






# OPERATIONAL PLAN PROGRESS REPORT 1 JULY - 30 DECEMBER 2019

## Key to activity status

	Project / Program - On Track (in terms of deliverables, scope, timeframe)	78
	Project / Program - Completed	14
	Ongoing Activity (for business as usual activities)	130
	Project / Program Off Track (in terms of deliverables, scope, timeframe)	26
	Total Activities	248


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# Outcome 1: Active and Healthy Communities



## 1.1: We are cooperative, caring and enjoy a culturally rich community life

### 1.1.1: Design and implement processes to support Council's community consultation and engagement activities and processes



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.1.1.1	Develop Community Engagement Strategy, including a Community Participation Plan for planning matters	Community, Environment and Planning	Community Connections	Community Engagement Strategy revised, exhibited and adopted by Council.	Project / Program Completed	


### 1.1.2: Deliver programs that build the wellbeing, resilience and strength of communities

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.1.2.1	Coordinate and support the Access and Inclusion Advisory Committee	Community, Environment and Planning	Community Connections	Access and Inclusion Committee meetings held quarterly and annual grant round dispersed.	Ongoing Activity (for business as usual activities)	
1.1.2.2	Facilitate implementation of Council's Disability Inclusion Action Plan	Community, Environment and Planning	Community Connections	A range of infrastructure projects are underway in the areas of transport, sport, recreation and tourism. These are reported regularly to the Access and Inclusion Advisory Committee. The application process for community projects has been amended to improve the consideration of access issues. An audit of accessible parking was completed.	Ongoing Activity (for business as usual activities)	
1.1.2.3	Facilitate community grants and scholarships	Community, Environment and Planning	Community Connections	Community grants program for first half of financial year delivered.	Ongoing Activity (for business as usual activities)	
1.1.2.4	Administer the Access Improvements Grant Program	Community, Environment and Planning	Community Connections	Access Improvement Grants awarded for 2019. Residual funds allocated to Access	Project / Program Completed	


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
		Planning		and Inclusion Committee for priority infrastructure.		
1.1.2.5	Contribute funding to support South East Arts and Mumbulla Foundation	Community, Environment and Planning	Community Connections	Annual contributions to both South East Arts and Mumbulla Foundation disbursed.	Project / Program Completed	
1.1.2.6	Identify funding and/or other opportunities to deliver a specialised change facility for people with disabilities	Community, Environment and Planning	Community Connections	No suitable funding source identified to date. Staff will continue to work with the grants officer to seek suitable grant funding.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

### 1.1.3: Stimulate and enhance Australia's visual culture and deliver the outcomes of the Regional Gallery Strategic Plan


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.1.3.1	Manage, develop and exhibit the Bega Valley Regional Gallery collection, work with local professional artists and facilitate touring exhibitions of national significance	Community, Environment and Planning	Community Connections	Exhibition of works from the BVRG collection were displayed at BVCCC and works from BVRG collection were curated and displayed in BVSC executive offices. 3 artworks were acquired for the BVRG collection from funds donated and 6 artworks donated to the BVRG collection through the Federal Governments' Cultural Gifts Program with a total value of \$57,600. BVRG initiated solo exhibition of Sydney based Fijina – Indian artist Shivanjani Lal which has toured to University of NSW Gallery and BVRG also hosted Weapons for The Soldier exhibition from Hazelhurst Arts Centre, the only regional gallery to host the tour.	Ongoing Activity (for business as usual activities)	
1.1.3.2	Deliver public art programs	Community, Environment and Planning	Community Connections	Installation of 'Out for A Stroll' (acquired by BVSC for BVRG collection from Sculpture Bermagui 2017) sculpture at newly developed Merimbula Airport terminal and launch of	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
				BVRG:TARMAC pop up commercial exhibition space in the Departure lounge of Merimbula Airport Terminal to promote BVSC based professional artists. Selected artists sell works facilitated by BVRG.		
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	Community, Environment and Planning	Community Connections	We continue to build partnerships with touring/lending/collection state and national institutions. Recent example is Weapons for the Solider exhibition.	Ongoing Activity (for business as usual activities)	

#### 1.1.4: Explore opportunities to renew the Regional Gallery either in its current location or other suitable location

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.1.4.1	Seek funding for renewal of Regional Gallery	Community, Environment and Planning	Community Connections	Two current funding applications are in front of Club Grants NSW and Building Better Regions Fund.	Project / Program On Track (in terms of deliverables, scope, timeframe)	




#### 1.1.5: Bushfire Recovery

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.1.5.1	Deliver the case management support service for people affected by Tathra and District and Yankees Gap bushfires through the Recovery Support Service	Community, Environment and Planning	Community Connections	The Tathra and District Bushfire Recovery program was extended to September 2019 and provided support to individuals and communities. An independent evaluation of the service found it was very successful and highly valued by the community. Funding was secured from Coordinare to provide a	Ongoing Activity (for business as usual activities)	






Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
				modified program until October 2020 which includes community gatherings and support for individuals.		



## 1.2: We are an active, healthy community with access to good quality recreation and sporting facilities, and medical health care

### 1.2.1: Plan and manage boating infrastructure, sporting grounds and facilities, parks and gardens, natural areas and public amenities

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.2.1.1	Develop, review and implement Facility Management Plans for regional, district and local level sporting facilities and public amenities	Assets & Operations	Leisure and Recreation	Reviewed draft Facility Management Plans and forwarded to sportsground site committees for review. Report has been drafted for Council consideration in early 2020.	Ongoing Activity (for business as usual activities)	
1.2.1.2	Develop operations and maintenance programs for parkland facilities, skate parks and playgrounds	Assets & Operations	Leisure and Recreation	Programmed operations for parks mowing, barbeque cleaning and public amenities servicing being conducted. Maintenance programs for playgrounds developed and being delivered. Details of planned works, accomplishments and defects captured in Reflect. Review of playground specifications due, with further development of vegetation, paths and trails, fences and barriers maintenance specifications to occur.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
1.2.1.3	Develop and implement a Natural Areas Management Program identifying key issues, opportunities and treatments	Assets & Operations	Leisure and Recreation	Background and industry information being gathered and reviewed.	Project / Program On Track (in terms of deliverables, scope, timeframe)	





Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.2.1.4	Implement the recommendations of the Maritime Infrastructure Internal Audit for minor marine infrastructure	Assets & Operations	Leisure and Recreation	Renewal programs underway at Bermagui River, Blackfellows Lake, Quarantine Bay (due for completion 2020). Funding EOI submitted for Broadwater, Bermagui Harbour. Programmed ramp cleaning implemented.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
1.2.1.5	Conduct a BVSC Recreation Needs and Asset Improvements Strategy (budget dependant)	Assets & Operations	Leisure and Recreation	This is an important project that will be useful in guiding future asset renewals and improvements to align with community needs. 2019 has seen a high focus on project delivery and developing funding applications for current and future funding opportunities and this will continue into 2020. With the current project delivery focus and the resourcing requirements for this activity it is recommended that it is deferred for consideration in future BVSC Delivery and Operational Plans.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	
1.2.1.6	Review Bega Sporting Facility Masterplan (Valley Fields)	Assets & Operations	Leisure and Recreation	Consultant engaged and first stakeholder meeting completed.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
1.2.1.7	Supervise or contract manage seasonal pools and the Sapphire Aquatic Centre and provide aquatic programs	Assets & Operations	Leisure and Recreation	Five swimming pool facilities operating, programs planned according to site requirements. Candelo Pool not open due to issues uncovered as part of asset renewal in preparation for season.	Ongoing Activity (for business as usual activities)	
1.2.1.8	Develop and monitor programs at Council run seasonal pools	Assets & Operations	Leisure and Recreation	Programs planned and implemented based on each individual facility. Focus has been	Ongoing Activity (for business as	


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.2.1.9	Develop a Pools Strategy in partnership with the community	Assets & Operations	Leisure and Recreation	on planning summer holiday intensives and a term-based program based on water temperature.  Discussion Paper endorsed for public exhibition. Community consultation sessions (x6) held in towns with pool facilities. Draft Swimming Pool Strategy and Swimming Pools Asset Management Plan endorsed for public exhibition and placed on exhibition with 2020/21 IP&R docs on 13 December 2019.	usual activities)  Project / Program On Track (in terms of deliverables, scope, timeframe)	
1.2.1.10	Progress with concept planning and funding applications for Bega Pool renewal, based on the Pools Strategy	Assets & Operations	Leisure and Recreation	Planning around exhibition of Draft Swimming Pool Strategy Discussion Paper, Draft Bega Pool Concept Plan and Proposal to implement Special Rate Variation to fund future of swimming pools completed and community engagement commenced. Council resolved to proceed with SRV application in November 2019. Exhibition of relevant BVSC Plans & Strategy for additional community engagement commenced in December 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

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





Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.2.2.1	Map recreation assets and update the authority asset register and the valuation and condition of assets	Assets & Operations	Leisure and Recreation	Procurement for consultancy completed. Consultant engaged to commence work in February 2020.	Ongoing Activity (for business as usual activities)	
1.2.2.2	Annual asset renewal program ground-truthed and projects prioritised. Include renewal	Assets & Operations	Leisure and Recreation	Fencing renewals focus. Tathra Headland to Kianinny trail fencing works completed. Bega Glebe Park (west) works programmed. Bega	Ongoing Activity (for business as	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
	contributions to grant programs			Park works programmed. Funding applications submitted in an effort to extend on available renewals funding but unsuccessful. (Dickinson Oval Bermagui & Towamba Sportsground). Investigating further funding options.	usual activities)	
1.2.2.3	Update the authority systems asset register and the valuation of and condition of leisure and recreation assets	Assets & Operations	Leisure and Recreation	Leisure & Recreation mapping and inventory update project about to get underway. Asset Management System will be updated once inventory project is complete.	Ongoing Activity (for business as usual activities)	
1.2.2.4	Review and develop annual pools asset inspection and seasonal maintenance programs.	Assets & Operations	Leisure and Recreation	Seasonal maintenance tasks completed prior to season opening, however primary focus on asset renewals which were all completed (except Candelo Pool). Planning for asset condition reporting and off-season maintenance planning.	Ongoing Activity (for business as usual activities)	

### 1.2.3: Maintain recreation facilities, boating infrastructure, public toilets and sporting grounds and facilities and natural assets with community committees and groups



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.2.3.1	Support parks volunteers through the parks volunteer program	Assets & Operations	Leisure and Recreation	Active volunteer participation occurring at Littleton Gardens, Bega; Bar Beach, Merimbula and Pambula River Reserve. North Tura Coastal Reserves volunteer working bee conducted December 2019 following Council's endorsement of the SMP; further working bees to be considered in 2020. Friends of Blue Pool, Bermagui have postponed working bees for 2020 due to over committed participants and departure of two members of the group who have relocated from Bermagui.	Ongoing Activity (for business as usual activities)	



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.2.3.2	Maintain Asset Protection Zones (APZ) and fire trails on natural areas under Council control and continue membership of the Bushfire Management Control Committee	Assets & Operations	Leisure and Recreation	Bega Valley Bushfire Risk Management Committee (BVBRMC) meetings attended and reports submitted. APZ areas managed by BVSC in Merimbula, Tura and Tathra audited with RFS in late 2019. APZ management works programmed as per program endorsed by the BVBRMC. Specification for 3 year APZ slashing contract developed, public request for quote issued and contractor engaged. Additional Hazard reduction works completed in Wallaga Lake, Eden, Tura and Merimbula.	Ongoing Activity (for business as usual activities)	
1.2.3.3	Implement MOU with Crown Lands and RFS to create and maintain APZ's to enable rebuilding of dwellings affected by bushfire	Assets & Operations	Leisure and Recreation	The MOU continues to be applied to relevant properties in Tathra and the redevelopment of houses on these properties.	Project / Program Completed	
1.2.3.4	Identify and implement priority vegetation protection and rehabilitation and restoration projects in public areas	Assets & Operations	Leisure and Recreation	Identification work being undertaken in conjunction with development of a Natural Assets Management Program.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	
1.2.3.5	Swimming pool asset renewal program ground-truthed and renewal projects prioritised and completed	Assets & Operations	Leisure and Recreation	Delivered a number of asset renewals including Bemboka solar and pool covers, Cobargo pool covers, Eden fence renewal, SAC repainting and dividing fence renewal, SAC renewal of mens shower wall. Deferred SAC lane ropes and wet deck due to	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
				prioritisation. Candelo pool paint removed, which uncovered substantial faults resulting in delayed opening of the pool so works could be completed. Render/expansion joint works completed with painting to be completed in Q3.		



#### 1.2.4: Construct recreation facilities, boating infrastructure, public toilets and sporting grounds and facilities




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
1.2.4.1	Deliver successful 2019 – 2020 grant projects for sporting facilities, coastal accessibility, tracks and trails, playground and boating infrastructure	Assets & Operations	Leisure and Recreation	High level of project planning, detail designed and procurement undertaken to Dec 2019. Multiple projects on ground works due to commence in early 2020. Rural village playgrounds (Cobargo, Bemboka, Wyndham, Mogareeka), public amenities buildings (Bega Park, Bermagui Bruce Steer), sports ground floodlighting (Lawrence Park, Barclay Street). Multiple boating infrastructure projects (Quarantine Bay, Blackfellows Lake, Bermagui River), coastal accessibility (Pambula Beach, Short Point) and tracks and trails (Wallaga Lake - Camel Rock, Tura Head) projects are expected to commence 2nd qtr 2020.	Ongoing Activity (for business as usual activities)	
1.2.4.2	Subject to funding, undertake successful grants projects to implement the Regional Sporting Facility Master Plans for Bega and Pambula Sporting Complexes	Assets & Operations	Leisure and Recreation	Projects registered with NSW Office of Sport and project briefs submitted. Funding deed expected to be finalised in early 2020. Ford Park Merimbula courts and Pambula Squash / multi purpose courts development applications approved.	Project / Program On Track (in terms of deliverables, scope, timeframe)	



## Outcome 2: Employment and Learning Opportunities

### 2.3: Our economy is prosperous, diverse and supported by innovative and creative businesses





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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
2.3.1.1	Promote the facilities in the Regional Learning Centre for youth training and new business development and support	Business and Governance	Economic Strategy and Projects	Two larger spaces at BVRLC committed for training and new business development. BVRLC recently hosted the second cohort for the Bega Valley Innovation Hub along with accommodating office/social space for the first cohort to continue in their work. Greencape room to host South Coast Careers College's (SCCC) Diploma of Nursing commencing in March 2020 for three years. Anticipate two courses running co-currently at this stage. The successful NSW Safer Driver Course will continue to run in 2020. A Barista course will be on offer through South Coast Careers along with a Cert III in Individual Support and Nursing Pathways along with Community and Welfare Training Courses, all held in the newly renovated Cuttagee Room.	Ongoing Activity (for business as usual activities)	
2.3.1.2	Promote the Civic Centre's facilities to not-for profit, private, government and corporate groups and to deliver successful events and functions	Business and Governance	Economic Strategy and Projects	The Civic Centre team continue to actively promote and market the venue through various channels to new and existing clientele. The Civic Centre continues to work with Destination NSW, Sapphire Coast Destination Marketing and Events & Meetings Australia to gain a wider reach. Through	Ongoing Activity (for business as usual activities)	




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
				successful promotion the Civic Centre has gained new clients and attracted first-time large-scale events. Examples include NSW Dairy Symposium, SCLC Staff Development Conference & Sapphire Coast Community Christmas Lunch. New bookings have included HSC examinations, Youth Hack, Bega Valley Innovation Hub, Bega Roosters Rugby League Football Club Presentation Dinner, BHS 30 Year Reunion, Group 16 Presentation Dinner & Bega Chamber of Commerce & Industries Customer Service Awards Dinner.		
2.3.1.3	Develop and implement the Civic Centre and Learning Centre Business Plans	Business and Governance	Economic Strategy and Projects	Early drafts of the Business Plans completed.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
2.3.1.4	Update the Civic Centre webpage and hire guide	Business and Governance	Economic Strategy and Projects	Initial discussions & design plans were completed. Changes in the Communications area resulted in the webpage becoming a low priority. This will be reviewed with new Communications Manager with review of existing BVCCC page on Council's website and the possible introduction of an approved standalone website opportunity.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
2.3.1.5	Develop an annual entertainment schedule for a diverse range of demographics	Business and Governance	Economic Strategy and Projects	The Civic Centre team successfully hosted and delivered a diverse range of entertainment events for a board range of demographics. This included Ladies in Black, Acacia Quartet, A Taste of Ireland – The Irish Music & Dance Sensation, The Festival of Daring Possibilities, Parklight, Festival of Open Minds, Sapphire Coast Orchid Club	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
				Spring Show, SCLC Art show, Bega Big Groove, Bega Canberra Brass Band Concert and Prada's Priscillas: An all-male revue. 2020 Entertainment schedule will include the Melbourne International Comedy Festival Roadshow, Toni Childs, Playschool Live, Spectrum Theatre Group, SCLC Performing Arts Festival & Dreamcoat Productions.		
2.3.1.6	Develop a Marketing Strategy for the Regional Learning Centre and the Co Work space.	Business and Governance	Economic Strategy and Projects	Preliminary at this time. Scheduled for early 2020 to coincide with review of existing BVRLC page on Council's Website and the possible introduction of an approved standalone website opportunity. Will include new website, the introduction of co work marketing component, Facebook, Co work space promotional material for visitor exposure at Merimbula airport.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
2.3.1.7	Establish webpage and social media platforms to promote the Regional Learning Centre	Business and Governance	Economic Strategy and Projects	Meeting held with Council's Communications team around layout and redesign of exiting outdated BVRLC website page on Council platform. Marketing strategy will signpost introduction of standalone website opportunity marketing a fresh new site with modern 'Co Work' space page designed to attract new businesses, start-ups and promote affordable office space for young people. Budget review to include measures to accommodate proposed corporate online booking/payment platform to ensure site is contemporary and user friendly. Seeking to utilise Council's Facebook page for the promotion of BVRLC material to ensure consistency and high standard of communication through our communications team.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


### 2.3.2: Support projects and opportunities that stimulate sustainable economic growth and align with the Economic Development Strategy

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
2.3.2.1	Advocate, support and deliver support programs for businesses looking to expand or for new businesses/ start-ups wanting to operate locally	Business and Governance	Economic Strategy and Projects	Delivered Retail Revamp program to Merimbula and Eden, through collaboration with local Chambers of Commerce. Supporting NEIS program new businesses through sponsorship and attendance at NEIS functions, one-on-one meetings with new businesses to provide advice and linkage to support programs and internal stakeholders, support for Innovation Hub resident businesses. Advocacy for programs and participation that assists existing and new businesses eg. CRJO and micro-abattoir project. Internal advocacy on individual matters raised by businesses or business sectors with other departments including planning, strategic planning, environmental health.	Ongoing Activity (for business as usual activities)	
2.3.2.2	Leverage economic growth from infrastructure, innovation and commercial investments in the region	Business and Governance	Economic Strategy and Projects	Regular projects are ongoing. Support for announcement of Eden SAP linkages with meeting in Sydney in Dec 2019.	Ongoing Activity (for business as usual activities)	
2.3.2.3	Participate in the Canberra Region Joint Organisation of Council's Economic and Tourism Working Groups	Business and Governance	Economic Strategy and Projects	Ongoing participation of CRJO activities and projects. Support include micro-abattoir project and export workshops.	Ongoing Activity (for business as usual activities)	
2.3.2.4	Support for education and training organisations and local major employer groups	Business and Governance	Economic Strategy and Projects	Active participation in Far South Coast Employment Forum. Education and training organisations consulted during project planning and execution.	Ongoing Activity (for business as usual activities)	
				Participation in events such as UOW's Youth		



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
				Hack, attendance at graduations.		
2.3.2.5	Identify and apply for external funding opportunities for Council projects and support the community to identify and access grants	Business and Governance	Economic Strategy and Projects	In the time frame of 1st July 2019 to 31st December 2019, Council has submitted 70 grant applications to Federal and NSW State Government for consideration. Of these 70 grant application 26 have been successful with a total sum of \$12,096,421 secured, 10 have been unsuccessful missing out on \$902,913 of funding and 34 in submission and still awaiting outcome with a total of \$30,071,778.	Ongoing Activity (for business as usual activities)	
2.3.2.6	Management of identified Council Community Grant Programs pilot	Business and Governance	Economic Strategy and Projects	Council related grant programs on track and going well.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
2.3.2.7	Promote major projects including Merimbula Airport and the Port of Eden within the Shire to other levels of government	Business and Governance	Economic Strategy and Projects	Support for Eden Welcome Centre at Snug Cove (Councillor Briefing), Merimbula Airport funding achieved and further application submitted.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
2.3.3.1	Deliver contract management services, support to Council's contracted tourism service provider and manage transition to a new service provider contract	Business and Governance	Economic Strategy and Projects	Summer campaign program delivered in partnership with service provider. Launch of Tourism Future 2030 project in December 2019.	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
2.3.3.2	Support and facilitate tourism infrastructure projects that assist maximising experiences for the Shires visitors	Business and Governance	Economic Strategy and Projects	Support for Eden Welcome Centre (Councillor briefing) and liaison with Eden Visitor Information Centre regarding potential move. Grant coordination support for funding applications.	Ongoing Activity (for business as usual activities)	
2.3.3.3	Develop strategic partnerships and projects that support the visitor economy and cruising including Destination Southern NSW, Department of Premier and Cabinet and other stakeholders	Business and Governance	Economic Strategy and Projects	Regular engagement with Destination NSW (especially at Tourism Future 2030 launch) but also through meetings and presentations (DSNSW Tourism Managers Forum). Regular support for Cruise Eden activation in partnership with Eden Visitor Information Centre and Port Authority NSW.	Ongoing Activity (for business as usual activities)	


## 2.4: We have meaningful employment and learning opportunities for people in all stages in life

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





Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
2.4.1.1	Provide centre based early years services, early childhood programs, Aboriginal cultural activities and traineeships	Community, Environment and Planning	Community Connections	Council continue to provide services at Bandara, Eden and Sapphire Mobile pre-school/early child care centres. Children's Services employs an Aboriginal trainee, as well as 2 other Aboriginal staff. We also deliver an Aboriginal cultural program, called 'Gujaga Journey Project' which delivers a range of cultural experiences and activities for children.	Ongoing Activity (for business as usual activities)	


### 2.4.2: Implement the Children's Services Action Plan

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
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Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
2.4.2.1	Implement the Action Plan priorities identified for the 2019-2020 year	Community, Environment and Planning	Community Connections	Action Plan to be reviewed and updated, as part of continuous improvement cycle. Implementation is primarily on track.	Ongoing Activity (for business as usual activities)	

#### 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 Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
2.4.3.1	Deliver services across four library sites and a home library service	Community, Environment and Planning	Community Connections	Council continues to deliver library services at Bermagui, Tura, Bega and Eden. The home library service, coordinated by library staff, continues to deliver library resources to at-home and in-care clients with assistance of volunteers.	Ongoing Activity (for business as usual activities)	
2.4.3.2	Deliver and facilitate library programs and partnerships for a range of user groups	Community, Environment and Planning	Community Connections	Technology classes available in all library spaces. Specific programs initiated and delivered by outreach for Aboriginal communities in the north and south of the Shire.	Ongoing Activity (for business as usual activities)	
2.4.3.3	Deliver services under the Memorandum of Understanding with the University of Wollongong	Community, Environment and Planning	Community Connections	Council has continued to deliver library services on behalf of Wollongong University both in-house and on-campus.	Ongoing Activity (for business as usual activities)	
2.4.3.4	Implement the 2019-20 actions in the Library Strategic Plan	Community, Environment and Planning	Community Connections	A range of actions in all areas of the Strategic Plan have been implemented. These include delivery of programs specific to children (story time, rhyme time) and young people (HSC Lockdown and the Create and Make Crew project), replacement of RFID, update of collection management plan, digitisation of photographs, Intergenerational programs	Ongoing Activity (for business as usual activities)	





Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
2.4.3.5	Investigate ways to improve the physical spaces in libraries	Community, Environment and Planning	Community Connections	and Dementia Friendly Communities Project.  Improvements made to Bega Library with replacement of carpet, redesign of space and new children's area. The refurbishment of Eden library completed with new shelving and fixtures.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

## Outcome 3: Sustainable Living


### 3.5: Our air and water is pristine and our natural environment and rural landscapes are protected

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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.5.1.1	Provide environmental impact assessment of development activities and regulate tree removal on private and public land	Community, Environment and Planning	Planning and Sustainability	Referrals for Development Application environmental impact assessment reviews have been undertaken as required. Advice has been provided as required to internal and external stakeholders regarding best practice environmental assessment, mitigation and monitoring. The Development Control Plan has been amended to reflect the new Vegetation SEPP permit system and this document has been placed on public exhibition. Tree action requests have been processed and passed on to the relevant land manager as required.	Ongoing Activity (for business as usual activities)	
3.5.1.2	Project manage vegetation and environmental restoration and rehabilitation programs	Community, Environment and Planning	Planning and Sustainability	Project managing and providing support at several sites including Tathra Headland and other Tathra sites, Narira Creek in Cobargo, Kiss's Lagoon in South Bega, Merimbula Foreshore along with coastal dunes covering the length of the Bega Shire coast.	Ongoing Activity (for business as usual activities)	
3.5.1.3	Complete and begin implementation of the Bega Shire Coastal Management Program (CMP) – Coastal Hazards	Community, Environment and Planning	Planning and Sustainability	An initial draft was created but requires more work on the actions before progressing to a final draft and presentation to focus groups.	Project / Program On Track (in terms of deliverables,	


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.5.1.4	Complete and begin implementation of the Wallaga Lake, Merimbula and Back Lakes, and Lake Curalo Coastal Management Programs (CMP's)	Community, Environment and Planning	Planning and Sustainability	Staff have received draft threats and values and main coastal management program reports for three estuaries (Lake Curalo, Wallaga Lake, Merimbula). Focus groups planned for first quarter 2020.	scope, timeframe) Project / Program On Track (in terms of deliverables, scope, timeframe)	
3.5.1.5	Implement key actions from Climate Change Strategy and 100% Renewables Strategy	Community, Environment and Planning	Planning and Sustainability	Draft Climate Resilience Strategy was completed in October 2019 and placed on public exhibition through November and December. Submissions to be analysed in early 2020. Clean Energy Plan was adopted by Council in June 2019. The installation of a solar array at the Bemboka Water Filtration Facility, rooftop solar array and lighting retrofit at the Regional Learning Centre and the installation of solar on the roof of the new Bega Depot workshop were key implementation actions achieved out of the Clean Energy Plan. Planning underway for solar arrays for Council's water and sewer assets.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
3.5.1.6	Lake Street Merimbula Foreshore Reserve Restoration – detailed site planning completed and site works commenced	Community, Environment and Planning	Planning and Sustainability	Stage 1 works completed including site assessment and planning for weed control and bush regeneration works. Plant propagation commenced. Stage 2 works commenced including further weed control and bush regeneration with minor track works planned to commence.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
3.5.1.7	Commence Biodiversity Assessment of Council owned and managed lands and develop biodiversity framework for Council	Community, Environment and Planning	Planning and Sustainability	This project has not progressed beyond initial scoping and planning phase, due to other workload priorities for the team. Work has been undertaken into the potential	Project / Program Off Track (in terms of deliverables,	





Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.5.1.8	Continue ongoing Environmental Restoration and Protection Works in Tathra, including Green Shoots community events	Community, Environment and Planning	Planning and Sustainability	<p>funding opportunities that may present to Council through the Biodiversity Conservation Act in the management of these areas.</p> <p>In August 2019 BVSC was successful in an application for a \$84,560 grant from the Environmental Trust to continue the Green Shoots Tathra Bushfire recovery project. The grant will fund community restoration activities and bush regeneration contracts until mid 2022. Year to date activities include Tathra Garden Forum, Tathra Landcare planting event (Sanctuary place), post fire weeds workshop, threatened plant survey (matted bush pea), post fire ecology walk with the Conservation Management Network, planting and weed control at Tathra Headland with Coastlife and Brindabella Christian College year 9 students and cliff weed control.</p>	<p>scope, timeframe)</p> <p>Project / Program On Track (in terms of deliverables, scope, timeframe)</p>	


### 3.5.2: Improve and monitor Councils environmental impacts including energy efficiency

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.5.2.1	Conduct environmental audits of Council operations	Community, Environment and Planning	Planning and Sustainability	Project plans have been prepared and key internal stakeholders have been identified and briefed on the projects covering environmental impacts of Council's operations and energy use.	Ongoing Activity (for business as usual activities)	
3.5.2.2	Measure and report Council's environmental performance and energy consumption	Community, Environment and Planning	Planning and Sustainability	Councils energy consumption is being monitored on a quarterly basis with Azility performance reviews. Cross organisational staff are engaged in performance reviews. Bega Depot Solar project funded and	Ongoing Activity (for business as usual activities)	


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.5.2.3	Investigate legacy issues around former Bega gas works site	Community, Environment and Planning	Planning and Sustainability	implemented. Cross organisational electricity working group established and commencing energy efficiency and business improvement measures. Priorities from the Clean Energy Plan being implemented. Energy efficiency projects and achievements promoted.  On hold pending advice from NSW Environment Protection Authority.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


### 3.5.3: Engage the community to improve the stewardship and management of the Shire's environmental assets

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.5.3.1	Administer the Community Environmental Grants Program	Community, Environment and Planning	Planning and Sustainability	The 2019/2020 Community Environment Grants Program has seen 10 community groups successful in receiving funding for projects across the Shire. Progress reports will be received in early 2020. It is expected that due to the drought there is likely to be delays with some of the projects.	Ongoing Activity (for business as usual activities)	
3.5.3.2	Deliver Environmental Education programs across Council's Environment, Water, Wastewater and Waste programs	Community, Environment and Planning	Planning and Sustainability	Environmental education programs delivered include Take 3 for the sea - Pambula Surf Life Saving Club nippers (60 people approx) and street sweeper signage and promotion, GreenShore Connections (Merimbula Foreshore) - Merimbula primary school (55 people, plus a story in Merimbula News weekly), Local residents weed removal, coffee and information session. Community environment day -	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.5.3.3	Relaunch the Love Our Lakes Program in partnership with the oyster farming industry	Community, Environment and Planning	Planning and Sustainability	Wyndham, information session, workshop and tree planting (70 people including the school). Beeswax wraps - waste avoidance workshop in Civic Centre (22 people). Waste Wise Events - created Toolkit to support event organisers to reduce waste (15 events with a total of 17,000+ attendees). Love Our Lakes - program launch at Merimbula  Successful relaunch of the Love our Lakes Program was held in Merimbula, focusing on a clean up of Merimbula Creek / Back Lake. The launch received good community support and was also attended by local Environmental Management / Education groups such as Landcare, Sapphire Coast Marine Discovery Centre, NPWS Discovery program and Sapphire Coast Wilderness Oysters. Council also began a series of 'Take 3 for the Sea' community events focused on our Surfclubs and Nippers, with the first event being held at Pambula Surfclub. Other environmental education activities were held in Wyndham and Long Point in Merimbula during this period.	Project / Program On Track (in terms of deliverables, scope, timeframe)	



#### 3.5.4: Develop and deliver Council's biosecurity duty to protect our agricultural lands and enhance our natural systems



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.5.4.1	Monitor priority weeds on public and private lands. Monitor and control, rabbits on public reserves	Community, Environment and Planning	Certification and Compliance	Private property inspection numbers for the 6 month period below average due to dry weather conditions and little in the way of weed growth. Officers have concentrated on public consultation and education though the	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.5.4.2	Implement 2019/2020 actions of the South East Regional Weed Management Committee	Community, Environment and Planning	Certification and Compliance	No Space For Weeds campaign.  Invasive Species Program targets met within the scope of the Weed Action Plan program include- Local control authority skilled workforce development, inspection of all high risk pathways (roadsides), participation in public events and re-inspections to ensure sufficient and effective weed controls.	Ongoing Activity (for business as usual activities)	

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

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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.6.1.1	Provide waste and recycling collection services	Assets & Operations	Waste Services	Project Managers have been recruited to deliver strategic outcomes and will be commencing Jan/Feb 2020. Whilst Council continues to provide existing waste and recycling collection services there are many more opportunities including expansion of Community Recycling Centres, digital voucher development and expansion of tip shops that will continue to be explored in 2020.	Ongoing Activity (for business as usual activities)	
3.6.1.2	Collaborate with Canberra Region Joint Organisation of Councils to develop a regional waste project to identify opportunities to create economies of scale	Assets & Operations	Waste Services	The recent textile recycling trial has proven successful. This was originally based on CRJO advice. The Recycle Right campaign is ongoing and providing consistency in communications across the region. BVSC has shared FOGO related media material through this forum. We continue to collaborate to improve regional recycling infrastructure.	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.6.1.3	Administer the Waste Community Assistance Program	Assets & Operations	Waste Services	Bournda Environmental Education Centre are delivering exceptional education on behalf of Council. Category A,B & C grants are well managed and evaluated. Further work to be undertaken regarding waste grants at events, including evaluation of projects and ensuring strategic objectives are met.	Ongoing Activity (for business as usual activities)	
3.6.1.4	Rehabilitate and stabilise the old Tathra landfill site	Assets & Operations	Waste Services	Project on hold while project management & engineering resources are being onboarded.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

### 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 Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.6.2.1	Review waste facility operations and prepare a masterplan for the Central Waste Facility	Assets & Operations	Waste Services	Waste project manager commencing January 2020. Initial planning using aerial imagery along with measurements of predicted areas is complete.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	
3.6.2.2	Develop and review business case for Materials Recovery Facility	Assets & Operations	Waste Services	Waste project manager position commencing January 2020 to commence this project.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	
3.6.2.3	Investigate ways to increase diversion of construction and demolition waste from landfill	Assets & Operations	Waste Services	Waste project manager position commencing January 2020 to commence this project after Central Waste Facility master planning and Materials Recovery Facility planning.	Project / Program Off Track (in terms of deliverables,	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
						scope, timeframe)

### 3.6.3: Deliver strategic waste minimisation programs



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
3.6.3.1	Continue WTF "Waste the Facts" campaign and increase engagement with businesses	Assets & Operations	Waste Services	"Waste the Facts" is an ongoing campaign with limited staff resourcing. There has been minimal engagement with business to date. Council have successfully obtained EPA funding to roll out FOGO for businesses. A dedicated Project Officer will work on this project and will be commencing April 2020. Waste the Facts is an overarching campaign that is weaved into our day to day business where possible.	Ongoing Activity (for business as usual activities)	
3.6.3.2	Identify the barriers to food donation (from supermarkets, clubs etc) to organisations, for distribution to those most in need.	Assets & Operations	Waste Services	A project officer has been recruited to focus on this activity. Initial planning work is to be undertaken prior to project commencement. Inception meetings with the Sapphire Community Pantry have been held. The Pantry are our partner in this project.	Project / Program On Track (in terms of deliverables, scope, timeframe)	




## Outcome 4: Liveable Places


### 4.7: Our Shire continues to be a vibrant, enjoyable, safe and affordable place to live

#### 4.7.1: Improve safety for residents and tourists on the Shire's beaches


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.7.1.1	Provide lifesaving services at seven beaches in Eden, Merimbula, Tathra and Bermagui	Assets & Operations	Leisure and Recreation	Planning undertaken and communication with Australian Lifesaving Services in preparation for the upcoming season and services commenced as per contract.	Ongoing Activity (for business as usual activities)	
4.7.1.2	Implement funded recommendations from lifesaving service provider's annual report	Assets & Operations	Leisure and Recreation	Council report developed in request for additional services (Tathra). This outlined service provision statistics and referred to Coastal Safety Assessment Provider Recommendations. Costing review for additional services was undertaken, with implementation of extended services being funding dependent. Service commenced at Surf Club Beaches (Monday 23 Dec) and Eden (Saturday 21 Dec) as per available funding.	Ongoing Activity (for business as usual activities)	

#### 4.7.2: Support older people and people with a disability to retain their independence and quality of life



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.7.2.1	Assist older people and people with disabilities with their personal support goals	Community, Environment and Planning	Community Connections	Council continues to provide support for older people and people with a disability under the Commonwealth funded Community Home Living Support service and NDIS services. Staff in a number of Council areas have undertaken Demetria Friendly Communities	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.7.2.2	Assist people with a disability to engage with the National Disability Insurance Scheme	Community, Environment and Planning	Community Connections	training. Programs directed to older people and people with a disability have been delivered in all four libraries and in the Regional Gallery.  Council has expanded NDIS services to people living with a disability in the Shire in both case management and plan development support.	Ongoing Activity (for business as usual activities)	

#### 4.7.3: Provide specialist support for families with children at risk

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.7.3.1	Deliver case management, home visiting, subsidised childcare, positive parenting education programs and early intervention for families with children at risk	Community, Environment and Planning	Community Connections	Council continues to provide services and parenting support for families under the Brighter Futures Program which is funded through the Department of Communities and Justice.	Ongoing Activity (for business as usual activities)	


#### 4.7.4: Deliver programs and activities to protect our community's environmental health and safety

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.7.4.1	Respond to enquiries, conduct inspections and enforce regulation of food and health premises, pools and spas	Community, Environment and Planning	Certification and Compliance	Food inspections are tracking well, with 50% of inspections completed year to date. Pool and spa inspections are behind due to resource constraints.	Ongoing Activity (for business as usual activities)	
4.7.4.2	Approve and monitor on-site sewage management systems	Community, Environment and Planning	Certification and Compliance	Programs are on track with 80% of inspections completed. There have been 368 OSM inspections done between 1 July 2019 and 31 Dec 2019.	Ongoing Activity (for business as usual activities)	
4.7.4.3	Undertake a sampling program of potable water supply and water	Community, Environment and Planning	Certification and Compliance	Weekly water samples were collected, with 100% compliance reached.	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
	quality at swimming sites	Planning			business as usual activities)	
4.7.4.4	Engage with stakeholders to improve awareness of Environmental health responsibilities	Community, Environment and Planning	Certification and Compliance	Ongoing community engagement - timely responses provided for enquires regarding food premises, skin penetration businesses, homebased and temporary food businesses, private water suppliers and water carters.	Ongoing Activity (for business as usual activities)	
4.7.4.5	Respond, investigate and action pollution events	Community, Environment and Planning	Certification and Compliance	Timely responses provided, improved planning for disasters commenced.	Ongoing Activity (for business as usual activities)	

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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.7.5.1	Assess and determine development, construction and complying development applications and issue occupation certificates	Community, Environment and Planning	Certification and Compliance	Approval times increasing due to ongoing staff & skill shortages.	Ongoing Activity (for business as usual activities)	
4.7.5.2	Undertake construction inspections	Community, Environment and Planning	Certification and Compliance	Programs proceeding business as usual.	Ongoing Activity (for business as usual activities)	
4.7.5.3	Investigate identified non-compliance against building and development standards	Community, Environment and Planning	Certification and Compliance	Compliance business improvement project underway and resourcing identified for compliance focus.	Ongoing Activity (for business as usual activities)	
4.7.5.4	Fast track development applications, certification and inspections for bushfire rebuilding and demolitions	Community, Environment and Planning	Certification and Compliance	Ongoing, approximately 50% rebuilds in process or completed.	Project / Program On Track (in terms of deliverables,	





Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.7.5.5	Upgrade building inspection software and hardware to meet Building Professionals Board reporting requirements	Community, Environment and Planning	Certification and Compliance	Awaiting software upgrade to enable new module to be integrated with Council, which will facilitate building inspection upload.	scope, timeframe) Project / Program Off Track (in terms of deliverables, scope, timeframe)	

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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.7.6.1	Regulation of public car parking, use of public reserves and roadways and use of public lands, domestic and stock animal control and pound facilities	Community, Environment and Planning	Certification and Compliance	Project to revise Public Land Use policy being undertaken. Regulation of car parking and feasibility of parking zones will be ongoing now that a permanent resource has been engaged. Other compliance activity undertaken with full complement of rangers.	Ongoing Activity (for business as usual activities)	
4.7.6.2	Collaborate with the Southern Region Illegal Dumping Program	Community, Environment and Planning	Certification and Compliance	BVSC continue to be a part of the Southern Region Waste Program (SRWP) through the Illawarra Joint Organisation (IPJO) which delivers regional waste outcomes through the Regional Waste Avoidance and Resource Recovery strategy.	Ongoing Activity (for business as usual activities)	
4.7.6.3	Review Parking Ranger trial and make recommendations for management of parking compliance	Community, Environment and Planning	Certification and Compliance	Council resolved to permanently engage a full-time parking officer who has commenced in their role.	Project / Program Completed	


#### 4.8: 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

##### 4.8.1: Provide advice and assess development applications and subdivision certificates


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.1.1	Assess development applications and subdivision certificates	Community, Environment and Planning	Planning and Sustainability	<p>For the period Jul-Dec 2019;</p> <p>Total Applications received: 199</p> <p>Total Applications determined: 270</p> <p>Estimated project cost of development: \$47M</p> <p>% Applications determined within 40 days: 52.6%</p> <p>% Applications determined between 40-60 days: 19.3%</p> <p>% Applications determined over 60 days: 28.1%</p>	Ongoing Activity (for business as usual activities)	
4.8.1.2	Coordinate planning advice to the community, developers and government departments	Community, Environment and Planning	Planning and Sustainability	This is an ongoing activity for the Hub Team as and when legislative or Council requirements change. We communicate regularly with our community, developers and various government departments.	Ongoing Activity (for business as usual activities)	
4.8.1.3	Provide European heritage assessments and advice	Community, Environment and Planning	Planning and Sustainability	Heritage Advisor scheme continued throughout the year on an as-needs basis.	Ongoing Activity (for business as usual activities)	
4.8.1.4	Transition the development application process to e-Planning	Community, Environment and Planning	Planning and Sustainability	Planning and Building Services now fully integrated with NSW Planning Portal Concurrence and Referrals. This allows customers to track referrals to state	Project / Program Completed	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
				agencies for approval and concurrence matters. Other e-planning initiatives continue to be pursued to streamline development assessment processes.		


#### 4.8.2: Implement an action plan based on the Development Assessment Review

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.2.1	Launch and promote the Development Hub for development enquiries	Community, Environment and Planning	Planning and Sustainability	Development Hub operational. New website information has been drafted. Formal launch of Hub deferred.	Ongoing Activity (for business as usual activities)	

#### 4.8.3: Provide development engineer services





Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.3.1	Provide engineering advice on development application matters and assess and issue subdivision works certificates and road works approvals	Community, Environment and Planning	Planning and Sustainability	Continued work undertaken to assess subdivision works certificates, road work approvals and provide engineering advice related to development applications balancing the needs of the customer and delivering the best assets for Council.	Ongoing Activity (for business as usual activities)	

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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.4.1	Prepare and assess Planning Proposals and public land reclassifications	Community, Environment and Planning	Planning and Sustainability	Staff continue to finalise Planning Proposals for deferred matters under BVLEP 2013. There were no land reclassifications received in this reporting period.	Ongoing Activity (for business as usual activities)	







#### 4.8.5: Prepare land use strategies and policies to protect the Shire's existing character and ensure supply of appropriately zoned land

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.5.1	Prepare Local Strategic Planning Statements for the Shire	Community, Environment and Planning	Planning and Sustainability	Informing studies Commercial and Residential Land Strategies on public exhibition, Aboriginal Cultural Landscape mapping and Rural Residential Strategy nearing completion. Agency consultation and background research complete. Draft Local Strategic Planning Statement prepared and circulated to wider project team for comment. On target for public exhibition in March 2020.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
4.8.5.2	Develop Villages Profiles Future Direction framework	Community, Environment and Planning	Planning and Sustainability	This project has been incorporated into the development of the Local Strategic Planning Statement and Commercial Land Strategy.	Project / Program Completed	
4.8.5.3	Complete Housing Strategy to inform Local Strategic Planning Statement	Community, Environment and Planning	Planning and Sustainability	Consultant engaged, preliminary stakeholder engagement and evidence base overview completed, draft strategy developed and public exhibition commenced 13 December 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
4.8.5.4	Prepare Plans of Management for Council Managed Crown reserves in accordance with the Crown Land Management Act 2016	Community, Environment and Planning	Planning and Sustainability	Classification of Council managed Crown land completed and forwarded to Crown Lands for approval.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


#### 4.8.6: Promote and preserve our Aboriginal cultural heritage


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
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Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.6.1	Implement objectives of the Memorandum of Understanding (MOU) with Local Aboriginal Land Councils	Community, Environment and Planning	Planning and Sustainability	Many of the objectives from the existing MOU have been completed. In the development of the 355 BEM Committee there will be an ongoing review of new objectives to have other actions being put forward to meet the needs of the Aboriginal communities, which is strengthening our work in meeting and promoting reconciliation, social, cultural, environmental and economic development.	Ongoing Activity (for business as usual activities)	
4.8.6.2	Prepare revised Memorandum of Understanding with Local Aboriginal Land Councils	Community, Environment and Planning	Planning and Sustainability	There has been many changes within the Local Aboriginal Lands Councils, (Eden and Merrimans) during most of 2019 in which there has been no CEO in place. Now that the CEOs have been appointed there are now dates set to address the revision.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
4.8.6.3	Provide Aboriginal and historic heritage advice	Community, Environment and Planning	Planning and Sustainability	Responded to several enquiries from property owners regarding cultural landscapes, site issues and language interpretation and meanings. Provided advice about tenure, liaise with other agencies and develop appropriate actions in response to Aboriginal heritage for planned and unplanned works by Council and the public including the Merimbula Airport, Lake Street pathway, Tathra Headland walkway and Merimbula sewerage treatment plant upgrade. Provided advice to staff regarding appropriate process in development assessment and policy development regarding the protection of Aboriginal cultural heritage. Participated in a pilot into cultural burning mechanisms with Local Lands Services and NSW Rural Fire	Ongoing Activity (for business as usual activities)	


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.6.4	Administer the local heritage assistance grants program	Community, Environment and Planning	Planning and Sustainability	Service and Aboriginal community and other Council staff.  Ongoing program. Seven successful applicants. Project to reconstruct sub-floor support to original Malmani residence completed.	Ongoing Activity (for business as usual activities)	

#### 4.8.7: Operate and maintain water supply and sewerage system assets





Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.7.1	Operate and maintain water supply and sewage network systems to meet health and environmental regulatory and Council Strategic Business Plan (SBP) level of service objectives requirements	Assets & Operations	Water and Sewer Services	With respect to water supply and network disinfection, W&SS Operations continue to supply potable water to consumers in accordance with the NHMRC's Australian Drinking Water Guidelines and the NSW Fluoridation of Public Water Supplies Act (1957) with arms-length sampling conducted by Council's Environmental Health staff and analysis by NSW Health's Forensic and Analytical Science Service laboratory. We maintain a skilled and qualified team of 20 field staff and 9 technical services staff, to maintain and operate these assets, and those following. Council's three declared water storage dams are managed in accordance with the requirements of our new regulator, Dams NSW, from 01/11/19, and prior, in accordance with the requirements of the NSW Dams Safety Committee. W&SS National Performance reporting data is submitted annually, at the beginning of September. Council's six licensed sewerage networks are managed in accordance with the requirements of the Environment Protection Licences (EPLs), with statutory reporting	Ongoing Activity (for business as usual activities)	




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
				submitted annually, within 60 days of the licence anniversary date, around August 28th each year.		
4.8.7.2	Operate and maintain water supply and sewage treatment plants to meet health and environmental regulatory and Council Strategic Business Plan (SBP) level of service objectives requirements	Assets & Operations	Water and Sewer Services	Operate and maintain water supply and sewage treatment plants to meet health and environmental regulatory is an ongoing activity and was successfully performed for 6 months of the year. Highlights include Eden Diffusers and Tank Repairs (Tank 2) successfully completed and fully compliant for entire period, all MBRs diffuser membranes replaced for increased energy efficiency and process performance, Tathra STP diffuser membrane replaced in aeration tank, Bermagui STP diffuser membranes cleaned and inspected, Eden STP outfall PS upgrade completed and incorporated, Bemboka WTP fully commissioned and operators trained to operate and produce safe drinking water, Bermagui STP clarifier bearing replaced to ensure continuous functioning of the clarifier, Successful dewatering and biosolids reuse implementation for all biosolids generated at 10 STPs, Sludge lagoons emptied at Eden, Merimbula, Tura, Bega and Bermagui STP for inspection and sand removed to improve capacity, Modification and repair of sludge lagoon inlet systems at Tura and Eden STP, "Permit to work" system successfully implemented at all STPs and WTP.	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.7.3	Coordinate drought response and water supply extraction, water quality monitoring, catchment assessment and recycled water use activities	Assets & Operations	Water and Sewer Services	Drought response & water supply extraction outcomes included coordinated monitoring of dam, groundwater levels, river flows, water demand patterns, for Drought MAP actions, presentation at the Bega Valley Water Users Association AGM, WaterNSW LOS Workshop, WaterNSW Brogo, Dam drought reserve meeting & BVSC Council workshop on drought & drinking water supplies. Council also participated with State Gov and stakeholder liaison for Cochrane Dam drought reserve water releases & river extraction, preparation undertaken for Water Restrictions. Water Quality Monitoring outcomes included coordinated implementation of source water WQ monitoring for WTP design & operational actions, coordinated implementation of recycled water use WQ monitoring and progress towards project specific & ad-hoc WQ monitoring programs. Recycled water use activities include provision of information, data & advice for Bermagui STP design, provision of ongoing advice & support to recycled water users, coordination of further development of the BVSC Recycled Water Management System and assistance with Merimbula salt water infiltration remediation works & worked with Pambula-Merimbula Golf club on managing risks of elevated sodium levels.	Ongoing Activity (for business as usual activities)	
4.8.7.4	Complete annual review of Asset Management Plan and Long Term	Assets & Operations	Water and Sewer Services	Review of both plans is underway.	Ongoing Activity (for business as	



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
	Financial Plan				usual activities)	
4.8.7.5	Complete Integrated Water Cycle Management Strategy checklist topics 4-14	Assets & Operations	Water and Sewer Services	Work progressing with consultants.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

#### 4.8.8: Deliver water supply and sewerage system capital works (upgrade and new)

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.8.1	Complete Environmental Impact Study and concept design for Merimbula Deep Water Ocean Outfall and Sewage Treatment Plant upgrade	Assets & Operations	Water and Sewer Services	Merimbula STP upgrade EIS stage progressing. Project Management resource being hired.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
4.8.8.2	Complete concept design, construction and commissioning of Bermagui Sewage Treatment Plant upgrades	Assets & Operations	Water and Sewer Services	Civil works to go to tender this quarter. Process upgrades to be finalised this quarter. Shed construction underway.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
4.8.8.3	Complete detailed design for Bega Sewage Treatment Plant improvements and obtain Section 60 approval from NSW Department of Industry - Water	Assets & Operations	Water and Sewer Services	Resources required to continue work on this project.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	
4.8.8.4	Complete construction and commissioning of Bemboka Water Treatment Plant and obtain Section	Assets & Operations	Water and Sewer Services	Practical completion occurred. Working on defect rectification.	Project / Program Completed	


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.8.5	60 approval from NSW Department of Industry - Water Complete detailed design of Brogo Water Treatment Plant and commence construction	Assets & Operations	Water and Sewer Services	Design underway. Expected construction late 2020.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
4.8.8.6	Complete Water Treatment Options Assessment and tender documentation for Bega Water Treatment Plant	Assets & Operations	Water and Sewer Services	Options assessment underway.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	
4.8.8.7	Complete Water Treatment Options Assessment for Yellow Pinch Dam Water Treatment Plant	Assets & Operations	Water and Sewer Services	Options assessment underway.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

#### 4.8.9: Deliver water supply and sewerage system capital works (renewal)

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.9.1	Complete installation of Supervisory Control and Data Acquisition (SCADA) system Stage 1 works	Assets & Operations	Water and Sewer Services	Stage 1 complete. Minor works to be completed. Resource required to complete.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
4.8.9.2	Complete strategic water resource assessment of Bega River aquifer and construct new water supply	Assets & Operations	Water and Sewer Services	Final report being approved.	Project / Program On Track (in terms of	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
	bores				deliverables, scope, timeframe)	

#### 4.8.10: Enhance the environmental performance of water supply and sewerage system assets


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
4.8.10.1	Commence investigations and options assessment for solar arrays and energy efficiencies to reduce fossil fuel power usage and greenhouse gas emissions	Assets & Operations	Water and Sewer Services	Bega STP solar system concept design complete. Awaiting funding and resource.  Merimbula solar system options analysis underway.	Project / Program On Track (in terms of deliverables, scope, timeframe)	




## Outcome 5: Connected Communities

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


### 5.10.1: Manage, construct and maintain Merimbula Airport




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.1.1	Provide an airport with regular passenger services to nearby capital cities and general aviation facilities and services	Assets & Operations	Property and Project Services	CASA license now held by Council, Airport Operation and Management contracts in place. Newly upgraded terminal operational and regular passenger services are being delivered to the community.	Ongoing Activity (for business as usual activities)	

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



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.2.1	Review and update the Merimbula Airport Master Plan	Assets & Operations	Property and Project Services	The Airport Master plan is currently being reviewed in respect to the funded major infrastructure projects including upgraded terminal, runway extension and general aviation precinct.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.3.1	Prioritise and schedule culvert management works within the unsealed road network	Assets & Operations	Transport Services	This is ongoing activity with works prioritised accordingly.	Project / Program On Track (in terms of deliverables, scope,	


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.3.2	Deliver a proactive investigation and assessment regime and schedule of maintenance for drainage infrastructure prior to failure	Assets & Operations	Transport Services	Contractor commissioned. January 2020 expected commencement. Anticipate completion by end of Financial year.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	
5.10.3.3	Develop concept design estimates for 10 year bridge program	Assets & Operations	Transport Services	4 year forward programme developed. Further years pending further rounds of condition inspections.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
5.10.3.4	Develop and review the 30 year bridge replacement program emphasising the use of contemporary technologies	Assets & Operations	Transport Services	Modern equivalents being considered for future works.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

#### 5.10.4: Construct and maintain bridges, culverts and causeways, town centre carpark, cycle and pedestrian infrastructure and sealed and unsealed roads and associated infrastructure



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.4.1	Maintain and renew bridges emphasising the use of reclaimed timber from replaced bridges for the existing timber bridge network	Assets & Operations	Transport Services	Behind in maintenance for the overall year due to over run in time on Capital Works.	Ongoing Activity (for business as usual activities)	
5.10.4.2	Commence a culvert replacement program	Assets & Operations	Transport Services	Need identified. Further condition assessment required to develop a priority programme.	Project / Program Off Track (in terms of deliverables,	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
						scope, timeframe)


#### 5.10.6: Construct and maintain cycle network infrastructure

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.6.1	Maintain, renew and upgrade cycleways	Assets & Operations	Transport Services	The inspections have been carried out and works put to teams through Reflect both as defects and work orders.	Ongoing Activity (for business as usual activities)	

#### 5.10.7: Plan and manage stormwater infrastructure


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.7.1	Investigate urban underground stormwater condition in accordance with key sections within budget allowing scheduled maintenance to occur in a manner that benefits the whole catchment	Assets & Operations	Strategic Asset Services (incorporating Transport)	Contractor commissioned. Ongoing programme proceeding according to schedule and budget.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
5.10.7.2	Review and update stormwater renewal program, including consideration of climate change impacts	Assets & Operations	Strategic Asset Services (incorporating Transport)	Contractor commissioned. Ongoing review and update proceeding according to schedule following annual rounds of condition assessment.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

#### 5.10.8: Construct and maintain stormwater infrastructure


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.8.1	Maintain, renew and upgrade stormwater infrastructure	Assets & Operations	Strategic Asset Services (incorporating	Ongoing maintenance occurring in accordance with allocated budget. Relining program scheduled.	Ongoing Activity (for business as	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
			Transport)		usual activities)	



#### 5.10.9: Plan and manage pedestrian network infrastructure

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.9.1	Review inspection frequency of footpaths	Assets & Operations	Transport Services	In progress. Frequency currently under review.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


#### 5.10.10: Construct and maintain pedestrian network infrastructure

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.10.1	Maintain, renew and upgrade footpaths	Assets & Operations	Transport Services	The inspections have been carried out and works put to teams through Reflect both as defects and work orders.	Ongoing Activity (for business as usual activities)	


#### 5.10.11: Manage the delivery of major transport infrastructure

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.11.1	Design and project manage the delivery of major Council infrastructure projects	Assets & Operations	Property and Project Services	All funded major Council infrastructure projects are continuing to be managed in accordance with relevant Project Management Plans.	Ongoing Activity (for business as usual activities)	
5.10.11.2	Concept design and scope for renewal requirements for Tathra Wharf	Assets & Operations	Property and Project Services	Scoping study nearing completion but slightly behind on program due to current workload of marine specialist consultant.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	




**5.10.12: Design transport capital works projects**

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.12.1	Design transport capital works projects	Assets & Operations	Property and Project Services	Transport Capital Works Projects are designed in accordance with approved capital works programs and budgets.	Ongoing Activity (for business as usual activities)	

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


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.13.1	Design, build and implement a Project Management Reporting Framework	Assets & Operations	Property and Project Services	A Project Management Reporting Framework has been developed and is continued to be refined and developed as budget and resources allow and progressively implemented across select projects.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

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


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.14.1	Consider a more proactive gravel re-sheeting program	Assets & Operations	Transport Services	Contractor engaged 2020 condition assessment programme yet to commence. Programme to be reviewed following assessment.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	
5.10.14.2	Develop a long-term renewal program for roadside barriers	Assets & Operations	Transport Services	10 year programme in place until year 2030.	Project / Program Completed	
5.10.14.3	Maintain, renew and upgrade roads, manage guardrail, roadside infrastructure and associated hazards and deliver street sweeping of the central business	Assets & Operations	Transport Services	Planning and delivery of works all on track.	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
	districts					



#### 5.10.15: Collaborate with Canberra Region Joint Organisation of Councils to investigate and progress improving the energy efficiency of street lighting



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.15.1	Program and source funds for next bulk LED light replacement	Assets & Operations	Transport Services	Ongoing activity in conjunction with CBRJO.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

#### 5.10.16: Construct and maintain sealed and unsealed, rural and urban road network and associated infrastructure



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.16.1	Construct and maintain sealed and unsealed, rural and urban road network and associated infrastructure	Assets & Operations	Works Operations	This is ongoing works in accordance with our annual program.	Ongoing Activity (for business as usual activities)	

#### 5.10.17: Map and maintain information on Council's assets

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.17.1	Develop and maintain the Asset Register for Council's transport and associated assets	Assets & Operations	Strategic Asset Services (incorporating Transport)	Register developed, ongoing data maintenance for completed works in progress for current 2020 financial year. Registers updated as projects are completed.	Ongoing Activity (for business as usual activities)	
5.10.17.2	Design and implement a real-time asset and works data management viewer for the Network Operation	Assets & Operations	Strategic Asset Services (incorporating	Project has been completed and is operational. Continued refinements in progress.	Project / Program Completed	


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
	Centre		Transport)			
5.10.17.3	Simplify asset data reports for Council's transport asset classes	Assets & Operations	Strategic Asset Services (incorporating Transport)	Preliminary reporting templates developed. Refinement and development ongoing with end users.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
5.10.17.4	Implement the recommendations of the Maritime Infrastructure Internal Audit for major marine infrastructure	Assets & Operations	Strategic Asset Services (incorporating Transport)	Budget allocation made, no other progress thus far due to competing revaluation priorities.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

#### 5.10.18: Plan for transport Capital work




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.18.1	Plan the transport network and develop maintenance schedules and capital works programs for transport assets	Assets & Operations	Strategic Asset Services (incorporating Transport)	Anticipate completion by end of financial year. Ongoing capital and maintenance planning is in progress.	Ongoing Activity (for business as usual activities)	
5.10.18.2	Merimbula Traffic Study	Assets & Operations	Strategic Asset Services (incorporating Transport)	Initial data collection programmes have commenced. Contractor yet to be commissioned in light of current revaluation priorities.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

#### 5.10.19: Undertake a Regional Transport Strategy


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
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Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.19.1	Lead the development of a Regional Transport Strategy Vision	Assets & Operations	Strategic Asset Services (incorporating Transport)	Draft report exhibited and submissions received. Anticipate completion by end of Financial year.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

#### 5.10.20: Review and update the Transport Asset Management Plan

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.20.1	Determine impacts on the Transport Asset Management Plan, Buildings Asset Plan and structures such as retaining walls in road reserve	Assets & Operations	Strategic Asset Services (incorporating Transport)	In progress. Ongoing task based on data collection and data maturity.	Ongoing Activity (for business as usual activities)	
5.10.20.2	Develop asset rationalisation plan and commence actions to dispose, upgrade or renew buildings	Assets & Operations	Strategic Asset Services (incorporating Transport)	Condition assessment completed. Reviewing adopted 2017 Buildings Asset Management Plan.	Ongoing Activity (for business as usual activities)	
5.10.20.3	Footpaths Upgrade and Renewal Program as required in Transport Asset Management Plan	Assets & Operations	Strategic Asset Services (incorporating Transport)	10 year renewal and upgrade programmes developed. Reviewed regularly following rounds of condition assessment and budget considerations.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


#### 5.10.21: Identify and complete floodplain risk management projects

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.21.1	Continue delivery of commenced Floodplain Risk Management	Assets & Operations	Strategic Asset Services (incorporating	Eden, Twofold Bay, Towamba River Flood Study public exhibition completed, final report to be presented to Council.	Project / Program On Track (in terms of	




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
	Projects		Transport)	Anticipate completion by end of financial year. Merimbula Lake and Back Lake Floodplain Risk Management Study and Plan ongoing, anticipate completion by end of 2021 financial year. Pambula River, Pambula Lake and Yowaka River Flood Study in progress, anticipate completion during 2022 financial year. Delivered transitioned to Community, Environment and Planning directorate.	deliverables, scope, timeframe)	

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


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.22.1	Review and update Stormwater Renewal Program	Assets & Operations	Strategic Asset Services (incorporating Transport)	Contractor commissioned. Ongoing review and update proceeding according to schedule following annual rounds of condition assessment.	Ongoing Activity (for business as usual activities)	

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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.23.1	Investigate and develop concept for direct to vehicle car parking management using smart technology	Assets & Operations	Transport Services	Smart parking sensors installed previously. Technical scope yet to be developed.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

#### 5.10.24: Construct and maintain town centre carpark infrastructure





Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
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Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
5.10.24.1	Maintain, renew and upgrade carpark	Assets & Operations	Transport Services	Pambula overflow carpark was scoped to be delivered prior to Christmas however due to business disapproval over the timing it has been postponed indefinitely.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


## Outcome 6: Strong, Consultative Leadership

### 6.11: We are an informed and engaged community with a transparent, consultative and responsive Council


#### 6.11.1: Improve communication about Council activities, decisions and achievements

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.1.1	Deliver effective media coverage across various mediums	Community, Environment and Planning	Community, Environment and Planning Coordination	We have continued to work across a number of mediums to not only deliver media coverage, but also consistent information for the community on Council issues, programs and projects.	Ongoing Activity (for business as usual activities)	
6.11.1.2	Deliver 'Council News' Publication	Community, Environment and Planning	Community, Environment and Planning Coordination	The Council News publication continues to be well received by the community. Distribution via social channels, a subscription data base and in hard copy to Council and community facilities and services takes place in the week following each Council meeting. Special editions were also produced this year on topics such as the proposed Special Rate Variation. As of the end of 2019, 28 editions have been produced in total.	Ongoing Activity (for business as usual activities)	
6.11.1.3	Develop and maintain web services and social media	Community, Environment and Planning	Community, Environment and Planning Coordination	Council continue to monitor and redevelop the website as required to meet the expectations and requirements of our community and to maintain a social media presence that is informative and supportive.	Ongoing Activity (for business as usual activities)	
6.11.1.4	Administer the Community Festivals and Events grants program	Community, Environment and Planning	Community, Environment and Planning Coordination	Communications is progressing roll out of funds for events taking place into mid 2020. Inclusion of Waste Wise Event program for 2019/20.	Ongoing Activity (for business as usual activities)	



**6.11.2: Improve Council's brand image and written communication**



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.2.1	Review Council style guide to ensure consistency in branding and best practice in language	Community, Environment and Planning	Community, Environment and Planning Coordination	Not yet commenced. Scheduled for third quarter.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

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



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.3.1	Manage Council's Revenue Policy, respond to enquiries, receipt account payments, process applications, manage bookings and provide an emergency contact service	Business and Governance	Financial Management	Revenue Policy reviewed and amendments made prior to early exhibition period of IPR documents in December 2019. All frontline tasks are completed efficiently with a large workload presented daily.	Ongoing Activity (for business as usual activities)	

**6.11.4: Conduct day to day management of Council**


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.4.1	Exercise the functions of the Council in accordance with the Local Government Act 1993	Business and Governance	People and Governance	This is an ongoing activity which is considered on track. Council operations exercised in accordance with LGA 1993 through various corporate documents include the Code of Conduct, Code of Meeting Practice, Delegations Registers, CSP, DP and OP, and the Long-term Financial Plan.	Ongoing Activity (for business as usual activities)	
6.11.4.2	Arrange and conduct civic functions	Business and Governance	People and Governance	This is an ongoing task currently being managed by the Executive Officers. Progressing as planned; events such as	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.4.3	Coordinate the second Organisation Culture Index Review	Business and Governance	People and Governance	citizenship ceremonies, citizen of the year awards, and Bega Valley Medallion.  This program has not progressed due to the resignation of B&G Director as well as the Executive Manager of People and Governance. Expected to be taken up again now new Director has been appointed.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	
6.11.4.4	Undertake Joint Organisation GMG and projects particularly integrated planning work	Business and Governance	People and Governance	Acting Executive Manager has been included in the CRJO HR network to participate in the workforce planning projects. IPR projects all being maintained by corporate planning and improvement coordinator. CRJO resolution to proceed with exploring collaborative Community Strategic Plan and community satisfaction surveys.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.5.1	Ensure Council meetings are appropriately planned, advertised and minuted and conducted in accordance with the Model Code of Meeting Practice	Business and Governance	People and Governance	This is an ongoing activity being undertaken in accordance with the Code of Meeting Practice as well as Council's communication and engagement strategies.	Ongoing Activity (for business as usual activities)	
6.11.5.2	Review the Councillor induction and professional development programs	Business and Governance	People and Governance	Induction program has been reviewed. First day (general) induction has been redesigned and simplified. Corporate Induction continues to run as per scheduled. Professional development programs being created based on 2019 EKaS outcomes, via a corporate training plan.	Ongoing Activity (for business as usual activities)	


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




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.6.1	Develop mid-term review reporting framework including audit, risk and continuous improvement	Business and Governance	People and Governance	Audit and Risk reports continue to be provided through the ARIC.	Ongoing Activity (for business as usual activities)	

**6.11.7: Lead an organisational and community review of asset provision and implement the best and most affordable model for the future**


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.7.1	Review of all Council Strategies to ensure they are relevant and achievable	Business and Governance	People and Governance	Council IPR strategies were reviewed in light of the decision to proceed with a Special Rate Variation application. The strategies were placed on exhibition in December. Review of further Council strategies will be undertaken in 2020.	Project / Program On Track (in terms of deliverables, scope, timeframe)	



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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.8.1	Support the organisation to meet its requirements under GIPA and PPIP legislation and Public Officer function under Local Government Act	Business and Governance	People and Governance	GIPA annual report 1/7/18 to 30/6/19 lodged with IPC prior to 31 October deadline. 26 Formal GIPA applications all processed within 20 working day. Audit of Open Access website page undertaken. Most registers and documents updated. Staff from planning working on Voting on Planning matters register and some updated links. PID reporting lodged in July. Code of Conduct Statistical Reporting 1/919 to 31/8/19 to OLG prior to 30	Ongoing Activity (for business as usual activities)	


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.8.2	Deliver governance related training, investigate issues in accordance with Council's Code of Conduct	Business and Governance	People and Governance	November and report presented to Council.  Code of Conduct training presented at each employee induction session. ICAC training for managers undertaken in December 2019. No Code of Conduct Matters received. Code of Conduct reporting to OLG submitted by November 2019 and information reported to Council.	Ongoing Activity (for business as usual activities)	
6.11.8.3	Review and update all Council's Procedures	Business and Governance	People and Governance	All procedures due for review in November 2019 - regular 2 yearly review. Word versions being sent to relevant managers. Policy and Procedure Register in Content Manager updated to reflect actions along with CRMs to record status.	Ongoing Activity (for business as usual activities)	
6.11.8.4	Establish eForms for GIPA/PPIP related enquiries	Business and Governance	People and Governance	Project on hold while review of all forms undertaken by other directorates. PDF form has been created as an interim measure.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

#### 6.11.9: Report on Council's integrated planning framework

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.9.1	Refine the performance management reporting framework	Business and Governance	People and Governance	Analysis being undertaken of existing framework and future improvements to be made in planning and reporting accountability.	Project / Program On Track (in terms of deliverables, scope, timeframe)	



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.9.2	Develop and updated level of service document to inform future strategic organisation plans	Business and Governance	People and Governance	Framework for the level of service document has been established. Draft document to be completed in early 2020.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
6.11.9.3	Prepare the next IPR Framework with liason of CRJO and all Directors	Business and Governance	Business and Governance Coordination	This action is currently an ongoing task being overseen by the Corporate Planning and Improvement Coordinator. Recruitment of B&G Director will improve the progress of this task. B&G Director and Corporate Planning and Improvement Coordinator to liaise with CRJO stakeholders.	Ongoing Activity (for business as usual activities)	

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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.10.1	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	Business and Governance	People and Governance	Audit of EOC undertaken September 2019. EMPLAN version 2 adopted October 2019. All CMG's reviewed and updated. Latest versions of all subplans confirmed. Desk top exercises run at each LEMC meeting. Office of Emergency Management training- Introduction to Emergency Management and EOC fundamentals run in Bega November 2019. Induction of BVSC support administrative staff for EOC operations induction undertaken November 2019.	Ongoing Activity (for business as usual activities)	









## 6.11.11: Local Government Elections

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.11.11.1	Draft end of Term Council Report	Business and Governance	People and Governance	Material for the end of term report will be collated by the Coordinator of Corporate Planning and Improvement, B&G Director and other relevant members of SLG and LEG. Report to be designed in consultation with the Communication and Events Team.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
6.11.11.2	Commence preparation for 2020 Local Government Elections in consultation with the Eurobodalla Shire Council	Business and Governance	People and Governance	Preliminary planning meetings scheduled between the Governance Coordinator, Acting Executive Manager   People and Governance, and General Manager to discuss 2020 Local Government Elections.	Ongoing Activity (for business as usual activities)	

## 6.12: Our Council is financially sustainable and services and facilities meet community need


## 6.12.1: Oversee Assets and Operations services, programs and finances

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.1.1	Advocate to government for improvements to the Princes Highway, public transport and transport logistics (Transport Vision)	Assets & Operations	Assets and Operations Coordination	Ongoing, submissions made to Princes Highway Corridor Strategy advocating for BVSC priorities including replacement of Brogo River Bridge and improved east west linkages off the corridor.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
6.12.1.2	Develop comprehensive operational service level agreements for all Directorate areas	Assets & Operations	Assets and Operations Coordination	Service Level agreements to be developed in 2020	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.1.3	Devise and implement a refined Assets and Operations Directorate structure and operational model	Assets & Operations	Assets and Operations Coordination	Review currently underway with proposal to consolidate works and assets functions to ensure long term planning gives consideration to deliverability and constructability.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
6.12.1.4	Develop an accountabilities and reporting model for operational issues within the Directorate	Assets & Operations	Assets and Operations Coordination	Fortnightly individual Managers meetings with Director followed by management team meetings.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
6.12.1.5	Special Rate Variation (SRV) proposals and presentation of case to community and IPART	Assets & Operations	Assets and Operations Coordination	Notice of intention to submit an SRV lodged with IPART. Draft IPR documentation on exhibition in time to facilitate lodgement of SRV application.	Project / Program Completed	
6.12.1.6	Review all Directorate Asset Management Plans and ensure they remain relevant and achievable	Assets & Operations	Assets and Operations Coordination	Reviews ongoing.	Ongoing Activity (for business as usual activities)	

#### 6.12.2: Oversee Community, Environment and Planning services, programs and finances





Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.2.1	Facilitate the Bushfire Health and Wellbeing Recovery Subcommittee	Community, Environment and Planning	Community, Environment and Planning Coordination	2018 bushfire recovery committee work wound up in December 2019. Evaluation report submitted to Council and circulated to key stakeholders.	Project / Program Completed	
6.12.2.2	Explore opportunities to enable volunteers to increase their contribution to community life	Community, Environment and Planning	Community, Environment and Planning	Actively promoting the Community Directory with 351 different organisations registered. Promoting volunteers with a variety of activities including the Never Too	Project / Program On Track (in terms of deliverables,	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.2.3	Advocate to government for measures to support the community and environment of the Bega Valley Shire	Community, Environment and Planning	Coordination Community, Environment and Planning Coordination	Late to Make It Expo for Seniors Week.  Advocacy undertaken with NSW Government in relation to disability support, management of Crown Land, biodiversity, coastal management and planning reforms.	scope, timeframe)  Project / Program On Track (in terms of deliverables, scope, timeframe)	




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




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.3.1	Develop policies and procedures to oversee Council's business and financial management	Business and Governance	Business and Governance Coordination	Governance Coordinator has been liaising with key stakeholders to review all Council policy and procedures as per original schedule of review. New or existing procedures are being created or reviewed on a needs basis.	Ongoing Activity (for business as usual activities)	
6.12.3.2	Implement outcomes of the Canberra Regional Joint Organisation of Councils working groups related to procurement, economic development and integrated planning and reporting	Business and Governance	Business and Governance Coordination	Economic Development and IPR related projects are being considered and incorporated into Council actions including consideration of a collaborative Community Strategic Plan. A report will be provided to Council in early 2020. Procurement projects/focus to be continued with the appointment of new B&G Director.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
6.12.3.3	Develop and implement improvements in financial performance outcomes across the organisation	Business and Governance	Business and Governance Coordination	Finance Manager/CFO working closely with SLG and LEG to improve budgeting process as well as reporting on LTFP. Significant improvements being made in financial reporting. Audit undertaken in late 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

## 6.12.4: Maintain and support Council's workforce and implement the Workforce Strategy



Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.4.1	Develop and implement strategies to attract new employees and support existing employees	Business and Governance	People and Governance	Career information day held at local high schools in December 2019 in conjunction with the department of education. Cadetships currently being recruited for in Finance and Engineering. Workforce strategy to be reviewed in consultation with CRJO. Organisational training plan being established based on data obtained from 2019 EKaS process.	Ongoing Activity (for business as usual activities)	
6.12.4.2	Implement the Workforce Strategy to deliver resource sharing and program opportunities as part of the Regional Joint Organisation of Councils (CRJO)	Business and Governance	People and Governance	Acting Executive Manager   People and Governance has joined the HR network with the CRJO. The development and implementation of resource sharing and HR program opportunities is an ongoing task.	Ongoing Activity (for business as usual activities)	
6.12.4.3	Develop a Key Position Succession Plan in concert with the Trainee-Apprentices-Cadets Employment Learning Strategy	Business and Governance	People and Governance	Key positions across the organisation have been identified which are suitable for traineeships, apprenticeship and cadetships. Assets & Operations, Community, Environment and Planning, and the Business and Governance Directorates have each recruited cadets and trainees during the September to December 2019 period. A formal succession plan is yet to be developed.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
6.12.4.4	Undertake a gap analysis of the existing human resources system and research systems that meet identified gaps and provide reporting and metrics	Business and Governance	People and Governance	People & Culture Team have undertaken a gap analysis of Council's recruitment system. As a result Council have engaged a new provider for recruitment processes. Training gap analysis is well underway, and will be completed using the 2019 EKaS data.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


## 6.12.5: Improve the provision of corporate financial services

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.5.1	Manage Council's investment portfolio, pay creditors and process the payroll	Business and Governance	Financial Management	Payroll and Accounts Payable payments are made on alternate fortnights - this is an ongoing activity. There are plans to make process improvements in both of these areas however workloads, backlogs and staffing concerns prevented this from happening. Currently identifying how to move past this to allow the opportunity to make improvements. Investments are currently 100% with TCorp, the bank balance is monitored daily and funds invested or withdrawn depending on cash flows. Currently building a business case to allow the team to direct invest with local financial institutions as it was done pre-TCorp change. By doing this there will be more control over Council funds and the opportunity to earn more through higher interest rates and therefore better returns.	Ongoing Activity (for business as usual activities)	
6.12.5.2	Review and update Council's Financial Information System	Business and Governance	Financial Management	Improvements made in the provision of corporate financial information to support all business units.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
6.12.5.3	Update Council's financial corporate business system and develop budget manuals, processes and procedures	Business and Governance	Financial Management	Budget manual development has commenced and will outline processes and procedures for staff and executive.	Project / Program On Track (in terms of deliverables, scope, timeframe)	




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.5.4	Develop and implement an updated Continuous Improvement Project Plan of recommendations arising out of internal and external audits relating to finance services	Business and Governance	Financial Management	Continuous improvement project plan has been developed and implementation commenced.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
6.12.5.5	Review alignment of revenue systems with adopted Revenue Policy	Business and Governance	Financial Management	Revision of revenue systems alignment with the adopted revenue policy is complete.	Project / Program Completed	
6.12.5.6	Implement online payments project	Business and Governance	Financial Management	Internal scoping works being undertaken to determine the needs of the community and the organisation.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

#### 6.12.6: Provide record and document management for Council


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.6.1	Register incoming mail and documentation and allocate customer requests within the organisation and manage Council's records in accordance with Council's record management protocols	Business and Governance	Information Services	This is one of Records primary functions. This is a continual daily activity.	Ongoing Activity (for business as usual activities)	
6.12.6.2	Archive and dispose of relevant records in document management system and manage Council's records in accordance with Council's record management protocols	Business and Governance	Information Services	This is one of Records primary functions. This is a continual daily activity.	Ongoing Activity (for business as usual activities)	


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.6.3	Digitise all hard copy property and building files	Business and Governance	Information Services	This is part of the Records Digitization project that is scheduled for reactivation Q1 2020. Tender process to be initiated.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

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




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.7.1	Provide effective and efficient computer systems, network infrastructure and user support	Business and Governance	Information Services	This is one of ICT's primary functions. This is a continual daily activity.	Ongoing Activity (for business as usual activities)	
6.12.7.2	Implement the Information, Communications and Technology General Controls Audit recommendations	Business and Governance	Information Services	Last ICT controls audit was performed over 12 months ago. Initiation of new controls audit should be scheduled for 2020.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	
6.12.7.3	Finalise implementation of updated corporate business system	Business and Governance	Information Services	Civica Authority 7.0 was implemented during 2019. This project is complete.	Project / Program Completed	

#### 6.12.8: Improve Council's business systems


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.8.1	Analyse business processes and develop recommendations for improvement	Business and Governance	Information Services	This is one of the ICT Coordinator's secondary functions. This is a continual activity. This is currently being address at the Strategic Technology committee meetings.	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.8.2	Lead the development of Council's ICT and Smart Council's ICT and Smart Council Strategy with all Directorates	Business and Governance	Information Services	This is currently being address at the Strategic Technology committee meetings.	Ongoing Activity (for business as usual activities)	


#### 6.12.9: Ensure effective expenditure for purchasing goods and services

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.9.1	Implement procurement efficiency and cost reduction measures	Business and Governance	Financial Management	A business proposal has been drafted and is awaiting review / endorsement to amend some practices to further contribute to maximising value whilst adhering to the principles of integrity, fairness and risk mitigation. The proposal focuses on leveraging Council's purchasing power through the establishment and management of organisational-use contracts as well as workflow surrounding general purchasing processes.	Ongoing Activity (for business as usual activities)	
6.12.9.2	Support and advise operational tendering activities for all Council Business Units	Business and Governance	Financial Management	Approximately 32 procurement processes have been undertaken between July 2019 and December 2019 at an approx. value of \$3.02 million. Business unit specific and organisational-wide contracts for frequently purchased goods, works and services are a continued focal point to ensure Council's purchasing power is being leverage.	Ongoing Activity (for business as usual activities)	
6.12.9.3	Collaborate with the Canberra Region Joint Organisation of Council's (CBRJO) Procurement Working Group	Business and Governance	Financial Management	The CRJO Procurement Working Group's (PWG) future was to be considered in Feb '19 GMAC meeting. The CRJO Procurement Coordinator position has been vacant since Aug '17, which resulted in nil initiatives being achieved on a regional level at this time	Ongoing Activity (for business as usual activities)	




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.9.4	Enhance Council's procure-to-pay process to processing times for invoices and purchases and reduce paper	Business and Governance	Financial Management	<p>while the new organisation is set up. BVSC, amongst many 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, it's undetermined when this is to occur.</p> <p>The implementation of VendorPanel's Marketplace has introduced administrative efficiencies in the sourcing process as well as broadcasting opportunities to work with Council further. Planning is underway on implementing additional evaluation tools to assist staff with evaluation of complex projects.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	

#### 6.12.10: Ensure good governance practices in relation to procuring goods and services





Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.10.1	Review and update all procurement related policies and procedures	Business and Governance	Financial Management	Revised Purchase Card and Purchasing procedures endorsed. Planning has commenced for the upgrade of the Purchase Card software. Drafting of additional procurement related procedures with measures and reporting is underway.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

#### 6.12.11: Implement key recommendations of the Procurement Review




Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.11.1	Review activities and progress against the Procurement Review	Business and Governance	Financial Management	The produced report has been consolidated, remaining activities have been assessed and a recommendation put forward as to which activities should be considered void due to	Project / Program On Track (in terms of deliverables,	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
				irrelevance and/or post-restructure. Remaining relevant activities have been considered in the draft business proposal.	scope, timeframe)	


#### 6.12.12: Develop and manage Council's property portfolio and manage Council's Reserve Trusts

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.12.1	Manage Council's property portfolio, building assets, acquisitions, Crown Reserves and road closures	Assets & Operations	Property and Project Services	Business as usual activities relating to the management of Council's property portfolio are ongoing.	Ongoing Activity (for business as usual activities)	
6.12.12.2	Carry out Native Title Assessments for development or use of Crown Land	Assets & Operations	Property and Project Services	Native title assessments are being carried out on a case by case basis for any new "act" as defined by the Native Title Act on Crown land Council manages.	Ongoing Activity (for business as usual activities)	
6.12.12.3	Commence the land negotiation pilot project work with Bega Local Aboriginal Land Council and Crown Lands under the Crown Lands Management Act 2016	Assets & Operations	Property and Project Services	No work has commenced on the land negotiation pilot project as Crown Lands are running behind schedule with this project.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	
6.12.12.4	Engage with Canberra Region Joint Organisation regarding resourcing associated with Native Title requirements of the new Crown Lands Management Act and preparation of Plans of Management	Assets & Operations	Property and Project Services	A report was presented to Council on 11 December 2019 outlining the progress to date on the classification and categorisation of Crown land under Council management and the next steps in achieving approved Plans of Management.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

**6.12.13: Operate and maintain cemeteries and associated services in conjunction with volunteers**

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.13.1	Manage the Shire's cemeteries in accordance with Cemetery Management Plans	Assets & Operations	Property and Project Services	In From 1 July 2019 to 31 December 2019 we facilitated 49 burials, 10 ash interments and 7 memorial plaque designs. We have 26 active volunteers assisting Council with the ongoing maintenance and care taking of the cemeteries.	Ongoing Activity (for business as usual activities)	
6.12.13.2	Finalise the Cemetery Mapping Project	Assets & Operations	Property and Project Services	Reviewing Draft Cemetery Strategy 2020 - 2024 which includes the Cemetery Mapping Project. Civica training is scheduled in early 2020 to fully utilise the Cemetery Management module in authority which will assist the Cemetery Mapping Project.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
6.12.13.3	Develop a strategic plan for the management of cemeteries	Assets & Operations	Property and Project Services	Draft Cemetery Strategy 2020 - 2024 was presented to Councillors on 06/11/2019. Further work is required and will be presented back to Councillors 2020 to finalise.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

**6.12.14: Review and update the Cemeteries Asset Management Plan (\*CAMP)**


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.14.1	Refine asset data and update register	Assets & Operations	Property and Project Services	CAMP will be a key recommendation of the 2020 - 2024 Cemetery Strategy and a delivery timetable will be developed after the Strategy is adopted.	Ongoing Activity (for business as usual activities)	

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

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
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Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.15.1	Manage the Shire's community centres and halls in accordance with Facility Management Plans	Assets & Operations	Property and Project Services	2019/20 Community Hall Maintenance Funding of \$70k was adopted by Council and will be allocated to Murrah, Nethercote, Quaama, Towamba, Wandella, Wolumla and Wyndham Halls to assist them with ongoing maintenance.	Ongoing Activity (for business as usual activities)	
6.12.15.2	Audit all community halls and centres and develop a plan to deliver improved access and functionality	Assets & Operations	Property and Project Services	Improved access upgrades have been completed at Cobargo, Rocky Hall and Wandella Halls.	Project / Program On Track (in terms of deliverables, scope, timeframe)	
6.12.15.3	Deliver kitchen renewal and upgrade program for all community halls	Assets & Operations	Property and Project Services	Wyndham, Rocky Hall, Brogo and Tarraganda Hall kitchen upgrades are completed. Candelo Hall is due for completion in March 2020.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

#### 6.12.17: Deliver workplace health and safety management programs


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.17.1	Provide education and ensure compliance with Council's work, health and safety systems	Business and Governance	People and Governance	A range of WHS Guidance materials including Health and Safety Alerts (HSA) and safety Incident Advice (SIA) have been produced and distributed through the reporting period. In addition several face to face training programs have been delivered on Automated External Defibrillators and on CPR / First Aid. Several sessions were also run with teams on fit for work and drug and alcohol programs. Council also partnered with Safe work NSW to deliver Silica and	Ongoing Activity (for business as usual activities)	

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
				National Safe work month tool box sessions to field staff.		

#### 6.12.18: Deliver enterprise risk management and audit control programs


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.18.1	Develop organisation risk profile and risk management plans	Business and Governance	People and Governance	Risk projects on track in terms of developing risk registers and framework - internal audit program quoted but still need to coordinate audit firms.	Ongoing Activity (for business as usual activities)	
6.12.18.2	Undertake audits identified in the Internal Audit Strategic Plan	Business and Governance	People and Governance	Audit program developed, quotes sought and firms appointed - further coordination required.	Ongoing Activity (for business as usual activities)	
6.12.18.3	Review insurance providers and premiums in collaboration with Regional Joint Organisation of Councils	Business and Governance	People and Governance	Risk framework developed, body of knowledge created and the process of socialising the framework commenced. Still need to work with departments in developing risk registers.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

#### 6.12.19: Deliver civil construction and infrastructure works for transport and recreation assets


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.19.1	Deliver the approved Capital Works (Renewal) Projects allocated to Works Section	Assets & Operations	Works Operations	Progressing as per planning.	Ongoing Activity (for business as usual activities)	

#### 6.12.20: Operate and maintain Council amenities, urban streetscapes, public land and public facilities


Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
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Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.20.1	Carry out operation and maintenance activities in accordance with service level agreements (SLA) and budget allocated	Assets & Operations	Works Operations	Activities completed as per budget and SLA.	Ongoing Activity (for business as usual activities)	


#### 6.12.21: Operate and maintain Council's works depots and stores

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.21.1	Operate Council's Works Depots and Stores	Assets & Operations	Works Operations	Running slightly over budget due to relocation of stores and workshop following rebuild of workshop facility.	Ongoing Activity (for business as usual activities)	


#### 6.12.22: Manage and maintain Council and NSW Rural Fire Service vehicles plant and equipment

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.22.1	Operate, maintain, renew and upgrade passenger, light, medium and heavy commercial vehicles, trailers and major plant items	Assets & Operations	Works Operations	Fleet Facilities is currently aligned to this task. However due to changes in National Heavy Vehicle Legislation, the possible discontinuation of RMS plant hire services in 2020 and resourcing issues this may need to be reconsidered to successfully achieve this objective.	Ongoing Activity (for business as usual activities)	

#### 6.12.23: Develop and implement a Whole-of-Fleet Management Strategy and update the Fleet Management Plan

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.23.1	Engage with organisation to ensure Fleet Strategy and Management Plan is appropriate, flexible, affordable and sustainable	Assets & Operations	Works Operations	Still awaiting LEG direction on way forward with light vehicle fleet. Contingency planning is underway.	Ongoing Activity (for business as usual activities)	

**6.12.24: Supply quarry material for Council's construction activities**

Activity Code	Activity Name	Division	Service Area	Comments	Activity Status	Status
6.12.24.1	Operate quarry as required to support operational need	Assets & Operations	Works Operations	No planned extraction this year however likely to relocate current stockpiled material to support rural road infrastructure.	Ongoing Activity (for business as usual activities)	



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