



2018 - 2019 OPERATIONAL PLAN FINAL REPORT

Attachment to the
Bega Valley Shire Council
2018 - 2019 Annual Report

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OPERATIONAL PLAN- FINAL PROGRESS REPORT

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

Outcome 1: Active and Healthy Communities

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

Revised Delivery Program 2017 – 2021 Actions	Action #	Responsible Service Areas
Design and implement processes to support Council's community consultation and engagement activities and processes	1.1.1	Community Engagement
Deliver programs that build the wellbeing, resilience and strength of communities	1.1.2	Community Engagement
Stimulate and enhance Australia's visual culture and deliver the outcomes of the Regional Gallery Strategic Plan	1.1.3	Regional Gallery
Explore opportunities to renew the Regional Gallery either in its current location or other suitable location	1.1.4	Regional Gallery

Goal 2: We are an active, healthy community with access to good quality recreation and sporting facilities, and medical health care

Revised Delivery Program 2017 – 2021 Actions	Action #	Responsible Service Areas
Plan and manage recreation facilities, swimming pools and the Sapphire Aquatic Centre, sporting facilities, marine infrastructure and public toilets		Parks and Gardens, Sporting Grounds and Facilities, Swimming Pools, Public Amenities, Marine Infrastructure
Review the Leisure and Recreation Asset Management Plan for recreation assets , sporting facilities, aquatic facilities, marine infrastructure and public amenities		Parks and Gardens, Sporting Grounds and Facilities, Swimming Pools, Public Amenities, Marine Infrastructure
Construct and maintain recreation facilities, swimming pools and the Sapphire Aquatic Centre, public toilets, marine infrastructure and sporting grounds and facilities		Parks and Gardens, Sporting Grounds and Facilities, Swimming Pools, Public Amenities, Marine Infrastructure

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

Revised Delivery Program 2017 – 2021 Actions	Action #	Responsible Service Areas
Plan and manage marine infrastructure	1.2.1	Marine Infrastructure
Review the Transport Asset Management Plan for Marine Infrastructure	1.2.2	Marine Infrastructure
Construct and maintain marine infrastructure	1.2.3	Marine Infrastructure
Plan and manage recreation facilities	1.2.4	Parks and Gardens
Review the Leisure and Recreation Asset Management Plan for recreation assets	1.2.5	Parks and Gardens
Construct and maintain recreation facilities	1.2.6	Parks and Gardens
Plan and manage public toilets	1.2.7	Public Amenities
Review the Leisure and Recreation Asset Management Plan for public amenities	1.2.8	Public Amenities
Construct and maintain public toilets	1.2.9	Public Amenities

Plan and manage sporting facilities	1.2.10	Sporting Grounds and Facilities
Review the Leisure and Recreation Asset Management Plan for sporting facilities	1.2.11	Sporting Grounds and Facilities
Construct and maintain sporting facilities	1.2.12	Sporting Grounds and Facilities
Plan and manage swimming pools and the Sapphire Aquatic Centre	1.2.13	Swimming Pools
Review the Leisure and Recreation Asset Management Plan for aquatic facilities	1.2.14	Swimming Pools
Construct and maintain swimming pools and the Sapphire Aquatic Centre	1.2.15	Swimming Pools

Outcome 2: Employment and Learning Opportunities

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

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

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

Revised Delivery Program 2017 – 2021 Actions	Action #	Responsible Service Areas
Deliver early childhood education through an approved curriculum to foster children's learning, development and growth	2.4.1	Children's Services
Implement the Children's Services Action Plan	2.4.2	Children's Services
Expand the provision of services, information and education resources for the community and students in line with the Library Services Strategic Plan	2.4.3	Libraries

Outcome 3: Sustainable Living

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

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

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

Revised Delivery Program 2017 – 2021 Actions	Action #	Responsible Service Areas
Deliver waste collection, waste disposal and recycling services and infrastructure	3.6.1	Waste Services
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	3.6.2	Waste Services
Deliver strategic waste minimisation programs	3.6.3	Waste Services

Outcome 4: Liveable Places

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

Revised Delivery Program 2017 – 2021 Actions	Action #	Responsible Service Areas
Improve safety for residents and tourists on the Shire's beaches	4.7.1	Beach Lifeguards Services
Support older people and people with a disability to retain their independence and quality of life	4.7.2	Brighter Futures, Ageing and Disability Services
Provide specialist support for families with children at risk	4.7.3	Brighter Futures, Ageing and Disability Services
Deliver programs and activities to protect our community's environmental health and safety	4.7.4	Certification and Public Health
Provide advice, certification and inspections and assess fast track development applications	4.7.5	Certification and Public Health
Provide ranger services that protect the amenity and safety of the community	4.7.6	Community Safety and Compliance
Tathra Fire Recovery	4.7.7	Brighter Futures, Ageing and Disability Services

Goal 8: Our places retain their character and scale, development is well planned, and a range of goods and services are available within our Shire that meet local needs

Revised Delivery Program 2017 – 2021 Actions	Action #	Responsible Service Areas
Provide advice and assess development applications and subdivision certificates	4.8.1	Planning Services
Implement an action plan based on the Development Assessment Review	4.8.2	Planning Services
Provide development engineer services	4.8.3	Planning Services
Provide strategic land use planning services	4.8.4	Strategic Planning
Prepare land use strategies and policies to protect the Shire's existing character and ensure supply of appropriately zoned land	4.8.5	Strategic Planning
Promote and preserve our Aboriginal cultural heritage	4.8.6	Strategic Planning
Operate and maintain water supply and sewerage system assets	4.8.7	Water and Sewer Services
Deliver water supply and sewerage system capital works (upgrade and new)	4.8.8	Water and Sewer Services
Deliver water supply and sewerage system capital works (renewal)	4.8.9	Water and Sewer Services
Enhance the environmental performance of water supply and sewerage system assets	4.8.10	Water and Sewer Services

Outcome 5: Connected Communities

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

Revised Delivery Program 2017 – 2021 Actions	Action #	Responsible Service Areas
Manage, construct and maintain Merimbula Airport	5.10.1	Airport
Review Airport Master Plan and update Asset Management Plan	5.10.2	Airport
Plan and manage concrete and wooden bridges, culverts and causeways	5.10.3	Bridges
Construct and maintain concrete and wooden bridges, culverts and causeways	5.10.4	Bridges
Plan and manage cycle network infrastructure	5.10.5	Cycleways
Construct and maintain cycle network infrastructure	5.10.6	Cycleways
Plan and manage stormwater infrastructure	5.10.7	Drainage
Construct and maintain stormwater infrastructure	5.10.8	Drainage
Plan and manage pedestrian network infrastructure	5.10.9	Footpaths
Construct and maintain pedestrian network infrastructure	5.10.10	Footpaths
Manage the delivery of major transport infrastructure	5.10.11	Project Development Services
Design transport capital works projects	5.10.12	Project Development Services
Design, build and implement a Project Management Reporting Framework	5.10.13	Project Development Services
Plan and manage sealed and unsealed, rural and urban road network and associated infrastructure	5.10.14	Roads and ancillary infrastructure
Collaborate with Canberra Region Joint Organisation of Councils to investigate and progress improving the energy efficiency of street lighting	5.10.15	Roads and ancillary infrastructure

Construct and maintain sealed and unsealed, rural and urban road network and associated infrastructure	5.10.16	Roads and ancillary infrastructure
Map and maintain information on Council's assets	5.10.17	Strategy and Asset Services
Plan for transport capital work	5.10.18	Strategy and Asset Services
Undertake a Regional Transport Strategy	5.10.19	Strategy and Asset Services
Review and update the Transport Asset Management Plan	5.10.20	Strategy and Asset Services
Identify and complete floodplain risk management projects	5.10.21	Strategy and Asset Services
Review and update Stormwater Renewal Program	5.10.22	Strategy and Asset Services
Plan and manage town centre carpark infrastructure	5.10.23	Town Centre Carparks
Construct and maintain town centre carpark infrastructure	5.10.24	Town Centre Carparks
Construct and maintain pedestrian network infrastructure	5.10.25	Town Centre Carparks

Outcome 6: Strong Consultative Leadership

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

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

Goal 12: Our Council is financially sustainable and services and facilities meet community need

Revised Delivery Program 2017 – 2021 Actions	Action #	Responsible Service Areas
Oversee Assets and Operations services, programs and finances	6.12.1	Assets and Operations Coordination
Oversee Community, Environment and Planning services, programs and finances	6.12.2	Community, Environment and Planning Coordination
Oversee Business and Governance services, programs and finances	6.12.3	Business and Governance Coordination
Maintain and support Council's workforce and implement the Workforce Strategy	6.12.4	Employee Services
Improve the provision of corporate financial services	6.12.5	Finance Services
Provide and maintain corporate information, communication and technology services in alignment with the Technology Strategy	6.12.6	Information, Communication and Technology
Improve Council's business systems	6.12.7	Information, Communication and Technology
Ensure effective expenditure for purchasing goods and services	6.12.8	Procurement and Contracts
Ensure good governance practices in relation to procuring goods and services	6.12.9	Procurement and Contracts
Implement key recommendations of the Procurement Review	6.12.10	Procurement and Contracts
Develop and manage Council's property portfolio and manage Council's Reserve Trusts	6.12.11	Property Services
Review and update the Buildings Asset Management Plan	6.12.12	Property Services
Operate and maintain cemeteries and associated services in conjunction with volunteers	6.12.13	Property Services
Review and update the Cemeteries Asset Management Plan	6.12.14	Property Services
Maintain and manage community centres and halls in conjunction with hall committees	6.12.15	Property Services
Provide record and document management for Council	6.12.16	Records Management


Deliver workplace health and safety management programs	6.12.17	Risk Management
Deliver enterprise risk management and audit control programs	6.12.18	Risk Management
Support the provision of emergency services in the Shire	6.12.19	Risk Management
Deliver civil construction and infrastructure works for transport and recreation assets	6.12.20	Works Section
Operate and maintain Council amenities, urban streetscapes, public land and public facilities	6.12.21	Works Section
Operate and maintain Council's works depots and stores	6.12.22	Works Section
Manage and maintain Council and NSW Rural Fire Service vehicles plant and equipment	6.12.23	Works Section
Develop and implement a Whole-of-Fleet Management Strategy and update the Fleet Management Plan	6.12.24	Works Section
Supply quarry material for Council's construction activities	6.12.25	Works Section

OUTCOME 1: Active and Healthy Communities


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

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


Activity: Implement and review the Community Engagement Plan and toolkit

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


ACTION: 1.1.2: Deliver programs that build the wellbeing, resilience and strength of communities**Activity: Support key community development projects addressing social issues across the Shire**

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


Activity: Coordinate and support the Access and Inclusion Advisory Committee

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.2.2	Coordinate and support the Access and Inclusion Advisory Committee	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Community Engagement	Access and Inclusion Committee meetings held quarterly.	Ongoing Activity (for business as usual activities)	


Activity: Facilitate implementation of Council's Disability Inclusion Action Plan

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.2.3	Facilitate implementation of Council's Disability Inclusion Action Plan	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Community Engagement	Actions and achievements against the Disability Inclusion Access Plan have been implemented across a range of Council areas and are reported in detail in this Annual Report.	Project / Program Completed	


Activity: Implement Council's 'Youth Voice Youth Action' Strategy

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


Activity: Promote volunteering opportunities in the Shire

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.2.5	Promote volunteering opportunities in the Shire	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Community Engagement	Council's Community Directory was promoted as a key resource for groups and individuals looking to volunteer (341 groups/organisations featured); volunteering opportunities were promoted broadly via social media during Volunteers Week; Council's Seniors Festival Expo featured over 35 local volunteer organisations and was attended by over 500 people.	Ongoing Activity (for business as usual activities)	


Activity: Seek funding opportunities to support community development projects that align with Council's direction including youth focus

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


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

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


Activity: Provide specific services to bushfire affected residents

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.2.8	Provide specific services to bushfire affected residents	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Community Engagement	The Tathra and District Recovery Support Service has continued to support residents with over 134 individuals from both bushfire events (Yankees Gap and District and Tathra and District) accessing a range of specific personalised services. Alongside this, community based activities include 12 Community Recovery Meetings held in Tathra and Bemboka; the distribution of the Mayoral Appeal funds (\$1,559,900.); the establishment of the Bega Valley Recovery and Resilience Grants Program (14 grants approved to the value of \$41,601.60); Bemboka Casual 'Coffee & Chat' Catch-Up sessions; Green Shoots Planting Days; and RFS Hotspots project for Tarranganda/Vimy Ridge and Tathra residents. Council has continued to coordinate the Health and Wellbeing Recovery Committee, bringing agencies together for a coordinated response to recovery services. Support and liaison with the Tathra Sapphire Coast Tourism Resilience Project and the funded Red Cross recovery project.	Ongoing Activity (for business as usual activities)	


Activity: Identify funding and/or other opportunities to deliver a Changing Places Adult Change Facility

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.2.9	Identify funding and/or other opportunities to deliver a Changing Places Adult Change Facility	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Community Engagement	The facility was considered as part of the Tathra playground project but found to be outside the scope of the grant. Grant opportunities have been identified for 2020 which may be suitable and which will be pursued.	Ongoing Activity (for business as usual activities)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.2.10	Manage community grants programs in line with Council's identified priorities	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Community Engagement	Council funding and/or support provided to Mumbulla Grants. Promotion, administration and assessment of Clubgrants, Youth Week Grants, IWD Young Women's Scholarships and Further Education Scholarships.	Ongoing Activity (for business as usual activities)	


Activity: Administer the Access Improvements grant program

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.2.11	Administer the Access Improvements grant program	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Community Engagement	The 2018 round of Access Improvement Grants awarded \$16,800 to four projects. The 2019 round was opened in June 2019, with \$25,000 available to community projects which improve access and inclusion in the Bega Valley.	Ongoing Activity (for business as usual activities)	

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


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.2.12	Contribute funding to support South East Arts and Mumbulla Foundation	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Community Engagement	The 2018 Mumbulla Grant round saw over \$50,000 distributed to support community projects in December 2018. In kind advice has been provided to the Mumbulla Foundation on the 2019 grant process. South East Arts continues to deliver arts development activities across the Shire, providing support for emerging and professional artists working in all art forms.	Project / Program Completed	

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


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.2.13	Administer Club Grants Category 3 in partnership with local clubs	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Community Engagement	Club Grants promoted and administered, and secretariat support provided to Clubs Committee. In total, 53 applications for grants were received and assessed for the 2019 grant round. Thirty-eight grants were awarded to the value of \$101,360.	Ongoing Activity (for business as usual activities)	

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action 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	Iain Dawson	COMMUNITY, ENVIRONMENT AND PLANNING	Regional Gallery	The BVRG collection was curated into an important major exhibition in 2019. Twenty-five new works were donated to the collection, worth over \$250,000. Four national tours have been hosted; Justene Williams - The curtain breathed deeply, toured by Museums and Galleries NSW; Balndhurr - A Lasting Impression, toured by Arts NT; Moving Histories/Future Projections toured by MGNSW ; and Contemporising the Modern - toured by Murray Art Museum Albury. Visitation to BVRG over the period was 25,750.	Ongoing Activity (for business as usual activities)	


Activity: Deliver public art programs

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.3.2	Deliver public art programs	Iain Dawson	COMMUNITY, ENVIRONMENT AND PLANNING	Regional Gallery	BVRG delivered 16 public art programs including workshops, artist talks, screenings and studio visits. The programs have been expanded to include monthly Creative Kids art workshops, subsidised by the NSW Government, and eight school holiday workshops.	Ongoing Activity (for business as usual activities)	


Activity: Build the Regional Gallery's partnerships within the Australian arts sector, local organisations and services and support projects at a national and local level

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

ACTION 1.1.4: Explore opportunities to renew the Regional Gallery either in its current location or other suitable location**Activity: Finalise Plans for renewal of Regional Gallery**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.4.1	Finalise Plans for renewal of Regional Gallery	Iain Dawson	COMMUNITY, ENVIRONMENT AND PLANNING	Regional Gallery	Development Application approved and grant application to NSW Regional Cultural Fund submitted (application unsuccessful). Further funding applications to be submitted in 2019-20.	Project / Program Completed	


Activity: Commence gallery renewal if funding successful

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.1.4.2	Commence gallery renewal if funding successful	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Regional Gallery	New air conditioning unit installed. Philanthropy campaign launched for audio visual equipment. Available avenues for expansion explored, but unsuccessful to date. Further opportunities to be sought in 2019-20.	Project / Program Completed	


GOAL 2: We are an active, healthy community with access to good quality recreation and sporting facilities, and medical health care

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


Activity: Implement the recommendations of the Maritime Infrastructure Internal Audit

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.1.1	Implement the recommendations of the Maritime Infrastructure Internal Audit	Jason Deller	ASSETS AND OPERATIONS	Marine Infrastructure	Audit priorities are being reviewed in the 2018/19 financial year. Budget allocation for actions will be considered in the 2019/20 budget. This year's allocation has gone to the Tathra Wharf with work completed in 2019/20.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Concept design and scope for renewal requirements Tathra Wharf

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.1.2	Concept design and scope for renewal requirements Tathra Wharf	Daniel Djikic	ASSETS AND OPERATIONS	Marine Infrastructure	<p>Tathra Wharf scoping study currently underway and due for completion prior the December 2019.</p> <p>Merimbula Wharf has been included in the 2019/2020 program and will commence once the Tathra Wharf works have been completed.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 1.2.2: Review the Transport Asset Management Plan for marine infrastructure**Activity: Nil**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.2.1	Nil	Jason Deller	ASSETS AND OPERATIONS	Marine Infrastructure	Appropriate updates to the asset register have been made with the received works as-executed. Valuations of asset condition were not required in this financial year.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.3.1	Deliver capital works programs for marine infrastructure	John Grady	ASSETS AND OPERATIONS	Marine Infrastructure	SEE BELOW	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Capital Works: Marine Infrastructure**Activity: Boat ramp upgrades at Bermagui River, Blackfellows Lagoon, Kalaru and pontoon at Quarantine Bay, Eden**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.3.1	Boat ramp upgrades at Bermagui River, Blackfellows Lagoon, Kalaru and pontoon at Quarantine Bay, Eden	Matthew Collins	ASSETS AND OPERATIONS	Marine Infrastructure	Concept designs complete, REF's complete, consultation complete (Council report prepared).	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Preparation of scope of works for renewals to Tathra Wharf

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.3.1	Preparation of scope of works for renewals to Tathra Wharf	Daniel Djikic	ASSETS AND OPERATIONS	Marine Infrastructure	Project underway with REVITT model completed for the Tathra Wharf Structure and currently a consultant is reviewing current condition of substructure and will provide several options for costing and will be seeking funding for the renewal of substructure elements.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

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


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

Activity: Maintain marine infrastructure


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.3.3	Maintain marine infrastructure	John Grady	ASSETS AND OPERATIONS	Marine Infrastructure	Beauty Point Boat Ramp renewal completed. Planning and consultation progressed for Boating Now Round 2 Bermagui River, Blackfellows Lake, and Quarantine Bay Pontoon. Regular ramp cleaning program included in Reflect.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 1.2.4: Plan and manage recreation facilities


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

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


Activity: Deliver and review the Community Project Proposals program

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.4.2	Deliver and review the Community Project Proposals program	Susan Findlay	ASSETS AND OPERATIONS	Parks and Gardens	Community project proposals quarterly process completed 2018/19	Project / Program Completed	


Activity: Apply for grants for the Coastal Accessibility Plans and implement successful applications

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


ACTION: 1.2.5: Review the Leisure and Recreation Asset Management Plan for recreation assets**Activity: Continue recreation asset inventory and mapping**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.5.1	Continue recreation asset inventory and mapping	John Turville	ASSETS AND OPERATIONS	Parks and Gardens	Again, this is an ongoing activity but due to the workload in renewing and upgrading recreational assets, this activity has largely unchanged since the previous reporting period.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Identify key issues and treatments of natural areas and assets and prioritise projects and tasks

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


ACTION: 1.2.6: Construct and maintain recreation facilities**Activity: Deliver capital works programs for recreational assets**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.1	Deliver capital works programs for recreational assets	John Turville	ASSETS AND OPERATIONS	Parks and Gardens	SEE BELOW	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Capital Works: Parks and Gardens**Activity: Recreation renewals for assets affected by the Tathra and District fire**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.1	Recreation renewals for assets affected by the Tathra and District fire	John Turville	ASSETS AND OPERATIONS	Parks and Gardens	No change from previous reporting period. Recreation staff was waiting on some asbestos contaminated areas to be decontaminated before they could complete asset renewals along the Kianniny walking track. This asbestos works has just recently been cleaned up which means that staff can complete this work in the 19/20 FY. The Tathra Headland Park viewing platform is being upgraded through the funding received from the NSW State Government as a part of the Tathra headland walking track. This is due for completion in the first half of the 2019/20 FY.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.1	Consultation and design for Rural Village playground upgrades in Wyndham, Bamboka, Cobargo, Mogareeka	Matthew Collins	ASSETS AND OPERATIONS	Parks and Gardens	Consultation and design complete and reported to Council in March 2019.	Project / Program Completed	


Activity: Community engagement and concept design for a second all abilities playground within the Shire

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.1	Community engagement and concept design for a second all abilities playground within the Shire	John Grady	ASSETS AND OPERATIONS	Parks and Gardens	Tathra Lot Stafford Playspace officially opened June 2019. Demonstration project for the Everyone Can Play Guidelines. StateWide is the first project under this initiative.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.1	Construction design for major elements of the Coastal Accessibility Plans	Matthew Collins	ASSETS AND OPERATIONS	Parks and Gardens	Bruce Steer amenities design complete (architectural and structural) and accessible ramp concept complete. Short Point design complete (viewing platforms / feature seat) and RFQ issued for engagement of design consultant for remaining elements. Pambula Beach reserve design commenced with internal resources.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Construction design and procurement for Wallaga Lake Path renewal

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.1	Construction design and procurement for Wallaga Lake Path renewal	John Turville	ASSETS AND OPERATIONS	Parks and Gardens	This project has encountered delays due to extensive Aboriginal heritage consultation and staffing issues. This will be rectified in the first quarter of the 2019/20 financial year.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.1	Deliver the funded “Everyone Can Play” playground at Tathra	John Grady	ASSETS AND OPERATIONS	Parks and Gardens	Tathra Lot Stafford Playspace official opened June 2019. Demonstration project for the ‘Everyone Can Play’ guidelines. As first project funded under this initiative.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.1	North Tura Trail improvements (from 2017/18)	John Grady	ASSETS AND OPERATIONS	Parks and Gardens	Funding application successful under Stronger Country Communities Round 2. The Point, all weather and emergency access, Dolphin Cove emergency access, Tura Head improved accessibility / all weather. Funding deed time frame for completion October 2020. Further consultation has also been undertaken so that works can progress ahead of this time frame.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.2	Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs	John Turville	ASSETS AND OPERATIONS	Parks and Gardens	This activity is an ongoing activity and with the workload in delivering various projects across the Recreation and Natural asset portfolio, little ground truthing has occurred in this reporting period. No change from previous reporting period.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Support parks volunteers through the parks volunteer program

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.4	Maintain Asset Protection Zones and fire trails on natural areas under Council control and continue membership of the Bushfire Management Control Committee	Andrew Morrison	ASSETS AND OPERATIONS	Parks and Gardens	Council Asset Protection Zones maintained through slashing (minimum of two passes per APZ in 2018-2019, generally in November/December and May) or hand clearing. Targeted tree removal actions undertaken throughout the APZ network as required. Bush Fire Management Committee meetings attended and BVSC reports submitted.	Project / Program Completed	


Activity: Implement MOU with Crown Lands and RFS to create and maintain APZs to enable rebuilding of dwellings in Tathra affected by the Tathra and District Fire

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.5	Implement MOU with Crown Lands and RFS to create and maintain APZs to enable rebuilding of dwellings in Tathra affected by the Tathra and District Fire	Andrew Morrison	ASSETS AND OPERATIONS	Parks and Gardens	MOU APZ enhancement works at Sanctuary Place, Ocean View Terrace, Bay Street and southern end of Thompson Drive completed. Works on Thompson Drive north APZ to be completed in 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.6.6	Identify and implement priority vegetation protection and rehabilitation and restoration projects in public areas	Andrew Morrison	ASSETS AND OPERATIONS	Parks and Gardens	Works program developed and vegetation restoration/management works undertaken at Bemboka River reserve, Jiguma Reserve, Curalo Foreshore reserve and Murunna Point. Significant environmental works undertaken at Tathra to restore fire damaged ecosystems including extensive erosion and sediment control works, five community planting events and targeted weed control works throughout fire effected foreshore reserves.	Project / Program Completed	


ACTION: 1.2.7: Plan and manage public toilets**Activity: Develop and implement a Public Amenities Management Plan**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.7.1	Develop and implement a Public Amenities Management Plan	John Grady	ASSETS AND OPERATIONS	Public Amenities	Public amenities workshop held with Councillors. Draft Public Toilet Strategy to be reported to Council August 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 1.2.8: Review the Leisure and Recreation Asset Management Plan for public amenities**Activity: Map public amenities and update the Authority asset register and the valuation and condition of assets**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.8.1	Map public amenities and update the Authority asset register and the valuation and condition of assets	John Turville	ASSETS AND OPERATIONS	Public Amenities	No change to this activity.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 1.2.9: Construct and maintain public toilets**Activity: Deliver capital works programs for public amenities**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.9.1	Deliver capital works programs for public amenities	John Grady	ASSETS AND OPERATIONS	Public Amenities	SEE BELOW	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


Capital works: Public Amenities**Activity: Bruce Steer Pool amenities (from 2017/18 year)**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.9.1	Bruce Steer Pool amenities (from 2017/18 year)	John Grady	ASSETS AND OPERATIONS	Public Amenities	<p>Delivery delayed due to expanded capital works delivery program. Request For Tender (RFT) documents prepared awaiting final hydraulic design.</p> <p>Expected construction complete pre December 2020.</p>	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


Activity: Maintain public toilets to agreed service levels

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.9.2	Maintain public toilets to agreed service levels	John Grady	ASSETS AND OPERATIONS	Public Amenities	Current service levels managed. Draft Public Toilet Strategy to be reported to Council August 2020. Design work completed for new public toilets at Bruce Steer Pool and Bega Park. New facilities at Pambula Beach and Short Point due for completion June 2020. Appearance 'face lifts' improvements at Merimbula Boat ramp and Beauty Point.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.9.3	Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs	John Turville	ASSETS AND OPERATIONS	Public Amenities	Little to no change with this activity.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 1.2.10: Plan and manage sporting facilities**Activity: Develop and implement a maintenance program for sporting assets based on Facility Management Plans**

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.10.2	Continue to develop, review and implement Facility Management Plans for regional, district and local level sporting facilities	Susan Findlay	ASSETS AND OPERATIONS	Sporting Grounds and Facilities	Facility management plans under review and SWOPS have been added. DRAFT FMP to be sent to all sites in August for approval and then presented to Council (November 2019)	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 1.2.11: Review the Leisure and Recreation Asset Management Plan for sporting facilities**Activity:** Update the authority asset register and the valuation of and condition of assets

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.11.1	Update the Authority asset register and the valuation of and condition of assets	John Turville	ASSETS AND OPERATIONS	Sporting Grounds and Facilities	No change in this activity due to the workload currently encountered in delivering renewal and upgrade programs.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

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


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.12.1	Deliver capital works programs for sporting grounds and facilities	John Grady	ASSETS AND OPERATIONS	Sporting Grounds and Facilities	SEE BELOW	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Capital Works: Sporting Grounds and Facilities

Activity: Barclay Street Sportsground renewal/improvements (from 2017/18 year)

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.12.2	Apply for grants and funding to implement the Regional Sporting Facility Master Plans for Bega and Pambula Sporting Complexes	John Grady	ASSETS AND OPERATIONS	Sporting Grounds and Facilities	Bega Valley Regional Sports Hub Project Business Case submitted through the Sports Infrastructure Fund. Funding announcement made by Minister Constance February 2019. (\$13.5m total including \$1m for Merimbula Ford park Courts and facilities renewal).	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

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


ACTION: 1.2.13: Plan and manage swimming pools and the Sapphire Aquatic Centre
Activity: Supervise or contract manages seasonal pools and the Sapphire Aquatic Centre and provide aquatic programs

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.13.1	Supervise or contract manage seasonal pools and the Sapphire Aquatic Centre and provide aquatic programs	Nicholas Hoynes	ASSETS AND OPERATIONS	Swimming Pools	Season complete and programs implemented. Review underway for next season.	Project / Program Completed	


Activity: Increase programs at Council run seasonal pools

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.13.2	Increase programs at Council run seasonal pools	Nicholas Hoynes	ASSETS AND OPERATIONS	Swimming Pools	Good attendance and new programs at Council outdoor pools. Joint Shire-wide program advertisement for Council and Contracted sites proved successful.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.13.3	Develop an Aquatic Facilities Strategy in partnership with the community in accordance with the Aquatic Facilities Review	John Grady	ASSETS AND OPERATIONS	Swimming Pools	<p>Delivery delayed due to links to, and integration with the proposed SRV.</p> <p>Workshops with Councillors held. BVSC Swimming Pools Strategy Discussion Paper reported to Council and endorsed for public exhibition.</p> <p>Community workshops and site information sessions planned to take place September 2020 including discussion on funding and proposed SRV option.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Progress with funding application for Bega Pool renewal

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.13.4	Progress with funding application for Bega Pool renewal	Nicholas Hoynes	ASSETS AND OPERATIONS	Swimming Pools	Concept designs developed and opinion provided on probable cost. Currently no large project grants available which will continue to be monitored. Community consultation to be coordinated around SRV funding possibility.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 1.2.14: Review the Leisure and Recreation Asset Management Plan for aquatic facilities**Activity: Update the authority asset register and the valuation of and condition of assets**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.14.1	Update the authority asset register and the valuation of and condition of assets	Nicholas Hoynes	ASSETS AND OPERATIONS	Swimming Pools	Updates and ground truthing completed in Excel, yet to be updated in Authority system.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 1.2.15: Construct and maintain swimming pools and the Sapphire Aquatic Centre**Activity: Deliver capital works programs for aquatic facilities**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.15.1	Deliver capital works programs for aquatic facilities	Nicholas Hoynes	ASSETS AND OPERATIONS	Swimming Pools	SEE BELOW	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Capital Works: Swimming Pools**Activity: Bega Pool renewal project concept design**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.15.1	Bega Pool renewal project concept design	Nicholas Hoynes	ASSETS AND OPERATIONS	Swimming Pools	Concept designs complete and initial opinions of probable cost for designs. Community consultation for design due for August 2019 as part of strategy discussion paper and SRV consultation periods. Consultant to provide design brief to accompany design.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

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


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
1.2.15.2	Asset renewal program ground-truthed and projects prioritised. Include renewal contributions to grant programs	Nicholas Hoynes	ASSETS AND OPERATIONS	Swimming Pools	Planning undertaken and contractors engaged to complete project works in July 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

OUTCOME 2: Employment and Learning Opportunities


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

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.1.1	Promote the facilities in the Regional Learning Centre for youth training and new business development and support	Georgina Pearce	BUSINESS AND GOVERNANCE	Learning and Civic Centres	Ongoing. New business development has been supported by Bega Valley Shire Council through Bega Valley Innovation Hub hosting the second cohort at the Bega Valley Regional Learning Centre.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.1.2	Promote the Civic Centre's facilities to not-for profit, private, government and corporate groups and to deliver successful productions	Georgina Pearce	BUSINESS AND GOVERNANCE	Learning and Civic Centres	Ongoing. Through promotion of the Civic Centre's facilities, bookings from all client types (not-for profit, private, government and corporate) have significantly increased on previous years.	Project / Program Completed	


Activity: Implement an automated booking process for facilities

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.1.3	Implement an automated booking process for facilities	Georgina Pearce	BUSINESS AND GOVERNANCE	Learning and Civic Centres	This is no longer feasible for either venues and the action has been modified for 2019/20.	Project / Program Completed	

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


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.1.4	Develop and implement the Civic Centre and Learning Centre Business Plans	Daniel Murphy	BUSINESS AND GOVERNANCE	Learning and Civic Centres	Early drafts completed but further work required. Anticipate being mostly completed by the end of 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity: Develop packages for weddings, other events and corporate functions


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.1.5	Develop packages for weddings, other events and corporate functions	Georgina Pearce	BUSINESS AND GOVERNANCE	Learning and Civic Centres	Completed and successfully promoted to new and existing clients.	Project / Program Completed	

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action 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	Alison Vandenberg	BUSINESS AND GOVERNANCE	Economic Development	Meeting new business owners and supporting with business capacity improvements (e.g. referrals to SRBEC Business Connect); Small Business Month Program; and keeping Chambers informed of programs and grants.	Project / Program Completed	


Activity: Leverage economic growth from infrastructure, innovation and commercial investments in the region

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.2.2	Leverage economic growth from infrastructure, innovation and commercial investments in the region	Daniel Murphy	BUSINESS AND GOVERNANCE	Economic Development	<p>A range of activities delivered include:</p> <ul style="list-style-type: none"> - Highly successful grants program leveraging over \$73m State/Federal funding during 2018-19 for a range of infrastructure projects. This also leveraged approximately \$23.9m of Council co-contribution. Projects covering: community halls, roads, water treatment plants, environmental works, accessibility works and trail improvements, sewage treatment plant upgrade and ocean outfall, regional sports hubs, road upgrades, and drought assistance and saleyard upgrades. - Establishment and delivery of the Bega Valley Innovation Hub with the completion of the first cohort of three which are planned. 	Project / Program Completed	


Activity: Identify and develop partnership opportunities for across sectors, groups, stakeholders, education and skills

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.2.3	Identify and develop partnership opportunities for across sectors, groups, stakeholders, education and skills	Alison Vandenberg	BUSINESS AND GOVERNANCE	Economic Development	Developed, and attained funding through the Regional Employment Trials Program. Supported the Eden Employment forums/network (e.g. FSC employment Forum & FACS) through Bundian Way project investigation and engagement of training for Indigenous Tour Guides being initiated.	Project / Program Completed	


Activity: Develop a preferred business model for the saleyard

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.2.4	Develop a preferred business model for the saleyard	Daniel Murphy	BUSINESS AND GOVERNANCE	Economic Development	Preferred business model completed. \$750k of capital works being delivered.	Project / Program Completed	


Activity: Work with the NRMA to deliver an electric car energy hub

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.2.5	Work with the NRMA to deliver an electric car energy hub	Daniel Murphy	BUSINESS AND GOVERNANCE	Economic Development	Project installation completed.	Project / Program Completed	


Activity: Establish and manage a new centralised funding application and management system for external grants

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


Activity: Develop and administer the Economic Development grants program

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.2.7	Develop and administer the Economic Development grants program	Alison Vandenberg	BUSINESS AND GOVERNANCE	Economic Development	Economic grants program has been allocated to the Bega Valley Innovation Hub. A review and budget allocation being considered for 2019-20.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.2.8	Promote major projects including Merimbula Airport and the Port of Eden within the Shire to other levels of government	Daniel Murphy	BUSINESS AND GOVERNANCE	Economic Development	Regular discussions and engagement held by Council staff with key State and Federal agencies including Premier and Cabinet, Crown Lands, Property NSW and Port Authority. NSW for Port of Eden Terminal upgrade well underway and additional funding support applied to for further runway and GA work (unsuccessful at this time).	Project / Program Completed	

Activity: Facilitate agreed concept design for Bermagui CBD

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.2.9	Facilitate agreed concept design for Bermagui CBD	Daniel Murphy	BUSINESS AND GOVERNANCE	Economic Development	Council unsuccessful in securing funding support from Building Better Regions to deliver this project. No further work has been completed in Bermagui with CEP to now take lead in this project.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

ACTION: 2.3.3: Advocate, support and deliver sustainable tourism and visitor experiences to maximise the benefit to the community**Activity: Deliver contract management services, support to Council's contracted tourism service provider and manage transition to a new service provider contract**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action 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	Daniel Murphy	BUSINESS AND GOVERNANCE	Tourism	Tourism Marketing Services contract tracking well (Yr. 1 of 4). Regular meetings with VICs being held.	Project / Program Completed	


Activity: Develop strategic partnerships and projects that support the broader visitor economy

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.3.2	Develop strategic partnerships and projects that support the broader visitor economy	Daniel Murphy	BUSINESS AND GOVERNANCE	Tourism	Overview of tourism marketing, destination and visitor experience programs has been delivered through a range of programs including: tourism marketing services contract, support for Visitor Information Centres, investigation into expanded tourism marketing SRV, delivery of the Cruise Eden project and Bundian Way sub-projects.	Project / Program Completed	

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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.3.3	Support the management of the Eden Cruise Strategy including identified project support for the Bundian Way	Daniel Murphy	BUSINESS AND GOVERNANCE	Tourism	Delivered through a range of project components including: cruise industry engagement and family; marketing collateral development; Bundian Way Brand Guide and strong progress on Bundian Way website; and product development and signage. Further funding application for State submitted but not supported at this stage. Council has also developed a MoU with Port Authority NSW to co-deliver cruise programs.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity: Support and facilitate tourism infrastructure projects that assist maximising experiences for the Shire's visitors

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.3.4	Support and facilitate tourism infrastructure projects that assist maximising experiences for the Shires visitors	Alison Vandenberg	BUSINESS AND GOVERNANCE	Tourism	Support delivered to Bundian Way Project through brand guide development and signage program for Node 1 of the Bundian Way. Grant Management support for a variety of walks/trails and tourism related infrastructure. Stakeholder engagement with State Agencies regarding the Port of Eden Wharf Extension project and PANSW Welcome Centre. Financial support for the relocation of the Merimbula VIC.	Project / Program Completed	


Activity: Bushfire marketing and promotion support

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.3.5	Bushfire marketing and promotion support	Alison Vandenberg	BUSINESS AND GOVERNANCE	Tourism	Administrative support for Tathra Chamber of Tourism and Commerce for bushfire recovery with the support of Sapphire Coast Destination Marketing.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Review of financial support for tourism via special variation

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.3.3.6	Review of financial support for tourism via special variation- SRV models for tourism marketing and promotion reviewed and consulted with community	Alison Vandenberg	BUSINESS AND GOVERNANCE	Tourism	<p>Council meeting 10 April 2019 resolved for Council staff to progress investigating a Special Levy (and therefore to not continue action towards a Special Rate Variation).</p> <p>No further work on Tourism SRV from 10 April 2019 as per Council resolution.</p>	Action Discontinued	


GOAL 4: We have meaningful employment and learning opportunities for people in all stages in life**ACTION: 2.4.1:** Deliver early childhood education through an approved curriculum to foster children's learning, development and growth**Activity:** Provide centre based early years services, early childhood programs, Aboriginal cultural activities and traineeships

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


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

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


Activity: Revitalise Bandara Children's Services

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.4.1.3	Revitalise Bandara Children's Services	Matthew Simpson	COMMUNITY, ENVIRONMENT AND PLANNING	Children's Services	<p>Bandara kitchen upgrade completed.</p> <p>Revitalising Bandara capital works project mostly completed.</p> <p>Project completion and acquittal expected next quarter (end of September 2019).</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	

CAPITAL WORKS- CHILDREN'S SERVICES


Activity Code	Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
	Eden Child Care Centre improvements	Matthew Simpson	COMMUNITY, ENVIRONMENT AND PLANNING	Children's Services	<p>Eden Early Learning Centre kitchen upgrade complete.</p> <p>Growing Booris' building extension delayed due to DA approval process. Extension has been requested from funding body.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 2.4.2: Implement the Children's Services Action Plan**Activity: Implement the Action Plan priorities identified for the 2018-2019 year**


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.4.2.1	Implement the Action Plan priorities identified for the 2018-2019 year	Matthew Simpson	COMMUNITY, ENVIRONMENT AND PLANNING	Children's Services	<p>Delivery of 2018/19 Action Plan impacted due to multiple changes in responsible staff.</p> <p>Incomplete actions carried forward to 2019/20 Action Plan, along with new actions for 2019/20.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 2.4.3: Expand the provision of services, information and education resources for the community and students in line with the Library Services Strategic Plan


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

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.4.3.2	Deliver and facilitate library programs and partnerships for a range of user groups	Samantha Fenton	COMMUNITY, ENVIRONMENT AND PLANNING	Library Services	All four libraries in the Shire are delivering very popular and successful range of regular programs. Storytime and Rhymetime remain very popular, with Tura and Bermagui experiencing growing numbers. Tech training is ongoing and remains a popular program for our older citizens. All libraries ran very successful National Simultaneous storytime sessions. Our MoU and partnership with University of Wollongong remains strong.	Ongoing Activity (for business as usual activities)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.4.3.3	Deliver services under the Memorandum of Understanding with the University of Wollongong	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Library Services	A new three year agreement was negotiated with the University of Wollongong (UOW). The BVSC Library Service continues to manage the physical UOW collection at the Bega Library, and provides services to UOW staff and students in our libraries and at the university campus.	Ongoing Activity (for business as usual activities)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.4.3.4	Apply for grants in line with library priorities and implement successful applications	Samantha Fenton	COMMUNITY, ENVIRONMENT AND PLANNING	Library Services	<p>The Library Service has been successful in acquiring grants such as:</p> <ul style="list-style-type: none"> - Office of Environment and Heritage funding for the digitising photographic collections from the Wallaga lake area. - Dementia Australia funding for Dementia Friendly playgroups for people experiencing memory loss. - Family and Community Services Youth Opportunities Grant - Be Connected funding for Tech Savvy program <p>The Library Service has also received an increase in NSW government base funding and was successful in acquiring a local history kit from the State library for capturing oral histories and staff training.</p>	Project / Program Completed	

Activity: Develop a new Library Strategic Plan

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.4.3.5	Develop a new Library Strategic Plan	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Library Services	The BVSC Library Service Draft Strategic Plan has been developed with a significant amount of input from library users. It was endorsed for public exhibition by Council in June 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

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


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
2.4.3.6	Tura Murang site options for lower level and house finalised	Anne Cleverley	COMMUNITY, ENVIRONMENT AND PLANNING	Library Services	Options paper presented to Council. EOI undertaken for tenancy of residence. Further scoping of works/ architects plans required for lower level of library.	Ongoing Project	

OUTCOME 3: Sustainable Living


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

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


Activity: Provide environmental impact assessment of development activities

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.1.1	Provide environmental impact assessment of development activities	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Environment and Sustainability	Relevant development applications referred to Environment team for specialist review. Current review being undertaken of environmental impact of Council's operations.	Project / Program Completed	


Activity: Project manage vegetation and environmental restoration and rehabilitation programs

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.1.2	Project manage vegetation and environmental restoration and rehabilitation programs	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Environment and Sustainability	Focus on completion of Tathra bushfire rehabilitation projects. Merimbula foreshore rehabilitation project (Rotary Park to Bar Beach) and Bega Valley Shire Dune Assessment and Protection project both commenced, with major projects also undertaken in partnership with Local Land Services and community groups at Tathra River Estate, Millingandi and Cobargo.	Project / Program Completed	


Activity: Complete the Bega Shire Coastal Management Program – Coastal Hazards

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.1.3	Complete the Bega Shire Coastal Management Program – Coastal Hazards	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Environment and Sustainability	The Office of Environment and Heritage (OEH) has advised that a revised scoping study is required for program due to new Coastal Management Act requirements. Project on-hold awaiting further advice from OEH about this process.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.1.4	Complete Wallaga Lake, Merimbula and Back Lakes, and Lake Curalo Coastal Management Programs	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Environment and Sustainability	The Office of Environment and Heritage (OEH) has advised that a revised scoping study is required for program due to new Coastal Management Act requirements. Project on-hold awaiting further advice from OEH about this process.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

Activity: Review the Climate Change Strategy and develop and implement a Clean Energy Business Strategy

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.1.5	Review the Climate Change Strategy and develop and implement a Clean Energy Business Strategy	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Environment and Sustainability	The Clean Energy Action Plan was adopted by Council on 12 June 2019. Climate Change Strategy is under review with revised time frame of December 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Host the 27th NSW Coastal Conference

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.1.6	Host the 27th NSW Coastal Conference	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Environment and Sustainability	NSW Coastal Conference successfully hosted in December 2018.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.1.7	Deliver a soil conservation plan for erosion and sediment controls in partnership with Local Lands Services in Council managed fire affected areas of Tathra	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Environment and Sustainability	Erosion and sediment control issues associated with Tathra fire adequately managed.	Project / Program Completed	


ACTION: 3.5.2: Improve and monitor Council's environmental impacts including energy efficiency**Activity: Conduct environmental audits of Council operations**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.2.1	Conduct environmental audits of Council operations	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Environment and Sustainability	Peer review of Reviews of Environmental Factors conducted for Council operations. Review of internal audit program in progress to incorporate within broader external audit function. Review of environmental impact of Council operations underway.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Measure and report Council's environmental performance and energy consumption

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.2.2	Measure and report Council's environmental performance and energy consumption	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Environment and Sustainability	On-going program with cross-functional team. Council continues to partner with Azility (Planet Footprint) to monitor our energy usage and performance. Council adopted the Clean Energy Plan on 12 June 2019.	Ongoing Activity (for business as usual activities)	


ACTION: 3.5.3: Engage the community to improve the stewardship and management of the Shire's environmental assets**Activity: Administer the Community Environmental Grants Program and develop an accompanying Environmental Education Strategy**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.3.1	Administer the Community Environmental Grants Program and develop an accompanying Environmental Education Strategy	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Environment and Sustainability	Community grants program again successfully completed with \$45,000 dollars awarded to 11 projects across the Shire.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.3.2	Continue to implement the Green Shoots Campaign to restore natural areas through revegetation of areas affected by the Tathra and District Fire	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Environment and Sustainability	Community planting day held as part of Tathra fire and District anniversary event.	Project / Program Completed	


ACTION: 3.5.4: Develop and deliver Council's biosecurity duty to protect our agricultural lands and enhance our natural systems**Activity: Monitor weeds, rabbits and other pests on public and private lands and regulate tree removal on private land**

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.4.2	Review activities to ensure compliance with the Biosecurity Act 2016 requirements	Jamie Dixon-Keay	COMMUNITY, ENVIRONMENT AND PLANNING	Vegetation Management	Activities reviewed and improvements to processes to ensure compliance with Biosecurity Act requirements identified.	Ongoing Activity (for business as usual activities)	

Activity: Implement actions of the South East Regional Weed Management Committee

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.5.4.4	Develop a policy and procedure for tree management on private and public lands	Derek Van Bracht	COMMUNITY, ENVIRONMENT AND PLANNING	Vegetation Management	Significant changes in Biodiversity legislation has seen focus on increasing internal capacity and understanding of implications of new legislation on Council's operation and development assessment in particular. Updates to DCP Vegetation Management Chapter complete. Tree management policy and procedure in development.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

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

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


Activity: Provide waste and recycling collection services

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


Activity: Administer the Waste Community Assistance Program

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.6.1.2	Administer the Waste Community Assistance Program	Christopher Best	ASSETS AND OPERATIONS	Waste Services	Over the last six months, Waste Services have been working closely with the internal grants and communications teams to design an improved grant administration process. From the new financial year events grants will be administered by the events coordinator and all other waste grants will be administered by the grants coordinator. This will result in an improved process for applicants and outcomes will be better aligned with our waste strategy - to divert resources from landfill.	Project / Program Completed	


Activity: Deliver waste capital works projects

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.6.1.3	Deliver waste capital works projects	Christopher Best	ASSETS AND OPERATIONS	Waste Services	SEE BELOW	Project / Program Completed	


CAPITAL WORKS- WASTE SERVICES**Activity: Construct capping and gas management of stage two of the Central Waste Facility**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.6.1.3	Construct capping and gas management of stage two of the Central Waste Facility	Vanessa O'Keefe	ASSETS AND OPERATIONS	Waste Services	Cell 2 final land form achieved. Cell 2 gas system to be constructed over a two week period in late March 2019. Commencement of capping works April/May 2019 now completed.	Project / Program Completed	


Activity: Construct stage three of the Central Waste Facility

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.6.1.3	Construct stage three of the Central Waste Facility	Vanessa O'Keefe	ASSETS AND OPERATIONS	Waste Services	Stage 3 Cell construction complete 13/11/2018.	Project / Program Completed	

Activity: Collaborate with Canberra Region Joint Organisation of Council's to develop a regional waste project


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.6.1.4	Collaborate with Canberra Region Joint Organisation of Council's to develop a regional waste project	Christopher Best	ASSETS AND OPERATIONS	Waste Services	Council continues to send a representative to every CRJO meeting is hosting a forum in Merimbula in the next few months and contributes to funds for shared procurement opportunities when they arise. A regional "Recycle Right" campaign has recently been launched targeted at ensuring only suitable products are recycled and in the correct way.	Project / Program Completed	

Activity: Review charging system for waste management services


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.6.1.5	Review charging system for waste management services	Christopher Best	ASSETS AND OPERATIONS	Waste Services	Waste charge structure was implemented in 2018-2019 financial year as per the Revenue Policy. There were some errors in the application of these charges. A Resolution to this issue is being considered early in the 2019/2020 year and the rates notices now include the new presentation outlining all aspects included in the waste charge.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 3.6.2: Review Council's Waste Management Strategy and review and update the Waste Asset Management Plan for the central waste facility and waste transfer facility infrastructure


Activity: Implement FOGO collection service and roll out publicity

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.6.2.1	Implement FOGO collection service and roll out publicity	Christopher Best	ASSETS AND OPERATIONS	Waste Services	Residential food organics and garden organics program has been successfully implemented to all eligible customers. The Waste Asset Management Plan for the Central Waste Facility and Waste Transfer Facilities infrastructure continues scope development and in the next six months the next major project/opportunity under the adopted Waste Strategy will be discussed with Council.	Project / Program Completed	


Activity: Plan and design a Materials Recovery Facility (MRF) and source funding

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.6.2.2	Plan and design a Materials Recovery Facility (MRF) and source funding	Christopher Best	ASSETS AND OPERATIONS	Waste Services	This project requires careful feasibility and risk analysis before considering implementation, and assessment against our other primary objectives and resourcing levels.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

Activity: Investigate ways to increase diversion of construction and demolition waste from landfill

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.6.2.3	Investigate ways to increase diversion of construction and demolition waste from landfill	Christopher Best	ASSETS AND OPERATIONS	Waste Services	The Eden site has been improved in preparation for this project with a new haul road built in the last six months. The project has been placed on hold for a number of reasons. The Eden landfill is the only open landfill on a Sunday and it is important to conserve this airspace until alternatives are identified. The overall Waste Strategy may impact the site selection. The development of markets for the end products needs to be considered and the overall site masterplan resourced.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

ACTION 3.6.3: Deliver strategic waste minimisation programs**Activity: Continue WTF campaign and increase engagement with businesses**


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
3.6.3.1	Continue WTF campaign and increase engagement with businesses	Christopher Best	ASSETS AND OPERATIONS	Waste Services	The "waste the facts" campaign has been active through the last six months and continues as scheduled. The engagement with businesses has been targeted with 'business brags' on our Facebook page. We have applied to the EPA for two project officers for an 18-month commercial and industrial waste engagement project. We have also been successful in achieving a two year grant for one project officer for a food donation program which has some interaction with business food waste.	Project / Program Completed	

OUTCOME 4: Liveable Places


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

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.1.1	Provide lifesaving services at seven beaches in Eden, Merimbula, Tathra and Bermagui	Nicholas Hoynes	ASSETS AND OPERATIONS	Beach Lifeguard Services	Annual service provision completed and well received. No issues in terms of provision.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.1.2	Implement funded recommendations from lifesaving service provider's annual report	Nicholas Hoynes	ASSETS AND OPERATIONS	Beach Lifeguard Services	Direction to review service from Councillors and look at possible options to extend or add to services was presented and will be continually monitored.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 4.7.2: Support older people and people with a disability to retain their independence and quality of life**Activity: Assist older people and people with disabilities with their personal support goals**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.2.1	Assist older people and people with disabilities with their personal support goals	Anne Flanagan	COMMUNITY, ENVIRONMENT AND PLANNING	Brighter Futures, Ageing and Disability Services	Commonwealth Home Support Program funding extended until 2022. Support is currently provided to 19 clients.	Ongoing Activity (for business as usual activities)	

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


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.2.2	Assist people with a disability to engage with the National Disability Insurance Scheme	Anne Flanagan	COMMUNITY, ENVIRONMENT AND PLANNING	Brighter Futures, Ageing and Disability Services	Current clients receiving Support Coordination = 31 Current clients receiving Plan Management = 110	Ongoing Activity (for business as usual activities)	

Activity: Review NDIS service within new government guidelines


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.2.3	Review NDIS service within new government guidelines	Anne Flanagan	COMMUNITY, ENVIRONMENT AND PLANNING	Brighter Futures, Ageing and Disability Services	Council resolved to continue to provide NDIS services to people with a disability until June 2022. The viability of NDIS service provision will be reviewed prior to this date.	Project / Program Completed	

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


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

Action Code	Annual Activity	Responsibility	Division	Service Area	Comment	Progress	Action 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	Anne Flanagan	COMMUNITY, ENVIRONMENT AND PLANNING	Brighter Futures, Ageing and Disability Services	Case management continues to be provided to families with children at risk of significant harm through the Brighter Futures program. Currently 20 families are being supported. Program is funded by Family and Community Services (FaCS) and current agreement expires June 2021.	100%	Ongoing Activity (for business as usual activities)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.3.2	Apply for grants and funding to implement new programs to improve service delivery and outcomes for children, families and vulnerable people	Anne Flanagan	COMMUNITY, ENVIRONMENT AND PLANNING	Brighter Futures, Ageing and Disability Services	The Brighter Futures Program (children and families with vulnerabilities) and the Commonwealth Home Support Program (people over 65yrs requiring support to continue to live independently) are continue to be delivered with block funding. An application was made for transitional funding for NDIS.	Ongoing Activity (for business as usual activities)	


ACTION: 4.7.4: Deliver programs and activities to protect our community's environmental health and safety**Activity: Respond to enquiries, conduct inspections and enforce regulation of food and health premises, cooling towers, pools and spas**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.4.1	Respond to enquiries, conduct inspections and enforce regulation of food and health premises, cooling towers, pools and spas	Jonathon Pyke	COMMUNITY, ENVIRONMENT AND PLANNING	Certification and Public Health	Food premises inspections all high-risk, low-risk progressing. Cooling towers completed, Council owned pools completed, private inspections progressing.	Ongoing Activity (for business as usual activities)	


Activity: Approve and monitor on-site sewer management systems

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.4.2	Approve and monitor on-site sewer management systems	Jonathon Pyke	COMMUNITY, ENVIRONMENT AND PLANNING	Certification and Public Health	Critical-risk up-to-date, high risk sites substantially completed, low risk sites progressing.	Ongoing Activity (for business as usual activities)	


Activity: Undertake a sampling program of potable water supply and water quality at swimming sites

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.4.3	Undertake a sampling program of potable water supply and water quality at swimming sites	Jonathon Pyke	COMMUNITY, ENVIRONMENT AND PLANNING	Certification and Public Health	Potable water sampling up-to-date. Beach watch program 2018-19 completed excellent results.	Ongoing Activity (for business as usual activities)	


ACTION: 4.7.5: Provide advice, certification and inspections and assess fast track development applications**Activity: Assess and determine development, construction and complying development applications and issue occupation certificates**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.5.1	Assess and determine development, construction and complying development applications and issue occupation certificates	Jonathon Pyke	COMMUNITY, ENVIRONMENT AND PLANNING	Certification and Public Health	Turnaround times being affected by resourcing and increasing detail required for assessment reporting.	Ongoing Activity (for business as usual activities)	


Activity: Undertake construction inspections

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.5.2	Undertake construction inspections	Jonathon Pyke	COMMUNITY, ENVIRONMENT AND PLANNING	Certification and Public Health	Construction inspections undertaken as required. Process improvement working group established to identify further improvement opportunities.	Ongoing Activity (for business as usual activities)	


Activity: Investigate identified non-compliance against building and development standards

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.5.3	Investigate identified non-compliance against building and development standards	Jonathon Pyke	COMMUNITY, ENVIRONMENT AND PLANNING	Certification and Public Health	Non-compliance action prioritised on a risk basis, with resources allocated to high risk non-compliance activity.	Ongoing Activity (for business as usual activities)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.5.4	Fast track development applications, certification and inspections for Tathra and District bushfire rebuilding and demolition	Jonathon Pyke	COMMUNITY, ENVIRONMENT AND PLANNING	Certification and Public Health	Approximately half of bushfire affected properties have commenced rebuilding process. The number of applications received is declining.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 4.7.6: Provide ranger services that protect the amenity and safety of the community**Activity: Regulation of public car parking, use of public reserves and roadways and use of public lands, domestic and stock animal control and pound facilities**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action 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	Christopher Pearson	COMMUNITY, ENVIRONMENT AND PLANNING	Community Safety and Compliance	Compliance effort affected by staff resources impacts. A full complement of staff is now in place from June 2019, including commencement of dedicated (temporary) Parking Ranger.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


Activity: Continue to collaborate with the Southern Region Illegal Dumping Program

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.6.2	Continue to collaborate with the Southern Region Illegal Dumping Program	Christopher Pearson	COMMUNITY, ENVIRONMENT AND PLANNING	Community Safety and Compliance	BVSC continued to participate in this program, supported by the NSW EPA, to detect unlawful waste activities and initiate strategies such as awareness and education to reduce the incidence of unlawful waste in the environment.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Implement Council's revised Companion Animal Control Procedure

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.6.3	Implement Council's revised Companion Animal Control Procedure	Christopher Pearson	COMMUNITY, ENVIRONMENT AND PLANNING	Community Safety and Compliance	Amended Companion Animal Control Procedure adopted in June 2019. New signage yet to be installed.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.7.6.4	Parking/ranger trial project for here months following community information to address parking behaviours in towns (Parking Trial Project- resolved by Council 2017/18)	Christopher Pearson	COMMUNITY, ENVIRONMENT AND PLANNING	Community Safety and Compliance	Trial commenced May 2019. To be completed in 2019-20.	Ongoing Project	

ACTION: 4.7.7: Tathra Fire Recovery**Activity: Deliver the case management support service for people affected by the Tathra and District Fire**

Action Code	Annual Activity	Responsibility	Division	Service Area	Comment	Progress	Action Status	Status
4.7.7.1	Deliver the case management support service for people affected by the Tathra and District Fire	Anne Flanagan	COMMUNITY, ENVIRONMENT AND PLANNING	Brighter Futures, Ageing and Disability Services	Recovery Support Service continues to provide case management support to impacted residents in Tathra and Yankees Gap districts. Initial funding period was until June 2019; however, this was extended until August 2019. Client numbers vary from month to month, depending on client need.	100%	Project / Program On Track (in terms of deliverables, scope, timeframe)	


GOAL 8: Our places retain their character and scale, development is well planned, and a range of goods and services are available within our Shire that meet local needs

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


Activity: Assess development applications and subdivision certificates

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.1.1	Assess development applications and subdivision certificates	Mark Fowler	COMMUNITY, ENVIRONMENT AND PLANNING	Planning Services	<p>Total DAs received 695</p> <p>Total DAs determined 784</p> <p>Estimated cost \$152,175,645</p> <p>Less than 40 days determination 61.9%</p> <p>Between 40 to 60 days determination 15.6%</p> <p>Over 60 days 22.6%.</p>	Ongoing Activity (for business as usual activities)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.1.2	Provide planning advice to the community, developers and government departments	Cecily Hancock	COMMUNITY, ENVIRONMENT AND PLANNING	Planning Services	The DA Hub continues to provide advisory services for applicants and the community, with process improvement initiatives identified and progressing. The Development Advisory Panel continues to provide pre-lodgement advice for major projects and complex applications.	Ongoing Activity (for business as usual activities)	


Activity: Provide Aboriginal and European heritage assessments and advice

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.1.3	Provide Aboriginal and European heritage assessments and advice	Sophie Thomson	COMMUNITY, ENVIRONMENT AND PLANNING	Planning Services	Heritage Advisor scheme continued throughout the year on an as-needs basis. Aboriginal assessments and advice provided through Aboriginal Planning Officer. Ongoing work with Council maintenance and capital projects teams.	Ongoing Activity (for business as usual activities)	


Activity: Administer the local heritage assistance program

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.1.4	Administer the local heritage assistance program	Sophie Thomson	COMMUNITY, ENVIRONMENT AND PLANNING	Planning Services	Funding assistance provided to six completed projects including replacement and restoration of roof and guttering, works to prevent rising damp, exterior painting, restoration and replacement of doors and veranda restumping.	Ongoing Activity (for business as usual activities)	


Activity: Transition the development application process to ePlanning

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.1.5	Transition the development application process to ePlanning	Keith Tull	COMMUNITY, ENVIRONMENT AND PLANNING	Planning Services	Progressing well with standard templates and forms reviewed and updated. Awaiting further roll-out of ePlanning improvements from Department of Planning	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 4.8.2: Implement an action plan based on the Development Assessment Review**Activity:** Implement a specialised customer service for development enquiries and promote

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.2.1	Implement a specialised customer service for development enquiries and promote	Keith Tull	COMMUNITY, ENVIRONMENT AND PLANNING	Planning Services	Development Hub established and providing specialised development service. Official Hub launch scheduled for late September.	Project / Program Completed	


ACTION: 4.8.3: Provide development engineer services**Activity:** Provide engineering advice on development application matters and assess and issue subdivision and driveway access certificates

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.3.1	Provide engineering advice on development application matters and assess and issue subdivision and driveway access certificates	William Nichols	COMMUNITY, ENVIRONMENT AND PLANNING	Planning Services	Subdivision and driveway assessments undertaken to meet demand.	Ongoing Activity (for business as usual activities)	


ACTION: 4.8.4: Provide strategic land use planning services**Activity:** Prepare and assess Planning Proposals, public land reclassifications and planning certificates

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.4.1	Prepare and assess Planning Proposals, public land reclassifications and planning certificates	Sophie Thomson	COMMUNITY, ENVIRONMENT AND PLANNING	Strategic Planning	Tura Beach commercial planning proposal continuing, work continuing on some deferred rural residential sites including Mandeni and Boydtown.	Ongoing Activity (for business as usual activities)	


ACTION: 4.8.5: Prepare land use strategies and policies to protect the Shire's existing character and ensure supply of appropriately zoned land**Activity: Identify suitable land for employment generating developments**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.5.1	Identify suitable land for employment generating developments	Sophie Thomson	COMMUNITY, ENVIRONMENT AND PLANNING	Strategic Planning	Enterprise Lands Review completed.	Project / Program Completed	


Activity: Prepare a strategic plan for Wolumla Village

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.5.2	Prepare a strategic plan for Wolumla Village	Sophie Thomson	COMMUNITY, ENVIRONMENT AND PLANNING	Strategic Planning	This project has been deferred due to the NSW Department of Planning's new requirement for preparation of Local Strategic Planning Statements.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


Activity: Prepare a Commercial Centres Strategy

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.5.3	Prepare a Commercial Centres Strategy	Sophie Thomson	COMMUNITY, ENVIRONMENT AND PLANNING	Strategic Planning	Contractor engaged. Project due for completion October 2019	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Update the Development Control Plan

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.5.4	Update the Development Control Plan	Sophie Thomson	COMMUNITY, ENVIRONMENT AND PLANNING	Strategic Planning	Draft DCP prepared. On hold, awaiting direction on standard DCP from Department of Planning due September 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 4.8.6: Promote and preserve our Aboriginal cultural heritage**Activity: Implement objectives of the Memorandum of Understanding (MOU) with Local Aboriginal Land Council's**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.6.1	Implement objectives of the Memorandum of Understanding (MOU) with Local Aboriginal Land Council's	Graham Moore	COMMUNITY, ENVIRONMENT AND PLANNING	Strategic Planning	There have been two MOU meetings in April and June to address and progress issues associated to the MOU Action plan. The development of a new 355 Committee has been put forward as an action and is being progressed. Support and discussion for cultural heritage mapping is progressing.	Ongoing Activity (for business as usual activities)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.6.2	Investigate development of Reconciliation Action Plan with local Aboriginal Communities	Graham Moore	COMMUNITY, ENVIRONMENT AND PLANNING	Strategic Planning	A meeting of the three Aboriginal Land Council's was held on 13 June 2019 to further discuss this proposal and resolved to continue with the existing Memorandum of Understanding rather than establish a Reconciliation Action Plan.	Project / Program Completed	


ACTION: 4.8.7: Operate and maintain water supply and sewerage system assets**Activity: Operate and maintain water supply and sewage systems to meet health and environmental regulatory requirements**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.7.1	Operate and maintain water supply and sewage systems to meet health and environmental regulatory requirements	James Collins	ASSETS AND OPERATIONS	Water and Sewer Services	This is an ongoing Operational Plan activity across four key areas of water supply and sewerage operations. High levels of compliance across all areas of program.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.7.2	Operate and maintain water supply and sewage systems to meet Bega Valley Shire Council Strategic Business Plan (SBP) level of service objectives	James Collins	ASSETS AND OPERATIONS	Water and Sewer Services	Ongoing activity. High levels of compliance across all level of service objectives.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.7.3	Review the current Water and Sewer Strategic Business Plan and develop an Integrated Water Cycle Management (IWCM) Plan for a sustainable future	James Collins	ASSETS AND OPERATIONS	Water and Sewer Services	Capital delivery plan completed. Financial modelling and customer price path calculations completed. Issues paper slightly behind schedule due to injection of external funding. This will be finalised in the 2019/20 year.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 4.8.8: Deliver water supply and sewerage system capital works (upgrade and new)**Activity: Plan Merimbula Deep Water Ocean Outfall and Sewage Treatment Plant upgrade**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.8.1	Plan Merimbula Deep Water Ocean Outfall and Sewage Treatment Plant upgrade	Kirsty Cameron	ASSETS AND OPERATIONS	Water and Sewer Services	Community engagement has occurred and communication materials are being delivered. EIS and concept design is progressing. Small delay due to NSW Lands process taking longer than expected.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Upgrade Bermagui Sewage Treatment Plant

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.8.2	Upgrade Bermagui Sewage Treatment Plant	Kirsty Cameron	ASSETS AND OPERATIONS	Water and Sewer Services	Package 1 - Shed - procured and detailed design underway. Package 2 - Civil works - detailed design being reviewed and will be procured shortly. Package 3 - Process works - concept design currently being undertaken, slightly behind schedule, due shortly. Procurement prior to Christmas.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Upgrade Bega Sewage Treatment Plant

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.8.3	Upgrade Bega Sewage Treatment Plant	Kirsty Cameron	ASSETS AND OPERATIONS	Water and Sewer Services	Capacity assessment and upgrade strategy is overdue but expected in the short term. Internal resources have now been allocated to this project.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


Activity: Construct Bemboka Water Treatment Plant

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.8.4	Construct Bemboka Water Treatment Plant	Kirsty Cameron	ASSETS AND OPERATIONS	Water and Sewer Services	Treatment plant is built and is commissioned. Treated water being supplied to Bemboka residents. Proof of performance period completed. Construction milestone is almost complete but minor defects outstanding. O&M and WAE documents currently being reviewed.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Design and construct Brogo Water Treatment Plant

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.8.5	Design and construct Brogo Water Treatment Plant	Kirsty Cameron	ASSETS AND OPERATIONS	Water and Sewer Services	Funding application completed and accepted (100% funding). Design and construction tender documentation process commenced with tender for owner's engineer (closed). Owners engineer will be engaged imminently and will commence WTP process selection and reference design. Tender documentation for detailed design and construction to be issued Feb 2020.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Plan Bega Water Treatment Plant

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.8.6	Plan Bega Water Treatment Plant	Kirsty Cameron	ASSETS AND OPERATIONS	Water and Sewer Services	Project management resources acquired. Subsidy funding awarded (100%) site investigations and options assessments commenced.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.8.7	Plan Yellow Pinch Dam Water Treatment Plant (WTP)	Kirsty Cameron	ASSETS AND OPERATIONS	Water and Sewer Services	Funding awarded for planning processes (25%). Site investigations commenced on possible WTP locations.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 4.8.9: Deliver water supply and sewerage system capital works (renewal)**Activity: Renew Supervisory Control and Data Acquisition (SCADA)**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.9.1	Renew Supervisory Control and Data Acquisition (SCADA)	Kirsty Cameron	ASSETS AND OPERATIONS	Water and Sewer Services	Bermagui STP test facility is operational and being tested. Eden pump station test facilities are being installed. EOI and tendering expected early 2020. Resources have been assigned to other projects which has delayed delivery of this project.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Renew Bega Bore Field

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.9.2	Renew Bega Bore Field	Kirsty Cameron	ASSETS AND OPERATIONS	Water and Sewer Services	The geo-hydrological investigation report is being reviewed. There are technical issues with the report and investigations have highlighted water quality issues that need to be investigated further before tender and construction of renewed bore fields can commence.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.9.3	Renew water supply and sewerage pipeline, mechanical and electrical capital works	Kirsty Cameron	ASSETS AND OPERATIONS	Water and Sewer Services	Major pump station renewals in Eden expected to be completed next month. Reservoir inspections on "at risk" reservoirs and repair methodologies completed. Sewer main renewals achieved in Merimbula and Eden. Water main renewals achieved in various locations.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 4.8.10: Enhance the environmental performance of water supply and sewerage system assets**Activity: Incorporate renewable technology into water and sewer treatment plant upgrades**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.10.1	Incorporate renewable technology into water and sewer treatment plant upgrades	James Collins	ASSETS AND OPERATIONS	Water and Sewer Services	Bemboka water treatment plant completed, inclusive of solar array function. Bega sewage treatment plant solar feasibility assessment completed, however the project can best be described as still at the options assessment stage.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity: Upgrade biosolids management capacity at five sewage treatment plants


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
4.8.10.2	Upgrade biosolids management capacity at five sewage treatment plants	Kirsty Cameron	ASSETS AND OPERATIONS	Water and Sewer Services	The scoping of the required upgrades is still progressing slowly due to staff capacity at present. Alternative operational practices involving beneficial reuse of biosolids on farm land have been implemented.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

OUTCOME 5: Connected Communities


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

ACTION: 5.10.1: Manage, construct and maintain Merimbula Airport

Activity: Provide an airport with regular passenger services to nearby capital cities and general aviation facilities and services

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.1.1	Provide an airport with regular passenger services to nearby capital cities and general aviation facilities and services	Daniel Djikic	ASSETS AND OPERATIONS	Merimbula Airport	Council transitioned to the holder of the Aerodrome Certificate and have assumed the role as of May 2019.	Project / Program Completed	


Activity: Deliver capital works programs for Merimbula Airport

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.1.2	Deliver capital works programs for Merimbula Airport	Daniel Djikic	ASSETS AND OPERATIONS	Merimbula Airport	SEE BELOW	Project / Program Completed	


Capital Works: Merimbula Airport**Activity: Extension of the Airport terminal**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.1.2	Extension of the Airport terminal	Daniel Djikic	ASSETS AND OPERATIONS	Merimbula Airport	Contract awarded and construction works are progressing with anticipated completion of works in Feb 2020.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Commence extension of Airport runway

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.1.2	Commence extension of Airport runway	Daniel Djikic	ASSETS AND OPERATIONS	Merimbula Airport	EIS currently progressing.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Prepare for end of current Merimbula Airport contractual management arrangements by retendering or other process

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.1.3	Prepare for end of current Merimbula Airport contractual management arrangements by retendering or other process	Daniel Djikic	ASSETS AND OPERATIONS	Merimbula Airport	Transition two year agreement entered into the MAO. When the airport upgrade works are completed a review of long term operational model will be finalised and options reported to Council.	Project / Program Completed	


Activity: Explore the potential for Australian Quarantine Inspection Service (AQIS) Plan for Merimbula Airport in partnership with oyster growers

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.1.4	Explore the potential for Australian Quarantine Inspection Service (AQIS) Plan for Merimbula Airport in partnership with oyster growers	Daniel Djikic	ASSETS AND OPERATIONS	Merimbula Airport	Not yet commenced due to focus on upgrade of the terminal and runway.	Project / Program Completed	


ACTION: 5.10.2: Review Airport Master Plan and update Asset Management Plan**Activity: Investigate future peak demands and the impacts on Merimbula Airport services and infrastructure**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.2.1	Investigate future peak demands and the impacts on Merimbula Airport services and infrastructure	Daniel Djikic	ASSETS AND OPERATIONS	Merimbula Airport	This body of work will form part of the Airport Master Plan review works package which is currently underway.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.2.2	Develop a style guide for new buildings following airport terminal upgrade	Daniel Djikic	ASSETS AND OPERATIONS	Merimbula Airport	This body of work will form part of the Airport Master Plan review works package which is currently underway.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Review and update the Merimbula Airport Master Plan

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.2.3	Review and update the Merimbula Airport Master Plan	Daniel Djikic	ASSETS AND OPERATIONS	Merimbula Airport	This body of work will form part of the Airport Master Plan review works package which is currently underway.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 5.10.3: Plan and manage concrete and wooden bridges, culverts and causeways**Activity: Develop concept design estimates for 10 year program aligning with Asset Management Plan**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.3.1	Develop concept design estimates for 10 year program aligning with Asset Management Plan	Jason Deller	ASSETS AND OPERATIONS	Bridges	Concept designs have been prepared for 111 projects within the 10 year program aligning with the AMP. Design estimates are in place for 2019/20 year with concept estimates based on standard unit rates in place for longer term program. Program and estimates to be more thoroughly reviewed throughout 2019/20 in line with review of AMP and revaluation process.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity: Develop and review the 30 year bridge replacement program emphasising the use of contemporary technologies

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.3.2	Develop and review the 30 year bridge replacement program emphasising the use of contemporary technologies	Jason Deller	ASSETS AND OPERATIONS	Bridges	Development and review of the bridge replacement program is progressing. Concept designs have been prepared for 148 projects within the 30 year program aligning with the AMP. Dedicated resource in place to progress this item throughout 2019/20.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 5.10.4: Construct and maintain concrete and wooden bridges, culverts and causeways**Action: Maintain and renew bridges emphasising the use of reclaimed timber from replaced bridges for the existing timber bridge network**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action 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	James Downes	ASSETS AND OPERATIONS	Bridges	Maintenance was completed on all timber bridges with priority defects logged in Reflect.	Project / Program Completed	

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

Action Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.4.2	Deliver capital works programs for concrete and wooden bridges, culverts and causeways	Daniel Djikic	ASSETS AND OPERATIONS	Bridges	SEE BELOW	Ongoing Activity (for business as usual activities)	


Capital Works: Bridges**Activity: Bermagui River Bridge, Bermagui**

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


Activity: Brianderry Road, Buckajo

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

Activity: Buckajo Road, Buckajo

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.4.2	Buckajo Road, Buckajo	James Downes	ASSETS AND OPERATIONS	Bridges	Project was delayed until the 2019/20 financial year. Design still to be finalised.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


Activity: Merimbula Lake Bridge - Market Street

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.4.2	Merimbula Lake Bridge - Market Street	Daniel Djikic	ASSETS AND OPERATIONS	Bridges	A review of the scope of project is underway to determine the best options moving forward.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity: Tathra Bermagui Road (Armco), Nelsons

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


Activity: Walls Flat Road, Numbugga

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.4.2	Walls Flat Road, Numbugga	James Downes	ASSETS AND OPERATIONS	Bridges	Project was let to contract by Projects staff.	Project / Program Completed	


Activity: Whipstick - Mount Darragh Road

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.4.2	Whipstick - Mount Darragh Road	James Downes	ASSETS AND OPERATIONS	Bridges	Project postponed pending outcome of Federal funding application.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.4.2	Held over from 2017/18 Snake Track bridges 1&2	Jason Deller	ASSETS AND OPERATIONS	Bridges	Both projects are being considered for the 2020/21 budget due to a change in bridge priorities based on condition assessments and budget allocations.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity: Held over from 2017/18 Pretty Point Bridge

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.4.2	Held over from 2017/18 Pretty Point Bridge	Jason Deller	ASSETS AND OPERATIONS	Bridges	A detailed design has being finalised for the completion of Pretty Point Bridge. It has provided detailed budget information for project staging over a number of years. The project has been included in the 2019/20 Capital Program. Materials have been ordered early in the 2019/20 year.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Commence a culvert replacement program

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.4.3	Commence a culvert replacement program	Daniel Djikic	ASSETS AND OPERATIONS	Bridges	As projects and programs are assigned by the Asset Owners culverts will be replaced either a capital or maintenance work. Noting - Strategic Assets are responsible for developing the program and assigning the budget.	Ongoing Activity (for business as usual activities)	


ACTION: 5.10.5: Plan and manage cycle network infrastructure**Activity: Plan cycleways capital works program for upcoming year**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.5.1	Plan cycleways capital works program for upcoming year	Jason Deller	ASSETS AND OPERATIONS	Cycleways	Capital works program was completed for 2018/19 and the 2019/20 program has been adopted.	Project / Program Completed	

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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.5.2	Identify and apply for grants to fund cycleways renewal and upgrade works	Jason Deller	ASSETS AND OPERATIONS	Cycleways	Review of grant opportunities ongoing and applications made where application requirements are met.	Ongoing Activity (for business as usual activities)	


ACTION: 5.10.6: Construct and maintain cycle network infrastructure**Activity: Maintain, renew and upgrade cycleways**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.6.1	Maintain, renew and upgrade cycleways	Andrew Kirk	ASSETS AND OPERATIONS	Cycleways	Works have been undertaken at the airport. The teams have also undertaken a Reflect based accomplishment of defects.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Deliver capital works programs for cycleways

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.6.2	Deliver capital works programs for cycleways	Andrew Kirk	ASSETS AND OPERATIONS	Cycleways	SEE BELOW	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Capital Works: Cycleways**Activity: Shared Path - Lake Street, Merimbula**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.6.2	Shared Path - Lake Street, Merimbula	Daniel Djikic	ASSETS AND OPERATIONS	Cycleways	A report has been provided to Council advising that the current status of this project is currently "on hold" until the additional \$1.74m in funding is secured allowing the project to proceed to Tender.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Bega Valley Regional Hospital shared path

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


Activity: Tathra - Kalaru bike track

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.6.2	Tathra - Kalaru bike track	Daniel Djikic	ASSETS AND OPERATIONS	Cycleways	Kalaru segment has been completed. Contract awarded for the Bridges Package, design for the Tathra section being finalised and land acquisition issues have progressed with agreement with LALC for purchased land with solicitors. Remaining land acquisitions currently with the Local Government Minister for sign-off.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 5.10.7: Plan and manage stormwater infrastructure**Activity: Plan drainage and stormwater capital works program for upcoming year**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.7.1	Plan drainage and stormwater capital works program for upcoming year	Jason Deller	ASSETS AND OPERATIONS	Drainage	Capital works program was completed for 2018/19 and the 2019/20 program adopted.	Project / Program Completed	

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

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.7.3	Investigate all urban underground stormwater condition allowing scheduled maintenance to occur in a manner that benefits the whole catchment	Jason Deller	ASSETS AND OPERATIONS	Drainage	Condition assessments within budgetary constraints have been completed in accordance with the budget allocation. Further condition assessments will be undertaken in 2019/20.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.7.4	Deliver a proactive investigation and assessment regime and schedule of maintenance prior to failure	Jason Deller	ASSETS AND OPERATIONS	Drainage	Further condition assessments will be undertaken in 2019/20. A schedule of maintenance inspections is ongoing delivered with a program called 'Reflect'.	Ongoing Activity (for business as usual activities)	


ACTION: 5.10.8: Construct and maintain stormwater infrastructure**Activity: Maintain, renew and upgrade drainage and stormwater infrastructure**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.8.1	Maintain, renew and upgrade drainage and stormwater infrastructure	Andrew Kirk	ASSETS AND OPERATIONS	Drainage	All drainage works have been undertaken with pump outs now becoming part of the process.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Deliver capital works programs for stormwater infrastructure

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.8.2	Deliver capital works programs for stormwater infrastructure	Andrew Kirk	ASSETS AND OPERATIONS	Drainage	SEE BELOW	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Capital Works: Drainage**Activity: New drainage works - Wallaga Lake Road**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.8.2	New drainage works - Wallaga Lake Road	James Downes	ASSETS AND OPERATIONS	Drainage	All works were complete and on budget.	Project / Program Completed	


Activity: Drainage renewal Bega Streets

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


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

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


ACTION: 5.10.9: Plan and manage pedestrian network infrastructure**Activity: Plan footpath capital works program for upcoming year**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.9.1	Plan footpath capital works program for upcoming year	Jason Deller	ASSETS AND OPERATIONS	Footpaths	Capital works program was completed for 2018/19 and 2019/20 program adopted.	Project / Program Completed	


Activity: Review inspection frequency of footpaths

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.9.2	Review inspection frequency of footpaths	Jason Deller	ASSETS AND OPERATIONS	Footpaths	Review of inspection frequency has commenced utilising the real-time asset and works data management viewer for the Network Operation Centre. The data collected from 2018/19 will be considered with the data from 2017/18. This will inform the Level of Service review that will be undertaken in 2019/20.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 5.10.10: Construct and maintain pedestrian network infrastructure**Activity: Maintain, renew and upgrade footpaths**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.10.1	Maintain, renew and upgrade footpaths	Andrew Kirk	ASSETS AND OPERATIONS	Footpaths	Teams have been undertaking minor concrete repairs and grinding	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Deliver capital works programs for footpaths

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.10.2	Maintain, renew and upgrade footpaths	Andrew Kirk	ASSETS AND OPERATIONS	Footpaths	Refer to Cycleways	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 5.10.11: Manage the delivery of major transport infrastructure**Activity: Design and project manage the delivery of major Council infrastructure projects**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.11.1	Design and project manage the delivery of major Council infrastructure projects	Daniel Djikic	ASSETS AND OPERATIONS	Project Development Services	As assigned by Strategic Assets and in accordance with the 2019/20 Capital Works Program major transport infrastructure projects will be delivered in accordance with agreed project scope and budget parameters	Project / Program Completed	


ACTION: 5.10.12: Design transport capital works projects**Activity: Design transport capital works projects**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.12.1	Design transport capital works projects	Daniel Djikic	ASSETS AND OPERATIONS	Project Development Services	Capital Works Projects were designed in line with the transport capital works delivery program	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.13.1	Design, build and implement a Project Management Reporting Framework	Daniel Djikic	ASSETS AND OPERATIONS	Project Development Services	Project Management Reporting framework is being progressed	Ongoing Project	


ACTION: 5.10.14: Plan and manage sealed and unsealed, rural and urban road network and associated infrastructure**Activity: Plan and review road network and associated infrastructure capital works program for upcoming year**

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


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

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


Activity: Consider a more proactive gravel re-sheeting program

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.14.3	Consider a more proactive gravel re-sheeting program	Jason Deller	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	A more proactive gravel re-sheeting program has been considered following the condition assessment undertaken this financial year. It is an ongoing activity and whilst a number of options have been identified and considered, due to the availability of staff and fleet they were not pursued as it was too challenging to be implemented in 2018/19. There is an ongoing review to refine the re-sheeting program.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity: Develop a long-term renewal program for roadside barriers


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.14.4	Develop a long-term renewal program for roadside barriers	Jason Deller	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Program has been developed and included within both the short and long term budget planning process.	Project / Program Completed	

ACTION: 5.10.15: Collaborate with Canberra Region Joint Organisation of Council's to investigate and progress improving the energy efficiency of street lighting**Activity: Program and source funds for next bulk replacement**


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.15.1	Program and source funds for next bulk replacement	Jason Deller	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Discussions have been held and are ongoing. Budget for next replacement program required. Further engagement to occur with Essential Energy throughout 2019/20 on estimated costs. This has been identified as a priority area in Council's Clean Energy Plan adopted in June 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

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

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


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.1	Maintain, renew and upgrade roads, manage guardrail, roadside infrastructure and associated hazards and deliver street sweeping of the central business districts	Ian Macfarlane	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	All associated projects and tasks have been completed by end of Q4.	Project / Program Completed	

Activity: Deliver capital works program for roads


Action Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Deliver capital works program for roads	Jason Deller	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	SEE BELOW	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Capital Works: Roads and Ancillary Infrastructure


Activity: Seal West Kameruka Road

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Seal West Kameruka Road	Daniel Djikic	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Design completed and the project is currently out to Tender and due to close early August 2019	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Stabilisation and reseal - Sapphire Coast Drive

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Stabilisation and reseal - Sapphire Coast Drive	James Downes	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	All works were completed on time and under budget.	Project / Program Completed	


Activity: Stabilisation and reseal - Wallaga Lake Road

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Stabilisation and reseal - Wallaga Lake Road	James Downes	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	All works were completed on time and budget.	Project / Program Completed	


Activity: Gravel resheet Jews Creek Road, Brogo

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Gravel resheet Jews Creek Road, Brogo	James Downes	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	All works were completed on time and budget.	Project / Program Completed	


Activity: Guardrail replacement - Mount Darragh Road

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Guardrail replacement - Mount Darragh Road	Daniel Djikic	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Contract awarded and works are progressing on site.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Intersection renewal, stabilisation and reseal - Monaro Street

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Intersection renewal, stabilisation and reseal - Monaro Street	James Downes	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	No update required as it is completed.	Project / Program Completed	


Activity: Pavement rehabilitation - Swan Street, Bega

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Pavement rehabilitation - Swan Street, Bega	Ian Macfarlane	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Completed with both Asphaltic Concrete (AC) and two coat seal.	Project / Program Completed	


Activity: Kerb and guttering - Bega Street, Tathra

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Kerb and guttering - Bega Street, Tathra	Daniel Djikic	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Works are being designed as part of the Tathra to Kalaru Bike Track.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Reseals (Various urban and rural locations)

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Reseals (Various urban and rural locations)	Daniel Djikic	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Reseal program delivered in accordance with program prepared by Strategic Assets.	Project / Program Completed	


Activity: Stabilisation and bitumen reseal - Max Slater Drive, Bega

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Stabilisation and bitumen reseal - Max Slater Drive, Bega	James Downes	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	All works were complete with some minor drain repairs being required after the first storm event.	Project / Program Completed	


Activity: Stabilisation and bitumen reseal - Ravenswood Street, Bega

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Stabilisation and bitumen reseal - Ravenswood Street, Bega	James Downes	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	All pavement works were completed on time and within budget with addition utility and property access works requiring additional funds.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Stabilisation and bitumen reseal - Wallaga Lake Road, Bermagui	James Downes	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Works were completed on time and within budget.	Project / Program Completed	


Activity: Stabilisation and bitumen reseal - Wandella Road, Cobargo

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Stabilisation and bitumen reseal - Wandella Road, Cobargo	James Downes	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	All works were complete on time and within budget including additional car parking facility.	Project / Program Completed	


Activity: Gravel resheet - Tantawangalo Mountain Road

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Gravel resheet - Tantawangalo Mountain Road	James Downes	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Project was completed on time and under budget.	Project / Program Completed	


Activity: Gravel resheet - Towridgee Lane, Candelo

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Gravel resheet - Towridgee Lane, Candelo	James Downes	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Project completed on time and budget.	Project / Program Completed	


Activity: Gravel resheet - Upper Brogo Road, Brogo

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Gravel resheet - Upper Brogo Road, Brogo	James Downes	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Project was completed on time and budget.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Sapphire Coast Drive rehabilitation (commenced 2017/18)	Ian Macfarlane	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Sections of Sapphire Coast Drive scheduled for rehabilitation in the current financial year have been completed.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.2	Bermagui/Cobargo Road intersection (held over from 2017/18 year)	Jason Deller	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Design and construction have been completed. Works as executed to be finalised.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Schedule a spoil removal program

Action Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.16.3	Schedule a spoil removal program	Jason Deller	ASSETS AND OPERATIONS	Roads and Ancillary Infrastructure	Discussions have been held with Works Manager on the best process for this to occur. Due to complications with weeds and the availability of fleet to undertake the program it is not possible this financial year. Once a solution to the complications is found the removal program can be scheduled. Review of potential applicability undertaken. Investigation of solutions underway.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 5.10.17: Map and maintain information on Council's assets**Activity: Develop and maintain the Asset Register for Council's transport and associated assets**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.17.1	Develop and maintain the Asset Register for Council's transport and associated assets	Jason Deller	ASSETS AND OPERATIONS	Strategy and Asset Services	An Asset Register has been developed and maintained with the received works as-executed.	Project / Program Completed	


Activity: Design and implement a real-time asset and works data management viewer for the Network Operation Centre

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.17.2	Design and implement a real-time asset and works data management viewer for the Network Operation Centre	Jason Deller	ASSETS AND OPERATIONS	Strategy and Asset Services	Project has been completed and is operational.	Project / Program Completed	


Activity: Simplify asset data reports for Council's transport asset classes

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.17.3	Simplify asset data reports for Council's transport asset classes	Jason Deller	ASSETS AND OPERATIONS	Strategy and Asset Services	Report concepts are being tested for reports and have been incorporated within the real-time asset and works data management viewer for the Network Operation Centre. This is a continuous improvement task.	Ongoing Activity (for business as usual activities)	


ACTION: 5.10.18: Plan for transport Capital work**Activity: Plan the transport network**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.18.1	Plan the transport network	Jason Deller	ASSETS AND OPERATIONS	Strategy and Asset Services	Planning for the transport network continues, including two key outcomes: 1. Adoption of the consultation draft transport vision document titled 'Transport Futures' and 2. Sealed road full condition survey.	Ongoing Activity (for business as usual activities)	

Activity: Develop maintenance schedules and capital works programs for transport assets

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


Activity: Merimbula Traffic Study

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.18.3	Merimbula Traffic Study	Jason Deller	ASSETS AND OPERATIONS	Strategy and Asset Services	Linked to parking study that is ongoing, further traffic study work to occur in 19/20	Project Ongoing	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.19.1	Develop a Regional Transport Strategy Vision	Jason Deller	ASSETS AND OPERATIONS	Strategy and Asset Services	The consultation draft transport vision document titled 'Transport Futures' has been adopted. Consultation phase has been completed and the document will be reported to Council in 2019/20 to consider for adoption.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 5.10.20: Review and update the Transport Asset Management Plan**Activity: Determine impacts on the Transport Asset Management Plan (AMP)**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.20.1	Determine impacts on the Transport Asset Management Plan (AMP)	Jason Deller	ASSETS AND OPERATIONS	Strategy and Asset Services	Analysis of the Transport AMP is ongoing and impacts on the capital work program development.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.21.1	Complete Bega and Brogo Rivers Floodplain Risk Management Study and Plan	Jason Deller	ASSETS AND OPERATIONS	Strategy and Asset Services	Study and Plan completed in accordance with the revised program.	Project / Program Completed	


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

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


Activity: Commence Floodplain Risk Management Projects

Activity Code	Annual Activity	Responsibility	Division	Service Areas	Comment	Action Status	Status
5.10.21.3	Commence Floodplain Risk Management Projects	Jason Deller	ASSETS AND OPERATIONS	Strategy and Assets	Study and Plan commenced and underway in accordance with the revised program.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 5.10.22: Review and update stormwater renewal program**Activity: Complete analysis of condition assessment data**

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


ACTION: 5.10.23: Plan and manage town centre carpark infrastructure**Activity: Plan carpark capital works program for upcoming year**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.23.1	Plan carpark capital works program for upcoming year	Jason Deller	ASSETS AND OPERATIONS	Town Centre Carparks	Capital works programs completed and adopted for 2019/20.	Ongoing Activity (for business as usual activities)	


Activity: Investigate and develop concept for direct to vehicle car parking management using smart technology

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.23.2	Investigate and develop concept for direct to vehicle car parking management using smart technology	Jason Deller	ASSETS AND OPERATIONS	Town Centre Carparks	Concept of Smart Parking developed and Proof of Concept (POC) was installed. Data Collection is occurring and concept for availability of data through the Bega Roads Portal has commenced.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 5.10.24: Construct and maintain town centre carpark infrastructure**Activity: Maintain, renew and upgrade carpark**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.24.1	Maintain, renew and upgrade carpark	Ian Macfarlane	ASSETS AND OPERATIONS	Town Centre Carparks	Maintenance activity continued throughout year. No major works carried out.	Project / Program Completed	


Activity: Deliver capital works programs for carpark

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.24.2	Maintain, renew and upgrade carpark	Ian Macfarlane	ASSETS AND OPERATIONS	Town Centre Carparks	SEE BELOW	Project / Program Completed	

Capital Works: Town Centre Carparks**Activity: Cabarita Car Park, Merimbula**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.24.2	Cabarita Car Park, Merimbula	Ian Macfarlane	ASSETS AND OPERATIONS	Town Centre Carparks	Full AC rehabilitation and line marking carried out. Possible traffic calming structures required in the future. Slight overspend as no detailed design with depths and tie ins so AC depth increased in some locations to match existing levels.	Project / Program Completed	

Activity: Bega Street, Tathra


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
5.10.24.2	Bega Street, Tathra	Ian Macfarlane	ASSETS AND OPERATIONS	Town Centre Carparks	Project moved in program to 2020 calendar year to suit other works in the Tathra area.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	

OUTCOME 6: Strong, Consultative Leadership


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

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


Activity: Deliver effective media coverage across various mediums

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.1.1	Deliver effective media coverage across various mediums	Justin Welsford	COMMUNITY, ENVIRONMENT AND PLANNING	Communications and Events	Council News has been well received and Council's social media following has grown substantially. Through developing and maintaining positive working relationships with various media outlets, the coverage of Council matters has, in the main, been balanced and positive.	Ongoing Activity (for business as usual activities)	


Activity: Deliver 'Council News' Publication and develop and maintain web services and online digital platforms

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.1.2	Deliver 'Council News' Publication and develop and maintain web services and online digital platforms	Justin Welsford	COMMUNITY, ENVIRONMENT AND PLANNING	Communications and Events	Council News print versions are distributed through our services and sites such as the childcare centres, recovery service, libraries, pools, airport, Civic Centre and Learning Centre. Council's Facebook followers have increased by approximately 20% to over 6000 and the Council Instagram account has been re-activated. Web content is updated regularly.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.1.3	Administer the Community Festivals and Events grants program if funding becomes available and explore alternative funding sources	Tamara Whiting	COMMUNITY, ENVIRONMENT AND PLANNING	Communications and Events	A budget of \$45,000 has been allocated for 2019/20. Currently amalgamating Festivals and Events Grants with Community Waste Wise Events Grants to provide a more effective and streamlined process for the community. Preparing notification of program.	Ongoing Activity (for business as usual activities)	


ACTION: 6.11.2: Improve Council's brand image and written communication**Activity: Review Council style guide to ensure consistency in branding and best practice in language**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.2.1	Review Council style guide to ensure consistency in branding and best practice in language	Justin Welsford	COMMUNITY, ENVIRONMENT AND PLANNING	Communications and Events	Council Style Guide remains fit for purpose. Focus on supporting consistent application of adopted style.	Project / Program Completed	


ACTION: 6.11.3: Provide an efficient and high quality first resolution customer service**Activity: Respond to enquiries, receipt account payments, process applications, manage bookings and provide an emergency contact service**

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


ACTION: 6.11.4: Conduct day to day management of Council**Activity: Exercise the functions of the Council in accordance with the Local Government Act 1993**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.4.1	Exercise the functions of the Council in accordance with the Local Government Act 1993	Nina Churchward	BUSINESS AND GOVERNANCE	General Manager and Mayoral Support	During the year the new Model Code of Meeting Practice and Model Code of Conduct for Council Meetings has been reviewed by staff and Councillors, put on Public Exhibition, feedback reviewed and adopted with the new framework in place.	Ongoing Activity (for business as usual activities)	


Activity: Arrange and conduct civic functions

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.4.2	Arrange and conduct civic functions	Kelly-Anne McDowall	BUSINESS AND GOVERNANCE	General Manager and Mayoral Support	The Mayor held Citizenship ceremonies in January and April 2019. Flag raising for Bega Valley Advocates for Timor-Leste Independence Day May 2019. Bega Valley Service Medallion ceremony held in June 2019. LG NSW pre-Summit welcome dinner 13 June 2019.	Ongoing Activity (for business as usual activities)	


Activity: Coordinate the second Organisation Culture Index Review

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.4.3	Coordinate the second Organisation Culture Index Review	Nina Churchward	BUSINESS AND GOVERNANCE	General Manager and Mayoral Support	Project framework for roll out of 2nd OCI will commence in first half of 2020 year.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

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


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.4.4	Review the Memorandum of Understanding (MOU) with Eurobodalla Shire Council following commencement of Joint Organisation legislation	Nina Churchward	BUSINESS AND GOVERNANCE	General Manager and Mayoral Support	Council Resolved to terminate MOU with ESC in line with establishment of Canberra Region Joint Organisation of Council's. ESC advised and was formally thanked for their support over the course of the MOU.	Project / Program Completed	

Activity: Lead the Reedy Swamp, Tathra Bushfire Recovery Project


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

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


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action 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	Kelly-Anne McDowall	BUSINESS AND GOVERNANCE	General Manager and Mayoral Support	Council has held 8 Ordinary Council meetings in the last six months and 15 for the 2019/20 year. They were all planned, advertised and minuted and conducted in accordance with the Model Code of Meeting Practice.	Ongoing Activity (for business as usual activities)	

Activity: Review the Councillor Induction and professional development programs


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.5.2	Review the Councillor induction and professional development programs	Nina Churchward	BUSINESS AND GOVERNANCE	General Manager and Mayoral Support	Updated Councillor Induction Training Program (for post September 2020 Council Elections) will include formal Individual Learning Plans and updated Code of Meeting Practice and Code of Conduct. Action to commence October 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 6.11.6: Report on progress towards implementing audit recommendations, achieving integrated planning targets and New Works Projects**Activity: Develop mid-term review reporting framework including audit, risk and continuous improvement**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.6.1	Develop mid-term review reporting framework including audit, risk and continuous improvement	Leanne Barnes	BUSINESS AND GOVERNANCE	General Manager and Mayoral Support	A midterm report was prepared and reported to Council. The Audit Risk and Improvement Committee reporting continues and a business plan for 2019/20 on achieving actions against the finalised audits is in train.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

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


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

ACTION: 6.11.8: Develop and implement good governance systems


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action 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	Nina Churchward	BUSINESS AND GOVERNANCE	Governance and Integrated Planning and Reporting	Project/Program Completed	Project / Program Completed	


Activity: Deliver governance related training, investigate issues in accordance with Council's Code of Conduct and initiate discipline processes

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


Activity: Establish eForms for GIPA/PPIP related enquiries

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.8.3	Establish eForms for GIPA/PPIP related enquiries	Janelle Curtis	BUSINESS AND GOVERNANCE	Governance and Integrated Planning and Reporting	<p>A fillable pdf form is available on Council's website and can be emailed to applicants. Eforms will be created as part of a wider review of all Council's website forms. Timing dependent on an audit or forms being undertaken by website administrator and suitable software being obtained.</p>	Project / Program Completed	


ACTION: 6.11.9: Report on Council's integrated planning framework**Activity: Refine the performance management reporting framework**

Action Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.11.9.1	Refine the performance management reporting framework	Nina Churchward	BUSINESS AND GOVERNANCE	Governance and Integrated Planning and Reporting	Following Council Resolution to adopt new Code of Meeting Practice, Business Paper Framework has been updated and new framework implemented.	Project / Program Completed	


ACTION: 6.11.10: Support the provision of emergency services in the Shire**Activity: Perform the role of Local Emergency Management Officer (LEMO), fund and support emergency services, operate the Emergency Operations Centre, and support the Local Emergency Management Committee**

Action Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action 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	Janelle Curtis	BUSINESS AND GOVERNANCE	Governance and Integrated Planning and Reporting	Ongoing noting improvement in operational capability of Emergency Operation Centre with implementation of improved WIFI connection as approved by Council. Induction Program for key staff developed and implemented relating to "Working in an Emergency Operations Centre".	Ongoing Activity (for business as usual activities)	


GOAL 12: Our Council is financially sustainable and services and facilities meet community need**ACTION: 6.12.1: Oversee Assets and Operations services, programs and finances****Activity: Advocate to government for improvements to the Princes Highway, public transport and transport logistics (Transport Vision)**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.1.1	Advocate to government for improvements to the Princes Highway, public transport and transport logistics (Transport Vision)	Anthony McMahon	ASSETS AND OPERATIONS	Assets and Operations Coordination	Submissions made to the currently under development Princes Highway Corridor Strategy, Transport Vision document out for public comment with copies provided to NSW Government. Key priorities included in SEATS advocacy documents prior to State and Federal Elections. Regional transport infrastructure priorities included in Canberra Region Joint Organisation Infrastructure Prospectus. Several significant grant announcement made due to advocacy including sealing of Towamba & Burragate Roads, a section of Tantawangalo Mountain Road, the link between the Princes Highway and the Port of Eden (northern side) as well as Federal Funding Announcements to upgrade Whipstick and Murrabrine Creek Bridges.	Project / Program Completed	


Activity: Develop and implement a detailed financial budgeting and tracking system to enable all Sections to forecast and report in a reliable and consistent manner

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.1.2	Develop and implement a detailed financial budgeting and tracking system to enable all Sections to forecast and report in a reliable and consistent manner	Nicole Edwards	ASSETS AND OPERATIONS	Assets and Operations Coordination	Financial budgeting system has been developed and uploaded into Authority and handed to Finance to manage as a corporate system. Finance register has been developed to track all financial movements across the Directorate.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.1.3	Develop comprehensive operational service level agreements for all Group areas	Simone Bayley	ASSETS AND OPERATIONS	Assets and Operations Coordination	Project is to be picked up by new Business Coordinator who has recently commenced in the role. No further progress from the last report by previous owner of position dated 13/12/2018.	Ongoing Activity (for business as usual activities)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.1.4	Devise and implement a new Assets and Operations Group structure and operational model	Anthony McMahon	ASSETS AND OPERATIONS	Assets and Operations Coordination	New structure devised and draft position descriptions in place ready to consult with staff in time for implementation early 2019/2020.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Develop an accountabilities and reporting model for operational issues within the Group

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.1.5	Develop an accountabilities and reporting model for operational issues within the Group	Anthony McMahon	ASSETS AND OPERATIONS	Assets and Operations Coordination	Major projects (capital and operational) reporting framework in place in line with GM spread sheet, structured fortnightly individual manager/coordinator meetings in place as well as team meeting to report on and review operational issues	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.1.6	Review all Group Asset Management Plans and ensure they remain relevant and achievable	Jason Deller	ASSETS AND OPERATIONS	Assets and Operations Coordination	Review of all Group Asset Management Plans is ongoing. Major review is planned for 2019/20 with the comprehensive update in 2020/21.	Ongoing Activity (for business as usual activities)	


ACTION: 6.12.2: Oversee Community, Environment and Planning services, programs and finances**Activity: Facilitate the Tathra and District Fire Health and Wellbeing Recovery Subcommittee**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.2.1	Facilitate the Tathra and District Fire Health and Wellbeing Recovery Subcommittee	Alice Howe	COMMUNITY, ENVIRONMENT AND PLANNING	Community, Environment and Planning Coordination	Sub-committee met regularly during the year and provided extensive support to bushfire affected communities across the two events (Tathra and District and Yankees Gap and District). 2018-19 deliverables achieved. Grant funding extended to allow Recovery Centre to operate into first quarter 2019-20.	Project / Program Completed	


ACTION: 6.12.3: Oversee Business and Governance services, programs and finances**Activity: Monitor major Council property and land matters including Merimbula Airport and Eden Wharf**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.3.1	Monitor major Council property and land matters including Merimbula Airport and Eden Wharf	Graham Stubbs	BUSINESS AND GOVERNANCE	Business and Governance Coordination	<p>Merimbula Airport Upgrades are primarily the responsibility of the Assets and Operations Directorate. The landside (terminal upgrade) has commenced construction.</p> <p>The Eden Breakwater Wharf extension has reached practical completion, however the Safe Harbour project has been delayed due to funding and delivery reviews. Council's budget commitments have been met to date and future payment schedules may be altered depending on the future of the Safe Harbour project.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Implement outcomes of the Canberra Region Joint Organisation of Council's working groups related to procurement, economic development and integrated planning and reporting

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.3.2	Implement outcomes of the Canberra Region Joint Organisation of Council's working groups related to procurement, economic development and integrated planning and reporting	Graham Stubbs	BUSINESS AND GOVERNANCE	Business and Governance Coordination	BVSC continues to participate and play a leading role in CRJO working groups	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.3.3	Develop policies and procedures to oversee Council's business and financial management	Graham Stubbs	BUSINESS AND GOVERNANCE	Business and Governance Coordination	<p>All policies and procedures are being reviewed within their required timeframes.</p> <p>This process is being centrally administered and monitored by the People and Governance team.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity: Develop and implement improvements in financial performance outcomes across the organisation

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.3.4	Develop and implement improvements in financial performance outcomes across the organisation	Graham Stubbs	BUSINESS AND GOVERNANCE	Business and Governance Coordination	<p>A program of Financial Performance Reporting across the organisation continues to be implemented.</p> <p>The appointment of a new Finance Manager and Management Accounting Coordinator, along with several finance officers has enabled the backlog work to commence and improvement plan to be developed.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.3.5	Review and update Council's Fit for the Future Improvement Program	Graham Stubbs	BUSINESS AND GOVERNANCE	Business and Governance Coordination	<p>Fit For The Future as a State-wide reporting framework is uncertain as to its future.</p> <p>A similar localised framework is in development via the Management Reporting stream of Business and Governance.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Special Rate Variation (SRV) proposals and presentation of case to community and IPART

Action Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.3.6	Special Rate Variation (SRV) proposals and presentation of case to community and IPART	Graham Stubbs	BUSINESS AND GOVERNANCE	Business and Governance Coordination	<p>Council resolved to postpone the introduction of any Special Rate Variations until the 2019-20 financial year.</p> <p>The option of an additional SRV for Tourism was postponed indefinitely, leaving the SRV to fund the pools operations and replacement program as the focus.</p> <p>This project commenced in June 2019 and will ramp up during July to November.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 6.12.4: Maintain and support Council's workforce and implement the Workforce Strategy**Activity: Develop and implement strategies to attract new employees and support existing employees**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.4.1	Develop and implement strategies to attract new employees and support existing employees	Nina Churchward	BUSINESS AND GOVERNANCE	Employee Services	Review of Workforce Strategic Plan delayed due the potential development of a CRJO Workforce Plan. This will commence within one month as a part of preparation for the next Integrated Planning and Reporting Requirements.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


Activity: Develop a leadership program for executive, managerial, coordinator and supervisor positions

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.4.2	Develop a leadership program for executive, managerial, coordinator and supervisor positions	Nina Churchward	BUSINESS AND GOVERNANCE	Employee Services	Local Government Skills Strategy developed and commenced targeted Training Programs for fifteen staff in Leadership and Management (Cert IV); 19 in Project Management (Diploma); and 20 Waste Services (Diploma/certificate of attainment). 360 degree Review conducted for all Assets and Operations Managers.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Develop and implement a Trainee-Apprentices-Cadets Employment and Learning Strategy

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.4.3	Develop and implement a Trainee-Apprentices-Cadets Employment and Learning Strategy	Nina Churchward	BUSINESS AND GOVERNANCE	Employee Services	Initiative delayed due to other operational priorities. Development of this Strategy will commence shortly as part of the Workforce Strategy review and in line with other partner Councils in a region wide approach.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Implement the Workforce Strategy to deliver resource sharing and program opportunities as part of the Regional Joint Organisation of Council's (JO) and Eurobodalla Memorandum of Understanding

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.4.4	Implement the Workforce Strategy to deliver resource sharing and program opportunities as part of the Canberra Regional Joint Organisation of Council's (JO)	Nina Churchward	BUSINESS AND GOVERNANCE	Employee Services	CRJO Workforce Strategy updated - working in collaboration with Country University Centre - to develop Regional wide Cadetship Program	Project / Program On Track (in terms of deliverables, scope, timeframe)	

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


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.4.5	Develop a Key Position Succession Plan in concert with the Trainee-Apprentices-Cadets Employment Learning Strategy	Mark Irvin	BUSINESS AND GOVERNANCE	Employee Services	Project on track. Relevant skills shortage areas have been identified. Resources obtained to facilitate succession planning model to be developed.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Activity: Undertake a gap analysis of the existing human resources system and research systems that meet identified gaps and provide reporting and metrics following the review of Council's business systems


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.4.6	Undertake a gap analysis of the existing human resources system and research systems that meet identified gaps and provide reporting and metrics following the review of Council's business systems	Mark Irvin	BUSINESS AND GOVERNANCE	Employee Services	HR Data continues to be collected. Initial research being undertaken to improve recruitment systems and processes, including on-boarding processes and induction.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 6.12.5: Improve the provision of corporate financial services


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.5.1	Manage Council's Revenue Policy and investment portfolio, pay creditors and process the payroll	Graham Stubbs	BUSINESS AND GOVERNANCE	Finance Services	Additional staff resources have enabled process improvements to the delivery of the Council's financial management processes. Deadlines have been met during the quarter, and payroll processing has made strong improvements with increased staffing.	Ongoing Activity (for business as usual activities)	


Activity: Review and update Council's Financial Information System

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.5.2	Review and update Council's Financial Information System	Graham Stubbs	BUSINESS AND GOVERNANCE	Finance Services	<p>An update of Council's Financial Information System took place and very few implementation issues were experienced.</p> <p>The implementation of complimentary modules for improved reporting are being undertaken in 2019-2020 Q1 & Q2.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Update Council's corporate business system

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.5.3	Update Council's corporate business system	Graham Stubbs	BUSINESS AND GOVERNANCE	Finance Services	<p>An update of Council's Financial Information System took place and very few implementation issues were experienced.</p> <p>The implementation of complimentary modules for improved reporting are being undertaken in 2019-2020 Q1 & Q2.</p>	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Implement the Continuous Improvement Plan of recommendations arising out of internal audits relating to finance services

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


ACTION: 6.12.6: Provide and maintain corporate information, communication and technology services in alignment with the Technology Strategy**Activity: Provide effective and efficient computer systems, network infrastructure and user support**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.6.1	Provide effective and efficient computer systems, network infrastructure and user support	Thomas Lennon	BUSINESS AND GOVERNANCE	Information, Communication and Technology	2019 saw the refresh of 125 new laptops for staff at BVSC. July 2019 saw the delivery of 125 new desktops. 2019 ICT is on track to roll out these desktops to staff. Internal Wi-Fi configuration to provide improved performance at staff offices, Civic Centre, and Regional Learning Centre was completed. Exchange server on track to be upgraded, and migration from Windows Server 2008. Servers on track to be upgraded to Windows Server 2016. InfoCouncil (staff Council reporting) system scheduled to be upgraded to latest version. IntraMaps GIS system implemented to replace legacy Exponare system.	Ongoing Activity (for business as usual activities)	


Activity: Implement the Information, Communications and Technology General Controls Audit recommendations

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


Activity: Implement key recommendations from the Geographic Information Systems review

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.6.3	Implement key recommendations from the Geographic Information Systems review	Thomas Lennon	BUSINESS AND GOVERNANCE	Information, Communication and Technology	IntraMaps scheduled for implementation 1st August 2019. Training scheduled for July.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 6.12.7: Improve Council's business systems**Activity: Analyse business processes and develop recommendations for improvement**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.7.1	Analyse business processes and develop recommendations for improvement	Thomas Lennon	BUSINESS AND GOVERNANCE	Information, Communication and Technology	Authority 7 implemented. Follow up projects are on track, including Actus mobile CRM app, and eServices community portal.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION 6.12.8: Ensure effective expenditure for purchasing goods and services**Activity: Implement procurement efficiency and cost reduction measures**

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

Activity: Undertake operational tendering activities for all Council Business Units

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

Activity: Collaborate with the Canberra Region Joint Organisation of Council's (CRJO) Procurement Working Group

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


Activity: Enhance Council's procure-to-pay process

Action Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.8.4	Enhance Council's procure-to-pay process	Aaron Johnston	BUSINESS AND GOVERNANCE	Procurement and Contracts	A business plan was prepared and endorsed to expand the existing procurement platform, VendorPanel, to incorporate a Marketplace. The intent was to provide greater usability for suppliers and staff alike, particularly for expenditure under \$50,000 that is predominately decentralised. The platform went live 1 April 2019 and has since increased transparency, governance and created a more competitive environment.	Project / Program Completed	


ACTION: 6.12.9: Ensure good governance practices in relation to procuring goods and services**Activity: Ensure adequate governance controls are in place for all procurement systems**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.9.1	Ensure adequate governance controls are in place for all procurement systems	Aaron Johnston	BUSINESS AND GOVERNANCE	Procurement and Contracts	<p>The Purchase Card (6.08.6) and Purchasing (6.08.1) procedure revised, part of these revisions included monthly reporting and audit measures to ensure adequate governance controls of all procurement related systems and processes.</p> <p>These reporting and audit measures are under continual review and improvements introduced as required.</p>	Ongoing Activity (for business as usual activities)	


ACTION: 6.12.10: Implement key recommendations of the Procurement Review**Activity: Review activities and progress against the Procurement Review**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.10.1	Review activities and progress against the Procurement Review	Aaron Johnston	BUSINESS AND GOVERNANCE	Procurement and Contracts	The Procurement Review report was consolidated to determine the status of all activities and recommendations put forward as to which activities should be considered void due to irrelevance and/or post-restructure. Remaining activities have been programmed into future Operational Plans.	Project / Program Completed	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.11.1	Manage Council's property portfolio, building assets, acquisitions, Crown Reserves and road closures	Rickee Marshall	ASSETS AND OPERATIONS	Property Services	Ongoing activity (for business as usual activities).	Ongoing Activity (for business as usual activities)	


Activity: Carry out Native Title Assessments for development or use of Crown Land

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.11.2	Carry out Native Title Assessments for development or use of Crown Land	Rickee Marshall	ASSETS AND OPERATIONS	Property Services	Ongoing activity (for business as usual activities).	Ongoing Activity (for business as usual activities)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.11.3	Commence the land negotiation pilot project work with Bega Local Aboriginal Land Council and Crown Lands under the Crown Lands Management Act 2016	Daniel Djikic	ASSETS AND OPERATIONS	Property Services	Not yet commenced due to advice from Crown Lands as they are behind with other areas.	Project / Program Off Track (in terms of deliverables, scope, timeframe)	


Activity: Determine use of Tura Marrang residence

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.11.4	Determine use of Tura Marrang residence	Daniel Djikic	ASSETS AND OPERATIONS	Property Services	The Expression of Interest (EOI) process for the use of the former manager's residence at Tura Beach has been completed. Negotiations are currently underway to enter into a lease with Connections Plus Australia.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Administer the Community Group Fees and Charges Reimbursement Program if funding becomes available

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.11.5	Administer the Community Group Fees and Charges Reimbursement Program if funding becomes available	Alice Howe	COMMUNITY, ENVIRONMENT AND PLANNING	Property Services	No funding available in 2018-19 budgets.	Project / Program Completed	


ACTION: 6.12.12: Review and update the Buildings Asset Management Plan**Activity: Update Council's building assets inventory with revised condition report information following review of corporate systems**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.12.1	Update Council's building assets inventory with revised condition report information following review of corporate systems	Jason Deller	ASSETS AND OPERATIONS	Property Services	Condition report has been completed and included as part of the Buildings Revaluation Re-submission Report. Once finalised the building asset inventory is being updated which will then update the CVR.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.12.2	Develop asset rationalisation plan and commence actions to dispose, upgrade or renew buildings	Daniel Djikic	ASSETS AND OPERATIONS	Property Services	The Building Asset Management Plan responsibility now sits with Strategic Assets Services. Land and building divestments have been considered throughout the year and are progressing.	Project / Program Completed	


ACTION: 6.12.13: Operate and maintain cemeteries and associated services in conjunction with volunteers**Activity: Manage the Shire's cemeteries in accordance with Cemetery Management Plans**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.13.1	Manage the Shire's cemeteries in accordance with Cemetery Management Plans	Katrina Berenguer	ASSETS AND OPERATIONS	Property Services	Reviewing Draft Cemetery Strategy 2020 - 2024 which includes the Cemetery Management Plans is on track to adopt strategy within six months.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.13.2	Finalise the Cemetery Mapping Project following review of corporate systems	Katrina Berenguer	ASSETS AND OPERATIONS	Property Services	Reviewing Draft Cemetery Strategy 2020 - 2024 which includes the Cemetery Mapping Project. Strategy to be work shopped with Councillors.	Ongoing Activity (for business as usual activities)	


Activity: Develop a strategic plan for the management of cemeteries

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.13.3	Develop a strategic plan for the management of cemeteries	Daniel Djikic	ASSETS AND OPERATIONS	Property Services	Draft of Cemeteries Strategic Plan currently under review with a series of workshops planned and community consultation	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 6.12.14: Review and update the Cemeteries Asset Management Plan (CAMP)**Activity: Refine asset data and update register**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.14.1	Refine asset data and update register	Daniel Djikic	ASSETS AND OPERATIONS	Property Services	CAMP will be a key recommendation of the Cemeteries Strategic Plan and a delivery timetable will be developed once Strategic Plan is adopted.	Ongoing Activity (for business as usual activities)	


ACTION: 6.12.15: Maintain and manage community centres and halls in conjunction with hall committees**Activity: Manage the Shire's community centres and halls in accordance with Facility Management Plans**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.15.1	Manage the Shire's community centres and halls in accordance with Facility Management Plans	Katrina Berenguer	ASSETS AND OPERATIONS	Property Services	New grants approved from the Increasing Resilience to Climate Change - Office of Local Government NSW for the Bemboka, Quaama and Wyndham Halls. Funding project - Cooler places for a warmer climate – prevention and preparedness measures for vulnerable populations being solar panels, battery storage and air conditioners.	Ongoing Activity (for business as usual activities)	


Activity: Apply for grants to implement kitchen renewal and upgrade program for all community halls

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.15.2	Apply for grants to implement kitchen renewal and upgrade program for all community halls	Katrina Berenguer	ASSETS AND OPERATIONS	Property Services	Wyndham, Rocky Hall, Brogo and Tarraganda Hall kitchen upgrades are due for completion by September 2019. Candelo Hall is on hold due to community request for consultation but should be completed by January 2020.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.15.3	Audit all community halls and centres and develop a plan and apply for grants to deliver improved access and functionality	Katrina Berenguer	ASSETS AND OPERATIONS	Property Services	Maintenance projects for 2019/20 financial year will be reviewed at the S355 General Community Halls meeting on the 27/08/2019 total value \$70k.	Ongoing Activity (for business as usual activities)	


Capital Works: Property Services**Activity: Kitchen upgrades to Bemboka, Eden, Kiah, Pambula, Tanja and Wolumla**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
	Kitchen upgrades to Bemboka, Eden, Kiah, Pambula, Tanja and Wolumla	Katrina Berenguer	ASSETS AND OPERATIONS	Property Services	All kitchen upgrades have been completed.	Project / Program Completed	


Activity: Eden Log Cabin roof replacement

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
	Eden Log Cabin roof replacement	Katrina Berenguer	ASSETS AND OPERATIONS	Property Services	Project due for completion 2 August 2019.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 6.12.16: Provide record and document management for Council**Activity: Register incoming mail and documentation and allocate customer requests within the organisation**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.16.1	Register incoming mail and documentation and allocate customer requests within the organisation	Thomas Lennon	BUSINESS AND GOVERNANCE	Records Management	Completed daily.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


Activity: Digitise all hard copy property and building files

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.16.2	Digitise all hard copy property and building files	Thomas Lennon	BUSINESS AND GOVERNANCE	Records Management	First year complete. Scoping work for a long-term contract is in initiation phase.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.16.3	Archive and dispose of relevant records in document management system	Thomas Lennon	BUSINESS AND GOVERNANCE	Records Management	Project ongoing. Scoping work for a long-term contract is in initiation phase.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION: 6.12.17: Deliver workplace health and safety management programs**Activity: Provide education and ensure compliance with Council's work, health and safety systems**

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


ACTION: 6.12.18: Deliver enterprise risk management and audit control programs**Activity: Develop organisation risk profile and risk management plans**

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.18.1	Develop organisation risk profile and risk management plans	James Dangers	BUSINESS AND GOVERNANCE	Risk Management	This is an ongoing activity with some slight deviations to improve the final outcomes. Draft procedure underway and intention is to include ERM body of knowledge in the next risk action plan.	Project / Program On Track (in terms of deliverables, scope, timeframe)	


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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.18.2	Undertake audits identified in the Internal Audit Strategic Plan 2015-2018	James Dangers	BUSINESS AND GOVERNANCE	Risk Management	2018/19 Audit Plan delivered.	Project / Program Completed	


Activity: Develop the Internal Audit Strategic Plan 2019-2021

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.18.3	Develop the Internal Audit Strategic Plan 2019-2021	James Dangers	BUSINESS AND GOVERNANCE	Risk Management	Complete and adopted by the Audit Risk and Improvement Committee (ARIC).	Project / Program Completed	

Activity: Establish the Audit Risk and Improvement Committee


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.18.4	Establish the Audit Risk and Improvement Committee	Leanne Barnes	BUSINESS AND GOVERNANCE	Risk Management	The Audit Risk and Improvement Committee (ARIC) have been established, terms of reference adopted and meetings held in the new format.	Project / Program Completed	

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

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.18.5	Review insurance providers and premiums in collaboration with Canberra Regional Joint Organisation of Council's	James Dangers	BUSINESS AND GOVERNANCE		In its first year of operations the CRJO is not in a position to undertake this requirement at this stage - insurance renewal completed with StateWide Mutual.	Ongoing Activity (for business as usual activities)	


ACTION: 6.12.19: Support the provision of emergency services in the Shire

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


Action Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.19.1	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	Janelle Curtis	BUSINESS AND GOVERNANCE	Risk Management	Role has been undertaken effectively in the 2018/2019. Meetings were held in March, July and November. The operations centre was activated for the Yankees Gap fire in August/September 2018. Recovery Committee for the Tathra and District Bushfire Event continued to operate during this period and was extended to cover the Yankees Gap District event.	Project / Program Completed	

ACTION: 6.12.20: Deliver civil construction and infrastructure works for transport and recreation assets


Activity: Deliver the approved Capital Works (Renewal) Projects allocated to Works Section in the 18/19 budget

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.20.1	Deliver the approved Capital Works (Renewal) Projects allocated to Works Section in the 18/19 budget	Ian Macfarlane	ASSETS AND OPERATIONS	Works Section	Two Projects will carry forward into next year due to changes in scope and design: SERH shared path and Brianderry Bridge.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 6.12.21: Operate and maintain Council amenities, urban streetscapes, public land and public facilities**Activity:** Carry out operation and maintenance activities in accordance with service level agreements (SLA) and budget allocated

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.21.1	Carry out operation and maintenance activities in accordance with service level agreements (SLA) and budget allocated	Ian Macfarlane	ASSETS AND OPERATIONS	Works Section	Completed with an overspend to maintain appropriate service level.	Project / Program Completed	


ACTION: 6.12.22: Operate and maintain Council's works depots and stores**Activity:** Operate Council's Works Depots and Stores in order to support operational and maintenance activities

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.22.1	Operate Council's Works Depots and Stores in order to support operational and maintenance activities	Ian Macfarlane	ASSETS AND OPERATIONS	Works Section	All on track but due to relocation of stores and Depot facilities during workshop rebuild an overspend will occur. This is an ongoing task that has no end date.	Project / Program Completed	


ACTION: 6.12.23: Manage and maintain Council and NSW Rural Fire Service vehicles plant and equipment**Activity:** Operate, maintain, renew and upgrade passenger, light, medium and heavy commercial vehicles, trailers and major plant items

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.23.1	Operate, maintain, renew and upgrade passenger, light, medium and heavy commercial vehicles, trailers and major plant items	Deon Constance	ASSETS AND OPERATIONS	Works Section	All fleet items on 10 year replacement program requiring replacement were completed in 2018/2019 Financial Year. (Excluding fleet items that were identified to be retained due to operational reasons).	Project / Program Completed	


ACTION: 6.12.24: Develop and implement a Whole-of-Fleet Management Strategy and update the Fleet Management Plan**Activity:** Engage with organisation to ensure Fleet Strategy and Management Plan is appropriate, flexible, affordable and sustainable

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.24.1	Engage with organisation to ensure Fleet Strategy and Management Plan is appropriate, flexible, affordable and sustainable	Ian Macfarlane	ASSETS AND OPERATIONS	Works Section	Work in this area is continuing and Senior Staff will be briefed in July on current Fleet position including the rebuild of the workshop facility. This is an ongoing task that will be updated regularly.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

ACTION: 6.12.25: Supply quarry material for Council's construction activities
Activity: Operate quarry as required to support operational need

Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
6.12.25.1	Operate quarry as required to support operational need	Ian Macfarlane	ASSETS AND OPERATIONS	Works Section	All complete this year with a balanced budget.	Project / Program Completed	

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


Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
	Delivery WHS and amenity improvements at the Bega Workshop	Daniel Djikic	ASSETS AND OPERATIONS	Works Section	Contract awarded and works are currently underway.	Project / Program On Track (in terms of deliverables, scope, timeframe)	

Internal Audit

Emergency Preparedness

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

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

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


ACTION 2: The emergency combat agencies (and WELFAC support Agencies) will be provided this audit report at their July meeting and these recommendations will be included on the LEMC action plan.

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

Strategic Action	Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
The emergency combat agencies (and WELFAC support Agencies) will be provided this audit report at their July meeting and these recommendations will be included on the LEMC action plan.	AUDIT 2.1	More complex field exercises (including the full activation of an Emergency Operations Centre) should be considered by the LEMC to be performed annually. These exercises should have clearly defined, achievable, measurable objectives and should include a component of evaluation. This has the added advantage of simulating a “real life” disaster event in more details preparing stakeholders in case of an actual event.	Janelle Curtis	BUSINESS AND GOVERNANCE	Governance and Risk Management	Council staff to attend Office of Emergency Management Training in November 2019. Plans commenced to run a activation of the Emergency Operations Centre exercise following completion of this training	Project / Program On Track (in terms of deliverables, scope, timeframe)	


ACTION 3: Intention will be to use the State Recovery Consequence Management Guide as an example in developing a specific guide for the Bega Valley LEMC. Key personnel will also need recovery training.

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

Strategic Action	Activity Code	Annual Activity	Responsibility	Division	Service Area	Comment	Action Status	Status
Intention will be to use the State Recovery Consequence Management Guide as an example in developing a specific guide for the Bega Valley LEMC. Key personnel will also need recovery training.	AUDIT 3.1	Document, communicate and agree actions listed on the localised Recovery Toolkit and Recovery Consequences Management Guide with relevant stakeholders so they are aware of their roles and responsibilities during the disaster recovery phase.	Janelle Curtis	BUSINESS AND GOVERNANCE	Governance and Risk Management	<p>BVSC Recovery Consequence Management Guide updated in draft form for presentation to the LEMC prior to formal adoption.</p> <p>Noted that the Recovery phase of incidents is managed by Community, Planning and Environment staff who have attended the relevant training following the Tathra and Yankees Gap district incidents,</p>	Project / Program Completed	

ACTION 4: As a support agency Council will consider and develop a framework, within its areas of responsibilities and budget limits.

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

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



Zingel Place, Bega

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