issues across the Shire**

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Division</th>
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<tbody>
<tr>
<td>1.1.2.1</td>
<td>Support key community development projects addressing social issues across the Shire</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>Community Development activities included; support and/or advice for community driven projects such as the Cobargo main street seat; the Penguin Steering Committee, Eden (proposal to reinstate penguin colony in Eden by NSWNP); NAIDOC week activities; Eden all abilities playground; Eden fitness trail; Tura Marrang courtyard refurbishment; Tathra and Bega community gardens and Kiah Community Information Day. Major projects included; the refurb of Columbine Park, Bega; improvements to Endeavour Park, Eden (footpath, new play equipment); activation of Endeavour Park, Eden (Glow in the Park, Bike Mechanics, Hip Hop classes, Cultural day, Christmas Celebration); Reservoir St footpath; and collaboration with BVLS on Light and Sound, Bermagui. Other activities included the repair and reinstallaton of Refugee Welcome signs in Bega and Eden; Montreal Goldfield volunteer inductions, and support for promotion and assessment of the Yankees Gap and Tathra and District Bushfire Recovery program.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
### Activity: Coordinate and support the Access and Inclusion Advisory Committee

<table>
<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.1.2.2</td>
<td>Coordinate and support the Access and Inclusion Advisory Committee</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>Access and Inclusion Committee meetings held quarterly.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>

### Activity: Facilitate implementation of Council’s Disability Inclusion Action Plan

<table>
<thead>
<tr>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.2.3</td>
<td>Facilitate implementation of Council’s Disability Inclusion Action Plan</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>Actions and achievements against the Disability Inclusion Access Plan have been implemented across a range of Council areas and are reported in detail in this Annual Report.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>
### Activity: Implement Council’s ‘Youth Voice Youth Action’ Strategy

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.2.4</td>
<td>Implement Council’s ‘Youth Voice Youth Action’ Strategy</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>Activities include seven Shire-wide Youth Week activities with over 500 participants; four activities in Eden associated with the Eden Place Plan; provision of the Youth Space, accessed by a range of groups including PCYC, Flourish, Regional Gallery and the Autism Lab; participation in Youth Services Network and Headspace consortium; partnerships with schools and youth providers to support youth attendance at leadership forums and mentoring programs; provision of advice to youth services on accessing grants and program management; and facilitating over 10 youth programs delivered in community settings in partnership with the library and other agencies.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
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</table>

### Activity: Promote volunteering opportunities in the Shire

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1.1.2.5</td>
<td>Promote volunteering opportunities in the Shire</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>Council's Community Directory was promoted as a key resource for groups and individuals looking to volunteer (341 groups/organisations featured); volunteering opportunities were promoted broadly via social media during Volunteers Week; Council's Seniors Festival Expo featured over 35 local volunteer organisations and was attended by over 500 people.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
Activity: Seek funding opportunities to support community development projects that align with Council’s direction including youth focus

<table>
<thead>
<tr>
<th>Activity Code</th>
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</thead>
<tbody>
<tr>
<td>1.1.2.6</td>
<td>Seek funding opportunities to support community development projects that align with Council’s direction including youth focus</td>
</tr>
<tr>
<td></td>
<td>Anne Cleverley</td>
</tr>
<tr>
<td></td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
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<td></td>
<td>Community Engagement</td>
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<td></td>
<td>Comment Continue to seek funding for grants which can be delivered within the capacity of the team. Successful recipient of a Youth Opportunities Grant to support a Make and Create Crew at Bermagui, a Heritage grant for digitisation of photographic exhibition, and a Youth Week Grant. Unsuccessful applications include a Heritage grant for interpretive signage at Columbines Park and a Seniors Festival grant.</td>
</tr>
<tr>
<td></td>
<td>Action Status Project / Program</td>
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<td>Status Completed</td>
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</tbody>
</table>

Activity: Assist the Tathra and district communities with activities and initiatives that assist in the bushfire recovery processes

<table>
<thead>
<tr>
<th>Activity Code</th>
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</thead>
<tbody>
<tr>
<td>1.1.2.7</td>
<td>Assist the Tathra and district communities with activities and initiatives that assist in the bushfire recovery processes</td>
</tr>
<tr>
<td></td>
<td>Anne Cleverley</td>
</tr>
<tr>
<td></td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
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<tr>
<td></td>
<td>Community Engagement</td>
</tr>
<tr>
<td></td>
<td>Comment Tathra and District Recovery Support Service (TRSS) have been delivered in accordance with OEM funding. This has included casework; advocacy and referral services; regular community meetings; the facilitation of the Health and Wellbeing Committee; support for community building and educational events; and the roll out of small community grant program to support impacted residents. An extension of the service was secured to August 2019.</td>
</tr>
<tr>
<td></td>
<td>Action Status Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
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</table>
## Activity: Provide specific services to bushfire affected residents

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<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.1.2.8</td>
<td>Provide specific services to bushfire affected residents</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>The Tathra and District Recovery Support Service has continued to support residents with over 134 individuals from both bushfire events (Yankees Gap and District and Tathra and District) accessing a range of specific personalised services. Alongside this, community based activities include 12 Community Recovery Meetings held in Tathra and Bemboka; the distribution of the Mayoral Appeal funds ($1,559,900.); the establishment of the Bega Valley Recovery and Resilience Grants Program (14 grants approved to the value of $41,601.60); Bemboka Casual ‘Coffee &amp; Chat’ Catch-Up sessions; Green Shoots Planting Days; and RFS Hotspots project for Tarranganda/Vimy Ridge and Tathra residents. Council has continued to coordinate the Health and Wellbeing Recovery Committee, bringing agencies together for a coordinated response to recovery services. Support and liaison with the Tathra Sapphire Coast Tourism Resilience Project and the funded Red Cross recovery project.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
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</tbody>
</table>
### Activity: Identify funding and/or other opportunities to deliver a Changing Places Adult Change Facility

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<tr>
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</thead>
<tbody>
<tr>
<td>1.1.2.9</td>
<td>Identify funding and/or other opportunities to deliver a Changing Places Adult Change Facility</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>The facility was considered as part of the Tathra playground project but found to be outside the scope of the grant. Grant opportunities have been identified for 2020 which may be suitable and which will be pursued.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
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</table>

### Activity: Manage community grants programs in line with Council’s identified priorities

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</tr>
</thead>
<tbody>
<tr>
<td>1.1.2.10</td>
<td>Manage community grants programs in line with Council’s identified priorities</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>Council funding and/or support provided to Mumbulla Grants. Promotion, administration and assessment of Clubgrants, Youth Week Grants, IWD Young Women's Scholarships and Further Education Scholarships.</td>
<td>Ongoing Activity (for business as usual activities)</td>
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</table>

### Activity: Administer the Access Improvements grant program

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</thead>
<tbody>
<tr>
<td>1.1.2.11</td>
<td>Administer the Access Improvements grant program</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>The 2018 round of Access Improvement Grants awarded $16,800 to four projects. The 2019 round was opened in June 2019, with $25,000 available to community projects which improve access and inclusion in the Bega Valley.</td>
<td>Ongoing Activity (for business as usual activities)</td>
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</tbody>
</table>
# Operational Plan 2018/2019

## Activity: Contribute funding to support South East Arts and Mumbulla Foundation

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1.1.2.12</td>
<td>Contribute funding to support South East Arts and Mumbulla Foundation</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>The 2018 Mumbulla Grant round saw over $50,000 distributed to support community projects in December 2018. In-kind advice has been provided to the Mumbulla Foundation on the 2019 grant process. South East Arts continues to deliver arts development activities across the Shire, providing support for emerging and professional artists working in all art forms.</td>
<td>Project / Program Completed</td>
<td></td>
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</tbody>
</table>

## Activity: Administer Club Grants Category 3 in partnership with local clubs

<table>
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<tr>
<th>Activity Code</th>
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</thead>
<tbody>
<tr>
<td>1.1.2.13</td>
<td>Administer Club Grants Category 3 in partnership with local clubs</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Engagement</td>
<td>Club Grants promoted and administered, and secretariat support provided to Clubs Committee. In total, 53 applications for grants were received and assessed for the 2019 grant round. Thirty-eight grants were awarded to the value of $101,360.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
**ACTION: 1.1.3:** Stimulate and enhance Australia’s visual culture and deliver the outcomes of the Regional Gallery Strategic Plan

Activity: Manage, develop and exhibit the Bega Valley Regional Gallery collection, work with local professional artists and facilitate touring exhibitions of national significance

<table>
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<tr>
<th>Activity Code</th>
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</thead>
<tbody>
<tr>
<td>1.1.3.1</td>
<td>Manage, develop and exhibit the Bega Valley Regional Gallery collection, work with local professional artists and facilitate touring exhibitions of national significance</td>
<td>Iain Dawson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Regional Gallery</td>
<td>The BVRG collection was curated into an important major exhibition in 2019. Twenty-five new works were donated to the collection, worth over $250,000. Four national tours have been hosted; Justene Williams - The curtain breathed deeply, toured by Museums and Galleries NSW; Bajindurr - A Lasting Impression, toured by Arts NT; Moving Histories/Future Projections toured by MGNSW ; and Contemporising the Modern - toured by Murray Art Museum Albury. Visitation to BVRG over the period was 25,750.</td>
<td>Ongoing Activity (for business as usual activities)</td>
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</table>

Activity: Deliver public art programs

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</thead>
<tbody>
<tr>
<td>1.1.3.2</td>
<td>Deliver public art programs</td>
<td>Iain Dawson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Regional Gallery</td>
<td>BVRG delivered 16 public art programs including workshops, artist talks, screenings and studio visits. The programs have been expanded to include monthly Creative Kids art workshops, subsidised by the NSW Government, and eight school holiday workshops.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
### Activity: Build the Regional Gallery’s partnerships within the Australian arts sector, local organisations and services and support projects at a national and local level

<table>
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<tr>
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</thead>
</table>
| 1.1.3.3       | Build the Regional Gallery’s partnerships within the Australian arts sector, local organisations and services and support projects at a national and local level | Iain Dawson | COMMUNITY, ENVIRONMENT AND PLANNING | Regional Gallery | The BVRG is recognised as a leader within the sector, locally, nationally and, in the past year, internationally. Highlights of self-curated exhibitions include:  
  a) I Heart, utilising the collections of AGNSW, Newcastle Gallery, Goulburn Regional Gallery and the collections of Ben Quilty, Robert Malherbe and Alesandro Ljubicic,  
  b) South East Interference Vol I, utilising work from QUT art gallery, Mosman Regional Gallery, King Street Gallery Sydney, Sullivan and Strumpf gallery Singapore, Kronenberg Wright Contemporary Sydney, Buku-Larrnggay Mulka Art Centre NT, Outstation Gallery Darwin; and  
  c) Embellish - costume in the art of Hilda Rix Nicholas using the BVRG collection and works from the Rix-Nicholas/Wright family collection.  
In addition, the Shirley Hannan National Portrait Award received 430 entries and 30 of the 35 finalists travelled from across Australia for the exhibition opening. | Ongoing Activity (for business as usual activities) |
**ACTION 1.1.4: Explore opportunities to renew the Regional Gallery either in its current location or other suitable location**

**Activity: Finalise Plans for renewal of Regional Gallery**

<table>
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</thead>
<tbody>
<tr>
<td>1.1.4.1</td>
<td>Finalise Plans for renewal of Regional Gallery</td>
<td>Iain Dawson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Regional Gallery</td>
<td>Development Application approved and grant application to NSW Regional Cultural Fund submitted (application unsuccessful). Further funding applications to be submitted in 2019-20.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Activity: Commence gallery renewal if funding successful**

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<tbody>
<tr>
<td>1.1.4.2</td>
<td>Commence gallery renewal if funding successful</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Regional Gallery</td>
<td>New air conditioning unit installed. Philanthropy campaign launched for audio visual equipment. Available avenues for expansion explored, but unsuccessful to date. Further opportunities to be sought in 2019-20.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>
GOAL 2: We are an active, healthy community with access to good quality recreation and sporting facilities, and medical health care

ACTION: 1.2.1: Plan and manage minor marine infrastructure and the Tathra and Merimbula wharves and the Merimbula public jetty

Activity: Implement the recommendations of the Maritime Infrastructure Internal Audit

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>1.2.1.1</td>
<td>Implement the recommendations of the Maritime Infrastructure Internal Audit</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Marine Infrastructure</td>
<td>Audit priorities are being reviewed in the 2018/19 financial year. Budget allocation for actions will be considered in the 2019/20 budget. This year's allocation has gone to the Tathra Wharf with work completed in 2019/20.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>

Activity: Concept design and scope for renewal requirements Tathra Wharf

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</thead>
<tbody>
<tr>
<td>1.2.1.2</td>
<td>Concept design and scope for renewal requirements Tathra Wharf</td>
<td>Daniel Dijikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Marine Infrastructure</td>
<td>Tathra Wharf scoping study currently underway and due for completion prior the December 2019. Merimbula Wharf has been included in the 2019/2020 program and will commence once the Tathra Wharf works have been completed.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</table>
**ACTION: 1.2.2: Review the Transport Asset Management Plan for marine infrastructure**  
**Activity: Nil**

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<tbody>
<tr>
<td>1.2.2.1</td>
<td>Nil</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Marine Infrastructure</td>
<td>Appropriate updates to the asset register have been made with the received works as-executed. Valuations of asset condition were not required in this financial year.</td>
<td>Project / Program Completed</td>
<td>![completed](green circle)</td>
</tr>
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</table>

**ACTION: 1.2.3: Construct and maintain marine infrastructure**  
**Activity: Deliver capital works programs for marine infrastructure**

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.2.3.1</td>
<td>Deliver capital works programs for marine infrastructure</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Marine Infrastructure</td>
<td>SEE BELOW</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>![on track](green circle)</td>
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</tbody>
</table>
## Capital Works: Marine Infrastructure

### Activity: Boat ramp upgrades at Bermagui River, Blackfellows Lagoon, Kalaru and pontoon at Quarantine Bay, Eden

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</thead>
<tbody>
<tr>
<td>1.2.3.1</td>
<td>Boat ramp upgrades at Bermagui River, Blackfellows Lagoon, Kalaru and pontoon at Quarantine Bay, Eden</td>
<td>Matthew Collins</td>
<td>ASSETS AND OPERATIONS</td>
<td>Marine Infrastructure</td>
<td>Concept designs complete, REF’s complete, consultation complete (Council report prepared).</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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### Activity: Preparation of scope of works for renewals to Tathra Wharf

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</thead>
<tbody>
<tr>
<td>1.2.3.1</td>
<td>Preparation of scope of works for renewals to Tathra Wharf</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Marine Infrastructure</td>
<td>Project underway with REVITT model completed for the Tathra Wharf Structure and currently a consultant is reviewing current condition of substructure and will provide several options for costing and will be seeking funding for the renewal of substructure elements.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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Activity: Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs

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<tbody>
<tr>
<td>1.2.3.2</td>
<td>Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Marine Infrastructure</td>
<td>Stronger Country Communities Grant applications related to scheduled asset renewals. Rural village playgrounds, sports grounds improvements at Lawrence Park, Wolumla, Barclay Street Eden and also Public Reserves Management Fund fencing renewal application.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>

Activity: Maintain marine infrastructure

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.3.3</td>
<td>Maintain marine infrastructure</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Marine Infrastructure</td>
<td>Beauty Point Boat Ramp renewal completed. Planning and consultation progressed for Boating Now Round 2 Bermagui River, Blackfellows Lake, and Quarantine Bay Pontoon. Regular ramp cleaning program included in Reflect.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
### ACTION: 1.2.4: Plan and manage recreation facilities

**Activity: Develop operations and maintenance programs for parkland facilities, skate parks and playgrounds**

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.4.1</td>
<td>Develop operations and maintenance programs for parkland facilities, skate parks and playgrounds</td>
<td>Edward Crothers</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Operational program for mowing services in use, with Playground and Boat Ramps maintenance service inspections continuing. Use of the &quot;Planned Works&quot; function of Reflect in use to deliver operational services for public amenities, BBQ cleaning and mowing programs, as well as for maintenance service inspections of playgrounds, exercise equipment and boat ramps. Further &quot;Defects&quot; and &quot;Accomplishments&quot; continuing to be recorded in Reflect. Review of Playground and Exercise equipment specification due, and first draft of 'Minor Structures' maintenance specification nearing completion.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>

### Activity: Deliver and review the Community Project Proposals program

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.2.4.2</td>
<td>Deliver and review the Community Project Proposals program</td>
<td>Susan Findlay</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Community project proposals quarterly process completed 2018/19</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>
### Activity: Apply for grants for the Coastal Accessibility Plans and implement successful applications

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.4.3</td>
<td>Apply for grants for the Coastal Accessibility Plans and implement successful applications</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Destination For All grant application successful. $2.27m grant funded of the $2.7m total project value. Site specific detail reviews (REF and surveys) completed; detail planning and design underway. Funding deed completion time-frame June 2020.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>

### ACTION: 1.2.5: Review the Leisure and Recreation Asset Management Plan for recreation assets

#### Activity: Continue recreation asset inventory and mapping

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.5.1</td>
<td>Continue recreation asset inventory and mapping</td>
<td>John Turville</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Again, this is an ongoing activity but due to the workload in renewing and upgrading recreational assets, this activity has largely unchanged since the previous reporting period.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>On Track</td>
</tr>
</tbody>
</table>
### Activity: Identify key issues and treatments of natural areas and assets and prioritise projects and tasks

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.5.2</td>
<td>Identify key issues and treatments of natural areas and assets and prioritise projects and tasks</td>
<td>Andrew Morrison</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Projects have been identified and prioritised based on ecological significance of the reserve, level of threat, likelihood of mitigating threats and opportunities for community involvement. Site visits and liaison with stakeholders provided baseline information for project development. Opportunities to tap into available funding were actively sought. Ongoing projects include saltmarsh restoration works at Bermagui, Endangered Ecological Community restoration at Bemboka River Reserve, Lake Curalo and Murunna Point, and sediment control works and revegetation across the Tathra/Vimy Ridge fire ground.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### ACTION: 1.2.6: Construct and maintain recreation facilities

### Activity: Deliver capital works programs for recreational assets

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.6.1</td>
<td>Deliver capital works programs for recreational assets</td>
<td>John Turville</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>SEE BELOW</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔️</td>
</tr>
</tbody>
</table>
## Capital Works: Parks and Gardens

### Activity: Recreation renewals for assets affected by the Tathra and District fire

<table>
<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.2.6.1</td>
<td>Recreation renewals for assets affected by the Tathra and District fire</td>
<td>John Turville</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>No change from previous reporting period. Recreation staff was waiting on some asbestos contaminated areas to be decontaminated before they could complete asset renewals along the Kianniny walking track. This asbestos works has just recently been cleaned up which means that staff can complete this work in the 19/20 FY. The Tathra Headland Park viewing platform is being upgraded through the funding received from the NSW State Government as a part of the Tathra headland walking track. This is due for completion in the first half of the 2019/20 FY.</td>
<td>On Track</td>
<td><img src="green.png" alt="Green" /></td>
</tr>
</tbody>
</table>

### Activity: Consultation and design for Rural Village playground upgrades in Wyndham, Bemboka, Cobargo, Mogareeka

<table>
<thead>
<tr>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.6.1</td>
<td>Consultation and design for Rural Village playground upgrades in Wyndham, Bemboka, Cobargo, Mogareeka</td>
<td>Matthew Collins</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Consultation and design complete and reported to Council in March 2019.</td>
<td>Project / Program</td>
<td>Completed</td>
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</table>
### Activity: Community engagement and concept design for a second all abilities playground within the Shire

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</tr>
</thead>
<tbody>
<tr>
<td>1.2.6.1</td>
<td>Community engagement and concept design for a second all abilities playground within the Shire</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Tathra Lot Stafford Playspace officially opened June 2019. Demonstration project for the Everyone Can Play Guidelines. StateWide is the first project under this initiative.</td>
<td>Project / Program</td>
<td>Completed</td>
</tr>
</tbody>
</table>

### Activity: Construction design for major elements of the Coastal Accessibility Plans

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>1.2.6.1</td>
<td>Construction design for major elements of the Coastal Accessibility Plans</td>
<td>Matthew Collins</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Bruce Steer amenities design complete (architectural and structural) and accessible ramp concept complete. Short Point design complete (viewing platforms / feature seat) and RFQ issued for engagement of design consultant for remaining elements. Pambula Beach reserve design commenced with internal resources.</td>
<td>Project / Program</td>
<td>On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>
Activity: Construction design and procurement for Wallaga Lake Path renewal

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<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.2.6.1</td>
<td>Construction design and procurement for Wallaga Lake Path renewal</td>
<td>John Turville</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>This project has encountered delays due to extensive Aboriginal heritage consultation and staffing issues. This will be rectified in the first quarter of the 2019/20 financial year.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>

Activity: Deliver the funded “Everyone Can Play” playground at Tathra

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</tr>
</thead>
<tbody>
<tr>
<td>1.2.6.1</td>
<td>Deliver the funded “Everyone Can Play” playground at Tathra</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Tathra Lot Stafford Playspace official opened June 2019. Demonstration project for the ‘Everyone Can Play’ guidelines. As first project funded under this initiative.</td>
<td>Project / Program Completed</td>
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</tbody>
</table>


### Activity: North Tura Trail improvements (from 2017/18)

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1.2.6.1</td>
<td>North Tura Trail improvements (from 2017/18)</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Funding application successful under Stronger Country Communities Round 2. The Point, all weather and emergency access, Dolphin Cove emergency access, Tura Head improved accessibility / all weather. Funding deed time frame for completion October 2020. Further consultation has also been undertaken so that works can progress ahead of this time frame.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>☑️</td>
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</tbody>
</table>

### Activity: Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs

<table>
<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.2.6.2</td>
<td>Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs</td>
<td>John Turville</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>This activity is an ongoing activity and with the workload in delivering various projects across the Recreation and Natural asset portfolio, little ground truthing has occurred in this reporting period. No change from previous reporting period.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>☑️</td>
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</tbody>
</table>
Activity: Support parks volunteers through the parks volunteer program

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</tr>
</thead>
<tbody>
<tr>
<td>1.2.6.3</td>
<td>Support parks volunteers through the parks volunteer program</td>
<td>Edward Crothers</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Inductions for new members of the Friends of the Blue Pool volunteer group, as well as the first member of the Friends of Pambula River Mouth have been completed. Working bees have continued consistently and regularly with most volunteer groups. Working bees with North Tura Coastal Reserves Volunteer group have been postponed until agreements between Council, NTBRA and the Living with Nature group have been finalised regarding the review of the Site Management Plan. Further relationships have also been developed between Council and Landcare groups for undertaking work on Council land. The retirement of long-standing volunteer, Marshall Campbell occurred in May. Marshall dedicated 30 years of volunteer labour to the Littleton Gardens space. A Community Project Proposal has been submitted to erect a plaque, in appreciation of Marshall's dedication.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>

Activity: Maintain Asset Protection Zones and fire trails on natural areas under Council control and continue membership of the Bushfire Management Control Committee

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.2.6.4</td>
<td>Maintain Asset Protection Zones and fire trails on natural areas under Council control and continue membership of the Bushfire Management Control Committee</td>
<td>Andrew Morrison</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Council Asset Protection Zones maintained through slashing (minimum of two passes per APZ in 2018-2019, generally in November/December and May) or hand clearing. Targeted tree removal actions undertaken throughout the APZ network as required. Bush Fire Management Committee meetings attended and BVSC reports submitted.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>
Activity: Implement MOU with Crown Lands and RFS to create and maintain APZs to enable rebuilding of dwellings in Tathra affected by the Tathra and District Fire

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>1.2.6.5</td>
<td>Implement MOU with Crown Lands and RFS to create and maintain APZs to enable rebuilding of dwellings in Tathra affected by the Tathra and District Fire</td>
<td>Andrew Morrison</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>MOU APZ enhancement works at Sanctuary Place, Ocean View Terrace, Bay Street and southern end of Thompson Drive completed. Works on Thompson Drive north APZ to be completed in 2019.</td>
<td>On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</table>

Activity: Identify and implement priority vegetation protection and rehabilitation and restoration projects in public areas

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</tr>
</thead>
<tbody>
<tr>
<td>1.2.6.6</td>
<td>Identify and implement priority vegetation protection and rehabilitation and restoration projects in public areas</td>
<td>Andrew Morrison</td>
<td>ASSETS AND OPERATIONS</td>
<td>Parks and Gardens</td>
<td>Works program developed and vegetation restoration/management works undertaken at Bemboka River reserve, Jiguma Reserve, Curalo Foreshore reserve and Murunna Point. Significant environmental works undertaken at Tathra to restore fire damaged ecosystems including extensive erosion and sediment control works, five community planting events and targeted weed control works throughout fire effected foreshore reserves.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>
### ACTION: 1.2.7: Plan and manage public toilets

**Activity: Develop and implement a Public Amenities Management Plan**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.2.7.1</td>
<td>Develop and implement a Public Amenities Management Plan</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Public Amenities</td>
<td>Public amenities workshop held with Councillors. Draft Public Toilet Strategy to be reported to Council August 2019.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>

### ACTION: 1.2.8: Review the Leisure and Recreation Asset Management Plan for public amenities

**Activity: Map public amenities and update the Authority asset register and the valuation and condition of assets**

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<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>1.2.8.1</td>
<td>Map public amenities and update the Authority asset register and the valuation and condition of assets</td>
<td>John Turville</td>
<td>ASSETS AND OPERATIONS</td>
<td>Public Amenities</td>
<td>No change to this activity.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>
**ACTION: 1.2.9: Construct and maintain public toilets**

Activity: Deliver capital works programs for public amenities

<table>
<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.2.9.1</td>
<td>Deliver capital works programs for public amenities</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Public Amenities</td>
<td>SEE BELOW</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
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</table>

**Capital works: Public Amenities**

Activity: Bruce Steer Pool amenities (from 2017/18 year)

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</tr>
</thead>
<tbody>
<tr>
<td>1.2.9.1</td>
<td>Bruce Steer Pool amenities (from 2017/18 year)</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Public Amenities</td>
<td>Delivery delayed due to expanded capital works delivery program. Request For Tender (RFT) documents prepared awaiting final hydraulic design. Expected construction complete pre December 2020.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>
### Activity: Maintain public toilets to agreed service levels

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</tr>
</thead>
<tbody>
<tr>
<td>1.2.9.2</td>
<td>Maintain public toilets to agreed service levels</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Public Amenities</td>
<td>Current service levels managed. Draft Public Toilet Strategy to be reported to Council August 2020. Design work completed for new public toilets at Bruce Steer Pool and Bega Park. New facilities at Pambula Beach and Short Point due for completion June 2020. Appearance 'face lifts' improvements at Merimbula Boat ramp and Beauty Point.</td>
<td>Project / Program Completed</td>
<td><img src="green.png" alt="" /></td>
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</tbody>
</table>

### Activity: Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs

<table>
<thead>
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<th>Activity Code</th>
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</thead>
<tbody>
<tr>
<td>1.2.9.3</td>
<td>Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs</td>
<td>John Turville</td>
<td>ASSETS AND OPERATIONS</td>
<td>Public Amenities</td>
<td>Little to no change with this activity.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td><img src="green.png" alt="" /></td>
</tr>
</tbody>
</table>
**ACTION: 1.2.10: Plan and manage sporting facilities**

**Activity: Develop and implement a maintenance program for sporting assets based on Facility Management Plans**

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
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</thead>
<tbody>
<tr>
<td>1.2.10.1</td>
<td>Develop and implement a maintenance program for sporting assets based on Facility Management Plans</td>
<td>Edward Crothers</td>
<td>ASSETS AND OPERATIONS</td>
<td>Sporting Grounds and Facilities</td>
<td>Slow release fertilizer applications and aeration of winter fields occurred through Autumn. Soil testing has been conducted at Regional and District facilities, with 2019/20 Spring and Autumn turf renovation programs to be modified based on results. RFT being developed to appointment of a single contractor to undertake turf maintenance work, with Council continuing operational activities. RFT would be for a five year period, with review of contract after years one and three.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>⬤</td>
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</tbody>
</table>

**Activity: Continue to develop, review and implement Facility Management Plans for regional, district and local level sporting facilities**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.2.10.2</td>
<td>Continue to develop, review and implement Facility Management Plans for regional, district and local level sporting facilities</td>
<td>Susan Findlay</td>
<td>ASSETS AND OPERATIONS</td>
<td>Sporting Grounds and Facilities</td>
<td>Facility management plans under review and SWOPS have been added. DRAFT FMP to be sent to all sites in August for approval and then presented to Council (November 2019)</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>⬤</td>
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</tbody>
</table>
### ACTION: 1.2.11: Review the Leisure and Recreation Asset Management Plan for sporting facilities
Activity: Update the authority asset register and the valuation of and condition of assets

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1.2.11.1</td>
<td>Update the Authority asset register and the valuation of and condition of assets</td>
<td>John Turville</td>
<td>ASSETS AND OPERATIONS</td>
<td>Sporting Grounds and Facilities</td>
<td>No change in this activity due to the workload currently encountered in delivering renewal and upgrade programs.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
</tr>
</tbody>
</table>

### ACTION: 1.2.12: Construct and maintain sporting grounds and facilities with community committees and groups
Activity: Deliver capital works programs for sporting grounds and facilities

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1.2.12.1</td>
<td>Deliver capital works programs for sporting grounds and facilities</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Sporting Grounds and Facilities</td>
<td>SEE BELOW</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
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</tbody>
</table>
### Activity: Barclay Street Sportground renewal/improvements (from 2017/18 year)

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<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.2.12.1</td>
<td>Barclay Street Sportground renewal/improvements (from 2017/18 year)</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Sporting Grounds and Facilities</td>
<td>Improvement works included in Stronger Country Communities Round 2 successful grant applications. Stakeholder consultation sessions undertaken regarding pavilion location and building concept design. Floodlighting public RFT completed. Negotiation with contractor required to confirm scope, deliverables and costs. Funding deed completion time-frame October 2020.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>

### Activity: Apply for grants and funding to implement the Regional Sporting Facility Master Plans for Bega and Pambula Sporting Complexes

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<tr>
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</thead>
<tbody>
<tr>
<td>1.2.12.2</td>
<td>Apply for grants and funding to implement the Regional Sporting Facility Master Plans for Bega and Pambula Sporting Complexes</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Sporting Grounds and Facilities</td>
<td>Bega Valley Regional Sports Hub Project Business Case submitted through the Sports Infrastructure Fund. Funding announcement made by Minister Constance February 2019. ($13.5m total including $1m for Merimbula Ford park Courts and facilities renewal).</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>
Activity: Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs

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<tr>
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</thead>
<tbody>
<tr>
<td>1.2.12.3</td>
<td>Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs</td>
<td>John Turville</td>
<td>ASSETS AND OPERATIONS</td>
<td>Sporting Grounds and Facilities</td>
<td>As detailed in the previous reporting period, Tathra, Eden and Wolumla sporting grounds have received NSW Govt. funding (Stronger Country Communities Fund R 2). Progress on delivering these asset renewals is on track. Bega and Pambula sportsgrounds including Merimbula Basketball and Netball also received vital funding announcements but, to date, it has not been articulated how this funding will be made available. With respect to maintenance of sportsgrounds, this reporting period is slow due to growth in grass etc. Some important projects to assist sporting clubs have included repair of floodlighting at Tathra and Eden sportsgrounds and relocation of play equipment from Lot Stafford playground to Tathra's Lawrence Park.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</table>

ACTION: 1.2.13: Plan and manage swimming pools and the Sapphire Aquatic Centre

Activity: Supervise or contract manages seasonal pools and the Sapphire Aquatic Centre and provide aquatic programs

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<tr>
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</thead>
<tbody>
<tr>
<td>1.2.13.1</td>
<td>Supervise or contract manage seasonal pools and the Sapphire Aquatic Centre and provide aquatic programs</td>
<td>Nicholas Hoynes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Swimming Pools</td>
<td>Season complete and programs implemented. Review underway for next season.</td>
<td>Project / Program Completed</td>
<td></td>
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</tbody>
</table>
### Activity: Increase programs at Council run seasonal pools

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</thead>
<tbody>
<tr>
<td>1.2.13.2</td>
<td>Increase programs at Council run seasonal pools</td>
<td>Nicholas Hoynes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Swimming Pools</td>
<td>Good attendance and new programs at Council outdoor pools. Joint Shire-wide program advertisement for Council and Contracted sites proved successful.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
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</tbody>
</table>

### Activity: Develop an Aquatic Facilities Strategy in partnership with the community in accordance with the Aquatic Facilities Review

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</thead>
<tbody>
<tr>
<td>1.2.13.3</td>
<td>Develop an Aquatic Facilities Strategy in partnership with the community in accordance with the Aquatic Facilities Review</td>
<td>John Grady</td>
<td>ASSETS AND OPERATIONS</td>
<td>Swimming Pools</td>
<td>Delivery delayed due to links to, and integration with the proposed SRV. Workshops with Councillors held. BVSC Swimming Pools Strategy Discussion Paper reported to Council and endorsed for public exhibition. Community workshops and site information sessions planned to take place September 2020 including discussion on funding and proposed SRV option.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔️</td>
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</tbody>
</table>
Activity: Progress with funding application for Bega Pool renewal

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</thead>
<tbody>
<tr>
<td>1.2.13.4</td>
<td>1.2.13.4</td>
<td>Progress with funding application for Bega Pool renewal</td>
<td>Nicholas Hoynes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Swimming Pools</td>
<td>Concept designs developed and opinion provided on probable cost. Currently no large project grants available which will continue to be monitored. Community consultation to be coordinated around SRV funding possibility.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>🟢</td>
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</table>

**ACTION: 1.2.14:** Review the Leisure and Recreation Asset Management Plan for aquatic facilities

Activity: Update the authority asset register and the valuation of and condition of assets

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</thead>
<tbody>
<tr>
<td>1.2.14.1</td>
<td>1.2.14.1</td>
<td>Update the authority asset register and the valuation of and condition of assets</td>
<td>Nicholas Hoynes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Swimming Pools</td>
<td>Updates and ground truthing completed in Excel, yet to be updated in Authority system.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>🟢</td>
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</table>

**ACTION: 1.2.15:** Construct and maintain swimming pools and the Sapphire Aquatic Centre

Activity: Deliver capital works programs for aquatic facilities

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<tr>
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</thead>
<tbody>
<tr>
<td>1.2.15.1</td>
<td>1.2.15.1</td>
<td>Deliver capital works programs for aquatic facilities</td>
<td>Nicholas Hoynes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Swimming Pools</td>
<td>SEE BELOW</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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</table>
Capital Works: Swimming Pools
Activity: Bega Pool renewal project concept design

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</thead>
<tbody>
<tr>
<td>1.2.15.1</td>
<td>Bega Pool renewal project concept design</td>
<td>Nicholas Hoynes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Swimming Pools</td>
<td>Concept designs complete and initial opinions of probable cost for designs. Community consultation for design due for August 2019 as part of strategy discussion paper and SRV consultation periods. Consultant to provide design brief to accompany design.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td><img src="green.png" alt="" /></td>
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</table>

Activity: Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs

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<tbody>
<tr>
<td>1.2.15.2</td>
<td>Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs</td>
<td>Nicholas Hoynes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Swimming Pools</td>
<td>Planning undertaken and contractors engaged to complete project works in July 2019.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td><img src="green.png" alt="" /></td>
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</tbody>
</table>
OUTCOME 2: Employment and Learning Opportunities

GOAL 3: Our economy is prosperous, diverse and supported by innovative and creative businesses

ACTION 2.3.1: Provide, manage and promote use of the Bega Valley Regional Learning and Commemorative Civic Centres

Activity: Promote the facilities in the Regional Learning Centre for youth training and new business development and support

<table>
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</thead>
<tbody>
<tr>
<td>2.3.1.1</td>
<td>Promote the facilities in the Regional Learning Centre for youth training and new business development and support</td>
<td>Georgina Pearce</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Learning and Civic Centres</td>
<td>Ongoing. New business development has been supported by Bega Valley Shire Council through Bega Valley Innovation Hub hosting the second cohort at the Bega Valley Regional Learning Centre.</td>
<td>Project / Program Completed</td>
<td></td>
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</table>

Activity: Promote the Civic Centre’s facilities to not-for profit, private, government and corporate groups and to deliver successful productions

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<tbody>
<tr>
<td>2.3.1.2</td>
<td>Promote the Civic Centre’s facilities to not-for profit, private, government and corporate groups and to deliver successful productions</td>
<td>Georgina Pearce</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Learning and Civic Centres</td>
<td>Ongoing. Through promotion of the Civic Centre’s facilities, bookings from all client types (not-for profit, private, government and corporate) have significantly increased on previous years.</td>
<td>Project / Program Completed</td>
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</table>
## Activity: Implement an automated booking process for facilities

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</thead>
<tbody>
<tr>
<td>2.3.1.3</td>
<td>Implement an automated booking process for facilities</td>
<td>Georgina Pearce</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Learning and Civic Centres</td>
<td>This is no longer feasible for either venues and the action has been modified for 2019/20.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
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</tbody>
</table>

## Activity: Develop and implement the Civic Centre and Learning Centre Business Plans

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</thead>
<tbody>
<tr>
<td>2.3.1.4</td>
<td>Develop and implement the Civic Centre and Learning Centre Business Plans</td>
<td>Daniel Murphy</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Learning and Civic Centres</td>
<td>Early drafts completed but further work required. Anticipate being mostly completed by the end of 2019.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔️</td>
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## Activity: Develop packages for weddings, other events and corporate functions

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</thead>
<tbody>
<tr>
<td>2.3.1.5</td>
<td>Develop packages for weddings, other events and corporate functions</td>
<td>Georgina Pearce</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Learning and Civic Centres</td>
<td>Completed and successfully promoted to new and existing clients.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>
**ACTION: 2.3.2:** Support projects and opportunities that stimulate sustainable economic growth and align with the Economic Development Strategy

Activity: Advocate, support and deliver support programs for businesses looking to expand or for new businesses / start-ups wanting to operate locally

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</thead>
<tbody>
<tr>
<td>2.3.2.1</td>
<td>Advocate, support and deliver support programs for businesses looking to expand or for new businesses / start-ups wanting to operate locally</td>
<td>Alison Vandenbergh</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Economic Development</td>
<td>Meeting new business owners and supporting with business capacity improvements (e.g. referrals to SRBEC Business Connect); Small Business Month Program; and keeping Chambers informed of programs and grants.</td>
<td>Project / Program Completed</td>
<td></td>
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Activity: Leverage economic growth from infrastructure, innovation and commercial investments in the region

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</table>
| 2.3.2.2       | Leverage economic growth from infrastructure, innovation and commercial investments in the region | Daniel Murphy | BUSINESS AND GOVERNANCE | Economic Development | A range of activities delivered include:  
- Highly successful grants program leveraging over $73m State/Federal funding during 2018-19 for a range of infrastructure projects. This also leveraged approximately $23.9m of Council co-contribution. Projects covering: community halls, roads, water treatment plants, environmental works, accessibility works and trail improvements, sewage treatment plant upgrade and ocean outfall, regional sports hubs, road upgrades, and drought assistance and saleyard upgrades.  
- Establishment and delivery of the Bega Valley Innovation Hub with the completion of the first cohort of three which are planned. | Project / Program Completed | |
### Activity: Identify and develop partnership opportunities for across sectors, groups, stakeholders, education and skills

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<tbody>
<tr>
<td>2.3.2.3</td>
<td>Identify and develop partnership opportunities for across sectors, groups, stakeholders, education and skills</td>
<td>Alison Vandenbergh</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Economic Development</td>
<td>Developed, and attained funding through the Regional Employment Trials Program. Supported the Eden Employment forums/network (e.g. FSC employment Forum &amp; FACS) through Bundian Way project investigation and engagement of training for Indigenous Tour Guides being initiated.</td>
<td>Project / Program Completed</td>
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### Activity: Develop a preferred business model for the saleyard

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</thead>
<tbody>
<tr>
<td>2.3.2.4</td>
<td>Develop a preferred business model for the saleyard</td>
<td>Daniel Murphy</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Economic Development</td>
<td>Preferred business model completed. $750k of capital works being delivered.</td>
<td>Project / Program Completed</td>
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### Activity: Work with the NRMA to deliver an electric car energy hub

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<tbody>
<tr>
<td>2.3.2.5</td>
<td>Work with the NRMA to deliver an electric car energy hub</td>
<td>Daniel Murphy</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Economic Development</td>
<td>Project installation completed.</td>
<td>Project / Program Completed</td>
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</table>
### Activity: Establish and manage a new centralised funding application and management system for external grants

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<tbody>
<tr>
<td>2.3.2.6</td>
<td>Establish and manage a new centralised funding application and management system for external grants</td>
<td>April Merrick</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Economic Development</td>
<td>Grant management system created to manage external grants. In 2018-19 Council secured $73,795,189 from 36 successful applications from NSW and Federal Government grant programs. Funding is for a diverse range of projects for new infrastructure, research, community engagement and environmental protection across the Shire.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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</table>

### Activity: Develop and administer the Economic Development grants program

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<tbody>
<tr>
<td>2.3.2.7</td>
<td>Develop and administer the Economic Development grants program</td>
<td>Alison Vandenbergh</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Economic Development</td>
<td>Economic grants program has been allocated to the Bega Valley Innovation Hub. A review and budget allocation being considered for 2019-20.</td>
<td>Project / Program Completed</td>
</tr>
</tbody>
</table>

### Activity: Promote major projects including Merimbula Airport and the Port of Eden within the Shire to other levels of government

<table>
<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2.3.2.8</td>
<td>Promote major projects including Merimbula Airport and the Port of Eden within the Shire to other levels of government</td>
<td>Daniel Murphy</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Economic Development</td>
<td>Regular discussions and engagement held by Council staff with key State and Federal agencies including Premier and Cabinet, Crown Lands, Property NSW and Port Authority. NSW for Port of Eden Terminal upgrade well underway and additional funding support applied to for further runway and GA work (unsuccessful at this time).</td>
<td>Project / Program Completed</td>
</tr>
</tbody>
</table>
Activity: Facilitate agreed concept design for Bermagui CBD

<table>
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<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2.3.2.9</td>
<td>Facilitate agreed concept design for Bermagui CBD</td>
<td>Daniel Murphy</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Economic Development</td>
<td>Council unsuccessful in securing funding support from Building Better Regions to deliver this project. No further work has been completed in Bermagui with CEP to now take lead in this project.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td><img src="Green.png" alt="Green" /></td>
</tr>
</tbody>
</table>

ACTION: 2.3.3: Advocate, support and deliver sustainable tourism and visitor experiences to maximise the benefit to the community

Activity: Deliver contract management services, support to Council’s contracted tourism service provider and manage transition to a new service provider contract

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>2.3.3.1</td>
<td>Deliver contract management services, support to Council’s contracted tourism service provider and manage transition to a new service provider contract</td>
<td>Daniel Murphy</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Tourism</td>
<td>Tourism Marketing Services contract tracking well (Yr. 1 of 4). Regular meetings with VICS being held.</td>
<td>Project / Program Completed</td>
<td><img src="Green.png" alt="Green" /></td>
</tr>
</tbody>
</table>
Activity: Develop strategic partnerships and projects that support the broader visitor economy

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>2.3.3.2</td>
<td>Develop strategic partnerships and projects that support the broader visitor economy</td>
<td>Daniel Murphy</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Tourism</td>
<td>Overview of tourism marketing, destination and visitor experience programs has been delivered through a range of programs including: tourism marketing services contract, support for Visitor Information Centres, investigation into expanded tourism marketing SRV, delivery of the Cruise Eden project and Bundian Way sub-projects.</td>
<td>Project / Program</td>
<td>Completed</td>
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</tbody>
</table>

Activity: Support the management of the Eden Cruise Strategy including identified project support for the Bundian Way

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</thead>
<tbody>
<tr>
<td>2.3.3.3</td>
<td>Support the management of the Eden Cruise Strategy including identified project support for the Bundian Way</td>
<td>Daniel Murphy</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Tourism</td>
<td>Delivered through a range of project components including: cruise industry engagement and family; marketing collateral development; Bundian Way Brand Guide and strong progress on Bundian Way website; and product development and signage. Further funding application for State submitted but not supported at this stage. Council has also developed a MoU with Port Authority NSW to co-deliver cruise programs.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
### Activity: Support and facilitate tourism infrastructure projects that assist maximising experiences for the Shire’s visitors

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</tr>
</thead>
<tbody>
<tr>
<td>2.3.3.4</td>
<td>Support and facilitate tourism infrastructure projects that assist maximising experiences for the Shire’s visitors</td>
<td>Alison Vandenbergh</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Tourism</td>
<td>Support delivered to Bundian Way Project through brand guide development and signage program for Node 1 of the Bundian Way. Grant Management support for a variety of walks/trails and tourism related infrastructure. Stakeholder engagement with State Agencies regarding the Port of Eden Wharf Extension project and PANSW Welcome Centre. Financial support for the relocation of the Merimbula VIC.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
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</tbody>
</table>

### Activity: Bushfire marketing and promotion support

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</tr>
</thead>
<tbody>
<tr>
<td>2.3.3.5</td>
<td>Bushfire marketing and promotion support</td>
<td>Alison Vandenbergh</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Tourism</td>
<td>Administrative support for Tathra Chamber of Tourism and Commerce for bushfire recovery with the support of Sapphire Coast Destination Marketing.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Activity: Review of financial support for tourism via special variation

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</thead>
<tbody>
<tr>
<td>2.3.3.6</td>
<td>Review of financial support for tourism via special variation- SRV models for tourism marketing and promotion reviewed and consulted with community</td>
<td>Alison Vandenbergh</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Tourism</td>
<td>Council meeting 10 April 2019 resolved for Council staff to progress investigating a Special Levy (and therefore to not continue action towards a Special Rate Variation). No further work on Tourism SRV from 10 April 2019 as per Council resolution.</td>
<td>Discontinued</td>
<td></td>
</tr>
</tbody>
</table>
GOAL 4: We have meaningful employment and learning opportunities for people in all stages in life

ACTION: 2.4.1: Deliver early childhood education through an approved curriculum to foster children’s learning, development and growth

Activity: Provide centre based early years services, early childhood programs, Aboriginal cultural activities and traineeships

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</tr>
</thead>
<tbody>
<tr>
<td>2.4.1.1</td>
<td>Provide centre based early years services, early childhood programs, Aboriginal cultural activities and traineeships</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Children's Services</td>
<td>BVSC Children’s Service continued to deliver centre based services in 2019: Bandara Children’s Services (Long Day Care, Preschool, After School Care); Eden Early Learning Centre (Long Day Care, Preschool) and the Sapphire Mobile Preschool services to Bemboka and Candelo. The Service supports a number of Aboriginal staff employed under Indigenous Advancement Strategy (IAS) funding. Aboriginal cultural activities are embedded within the education programs and are delivered by Aboriginal staff in collaboration with local Aboriginal people.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
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</table>

Activity: Apply for grants and funding to improve the programs available for children, particularly those from vulnerable families

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</thead>
<tbody>
<tr>
<td>2.4.1.2</td>
<td>Apply for grants and funding to improve the programs available for children, particularly those from vulnerable families</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Children's Services</td>
<td>A range of grant funded programs are being implemented. These include support for Aboriginal children's programs through the Indigenous Advancement Strategy, the installation of new kitchens in Eden ELC and Bandarra, playground improvements in centres, drought assistance grants, and funding for Naidoc Week activities. Grant funding secured for two Preschool Liaison Officers, and a vehicle for Sapphire Mobile Preschool. Active grants at 30 June 2019 account for approximately $1.5 Million in funding (includes total contract amounts not limited to 2018/19 financial year).</td>
<td>Ongoing Activity (for business as usual activities)</td>
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</tbody>
</table>
## Activity: Revitalise Bandara Children’s Services

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</tr>
</thead>
<tbody>
<tr>
<td>2.4.1.3</td>
<td>Revitalise Bandara Children’s Services</td>
<td>Matthew Simpson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Children’s Services</td>
<td>Bandara kitchen upgrade completed. Revitalising Bandara capital works project mostly completed. Project completion and acquittal expected next quarter (end of September 2019).</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔</td>
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</table>

## CAPITAL WORKS- CHILDREN’S SERVICES

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</thead>
<tbody>
<tr>
<td></td>
<td>Eden Child Care Centre improvements</td>
<td>Matthew Simpson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Children’s Services</td>
<td>Eden Early Learning Centre kitchen upgrade complete. Growing Booris' building extension delayed due to DA approval process. Extension has been requested from funding body.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔</td>
</tr>
</tbody>
</table>
### ACTION: 2.4.2: Implement the Children’s Services Action Plan

**Activity:** Implement the Action Plan priorities identified for the 2018-2019 year

<table>
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</thead>
<tbody>
<tr>
<td>2.4.2.1</td>
<td>Implement the Action Plan priorities identified for the 2018-2019 year</td>
<td>Matthew Simpson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Children’s Services</td>
<td>Delivery of 2018/19 Action Plan impacted due to multiple changes in responsible staff. Incomplete actions carried forward to 2019/20 Action Plan, along with new actions for 2019/20.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>
**ACTION: 2.4.3:** Expand the provision of services, information and education resources for the community and students in line with the Library Services Strategic Plan

**Activity: Deliver services across four library sites and a home library service**

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>2.4.3.1</td>
<td>Deliver services across four library sites and a home library service</td>
<td>Samantha Fenton</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Library Services</td>
<td>The Library Team continues to deliver a vibrant and engaging range of library programs and services. The reach of programs has been extended by delivery off site and collaboration with partners and volunteers, particularly through the Home Library Service. The Library Service received 196,997 visits in 2018-19 and loaned 252,158 items. Some of the highlights this year were the successful submission of a grant from the Office of Environment and Heritage for the digitisation of local history images ($18,000) and a grant from Dementia Australia for the development of a Dementia Friendly intergenerational playroom program.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
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</table>

**Activity: Deliver and facilitate library programs and partnerships for a range of user groups**

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</thead>
<tbody>
<tr>
<td>2.4.3.2</td>
<td>Deliver and facilitate library programs and partnerships for a range of user groups</td>
<td>Samantha Fenton</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Library Services</td>
<td>All four libraries in the Shire are delivering very popular and successful range of regular programs. Storytime and Rhymetime remain very popular, with Tura and Bermagui experiencing growing numbers. Tech training is ongoing and remains a popular program for our older citizens. All libraries ran very successful National Simultaneous storytime sessions. Our MoU and partnership with University of Wollongong remains strong.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
</tbody>
</table>
# Operational Plan 2018/2019

## Activity: Deliver services under the Memorandum of Understanding with the University of Wollongong

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<tbody>
<tr>
<td>2.4.3.3</td>
<td>Deliver services under the Memorandum of Understanding with the University of Wollongong</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Library Services</td>
<td>A new three year agreement was negotiated with the University of Wollongong (UOW). The BVSC Library Service continues to manage the physical UOW collection at the Bega Library, and provides services to UOW staff and students in our libraries and at the university campus.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
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</tbody>
</table>

## Activity: Apply for grants in line with library priorities and implement successful applications

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</thead>
<tbody>
<tr>
<td>2.4.3.4</td>
<td>Apply for grants in line with library priorities and implement successful applications</td>
<td>Samantha Fenton</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Library Services</td>
<td>The Library Service has been successful in acquiring grants such as: - Office of Environment and Heritage funding for the digitising photographic collections from the Wallaga lake area. - Dementia Australia funding for Dementia Friendly playgroups for people experiencing memory loss. - Family and Community Services Youth Opportunities Grant - Be Connected funding for Tech Savvy program The Library Service has also received an increase in NSW government base funding and was successful in acquiring a local history kit from the State library for capturing oral histories and staff training.</td>
<td>Project / Program Completed</td>
<td></td>
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</tbody>
</table>
Activity: Develop a new Library Strategic Plan

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<tbody>
<tr>
<td>2.4.3.5</td>
<td>Develop a new Library Strategic Plan</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Library Services</td>
<td>The BVSC Library Service Draft Strategic Plan has been developed with a significant amount of input from library users. It was endorsed for public exhibition by Council in June 2019.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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</table>

Activity: Tura Murang site options for lower level and house finalised

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</thead>
<tbody>
<tr>
<td>2.4.3.6</td>
<td>Tura Murang site options for lower level and house finalised</td>
<td>Anne Cleverley</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Library Services</td>
<td>Options paper presented to Council. EOI undertaken for tenancy of residence. Further scoping of works/ architects plans required for lower level of library.</td>
<td>Ongoing Project</td>
<td></td>
</tr>
</tbody>
</table>
OUTCOME 3: Sustainable Living

GOAL 5: Our air and water is pristine and our natural environment and rural landscapes are protected

ACTION: 3.5.1: Protect and enhance the Shire’s natural environment and biodiversity and manage Council’s response to climate change

Activity: Provide environmental impact assessment of development activities

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</thead>
<tbody>
<tr>
<td>3.5.1.1</td>
<td>Provide environmental impact assessment of development activities</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Environment and Sustainability</td>
<td>Relevant development applications referred to Environment team for specialist review. Current review being undertaken of environmental impact of Council’s operations.</td>
<td>Project / Program Completed</td>
<td></td>
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Activity: Project manage vegetation and environmental restoration and rehabilitation programs

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<tbody>
<tr>
<td>3.5.1.2</td>
<td>Project manage vegetation and environmental restoration and rehabilitation programs</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Environment and Sustainability</td>
<td>Focus on completion of Tathra bushfire rehabilitation projects. Merimbula foreshore rehabilitation project (Rotary Park to Bar Beach) and Bega Valley Shire Dune Assessment and Protection project both commenced, with major projects also undertaken in partnership with Local Land Services and community groups at Tathra River Estate, Millingandi and Cobargo.</td>
<td>Project / Program Completed</td>
<td></td>
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</table>
## Activity: Complete the Bega Shire Coastal Management Program – Coastal Hazards

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<tbody>
<tr>
<td>3.5.1.3</td>
<td>Complete the Bega Shire Coastal Management Program – Coastal Hazards</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Environment and Sustainability</td>
<td>The Office of Environment and Heritage (OEH) has advised that a revised scoping study is required for program due to new Coastal Management Act requirements. Project on-hold awaiting further advice from OEH about this process.</td>
</tr>
</tbody>
</table>

## Activity: Complete Wallaga Lake, Merimbula and Back Lakes, and Lake Curalo Coastal Management Programs

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<tbody>
<tr>
<td>3.5.1.4</td>
<td>Complete Wallaga Lake, Merimbula and Back Lakes, and Lake Curalo Coastal Management Programs</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Environment and Sustainability</td>
<td>The Office of Environment and Heritage (OEH) has advised that a revised scoping study is required for program due to new Coastal Management Act requirements. Project on-hold awaiting further advice from OEH about this process.</td>
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</table>
### Activity: Review the Climate Change Strategy and develop and implement a Clean Energy Business Strategy

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<tbody>
<tr>
<td>3.5.1.5</td>
<td>Review the Climate Change Strategy and develop and implement a Clean Energy Business Strategy</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Environment and Sustainability</td>
<td>The Clean Energy Action Plan was adopted by Council on 12 June 2019. Climate Change Strategy is under review with revised time frame of December 2019.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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### Activity: Host the 27th NSW Coastal Conference

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<tbody>
<tr>
<td>3.5.1.6</td>
<td>Host the 27th NSW Coastal Conference</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Environment and Sustainability</td>
<td>NSW Coastal Conference successfully hosted in December 2018.</td>
<td>Project / Program Completed</td>
<td></td>
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</table>

### Activity: Deliver a soil conservation plan for erosion and sediment controls in partnership with Local Lands Services in Council managed fire affected areas of Tathra

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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5.1.7</td>
<td>Deliver a soil conservation plan for erosion and sediment controls in partnership with Local Lands Services in Council managed fire affected areas of Tathra</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Environment and Sustainability</td>
<td>Erosion and sediment control issues associated with Tathra fire adequately managed.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>
**ACTION: 3.5.2:** Improve and monitor Council’s environmental impacts including energy efficiency

**Activity: Conduct environmental audits of Council operations**

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3.5.2.1</td>
<td>Conduct environmental audits of Council operations</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Environment and Sustainability</td>
<td>Peer review of Reviews of Environmental Factors conducted for Council operations. Review of internal audit program in progress to incorporate within broader external audit function. Review of environmental impact of Council operations underway.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</table>

**Activity: Measure and report Council’s environmental performance and energy consumption**

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>3.5.2.2</td>
<td>Measure and report Council’s environmental performance and energy consumption</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Environment and Sustainability</td>
<td>On-going program with cross-functional team. Council continues to partner with Azility (Planet Footprint) to monitor our energy usage and performance. Council adopted the Clean Energy Plan on 12 June 2019.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
ACTION: 3.5.3: Engage the community to improve the stewardship and management of the Shire’s environmental assets
Activity: Administer the Community Environmental Grants Program and develop an accompanying Environmental Education Strategy

<table>
<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3.5.3.1</td>
<td>Administer the Community Environmental Grants Program and develop an accompanying Environmental Education Strategy</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Environment and Sustainability</td>
<td>Community grants program again successfully completed with $45,000 dollars awarded to 11 projects across the Shire.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>green</td>
</tr>
</tbody>
</table>

Activity: Continue to implement the Green Shoots Campaign to restore natural areas through revegetation of areas affected by the Tathra and District Fire

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</tr>
</thead>
<tbody>
<tr>
<td>3.5.3.2</td>
<td>Continue to implement the Green Shoots Campaign to restore natural areas through revegetation of areas affected by the Tathra and District Fire</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Environment and Sustainability</td>
<td>Community planting day held as part of Tathra fire and District anniversary event.</td>
<td>Project / Program Completed</td>
<td>green</td>
</tr>
</tbody>
</table>
**ACTION: 3.5.4:** Develop and deliver Council’s biosecurity duty to protect our agricultural lands and enhance our natural systems

**Activity:** Monitor weeds, rabbits and other pests on public and private lands and regulate tree removal on private land

<table>
<thead>
<tr>
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<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5.4.1</td>
<td>Monitor weeds, rabbits and other pests on public and private lands and regulate tree removal on private land</td>
<td>Jamie Dixon-Keay</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Vegetation Management</td>
<td>Private and public property inspections numbers for weeds have been delivered as per the South East Weeds Action Plan grant funds requirements. Liaising with Local Land Services in relation to collaborative pest control program for Council land (LLS regulates pests on private land). Public and private tree removal process improvement project underway.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
</tbody>
</table>

**Activity: Review activities to ensure compliance with the Biosecurity Act 2016 requirements**

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<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5.4.2</td>
<td>Review activities to ensure compliance with the Biosecurity Act 2016 requirements</td>
<td>Jamie Dixon-Keay</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Vegetation Management</td>
<td>Activities reviewed and improvements to processes to ensure compliance with Biosecurity Act requirements identified.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
</tbody>
</table>
Activity: Implement actions of the South East Regional Weed Management Committee

<table>
<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3.5.4.3</td>
<td>Implement actions of the South East Regional Weed Management Committee</td>
<td>Jamie Dixon-Keay</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Vegetation Management</td>
<td>Program completed under the annual SEWAP funding program. Deliverables achieved include participation in public events, education and best practice control techniques for priority weeds to landholders and primary producers. High risk and priority weed sight inspections and controls undertaken to protect endangered ecological communities and high biodiversity sights. Supporting local industry and partners through inspections, weed mapping and education resources. Action conducted under the Biosecurity Act 2016 for non-compliant landholders to reduce the biosecurity risk posed by priority weeds in the Bega Valley.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>🟢</td>
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</tbody>
</table>

Activity: Develop a policy and procedure for tree management on private and public lands

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</tr>
</thead>
<tbody>
<tr>
<td>3.5.4.4</td>
<td>Develop a policy and procedure for tree management on private and public lands</td>
<td>Derek Van Bracht</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Vegetation Management</td>
<td>Significant changes in Biodiversity legislation has seen focus on increasing internal capacity and understanding of implications of new legislation on Council's operation and development assessment in particular. Updates to DCP Vegetation Management Chapter complete. Tree management policy and procedure in development.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td>🟠</td>
</tr>
</tbody>
</table>
GOAL 6: We are leaders in sustainable living and support innovative approaches to resource recovery and the production of renewable energy and food

GOAL: 3.6.1: Deliver waste collection, waste disposal and recycling services and infrastructure

Activity: Provide waste and recycling collection services

<table>
<thead>
<tr>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6.1.1</td>
<td>Provide waste and recycling collection services</td>
<td>Christopher Best</td>
<td>ASSETS AND OPERATIONS</td>
<td>Waste Services</td>
<td>We service around 19,000 properties in the Bega Valley Shire with around 18,000 periodic collection serviced properties. We are exploring options to expand the collection services. The Central Waste Facility has three waste cells constructed. Cell one is full and capped. Cell two is full and capping is underway. Cell three is filling quickly as expected. Cells four, five and six require design immediately, and Waste Staff are working on our engineering capacity.</td>
<td>Project / Program Completed</td>
<td>●</td>
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</table>

Activity: Administer the Waste Community Assistance Program

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</thead>
<tbody>
<tr>
<td>3.6.1.2</td>
<td>Administer the Waste Community Assistance Program</td>
<td>Christopher Best</td>
<td>ASSETS AND OPERATIONS</td>
<td>Waste Services</td>
<td>Over the last six months, Waste Services have been working closely with the internal grants and communications teams to design an improved grant administration process. From the new financial year events grants will be administered by the events coordinator and all other waste grants will be administered by the grants coordinator. This will result in an improved process for applicants and outcomes will be better aligned with our waste strategy - to divert resources from landfill.</td>
<td>Project / Program Completed</td>
<td>●</td>
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</tbody>
</table>
Activity: Deliver waste capital works projects

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<tr>
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</thead>
<tbody>
<tr>
<td>3.6.1.3</td>
<td>Deliver waste capital works projects</td>
<td>Christopher Best</td>
<td>ASSETS AND OPERATIONS</td>
<td>Waste Services</td>
<td>SEE BELOW</td>
<td>Project / Program Completed</td>
<td>Complete</td>
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</tbody>
</table>

CAPITAL WORKS- WASTE SERVICES

Activity: Construct capping and gas management of stage two of the Central Waste Facility

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<tr>
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<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3.6.1.3</td>
<td>Construct capping and gas management of stage two of the Central Waste Facility</td>
<td>Vanessa O'Keefe</td>
<td>ASSETS AND OPERATIONS</td>
<td>Waste Services</td>
<td>Cell 2 final land form achieved. Cell 2 gas system to be constructed over a two week period in late March 2019. Commencement of capping works April/May 2019 now completed.</td>
<td>Project / Program Completed</td>
<td>Complete</td>
</tr>
</tbody>
</table>

Activity: Construct stage three of the Central Waste Facility

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</tr>
</thead>
<tbody>
<tr>
<td>3.6.1.3</td>
<td>Construct stage three of the Central Waste Facility</td>
<td>Vanessa O'Keefe</td>
<td>ASSETS AND OPERATIONS</td>
<td>Waste Services</td>
<td>Stage 3 Cell construction complete 13/11/2018.</td>
<td>Project / Program Completed</td>
<td>Complete</td>
</tr>
</tbody>
</table>
### Activity: Collaborate with Canberra Region Joint Organisation of Council’s to develop a regional waste project

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>3.6.1.4</td>
<td>Collaborate with Canberra Region Joint Organisation of Council’s to develop a regional waste project</td>
<td>Christopher Best</td>
<td>ASSETS AND OPERATIONS</td>
<td>Waste Services</td>
<td>Council continues to send a representative to every CRJO meeting is hosting a forum in Merimbula in the next few months and contributes to funds for shared procurement opportunities when they arise. A regional “Recycle Right” campaign has recently been launched targeted at ensuring only suitable products are recycled and in the correct way.</td>
<td>Project / Program Completed</td>
<td></td>
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</table>

### Activity: Review charging system for waste management services

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</thead>
<tbody>
<tr>
<td>3.6.1.5</td>
<td>Review charging system for waste management services</td>
<td>Christopher Best</td>
<td>ASSETS AND OPERATIONS</td>
<td>Waste Services</td>
<td>Waste charge structure was implemented in 2018-2019 financial year as per the Revenue Policy. There were some errors in the application of these charges. A Resolution to this issue is being considered early in the 2019/2020 year and the rates notices now include the new presentation outlining all aspects included in the waste charge.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
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</table>
**ACTION: 3.6.2: Review Council’s Waste Management Strategy and review and update the Waste Asset Management Plan for the central waste facility and waste transfer facility infrastructure**

Activity: Implement FOGO collection service and roll out publicity

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>3.6.2.1</td>
<td>Implement FOGO collection service and roll out publicity</td>
<td>Christopher Best</td>
<td>ASSETS AND OPERATIONS</td>
<td>Waste Services</td>
<td>Residential food organics and garden organics program has been successfully implemented to all eligible customers. The Waste Asset Management Plan for the Central Waste Facility and Waste Transfer Facilities infrastructure continues scope development and in the next six months the next major project/opportunity under the adopted Waste Strategy will be discussed with Council.</td>
<td>Project / Program Completed</td>
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Activity: Plan and design a Materials Recovery Facility (MRF) and source funding

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</thead>
<tbody>
<tr>
<td>3.6.2.2</td>
<td>Plan and design a Materials Recovery Facility (MRF) and source funding</td>
<td>Christopher Best</td>
<td>ASSETS AND OPERATIONS</td>
<td>Waste Services</td>
<td>This project requires careful feasibility and risk analysis before considering implementation, and assessment against our other primary objectives and resourcing levels.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</table>
Activity: Investigate ways to increase diversion of construction and demolition waste from landfill

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</thead>
<tbody>
<tr>
<td>3.6.2.3</td>
<td>Investigate ways to increase diversion of construction and demolition waste from landfill</td>
<td>Christopher Best</td>
<td>ASSETS AND OPERATIONS</td>
<td>Waste Services</td>
<td>The Eden site has been improved in preparation for this project with a new haul road built in the last six months. The project has been placed on hold for a number of reasons. The Eden landfill is the only open landfill on a Sunday and it is important to conserve this airspace until alternatives are identified. The overall Waste Strategy may impact the site selection. The development of markets for the end products needs to be considered and the overall site masterplan resourced.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td>Project Status</td>
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ACTION 3.6.3: Deliver strategic waste minimisation programs
Activity: Continue WTF campaign and increase engagement with businesses

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</thead>
<tbody>
<tr>
<td>3.6.3.1</td>
<td>Continue WTF campaign and increase engagement with businesses</td>
<td>Christopher Best</td>
<td>ASSETS AND OPERATIONS</td>
<td>Waste Services</td>
<td>The &quot;waste the facts&quot; campaign has been active through the last six months and continues as scheduled. The engagement with businesses has been targeted with 'business brags' on our Facebook page. We have applied to the EPA for two project officers for an 18-month commercial and industrial waste engagement project. We have also been successful in achieving a two year grant for one project officer for a food donation program which has some interaction with business food waste.</td>
<td>Project / Program Completed</td>
<td>Project Status</td>
</tr>
</tbody>
</table>
OUTCOME 4: Liveable Places

GOAL 7: Our Shire continues to be a vibrant, enjoyable, safe and affordable place to live

**ACTION: 4.7.1: Improve safety for residents and tourists on the Shire’s beaches**

Activity: Provide lifesaving services at seven beaches in Eden, Merimbula, Tathra and Bermagui

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>4.7.1.1</td>
<td>Provide lifesaving services at seven beaches in Eden, Merimbula, Tathra and Bermagui</td>
<td>Nicholas Hoynes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Beach Lifeguard Services</td>
<td>Annual service provision completed and well received. No issues in terms of provision.</td>
<td>Project / Program Completed</td>
<td></td>
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</table>

Activity: Implement funded recommendations from lifesaving service provider’s annual report

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</thead>
<tbody>
<tr>
<td>4.7.1.2</td>
<td>Implement funded recommendations from lifesaving service provider’s annual report</td>
<td>Nicholas Hoynes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Beach Lifeguard Services</td>
<td>Direction to review service from Councillors and look at possible options to extend or add to services was presented and will be continually monitored.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
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</table>
### ACTION: 4.7.2: Support older people and people with a disability to retain their independence and quality of life

**Activity: Assist older people and people with disabilities with their personal support goals**

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>4.7.2.1</td>
<td>Assist older people and people with disabilities with their personal support goals</td>
<td>Anne Flanagan</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Brighter Futures, Ageing and Disability Services</td>
<td>Commonwealth Home Support Program funding extended until 2022. Support is currently provided to 19 clients.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
</tbody>
</table>

**Activity: Assist people with a disability to engage with the National Disability Insurance Scheme**

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</thead>
<tbody>
<tr>
<td>4.7.2.2</td>
<td>Assist people with a disability to engage with the National Disability Insurance Scheme</td>
<td>Anne Flanagan</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Brighter Futures, Ageing and Disability Services</td>
<td>Current clients receiving Support Coordination = 31</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Current clients receiving Plan Management = 110</td>
<td></td>
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</table>

**Activity: Review NDIS service within new government guidelines**

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<tr>
<th>Activity Code</th>
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<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.7.2.3</td>
<td>Review NDIS service within new government guidelines</td>
<td>Anne Flanagan</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Brighter Futures, Ageing and Disability Services</td>
<td>Council resolved to continue to provide NDIS services to people with a disability until June 2022. The viability of NDIS service provision will be reviewed prior to this date.</td>
<td>Project / Program Completed</td>
</tr>
</tbody>
</table>
### ACTION: 4.7.3: Provide specialist support for families with children at risk

Activity: Deliver case management, home visiting, subsidised childcare, positive parenting education programs and early intervention for families with children at risk

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<tr>
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<th>Progress</th>
<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>4.7.3.1</td>
<td>Deliver case management, home visiting, subsidised childcare, positive parenting education programs and early intervention for families with children at risk</td>
<td>Anne Flanagan</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Brighter Futures, Ageing and Disability Services</td>
<td>Case management continues to be provided to families with children at risk of significant harm through the Brighter Futures program. Currently 20 families are being supported. Program is funded by Family and Community Services (FaCS) and current agreement expires June 2021.</td>
<td>100%</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>

Activity: Apply for grants and funding to implement new programs to improve service delivery and outcomes for children, families and vulnerable people

<table>
<thead>
<tr>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.7.3.2</td>
<td>Apply for grants and funding to implement new programs to improve service delivery and outcomes for children, families and vulnerable people</td>
<td>Anne Flanagan</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Brighter Futures, Ageing and Disability Services</td>
<td>The Brighter Futures Program (children and families with vulnerabilities) and the Commonwealth Home Support Program (people over 65yrs requiring support to continue to live independently) are continue to be delivered with block funding. An application was made for transitional funding for NDIS.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
**ACTION: 4.7.4: Deliver programs and activities to protect our community’s environmental health and safety**

Activity: Respond to enquiries, conduct inspections and enforce regulation of food and health premises, cooling towers, pools and spas

<table>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.7.4.1</td>
<td>Respond to enquiries, conduct inspections and enforce regulation of food and health premises, cooling towers, pools and spas</td>
<td>Jonathon Pyke</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Certification and Public Health</td>
<td>Food premises inspections all high-risk, low-risk progressing. Cooling towers completed, Council owned pools completed, private inspections progressing.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>

Activity: Approve and monitor on-site sewer management systems

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</tr>
</thead>
<tbody>
<tr>
<td>4.7.4.2</td>
<td>Approve and monitor on-site sewer management systems</td>
<td>Jonathon Pyke</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Certification and Public Health</td>
<td>Critical-risk up-to-date, high risk sites substantially completed, low risk sites progressing.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
Activity: Undertake a sampling program of potable water supply and water quality at swimming sites

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</tr>
</thead>
<tbody>
<tr>
<td>4.7.4.3</td>
<td>Undertake a sampling program of potable water supply and water quality at swimming sites</td>
<td>Jonathon Pyke</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Certification and Public Health</td>
<td>Potable water sampling up-to-date. Beach watch program 2018-19 completed excellent results.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
</tbody>
</table>

ACTION: 4.7.5: Provide advice, certification and inspections and assess fast track development applications

Activity: Assess and determine development, construction and complying development applications and issue occupation certificates

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.7.5.1</td>
<td>Assess and determine development, construction and complying development applications and issue occupation certificates</td>
<td>Jonathon Pyke</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Certification and Public Health</td>
<td>Turnaround times being affected by resourcing and increasing detail required for assessment reporting.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
</tbody>
</table>

Activity: Undertake construction inspections

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.7.5.2</td>
<td>Undertake construction inspections</td>
<td>Jonathon Pyke</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Certification and Public Health</td>
<td>Construction inspections undertaken as required. Process improvement working group established to identify further improvement opportunities.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
</tbody>
</table>
Activity: Investigate identified non-compliance against building and development standards

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>4.7.5.3</td>
<td>Investigate identified non-compliance against building and development standards</td>
<td>Jonathon Pyke</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Certification and Public Health</td>
<td>Non-compliance action prioritised on a risk basis, with resources allocated to high risk non-compliance activity.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>

Activity: Fast track development applications, certification and inspections for Tathra and District bushfire rebuilding and demolition

<table>
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<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>4.7.5.4</td>
<td>Fast track development applications, certification and inspections for Tathra and District bushfire rebuilding and demolition</td>
<td>Jonathon Pyke</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Certification and Public Health</td>
<td>Approximately half of bushfire affected properties have commenced rebuilding process. The number of applications received is declining.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>

**ACTION: 4.7.6:** Provide ranger services that protect the amenity and safety of the community

Activity: Regulation of public car parking, use of public reserves and roadways and use of public lands, domestic and stock animal control and pound facilities

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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.7.6.1</td>
<td>Regulation of public car parking, use of public reserves and roadways and use of public lands, domestic and stock animal control and pound facilities</td>
<td>Christopher Pearson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Safety and Compliance</td>
<td>Compliance effort affected by staff resources impacts. A full complement of staff is now in place from June 2019, including commencement of dedicated (temporary) Parking Ranger.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
### Activity: Continue to collaborate with the Southern Region Illegal Dumping Program

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</tr>
</thead>
<tbody>
<tr>
<td>4.7.6.2</td>
<td>Continue to collaborate with the Southern Region Illegal Dumping Program</td>
<td>Christopher Pearson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Safety and Compliance</td>
<td>BVSC continued to participate in this program, supported by the NSW EPA, to detect unlawful waste activities and initiate strategies such as awareness and education to reduce the incidence of unlawful waste in the environment.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>

### Activity: Implement Council’s revised Companion Animal Control Procedure

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</tr>
</thead>
<tbody>
<tr>
<td>4.7.6.3</td>
<td>Implement Council’s revised Companion Animal Control Procedure</td>
<td>Christopher Pearson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Safety and Compliance</td>
<td>Amended Companion Animal Control Procedure adopted in June 2019. New signage yet to be installed.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>

### Activity: Parking/ranger trial project for here months following community information to address parking behaviours in towns

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</thead>
<tbody>
<tr>
<td>4.7.6.4</td>
<td>Parking/ranger trial project for here months following community information to address parking behaviours in towns (Parking Trial Project- resolved by Council 2017/18)</td>
<td>Christopher Pearson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community Safety and Compliance</td>
<td>Trial commenced May 2019. To be completed in 2019-20.</td>
<td>Ongoing Project</td>
<td></td>
</tr>
</tbody>
</table>
### ACTION: 4.7.7: Tathra Fire Recovery

**Activity:** Deliver the case management support service for people affected by the Tathra and District Fire

<table>
<thead>
<tr>
<th>Action Code</th>
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<th>Progress</th>
<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.7.7.1</td>
<td>Deliver the case management support service for people affected by the Tathra and District Fire</td>
<td>Anne Flanagan</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Brighter Futures, Ageing and Disability Services</td>
<td>Recovery Support Service continues to provide case management support to impacted residents in Tathra and Yankees Gap districts. Initial funding period was until June 2019; however, this was extended until August 2019. Client numbers vary from month to month, depending on client need.</td>
<td>100%</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>
GOAL 8: Our places retain their character and scale, development is well planned, and a range of goods and services are available within our Shire that meet local needs

**ACTION: 4.8.1:** Provide advice and assess development applications and subdivision certificates

Activity: Assess development applications and subdivision certificates

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</tr>
</thead>
<tbody>
<tr>
<td>4.8.1.1</td>
<td>Assess development applications and subdivision certificates</td>
<td>Mark Fowler</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Planning Services</td>
<td>Total DAs received 695&lt;br&gt;Total DAs determined 784&lt;br&gt; Estimated cost $152,175,645&lt;br&gt; Less than 40 days determination 61.9%&lt;br&gt; Between 40 to 60 days determination 15.6%&lt;br&gt; Over 60 days 22.6%.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
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</tbody>
</table>

Activity: Provide planning advice to the community, developers and government departments

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</tr>
</thead>
<tbody>
<tr>
<td>4.8.1.2</td>
<td>Provide planning advice to the community, developers and government departments</td>
<td>Cecily Hancock</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Planning Services</td>
<td>The DA Hub continues to provide advisory services for applicants and the community, with process improvement initiatives identified and progressing. The Development Advisory Panel continues to provide pre-lodgement advice for major projects and complex applications.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
### Activity: Provide Aboriginal and European heritage assessments and advice

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</thead>
<tbody>
<tr>
<td>4.8.1.3</td>
<td>Provide Aboriginal and European heritage assessments and advice</td>
<td>Sophie Thomson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Planning Services</td>
<td>Heritage Advisor scheme continued throughout the year on an as-needs basis. Aboriginal assessments and advice provided through Aboriginal Planning Officer. Ongoing work with Council maintenance and capital projects teams.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>⬤</td>
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</table>

### Activity: Administer the local heritage assistance program

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>4.8.1.4</td>
<td>Administer the local heritage assistance program</td>
<td>Sophie Thomson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Planning Services</td>
<td>Funding assistance provided to six completed projects including replacement and restoration of roof and guttering, works to prevent rising damp, exterior painting, restoration and replacement of doors and veranda restumping.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>⬤</td>
</tr>
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</table>

### Activity: Transition the development application process to ePlanning

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</thead>
<tbody>
<tr>
<td>4.8.1.5</td>
<td>Transition the development application process to ePlanning</td>
<td>Keith Tull</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Planning Services</td>
<td>Progressing well with standard templates and forms reviewed and updated. Awaiting further roll-out of ePlanning improvements from Department of Planning</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>⬤</td>
</tr>
</tbody>
</table>
### ACTION: 4.8.2: Implement an action plan based on the Development Assessment Review

**Activity:** Implement a specialised customer service for development enquiries and promote

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>4.8.2.1</td>
<td>Implement a specialised customer service for development enquiries and promote</td>
<td>Keith Tull</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Planning Services</td>
<td>Development Hub established and providing specialised development service. Official Hub launch scheduled for late September.</td>
<td>Project/Program Completed</td>
<td>![Green Circle]</td>
</tr>
</tbody>
</table>

### ACTION: 4.8.3: Provide development engineer services

**Activity:** Provide engineering advice on development application matters and assess and issue subdivision and driveway access certificates

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</tr>
</thead>
<tbody>
<tr>
<td>4.8.3.1</td>
<td>Provide engineering advice on development application matters and assess and issue subdivision and driveway access certificates</td>
<td>William Nichols</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Planning Services</td>
<td>Subdivision and driveway assessments undertaken to meet demand.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>![Green Circle]</td>
</tr>
</tbody>
</table>

### ACTION: 4.8.4: Provide strategic land use planning services

**Activity:** Prepare and assess Planning Proposals, public land reclassifications and planning certificates

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>4.8.4.1</td>
<td>Prepare and assess Planning Proposals, public land reclassifications and planning certificates</td>
<td>Sophie Thomson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Strategic Planning</td>
<td>Tura Beach commercial planning proposal continuing, work continuing on some deferred rural residential sites including Mandeni and Boydtown.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>![Green Circle]</td>
</tr>
</tbody>
</table>
### ACTION: 4.8.5: Prepare land use strategies and policies to protect the Shire’s existing character and ensure supply of appropriately zoned land

Activity: Identify suitable land for employment generating developments

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</thead>
<tbody>
<tr>
<td>4.8.5.1</td>
<td>Identify suitable land for employment generating developments</td>
<td>Sophie Thomson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Strategic Planning</td>
<td>Enterprise Lands Review completed.</td>
<td>Project / Program Completed</td>
<td>Green</td>
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</table>

Activity: Prepare a strategic plan for Wolumla Village

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</thead>
<tbody>
<tr>
<td>4.8.5.2</td>
<td>Prepare a strategic plan for Wolumla Village</td>
<td>Sophie Thomson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Strategic Planning</td>
<td>This project has been deferred due to the NSW Department of Planning's new requirement for preparation of Local Strategic Planning Statements.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

Activity: Prepare a Commercial Centres Strategy

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</thead>
<tbody>
<tr>
<td>4.8.5.3</td>
<td>Prepare a Commercial Centres Strategy</td>
<td>Sophie Thomson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Strategic Planning</td>
<td>Contractor engaged. Project due for completion October 2019</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
</tr>
</tbody>
</table>
## Activity: Update the Development Control Plan

<table>
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<tbody>
<tr>
<td>4.8.5.4</td>
<td>Update the Development Control Plan</td>
<td>Sophie Thomson</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Strategic Planning</td>
<td>Draft DCP prepared. On hold, awaiting direction on standard DCP from Department of Planning due September 2019.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>
**ACTION: 4.8.6: Promote and preserve our Aboriginal cultural heritage**

### Activity: Implement objectives of the Memorandum of Understanding (MOU) with Local Aboriginal Land Council’s

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>4.8.6.1</td>
<td>Implement objectives of the Memorandum of Understanding (MOU) with Local Aboriginal Land Council’s</td>
<td>Graham Moore</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Strategic Planning</td>
<td>There have been two MOU meetings in April and June to address and progress issues associated to the MOU Action plan. The development of a new 355 Committee has been put forward as an action and is being progressed. Support and discussion for cultural heritage mapping is progressing.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>🟢</td>
</tr>
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</table>

### Activity: Investigate development of Reconciliation Action Plan with local Aboriginal Communities

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</tr>
</thead>
<tbody>
<tr>
<td>4.8.6.2</td>
<td>Investigate development of Reconciliation Action Plan with local Aboriginal Communities</td>
<td>Graham Moore</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Strategic Planning</td>
<td>A meeting of the three Aboriginal Land Council’s was held on 13 June 2019 to further discuss this proposal and resolved to continue with the existing Memorandum of Understanding rather than establish a Reconciliation Action Plan.</td>
<td>Project / Program Completed</td>
<td>🟢</td>
</tr>
</tbody>
</table>
**Operational Plan**

**2018/2019**

**ACTION: 4.8.7: Operate and maintain water supply and sewerage system assets**

Activity: Operate and maintain water supply and sewage systems to meet health and environmental regulatory requirements

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>4.8.7.1</td>
<td>Operate and maintain water supply and sewage systems to meet health and environmental regulatory requirements</td>
<td>James Collins</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>This is an ongoing Operational Plan activity across four key areas of water supply and sewerage operations. High levels of compliance across all areas of program.</td>
<td>Project / Program Completed</td>
<td></td>
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</tbody>
</table>

Activity: Operate and maintain water supply and sewage systems to meet Bega Valley Shire Council Strategic Business Plan (SBP) level of service objectives

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>4.8.7.2</td>
<td>Operate and maintain water supply and sewage systems to meet Bega Valley Shire Council Strategic Business Plan (SBP) level of service objectives</td>
<td>James Collins</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Ongoing activity. High levels of compliance across all level of service objectives.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

Activity: Review the current Water and Sewer Strategic Business Plan and develop an Integrated Water Cycle Management (IWCM) Plan for a sustainable future

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</tr>
</thead>
<tbody>
<tr>
<td>4.8.7.3</td>
<td>Review the current Water and Sewer Strategic Business Plan and develop an Integrated Water Cycle Management (IWCM) Plan for a sustainable future</td>
<td>James Collins</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Capital delivery plan completed. Financial modelling and customer price path calculations completed. Issues paper slightly behind schedule due to injection of external funding. This will be finalised in the 2019/20 year.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>
### ACTION: 4.8.8: Deliver water supply and sewerage system capital works (upgrade and new)

**Activity: Plan Merimbula Deep Water Ocean Outfall and Sewage Treatment Plant upgrade**

<table>
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<tr>
<th>Activity Code</th>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.8.8.1</td>
<td>Plan Merimbula Deep Water Ocean Outfall and Sewage Treatment Plant upgrade</td>
<td>Kirsty Cameron</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Community engagement has occurred and communication materials are being delivered. EIS and concept design is progressing. Small delay due to NSW Lands process taking longer than expected.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>🟢</td>
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</tbody>
</table>

**Activity: Upgrade Bermagui Sewage Treatment Plant**

<table>
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<tr>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.8.8.2</td>
<td>Upgrade Bermagui Sewage Treatment Plant</td>
<td>Kirsty Cameron</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Package 1 - Shed - procured and detailed design underway. Package 2 - Civil works - detailed design being reviewed and will be procured shortly. Package 3 - Process works - concept design currently being undertaken, slightly behind schedule, due shortly. Procurement prior to Christmas.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>🟢</td>
</tr>
</tbody>
</table>
### Activity: Upgrade Bega Sewage Treatment Plant

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</tr>
</thead>
<tbody>
<tr>
<td>4.8.8.3</td>
<td>Upgrade Bega Sewage Treatment Plant</td>
<td>Kirsty Cameron</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Capacity assessment and upgrade strategy is overdue but expected in the short term. Internal resources have now been allocated to this project.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
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</table>

### Activity: Construct Bemboka Water Treatment Plant

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</tr>
</thead>
<tbody>
<tr>
<td>4.8.8.4</td>
<td>Construct Bemboka Water Treatment Plant</td>
<td>Kirsty Cameron</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Treatment plant is built and is commissioned. Treated water being supplied to Bemboka residents. Proof of performance period completed. Construction milestone is almost complete but minor defects outstanding. O&amp;M and WAE documents currently being reviewed.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>
**Activity: Design and construct Brogo Water Treatment Plant**

<table>
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</thead>
<tbody>
<tr>
<td>4.8.8.5</td>
<td>Design and construct Brogo Water Treatment Plant</td>
<td>Kirsty Cameron</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Funding application completed and accepted (100% funding). Design and construction tender documentation process commenced with tender for owner’s engineer (closed). Owners engineer will be engaged imminently and will commence WTP process selection and reference design. Tender documentation for detailed design and construction to be issued Feb 2020.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>

**Activity: Plan Bega Water Treatment Plant**

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</thead>
<tbody>
<tr>
<td>4.8.8.6</td>
<td>Plan Bega Water Treatment Plant</td>
<td>Kirsty Cameron</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Project management resources acquired. Subsidy funding awarded (100%) site investigations and options assessments commenced.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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</tbody>
</table>

**Activity: Plan Yellow Pinch Dam Water Treatment Plant (WTP)**

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</thead>
<tbody>
<tr>
<td>4.8.8.7</td>
<td>Plan Yellow Pinch Dam Water Treatment Plant (WTP)</td>
<td>Kirsty Cameron</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Funding awarded for planning processes (25%). Site investigations commenced on possible WTP locations.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>
### ACTION: 4.8.9: Deliver water supply and sewerage system capital works (renewal)

#### Activity: Renew Supervisory Control and Data Acquisition (SCADA)

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</tr>
</thead>
<tbody>
<tr>
<td>4.8.9.1</td>
<td>Renew Supervisory Control and Data Acquisition (SCADA)</td>
<td>Kirsty Cameron</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Bermagui STP test facility is operational and being tested. Eden pump station test facilities are being installed. EOI and tendering expected early 2020. Resources have been assigned to other projects which has delayed delivery of this project.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td><img src="https://example.com/green.png" alt="Green" /></td>
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</table>

#### Activity: Renew Bega Bore Field

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</thead>
<tbody>
<tr>
<td>4.8.9.2</td>
<td>Renew Bega Bore Field</td>
<td>Kirsty Cameron</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>The geo-hydrological investigation report is being reviewed. There are technical issues with the report and investigations have highlighted water quality issues that need to be investigated further before tender and construction of renewed bore fields can commence.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td><img src="https://example.com/yellow.png" alt="Yellow" /></td>
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</table>

#### Activity: Renew water supply and sewerage pipeline, mechanical and electrical capital works

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</thead>
<tbody>
<tr>
<td>4.8.9.3</td>
<td>Renew water supply and sewerage pipeline, mechanical and electrical capital works</td>
<td>Kirsty Cameron</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Major pump station renewals in Eden expected to be completed next month. Reservoir inspections on “at risk” reservoirs and repair methodologies completed. Sewer main renewals achieved in Merimbula and Eden. Water main renewals achieved in various locations.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td><img src="https://example.com/green.png" alt="Green" /></td>
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</tbody>
</table>
**ACTION: 4.8.10: Enhance the environmental performance of water supply and sewerage system assets**

Activity: Incorporate renewable technology into water and sewer treatment plant upgrades

<table>
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</thead>
<tbody>
<tr>
<td>4.8.10.1</td>
<td>Incorporate renewable technology into water and sewer treatment plant upgrades</td>
<td>James Collins</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>Bemboka water treatment plant completed, inclusive of solar array function. Bega sewage treatment plant solar feasibility assessment completed, however the project can best be described as still at the options assessment stage.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>green</td>
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</table>

Activity: Upgrade biosolids management capacity at five sewage treatment plants

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</thead>
<tbody>
<tr>
<td>4.8.10.2</td>
<td>Upgrade biosolids management capacity at five sewage treatment plants</td>
<td>Kirsty Cameron</td>
<td>ASSETS AND OPERATIONS</td>
<td>Water and Sewer Services</td>
<td>The scoping of the required upgrades is still progressing slowly due to staff capacity at present. Alternative operational practices involving beneficial reuse of biosolids on farm land have been implemented.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>green</td>
</tr>
</tbody>
</table>
OUTCOME 5: Connected Communities

GOAL 10: We have a network of good quality roads, footpaths and cycleways connecting communities throughout the Shire and beyond

ACTION: 5.10.1: Manage, construct and maintain Merimbula Airport
Activity: Provide an airport with regular passenger services to nearby capital cities and general aviation facilities and services

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<tbody>
<tr>
<td>5.10.1.1</td>
<td>Provide an airport with regular passenger services to nearby capital cities and general aviation facilities and services</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Merimbula Airport</td>
<td>Council transitioned to the holder of the Aerodrome Certificate and have assumed the role as of May 2019.</td>
<td>Project / Program Completed</td>
<td></td>
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</table>

Activity: Deliver capital works programs for Merimbula Airport

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</tr>
</thead>
<tbody>
<tr>
<td>5.10.1.2</td>
<td>Deliver capital works programs for Merimbula Airport</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Merimbula Airport</td>
<td>SEE BELOW</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>
## Capital Works: Merimbula Airport

### Activity: Extension of the Airport terminal

<table>
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<tbody>
<tr>
<td>5.10.1.2</td>
<td>Extension of the Airport terminal</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Merimbula Airport</td>
<td>Contract awarded and construction works are progressing with anticipated completion of works in Feb 2020.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</table>

### Activity: Commence extension of Airport runway

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</thead>
<tbody>
<tr>
<td>5.10.1.2</td>
<td>Commence extension of Airport runway</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Merimbula Airport</td>
<td>EIS currently progressing.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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### Activity: Prepare for end of current Merimbula Airport contractual management arrangements by retendering or other process

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</thead>
<tbody>
<tr>
<td>5.10.1.3</td>
<td>Prepare for end of current Merimbula Airport contractual management arrangements by retendering or other process</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Merimbula Airport</td>
<td>Transition two year agreement entered into the MAC. When the airport upgrade works are completed a review of long term operational model will be finalised and options reported to Council.</td>
<td>Project / Program Completed</td>
<td></td>
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</table>
### Activity: Explore the potential for Australian Quarantine Inspection Service (AQIS) Plan for Merimbula Airport in partnership with oyster growers

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</thead>
<tbody>
<tr>
<td>5.10.1.4</td>
<td>Explore the potential for Australian Quarantine Inspection Service (AQIS) Plan for Merimbula Airport in partnership with oyster growers</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Merimbula Airport</td>
<td>Not yet commenced due to focus on upgrade of the terminal and runway.</td>
<td>Project / Program Completed</td>
<td>Green</td>
</tr>
</tbody>
</table>

### ACTION: 5.10.2: Review Airport Master Plan and update Asset Management Plan

#### Activity: Investigate future peak demands and the impacts on Merimbula Airport services and infrastructure

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</thead>
<tbody>
<tr>
<td>5.10.2.1</td>
<td>Investigate future peak demands and the impacts on Merimbula Airport services and infrastructure</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Merimbula Airport</td>
<td>This body of work will form part of the Airport Master Plan review works package which is currently underway.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
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</table>

#### Activity: Develop a style guide for new buildings following airport terminal upgrade

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<tbody>
<tr>
<td>5.10.2.2</td>
<td>Develop a style guide for new buildings following airport terminal upgrade</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Merimbula Airport</td>
<td>This body of work will form part of the Airport Master Plan review works package which is currently underway.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
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</table>
Activity: Review and update the Merimbula Airport Master Plan

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<tbody>
<tr>
<td>5.10.2.3</td>
<td>Review and update the Merimbula Airport Master Plan</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Merimbula</td>
<td>This body of work will form part of the Airport Master Plan review works package which is currently underway.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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</table>

ACTION: 5.10.3: Plan and manage concrete and wooden bridges, culverts and causeways

Activity: Develop concept design estimates for 10 year program aligning with Asset Management Plan

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<tbody>
<tr>
<td>5.10.3.1</td>
<td>Develop concept design estimates for 10 year program aligning with Asset Management Plan</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>Concept designs have been prepared for 111 projects within the 10 year program aligning with the AMP. Design estimates are in place for 2019/20 year with concept estimates based on standard unit rates in place for longer term program. Program and estimates to be more thoroughly reviewed throughout 2019/20 in line with review of AMP and revaluation process.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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</tbody>
</table>
**Activity: Develop and review the 30 year bridge replacement program emphasising the use of contemporary technologies**

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<tbody>
<tr>
<td>5.10.3.2</td>
<td>Develop and review the 30 year bridge replacement program emphasising the use of contemporary technologies</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>Development and review of the bridge replacement program is progressing. Concept designs have been prepared for 148 projects within the 30 year program aligning with the AMP. Dedicated resource in place to progress this item throughout 2019/20.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
</tr>
</tbody>
</table>

**ACTION: 5.10.4: Construct and maintain concrete and wooden bridges, culverts and causeways**

**Action: Maintain and renew bridges emphasising the use of reclaimed timber from replaced bridges for the existing timber bridge network**

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<tbody>
<tr>
<td>5.10.4.1</td>
<td>Maintain and renew bridges emphasising the use of reclaimed timber from replaced bridges for the existing timber bridge network</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>Maintenance was completed on all timber bridges with priority defects logged in Reflect.</td>
<td>Project / Program Completed</td>
<td>Green</td>
</tr>
</tbody>
</table>

**Activity: Deliver capital works programs for concrete and wooden bridges, culverts and causeways**

<table>
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<tr>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.4.2</td>
<td>Deliver capital works programs for concrete and wooden bridges, culverts and causeways</td>
<td>Daniel Dijikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>SEE BELOW</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>Green</td>
</tr>
</tbody>
</table>
## Capital Works: Bridges

### Activity: Bermagui River Bridge, Bermagui

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
<th>Responsibility</th>
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<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.4.2</td>
<td>Bermagui River Bridge, Bermagui</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>Ongoing Cathodic Protection of the bridge Piers utilising the existing contract will progressively complete the works as funding allows.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>In the 2019/20 Capital Works Program another series of works has been planned.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Activity: Brianderry Road, Buckajo

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
<th>Responsibility</th>
<th>Division</th>
<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.4.2</td>
<td>Brianderry Road, Buckajo</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>Scope change has resulted in the project remaining ongoing with project completion expected August 30 2019.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
</tr>
</tbody>
</table>

### Activity: Buckajo Road, Buckajo

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.4.2</td>
<td>Buckajo Road, Buckajo</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>Project was delayed until the 2019/20 financial year. Design still to be finalised.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td>Yellow</td>
</tr>
</tbody>
</table>
### Activity: Merimbula Lake Bridge - Market Street

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
<th>Responsibility</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.4.2</td>
<td>Merimbula Lake Bridge - Market Street</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>A review of the scope of project is underway to determine the best options moving forward.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>🟢</td>
</tr>
</tbody>
</table>

### Activity: Tathra Bermagui Road (Armco), Nelsons

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.4.2</td>
<td>Tathra Bermagui Road (Armco), Nelsons</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>The project has been rolled over from the 2018/19 financial year and will be delivered in accordance with the agreed scope as determined by the Strategic Assets team.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>🟢</td>
</tr>
</tbody>
</table>

### Activity: Walls Flat Road, Numbugga

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.4.2</td>
<td>Walls Flat Road, Numbugga</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>Project was let to contract by Projects staff.</td>
<td>Project / Program Completed</td>
<td>🟢</td>
</tr>
</tbody>
</table>
Activity: Whipstick - Mount Darragh Road

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Division</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.4.2</td>
<td>Whipstick - Mount Darragh Road</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>Project postponed pending outcome of Federal funding application.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

Activity: Held over from 2017/18 Snake Track bridges 1&2

<table>
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<tr>
<th>Activity Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.4.2</td>
<td>Held over from 2017/18 Snake Track bridges 1&amp;2</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>Both projects are being considered for the 2020/21 budget due to a change in bridge priorities based on condition assessments and budget allocations.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
</tr>
</tbody>
</table>

Activity: Held over from 2017/18 Pretty Point Bridge

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.4.2</td>
<td>Held over from 2017/18 Pretty Point Bridge</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>A detailed design has been finalised for the completion of Pretty Point Bridge. It has provided detailed budget information for project staging over a number of years. The project has been included in the 2019/20 Capital Program. Materials have been ordered early in the 2019/20 year.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
</tr>
</tbody>
</table>
### Activity: Commence a culvert replacement program

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.4.3</td>
<td>Commence a culvert replacement program</td>
<td>Daniel Dijken</td>
<td>ASSETS AND OPERATIONS</td>
<td>Bridges</td>
<td>As projects and programs are assigned by the Asset Owners culverts will be replaced either a capital or maintenance work. Noting - Strategic Assets are responsible for developing the program and assigning the budget.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>Green</td>
</tr>
</tbody>
</table>

### ACTION: 5.10.5: Plan and manage cycle network infrastructure

#### Activity: Plan cycleways capital works program for upcoming year

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.5.1</td>
<td>Plan cycleways capital works program for upcoming year</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Cycleways</td>
<td>Capital works program was completed for 2018/19 and the 2019/20 program has been adopted.</td>
<td>Project / Program Completed</td>
<td>Green</td>
</tr>
</tbody>
</table>

### Activity: Identify and apply for grants to fund cycleways renewal and upgrade works

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.5.2</td>
<td>Identify and apply for grants to fund cycleways renewal and upgrade works</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Cycleways</td>
<td>Review of grant opportunities ongoing and applications made where application requirements are met.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>Green</td>
</tr>
</tbody>
</table>
### Action: 5.10.6: Construct and maintain cycle network infrastructure

**Activity:** Maintain, renew and upgrade cycleways

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.6.1</td>
<td>Maintain, renew and upgrade cycleways</td>
<td>Andrew Kirk</td>
<td>ASSETS AND OPERATIONS</td>
<td>Cycleways</td>
<td>Works have been undertaken at the airport. The teams have also undertaken a Reflect based accomplishment of defects.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>

**Activity:** Deliver capital works programs for cycleways

<table>
<thead>
<tr>
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<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.6.2</td>
<td>Deliver capital works programs for cycleways</td>
<td>Andrew Kirk</td>
<td>ASSETS AND OPERATIONS</td>
<td>Cycleways</td>
<td>SEE BELOW</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
### Capital Works: Cycleways

#### Activity: Shared Path - Lake Street, Merimbula

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.6.2</td>
<td>Shared Path - Lake Street, Merimbula</td>
<td>Daniel Dijic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Cycleways</td>
<td>A report has been provided to Council advising that the current status of this project is currently “on hold” until the additional $1.74m in funding is secured allowing the project to proceed to Tender.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>

#### Activity: Bega Valley Regional Hospital shared path

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Division</th>
<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.6.2</td>
<td>Bega Valley Regional Hospital shared path</td>
<td>Daniel Dijic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Cycleways</td>
<td>Project is nearing completion and due to be fully completed by the end of July 2019.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>

#### Activity: Tathra - Kalaru bike track

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.6.2</td>
<td>Tathra - Kalaru bike track</td>
<td>Daniel Dijic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Cycleways</td>
<td>Kalaru segment has been completed. Contract awarded for the Bridges Package, design for the Tathra section being finalised and land acquisition issues have progressed with agreement with LALC for purchased land with solicitors. Remaining land acquisitions currently with the Local Government Minister for sign-off.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>
**ACTION: 5.10.7: Plan and manage stormwater infrastructure**

**Activity: Plan drainage and stormwater capital works program for upcoming year**

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.7.1</td>
<td>Plan drainage and stormwater capital works program for upcoming year</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Drainage</td>
<td>Capital works program was completed for 2018/19 and the 2019/20 program adopted.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

**Activity: Prioritise and schedule culvert management works within the unsealed road network**

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Responsibility</th>
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<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.7.2</td>
<td>Prioritise and schedule culvert management works within the unsealed road network</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Drainage</td>
<td>Capital works program was completed for 2018/19 and the 2019/20 program adopted. Maintenance projects are being identified as is expected throughout the year.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

**Activity: Investigate all urban underground stormwater condition allowing scheduled maintenance to occur in a manner that benefits the whole catchment**

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.7.3</td>
<td>Investigate all urban underground stormwater condition allowing scheduled maintenance to occur in a manner that benefits the whole catchment</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Drainage</td>
<td>Condition assessments within budgetary constraints have been completed in accordance with the budget allocation. Further condition assessments will be undertaken in 2019/20.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
Activity: Deliver a proactive investigation and assessment regime and schedule of maintenance prior to failure

<table>
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<tr>
<th>Activity Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.7.4</td>
<td>Deliver a proactive investigation and assessment regime and schedule of maintenance prior to failure</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Drainage</td>
<td>Further condition assessments will be undertaken in 2019/20. A schedule of maintenance inspections is ongoing delivered with a program called 'Reflect'.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**ACTION: 5.10.8: Construct and maintain stormwater infrastructure**

Activity: Maintain, renew and upgrade drainage and stormwater infrastructure

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.8.1</td>
<td>Maintain, renew and upgrade drainage and stormwater infrastructure</td>
<td>Andrew Kirk</td>
<td>ASSETS AND OPERATIONS</td>
<td>Drainage</td>
<td>All drainage works have been undertaken with pump outs now becoming part of the process.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Activity: Deliver capital works programs for stormwater infrastructure

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.8.2</td>
<td>Deliver capital works programs for stormwater infrastructure</td>
<td>Andrew Kirk</td>
<td>ASSETS AND OPERATIONS</td>
<td>Drainage</td>
<td>SEE BELOW</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔️</td>
</tr>
</tbody>
</table>
## Capital Works: Drainage

### Activity: New drainage works - Wallaga Lake Road

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.8.2</td>
<td>New drainage works - Wallaga Lake Road</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Drainage</td>
<td>All works were complete and on budget.</td>
<td>Project / Program</td>
</tr>
</tbody>
</table>

### Activity: Drainage renewal Bega Streets

| Activity Code | Annual Activity              | Responsibility   | Division                        | Service Area | Comment                                                                 |
|---------------|-----------------------------|------------------|---------------------------------|--------------|--------------------------------------------------------------------------|------------------------|
| 5.10.8.2      | Drainage renewal Bega Streets | Daniel Dijikic   | ASSETS AND OPERATIONS           | Drainage     | As projects and programs are assigned by the Asset Owners drainage will be replaced either as a capital or maintenance works. Noting - Strategic Assets are responsible for developing the program and assigning the budget. Contract awarded for the Auckland Street relining of the brick culvert. | Project / Program On Track (in terms of deliverables, scope, timeframe) |

### Activity: Monaro St Merimbula drainage (held over from 2017/18)

| Action Code | Annual Activity                             | Responsibility | Division                        | Service Area | Comment                                                                 |
|-------------|--------------------------------------------|----------------|---------------------------------|--------------|--------------------------------------------------------------------------|------------------------|
| 5.10.8.2    | Monaro St drainage Merimbula (held over from 2017/18) | Jason Deller   | ASSETS AND OPERATIONS           | Drainage     | Design and construction have been completed. Works as executed to be finalised in 2019/20. | Project / Program On Track (in terms of deliverables, scope, timeframe) |
**ACTION: 5.10.9: Plan and manage pedestrian network infrastructure**

**Activity: Plan footpath capital works program for upcoming year**

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.9.1</td>
<td>Plan footpath capital works program for upcoming year</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Footpaths</td>
<td>Capital works program was completed for 2018/19 and 2019/20 program adopted.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

**Activity: Review inspection frequency of footpaths**

<table>
<thead>
<tr>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.9.2</td>
<td>Review inspection frequency of footpaths</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Footpaths</td>
<td>Review of inspection frequency has commenced utilising the real-time asset and works data management viewer for the Network Operation Centre. The data collected from 2018/19 will be considered with the data from 2017/18. This will inform the Level of Service review that will be undertaken in 2019/20.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
**ACTION: 5.10.10: Construct and maintain pedestrian network infrastructure**

**Activity: Maintain, renew and upgrade footpaths**

<table>
<thead>
<tr>
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<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.10.1</td>
<td>Maintain, renew and upgrade footpaths</td>
<td>Andrew Kirk</td>
<td>ASSETS AND OPERATIONS</td>
<td>Footpaths</td>
<td>Teams have been undertaking minor concrete repairs and grinding</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>

**Activity: Deliver capital works programs for footpaths**

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>5.10.10.2</td>
<td>Maintain, renew and upgrade footpaths</td>
<td>Andrew Kirk</td>
<td>ASSETS AND OPERATIONS</td>
<td>Footpaths</td>
<td>Refer to Cycleways</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>

**ACTION: 5.10.11: Manage the delivery of major transport infrastructure**

**Activity: Design and project manage the delivery of major Council infrastructure projects**

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
<th>Responsibility</th>
<th>Division</th>
<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.11.1</td>
<td>Design and project manage the delivery of major Council infrastructure projects</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Project Development Services</td>
<td>As assigned by Strategic Assets and in accordance with the 2019/20 Capital Works Program major transport infrastructure projects will be delivered in accordance with agreed project scope and budget parameters</td>
<td>Project / Program Completed</td>
</tr>
</tbody>
</table>
### ACTION: 5.10.12: Design transport capital works projects

Activity: Design transport capital works projects

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.12.1</td>
<td>Design transport capital works projects</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Project Development Services</td>
<td>Capital Works Projects were designed in line with the transport capital works delivery program</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

### ACTION: 5.10.13: Design, build and implement a Project Management Reporting Framework

Activity: Design, build and implement a Project Management Reporting Framework

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.13.1</td>
<td>Design, build and implement a Project Management Reporting Framework</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Project Development Services</td>
<td>Project Management Reporting framework is being progressed</td>
<td>Ongoing Project</td>
<td></td>
</tr>
</tbody>
</table>

### ACTION: 5.10.14: Plan and manage sealed and unsealed, rural and urban road network and associated infrastructure

Activity: Plan and review road network and associated infrastructure capital works program for upcoming year

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Division</th>
<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.14.1</td>
<td>Plan and review road network and associated infrastructure capital works program for upcoming year</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Capital works program was completed for 2018/19 and 2019/20 program adopted.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

Activity: Deliver a proactive investigation and assessment regime and schedule of maintenance prior to failure
### Activity: Deliver a proactive investigation and assessment regime and schedule of maintenance prior to failure

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.14.2</td>
<td>Deliver a proactive investigation and assessment regime and schedule of maintenance prior to failure</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Condition assessments have been completed in accordance with the budget allocation. It is not possible to undertake condition assessment of all infrastructures with the current budget allocation. Further condition assessments will be undertaken in 2019/20. A schedule of maintenance inspections is ongoing delivered with a program called 'Reflect'.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>

### Activity: Consider a more proactive gravel re-sheeting program

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.14.3</td>
<td>Consider a more proactive gravel re-sheeting program</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>A more proactive gravel re-sheeting program has been considered following the condition assessment undertaken this financial year. It is an ongoing activity and whilst a number of options have been identified and considered, due to the availability of staff and fleet they were not pursued as it was too challenging to be implemented in 2018/19. There is an ongoing review to refine the re-sheeting program.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
Activity: Develop a long-term renewal program for roadside barriers

<table>
<thead>
<tr>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.14.4</td>
<td>Develop a long-term renewal program for roadside barriers</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Program has been developed and included within both the short and long term budget planning process.</td>
<td>Project / Program Completed</td>
<td>Green</td>
</tr>
</tbody>
</table>

ACTION: 5.10.15: Collaborate with Canberra Region Joint Organisation of Council’s to investigate and progress improving the energy efficiency of street lighting

Activity: Program and source funds for next bulk replacement

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.15.1</td>
<td>Program and source funds for next bulk replacement</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Discussions have been held and are ongoing. Budget for next replacement program required. Further engagement to occur with Essential Energy throughout 2019/20 on estimated costs. This has been identified as a priority area in Council’s Clean Energy Plan adopted in June 2019.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
</tr>
</tbody>
</table>
**ACTION: 5.10.16: Construct and maintain sealed and unsealed, rural and urban road network and associated infrastructure**

Activity: Maintain, renew and upgrade roads, manage guardrail, roadside infrastructure and associated hazards and deliver street sweeping of the central business districts

<table>
<thead>
<tr>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.1</td>
<td>Maintain, renew and upgrade roads, manage guardrail, roadside infrastructure and associated hazards and deliver street sweeping of the central business districts</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>All associated projects and tasks have been completed by end of Q4.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

Activity: Deliver capital works program for roads

<table>
<thead>
<tr>
<th>Action Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Deliver capital works program for roads</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>SEE BELOW</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
## Capital Works: Roads and Ancillary Infrastructure

### Activity: Seal West Kameruka Road

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Seal West Kameruka Road</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Design completed and the project is currently out to Tender and due to close early August 2019</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>

### Activity: Stabilisation and reseal - Sapphire Coast Drive

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Stabilisation and reseal - Sapphire</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>All works were completed on time and under budget.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

### Activity: Stabilisation and reseal - Wallaga Lake Road

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Stabilisation and reseal - Wallaga Lake</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>All works were completed on time and budget.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>
## Activity: Gravel resheet Jews Creek Road, Brogo

<table>
<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Gravel resheet Jews Creek Road, Brogo</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>All works were completed on time and budget.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

## Activity: Guardrail replacement - Mount Darragh Road

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Guardrail replacement - Mount Darragh Road</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Contract awarded and works are progressing on site.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>

## Activity: Intersection renewal, stabilisation and reseal - Monaro Street

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Intersection renewal, stabilisation and reseal - Monaro Street</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>No update required as it is completed.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>
Activity: Pavement rehabilitation - Swan Street, Bega

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
<th>Responsibility</th>
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<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Pavement rehabilitation - Swan Street, Bega</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Completed with both Asphalthic Concrete (AC) and two coat seal.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

Activity: Kerb and guttering - Bega Street, Tathra

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Kerb and guttering - Bega Street, Tathra</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Works are being designed as part of the Tathra to Kalaru Bike Track.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>

Activity: Reseals (Various urban and rural locations)

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Reseals (Various urban and rural locations)</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Reseal program delivered in accordance with program prepared by Strategic Assets.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>
### Activity: Stabilisation and bitumen reseal - Max Slater Drive, Bega

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
</table>
| 5.10.16.2     | Stabilisation and bitumen reseal - Max Slater Drive, Bega | James Downes | ASSETS AND OPERATIONS | Roads and Ancillary Infrastructure | All works were complete with some minor drain repairs being required after the first storm event. | Project / Program Completed | |}

### Activity: Stabilisation and bitumen reseal - Ravenswood Street, Bega

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
</table>
| 5.10.16.2     | Stabilisation and bitumen reseal - Ravenswood Street, Bega | James Downes | ASSETS AND OPERATIONS | Roads and Ancillary Infrastructure | All pavement works were completed on time and within budget with addition utility and property access works requiring additional funds. | Project / Program Completed | |}

### Activity: Stabilisation and bitumen reseal - Wallaga Lake Road, Bermagui

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Stabilisation and bitumen reseal - Wallaga Lake Road, Bermagui</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Works were completed on time and within budget.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>
## Activity: Stabilisation and bitumen reseal - Wandella Road, Cobargo

<table>
<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Stabilisation and bitumen reseal - Wandella Road, Cobargo</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>All works were complete on time and within budget including additional car parking facility.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>

## Activity: Gravel resheet - Tantawangalo Mountain Road

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Gravel resheet - Tantawangalo Mountain Road</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Project was completed on time and under budget.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>

## Activity: Gravel resheet - Towridgee Lane, Candelo

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<tr>
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<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Gravel resheet - Towridgee Lane, Candelo</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Project completed on time and budget.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>
## Activity: Gravel resheet - Upper Brogo Road, Brogo

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<tr>
<th>Activity Code</th>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Gravel resheet - Upper Brogo Road, Brogo</td>
<td>James Downes</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Project was completed on time and budget.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

## Activity: Sapphire Coast Drive rehabilitation (commenced 2017/18)

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Sapphire Coast Drive rehabilitation (commenced 2017/18)</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Sections of Sapphire Coast Drive scheduled for rehabilitation in the current financial year have been completed.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

## Activity: Bermagui/Cobargo Road intersection (held over from 2017/18 year)

<table>
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<tr>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.2</td>
<td>Bermagui/Cobargo Road intersection (held over from 2017/18 year)</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Design and construction have been completed. Works as executed to be finalised.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
Activity: Schedule a spoil removal program

<table>
<thead>
<tr>
<th>Action Code</th>
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<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.16.3</td>
<td>Schedule a spoil removal program</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Roads and Ancillary Infrastructure</td>
<td>Discussions have been held with Works Manager on the best process for this to occur. Due to complications with weeds and the availability of fleet to undertake the program it is not possible this financial year. Once a solution to the complications is found the removal program can be scheduled. Review of potential applicability undertaken. Investigation of solutions underway.</td>
</tr>
</tbody>
</table>

**ACTION: 5.10.17:** Map and maintain information on Council’s assets

Activity: Develop and maintain the Asset Register for Council’s transport and associated assets

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.17.1</td>
<td>Develop and maintain the Asset Register for Council’s transport and associated assets</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Asset Services</td>
<td>An Asset Register has been developed and maintained with the received works as-executed.</td>
</tr>
</tbody>
</table>
### Activity: Design and implement a real-time asset and works data management viewer for the Network Operation Centre

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.17.2</td>
<td>Design and implement a real-time asset and works data management viewer for the Network Operation Centre</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Asset Services</td>
<td>Project has been completed and is operational.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

### Activity: Simplify asset data reports for Council’s transport asset classes

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.17.3</td>
<td>Simplify asset data reports for Council’s transport asset classes</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Asset Services</td>
<td>Report concepts are being tested for reports and have been incorporated within the real-time asset and works data management viewer for the Network Operation Centre. This is a continuous improvement task.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>

### ACTION: 5.10.18: Plan for transport Capital work

### Activity: Plan the transport network

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.18.1</td>
<td>Plan the transport network</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Asset Services</td>
<td>Planning for the transport network continues, including two key outcomes: 1. Adoption of the consultation draft transport vision document titled ‘Transport Futures’ and 2. Sealed road full condition survey.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
Activity: Develop maintenance schedules and capital works programs for transport assets

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.18.2</td>
<td>Develop maintenance schedules and capital works programs for transport assets</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Asset Services</td>
<td>Capital works programs were completed for 2018/19 and the 2019/20 program adopted. Council's maintenance schedules are currently being undertaken by the Works Section.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

Activity: Merimbula Traffic Study

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.18.3</td>
<td>Merimbula Traffic Study</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Asset Services</td>
<td>Linked to parking study that is ongoing, further traffic study work to occur in 19/20</td>
<td>Project Ongoing</td>
<td></td>
</tr>
</tbody>
</table>

ACTION: 5.10.19: Undertake a Regional Transport Strategy
Activity: Develop a Regional Transport Strategy Vision

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.19.1</td>
<td>Develop a Regional Transport Strategy Vision</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Asset Services</td>
<td>The consultation draft transport vision document titled 'Transport Futures' has been adopted. Consultation phase has been completed and the document will be reported to Council in 2019/20 to consider for adoption.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
### ACTION: 5.10.20: Review and update the Transport Asset Management Plan
Activity: Determine impacts on the Transport Asset Management Plan (AMP)

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.20.1</td>
<td>Determine impacts on the Transport Asset Management Plan (AMP)</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Asset Services</td>
<td>Analysis of the Transport AMP is ongoing and impacts on the capital work program development.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### ACTION: 5.10.21: Identify and complete floodplain risk management projects
Activity: Complete Bega and Brogo Rivers Floodplain Risk Management Study and Plan

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.21.1</td>
<td>Complete Bega and Brogo Rivers Floodplain Risk Management Study and Plan</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Asset Services</td>
<td>Study and Plan completed in accordance with the revised program.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Activity: Continue Twofold Bay, Lake Curalo and Towamba River Flood Study

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Annual Activity</th>
<th>Responsibility</th>
<th>Division</th>
<th>Service Areas</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.21.2</td>
<td>Continue Twofold Bay, Lake Curalo and Towamba River Flood Study</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Asset Services</td>
<td>Study is progressing in accordance with the program.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Activity: Commence Floodplain Risk Management Projects
### ACTION: 5.10.21: Commence Floodplain Risk Management Projects

**Activity:** Complete analysis of condition assessment data

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Service Areas</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.21.3</td>
<td>Commence Floodplain Risk Management</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Assets</td>
<td>Study and Plan commenced and underway in accordance with the revised program.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>

Analysis of condition assessment that was collected during the year (and previous years) is ongoing. It has contributed significantly to the capital works program developed for the 2019/20 budget considerations and development of the 10 year program, long term financial plan and resource strategy.

### ACTION: 5.10.22: Review and update stormwater renewal program

**Activity:** Plan carpark capital works program for upcoming year

<table>
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<tr>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.22.1</td>
<td>Complete analysis of condition assessment data</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Strategy and Assets</td>
<td>Analysis of condition assessment that was collected during the year (and previous years) is ongoing. It has contributed significantly to the capital works program developed for the 2019/20 budget considerations and development of the 10 year program, long term financial plan and resource strategy.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>

### ACTION: 5.10.23: Plan and manage town centre carpark infrastructure

**Activity:** Plan carpark capital works program for upcoming year

<table>
<thead>
<tr>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.23.1</td>
<td>Plan carpark capital works program for upcoming year</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Town Centre Carparks</td>
<td>Capital works programs completed and adopted for 2019/20.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
### Activity: Investigate and develop concept for direct to vehicle car parking management using smart technology

<table>
<thead>
<tr>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.23.2</td>
<td>Investigate and develop concept for direct to vehicle car parking management using smart technology</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Town Centre Carparks</td>
<td>Concept of Smart Parking developed and Proof of Concept (POC) was installed. Data Collection is occurring and concept for availability of data through the Bega Roads Portal has commenced.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**ACTION: 5.10.24:** Construct and maintain town centre carpark infrastructure

### Activity: Maintain, renew and upgrade carpark

<table>
<thead>
<tr>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.24.1</td>
<td>Maintain, renew and upgrade carpark</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Town Centre Carparks</td>
<td>Maintenance activity continued throughout year. No major works carried out.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### Activity: Deliver capital works programs for carpark

<table>
<thead>
<tr>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.24.2</td>
<td>Maintain, renew and upgrade carpark</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Town Centre Carparks</td>
<td>SEE BELOW</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>
### Capital Works: Town Centre Car Parks

**Activity: Cabarita Car Park, Merimbula**

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.10.24.2</td>
<td>Cabarita Car Park, Merimbula</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Town Centre Cararks</td>
<td>Full AC rehabilitation and line marking carried out. Possible traffic calming structures required in the future. Slight overspend as no detailed design with depths and tie ins so AC depth increased in some locations to match existing levels.</td>
<td>Project / Program Completed</td>
<td>green</td>
</tr>
</tbody>
</table>

**Activity: Bega Street, Tathra**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>5.10.24.2</td>
<td>Bega Street, Tathra</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Town Centre Cararks</td>
<td>Project moved in program to 2020 calendar year to suit other works in the Tathra area.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td>yellow</td>
</tr>
</tbody>
</table>
OUTCOME 6: Strong, Consultative Leadership

GOAL 11: We are an informed and engaged community with a transparent, consultative and responsive Council

**ACTION: 6.11.1:** Improve communication about Council activities, decisions and achievements
Activity: Deliver effective media coverage across various mediums

<table>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.11.1.1</td>
<td>Deliver effective media coverage across various mediums</td>
<td>Justin Welsford</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Communications and Events</td>
<td>Council News has been well received and Council’s social media following has grown substantially. Through developing and maintaining positive working relationships with various media outlets, the coverage of Council matters has, in the main, been balanced and positive.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>🟢</td>
</tr>
</tbody>
</table>
### Activity: Deliver ‘Council News’ Publication and develop and maintain web services and online digital platforms

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6.11.1.2</td>
<td>Deliver ‘Council News’ Publication and develop and maintain web services and online digital platforms</td>
<td>Justin Welsford</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Communications and Events</td>
<td>Council News print versions are distributed through our services and sites such as the childcare centres, recovery service, libraries, pools, airport, Civic Centre and Learning Centre. Council's Facebook followers have increased by approximately 20% to over 6000 and the Council Instagram account has been re-activated. Web content is updated regularly.</td>
<td>Project / Program Completed</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### Activity: Administer the Community Festivals and Events grants program if funding becomes available and explore alternative funding sources

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6.11.1.3</td>
<td>Administer the Community Festivals and Events grants program if funding becomes available and explore alternative funding sources</td>
<td>Tamara Whiting</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Communications and Events</td>
<td>A budget of $45,000 has been allocated for 2019/20. Currently amalgamating Festivals and Events Grants with Community Waste Wise Events Grants to provide a more effective and streamlined process for the community. Preparing notification of program.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>✔️</td>
</tr>
</tbody>
</table>
### ACTION: 6.11.2: Improve Council’s brand image and written communication

**Activity:** Review Council style guide to ensure consistency in branding and best practice in language

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6.11.2.1</td>
<td>Review Council style guide to ensure consistency in branding and best practice in language</td>
<td>Justin Welsford</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Communications and Events</td>
<td>Council Style Guide remains fit for purpose. Focus on supporting consistent application of adopted style.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

### ACTION: 6.11.3: Provide an efficient and high quality first resolution customer service

**Activity:** Respond to enquiries, receipt account payments, process applications, manage bookings and provide an emergency contact service

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>6.11.3.1</td>
<td>Respond to enquiries, receipt account payments, process applications, manage bookings and provide an emergency contact service</td>
<td>Graham Stubbs</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Revenue and Customer Services</td>
<td>The majority of customer contacts are met within target. Customer Service and Revenue teams are almost at full strength which is enabling improved responsiveness.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>

### ACTION: 6.11.4: Conduct day to day management of Council

**Activity: Exercise the functions of the Council in accordance with the Local Government Act 1993**

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6.11.4.1</td>
<td>Exercise the functions of the Council in accordance with the Local Government Act 1993</td>
<td>Nina Churchward</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>General Manager and Mayoral Support</td>
<td>During the year the new Model Code of Meeting Practice and Model Code of Conduct for Council Meetings has been reviewed by staff and Councillors, put on Public Exhibition, feedback reviewed and adopted with the new framework in place.</td>
<td>Ongoing Activity</td>
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<td></td>
<td></td>
<td>for business as usual activities</td>
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</table>

**Activity: Arrange and conduct civic functions**

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<thead>
<tr>
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</thead>
</table>
Activity: Coordinate the second Organisation Culture Index Review

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</tr>
</thead>
<tbody>
<tr>
<td>6.11.4.3</td>
<td>Coordinate the second Organisation Culture Index Review</td>
<td>Nina Churchward</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>General Manager and Mayoral Support</td>
<td>Project framework for roll out of 2nd OCI will commence in first half of 2020 year.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Complete</td>
</tr>
</tbody>
</table>

Activity: Review the Memorandum of Understanding (MOU) with Eurobodalla Shire Council following commencement of Joint Organisation legislation

<table>
<thead>
<tr>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.11.4.4</td>
<td>Review the Memorandum of Understanding (MOU) with Eurobodalla Shire Council following commencement of Joint Organisation legislation</td>
<td>Nina Churchward</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>General Manager and Mayoral Support</td>
<td>Council Resolved to terminate MOU with ESC in line with establishment of Canberra Region Joint Organisation of Council’s. ESC advised and was formally thanked for their support over the course of the MOU.</td>
<td>Project / Program Completed</td>
<td>Green</td>
</tr>
</tbody>
</table>
## Activity: Lead the Reedy Swamp, Tathra Bushfire Recovery Project

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>6.11.4.5</td>
<td>Lead the Reedy Swamp, Tathra Bushfire Recovery Project</td>
<td>Leanne Barnes</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>General Manager and Mayoral Support</td>
<td>All activities as planned have been achieved. Recovery Committee has been meeting every two months and covering issues related to both bushfire events. Community meetings have been held in both areas. Fencing funding has been dispersed funded through the Federal Government's drought relief funding package. The Support Service funding has been extended to cover both events and to operate until the second quarter of the next financial year. All agreed projects with the community supported by funding for the Tathra and Reedy Swamp/Vimy Ridge event have been delivered.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

## ACTION: 6.11.5: Support Councillors and ensure open and effective Local Government in our Shire

### Activity: Ensure Council meetings are appropriately planned, advertised and minuted and conducted in accordance with the model code of meeting practice

<table>
<thead>
<tr>
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<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6.11.5.1</td>
<td>Ensure Council meetings are appropriately planned, advertised and minuted and conducted in accordance with the model code of meeting practice</td>
<td>Kelly-Anne McDowall</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>General Manager and Mayoral Support</td>
<td>Council has held 8 Ordinary Council meetings in the last six months and 15 for the 2019/20 year. They were all planned, advertised and minuted and conducted in accordance with the Model Code of Meeting Practice.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
Activity: Review the Councillor Induction and professional development programs

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6.11.5.2</td>
<td>Review the Councillor induction and professional development programs</td>
<td>Nina Churchward</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>General Manager and Mayoral Support</td>
<td>Updated Councillor Induction Training Program (for post September 2020 Council Elections) will include formal Individual Learning Plans and updated Code of Meeting Practice and Code of Conduct. Action to commence October 2019.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>

ACTION: 6.11.6: Report on progress towards implementing audit recommendations, achieving integrated planning targets and New Works Projects

Activity: Develop mid-term review reporting framework including audit, risk and continuous improvement

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6.11.6.1</td>
<td>Develop mid-term review reporting framework including audit, risk and continuous improvement</td>
<td>Leanne Barnes</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>General Manager and Mayoral Support</td>
<td>A midterm report was prepared and reported to Council. The Audit Risk and Improvement Committee reporting continues and a business plan for 2019/20 on achieving actions against the finalised audits is in train.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
**ACTION: 6.11.7: Lead an organisational and community review of asset provision and implement the best and most affordable model for the future**

Activity: Lead with Councillors and senior staff financial sustainability discussions with the community including an SRV application and oversee a community engagement and information strategy

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</thead>
<tbody>
<tr>
<td>6.11.7.1</td>
<td>Lead with Councillors and senior staff financial sustainability discussions with the community including an SRV application and oversee a community engagement and information strategy</td>
<td>Leanne Barnes</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>General Manager and Mayoral Support</td>
<td>This project is a multiyear one with the next financial year seeing finalisation. The tourism SRV will not proceed as such, with lobbying with the local government sector and government on alternative models commenced. The IPART review into local government rating has been released by the Government for comment with submissions closing in September 2019. The project team for developing the swimming pools component of the proposed SRV has been established and activity will commence in the community from late August.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
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</table>

**ACTION: 6.11.8: Develop and implement good governance systems**

Activity: Support the organisation to meet its requirements under GIPA and PPIP legislation and Public Officer function under Local Government Act

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<tr>
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</thead>
<tbody>
<tr>
<td>6.11.8.1</td>
<td>Support the organisation to meet its requirements under GIPA and PPIP legislation and Public Officer function under Local Government Act</td>
<td>Nina Churchward</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Governance and Integrated Planning and Reporting</td>
<td>Project/Program Completed</td>
<td>Project / Program Completed</td>
</tr>
</tbody>
</table>
### Activity: Deliver governance related training, investigate issues in accordance with Council’s Code of Conduct and initiate discipline processes

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</tr>
</thead>
<tbody>
<tr>
<td>6.11.8.2</td>
<td>Deliver governance related training, investigate issues in accordance with Council’s Code of Conduct and initiate discipline processes</td>
<td>Janelle Curtis</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Governance and Integrated Planning and Reporting</td>
<td>This is an ongoing task. Code of Conduct training is provided at inductions sessions and will be amended to note the revised Code of Conduct adopted on 12 June 2019. Refresher courses for existing staff will also include a table showing the major changes in the revised code. A project is in the early stages of development to deliver refreshers courses via an online learning management system to ensure all staff undertake Code of Conduct training every two years. Councillor training has also been held with further seminars in planning.</td>
<td>Project / Program Completed</td>
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</table>

### Activity: Establish eForms for GIPA/PPIP related enquiries

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</tr>
</thead>
<tbody>
<tr>
<td>6.11.8.3</td>
<td>Establish eForms for GIPA/PPIP related enquiries</td>
<td>Janelle Curtis</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Governance and Integrated Planning and Reporting</td>
<td>A fillable pdf form is available on Council's website and can be emailed to applicants. Eforms will be created as part of a wider review of all Council's website forms. Timing dependent on an audit or forms being undertaken by website administrator and suitable software being obtained.</td>
<td>Project / Program Completed</td>
</tr>
</tbody>
</table>
### ACTION: 6.11.9: Report on Council's integrated planning framework

Activity: Refine the performance management reporting framework

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6.11.9.1</td>
<td>Refine the performance management reporting framework</td>
<td>Nina Churchward</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Governance and Integrated Planning and Reporting</td>
<td>Following Council Resolution to adopt new Code of Meeting Practice, Business Paper Framework has been updated and new framework implemented.</td>
<td>Project / Program Completed</td>
<td>Green</td>
</tr>
</tbody>
</table>

### ACTION: 6.11.10: Support the provision of emergency services in the Shire

Activity: Perform the role of Local Emergency Management Officer (LEMO), fund and support emergency services, operate the Emergency Operations Centre, and support the Local Emergency Management Committee

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6.11.10.1</td>
<td>Perform the role of Local Emergency Management Officer (LEMO), fund and support emergency services, operate the Emergency Operations Centre, and support the Local Emergency Management Committee</td>
<td>Janelle Curtis</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Governance and Integrated Planning and Reporting</td>
<td>Ongoing noting improvement in operational capability of Emergency Operation Centre with implementation of improved WIFI connection as approved by Council. Induction Program for key staff developed and implemented relating to &quot;Working in an Emergency Operations Centre&quot;.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>Green</td>
</tr>
</tbody>
</table>
GOAL 12: Our Council is financially sustainable and services and facilities meet community need

ACTION: 6.12.1: Oversee Assets and Operations services, programs and finances
Activity: Advocate to government for improvements to the Princes Highway, public transport and transport logistics (Transport Vision)

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</thead>
<tbody>
<tr>
<td>6.12.1.1</td>
<td>Advocate to government for improvements to the Princes Highway, public transport and transport logistics (Transport Vision)</td>
<td>Anthony McMahon</td>
<td>ASSETS AND OPERATIONS</td>
<td>Assets and Operations Coordination</td>
<td>Submissions made to the currently under development Princes Highway Corridor Strategy, Transport Vision document out for public comment with copies provided to NSW Government. Key priorities included in SEATS advocacy documents prior to State and Federal Elections. Regional transport infrastructure priorities included in Canberra Region Joint Organisation Infrastructure Prospectus. Several significant grant announcement made due to advocacy including sealing of Towamba &amp; Burrage Road, a section of Tantawangalo Mountain Road, the link between the Princes Highway and the Port of Eden (northern side) as well as Federal Funding Announcements to upgrade Whipstick and Murrabrine Creek Bridges.</td>
<td>Project / Program Completed</td>
<td>Completed</td>
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</tbody>
</table>
Activity: Develop and implement a detailed financial budgeting and tracking system to enable all Sections to forecast and report in a reliable and consistent manner

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<tbody>
<tr>
<td>6.12.1.2</td>
<td>Develop and implement a detailed financial budgeting and tracking system to enable all Sections to forecast and report in a reliable and consistent manner</td>
<td>Nicole Edwards</td>
<td>ASSETS AND OPERATIONS</td>
<td>Assets and Operations Coordination</td>
<td>Financial budgeting system has been developed and uploaded into Authority and handed to Finance to manage as a corporate system. Finance register has been developed to track all financial movements across the Directorate.</td>
<td>Project / Program Completed</td>
</tr>
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</table>

Activity: Develop comprehensive operational service level agreements for all Group areas

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</thead>
<tbody>
<tr>
<td>6.12.1.3</td>
<td>Develop comprehensive operational service level agreements for all Group areas</td>
<td>Simone Bayley</td>
<td>ASSETS AND OPERATIONS</td>
<td>Assets and Operations Coordination</td>
<td>Project is to be picked up by new Business Coordinator who has recently commenced in the role. No further progress from the last report by previous owner of position dated 13/12/2018.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
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</table>

Activity: Devise and implement a new Assets and Operations Group structure and operational model

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</thead>
<tbody>
<tr>
<td>6.12.1.4</td>
<td>Devise and implement a new Assets and Operations Group structure and operational model</td>
<td>Anthony McMahon</td>
<td>ASSETS AND OPERATIONS</td>
<td>Assets and Operations Coordination</td>
<td>New structure devised and draft position descriptions in place ready to consult with staff in time for implementation early 2019/2020.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>
### Activity: Develop an accountabilities and reporting model for operational issues within the Group

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</thead>
<tbody>
<tr>
<td>6.12.1.5</td>
<td>Develop an accountabilities and reporting model for operational issues within the Group</td>
<td>Anthony McMahon</td>
<td>ASSETS AND OPERATIONS</td>
<td>Assets and Operations Coordination</td>
<td>Major projects (capital and operational) reporting framework in place in line with GM spread sheet, structured fortnightly individual manager/coordinator meetings in place as well as team meeting to report on and review operational issues</td>
<td>Project / Program Completed</td>
<td>✔</td>
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</table>

### Activity: Review all Group Asset Management Plans and ensure they remain relevant and achievable

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</table>
### ACTION: 6.12.2: Oversee Community, Environment and Planning services, programs and finances

**Activity:** Facilitate the Tathra and District Fire Health and Wellbeing Recovery Subcommittee

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6.12.2.1</td>
<td>Facilitate the Tathra and District Fire Health and Wellbeing Recovery Subcommittee</td>
<td>Alice Howe</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Community, Environment and Planning Coordination</td>
<td>Sub-committee met regularly during the year and provided extensive support to bushfire affected communities across the two events (Tathra and District and Yankees Gap and District). 2018-19 deliverables achieved. Grant funding extended to allow Recovery Centre to operate into first quarter 2019-20.</td>
</tr>
</tbody>
</table>

### ACTION: 6.12.3: Oversee Business and Governance services, programs and finances

**Activity:** Monitor major Council property and land matters including Merimbula Airport and Eden Wharf

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>6.12.3.1</td>
<td>Monitor major Council property and land matters including Merimbula Airport and Eden Wharf</td>
<td>Graham Stubbs</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Business and Governance Coordination</td>
<td>Merimbula Airport Upgrades are primarily the responsibility of the Assets and Operations Directorate. The landside (terminal upgrade) has commenced construction. The Eden Breakwater Wharf extension has reached practical completion, however the Safe Harbour project has been delayed due to funding and delivery reviews. Council's budget commitments have been met to date and future payment schedules may be altered depending on the future of the Safe Harbour project.</td>
</tr>
</tbody>
</table>
Activity: Implement outcomes of the Canberra Region Joint Organisation of Council’s working groups related to procurement, economic development and integrated planning and reporting

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<tbody>
<tr>
<td>6.12.3.2</td>
<td>Implement outcomes of the Canberra Region Joint Organisation of Council’s working groups related to procurement, economic development and integrated planning and reporting</td>
<td>Graham Stubbs</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Business and Governance Coordination</td>
<td>BVSC continues to participate and play a leading role in CRJO working groups</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>green</td>
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</table>

Activity: Develop policies and procedures to oversee Council’s business and financial management

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</thead>
<tbody>
<tr>
<td>6.12.3.3</td>
<td>Develop policies and procedures to oversee Council’s business and financial management</td>
<td>Graham Stubbs</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Business and Governance Coordination</td>
<td>All policies and procedures are being reviewed within their required timeframes. This process is being centrally administered and monitored by the People and Governance team.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>green</td>
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</table>
### Activity: Develop and implement improvements in financial performance outcomes across the organisation

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</thead>
<tbody>
<tr>
<td>6.12.3.4</td>
<td>Develop and implement improvements in financial performance outcomes across the organisation</td>
<td>Graham Stubbs</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Business and Governance Coordination</td>
<td>A program of Financial Performance Reporting across the organisation continues to be implemented. The appointment of a new Finance Manager and Management Accounting Coordinator, along with several finance officers has enabled the backlog work to commence and improvement plan to be developed.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔️</td>
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</table>

### Activity: Review and update Council’s Fit for the Future Improvement Program

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<tbody>
<tr>
<td>6.12.3.5</td>
<td>Review and update Council’s Fit for the Future Improvement Program</td>
<td>Graham Stubbs</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Business and Governance Coordination</td>
<td>Fit For The Future as a State-wide reporting framework is uncertain as to its future. A similar localised framework is in development via the Management Reporting stream of Business and Governance.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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</table>
### Activity: Special Rate Variation (SRV) proposals and presentation of case to community and IPART

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<tr>
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<tbody>
<tr>
<td>6.12.3.6</td>
<td>Special Rate Variation (SRV) proposals and presentation of case to community and IPART</td>
<td>Graham Stubbs</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Business and Governance Coordination</td>
<td>Council resolved to postpone the introduction of any Special Rate Variations until the 2019-20 financial year. The option of an additional SRV for Tourism was postponed indefinitely, leaving the SRV to fund the pools operations and replacement program as the focus. This project commenced in June 2019 and will ramp up during July to November.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>🟢</td>
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### ACTION: 6.12.4: Maintain and support Council's workforce and implement the Workforce Strategy

**Activity:** Develop and implement strategies to attract new employees and support existing employees

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</thead>
<tbody>
<tr>
<td>6.12.4.1</td>
<td>Develop and implement strategies to attract new employees and support existing employees</td>
<td>Nina Churchward</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Employee Services</td>
<td>Review of Workforce Strategic Plan delayed due the potential development of a CRJO Workforce Plan. This will commence within one month as a part of preparation for the next Integrated Planning and Reporting Requirements.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td>🔴</td>
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</table>
### Activity: Develop a leadership program for executive, managerial, coordinator and supervisor positions

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<tbody>
<tr>
<td>6.12.4.2</td>
<td>Develop a leadership program for executive, managerial, coordinator and supervisor positions</td>
<td>Nina Churchward</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Employee Services</td>
<td>Local Government Skills Strategy developed and commenced targeted Training Programs for fifteen staff in Leadership and Management (Cert IV); 19 in Project Management (Diploma); and 20 Waste Services (Diploma/certificate of attainment). 360 degree Review conducted for all Assets and Operations Managers.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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### Activity: Develop and implement a Trainee-Apprentices-Cadets Employment and Learning Strategy

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<tbody>
<tr>
<td>6.12.4.3</td>
<td>Develop and implement a Trainee-Apprentices-Cadets Employment and Learning Strategy</td>
<td>Nina Churchward</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Employee Services</td>
<td>Initiative delayed due to other operational priorities. Development of this Strategy will commence shortly as part of the Workforce Strategy review and in line with other partner Councils in a region wide approach.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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</tbody>
</table>
Activity: Implement the Workforce Strategy to deliver resource sharing and program opportunities as part of the Regional Joint Organisation of Council’s (JO) and Eurobodalla Memorandum of Understanding

<table>
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<tbody>
<tr>
<td>6.12.4.4</td>
<td>Implement the Workforce Strategy to deliver resource sharing and program opportunities as part of the Canberra Regional Joint Organisation of Council’s (JO)</td>
<td>Nina Churchward</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Employee Services</td>
<td>CRJO Workforce Strategy updated - working in collaboration with Country University Centre - to develop Regional wide Cadetship Program</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔️</td>
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</table>

Activity: Develop a Key Position Succession Plan in concert with the Trainee-Apprentices-Cadets Employment Learning Strategy

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<tr>
<td>6.12.4.5</td>
<td>Develop a Key Position Succession Plan in concert with the Trainee-Apprentices-Cadets Employment Learning Strategy</td>
<td>Mark Irvin</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Employee Services</td>
<td>Project on track. Relevant skills shortage areas have been identified. Resources obtained to facilitate succession planning model to be developed.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Activity: Undertake a gap analysis of the existing human resources system and research systems that meet identified gaps and provide reporting and metrics following the review of Council’s business systems

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>6.12.4.6</td>
<td>Undertake a gap analysis of the existing human resources system and research systems that meet identified gaps and provide reporting and metrics following the review of Council’s business systems</td>
<td>Mark Irvin</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Employee Services</td>
<td>HR Data continues to be collected. Initial research being undertaken to improve recruitment systems and processes, including on-boarding processes and induction.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>

ACTION: 6.12.5: Improve the provision of corporate financial services

Activity: Manage Council's Revenue Policy and investment portfolio, pay creditors and process the payroll

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</tr>
</thead>
<tbody>
<tr>
<td>6.12.5.1</td>
<td>Manage Council's Revenue Policy and investment portfolio, pay creditors and process the payroll</td>
<td>Graham Stubbs</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Finance Services</td>
<td>Additional staff resources have enabled process improvements to the delivery of the Council's financial management processes. Deadlines have been met during the quarter, and payroll processing has made strong improvements with increased staffing.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
</tbody>
</table>
### Activity: Review and update Council’s Financial Information System

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>6.12.5.2</td>
<td>Review and update Council’s Financial Information System</td>
<td>Graham Stubbs</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Finance Services</td>
<td>An update of Council's Financial Information System took place and very few implementation issues were experienced. The implementation of complimentary modules for improved reporting are being undertaken in 2019-2020 Q1 &amp; Q2.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>

### Activity: Update Council’s corporate business system

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</tr>
</thead>
<tbody>
<tr>
<td>6.12.5.3</td>
<td>Update Council’s corporate business system</td>
<td>Graham Stubbs</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Finance Services</td>
<td>An update of Council's Financial Information System took place and very few implementation issues were experienced. The implementation of complimentary modules for improved reporting are being undertaken in 2019-2020 Q1 &amp; Q2.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
Activity: Implement the Continuous Improvement Plan of recommendations arising out of internal audits relating to finance services

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<tr>
<th>Action Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6.12.5.4</td>
<td>Implement the Continuous Improvement Plan of recommendations arising out of internal audits relating to finance services</td>
<td>Graham Stubbs</td>
<td>BUSINESS AND GOVERNANCE</td>
<td></td>
<td>Additional permanent finance staff has enabled more internal audit recommendations to be followed up and closed. Recent internal audits have found less serious risks in the finance area than has been the case previously, reflecting an improving performance.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
</tr>
</tbody>
</table>

ACTION: 6.12.6: Provide and maintain corporate information, communication and technology services in alignment with the Technology Strategy

Activity: Provide effective and efficient computer systems, network infrastructure and user support

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>6.12.6.1</td>
<td>Provide effective and efficient computer systems, network infrastructure and user support</td>
<td>Thomas Lennon</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Information, Communication and Technology</td>
<td>2019 saw the refresh of 125 new laptops for staff at BVSC. July 2019 saw the delivery of 125 new desktops. 2019 ICT is on track to roll out these desktops to staff. Internal Wi-Fi configuration to provide improved performance at staff offices, Civic Centre, and Regional Learning Centre was completed. Exchange server on track to be upgraded, and migration from Windows Server 2008. Servers on track to be upgraded to Windows Server 2016. InfoCouncil (staff Council reporting) system scheduled to be upgraded to latest version. IntraMaps GIS system implemented to replace legacy Exponare system.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
</tbody>
</table>
Activity: Implement the Information, Communications and Technology General Controls Audit recommendations

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</thead>
<tbody>
<tr>
<td>6.12.6.2</td>
<td>Implement the Information, Communications and Technology General Controls Audit recommendations</td>
<td>Thomas Lennon</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Information, Communication and Technology</td>
<td>1. IT Policy Framework and listing of all policies and their last revision date; The IT Policy framework is developed with the recent addition being Data Breaches procedure. 2. Management Reports of IT Risks and incidents; Risks and incidents are captured, and managed through Content Manager and are delegated to appropriate personnel. 3. Procedure for Login access (Starters / Leavers / Transfers) This is detailed in our staff take-up and exit forms in partnership with recruitment. 4. Listing of Login access changes from 1 July 2017 to 31 March 2018 All login access changes are captured through Active Directory and can be reported on. 5. Listing of Super Users / Administrator changes from 1 July 2017 to 31 March 2018 All administrator logins are configured through Active Directory and can be reported on. 6. Procedure for monitoring Super Users / Administrators access All administrator access to all critical systems such as CM9, Authority, and Archive Manager etc. is logged, captured and can be reported on. 7. Procedure for Password controls This is detailed and password changes are enforced every 3 months with a specified level of complexity and history requirement. 8. Listing of Login access changes from 1 July 2017 to 31 March 2018 This can be reported on via Active Directory and Civica Authority reporting.</td>
</tr>
</tbody>
</table>
**Activity: Implement key recommendations from the Geographic Information Systems review**

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>6.12.6.3</td>
<td>Implement key recommendations from the Geographic Information Systems review</td>
<td>Thomas Lennon</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Information, Communication and Technology</td>
<td>IntraMaps scheduled for implementation 1st August 2019. Training scheduled for July.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>green</td>
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</tbody>
</table>

**ACTION: 6.12.7: Improve Council’s business systems**

**Activity: Analyse business processes and develop recommendations for improvement**

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</thead>
<tbody>
<tr>
<td>6.12.7.1</td>
<td>Analyse business processes and develop recommendations for improvement</td>
<td>Thomas Lennon</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Information, Communication and Technology</td>
<td>Authority 7 implemented. Follow up projects are on track, including Actus mobile CRM app, and eServices community portal.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>green</td>
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</tbody>
</table>
**ACTION 6.12.8: Ensure effective expenditure for purchasing goods and services**

Activity: Implement procurement efficiency and cost reduction measures

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6.12.8.1</td>
<td>Implement procurement efficiency and cost reduction measures</td>
<td>Aaron Johnston</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Procurement and Contracts</td>
<td>Hardcopy RFx submissions no longer accepted, creating process/admin efficiency throughout procurement processes - Complete. The transition from hard-copy contracts to electronic has created an extensive process and administration efficiency for contract execution as well as minimal savings - Complete. Reduction in ad-hoc spend through the establishment of organisational-use and business unit specific contracts i.e. Sewerage Works Panel is ongoing. Decommission of e-Tendering platform, Tenderlink and implementation VendorPanel Marketplace. A consolidated platform enabling staff to conduct general purchasing, tendering as well as access to established BVSC and LGP panel contracts. – Complete.</td>
<td>Ongoing Activity (for business as usual activities)</td>
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</table>
Activity: Undertake operational tendering activities for all Council Business Units

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</thead>
<tbody>
<tr>
<td>6.12.8.2</td>
<td>Undertake operational tendering activities for all Council Business Units</td>
<td>Aaron Johnston</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Procurement and Contracts</td>
<td>The Procurement and Contracts (P&amp;C) team facilitated 78 procurement processes, of which 62 have proceeded to contract stage. The team's remit is to facilitate all procurement processes that are estimated to exceed $50,000 (incl. GST) or where there is an organisational need as opposed to individual sections, there has been an increased usage of the service for processes not expected to exceed the above-mentioned threshold nor an organisational need. Feedback was sought to determine why, and predominately the response has been due to ease of use and streamlined processes. With the P&amp;C team's continual effort on increasing on-contract spend, whether through ongoing arrangements or via panel arrangements, its forecast that will be a gradual decrease in the number of processes P&amp;C conduct annually as ad-hoc spend is targeted, enabling the team to focus on analytics, process and system improvement, communication, governance and usability. P&amp;C facilitated 20 public tenders estimated to exceed $50,000, these were processed centrally IAW the Purchasing procedure at an approx. value of $7mil (excludes approx. values for 5 schedule of rates contracts). Individual business units processed a total of 40 quotations estimated to exceed $50,000 via existing panel contracts at an approx. value of $5.6mil.</td>
<td>Project / Program Completed</td>
<td>Green</td>
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</tbody>
</table>
**Activity: Collaborate with the Canberra Region Joint Organisation of Council’s (CRJO) Procurement Working Group**

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</thead>
<tbody>
<tr>
<td>6.12.8.3</td>
<td>Collaborate with the Canberra Region Joint Organisation of Council’s (CRJO) Procurement Working Group</td>
<td>Aaron Johnston</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Procurement and Contracts</td>
<td>The CRJO Procurement Working Group's by (PWG) future was to be considered by the CRJO. The CRJO Procurement Coordinator position has been vacant since Aug ‘17, due to the new JO structure being implemented. This meant initiatives being achieved on a regional level at this time while the new organisation is set up. BVSC, amongst the majority of member Councils, had expressed interest in the PWG’s reactivation if there is strategic benefit. The CRJO PWG is to be re-established and the Procurement Coordinator position recruited.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td>☒</td>
</tr>
</tbody>
</table>
Activity: Enhance Council’s procure-to-pay process

<table>
<thead>
<tr>
<th>Action Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6.12.8.4</td>
<td>Enhance Council’s procure-to-pay process</td>
<td>Aaron Johnston</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Procurement and Contracts</td>
<td>A business plan was prepared and endorsed to expand the existing procurement platform, VendorPanel, to incorporate a Marketplace. The intent was to provide greater usability for suppliers and staff alike, particularly for expenditure under $50,000 that is predominately decentralised. The platform went live 1 April 2019 and has since increased transparency, governance and created a more competitive environment.</td>
<td>Project / Program</td>
<td>Completed</td>
</tr>
</tbody>
</table>

ACTION: 6.12.9: Ensure good governance practices in relation to procuring goods and services

Activity: Ensure adequate governance controls are in place for all procurement systems

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</tr>
</thead>
<tbody>
<tr>
<td>6.12.9.1</td>
<td>Ensure adequate governance controls are in place for all procurement systems</td>
<td>Aaron Johnston</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Procurement and Contracts</td>
<td>The Purchase Card (6.08.6) and Purchasing (6.08.1) procedure revised, part of these revisions included monthly reporting and audit measures to ensure adequate governance controls of all procurement related systems and processes. These reporting and audit measures are under continual review and improvements introduced as required.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>Green</td>
</tr>
</tbody>
</table>
**ACTION: 6.12.10: Implement key recommendations of the Procurement Review**  
Activity: Review activities and progress against the Procurement Review

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<tr>
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<tbody>
<tr>
<td>6.12.10.1</td>
<td>Review activities and progress against the Procurement Review</td>
<td>Aaron Johnston</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Procurement and Contracts</td>
<td>The Procurement Review report was consolidated to determine the status of all activities and recommendations put forward as to which activities should be considered void due to irrelevance and/or post-restructure. Remaining activities have been programmed into future Operational Plans.</td>
<td>Project / Program Completed</td>
<td>Green</td>
</tr>
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</table>

**ACTION: 6.12.11: Develop and manage Council’s property portfolio and manage Council’s Reserve Trusts**  
Activity: Manage Council's property portfolio, building assets, acquisitions, Crown Reserves and road closures

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</tr>
</thead>
<tbody>
<tr>
<td>6.12.11.1</td>
<td>Manage Council's property portfolio, building assets, acquisitions, Crown Reserves and road closures</td>
<td>Rickee Marshall</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>Ongoing activity (for business as usual activities).</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>Green</td>
</tr>
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</table>
### Activity: Carry out Native Title Assessments for development or use of Crown Land

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</thead>
<tbody>
<tr>
<td>6.12.11.2</td>
<td>Carry out Native Title Assessments for development or use of Crown Land</td>
<td>Rickee Marshall</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>Ongoing activity (for business as usual activities).</td>
<td>Ongoing Activity (for business as usual activities)</td>
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</table>

### Activity: Commence the land negotiation pilot project work with Bega Local Aboriginal Land Council and Crown Lands under the Crown Lands Management Act 2016

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</thead>
<tbody>
<tr>
<td>6.12.11.3</td>
<td>Commence the land negotiation pilot project work with Bega Local Aboriginal Land Council and Crown Lands under the Crown Lands Management Act 2016</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>Not yet commenced due to advice from Crown Lands as they are behind with other areas.</td>
<td>Project / Program Off Track (in terms of deliverables, scope, timeframe)</td>
<td>Yellow</td>
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### Activity: Determine use of Tura Marrang residence

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</tr>
</thead>
<tbody>
<tr>
<td>6.12.11.4</td>
<td>Determine use of Tura Marrang residence</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>The Expression of Interest (EOI) process for the use of the former manager’s residence at Tura Beach has been completed. Negotiations are currently underway to enter into a lease with Connections Plus Australia.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Green</td>
</tr>
</tbody>
</table>
### Activity: Administer the Community Group Fees and Charges Reimbursement Program if funding becomes available

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<tr>
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</thead>
<tbody>
<tr>
<td>6.12.11.5</td>
<td>Administer the Community Group Fees and Charges Reimbursement Program if funding</td>
<td>Alice Howe</td>
<td>COMMUNITY, ENVIRONMENT AND PLANNING</td>
<td>Property Services</td>
<td>No funding available in 2018-19 budgets.</td>
<td>Project / Program Completed</td>
<td>.Completed</td>
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</table>


Activity: Update Council’s building assets inventory with revised condition report information following review of corporate systems

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</thead>
<tbody>
<tr>
<td>6.12.12.1</td>
<td>Update Council’s building assets inventory with revised condition report information following review of corporate systems</td>
<td>Jason Deller</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>Condition report has been completed and included as part of the Buildings Revaluation Re-submission Report. Once finalised the building asset inventory is being updated which will then update the CVR.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>Completed</td>
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</table>

Activity: Develop asset rationalisation plan and commence actions to dispose, upgrade or renew buildings

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</thead>
<tbody>
<tr>
<td>6.12.12.2</td>
<td>Develop asset rationalisation plan and commence actions to dispose, upgrade or renew buildings</td>
<td>Daniel Dijikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>The Building Asset Management Plan responsibility now sits with Strategic Assets Services. Land and building divestments have been considered throughout the year and are progressing.</td>
<td>Project / Program Completed</td>
<td>Completed</td>
</tr>
</tbody>
</table>
**ACTION: 6.12.13:** Operate and maintain cemeteries and associated services in conjunction with volunteers

**Activity: Manage the Shire’s cemeteries in accordance with Cemetery Management Plans**

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<tr>
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</thead>
<tbody>
<tr>
<td>6.12.13.1</td>
<td>Manage the Shire's cemeteries in accordance with Cemetery Management Plans</td>
<td>Katrina Berenguer</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>Reviewing Draft Cemetery Strategy 2020 - 2024 which includes the Cemetery Management Plans is on track to adopt strategy within six months.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>

**Activity: Finalise the Cemetery Mapping Project following review of corporate systems**

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<tbody>
<tr>
<td>6.12.13.2</td>
<td>Finalise the Cemetery Mapping Project following review of corporate systems</td>
<td>Katrina Berenguer</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>Reviewing Draft Cemetery Strategy 2020 - 2024 which includes the Cemetery Mapping Project. Strategy to be work shopped with Councillors.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
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**Activity: Develop a strategic plan for the management of cemeteries**

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<tbody>
<tr>
<td>6.12.13.3</td>
<td>Develop a strategic plan for the management of cemeteries</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>Draft of Cemeteries Strategic Plan currently under review with a series of workshops planned and community consultation</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
### ACTION: 6.12.14: Review and update the Cemeteries Asset Management Plan (CAMP)

**Activity:** Refine asset data and update register

<table>
<thead>
<tr>
<th>Activity Code</th>
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<th>Comment</th>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.12.14.1</td>
<td>Refine asset data and update register</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>CAMP will be a key recommendation of the Cemeteries Strategic Plan and a delivery timetable will be developed once Strategic Plan is adopted.</td>
<td>Ongoing Activity</td>
<td></td>
</tr>
</tbody>
</table>

### ACTION: 6.12.15: Maintain and manage community centres and halls in conjunction with hall committees

**Activity:** Manage the Shire's community centres and halls in accordance with Facility Management Plans

<table>
<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6.12.15.1</td>
<td>Manage the Shire's community centres and halls in accordance with Facility Management Plans</td>
<td>Katrina Berenguer</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>New grants approved from the Increasing Resilience to Climate Change - Office of Local Government NSW for the Bemboka, Quaama and Wyndham Halls. Funding project - Cooler places for a warmer climate – prevention and preparedness measures for vulnerable populations being solar panels, battery storage and air conditioners.</td>
<td>Ongoing Activity</td>
<td></td>
</tr>
</tbody>
</table>
### Activity: Apply for grants to implement kitchen renewal and upgrade program for all community halls

<table>
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<tr>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.12.15.2</td>
<td>Apply for grants to implement kitchen renewal and upgrade program for all community halls</td>
<td>Katrina Berenguer</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>Wyndham, Rocky Hall, Brogo and Tarraganda Hall kitchen upgrades are due for completion by September 2019. Candelo Hall is on hold due to community request for consultation but should be completed by January 2020.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>🔵</td>
</tr>
</tbody>
</table>

### Activity: Audit all community halls and centres and develop a plan and apply for grants to deliver improved access and functionality

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</tr>
</thead>
<tbody>
<tr>
<td>6.12.15.3</td>
<td>Audit all community halls and centres and develop a plan and apply for grants to deliver improved access and functionality</td>
<td>Katrina Berenguer</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>Maintenance projects for 2019/20 financial year will be reviewed at the S355 General Community Halls meeting on the 27/08/2019 total value $70k.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td>🔵</td>
</tr>
</tbody>
</table>
### Capital Works: Property Services

**Activity: Kitchen upgrades to Bemboka, Eden, Kiah, Pambula, Tanja and Wolumla**

<table>
<thead>
<tr>
<th>Activity Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kitchen upgrades to Bemboka, Eden, Kiah, Pambula, Tanja and Wolumla</td>
<td>Katrina Berenguer</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>All kitchen upgrades have been completed.</td>
<td>Project / Program Completed</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

**Activity: Eden Log Cabin roof replacement**

<table>
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<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eden Log Cabin roof replacement</td>
<td>Katrina Berenguer</td>
<td>ASSETS AND OPERATIONS</td>
<td>Property Services</td>
<td>Project due for completion 2 August 2019.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
**ACTION: 6.12.16: Provide record and document management for Council**

**Activity: Register incoming mail and documentation and allocate customer requests within the organisation**

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<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6.12.16.1</td>
<td>Register incoming mail and documentation and allocate customer requests within the organisation</td>
<td>Thomas Lennon</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Records Management</td>
<td>Completed daily.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>

**Activity: Digitise all hard copy property and building files**

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</tr>
</thead>
<tbody>
<tr>
<td>6.12.16.2</td>
<td>Digitise all hard copy property and building files</td>
<td>Thomas Lennon</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Records Management</td>
<td>First year complete. Scoping work for a long-term contract is in initiation phase.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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</tbody>
</table>

**Activity: Archive and dispose of relevant records in document management system**

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</thead>
<tbody>
<tr>
<td>6.12.16.3</td>
<td>Archive and dispose of relevant records in document management system</td>
<td>Thomas Lennon</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Records Management</td>
<td>Project ongoing. Scoping work for a long-term contract is in initiation phase.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
**ACTION: 6.12.17: Deliver workplace health and safety management programs**

**Activity: Provide education and ensure compliance with Council’s work, health and safety systems**

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</tr>
</thead>
<tbody>
<tr>
<td>6.12.17.1</td>
<td>Provide education and ensure compliance with Council’s work, health and safety systems</td>
<td>Michael Cooksley</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Risk Management</td>
<td>Education is occurring via the new employee Induction and corporate inductions and via the compliance training register for those employees with identified high risk work licenses and training requirements. Assist program was implemented in the 2018/19 FY to increase employee resilience and awareness for anxiety, depression and mental health. Compliance to Council’s work health and safety systems is being monitored, and sustained efforts are continuing to promote and drive the incorporation of WHS into BVSC department operating practices and management teams. A three month period saw the WHS Officer’s role vacant due to resignation with a new WHS Officer recruited in July. Council has experienced an increased frequency in incidents reported, this has been due to a change in incident reporting practices driving an increased awareness and reporting culture. The number of Injuries and Workers Compensation claims is on track to be on par or similar to that experience in the previous FY.</td>
<td>Ongoing Activity (for business as usual activities)</td>
</tr>
</tbody>
</table>

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**ACTION: 6.12.18: Deliver enterprise risk management and audit control programs**

**Activity: Develop organisation risk profile and risk management plans**

<table>
<thead>
<tr>
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<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.12.18.1</td>
<td>Develop organisation risk profile and risk management plans</td>
<td>James Dangers</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Risk Management</td>
<td>This is an ongoing activity with some slight deviations to improve the final outcomes. Draft procedure underway and intention is to include ERM body of knowledge in the next risk action plan.</td>
<td>Project / Program On Track</td>
<td>Green</td>
</tr>
</tbody>
</table>

**Activity: Undertake audits identified in the Internal Audit Strategic Plan 2015-2018**

<table>
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</table>

**Activity: Develop the Internal Audit Strategic Plan 2019-2021**

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</tr>
</thead>
<tbody>
<tr>
<td>6.12.18.3</td>
<td>Develop the Internal Audit Strategic Plan 2019-2021</td>
<td>James Dangers</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Risk Management</td>
<td>Complete and adopted by the Audit Risk and Improvement Committee (ARIC).</td>
<td>Project / Program Completed</td>
<td>Green</td>
</tr>
</tbody>
</table>
### Activity: Establish the Audit Risk and Improvement Committee

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>6.12.18.4</td>
<td>Establish the Audit Risk and Improvement Committee</td>
<td>Leanne Barnes</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Risk Management</td>
<td>The Audit Risk and Improvement Committee (ARIC) have been established, terms of reference adopted and meetings held in the new format.</td>
<td>Project / Program Completed</td>
<td></td>
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</tbody>
</table>

### Activity: Review insurance providers and premiums in collaboration with Canberra Regional Joint Organisation of Council’s

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</thead>
<tbody>
<tr>
<td>6.12.18.5</td>
<td>Review insurance providers and premiums in collaboration with Canberra Regional Joint Organisation of Council’s</td>
<td>James Dangers</td>
<td>BUSINESS AND GOVERNANCE</td>
<td></td>
<td>In its first year of operations the CRJO is not in a position to undertake this requirement at this stage - insurance renewal completed with StateWide Mutual.</td>
<td>Ongoing Activity (for business as usual activities)</td>
<td></td>
</tr>
</tbody>
</table>
**ACTION: 6.12.19: Support the provision of emergency services in the Shire**
Activity: Perform the role of Local Emergency Management Officer (LEMO), fund and support emergency services, operate the Emergency Operations Centre, and support the Local Emergency Management Committee

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>6.12.19.1</td>
<td>Perform the role of Local Emergency Management Officer (LEMO), fund and support emergency services, operate the Emergency Operations Centre, and support the Local Emergency Management Committee</td>
<td>Janelle Curtis</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Risk Management</td>
<td>Role has been undertaken effectively in the 2018/2019. Meetings were held in March, July and November. The operations centre was activated for the Yankees Gap fire in August/September 2018. Recovery Committee for the Tathra and District Bushfire Event continued to operate during this period and was extended to cover the Yankees Gap District event.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

**ACTION: 6.12.20: Deliver civil construction and infrastructure works for transport and recreation assets**
Activity: Deliver the approved Capital Works (Renewal) Projects allocated to Works Section in the 18/19 budget

<table>
<thead>
<tr>
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<th>Action Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6.12.20.1</td>
<td>Deliver the approved Capital Works (Renewal) Projects allocated to Works Section in the 18/19 budget</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Works Section</td>
<td>Two Projects will carry forward into next year due to changes in scope and design: SERH shared path and Brianderry Bridge.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
**ACTION: 6.12.21: Operate and maintain Council amenities, urban streetscapes, public land and public facilities**

Activity: Carry out operation and maintenance activities in accordance with service level agreements (SLA) and budget allocated

<table>
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</thead>
<tbody>
<tr>
<td>6.12.21.1</td>
<td>Carry out operation and maintenance activities in accordance with service level agreements (SLA) and budget allocated</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Works Section</td>
<td>Completed with an overspend to maintain appropriate service level.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>

**ACTION: 6.12.22: Operate and maintain Council’s works depots and stores**

Activity: Operate Council’s Works Depots and Stores in order to support operational and maintenance activities

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>6.12.22.1</td>
<td>Operate Council’s Works Depots and Stores in order to support operational and maintenance activities</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Works Section</td>
<td>All on track but due to relocation of stores and Depot facilities during workshop rebuild an overspend will occur.  This is an ongoing task that has no end date.</td>
<td>Project / Program Completed</td>
<td></td>
</tr>
</tbody>
</table>
ACTION: 6.12.23: Manage and maintain Council and NSW Rural Fire Service vehicles plant and equipment
Activity: Operate, maintain, renew and upgrade passenger, light, medium and heavy commercial vehicles, trailers and major plant items

<table>
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</thead>
<tbody>
<tr>
<td>6.12.23.1</td>
<td>Operate, maintain, renew and upgrade passenger, light, medium and heavy commercial vehicles, trailers and major plant items</td>
<td>Deon Constance</td>
<td>ASSETS AND OPERATIONS</td>
<td>Works Section</td>
<td>All fleet items on 10 year replacement program requiring replacement were completed in 2018/2019 Financial Year. (Excluding fleet items that were identified to be retained due to operational reasons).</td>
<td>Project / Program Completed</td>
<td></td>
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</tbody>
</table>

Activity: Engage with organisation to ensure Fleet Strategy and Management Plan is appropriate, flexible, affordable and sustainable

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</tr>
</thead>
<tbody>
<tr>
<td>6.12.24.1</td>
<td>Engage with organisation to ensure Fleet Strategy and Management Plan is appropriate, flexible, affordable and sustainable</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Works Section</td>
<td>Work in this area is continuing and Senior Staff will be briefed in July on current Fleet position including the rebuild of the workshop facility. This is an ongoing task that will be updated regularly.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
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</table>
ACTION: 6.12.25: Supply quarry material for Council’s construction activities
Activity: Operate quarry as required to support operational need

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</tr>
</thead>
<tbody>
<tr>
<td>6.12.25.1</td>
<td>Operate quarry as required to support operational need</td>
<td>Ian Macfarlane</td>
<td>ASSETS AND OPERATIONS</td>
<td>Works Section</td>
<td>All complete this year with a balanced budget.</td>
<td>Project / Program Completed</td>
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</table>

Capital Works: Works Section
Activity: Delivery WHS and amenity improvements at the Bega Workshop

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</thead>
<tbody>
<tr>
<td></td>
<td>Delivery WHS and amenity improvements at the Bega Workshop</td>
<td>Daniel Djikic</td>
<td>ASSETS AND OPERATIONS</td>
<td>Works Section</td>
<td>Contract awarded and works are currently underway.</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
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</tbody>
</table>
## Emergency Preparedness

**ACTION 1:** BVSC’s role is to support LEMC by providing secretariat role and venue/coordination of LEMC Meetings. The emergency combat agencies (and WELFAC support Agencies) will be provided this audit report at their July meeting and these recommendations will be included on the LEMC action plan.

**Activity:** Full physical field exercises should be included as a LEMC standing agenda item to be conducted at least once per year ensuring this requirement is not missed out in the future. If a full field exercise is not possible, then as a minimum a desktop exercise should be conducted.

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<tbody>
<tr>
<td>BVSC’s role is to support LEMC by providing secretariat role and venue/coordination of LEMC Meetings. The emergency combat agencies (and WELFAC support Agencies) will be provided this audit report at their July meeting and these recommendations will be included on the LEMC action plan.</td>
<td>AUDIT 1.1</td>
<td>Full physical field exercises should be included as a LEMC standing agenda item to be conducted at least once per year ensuring this requirement is not missed out in the future. If a full field exercise is not possible, then as a minimum a desktop exercise should be conducted.</td>
<td>Janelle Curtis</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Governance and Risk Management</td>
<td>Desk top exercises implemented as a standing agenda item to be done at each meeting three times per year. Full field exercise to be discussed in line with staff resources and training opportunities</td>
<td>Project / Program</td>
<td>Completed</td>
</tr>
</tbody>
</table>
ACTION 2: The emergency combat agencies (and WELFAC support Agencies) will be provided this audit report at their July meeting and these recommendations will be included on the LEMC action plan.

Activity: More complex field exercises (including the full activation of an Emergency Operations Centre) should be considered by the LEMC to be performed annually. These exercises should have clearly defined, achievable, measurable objectives and should include a component of evaluation. This has the added advantage of simulating a “real life” disaster event in more details preparing stakeholders in case of an actual event.

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<tbody>
<tr>
<td>The emergency combat agencies (and WELFAC support Agencies) will be provided this audit report at their July meeting and these recommendations will be included on the LEMC action plan.</td>
<td>AUDIT 2.1</td>
<td>More complex field exercises (including the full activation of an Emergency Operations Centre) should be considered by the LEMC to be performed annually. These exercises should have clearly defined, achievable, measurable objectives and should include a component of evaluation. This has the added advantage of simulating a “real life” disaster event in more details preparing stakeholders in case of an actual event.</td>
<td>Janelle Curtis</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Governance and Risk Management</td>
<td>Council staff to attend Office of Emergency Management Training in November 2019. Plans commenced to run a activation of the Emergency Operations Centre exercise following completion of this training</td>
<td>Project / Program On Track (in terms of deliverables, scope, timeframe)</td>
<td></td>
</tr>
</tbody>
</table>
**ACTION 3:** Intention will be to use the State Recovery Consequence Management Guide as an example in developing a specific guide for the Bega Valley LEMC. Key personnel will also need recovery training.

**Activity:** Document, communicate and agree actions listed on the localised Recovery Toolkit and Recovery Consequences Management Guide with relevant stakeholders so they are aware of their roles and responsibilities during the disaster recovery phase.

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</thead>
<tbody>
<tr>
<td>Intention will be to use the State Recovery Consequence Management Guide as an example in developing a specific guide for the Bega Valley LEMC. Key personnel will also need recovery training.</td>
<td>AUDIT 3.1</td>
<td>Document, communicate and agree actions listed on the localised Recovery Toolkit and Recovery Consequences Management Guide with relevant stakeholders so they are aware of their roles and responsibilities during the disaster recovery phase.</td>
<td>Janelle Curtis</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Governance and Risk Management</td>
<td>BVSC Recovery Consequence Management Guide updated in draft form for presentation to the LEMC prior to formal adoption. Noted that the Recovery phase of incidents is managed by Community, Planning and Environment staff who have attended the relevant training following the Tathra and Yankees Gap district incidents,</td>
<td>Project / Program Completed</td>
<td>Completed</td>
</tr>
</tbody>
</table>
**ACTION 4:** As a support agency Council will consider and develop a framework, within its areas of responsibilities and budget limits.

**Activity:** A protocol or framework is set up to receive after action reports, feedback, debriefs and to process these so that corrective actions are identified, reasonable timeframe set, responsibilities allocated and status monitored to ensure timely resolution.

<table>
<thead>
<tr>
<th>Strategic Action</th>
<th>Activity Code</th>
<th>Annual Activity</th>
<th>Responsibility</th>
<th>Division</th>
<th>Service Area</th>
<th>Comment</th>
<th>Action Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>As a support agency Council will consider and develop a framework, within its areas of responsibilities and budget limits.</td>
<td>AUDIT 4.1</td>
<td>A protocol or framework is set up to receive after action reports, feedback, debriefs and to process these so that corrective actions are identified, reasonable timeframe set, responsibilities allocated and status monitored to ensure timely resolution.</td>
<td>Janelle Curtis</td>
<td>BUSINESS AND GOVERNANCE</td>
<td>Governance and Risk Management</td>
<td>The appropriate mechanism for this is the State Government program EMOS (Emergency Management Operating System) which was used during the Tathra and Yankees Gap Districts Fires. BVSC had input into the recent review of this system. At a Council level, post incident Content Manager Folders are created for recording each incident.</td>
<td>Project / Program Completed</td>
<td>Completed</td>
</tr>
</tbody>
</table>