



# NORFOLK ISLAND REGIONAL COUNCIL

## OPERATIONAL PLAN REPORT

1 JULY – 30 SEPTEMBER 2022 (Q1)

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## 1. INTRODUCTION

The Operational Plan is a key plan for our Shire, which translates our priorities and services, set out in our Delivery Program, into measurable actions for the financial year. The Delivery Program outlines Council's contribution towards achieving outcomes as identified for the 2022 – 2026 term.

The corporate planning process supports leadership and innovation by both council and community fostering discussion about funding priorities, service levels, our local identity, as well as planning in partnership for a more sustainable future. This report has been prepared in accordance with the Integrated Planning and Reporting Framework. It provides a snapshot of the organisation's performance during the period 1 July to 30 September 2022, in delivering the actions outlined in Council's annual Operational Plan.

The following report provides an operational snapshot and key achievements within the five Service areas: Corporate and Finance, Economic Development, Planning and Environment, Infrastructure Services, and Customer Care.

## 2. OPERATIONAL PLAN PROGRESS SNAPSHOT

1 July – 30 September 2022

At the close of the period 86% of the plan's programs and initiatives for the 2021-22 period are currently in progress and on track, 8% are currently delayed or At Risk, with 5% of programs already complete.

## 2.1 Summary of Status

The images below provide a summary of the status of the 5 Strategic areas of Council.

1. Corporate and Finance
2. Economic Development
3. Infrastructure Services
4. Planning and Environmental Services
5. Customer Care

### Overall Summary

The Overall summary found over page (Image No. 1) provides a summary of the Overall Status of all Tasks across the 5 Strategic Areas.

The graph provides the breakdown into Status sections, as follows:

**ON TRACK** The Task is currently on track and in process.

**AT RISK** The Task has been temporarily stalled or is awaiting additional planning or resourcing to continue.

**COMPLETED** The appropriate action and steps have been undertaken, and the Task has been successfully completed.

### Strategic Area Summary

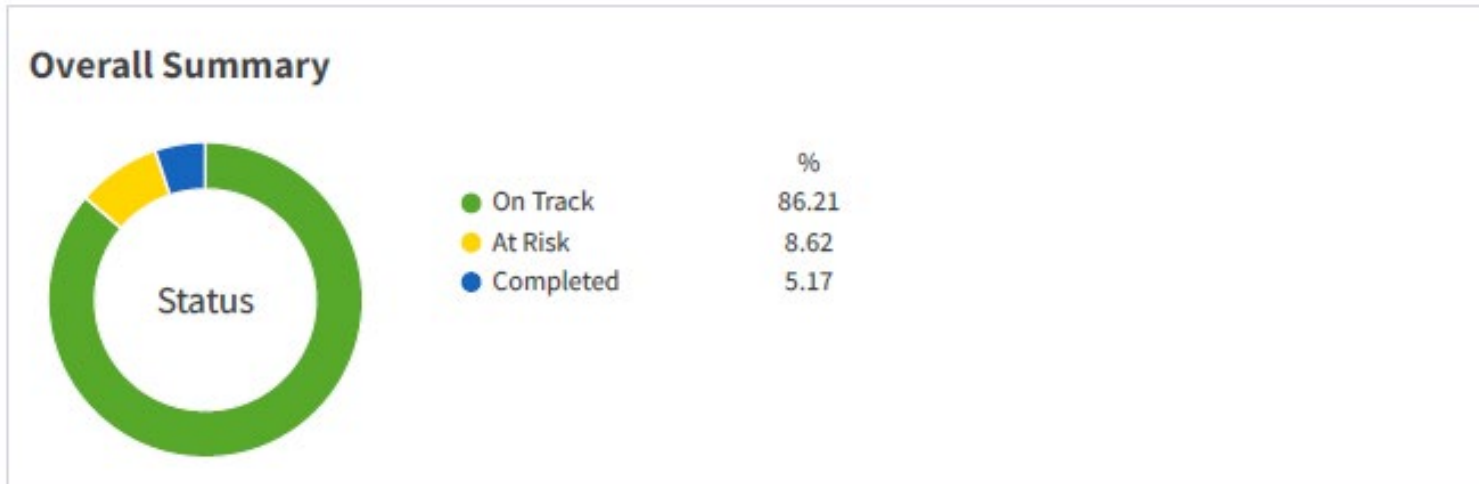
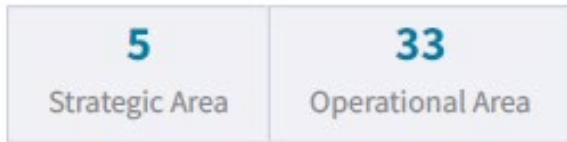
The Plan Summaries found on page(s) 7 – 9 provide a summary of the status of the Tasks that sit within each of the 5 individual Strategic Areas.

The graphs provide the status breakdown in line with the 3 Status descriptions above.

## 2.1.1 Overall Summary

### Image 1: Overall Summary

The graph below shows that for the 33 Operational areas of Council, 86.21% are On Track, 8.62% are at Risk, and 5.17% have been completed.



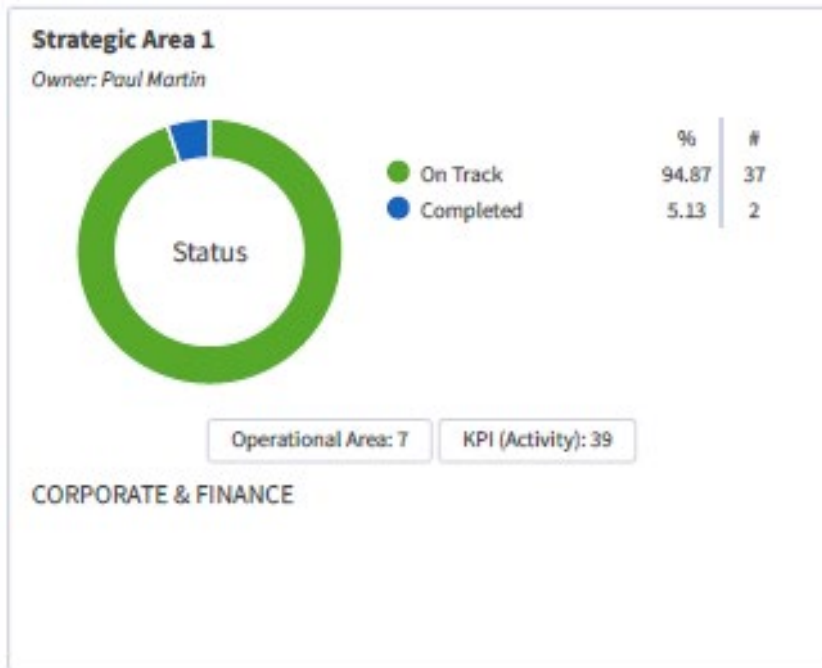
## 2.1.2 Strategic Area Summary

The graphs below provide a Plan Summary of each of the 5 Strategic areas of Council.

Plan Summary for Corporate & Finance provided at Image 1 indicates that 94.87% are On Track, and 5.13% have been completed.

Plan Summary for Economic Development provided at Image 2 indicates that 88.46% are On Track, 7.69% are at Risk, and 3.85% have been completed.

**Image 1: Plan Summary – Corporate & Finance**



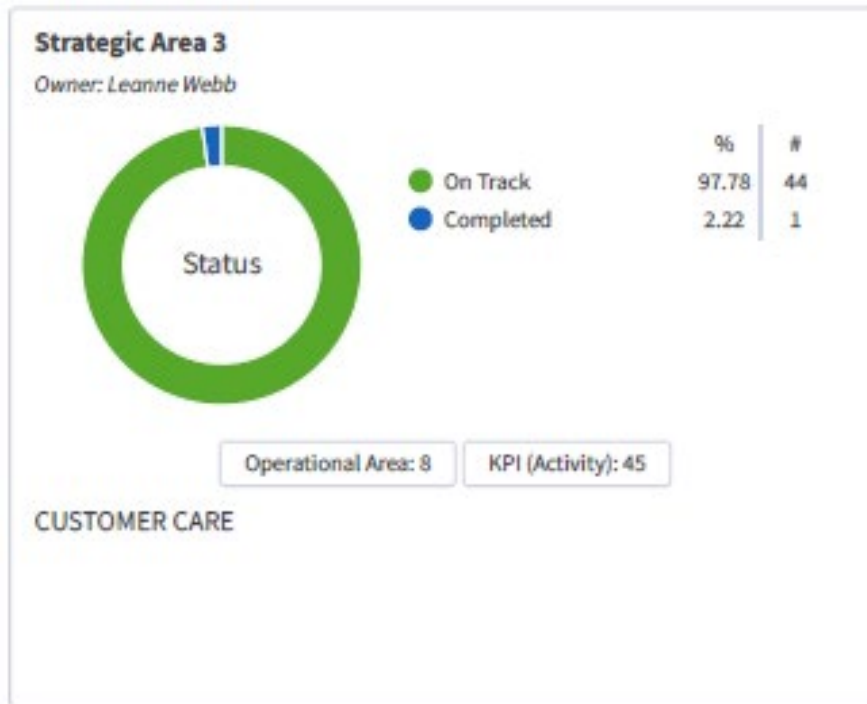
**Image 2: Plan Summary – Economic Development**



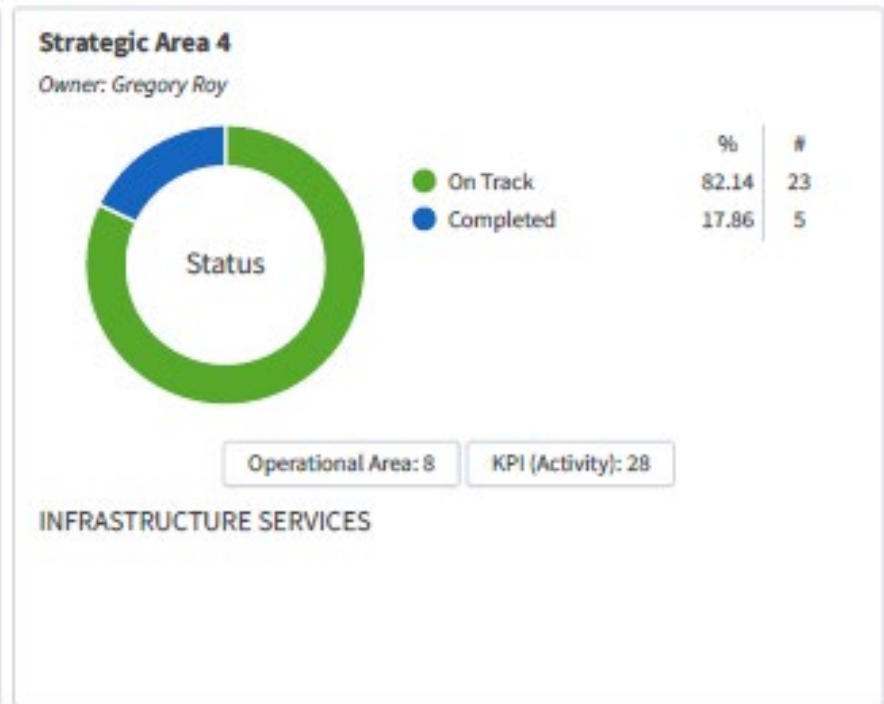
Plan Summary for Customer Care provided at Image 3 indicates that 97.78% are On Track, and 2.22% have been completed.

Plan Summary for Infrastructure Services provided at Image 4 indicates that 82.14% are On Track, and 17.86% have been completed.

**Image 3: Plan Summary – Customer Care**



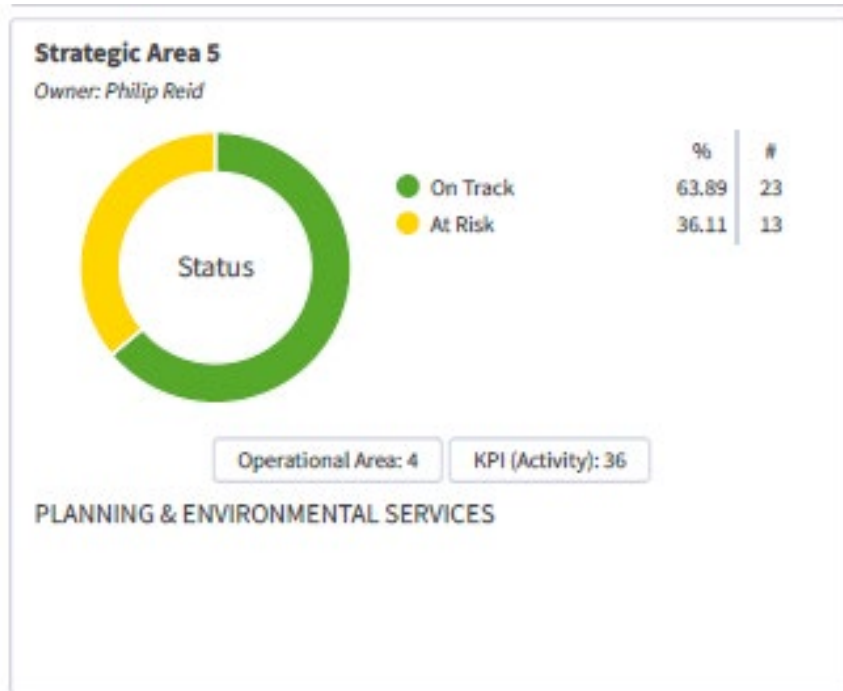
**Image 4: Plan Summary – Infrastructure Services**





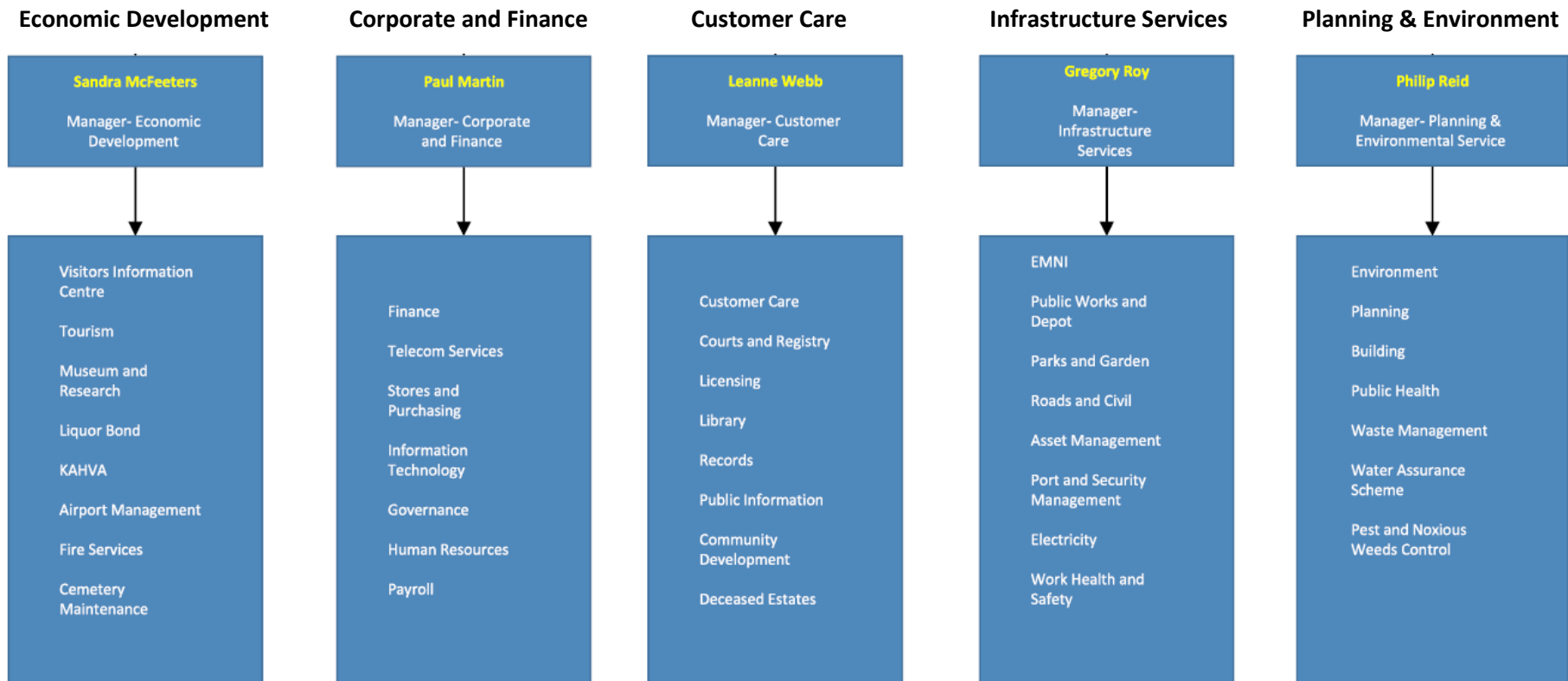
Plan Summary for Planning & Environmental Services provided at Image 5 indicates that 63.89% are On Track, 36.11% are at Risk.

**Image 5: Plan Summary – Planning & Environmental Services**



### 3. COUNCIL'S SERVICE CATEGORIES

This report details the operational objectives delivered by Council's services and how the services provided by Council benefit our community. Below outlines the services delivered under the (5) main service areas for Norfolk Island Regional Council.



## 4. PROJECT UPDATES

Attached to this report at Attachment (1) are the progress updates for each of the Strategic areas, provided at the Key Performance Indicator (KPI) level.

The Progress Report shows all 4 levels of the Delivery/Operational Plan activities:



1. Strategic Area
2. Operational Area
3. Task Area
4. KPI (Activity)

The progress updates have been provided at the KPI (Activity) level, with the updates located in the 'Last Update' column.

# Q1 Operational Plan update (July - September 2022)

Delivery Program 2023-2026

Report Created On: Nov 02, 2022

Number	Description	Owner	Last Update	Status
Strategic Area 1	<b><u>CORPORATE &amp; FINANCE</u></b>	Paul Martin		 <p>● On Track: 94.87% ● Completed: 5.13%</p>
Operational Area 1.1	<b><u>FINANCE</u></b>	Paul Martin		 <p>● On Track: 84.62% ● Completed: 15.38%</p>
Task 1.1.1	Civica - Better utilisation of the ERP system, in particular (Ledger, Plant & Payroll)	Paul Martin		<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 1.1.1.1	Payroll module rolled out by 30 June 2023	Paul Martin	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Payroll processing is now being performed by CIVICA.</p> <p>Roadblocks/Risks: Nil</p> <p>Next Steps: Integration of timesheeting before 30 June 2023.</p>	<p>On Track</p>
Task 1.1.2	Civica upgrade including better training for staff	Paul Martin		<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 1.1.2.1	All staff to have attained appropriate level competency in CIVICA use	Paul Martin	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Nil</p> <p>Roadblocks/Risks: Nil</p> <p>Next Steps: CIVICA training to commence in December 2022 for all new Finance staff and across other areas of Council as required thereafter.</p>	<p>On Track</p>
Task 1.1.3	OpenGov Budget Software & Reporting - all Managers' dashboards to be built and operational	Paul Martin		<p>On Track</p> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 1.1.3.1	Open Gov reporting to be fully operational by 31 December 2022	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Deadline has been extended to 30 June 2023 due to later timeframe for the implementation of Altitude.	On Track
Task 1.1.4	Reporting to be uploaded to Council's website	Paul Martin		On Track ● On Track: 100.0%
KPI (Activity) 1.1.4.1	Website and OpenGov are in sync	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Deadline has been extended to 30 June 2023 due to later timeframe for the implementation of Altitude.	On Track
Task 1.1.5	Asset Management System - go-live with full connectivity to MapInfo	Paul Martin		On Track ● On Track: 100.0%
KPI (Activity) 1.1.5.1	Integration by 30 June 2023	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Planning has commenced for KPI 1.1.5.1	On Track
Task 1.1.6	Asset Management System matches the Civica Ledger Balance	Paul Martin		Completed ● Completed: 100.0%
KPI (Activity) 1.1.6.1	Balances to agree by 31 August 2022	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: The balances in AssetFinda are reflected in the statutory accounts for the year ended 30 June 2022. Roadblocks/Risks: Nil Next Steps: Refine Asset Management systems as required.	Completed
Task 1.1.7	Rating System Review	Paul Martin		Completed ● Completed: 100.0%
KPI (Activity) 1.1.7.1	Implement CIVICA Rates on Demand system	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Rates on Demand was in place in July 2022 in readiness for issuing the 2022-23 Rates notices.	Completed

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
Task 1.1.8	Recommendations for improvements for Council's consideration	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.1.8.1	Recommendations to be delivered by 31 December 2022	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> In progress.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.1.9	Financial Performance Review	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.1.9.1	Review to be done in line with annual financial statements by 31 August, reviewed annually	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> In progress.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.1.10	LTFP Developed - to enhance forward budgeting initiatives	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.1.10.1	LTFP functional by 31 May 2023 and reviewed annually	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: Nothing to report. Roadblocks/Risks: Nil Next Steps: Scheduled to commence work on updating the Long Term Financial Plan (LTFP) during February - April 2023.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.1.11	Land Rates Debate - engage with Community members to garner input into the discussion	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.1.11.1	Undertake Community consultation before 31 May 2023	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: Community Consultation is proposed for late 2022 or early 2023. Roadblocks/Risks: Nil Next Steps: Undertake Community Consultation.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.1.12	Asset Management Plans completed and inform the Long Term Financial Plan (LTFP), with production schedules for maintenance, depreciation and capital works	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 1.1.12.1	Plans to be in place before 30 June 2023 and reviewed annually	Paul Martin	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Planning has commenced with staff and contractors to ensure that the Asset Management Plans adequately inform the Long Term Financial Plan (LTFP).</p> <p>Roadblocks/Risks: Nil.</p> <p>Next Steps: Appointment of consultants during November and December 2022.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.1.13	Reduction of business costs and greater efficiencies achieved within the areas of Council's control	Paul Martin		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.1.13.1	Prepare a review by 30 April 2023 then review annually	Paul Martin	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Nothing to report.</p> <p>Roadblocks/Risks: Nil</p> <p>Next Steps: Develop the cost reduction and efficiency measures as part of the 2023-24 budget development process.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 1.2	<b><u>TELECOM SERVICES</u></b>	Paul Martin		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
Task 1.2.1	Telecom business model review into service provision and future delivery options	Paul Martin		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.2.1.1	Prepare a review by 31 March 2023 following extensive community consultation	Paul Martin	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Discussions have been held with the Commonwealth in relation to substantive communications and connectivity upgrades.</p> <p>Roadblocks/Risks: Nil</p> <p>Next Steps: Consultation and implementation.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 1.3	<b><u>STORES AND PURCHASING</u></b>	Paul Martin		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
Task 1.3.1	Reduce stock and tighten procurement to enhance accountability and stores service delivery	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.3.1.1	Implement internal audit recommendations by 31 October 2022 and review annually	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: Internal Audit recommendations have been implemented. Roadblocks/Risks: Nil Next Steps: Refine and review.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 1.4	<b><u>INFORMATION TECHNOLOGY</u></b>	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
Task 1.4.1	IT Platform Improved efficiencies by moving services to the cloud where possible	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.4.1.1	Cloud solutions implemented by 30 September 2022	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: The target date has been moved to 31 March 2023 due to staffing and other issues. Roadblocks/Risks: Implementation risks have now been mitigated by adopting a detailed Project Management Framework. Next Steps: Upgrade to CM10, and move Authority to the Cloud (Altitude) by 31 March 2023.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.4.2	Undersea cable and development of data centre to improve connectivity and data speed	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.4.2.1	Cable in place and Data Centre operational	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.4.3	Communication for outpost/clear skies site to improve connectivity and data speed	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>




NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 1.4.3.1	Clear Skies site declared	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	On Track
Task 1.4.4	Development of the Data Centre near Anson Bay to improve data security	Paul Martin		On Track ● On Track: 100.0%
KPI (Activity) 1.4.4.1	Data Centre operational	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	On Track
Task 1.4.5	Undersea cable connected to improve connectivity, data speed and data security	Paul Martin		On Track ● On Track: 100.0%
KPI (Activity) 1.4.5.1	Cable connected	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	On Track
Task 1.4.6	Free public Wi-Fi for Burnt Pine and KAVAH	Paul Martin		On Track ● On Track: 100.0%
KPI (Activity) 1.4.6.1	Wi-Fi operational	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	On Track
Task 1.4.7	Open data platform with upgrade to the portal to improve connectivity, data speed and data security	Paul Martin		On Track ● On Track: 100.0%
KPI (Activity) 1.4.7.1	Platform operational	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	On Track
Task 1.4.8	Introduction of day pass with Australian providers (Telstra/Vodafone/Optus)	Paul Martin		On Track ● On Track: 100.0%
KPI (Activity) 1.4.8.1	In place by 31 March 2023	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	On Track

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
Task 1.4.9	Develop integration with all other targets adopted by Council to ensure consistency of approach	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.4.9.1	Integrated Plan in place	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.4.10	Upgrade Council intranet for improved internal communications	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.4.10.1	Complete by 30 September 2023	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> Intranet development is still in progress as part of the TEAMS implementation. This date has been extended to 31 March 2023.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.4.11	Temporary resourcing to overcome significant deficiencies in Council programs	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.4.11.1	Resourcing in place	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> Ongoing budgetary process.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.4.12	Encourage an informed community by updating and maintaining Council's website for easy searching	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.4.12.1	Updated website in place by 30 September 2022	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> The development of the new Website has been delayed. Go-live is now expected by the end of 2022.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.4.13	Secure fibre connectivity for internet access by continued lobbying for cable to Norfolk Island	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.4.13.1	Cable in Place	Paul Martin		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 1.5	<b>GOVERNANCE</b>	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>

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		Owner			
Task 1.5.1	SDA Reporting - build confidence in SDA reporting through regularity and transparency	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.5.1.1	Reporting delivered effectively and on time through Envisio	Paul Martin		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: 2021-22 Q4 (Apr - Jun 2022) Service Delivery Agreement (SDA) report submitted to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDC) 15 August 2022.</p> <p>Roadblocks/Risks: Nil</p> <p>Next Steps: 2022-23 Q1 (July - Sep 2022) report due for submission to the (DITRDC) by the 15 November 2022.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.5.2	Open governance system for budgeting (OpenGov) improving quarterly and annual reports and made available to community via an open platform	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.5.2.1	OpenGov platform fully implemented	Paul Martin		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Nothing to report.</p> <p>Roadblocks/Risks: Nil</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.5.3	Representative, Responsive and Accountable community governance (Good Governance)	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.5.3.1	Minimal deferral of decision making and minimal amendments to Officers' recommendations	Paul Martin		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Council Resolutions are being adopted with minimal changes required.</p> <p>Roadblocks/Risks: Nil</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.5.4	Timely, open and fair, evidence based decision making with demonstrated accountability (Good Governance)	Paul Martin			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.5.4.1	General Manager and Administrator are satisfied with the quality of reports submitted for consideration	Paul Martin		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Ongoing effort.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>

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Task 1.5.5	Provision of quality Best Practice government administration	Paul Martin		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.5.5.1	Meet Best Practice in 90% of areas	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Ongoing effort - unable to assess at this time.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.5.6	Increased stakeholder participation in decision-making with active community participation on Council Advisory Committees	Paul Martin		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.5.6.1	Committees are convened four times per annum and generate recommendations for Council consideration	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Council Advisory Committees meet quarterly with the Committee function operating as anticipated, and minutes presented back to the next scheduled Ordinary Council meeting.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.5.7	Reporting required by Integrated Planning and Reporting (IP&R) Framework to demonstrate NIRC performance	Paul Martin		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 1.5.7.1	Council meets Statutory reporting obligations	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> 2022/26 Delivery Program adopted by Council 6 July 2022 Res: 2022/82 2022/23 Operational Plan adopted by Council 6 July 2022 Res: 2022/82 Q1 (July - September 2022) Operational Plan progress report scheduled for submission to the November 2022 Ordinary Council meeting.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 1.5.8	Consistent and sustainable governance through documented processes and Implementation of Risk Management Framework	Paul Martin		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 1.5.8.1	Satisfactory annual assessment by the Audit, Risk and Improvement Committee (ARIC)	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Annual assessment is due for completion in early November 2022 and will be presented back to the Audit, Risk and Improvement Committee (ARIC) at the scheduled November 2022 meeting.	On Track
Task 1.5.9	Equality of access to the same level and quality of government services	Paul Martin		On Track ● On Track: 100.0%
KPI (Activity) 1.5.9.1	Policy development to ensure equality of access	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Planning has commenced for KPI 1.5.9.1	On Track
Operational Area 1.6	<b>HUMAN RESOURCES</b>	Paul Martin		On Track ● On Track: 100.0%
Task 1.6.1	Develop and implement a HR Management System	Paul Martin		On Track ● On Track: 100.0%
KPI (Activity) 1.6.1.1	Integrated HR management system in place by 30 June 2023	Paul Martin	Q1 update (1 July to 30 Sept 2022): Planning has commenced for KPI 1.6.1.1	On Track
Task 1.6.2	Ensure all services meet minimum Health and Safety Standards	Paul Martin		On Track ● On Track: 100.0%
KPI (Activity) 1.6.2.1	Scorecard in place by 30 November 2023	Paul Martin	<b>Q1 update (1 July to 30 Sept 2022):</b> Planning has commenced for KPI 1.6.2.1	On Track
Operational Area 1.7	<b>PAYROLL</b>	Paul Martin		
Strategic Area 2	<b>ECONOMIC DEVELOPMENT</b>	Sandra McFeeters		On Track: 88.46% At Risk: 7.69% Completed: 3.85%
Operational Area 2.1	<b>Visitor Information Centre</b>	Sandra McFeeters		On Track ● On Track: 100.0%

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
Task 2.1.1	Tourism Marketing for Visitor Information Centre	Sandra McFeeters	.		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 2.1.1.1	Refurbish internal structure of Visitor Information Centre to showcase a Gallery space for local Artisans art for Retail	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Planning has commenced for KPI 2.1.1.1	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 2.2	<b>Tourism</b>	Sandra McFeeters			 <p>● On Track: 75.0% ● At Risk: 16.67% ● Completed: 8.33%</p>
Task 2.2.1	Events Programming – attracting new Sports and Cultural events and improving existing events	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 2.2.1.1	Identify National and International Extreme Sporting Events and initiate discussions secure Norfolk Island as a host	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b>  Highlights/Accomplishments: Norfolk Island Regional Council will host an International Legends of League community to be held 9 to 10 December 2022. The event will run over 2 days inclusive of a community evening event where the Norfolk Island community can meet the players. A School presentation of the “Dream Believe Achieve” program and coaching clinic will be held, as well as a community Mental Health workshop culminating in a Legends of League game event.  The council is working in partnership with NI Junior Rugby League (NIJRL) and NI Community School to run the event proving excellent fundraising opportunities for NIJRL.  Roadblocks/Risks: N/A  Next Steps: Implementation of an annual event calendar.  Work with Local Travel businesses to develop packages.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 2.2.2	Tourism Marketing Management	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 2.2.2.1	Rollout an Expression of Interest (EOI) for a 3 year contract	Sandra McFeeters	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Council is working with Peak Services to draft a tender document with the aim for release in early November 2022.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Release of the tender, and then evaluation of submissions.</p>	<p>On Track</p>
Task 2.2.3	Tourism Marketing Rebranding	Sandra McFeeters		<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 2.2.3.1	Launch a Rebranded Marketing Campaign	Sandra McFeeters	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Not yet commenced.</p>	<p>On Track</p>
Task 2.2.4	Contribution by Tourism Industry to resources on Island	Sandra McFeeters		<p>At Risk</p> <p>● At Risk: 100.0%</p>
KPI (Activity) 2.2.4.1	Develop a Questionnaire to capture data	Sandra McFeeters	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Not yet commenced.</p> <p>Roadblocks/Risks: Limited resources to undertake work with conflicting priorities.</p>	<p>At Risk</p>
Task 2.2.5	Tourism Awards	Sandra McFeeters		<p>At Risk</p> <p>● At Risk: 100.0%</p>

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
KPI (Activity) 2.2.5.1	Rollout Tourism Awards Program	Sandra McFeeters		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: A paper was presented to the Business, Innovation &amp; Tourism Committee (BITAC) in May 2022 and endorsed by the Committee.</p> <p>A further paper was presented in July 2022, with the Business Council of Norfolk Island confirming support and willingness to drive the program at the October BITAC meeting.</p> <p>Roadblocks/Risks: Current Team Leader has resigned and project support from Norfolk Island Tourism will be limited whilst recruitment is under way.</p> <p>Next Steps: Await the outcome of the recruitment process.</p>	At Risk
Task 2.2.6	Data Collection and Analysis	Sandra McFeeters			<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 2.2.6.1	Rollout new formats for Tourism Economic development reporting and data capture with implementation of new website	Sandra McFeeters		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: New data capture implemented for RPI, with a dashboard to be rolled out with new Council website.</p> <p>Preliminary discussions were held in August and September 2022 with Delta Pearl Partners and Tourism Media regarding a new digitised data capture system for flights and passengers, and the development of an interactive dashboard to be launched on the new Council website.</p> <p>Roadblocks/Risks: Competing priorities and resourcing.</p> <p>Next Steps: Further discussions with consultants to define the project scope.</p>	On Track
Task 2.2.7	New 5 star / Eco Tourism Accommodation	Sandra McFeeters			<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 2.2.7.1	Identify potential business partners with existing 5/6 Star Lodge portfolios and Glamping portfolios and associated marketing capacity	Sandra McFeeters		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Not yet commenced.</p>	On Track



Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
Task 2.2.8	Continue to develop Eco Tourism benefits	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 2.2.8.1	Present paper to BITAc for review and input into a strategy to develop product streams	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 2.2.9	Tour Experiences Modernised/Accreditation	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 2.2.9.1	Roll out Eco Tourism Accreditation program across interested businesses	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 2.2.10	Market Segment Targeted	Sandra McFeeters			<div style="background-color: #0070C0; color: white; padding: 2px; text-align: center;">Completed</div> <p>● Completed: 100.0%</p>
KPI (Activity) 2.2.10.1	Participate in Air Chathams in-flight magazine to develop Norfolk Island presence	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: Partner with Air Chathams in Norfolk Island Destination campaign. Inclusion in the June, July, and August 2022 inflight magazine 4 page spread. Inclusion in the Spring edition, with a 6 page spread. Next Steps: Ongoing inclusion in the inflight magazine.	<div style="background-color: #0070C0; color: white; padding: 2px; text-align: center;">Completed</div>
Task 2.2.11	Service Training	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 2.2.11.1	Design a Program involving local stakeholders (BITAC NIB BC, RDA) which considers how to source trainees, identify the trainee target market (eg. School Work Experience or Vocational Training Program), Goals and Objectives of the Program	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Preliminary discussions with Regional Development Australia (RDA) have been held, but program design not yet fully commenced.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 2.2.12	Cruise Ship Opportunities	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
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KPI (Activity) 2.2.12.1	Develop a Product Profile of Eco Nature-Based experiences to present to Boutique Cruise Companies	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	On Track
Operational Area 2.3	<b>Economic Development</b>	Sandra McFeeters			On Track ● On Track: 100.0%
Task 2.3.1	Island Freight Solutions NIRC Customer Profile	Sandra McFeeters			On Track ● On Track: 100.0%
KPI (Activity) 2.3.1.1	NIRC freight Customer Profile developed	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: A preliminary review of Liquor Bond requirements has been undertaken. Roadblocks/Risks: N/A Next Steps: Further work with other NIRC departments is required to identify monthly and annual requirements.	On Track
Task 2.3.2	Grow and diversify the Economy including Niche Markets	Sandra McFeeters			On Track ● On Track: 100.0%
KPI (Activity) 2.3.2.1	Complete a Gap Analysis	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	On Track
KPI (Activity) 2.3.2.2	Develop a Plan	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	On Track
KPI (Activity) 2.3.2.3	Provide potential Targets for Investment	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	On Track
Task 2.3.3	Incentives and Advocacy for Business Start	Sandra McFeeters			On Track ● On Track: 100.0%
KPI (Activity) 2.3.3.1	Develop a Plan in partnership with Regional Development Australia to roll out a Business Start-up Funding Program	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	On Track

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Task 2.3.4	Increased Stakeholder Participation in Decision-making	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 2.3.4.1	Manage active participation of Business Innovation and Tourism Advisory Committee in Economic Development projects	Sandra McFeeters		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: A meeting of the Business, Innovation and Tourism Committee (BITAC) was held in February 2022; May 2022; July 2022; and October 2022.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Ongoing</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 2.4	<b><u>Liquor Bond</u></b>	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
Task 2.4.1	Improved outcomes of Liquor Bond	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 2.4.1.1	Install an agile POS with capacity for Click and Collect, Online ordering and delivery, Wine club and Membership Program	Sandra McFeeters		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: A review of potential Point of Sale (POS) options was undertaken in November 2021; April 2022; and September 2022.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: A further review is required to ensure full capability for future business diversification.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
KPI (Activity) 2.4.1.2	Implement online orders with options of Click and Collect and online orders delivered	Sandra McFeeters		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Phone orders and deliveries have been implemented and in place since January 2022.</p> <p>Roadblocks/Risks: Requires the installation of a new system to be able to implement.</p> <p>Next Steps: Continued review of alternative Point of Sale (POS).</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
KPI (Activity) 2.4.1.3	Implement Membership Programs and Wine Club Programs	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: Nil Roadblocks/Risks: Requires a new Point of Sale (POS) system to enable implementation. Next Steps: Finalise new Point of Sale (POS) system.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 2.5	<b><u>Airport Management</u></b>	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <div style="display: flex; align-items: center;"> <span style="color: green; font-size: 1em;">●</span> On Track: 100.0%         </div>
Task 2.5.1	Pursuit of Airport Master Plan and Re-development of Terminal Building	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <div style="display: flex; align-items: center;"> <span style="color: green; font-size: 1em;">●</span> On Track: 100.0%         </div>
KPI (Activity) 2.5.1.1	Work with the DIRTC to source grant funding	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 2.6	<b><u>Fire Services</u></b>	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <div style="display: flex; align-items: center;"> <span style="color: green; font-size: 1em;">●</span> On Track: 100.0%         </div>
Task 2.6.1	Improved provision of Community Fire Service	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <div style="display: flex; align-items: center;"> <span style="color: green; font-size: 1em;">●</span> On Track: 100.0%         </div>
KPI (Activity) 2.6.1.1	Report quarterly on Community Fire Service activities through Service Delivery Agreement (SDA) KPIs	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Quarterly reporting on community Fire service activities has been completed via Service Delivery Agreement (SDA) Q4 report submitted to the department Infrastructure, Transport, Regional development, Communications and the Arts (DITRDC) 15 August 2022.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
KPI (Activity) 2.6.1.2	Develop a Community Open Day Program and Fire Education Program for school children	Sandra McFeeters		<b>Q1 update (1 July to 30 Sept 2022):</b> Not yet commenced.	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 2.6.2	A Paper prepared exploring options to alleviate funding challenges regarding ARFFS	Sandra McFeeters			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <div style="display: flex; align-items: center;"> <span style="color: green; font-size: 1em;">●</span> On Track: 100.0%         </div>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 2.6.2.1	Report prepared by 28 February 2023	Sandra McFeeters	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Civil Aviation Safety Authority (CASA) audit and internal audit was undertaken February 2022 through to June 2022. Outcomes of the audit identified gaps, and the financial requirements to run an Aviation Rescue and Fire Fighting Services (ARFFS).</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Further work is required to complete the business model and alternative options with costings.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Strategic Area 3	<b>CUSTOMER CARE</b>	Leanne Webb		<div style="background-color: #4CAF50; height: 15px; width: 100%;"></div> <ul style="list-style-type: none"> <li><span style="color: green;">●</span> On Track: 97.78%</li> <li><span style="color: blue;">●</span> Completed: 2.22%</li> </ul>
Operational Area 3.1	<b>Customer Care</b>	Leanne Webb		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <ul style="list-style-type: none"> <li><span style="color: green;">●</span> On Track: 100.0%</li> </ul>
Task 3.1.1	New Customer Service Centre	Leanne Webb		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <ul style="list-style-type: none"> <li><span style="color: green;">●</span> On Track: 100.0%</li> </ul>
KPI (Activity) 3.1.1.1	Modernise customer forms to allow online entry and submission	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: N/A</p> <p>Roadblocks/Risks: This task has been put on hold until the new Council website is live, and awaiting resources to become available. Customer Service resources are presently focused on learning the new electricity system.</p> <p>Next Steps: Anticipate that BESY will go live in November 2022. The review of forms is scheduled for Q3 (Jan 2023).</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>


NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 3.1.1.2	Create an online booking calendar to manage customer bookings of Council facilities such as Rawson Hall	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: N/A</p> <p>Roadblocks/Risks: Lack of resources. The new Records Officer (who is the primary resource for this project) is due to commence on the 31/10/2022.</p> <p>Next Steps: Project is due to commence in November/December 2022 (Q2).</p>	On Track
KPI (Activity) 3.1.1.3	Review systems and process which could be moved to an online service platform.	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: N/A</p> <p>Roadblocks/Risks: Lack of resources. The new Records Officer (who is the primary resource in this project) is due to commence on the 31/10/2022.</p> <p>Next Steps: Scheduled to commence in January 2023 (Q3).</p>	On Track
Task 3.1.2	Customer Service Delivery Strategy	Leanne Webb		<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 3.1.2.1	Review Customer Service Charter	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: N/A</p> <p>Roadblocks/Risks: Waiting on implementation of the new website and Council staff to relocate to the Bicentennial Complex.</p> <p>Next Steps: Due to commence Q2/Q3.</p>	On Track
KPI (Activity) 3.1.2.2	Review Councils complaints policy	Paul Martin	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>This task has been moved to the Governance Team. KPI to be updated to a new resource. A review will occur in conjunction with Council's policy review.</p>	On Track

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 3.1.2.3	Review Councils Information Publication Scheme Policy and Privacy Statement	Paul Martin	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: The provision of information is managed in accordance with the Australian Privacy Principles.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: In Q2/Q3 this policy will require review.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
KPI (Activity) 3.1.2.4	Improve access to information on Council's website	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: The new Council website is currently under construction and due to go live in Q2.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Once the new website is live, a review of public access to information will be undertaken, as well as the processes required to access information outside of this communication medium.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 3.2	<b>Deceased Estates and Probates</b>	Leanne Webb		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
Task 3.2.1	Services delivered under the SDA - Probate and Deceased Estates program implementation	Leanne Webb		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 3.2.1.1	Financial management of Trust accounts	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: The Curators Trust Account is managed and reported on quarterly as per the KPI requirements of the Service Delivery Agreement (SDA).</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
KPI (Activity) 3.2.1.2	Meet the reporting requirements under the Service Delivery Agreement (SDA) quarterly	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Each quarter the status of the Estates that sit with the Deputy Curator are reported on under the terms of the Service Delivery Agreement (SDA). The Q1 SDA report is Due for submission to the Department of Infrastructure, Transport, Regional Development, Communication and the Arts (DITRDC) 15 November 2022.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>






Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
KPI (Activity) 3.2.1.3	Ensure completeness of records and registers	Leanne Webb		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Individual distribution schedules are maintained for all estates which are in active administration.</p> <p>Roadblocks/Risks: In 2016 there were a number of estates managed by the Administration of Norfolk Island (ANI) that were transferred to the NIRC. There is not a lot of information about these estates as the files are lacking in detailed information. In 2020 an Auditor was engaged to review the status of inherited accounts and provide a balance for each estate. Whilst this had provided certainty on the balance of the majority of inherited accounts held in trust, there are some which still require further review.</p> <p>Next Steps: Continue to progress the distribution of active estates. Continue to research older estates with the aim to distribute to beneficiaries (where monies have been retained in trust).</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 3.3	<b>Courts</b>	Leanne Webb			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
Task 3.3.1	Services delivered under the SDA - Courts, Tribunals and Boards program implementation	Leanne Webb			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 3.3.1.1	Management of court process in accordance with NI legislation	Leanne Webb		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Court of Petty Sessions managed in accordance with all applied legislation. In Q1 CPS sat in July, August and September 2022.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
KPI (Activity) 3.3.1.2	Financial management of accounts, including trust accounts	Leanne Webb		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>TINs and other court fines are managed in the Councils primary financial system. There is one court trust account.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>



NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 3.3.1.3	Meet the reporting requirements under the Service Delivery Agreement (SDA) quarterly	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Quarterly report for Q4 of 2021-2022 FY is delivered this quarter.</p> <p>Q1 report - July to September 2022 will be submitted in Q2 reporting period.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Complete Q1 reporting (July - September 2022) in Q2.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
KPI (Activity) 3.3.1.4	Ensure completeness of records and registers	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Court records administered by the Deputy Registrar. Tribunal records are also managed in this manner.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 3.4	<b>Registry and Licencing</b>	Leanne Webb		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
Task 3.4.1	Services delivered under the SDA - Registry and Licencing program implementation	Leanne Webb		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 3.4.1.1	Financial management of income and expenditure	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Services have been delivered in this area including motor vehicle and drivers licencing. Information is recorded in Council's primary financial system.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
KPI (Activity) 3.4.1.2	Meet the reporting requirements under the Service Delivery Agreement (SDA) quarterly	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Q4 of 2021-2022 completed this quarter. Q1 (July - September) 2022-2023 is due in Q2.</p> <p>New reports developed for motor vehicle licencing as per the new KPI's.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Report on Q1 statistics will be submitted in Q2.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 3.4.1.3	Ensure completeness of records and registers	Leanne Webb	<b>Q1 update (1 July to 30 Sept 2022):</b> Each service area has its own register which is updated as required, and during each transaction.	On Track
Operational Area 3.5	<b>Library</b>	Leanne Webb		 <span style="color: green;">●</span> On Track: 85.71% <span style="color: blue;">●</span> Completed: 14.29%
Task 3.5.1	Delivery of community Library Programs	Leanne Webb		On Track  <span style="color: green;">●</span> On Track: 100.0%
KPI (Activity) 3.5.1.1	Provide a minimum of two (2) school holiday library programs throughout the year	Leanne Webb	<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: The Council conducted a series of media communications inviting authors, poets and musicians to work with the Council to create a School Library Holiday Program centred around the Norfolk language and culture. There were no responses from the community. Planning is underway for a program to be delivered in Q2 and Q4. A nine week program for senior School students, and those studying tertiary education in the community was run during July, August, and September 2022 (Term 3). Roadblocks/Risks: N/A Next Steps: Continue to work directly with local authors to create a series of School holiday programs.	On Track
KPI (Activity) 3.5.1.2	Facilitate community access to the annual Sydney Writers' Festival live streaming event	Leanne Webb	<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: The Council has pre registered interest to participate in the 2023 Sydney Writers' Festival. Roadblocks/Risks: This event is not scheduled to occur until April 2023.	On Track

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 3.5.1.3	Engage with the community on programs and services that would fit the changing needs of the community	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: To coincide with the move to the new facility on Taylors Road, a Library Services Survey was conducted in the 2022/2023 financial year to inform Council of the types of Library services and activities that the community would like to see delivered. The survey did not provide a great deal of feedback in terms of developing future programs at the Library, however there are ongoing discussions with community organisations about programs that could be developed, particularly for children and youth.</p> <p>For nine weeks during School Term 3 (September and October) a student library study session was conducted on a Sunday evening between the hours of 6pm and 9pm. This initiative was adopted by the Youth Advisory Committee (YAC) and supported by Council.</p> <p>Roadblocks/Risks: Despite a large amount of support and marketing, the Sunday study sessions were not well attended.</p> <p>Next Steps: Continue to work with community organisations to develop programs of benefit to those in the community.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 3.5.2	Promote and support local authors in promoting their publications	Leanne Webb		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 3.5.2.1	Work with local authors to promote their work through Council media channels and purchase publications as library resources where appropriate	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Waiting on the delivery of publications, as some authors' books are only available online, and not on Island. It is hoped that they will be delivered in Q2.</p> <p>Analysis of the Norfolk Island Reference section was completed, and it was established that this section had not been updated for some time with items from both local (and overseas) authors. The Library purchased approximately 50 books to update the collection.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Continue to work with local authors to promote their publications.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
Task 3.5.3	Develop the Norfolk Island reference section of the Library	Leanne Webb		 <p>● On Track: 66.67% ● Completed: 33.33%</p>
KPI (Activity) 3.5.3.1	GAP analysis of Norfolk Island reference texts	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Analysis of the Norfolk Island Reference section was completed and it was established that this section had not been updated for some time with items from both local (and overseas) authors. The Library purchased approximately 50 books to update the collection.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: This task is complete for this financial year.</p>	 <p>Completed</p>
KPI (Activity) 3.5.3.2	Where appropriate publications are purchased as resources for the Library	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Analysis of the Norfolk Island Reference section was completed and it was established that this section had not been updated in some time with items from both local (and overseas) authors. The Library purchased approximately 50 books to update the collection.</p> <p>Publications of local authors have also been ordered during this quarter, currently waiting on arrival.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Continue to engage with local authors to promote their work.</p>	 <p>On Track</p>
KPI (Activity) 3.5.3.3	Promotion of Norfolk Island specific reference material	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Reference material purchased in Q1.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Once reference material is catalogued the promotion will commence in Q2.</p>	 <p>On Track</p>
Operational Area 3.6	<b>Records</b>	Leanne Webb		 <p>● On Track: 100.0%</p>

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Status
		Owner	Last Update	
Task 3.6.1	Develop Council's Electronic Records Management System	Leanne Webb		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 3.6.1.1	Identification of department processes which involve the collection of records	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: N/A</p> <p>Roadblocks/Risks: The focus of Q4 of 2021/22 and Q1 2022/23 has been on the refurbishment of a building to house new records. In Q1 resources time has been absorbed in the packing and relocation of records from Kingston to the new facility.</p> <p>Next Steps: This will be progressed in Q2 to Q4 when the relocation to the new facility is complete, and the Council has resources available.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
KPI (Activity) 3.6.1.2	Development of digital record keeping systems to store these records	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: There is a requirement to upgrade the digital systems as the existing versions will become unsupported by the end of the year. This quarter, the focus has been on working with resources to plan and scope the upgrade of the systems. The upgrade is scheduled for October/November 2022.</p> <p>Roadblocks/Risks: The planned upgrade to the systems is required as the existing version will become unsupported by the end of 2022.</p> <p>Next Steps: Complete the upgrade of the systems in Q2, and train the new Records Officer in the use of these systems.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
KPI (Activity) 3.6.1.3	Migration of information to the digital systems	Leanne Webb		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: During the relocation of records from Kingston to NMB, there was an opportunity to digitise some of the Council's records. Folders for these records within the existing digital system are being built as items are digitised.</p> <p>Roadblocks/Risks: The records team was short on resource from July - September 2022 which impacted the teams ability to digitise. The new Records Officer commences 31/10/2022, and it is anticipated that this will be part of the Officer's initial primary focus.</p> <p>Next Steps: Upgrade to the digital systems in Q2.</p>	On Track
KPI (Activity) 3.6.1.4	Review and development of processes which can be migrated to automated digital platforms	Leanne Webb		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: This is an ongoing activity. In this quarter the records team worked with the Governance team to create digital files for governance and rates tasks.</p> <p>Roadblocks/Risks: Requires a fully resourced team.</p> <p>Next Steps: Upgrade to systems in Q2. New Records Officer commences in Q2.</p>	On Track
Task 3.6.2	Digitisation of Council Records	Leanne Webb			<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 3.6.2.1	Development of digital record-keeping systems to store Council records, including the development of IT space to store digital copies	Leanne Webb		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: In this quarter the system upgrade was scoped and planned. This is scheduled to be completed in Q2.</p> <p>Roadblocks/Risks: Limited IT and records resources are a risk to this project.</p> <p>Next Steps: Complete the upgrade of systems in Q2 to allow digitisation to continue.</p>	On Track

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 3.6.2.2	Migration of information to digital systems	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: In Q1 the records team worked closely with the Governance team to move records into the digital library. Additionally, Council records (where there was resource available) were scanned prior to their relocation from Kingston to the new storage facility.</p> <p>Roadblocks/Risks: The Records team had limited resources in Q1 as the head Records Officer retired at the end of June 2022. Additionally, the focus was on moving the hard copy files.</p> <p>Next Steps: Train the new Records Officer in the use of digital systems in Q2, and continue with the digitisation project.</p>	On Track
KPI (Activity) 3.6.2.3	Training of staff to access and use digital libraries	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: N/A</p> <p>Roadblocks/Risks: To prevent confusion, the training has been delayed until after the upgrade of the systems. Training will then be relevant to the new version of the software.</p> <p>Next Steps: Training in the use of the software will commence following the system upgrade in Q2.</p>	On Track
KPI (Activity) 3.6.2.4	Training of staff in understanding what a record and storage requirements	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: To assist with efficiency, training for record and storage requirements has been delayed until full staff resource is available.</p> <p>Roadblocks/Risks: Waiting on the new Records Officer to commence.</p> <p>Next Steps: Training scheduled for the new Records Officer in Q2.</p>	On Track
Task 3.6.3	Work collaboratively with the DITRDC to ensure the safekeeping of historical records (SDA)	Leanne Webb		<p>On Track</p> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 3.6.3.1	Work with National Archives (NAA) to develop a retention schedule and coordinate the delivery of solutions for records and archiving (SDA)	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Council staff have attended monthly meetings with the Director in charge of Records from the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDC). There is no update provided on the progress of a retention schedule from NAA.</p> <p>Roadblocks/Risks: The focus in Q1 is on the relocation of records.</p> <p>Next Steps: Continue to work on digitisation of cataloguing in Q2.</p>	On Track
KPI (Activity) 3.6.3.2	Develop a concept design for appropriate, purpose-built facilities (air-conditioned and with moisture control) to sustain the life of records, artworks, documents etc (SDA)	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: New records storage facility refurbishment 90% complete in Q1, and in the process of relocating records to this area.</p> <p>Roadblocks/Risks: The installation of the fire systems have been delayed; this is now scheduled for early in Q2.</p> <p>Next Steps: Finalise the installation of all systems in Q2.</p>	On Track
KPI (Activity) 3.6.3.3	Finalise a records digitisation plan (SDA)	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Requires more consultation with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDC); this is scheduled for Q2/Q3 (after relocation).</p> <p>Roadblocks/Risks: Relocation has taken longer than expected due to limited resources.</p> <p>Next Steps: Finalise relocation and work toward finalising a schedule for digitisation when records resources are fully onboarded.</p>	On Track
Operational Area 3.7	<b>Public Information</b>	Leanne Webb		<p>On Track</p> <p>● On Track: 100.0%</p>



Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
Task 3.7.1	Facilitate public access to Historical information held in records	Leanne Webb			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 3.7.1.1	Develop systems and processes to enable the public to access historical information that is not publicly available but, where the Freedom of Information process does not apply	Leanne Webb		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Not yet commenced.</p> <p>Roadblocks/Risks: This is contingent on the new website which is scheduled to go-live in Q2.</p> <p>Next Steps: Align this KPI with the Customer Service KPI to improve information available on the website. Finalise and advertise process for accessing information.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 3.7.2	Facilitate public access to information under the Freedom of Information (FOI) legislation	Leanne Webb			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 3.7.2.1	Administer the process of Freedom of Information (FOI) applications	Leanne Webb		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: In Q1: 2 x Freedom of Information (FOI) applications bought forward from 2021/2022, plus 5 x new FOI applications received, totalling 7 applications to process. 4 x applications were completed in Q1. Extensions of time were granted for 2 x applications by the Office of the Information Commissioner (OAIIC).</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Continue to process applications in accordance with legislative guidelines.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
KPI (Activity) 3.7.2.2	Ensure compliance with Freedom of Information (FOI) legislation as applied to Norfolk Island	Leanne Webb		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Applications are processed within the applicable timeframes.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Continue to process applications as received and train other staff in the FOI process.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>


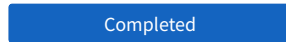

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
KPI (Activity) 3.7.2.3	Quarterly report to the Office of the Australian Information Commissioner (OAIC)	Leanne Webb		<b>Q1 update (1 July to 30 Sept 2022):</b> Q1 report is not due to the Office of the Information Commissioner (OAIC) until 21 October 2022.	On Track
Operational Area 3.8	<b>Community Development</b>	Leanne Webb			On Track ● On Track: 100.0%
Task 3.8.1	Community Development program	Leanne Webb			On Track ● On Track: 100.0%
KPI (Activity) 3.8.1.1	Work with local Artists to establish ways to assist in the promotion of work which represents the history and culture of Norfolk Island	Leanne Webb		<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: In discussions with the Community Arts Society in relation to work being displayed in the new Customer Service area at Bicentennial. Roadblocks/Risks: Items to be finalised and installed closer to the opening of the building in Q2. Next Steps: Continue to work with Community Arts Society to bring recognition to the work of local artists and culture.	On Track
Task 3.8.2	Youth Advisory Committee	Leanne Webb			On Track ● On Track: 100.0%
KPI (Activity) 3.8.2.1	Youth Advisory Committee (YAC) to meet at minimum on a quarterly basis - each school term	Leanne Webb		<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: The Youth Advisory Committee met in August 2022. Key recommendations included: The publication of a community survey to gauge interest in new skate park infrastructure; advocacy letters supporting the installation of public rubbish bins at Cascade Pier and Mt Pitt; and the installation of outdoor showers at Emily Bay. Roadblocks/Risks: N/A Next Steps: Next meeting is scheduled for October 2022 to review the findings of the survey.	On Track
Task 3.8.3	Community Grants Program	Leanne Webb			On Track ● On Track: 100.0%








NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 3.8.3.1	Administer three (3) grants programs: 1. Tertiary Bursary Scholarship Program, 2. Community Strategic Plan Grants Program, and the 3. Queen Victoria Scholarship (in conjunction with NICS)	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: No action. Grant programs scheduled as follows:</p> <p>Queen Victoria (Q2); Community Grants (Q2); Tertiary Bursary (Q3).</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Advertise Grant programs in Q2.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 3.8.4	Facilitate community access to Council buildings and land	Leanne Webb		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 3.8.4.1	Finalise Bicentennial Master plan	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Nil</p> <p>Roadblocks/Risks: Contingent on lease agreements with community groups utilising space at the Bicentennial Complex.</p> <p>Next Steps: Once lease and licence agreements are completed, the masterplan for the Bicentennial Complex will then be finalised.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
KPI (Activity) 3.8.4.2	Ensure lease/licence agreements with community groups are current	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Working with community groups to finalise lease and licence agreements for the use of facilities and services which form part of the Bicentennial Complex.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Once the lease and licence agreements are completed, then the masterplan for the area will be finalised.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 3.8.4.3	Promote access to community use of Council facilities - increase usage of Rawson Hall	Leanne Webb	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: There has been a noticeable increase in the use of both the Hall and the Supper Room in the last six months. Council will continue to promote this space as a versatile community building through media.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Continue to promote this building in the media and finalise an online booking system to make it easier for customers to reserve the space for events.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Strategic Area 4	<b>INFRASTRUCTURE SERVICES</b>	Gregory Roy		<div style="display: flex; align-items: center;"> <div style="width: 82.14%; height: 10px; background-color: #4CAF50; margin-right: 5px;"></div> <div style="width: 17.86%; height: 10px; background-color: #2196F3; margin-right: 5px;"></div> </div> <p>● On Track: 82.14%</p> <p>● Completed: 17.86%</p>
Operational Area 4.1	<b>EMNI</b>	Gregory Roy		<div style="background-color: #2196F3; color: white; padding: 2px; text-align: center;">Completed</div> <p>● Completed: 100.0%</p>
Task 4.1.1	Emergency Management Response	Gregory Roy		<div style="background-color: #2196F3; color: white; padding: 2px; text-align: center;">Completed</div> <p>● Completed: 100.0%</p>
KPI (Activity) 4.1.1.1	Engagement of multi-agency's and staff where appropriate	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Presently operating effectively.</p>	<div style="background-color: #2196F3; color: white; padding: 2px; text-align: center;">Completed</div>
Operational Area 4.2	<b>Public Works and Depot</b>	Gregory Roy		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
Task 4.2.1	Wastewater Treatment Plant upgrade as per the adopted report by Balmoral. Funding secured and construction program presented to Council	Gregory Roy		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 4.2.1.1	Identify Scope of WWTP for Island and implement an EOI process	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Expression of Interest (EOI) has been submitted to market to identify potential tenderers.</p> <p>Roadblocks/Risks: Market is overprescribed currently, with limited expert availability.</p> <p>Next Steps: Narrow the field of tendering participants.</p>	<p>On Track</p>
Task 4.2.2	Desalination Plant installation, and planning for future scaling of facility near Cascade Pier site. Include a review of commercial requirements for future scale up steps	Gregory Roy		<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 4.2.2.1	Identify potential funding for scale up opportunities	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Investigated Development of up-scale opportunities in Roads and Ports with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRC).</p> <p>Roadblocks/Risks: Funding</p> <p>Next Steps: Develop funding papers and Engineered solutions.</p>	<p>On Track</p>
Task 4.2.3	Identify Reticulation of Captured Water from Wastewater Treatment Plant/additional storage sites as part of the funding process	Gregory Roy		<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 4.2.3.1	Identify potential funding for scale up opportunities	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Secured significant funding for Roads study upgrade. This will contribute to the longer 10 year planning for Roads regeneration on Norfolk Island.</p> <p>Roadblocks/Risks: Long term funding for roads package will span across multiple terms. There may be a requirement to investigate the shortening of the project delivery schedule.</p> <p>Next Steps: Undertake a study to identify upscale opportunities for Council to deliver the Roads strategy.</p>	<p>On Track</p>

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Status
		Owner	Last Update	
Task 4.2.4	Create a Water Secure Future	Gregory Roy		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 4.2.4.1	Identify potential funding for scale up opportunities	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Development of up-scale opportunities in Roads and Ports with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRC).</p> <p>Roadblocks/Risks: Funding.</p> <p>Next Steps: Develop funding papers and Engineered solutions moving forward.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 4.2.5	Keep our waters around Norfolk Island sustainable for the enjoyment of future generations	Gregory Roy		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 4.2.5.1	Continue monitoring system to monitor responsible activity in and on the bays and beaches	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Monitoring of systems continues.</p> <p>Roadblocks/Risks: Challenges with community compliance in following guidelines, with an added expectation to deliver personal items for use.</p> <p>Next Steps: Coordinate with the Works Depot to sign and notify the community of expectations over busy summer periods.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 4.3	<b><u>Parks and Gardens</u></b>	Gregory Roy		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
Task 4.3.1	Parks and Gardens are maintained	Gregory Roy		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>


NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 4.3.1.1	Identify and place Council Parks and Gardens on an Asset Register	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Majority of assets are now captured on the Council's Asset register.</p> <p>Roadblocks/Risks: Boundary lines of known properties.</p> <p>Next Steps: Identify and clarify boundary intrusion / extrusion, and finalise the Asset register.</p>	On Track
KPI (Activity) 4.3.1.2	Develop a planned Maintenance Strategy for the Assets	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Assets have been captured on a Council register.</p> <p>Roadblocks/Risks: Programming and finance strategy.</p> <p>Next Steps: Secure additional funding from the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRC) to undertake this work over next 2 years.</p>	On Track
Operational Area 4.4	<b>Roads and Civil</b>	Gregory Roy		 <p>● On Track: 60.0%</p> <p>● Completed: 40.0%</p>
Task 4.4.1	Main Street Regeneration	Gregory Roy		 <p>● Completed: 100.0%</p>
KPI (Activity) 4.4.1.1	Lights installed from the airport to the school	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Lights have now successfully been installed from the Airport to the School.</p>	Completed
Task 4.4.2	Smart poles from the Airport to the end of Taylors Road	Gregory Roy		 <p>● On Track: 100.0%</p>
KPI (Activity) 4.4.2.1	Installation of poles	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Decisions in relation to technology advancement will be made in conjunction with decisions required for Telecom upgrades.</p>	On Track

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
Task 4.4.3	Establish a long term Gravel Quarry	Gregory Roy		 <p>● On Track: 50.0% ● Completed: 50.0%</p>
KPI (Activity) 4.4.3.1	Engage with the local community through out the term of operations	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Consistent engagement with the community is being conducted through the process of the Council's Advisory Committee meetings.</p>	 <p>On Track</p>
KPI (Activity) 4.4.3.2	Identify innovative ways to deliver Quarry equipment to Island	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Multiple Shipping, RORO and Air Freight opportunities have been discussed and identified.</p> <p>Roadblocks/Risks: N/A</p> <p>Next Steps: Engage the strategy once the Quarry is confirmed for advancement.</p>	 <p>Completed</p>
Task 4.4.4	Investigate partnerships to meet current and future infrastructure needs	Gregory Roy		 <p>● On Track: 100.0%</p>
KPI (Activity) 4.4.4.1	Work within the secured funding framework to develop a future plan for Road Infrastructure on the Island	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Funding has been secured for long term Roads studies strategies.</p> <p>Engineering Firm has been identified through Peak Services.</p> <p>Roadblocks/Risks: Timing / Funding Cycles</p> <p>Next Steps: Engage an Engineering Firm following on from procurement process undertaken.</p>	 <p>On Track</p>
Operational Area 4.5	<b>Asset Management</b>	Gregory Roy		 <p>● On Track: 100.0%</p>
Task 4.5.1	Asset Planning	Gregory Roy		 <p>● On Track: 100.0%</p>



Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
KPI (Activity) 4.5.1.1	Identify personnel and external contractors to build an Asset Planning Team and adopt strategies for Asset Maintenance	Gregory Roy		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Personnel (external contractors) have been identified for the project. Programs have also been identified and are in the planning stage.</p> <p>Roadblocks/Risks: Funding is still yet to be sourced and secured.</p> <p>Next Steps: Secure required funding for next stage of the process.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 4.5.2	Renewable Energy Program – 300 panels on Fire Station, additional battery, tariff program introduces, moratorium lifted, smart meters installed	Gregory Roy			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 4.5.2.1	Implement new tariff program and lift solar moratorium	Gregory Roy		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: A Tariff Program has been developed and the Solar Moratorium has been lifted.</p> <p>Roadblocks/Risks: Installation of new meter.</p> <p>Next Steps: Install new meters. Real time energy data to be displayed on the website.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 4.5.3	Council Building maintenance program	Gregory Roy			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 4.5.3.1	Develop a fully instructed maintenance program progressively over the next 4 years	Gregory Roy		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Majority of Assets have been captured on Council's Asset Register.</p> <p>Roadblocks/Risks: A Program for maintenance is required to be developed.</p> <p>Next Steps: Decisions need to be made regarding the Asset management and financial systems required to support the Asset Planning.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>



Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
Task 4.5.4	Freight & Logistics	Gregory Roy			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 4.5.4.1	Continue to monitor funding sources and apply for grants	Gregory Roy		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Under the Local Roads and Community Infrastructure Program (LRCIP) program, NIRC has sort \$165,858 to upgrade the intersections and connection of Ferny Lane &amp; Country Road. This consisted primarily of approximately 150m of road and intersection upgrades.</p> <p>Under the R2R program, NIRC has sort \$414,644 for partial funding on the upgrading (Resurfacing &amp; Upgrades) of the complete length of Ferny Lane.</p> <p>Next Steps: Monitor funding sources throughout the Term.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 4.5.5	Balmoral Report – develop business case to leverage funding from Department, based on one-third/two thirds split	Gregory Roy			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 4.5.5.1	Identify potential funding for scale-up opportunities	Gregory Roy		<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Under the Local Roads and Community Infrastructure Program (LRCIP) program, NIRC has sort \$165,858 to upgrade the intersections and connection of Ferny Lane &amp; Country Road. This consisted primarily of approximately 150m of road and intersection upgrades.</p> <p>Under the R2R program, NIRC has sort \$414,644 for partial funding on the upgrading (Resurfacing &amp; Upgrades) of the complete length of Ferny Lane.</p> <p>Next Steps: Monitor funding sources throughout the Term.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 4.5.6	Safety Inspector program	Gregory Roy			<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 4.5.6.1	Implement new Induction and Safety systems processes	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Ports Induction has been established and now undertaken. New WH&amp;S Induction has been developed and partially implemented.</p> <p>Roadblocks/Risks: Engagement with local contractors.</p> <p>Next Steps: Continued development of systems, processes and procedures.</p>	<p>On Track</p>
Task 4.5.7	Asset Management Plans completed and inform the Long Term Financial Plan (LTFP), with production of schedules for maintenance, depreciation and capital works	Gregory Roy		<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 4.5.7.1	Implement Asset Management plans for identified assets, with clearly defined cost parameters	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: All assets have now been captured on Council's Asset register.</p> <p>Roadblocks/Risks: Deciding on a fit for purpose Asset Management System.</p> <p>Next Steps: Secure Funding.</p>	<p>On Track</p>
Operational Area 4.6	<b><u>Port and Security Management</u></b>	Gregory Roy		 <p>● On Track: 66.67%</p> <p>● Completed: 33.33%</p>
Task 4.6.1	Port Development Strategy	Gregory Roy		<p>On Track</p> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 4.6.1.1	Work in unison with the Commonwealth to develop a Port Strategy moving forward	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <ul style="list-style-type: none"> <li>- Expression of Interest (EOI) Tender for RORO facility has been undertaken.</li> <li>- The design of a RORO facility at Ball Bay has now begun.</li> <li>- Port Security / Facility Training is now complete.</li> <li>- Maritime Security Plan is in place for 5 years.</li> </ul> <p>Roadblocks/Risks: Funding.</p> <p>Next Steps: Securing Funding for a RORO.</p>	On Track
Task 4.6.2	Explore Composite Fibre Technologies as alternative for Maritime construction	Gregory Roy		Completed ● Completed: 100.0%
KPI (Activity) 4.6.2.1	Engage the market to understand possible Fibre Composite Technologies available, with potential EOI to identify RORO solutions	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Market engagement undertaken on Fibre Composite Technology for both RORO's and Roads Tender completed for RORO (FCM) used in design. FCM used in new roads trial through Local Roads and Community Infrastructure Program (LRCIP) funding.</p> <p>Roadblocks/Risks: Funding to be secured.</p> <p>Next Steps: Secure funding to construct RORO.</p>	Completed
Task 4.6.3	Develop a 12 month Barge project to showcase capacity and capabilities to the Commercial Sector	Gregory Roy		On Track ● On Track: 100.0%
KPI (Activity) 4.6.3.1	Develop a Capacity Matrix in the Commercial sector of the market	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Capacity building across Council's network of services has been improved through a number of Expression of Interest (EOI) Tender processes, as well as the engagement of Peak Services. Council has a solid grasp on the local market as well.</p>	On Track

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Last Update	Status
		Owner			
Operational Area 4.7	<b>Electricity</b>	Gregory Roy			 <p>● On Track: 66.67% ● Completed: 33.33%</p>
Task 4.7.1	Move to a position that Norfolk Island is 100% renewable energy within 5 years - redundancy capacity to be maintained	Gregory Roy			 <p>● On Track: 100.0%</p>
KPI (Activity) 4.7.1.1	Finalise Smart Meter testing, install smart meters and identify battery installation opportunities	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: 20 Meters arrive on Island for testing in Q2 22/23.</p> <p>5 Buildings have been identified for large solar arrays and battery storage.</p> <p>Roadblocks/Risks: Telecom Network.</p> <p>Next Steps: Testing of the meters.</p>		 <p>● On Track: 100.0%</p>
Task 4.7.2	Implement findings of the Hydro Tasmanian report with a network including battery clustering and advancing the Island to 50% Solar generation	Gregory Roy			 <p>● On Track: 100.0%</p>
KPI (Activity) 4.7.2.1	Install Solar Generation on two (2) Council assets	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: 5 Council Assets have been Identified and Solar Panels secured.</p> <p>Roadblocks/Risks: Installation Crews / Battery and Inverter Supply.</p> <p>Next Steps: Arrange delivery of Assets to Island.</p>		 <p>● On Track: 100.0%</p>
Task 4.7.3	Develop a Clean Energy future	Gregory Roy			 <p>● Completed: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 4.7.3.1	Lift the Solar moratorium and identify the next appropriate Solar battery for installation on Island	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>The Solar Moratorium has now been lifted.</p> <p>5 x Council buildings have been identified for Solar Array &amp; Battery Installation.</p>	Completed
Operational Area 4.8	<b><u>Work Health and Safety</u></b>	Gregory Roy		<p>On Track</p> <p>● On Track: 100.0%</p>
Task 4.8.1	Ensure all services meet minimum Health and Safety Standards	Gregory Roy		<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 4.8.1.1	Transition Norfolk Island WHS Legislation to a more robust platform	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: Consultations held with Australian Maritime Safety Authority (AMSA), Comcare &amp; the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRC) Ports Compliance.</p> <p>Roadblocks/Risks: Local transition and engagement, including the navigation of a myriad of legislative complexities.</p> <p>Next Steps: The development of a WH&amp;S Management Plan.</p>	On Track
Task 4.8.2	Develop the Facilities, Resources, Capacity and Confidence to adapt to changing circumstances	Gregory Roy		<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 4.8.2.1	Work with the newly established Committees to understand opportunities for community engagement and improvement	Gregory Roy	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: A number of presentations have occurred via the established Council Committees.</p> <p>Roadblocks/Risks: Communicating risk profiles to the community.</p> <p>Next Steps: Continue to engage Committee members on strategies to improve Island services.</p>	On Track

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
Strategic Area 5	<b>PLANNING &amp; ENVIRONMENTAL SERVICES</b>	Philip Reid		 <p>● On Track: 63.89% ● At Risk: 36.11%</p>
Operational Area 5.1	<b>Sustainability</b>	Philip Reid		 <p>● On Track: 84.62% ● At Risk: 15.38%</p>
Task 5.1.1	Develop Sustainable Population Policy/Strategy	Philip Reid		<p style="text-align: center;">At Risk</p> <p>● At Risk: 100.0%</p>
KPI (Activity) 5.1.1.1	Commence development of Sustainable Population Strategy, including comprehensive collation of relevant information	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Supporting the Council of Elders and demographer to develop a Sustainable Population Strategy with the community. Interim summary report on preliminary ABS data provided by CoE demographer.</p> <p>Roadblocks/Risks:</p> <p>Necessary resourcing to complete population strategy by April 2023. Demographer is currently developing this pro-bono. No other dedicated resources are committed to this.</p> <p>Next Steps:</p> <p>Advise DITRDC that NIRC is supporting community-lead group in developing strategy and that the Commonwealth should support CoE in seeing strategy finalised.</p>	<p style="text-align: center;">At Risk</p>
Task 5.1.2	Improved Waste Management - Implement the adopted Waste Management approach from the 2021/22 NI Strategic Waste Management Plan Review	Philip Reid		<p style="text-align: center;">On Track</p> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.1.2.1	Commence Domestic and Commercial Waste Management contract, procure bulky waste equipment and update fees and charges to more appropriate structure	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Domestic and Commercial Waste Management contract commenced in mid 2022. Operations to commence in February 2022. Majority of equipment procured. Waste charges placed on rates notices. No gates fees with exception of asbestos.</p> <p>Roadblocks/Risks:</p> <p>Having equipment delivered to Island. Seeking sea and airfreight options for all domestic and commercial waste and recycling equipment to be landed by January 2023. Remaining bulky equipment scheduled to be landed by March 2023.</p> <p>Next Steps:</p> <p>Have equipment delivered to Island for commissioning and operation as outlined above.</p>	On Track
Task 5.1.3	Provide community Waste Management Education, including single-use plastic phase out	Philip Reid		<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 5.1.3.1	Conduct Community Waste education in collaboration with Waste Management contractor incumbent	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Community Engagement Strategy has been developed by contractor and signed-off by NIRC. Work has commenced engaging with businesses on how to use waste management services.</p> <p>Roadblocks/Risks:</p> <p>Engagement with residents, in particular how waste management behaviours will need to adapt</p> <p>Next Steps:</p> <p>Continued implementation of CES by contractor.</p>	On Track




NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
Task 5.1.4	Explore Waste Management Power generation to assist waste reduction, and supplement the generation Network of Renewables	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 5.1.4.1	Ongoing	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: To be commenced in future Operational Plans within this Delivery Plan period.</p> <p>Roadblocks/Risks: Nil</p> <p>Next Steps: Commence in FY24</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 5.1.5	Wastewater Treatment Plant Upgrade	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 5.1.5.1	Complete design of the upgraded Wastewater Treatment Plant and commence procurement where feasible	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Procurement process for engagement of an experienced designer commenced. Project managers for this process also engaged.</p> <p>Roadblocks/Risks:</p> <p>Meeting timeframe for development of design and costings for WWTP upgrade in time for Federal Government budget cycle, i.e. March 2023.</p> <p>Next Steps:</p> <p>Engage designer and quantity surveyor by November 2022.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 5.1.6	Expand the Water Assurance Scheme	Philip Reid		<div style="display: flex; justify-content: space-between; width: 100%; height: 15px;"> <div style="background-color: #4CAF50; width: 50%;"></div> <div style="background-color: #FFEB3B; width: 50%;"></div> </div> <p>● On Track: 50.0%</p> <p>● At Risk: 50.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.1.6.1	Commence design and procurement of WAS extensions, where budget allows. Facilitate KAVHA sewer development	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Design for WAS extensions at Little Cutters Corn and Longridge not yet commenced. Development application made by DITRDC for KAVHA sewer for assessment by NIRC.</p> <p>Roadblocks/Risks:</p> <p>Opportunity to use available funding for WAS extension prior to end of FY23.</p> <p>Next Steps:</p> <p>Engage designer for new WWTP and seek to engage design for WAS extensions following this, prior to end of FY23.</p>	At Risk
KPI (Activity) 5.1.6.2	Commence formalising easements and property acquisition for water assurance infrastructure, where this exists on private land	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Commenced processes for acquisition of land on which critical WAS extensions exist, i.e. pump stations. Draft easement registration not yet commenced.</p> <p>Roadblocks/Risks:</p> <p>Available funding to procure land and survey/register easements.</p> <p>Next Steps:</p> <p>Finalise acquisition of critical WAS infrastructure land.</p>	On Track
Task 5.1.7	Expand Water Resource Infrastructure	Philip Reid		<p>On Track</p> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.1.7.1	Procurement and delivery Council Water Security Infrastructure	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Procurement of rainwater tanks for airport and Bicentennial complex commenced. Tanks to be delivered by early 2023.</p> <p>Roadblocks/Risks:</p> <p>Delivery of tanks and tradespeople for install prior to June 2023</p> <p>Next Steps:</p> <p>Process Development Application.</p>	On Track
KPI (Activity) 5.1.7.2	Facilitate augmentation of Desalination Unit	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>DA obtained. Marine Parks permit for continued operation obtained.</p> <p>Roadblocks/Risks:</p> <p>Potential EPBC Act implications for any ground disturbance works - heritage. DITRDC to take lead on this.</p> <p>Next Steps:</p> <p>Support DITRDC in any EPBC Act process required for erection of tanks and installation of services.</p>	On Track

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.1.7.3	Conduct assessment of Wastewater reticulation alongside other Water Infrastructure options	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Preliminary assessment of wastewater management options in KAVHA. No further assessment of water infrastructure options.</p> <p>Roadblocks/Risks:</p> <p>No legislative mechanism to incentivise connections, if new wastewater reticulation were to be constructed.</p> <p>Next Steps:</p> <p>Work with DITRDC to update legislation. Develop proposal for wastewater management strategy for Norfolk Island.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 5.1.8	Support a Norfolk Island Food Security Strategy	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 5.1.8.1	Review and endorse Food Security Strategy	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Food Security Consultant continuing to work on Food Security Strategy with steering group. Plans for series of workshops advancing.</p> <p>Roadblocks/Risks:</p> <p>Ensuring that strategy considers all avenues for greater local food production.</p> <p>Next Steps:</p> <p>Exhibit draft strategy for public comment. Host series of workshops.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.1.8.2	Conduct 1-2 initiatives on Food Security in collaboration with relevant stakeholders	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Plans for series of workshops advanced.</p> <p>Roadblocks/Risks:</p> <p>Concerns around avian pests and ongoing impacts of local food production</p> <p>Next Steps:</p> <p>Host workshops in November. Consider subsidy or program to manage avian pests in 2023.</p>	On Track
KPI (Activity) 5.1.8.3	Seek external funding opportunities for local Agribusiness	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Not yet commenced.</p> <p>Roadblocks/Risks:</p> <p>Limited funding opportunities for agribusiness in the External Territories.</p> <p>Next Steps:</p> <p>Finalise strategy and have adopted at Council, with priority initiatives. Provide to DITRDC for support.</p>	On Track
Operational Area 5.2	<b>Biodiversity and Conservation</b>	Philip Reid		 <p>● On Track: 38.46%</p> <p>● At Risk: 61.54%</p>
Task 5.2.1	Public Reserve Plans of Management development and implementation	Philip Reid		<p>At Risk</p> <p>● At Risk: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.2.1.1	Finalisation of Cascade PoM, collaboration with DITRDC in meeting PoM requirements for Kingston public reserves and implement measures in existing PoMs	Philip Reid	<b>Q1 update (1 July to 30 Sept 2022)</b> Highlights/Accomplishments: Draft has been developed. Roadblocks/Risks: Not yet placed on public exhibition for comment. Next Steps: Public exhibition required in accordance with the Act.	<div style="background-color: #FFD700; text-align: center; padding: 2px;">At Risk</div>
Task 5.2.2	Ongoing Environment Program	Philip Reid		<div style="background-color: #4CAF50; text-align: center; padding: 2px;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 5.2.2.1	Secure funding and conduct activities in accordance with agreed program for Environmental activities in Public Reserves and on Public land	Philip Reid	<b>Q1 update (1 July to 30 Sept 2022):</b> Highlights/Accomplishments: Environment Program funding secured via the Service Delivery Agreement. Scheduled activities in the reserves commenced. Roadblocks/Risks: Nil. Next Steps: Continue with program in consultation with DITRDC.	<div style="background-color: #4CAF50; text-align: center; padding: 2px;">On Track</div>
Task 5.2.3	Island-Wide Grazing Plan	Philip Reid		<div style="background-color: #FFD700; text-align: center; padding: 2px;">At Risk</div> <p>● At Risk: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.2.3.1	Develop an Island-Wide Grazing Plan in collaboration with Graziers and DITRDC	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Not yet commenced. Preliminary discussions held with consultant.</p> <p>Roadblocks/Risks:</p> <p>Available funding for plan to be developed and necessary consultation with cattle owners.</p> <p>Next Steps:</p> <p>Engage consultant to advise on this work.</p>	<p>At Risk</p>
Task 5.2.4	Explore and implement opportunities for Eco-Tourism and Volunteer Tourism	Philip Reid		<p>At Risk</p> <p>● At Risk: 100.0%</p>
KPI (Activity) 5.2.4.1	Propose camping in reserves via Reserves and Conservation Advisory Committee. Implement where suitable	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Proposal developed and presented to Reserves and Conservation Advisory Committee.</p> <p>Roadblocks/Risks:</p> <p>Concerns raised by RCAC members about potential for visitors to camp in reserves.</p> <p>Next Steps:</p> <p>Revise proposal and deliver to December RCAC meeting.</p>	<p>At Risk</p>
Task 5.2.5	Ongoing Argentine Ant Eradication Program - continuation of the Argentine Ant Eradication Program with financial support from DITRDC through the SDA	Philip Reid		<p>At Risk</p> <p>● At Risk: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.2.5.1	Continue to implement AAEP, including aerial and ground baiting focussed on Zones 9 and 12.	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Aerial baiting to recommence in Oct/Nov. Ground baiting of various zones with persisting populations continued throughout quarter.</p> <p>Roadblocks/Risks:</p> <p>Wet weather hindering ground treatment. Various zones with persistent populations currently not eradicated.</p> <p>Next Steps:</p> <p>Continue with aerial treatment for 2022/23, including trial of cliff treatment methods. Improve monitoring intensity and coverage to assist in directing treatment effort. Obtain permit for Vanquish Pro product for aerial treatment - potential to improve treatment efficiency.</p>	At Risk
Task 5.2.6	Control of cats and control or eradication of rats from the Island	Philip Reid		<p>At Risk</p> <p>● At Risk: 100.0%</p>



NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.2.6.1	Rat and cat control in Reserves, participation in rat eradication Feasibility Study, private landholder rat Control program	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Rat and cat control continues in Public Reserves. Support provided to visiting students conducting feasibility on rat eradication. Permits obtained for importation of rat bait for private landholder control program.</p> <p>Roadblocks/Risks:</p> <p>Rat bait for private landholder program not yet on-island.</p> <p>Next Steps:</p> <p>Commence private landholder rat control program as soon as bait is on-island. Continue with rat and cat control programs in reserves.</p>	At Risk
Task 5.2.7	Ongoing Weed Control and Management	Philip Reid		<p>On Track</p> <p>● On Track: 100.0%</p>
KPI (Activity) 5.2.7.1	Ongoing roadside Weed Management, woody weed removal in public reserves, community education on invasive weed species and management	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Weed management and removal on roadsides and in reserves continues. Routine community education online and in newspaper on weed species and management.</p> <p>Roadblocks/Risks:</p> <p>Ensuring adequate resources for roadside weeds.</p> <p>Next Steps:</p> <p>Continue with program and secure resources for roadside weed management.</p>	On Track

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Status
		Owner	Last Update	
Task 5.2.8	Work with Parks Australia to implement the Threatened Species Recovery Plan	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 5.2.8.1	Complete costings for TS actions in collaboration with Parks Australia, seeking funding for TS-related activities through the Commonwealth, continue support of endemic land snail work in public reserves	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Costings for threatened species management actions completed. Support of endemic land snail project continues, including management effort in Council reserves.</p> <p>Roadblocks/Risks:</p> <p>Ability to seek and apply for relevant TS funding where available - Note, TS funding announcement made by Commonwealth Government in October 2022.</p> <p>Next Steps:</p> <p>Work with Parks Australia and local community in seeking funding opportunities that are relevant to Norfolk Island for threatened species. Continue support for endemic land snail project, including in-kind and direct funding.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 5.2.9	Establishing Environment Trust Fund Program	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.2.9.1	Commence Toon Trust program, committing funds to Environmental initiatives in collaboration with Reserves and Conservation Advisory Committee	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Recommencement of Toon Trust program recommended by Reserves and Conservation Advisory Committee (RCAC) and resolved by Council.</p> <p>Roadblocks/Risks:</p> <p>Establishing priorities for funding and implementing program to ensure physical works are completed in accordance with applications.</p> <p>Next Steps:</p> <p>Finalise guidelines and application process and have agreed by RCAC before releasing to the public. Confirm Trust members.</p>	On Track
Task 5.2.10	Tree Regulation Review	Philip Reid		<p>At Risk</p> <p>● At Risk: 100.0%</p>
KPI (Activity) 5.2.10.1	Seek appropriately qualified Arborist to provide training to NIRC staff in Tree Health Assessment	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Not yet commenced.</p> <p>Roadblocks/Risks:</p> <p>Obtaining services of appropriate Arborist with ongoing support for Council staff.</p> <p>Next Steps:</p> <p>Commence procurement for Arborist services, including training of on-Island staff.</p>	At Risk

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.2.10.2	Review opportunities for Tree Preservation Orders under relevant Local Government Legislation	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Not yet commenced.</p> <p>Roadblocks/Risks:</p> <p>Understanding legislative framework for Tree Preservation Orders on Norfolk Island.</p> <p>Next Steps:</p> <p>Commence legal review of Tree Preservation Order provisions.</p>	At Risk
KPI (Activity) 5.2.10.3	Develop Council Tree Policy	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Recommendation for Tree Policy adopted by RCAC and resolved by Council.</p> <p>Roadblocks/Risks:</p> <p>Nil.</p> <p>Next Steps:</p> <p>Finding appropriate consultant to advise and develop Tree Policy on behalf of Council.</p>	At Risk
Task 5.2.11	Review the Norfolk Island Heritage Register	Philip Reid		<p>On Track</p> <p>● On Track: 100.0%</p>

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Status
		Owner	Last Update	
KPI (Activity) 5.2.11.1	Ongoing	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments: To be commenced in future Operational Plans within this Delivery Plan period.</p> <p>Roadblocks/Risks: Nil</p> <p>Next Steps: Commence in FY24</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 5.3	<b>Planning and Development</b>	Philip Reid		<div style="display: flex; align-items: center;"> <div style="width: 50%; height: 10px; background-color: #4CAF50; margin-right: 5px;"></div> <div style="width: 50%; height: 10px; background-color: #FFC107; margin-right: 5px;"></div> </div> <p>● On Track: 50.0%</p> <p>● At Risk: 50.0%</p>
Task 5.3.1	Norfolk Island Plan Review	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 5.3.1.1	Commence preliminary work with external consultant to review Norfolk Island Plan, supported by DITRDC and utilising the outcomes of the Sustainable Population Strategy	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Housekeeping review of Norfolk Island Plan progressed with external consultant - to be placed on public exhibition in Q2. Preliminary planning for comprehensive review of plan has commenced. Supporting Council of Elders in developing Sustainable Population Strategy.</p> <p>Roadblocks/Risks:</p> <p>Adequate resources to develop and finalise Sustainable Population Strategy.</p> <p>Next Steps:</p> <p>Go to market for an appropriate strategic planner to assist in preparing material for comprehensive NI Plan review, including community consultation.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 5.3.2	Port and other Critical Infrastructure Planning	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.3.2.1	Conduct Planning and Environmental Assessment to facilitate the development of a Permanent Port Facility.	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Preliminary environmental assessment of Ball Bay Roll-on/Roll-off port facility completed.</p> <p>Roadblocks/Risks:</p> <p>Potential for Environment Protection and Biodiversity Conservation (EPBC) Act referral.</p> <p>Next Steps:</p> <p>Engage with Department Climate Change, Energy, the Environment and Water (DCCEEW) regarding necessary permits and approvals for port facility.</p>	On Track
Task 5.3.3	Natural Resource Planning	Philip Reid		At Risk ● At Risk: 100.0%
KPI (Activity) 5.3.3.1	Commence Strategic Assessment for rock and water resources and incorporate outcomes into Norfolk Island Plan	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Not yet commenced.</p> <p>Roadblocks/Risks:</p> <p>Available resources and time to complete prior to June 2023.</p> <p>Next Steps:</p> <p>Discuss with DITRDC and develop business paper for commencement of formal assessment.</p>	At Risk
Task 5.3.4	Planning and Building System Modernisation	Philip Reid		At Risk ● At Risk: 100.0%

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.3.4.1	Continue to develop Electronic and Online services for DA and BA processing, including rolling out Building Inspection Process	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Test environment developed for 48-hr notice for Building Inspections.</p> <p>Roadblocks/Risks:</p> <p>Ability to have tool create records suitable for Council's record-keeping requirements.</p> <p>Next Steps:</p> <p>Finalising tool that can be rolled out to community including tradespeople.</p>	<p>At Risk</p>
Task 5.3.5	Environmental and Resource Data collection	Philip Reid		<p>At Risk</p> <p>● At Risk: 100.0%</p>
KPI (Activity) 5.3.5.1	Develop a database for relevant SoE and other environmental data and commence data collection at a minimum 12-monthly basis	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Not yet commenced.</p> <p>Roadblocks/Risks:</p> <p>Available resources.</p> <p>Next Steps:</p> <p>Have internal resource develop database and commence data collection.</p>	<p>At Risk</p>
Task 5.3.6	Increased Stakeholder participation in Decision-making	Philip Reid		<p>On Track</p> <p>● On Track: 100.0%</p>

NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
KPI (Activity) 5.3.6.1	Continue to work with Sustainability and Reserves Advisory Committees on relevant Council matters	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Waste, Electricity and Sustainable Population proposals taken via Sustainability Advisory Committee.</p> <p>Roadblocks/Risks:</p> <p>Nil.</p> <p>Next Steps:</p> <p>Food Security Strategy to be taken to SAC prior to finalising and adoption by Council.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Operational Area 5.4	<b>Public Health</b>	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
Task 5.4.1	Onsite Wastewater Management System Inspection Program	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 5.4.1.1	Commence OWMS Inspection Program in priority areas, investigate potential for off-island resources to conduct inspections, and work with DITRDC on legislation changes	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>OWMS inspections in KAVHA commenced. Support provided by experienced plumbing contractor to understand and assess various OWMS types.</p> <p>Roadblocks/Risks:</p> <p>Updates to relevant legislation to allow appropriate regulation of onsite OWMS.</p> <p>Next Steps:</p> <p>Work further with DITRDC legal on OWMS regulation provisions. Continue with KAVHA OWMS inspections. Consider further community engagement measures to encourage upgrades to OWMS in the absence of regulation.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>



NORFOLK ISLAND REGIONAL COUNCIL				
Number	Description	Owner	Last Update	Status
Task 5.4.2	Integration with Applied Public Health Legislation	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 5.4.2.1	Collaborate with DITRDC and Queensland Health where required to conduct Public Health Measures in accordance with any updated Public Health Legislative changes.	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Continued engagement with DITRDC on changes to applied public health legislation. Permits obtained for export of water samples for drinking water.</p> <p>Roadblocks/Risks:</p> <p>Appropriate Legionella testing remains unresolved.</p> <p>Next Steps:</p> <p>Continue to work with DITRDC on implementation of state-based public health provisions.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>
Task 5.4.3	Maintain and further develop First Point of Entry requirements	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 5.4.3.1	Obtain FPoE from DAWE Minister for Ports and Airport, commence planning for FPoE requirements for container handling	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Process for obtaining FPoE for airport continues. Non-FPoE arrangements for importation of containers commenced.</p> <p>Roadblocks/Risks:</p> <p>Issues in obtaining necessary materials to island to complete FPoE requirements for airport.</p> <p>Next Steps:</p> <p>Work with Biosecurity and airport services contractor to see through remaining FPoE requirements for airport. Continue with obtaining Non-FPoE requirements for containers.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>

Number	Description	NORFOLK ISLAND REGIONAL COUNCIL		Status
		Owner	Last Update	
Task 5.4.4	Enhanced Beachwatch Program	Philip Reid		<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div> <p>● On Track: 100.0%</p>
KPI (Activity) 5.4.4.1	A committed updated Webpage for Beach Health and expand the program to include other swimming holes	Philip Reid	<p><b>Q1 update (1 July to 30 Sept 2022):</b></p> <p>Highlights/Accomplishments:</p> <p>Facebook template for Beachwatch program developed, including traffic light system.</p> <p>Roadblocks/Risks:</p> <p>Updating of Council website.</p> <p>Next Steps:</p> <p>Work with website developers to ensure Beachwatch program webpage is included in new design.</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>

**Report Legend**



No Update



Overdue



Priority