



COUNCIL MEETING AGENDA

Monday 18 March 2024
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
12 March 2024

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NOTICE OF MEETING

Notice is hereby given that the next meeting of the Break O'Day Council will be held at the St Helens Council Chambers on Monday 18 March 2024 commencing at 10.00am.

CERTIFICATION

Pursuant to the provisions of Section 65 of the *Local Government Act 1993*, I hereby certify that the advice, information and recommendations contained within this Agenda have been given by a person who has the qualifications and / or experience necessary to give such advice, information and recommendations or such advice was obtained and taken into account in providing the general advice contained within the Agenda.



JOHN BROWN
GENERAL MANAGER

Date: 12 March 2024

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LIVE STREAMING/RECORDING OF ORDINARY MEETINGS OF COUNCIL

The Break O'Day Council ('the Council') is committed to providing greater accessibility to the community of the content of public Council meetings through live streaming and recording. It is considered this will provide a fuller public record of proceedings that can be made available in addition to formal written minutes.

The opinions or statements made during the course of the Council meeting are those of the particular individuals, and not the opinions or statements of the Council.

The information contained in the live streaming and recording of Council meetings are provided on the Council's website on the basis that all persons accessing them accept responsibility for assessing the relevance, completeness, and accuracy of its content. The Council does not accept any responsibility for the comments made or information provided during Council meetings and does not warrant nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate or free from error. The Council does not accept any responsibility or liability for any loss, damage, cost or expense you might incur as a result of the viewing, use or reliance of information or statements provided in the live streaming/recording of Council meetings.

The Council does not necessarily endorse or support the views, opinions, standards or information contained in the live streaming/recording of the Council meetings. In the event that you are offended or consider material/statements made during a Council meeting and provided on this site are inappropriate, offensive or in breach of any law, you are entitled to contact the Council, which will then investigate the complaint and take such action as it sees fit.

OPENING

The Mayor to welcome Councillors and staff and declare the meeting open at 10.00am.

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Custodians of the land on which we work and live, the Palawa people of this land Tasmania, and recognise their continuing connection to the lands, skies and waters. We pay respects to the Elders Past, present and future.

03/24.1.0 ATTENDANCE

03/24.1.1 Present

Mayor Mick Tucker
Deputy Mayor Kristi Chapple
Councillor Gary Barnes
Councillor Ian Carter
Councillor Janet Drummond
Councillor Liz Johnstone
Councillor Barry LeFevre
Councillor Vaughan Oldham
Councillor Kylie Wright

03/24.1.2 Apologies

Nil

03/24.1.3 Leave of Absence

03/24.1.4 Staff in Attendance

Acting General Manager, Raoul Harper
Corporate Officer, Bec Wood

03/24.2.0 PUBLIC QUESTION TIME

03/24.2.1 St Helens Online Access Centre

"Could you please follow up on your communications with the Minister of Education, Children and Young People, Mr Roger Jaensch on the matter of our Digital Connections Grant Funding, after June 2025 - when our current funding ceases?

As per the Break O'Day Council Minutes (as attached) dated January 2024, Section 1/24.7.0, Sub Section 01/24.7.1 Outstanding Matters - which refers to the lack of response from the Minister, and that you have stated that the next stage will be to get political and use Parliament."

We request that you advise our St Helens Online Access Centre, when you have followed up with the Minister and any response that you receive from the Minister?

REPLY

The last letter was sent to Minister Roger Jaensch on 1 February 2024 and an acknowledgment that it had been received was received on the same day. No response has been received. As referred to

above the next step was to use Parliament and have the matter raised as part of question time. Unfortunately, the calling of the State Election results in the Caretaker period coming into effect and Roger Jaensch MP is no longer Minister. Once Parliament resumes then we will arrange for the matter to be raised on the floor of Parliament.

03/24.3.0 DECLARATION OF INTERESTS OF A COUNCILLOR OR CLOSE ASSOCIATE

Section 48 or 55 of the Local Government Act 1993 requires that a Councillor or Officer who has an interest in any matter to be discussed at a Council Meeting that will be attended by the Councillor or Officer must disclose the nature of the interest in a written notice given to the General Manager before the meeting; or at the meeting before the matter is discussed.

A Councillor or Officer who makes a disclosure under Section 48 or 55 must not preside at the part of the meeting relating to the matter; or participate in; or be present during any discussion or decision making procedure relating to the matter, unless allowed by the Council.

03/24.4.0 CONFIRMATION OF MINUTES

03/24.4.1 Confirmation of Minutes – Council Meeting 19 February 2024

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 19 February 2024 be confirmed.

03/24.5.0 COUNCIL WORKSHOPS HELD SINCE 19 FEBRUARY 2024 COUNCIL MEETING

There was a workshop held 4 March 2024 and the following items were listed for discussion.

- Australian Local Government Association (ALGA) – 2024 National General Assembly of Local Government – Call for Motions
- St Helens and Binalong Bay Liveability Strategy – Strategic Regional Partnerships Project
- 7.1 Animal Control Report
- 7.2 St Marys Parking Strategy Development
- 8.1 Policy CB02 – Break O'Day Council Awards Policy
- 8.2 Community Funding Program 2023-2024
- 9.1 Pending Development Application Updates
- 10.1 Local Government Association of Tasmania (LGAT) – Motions for Discussion at November General Meeting
- 10.2 LG05 Social Media Policy Review
- 10.3 Aquatic Facility Feasibility Study – Contractor Brief
- 10.4 Scamander River Golf Club – Construction of their own Club Room
- 10.5 Rescheduling 1 July Workshop

Pursuant to Section 25 of the Local Government (Meeting Procedures) Regulations 2015 the Mayor informed the Council that it was now acting as a Planning Authority under the Land Use Planning and Approvals Act 1993.

Nil

The Mayor advised the Council that it had now concluded its meeting as a Planning Authority under Section 25 of the Local Government (Meeting Procedures) Regulations 2015.

03/24.7.0

COUNCIL MEETING ACTIONS

03/24.7.1

Outstanding Matters



COUNCIL RESOLUTIONS - MEETINGS - PUBLIC

12/03/2024

29

GOALS

68%

GOAL COMPLETION

COUNCIL RESOLUTIONS PLAN

COUNCIL RESOLUTIONS - FEBRUARY 2024

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	19/02/2024	31/03/2024	02/24.13.4.307 Capital Works Budget Review	That Council adopt the revised Capital Works Budget 2023/2024.	Action is complete.	Business Services Manager
100%	19/02/2024	31/03/2024	02/24.14.3.309 Provision of a Road Name - Private Access Road off Aulichs Road	That Council does not assign a road name for the unnamed private access road off Aulichs Road given a low level of affected landowner support for naming the road.	Decision made at the ordinary meeting of the Council - February 2024.	Manager Infrastructure and Development Services
100%	19/02/2024	31/03/2024	02/24.14.5.310 Safer Australian Roads and Highways Inc - Partnership MOU	That Council consider entering a Partnership Memorandum of Understanding with the Safer Australian Roads and Highways Inc (SARAH).	The partnership MOU between SARAH Inc and Break O Day Council has been signed.	Manager Infrastructure and Development Services
100%	19/02/2024	31/03/2024	02/24.16.2.313 NRM Committee Meeting Minutes 5 September and 5 December 2023	That Council receive the Minutes of the NRM Committee Meetings held on 5 September 2023 and 5 December 2023 and consider any matters for further Council attention.	Council received the NRM Committee's Meeting Minutes for 5 September and 5 December 2023 at its February Meeting.	NRM Facilitator
100%	19/02/2024	31/03/2024	02/24.16.3.314 Appointment of Break O'Day Council Natural Resource Management Committee representatives	That Council appoint to its NRM Special Committee Mrs Fay Harding as Aboriginal community representative, Mrs Liese Fearman as Community representative (individual or local interest group) and Mr Brian French as Public Land Management representative (Parks and Wildlife Service).	Council considered at its February Meeting the recommendations of its NRM Special Committee and the appointed three new representatives for the Aboriginal community, Community and Public Land Management representative (Parks and Wildlife Service).	NRM Facilitator
0%	19/02/2024	31/03/2024	02/24.17.2.316 Review - LG02 - Council Learning and Development Policy	That Draft Policy LG02 - Council Learning and Development Policy be adopted replacing Policy LG02 Training and Development for the Mayor and Councillors.		Corporate Services Coordinator
0%	19/02/2024	31/03/2024	02/24.17.3.317 Review Policy No LG50 - Gifts and Benefits Policy	That Draft Policy LG50 - Gifts and Benefits as amended be adopted.		Corporate Services Coordinator

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	19/02/2024	31/03/2024	02/24.17.6.320 Future of Local Government Review – Final Report	That Council endorse the submission provided subject to any further comments at the Council meeting.	Submission provided to the Office of Local Government.	General Manager
100%	19/02/2024	31/03/2024	02/24.17.7.321 East Coast Strategic Regional Partnership Agreement	That the signing of the Memorandum of Understanding relating to the East Coast Strategic Regional Partnership be noted.	No action required from this item, now awaiting progress from the State Government.	General Manager

COUNCIL RESOLUTIONS - JANUARY 2024

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	15/01/2024	05/02/2024	01/24.6.2.288 DA 2022 / 00109 – Boat Ramp and Groyne at White Sands Estate	A. Pursuant to Section 57 of the <i>Land Use Planning & Approvals Act 1993</i> and the <i>Tasmanian Planning Scheme – Break O'Day</i> , that the application for Reserve activity assessment (LVL 3) – boat ramp on land situated at CROWN LAND described in Certificate of Title 123961/3 and undefined Crown Land (Parks and Wildlife Service) and accessed via 125938/0 (Strata Corporation Number 125938) and 123961/2 be APPROVED subject to the following plans / documents and conditions:	The application was considered by Council at its meeting on 16 January 2024. 01/24.6.2 DA 2022 / 00109 – Boat Ramp and Groyne at White Sands Estate 01/24.6.2.288 Moved: Clr B Le Fevre / Seconded: Clr I Carter CARRIED UNANIMOUSLY The permit was issued on 22/01/2024	Senior Town Planner
5%	15/01/2024	05/02/2024	01/24.9.1.289 Speed Limit Reduction – Clr Wright	<i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i> That council urgently petition State Government Department of State Growth for a speed limit reduction on the section of Tasman Hwy between St Helens and Scamander, from the current limit of 100KM P/H to 80KM P/H.	The Department of State Growth has not yet responded to a letter from the Manager Infrastructure & Development Services (December 2023) for the department to consider reviewing the Tasman Hwy through Dianna Basin that included the possibility of lowering the sign-posted speed limit, reviewing existing warning signage and the current road alignment. The planned community and LG engagement by the Department in preparing a Tasman Highway Corridor Strategy, which was to occur in late February has been deferred due to the State Government election taking place in March.	Manager Infrastructure and Development Services
10%	15/01/2024	05/02/2024	01/24.9.2.290 Binalong Bay Parking, Traffic and Pedestrian Safety – Mayor Tucker	<i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i> Council Officers review the existing Binalong Bay Foreshore Master Plan and develop a project scope that can be used to engage an expert to provide a report on the following: 1. Improved Parking Accessibility 2. Assessment of Additional Parking Areas, traffic calming and pedestrian safety improvements.	The MIDS has commenced a review the existing Binalong Bay Foreshore Master Plan with the view of developing a project scope that can be used to engage an expert to provide a report on the following: 1. Improved Parking Accessibility 2. Assessment of Additional Parking Areas, traffic calming and pedestrian safety improvements..	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
95%	20/02/2023	30/06/2023	02/23.17.5 Live Streaming of Council Meetings	<ol style="list-style-type: none"> 1. That Council resolve to implement Live Streaming of Council Meetings; and 2. That the cost for the implementation for associated hardware and software be considered as part of the 2023-2024 budget deliberations. 	Installation has been completed and will be tested at the March Workshop - aiming to live stream first meeting in March.	Corporate Services Coordinator
50%	20/03/2023	30/06/2023	03/23.15.7 St Helens Sports Complex	<ol style="list-style-type: none"> 1. That Council engage a landscape architect to design connectivity between the various areas of the St Helens Sports Complex identifying what amenities are required to service the area and its users as well as ensuring green spaces and vegetation management are addressed as part of the project. 2. That funds from Public Open Space – St Helens be used to engage a landscape architect to undertake this project. 	A draft Brief has been developed for this project. This project will now be incorporated into the St Helens and Binalong Bay Liveability Strategy which is currently being developed.	Manager Community Services
90%	15/05/2023	31/03/2024	05/23.17.6 Economic Development Strategy Review	<p>That Council</p> <ol style="list-style-type: none"> 1. Allocate funding within the 2023-2024 budget for the development of an Economic Development Strategy 2. Undertake an Expression of Interest (EOI) for a consultant to develop the Economic Development Strategy 	Expression of Interest nearing completion with an item for the March Council meeting to be considered.	General Manager
50%	26/06/2023	31/07/2023	06/23.9.2.131 Online Access Centre Funding – Cllr Carter	<p>That Council write to the State Government requesting:</p> <ol style="list-style-type: none"> 1. A definitive answer about the future funding of Online Access Centres in the Break O'Day area beyond the completion of the current funding contract expiring on 30 June 2024. 2. An explanation of the Hub approach that the Minister mentioned in a meeting with the Mayor and Acting General Manager in February 2023. 3. Clear articulation to the affected communities and relevant service providers of the State Government's plans for the future delivery of services currently delivered by Online Access Centres at St Helens, St Marys and Fingal including how and who will be delivering these services and what services may be lost under the new approach. The articulation should include the financial consequences of establishing Hubs and the efforts that will be undertaken to seek ratepayer and service provider input 	Follow up letter sent to Minister on 26/10/23 raising concerns. No response received as at 14/11/23. Further letter sent to Minister on 3/1/24. Next step was to be a Question in Parliament and then a State election was called. It is noted that the OAC has been lobbying for future funding with a mixed response.	General Manager

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
50%	21/08/2023	31/12/2023	08/23.15.4.200 Bay of Fires Master Plan	That Council does not proceed with the development of the Bay of Fires Master Plan due to additional funding not being received from the State Government. That Council as part of the State Election process lobby for a commitment from both the Liberal and Labor parties for funding of \$150,000 for the development of a Bay of Fires Master Plan.	Additional funding has been provided by the State Government under the Strategic Regional Partnerships project to recommence and complete the development of the Bay of Fires Master Plan.	Manager Community Services
40%	21/08/2023	31/12/2023	08/23.15.6.202 Reconciliation Action Plan	That Council accept the quote of \$11,750.00 + GST as quoted by Reconciliation Tasmania (RT) to develop a Reconciliation Action Plan (RAP) for the Break O'Day Community. This cost excludes the cost of professional graphic art for RAP format, layout, artwork and photography, professional printing of the RAP document and associated promotional pieces – banners, flyers etc. as well as staff costs who will be working on the project.	Council staff are still trying to connect with Reconciliation Tasmania to commence the development of a Reconciliation Action Plan for the Break O'Day Municipality. It was originally planned for the project to commence in February, 2024 but still awaiting confirmation of a new start date.	Manager Community Services
100%	16/10/2023	31/12/2023	10/23.17.3.246 State Election Priorities	That the following priorities form the basis of Council's lobbying activities for the next State Election 1. St Marys Pass 2. Bay of Fires Master Plan 3. Georges Bay Foreshore Track 4. St Helens District High School 5. St Marys Childcare Centre 6. St Marys Community Health Centre	Communication and lobbying activities in relation to the State Election Priorities has been occurring since the State election was called. A number of the priorities were picked up by the State Government through the Strategic Regional partnership. We are continuing to push the priorities through the last weeks of the election with major parties and other candidates where we can.	General Manager
90%	20/11/2023	31/03/2024	11/23.16.3.257 Proposed Environmental Health By-Law	1. In accordance with section 159 of the <i>Local Government Act 1993</i> (LGA), Council consider all submissions made in relation to the proposed Environmental Health By Law; 1. That Council resolve by absolute majority to: 1. adopt the recommended alterations to the proposed by-law as outlined in this report and the draft by-law attached; and 2. Authorise the affixing of the Council's Common Seal to the Break O' Day Council Environmental Health By-Law No.1 of 2023, as attachment 3 to the agenda of 20/11/2023, and its subsequent certification by the General Manager and a legal practitioner.	The Environmental by-Law is now certified and in operation. Final step is for the by-law to be tabled in Parliament, currently proposed to occur in March 2024	Development Services Coordinator
87%	18/12/2023	30/06/2024	12/23.16.2.278 Draft Amendments – Break O'Day Local Provisions Schedule	The Break O'Day Council, acting as the planning authority, submits the attached Section 40K Report to the Tasmanian Planning Commission in response to the exhibited substantial modifications to the Break O'Day Local Provisions Schedule.	The Hearing dates have been finalised by the Tasmanian Planning Commission and will be held in St Helens on 20 February and 21 February 2024. The Council Chambers have been booked and once formal advice is received, a Communications Plan will be developed.	Senior Town Planner
100%	18/12/2023	29/02/2024	12/23.17.4.282 Future of Local Government Review – Final Report	That Council provide a submission by the end of February as discussed in Council Meeting.	Item relisted for discussion at the January 2024 Council meeting	General Manager

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	18/12/2023	08/01/2024	12/23.17.5.283 Review – LG01 – Elected Members Allowances and Support Policy	That Draft Policy LG01 – Councillors Allowances, Expenses and Support Policy as amended, be adopted.	Adopted policy included in Policy register for implementation	Corporate Services Coordinator
20%	18/12/2023	29/02/2024	12/23.9.1.265 Indigenous name for St Patricks Head – Cllr J Drummond	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That Council support the Indigenous name for St Patricks Head, which is Iumeragenena wuggelena according to the Department of Natural Resources and Environment Tasmania.</p>	The matter has been raised with Parks & Wildlife Service seeking their guidance on the request.	General Manager
100%	18/12/2023	31/01/2024	12/23.9.2.266 Break O'Day Council to partner with the Sarah Road Safety Group – Mayor M Tucker	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That Council consider becoming a partner with the Sarah Road Safety Group.</p>	A Partnership MOU between SARAH INC and Council has been signed as a result of Council endorsing the officer's recommendation to do so at the February 2024 Council meeting.	Manager Infrastructure and Development Services
20%	18/12/2023	31/01/2024	12/23.9.3.267 Community landscape plan or policy for our townships – Deputy Mayor K Chapple	<p>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</p> <p>That Council develop a community park / garden landscape plan / and or policy for our townships.</p>	Councils existing Policy AM18 - Nature Strip Planting Policy is under review with a view of incorporating a policy position in how the Council develops a community park/garden landscape plan and associated criterion.	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
70%	21/02/2022	31/03/2022	02/22.16.5.39 - Management of Freshwater Resources and Water Quality	Council show leadership on freshwater management arrangements and seek input and advice from state water managers and independent experts on freshwater management arrangements and development initiatives in Tasmania, and their adequacy for ensuring the ecologically sustainable use and development of freshwater systems and resources in Break O'Day.	Issues around freshwater water resources and water quality management continue to be monitored and specific activities taken, for example on recreational water quality following the February storms. An opportunity to address with Council the broad issues of management of freshwater resources and rivers by the Tasmanian Government agencies and bodies in Break O'Day will continue to be sought.	NRM Facilitator
75%	27/06/2022	31/10/2022	06/22.15.3.123 - Outdoor Exercise Equipment - Scamander	That Council seek external funding to cover the cost of this project.	Unfortunately Council was not successful seeking grant funding for this project.	Manager Community Services

COUNCIL RESOLUTIONS 2021

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
20%	15/02/2021	31/08/2021	02/21.16.4.50 - Draft Policy LG55 – Use of Conferencing Technology to Attend Council Meetings and Workshops Policy	That Council note the draft Policy LG55 – Use of Conferencing Technology to Attend Council Meetings and Workshops Policy and await the outcome of the Local Government Act review.	The LG Reform Rview has now been completed. Staff are still reviewing this document.	Executive Officer

Nil.

MOTION:

A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:

The Break O’Day Council petition the Department of State Growth for a speed limit reduction (60kmh-50kmh) from the Golden Fleece Bridge in St. Helens to the intersection of the Tasman Highway and St. Helens Point Rd.

SUBMISSION IN SUPPORT OF MOTION:

At present the 50 kmh speed limit ceases just North of the Golden Fleece Bridge. After consultation with rate payers who strongly advocate for the 50 kmh. limit to be enacted around the foreshore to the Lions Park the following points are raised:

1. They feel unsafe when travelling South and turning right to;
Medeas Cove Rd.
Jason St.
Lawry Heights
Atlas Drive
Falmouth St.
Perseus St.
2. Given the increase in traffic numbers it is more difficult to enter the mentioned locations ie. having to wait longer periods and sometimes take additional risks to turn right
3. With additional visitors to the area there is significantly increased risk at and near the Lawry Heights/Tasman Highway intersection given the movements to and from the St. Helens Big 4 Caravan Park. As well as vehicle movements many visitors are using the location to link with the foreshore walking/riding track thus drivers have to be aware and note the safety of not only other drivers but also families crossing a significant road.
4. Increased activity at Pikes Slipway

5. Pedestrians crossing from Falmouth St. to the walking/riding track
6. The cross-over of pedestrians and bikers near the Lions Park
7. The highway is in generally poor condition in this stretch of road adding to safety concerns. It is narrow, poorly cambered and rough in spots with visibility when turning off and entering restricted.

St. Helens heavily relies on Tourism and as a world class destination we need to strive to ensure the safety of all. This reduction would increase safety levels and give greater peace of mind to all road users.

03/24.9.2 Increased Animal Control Officers hours – Clr Le Fevre

MOTION:

A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:

The Break O' Day Council employ the dedicated Animal Control Officer for an additional day per week, commencing at the beginning of the new financial year.

SUBMISSION IN SUPPORT OF MOTION:

The Council Animal Control Officer provides a tremendous service to our Municipality. By the very nature of the position, difficult situations and difficult people sometimes make the position an onerous one. Our officer works in a professional manner and communicates well with the general public.

At present, there appears to be an increase in unlawful/unwarranted activities especially in relation to dogs. These include;

1. Barking dogs (how sad is it to hear of 2 residents selling homes to get away from neighbours with out-of-control barking dogs.
2. Owners disobeying the Council regulations eg. Dogs off lead on beaches, wharf area, in the CBD etc.
3. Owners walking dogs off lead causing issues for owners doing the right thing,
4. Dogs barking incessantly in carparks.
5. Owners letting dogs chase our wildlife especially shore birds.
6. Dogs loose and interfering with livestock.
7. Owners allowing dogs to excrete on nature strips, sporting grounds etc.
8. Owners not being responsible for collecting droppings'.
9. Dogs swimming on beaches and in gulches

The Animal Control Officer has a role to play in educating the community. It would be pro-active for the Officer to visit schools and provide written tips for the public. Imagine our Officer conducting community sessions relating to dog welfare, rules and use of bark collars etc. With an increase in working hours signage could be improved throughout the Municipality. There appears to be a high level of dog ownership in our Municipality.

Animal management is a very important facet of our lives and an area where the culture needs to be high level. Ratepayers should have the right to move through our municipality freely without hindrance from other animals or people allowing their animals to do the wrong thing. Ratepayers should feel the culture in Break O'Day is such that if they report continuous poor behaviour the Animal Control Officer is employed enough hours to quickly work on resolving any issues.

03/24.9.3 Decision to demolish the Exhibition Hall at St Marys Recreation Ground

MOTION:

A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:

That Council rescind any former decision to demolish the Exhibition Hall at St Marys Recreation Ground and provide an assurance that the Exhibition Hall will not be demolished.

SUBMISSION IN SUPPORT OF MOTION:

The St Marys community are requesting a change of use of the building once the Active4Life Gym vacates the building, so that the community can continue to access and use this public building. The St Marys Repurposing and Recycling group, who just won an award for their work in the recycling area, are looking for a permanent home in which to conduct their repurposing work.

This group also want to expand that work to eventually provide a full repair café, this site would be an ideal situation for this group. This group saves a huge amount of material from going to landfill.

Other groups in the community such as the WOVBOD Choir and BODRA are also looking for storage space and this could be achieved in the Exhibition Hall. Initial conversations with the community have established that there is no expectation of Council improving the building with heating or ceilings. Further community discussion would obviously need to take place around a management plan for the Exhibition Hall.

MOTION:

A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:

That Council provide a statement of support for the Ecological Restoration Program being conducted on the Skyline Tier by the North East Bioregional Network.

SUBMISSION IN SUPPORT OF MOTION:

The North East Bioregional Network have been working for over 15 years with the contracted land managers of the Skyline Tier to provide ecological restoration services. "**Restore Skyline Tier**" is the largest ecological restoration project in Tasmania aiming to restore 2,000ha of Radiata Pine plantation back to native forest. Since the beginning of 2014 the project has been supported through funding from both government and private sources. This has allowed the establishment of a locally based professional ecological restoration crew.

A recent development, where ownership of that companies that manage the public land has changed hands, has resulted in a proposal that an area of the Skyline Tier would to be replanted with a fast turn-around pine crop this would degrade the area that is currently naturally regenerating. A public meeting on 24th February saw over 120 local community members come together to show their support for the restoration project and opposition to the replanting of the pine forest. The NRM committee took a field trip to the area on 5th March to better understand the proposal and the potential ramifications.

The benefits of the Restoration project are many, and include but are not limited to, the restoration of threatened vegetation communities *Eucalyptus globulus* (blue gum) and *Eucalyptus ovata* (black gum) forest; regeneration of coastal catchments, an extensive network of streams and wetlands; protection of scenic values; and control of a serious environmental weed (radiata pine).

MOTION:

That Council endorse the attached submission, to be provided by BODC, in response to a call for submissions to the **Reserve Activity Assessment Process Reform**.

SUBMISSION IN SUPPORT OF MOTION:

At the NRM Committee meeting on Tuesday 5th March the Committee was made aware of a call for submissions to the Reserve Activity Assessment Process Reform. The closing date for submissions has been extended until March 28th. A recommendation was put forward by the

NRM Committee that Council provides a submission in response to this reform; this recommendation was supported unanimously by the members in attendance.

This submission has been prepared to meet that recommendation in the time frame allowed and as a matter of urgency before council.

Reserve Activity Assessment Process Reform - Submission

We appreciate the opportunity to provide feedback on the proposed reforms to the Reserve Activity Assessment (RAA) process outlined in the Consultation Paper. The feedback presented below was endorsed by the Council during its meeting on 18 March 2024.

Scope of reforms

The consultation paper indicated these reforms only relate to significant projects - those that would usually fit within the level 3 reserve activity assessment under the current guidelines, albeit without a precise definition provided in the consultation paper, along with more general terms for eligibility, such as 'public interest', which are to be determined by the Minister.

Council acknowledges the need for such reforms but emphasises the necessity for broader reforms encompassing all activities subject to the RAA process. This includes cases involving historic works, where the current process appears to be applied without due consideration for existing use and access rights.

The council is confused about how the assessment, public and stakeholder consultation, and decision-making processes will work for ineligible lesser proposals - level 1, 2 and ineligible 3 level proposals - that don't get the Minister's approval as suggested in the consultation paper.

Regarding the use of Independent Assessment Panels for lower-level projects, Council does not support this approach. Instead, we advocate for refinements to the process to ensure fairness and equity in the assessment system and approvals.

New Statutory process

Council expresses apprehension regarding the resourcing capacity and consequences for the Tasmanian Planning Commission, which is intended to convene Independent Assessment Panels (IAP) for eligible RAA assessments. The Commission will need to have such a role fully resourced to protect its existing and already stretched responsibilities.

The method of selection, roles and terms of appointment of suitably qualified, independent members of the panel of members of Independent Assessment Panels (IAP) needs greater clarity.

A key concern for Council as Planning Authority has been long delays completing Reserve Activity Assessment (RAA) impacting its responsibility and pressure for prompt Planning Approvals.

Council is concerned that the model outlined in the Consultation Paper, whilst offering potential for greater certainty, looks like it will take much longer still, and require many more resources, whilst lacking any specific timeframe. While it also seeks to circumvent being called in by the State Planning Provisions to discretionary development assessment pathways, the proposed process appears nonetheless to be a more protracted one.

Council is troubled by the suggestion that the new process would allow for development proposals in reserves to be exempted from Codes in the relevant planning scheme that would otherwise apply to ensure fair and orderly use and development. The Parking and Sustainable Transport Code is given as an example of why, where a proposal is remote from vehicle access. But what if it weren't and was adjacent to other use and development where traffic and parking were issues?

The consultation paper suggests the IAP may selectively adopt requirements of a code in the assessment criteria. Council questions the merit of this exemption from codes.

The Parks and reserves. Tasmanian Planning Scheme Fact sheet 9 of the State Planning Office was cited at a briefing for local government organized by the Local Government Association:

"Local Councils should not be responsible for the assessment of use and development on reserved land in accordance with reserve management plans and the reserve objectives under NCA"

However, Fact sheet 9 also states, in recognizing earlier Interim Planning Schemes expected development on Reserves to comply with codes:

This acknowledges that the codes often deal with issues that may not be adequately considered as part of a RAA, such as the assessment of hazards like bushfire, flooding (riverine and coastal flooding), coastal erosion and landslip hazards.

Council is anxious that when everyone else must, Independent Assessment Panels (IAP) will not adequately deal with the issues these codes scrutinize. There are concerns about what the proposed changes might mean for the protection and conservation of the Aboriginal heritage sites.

Transparency

The 'statutory' reform proposal is framed as lifting the current administrative Reserve Activity Process (RAA) process up, to be like the transparency and public representation provided by the Land Use Planning Approvals Act (LUPA). While the statutory process proposed would make some public consultation law, other reforms would exclude the public and planning authorities from participating in assessments and decisions. Council is worried that the reforms proposed in fact reduce transparent participation.

Appeal processes

The absence of a merit-based appeal process within the proposed Reserve Activity Process (RAA) framework is concerning to Council. Council is concerned that it will not have rights to refuse or approve development proposals in Parks Reserves and that the community will not have third party merit-based appeal rights. It is deemed fundamental to natural justice to allow for a merit-based appeal of decisions pertaining to proposed activity in reserves, irrespective of the panel's independence.

03/24.10.0

COUNCILLOR'S QUESTIONS ON NOTICE

Nil.

03/24.11.0

COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Regulation 29 of the Local Government (Meeting Procedures) Regulations 2005 specifies that in putting a Question Without Notice a Councillor must not offer an argument or opinion, draw any inference or make any imputations except so far as may be necessary to explain the question.

The Chairperson must not permit any debate of a Question without Notice or its answer.

03/24.12.0

MAYOR'S & COUNCILLOR'S COMMUNICATIONS

03/24.12.1

Mayor's Communications for Period Ending 18 March 2024

20.02.2024	St Helens	– Meeting with MP Jen Butler
29.02.2024	Canberra	– Australian Local Government Association meeting
01.03.2024	St Helens	– Meeting with MP John Tucker
04.03.2024	St Helens	– Council Workshop
13.03.2024	Hobart	– Local Government Association of Tasmania - Mayor and Deputy Mayor workshop
14.03.2024	Hobart	– Local Government Association of Tasmania – General Meeting, General Management Committee Meeting
14.03.2024	Hobart	– TasWater Briefing
18.03.2024	St Helens	– Council Meeting

03/24.12.2

Councillor's Reports for Period Ending 18 March 2024

This is for Councillors to provide a report for any Committees they are Council Representatives on and will be given at the Council Meeting.

- Break O'Day Chamber of Commerce and Tourism – Deputy Mayor Kristi Chapple
- NRM Special Committee – Clr Janet Drummond
- East Coast Tasmania Tourism (ECTT) – Clr Barry LeFevre
- Mental Health Action Group – Clr Barry LeFevre
- Access and Inclusion Advisory Committee – Clr Janet Drummond
- Bay of Fires Master Plan Steering Committee – Clr Ian Carter

03/24.13.0

BUSINESS AND CORPORATE SERVICES

03/24.13.1

Corporate Services Department Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Business Services Manager
FILE REFERENCE	018\018\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update on activities of the Business and Corporate Service Department since the previous Council Meeting.

PREVIOUS COUNCIL CONSIDERATION:

Provided as a monthly report – Council consideration at previous meetings.

OFFICER'S REPORT:

Rates – Property Valuation and Adjustment Factors (Office of the Valuer - General)

The Valuation of Land Act 2001 provides that rating and taxing authorities are to be provided with market-based Adjustment Factors for property valuations when rating authorities are not subject to a Fresh Valuation (revaluation) cycle.

Adjustment Factors are used to adjust the levels of value of all properties in a locality and class in between the 6-yearly fresh valuation (revaluation) cycle. The factors are based on broad market movements and in times of buoyant real estate conditions, the factor generally increases. Likewise, in the event of declining property values, the factors generally decrease.

The government statutory valuation for a property is used as a basis for apportioning rates and Land Tax. Councils and the State Revenue Office apply the relevant Adjustment Factor to the government valuation of properties, to arrive at a figure which is reflective of the current property market. Rates and Land Tax are applied based on this calculated figure.

Council plays no role in the assessment process and is legally obligated to apply the adjustment factors provided by the Valuer-General. The Adjustment Factors are determined by the Valuer-General in March - annually for land value and every two years for Capital Value and Assessed Annual Value.

The Break O'Day Council area is subject to an adjustment factor that will be applied to all properties in the next financial year.

Given the increases seen in Land Tax across the municipality over the past two years, Officers are expecting the adjustment factor to be applied will be in line with the increase in property values

over the past two years. The report to Councillors is to provide context and information as to the application of the adjustment factors and its inherent impact on not only the value of properties but also the associated taxes (rates) that will be applied in line with the directive of the Valuer-General.

A further update will be provided in the April Council agenda once the adjustment factors have been announced by the Valuer-General.

Waste Calendars

New kerbside collection waste calendars will be sent to all ratepayers with their rates notices. The new calendars will run from the 1 July 2024 to 30 June 2025.

Storm Event – Wednesday 21 February 2024

Council (and the broader community) sustained significant damage during the storm event ranging from roads being washed out, property inundation, as well as lightning strikes to buildings including the Works Depot. This event caused major outages of computer and phone system which unfortunately restricted usage and access to calls from the community until late Monday (26 February) following the event.

During this event and power outages messaging to the community become almost impossible. As a result of this, conversations have been, and continue to take place with representatives from Telstra and other organisations in an attempt to mitigate these issues for the future.

Through conversations between the Mayor and Premier, the storm event was officially declared a Natural Disaster under the Tasmanian Relief and Recovery Arrangements. This provides Council access to financial assistance in order to repair some of the damage which occurred.

It should be noted that Council had not completed all of the repairs to infrastructure from the flood events of 2022 prior to this most recent event. The regularity and severity of these extreme weather events continues to impact Councils ability to deliver its normal works and capital program. Thanks to all the staff who worked extremely hard during this latest disaster to help the community and maintain Council services the best we could.

Every event that the Break O'Day community endure, Council Officer's take away learnings to enable us to continually improve. The most recent event was very unusual and highlighted some deficiencies in our communications systems that will be addressed in the time ahead.

Investments

Investment returns continue to perform well and are in line with budget estimates. Councils should note that cash levels will begin to decrease as capital works delivery increases. As per direction from the Tasmanian Audit Office, term deposit investments and their returns are now allocated to 'cash and cash equivalents' in the Balance Sheet, not as previously reported in the Profit and Loss Statement.

Maturing	Term (Months)	Principle Amount	Interest	Total Amount	Interest Rate	Bank	STATUS
18.09.2023	3	1,000,000.00	12,876.71	\$ 1,012,876.71	5.00%	Bendigo	MATURED

10.11.2023	12	1,007,022.43	42,882.05	\$ 1,049,904.48	4.27%	CBA	MATURED
10.11.2023	12	1,008,843.21	42,959.58	\$ 1,051,802.79	4.27%	CBA	MATURED
29.11.2023	12	1,500,000.00	64,921.64	\$ 1,564,921.64	4.34%	CBA	MATURED
18.12.2023	6	1,000,000.00	26,863.01	\$ 1,026,863.01	5.30%	Bendigo	MATURED
25.01.2024	12	1,100,000.00	50,050.00	\$ 1,150,050.00	4.55%	Bendigo	MATURED
05.02.2024	5	1,000,000.00	20,497.81	\$ 1,020,497.81	4.89%	CBA	MATURED
19.03.2024	9	1,000,000.00	40,912.33	\$ 1,040,912.33	5.45%	Bendigo	CURRENT
02.04.2024	9	1,500,000.00	62,325.00	\$ 1,562,325.00	5.54%	CBA	CURRENT
09.05.2024	9	3,000,000.00	123,075.00	\$ 3,123,075.00	5.47%	CBA	CURRENT
08.05.2024	6	1,500,000.00	39,375.00	\$ 1,539,375.00	5.25%	CBA	CURRENT
05.06.2024	9	2,000,000.00	76,200.00	\$ 2,076,200.00	5.08%	CBA	CURRENT
16.06.2024	12	1,000,000.00	54,295.89	\$ 1,054,295.89	5.40%	Bendigo	CURRENT
01.07.2024	5	1,000,000.00	16,266.00	\$ 1,016,266.00	4.88%	CBA	CURRENT
20.09.2024	12	2,000,000.00	106,200.00	\$ 2,106,200.00	5.31%	CBA	CURRENT
08.11.2024	12	1,000,000.00	54,100.00	\$ 1,054,100.00	5.41%	CBA	CURRENT
		\$21,615,865.64	\$833,800.02	\$22,449,665.66			

2023/2024 Rates Summary - 29 February 2024

	2023/2024		2022/2023	
	%	\$	%	\$
Rates Brought Forward				
Outstanding Rate Debtors		695,682.00		470,736.59
Less Rates in Credit		-271,007.13		-280,014.02
Net Rates Outstanding at 30 June 2023	3.39	424,674.87	1.71	190,722.57
Rates and Charges Levied	95.99	12,037,326.68	97.51	10,887,939.50
Interest and Penalty Charged	0.63	78,436.15	0.78	87,235.37
Total Rates and Charges Demanded	100.00	12,115,762.83	100.00	10,975,174.87
Less Rates and Charges Collected	78.12	9,796,359.16	79.65	8,893,889.27
Less Credit Journals and Supp Credits	1.24	155,557.15	0.53	59,462.59
Remissions and Discount	4.88	611,490.32	5.03	561,298.34
Unpaid Rates and Charges 29 February	15.77	1,977,031.07	14.79	1,651,247.24

Remissions and Discounts	2023/2024	2022/2023
Early Payment Discount	116,914.18	105,928.63
Pensioner Rebates	494,576.14	455,369.71
	611,490.32	561,298.34

Number Rateable Properties

6,866

6,572

Number Unpaid Rateable Properties	3,637	3,415
% Properties Not fully paid	52.97	51.96

Right to Information (RTI) Requests

Nil

132 and 337 Certificates

	132	337
February 2024	48	22
January 2024	27	15
February 2023	35	22

Debtors/Creditors @ 7 March 2024

DEBTORS INFORMATION

Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD 23/24	Month	YTD 22/23
68	\$219,327.10	430	73	566

CREDITORS INFORMATION

Payments Made

Current			Previous Year	
Month	Mth Value	YTD 23/24	Month	YTD 22/23
345	\$1,169,220.42	2201	335	1795

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Revised March 2022)

Goal

Services – To have access to quality services that are responsive to the changing needs of the community and lead to improved health, education and employment outcomes.

Strategy

- Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community.
- Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Business Services Manager
FILE REFERENCE	018\018\001\
ASSOCIATED REPORTS AND DOCUMENTS	Financial Reports

OFFICER'S RECOMMENDATION:

That the following reports for the month ending 29 February 2024 be received:

1. Profit and Loss Statements
2. Balance Sheet
3. Statement of Cash Flows
4. Capital Works 2023-2024

INTRODUCTION:

Presented to Council are the monthly financial statements.

PREVIOUS COUNCIL CONSIDERATION:

Council considers financial reports on a monthly basis.

OFFICER'S REPORT:

The financial statements as shown below show the financial position of Council as at 29 February 2024.

Profit and Loss

Break O'Day Council

For the 8 months ended 29 February 2024

Account	Actual YTD	Budget YTD	Budget Variance % YTD	Annual Budget	Notes
Trading Income					
Rates	11,920,419	11,845,314	1%	11,845,314	
User Fees	919,032	879,730	4%	1,383,879	
Operating Grants	402,633	1,646,633	-76%	3,897,036	1
Interest & Investment Income	466,334	583,054	-20%	816,457	2
Contributions	34,062	10,600	221%	15,900	
Other Revenue	205,623	59,038	248%	88,550	3
Total Trading Income	13,948,102	15,024,369	-7%	18,047,136	
Gross Profit	13,948,102	15,024,369	-7%	18,047,136	
Capital Grants					
Grants - Commonwealth Capital	1,994,645	2,329,866	-14%	3,106,489	
Grants - Roads to Recovery	49,270	485,250	-90%	647,000	
Grants - State Capital	107,544	738,750	-85%	985,000	
Total Capital Grants	2,151,459	3,553,866	-39%	4,738,489	4
Other Non Operating Income					
Net Gain/Loss on Disposal of Assets	67,669	80,000	-15%	120,000	
Total Other Non Operating Income	67,669	80,000	-15%	120,000	
Total Non Operating Revenue	2,219,128	3,633,866	-39%	4,858,489	
Operating Expenses					
Employee Costs	3,801,007	4,089,362	-7%	6,114,089	
Materials & Services	4,274,406	5,019,431	-15%	7,026,009	5
Interest Expense	132,222	165,272	-20%	247,910	
Depreciation	3,096,852	3,105,192	0%	4,657,790	
Other Expenses	170,541	179,338	-5%	269,008	
Total Operating Expenses	11,475,028	12,558,595	-9%	18,314,806	
Operating Net Profit	2,473,074	2,465,774	0%	(267,670)	
Net Profit (Including Non Operating Revenue)	4,692,202	6,099,640	-23%	4,590,819	
Work in Progress					
Capital Work in Progress	3,224,267	0	0%	0	
Total Work in Progress	3,224,267	0	0%	0	

Notes

1. Operating grants are down \$1.244m on budget YTD, which primarily relates to receiving of the 23/24 Financial Assistance Grants in the prior financial year.
2. Interest & Investment income is down \$117k on budget YTD, which is predominantly due to timing differences associated with the receipt of TasWater Tax Equivalent & Dividend Income
3. Other revenue is up \$147k on budget YTD, which primarily relates to insurance recoveries.
4. Capital grants are down \$1.4m on budget YTD, which primarily relates to the timing of grant payments in relation to project milestones.
5. Materials and services are \$745k (15%) below budget YTD, which relates to a combination of timing of some payments and some areas currently recording a lower level of spending than forecast for the YTD.

Balance Sheet

Break O'Day Council
As at 29 February 2024

Account	29-Feb-24	30 Jun 2023
Assets		
Current Assets		
Cash & Cash Equivalents	16,780,937	14,434,952
Trade & Other Receivables	2,179,321	1,056,053
Inventory	188,177	242,538
Other Assets	2,838	2,838
Total Current Assets	19,151,273	15,736,380
Non-current Assets		
Trade and Other Receivables	14,392	14,392
Property, Plant & Equipment	190,037,214	193,139,070
Right of Use Asset	792,141	792,141
Intangible Assets	29,328	46,147
Investment in Water Corporation	33,959,804	33,959,804
Other Investments	30,000	30,000
Total Non-current Assets	224,862,878	227,981,554
Total Assets	244,014,151	243,717,934
Liabilities		
Current Liabilities		
Trade & Other Payables	973,138	902,701
Contract Liabilities	0	1,021,755
Lease Liability	60,783	60,783
Interest Bearing Loans & Borrowings	180,259	407,685
Provisions	947,362	947,362
Trust Funds and Deposits	749,485	742,459
Total Current Liabilities	2,911,027	4,082,745
Non-current Liabilities		
Lease Liabilities	741,882	741,882
Interest Bearing Loans & Borrowings	5,459,137	5,459,137
Provisions	766,323	766,323
Total Non-current Liabilities	6,967,342	6,967,342
Total Liabilities	9,878,369	11,050,087
Net Assets	234,135,782	232,667,847
Equity		
Accumulated Surplus	45,132,968	43,665,033
Reserves	189,002,814	189,002,814
Total Equity	234,135,782	232,667,847

Statement of Cash Flows

Break O'Day Council

For the 8 months ended 29 February 2024

Account	YTD	2023
Operating Activities		
Receipts from customers	1,085,475	1,409,618
Receipts from rates	10,340,251	10,670,679
Receipts from Operational Grants	398,846	4,840,072
Contributions	39,772	155,057
Interest received	272,334	546,447
Dividends received	194,000	465,600
Payments to employees	(3,898,079)	(5,738,665)
Payments to suppliers	(4,594,021)	(6,976,112)
Finance Costs	(154,354)	(343,938)
Cash receipts from other operating activities	955,782	232,623
Cash payments from other operating activities	371	421
Net Cash Flows from Operating Activities	4,640,376	5,261,801
Investing Activities		
Payment for property, plant and equipment	(3,213,290)	(4,394,745)
Proceeds from sale of property, plant & equipment	89,045	86,000
Capital Grants received	1,129,894	1,987,754
Net Cash Flows from Investing Activities	(1,994,351)	(2,320,991)
Financing Activities		
Proceeds of trust funds and deposits	12,204	57,599
Repayment of loans	(227,426)	(389,024)
Repayment of lease liabilities	0	12,131
Other cash items from financing activities	4,226	0
Net Cash Flows from Financing Activities	(210,995)	(319,294)
Net Cash Flows	2,435,030	2,621,516
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	14,434,952	11,813,436
Net change in cash for period	2,345,985	2,621,516
Cash and cash equivalents at end of period	16,780,937	14,434,952

Break O'Day Council

Capital Works 2023-2024

For the period ended 29 February 2024

Project Details	YTD @ 29/2/2024	Updated Carried Forward Amount	Revised Budget 2024
Plant & Equipment			
Replace 1358 H66ZW - Kia Sportage	-	40,000	40,000
Vehicle Management Tracking System		30,000	30,000
Small Plant - VARIOUS	40,449		41,000
Replace 1050 - Crown LPG Forklift	198		35,000
Replace 1061 - John Deere 570B Grader	-		350,000
Replace 1223 - Hitachi EX7SUR-3 Excavator	-		-
Roller for replacement Grader			50,000
Woodchipper			130,000
Replace 1291 - Toro Mower	-		-
Replace 1329 -Toro Groundmaster 7200	-		-
Replace 1340 - Ferris IS3200 61" Mower	23,090		23,090
Replace 1360 - Dmax 4x4 Crew Cab	-		-
Replace 1361 - Kia Sportage H40ZN - Corporate Services	40,936		40,000
Replace 1363 - Toro Groundmaster 360	-		-
Replace 1364 - Ferris IS3200Z Mower	44,683		44,545
Replace 1379 - Toro G3 Z-Master 48"	19,288		17,148
Fuso Fighter (replace 1321)	26,860		17,060
All terrain Beach Wheelchair	2,843		2,843
Pavement Roller (replace 1097)	57,480		57,480
Total Plant & Equipment	255,826	70,000	878,166
Furniture & IT			
Desktop replacements 2022/23	14,857		14,400
Firewall	-		14,000
Livestream Equipment	15,340		8,000
Server Replacement	-		20,000
Phone system	-		25,000
Total Furniture & IT	30,198	-	81,400
Buildings			
Fingal Community Shed (Old Tas Hotel)	198,133	353,531	433,531
St Marys Indoor Recreation Facility	509,541	1,096,121	1,546,121
Portland Hall Upgrades	-	6,288	10,000
Scamander Sports Complex	15,988	31,982	16,000
Stadium repaint of floors and replace damaged equipment	40,746	-	140,000
St Helens Sports Complex new lighting towers	10,586	4,531	10,586
Council Chambers additions and improvements	12,077	46,592	56,592
Falmouth Community Centre - New Toilet, Demolish Old, Internal Alterations	-		-
Pyengana Recreation Ground Improvements	-		-
Binalong Bay - Village Green BBQ Replacements	-		-
Memorial Park Toilet Block Replacement	-		-
Service Tasmania	11,589		30,000

Project Details	YTD @ 29/2/2024	Updated Carried Forward Amount	Revised Budget 2024
Marine Rescue Building Renovations	4,773		5,000
St Marys WTS Tip Shop Additions	486	23,160	23,160
Total Buildings	803,920	1,539,045	2,247,830
Parks, Reserves & Other			
Special Project - Land Use Review Projects	-		-
Special Project - St Helens Wharf Foreshore Master Plan	70	50,000	50,000
Special Project - Feasibility Study Aquatic Centre & Hydrotherapy Pool	-	40,000	90,000
Special Project - Tas Police Project	156,798		200,000
Special Project - Parking Strategy St Helens and St Marys	-		20,000
Special Project: Scamander Coastal Hazards Project	2,385	24,709	95,574
Fingal Youth Playground/recreation hub	-	345,767	345,767
Pump Track/s	730	500,000	500,000
Playground equipment replacement program	5,489	49,867	49,867
Dog exercise area St Helens Improvements	5,890	7,803	7,803
St Marys Dog Park	8	6,554	6,554
Comwall Soldiers Park - Track upgrade and SW works	1,399	34,660	34,660
St Marys Cemetery Master Plan - Columbarium Wall & garden	27,931	28,281	27,931
St Helens Cemetery Master Plan improvements	-		-
St Helens Sports Complex - Athletics Building		48,589	48,589
St Helens Football Grounds Fencing		15,000	15,000
Secret Sculpture Trail	7,000		7,000
Totals Parks, Reserves & Other	207,560	1,151,230	1,428,156
Roads - Streetscapes			
LRCI Phase 4 - Cecilia St/ Georges Bay Esp Junction			162,406
LCRI3 Cecilia St, Streetscape Southern End	24,629	19,070	24,404
Cecilia Street/Georges Bay Esplanade junction	-		37,500
Cecilia St - Northern End	-		15,000
Quail St Parking Bay	-	50,000	-
Total Streetscapes	24,629	69,070	239,310
Roads - Footpaths			
Main St Mathinna (Wilson St to Community Hall)	-	-	8,500
Parkside Foreshore Footpath	4,892	30,000	30,000
Grant Street Pathway, Falmouth	43,873		43,873
Young St, St Helens, Footpath	(1,219)		-
Maori Place, Akaroa	48		48
Irishtown Road	2,331		2,331
Akaroa Ave	13,146		-
Cannel Place	12,683		-
Jason Street, St Helens	1,389		-
Total Footpaths	77,144	30,000	84,752
Roads - Kerb & Channel			
Penelope St St Helens	-		-
Total Kerb & Channel	-		-

Project Details	YTD @ 29/2/2024	Updated Carried Forward Amount	Revised Budget 2024
Roads - Resheeting			
999 - Victoria St Part C	-	1,400	1,400
998 - Victoria St Part C	-	360	360
997 - Victoria St Part C	-	2,100	2,100
2138 - Franks St Fingal	-	3,795	3,795
1024 - Franks St Fingal	-	3,400	3,400
1081 - Sorell St	-	6,700	6,700
1053 - Louisa St	-	2,800	2,800
Fingal Streets	-	-	6,500
Canhams Road	30,405		30,405
Evercreech Road	-		64,160
Mathinna Plains Road	16,242		96,250
North Ansons Road	209,032		253,732
Macquarie Street	11,357		11,357
Champ St, Seymour	12,175		12,175
Davis Gully Road	-		38,800
Lyne Court	-		19,656
St Marys Area Resheeting	3,899		3,899
Total Resheeting	283,110	20,555	557,489
Roads - Reseals			
St Marys - Story Street Esk Main Road to Groom Street	-	55,084	55,084
794-Boronia St	4,326		6,730
656-Football Entry Rd	-		2,293
1036-Talbot St West CMV	8,319		5,328
1035-Talbot St West CMV	-		4,688
1004-Victoria St Part A	-		4,870
616-Charlotte Crt	50,416		29,250
621-Four Mile Creek Rd	50,995		18,206
644-Mangana Rd	104,137		30,108
307-Mangana Rd	-		39,597
306-Mangana Rd	-		10,051
305-Mangana Rd	-		33,069
636-Chapman St	1,788		3,574
623-Fonthill St	2,070		4,071
614-High St Mathinna	28,754		12,127
613-High St Mathinna	-		9,531
631-High St Mathinna	-		9,611
630-High St Mathinna	-		8,849
629-High St Mathinna	-		13,280
628-High St Mathinna	-		3,366
626-High St Mathinna	-		2,872
638-Wilson St	2,013		4,011
194-Mathinna Rd	14,677		14,942
572-Cherrywood Dve	1,542		5,420
543-Scamander Ave	-		18,121
565-Silver St	3,406		7,978
923-Ansons Bay Rd (Priory Rd)	11,013		53,861
432-Circassian St	-		11,935
439-Depot Rd	-		5,036
485-Netball Rd	-		6,525
484-Netball Rd	-		4,887
689-St Helens Point Rd	36,035		31,993
688-St Helens Point Rd	-		23,223
Quail Street - off traffic lane resealing	7,684	-	50,000
Totals Reseals	327,177	55,084	544,487
Roads - Construction, Digouts & Other			
Aerodrome ring road - Erosion mitigation	-		30,000
Digouts and road edge remediation to be allocated	273,377		250,000
218 - Mathina Plains Road	129,686		129,686
Medeas St/Circassian St intersection upgrade	1,115		200,000
LRCI Phase 3 North Ansons Bay Sealing	107,477	93,458	93,458

Project Details	YTD @ 29/2/2024	Updated Carried Forward Amount	Revised Budget 2024
Road Network - Sign Replacement	27,179		27,179
LRCI Program - Phase 4 Projects			
- LRCI 4: Rehabilitation of Alexander Street - Cornwall			-
- LRCI 4: St Columba Falls Road, Pyengana	77,785		150,000
- LRCI 4: Scamander Avenue - Pedestrian footpath improvements	22,539		70,000
- LRCI 4: Ansons Bay Road Sealing	-		223,438
- LRCI 4: Sealing of Tasman Highway, Seymour LRCI 4	44,957		150,000
- LRCI 4: Gray Road - Pthway Extension			-
LRCIP Phase 3 Project - Mt Paris Dam Road	19,206	27,922	27,922
Flood damage remediation works	256,207		300,000
Upper Scamander Road (Oct22 Flood Event FUNDED)	33,888		-
Gardens Road - STAGE ONE	3,270		3,270
St Helens Point Road - Parkside	19,590	85,602	85,602
Totals - Roads Construction, Digouts & Other	1,016,277	206,982	1,740,555
Totals Roads & Footpaths	1,728,336	381,691	3,166,593
Bridges			
B2293 - Cecilia St	4,778	216,563	221,563
B7027 - Mathina Plains Road	-		40,000
Culvert 5539 - Mathinna Road			40,000
B1243 - Binns Road	-		28,600
B1245 - Clellands Road	117		29,400
B1675 - Lower Germantown Road	5,099		220,000
B1605 - St Columba Falls Road	46,675		63,675
B7010 - Rattrays Road	1,140		1,140
Total Bridges	57,808	216,563	644,378
Stormwater			
Minor stormwater Jobs	20,984		58,000
Osprey Drive	-	10,000	10,000
Falmouth Street	-	-	-
Penelope Street	10,519	113,521	113,521
Victoria Street, Fingal	36,854		108,000

Project Details	YTD @ 29/2/2024	Updated Carried Forward Amount	Revised Budget 2024
Aulichs Lane, St Marys	-		10,000
Freswater St / Lade Court Beaumnaris	6,382	6,382	6,382
Treloggens Track	46,027	26,907	46,027
Total Stormwater	120,765	156,810	351,930
Waste Management			
Scamander WTS - Waste Paint Container Station	-	14,283	14,283
Scamander WTS - Replace sump pit & pump	12,830		20,000
Scamander WTS - Waste Compactor	-		20,000
Scamander WTS - Inert Landfill study	7,024		25,000
Total Waste Management	19,854	14,283	79,283
Total Capital	3,224,267	3,529,622	8,877,736

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Manager Business Services
FILE REFERENCE	040\028\002\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update on the activities and services the delivered by the Visitor Information Centre since the previous Council Meeting.

PREVIOUS COUNCIL CONSIDERATION:

Provided as a monthly report – Council consideration at previous meetings.

OFFICER'S REPORT:**Staff Movements:****Visitor Information Report:**

- Main tourists this month were from VIC, QLD, and we also had a few overseas tourists – France, NZ, Canada
- One staff member attended the TVIN Meeting held at George Town. Had a presentation from Discover Tasmania in regard to their Phone App and also the upcoming Off Season campaign.
- Even though our door counts are down compared to previous years we are finding that we are spending more time talking to tourists as they are after extensive information as they are unable to find easily online. Main queries are how to walk the Bay of Fires, best viewing points, camping options, wanting help with things to see and do down the East Coast.
- Dealt with a lot of phone calls and enquiries after the Storm in St Helens – main queries were, is it safe to come to St Helens, what roads are closed.

The History Room Curator Report:

- **Travelwise Coach Tour:** Visited the museum on 13 Feb 2024. Had 19 seniors from mid-coast NSW. Then met up with them to do historic commentary through their Bay of Fires tour on the Weds morning.
- **Fitzgerald/Richards Family Reunion:** This event was scheduled for 24th/25th February at the Pyengana Rec Ground and a table for Family History files from the St Helens History Room had been arranged for the weekend. Several 'Up Country' books by Garry Richardson were also available for purchase.

- **Back to Gladstone:** A range of historic images and documents were uploaded onto a USB for this event and was picked up by Debra Groves. Event took place on 2nd March 2024.
- **KTG Coach Tour:** Scheduled for 9 am on Sunday 10th March 2024 where Curator will do the Meet and Greet.
- **Historic Houses Tour of St Helens:** Supporting the Friends group with this activity scheduled for 24th March 2024.
- **George Town Festival:** Group of Backroom volunteers are attending this event over the weekend of 16/17th March 2024.
- **New Volunteers:** One volunteer has decided not to continue and we have formalised arrangements with another volunteer, Peter Bell, who also works with the image archive.

Statistics:

Door Counts

Month/Year	Visitor Numbers	Daily Average	History Room
February 2013	5,371	169.50	396
February 2014	6,053	216.17	430
February 2015	6,739	240.67	529
February 2016	6,943	239.41	203
February 2017	5,707	203.82	182
February 2018	4,529	161.75	209
February 2019	5,290	188.93	195
February 2020	4,190	144.48	165
February 2021	2,242	80.07	108
February 2022	2,397	85.61	105
February 2023	4,320	154.28	176
February 2024	4,359	150.31	161

Revenue 2022/2023

Month	VIC Sales	HR Entry	HR Donations
July	2,838.51	188.00	80.90
August	2,518.86	0	197.35
September	4,865.29	331.00	58.50
October	6,847.24	532.00	138.80
November	8,437.20	601.00	107.75
December	7,698.94	415.00	148.05
January	9,745.80	647.00	190.60
February	10,381.03	668.00	296.85
March	11,971.72	872.00	176.95
April	4,265.51	333.00	105.65
May	3,805.27	309.00	110.00
June	2,187.51	179.00	69.20

Revenue 2023/2024

Month	VIC Sales	HR Entry	HR Donations
July	3,108.79	174.00	149.50
August	4,459.92	0	131.05
September	5,654.13	311.00	85.20
October	6,891.47	356.00	162.80
November	8,255.03	519.00	127.50
December	7,284.50	369.00	51.00
January	8,438.70	518.00	157.75
February	9,845.73	565.00	272.90

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Revised March 2022)

Goal

Economy - To foster innovation and develop vibrant and growing local economies which offer opportunities for employment and development of businesses across a range of industry sectors.

Strategy

Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses' to live and work in BOD.

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	David Jolly, Infrastructure and Development Services Manager
FILE REFERENCE	014\002\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

This report provides summary detail relating to Works Operations and Capital Projects for the reporting period February 2024.


PREVIOUS COUNCIL CONSIDERATION:

Provided as a monthly report – Council consideration at previous meetings.

OFFICER'S REPORT:

Asset Management	
Aerodrome	<ul style="list-style-type: none"> Aerodrome is inspected 3 times per week, maintenance items are addressed and aerodrome is serviceable to aircraft. The aerodrome is also inspected after each major weather event to check for ongoing serviceability No current NOTAM restricting operations.
Boat Ramps	<ul style="list-style-type: none"> All boat ramps have been cleaned ready for the long weekend. A contractor, on behalf of MAST, has undertaken Burns Bay jetty maintenance.
Road Network	<ul style="list-style-type: none"> Sealed and unsealed road patching. Drainage maintenance. Guidepost and sign replacement where required. Maintenance grading on Ansons Bay Road, Eddystone Point Road completed. Upper Scamander Road has been graded, also Roses Tier, Mathinna Plains Road and parts of Evercreech Road.
Stormwater	<ul style="list-style-type: none"> All crews currently working on flood related issued from the February storm event. This will take several weeks to complete. St Marys maintenance drainage work has been undertaken across the month.
Town & Parks	<ul style="list-style-type: none"> Mowing/ground maintenance. Garden/tree maintenance and weeding.

	<ul style="list-style-type: none"> • Footpath maintenance and repairs. • Boat Ramp – monthly inspections and cleaning undertaken. • Routine playground inspections. • Community event support.
MTB	<ul style="list-style-type: none"> • Routine track maintenance.

Weed Management for February 2024	
Cornwall	<ul style="list-style-type: none"> • All woody weeds: Spanish heath, gorse, broom
St Marys	<ul style="list-style-type: none"> • Gorse, broom, Spanish heath, flat weeds
Fingal	<ul style="list-style-type: none"> • Multiple weed varieties
St Helens	<ul style="list-style-type: none"> • Gorse, broom, Spanish heath, flat weeds
Anson's Bay	<ul style="list-style-type: none"> • Scotch thistle, blue butterfly bush
	<p>Broom has been cultivated across Australia for ornamental purposes. Brooms invade native vegetation, plantation and pastoral systems in Australia causing significant environmental and economic impacts, capable of completely transforming invaded habitats. Three species are recognised as Weeds of National Significance (WONS): English (or Scotch) broom (<i>Cytisus scoparius</i>), flax-leaf broom (<i>Genista linifolia</i>), and Montpellier (or Cape) broom (<i>Genista monspessulana</i>). These species are all present in Tasmania, each a declared weed under the <i>Tasmanian Weed Management Act 1999</i>. The importation, sale and distribution of English broom, flax-leaf broom, and Montpellier broom are prohibited. Small or isolated plants can be hand pulled or grubbed in spring when the ground is soft. Cutting seedlings when they are 5 to 10 cm high can provide effective control of regenerating plants. Larger shrubs should be cut close to ground level and the stumps painted with herbicide.</p>

Waste Management – General Information

General Waste to Copping Landfill													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	Total
2023/24 (T)	187	232	224	214	240	274	361	TBA					1,732
2022/23 (T)	194	243	226	206	250	262	388	197	267	246	199	234	2,912
Difference (T)	-7	-11	-2	-8	-10	+12	-27						

Kerbside Recyclables Collection – JJ's Waste service													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	Total
2023/24 (T)	49	45	49	38	45	58	55	TBA					339
2022/23 (T)	53	56	66	64	67	65	81	63	69	61	50	61	756
Difference (T)	-4	-11	-17	-26	-22	-7	-26						

Green waste mulching at the St Helens and Scamander Waste Transfer Stations was completed in February 2024.

CAPITAL WORKS

Activity	Update
North Ansons Bay Road	Project completed.
North Ansons Bay Road Re-sheeting	Completed.
Bituminous Surfacing Works 2023-2024	In-progress.
Cecilia Street/Georges Bay Esplanade Junction Upgrade	Scheduled for May 2024.
Medea St/Circassian St Junction Upgrade	Roundabout design to be approved by State Growth. Works scheduled to commence in April 2024 and fully funded under the Road Blackspot Program.
St Columba Falls Road – shoulder widening and sealing	In-progress. The project is a Local Roads and Community Infrastructure- Phase 4 fully funded project.
Old Highway Seymour - sealing	Pavement pre work completed, final trim and seal 1 st quarter of 2024. The project is a Local Roads and Community Infrastructure- Phase 4 fully funded project. Work due to be completed by end of March 2024.
Upper Scamander/Germantown Road Flood Recovery October 2022 Final Work	Failed culvert crossings have been replaced. Asphalt pavement failure completed, resheeting scheduled for April on Upper Scamander and Germantown Road sections.
Storm water – Penelope Street, St Helens	Works deferred to early 2024/25 due to resources being reassigned to recent storm damage remediation.
Storm water – Victoria Street, Fingal	Works scheduled for April/May.
Storm water – Minor storm water jobs	In progress. Remaining job at Falmouth scheduled for March 2024
Scamander Footpath LRCI Round 4	In progress.

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Revised March 2022)

Goal

Infrastructure - To provide quality infrastructure which enhances the liveability and viability of our communities for residents and visitors.

Strategy

- Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area.
- Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle.
- Develop and maintain infrastructure assets in line with affordable long-term strategies.

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority.

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Municipal Inspector
FILE REFERENCE	003\003\018\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

This is a monthly update for animal control undertaken since the last meeting of Council.

PREVIOUS COUNCIL CONSIDERATION:

Provided as a monthly report – Council consideration at previous meetings.

OFFICER'S REPORT:

Category/Area	Binalong Bay, The Gardens	Cornwall	Fingal,	Falmouth	Four Mile Ck	Beaumaris	Scamander	St Helens	St Marys	February Total	YTD
Dog - Attack on a person (Serious)										0	2
Dog - Attack on another animal (Serious)										0	5
Dog - Attack/Harassment - on another animal (Minor)										0	2
Dog - Attack/Harassment on a person (Minor)										0	3
Dog - Declared Dangerous										0	3
Dog - Dangerous Dogs Euthanised				1						1	3
Dog - Barking								1	1	2	11
Dog - Chasing a person	1									1	12
Dog - Impounded								1		1	12

Dog - in Prohibited Area										0	1
Dog - Lost Dogs Reported							2			2	4
Dog - Rehomed/kennel for rehoming										0	3
Dog - Wandering/at large		1			1	1				3	25
Verbal Warnings given to dog owners	1	1			1	1		1	1	6	39
Notice Issued - Unregistered Dog										0	1
Notice Issued - Caution Notice										0	9
Notice Issued - Infringement Notice										0	10
Infringement Notice - Disputes								1		1	1
Infringement Notice - Revoked										0	1
Written Letter - Various matters to Dog owners.							1			1	34
Patrols - Township/Urban Areas	2	2	1	2			1	1	2	11	71
Patrols - Beaches/Foreshore	2			2	2	4	2	3		15	105
Kennel Licence - Issued										0	6
Other - Cat complaints										0	1
Other - Livestock										0	3
Other - Poultry										0	3
Other - Animal Welfare, RSPCA intervention										0	1
TOTAL	6	4	1	5	4	6	6	8	4	44	371

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Revised March 2022)

Goal

Environment - To balance our use of the natural environment to ensure that it is available for future generations to enjoy as we do.

Strategy

Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.

LEGISLATION & POLICIES:

- *Dog Control Act 2000*
- *EP05 Dog Management Policy*

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

03/24.15.0 COMMUNITY DEVELOPMENT

03/24.15.1 Community Services Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services Manager
FILE REFERENCE	011\034\006\
ASSOCIATED REPORT AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various activities which are being dealt with by the Community Services Department.

PREVIOUS COUNCIL CONSIDERATION:

Provided as a monthly report – Council consideration at previous meetings.

OFFICER'S REPORT:

2023 - 2024 Programs and Initiatives

Community Services	2023-2024 Budget	2023-2024 – 31.1.24
Community Grants	30,000	
Youth Services	8,000	
Misc Donations & Events	7,500	
School Prizes	1,000	1,000

Community Event Funding		
Seniors Day		
Australia Day Event	5,000	
Swimcart	1,000	
St Helens Athletic Carnival	2,500	2,500
Carols by Candlelight	1,600	1,600
Australia Day Event (including Woodchopping)	15,000	2,000
Fingal Valley Coal Festival	2,000	
Pyengana Endurance Ride -	500	
St Helens Game Fishing Comp	2,000	
Wellbeing Festival	3,500	3,500
Marketing Valley Tourism	2,500	

Volunteer Week	2,500	
Bay of Fires Art Prize	10,000	
Bay of Fires Winter Arts Market	4,000	
St Marys Community Car & Bike Show	2,000	
East Coast Masters Golf Tournament	2,500	2,500
International Disability Day Event	1,000	1,000
Mental Health Week	500	500
Barn Dance	2,000	
Suicide Prevention	1,000	1,000
Pyengana Easter Carnival	1,000	
Mannalargenna Day	2,500	2,500

Council Sponsorship		
Funding for BEC Directory	2,000	
St Helens Online Access Centre		5,000
St Helens Marine Rescue	3,000	3,000
Business Enterprise Centre (BEC)	28,000	28,000
Welcome to Town Christmas Signs	1,000	1,000

The above table shows what donations/sponsorships have been paid to the relevant committees up to and including 29 February 2024. The remaining events will be paid out prior to 30 June 2024 due to the scheduling of these events.

Updates on current projects being managed by Community Services:

Child & Youth Standards

The Office of the Independent Regulator held an information session at St Helens which was open to everyone to attend. Information provided at this session gave a good overview of the legislative requirements and that there will be templates and tools available for use by community groups who engage with young people.

Township Plans

Progress updates on the Township Plans have been completed and uploaded to Council's website and forwarded to those community members who are on our emailing lists.

Pump Track Project

The Tender to design and construct the Pumptrack has now been awarded to World Trail. Sustainable Timber Tasmania have now issued the appropriate permit for works to commence. The next step in the project is World Trail will forward a design for comment prior to construction.

Community Events/Activities

Community Services staff have been working with community members in ensuring that all the great events listed below are able to go ahead. We thank the volunteers who put a lot of their time into organising these events so that the community and visitors to our area can enjoy what we have in our municipality.

Staff have designed a Volunteer Film Festival Project to showcase and celebrate volunteering in Break O'Day for National Volunteer Week 20-16 May. Details on the volunteering page of Council's website.

March 2024

2- Lampshade workshop – Portland Hall

3 – Charity Bike Ride – MND Ride – Bendigo Bank Community Stadium

8-10 – St Helens Game Fishing Competition – St Helens Foreshore

9-10 – Mind Body Festival – Portland Hall

11 – Australian Bass Tournament – St Helens Foreshore

13 – Free2B Girls and International Women's Day – Youth event – Portland Hall

24 – Speedcubing – Portland Hall

30-31 – Pyengana Easter Carnival – Pyengana Recreation Grounds

April 2024

12 – Youth Glow Party (Youth Connect North East Coast Tasmania (YCNECT) – Portland Hall

13 – East Coast Swans Pyengana Football Game – Pyengana Recreation Ground

19 – Autumn Festival – St Helens Community Garden Break O'Day Regional Arts

25 – ANZAC Service – St Helens Memorial Park

Learner Driver Mentor Program

Four Learner Drivers passed their Provisional Driving Test this month. It is wonderful to support people to gain more independence in their lives. The program continues to be delivered in St Helens, Fingal and a new mentor has started in St Marys.

Total road hours – 62 Hours

Total Mentors - 11

Learner in car - 23

Waiting list – 8

Community Wellbeing Project

The Wellbeing Collaborative met on 27 February to start planning the Festival of Wellbeing and the Wellbeing Certificate for 2024.

Members of the Collaborative have helped create a presentation for the Tasmanian Community Fund to be delivered on 14 March about project outcomes and local actions. The wellbeing website continues to be a good way to showcase local actions developed in the project.

Youth

Staff continue to meet with youth workers at Free2B and YCNECT to support planning of youth events connected to International Women's Day (March) and Youth Week (April).

A draft Youth Commitment Statement has been shared with a small number of youth stakeholders to refine further before sharing with more stakeholders for feedback and comment.

The Partnership Group of the Live4Life program is going strong. Council staff participated in an Evaluation Planning Session on 15 February.

Health and Wellbeing

The Health and Social Services Network continues to attract more members and the next meeting is due on 25 March.

Staff attended the quarterly Mental Health Professionals Network Meeting on 14 February.

Staff connected with Good Sports Program from the Alcohol and Drug Foundation to look at ways we can promote to local sporting clubs and prompt those that have already registered to work through the program and receive their accreditation.

Hub4Health management is ongoing and staff are seeking quotes from consultants to develop a Management Plan that is informed by community engagement and can revitalise the facility for the future.

Council is supporting the Live Well Live Long Program again in 2024 in our community. This program for over 65's offers six weeks of health information to help people live well at home. This program is being offered at Fingal this year after successful rounds at St Marys and St Helens in 2023. Staff provided a Wellbeing Session that was well received as part of the Fingal program in February.

Access and Inclusion

The Community Services team approaches all our work through a lens of access and inclusion and we advocate for this in the networks and meetings that we participate in both internally and externally.

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Revised March 2022)

Goal

Community - To strengthen our sense of community and lifestyle through opportunities for people to connect and feel valued.

Strategy

- Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.
- Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community.

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

ACTION	INFORMATION/DECISION/DISCUSSION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	002\024\004\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – CB02 Break O'Day Council Awards Policy

OFFICER'S RECOMMENDATION:

That Policy CB02 – Break O'Day Council Awards Policy, as amended, be adopted.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy is now due for review according to that schedule, being three (3) years since the last review.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – **Minute No 03/12.15.4.069**

Amended 23 April 2014 – **Minute No 04/14.13.6.099**

Amended 19 March 2018 – **Minute No 03/18.14.2.67**

OFFICER'S REPORT:

Council has a schedule for regular review of Policies. This Policy is now overdue for review according to that schedule.

Minor amendments only have been recommended to the report.

Changes have made to:

- reflect the aim of the Policy
- make reference to the Australia Day Awards Committee in points 1 to 3
- include Recognition of Significant Birthdays and Wedding Anniversaries within the Policy.

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Revised March 2022)

Goal

To strengthen our sense of community and lifestyle through opportunities for people to connect and feel valued.

Strategy

Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.

Key Focus Area:

Create a culture of volunteering and support to enable vibrant and sustainable events, activities and community groups.

Break O Day Annual Plan 2023 – 2024

Actions:

5.2.2.1 Foster Opportunities - Provide leadership and work in partnership with community and service providers to create inclusive and equitable opportunities for everyone to feel valued and contribute meaningfully to their community.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

POLICY NO CB02 BREAK O'DAY COUNCIL AWARDS POLICY

DEPARTMENT:	Community Services
RESPONSIBLE OFFICER:	Manager Community Services
LINK TO STRATEGIC PLAN:	Foster and support leadership within the community to share the responsibility for securing the future we desire.
STATUTORY AUTHORITY:	Local Government (Meeting Procedures) Regulations 2005
OBJECTIVE:	<u>To ensure that people in our community are given the opportunity to be recognised for their achievements. Committees present an opportunity to address issues in more detail in an interactive and less formal way. Committees can be used to scope issues collaboratively by elected members, staff and communities with recommendations being referred to Council</u>
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 23 April 2014 – Minute No 04/14.13.6.099 Amended 19 March 2018 – Minute No 03/18.14.2.67 Amended

POLICY

Committees present an opportunity to address issues in more detail in an interactive and less formal way. Committees can be used to scope issues collaboratively by elected members, staff and communities with recommendations being referred to Council.

TERMS OF REFERENCE – AUSTRALIA DAY AWARDS COMMITTEE

The Break O'Day Council Awards Committee is established in accordance with the provisions of the Local Government Act 1993 and Regulations.

1. SPECIFIC PURPOSE OF THE AUSTRALIA DAY AWARDS COMMITTEE

The Australia Day Awards Committee ("the Committee") is given the authority to consider applications and determine recipients, for example Australian Citizen and Young Citizen of the Year awards, Mayoral Award and Break O'Day Municipality Excellence Award in accordance with Council's procedure titled 'Break O'Day Council Awards'.

2. TERM OF THE AUSTRALIA DAY AWARDS COMMITTEE

The Committee is appointed from 1 December until 30 November the following year.

3. AUSTRALIA DAY AWARDS MEMBERSHIP

The Committee will be constituted under Section 23(1) of the *Local Government Act 1993* and be comprised of the Mayor, two (2) elected members (not including the Mayor) and up to three (3) community representatives, all appointed by Council who are previous recipients of the awards. Council's Manager of Community Services is ex officio the secretary to the Committee.

~~4.1. MEETINGS~~

~~A meeting of the Committee will be held once a year at a time negotiated with Committee members. Any additional meetings required will be at the discretion of the Committee.~~

~~Meetings will be held in accordance with the Local Government (Meeting Procedures) Regulations 2005 and Council's Meeting Procedures Guidelines.~~

4. RECOGNITION OF SIGNIFICANT BIRTHDAYS AND WEDDING ANNIVERSARIES

Significant birthdays and anniversaries (such as weddings) will be recognised by the Council in accordance with the following administrative guidelines:

- Upon significant birthdays and anniversaries (such as weddings) of residents of the municipality being brought to the attention of the Council, a letter of congratulations and flowers to the value of \$50 will be forwarded to the resident under the signature of the Mayor.
- Residents requesting congratulatory messages from the Premier, Prime Minister, Governor, the Governor General or the King will be referred to the office of their local state or federal Member of Parliament to complete the appropriate application.

Eligibility

- Significant birthdays are defined as 90 years, 100 years and years thereafter.
- Significant anniversaries (such as weddings) are 50, 60, 65 and 70 years.
- Residents will be required to provide a copy of the relevant birth certificate or marriage certificate

5. 5.CONDUCT AND DISCLOSURE OF INTERESTS

Members of ~~the all~~ Committees must comply with the Code of Conduct and Pecuniary/Conflict of Interest provisions of the *Local Government Act 1993*.

The Committees must act in accordance with the Break O'Day Council Awards Procedure - PROCEDURE No – CB02.

6. 6.DELEGATIONS

The Committee ~~s have~~ no delegated authority to act on any matter other than those specifically listed in the Terms of Reference or otherwise resolved by Council.

The ~~Break O'Day Council~~Australia Day Awards Committee will have delegated authority to consider applications and determine award recipients.

7. MEETINGS

A meeting of the Australia Day Awards Committee will be held once a year at a time negotiated with Committee members. Any additional meetings required will be at the discretion of the Committee.

All Meetings will be held in accordance with the Local Government (Meeting Procedures) Regulations 2005 and Council's Meeting Procedures Guidelines.

~~7.~~ 8. NOTICE OF MEETINGS

A minimum of three (3) clear days' notice of the meeting will be provided to members of ~~any the~~ Committee.

~~8.~~ 9. PUBLIC ACCESS TO DOCUMENTS

Members of the public have access to all documents relating to any of the the Committee ~~meetings~~ unless prohibited by the confidentiality provisions of the *Right to Information Act 2009*.

~~9.~~ 10. REPORTING

~~Minutes of the Committee, when the decision is made in regard to the award winners, will be presented to the next available meeting of Council after that Committee meeting to be formally endorsed.~~

Winners of awards will be showcased in the Community Services Report at the next Council meeting.

~~10.~~ 11. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.

PROCEDURE No — CB02

Break O'Day Council Awards Procedure

DEPARTMENT: Community Services

RESPONSIBLE OFFICER: Manager Community Services

ASSOCIATED POLICY: CB02—Break O'Day Council Awards Policy

Procedure

1. PURPOSE

This procedure:

- ~~Create a process for Break O'Day Council Awards Committee to work with Break O'Day Council to Recognise~~ recognise the outstanding achievements and contributions of members within our community in a diverse range of areas of endeavour.
- Defines the award categories and the eligibility criteria for each award.
- ~~Addresses the assessment process and how award winners will be recognised, promoted or acknowledged.~~

2. BACKGROUND INFORMATION

The Break O'Day Municipality recognises the many worthy people within its community, the actions and achievement of those people who go above and beyond what could be reasonably expected of them to improve or assist the community as a whole. Awards are presented on an annual basis at a special ceremony hosted by the Mayor.

The four (4) main award categories are:

1. ~~Australia Day Awards~~
1. ~~Break O'Day Municipality Excellence Award~~
2. ~~Mayoral Awards~~
3. ~~Civic Awards such as Academic Excellence Awards* [Presented at School Presentation afternoons St Marys and St Helens] and NRM Awards~~

~~*To retain their own distinct badging, presented at separate awards ceremonies.~~

3. OPERATING PROCEDURE

3.1 Australia Day Awards

~~Australia Day Citizen and Young Citizen Awards are presented annually to local citizens/groups who have made outstanding contributions to the community. The Awards are provided by the National Australia Day Council and administered by Council.~~

3.1.1 Eligibility

~~Refer Australia Day Award Nomination Form.~~

3.1.2 Assessment Process

~~Nominations should be submitted to the Community Services department on the appropriate form for consideration by the Australia Day Awards Committee. The winners will be advised of the outcome and invited to attend a ceremony for the presentation of awards. The media may be confidentially notified in advance of Australia Day to allow for timely media coverage.~~

~~The Council will be notified of the Australia Day Award winners via the minutes of the Committee being presented to the next available Council meeting before the Australia Day Awards ceremony.~~

3.1.3 Award Presentation

~~The Awards will be presented during the Break O'Day Municipality Australia Day Celebrations on 26th January hosted by the Mayor. The recipients will be presented with a framed certificate and a small gift at the discretion of the Awards Committee.~~

~~The presentation day will be hosted in a venue that is accessible and consideration of the needs of people living with disability will form part of the planning.~~

3.1.4 Mayoral Awards

~~Mayoral awards will be considered on a case-by-case basis and awarded at the Mayor's discretion.~~

3.2 Break O'Day Municipality Excellence Award

3.2.1 Eligibility

~~The Award can be made to an individual or a group and recipients can be current or former residents. It is expected that the awards are usually will be made only to an individual however in exceptional appropriate circumstances the Council may make the award to a group.~~

~~Recipients will have made a significant contribution to, or brought additional benefit to the Municipality. Recipients may also have made a significant contribution outside of the community or have brought recognition to the municipality.~~

3.2.2 Level of award covered

~~Achievement can be at a town, state, national or international level.~~

3.2.3 Breadth of award covered

~~The award can be given for any field of endeavour business, community, sports, arts etc and more.~~

~~Any exemplary contribution and/or service and/or achievement may also be considered even if it is not a town, state, national or international level, for example, a selfless sacrifice of one's own safety to rescue another.~~

3.2.4 Recipient's responsibilities

~~Council may ask recipient/s to attend one or more Council activities in the following twelve (12) month period.~~

Council may ask a recipient to attend a Council function (in an official capacity and at Council's expense) outside the initial twelve (12) month period if deemed appropriate and/or desirable by Council.

3.2.5 Council's responsibilities

The award will be presented at a civic function or an event held specifically for the purpose and hosted by the Mayor and the recipient will receive a framed certificate.

Details of the recipient and their achievement will be displayed in the Council Offices.

3.2.6 Processes

The Excellence award can be granted more than once a year and awarded at any time of the year.

Nominations will be made in writing to the Mayor and accepted throughout the year. There will not be a public call for nominations but the availability of the award will be widely publicised.

The Mayor and General Manager will discuss the nominations.

The General Manager (or nominee) will prepare a confidential report for Council. This is necessary to avoid public embarrassment if the nomination were not successful and because the report may contain information of a personal nature.

Council will determine whether or not it wishes to grant the award.

3.3 Community Civic Awards

The Community Civic Awards comprise the following categories:

- Academic Excellence Awards* [Presented at School Presentation afternoons – St Marys and St Helens]

*To retain their own distinct badging, presented at separate awards ceremonies.

3.3.1 Eligibility

Refer Community Civic Award Nomination form.

3.3.2 Assessment Process and Award Presentation

The assessment of the Community Civic Awards is conducted by the Mayor in consultation with the Principals of the two schools involved.

3.3.3 Other Civic Awards

The Civic Awards listed below will retain their own distinct badging including eligibility criteria, judging process and presentation ceremony. Further information on these civic awards is provided on Council's website at www.bode.tas.gov.au

~~These categories are:~~

- ~~• Academic Excellence Awards* [Presented at School Presentation Afternoons – St Marys and St Helens]~~
- ~~• NRM Awards*~~

~~*To retain their own distinct badging, presented at separate awards ceremonies.~~

3.4 Recognition of Significant Birthdays and Wedding Anniversaries

~~Significant birthdays and anniversaries (such as weddings) will be recognised by the Council in accordance with the following administrative guidelines:~~

- ~~• Upon significant birthdays and anniversaries (such as weddings) of residents of the municipality being brought to the attention of the Council, a letter of congratulations and flowers to the value of \$50 will be forwarded to the resident under the signature of the Mayor.~~
- ~~• Residents requesting congratulatory messages from the Premier, Prime Minister, Governor, the Governor General or the Queen will be referred to the office of their local state or federal Member of Parliament to complete the appropriate application.~~

Eligibility

- ~~• Significant birthdays are defined as 90 years, 100 years and years thereafter.~~
- ~~• Significant anniversaries (such as weddings) are 50, 60, 65 and 70 years.~~
- ~~• Residents will be required to provide a copy of the relevant birth certificate or marriage certificate~~

4. ALL AWARD RECIPIENTS

~~Award nomination forms should be forwarded to Community Services (excluding NRM Awards) for processing. The NRM Award nomination forms should be forwarded to the NRM Facilitator at NRM North.~~

4.1 Award Ceremonies

~~Staff responsible for co-ordinating an Award Ceremony are required to invite the Mayor and Elected Members to attend the ceremony. It is protocol to confirm the Mayor's availability before arranging a ceremony.~~

4.2 Promotion of all Awards

~~The extent to which award winners are promoted varies according to the award however in most cases, in addition to holding an awards ceremony, award winners shall be acknowledged on Council's website. The relevant department is responsible for providing the names and a summary of the award winner's achievements to the Executive Officer for this purpose.~~

~~Major award winners will be considered for inclusion in Council's Newsletter or for a media release.~~

~~5. AWARD CERTIFICATES~~

~~Where a certificate is to be presented, the Break O'Day Municipality certificate must be used; a corporate template should be used to insert details of the award to ensure consistency throughout the organisation. Arrangements can be made to print large numbers of award certificates separately through the Community Services department.~~

**Break O'Day Council Awards Committee Meeting
AGENDA**

To be held on _____

Venue: Council Chambers, Georges Bay Esplanade, St Helens

Meeting Commenced:

Present:

Apologies:

Leave of Absence:

Absent:

In Attendance:

Appointment of chairperson

Mayor _____ will convene the Committee and call for nominations for a chairperson.

1. Opening of meeting
2. Reports of Officers
 - 2.1 Australia Day Awards
3. Other Business
4. Closure

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services Manager
FILE REFERENCE	018\019\078\
ASSOCIATED REPORTS AND DOCUMENTS	N/A

OFFICER'S RECOMMENDATION:

That Council fund the following projects through the Community Grants Program 2023 - 2024:

Organisation or Group name	Description of Project	Amount Requested from Council	Contribution from Organisation or Group	Other Approved Grants	Unsecured	Total Budget for Project
Ansons Bay Community Group	Welcome to Ansons Bay	\$1,800				\$1,800
Fingal Valley Neighbourhood House	Establishing a community garden in St Marys	\$15,000	\$11,000			\$26,000
With One Voice Choir		\$2,400	\$4,000 Inkind support			\$6,400
North East Bioregional Network	Break O'Day Shorebird and Nature Education Program	\$3,000	\$2,000			\$5,000
Break O'Day Christmas Festivities Group	Christmas Decorations and Events	\$5,000				\$5,000
St Helens Destination Action Plan Group	Off the Track Sculpture Walk	\$2,600				\$2,600
		<u>\$29,800.00</u>	\$17,000.00			\$46,800.00

INTRODUCTION:

Submissions for funding through the Community Funding Program closed on Monday 26 February, 2024.

PREVIOUS COUNCIL CONSIDERATION:

Nil

OFFICER'S REPORT:

Council staff received 14 applications from community groups for this round of grant funding totalling \$118,449.00. The total requested sum from Council is \$76,099.00 which exceeds the amount allocated to this project by \$46,099.00.

All grants have answered the selection criteria in order for Councillors to make a decision.

Councillors at the March 2024 workshop reviewed all applications in line with the eligible criteria and the above applications were successful in receiving grant funding for their projects put forward by submission.

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Revised March 2022)

Goal

Community – To strengthen our sense of community and lifestyle through opportunities for people to connect and feel valued.

Strategy

Foster and support leadership within the community to share the responsibility for securing the future we desire.

Break O Day Annual Plan 2023 – 2024

Actions:

5.2.2.1 Foster Opportunities - Provide leadership and work in partnership with community and service providers to create inclusive and equitable opportunities for everyone to feel valued and contribute meaningfully to their community.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Council has funding in the current budget (\$30,000) to be applied to the Community Grants.

VOTING REQUIREMENTS:

Simple Majority

ACTION	INFORMATION
PROPONENT	Department
OFFICER	Development Services Coordinator
FILE REFERENCE	031\013\003\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various activities which have been dealt with by the Development Services Department since the previous Council meeting.

PREVIOUS COUNCIL CONSIDERATION:

Provided as a monthly report – Council consideration at previous meetings.

OFFICER'S REPORT:**KEY DEPARTMENT STRATEGIC OR OPERATIONAL MATTERS**

1. Proposed Municipal (Environmental) By-Law now finalised, certified and in operation. The tabling of By-Law will occur at next parliament sitting in March 2024;
2. The hearings have now been completed for the Draft Amendments to the Local Provisions Schedule of the Tasmanian Planning Scheme. Council now awaits the outcome of the Tasmanian Planning Commission.

PLANNING REPORT

The following table provides data on the number of applications approved for the month including statistical information on the average days to approve and the type of approval that was issued under the *Land Use Planning and Approvals Act 1993*:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	EOFY 2022 / 2023
NPR	1	5	2	2	1		1	2					14	
Permitted	0	1	7	6			5	4					23	
Discretionary	12	8	22	13	10	9	14	6					94	
Amendment	3	2	3	5	2	1	1	1					18	
Strata		1				1							2	
Final Plan	3	2	1			1							7	
Adhesion														
Petition to Amend Sealed Plan					1		1						2	
Boundary Rectification														
Exemption														
Total applications	19	19	35	26	14	12	22	13					160	284

Ave Days to Approve Nett *	19	19	24.33	24.75	26.92	50.83	35.22	21.53					27.69	
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* Calculated as Monthly Combined Nett Days to Approve/Total Applications

The following table provides specific detail in relation to the planning approvals issued for the month:

January 2024

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
273-2023	Scamander	External Stairs	S58	26	25
251-2023	Beaumaris	Enclosed Swimming Pool with Amenities	S57	73	37
245-2023	St Helens	Construction of a Dwelling & Shed	S57	85	42
239-2023	Akaroa	Construction of a Dwelling	S57	76	34
196-2023	Scamander	Construction of a Dwelling & Garage	S57	37	36
276-2023	St Helens	Carport	NPR	35	34
009-2024	Binalong Bay	Additional Use for Visitor Accommodation	S58	19	8
023-2024	Binalong Bay	Additional Use for Visitor Accommodation	S58	5	4
234-2023	St Helens	Dwelling & Shed	S57	33	32
176-2023	Scamander	Construction of Dwelling & Shed with Amenities & Paved Area	S57	97	74
031-2024	St Helens	Dwelling Additions & Alterations, New Deck & Pergola	NPR	5	5
261-2023	Binalong Bay	Amended outdoor shower area – shape and construction material and inclusion of a spa bath – Amended floor layout of the outbuilding – to include wet area, internal wall, inclusion of window on south-east elevation and removal of window on north-east elevation, increase in deck size and shape	S56	7	7
247-2023	St Marys	Shed	S58	59	20

TOTAL 13

Strategic Planning Projects in the 2023/2024 financial year

Description	Percentage Complete	Current Update
Low Density Residential Review - Review land area within the Low Density Residential Zone and quantify impact of State Planning Policy in relation to minimum lot size on supply.	50%	Vacant residential land within the Low Density Residential Zone has been investigated for the St Helens area and surrounds. An overlay has been incorporated into Council mapping software showing vacant residential land in St Helens, Binalong Bay, Stieglitz, Akaroa, Beaumaris, Scamander, St Marys, Falmouth and Fingal. This will be further refined and scrutinised.
Scamander/Beaumaris Township Structure Plans - Commence process for a detailed examination of the structure of this area to address growth which is occurring.	25%	A report was prepared and presented to Council at its Workshop on Monday 2 October 2023. Council instructed Development Services to progress the preparation of a Project Brief to further this body of work and to discuss with the State Planning Office opportunities for funding contributions. The State Planning Office and Council staff are working towards a final brief.
Break O'Day Council Land Use Strategy 2015 - Review Strategy including progression of recommendations applicable to the Low Density Residential and Rural Living Zones.	25%	Review of the Land Use Strategy has been completed. Review of Low Density Residential land has commenced. Review of Rural Living Zone has not yet commenced as there are substantial modifications to the LPS within this zone. Any review will need to consider these zone changes.
Vacant Residential Land - Complete a comprehensive review to gain an understanding of life cycle of current lots and development trends.	25%	This project work aims to take the vacant residential land investigation one step further to understand how vacant land is being held in the municipality in order to consider the true availability of residential land in the municipality for development. Some data collection has commenced and is scheduled for further work in early 2024.
State Planning Policy - Participate in review of State Planning Policy by providing comments associated with the review of Regional Land Use Strategy (RLUS), State Planning Provisions and State Planning Policies	25%	Council Staff have volunteered to participate of several working groups which aim to conduct review of higher priority State Planning Policy. Council staff are also actively involved in the review of the Regional Land Use Strategy which has key linkages to Council's strategic priorities.
Regional Land Use Strategy - Actively participate in and support the review of the	50%	Participation in the review of the Regional Land Use Strategies continues. The strategic work being undertaken, including a proposed Scamander/Beaumaris Structure Plan, will feed

Northern Tasmania Regional Land Use Strategy.		<p>into this process. A report on the Scamander Beaumaris Structure Plan has been presented to a Council Workshop (October) and Council has directed Development Services to progress this work.</p> <p>The State Planning Office has progressed the review of the framework with the release of Regional Planning Framework Consultation Report – Summary of submissions. A report is presented to Council separately. At the same time or shortly after the State Government will commence the review of the existing regional land use strategies. The work we are doing will feed into this process.</p> <p>This work continues.</p>
Local Provisions Schedule (LPS) - Progress the Approval of the LPS in accordance with requirements of the Tasmanian Planning Commission, and subsequent implementation actions once approved. The Approval of the LPS in accordance with requirements of the Tasmanian Planning Commission, and subsequent implementation actions once approved.	75%	<p>Break O'Day Local Provisions Schedule (LPS). In relation to the draft amendments to the LPS, the Section 40K Report was submitted to the Tasmanian Planning Commission on 21 December 2023. A Public Hearing was scheduled for 20/21 February, we now await a decision from the Commission.</p>
Industrial Land Use Strategy	50%	<p>Data capture exercise and Initial draft report has been completed. Council Officers will prepare a report for Council consideration in a future meeting.</p>

BUILDING PROJECTS REPORT

Projects Completed in the 2023/2024 financial year

Description	Location	Updates
New Lighting Towers	St Helens Sports Complex – Football Oval	Completed September 2023
Kitchen Upgrades & Renovations	Scamander Sports Complex	Completed September 2023
St Marys Waste Transfer Station Additions	St Marys Waste Transfer Station	Completed September 2023
Sports Floor Replacement & New Backboard	Bendigo Bank Community Stadium	Completed October 2023
Replacement of Signage & Repainting	Service Tasmania	Completed November 2023

Projects ongoing – Capital Works Program (Includes carried over projects previous financial years)

Description	Location	Updates
Building upgrades	St Marys Railway Station	<ul style="list-style-type: none"> Repainting identified as priority which has now commenced.
Old Tasmanian Hotel Site – New Community Shed	20 Talbot Street, Fingal	<ul style="list-style-type: none"> Slab installation now completed; Works progressing as planned;
St Marys Indoor & evacuation Centre	St Marys Sports Complex	<ul style="list-style-type: none"> Framing stage now underway; Works are progressing as planned.
External Repainting	Council Chambers	<ul style="list-style-type: none"> Consideration of colour scheme underway; Works not yet scheduled.

Approved Capital Works Program – Current Financial Year - not yet started

Description	Location	Updates
Audio Visual Improvements	Portland Hall	<ul style="list-style-type: none"> Needs further consideration.
Re-Roof and Weatherproofing of athletics building	St Helens Sports Complex	<ul style="list-style-type: none"> Next phase of works pending outcomes of St Helens Sports Complex Masterplan consultation.

The below table provides a summary of the building approval issued for the month including comparisons to the previous financial year.

Building Services Approvals Report February 2024

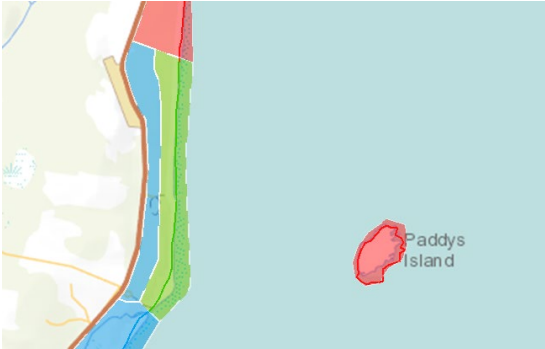
No.	BA No.	Town	Development	Value
1.	2023 / 00177	St Marys	New Dwelling, Carport, Ancillary Dwelling & Storage Container	\$309,000.00
2.	2023 / 00167	Fingal	New Dwelling & Shed	\$240,000.00
3.	2023 / 00201	St Helens	Addition - Dwelling	\$13,600.00
4.	2023 / 00126 - STAGE 1	St Helens	Demolition & Refit - RSL Community Centre Kitchen	\$100,000.00
5.	2023 / 00272	Binalong Bay	New Dwelling, Deck & Retaining walls	\$890,000.00
6.	2024 / 00016	Stieglitz	Alteration & Addition - Dwelling	\$237,000.00
7.	2023 / 00203	St Helens	Change of Use – Shed to Dwelling & New Solar Panels	\$112,000.00
8.	2023 / 00142	Stieglitz	New Dwelling, Carport & Veranda to Shed	\$260,000.00
9.	2022 / 00255	Beaumaris	New Dwelling	\$400,000.00
10.	2024 / 00034	Scamander	New Solar Panels	\$11,000.00
11.	2023 / 00239	Akaroa	New Dwelling	\$651,000.00
12.	2020 / 00315	Fingal	Plumbing approval only – dwelling alteration (new laundry)	N/A
13.	2024 / 00030	Binalong Bay	Plumbing approval only – dwelling – plumbing alterations	N/A
14.	2023 / 00257	St Marys	Plumbing approval only – car wash bay	N/A

ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2022/2023	2023/2024
	\$22,723,257.00	\$18,667,809.00

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2023	2024
	February	\$1,834,870.00	\$3,223,600.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2022/2023	2023/2024
	February	130	114

ENVIRONMENTAL REPORT

Description	Updates
Dog Management	<p>Members of the St Marys dog owners group attended a public 'dog parks' information and discussion session in St Marys to share information on constraints and options for dog parks in St Marys.</p> <p>A new dog zones base map has been shared with Parks and Wildlife Service reserves managers and internally for review. The next step will be a draft revised Dog Management Policy for Council to consider and invite community comment and submissions on.</p> 
Natural Hazards – Drought	<p>Attended first meeting of Northern Regional project advisory group for the Tasmanian Government's Drought Resilience Planning Program, funded by the Future Drought Fund of the Australian Government. The program is developing Drought Resilience Plans and community networks in the three regions and is followed by an implementation stage with funding.</p>
Reserve Activity Assessment Process reforms	<p>Attended a briefing on reforms to the Reserve Activity Assessment (RAA) Process being proposed by the Department of Natural Resources and Environment Tasmania. The consultation was organised for local government authorities by the Local Government Association of Tasmania.</p> <p>A key issue for Council's is interaction with the Planning Approvals functions and municipal outcomes.</p>
NRM Committee Meeting	<p>The Break O'Day Council NRM Committee met on 5 March at Beaumaris, beginning with a field inspection of native forest restoration work on Skyline Tier. The meeting considered proposals for Reserve Activity Assessment Process reform, listing of foxgloves as a declared weed (under the Biosecurity Act 2019) and various other weed issues.</p>



Cat Management	Preparations are underway for a visit in late March by Biosecurity Tasmania and the regional Cat Management Coordinator to hold a series of information sessions for Council staff and the community on responsible cat ownership and management, and the requirements of current legislation.
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Recreational Water Quality

The *Public Health Act 1997* requires that Councils to monitor recreational waters (including public pools and spars) using the Tasmanian Recreational Water Quality Guidelines.

Results for the 2023-2024 sampling season in December to February are reported here.

Recreational water	12 Dec. 2023		17 Jan. 2024		14-Feb-24		19 Feb. 2024	
	Ente *	Rec. WQ#	Ente *	Rec. WQ#	Ente *	Rec. WQ#	Ente *	Rec. WQ#
Grants Lagoon mouth A	N/A		N/A		N/A			
Grants Lagoon mouth B	<10	Good	<10	Good	20	Good	N/A	
Grants Lagoon footbridge	<10	Good	<10	Good	<10	Good	N/A	
Grants Lagoon (camp grd)	<10	Good	10	Good	<10	Good	N/A	
Beauty Bay	<10	Good	<10	Good	10	Good	N/A	
Yarmouth Creek	20	Good	<10	Good	<10	Good	N/A	
Wrinklers Lagoon	10	Good	<10	Good	40	Good	N/A	
Scamander River mouth	30	Good	20	Good	<10	Good	N/A	
Henderson Lagoon	<10	Good	10	Good	10	Good	N/A	
Denison Rivulet**	N/A		<10	Good	150	Moderate	238	Moderate

* Enterococci /100ml # Recreational Water Quality class (from Tasmanian Guidelines)

The results for water samples indicate conditions for all these waters (other than Denison Rivulet) have been safe for swimming during the season according to the Tasmanian Recreational Water Quality Guidelines. The monitoring at Denison Rivulet has shown that in consecutive months, the water does not meet recreational water quality standards. The Tasmanian Water Quality Guidelines require that in these circumstances warning signs need to be erected. This is being done. The water will be resampled in March and April and if results show that signs can be removed, discussions will need to be held with Department of Health before their removal.

All natural waters may be subject to local poorer water quality from time to time due to weather or other conditions.

Georges Bay Water Sampling:

Warning signs were erected after spills of untreated sewage into Georges Bay in the February storm event. Sampling undertaken on 4th March revealed the Bay is now safe to use for recreational purposes. The warning signs have been removed and the website updated with this information.

Immunisations

The *Public Health Act 1997* requires that Councils offer immunisations against a number of diseases. The following table provides details of the rate of immunisations provided by Council through its school immunisation program.

MONTH	2023/2024		2022/2023	
	Persons	Vaccinations	Persons	Vaccinations
July - December	19	20	60	64
January - June	52	52	54	54
TOTAL	71	72	114	118

Sharps Container Exchange Program as at 7 March 2024

Current Year	Previous Year
YTD 2023/2024	YTD 2022/2023
51	43

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Revised March 2022)

Goal

Environment – To balance our use of the natural environment to ensure that it is available for future generations to enjoy as we do.

Strategy

- Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.
- Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\012\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the General Manager's report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various matters which are being dealt with by the General Manager and with other Council Officers where required.

PREVIOUS COUNCIL CONSIDERATION:

Provided as a monthly report – Council consideration at previous meetings.

OFFICER'S REPORT:

20.02.2024	St Helens	– NTDC, meeting with NTDC Board involving Councillors to discuss the priorities in the Break O'Day area and issues of importance.
20.02.2024	St Helens	– State Election, meeting with MP Jen Butler involving the Mayor to discuss election priorities of the Break O'Day Council. Great opportunity to be able to provide in depth thinking and add further to the arguments which we had been articulating.
22.02.2024	St Helens	– Regional Development Australia, general catchup meeting with James McKee (CEO) regarding projects that Council had been considering and where RDA Tas might be able to help. Focus was mainly on those elements surrounding a Liveability Strategy
22.02.2024	Scottsdale	– Dorset Employment Connect – attended an event to celebrate the first year of operations of DEC which is part of Break O'Day Employment Connect's regional jobs hub service delivery.
23.02.2024	Launceston	– Northern Tasmanian Waste Management Program Steering Committee meeting, primary focus of the meeting was on development of the Regional Waste Management Strategy. Development of the strategy has been delayed for a few months but is now progressing satisfactorily.
23.02.2024	Launceston	– Northern General Manager's Meeting, key items dealt with included the Northern Councils Climate Change program, NTDC activities, progress with the Regional Land Use Strategy and the Gastronomy project
29.02.2024	Ansons Bay	– Ansons Bay Township Plan, meeting with the Ansons Bay Progress Association and Parks & Wildlife Service to discuss a range of topics on the

		Township Plan including weed management, infrastructure provision, emergency access, movement and information for visitors and PWS infrastructure and responsibilities.
01.03.2024	St Helens	– State Election, meeting with MP John Tucker to discuss election commitments for the upcoming State Election.
04.03.2024	St Helens	– Council Workshop
04.03.2023	St Helens	– Presentation on People, Places and Parking by Stephen Burgess
04.03.2023	St Helens	– East Coast Strategic Regional Partnership, site visit and discussion regarding the development of a Childcare Centre at St Marys.
05.03.2024	St Helens	– East Coast Strategic Regional Partnership, initial meeting with State Government officers in regards to Council's projects the State Government has agreed to support.
06.03.2024	MS Teams	– State Grants Commission, participated in a scheduled hearing with the Business services Manager to discuss the Commission's methodology review which is ongoing. Good opportunity to provide the perspective of a small Council to potential methodology changes and to challenge the thinking which was occurring.

General – The General Manager held regular meetings with Departmental Managers and individual staff when required addressing operational issues and project development. Meetings with community members included Ian Boyce, Steve Walley,

Brief Updates:

State Election

The Mayor and General Manager have been taking every opportunity to push the priorities which Council had identified for the State Election and will continue to do so over the last few weeks of the election campaign. The State Government announcement of the East Coast Strategic Regional Partnership included three of these projects which we have taken as being ticked off and secured:

- ✓ Bay of Fires Master Plan additional funding
- ✓ St Marys Childcare Centre, needs analysis and concept development
- ✓ St Helens District High School, consideration of constructing a new school when a major upgrade is required.

The Labor party have provided clear support for the St Helens High School investigation which was evidenced by the media coverage following the recent flooding event.

The remaining items which we need to focus on securing relate to:

- St Marys Pass Alternative Route, commitment of funding for construction in the forward estimates
- Georges Bay Foreshore Multi-user Track, funding contribution for the completion of the missing Parnella section
- St Marys Health Services, a commitment to ongoing support and expansion of services

Strategic Regional Partnership Agreement

Council officers have had an initial meeting with State Government officers in relation to the implementation of the Memorandum of Understanding which has been entered into relating to the SRPA. The primary focus of the meeting was to provide a more detailed understanding of the projects and their history to the officers now responsible for delivering the SRPA. It is apparent that there is only minimal information available regarding the funding and timing of the projects occurring, this in part could be due to the Caretaker period currently in play at the State Government level. Governance arrangements around the operation of the SRPA have not been developed and the General Manager has asked that a draft Terms of Reference be developed prior to any consideration of the membership of the governance group as this may well dictate the membership.

Communications Report

TOPIC	ACTIVITY	PROGRESS
GENERAL COMMS	BODC Newsletter	<p>Sent out 1 week ago. Included stories on:</p> <ul style="list-style-type: none">• SSN National Trophy Tour (St Helens was the only town in Tassie)• BODC partnering with SARAH Group to advocate for road safety.• Checking on your neighbours• Scam Awareness – St Helens Online Access Centre
WEBSITE	Community Events	<ul style="list-style-type: none">• Laurel House - Community Conversation and free training event• Lily's International Women's Day Youth Event• Bay of Fires Youth Art Prize Exhibition• The LightHouse community get together.
SOCIAL MEDIA	Break O'Day Council	<ul style="list-style-type: none">• GetIn2Gear – Learner Driver Mentor Program• BODC Volunteer Film Festival – Calling all volunteers to celebrate your efforts.
	Shared Social Media Posts	<ul style="list-style-type: none">• Tasmania Fire Service – Upgrades to Alarm Signalling Equipment• Tasmania Police – Emergency messaging during severe thunderstorm• St Helens Netball Association – SSN Trophy Tour and netball event.• State Growth – March roadworks at Chain of Lagoon• Heal your Body and Soul Festival• St Helens Cricket Grand Final• St Helens Lampshade Workshop• Speedcubing Tasmania event in St Helens

		<ul style="list-style-type: none"> PWS – Campfire restrictions International Women’s Day
GRANTS	Break O’Day Council	Community grants 2023-24
SURVEYS	Break O Day Council and Lower George Riverworks Trust	<ul style="list-style-type: none"> Meetermer/ George River – Preparing for the future.
EMAIL DATABASES	Continuing to develop	Continuing to collect email addresses for the newsletter and township databases. This has been going well with all the consultation underway, which is used as an opportunity to promote our EDMs.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
347 Dublin Town Rd, St Marys Certificate of Title – 108868 Folio 1	Affixing Common Seal	Burial on private land	Number 21 – Miscellaneous Powers and Functions to the General Manager
Flagstaff Pumptrack	Affixing Common Seal	Deed of variation	Number 21 – Miscellaneous Powers and Functions to the General Manager
Volume number 186439 Folio 1	Affixing Common Seal	Land title transfer	Number 21 – Miscellaneous Powers and Functions to the General Manager

General Manager’s Signature Used Under Delegation for Development Services:

DATE	DOCUMENT	ADDRESS	PID OR DA
01.02.2024	337 Certificate	3 Dune Street, Scamander	1830372
05.02.2024	337 Certificate	7 Reason Way, Binalong Bay	3041393
07.02.2024	337 Certificate	280 Ansons Bay Road, St Helens	2949009
07.02.2024	337 Certificate	53 Argonaut Road, St Helens	2611083
13.02.2024	337 Certificate	Alexander Street (CT209804/5), Cornwall	6399737
13.02.2024	337 Certificate	1 Highcrest Avenue, Binalong Bay	6796601
15.02.2024	337 Certificate	145 Semmens Road, St Marys	7754972
15.02.2024	337 Certificate	8 Georges Bay Esplanade, St Helens	6794171
15.02.2024	337 Certificate	43 Parnella Drive, Stieglitz	7390910
15.02.2024	337 Certificate	Tasman Highway (CT206983/1), Weldborough	9620778
16.02.2024	337 Certificate	12/141 Riverview Road, Scamander	9796651
20.02.2024	337 Certificate	4 Luck Court, Akaroa	7440797
22.02.2024	337 Certificate	24 Beven Heights, Binalong Bay	7097853
22.02.2024	337 Certificate	90 Main Street, St Marys	6404161
23.02.2024	337 Certificate	61 Argonaut Road, St Helens	7680600

26.02.2024	337 Certificate	37b Coffey Drive, Binalong Bay	3131452
26.02.2024	337 Certificate	121 High Street, Mathinna	2926245
26.02.2024	337 Certificate	15 Heather Place, St Helens	9035670
26.02.2024	337 Certificate	15 Targett Street, Scamander	6784416
27.02.2024	337 Certificate	3 Cockatoo Court, Beaumaris	9870314
27.02.2024	337 Certificate	23370 Tasman Highway, Scamander	6409050
06.03.2024	337 Certificate	277 Ansons Bay Road, St Helens	7689736

Tenders and Contracts Awarded:

Nil

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Revised March 2022)

Goal

Services - To have access to quality services that are responsive to the changing needs of the community and lead to improved health, education and employment outcomes.

Strategy

- Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community.
- Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.

LEGISLATION & POLICIES:

N/A

BUDGET AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

ACTION	DISCUSSION
PROPONENT	Break O'Day Council
OFFICER	Jayne Richardson, Executive Officer
FILE REFERENCE	002\024\007\
ASSOCIATED REPORTS AND DOCUMENTS	LG05 Social Media Policy Draft - LG05 Social Media Policy

OFFICER'S RECOMMENDATION:

That Council receive the proposed changes to the Social Media Policy and discuss these changes with the view of updating the policy and including not just personal use of Social Media but Organisational as well.

INTRODUCTION:

Council has a schedule for regular review of policies and this policy is due for review every four (4) years in line with Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 18 February 2013 – **Minute No 02/13.15.5.60**

Amended 16 June 2014 – **Minute No 06/14.15.3.179**

Amended 15 February 2016 – **Minute No. 02/16.12.5.29**

Amended 20 May 2019 – **Minute No. 05/19.16.5.120**

OFFICER'S REPORT:

The Executive Officer reviewed Social Media Policies from other Local Government organisations and sought advice from the Local Government Association Tasmania (LGAT) team on the inclusion of organisational use of social media being included in the Policy. From this research it was found that many other organisations combine the two areas in the one policy.

When reviewing the policy the Executive Officer considered the following:

- Does the policy align with current legislation and standards?
- Does it align with our own strategies, ie Communications and Community Engagement Strategies.
- Does the Policy provide clear advice to Elected Members on Social Media use?
- Does the policy provide clarity around Organisational use of Social Media

With these considerations front of mind, the Policy has been significantly rewritten. To make it easier for Councillors to see these changes we have included the previous version of the policy as well as the marked-up version.

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Revised March 2022)

Goal

Community – To strengthen our sense of community and lifestyle through opportunities for people to connect and feel valued.

Strategy

Community - Create an informed and involved community by developing channels of communication.

Key Focus Area:

Communication - Improve and develop communication processes that lead to the community feeling more informed and involved.

LEGISLATION & POLICIES:

- *Local Government Act 1993*
- Policy LG05
- Anti-Discrimination and Harassment Policy Computer Use, Internet and Email Policy Confidentiality Policy
- Disciplinary Policy
- Equal Opportunities Policy Induction Policy
- Break O'Day Council's Staff Code of Conduct Policy
- Break O'Day Council's Communications Guide
- Break O'Day Council's Community Engagement Framework

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority

POLICY NO LG05 PERSONAL USE OF SOCIAL MEDIA POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
LINK TO STRATEGIC PLAN:	Maintain workforce standards and procedures that ensure that the occupational health safety and welfare of employees, contractors and public is protected and enhanced
STATUTORY AUTHORITY:	Local Government Act 1993 Local Government (General) Regulations 2005
OBJECTIVE:	This policy will set guidelines that must be followed when Break O'Day Council employees and elected members use social media in a private capacity. The purpose is to ensure that employee and elected member posts do not expose the council to legal liability or public embarrassment. Any breaches of this policy may be subject to disciplinary action.
POLICY INFORMATION:	Adopted 18 February 2013 – Minute No 02/13.15.5.60 Amended 16 June 2014 – Minute No 06/14.15.3.179 Amended 15 February 2016 – Minute No. 02/16.12.5.29 Amended 20 May 2019 – Minute No. 05/19.16.5.120

POLICY

1. INTRODUCTION

The lines between work and personal lives are blurring and guidance is required as to the expectations of Break O'Day Council regarding the conduct of employees and elected members when using social media. This policy refers to content that directly references Break O'Day Council as an organisation/employer. The nature of the online world means that anything posted or commented on social media may be traced back to the organisation with the perception that the content is endorsed by Council. There is no such thing as a 'private' social media site, regardless of the privacy settings. Due to the nature of the internet, social media posts can be seen by many people even if you think you have high privacy settings, all it takes is for one person to share your post or even screen shot your post. These reasons are also why deleting a post does not always mean it has been deleted completely or permanently.

Legally, posting on-line is no different from publishing in a newspaper. If an employee or elected member makes a comment on social media or shares a post, they are making a public comment.

2. DEFINITIONS

Social media and Social Media Channels includes any online interactive site and may include, but is not limited to:

- social networking sites (Facebook, Reddit, Twitter, Bebo, LinkedIn, Yammer)
- video and photo sharing (Instagram, Flickr, Youtube)
- blogs, including corporate and personal blogs
- blogs hosted by media outlets ("comments" or "your say" features)



- micro-blogs
- wikis and online collaborations (Wikipedia)
- forums, discussion boards and groups (Google groups, Whirlpool)
- vod and podcasting
- online multiplayer gaming platforms (World of Warcraft, Second life)
- instant messaging (SMS)
- geo-spatial tagging (Foursquare)

Employee or elected member means all paid employees, volunteers, contractors, elected members, students on work experience and those employed under labour hire arrangements.

3. APPLICATION

This policy applies to individual use of social media channels as well as the Break O'Day Council channels.

4. POLICY STATEMENT

- 1) Council has no interest in employee or elected member participation in social media when no mention of Break O'Day Council is made and there is no association with Break O'Day Council activities or other employees or elected members
- 2) The public may consider employees and elected members to be representing Council at all times, even when using individual Social Media accounts or commenting on other posts. This can reflect on Council as an organisation.
- 3) Employees are not permitted to use the Break O'Day Council Logo or their work email address in any social media forums.
- 4) Workplace grievances are not to be aired on social media sites, there are alternative grievance policies and procedures available.
- 5) Social Media postings should not disclose any information that is confidential or proprietary to Break O'Day Council or any third party associated with Break O'Day Council.
- 6) If an employee or elected member comments on any aspect of Break O'Day Council business or operations they must clearly identify themselves as an employee/elected member and include a disclaimer, for example "the views expressed here are mine alone and do not necessarily reflect the views of Break O'Day Council"
- 7) Be mindful that sharing posts gives the impression that you support the content of the post.
- 8) If an employee or elected member shares or posts content related to Break O'Day Council that evokes discussion/ contention, the person who posted the material must ensure any conversations remain respectful. Private use of social media is not permitted during work hours with the exception of designated meal breaks
- 9) Employees and elected members are encouraged to ensure they have social media privacy settings set to the highest level possible.
- 10) Employees and elected members are at all times personally responsible for material posted on social media sites under their control.
- 11) Any posting that may be considered discriminatory, threatening, harassing or bullying and breaches Break O'Day policies, may be subject to disciplinary action
- 12) Councillors and Employees are expected to act within our organisation's values; Working as a TEAM with OPEN & HONEST COMMUNICATION; we act with INTEGRITY whilst showing RESPECT and being POSITIVE and proactive in our actions.

5. BREACHES OF POLICY

Employees and elected members must comply fully with the policy at all times.

If you are not sure if an activity complies, speak to your Manager, General Manager or Mayor. Non-compliance is a serious matter and appropriate action will be taken.



An Elected member breaching this policy may be subject to a Code of Conduct complaint as per the *Local Government Act 1993* and the *Local Government (General) Regulations 2005*. Staff breaching this policy may be subject to disciplinary action as per the Staff and Councillor Codes of Conduct Policies (LG35 and LG03)

6. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.

7. ASSOCIATED POLICIES

- Anti-Discrimination and Harassment Policy
- Computer Use, Internet and Email Policy
- Confidentiality Policy
- Disciplinary Policy
- Equal Opportunities Policy
- Induction Policy
- Staff Code of Conduct Policy

POLICY NO LG05 PERSONAL USE OF SOCIAL MEDIA POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager/ Communications Officer
LINK TO STRATEGIC PLAN:	<p>Strategic Plan 2017-2027 Vision: Working as a TEAM with OPEN & HONEST COMMUNICATION; we act with INTEGRITY whilst showing RESPECT and being POSITIVE and proactive in our actions</p> <p>Council's Role in Achieving the Vision: Leadership/Ownership: Be visionary and accountable leaders who advocate and represent the views of our community in a transparent way</p> <p>Great Communication; Listen, consult and engage with the community and individuals.</p> <p>Be open, honest and proactive in our communication.</p> <p>Keep people informed about the things that matter to them.</p> <p>Maintain workforce standards and procedures that ensure that the occupational health safety and welfare of employees, contractors and public is protected and enhanced</p>
STATUTORY AUTHORITY:	<p>Local Government Act 1993</p> <p>Local Government (General) Regulations 2005</p>
OBJECTIVE:	<p>This policy is designed to provide guidance on the responsible and effective use of social media platforms for personal and organisational purposes. It outlines Break O'Day Council's expectations, responsibilities, and guidelines to ensure that our presence on social media aligns with our organisational goals, values, and legal obligations.</p> <p>This policy will set guidelines that must be followed when Break O'Day Council employees and elected members use social media in a private capacity. The purpose is to ensure that employee and elected member posts do not expose the council to legal liability or public embarrassment. Any breaches of this policy may be subject to disciplinary action.</p>
POLICY INFORMATION:	<p>Adopted 18 February 2013 – Minute No 02/13.15.5.60</p> <p>Amended 16 June 2014 – Minute No 06/14.15.3.179</p> <p>Amended 15 February 2016 – Minute No. 02/16.12.5.29</p> <p>Amended 20 May 2019 – Minute No. 05/19.16.5.120</p> <p>Amended 19 February - XXXXXXXXXXXXXXXXXXXXX</p>

POLICY

1. INTRODUCTION

~~The lines between work and personal lives are blurring and guidance is required as to the expectations of Break O'Day Council regarding the conduct of employees and elected members when using social media.~~

#LG05 – Personal Use of Social Media Policy

Page 1 of 3



This policy refers to content that directly references [or can be related to](#), Break O'Day Council as an organisation/employer. The nature of the online world means that anything posted or commented on social media may be traced back to the [person and therefore the](#) organisation with the perception that the content is endorsed by Council.

[As an Organisation, Break O'Day Council uses social media as one method of communication to primarily:](#)

- [1. Inform the community of any relevant activities, projects and information related to our area and community](#)
- [2. Promote Council and community initiatives like events and engagement activities](#)
- [3. Share emergency information in realtime.](#)

[Social media is a powerful tool for communication, information sharing, and community engagement in our interconnected world. Break O'Day Council elected members and staff have an important role in representing our values, enhancing openness, and encouraging positive interactions within the community as an individual and as an employee of the organisation.](#)

[Often community members will not differentiate between a personal post, expressing personal views and an employee expressing a formal position of Council. This basically means that when staff and elected members comment, share or post content on social media, there is a possibility that the community will view the post as a position of Council. This can expose the organisation and individuals to risks associated with; discrimination, bullying and harm to organisational reputation and brand.](#)

[There is no such thing as a 'private' social media site, regardless of your privacy settings. Because of the internet, social media posts can be seen by many people even if you think you have high privacy settings, all it takes is for one person to share your post or even screen shot your post. These reasons are also why deleting a post does not always mean it has been deleted completely or permanently.](#)

[Legally, posting on-line is no different from publishing in a newspaper. If an employee or elected member makes a comment on social media or shares a post, they are making a public comment.](#)

~~[There is no such thing as a 'private' social media site, regardless of the privacy settings. Due to the nature of the internet, social media posts can be seen by many people even if you think you have high privacy settings, all it takes is for one person to share your post or even screen shot your post. These reasons are also why deleting a post does not always mean it has been deleted completely or permanently.](#)~~

~~[Legally, posting on-line is no different from publishing in a newspaper. If an employee or elected member makes a comment on social media or shares a post, they are making a public comment. Social media is a powerful tool for communication, information sharing, and community engagement in our interconnected world. Break O'Day Council staff and elected members have an important role in representing our values, enhancing openness, and encouraging positive interactions within the community as an individual and as an employee of the organisation.](#)~~

~~[Often community members will not differentiate between a personal post, expressing personal views and an employee expressing a formal position of Council. This basically means that when staff and elected members comment, share or post content on social media, there is a possibility that the community will view the post as a position of Council. This can expose the organisation and individuals to risks associated with; discrimination, bullying and harm to organisational brand.](#)~~

~~[This policy applies to content that directly refers to or can be linked to, Break O'Day Council as an organisation/employer. The online world makes it possible that anything posted or commented on social media can be traced back to the person and therefore the organisation with the impression that the content](#)~~

is supported by Council.

There is no such thing as a 'private' social media site, regardless of your privacy settings. Because of the internet, social media posts can be seen by many people even if you think you have high privacy settings, all it takes is for one person to share your post or even screen shot your post. These reasons are also why deleting a post does not always mean it has been deleted completely or permanently.

Legally, posting on line is no different from publishing in a newspaper. If an employee or elected member makes a comment on social media or shares a post, they are making a public comment.

2. DEFINITIONS

WORD/TERM	DEFINITION
<u>Social Media</u>	<u>Any online platform where people can interact with each other. This includes commenting, sharing and creating your own posts on platforms such as but not limited to: Facebook, Instagram, Reddit, TikTok, Snapchat etc.</u>
<u>Personal/Private Use</u>	<u>Any social media activity where you are interacting under your own personal/private account.</u>
<u>Organisational Use</u>	<u>Any social media activity where an employee or elected member is representing Break O'Day Council. This includes all Break O'Day Council social media accounts, accounts developed to represent an activity or program of Council as well as Elected Member Accounts.</u>
<u>Employee</u>	<u>A paid employee or contractor representing Break O'Day Council</u>
<u>Elected Member</u>	<u>Councillors elected by the community to represent Break O'Day</u>

Social media and Social Media Channels includes any online interactive site and may include, but is not limited to:

- social networking sites (Facebook, Reddit, Twitter, Bebo, LinkedIn, Yammer)
- video and photo sharing (Instagram, Flickr, Youtube)
- blogs, including corporate and personal blogs
- blogs hosted by media outlets ("comments" or "your say" features)
- micro-blogs
- wikis and online collaborations (Wikipedia)
- forums, discussion boards and groups (Google groups, Whirlpool)
- vod and podcasting
- online multiplayer gaming platforms (World of Warcraft, Second life)
- instant messaging (SMS)
- geo-spatial tagging (Foursquare)

Employee or elected member means all paid employees, volunteers, contractors, elected members, students on work experience and those employed under labour hire arrangements.

3. PURPOSE

The purpose of this policy is to:

- Clarify the distinction between personal/private and organisational use of social media.
- Establish guidelines for maintaining professionalism, confidentiality, and ensuring Break O'Day Council's values are adhered to in any online interactions
- Define the roles and responsibilities of staff and elected members in representing Break O'Day Council on social media.
- Ensure compliance with relevant laws, regulations, and ethical standards.

- Provide a framework for the use of social media as a tool for community engagement and information dissemination.

AUTHORISED SPOKESPEOPLE FOR BREAK O'DAY COUNCIL'S SOCIAL MEDIA PLATFORMS

The Communications Coordinator/Officer Executive Officer will oversee the use of Council's Social media platforms including:

- Approving other officers to be administrators
- Approving content to ensure it aligns with Council's values
- Hiding and removing comments and content from Council's Social Media platforms
- Blocking people from our page permanently
- Replying to commentary in an official capacity as Council

Organisational posts and content are made in accordance with our Communication Guide and Community Engagement Framework and are implemented (posted) by Break O'Day Council's communications team.

3.4. APPLICATIONSCOPE

This policy applies to all Elected Members and Employees individual/personal/private use of social media channels when comments, posts and sharing of posts may reflect on Council activities as well as the Break O'Day Council's social media platforms, channels.

4.5. POLICY STATEMENT

- 1) Council recognises that social media platforms have an important role to play in community engagement and genuine interactions between Council and the community.
- 2) Council has no interest in an elected member or employee's or elected member participation in social media when no mention of Break O'Day Council is made and/or there is no association with Break O'Day Council activities or other elected members or employees or elected members.
- 3) The public may consider Elected members and employees and elected members must understand that the public may consider that they to be representing Council at all times, even when using individual-personal/private Social Media accounts or when an individual commentsing on other posts. This can reflect on Council as an organisation.
- 4) Employees are not permitted to use the Break O'Day Council Logo or their work email address in any social media forums.
- 5) Workplace grievances are not to be aired on social media sites, there are alternative grievance policies and procedures available.
- 6) Social Media postsings should not disclose any information that is confidential or proprietary to Break O'Day Council or any third party associated with Break O'Day Council.
- 7) If an elected member or employee or elected member comments on any aspect of Break O'Day Council's business or operations they must clearly identify themselves as an elected memberemployee/elected-employee member and include a disclaimer, for example "the views expressed here are mine alone and do not necessarily reflect the views of Break O'Day Council".
- 8) Be mindful that Elected Members and employees must understand that sharing posts gives the impression that you support the content of thethat you are sharing post.
- 9) If an Elected Member or Employee or elected member shares or posts content related to Break O'Day Council that evokes discussion/-contention, the person who posted the material is responsible for any comments and must ensure any conversations remain respectful. Advice on how to deal with this instances can be given by the Executive Officer
- 10) Private use of social media is not permitted during work hours with the exception of staff required to monitor Council's associated Social Media channels. Staff may access Social Media during designated meal breaks.
- 11) Elected Members and employees and Employees elected members are encouraged to ensure they have social media privacy settings set to the highest level possible.
- 12) Elected Members and Employees and elected members are at all times personally

#LG05 – Personal Use of Social Media Policy

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responsible for material posted on their personal social media ~~sites under their control platforms.~~

~~44)13)~~ Any posts ~~ing~~ that may be considered discriminatory, threatening, harassing or bullying ~~and or~~ breaches Break O'Day Council policies and values, may be subject to disciplinary action

~~42)14)~~ Councillors and Employees are expected to act within our organisation's values; Working as a TEAM with OPEN & HONEST COMMUNICATION; we act with INTEGRITY whilst showing RESPECT and being POSITIVE and proactive in our actions.

5. BREACHES OF POLICY

Employees and elected members must comply fully with the policy at all times.

If you are not sure if an activity complies, speak to your Manager, General Manager or Mayor. Non-compliance is a serious matter and appropriate action will be taken.

An Elected ~~mm~~ember breaching this policy may be subject to a Code of Conduct complaint as per the *Local Government Act 1993* ~~and the Local Government (General) Regulations 2005~~. Staff breaching this policy may be subject to disciplinary action as per the Staff and Councillor Codes of Conduct Policies (LG35 and LG03)

6. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.

7. ASSOCIATED POLICIES

Anti-Discrimination and Harassment Policy
Computer Use, Internet and Email Policy
Confidentiality Policy
Disciplinary Policy
Equal Opportunities Policy
Induction Policy
Staff Code of Conduct Policy
[Communications Guide](#)
[Community Engagement Framework](#)

IN CONFIDENCE

03/24.18.0 **CLOSED COUNCIL**

03/24.18.1 **Confirmation of Closed Council Minutes – Council Meeting 19 February 2024**

03/24.18.2 **Outstanding Actions List for Closed Council**

Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2005 that Council move out of Closed Council.

03/24.19.0 **MEETING CLOSED**

Mayor Tucker thanks everyone for their attendance and declared the meeting closed at ...pm.