

# COUNCIL MEETING AGENDA

Monday 19 February 2024  
Council Chambers, St Helens

John Brown, General Manager  
Break O'Day Council  
13 February 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 19 February 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: 19 February 2024

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## CONTENTS

NOTICE OF MEETING.....	3
CONTENTS	5
AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL .....	7
OPENING	7
ACKNOWLEDGEMENT OF COUNTRY.....	7
02/24.1.0 ATTENDANCE .....	7
02/24.1.1 Present .....	7
02/24.1.2 Apologies.....	7
02/24.1.3 Leave of Absence .....	8
02/24.1.4 Staff in Attendance .....	8
02/24.2.0 PUBLIC QUESTION TIME.....	8
02/24.2.1	8
02/24.3.0 DECLARATION OF INTERESTS OF A COUNCILLOR OR CLOSE ASSOCIATE .....	8
02/24.4.0 CONFIRMATION OF MINUTES.....	8
02/24.4.1 Confirmation of Minutes – Council Meeting 15 January 2024.....	8
02/24.5.0 COUNCIL WORKSHOPS HELD SINCE 15 JANUARY 2024 COUNCIL MEETING.....	9
02/24.6.0 PLANNING AUTHORITY .....	9
02/24.7.0 COUNCIL MEETING ACTIONS .....	10
02/24.7.1 Outstanding Matters.....	10
02/24.8.0 PETITIONS.....	19
02/24.9.0 NOTICES OF MOTION .....	19
02/24.10.0 COUNCILLOR’S QUESTIONS ON NOTICE .....	19
02/24.11.0 COUNCILLOR’S QUESTIONS WITHOUT NOTICE .....	19
02/24.12.0 MAYOR’S & COUNCILLOR’S COMMUNICATIONS.....	20
02/24.12.1 Mayor’s Communications for Period Ending 19 February 2024.....	20
02/24.12.2 Councillor’s Reports for Period Ending 19 February 2024.....	20
02/24.13.0 BUSINESS AND CORPORATE SERVICES.....	21
02/24.13.1 Corporate Services Department Report .....	21
02/24.13.2 Monthly Financial Report.....	25
02/24.13.3 Visitor Information Centre Report.....	32
02/24.13.4 Capital Works Budget Review .....	35
02/24.14.0 WORKS AND INFRASTRUCTURE .....	52
02/24.14.1 Works and Infrastructure Report.....	52
02/24.14.2 Animal Control Report .....	58
02/24.14.3 Provision of a Road Name - Private Access Road off Aulichs Road .....	61
02/24.14.5 Safer Australian Roads and Highways Inc - Partnership MOU.....	65

02/24.15.0	COMMUNITY DEVELOPMENT .....	70
02/24.15.1	Community Services Report.....	70
02/24.16.0	DEVELOPMENT SERVICES.....	76
02/24.16.1	Development Services Report.....	76
02/24.16.2	NRM Committee Meeting Minutes 5 September and 5 December 2023 .....	84
02/24.16.3	Appointment of Break O'Day Council Natural Resource Management Committee representatives .....	100
02/24.17.0	GOVERNANCE.....	106
02/24.17.1	General Manager's Report.....	106
02/24.17.2	Review – LG02 – Councillor Learning and Development Policy .....	111
02/24.17.3	Review Policy No LG50 – Gifts and Benefits Policy.....	125
02/24.17.4	Northern Tasmania Development Corporation Ltd (NTDC) – Receipt of Quarterly Report Oct-Dec 2023.....	133
02/24.17.5	2023-2024 Annual Plan Quarterly Review .....	151
02/24.17.6	Future of Local Government Review – Final Report.....	206
02/24.17.7	East Coast Strategic Regional Partnership Agreement.....	222
02/24.18.0	CLOSED COUNCIL .....	239
02/24.18.1	Confirmation of Closed Council Minutes – Council Meeting 15 January 2024 .....	239
02/24.18.2	Outstanding Actions List for Closed Council .....	239
02/24.18.3	Closed Council Item Pursuant to Section 15(2)A of the Local Government (Meeting Procedures) Regulations 2015 - General Manager Annual Leave .....	239
02/24.18.4	Closed Council Item Pursuant to Section 15(2)A of the Local Government (Meeting Procedures) Regulations 2015 - Works & Infrastructure Review.....	239
02/24.19.0	MEETING CLOSED.....	239

## AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

As determined by Break O’Day Council in March 2019 all Ordinary, Special and Annual General Meetings of Council are to be audio recorded and a link will be available on the Break O’Day Council website where the public can listen to audio recordings of previous Council Meetings.

*In accordance with the Local Government Act 1993 and Regulation 33 of the Local Government (Meeting Procedures) Regulations 2015, these audio files will be retained by Council for at least six (6) months and made available for listening online within seven (7) days of the scheduled meeting. The written minutes of a meeting, once confirmed, prevail over the audio recording of the meeting and a transcript of the recording will not be prepared.*

## 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.*

### 02/24.1.0 ATTENDANCE

#### 02/24.1.1 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

#### 02/24.1.2 Apologies

Nil

### 02/24.1.3 Leave of Absence

### 02/24.1.4 Staff in Attendance

General Manager, John Brown  
Corporate Officer, Bec Wood

### 02/24.2.0 PUBLIC QUESTION TIME

#### 02/24.2.1

### 02/24.3.0 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.*

### 02/24.4.0 CONFIRMATION OF MINUTES

#### 02/24.4.1 Confirmation of Minutes – Council Meeting 15 January 2024

#### **OFFICER'S RECOMMENDATION:**

That the minutes of the Council Meeting held on the 15 January 2024 be confirmed.



## 02/24.5.0 COUNCIL WORKSHOPS HELD SINCE 15 JANUARY 2024 COUNCIL MEETING

There was a workshop held 15 January 2024 and the following items were listed for discussion.

- Capital Works Budget Review
- Animal Control Report
- SARAH GROUP Partnership
- Road Name – Aulichs Road, St Marys
- Shared Pathway: St Helens-Binalong Bay
- Hub4Health - Update
- Pending Development Application Updates
- Portable signage compliance
- NRM Committee Meeting Minutes 5 September and 5 December 2023
- Appointment of Break O'Day Council Natural Resource Management Committee representatives
- Review – LG02 – Councillor Learning and Development Policy
- Review Policy No LG50 – Gifts and Benefits Policy
- Australian Local Government Association (ALGA) – 2024 National General Assembly of Local Government – Call for Motions
- Northern Tasmania Development Corporation Ltd (NTDC) – Receipt of Quarterly Report Oct-Dec 2023
- 2023-2024 Annual Plan Quarterly Review
- Honour boards for Recognition of Service

## 02/24.6.0 PLANNING AUTHORITY

*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.*



COUNCIL RESOLUTIONS - MEETINGS - PUBLIC  
13/02/2024



COUNCIL RESOLUTIONS PLAN

COUNCIL RESOLUTIONS - JANUARY 2024

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	15/01/2024	05/02/2024	01/24.6.1.287 DA 2023 / 00221 – Six (6) lot subdivision	A. Pursuant to Section 57 of the <i>Land Use Planning &amp; Approvals Act 1993</i> and the <i>Tasmanian Planning Scheme – Break O’Day</i> , that the application for Six (6) Lot Subdivision on land situated at 1771 Tasman Highway, Beaumaris described in Certificate of Title 211882/1 be APPROVED subject to the following plans / documents and conditions:	The application was considered by Council at its meeting on 15 January 2024.  01/24.6.1.287 Moved: Clr B LeFevre / Seconded: Clr G Barnes  FOR Councillor Barnes, Councillor Carter, Councillor Oldham, Councillor Le Fevre & Councillor Tucker  AGAINST Councillor Wright and Councillor Drummond  CARRIED  The permit was issued on 19/01/2024.  The permit has since been appealed by North East Bioregional Network, and is now part of an appeal process.	Senior Town Planner
	99%	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 &amp; 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

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
5%	15/01/2024	05/02/2024	<b>01/24.9.1.289 Speed Limit Reduction – Cllr Wright</b>	<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 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.</p>	<p>Councils Manager Infrastructure &amp; Development Services wrote to the General Manager (Department of State Growth) in December 2023, passing on Cllr K. Wrights request to the Council of November 2023 asking council to consider approaching State Government to reduce the speed limit between St Helens and Beaumaris to 80km/hr based on recent accident history including a fatality in 2022. That request was for the department to consider reviewing that section of road that included the possibility of lowering the sign-posted speed limit, reviewing existing warning signage and the current road alignment. Our current understanding is that the Department is considering a speed reduction to 90km/hr. Further, on the 9th February 2024, Council received advice from the Department that the Department would be preparing a Tasman Highway Corridor Strategy between Sorell and Launceston in three segments: (1) South (Sorell to Orford), (2) Central (Orford to St Helens) and (3) North (St Helens to Launceston). The strategy will identify opportunities for improvement to meet the expected future needs of road users and communities along the corridor. The strategy may include the identification of safety issues, active and public transport opportunities and investment opportunities. Works and upgrades do not form part of this strategy; however, the feedback will assist the department to prioritise projects and seek funding. The Manager Infrastructure &amp; Development Services will provide updates on the engagement process with community, visitors and government along the corridor which is expected to occur in the latter part of February.</p>	Manager Infrastructure and Development Services
5%	15/01/2024	05/02/2024	<b>01/24.9.2.290 Binalong Bay Parking, Traffic and Pedestrian Safety – Mayor Tucker</b>	<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>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:</p> <ol style="list-style-type: none"> <li>1. Improved Parking Accessibility</li> <li>2. Assessment of Additional Parking Areas, traffic calming and pedestrian safety improvements.</li> </ol>	<p>Council Officers have 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:</p> <ol style="list-style-type: none"> <li>1. Improved Parking Accessibility</li> <li>2. Assessment of Additional Parking Areas, traffic calming and pedestrian safety improvements.</li> </ol>	Manager Infrastructure and Development Services

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	15/01/2024	05/02/2024	<b>01/24.17.2.300 Managing conflicts of interests of Councillors Framework Review</b>	That Council's submission be confirmed based on the comments in this report and those provided by Councillors.	Submission made to the Office of Local Government reflecting Council's decision.	General Manager
100%	15/01/2024	05/02/2024	<b>01/24.17.3.301 Future of Local Government Review – Final Report</b>	That the Report be received and Council consider the nature of its submission.	Item relisted for February Council meeting as advised.	General Manager

## COUNCIL RESOLUTIONS 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
75%	20/02/2023	30/06/2023	<b>02/23.17.5 Live Streaming of Council Meetings</b>	<ol style="list-style-type: none"> <li>1. That Council resolve to implement Live Streaming of Council Meetings; and</li> <li>2. That the cost for the implementation for associated hardware and software be considered as part of the 2023-2024 budget deliberations.</li> </ol>	Installation date scheduled for the week beginning the 11 December.	Corporate Services Coordinator
36%	20/03/2023	30/06/2023	<b>03/23.15.7 St Helens Sports Complex</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. That funds from Public Open Space – St Helens be used to engage a landscape architect to undertake this project.</li> </ol>	Meeting has been organised with staff to start developing a Brief for this project so that Expressions of Interest can be obtained in line with community feedback and usage.	Manager Community Services
75%	15/05/2023	31/03/2024	<b>05/23.17.6 Economic Development Strategy Review</b>	<p>That Council</p> <ol style="list-style-type: none"> <li>1. Allocate funding within the 2023-2024 budget for the development of an Economic Development Strategy</li> <li>2. Undertake an Expression of Interest (EOI) for a consultant to develop the Economic Development Strategy</li> </ol>	Expression of Interest process currently underway.	General Manager
50%	26/06/2023	31/07/2023	<b>06/23.9.2.131 Online Access Centre Funding – Cllr Carter</b>	<p>That Council write to the State Government requesting:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. An explanation of the Hub approach that the Minister mentioned in a meeting with the Mayor and Acting General Manager in February 2023.</li> <li>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</li> </ol>	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 will need to be Question in Parliament.	General Manager

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
25%	21/08/2023	31/12/2023	<b>08/23.15.4.200 Bay of Fires Master Plan</b>	<p>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.</p> <p>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.</p>	Following Council's decision, an opportunity presented itself to raise the matter with Minister Jaensch during a recent meeting and discuss in detail Council's position. As part of lobbying activities for future elections the project is being submitted through the NTDC Priority Projects review process. It will also be included in the State Election Priorities	Manager Community Services
28%	21/08/2023	31/12/2023	<b>08/23.15.6.202 Reconciliation Action Plan</b>	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 approved the funding to undertake a Reconciliation Plan. Council will work with Reconciliation Tasmania to develop the plan for our community	Manager Community Services
100%	16/10/2023	31/10/2023	<b>10/23.16.2.242 Public Open Space Contributions Policy</b>	<p>Public Open Space Contributions Policy AM02 be amended to recognise that the Break O'Day Council has transitioned from the Break O'Day Interim Planning Scheme 2013 to the Tasmanian Planning Scheme, including the Break O'Day Local Provisions Schedule.</p> <p>The amendment removes references to the Interim Scheme.</p>	Policy updated and published.	Corporate Services Coordinator
75%	16/10/2023	31/12/2023	<b>10/23.17.3.246 State Election Priorities</b>	<p>That the following priorities form the basis of Council's lobbying activities for the next State Election</p> <ol style="list-style-type: none"> <li>1. St Marys Pass</li> <li>2. Bay of Fires Master Plan</li> <li>3. Georges Bay Foreshore Track</li> <li>4. St Helens District High School</li> <li>5. St Marys Childcare Centre</li> <li>6. St Marys Community Health Centre</li> </ol>	Priority document finalised and being used for lobbying activities. Outcomes from the Strategic Regional Partnership MoU have dealt with a number of the priorities.	General Manager
90%	20/11/2023	31/03/2024	<b>11/23.16.3.257 Proposed Environmental Health By-Law</b>	<ol style="list-style-type: none"> <li>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;</li> <li>1. That Council resolve by absolute majority to: <ul style="list-style-type: none"> <li>1. adopt the recommended alterations to the proposed by-law as outlined in this report and the draft by-law attached; and</li> <li>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.</li> </ul> </li> </ol>	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

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	20/11/2023	12/12/2023	<b>11/23.17.2.259 Council Meeting Dates and Workshop Dates for 2024</b>	That the following dates and times be approved for Council Meetings and Workshops to be held in 2024.	Meeting dates advertised as required.	General Manager
100%	18/12/2023	08/01/2024	<b>12/23.6.1.263 DA 041-2023 Residential – Construction of a Dwelling, Carport &amp; Shed</b>	After due consideration of the application received and Pursuant to Section 57 of the <i>Land Use Planning &amp; Approvals Act 1993</i> and the <i>Break O'Day Interim Planning Scheme 2013</i> that the application for RESIDENTIAL – CONSTRUCTION OF A DWELLING, CARPORT & SHED  RESIDENTIAL – CONSTRUCTION OF A DWELLING, CARPORT & SHED on land situated at 333 DAVIS GULLY ROAD, FOUR MILE CREEK described in Certificate of Title 136167/2 be APPROVED subject to the following conditions:	Planning Permit issued 21st December 2023	Development Services Coordinator
100%	18/12/2023	08/01/2024	<b>12/23.14.3.273 Trial of Green Waste –Fee free days at the Ansons Bay WTS</b>	That Council trial Green Waste 'fee free days' at the Ansons Bay Waste Transfer Station in the current financial year.	Free Sunday green-waste trial at Ansons Bay commenced from Sunday 24 Dec 2024.	Manager Infrastructure and Development Services
100%	18/12/2023	08/01/2024	<b>12/23.15.2.275 CB09 - Interim Safeguarding Children and Young People Policy</b>	That Policy No CB09 – Interim Safeguarding Children and Young People Policy be adopted.	Policy adopted and included in Policy Register. Implementation processes are being progressively developed based on advice and guidance received.	Corporate Services Coordinator
87%	18/12/2023	30/06/2024	<b>12/23.16.2.278 Draft Amendments – Break O'Day Local Provisions Schedule</b>	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	08/01/2024	<b>12/23.17.3.281 Managing conflicts of interests of Councillors Framework Review</b>	That Council provide a submission based on the comments in this report and additional comments provided by Councillors	Timeframe for consultation extended and item relisted with draft submission for January Council meeting	General Manager
75%	18/12/2023	29/02/2024	<b>12/23.17.4.282 Future of Local Government Review – Final Report</b>	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
100%	18/12/2023	08/01/2024	<b>12/23.17.5.283 Review – LG01 – Elected Members Allowances and Support Policy</b>	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
100%	18/12/2023	08/01/2024	<b>12/23.17.6.284 The lease of a portion of 29 Talbot Street, Fingal to Centacare Evolve Housing</b>	That Council, by absolute majority: Resolves to receive the General Manager's recommendation to progress the lease of a portion of 29 Talbot Street, Fingal to the Centacare Evolve Housing. Resolve pursuant to Section 178 (6) of the Act that Council provide notice in writing within 7 days after making a decision, advise all persons who lodged an objection of the decision and the right to appeal against that decision under section 178A.	Notification provided to Representatives in accordance with legislative requirements and legal advice.	General Manager

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	18/12/2023	31/01/2024	<b>12/23.8.1.264 Upper Esk Road Access Petition</b>	That a response be prepared by Council Officers.	Response sent to the Petitioners based on Councils decision and advising that the matter would be raised with Sustainable Timber Tasmania and that the situation with Old Roses Tier Road would be assessed.	General Manager
20%	18/12/2023	29/02/2024	<b>12/23.9.1.265 Indigenous name for St Patricks Head – Cllr J Drummond</b>	<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 support the Indigenous name for St Patricks Head, which is Iumeragenena wuggelena according to the Department of Natural Resources and Environment Tasmania.	The matter has been raised with Parks & Wildlife Service seeking their guidance on the request.	General Manager
95%	18/12/2023	31/01/2024	<b>12/23.9.2.266 Break O'Day Council to partner with the Sarah Road Safety Group – Mayor M Tucker</b>	<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 consider becoming a partner with the Sarah Road Safety Group.	The Manager Infrastructure & Development Services has contacted the SARAH Group regarding partnering with the organisation and provided a brief to Councilors at the February Councilor Workshop. An agenda report has been prepared for the Ordinary meeting of the Council in February 2024.	Manager Infrastructure and Development Services
20%	18/12/2023	31/01/2024	<b>12/23.9.3.267 Community landscape plan or policy for our townships – Deputy Mayor K Chapple</b>	<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 develop a community park / garden landscape plan / and or policy for our townships.	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
65%	21/02/2022	31/03/2022	<b>02/22.16.5.39 - Management of Freshwater Resources and Water Quality</b>	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.	The NRM committee continues to monitor issues of concern with freshwater water resources and water quality management. Work to bring information on freshwater and river management by the Tasmanian Government agencies and bodies to Break O'Day through Council continues to be delayed.	NRM Facilitator
75%	27/06/2022	31/10/2022	<b>06/22.15.3.123 - Outdoor Exercise Equipment - Scamander</b>	That Council seek external funding to cover the cost of this project.	A grant opportunity has been identified and will be finalised at the September 2023 Council meeting with Council seeking \$50k. The location of the equipment will be finalised through a community engagement process.	Manager Community Services

## COUNCIL RESOLUTIONS 2021

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
20%	15/02/2021	31/08/2021	<b>02/21.16.4.50 - Draft Policy LG55 – Use of Conferencing Technology to Attend Council Meetings and Workshops Policy</b>	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

**02/24.8.0            PETITIONS**

Nil.

**02/24.9.0            NOTICES OF MOTION**

Nil

**MOTION:**

**02/24.10.0            COUNCILLOR'S QUESTIONS ON NOTICE**

Nil.

**02/24.11.0            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.*

## 02/24.12.0

## MAYOR'S & COUNCILLOR'S COMMUNICATIONS

### 02/24.12.1

### Mayor's Communications for Period Ending 19 February 2024

18.01.2024	<b>St Helens</b>	– Meeting with Royal Flying Doctors Service to discuss usage of St Helens Aerodrome.
21.01.2024	<b>St Helens</b>	– Meeting with Wendy Askew and Susan Ley
26.01.2024	<b>St Helens</b>	– Australia Day, Awards Celebration for the nominees of Break O'Day at the Australia Day Awards Ceremony held at Portland Hall with Australia Day Ambassador Kim Smith.
29.01.2024	<b>Sorell</b>	– Future of Local Government Review, meeting involving representatives from Glamorgan-Spring Bay and Sorell Councils to discuss the process to investigate an East Coast Council.
05.02.2024	<b>St Helens</b>	– Council Workshop
06.02.2024	<b>Triabunna</b>	– Meeting with Premier Rockliff to sign Memorandum of Understanding relating to the Strategic Regional Partnership with the State Government.
08.02.2024	<b>Devonport</b>	– Local Government Association of Tasmania's briefing on the Future of Local Government Review.
14.02.2024	<b>Hobart</b>	– General Management Committee meeting
14.02.2024	<b>Hobart</b>	– Meeting with Minister Ellis to discuss the Fire and Emergency Service Act reform with the Tasmanian Fire and Emergency Services working group.
16.02.2024	<b>Scamander</b>	– Honouring Tony Chugg for 20 years of service with the Falmouth Fire Brigade.
19.02.2024	<b>St Helens</b>	– Council Meeting

### 02/24.12.2

### Councillor's Reports for Period Ending 19 February 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

## 02/24.13.0 BUSINESS AND CORPORATE SERVICES

### 02/24.13.1 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:

##### Capital Works Budget Review

Staff have completed the half yearly review of the Capital Works and Operational budgets. The revised Capital budget review is presented for Council deliberation in this agenda. The Operational budget is tracking in line with expectations and does not require revision or adjustment.

##### Policy Development

A number of key policies and procedures are in the development and/or review stage.

At a high level these include:

- 1) Cyber Security and associated IT controls
- 2) Capitalisation Procedure
- 3) Rates and Charges Policy
- 4) Asset Management Policy

##### 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
		<b>\$21,615,865.64</b>	<b>\$833,800.02</b>	<b>\$22,449,665.66</b>			

### 2023/2024 Rates Summary - 5 February 2024

	2023/2024		2022/2023	
	%	\$	%	\$
<b>Rates Brought Forward</b>				
Outstanding Rate Debtors		695,682.00		470,736.59
Less Rates in Credit		-271,007.13		-280,014.02
<b>Net Rates Outstanding at 30 June 2023</b>	<b>3.39</b>	<b>424,674.87</b>	<b>1.71</b>	<b>190,722.57</b>
Rates and Charges Levied	96.05	12,034,211.30	97.69	10,884,046.79
Interest and Penalty Charged	0.56	70,087.46	0.60	67,107.22
<b>Total Rates and Charges Demanded</b>	<b>100.00</b>	<b>12,104,298.76</b>	<b>100.00</b>	<b>10,951,154.01</b>

Less Rates and Charges Collected	75.94	9,514,394.55	77.86	8,674,708.31
Less Credit Journals and Supp Credits	1.14	142,744.91	0.51	56,580.39
Remissions and Discount	4.88	611,112.72	5.03	560,610.75
<b>Unpaid Rates and Charges 5 February</b>	<b>18.04</b>	<b>2,260,721.45</b>	<b>16.60</b>	<b>1,849,977.13</b>

	2023/2024	2022/2023
	<b>Remissions and Discounts</b>	
Early Payment Discount	116,914.18	105,928.63
Pensioner Rebates	494,198.54	454,682.12
	<b>611,112.72</b>	<b>560,610.75</b>

<b>Number Rateable Properties</b>	6,866	6,554
<b>Number Unpaid Rateable Properties</b>	3,651	3,464
<b>% Properties Not fully paid</b>	<b>53.18</b>	<b>52.85</b>

**Right to Information (RTI) Requests**

1 received

**132 and 337 Certificates**

	<b>132</b>	<b>337</b>
<b>January 2024</b>	27	15
<b>January 2023</b>	35	18

**Debtors/Creditors @ 7 February 2024**

**DEBTORS INFORMATION**

**Invoices Raised**

<b>Current</b>			<b>Previous Year</b>	
<b>Month</b>	<b>Mth Value</b>	<b>YTD 23/24</b>	<b>Month</b>	<b>YTD 22/23</b>
113	\$ 113,587.85	552	73	566

**CREDITORS INFORMATION**

**Payments Made**

<b>Current</b>			<b>Previous Year</b>	
<b>Month</b>	<b>Mth Value</b>	<b>YTD 23/24</b>	<b>Month</b>	<b>YTD 22/23</b>
427	\$ 1,362,092.14	1856	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



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

**OFFICER'S RECOMMENDATION:**

That the following reports for the month ending 31 January 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 31 January 2024.

## Profit and Loss

Break O'Day Council

For the 7 months ended 31 January 2024

Account	Actual YTD	Budget YTD	Budget Variance % YTD	Annual Budget	Notes
<b>Trading Income</b>					
Rates	11,920,419	11,845,314	1%	11,845,314	
User Fees	814,141	771,012	6%	1,383,879	
Operating Grants	319,565	1,646,633	-81%	3,897,036	1
Interest & Investment Income	436,216	553,766	-21%	816,457	2
Contributions	34,208	9,275	269%	15,900	
Other Revenue	199,416	51,659	286%	88,550	3
<b>Total Trading Income</b>	<b>13,723,964</b>	<b>14,877,659</b>	<b>-8%</b>	<b>18,047,136</b>	
<b>Gross Profit</b>	<b>13,723,964</b>	<b>14,877,659</b>	<b>-8%</b>	<b>18,047,136</b>	
<b>Capital Grants</b>					
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	
<b>Total Capital Grants</b>	<b>2,151,459</b>	<b>3,553,866</b>	<b>-39%</b>	<b>4,738,489</b>	<b>4</b>
<b>Other Non Operating Income</b>					
Net Gain/Loss on Disposal of Assets	67,669	70,000	-3%	120,000	
<b>Total Other Non Operating Income</b>	<b>67,669</b>	<b>70,000</b>	<b>-3%</b>	<b>120,000</b>	
<b>Total Non Operating Revenue</b>	<b>2,219,128</b>	<b>3,623,866</b>	<b>-39%</b>	<b>4,858,489</b>	
<b>Operating Expenses</b>					
Employee Costs	3,368,167	3,593,153	-6%	6,114,089	
Materials & Services	3,867,121	4,573,093	-15%	7,026,009	5
Interest Expense	113,218	144,613	-22%	247,910	
Depreciation	2,709,824	2,717,042	0%	4,657,790	
Other Expenses	152,443	156,920	-3%	269,008	
<b>Total Operating Expenses</b>	<b>10,210,772</b>	<b>11,184,821</b>	<b>-9%</b>	<b>18,314,806</b>	
<b>Operating Net Profit</b>	<b>3,513,191</b>	<b>3,692,838</b>	<b>-5%</b>	<b>(267,670)</b>	
<b>Net Profit (Including Non Operating Revenue)</b>	<b>5,732,319</b>	<b>7,316,704</b>	<b>-22%</b>	<b>4,590,819</b>	
<b>Work in Progress</b>					
Capital Work in Progress	2,440,483	0	0%	0	
<b>Total Work in Progress</b>	<b>2,440,483</b>	<b>0</b>	<b>0%</b>	<b>0</b>	

### Notes

- Operating grants are down \$1.327m on budget YTD, which primarily relates to receiving of the 23/24 Financial Assistance Grants in the prior financial year.
- Interest & Investment income is down \$118k on budget YTD, which is predominantly due to timing differences associated with the receipt of TasWater Tax Equivalent & Dividend Income
- Other revenue is up \$148k on budget YTD which primarily relates to insurance recoveries.
- Capital grants are down \$1.4m on budget YTD which primarily relates to the timing of grant payments in relation to project milestones.
- Materials and services are \$706k (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 31 January 2024

<b>Account</b>	<b>31-Jan-24</b>	<b>30 Jun 2023</b>
<b>Assets</b>		
<b>Current Assets</b>		
Cash & Cash Equivalents	17,613,304	14,434,952
Trade & Other Receivables	2,615,688	1,056,053
Inventory	193,311	242,538
Other Assets	2,838	2,838
<b>Total Current Assets</b>	<b>20,425,141</b>	<b>15,736,380</b>
<b>Non-current Assets</b>		
Trade and Other Receivables	14,392	14,392
Property, Plant & Equipment	190,422,138	193,139,070
Right of Use Asset	792,141	792,141
Intangible Assets	31,430	46,147
Investment in Water Corporation	33,959,804	33,959,804
Other Investments	30,000	30,000
<b>Total Non-current Assets</b>	<b>225,249,905</b>	<b>227,981,554</b>
<b>Total Assets</b>	<b>245,675,046</b>	<b>243,717,934</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Trade & Other Payables	778,098	902,701
Contract Liabilities	0	1,021,755
Lease Liability	60,783	60,783
Interest Bearing Loans & Borrowings	213,136	407,685
Provisions	947,362	947,362
Trust Funds and Deposits	748,642	742,459
<b>Total Current Liabilities</b>	<b>2,748,021</b>	<b>4,082,745</b>
<b>Non-current Liabilities</b>		
Lease Liabilities	741,882	741,882
Interest Bearing Loans & Borrowings	5,459,137	5,459,137
Provisions	766,323	766,323
<b>Total Non-current Liabilities</b>	<b>6,967,342</b>	<b>6,967,342</b>
<b>Total Liabilities</b>	<b>9,715,363</b>	<b>11,050,087</b>
<b>Net Assets</b>	<b>235,959,683</b>	<b>232,667,847</b>
<b>Equity</b>		
Accumulated Surplus	46,956,869	43,665,033
Reserves	189,002,814	189,002,814
<b>Total Equity</b>	<b>235,959,683</b>	<b>232,667,847</b>

# Break O'Day Council

Capital Works 2023-2024

for the period ending 31 January 2024

Project Details	YTD	Estimated Carried Forward @ 30/06/2023	New Budget Items 2023/2024	Estimated Carry Forward + Budget 2024
<b>Plant &amp; Equipment</b>				
Replace 1358 H66ZW - Kia Sportage - Building Surveying	-	40,000		40,000
Small Plant - VARIOUS	40,449		40,000	40,000
Replace 1050 - Crown LPG Forklift	198		25,000	25,000
Replace 1061 - John Deere 570B Grader	-		350,000	350,000
Replace 1223 - Hitachi EX7SUR-3 Excavator	-		150,000	150,000
Replace 1291 - Toro Mower	-		40,000	40,000
Replace 1329 -Toro Groundmaster 7200	-		30,000	30,000
Replace 1340 - Ferris IS3200 61" Mower	23,090		30,000	30,000
Replace 1360 - Dmax 4x4 Crew Cab	-		45,000	45,000
Replace 1361 - Kia Sportage H40ZN - Corporate Services	40,936		40,000	40,000
Replace 1363 - Toro Groundmaster 360	-		40,000	40,000
Replace 1364 - Ferris IS3200Z Mower	44,683		30,000	30,000
Replace 1379 - Toro G3 Z-Masler 48"	19,288		17,148	17,148
Fuso Fighter (replace 1321)	17,060			-
All terrain Beach Wheelchair	2,843			-
Pavement Roller (replace 1097)	57,480			-
<b>Total Plant &amp; Equipment</b>	<b>246,026</b>	<b>40,000</b>	<b>837,148</b>	<b>877,148</b>
<b>Furniture &amp; IT</b>				
Desktop replacements 2022/23	14,857		14,400	14,400
Firewall	-		14,000	14,000
Livesream Equipment	-		8,000	8,000
Server Replacement	-		20,000	20,000
Phone system	-		25,000	25,000
<b>Total Furniture &amp; IT</b>	<b>14,857</b>	<b>-</b>	<b>81,400</b>	<b>81,400</b>
<b>Buildings</b>				
Fingal Community Shed (Old Tas Hotel)	64,297	350,000		350,000
St Marys Indoor Recreation Facility	347,944	1,000,000		1,000,000
Portland Hall Upgrades	-	6,288	3,712	10,000
Scamander Sports Complex	15,988	50,000		50,000
St Marys Hall Upgrades	-			-
Stadium repaint of floors and replace damaged equipment	40,746	95,074		95,074
St Helens Sports Complex new lighting towers	10,586			-
Council Chambers additions and improvements	3,235	47,735	10,000	57,735
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		20,000	20,000
Marine Rescue Building Renovations	4,773			-
St Marys WTS Tip Shop Additions	486	-	-	-
<b>Total Buildings</b>	<b>499,643</b>	<b>1,549,097</b>	<b>33,712</b>	<b>1,582,809</b>
<b>Parks, Reserves &amp; Other</b>				
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	50,000	90,000
Special Project - Tas Police Project	156,798		200,000	200,000
Special Project - Parking Strategy St Helens and St Marys	-		20,000	20,000
Special Project: Scamander Coastal Hazards Project	2,385	30,000	70,865	100,865
Fingal Youth Playground/recreation hub	-	345,767		345,767
Pump Track/s	730	500,000		500,000
Playground equipment replacement program	5,489	64,261		64,261
Dog exercise area St Helens Improvements	5,890	7,803		7,803

Project Details	YTD	Estimated Carried Forward @ 30/06/2023	New Budget Items 2023/2024	Estimated Carry Forward + Budget 2024
St Marys Dog Park	8	6,554		6,554
Cornwall Soldiers Park - Track upgrade and SW works	1,399	20,000		20,000
St Marys Cemetery Master Plan - Columbarium Wall & ga	27,931		5,000	5,000
St Helens Cemetery Master Plan improvements	-			-
Secret Sculpture Trail	7,000			
<b>Totals Parks, Reserves &amp; Other</b>	<b>207,560</b>	<b>1,064,385</b>	<b>345,865</b>	<b>1,410,250</b>
<b>Roads - Streetscapes</b>				
LRCI Phase 4 - Cecilia St/ Georges Bay Esp Junction	24,629		130,000	130,000
Cecilia Street/Georges Bay Esplanade junction	-		30,000	30,000
Cecilia St - Northern End	-		15,000	15,000
Quail St Parking Bay	-	50,000	-	50,000
<b>Total Streetscapes</b>	<b>24,629</b>	<b>50,000</b>	<b>175,000</b>	<b>225,000</b>
<b>Roads - Footpaths</b>				
Main St Mathinna (Wilson St to Community Hall)	-	8,500		8,500
Parkside Foreshore Footpath	4,892	30,000		30,000
Grant Street Pathway, Falmouth	43,873		47,303	47,303
Young St. St Helens, Footpath	(1,219)			-
Akaroa Footpath	638			-
Cannel Place Footpath	11,918			-
Maori Place, Akaroa	48			-
Irishtown Road	2,331			-
<b>Total Footpaths</b>	<b>62,482</b>	<b>38,500</b>	<b>47,303</b>	<b>85,803</b>
<b>Roads - Kerb &amp; Channel</b>				
Penelope St St Helens	-			-
<b>Total Kerb &amp; Channel</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Roads - Resheeting</b>				
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		6,500
Canhams Road	30,405		39,250	39,250
Evercreech Road	-		64,160	64,160
Mathinna Plains Road	16,242		96,250	96,250
North Ansons Road	60,810		253,732	253,732
Macquarie Street	11,357		12,558	12,558
Champ St, Seymour	12,175		13,650	13,650
Davis Gully Road	-		38,800	38,800
Lyne Court	-		19,656	19,656
St Marys Area Resheeting	3,899			-
<b>Total Resheeting</b>	<b>134,888</b>	<b>27,055</b>	<b>538,056</b>	<b>565,111</b>
<b>Roads - Reseals</b>				
St Marys - Story Street Esk Main Road to Groom Street	-	55,084		55,084
794-Boronia St	4,326		6,730	6,730
656-Football Entry Rd	-		2,293	2,293
1036-Talbot St West C/W	8,319		5,328	5,328
1035-Talbot St West C/W	-		4,688	4,688
1004-Victoria St Part A	-		4,870	4,870
616-Charlotte Crl	50,416		29,250	29,250
621-Four Mile Creek Rd	50,995		18,206	18,206
644-Mangana Rd	104,137		30,108	30,108
307-Mangana Rd	-		39,597	39,597
306-Mangana Rd	-		10,051	10,051
305-Mangana Rd	-		33,069	33,069
636-Chapman St	1,788		3,574	3,574
623-Fonthill St	2,070		4,071	4,071
614-High St Mathinna	28,754		12,127	12,127
613-High St Mathinna	-		9,531	9,531
631-High St Mathinna	-		9,611	9,611
630-High St Mathinna	-		8,849	8,849
629-High St Mathinna	-		13,280	13,280
628-High St Mathinna	-		3,366	3,366
626-High St Mathinna	-		2,872	2,872
638-Wilson St	2,013		4,011	4,011

Project Details	YTD	Estimated Carried Forward @ 30/06/2023	New Budget Items 2023/2024	Estimated Carry Forward + Budget 2024
194-Mathinna Rd	14,677		14,942	14,942
572-Cherrywood Dve	1,542		5,420	5,420
543-Scamander Ave	-		18,121	18,121
565-Silver St	3,406		7,978	7,978
923-Ansons Bay Rd (Priory Rd)	11,013		53,861	53,861
432-Circassian St	-		11,935	11,935
439-Depot Rd	-		5,036	5,036
485-Nelball Rd	-		6,525	6,525
484-Nelball Rd	-		4,887	4,887
689-St Helens Point Rd	36,035		31,993	31,993
688-St Helens Point Rd	-		23,223	23,223
Quail Street - off traffic lane resealing	7,684	50,000		50,000
<b>Totals Reseals</b>	<b>327,177</b>	<b>105,084</b>	<b>439,403</b>	<b>544,487</b>
<b>Roads - Construction, Digouts &amp; Other</b>				
Aerodrome ring road - Erosion mitigation	-		30,000	30,000
Digouts and road edge remediation to be allocated	-	25,000	250,000	275,000
218 - Mathinna Plains Road	129,686	185,000		185,000
Medeas St/Circassian St intersection upgrade	1,115	195	200,000	200,195
LRCI Phase 3 North Ansons Bay Sealing	81,164	139,000		139,000
Road Network - Sign Replacement	27,079		25,000	25,000
LRCI Program - Phase 4 Projects	-		890,844	890,844
- Sealing of Tasman Highway, Seymour LRCI 4	37,734			-
- Mt Paris Dam	19,206			-
- St Columba Falls Rd, shoulder widening	48,553			-
Flood damage remediation works	182,953		300,000	300,000
Gardens Road - STAGE ONE	3,270			-
St Helens Point Road - Parkside	19,590			-
Jason St St Helens	498			-
Digouts and Edge Remediation	220,201			-
<b>Totals - Roads Construction, Digouts &amp; Other</b>	<b>771,049</b>	<b>349,195</b>	<b>1,695,844</b>	<b>2,045,039</b>
<b>Totals Roads &amp; Footpaths</b>	<b>1,320,224</b>	<b>569,834</b>	<b>2,895,606</b>	<b>3,465,440</b>
<b>Bridges</b>				
B2293 - Cecilia St	4,103	216,499	5,000	221,499
B7027 - Mathinna Plains Road	-	30,000	30,000	60,000
B1243 - Binns Road	-		28,600	28,600
B1245 - Clellands Road	117		29,400	29,400
B1675 - Lower Germantown Road	4,874		220,000	220,000
B1605 - St Columba Falls Road	46,675		-	-
B7010 - Railtrays Road	1,140		-	-
<b>Total Bridges</b>	<b>56,908</b>	<b>246,499</b>	<b>313,000</b>	<b>559,499</b>
<b>Stormwater</b>				
Minor stormwater Jobs	8,580		58,000	58,000
Osprey Drive	-	9,006		9,006
Falmouth Street	-	10,000		10,000
Penelope Street	6,469	113,521		113,521
Victoria Street, Fingal	27,807		108,000	108,000
Aulichs Lane, St Marys	-		10,000	10,000
Freswater St / Lade Court Beaumaris	6,382		-	-
Treloggens Track	46,027		-	-
<b>Total Stormwater</b>	<b>95,264</b>	<b>132,527</b>	<b>176,000</b>	<b>308,527</b>
<b>Waste Management</b>				
Scamander WTS - Waste Paint Container Station	-	14,283		14,283
Scamander WTS - Replace sump pit & pump	-		20,000	20,000
Scamander WTS - Waste Compactor	-		20,000	20,000
<b>Total Waste Management</b>	<b>-</b>	<b>14,283</b>	<b>40,000</b>	<b>54,283</b>
<b>Total Capital</b>	<b>2,440,493</b>	<b>3,616,625</b>	<b>4,722,731</b>	<b>8,339,356</b>

## Statement of Cash Flows

Break O'Day Council

For the 7 months ended 31 January 2024

<b>Account</b>	<b>YTD</b>	<b>2023</b>
<b>Operating Activities</b>		
Receipts from customers	963,691	1,409,618
Receipts from rates	9,962,000	10,670,679
Receipts from Operational Grants	320,597	4,840,072
Contributions	39,771	155,057
Interest received	242,216	546,447
Dividends received	194,000	465,600
Payments to employees	(3,463,921)	(5,738,665)
Payments to suppliers	(4,178,475)	(6,976,112)
Finance Costs	(135,350)	(343,938)
Cash receipts from other operating activities	865,696	232,623
Cash payments from other operating activities	5	421
<b>Net Cash Flows from Operating Activities</b>	<b>4,810,229</b>	<b>5,261,801</b>
<b>Investing Activities</b>		
Payment for property, plant and equipment	(2,583,230)	(5,069,745)
Capital Grants received	1,129,894	1,987,754
<b>Net Cash Flows from Investing Activities</b>	<b>(1,453,336)</b>	<b>(3,081,991)</b>
<b>Financing Activities</b>		
Proceeds of trust funds and deposits	11,781	57,599
Repayment of loans	(194,549)	(389,024)
Repayment of lease liabilities	0	773,131
Other cash items from financing activities	4,226	0
<b>Net Cash Flows from Financing Activities</b>	<b>(178,541)</b>	<b>441,706</b>
<b>Net Cash Flows</b>	<b>3,178,352</b>	<b>2,621,516</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	14,434,952	11,813,436
Net change in cash for period	3,178,352	2,621,516
Cash and cash equivalents at end of period	17,613,304	14,434,952

<b>ACTION</b>	<b>INFORMATION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	Raoul Harper, Manager Business Services
<b>FILE REFERENCE</b>	040\028\002\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	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:****Visitor Information Report:**

- Main tourists this month were from VIC, QLD, NSW and we also had a few overseas tourists – NZ, Germany & US.
- Main queries this month were – filling up water bottles, recycling bins in township, charging phones and other devices, printing & scanning, pet friendly beaches & businesses, maps and information regarding mountain bike trails and walking tracks, help with checking into accommodation as not able to access mobile phone network due to poor and/or no coverage.

**The History Room Curator Report:**

- 'Interesting Objects', St Helens Library: A range of topical items was set up in the local library.
- Childrens' Activity Sheet: This was produced for children visiting the museum during the summer season.
- Foyer Display: Local finds on view including tokens, buttons, buckles, pendants, coins and other miscellaneous items.
- Curator On Leave: Curator took leave for the last couple of days in January 2024.
- New Volunteer: Registered and waiting for induction.



**Statistics:**

**Door Counts**

<b>Month/Year</b>	<b>Visitor Numbers</b>	<b>Daily Average</b>	<b>History Room</b>
January 2013	5,046	162.77	112
January 2014	6,250	201.61	150
January 2015	6,208	200.25	153
January 2016	6,711	216.48	136
January 2017	5,505	177.58	135
January 2018	4,756	153.42	118
January 2019	5,008	161.55	179
January 2020	3,917	126.36	146
January 2021	2,069	66.74	90
January 2022	2,288	73.80	96
January 2023	4,182	134.90	153
January 2024	4,069	131.25	120

**Revenue 2022/2023**

<b>Month</b>	<b>VIC Sales</b>	<b>HR Entry</b>	<b>HR Donations</b>
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**

<b>Month</b>	<b>VIC Sales</b>	<b>HR Entry</b>	<b>HR Donations</b>
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

## **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

<b>ACTION</b>	<b>DECISION</b>
<b>PROPONENT</b>	Business Services Manager
<b>OFFICER</b>	Raoul Harper
<b>FILE REFERENCE</b>	018\008\001\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Revised Capital Works Budget 2023/2024

**OFFICER'S RECOMMENDATION:**

That Council adopt the revised Capital Works Budget 2023/2024.

**INTRODUCTION:**

The purpose of this report is to provide Council with a revised Capital Works Budget 2023/2024.

**PREVIOUS COUNCIL CONSIDERATION:**

The Budget process and associated reviews occur annually. At times quarterly or half yearly budget reviews are undertaken if material events or changes to the budget estimates require Council authorisation.

**OFFICER'S REPORT:**

The Council approves Budget Estimates for each financial year (FY), encompassing operational budget estimates and a Capital Works program. It's routine for the Council to review these estimates periodically to ensure alignment with operational performance and to adjust the capital works budget as necessary, particularly when revisions to cost estimates are warranted.

At present, the operational budget is on track and does not necessitate adjustments. However, it's worth noting that the inclusion of Financial Assistance Grants in the budget is provisional, pending a potential additional payment within this FY. The absence of this payment could significantly impact the projected revenue negatively.

The Capital Works in Progress (WIP) from the prior FY included several ongoing projects, elevating both the number and funding of projects for the current FY. Additionally, substantial increases in material and labour costs have led to escalated expenses in major projects. These heightened costs necessitate additional funding, with revised estimates now reflected in the updated Capital Works Budget for the Council's review.

Despite these challenges, the Council's current cash position remains balanced, aligning with the Long-Term Financial Plan's projections. However, the notable escalations in material and labour costs, vital for the execution of the capital works program, demand vigilant monitoring and management. It's important to acknowledge that the revised capital program's total is now approximately \$8,877,463M.

## **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

1. Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area.
2. Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle.

## **LEGISLATION & POLICIES:**

*Local Government Act 1993*

## **BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

A reallocation of capital funding is required to support the effectively delivery of the capital works program for the 2023/2024 FY.

## **VOTING REQUIREMENTS:**

Simple Majority

**Break O'Day Council**

Capital Works 2023-2024

Budget Review

Project Details	YTD @ 31/12/2023	Estimated Carried Forward @ 30/06/2023	Updated Carried Forward Amount	Estimated Carry Forward + Budget 2024	Revised Budget 2024	Comments
<b>Plant &amp; Equipment</b>						
Replace 1358 H66ZW - Kia Sportage	-	40,000	40,000	40,000	40,000	
Vehicle Management Tracking System			30,000		30,000	
Small Plant - VARIOUS	40,449			40,000	41,000	
Replace 1050 - Crown LPG Forklift	198			25,000	35,000	Updated cost based on quotes received.
Replace 1061 - John Deere 570B Grader	-			350,000	350,000	Grader on order - est delivery is April 2024
Replace 1223 - Hitachi EX7SUR-3 Excavator	-			150,000	-	Plant 1223 was disposed October 2023. Plant review in progress with a view of purchasing a roller for the replacement grader at \$50,000 ex GST and an additional wood chipper at \$100,000 ex GST. Estimates are at January 2024 and may change. Updated value becomes \$150,000+contingency of \$30,000 = \$180,000

Roller for replacement Grader					50,000	Reallocated from Excavator above
Woodchipper					130,000	Reallocated from Excavator above + \$30k contingency
Replace 1291 - Toro Mower	-			40,000	-	Defer to 2025-2026. Mower remains in service at the St Marys Golf Club.
Replace 1329 -Toro Groundmaster 7200	-			30,000	-	Defer to 2025-2026
Replace 1340 - Ferris IS3200 61" Mower	23,090			30,000	23,090	Completed
Replace 1360 - Dmax 4x4 Crew Cab	-			45,000	-	Defer to 2024-2025
Replace 1361 - Kia Sportage H40ZN - Corporate Services	40,936			40,000	40,000	1361 to be disposed of by public tender in 2023-2024
Replace 1363 - Toro Groundmaster 360	-			40,000	-	Defer to 2025-2026
Replace 1364 - Ferris IS3200Z Mower	44,545			30,000	44,545	1364 mower to be disposed in 2023-2024 by public tender. A new electric mower was purchased in December 2023 for \$44,545
Replace 1379 - Toro G3 Z-Master 48"	19,288			17,148	17,148	Completed
Fuso Fighter (replace 1321)	17,060			-	17,060	Completed and 1321 disposed in Oct 2023.
All terrain Beach Wheelchair	2,843			-	2,843	Completed
Pavement Roller (replace 1097)	57,480			-	57,480	Completed
<b>Total Plant &amp; Equipment</b>	<b>245,888</b>	<b>40,000</b>	<b>70,000</b>	<b>877,148</b>	<b>878,166</b>	

<b>Furniture &amp; IT</b>						
Desktop replacements 2022/23	15,425			14,400	14,400	
Firewall	-			14,000	14,000	
Livestream Equipment	-			8,000	8,000	
Server Replacement	-			20,000	20,000	
Phone system	-			25,000	25,000	
<b>Total Furniture &amp; IT</b>	<b>15,425</b>	<b>-</b>	<b>-</b>	<b>81,400</b>	<b>81,400</b>	
<b>Buildings</b>						
Fingal Community Shed (Old Tas Hotel)	50,672	350,000	353,531	350,000	433,531	BSBR Grant - need to carry forward all remaining budget
St Marys Indoor Recreation Facility	157,809	1,000,000	1,096,121	1,000,000	1,546,121	BSBR Grant - need to carry forward all remaining budget
Portland Hall Upgrades	-	6,288	6,288	10,000	10,000	Audio visual equipment to be purchased and installed.
Scamander Sports Complex	15,988	50,000	31,982	50,000	16,000	CFWD from 21/22: Solar Panel & Kitchen upgrades - Contribution from Scamander Sports Complex \$20k
Stadium repaint of floors and replace damaged equipment	40,746	95,074	-	95,074	140,000	Works planned for completion in November 2023 - Insurance Job
St Helens Sports Complex new lighting towers	10,586		4,531	-	10,586	
Council Chambers additions and improvements	3,235	47,735	46,592	57,735	56,592	Continuation of Building improvements, Painting outside, front counter alterations, Heat pumps

Falmouth Community Centre - New Toilet, Demolish Old, Internal Alterations	-			-	-	Defer works to 24/25
Pyengana Recreation Ground Improvements	-			-	-	Defer works to 24/25
Binalong Bay - Village Green BBQ Replacements	-			-	-	Defer works to 24/25
Memorial Park Toilet Block Replacement	-			-	-	Defer works to 24/25 - design work only
Service Tasmania	1,108			20,000	30,000	Replace Carpet & Repaint, signage upgrades, external paint and heatpump
Marine Rescue Building Renovations	4,773			-	5,000	
St Marys WTS Tip Shop Additions	486	-	23,160	-	23,160	
<b>Total Buildings</b>	<b>285,402</b>	<b>1,549,097</b>	<b>1,539,045</b>	<b>1,582,809</b>	<b>2,247,830</b>	
<b>Parks, Reserves &amp; Other</b>						
Special Project - Land Use Review Projects	-			-	-	Refer Council workshop report & Annual Plan Items
Special Project - St Helens Wharf Foreshore Master Plan	-	70	50,000	50,000	50,000	Carry forward
Special Project - Feasibility Study Aquatic Centre & Hydrotherapy Pool	-		40,000	40,000	90,000	Carry Forward
Special Project - Tas Police Project	151,475			200,000	200,000	Allocation for utilities
Special Project - Parking Strategy St Helens and St Marys	-			20,000	20,000	
Special Project: Scamander Coastal Hazards Project	2,189	30,000	24,709	100,865	95,574	Total quantum of \$100,865 for 2023/2024 comprises the following amounts: Council contribution = \$40,865 and Grant receipts= \$60,000



Fingal Youth Playground/recreation hub	-	345,767	345,767	345,767	345,767	BSBR Grant
Pump Track/s	730	500,000	500,000	500,000	500,000	State Gov't Grant
Playground equipment replacement program	5,489	64,261	49,867	64,261	49,867	Other sites - individual equipment pieces
Dog exercise area St Helens Improvements	5,890	7,803	7,803	7,803	7,803	Dog park user consultation to occur prior to install of equipment.
St Marys Dog Park	8	6,554	6,554	6,554	6,554	Community engagement to be undertaken prior to install - need to establish new site.
Cornwall Soldiers Park - Track upgrade and SW works	1,399	20,000	34,660	20,000	34,660	
St Marys Cemetery Master Plan - Columbarium Wall & garden	27,931		28,281	5,000	27,931	Works Completed
St Helens Cemetery Master Plan improvements	-			-	-	Defer to 24/25 \$50,000
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	grant funded
<b>Totals Parks, Reserves &amp; Other</b>	<b>202,041</b>	<b>1,064,385</b>	<b>1,151,230</b>	<b>1,410,250</b>	<b>1,428,156</b>	
<b>Roads - Streetscapes</b>						

LRCI Phase 4 - Cecilia St/ Georges Bay Esp Junction				130,000	162,406	The capital budget for LRCI Phase 4 - Cecilia St/Georges Bay Esp Junction project is \$162,406 (approved work schedule).
LCRI3 Cecilia St, Streetscape Southern End	24,404		19,070		24,404	
Cecilia Street/Georges Bay Esplanade junction	-			30,000	37,500	Land acquisition needed for junction upgrade. Refer to decision of Council 12/23.4.1.CC
Cecilia St - Northern End	-			15,000	15,000	Streetscape design
Quail St Parking Bay	-	50,000	50,000	50,000	-	Defer to 24/25
<b>Total Streetscapes</b>	<b>24,404</b>	<b>50,000</b>	<b>69,070</b>	<b>225,000</b>	<b>239,310</b>	
<b>Roads - Footpaths</b>						
Main St Mathinna (Wilson St to Community Hall)	-	8,500	-	8,500	8,500	CFWD Works (deferred in prior year)
Parkside Foreshore Footpath	4,892	30,000	30,000	30,000	30,000	Minor shared pathway works between Lions Park and Talbot St Jetty and pathway signs
Grant Street Pathway, Falmouth	43,873			47,303	43,873	LRCIP-Phase 3 Project - Works Completed
Young St, St Helens, Footpath	(1,219)			-	-	Works Completed (finalise prior year project)
Maori Place, Akaroa	48			-	48	Works Completed (finalise prior year project)

Irishtown Road	2,331			-	2,331	Works Completed (finalise prior year project)
<b>Total Footpaths</b>	<b>49,925</b>	<b>38,500</b>	<b>30,000</b>	<b>85,803</b>	<b>84,752</b>	
<b>Roads - Kerb &amp; Channel</b>						
Penelope St St Helens	-			-	-	100 lm new K&C required to address local flooding issue and includes bus pull over area pavement treatment. A 2024-2025 project
<b>Total Kerb &amp; Channel</b>	-	-		-	-	
<b>Roads - Resheeting</b>						
999 - Victoria St Part C	-	1,400	1,400	1,400	1,400	
998 - Victoria St Part C	-	360	360	360	360	
997 - Victoria St Part C	-	2,100	2,100	2,100	2,100	
2138 - Franks St Fingal	-	3,795	3,795	3,795	3,795	
1024 - Franks St Fingal	-	3,400	3,400	3,400	3,400	
1081 - Sorell St	-	6,700	6,700	6,700	6,700	
1053 - Louisa St	-	2,800	2,800	2,800	2,800	
Fingal Streets	-	6,500	-	6,500	6,500	
Canhams Road	30,405			39,250	30,405	Works Completed

Evercreech Road	-			64,160	64,160	
Mathinna Plains Road	16,242			96,250	96,250	In-progress at Jan 2024
North Ansons Road	58,212			253,732	253,732	In-progress at Jan 2024
Macquarie Street	11,357			12,558	11,357	Works Completed
Champ St, Seymour	12,175			13,650	12,175	Works Completed
Davis Gully Road	-			38,800	38,800	
Lyne Court	-			19,656	19,656	
St Marys Area Resheeting	3,899			-	3,899	Works Completed
<b>Total Resheeting</b>	<b>132,289</b>	<b>27,055</b>	<b>20,555</b>	<b>565,111</b>	<b>557,489</b>	
<b>Roads - Reseals</b>						
St Marys - Story Street Esk Main Road to Groom Street	-	55,084	55,084	55,084	55,084	Subject to State Growth resealing Story St
794-Boronia St	4,326			6,730	6,730	Reseal
656-Football Entry Rd	-			2,293	2,293	Reseal
1036-Talbot St West C/W	8,319			5,328	5,328	Reseal
1035-Talbot St West C/W	-			4,688	4,688	Reseal

1004-Victoria St Part A	-			4,870	4,870	Reseal
616-Charlotte Crt	50,416			29,250	29,250	Reseal
621-Four Mile Creek Rd	50,995			18,206	18,206	Reseal
644-Mangana Rd	104,137			30,108	30,108	Reseal
307-Mangana Rd	-			39,597	39,597	Reseal
306-Mangana Rd	-			10,051	10,051	Reseal
305-Mangana Rd	-			33,069	33,069	Reseal
636-Chapman St	1,788			3,574	3,574	Reseal
623-Fonthill St	2,070			4,071	4,071	Reseal
614-High St Mathinna	28,754			12,127	12,127	Reseal
613-High St Mathinna	-			9,531	9,531	Reseal
631-High St Mathinna	-			9,611	9,611	Reseal
630-High St Mathinna	-			8,849	8,849	Reseal
629-High St Mathinna	-			13,280	13,280	Reseal
628-High St Mathinna	-			3,366	3,366	Reseal

626-High St Mathinna	-			2,872	2,872	Reseal
638-Wilson St	2,013			4,011	4,011	Reseal
194-Mathinna Rd	14,677			14,942	14,942	Reseal
572-Cherrywood Dve	1,542			5,420	5,420	Reseal
543-Scamander Ave	-			18,121	18,121	Reseal
565-Silver St	3,406			7,978	7,978	Reseal
923-Ansons Bay Rd (Priory Rd)	11,013			53,861	53,861	Reseal
432-Circassian St	-			11,935	11,935	Reseal
439-Depot Rd	-			5,036	5,036	Reseal
485-Netball Rd	-			6,525	6,525	Reseal
484-Netball Rd	-			4,887	4,887	Reseal
689-St Helens Point Rd	36,035			31,993	31,993	Reseal
688-St Helens Point Rd	-			23,223	23,223	Reseal
Quail Street - off traffic lane resealing	7,684	50,000	-	50,000	50,000	Subject to State Growth resealing central carriageway traffic lanes - IN PROGRESS
<b>Totals Reseals</b>	<b>327,177</b>	<b>105,084</b>	<b>55,084</b>	<b>544,487</b>	<b>544,487</b>	

<b>Roads - Construction, Digouts &amp; Other</b>						
Aerodrome ring road - Erosion mitigation	-			30,000	30,000	Note: Works Completed - Costed to expense code and yet to be transferred to Capital project
Digouts and road edge remediation to be allocated	141,931	25,000		275,000	250,000	Multiple failures on sealed road network
218 - Mathina Plains Road	129,686	185,000		185,000	129,686	Deferred from prior year- Pavement Renewal and Sealing - Stage 3 works. Works Completed
Medeas St/Circassian St intersection upgrade	-	195		200,195	200,000	\$200,000 Black Spot funding received (Feb 2023)
LRCI Phase 3 North Ansons Bay Sealing	4,430	139,000	93,458	139,000	93,458	LRCIP-Phase 3 Project
Road Network - Sign Replacement	26,907			25,000	26,907	Completed
LRCI Program - Phase 4 Projects				890,844		
- LRCI 4: Rehabilitation of Alexander Street - Cornwall					-	A 2024/2025 project at cost of \$300,000. \$215,000 from LRCI and \$85,000 from Council
- LRCI 4: St Columba Falls Road, Pyengana					150,000	Shoulder widening over a distance of 1,120m and construction of new road traffic "Give-Way pull off bays at Bridge 1066 at Georges River and Bridge 1605 at Kohls Creek. Other works includes the fitting of off-bridge crash barriers on the approaches to Bridge 1066.

- LRCI 4: Scamander Avenue - Pedestrian footpath improvements					70,000	The upgrade of the pedestrian footpath crossovers at road junctions and sections of unformed footpath along Scamander Avenue along a segment length of 600m from Wattle Drive to Campbell Street to enable disability access and generally improve accessibility to community facilities and areas.
- LRCI 4: Ansons Bay Road Sealing					223,438	Total project cost is \$350,000. LRCI-4 funding contribution is \$223,438 in 2023-2024. Council contribution is \$126,562 in 2024-2025.
- LRCI 4: Sealing of Tasman Highway, Seymour LRCI 4	34,924			-	150,000	Total project cost estimate is \$150,000 in 2023-2024 and fully funded under LRCI-4.
- LRCI 4: Gray Road - Ptahway Extension					-	Project cost is \$50,000 and fully funded for delivery of the project in 2024-2025.
LRCIP Phase 3 Project - Mt Paris Dam Road	19,206		27,922	-	27,922	
Flood damage remediation works	169,766			300,000	300,000	From October 22 Floods
Gardens Road - STAGE ONE	3,270			-	3,270	Works Completed
St Helens Point Road - Parkside	19,590		85,602	-	85,602	In-progress
<b>Totals - Roads Construction, Digouts &amp; Other</b>	<b>549,710</b>	<b>349,195</b>	<b>206,982</b>	<b>2,045,039</b>	<b>1,740,283</b>	
<b>Totals Roads &amp; Footpaths</b>	<b>1,083,506</b>	<b>569,834</b>	<b>381,691</b>	<b>3,465,440</b>	<b>3,166,321</b>	



<b>Bridges</b>						
B2293 - Cecilia St	4,103	216,499	216,563	221,499	221,563	
B7027 - Mathina Plains Road	-	30,000		60,000	40,000	Deferred from prior year. Revised Engineering solution is the installation of traffic crash barrier rather than extend the culvert length.
Culvert 5539 - Mathinna Road					40,000	New safety risk identified - Culvert barrier installation required due to the high skew between the road and the culvert and a sweeping corner on the approach to the culvert.
B1243 - Binns Road	-			28,600	28,600	Renew Timber Deck and Runners
B1245 - Clellands Road	117			29,400	29,400	Renew Timber Deck and Runners
B1675 - Lower Germantown Road	4,874			220,000	220,000	Replace bridge in concrete or culvert
B1605 - St Columba Falls Road	46,675			-	63,675	Works Completed - Additional piling lengths required leading to the variation amount shown. Note retention amount held \$17,000 - next contractor claim due in October 2024.
B7010 - Rattrays Road	1,140			-	1,140	Works Completed (finalise prior year project)
<b>Total Bridges</b>	<b>56,908</b>	<b>246,499</b>	<b>216,563</b>	<b>559,499</b>	<b>644,378</b>	
<b>Stormwater</b>						
Minor stormwater Jobs	3,825			58,000	58,000	

Osprey Drive	-	9,006	10,000	9,006	10,000	Design only
Falmouth Street	-	10,000	-	10,000	-	Not required. Previous 2015 design after review is sufficiently detailed for use in future capital project.
Penelope Street	6,469	113,521	113,521	113,521	113,521	Stormwater Main - frontage of caravan park
Victoria Street, Fingal	24,489			108,000	108,000	New stormwater line - Design & Construct
Aulichs Lane, St Marys	-			10,000	10,000	New stormwater line - Design & Approvals
Freshwater St / Lade Court Beaumaris	6,382		6,382	-	6,382	Works Completed
Treloggens Track	46,027		26,907	-	46,027	Works Completed
<b>Total Stormwater</b>	<b>87,191</b>	<b>132,527</b>	<b>156,810</b>	<b>308,527</b>	<b>351,930</b>	
<b>Waste Management</b>						
Scamander WTS - Waste Paint Container Station	-	14,283	14,283	14,283	14,283	
Scamander WTS - Replace sump pit & pump	-			20,000	20,000	
Scamander WTS - Waste Compactor	-			20,000	20,000	Develop specifications for replacement compactor.
Scamander WTS - Inert Landfill study					25,000	
<b>Total Waste Management</b>	<b>-</b>	<b>14,283</b>	<b>14,283</b>	<b>54,283</b>	<b>79,283</b>	

<b>Total Capital</b>	<b>1,976,361</b>	<b>3,616,625</b>	<b>3,529,622</b>	<b>8,339,356</b>	<b>8,877,463</b>
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<b>ACTION</b>	<b>INFORMATION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	David Jolly, Infrastructure and Development Services Manager
<b>FILE REFERENCE</b>	014\002\001\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Tasman Highway Corridor Strategy

**OFFICER'S RECOMMENDATION:**

That the report be received by Council.

**INTRODUCTION:**

This is a monthly summary update of the works undertaken through the Works and Infrastructure Department for the previous month and a summary of the works proposed for the coming month, and information on other items relating to Council's infrastructure assets and capital works programs.


**PREVIOUS COUNCIL CONSIDERATION:**

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

**OFFICER'S REPORT:**

<b>Asset Management</b>	
<b>Aerodrome</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• No current NOTAM restricting operations.</li> </ul>
<b>Bridges</b>	<ul style="list-style-type: none"> <li>• Vegetation cleared from around guardrail on Gardens Road bridge.</li> </ul>
<b>Road Network</b>	<ul style="list-style-type: none"> <li>• Sealed and unsealed road patching.</li> <li>• Drainage maintenance.</li> <li>• Guidepost and sign replacement where required.</li> <li>• Maintenance grading on Ansons Bay Road, currently on Eddystone Point Road.</li> </ul>
<b>Town &amp; Parks</b>	<ul style="list-style-type: none"> <li>• Mowing/ground maintenance.</li> <li>• Garden/tree maintenance and weeding.</li> <li>• Footpath maintenance and repairs.</li> <li>• Boat Ramp – monthly inspections and cleaning undertaken.</li> <li>• Routine playground inspections.</li> <li>• Community event support.</li> </ul>

<b>MTB</b>	<ul style="list-style-type: none"> <li>Routine track maintenance.</li> </ul>
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<b>Weed Management for January 2024</b>	
St Marys WTS	Gorse, caper spurge, broom, mullein, periwinkle, hemlock, Paterson's curse
Fingal	Gorse, broadleaf
Anson's Bay	Spanish heath, thistles, caper spurge, broom, mullein, periwinkle, hemlock
Stieglitz	Thistles, kunzea ericoides, mullein, broadleaf
St Helens	Spanish heath, thistles, broom
	<p>Paterson's curse occurs mainly in degraded pastures, on roadsides and in disturbed sites, in warm temperate areas or semi-arid winter rainfall climates. It does not grow well on alkaline or lime-rich soils. It flowers from July to January and sets seed from August to March. Seeds germinate from March to May and plants die off from December to February. Paterson's curse is an annual, it completes its life cycle, from germination to the production of seed, in one year and then dies. Paterson's curse is poisonous to grazing animals. The plant contains pyrrolizidine alkaloids which cause cumulative chronic liver damage, loss of condition and death. Physical removal aims to remove the entire plant, including its roots, from the soil. This can be achieved by 'grubbing' out by hand or, if the plant is large enough, removal by machinery, (tractor and chain, bobcat, or excavator fitted with a grab bucket). All root systems should be removed, as plants will re-shoot.</p>

### Waste Management – General Information

<b>General Waste to Copping Landfill</b>													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	Total
<b>2023/24 (T)</b>	187	232	224	214	240	274	TBA						<b>1,371</b>
<b>2022/23 (T)</b>	194	243	226	206	250	262	388	197	267	246	199	234	<b>2,912</b>
<b>Difference (T)</b>	-7	-11	-2	-8	-10	+12							

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

Green waste mulching at the St Helens and Scamander Waste Transfer Stations is scheduled for late February 2024.

## CAPITAL WORKS

Activity	Update
North Ansons Bay Road	In-progress. Minor sealing and drainage works to be completed. Works are fully funded by the Local Roads and Community Infrastructure Program- Phase 3.
North Ansons Bay Road Re-sheeting	Work in-progress
Bituminous Surfacing Works 2023-2024	In-progress.
Cecilia Street/Georges Bay Esplanade Junction Upgrade	Pending land acquisition finalisation.
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 <sup>st</sup> quarter of 2024. The project is a Local Roads and Community Infrastructure- Phase 4 fully funded project.
<b>MTB Trail Repairs</b>	<b>Completed.</b> Works ex October 22 flood event
<b>Upper Scamander Road – embankment erosion work ex October 22 flood event</b>	<b>Completed</b>
Storm water – Penelope Street, St Helens	Design finalized and materials ordered. Works to be scheduled post School Holidays.
Storm water – Victoria Street, Fingal	Design finalised, materials ordered and civil work quotations being sought.
Storm water – Minor storm water jobs	Engineering review of options to address local issue at Pacific Drive in progress.

### Tasman Highway Corridor Strategy

Council has received notification that the Department of State Growth is developing a corridor strategy for the Tasman Highway between Sorell and Launceston which extends along Tasmania's east coast.

The strategy will identify opportunities for improvement to meet the expected future needs of road users and communities along the corridor. The strategy may include the identification of safety issues, active and public transport opportunities and investment opportunities. Works and upgrades do not form part of this strategy; however the feedback will assist the department to prioritise projects and seek funding.

Due to the length of the corridor from Sorell to Launceston, the project team has split the corridor up into three segments to assist the community in providing feedback on the areas they're

interested in. The segments include: (1) South (Sorell to Orford), (2) Central (Orford to St Helens) and (3) North (St Helens to Launceston).

Refer to the attached Project Introduction for additional detail on planned engagement detail with community, visitors and government along the corridor.

The Manager Infrastructure & Development Services will provide updates on the engagement process once further detail comes to hand.

#### **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



# Tasman Highway Corridor Strategy

## Project Introduction

The Department of State Growth is developing a corridor strategy for the Tasman Highway between Sorell and Launceston which extends along Tasmania's east coast.

The strategy will identify opportunities for improvement to meet the expected future needs of road users and communities along the corridor. The strategy may include the identification of safety issues, active and public transport opportunities and investment opportunities. Works and upgrades do not form part of this strategy, however the feedback will assist the department to prioritise projects and seek funding.

Due to the length of the corridor from Sorell to Launceston, the project team has split the corridor up into three segments to assist the community in providing feedback on the areas they're interested in. The segments include: (1) South (Sorell to Orford), (2) Central (Orford to St Helens) and (3) North (St Helens to Launceston). Please refer to the map at page 2.

### Recent projects and engagement

Recent projects in the area include the Great Eastern Drive upgrades, Diana's Basin to St Helens Point Road upgrades, Dorset Roads Package upgrades and the Sideling upgrades. These projects have all had their own opportunities for community feedback.

This strategy will build on these recent projects as well as previous and ongoing engagement with stakeholders from these projects. The engagement for this corridor strategy invites stakeholders to make further submissions to strengthen ideas for improvement along the corridor.

### Public consultation

The project team will be engaging with community, visitors, industry and government along the corridor from late February to early April 2024. We will be in touch again in late February 2024 to provide you with the details of the engagement activities and how you can be involved.

### Further information

If you have any questions, please contact Connie Steers, Senior Stakeholder Engagement Consultant or Christa Capel, Stakeholder Engagement Consultant on (03) 6165 0443 or at [sorelltolaunceston@stategrowth.tas.gov.au](mailto:sorelltolaunceston@stategrowth.tas.gov.au).





<b>ACTION</b>	<b>INFORMATION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	Municipal Inspector
<b>FILE REFERENCE</b>	003\003\018\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	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:**

Dog control – activity summary

3rd January 2024- 8th February 2024

Category/Area	3rd January 2024- 8th February 2024													Reporting Period Total	2023-2024	
	Ansons Bay	Binalong Bay, The Gardens	Cornwall	Fingal, Manganna	Falmouth	Four Mile Ck	Upper Esk, Mathinna, Evercreech	Beaumaris	Scamander	Seymour, Denison	Parnella, Stieglitz, Akarora	Goshen, Pyengana, Weldborough	St Helens			St Marys
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					1										1	3
Dog - Dangerous Dogs Euthanised															0	2
Dog - Barking													2		2	9
Dog - Chasing a person					1										1	11
Dog - Impounded									1				2		1	11
Dog - in Prohibited Area		1													1	1
Dog - Lost Dogs Reported															0	2
Dog - Rehomed/kennel for rehoming															0	3
Dog - Wandering/at large								1					2		3	22
Verbal Warnings given to dog owners					1	1							2		4	33
Notice Issued - Unregistered Dog															0	1
Notice Issued - Bark Abatement Notice															0	0
Notice Issued - Caution Notice		1													1	9
Notice Issued - Infringement Notice				1											1	10
Infringement Notice - Disputes															0	0
Infringement Notice - Time Extension Request															0	0
Infringement Notice - Revoked															0	1
Written Letter - Various matters to Dog owners.				3					1				2		6	33
Patrols - Township/Urban Areas		2	1	1	2	2	1		1		1	0	2	2	15	60
Patrols - Beaches/Foreshore		3			2	2		4	3	0	1		4		19	90
Unregistered Dog - Notice to Register															0	0
Kennel Licence - No licence held															0	0
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
<b>TOTAL</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>16</b>	<b>2</b>	<b>55</b>	<b>326</b>
Registered 2023-2024 YTD		1,399														
Pending 2023-2024		46														

## **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

ACTION	DISCUSSION/DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Infrastructure & Development Services Manager
FILE REFERENCE	032\005\005\
ASSOCIATED REPORTS AND DOCUMENTS	

**OFFICER'S RECOMMENDATION:**

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.

**INTRODUCTION:**

In February 2019, the Council approved an officer's recommendation to approve the use of the name 'Freeman Road' for the no through road off Irish Town Road currently recognised as Aulichs Road, St Marys. The road referred to is 4,740m south of the Irish Town Road intersection with Esk Main Road St Marys, runs for 100m in a south-east direction and 521m in a southern direction.

The subsequent Nomenclature Board advice to the Council was – to disallow, as the naming proposal did not comply with the Tasmanian Place Naming Guidelines or the Rules for Placenames in Tasmania, due to there being duplicates and or similarities to other placenames in Tasmania. Council were contacted requesting a different name, with MacFreeman Road suggested as a possibility.

Further investigation undertaken by the Manager Infrastructure & Development Services (MIDS) in mid-2023 confirmed that the start of Aulichs Road is at the junction with Irish Town Road. The subject unnamed road starts at 100m along Aulichs Road from the junction with Irish Town Road.

In December 2023, the MIDS wrote to affected land owners, seeking their views on the proposed use of MacFreeman Road.

This report provides a summary of the landowners' feedback.

**PREVIOUS COUNCIL CONSIDERATION:****Council Meeting 18 February 2019**

**02/19.15.6.35**      Moved: Clr J McGiveron / Seconded: Clr J Drummond

That Council approve the use of the name "Freeman Road" for the no through road off Irish Town Road currently recognised as Aulichs Road, St Marys. The road is 4740m south of the Irish Town Road intersection with Esk Main Road St Marys, runs for 100m in a south-east direction and 521m in a southern direction.

**CARRIED UNANIMOUSLY**

**OFFICER'S REPORT:**

***Placenames Tasmania - Guidelines and Processes***

The following are applicable to the naming of roads and streets.

- The assignment of a name to a road or street is the responsibility of the responsible authority.
- The proposed names must adhere to the Tasmanian Place Naming Guidelines. The applying principles for the naming of roads and streets are attached for information.
- There is no public appeal mechanism for decisions regarding the assignment of road or street names unless referred to the Panel.
- The relevant authority must advise the Registrar of Place Names of road and street name proposals through Placenames Tasmania.
- The preference is that proposals include reference to the council decision (e.g. a copy of the relevant meeting minutes) and that each proposal is accompanied by a diagram, plan or clear description of the spatial extent of the named feature.
- Once a proposal is accepted into the Register it is approved.

***Landowner Responses to proposed road naming "MacFreeman Road"***

Three written responses with have been received.

- **Respondent 1: email dated 14 December 2023**

*"Gday David, in regard to our conversation this morning, for naming the un named road up our way, I propose Copperhead Road, as there is a good population of snakes up this way, also no other roads of that name in tassie I guess."*

In a pre-ceding telephone conversation, also on 14 December 2023) Respondent 1 advised that MacFreeman Road would be okay and raised Copperhead road as an alternative for the reason given above.

- **Respondent 2: email dated 24 January 2024**

*"Dear sir/madam or other,  
given the opportunity, I would have also rejected the naming of this reserve road "Freemans Road" due to the fact that no Freeman ever lived or owned land within a bull's roar of this road! I wonder who had an interest in naming this road as such? Nevertheless, this point is inconsequential/moot.*

*May I suggest that this road be named after the original owners/grantees, either Koglin (510, [REDACTED], and 460, [REDACTED] blocks) or Wagner, who originally owned the adjoining blocks East of this road. I would think the name "Wagner" would be most appropriate, given that my records show Wagner as being the original owner of all of the land further up this track. (road)*

*I would also be content with the status quo, although I think the name "Irishtown Road" belongs to where it should be, and that is heading down towards Four Mile Creek.*

*Thanks for giving me the opportunity to have input, as all too often people take it upon themselves to do such things without ANY input from others that have an interest in such things.*

*Yours Sincerely,"*

- **Respondents 3 and 4 and et al: email of 25 January 2024**

*"Hello Mr David Jolly,*

*I hope I am not too late with my input to your proposed name change...I manage to talk to 5 neighbours here which would be affected by the proposed name change ...all agreed that the name change is not appropriate ...*

*Council gave us the address as 730 Irishtown Rd up here and it was queried at the time as I was aware that Irishtown Road was running down the hill past Aulichs Road...but we finished up with 730..*

*anyway , the residents up here have not been in favour of your proposal ...*

*Kind regards*

*(always willing to chat about it)"*

***Initial Assessment against published placename guidelines.***

**1. MacFreeman Road**

Respondent 1 was okay with naming the road MacFreeman Road. The road name is not currently listed by Placenames Tasmania. This road name was previously suggested for consideration by Place Names Tasmania. It is likely that this road name would be accepted and approved.

**2. Copperhead Road.**

Copperhead Road is not currently listed by Placenames Tasmania. There is however a placename "Copperhead Cliffs" near Cowirrie, Tasmania. Possibility exists that "Copperhead Road" would be given further consideration by Placenames Tasmania but is not assured.

**3. Wagners Road.**

Wagners Road exists at Winnaleah. The place naming guidelines for roads and street names do not support road name duplication in Tasmania and a proposal for this road name would likely be disallowed.

**4. No change in road name i.e. keep as an unnamed road.**

Supported by 7 affected landowners.

## ***Councillor Workshop 5<sup>th</sup> February 2024***

THE MIDS reported that:

- The majority of affected landowners did not support a proposal to assign a name to the road.
- Two respondents proposed road names - Copperhead Road and Wagners Road.
- Google Maps has been used to verify the location and route to properties currently accessed off Irish Town Road. The mapping application provides direction to these properties, irrespective of whether a road is named or not.
- That after initial assessment against the Naming Guidelines, three name options exist for the Council to consider: MacFreeman Road, Copperhead Road or not to name the road.

Councillors acknowledged respondent feedback. Views expressed were:

- Roads should have a name.
- The road could remain an unnamed road given there is not broader affected landowner support to name the road.
- Should a road name be assigned, most Councillors preferred the use of Copperhead Road albeit that one Councillor suggested the use of 'Koglin Road', a name with historical significance to the families in the area.

### **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

Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle.

##### *Key Focus Area:*

Roads and Streets - Develop a well-maintained road network that recognises the changing demands and requirements of residents and visitors.

### **LEGISLATION & POLICIES:**

N/A

### **BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

N/A

### **VOTING REQUIREMENTS:**

Simple Majority



<b>ACTION</b>	<b>DISCUSSION/DECISION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	David Jolly, Infrastructure & Development Services Manager
<b>FILE REFERENCE</b>	032\005\029\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	

**OFFICER'S RECOMMENDATION:**

That Council consider entering a Partnership Memorandum of Understanding with the Safer Australian Roads and Highways Inc (SARAH).

**INTRODUCTION:**

Mr. Peter Frazer from the Peter Frazer from the Safer Australian Roads and Highways Inc (SARAH) delivered a presentation to the Council Meeting held 20 November 2023. The presentation highlighted the need for the Council to be a financial partner in the group to help support road safety.

SARAH is committed to promoting the "Vision Zero and the Safe System" road safety philosophy as the instrument for improved outcomes and is aligned with the commitment of Australian governments to a vision of zero deaths and serious injuries by 2050, (Vision Zero).

SARAH works cooperatively with road safety stakeholders at local, state, national and international levels.

- foster improved road safety awareness and responsibility by drivers/riders;
- ensure road policy focuses on harm elimination/ minimisation; and
- demonstrate solidarity and support for those affected by road tragedy

To become a partner with the SARAH, the Council will need to enter a Memorandum of Understanding and provide an annual financial contribution of \$1,950 (excluding GST).

**PREVIOUS COUNCIL CONSIDERATION:****Council Meeting 18 December 2023**

**12/23.4.1.266**      Moved: Clr M Tucker / Seconded: Clr K Wright

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 consider becoming a partner with the Sarah Road Safety Group.

**CARRIED UNANIMOUSLY**

**OFFICER'S REPORT:**

***Vision Zero and the Safe System (Extract from National Road Safety Strategy 2021-2030)***

*“Vision Zero is a principle that no one should be killed or seriously injured using our road networks. Its adoption is a commitment to a road transport system that does not kill or seriously injure people. This means creating a system where the system designers and operators, including engineers, planners, lawmakers, enforcement agencies, post trauma crash care workers and others – share responsibility with road users for designing a road system that does not allow human error to have a serious or fatal outcome.*

*The 2050 Vision Zero statement represents a stronger commitment to the Safe System approach adopted in the previous national strategy through the National Road Safety Action Plans, as well as the strategies of individual states and territories. The guiding principles behind this approach are:*

- *People make mistakes. A mistake should not cost anyone's life or health.*
- *Physics determine the known limits to the amount of force our bodies can take. When a crash occurs, all the elements within the Safe System should work together to ensure the forces in the crash do not exceed the physical limits of our bodies and result in a fatal or serious injury.*

***How is the Safe System implemented?***

*The Safe System approach involves all elements of the road transport system working together to prevent crashes or limit crash forces, making them survivable and reducing the severity of injury. While all states and territories have adopted the Safe System approach, at present we have a legacy system that does not always work this way and requires transformation, prioritising areas of highest risk. Roads and vehicles should be designed to limit crash forces to levels that are within human tolerance.*

*When we talk about a 'system' that does not kill or seriously injure, it is not just about the road network. Road transport is a complex system in which people, vehicles and road infrastructure interact. A Safe System approach ensures they interact in a way that creates a high level of safety, by anticipating and accommodating human errors.*

*Safe System means looking as broadly as possible at all the elements that influence crashes:*

- *ROADS AND ROADSIDES*
- *VEHICLES AND VEHICLE MIX*
- *ROAD USERS*
- *SPEED*
- *FUNCTION OF THE ROAD*
- *PLANNING*

*It means looking at how these elements interact and can work together to protect all road users. In taking a system approach we also commit to the proactive improvement of roads and vehicles so the entire system is made safe, rather than just locations or situations where crashes last occurred.*

*In all crashes, speed is a key element that determines the forces that injure people. Speed management is key to improving the interaction of all three parts of the road transport system. Speed, whether it is driving at a speed inappropriate for the prevailing conditions or driving at a speed over the limit, contributes to the risk of crashes and their severity. Even if the speed of the vehicle was within the posted speed limit and not considered the cause of a crash, the kinetic energy transfer impacts the severity of the injury.*

*Safe System and Vision Zero are consistent with the approaches adopted by the safest countries in the world and are in step with the United Nations current approach to global road safety through its Sustainable Development Goals and the second Decade of Action on Road Safety.*

### **Shared Responsibility**

*Importantly, the Safe System approach seeks to recognise the responsibility shared by all contributors to the elements of the system. There is a responsibility to collectively manage all inputs so the likelihood of a crash is minimised. The responsibility also continues so that when a crash occurs, every attempt is made to minimise the likelihood it results in a fatal or serious injury. Remedies should be sought throughout the system, in addition to road users being responsible for their behaviour.*

*By 'contributors' we mean not only people who plan, design and build roads or vehicles, but anyone whose actions can influence road trauma, including road managers, vehicle manufacturers, legislators, commercial transport operators, police, employers, and of course individual road users".*

### **Proposed Memorandum of Understanding (SARAH and Break O'Day Council)**

The Memorandum of Understanding (MoU) identifies the strategic intent of Safer Australian Roads and Highways Incorporated (SARAH) and the Yellow Ribbon Road Safety Council (the Yellow Ribbon Council) and provides the framework within which Council will work with SARAH in the promotion of Yellow Ribbon National Road Safety Week ("National Road Safety Week"), as well as SARAH's and Council's agreed road safety initiatives. Additionally, the MoU specifically notes that for the duration of this MoU:

- i) Council has the right to identify itself as a National Road Safety Week supporter;
- ii) Council has the right to identify itself as a Yellow Ribbon Road Safety Council; and,
- iii) SARAH will expressly and publicly identify Council as both a Yellow Ribbon Road Safety Council, and a Local Government supporter of National Road Safety Week.

### **SARAH's Aims**

As the implications of road crash death and serious injury are largely hidden from the community, SARAH aims to:

1. Raise awareness of how road crashes impact individuals, their loved ones and the community;
2. Challenge current community and political perception that road crash death and serious injury is the inevitable but acceptable collateral damage for the movement of goods and services within the national, state or local economy;

3. Promote best practice road safety policy, as well as support community education initiatives and campaigns; and
4. Provide symbols to enable supporters to show that they are road safety advocates.

### **Objectives**

Through education initiatives, awareness campaigns and general road safety activities, SARAH encourages governments, corporates, education sectors, unions, non-government organisations and individuals to:

1. Publicly identify themselves as road safety advocates by displaying a yellow ribbon/s or sticker/s and/or displaying or wearing a yellow ribbon/s;
2. Help improve on-road behaviour by asking drivers/riders to actively protect those who are, or may become, vulnerable on our roads and highways;
3. During defined campaigns, (i.e. National Road Safety Week held annually in May, Road Worker Day of Remembrance on 9 the November, and United Nations Day of Remembrance for Road Traffic Victims held on the third Sunday of November etc.), encourage the display of the colour yellow to identify the Partner/Supporter as a road safety leader; and
4. Acknowledge and stand in solidarity with the victims of road trauma, their families, friends and community.

The MoU acknowledges that where practical, and in accordance with its policies, the Yellow Ribbon Council will assist SARAH in promoting Australia's National Road Safety Week.

### **STRATEGIC PLAN & ANNUAL PLAN:**

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

##### Goal

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

##### Strategy

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

##### *Key Focus Area:*

Develop a well-maintained road network that recognises the changing demands and requirements of residents and visitors.

## Break O Day Annual Plan 2023 – 2024

### *Actions:*

- 4.2.1.1 St Helens Streetscape - Undertake construction of the next stage of the St Helens Streetscape Project, the upgrade of The Esplanade / Cecilia Street road junction.
- 4.3.1.1 State Road Network - Pursue upgrades to State Government road infrastructure assets (Tasman Highway, Esk Main Road & Binalong Bay Road) to improve safety and reliability.
- 4.3.1.2 Blackspot Projects - Complete funded project at Circassian Street / Medea Street, St Helens, prepare submissions for funding where opportunities exist.
- 4.3.1.3 Transport Master Plan - Update the Transport Master Plan 2013-2018.

### **LEGISLATION & POLICIES:**

N/A

### **BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

The annual financial contribution to SARAH Inc is \$1,950 (excluding GST).

### **VOTING REQUIREMENTS:**

Simple Majority

## 02/24.15.0 COMMUNITY DEVELOPMENT

### 02/24.15.1 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

<b>Community Services</b>	
Community Grants	30,000
Youth Services	8,000
Misc Donations & Events	7,500
School Prizes	1,000

<b>Community Event Funding</b>	
Seniors Day	3,000
Australia Day Event	5,000
Swimcart	1,000
St Helens Athletic Carnival	2,500
Carols by Candlelight	1,600
Australia Day Event (including Woodchopping)	15,000
Fingal Valley Coal Festival	2,000
Pyengana Endurance Ride -	500
St Helens Game Fishing Comp	2,000
Wellbeing Festival	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
International Disability Day Event	1,000
Mental Health Week	500
Barn Dance	2,000
Suicide Prevention	1,000
Pyengana Easter Carnival	1,000
Mannalargenna Day	2,500

<b>Council Sponsorship</b>	
Funding for BEC Directory	2,000
St Helens Marine Rescue	3,000
Business Enterprise Centre (BEC)	28,000
Welcome to Town Christmas Signs	1,000

The above table shows what donations/sponsorships have been paid to the relevant committees up to and including 31 January 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:

#### **Community Grant Program**

Council's Community Grant program is still open, applications need to be received by Council by 5 pm Monday 26 February 2024.

#### **Australia Day 2024**

Council would like to acknowledge the work that is undertaken in our community by the many community members who volunteer.

This year we congratulate the following Break O'Day Australia Day 2024 winners.

#### **YOUNG CITIZENS OF THE YEAR**

Etta Cornelius  
Sienna McGiveron  
Helayna McGiveron

#### **AUSTRALIA DAY CITIZEN OF THE YEAR**

Ann Maree Blunt

#### **MAYORS SPECIAL AWARD**

Nicki Treloggen

## BREAK O'DAY MUNICIPAL EXCELLENCE AWARD

Christine Treloggen

We congratulate everyone who was nominated for 2024.



### Pump Track Project

The Tender to design and construct the Pumptrack has now been awarded to World Trail. Staff are now working through the approvals process with World Trail.

### 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.

We have some other events that staff are working with the organisers on that are not listed below – as we are currently waiting on finalisation of paperwork.

### February 2024

15 – Live Well Live Long – Fingal – 6-week program

24- Tasmanian Netball League games – Bendigo Bank Community Stadium

### March 2024

2- Lampshade workshop – Portland Hall

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

9-10 – Mind Body Festival – Portland Hall

11 – Australian Bass Tournament – St Helens Foreshore

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

24 – Speedcubing – Portland Hall

30 – Pyengana Easter Carnival – Pyengana Recreation Grounds



## Learner Driver Mentor Program

It was a very successful month for the learner driver mentor program with a new mentor coming on board to service the Fingal Valley area.

Total road hours – 62 Hours

Total Mentors - 11

Learner in car - 24

Waiting list – 11



The poster features a central photograph of a woman and a man standing next to a white car with 'Learner Driver Mentor' and 'DMT' branding. The background is dark with yellow and white chevron graphics. The Break O'Day Council logo is in the top right. The text 'BECOME A MENTOR! LEARNER DRIVER MENTOR PROGRAM' is prominently displayed in white and yellow. A yellow 'JOIN NOW' button is positioned below the title. The 'GET N2 GEAR' logo is in the center, with 'N2' in yellow. Below it, a list of questions asks if the reader is an experienced driver and if they can volunteer. A grey box contains the text 'You will make a difference in someone's life' and explains that not everyone has access to a suitable car or supervising driver. It also states 'We provide the car You supervise the driver'. Contact information for Jenna at Break O'Day Council is provided, including an email and phone number. A note at the bottom states the program is funded by the Tasmanian Government. The footer includes the website 'bodc.tas.gov.au' and 'drivermentoringtasmania.org.au', along with the DMT logo.

**BECOME A MENTOR!**  
**LEARNER DRIVER MENTOR PROGRAM**

**JOIN NOW**

**GET N2 GEAR**

Are you an experienced driver?  
Can you volunteer one or more hours  
each week to help others in our  
community get their licence?

**You will make a difference in someone's life**  
Not everyone has access to a suitable car or supervising  
driver to help them get their driver's licence.

**We provide the car  
You supervise the driver**

**For more information**  
Contact Jenna at Break O'Day Council  
admin@bodc.tas.gov.au 6376 7900

The Learner Driver Mentor Program is funded by the Tasmanian Government

bodc.tas.gov.au  
drivermentoringtasmania.org.au

**DMT**  
driver mentoring tasmania inc.

### **Community Wellbeing Project**

Staff continue to meet with wellbeing project participants to support and discuss wellbeing actions. The wellbeing website was updated to include more information about crisis support prior to the holiday break. A meeting of the wellbeing collaborative is due in February to make decisions about this year's project activities. Local actions developed in the project continue to be hosted in community and showcased on the website.

### **Youth**

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

Work continues on the development of a Youth Commitment Statement with youth stakeholders.

Staff continue to participate in the Partnership Group of the Live4Life program. This involves providing input to evaluation planning and resources to support the implementation of the program. Places have been offered to Mental Health First Aid Instructors in a volunteer capacity in our community and training for volunteers will commence shortly.

### **Health and Wellbeing**

The end of year meeting of the Health and Social Services Network was held on 11 December and a summer e-news was released before the end of the year showcasing many great outcomes of members of the network and upcoming opportunities. Meeting invites have been sent to the network for this year's quarterly meetings.

Hub4Health management is ongoing and staff are preparing to work with a consultant 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. The first round of this program is being offered at Fingal this year after successful rounds at St Marys and St Helens in 2023.

### **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

**02/24.16.0 DEVELOPMENT SERVICES**

**02/24.16.1 Development Services Report**

<b>ACTION</b>	<b>INFORMATION</b>
<b>PROPONENT</b>	Department
<b>OFFICER</b>	Development Services Coordinator
<b>FILE REFERENCE</b>	031\013\003\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	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**

No information provided due to Developmental Services Manager on leave.

## 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
<b>NPR</b>	1	5	2	2	1		1						12	
<b>Permitted</b>	0	1	7	6			5						19	
<b>Discretionary</b>	12	8	22	13	10	9	14						88	
<b>Amendment</b>	3	2	3	5	2	1	1						17	
<b>Strata</b>		1				1							2	
<b>Final Plan</b>	3	2	1			1							7	
<b>Adhesion</b>														
<b>Petition to Amend Sealed Plan</b>					1		1						2	
<b>Boundary Rectification</b>														
<b>Exemption</b>														
<b>Total applications</b>	19	19	35	26	14	12	22						147	284

<b>Ave Days to Approve Nett *</b>	19	19	24.33	24.75	26.92	50.83	35.22						28.57	
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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
227-2023	Ansons Bay	Additional Use for Visitor Accommodation	S57	48	47
252-2023	Scamander	Additional Use for Visitor Accommodation	S58	38	30
143-2023	St Helens	Outbuilding (Shed)	S57	192	41
274-2023	St Helens	Legalisation of Deck	NPR	21	21
275-2023	Scamander	Additional Use for Visitor Accommodation	S58	23	23
194-2020 AMEND	Falmouth	Minor Amendment to Planning Permit – Proposed Outbuilding with Amenities amended to Shed Only	S56	12	12
266-2023	Scamander	Additional Use for Visitor Accommodation	S58	1	0
202-2023	Stieglitz	Two (2) Lot Subdivision	S57	121	40
188-2023	St Marys	Construction of a Dwelling	S57	133	50
257-2023	St Marys	Relocate Existing Outbuilding & New Wash Bay	S58	52	24
003-2024	Binalong Bay	Petition to Amend Sealed Plan	PETITION	10	10
263-2023	The Gardens	Boundary Adjustment	S57	40	39
221-2023	Beaumaris	Six (6) Lot Subdivision	S57	106	82
241-2023	St Helens	Side & Partial Rear Fence and Side Gate	S57	56	41
109-2022	Four Mile Creek	Reserve Activity Assessment (Lvl 3) – Boat Ramp	S57	125	63
261-2023	Binalong Bay	Visitor Accommodation & Shed	S57	40	39
256-2023	Akaroa	Additional Use for Visitor Accommodation	S57	47	39
223-2023	Beaumaris	Shipping Container	S58	94	27
248-2023	St Helens	Demolish Dwelling and Construct New Dwelling, Outdoor Kitchen & Alterations to an Existing Garage	S57	47	39
008-2023	Stieglitz	Retrospective Approval of Shed, Annex & Deck	S57	300	41
181-2023	Scamander	Addition & Alterations to Dwelling and Construction of New Deck	S57	60	46
264-2023	Binalong Bay	Change of Use Shed to Dwelling with Additions and Alterations	S57	22	21

**TOTAL 22**

**STRATEGIC PLANNING PROJECTS IN THE 2023/2024 FINANCIAL YEAR**

No information provided due to Developmental Services Manager on leave.

**BUILDING PROJECTS REPORT**

No information provided due to Developmental Services Manager on leave.

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

<h2 style="margin: 0;">Building Services Approvals Report</h2> <h3 style="margin: 0;">December 2023</h3>
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No.	BA No.	Town	Development	Value
1.	2022 / 00186	St Helens	New Dwelling, Carport, Deck, Garage/Shed with amenities & Verandas	\$434,000.00
2.	2023 / 00197	St Helens	New Dwelling & Shed	\$450,000.00
3.	2023 / 00141	Beaumaris	New Dwelling, patio, awning & solar panels	\$96,000.00
4.	2023 / 00169 - AMEND	Falmouth	Amendment (addition) - Amended for roof over deck (Dwelling)	\$30,000.00
5.	2023 / 00137	Scamander	Alterations & Additions (Dwelling & Deck) & New (Spa with Spa Fencing)	\$86,000.00
6.	2023 / 00269	St Marys	New Solar Panels	\$10,000.00
7.	2022 / 00027	Stieglitz	New Shed	\$60,000.00
8.	2023 / 00271	Scamander	New Solar Panels	\$6,000.00
9.	2023 / 00154	Beaumaris	New Shed with Amenities	\$63,000.00
10.	2023 / 00132	St Helens	New Dwelling, Decks & Shed	\$460,000.00
11.	2023 / 00004	Beaumaris	Demolition, Alterations & Additions - Dwelling & Deck	\$113,000.00
12.	2023 / 00194	St Helens	Fit-out - Seafood Retail Outlet	\$185,000.00
13.	2023 / 00215	St Helens	New Dwelling	\$370,000.00
14.	2023 / 00259	Stieglitz	Alterations - Dwelling	\$40,000.00

<b>ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE</b>	<b>2022/2023</b>	<b>2023/2024</b>
	\$18,658,886.00	\$13,424,209.00

<b>ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH</b>	<b>MONTH</b>	<b>2022</b>	<b>2023</b>
	December	\$1,536,040.00	\$2,403,000.00

<b>NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE</b>	<b>MONTH</b>	<b>2022/2023</b>	<b>2023/2024</b>
	December	102	86

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 January 2024

No.	BA No.	Town	Development	Value
1.	2022 / 00071	Akaroa	New Dwelling, Deck, Retaining wall & Garage	\$344,000.00
2.	2023 / 00192	Stieglitz	Addition - Dwelling	\$24,000.00
3.	2023 / 00128	Falmouth	Demolition & New Garage	\$60,000.00
4.	2022 / 00232	Scamander	Dwelling Additions Deck, Veranda, Spa, Shed, Retaining Walls, Tennis Court & Fencing	\$260,000.00
5.	2023 / 00011	Stieglitz	New Shed with Amenities	\$50,000.00
6.	2023 / 00199	Scamander	Alterations & Additions to Dwelling including new Deck & New Shed/workshop	\$78,000.00
7.	2022 / 00244	Fingal	New Community Building / Mens Shed	\$230,000.00
8.	2023 / 00068	St Helens	New Storage Racks	\$134,000.00
9.	2023 / 00211	St Helens	Alterations & additions – Visitor Accommodation	\$80,000.00
10.	2023 / 00143	St Helens	New Shed	\$22,000.00
11.	2023 / 00175	Scamander	New Dwelling & BBQ Area	\$114,000.00
12.	2021 / 00215 - STAGE 2	Beaumaris	New Dwelling, Carport, Deck & Veranda	\$360,000.00
13.	2023 / 00214	Mangana	New Dwelling	\$264,000.00
14.	2024 / 00008	St Helens	Plumbing only – new toilet & relocate basin	N/A


ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2022/2023	2023/2024
	\$20,888,387.00	\$15,444,209.00

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2023	2024
	January	\$2,229,501.00	\$2,020,000.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2022/2023	2023/2024
	January	119	100



## ENVIRONMENTAL REPORT

Description	Updates
Dog Management	<p>Preparations for the five yearly public review of Council’s Dog Management Policy have progressed with development of a new dog zones base map. Current linear dog zones along the coastline are being translated into defined areas to clarify the extent of areas declared by Council under the Dog Control Act. Key stakeholders and the community will be consulted on a draft policy and declared areas proposed by Council, before it considers people’s input and adopts a revised policy.</p>
Climate Change	<p>Council’s NRM Facilitator attended the second meeting of the Northern Tasmania Alliance for Resilient Councils (NTARC). A follow-up support visit from NTARC’s Program manager to support Council teams working on its Climate Action priorities is being planned for March.</p>
Biosecurity	<p>To assist local control of bridal creeper, a priority weed in Break O’Day, Council is supporting a statewide project with local education and information activities. The <i>Current Status of Bridal Creeper in Tasmania</i> project is funded by the Tasmanian Weed Action Fund to improve knowledge of its occurrence and build community awareness of the bridal creeper threat and its control.</p> <p>Community support activities have focussed on information about rabbits, controlling spread the garden plant of agapanthus and mandatory beehive registration. Fair weather has helped on-going weed control treatments on council properties.</p> 
Flood Risk Management	<p>A report on preliminary findings for an <i>Impact Assessment of River Channel Break-Out Scenarios over the George River Floodplain</i> is being released. The report assesses the impacts likely scenarios for a new river channel may have and suggests strategies to reduce risks and costs and options for future mitigation work. Affected landholders, businesses and the wider community are being invited to provide feedback during February to the Impact Assessment project by Council and the Lower George Riverworks Trust.</p>

**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 and January are reported here.

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

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

The results for water samples indicate conditions for all these waters have been safe for swimming during the season according to the Tasmanian Recreational Water Quality Guidelines.

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

**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	0	0	54	54
<b>TOTAL</b>	<b>19</b>	<b>20</b>	<b>114</b>	<b>118</b>

**Sharps Container Exchange Program as at 7 February 2024**

<b>Current Year</b>	<b>Previous Year</b>
<b>YTD 2023/2024</b>	<b>YTD 2022/2023</b>
<b>48</b>	<b>37</b>

**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

<b>ACTION</b>	<b>DISCUSSION/DECISION</b>
<b>PROPONENT</b>	NRM Special Committee
<b>OFFICER</b>	Polly Buchhorn, NRM Facilitator
<b>FILE REFERENCE</b>	010\028\002\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Draft Minutes - NRM Special Committee - Scamander field trip & Meeting - 5 Sept 2023 Draft Minutes - NRM Special Committee Meeting - 5 Dec 2023

**OFFICER'S RECOMMENDATION:**

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.

**INTRODUCTION:**

The Break O'Day NRM Special Committee met on 5 September 2023 at Scamander and on 5 December 2023 at St Helens.

**PREVIOUS COUNCIL CONSIDERATION:**

Council discussed at its February 2024 Workshop the NRM Committee Meeting Minutes from 5 September and 5 December 2023

**07/23.16.3.178**      Moved: Clr L Johnstone/ Seconded: Clr K Wright

That Council receive the Minutes of the NRM Committee Meeting held on 6 June 2023 and consider any matters for further Council attention.

**CARRIED UNANIMOUSLY**

**04/23.16.2.97**      Moved: Clr L Johnstone/ Seconded: Clr K Wright

That Council receive the Minutes of the NRM Committee Meeting held on 7 March 2023 and consider items from the Committee for further Council attention, including the Committee's recommendation of priorities to include in Council's 2023-2024 Annual Plan and budget.

**CARRIED UNANIMOUSLY**

## OFFICER'S REPORT:

Council has not previously received Minutes of the NRM Committee's September 2023 meeting, which included a field trip looking at issues at the Scamander River mouth. Minutes for the following 5 December meeting are also included in this report.

Of note from the September meeting is the attendance of Mrs Fay Harding who was interested in joining the Committee as Aboriginal community representative. And formal advice to Council relevant to *Scamander Coastal Hazards Risk Mitigation and Pathways Planning* project, following the Committee's inspection and discussion of management issues at the Scamander river mouth.

At the 5 December meeting, the Committee received a presentation on future deer management challenges for Break O'Day and discussed peri-urban deer management. Mrs Liese Fearman attended as a guest, with an interest in joining the Committee as a Community representative.

The table below summarises current outstanding NRM Committee actions or advice following the 5 December meeting, to be noted and considered for further attention by Council.

### Current outstanding NRM Committee actions

	Item	Status
4 August 2020		
6.2.1	Seek to fill remaining community, education and forest industry representative vacancies on Council's NRM Committee	Continue for remaining vacancies.
5 Sept. 2023		
4.2.1	Any works undertaken to mitigate flooding and coastal retreat in the Scamander River mouth must be undertaken in an environmentally sensitive manner.	Advice to Council
8.1.1	Council appoint Mrs Fay Harding to the Break O'Day Council NRM Special Committee as Aboriginal community representative.	Council yet consider the Recommendation
5 Dec. 2023		
6.1.1	Deer, including peri-urban deer, are a growing threat in Break O'Day and Council should investigate managing deer in the municipality, working with the Department of Natural Resources and Environment Tasmania, the Parks and Wildlife Service, and with and in the community.	Advice to Council
8.1.1	Council appoint to its Break O'Day NRM Committee Mrs Liese Fearman as Community representative (individual or local interest group).	Council yet consider the Recommendation
	Council update the Parks and Wildlife Service Tasmania representative with Mr Brian French, their new northern Parks and Reserves Manager.	Council to consider

A separate item on Council's Agenda addresses the Committee recommendations for appointments to vacancies on the Committee. It includes appointment of a new Parks and Wildlife Service representative, following staff changes in their northern region.

#### **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

1. Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.
2. Increase the community's awareness of the natural environment; the pressures it faces; and actions we can take to sustain it and what it provides.
3. Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.
4. Recognise and alleviate the issues and risks to the environment from our use, and the risk to us from a changing environment.

#### **LEGISLATION & POLICIES:**

*Local Government Act 1993 – Section 24 Special Committees*  
*Local Government (Meeting Procedures) Regulations 2015*

#### **BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

N/A

#### **VOTING REQUIREMENTS:**

Simple Majority



## Minutes

### NRM SPECIAL COMMITTEE MEETING

**Tuesday 5 September 2023**

*Scamander River mouth field trip,  
starting **11am** at River mouth park.*

Regular meeting

**1:30 – 3:30pm**

SCAMANDER SPORTS COMPLEX

*Coach Road, Scamander*

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## 1 Attendance

### Present:

Clr Liz Johnstone (Break O'Day Council); Clr Kylie Wright (Break O'Day Council); Clr Ian Carter (Break O'Day Council); Howard Jones (Community Representative); Anne Bennet (Education sector); Tim Rhodes (Agriculture Industry). Dom Neyland (Parks and Wildlife Service); Craig Lockwood (Marine Aquaculture)

Meeting was chaired by Clr. Liz Johnstone.

Attending the meeting were Fay Harding (guest and prospective nominee for Aboriginal community representative) and Polly Buchhorn (NRM Facilitator) taking meeting notes.

### Apologies:

Janet Drummond (Break O'Day Council - Chair); Todd Dudley (NE Bioregional Network);

Members convened for their regular meeting and agenda following their field trip around the Scamander river mouth area.

### 1.1 Acknowledgement of Country

Mrs Fay Harding provided the following acknowledgement at the meeting:

*As we stand on Palawa land I'd like to pay my respects to elders past and present as they hold the stories, language and culture for our young aboriginal and non-aboriginal children.*

*I'd like to acknowledge that the land we are on is, was and always will be traditional aboriginal land.*

*I'd like to thank the elders for allowing us to meet on their land today.*

---

## 2 Confirmation Minutes of Meeting

### 2.1 Minutes of Meeting

- 2.1.1 Decision: That the Minutes of the Meeting held on Tuesday 6 June 2023 at Break O'Day Child & Family Learning Centre are confirmed.

Moved: Tim Rhodes

Seconded: Kylie Wright

Carried



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### 3 Declaration of interest of a member or close associate

Committee members should consider any matters on the Agenda for which they have an interest in decisions the Committee may make for actions or providing advice or recommendations to Council.

The NRM Facilitator raised the Committee's role and involvement in the Scamander Coastal Hazards Risk Mitigation and Pathways Planning project, which had been considered during the earlier field trip.

This role was as observer of the Council project, from the NRM Committee's standpoint of considering environmental issues related to the project and coastal hazard and flood management. The community and residents will participate in the project, to be involved in understanding and appreciating the shared risks, options for management and pathways of decisions the project will develop. Committee members have a similar role, but should, if decisions arise for the Committee, consider any pecuniary interest they may have and declare them.

No declarations were made for this meeting.

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### 4 Business arising from the previous meeting

#### 4.1 Committee Membership

Mrs Fay Harding joined and was warmly welcomed to the Meeting as a guest. Fay is interested in joining the NRM Committee to represent Aboriginal community interests on the Committee.

#### 4.2 Scamander River mouth

The NRM Committee discussed observations and conclusions they had following the field trip just prior to the Meeting.

Their tour of the Scamander River mouth area had started at 11am with viewing and considering the future of the boat ramp and foreshore open space where the old road bridge had been demolished. They looked at a range of issues at the river mouth, with an emphasis on coastal processes and dynamics and interaction with river floods, natural habitats there and the interplay of human development and use. This provided context for introducing Council's grant funded *Scamander Coastal Hazards Risk Mitigation and Pathways Planning* project.

At the Meeting members recalled observations, the range of values and assets present and affected by coastal and river processes.

- Anne Bennett noted a house owned by her son on Dune Street had been impacted by inundation, waves and flood and storm debris in the past
- Land in front of Pelican Sands had also been inundated and the Surf Life Saving Club building impacted by water and waves
- A land survey plan from 1844 [on one of the Scamander bridges history signs] demonstrated the natural dynamism of the mouth system, showing it well to the north
- From an aboriginal perspective the dynamics and energy at the mouth were the river telling its story. We don't want people or life to suffer and climate change is a concern. Something needs to be done
- Focus is too quickly on property and infrastructure (that was put at risk and remains at risk) and not enough on natural values and assets. Decisions should be made when planning infrastructure, development and use to keep them out of harm's way in the first place and there may be liabilities with past decisions
- Tidal shoals and sand spits around the mouth are very important habitat for a range of significant bird species. The area also gets a lot of recreational use by residents and visitors
- To what extent are the river catchment and flows driving the dynamics at the mouth?
- The grant funded project needs to look at ways to reduce the risks and losses without impacting the natural values and processes of the river mouth, such as the shorebirds
- The issues at Scamander are common to other parts of Break O'Day's coastline.

A broad view to emerge from the discussion by NRM Committee members was that controlling the river and coastal processes was not the answer, that 'mother nature' prevails and the river and coastal dynamics should be given space to move freely. With our understanding of sea level rise and the increasing frequency of extreme weather events at the river mouth, any project to limit risks to the Scamander River mouth and natural and built assets is problematic.

- 4.2.1 Advice: Any works undertaken to mitigate flooding and coastal retreat in the Scamander River mouth must be undertaken in an environmentally sensitive manner.

Moved: Howard Jones

Seconded: Ian Carter

Carried

### 4.3 Review of the Break O'Day Environment and NRM Action Plan 2018-2023

Review and update of the *Environment and NRM Action Plan 2018-2023* was started at the Committee's meeting in June. This involved relating priorities of the northern regional *NRM Strategy 2023* to those of the Break O'Day Environment and NRM Strategy 2019 and Action Plan 2018-2023. Aligning with regional priorities would help Break O'Day anticipate and plan for

opportunities with a round of Australian Government funding through NRM North for regional priorities.

The NRM Facilitator advised he did not have a participative activity ready for the Committee to work on the next steps for review of the *Environment and NRM Action Plan 2018-2023*. Also much of the meeting had already been taken up discussing the Scamander River mouth. It was agreed by members that to progress the review that the NRM Facilitator draft an Action Plan for the Committee to consider at its next Meeting.

The next steps towards a draft Action Plan outlined in the meeting Agenda were to consider

- Priorities aligning with the northern regional NRM Strategy 2023
- Continuing and unfinished local Actions for Land (land and soil, biodiversity, biosecurity), Water (catchments, waterways, quality and marine), Our use of the environment (access and enjoyment)
- New issues in the Break O'Day Environment and NRM Strategy 2019 to act on
- Flood risk management (already a Break O'Day priority) and Climate Change (a Focus Area now in the Break O'Day Strategic Plan and growing area of activity)

The NRM Facilitator would work on these, to draft a Break O'Day Environment and NRM Action Plan for the members to consider at a latter meeting.

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## 5 Outstanding Committee items

The status of outstanding items is reported below to track their progress and close completed items.

	Item	Status
4 August 2020		
6.2.1	Seek to fill community, and forest industry representative vacancies on Council's NRM Committee.	Continue for remaining vacancies.

- 5.1.1 Recommendation: The Committee receives the report on Outstanding Committee items and updates to their status.

Moved: Anne Bennet

Seconded: Tim Rhodes

Carried

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## 6 Issues

### 6.1 Georges Bay native angasi (*Ostrea angasi*) oyster reefs

The report in the Agenda was noted by members but there was no further discussion.

## 6.2 Dog Management – Shorebirds and Migratory Birds

The report in the Agenda was noted by members and the NRM Facilitator reported initial discussions with PWS had started.

## 6.3 Weed Management Activity report

The report in the Agenda was noted by members but there was no further discussion.

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## 7 NRM staff update

The report in the Agenda was noted by members.

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## 8 Committee Members update and other business

### 8.1 Committee Membership - Aboriginal community representative

Fay Harding participated in the Committee Meeting and her input was welcomed by members. She expressed her interest in continuing to contribute and joining the Committee formally.

- 8.1.1 Recommendation: Council appoint Mrs Fay Harding to the Break O'Day Council NRM Special Committee as Aboriginal community representative.

Moved: Liz Johnstone

Seconded: Tim Rhodes

Carried

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## 9 Next meeting dates

Committee members agreed the scheduled next meeting be on December 5, 2023

(Meetings are normally on Tuesdays early in the month at the Child and Family Learning Centre at St Helens, starting at 12:30pm for BYO light lunch, with business starting 1pm, or sooner with agreement of those attending.)



## Agenda

### NRM SPECIAL COMMITTEE MEETING

**Tuesday 5 December 2023**

*BREAK O'DAY COUNCIL CHAMBERS (COURT ROOM)*

*32-34 Georges Bay Esp. St Helens*

*(12:30 for) 1:00 – 3:30 pm*

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## 1 Attendance

### Present:

Councillor Janet Drummond (Break O' Day Council - Chair); Clr Liz Johnstone (Break O' Day Council); Clr Kylie Wright (Break O' Day Council); Anne Bennet (Education sector); Tim Rhodes (Agriculture Industry); Craig Lockwood (Marine Aquaculture).

Fay Harding (Aboriginal community representative) and Liese Fearman (Community representative) attended as guest prospective members.

### Apologies:

Brian French (PWS – new nominee); Dom Neyland (Parks and Wildlife Service); Howard Jones (Community Representative); Todd Dudley (NE Bioregional Network)

Meeting note taking: Polly Buchhorn, NRM Facilitator.

### 1.1 Acknowledgement of Country

Led by Fay Harding:

*As we stand on Kunnarra Kuna land we pay our respects to elders past and present as they hold the stories, language and culture for our young aboriginal and non-aboriginal children.*

*We acknowledge that the land we are on is, was and always will be traditional aboriginal land.*

*And we thank the elders for allowing us to meet on their land today.*

### 1.2 Introductions

Mrs Liese Fearman, attending as guest, was introduced to Committee members. She is interested in the remaining representative vacancy for the 'Community (individual or local interest group)' on the Committee. Liese is a farmer Upper Scamander and ex teacher.

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## 2 Confirmation Minutes of Meeting

### 2.1 Minutes of Meeting

- 2.1.2 Decision: That the Minutes of the Meeting held on Tuesday 5 September 2023 at Scamander Sports Complex, with a field trip before to the Scamander River mouth are confirmed.

Moved: Liz Johnstone

Seconded: Kylie Wright

Carried

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### 3 Declaration of interest of a member or close associate

Nil

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### 4 Business arising from the previous meeting

#### 4.1 Committee Membership

Members noted the report, regarding PWS nomination of Mr Brian French (their new Parks and Reserves Manager for the northern PWS region), Liese Fearman's interest in the 'Community (individual or local interest group)' and that the recommendation to appoint Fay Harding (Aboriginal community interests) was yet to go to Council.

Near the end of the meeting there is an item for members to consider recommending to Council appointing Liese Fearman. All three appointments could then be put to Council together.

#### 4.2 Scamander River mouth

The meeting noted the report following up the previous meeting's field trip to the Scamander River mouth and the Committee's advice to Council. The NRM Facilitator noted that since then a community workshop was held, with a focus on coastal hazards and to inform the community about plans for the Scamander Coastal Hazards Risk Mitigation and Pathways Planning project.

#### 4.3 Review of the Break O'Day Environment and NRM Action Plan 2018-2023

The NRM Facilitator reported he has yet to prepare a draft NRM Action Plan for the Committee to consider. The Committee's wish that NRM Facilitator progress this was reaffirmed.

Craig Lockwood raised a need for aims and priorities in the Action Plan to include a focus on education activities to mobilise people in the community to do more, better. An example was ensuring new residents were well informed, with the 'new residents information pack, including priority weeds in Break O'Day.

## 5 Outstanding Committee items

The status of outstanding items is reported below to track their progress and close completed items.

	Item	Status
4 August 2020		
6.2.1	Seek to fill community, and forest industry representative vacancies on Council's NRM Committee.	Continue for remaining vacancies.
5 Sept. 2023		
4.2.1	Any works undertaken to mitigate flooding and coastal retreat in the Scamander River mouth must be undertaken in an environmentally sensitive manner.	Advice
8.1.1	Council appoint Mrs Fay Harding to the Break O'Day Council NRM Special Committee as Aboriginal community representative.	Council yet consider the Recommendation

5.1.1 Recommendation: The Committee receives the report on Outstanding Committee items and updates to their status.

Moved: Janet Drummond

Seconded: Kylie Wright

Carried

## 6 Issues

### 6.1 Deer Management – Peri-urban Deer

Eric Schwarz, Senior Wildlife Management Officer with the Department of Natural Resources and Environment Tasmania (NRE) joined the Meeting online.

Eric's role and presentation focused peri-urban deer - a priority issue in the current Tasmanian Deer Management Plan. Four new officers were being recruited for a peri-urban deer program and the team would move to be part of the Parks and Wildlife Service.

Some points made in the presentation included

- Since introduction in the 1820s deer populations flourished with deer farming in the 1970s and have spread widely. The first *Tasmanian Wild Fallow Deer Management Plan* was completed in 2022



- Peri-urban populations can be higher than in remote bushlands. Fencing them out is not practical. Proximity to people means management options for peri-urban deer face greater political and practical challenges than for other deer
- Removing 40% of a local population every year would be needed to overcome deer population growth rates and contain or start to reduce the population
- Some control options include shooting, darts (anesthetic), trapping, corral trapping and baiting. All are people, time a resource intensive and come with risks
- Peri-urban deer management will require involvement of local communities and the collaboration of land managers and council, to identify goals and strategies and gain support for what action can be taken, and would need to be sustained
- The collaboration needed includes initial engagement and awareness, discussion and support for control options, deer/location information, aims and priorities. Then planning, resourcing and implementing actions; developing local experience and management plans.
- With deer out in the bush, peri-urban deer will need managing forever.

Discussion by the Committee followed, with Liese Fearman querying the feasibility of sustaining over the state an annual population reduction of about 40% to achieve population containment and some reduction of populations. Liese mentioned an example from Canada of deer populations on islands, which exploded then and staved until the population declined to levels the now degraded land sustains.

Members discussed various concerns and ideas amongst themselves after the presentation. Janet Drummond mentioned DeerScan (one of the FeralScan tools for recording sightings and damage). Fay Harding noted deer information and education, particularly for younger generations, will be important. Tim Rhodes, as a farmer in Fingal valley was very unhappy with the process and outcome for farmers of the *Tasmanian Wild Fallow Deer Management Plan*. That peri-urban deer pose a difficult and approaching challenge for the community was clear.

- 6.1.1 Advice: Deer, including peri-urban deer, are a growing threat in Break O'Day and Council should investigate managing deer in the municipality, working with the Department of Natural Resources and Environment Tasmania, Parks and Wildlife Service, and with and in the community.

Moved: Tim Rhodes

Seconded: Anne Bennet

Carried

## 6.2 Georges Bay native angasi (*Ostrea angasi*) oyster reefs

Members noted a case from NSW highlighted by Todd Dudley since the last meeting, of saltmarsh and oyster reef restoration including an angasi oyster reef, helping protect eroding shorelines.

## 6.3 Dog Management – Shorebirds and Migratory Birds

Members noted the report, regarding initial work on review of Council's Dog Management Policy and the Break O' Day Shorebird Working Group meeting in November.

## 6.4 Weed Management Activity report

The report on weed control, management activity and projects since the previous meeting was noted by the Committee. Liese Fearman was concerned no African boxthorn was listed as treated.

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## 7 NRM staff update

The Committee noted the NRM Facilitator's report.

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## 8 Committee Members update and other business

### 8.1 Committee Membership - Community representative

Mrs Liese Fearman confirmed she remained interested to join the Committee.

- 8.1.1 Recommendation: Council appoint to its Break O' Day NRM Committee Mrs Liese Fearman as Community representative (individual or local interest group).

Moved: Anne Bennet

Seconded: Tim Rhodes

Carried

### 8.2 Rabbits

Anne Bennet asked about management and control of rabbits.

Discussion ranged across them being a feral pest animal that is difficult to control, particularly in townships where they are common and options are limited. Populations can go up and down with biological control diseases which present, and new strains get released. Recording sightings and damage with RabbitScan can help state and national management programs.

### 8.3 Weed management

Liz Johnstone was concerned not enough was done to manage weeds. More effective education and information for the landholders and the community, collaboration between landholders and managers and agencies, more state funding for on-ground control of invasive plants.

The NRM Facilitator noted there was a lot done already, with some progress, but it's a big and on-going challenge and more resources would help.

### 8.4 NRM and Committee achievements?

Craig Lockwood wondered 'what have we achieved?'

Many issues and problems remain, like weeds, rabbits and growing new ones like deer, and, despite, the Committee has been operating for many years. Discussion came to considering Craig's question, taking a positive perspective over the history of the Committee, is a good one to consider.

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## 9 Next meeting dates

Committee members discussed meeting dates for 2024 and agreed to continue with first Tuesdays in the month and scheduled meetings in 2024 for

- 5 March
- 4 June
- 3 September
- 3 December

Meetings are at the Child and Family Learning Centre at St Helens preferably, starting at 12:30pm for BYO light lunch, with business starting 1pm, or sooner with agreement of those attending. Where possible field trip topics and destinations or presentations may be organised for the regular meeting dates.

<b>ACTION</b>	<b>DISCUSSION/DECISION</b>
<b>PROPONENT</b>	NRM Committee
<b>OFFICER</b>	Polly Buchhorn, NRM Facilitator
<b>FILE REFERENCE</b>	010\028\003\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Charter for the Break O'Day Council Natural Resource Management Committee - September 2021.

**OFFICER'S RECOMMENDATION:**

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).

**INTRODUCTION:**

A number of vacancies The Charter for Council's NRM Committee provides for appointment of representatives of various sectors.

**PREVIOUS COUNCIL CONSIDERATION:**

Council considered at its February 2024 Workshop appointment of three new representatives to the Natural Resource Management Committee

**04/23.16.3.98**      Moved: Clr K Chapple/ Seconded: Clr I Carter

That Council appoint Mrs Anne Bennet to its Natural Resource Management (NRM) Committee, as a new member representing the Education sector.

**CARRIED UNANIMOUSLY**

At Council's November 2022 Meeting following the Local Government Election it appointed Councillors to several Committees and Boards, including its NRM Committee:

**11/22.17.3.242**      Moved: Clr J Drummond/ Seconded: Clr I Carter

- NRM Committee – Three (3) Councillors – the Chair also needs to be selected from Councils representatives - Councillor Drummond to continue as chair, Councillor Johnstone and Councillor Wright. Councillor Carter will act as backup if required.

**CARRIED UNANIMOUSLY**

That Council appoint to its Natural Resource Management Committee, Aunty Jeanymaree Wilson, as a new member representing the Aboriginal community, Mr Adam Smith, representing the Public Land Manager, Tasmania Parks and Wildlife Service.

That Council reappoint as members of the NRM Committee continuing representatives: Mr Howard Jones (Community); Mr Todd Dudley (Community conservation), Mr Tim Rhodes (Agricultural sector) and Mr Craig Lockwood (Marine and Aquaculture).

### **CARRIED UNANIMOUSLY**

#### **OFFICER'S REPORT:**

The Charter for the Break O'Day Council Natural Resource Management (NRM) Committee provides for the Council to appoint representatives from across the community, industry and government sectors and Councillors, as members of the Committee.

In 2022 and 2023, the Committee worked to fill several of vacancies and has recommended two appointments to Council. As Aboriginal community representative, Mrs Fay Harding, who is a St Helens resident involved with the local community. And as Community representative (individual or local interest group), Mrs Liese Fearman, a farmer and ex teacher from Upper Scamander.

In addition, the Parks and Wildlife Service (PWS) has nominated their new Parks and Reserves Manager, Mr Brian French, to represent Public land management for them.

#### **STRATEGIC PLAN & ANNUAL PLAN:**

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

##### Achieving the Vision

##### *Working together*

- Council will... build and maintain strong relationships and partnerships through consultation, engagement and collaboration.
- The community will... be an active and engaged community participant through contribution and collaboration.

##### 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.

*Key Focus Areas:*

Community and Council Collaboration - Work within a community engagement framework which defines the relationship between the community and Council in decision making and project delivery.

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

1. Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.
2. Increase the community's awareness of the natural environment; the pressures it faces; and actions we can take to sustain it and what it provides.
3. Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.
4. Recognise and alleviate the issues and risks to the environment from our use, and the risk to us from a changing environment. (For example flood and fire.)

**LEGISLATION & POLICIES:**

*Local Government Act 1993 – Section 24 Special Committees*

**BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

N/A

**VOTING REQUIREMENTS:**

Simple Majority



# CHARTER

FOR THE

## BREAK O'DAY COUNCIL NATURAL RESOURCE MANAGEMENT COMMITTEE

This Charter<sup>1</sup> sets out the terms for the establishment and operation of Break O'Day Council's Natural Resource Management (NRM) Committee as *Special Committee of Council* under the Local Government Act 1993, Section 24.

### NRM Committee

The composition and representation of the NRM Committee is as follows:

Council	three Councillor representatives	3
Community	two individual or local interest group representatives	2
Community conservation	one local conservation interest representative	1
Aboriginal community	one representative	1
Agricultural sector	two representatives	2
Public land management	one representative from the Parks and Wildlife Service and one representative from the forest industry	2
Marine and aquaculture	one local industry representative	1
Education sector	one representative from schools or early or higher education	1
		13

### Skill base required

- Primary production
- Community group on-ground expertise
- Conservation management
- Public Reserve management and Forestry expertise
- Marine management
- Environmental projects design and implementation

<sup>1</sup> This Charter is based on the *Charter for Meander Valley Council Natural Resource Management Committee*, which Break O'Day Council gratefully acknowledges.

Council representatives appointed for four year terms following normal four yearly Council elections. All other representatives appointed for two year terms. Nominating bodies to review their representation accordingly, every four and two years respectively.

Nominations of proxies for members, that are consistent with their representation on the Committee, may be recommended by the Committee for appointment by Council.

All appointments are at the discretion of Council.

The Chairperson of the Committee shall be a member appointed by Council.

## Terms of Reference

1. To promote the protection, effective management and sustainable use of Break O'Day Municipality's natural resources, including flora and fauna, coastal and marine assets, soils, water and atmosphere, through implementation of the Break O'Day Environment and NRM Action Plan and Strategy.
2. To evaluate progress towards the objectives of the Break O'Day Environment and NRM Action Plan and Strategy.
3. To provide support and advice to Council on issues referred to the Special Committee by Council.
4. To bring before Council significant matters relating to management of natural resources which require attention and/or are not incorporated in the Break O'Day Environment and NRM Action Plan and Strategy.
5. To represent the views of the Break O'Day community or sections of the community as they relate to social, economic and environmental implications of natural resource management activities.



## Natural Resource Management Committee Responsibilities

1. To undertake its Terms of Reference
2. To provide timely information to the General Manager, or Council as requested through the General Manager
3. To comply with statutory requirements, State Government policies and Council policies
4. Work together as a positive and proactive team, treating all people fairly and with respect, to hear representative's differing points of view, focus on the issues and accept the consensus of the Committee
5. Hold at least three NRM Committee meetings every year unless otherwise determined by the NRM Committee. Additional meetings may be convened if and when required by members;
6. The business for meetings shall include confirmation of minutes, review of any outstanding business, reports from NRM and relevant officers and to consider NRM projects or issues and recommended actions
7. Members to attend at least three (3) meetings of the Committee each year
8. A quorum for decision-making is six members with one at least being a Councillor member. However in the absence of a quorum being present at a meeting, urgent matters relating to the agenda of that meeting can be determined
  - by at least six (6) members communicating their agreement at that meeting and/or by written or electronic communication subsequently
  - and where these decisions are ratified at the next meeting.

## Council responsibilities

1. Provide a meeting venue for the Committee as required to fulfil its functions;
2. Provide support to the Committee;
3. To give appropriate and timely consideration to Committee recommendations;
4. Allow the formation of Subcommittees under Committee guidance where special circumstances warrant it; and
5. Consult prior to and provide reasonable notice of any changes it intends to make with respect to the NRM Committee and Charter.

## 02/24.17.0 GOVERNANCE

### 02/24.17.1 General Manager's Report

<b>ACTION</b>	<b>INFORMATION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	John Brown, General Manager
<b>FILE REFERENCE</b>	002\012\001\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	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:**

##### **Meeting and Events attended:**

17.01.2024	<b>MS Teams</b>	– Break O'Day Aquatic Centre, meeting of the Aquatic Working Group which focussed on the draft Consultants Brief. The next meeting of the Group will finalise the Brief for Council consideration.
18.01.2024	<b>St Helens</b>	– St Helens Aerodrome meeting with Royal Flying Doctors Service representatives to discuss the ongoing usage of the St Helens Aerodrome.
26.01.2024	<b>St Helens</b>	– Australia Day, Awards Celebration for the nominees of Break O'Day at the Australia Day Awards Ceremony held at Portland Hall with Australia Day Ambassador Kim Smith.
29.01.2024	<b>Sorell</b>	– Future of Local Government Review, meeting involving representatives from Glamorgan-Spring Bay and Sorell Councils to discuss the process to investigate an East Coast Council
29.01.2024	<b>Hobart</b>	– Future of Local Government Review, meeting involving Office of Local Government as well as representatives from Glamorgan-Spring Bay and Sorell Councils to discuss the process to investigate an East Coast Council
2.02.2024	<b>Hobart</b>	– Learning and Development Framework, meeting with DPAC representatives to discuss the ongoing funding of the Framework and ongoing learning and development activities involving LGAT.
5.02.2024	<b>St Helens</b>	– Council Workshop

#### **Meetings & Events Not Yet Attended:**

14.02.2024	<b>MS Teams</b>	– Healthy Tasmania Meeting with John Tucker to discuss Regional Health Sustainability Project.
16.02.2024	<b>MS Teams</b>	– LGAT Housing Reference Group
16.02.2024	<b>MS Teams</b>	– Governance Group – Councillor Learning and Development

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 Steve Walley and Andrew Macgregor, and Maurice Maddern.

### **Brief Updates:**

#### **St Marys Pass**

The Department of State Growth have advised that they have completed the initial part of the procurement phase for the study into the options for an alternative route. The consultant responses are currently under assessment. The need for ongoing engagement with Council and the community is emphasised at every opportunity. It is anticipated that the selection of the Consultant will be completed in the next few months. It is important that Council continues to push the Department of State Growth to move this project forward as the information is necessary for funding requests during election cycles, particularly at the Federal level.

#### **St Helens Aerodrome**

The RFDS discussions have focussed on the likely changes which might occur with the aircraft they are using to deliver the Aeromedical Retrieval Service. The current aircraft (Beechcraft King Air 200) is no longer being manufactured and the future replacement will most likely be a Beechcraft King Air 300 which have different operational requirements for a landing strip. The current configuration of the St Helens Aerodrome does not meet the operational requirements established by CASA for this aircraft. The RFDS have developed an approach to keep the King Air 200 in service for as long as possible with a transition occurring in several years. St Helens is not the only landing strip in Tasmania affected by this forthcoming change and Council will need to work with the Tasmanian Government to address this challenge. It would be an opportune time to consider a review of the St Helens Aerodrome Master Plan to ensure it meets future requirements.

#### **Future of Local Government Review – East Coast Council**

The initial discussion regarding the investigation of an East Coast Council focussed on Governance arrangements and the resourcing which might be required. The Councils have made it clear that resourcing needs to be provided to the project to manage the whole process as it was not feasible that it effectively sit on the side of the desk of the respective General Managers. Pleasingly DPAC recognise the importance of this and will be pursuing the necessary funding to support the process and acknowledge the significant call on Council resources to supply the information. Discussion occurred on the need to establish some clear principles which will underpin the Review process as some concerns were raised regarding previous Review processes and comparability of information across Councils. Further progress will need to wait until the Minister and cabinet have addressed the Final report recommendations. It will also be interesting to see what the effect of the State Election which seems imminent will have on the process.

#### **State Election**

Council officers have finalised the State Election Priorities document based on the discussion which occurred with Council last year. The General Manager notes that a number of the Priorities have been picked up by the State Government in the Strategic Regional Partnership MoU. The remaining priorities will continue to be pursued with major parties.

### Communications Report

TOPIC	ACTIVITY	PROGRESS
<b>GENERAL COMMS</b>	BODC Newsletter	Sent out 1 week ago. Included stories on: <ul style="list-style-type: none"> <li>• <b>Celebrating Community Champions at the Australia Day Awards.</b></li> <li>• <b>Our latest History Room exhibition,</b></li> <li>• <b>2024 St Marys Summer Celebration</b></li> <li>• The efforts of the Seymour Community Action Group.</li> </ul>
	Five minutes with the Mayor	Mayor’s piece about: <ul style="list-style-type: none"> <li>• Recap on the events held in Break O’Day over the summer holidays.</li> <li>• Australia Day Awards Ceremony celebrating our community champions.</li> </ul>
<b>SOCIAL MEDIA</b>	Break O’Day Council	<ul style="list-style-type: none"> <li>• Live Well, Live Long Recall Session.</li> <li>• Promoting our rabbit webpage for information and RabbitScan to record rabbits and damage.</li> <li>• 2024 Australia Day Awards Ceremony</li> <li>• North East Axemens Woodchopping event</li> <li>• The Responsible Gardener – Agapanthus.</li> <li>• GetIn2Gear – Learner Driver Mentor Program</li> <li>• Caravan Licence changes</li> <li>• Email registration for rates and dog notices</li> <li>• Premier Rockliff, BODC Mayor and others sign an MOU for more than 5 million in funding for the East Coast.</li> <li>• Off lead Dog exercise park information session</li> </ul>
	Shared Social Media Posts	<ul style="list-style-type: none"> <li>• Tasmania Parks and Wildlife Service – Discovery activities with Ranger Lou.</li> <li>• St Helens Library – Rubik’s Cube Club.</li> <li>• NRM North – WeedScan app.</li> <li>• Van Diemen Project – Digital Advertising 101</li> <li>• St Helens Library - Building Blocks ‘</li> </ul>

		<ul style="list-style-type: none"> <li>Read, Sing, Create' program.</li> <li>Bay of Fires Art Competition</li> <li>St Helens Netball Association – Netball event with the SSN trophy</li> <li>Mathinna Big Country Jam</li> <li>Tasmania Fire Service – High fire danger</li> </ul>
<b>GRANTS</b>	Mental Health Council of Tasmania –	Community wellbeing and resilience grants.
	Break O'Day Council	Community grants 2023-24 now open.
<b>EMAIL DATABASES</b>	<b>Continuing to develop</b>	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
World Trail	Affixing Common Seal	Flagstaff Pump track Contract	Number 21 – Miscellaneous Powers and Functions to the General Manager
2 Annie St, St Helens DA 297-2022	Affixing Common Seal	Final Plan of Survey	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
02.01.2024	337 Certificate	Unit 4, 13 Cameron Street, St Helens	2683562
02.01.2024	337 Certificate	16 Cameron Street, St Marys	6401737
02.01.2024	337 Certificate	101 Acacia Drive, Ansons Bay	7278486
02.01.2024	337 Certificate	23 Horne Street, Fingal	6411337
03.01.2024	337 Certificate	Lot 1 Robert Street, Fingal	2243436
04.01.2024	337 Certificate	25594 Tasman Highway, St Helens	7854586
08.01.2024	337 Certificate	11 Stewart Court, St Helens	2997860
08.01.2024	337 Certificate	Lot 5 (CT207259/5) Main Road, Weldborough	3460969
11.01.2024	337 Certificate	2/13 Cameron Street, St Helens	2683546
11.01.2024	337 Certificate	Lot 32 Annabel Drive, St Helens	9748284
11.01.2024	337 Certificate	1 Nautilus Place, St Helens	2537557
12.01.2024	337 Certificate	43 Stieglitz Street, Falmouth	3009609
15.01.2024	337 Certificate	28834 Tasman Highway (203810/1, 204676/1, 232696/1), Weldborough	6807091

15.01.2024	337 Certificate	15 Moriarty Road, Stieglitz	6785048
16.01.2024	337 Certificate	86 Main Street, St Marys	6404145
16.01.2024	337 Certificate	25 Bayvista Rise, St Helens	2661873
22.01.2024	337 Certificate	44 Talbot Street, Fingal	3212439
22.01.2024	337 Certificate	P508 Tasman Highway, Pyengana	6807155
23.01.2024	337 Certificate	1/5 Alma Court, St Helens	2571608
23.01.2024	337 Certificate	15A Aerodrome Road, Stieglitz	2923052
23.01.2024	337 Certificate	26 Albert Street, Fingal	6410318
30.01.2024	337 Certificate	13 Sunnybank Close, St Helens	9083756
31.01.2024	337 Certificate	813 Reids Road, St Helens	2283649

### Tenders and Contracts Awarded:

Tender Closing Date	Description of Tender	Awarded to
Friday 3 November 2023	Pump Track – Flagstaff Trailhead, St Helens Contract – 030/001/147	World Trail

### 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

<b>ACTION</b>	<b>DISCUSSION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	John Brown, General Manager
<b>FILE REFERENCE</b>	002\024\001\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Draft LG02 – Councillor Learning and Development Policy LG02 – Training and Development for the Mayor and Councillors Policy

**OFFICER’S RECOMMENDATION:**

That Draft Policy LG02 – Councillor Learning and Development Policy be adopted replacing Policy LG02 Training and Development for the Mayor and Councillors.

**INTRODUCTION:**

Council has a schedule for regular review of policies and this policy is due for review every four (4) years following a Council Election 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 19 March 2012 – **Minute No 03/12.15.4.069**

Amended 21 August 2014 – **Minute No 08/14.15.5.255**

Amended 17 December 2018 – **Minute No 12/18.16.3.318**

**OFFICER’S REPORT:**

An assessment of the appropriateness of the existing Policy No LG02 was undertaken having regard to the work which has been occurring through the Learning and Development Working Group which is being facilitated by the Office of Local Government. Part of that work has included the development of a model Policy for Council’s to consider when undertaking a policy review.

The model Policy provided aligns closely with discussions which have underpinned the Framework which has been developed by the Working Group reflecting more accurately the importance of learning and development for a Councillor and how it occurs. The existing Policy whilst reasonably narrow in its focus still included some elements which the General Manager believes are important and should form part of the new Policy.

The General Manager has used the model Policy as the basis for the proposed new Policy LG02 with some modifications which includes:

- Making it more explicit that a Learning and Development Plan is created.
- Linking the Plan development to the identified councillor core capabilities.
- Including particular areas of interest beyond core capabilities.
- Contributing to the cost of maintaining and developing the Local Government Learning and Development Framework.

- Expanded clarification on approvals and costs.
- Annual reporting on activities.

The amended model Policy is attached with Track Changes to enable Councillors to see the changes proposed. The Policy to be replaced is also attached.

**STRATEGIC PLAN & ANNUAL PLAN:**

N/A

**LEGISLATION & POLICIES:**

*Local Government Act 1993*

*Local Government (General) Regulations 2015*

**BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

N/A

**VOTING REQUIREMENTS:**

Simple Majority



**POLICY NO LG02**

**TRAINING AND DEVELOPMENT FOR THE MAYOR AND COUNCILLORS  
POLICY**  
Councillor Learning and Development Policy

<b>DEPARTMENT:</b>	Governance
<b>RESPONSIBLE OFFICER:</b>	General Manager
<b>LINK TO STRATEGIC PLAN:</b>	... be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.
<b>STATUTORY AUTHORITY:</b>	Local Government Act 1993
<b>OBJECTIVE:</b>	<u>Council is committed to proactively fostering a culture of continuous learning and development by encouraging and ensuring equal access to diverse educational opportunities for councillors. This commitment aims to enhance their knowledge and skills in line with current standards and expectations, empowering them to effectively fulfill their official duties and functions.</u>
<b>POLICY INFORMATION:</b>	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 21 August 2014 – Minute No 08/14.15.5.255 Amended 17 December 2018 – Minute No 12/18.16.3.318 <a href="#">Replaced</a>

**POLICY**

**1. POLICY PURPOSE**

The Councillor Learning and Development Policy (the Policy) supports Council’s commitment to ensuring councillors are encouraged and have equal access to learning and developmental opportunities to maintain and increase their knowledge and skills based on current standards and expectations.

Council recognises the importance of appropriate learning and development to support and assist councillors in the effective performance of their official duties and functions.

In accordance with this Policy, and any legislative requirements, councillors are to undertake ongoing learning and development activities during their term in office.

When councillors are elected to office, they take the following Oath of Office which includes:

- *carrying out functions and exercising powers to the best of their ability and in accordance with the law;*
- *complying with the Code of Conduct;*
- *engaging in ongoing professional development; and*
- *abiding by principals of good governance.*

Continuous learning by councillors is an investment which enhances the skills and knowledge of individual councillors and helps the Council to achieve its goals. Well informed councillors are also best placed to represent their community.

## 2. SCOPE

This Policy applies to all councillors.

## 3. PRINCIPLES

Councillor learning and development is based on the following principles.

Councillor learning and development:

1. increases councillor capabilities to effectively fulfil their roles and responsibilities in accordance with the *Local Government Act 1993* (the Act) and other relevant legislation;
2. activities should support capability development as identified through the councillor capability review and development plan;
3. consists of different formats of activities that increase a councillor's skills and knowledge and provides opportunities to network and learn about local government;
4. is supported by Council through documented processes for funding, approving and monitoring learning and development activities;
5. supports fairness, equity, accessibility, and consistency for all councillors;
6. funding is only used for approved purposes; and
7. is reported on annually to promote participation of councillors, raise community awareness, and provide transparency and accountability for Council's expenditure on learning and development.

## 4. COUNCILLOR LEARNING AND DEVELOPMENT FRAMEWORK

### A. Councillor capabilities

The Policy recognises the unique role and responsibilities of councillors and the capabilities that are required to fulfil that role. The core capabilities include:

- Display appropriate behaviour
- Build positive relationships
- Understand and fulfil role
- Comply with legislation
- Deliver results through strategy
- Use resources responsibly

As decision-makers and participants in policy process, councillors are not expected, or required, to hold specialist technical knowledge regarding Council activities. However, councillors need to acquire the knowledge and skills to increase competencies in the core capabilities and ensure that they can adequately make informed decisions for their community and act in accordance with the law.



This Policy acknowledges that councillors come from diverse backgrounds where each councillor will have diverse levels of competencies in each of the core capabilities. This Policy intends to build on developing each councillor's competency through learning and development activities and to encourage continuous development throughout the term.

B. Activities to increase capabilities

The following applies to both new and returning councillors as it is important that all councillors operate from a uniform knowledge base and have the opportunity to learn about changes in local government.

*Council induction*

Council will deliver a comprehensive councillor induction program [within two months of a Local Government election](#) to assist [new](#) councillors in understanding and performing their role and to build on the existing knowledge and skills of returning councillors.

*Post-election sessions*

Councillors are encouraged to attend any post-election workshops/seminars conducted by the Office of Local Government (OLG) or the Local Government Association of Tasmania (LGAT).

*Council work-based activities*

Councillors learn and develop through work-based activities including coaching, on-the-job training, workshops, and face to face training sessions and other relevant activities.

*Relationship-based learning activities*

Relationship-based learning prioritises the establishment and maintenance of positive and supportive relationships that will facilitate learning and promote well-being of councillors.

The process of building relationships also has positive impacts on a councillor's ability to build relationships with community members and makes them better placed to represent their views in Council.

Activities can include:

- community of practice;
- mentoring;
- networking events;
- emotional intelligence training;
- team building; and
- other relevant activities.



#### Online modules

Councillors are to complete the online learning modules as developed by OLG and LGAT.

#### Conferences

Conferences can provide learning and development and networking opportunities.

- C. Review capabilities and learning and development plan  
Councillors should self-assess their skills and knowledge in relation to the core capabilities by acknowledging their strengths and areas for improvement. A councillor's learning and development plan should identify learning and development activities required to increase the councillor's skills and knowledge in relation to the capabilities.

A review of councillor capabilities and [the creation of a Learning and Development Plan](#):

- a) consists of:
- i) [Addressing the councillor core capabilities as outlined in Part 4A of this Policy through:](#)
    - assessment against each of the [identified](#) councillor core capabilities;
    - [identification of opportunities discussion and steps required](#) to improve competencies in each core capability [and activities to achieve this](#); and
    - [learning and development activities to be undertaken to support capability improvement.](#)
  - ii) [Identifying particular areas of interest beyond the core capabilities relating to the activities of Local Government which would increase the capability of the councilor to fulfill their official duties and functions](#)
- b) is to be completed within the first three months after elected to Council and reviewed at least every 12 months; and
- c) is to be undertaken with the Mayor, General Manager or an independent person engaged by the Council.

## 5. ROLES AND RESPONSIBILITIES

Mayor and councillors

The Mayor and councillors are responsible for:

- completing a review of the councillor capabilities and learning and development plan within three months after being elected to council and reviewing their progress every 12 months with the General Manager, or an independent person engaged by the Council;
- participating in learning and development opportunities provided by Council and others; and
- promoting the importance and value of continuous learning.

The Mayor is expected to mentor and encourage councillors to participate in learning and development.



General Manager

The General Manager is responsible for:

- Council's induction program;
- the ongoing learning and development of councillors through other activities;
- facilitating the completion and compliance of each councillor's review of the councillor capabilities and learning and development plan; and
- operational matters related to learning and development budgets, processing requests, reporting and any other relevant matter.

#### 6. FUNDING

Council will budget to facilitate councillor learning and development. This budgeted expense does not include Council's existing induction expenses.

Councils are to allocate annually:

- \$42,000 per councillor; and
- \$3,000 per Mayor and Deputy Mayor.

Approval for learning and development activities should be supported by documentation in the councillor capabilities and learning and development plan.

[Council will budget to contribute to the cost of maintaining and developing the Local Government Learning and Development Framework which has been developed by the Office of Local Government and Local Government Association of Tasmania.](#)

#### 7. APPROVALS, EXPENSES, AND CLAIMS

Learning and development activities that require council funds are to be approved by the General Manager in accordance with Council's [Policy No LG01 Councillor Allowances and Support](#)~~(insert relevant Councillor Expenses Policy)~~.

[Council will pay for the cost of councillors to attend Council approved seminars, conferences and training programmes, including accommodation and travel expenses providing these are arranged through the General Manager once approved in writing by the Mayor.](#)

#### 8. COMPLIANCE

A. Non-compliance with legislation

Any disputes or evidence of non-compliance by a councillor with their obligations under the Act or relevant local government legislation are to be reported to and managed by the General Manager in the first instance. If the matter is not resolved the Director of Local Government is to be notified.

B. Non-compliance with or disputes about the Policy

Any disputes about the Policy are to be referred to the General Manager in the first instance. If the councillor and the General Manager cannot reach an agreement, the matter will be reported to Council for consideration.

#LG02 – [Councillor Learning & Development](#)~~Training and Development for the Mayor and Councillors~~ Policy Page 5 of 6



**9. ANNUAL REPORTING**

The Annual Report of Council will report on the operation of this Policy including the completion of learning and development activities detailed in Councillor's individual Learning and Development Plans and expenditure allocated and used for learning and development activities of councillors.

**9.10. REVIEW**

This Policy will be reviewed every four years after 12 ~~within three~~ months and not later than 24 months after a normal local government election and if required during the term of Council.



## POLICY NO LG02 TRAINING AND DEVELOPMENT FOR THE MAYOR AND COUNCILLORS POLICY

<b>DEPARTMENT:</b>	Governance
<b>RESPONSIBLE OFFICER:</b>	General Manager
<b>LINK TO STRATEGIC PLAN:</b>	... be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.
<b>STATUTORY AUTHORITY:</b>	Local Government Act 1993
<b>OBJECTIVE:</b>	Council will develop and adopt a training and development plan each year so as to ensure that activities available to the Mayor and Councillors assist in the effective discharge of their responsibilities pursuant to the <i>Local Government Act 1993</i> .
<b>POLICY INFORMATION:</b>	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 21 August 2014 – Minute No 08/14.15.5.255 Amended 17 December 2018 – Minute No 12/18.16.3.318

### POLICY

#### 1. BACKGROUND

- 1.1 Break O'Day Council is committed to providing training and development activities for the Mayor and Councillors.

#### 2. POLICY STATEMENTS

- 2.1 Particular emphasis will be given in the Training Plan to the training needs of any new members joining Council following a general or supplementary election.
- 2.2 In preparing its training and development plan the Council will utilize a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives.

#### 3. TRAINING AND DEVELOPMENT PLAN

- 3.1 Council recognizes that some of the training needs of the Mayor and Councillors will be specific to their legislative and governance roles and functions such as:
- Role and function of the Mayor and Councillors;
  - Relationship between the Mayor and Councillors, the General Manager and staff;
  - Meeting procedures;
  - Role as a Planning Authority;
  - Conflict of Interest; and
  - Code of Conduct.



- 3.2 Other training issues will emerge that are directly related to specific service areas and other community issues and address environmental, social and economic challenges facing the community.
- 3.3 It is recognized that a range of delivery methods will be required to support the training needs of the Mayor and Councillors, including:
- Seminars and informal (briefing) sessions conducted by the Break O'Day Council with appropriate guest speakers and trainers;
  - Attendance at seminars and conferences offered by organizations such as the Local Government Association of Tasmania (LGAT), Australian Local Government Association (ALGA) and other private providers that provide an opportunity for the Mayor and Councillors to gain new skills, network with other Council Members and staff from within and outside of Tasmania;
  - Purchase of training booklets and discussion papers that could be distributed to Members for information; and
  - On-line training delivery.
- 3.4 Council's Training Plan will include the agreed delivery method to respond to the needs of the Mayor and Councillors identified during the development of the Training Plan.

#### **4. ANNUAL BUDGET ALLOCATION**

- 4.1 A budget allocation will be provided to support the training and development activities undertaken by the Mayor and Councillors, and progress against expenditure of the budget allocation will be reported on an annual basis.
- 4.2 All training undertaken by the Mayor and Councillors will be recorded in the Council Allowances and Benefits Register which will be updated as required reflecting attendances. Additionally, all Training and Development activities undertaken will also be recorded in a corporate database, consistent with the organisational practice for recording staff training and development.

#### **5. ATTENDANCE AT TRAINING PROGRAMS/ACTIVITIES**

The Training Plan will determine the nature of training to be made available however access to training programs not directly conducted by the Break O'Day Council will require approval upon application by the Mayor and must link to the Training Plan unless otherwise agreed by the Council, the General Manager or his/her delegate.

Following attendance at a training program or activity, feedback about the nature of the training program/activity and the benefits gained through attendance along with feedback on ideas to enhance the program/activity should be provided either via a verbal or written report to the General Manager or at the next ordinary meeting of Council.

#### **6. PAYMENTS/REIMBURSEMENTS**

The reimbursement of expenses for training purposes must be approved by the General Manager, or his/her delegate, consistent with Council's Training Plan or through a separate resolution of Council endorsing attendance at the training program/activity. All reimbursement will be recorded in the Allowances and Benefits Register.





Where approval has been granted by Council for attendance at a training program/activity, reimbursement of expenses may be sought in accordance with the relevant provisions of the Local Government Act and Regulations and the Council's Elected Members' Allowances and Support Policy.

## **7. ANNUAL REPORTING**

Council's annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the Training Plan, attendances by Members and expenditure allocated and used for training of the Mayor and Councillors.

## **8. LEGISLATIVE REQUIREMENTS AND CORPORATE POLICY CONTEXT**

In adopting this policy it is recognized that there are specific legislative requirements to be met as well as other corporate goals.

This policy is to be implemented in conjunction with relevant Council Policies and Strategies including:

- Elected Members' Allowances and Support Policy
- Councillors Code of Conduct Policy

## **9. MONITORING AND REVIEW**

This Policy will be reviewed every four (4) years following a Council Election in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures of if deemed necessary by the Mayor and the General Manager.



## ATTACHMENT A

Break O'Day Council has core roles and responsibilities pursuant to the *Local Government Act 1993*, as per below:

### Part 3 – Local Government

#### Division 2 - Councils

##### 20. Functions and powers

- (1) In addition to any functions of a council in this or any other Act, a council has the following functions:
  - (a) to provide for the health, safety and welfare of the community;
  - (b) to represent and promote the interests of the community;
  - (c) to provide for the peace, order and good government of the municipal area.
- (2) In performing its functions, a council is to consult, involve and be accountable to the community.
- (3) A council may do anything necessary or convenient to perform its functions either within or outside its municipal area.
- (4) A council may transfer to a single authority or a joint authority –
  - (a) any of its assets and liabilities on any condition it determines; or
  - (b) any of its employees.
- (5) A council may –
  - (a) acquire, hold, dispose of and otherwise deal with property; and
  - (b) sue and be sued in its corporate name.

#### Division 3 – Councillors

##### 27. Functions of mayors and deputy mayors

- (1) The functions of a mayor are–
  - (a) to act as a leader of the community of the municipal area; and
  - (b) to carry out the civic and ceremonial functions of the mayoral office; and
  - (c) to promote good governance by, and within, the council; and
  - (d) to act as chairperson of the council and to chair meetings of the council in a manner that supports decision-making processes; and
  - (e) to act as the spokesperson of the council; and
  - (f) to represent the council on regional organisations and at intergovernmental forums at regional, state and federal levels; and
  - (g) to lead and participate in the appointment, and the monitoring of the performance, of the general manager; and
  - (h) to liaise with the general manager on –
    - (i) the activities of the council and the performance and exercise of its functions and powers; and
    - (ii) the activities of the general manager and the performance and exercise of his or her functions and powers in supporting the council; and
  - (i) any function imposed by an order under [section 27A](#); and
  - (j) any other function imposed by this or any other Act.

- (1A) The mayor or deputy mayor is to represent accurately the policies and decisions of the council in performing the functions of mayor or deputy mayor.
- (2) The deputy mayor is to act in the position of mayor and exercise the powers and perform the functions of mayor if–
  - (a) the mayor is absent from duty as Mayor or from the State, otherwise unavailable for duty as mayor or unable to perform the functions of mayor; and
  - (b) the mayor or the council, by notice in writing, appoints the deputy mayor to act in the position.
- (2A) The mayor, by notice in writing, may delegate for a specified period –
  - (a) either or both of the functions referred to in [subsection \(1\)\(e\)](#) and [\(f\)](#) to the deputy mayor, a councillor or the general manager; and
  - (b) any other power or function of the mayor, other than the function referred to in [subsection \(1\)\(d\)](#) , to the deputy mayor.
- (3) An appointment under [subsection \(2\)](#) remains in force –
  - (a) for the period specified in the notice; or
  - (b) until sooner revoked.

**28. Functions of councillors**

- (1) A councillor, in the capacity of an individual councillor, has the following functions:
  - (a) to represent the community;
  - (b) to act in the best interests of the community;
  - (c) to facilitate communication by the council with the community;
  - (d) to participate in the activities of the council;
  - (e) to undertake duties and responsibilities as authorised by the council.
- (2) The councillors of a council collectively have the following functions:
  - (a) to develop and monitor the implementation of strategic plans and budgets;
  - (b) to determine and monitor the application of policies, plans and programs for –
    - (i) the efficient and effective provision of services and facilities; and
    - (ii) the efficient and effective management of assets; and
    - (iii) the fair and equitable treatment of employees of the council;
  - (c) to facilitate and encourage the planning and development of the municipal area in the best interests of the community;
  - (d) to appoint and monitor the performance of the general manager;
  - (e) to determine and review the council's resource allocation and expenditure activities;
  - (f) to monitor the manner in which services are provided by the council.
- (3) In performing any function under this Act or any other Act, a councillor must not –
  - (a) direct or attempt to direct an employee of the council in relation to the discharge of the employee's duties; or
  - (b) perform any function of the mayor without the approval of the mayor.
- (4) A councillor is to represent accurately the policies and decisions of the council in performing the functions of councillor.

**28A. Information and documents relating to functions**

- (1) A councillor, in writing, may request the general manager to make available any information or document or a copy of any information or document in the possession of the council that may be required for the purpose of performing any of the councillor's functions.
- (2) A councillor who makes a request under [subsection \(1\)](#) is to –



- (a) state in writing the relevance of the information or document to any of the councillor's functions; and
  - (b) declare that he or she would not have, or would be unlikely to have, any pecuniary interest in the matter to which the information or document relates if the matter were to be an item on the agenda of a meeting of the council or a council committee.
- (3) The general manager may refuse the request of a councillor if –
- (a) the general manager believes that the request would unreasonably extend the resources of the council; or
  - (b) the councillor has declared an interest under [section 48](#) ; or
  - (c) the councillor has failed or refused to make a declaration under [subsection \(2\)\(b\)](#) ; or
  - (d) the general manager considers that the information or document requested is not required for the purpose of performing any of the councillor's functions.
- (4) If the general manager refuses the request the general manager is to advise the councillor in writing, stating the reasons for the refusal.
- (5) The general manager is to make any information or document made available to a councillor under this section available to any other councillor on request.

<b>ACTION</b>	<b>DISCUSSION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	John Brown, General Manager
<b>FILE REFERENCE</b>	002\024\001\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Draft Policy No. LG50 – Gifts and Benefits Policy

**OFFICER’S RECOMMENDATION:**

That Draft Policy LG50 – Gifts and Benefits as amended be adopted.

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

Amended 21 August 2014 – **Minute No 08/14.15.5.255**

Amended 17 December 2018 – **Minute No 12/18.16.3.318**

**OFFICER’S REPORT:**

An assessment of the appropriateness of the existing Policy No LG50 was undertaken having regard to legislative requirements and what might be considered to be best practice within the sector. As a result, a number of changes are proposed to the current arrangement to ensure that it reflects legislation and strengthens Council’s approach.

1. The Local Government (General Regulations) 2015 specifies the nominal amount of \$50, the current Policy specifies \$150.
2. Definition of Council official included Contractors. This is overreach by the Policy, noting that the other people mentioned in the definition are effectively within the Council side of the organisation. The General Manager believes that it would be impossible to implement or to monitor.
3. Acceptance of money prohibition has been expanded to include gift cards.
4. Recording in the Gifts and Benefits Register has been replaced with a more comprehensive approach.

The amended model Policy is attached with Track Changes to enable Councillors to see the changes proposed.

**STRATEGIC PLAN & ANNUAL PLAN:**

N/A

**LEGISLATION & POLICIES:**

*Local Government Act 1993*  
*Local Government (General) Regulations 2015*

**BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority



**POLICY NO LG50  
GIFTS AND BENEFITS POLICY**

<b>DEPARTMENT:</b>	Governance
<b>RESPONSIBLE OFFICER:</b>	General Manager
<b>LINK TO STRATEGIC PLAN:</b>	... be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.
<b>STATUTORY AUTHORITY:</b>	Code of Conduct Local Government Act 1993
<b>OBJECTIVE:</b>	The purpose of this policy is to: <ul style="list-style-type: none"> <li>• Outline the obligations and responsibilities of Council's officials when dealing with offers of gifts or benefits</li> <li>• Assist Council officials make appropriate judgements in relation to gifts and benefits and therefore avoid being placed in a situation where they may become vulnerable to undue influence or threaten community confidence in the fairness, impartiality and integrity of the Council.</li> </ul>
<b>POLICY INFORMATION:</b>	Adopted 16 March 2015 – Minute No. 03/15.11.6.64 Amended 20 May 2019 – Minute No. 05/19.16.9.124 <u>Amended ??? 2024</u>

**POLICY**

**PURPOSE**

The purpose of this policy is to:

- Outline the obligations and responsibilities of Council's officials when dealing with offers of gifts or benefits and to
- Assist Council officials make appropriate judgements in relation to gifts and benefits and therefore avoid being placed in a situation where they may become vulnerable to undue influence or threaten community confidence in the fairness, impartiality and integrity of the Council.
- Council officials are defined as Mayors, Councillors, Council staff (including staff engaged through an employment agency), Council committee members, volunteers and contractors.

**SCOPE**

The policy applies to all gifts and benefits offered to or received by all Council officials in their role as officers of the Council.

**LEGISLATION**

The particular legislation relevant to this policy is the Tasmanian *Local Government Act 1993*. Section 339A specifies penalties in relation to the misuse of office by councillors and employees; ~~section 28E~~ Division 3A deals with the Code of Conduct for councillors, section 62 identifies the functions and powers of the general manager, The Local Government (General Regulations) 2015 PART 3A specifies the nominal amount, notice details and timeframes, and Register details.

**Commented [JB1]:** This should have been included previously as it contains important direction.



This policy should be read in conjunction with any other relevant State and Federal legislation.

#### APPLICATION

In a private context gifts and benefits are usually unsolicited and meant to convey a feeling on behalf of the giver such as gratitude. There is ordinarily no expectation of repayment. Gifts given in a private context are not the focus of this policy.

Gifts and benefits may also be offered to individuals in the course of business relationships. Such gifts and benefits are often given for commercial purposes and serve to create a feeling of obligation in the receiver. Gifts and benefits given in the course of business relationships is the focus of this policy.

The policy is to be applied in conjunction with the provisions of the Local Government Act 1993 and with in Council's Codes of Conduct Policy and other relevant Council policies and procedures.

#### DEFINITIONS

**Council official** – Mayors, Councillors, Council staff (including staff engaged through an employment agency), Council Committee members, ~~and volunteers and contractors.~~

**Gift** – is usually a tangible item provided at no charge. Gifts may include, but are not limited to items such as cash, property (real or otherwise), goods and services made available at heavily discounted prices, alcohol, clothes, products, invitations to social functions and tickets to sporting, theatrical or music events.

**Cumulative gift** – a series of gifts of nominal value from the same person or organisation over a specified period which may have an aggregate value that is significant.

**Gift of influence** – a gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future

**Gift of gratitude** – a gift offered to an individual or department in appreciation of performing specific tasks or for exemplary performance of duties. Gifts to staff who speak at official functions may be considered an example of gifts of gratitude.

**Benefit** – a non-tangible item which is believed to be of value to the receiver (i.e. preferential treatment such as queue jumping, access to confidential information and hospitality)

**Hospitality** – the provision of accommodation, meals, refreshments or other forms of entertainment.

**Bribe** – a gift or benefit given specifically for the purpose of winning favours or to influence the decision or behaviour of a Council official to benefit someone or something.

**Cash** – money or vouchers which are readily convertible

**Nominal value** – is the monetary limit of the value of gifts or benefits that may be accepted (i.e. total value of gift or benefit received). A gift or benefit is of nominal value when it has no significant or lasting value

**Significant value** – a gift or benefit that has a value above the nominal value limit.

**Commented [JB2]:** This is over reach as the relationship between Council and a contractor is fundamentally different to that of the other cohorts mentioned. Council is not in a position to monitor gifts that a contractor might receive. In what circumstance would this relate to Council business?





**Token** – often mass produced (i.e. pens, calendars, ties or items with a company logo on them), offered in business situations to individuals. Usually have a value under the nominal value limit.

**Non token** – items that are of a more individual nature, with a value above the nominal value limit. Items may include, free or discounted travel; use of holiday homes; corporate hospitality at major sporting events; free training excursions; tickets to major events and access to confidential information.

**Conflict of interest** – any situation in which an individual or corporation (either private or government) is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.

**Public perception** – the perception of a fair-minded person in possession of the facts

**Gifts and Benefits Declaration Form** – a form to be completed (example template at attachment 1), when an individual receives a gift or benefit of a non-token nature above the nominal limit or receives a series of token gifts or benefits in a specified time that may have significant aggregate value (Cumulative Gift)

## POLICY STATEMENT

### 1. GENERAL

Council officials at all times and in all circumstances must be seen to be fair, impartial and unbiased.

Council officials should actively discourage offers of gifts and benefits and must not solicit gifts or benefits.

Council officials must not take advantage of their official position to secure an unreasonable personal profit or advantage.

People doing business with the Council should be encouraged to understand that they do not need to give gifts or benefits to Council officials to get high quality service.

From time to time Council officials may be offered gifts or benefits. In some limited circumstances gifts and benefits may be accepted. Token gifts of nominal value may generally be received. Non – token gifts of significant value should not generally be accepted.

Council officials should at all times be aware of the wider situation in which an offer of a gift or benefit is being made. For example, Council officials should consider whether the donor is in, or may be seeking to enter into, a business relationship with Council or may be applying to Council in relation to the exercise of Council's functions.

Council officials must avoid situations that suggest that a person or body, through the provision of gifts or benefits is attempting to secure favourable treatment from Council.

When deciding whether to accept or decline a gift or benefit, consideration should be given to both the value of the gift or benefit and also the intent of the gift or benefit being offered.



2. ACCEPTABLE GIFTS AND BENEFITS

Gifts or benefits of a token nature at or below nominal value may generally be accepted by Council officials without disclosing details to a supervisor, General Manager or Mayor, and without declaring the gift or benefit for inclusion on Council's Register.

That said, Council officials who receive more than the specified number of token gifts of a nominal value from the same person or organisation, in a specified period must disclose that fact in the gifts and benefits register.

If a Council official has any doubt if a gift or benefit is token or of nominal value they should discuss it with a supervisor, General Manager or Mayor.

2.1 Token gifts and benefits

Gifts or benefits of a token nature do not create the appearance of a conflict of interest and include:

- Items with a company logo on them, ties, scarves, coasters, diaries, chocolates, flowers
- Books given to individuals at functions, public occasions or in recognition of exceptional work done
- Gifts of single bottles of reasonably priced alcohol given to individuals at functions, public occasions or in recognition of exceptional work done
- Free or subsidised meals of a modest nature and/or beverages provided infrequently (and/or reciprocally) that have been arranged for or in connection with the discussion of official business
- Free meals of a modest nature and or beverages provided to Council officials who formally represent Council at work related events such as training, education sessions and workshops
- Invitations to approved social functions organised by groups such as Council Committees and community organisations

2.2 Nominal value

For the purpose of this policy the current nominal value limit is \$50-150. Council officials who receive more than three (3) nominal gifts of a token nature from the same donor where the aggregate monetary value of the series of gifts or donations in a financial year is \$50 or more person or organisation, in a six (6) month period, must disclose that fact in the gifts and benefits register.

Commented [JB3]: Reflects Regulation 29A

Commented [JB4]: brings this into line with Regulation 29A

3. NON ACCEPTABLE GIFTS AND BENEFITS

Accepting gifts of money is strictly prohibited. This includes gift cards or anything that may be used in place of cash/currency.

Commented [JB5]: Strengthen and reflect broader "cash" approach available

Council officials should generally not accept gifts or benefits that appear to be non-token in nature or more than of a nominal value.

If a gift or benefit of a non-token nature or above nominal value is offered and cannot reasonably be refused (as this action may cause embarrassment), the offer and receipt of the



gift or benefit must be declared via completion of a Gifts and Benefits Declaration Form (attachment 1) and the details must be recorded on the Council Gift Register.

If a Council official refuses a gift or benefit because they believe that the gift was a deliberate attempt to receive 'special treatment', then such instances are to be reported to a supervisor, the General Manager or Mayor.

### 3.1 Non-token gifts and benefits

Gifts or benefits of a non-token nature include:

- Free or discounted travel
- Use of holiday homes
- Tickets to major sporting events
- Corporate hospitality at a corporate facility or sporting venue
- Free training excursions
- Access to confidential information
- Discounted products for personal use
- Goods and services provided via a determination in a Will

At times, a gift of a non-token nature may be given from one authority to another. Such gifts are often provided to a host authority. These gifts may be given as an expression of gratitude without obligation on the receiver to respond. The gratitude usually extends to the work of several people in the authority and therefore the gift is considered to be for the authority, not a particular individual.

### 3.2 Significant value

For the purpose of this policy a gift or benefit with significant value has a value above the specified nominal value limit.

## 4. ACTUAL OR PERCEIVED EFFECT OF THE GIFT OR BENEFIT

Accepting gifts where a reasonable person could consider that there may be influence applied as a result of accepting the gift or benefit is prohibited. (gift of influence).

Where it is suspected that a gift or benefit has been offered for the purpose of influencing the behaviour of someone acting in their official capacity, the gift or benefit must be declined and the matter should be reported immediately to the relevant supervisor, General Manager or Mayor.

## 5. BRIBES

Council officials must not offer or seek a bribe. A person offered a bribe should refuse it and report the incident as soon as possible to their supervisor, General Manager or the Mayor (in the case of Councillors). Council will take steps to report the matter to Police immediately.

Receiving a bribe is an offence under both common law and Tasmanian Legislation.

## 6. FAMILY MEMBERS



Council officials must take all reasonable steps to ensure that immediate family members do not receive gifts or benefits of a non-token nature or gifts or benefits above the nominal value. Immediate family members include parents, spouses, children and siblings.

## 7. RECORDS – GIFTS AND BENEFITS REGISTER

Council officials, who receive more than the specified number of token gifts or benefits near the nominal value limit from the same person or organisation, (cumulative gift) must disclose that fact.

The employee's supervisor undertakes the initial assessment as to whether the gift or donation should be retained or disposed of by the employee, or other course of action. Further assessment is undertaken by the employee's Manager, with final determination of retention or disposal of the gift or donation at the discretion of the General Manager.

The employee must disclose details of any gifts or donations accepted on the Gifts and Benefits Declaration Form within 14 days of receipt of the final gift.

These details are then entered into the Gifts and Benefits Register.

Councillors are also required to declare any gifts and donations received. Councillors are required to complete a Gifts and Donations Declaration form. Approval for the retention or disposal of gifts and donations by a Councillor is also at the discretion of the General Manager.

The Register of Gifts and Benefits received by Councillors is available on Council's website for public inspection, in accordance with section 56B of the Local Government Act 1993. The content of the Register will be monitored by the General Manager.

The content of the Register for Gifts and Benefits received by Council employees is not publicly available, but is monitored by the Mayor on a quarterly basis to ensure that no conflicts of interest or contraventions of this Policy occur or are likely to occur.

~~If an official of the Council receives a non-token gift or benefit in circumstances where it cannot reasonably be refused or returned, the receipt of the gift or benefit should be disclosed and the details recorded in the Gifts and Benefits Register.~~

~~The Register will be available for public inspection.~~

~~The content of the Registers will be monitored by the General Manager.~~

Commented [JB6]: Replaced the original section with something more comprehensive and reflective of legislation

## 8. DISPOSAL OF GIFTS

A supervisor, General Manager or Mayor will determine the appropriateness of disposing of a gift or benefit of a non-token nature.

There are options for the disposal of gifts that have been accepted because they could not reasonably be refused, but should not be retained by an individual. Examples of such circumstances where gifts or benefits may be received include:

- Gifts accepted for protocol or other reasons, where returning it would be inappropriate.
- Anonymous gifts (received through the mail- or left without a return address).

<b>ACTION</b>	<b>DECISION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	John Brown, General Manager
<b>FILE REFERENCE</b>	039\011\003\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Quarterly Report of the Northern Tasmania Development Corporation Ltd (NTDC) NTDC Finance Report December 2023

**OFFICER'S RECOMMENDATION:**

That Council receive the quarterly report of the Northern Tasmania Development Corporation (NTDC) for the period Oct-Dec 2023.

**INTRODUCTION:**

The Northern Tasmania Development Corporation (NTDC) has been formed as an enterprise under the Local Government Act. Accordingly, NTDC provides quarterly reports to its shareholders including Break O'Day Council.

**PREVIOUS COUNCIL CONSIDERATION:**

Reports from NTDC are provided to, and considered by Council, quarterly.

**OFFICER'S REPORT:**

The Northern Tasmania Development Corporation (NTDC) has been formed as an enterprise under the Local Government Act.

Section 21 (5) of the Local Government Act requires Council's General Manager to report to Council at least every three (3) months on the performance of any activities of such an enterprise.

Accordingly, NTDC provides quarterly reports to its shareholders including Break O'Day Council in a format to comply with this requirement.

**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.
- Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focused service delivery.

### Break O Day Annual Plan 2023 – 2024

Corporate Goal – Stakeholder Management

Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy.

### **LEGISLATION & POLICIES:**

*Section 21 Enterprise Powers - Local Government Act 1993.*

21. Enterprise powers

(5) The general manager is to report to the council –

- (a) at least once every three (3) months in respect of the performance of any activities carried out pursuant to subsection (1) and any strategic issues related to those activities; and
- (b) any adverse developments that significantly affect or are likely to significantly affect the financial viability, the operating viability or any other aspect of any of those activities.

### **BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

N/A

### **VOTING REQUIREMENTS:**

Simple Majority

Northern Tasmania Development Corporation LTD

# Quarterly Report

QUARTER TWO | OCT - DEC 2023



**ACKNOWLEDGEMENT OF COUNTRY**

Northern Tasmania Development Corporation acknowledges the palawa community of Northern lutriwita/Tasmania, the custodians of our country. We pay our respects to their elders, past, present and emerging.

This report has been prepared by NTDC.  
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# TABLE OF CONTENTS



Strategic Plan on a Page	4
Introduction	5
Northern Tasmania in the news	6
Annual Workplan Update	7
Progress on Strategies	
1. Economic Development	8
2. Regional Collaborations	9
3. Organisational Strength	10



# FINDING TRUE NORTH

*Navigating a sustainable future in Northern Tasmania*



## OUR VISION

**Northern Tasmania is where people, ideas, businesses and industry thrive and grow**

## OUR PURPOSE

We grow Northern Tasmania by:

- Leading regional collaboration
- Achieving regional outcomes and strategic goals
- Advocating for Northern Tasmania
- Implementing our Regional Economic Development Strategy (REDS)
- Championing regional leadership and local governance
- Creating an enabling environment for communities and industry development
- Understanding that our community benefits from sustainable regional development

## OUR VALUES



**Connected**



**Clear**



**Creative**



**Curious**

## OUR STRATEGIC GOALS

### Regional Development

Guide regional development in Northern Tasmania by implementing and actioning the Regional Economic Development Strategy (REDS).

### Regional Collaboration

Work together to agree on and achieve regional outcomes and advocate for and advance regional priorities, strategies and policies.

### Organisational Strength

Develop a robust organisation with a sustainable financial position, a nurtured team, and value for members, industry and community.

## KEY PERFORMANCE INDICATORS

Strategic Leadership  
100% Support

Project Management  
≥ 95% OTAB

Engaged Membership  
≥ 100% Retention

Project Delivery  
≥ 12 Projects

Organisational Culture  
≥ 95% Support

Continually Improve  
≥ 80% Satisfaction

Enhanced Reputation  
≥ 85% Positive

Diversified Revenue  
> 50% Non-council

## Introduction

Last quarter, we were celebrating our successes in laying the final foundations for NTDC as a stable and functional regional development agency. With funding committed for three years, appointed CEO and Chair, and a strategic plan that has been adopted by our members, we are poised to step in to new opportunities and creatively think about how to build prosperity in the North.

It hasn't taken long at all for this work to start reaping dividends. We have been able to welcome Dorset Council in on a trial basis to be members, and Flinders Council welcomed Chris and I to meet with and present to them on the Island. Whilst we are still building these relationships, we are very pleased to have initiated a whole of region dialogue, which can only ultimately benefit us all.

We are also building relationships with other agencies and entities that are looking to NTDC for regional coordination and leadership. I am gratified to report that in a recent Regional Agency Chair's quarterly meeting we collectively identified a common direction we feel we can all work toward together and that NTDC is best placed to coordinate this effort. This is a genuine step toward what our Members asked from us in terms of maximising their investment across the agencies with shared resources and clear coordination. I look forward to sharing more with you about this in the next quarterly report.

During this quarter, we operationalised our refurbished website, with thanks to Board member Freya Griffin for guidance in this endeavour. The website is still evolving, but big improvements have already been made and we look forward to sharing more as the year progresses.


Sadly we lost Dwayne Baraka as our Company Secretary this quarter for personal reasons, which we announced at our AGM. Dwayne worked tirelessly for us during his tenure in the role, delivering our revised Constitution and Member's Agreement and provided valuable and welcome support to the organisation. We are deeply grateful to Dwayne for his work. Thankfully Brent Daire has been able to step into the role as an interim Company Secretary until we are able to recruit.

Looking ahead, we are exploring opportunities to further improve our project delivery and outcomes for the region, building on our existing relationships and the extensive work done across the region on identifying priority projects, we are well prepared and ready to act. when State and Federal Government elections are called.



Dr Allison Anderson  
Chair

## Northern Tasmania in the News



15/1/24

### New head of Launceston Chamber of Commerce appointed →

The Launceston Chamber of Commerce has appointed veteran lobbyist Alina Bain as chief executive officer to replace outgoing CEO Will Cassidy.



[Read More](#)

9/1/24

### MRC North chief Ella Dixon farewells the organisation →

Migrant Resource Centre (MRC) North is in for a change of hands with chief executive Ella Dixon leaving the organisation after nine years.

[Read More](#)



31/12/23

### East Coast 'creating a new culture' →

Tasmania's East Coast is riding a wave of optimism amid a summer boom that is exceeding the wildest dreams of even the most jaded tourism operator, leading one hospitality boss to declare the region is "creating a new culture".


[Read More](#)

14/12/23

### Bright future for renewables as large-scale solar farm approved →

The future for renewable energy in Tasmania is looking brighter after the state's first large-scale solar farm got its council tick of approval. A 255-megawatt solar farm, planned to be built at the historic Condonville property, was given unanimous approval by Northern Midlands councillors on December 11.

[Read More](#)



## Annual Workplan Update

	ECONOMIC DEVELOPMENT	REGIONAL COLLABORATION	ORGANISATIONAL STRENGTH
<b>Tasks Completed</b> <b>OCT-DEC</b>	<ul style="list-style-type: none"> <li>Residential Demand and Supply Study report finalised</li> <li>5PL Freight Aggregation pilot funding advocacy commenced</li> <li>Population Strategy Review brief and resourcing agreed</li> </ul>	<ul style="list-style-type: none"> <li>Revised Greater Launceston Plan drafted</li> <li>Regional Priority Projects advocacy commenced</li> <li>Sports Facilities Study final report endorsed</li> <li>Partnership with Gastronomy Northern Tasmania defined</li> <li>Dorset Council trial membership commenced</li> <li>Flinders membership proposal forwarded</li> <li>Tasmanian Sustainability Strategy submission sent</li> <li>Federal Immigration Policy submission sent</li> <li>State Budget Submission sent</li> </ul>	<ul style="list-style-type: none"> <li>TAO audit completed</li> <li>Annual General Meeting &amp; Member Representative Group meetings Friday 24 November</li> <li>Company Secretary/ Treasurer recruitment commenced</li> </ul>
<b>Tasks Planned</b> <b>JAN-MAR</b>	<ul style="list-style-type: none"> <li>Population Strategy Review commences</li> <li>5PL advocacy continues</li> <li>Review alignment of regional strategies</li> <li>Growth Monitoring and Evaluation Program to finalise</li> </ul>	<ul style="list-style-type: none"> <li>Sports Facility Study extension to include Dorset Council to commence</li> <li>Regional Priority Projects renewed call for submissions and advocacy to continue</li> <li>Greater Launceston Plan Finalised and governance group formed.</li> <li>Project coordination of the Regional Land Use Plan review continues.</li> </ul>	<ul style="list-style-type: none"> <li>Project Manager role recruitment</li> <li>Gastronomy Northern Tasmania terms of reference agreed</li> <li>Company Secretary/ Treasurer role filled</li> </ul>
<b>Tasks Missed</b>			

### Notes

NTDC is committed to providing succinct and transparent updates on the work we plan to do and what has been delivered. A three-year strategic plan, annual work plan and budget have been endorsed by the Member Representative Group to guide and direct our work.

Through this work, our quarterly reports reflect the work, milestones, and targets agreed to through these documents.

For feedback on this planning and reporting, please get in touch with Interim CEO Chris Griffin at [ceo@ntdc.org.au](mailto:ceo@ntdc.org.au) or 0402 628 768

## ECONOMIC DEVELOPMENT

*Guide regional economic development in Northern Tasmania by implements and actioning REDS.*

### Welcoming Back Dorset Council

On 20 November, Dorset Council opted to commence a trial membership of NTDC through until 30 June 2024. This fantastic news allows us to work with Dorset as part of our membership group on key programs to progress regional prosperity, such as: Population Taskforce Strategy review, regional priority projects, and addendum to the recently completed Sports Facility Study to include Dorset facilities.

The terms of the trial agreement will see Council review the progress of the relationship prior to considering an extension beyond 30 June 2024



### Reconnecting With Flinders Island

Alli and Chris visited Flinders Island in November to discuss NTDC initiatives and progress, and to learn from the Council and community leaders what the island is aspiring to achieve.

Flinders Island always a special place to visit, is also facing similar challenges and opportunities regarding population growth, housing availability, climate change and logistics.

We look forward to continuing our discussions with Flinders Council about where we may be able to work together in the future.





## Bell Bay Major Projects & Hydrogen Hub

NTDC were invited to co-sponsor and speak at the Bell Bay Major Projects in early December.

Congratulations to Bell Bay Advanced Manufacturing Zone for facilitating such a success conference with a range of speakers including State Govt agencies, investment proponents for Hydrogen and other developments, GBEs, and elected officials.

Added congratulations for the \$70m of federal funding for the Bell Bay Hydrogen Hub recently announced.



## Meeting With Ministers & Associations

Key meetings this quarter commenced advocacy for Northern Tasmania's Regional Priority Projects, with Chris and Alli meeting with a variety of influencers and decision-makers, including:

- Federal Minister of Regional Development and Local Government, Kristy McBain and Brian Mitchel MP
- Janie Finlay MP State Shadow Minister for Primary Industries & Water, Small Business and Start Ups
- Amy Hills CEO of the Tourism Industry Council, and
- Sheralee Davis CEO of Wine Tasmania

The new year will see advocacy for priority projects scale up with visits to both Canberra and Hobart on the books.



## REGIONAL COLLABORATION

*Work together to achieve regional outcomes and advance regional priorities, strategies and policies.*

## ORGANISATIONAL STRENGTH

*Develop a robust organisation that achieves a sustainable financial position, values and develops our team, and creates value for our members, industry and community.*

### MRG Meeting & AGM

In line with our constitution and member expectations, NTDC held both a Member Representative Group meeting and Annual General Meeting on Friday 24 November 2024.

With representatives from all member councils present, the financial year of 2024 was presented and reflected upon. Insights for FY2025 included a focus on more direct involvement councillors similar to the regional collaboration forum in September.

A copy of our Annual Report can be found on our website: [www.ntdc.org.au/about](http://www.ntdc.org.au/about)



### Regional Agencies Chair's Meeting

In October Alli meet with Chairs of agencies including; RDA Tasmania, Visit Northern Tasmania, NRM North, Launceston Chamber of Commerce and Launceston Central to explore and agree upon themes of regional collaboration. One topic central to discussions was the UNESCO Creative City of Gastronomy certification and shared responsibility of championing it through each agency's area of expertise and influence.

### Kamal's Wedding

In November, Kamal celebrated his wedding to Durga with the rich tapestry of Nepalese tradition, making a significant personal milestone. Surrounded by the warmth of family and friends, he exchanged vows and embraced the beginning of a new chapter.

He said "this cherished event not only brought happiness but also exemplifies my commitment to balancing personal and professional aspects of life."







## CONTACT US

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# Executive Summary

Northern Tasmania Development Corporation Ltd

ABN 13 585 842 417

For the 3 months ended 31 December 2023

Prepared by MDH Accounting Pty Ltd

# Budget Variance

## Northern Tasmania Development Corporation Ltd

### For the 3 months ended 31 December 2023

	OCT-DEC 2023	OCT-DEC 2023 OVERALL BUDGET	VARIANCE %	JUL-DEC 2023	JUL-DEC 2023 OVERALL BUDGET	VARIANCE %
<b>Income</b>						
Council Contributions	121,806	119,663	2% ↑	241,469	239,324	1% ↑
Id Subscription contribution	-	-	-	42,000	42,000	0% ↑
Interest Earned	3,677	625	488% ↑	5,218	1,250	317% ↑
<b>Total Income</b>	<b>125,482</b>	<b>120,288</b>	<b>4%</b>	<b>288,687</b>	<b>282,574</b>	<b>2%</b>
<b>Operating Expenses</b>						
Administrative Expenses	12,268	13,292	-8% ↓	32,591	26,579	23% ↑
Board Expenses	14,627	20,893	-30% ↓	31,194	41,786	-25% ↓
Staff & Services contracts	69,183	94,683	-27% ↓	172,205	218,096	-21% ↓
Occupancy	3,643	3,890	-6% ↓	7,286	7,780	-6% ↓
Travel & Accomodation	468	1,750	-73% ↓	717	3,500	-80% ↓
Id Subscription	-	-	-	42,000	42,000	-
IT Upgrade	-	750	-100% ↓	2,898	1,500	93% ↑
Stakeholder Engagement	2,209	5,000	-56% ↓	2,764	10,000	-72% ↓
<b>Total Operating Expenses</b>	<b>102,397</b>	<b>140,258</b>	<b>-27%</b>	<b>291,655</b>	<b>351,241</b>	<b>-17%</b>
<b>Corporate Surplus/(Deficit)</b>	<b>23,085</b>	<b>(19,970)</b>	<b>216%</b>	<b>(2,968)</b>	<b>(68,667)</b>	<b>96%</b>
<b>Project Funds</b>						
Movement in unexpended funds from previous year	(60,826)	-	-	(98,568)	(372,956)	74% ↑
Project spend	60,826	58,663	4% ↑	98,568	117,325	-16% ↓
<b>Total Project Funds</b>	<b>-</b>	<b>58,663</b>	<b>-100%</b>	<b>-</b>	<b>(255,631)</b>	<b>100%</b>
<b>Net Surplus/(Deficit)</b>	<b>23,085</b>	<b>38,693</b>	<b>-40%</b>	<b>(2,968)</b>	<b>(324,298)</b>	<b>99%</b>

For internal purposes only. Also refer to executive summary.

# Profit and Loss

## Northern Tasmania Development Corporation Ltd

For the 6 months ended 31 December 2023

	GREATER L'TON PLAN	RES DEMAND & SUPPLY	SPORTS FACILITY	CIRCULAR ECONOMY	POPULATION PROJECT	REGIONAL PLANNING	TOTAL
<b>Income</b>							
Funds from previous year	7,205	60,630	26,040	-	12,469	266,612	372,956
<b>Total Income</b>	<b>7,205</b>	<b>60,630</b>	<b>26,040</b>	<b>-</b>	<b>12,469</b>	<b>266,612</b>	<b>372,956</b>
<b>Operating Expenses</b>							
Project Expenses	2,300	27,110	8,680	-	-	60,477	98,568
<b>Total Operating Expenses</b>	<b>2,300</b>	<b>27,110</b>	<b>8,680</b>	<b>-</b>	<b>-</b>	<b>60,477</b>	<b>98,568</b>
<b>Funds for future spend</b>							
Movement in surplus for future spend	4,905	33,520	17,360	-	12,469	206,134	274,388
<b>Total Funds for future spend</b>	<b>4,905</b>	<b>33,520</b>	<b>17,360</b>	<b>-</b>	<b>12,469</b>	<b>206,134</b>	<b>274,388</b>
<b>Net Profit</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

For internal purposes only.

# Balance Sheet

## Northern Tasmania Development Corporation Ltd As at 31 December 2023

	31 DEC 2023	30 JUN 2023
<b>Assets</b>		
<b>Bank</b>		
Cash at bank	570,615	587,471
<b>Total Bank</b>	<b>570,615</b>	<b>587,471</b>
<b>Current Assets</b>		
Accounts Receivable	16,141	23,527
Less Prov for Doubtful Debts	(16,141)	(16,141)
Petty Cash - NTD	500	500
Prepaid expenses	790	6,544
<b>Total Current Assets</b>	<b>1,290</b>	<b>14,430</b>
<b>Total Assets</b>	<b>571,905</b>	<b>601,901</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	4,462	80,920
Accrued expenses	8,072	11,924
Contributions in advance	148,937	-
ATO Integrated Client Account	2,173	(368)
Employee provisions	5,569	3,510
Superannuation Payable	2,420	4,105
NTWVG Circular Economy Grant	12,043	12,043
Surplus for future expenditure	274,388	372,956
<b>Total Current Liabilities</b>	<b>458,063</b>	<b>485,091</b>
<b>Total Liabilities</b>	<b>458,063</b>	<b>485,091</b>
<b>Net Assets</b>	<b>113,842</b>	<b>116,809</b>
<b>Equity</b>		
Accumulated Surpluses/(Losses)	116,809	442,399
Current Year Earnings	(2,968)	(325,590)
<b>Total Equity</b>	<b>113,842</b>	<b>116,809</b>

For internal purposes only. Also refer to executive summary.

## Executive Summary

### Northern Tasmania Development Corporation Ltd For the 3 months ended 31 December 2023

#### Profit & Loss Statement

Council contributions are over budget due to the trial membership paid by Dorset Council.

Salary & wage expense budget includes wages for project officer and the actuals are included in project spend for the Regional Planning grant.

Movement in the funds for future expenditure relates to the funds being held by NTDC Ltd. Refer to the separate Profit & Loss for a further breakdown.

#### Balance Sheet

Accounts receivable is for Flinders Island member contributions for FY2022 and FY2023. The provision for doubtful debts is an allowance for Flinders Island not paying their FY2022 contribution.

Contributions in advance are the council contributions for FY2024 and these are amortised monthly.

Surplus for future expenditure is grant and project funding.

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For internal purposes only.

<b>ACTION</b>	<b>DECISION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	John Brown, General Manager
<b>FILE REFERENCE</b>	002\036\002\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	2023 - 2024 Annual Plan Update at 31 December 2023

**OFFICER'S RECOMMENDATION:**

That Council receive the Review as at 31 December 2023 of the 2023-2024 Break O'Day Council Annual Plan.

**INTRODUCTION:**

Council's management team prepared the 2023 – 2024 Annual Plan based on discussions, which occurred through Council workshops and the normal budget/planning process. The Annual Plan was prepared to take into account broader factors which are impacting Council; and reflecting continuity of existing projects, and activities where this exists.

**PREVIOUS COUNCIL CONSIDERATION:**

The Annual Plan was adopted at the 26 June 2023 Council Meeting.

**OFFICER'S REPORT:**

This plan is generally based on the 10 Year Strategic Plan 2017 – 2027 (Revised March 2022).

This Report provides a quarterly update on progress with the activities detailed in the 2023-2024 Annual Plan as at 31 December 2023. As to be expected, there is variability in progress with some items but overall progress for the first half of the year remains solid. From an overall perspective, we are at 44 % completion vs a target of 50%. Looking at individual Key Focus Areas, progress sits at:

GOAL- Community

Communication	37% (Website review timing)
Events & Activities	50%
Volunteering	50%
Community & Council Collaboration	50%
Wellbeing	50%

GOAL – Economy

Opportunities	48%
Brand	5% (Activities due to start in 2024)
Population	5% (Resource availability challenge, now started)
Housing	55%

### GOAL - Environment

Appropriate Development	60% (Some activities complete or close)
Land & Water Management	50%
Climate Change	46%

### GOAL - Infrastructure

Community Facilities	36% (Lead times on Strategic activities are affecting progress)
Towns	21% (Initial progress has occurred and external resources will enable progress to progress some of the activities as planned)
Recreational Facilities	49%
Roads & Streets	31% (Transport Master Plan review delayed due to focus on other activities)
Waste Management	42%

### GOAL - Services

Youth	43%
Health & Mental Health	50%
Education, Skills and Training	50%
Access & Inclusion	40% (Timing of Reconciliation Action Plan activity)

Councils are required each financial year, under Section 71 of the *Local Government Act 1993*, to prepare an Annual Plan.

## **STRATEGIC PLAN & ANNUAL PLAN:**

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

## **LEGISLATION & POLICIES:**

The Annual Plan is a requirement of Section 71 of the *Local Government Act 1993* as follows:

*An Annual Plan is to –*

- (a) be consistent with the strategic plan; and*
- (b) include a statement of the manner in which the Council is to meet the goals and objectives of the strategic plan; and*
- (c) include a summary of the estimates adopted under section 82; and*
- (d) include a summary of the major strategies to be used in relation to the Council’s public health goals and objectives.*

## **BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

N/A

## **VOTING REQUIREMENTS:**

Simple Majority





● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment → Indirect Alignment

BREAK O'DAY COUNCIL PLAN

COMMUNITY

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
37%	01/07/2023	30/06/24	Strategy 1.1 Create an informed and involved community by developing channels of communication. : 30% to 100%		John Brown	-
37%	01/07/2023	30/06/24	↳ Key Focus Area 1.1.1 Communication: Improve and develop communication processes that lead to the community feeling more informed and involved.	John Brown: Communications activities are progressing well in general with the embedding of the Community Engagement Strategy in our day-to-day activities becoming more ingrained. The key activity this year is a major review of Council's website has been delayed while we look at a broader approach to how we need to transform digitally.  23/01/2024	John Brown	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	→1.1.1.1 Community Engagement Strategy - Ensure that the Community Engagement strategy is embedded into Council activities, understood by the community and review for efficiencies.	<p><b>Jayne Richardson:</b> The Community Engagement Strategy is now being used when ever we undertake community engagement.</p> <p>The internal templates created are being utilised by staff and is resulting in a consistent approach to our engagement.</p> <p>The Community Engagement page on the website is being used to not only promote opportunities for engagement but also to provide updates on where we are at with our engagement activities.</p> <p>As part of the Digital Transformation project and Review of the website, we will look for ways to better present and promote communtiy engagement opportunities.</p> <p>17/01/2024</p>	Jayne Richardson	Chris Hughes
50%	01/07/2023	30/06/24	→1.1.1.2 Communications – Review communication methods to ensure they are diverse so as to reach a broad range of community members.	<p><b>Jayne Richardson:</b> The implementation of the Community Engagement Strategy helps ensure that a variety of communcation methods are used when promoting opportunities for the community to engage with Council.</p> <p>Communtiy Engagement Templates are used by staff when developing their engagament plan which ensures they consider the best platfroms for communication with various audience and stakeholders. These templates are then checked by the COmmunications Coordinator who provides additional guidance on reaching specified audiences and content creation.</p> <p>We continue to promote our email databases and newsletter as a way that community can stay abreast of Council activities.</p> <p>17/01/2024</p>	Jayne Richardson	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
10%	01/11/2023	30/04/24	1.1.1.3 Website - Undertake a review of the entire Break O'Day Council website to look for improvements that will lead to a more accessible and easy to navigate website.	<p><b>Jayne Richardson:</b> As an organisation we will be embarking on a Digital Transformation project and we have flagged the website to be a consideration through this process.</p> <p>To undertake the review, a cross-departmental working group will be established to ensure that each department has the opportunity to consider improvements to their relevant sections of the website.</p> <p>17/01/2024</p>	Jayne Richardson	Anna Williams
50%	01/07/2023	30/06/24	Strategy 1.2 Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge. : 30 to 100		John Brown	-
50%	01/07/2023	30/06/24	Key Focus Area 1.2.1 Events and Activities: Create a culture of volunteering and support to enable vibrant and sustainable events, activities and community groups.	<p><b>John Brown:</b> A number of events have occurred towards the end of 2023 which is the normal situation as the event season is typically spread through this period through into January. A solid program around environmental awareness has been underway which has also included a number of smaller events and activities. Progress is as expected and planned.</p> <p>23/01/2024</p>	Chris Hughes	-
50%	01/07/2023	30/06/24	1.2.1.1 Environmental Awareness – Encourage and improve the sustainable enjoyment, use and care of the natural environment with communications and support for activities.	<p><b>Polly Buchhorn:</b> Council communications and engagement are raising environmental awareness, management skills and action in the community and with our partners.</p> <p>We collaborate with others such as the Parks and Wildlife Service, Department of Natural Resources and Environment, local community groups and NRM North. Recent examples include</p> <ul style="list-style-type: none"> <li>· sponsoring Break O'Day volunteers to attend the 2023 Landcare Tasmania Conference</li> <li>· working with the <i>Hands on Learning</i> students at St Helens District High School to plan and then implement a National Trees Day native understory project at the St Helens dog park</li> <li>· Collaborating in the Irapuna Community Weekend, a National Science Week event, which saw over 100 volunteers walk over 50km of the Irapuna coastline help keep it free of sea spurge</li> </ul>	Jayne Richardson	Polly Buchhorn

Curre...	
50%	01/07/2023 to 30/06/2024

	<p>and marine debris during five clean-up beach walks in August.</p> <p>We provide important and relevant environmental news and management information for our community in different ways, including posts and articles, activities and landholder advice and support.</p> <ul style="list-style-type: none"> <li>· Information on fairy terns and other beach-nesting shorebirds and taking dogs to the beach safely, including signage and information with dog registration renewals</li> <li>· Waste management, including reducing contamination in co-mingled recyclables, single use plastics and safety around rubbish trucks</li> <li>· On weeds and controlling them, including Weed of the Month (garden escapees and the 'Unknown Weed'), council's control efforts, serrated tussock and invasive grasses and information and advice to landholders concerned or with weed problems.</li> <li>· Drought resilience measures, such as grazing management tools Farm Forecaster and Stockplan and Regional Drought Resilience planning.</li> <li>· Events such as the Small Farm Living Field Day at Lilydale and the Festival of Wellbeing.</li> </ul> <p>04/01/2024</p>		
→ 1.2.1.2 Community Event Support - Assist the community with event delivery by providing support and assistance with planning, approvals processes, compliance and arrangements for Council assistance and resources.	<p><b>Chris Hughes:</b> Council staff have continued to provide assistance to event organisers by having pre event meetings where the relevant paper work is provided and assistance provided in relation to the completion of a risk assessment plan. Council staff have assisted with the planning of events, those being Christmas Parades in both St Helens and St Marys, Christmas Carols in St Helens. In some instances, daily contact is made with the event organisers prior to the event occurring to ensure event organisers are aware of their responsibilities as the organiser and all relevant insurances are in place.</p> <p>05/01/2024</p>	Chris Hughes	Jenna Barr

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	→1.2.1.3 Event Attraction - Actively promote the Break O'Day Municipality as an event destination and work with event organisers and organisations to develop and attract new events to the area.	<b>Anna Williams:</b> Meeting with East Coast Tasmania Tourism to discuss winter events in the pipeline. <i>23/01/2024</i>	Erica McKinnell	Anna Williams
50%	01/07/2023	30/06/24	→1.2.1.4 Sustainable Events - Promote and support best practice sustainable events and implementation of the Soft Plastics policy on Council land.	<b>Chris Hughes:</b> Council staff as part of the pre event meetings with event organisers are made aware of Council's Single Plastic Use Policy. The Event Guide which refers to this policy is part of the pre event paperwork which is required to be completed and thereby agreeing to abide by Council's policies. Council staff have made the relevant changes to our paper work to also include the options for recycle and waste bins that event organisers can request. <i>05/01/2024</i>	Chris Hughes	Jayne Richardson
50%	01/07/2023	30/06/24	→1.2.1.5 Festival of Wellbeing - Support the development and delivery of the Festival of Wellbeing, designed with our community to meet shared aims.	<b>Leah Page:</b> About 350 people took part in this year's Festival on Saturday 14 October including 48 contributors. Some came along for the first time. Lots of people returned to enjoy our Wellbeing Day in Break O'Day.  This year saw both indoor and outdoor wellbeing spaces, with a windy day creating a few challenges. It was fabulous to see the Royal Flying Doctors Bus, StarFM, local sports clubs and our local emergency services hosting games and spaces outdoors alongside the Wellbeing Project reinventing our octopus mascot 'Octo' as a pebble sculpture.  A highlight was watching a small group of festival goers following With One Voice Choir around as they moved about the venue!  Lots to build on and learn as always. The day brings our community together and is creating new connections and sparking conversations that matter. <i>09/01/2024</i>	Leah Page	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	→1.2.1.6 Mountain Bike Events - Work with interested organisations to develop a sustainable Mountain Bike event for the St Helens Network.	<b>Erica McKinnell:</b> Council is providing support to the Directors of Geocentric Outdoors in the planning for 2025 Dragon Trail MTB event. <i>28/09/2023</i>	Erica McKinnell	-
50%	01/07/2023	30/06/24	→Key Focus Area 1.2.2 Volunteering - Build community sustainability and inclusion through a culture of volunteering and support within our community.	<b>John Brown:</b> A small but important area of focus, and it was very pleasing to see the volunteers which came together to deliver the Christmas Festivities across the Break O'Day area. It had been expected that our Emergency Services volunteers would have a busy period during the Summer period, fortunately so far it has been different to what was expected. <i>23/01/2024</i>	Chris Hughes	-
50%	01/07/2023	30/06/24	→1.2.2.1 Strategy Implementation - Implement the Volunteer Strategy and build the volunteer base through promoting opportunities to volunteer.	<b>Chris Hughes:</b> A recent example of a group of volunteers meeting to achieve an outcome was the formation of the Break O'Day Festivities Committee. Council staff assisted the group but volunteers had come together to arrange events and decorations for the whole municipality during the Festive season. There were volunteer representatives from the whole municipality working together. <i>05/01/2024</i>	Chris Hughes	Jenna Barr
50%	01/11/2023	30/04/24	→1.2.2.2 Emergency Management Volunteers - Develop Council's base of volunteers to provide support in an emergency situation including provision of training.	<b>Chris Hughes:</b> Council over the years has developed a list of community members who have undertaken some training in relation to managing and maintaining evacuation and recovery centres. Council staff are now able to call on these volunteers to step up and assist if there is an emergency event impacting on our community. <i>05/01/2024</i>	Chris Hughes	Angela Matthews
50%	01/07/2023	30/06/24	Strategy 1.3 Foster and support leadership within the community to share the responsibility for securing the future we desire. : 30 to 100		John Brown	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	→Key Focus Area 1.3.1 Community and Council Collaboration: Work within a community engagement framework which defines the relationship between the community and Council in decision making and project delivery.	<b>John Brown:</b> Activity is picking up in relation to a couple of the key activities in this KFA with the work which is now happening with the Arts & Cultural Strategy as well as the Portland Court Building. Township Plan updates are important to support the collaboration work of the community and Council. <i>23/01/2024</i>	John Brown	-
50%	01/07/2023	30/06/24	→1.3.1.1 Customer Feedback - Develop and promote methods for easy customer feedback and contact with Council.	<b>Jayne Richardson:</b> Relevant Officers will develop a campaign for the newsletter and social media to promote our Customer Feedback pages. Officers will also consider other ways to promote ways to engage with us including: <ul style="list-style-type: none"> <li>• Email databases</li> <li>• New Resident kits</li> <li>• Use and validity of the Customer Feedback Postcards</li> <li>• Digital Transformation - what digital tools can be used to assist with Customer Service?</li> </ul> <i>17/01/2024</i>	Jayne Richardson	-
50%	01/07/2023	30/06/24	→1.3.1.2 Local Township Plans - Finalise Plans and implement the activities from the Township Plans, report back to the community on progress.	<b>Chris Hughes:</b> Nine local Township Plans have been completed and signed off by Council. Council staff have updated some of the identified projects as an update on the projects. <i>05/01/2024</i>	Chris Hughes	-
50%	01/07/2023	30/04/24	→1.3.1.3 Arts & Cultural Strategy - Work with the community group to review the Strategy and reflect changes in an update of the document.	<b>Chris Hughes:</b> Ten community members have met to form an Art & Cultural committee to look at the review of the Art and Culture Strategy. The committee have some great ideas as to how we can further grow in this area but also were amazed at what already was happening in our community. A Terms of Reference has been agreed upon by the committee. <i>05/01/2024</i>	Chris Hughes	Leah Page

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/2	1.3.1.4 Portland Court Building - Develop the use of the former Hub 4 Health building through a co-design process with the community.	<p><b>Leah Page:</b> Council continues to participate in Local Government of Tasmania planning and reporting workshops about the Lift Local Grant for Health and Wellbeing planning.</p> <p>A plan to use the grant to develop a shared online platform for Portland Court facility and the Health and Social Services Network in under development. The Health and Social Services Network continues to grow with over 100 members and continues to meet quarterly and enjoy a quarterly electronic newsletter. This network has identified a need for improved ways to promote their services to the community and to find each other for cross referring too.</p> <p>The network continues to be a valued forum for identifying health and wellbeing needs, gaps and opportunities and for fostering connections and collaborations.</p> <p>09/01/2024</p>	Chris Hughes	Leah Page
50%	01/07/2023	30/06/2	Strategy 1.4 Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community : 30 to 100		John Brown	-
50%	01/07/2023	30/06/2	Key Focus Area 1.4.1 Wellbeing - Support and enhance community wellbeing through shared understandings, and opportunities for people to get involved, connect, build on strengths, and feel a sense of belonging in Break O'Day.	<p><b>John Brown:</b> Activity in this KFA is very much focussed in the front end of the year with the delivery of the Wellbeing Certificate. The redesigned approach has been very successful and provides a blueprint for the future. Activities are continuing to spin out from the Wellbeing Certificate participants which is exactly what we would like to see happen.</p> <p>23/01/2024</p>	John Brown	-
50%	01/07/2023	30/06/2	1.4.1.1 Wellbeing Pilot Project - Refine the project delivery approach to reflect participant feedback and support the implementation of the Break O'Day Community Wellbeing Pilot Project and related project activities.	<p><b>Leah Page:</b> TCF Progress Report</p> <p>09/01/2024</p>	Leah Page	-



Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	1.4.1.2 Wellbeing - Partner with the community to identify, design and deliver wellbeing actions and activities.	<p><b>Leah Page:</b>            Nine new impact projects are underway (at various stages of development) from the 2023 cohort. Coaching by the 2023 trainers is ongoing. 2021-22 projects continue to be developed and implemented.</p> <p>Some 2023 project examples are:</p> <ul style="list-style-type: none"> <li>- Single Parents Social Group - messenger group chat has 12+ members and activities being planned.</li> <li>- Games Group - encouraging families to play board games together in St Marys - 6 members, promoting at local markets and preparing for a launch at Summer Festival event in St Marys with giant chess set on 19 January 2024.</li> <li>- Wellbeing Geocache location - Planning underway. Site chosen. Resources being collated.</li> <li>- Men's Group - Men's Table in St Helens - held successful first gathering, next gathering coming soon.</li> </ul> <p>The Wellbeing in Break O'Day website <a href="http://www.wellbeingaction.org">www.wellbeingaction.org</a> continues to be updated with content and showcases the local actions underway.</p> <p>The Health and Social Services Network is also a source of collaboration and new connections between health and social service stakeholders are resulting in activities and information sessions for the community.</p> <p>The 8-week Live Well Live Long Program (supported by Council) was delivered by the Tasmanian Health Service during October and November in St Helens. The program provides connection, support and information for over 65s to live healthy and well and to know where to find health and wellbeing information and local support when they need it.</p> <p>09/01/2024</p>	Leah Page	-

## ECONOMY

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
45%	01/07/2023	30/06/23	<b>Strategy 2.1 Develop and highlight opportunities which exist and can be realised in a manner that respects the natural environment and lifestyle of the Break O'Day area. : 30 to 100</b>		John Brown	-
48%	01/07/2023	30/06/23	↳ <b>Key Focus Area 2.1.1 Opportunities - Identify and realise opportunities that develop and support the Break O'Day economy in a sustainable manner.</b>	<p><b>John Brown:</b> This is a large area of activity for the year ahead. Completion of the Tourism Strategy review was a good task to complete and we have now reached the stage of bringing a consultant on board to complete the Economic Development Strategy Review. Some planned activities are linked to this review process or are being affected by a reliance on external parties to play a role, i.e. Visitor Information Provision and Bay of Fires Master Plan.</p> <p>23/01/2024</p>	John Brown	-
50%	01/07/2023	30/06/23	↳ <b>2.1.1.1 Opportunity Promotion - Identify platforms to promote Break O'Day as a desirable location for economic development.</b>	<p><b>Anna Williams:</b> The updated Investment prospectus has been uploaded to the website. Council officers continue to discuss opportunities available with RDA Tasmania.</p> <p>23/01/2024</p>	Anna Williams	-
0%	01/07/2023	30/06/23	↳ <b>2.1.1.3 Business Opportunities - Research and examine opportunities that could create jobs in Break O'Day (BOD).</b>	<p><b>Anna Williams:</b> Within the framework of the Economic Development Strategy, there will be a thorough evaluation of opportunities in Break O'Day concerning potential industries with the aim of fostering job creation.</p> <p>23/01/2024</p>	Anna Williams	Jayne Richardson
50%	01/07/2023	30/06/23	↳ <b>2.1.1.4 Economic Leadership - Nurture and support development of local leadership and participation in projects which support this including the Gastronomy project.</b>	<p><b>Anna Williams:</b> The first business workshop to be delivered by Van Diemen Project on the 13th of February 2024. Expecting second workshop to be delivered in April or May 2024. Positive registration numbers so far.</p> <p>23/01/2024</p>	Anna Williams	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
100%	01/07/2023	30/12/23	→2.1.1.5 Understanding Local Business - Assess the usefulness of a regular business survey regarding the needs of businesses and local economic trends and decide whether to continue.	<p><b>Anna Williams:</b> It has been determined that the survey should be considered as part of a potential action of the future Economic Development Strategy. Given the ongoing stakeholder consultations within the business community pertaining to the Strategy, it is deemed advisable to capitalise on this process to delineate the potential direction, if any, for the business survey. This approach aligns with the objective of optimising our resources and ensuring efficiency in our strategic planning endeavors.</p> <p>09/01/2024</p>	Anna Williams	-
50%	01/07/2023	30/06/24	→2.1.1.6 Circular Economy - Examine opportunities to participate in projects focused on developing the Circular Economy at the regional and local level.	<p><b>David Jolly:</b> At a regional level the Northern Tasmanian Waste Management Partnership has been developing the NTWMP Strategic Plan 2023-2028 that aims to improve waste management and resource recovery in northern Tasmania, in alignment with the state and national strategies and policies. The draft strategy is aligned with:</p> <ul style="list-style-type: none"> <li>· <b>Draft Tasmanian Waste and Resource Recovery Strategy 2022-2025:</b> This is a state-level strategy that sets the vision, goals, and actions for reducing waste generation, increasing resource recovery, and creating a circular economy in Tasmania.</li> <li>· <b>Waste and Resource Recovery Act 2022 and Regulations 2022:</b> These are the legislative instruments that provide the framework and rules for waste management and resource recovery in Tasmania, including the roles and responsibilities of various stakeholders, the waste levy system, and the reporting and data requirements.</li> <li>· <b>Draft Container Refund Scheme Regulations 2023:</b> These are the proposed regulations that will implement a container refund scheme in Tasmania from 2024, which will allow consumers to return eligible beverage containers for a refund and incentivise recycling and litter reduction.</li> </ul> <p>The Northern Tasmanian Waste Management Partnership is actively involved in utilising opportunities presented under the national Product Stewardship Schemes (PSS). These schemes have facilitated the collection and reprocessing of various items, including:</p> <ul style="list-style-type: none"> <li>· Oil</li> </ul>	Anna Williams	David Jolly

Curre...

- TVs and computers
- Mobile phones
- Tyres
- Batteries
- Paint
- Herbicide/pesticide containers (via the drum muster program)

At a local level Break O Day Council receives these materials for recovery.

Looking ahead, the partnership plans to leverage the scheme to manage other materials. These include:

- Aluminium cladding
- Plastic bags
- Clothing textiles
- Plastics in healthcare products
- Problematic single-use plastics
- Photovoltaic systems

This approach aligns with the broader goal of promoting sustainable waste management and resource recovery. It's a great example of how strategic planning can help regions address waste challenges and move towards a more circular economy.

23/01/2024

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/03/24	→2.1.1.7 Employment Barriers - Support the activities of Break O'Day Employment Connect (BODEC) Regional Jobs Hub Board which focusses on facilitating employment outcomes and addressing the barriers to employment.	<p><b>John Brown:</b> BODC provides support to the activities of BODEC through the General Manager and Human Resource Coordinator participation on the BODEC Board. Operational activities focus on the core business of achieving sustainable employment matches and addressing barriers to employment.</p> <p>The inaccessibility to Childcare and Transport continue to be the main barriers to employment in Break O'Day. BODEC are a stakeholder in the State Government Free Child Care Policy implementation for 0-32 year old, with St Helens having been selected as a trial site.</p> <p>Addressing the impact of the shortage of worker accommodation is an increasing focus of Jobs Tasmania and DPAC due to the impact on the hospitality and Tourism sector.</p> <p>BODEC participated in providing a submission to the State Budget Community consultation as part of the Regional Jobs Hub network.</p> <p>02/01/2024</p>	John Brown	Erica McKinnell
54%	01/07/2023	30/03/24	→2.1.1.8 Industrial Land Use Study - Complete Industrial Land Use Strategy which identifies Demand, Needs, Limitations and Opportunities for Industrial Expansion for Break O'Day Council.	<p><b>Deb Szekely:</b> Draft report for 5 February 2024 workshop for consideration.</p> <p>23/01/2024</p>	Deb Szekely	Anna Williams
50%	01/07/2023	30/06/24	→2.1.1.9 Marketing - Work with East Coast Tourism, Tourism agencies and Break O'Day Chamber of Commerce and Tourism to promote our area as a desirable tourism destination.	<p><b>Jayne Richardson:</b> This will be an ongoing activity through out the Financial Year.</p> <p>This Financial Year the Chamber of Commerce Executive Committee has changed. This is a big change for the Chamber and ECTT and ourselves will be watching the space carefully looking for opportunities to collaborate and support Chamber's activities moving forward.</p> <p>For this quarter staff activity in this space includes:</p> <ul style="list-style-type: none"> <li>• Regular meetings with ECTT CEO</li> <li>• Promotion of Business related workshops etc</li> <li>• Development of a Business Survey</li> </ul> <p>17/01/2024</p>	Jayne Richardson	Anna Williams

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
5%	01/07/2023	30/06/24	>2.1.1.10 Visitor Information Provision - Work with East Coast Tasmania Tourism (ECTT) to complete a review of the St Helens Visitor Information Services having regard to the review initiated by the Tasmanian Government.	<b>John Brown:</b> Officers are still waiting for this review to start as it needs to be driven by East Coast Tourism.  In the meantime, Council continues to relay to ECTT the door figures of our VIC which have continued to show strong usage over the first 6 months showing how important the centres are to the visitor economy.  05/01/2024	John Brown	Jayne Richardson
50%	01/07/2023	15/01/25	>2.1.1.11 Bay of Fires Master Plan - Support and participate in the process to develop a Master Plan for the Bay of Fires area, lobby for increased funding.	<b>Chris Hughes:</b> This project is currently on hold due to insufficient funding from the State Government to move further with the development of this document. Council has included the funding requirement in its State Election priorities and NTDC Regional Priority Projects process. All consultants who lodged an expression of interest for the project are keen to be still engaged in the next phase. Even though the project is currently on hold due to insufficient funding, projects that are coming to the attention of Council staff will be included in the further development of the draft Brief.  05/01/2024	Chris Hughes	-
20%	01/07/2023	30/06/24	>2.1.1.2 Economic Strategy - Develop new Strategy based on the review completed in 2022 - 2023 and the process agreed by Council.	<b>Anna Williams:</b> The Economic Development Strategy EOI shall be open from the 23.01 until 29.02. Options of consultant/s to provided at the March 2024 workshop.  23/01/2024	Anna Williams	-
100%	01/07/2023	30/12/23	>2.1.1.12 Tourism Strategy - Undertake a review of the existing Tourism Strategy for Council consideration.	<b>John Brown:</b> A review was provided to the September Council workshop for consideration with a recommendation to remove the Tourism Strategy as a strategic document and ensure tourism is considered within Economic Development Strategy which is being developed.  26/10/2023	Anna Williams	-
0%	01/07/2023	30/06/24	Strategy 2.2 Provision of relevant training and skills development programs to create a workforce for the future that meets the changing needs of business. : 30 to 100		John Brown	-
5%	01/07/2023	30/06/24	Strategy 2.3 Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses to live and work in Break O'Day. : 30 to 100		John Brown	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
5%	01/07/2023	30/06/24	→Key Focus Area 2.3.1 Brand - Understand and communicate the unique characteristics and differences of our communities and the Break O'Day area to foster a sense of pride and authenticity.	<b>John Brown:</b> Activity in this KFA is not scheduled to start until early 2024 <i>23/01/2024</i>	John Brown	Jayne Richardson
10%	01/01/2023	30/06/24	→2.3.1.1 Township Brand - Engage with Township communities in order to understand the uniqueness of their communities and develop a brand identity.	<b>Jayne Richardson:</b> During the development of our township plans we included survey questions that allowed us to develop a vision and legacy statement for each township. We then released the Township Plan including these statements in draft form for community input.  Later in the Financial year these vision and legacy statements will be used as a starting point and tested.  Understanding a township's individual identity will allow us to not only understand the community's sentiment, it will help us in forward planning as well as promotion of our area.  Once determined, the township brands will be shared with relevant organisations including ECTT. <i>17/01/2024</i>	Jayne Richardson	Anna Williams
0%	01/01/2023	30/06/24	→2.3.1.2 Communications - Communicate individual township identities to Tourism bodies and other stakeholders.	<b>Jayne Richardson:</b> Once Township brands are understood they will be communicated to ECTT and other relevant agencies. <i>17/01/2024</i>	Jayne Richardson	Anna Williams
30%	01/07/2023	30/06/24	Strategy 2.4 Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focused service delivery. : 30 to 100		John Brown	-
5%	01/07/2023	30/06/24	→Key Focus Area 2.4.1 Population - Monitor changes in an ageing population in order to understand and address challenges and opportunities this creates.	<b>John Brown:</b> As noted in the review from last quarter, resources were focussed on the Housing activities and Economic Development Strategy review. Now these have progressed to where they are attention has now swung to the activities in this KFA. <i>23/01/2024</i>	John Brown	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
10%	01/07/2023	30/09/2	→2.4.1.1 Population Analysis - Complete review of information from 2021 Census with presentation to Council, stakeholders and the community.	<b>John Brown:</b> Lisa Denny contacted regarding undertaking a review of the population situation <i>05/01/2024</i>	John Brown	-
0%	01/07/2023	31/03/2	→2.4.1.2 Population Strategy - Develop Strategy to address Break O'Day Council's Ageing Population.	<b>John Brown:</b> Activity yet to be progressed, focus has been on broader Economic Development activities and Housing challenges. Will also require updated info from Lisa Denny <i>05/01/2024</i>	John Brown	Anna Williams
55%	01/07/2023	30/06/2	→Key Focus Area 2.4.2 Housing - Develop an understanding of housing needs; advocate for and facilitate the construction of a range of housing solutions.	<b>John Brown:</b> The affordable housing project has now substantially progressed through the process and the resources required have been very substantial. At a more strategic level this KFA is likely to feature strongly in the development of the Strategic Regional Partnership which will be developed during 2024. <i>23/01/2024</i>	John Brown	-
50%	01/07/2023	30/06/2	→2.4.2.1 Housing Needs Assessment - Advocate for the Tasmanian Government to complete a housing needs assessment for the East Coast which feeds into developing a housing strategy.	<b>John Brown:</b> Development of localised regional Housing Needs analysis forms part of the State Housing Strategy. The development of an East Coast Housing Needs Analysis will form part of the Strategic Regional Partnership which looks like progressing in the first part of 2024. It has also be raised as part of the examination of worker accommodation requirements with Jobs Tasmania and Dept of Premier & Cabinet in the latter part of 2023 are pursuing with key stakeholders <i>05/01/2024</i>	John Brown	Anna Williams
100%	01/07/2023	30/03/2	→2.4.2.2 State Housing Strategy - Participate in the development of the Tasmanian Government's Housing Strategy.	<b>Anna Williams:</b> The Tasmanian Housing Strategy has been released, of which the Break O'Day Council provided a submission during the consultation stage. <i>23/01/2024</i>	Anna Williams	-
25%	01/07/2023	30/03/2	→2.4.2.3 Aged Housing - Pursue investment in construction of Independent Living Units in the area.	<b>John Brown:</b> Initial discussion has happened with CEO of Medea Park, further discussions will happen after they complete the current extension project <i>05/01/2024</i>	Anna Williams	-



Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/03/24	→2.4.2.4 Council Investment - Examine and pursue opportunities for greater Council involvement in the provision of housing.	<b>Anna Williams:</b> Objectors to the Fingal community housing project have a legislated appeal period to the Council's Dec 2023 decision to lease the land to CEH. This ends on the 1st February 2024, and if no appeal is received by TASCAT then Council may progress with the lease of land. <i>23/01/2024</i>	Anna Williams	-
50%	01/07/2023	30/06/24	→2.4.2.5 Public and Emergency Housing - Lobby and work with the State Government and housing providers to build new affordable housing and emergency housing.	<b>John Brown:</b> Affordable housing projects are being pursued at Fingal with CentaCare Evolve and at St Marys with Homes Tasmania <i>05/01/2024</i>	John Brown	Anna Williams

ENVIRONMENT

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
60%	01/07/2023	30/06/24	Strategy 3.1 Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions. : 30 to 100		John Brown	-
60%	01/07/2023	30/06/24	Key Focus Area 3.1.1 Appropriate Development: Encourage sensible and sustainable development through sound land use planning, building and design.	<p><b>John Brown:</b> A very large area of activity with a lot of work relating to the strategic level and Policy development. The LPS coming into effect early in the year has been a highlight and the Strat Policy that was developed will greatly assist in controlling Strata developments.</p> <p>23/01/2024</p>	Jake Ihnen	-
50%	01/07/2023	30/06/24	3.1.1.2 Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy.	<p><b>Jake Ihnen:</b> 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 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 <b>Regional Planning Framework Consultation Report – Summary of submissions</b>. 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> <p>04/01/2024</p>	Deb Szekely	Jake Ihnen
90%	01/07/2023	30/06/24	3.1.1.3 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.	<p><b>Jake Ihnen:</b> 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. Council now awaits advice of scheduled hearings.</p> <p>04/01/2024</p>	Deb Szekely	Jake Ihnen

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
100%	01/07/2023	30/11/23	→3.1.1.4 Strata Policy - Implement a Strata Policy including Communication Strategy which provides inclusion of appropriate development controls.	<b>Deb Szekely:</b> The Strata Policy No EP11 was approved by Council at its meeting on 21 August 2023.  COUNCIL DECISION: 08/23.16.2.204 Moved: Clr K Chapple / Seconded: Clr K Wright Endorse the draft Strata Development Policy (Policy No EP11) which has undergone targeted consultation within the development community and legal counsel review. CARRIED UNANIMOUSLY.  04/10/2023	Deb Szekely	Jake Ihnen
50%	01/07/2023	30/04/24	→3.1.1.5 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.	<b>Jake Ihnen:</b> 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.  04/01/2024	Deb Szekely	Jake Ihnen
50%	01/07/2023	30/06/24	→3.1.1.6 Scamander/Beaumaris Township Structure Plans - Commence process for a detailed examination of the structure of this area to address growth which is occurring.	<b>Deb Szekely:</b> Progressing project brief and initial discussion with State Planning office conducted.  23/01/2024	Deb Szekely	Jake Ihnen
50%	01/07/2023	30/06/24	→3.1.1.7 Break O'Day Council Land Use Strategy 2015 - Review Strategy including progression of recommendations applicable to the Low Density Residential and Rural Living Zones.	<b>Deb Szekely:</b> No further progression as yet with development assessment taking precedence over the last couple of months of calendar year. Aim to further progress starting February.  23/01/2024	Deb Szekely	Jake Ihnen
50%	01/07/2023	30/06/24	→3.1.1.8 Vacant Residential Land - Complete a comprehensive review to gain an understanding of life cycle of current lots and development trends.	<b>Jake Ihnen:</b> 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.  04/01/2024	Deb Szekely	Jake Ihnen

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	→3.1.1.9 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.	<b>Jake Ihnen:</b> 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.  04/01/2024	Deb Szekely	Jake Ihnen
50%	01/07/2023	30/06/24	→3.1.1.1 Flood Prone Area Procedures - Work with the State Emergency Service to improve flood risk mapping for land use development and incorporate in strategy, controls and associated procedures to ensure flood-prone hazard areas are developed and used appropriately.	<b>Polly Buchhorn:</b> The State Emergency Service provided a briefing on now completed flood modelling by the Tasmanian Flood Mapping project and next steps to apply the improved flood risk information to the Tasmanian Planning Scheme (TPS). This discussion has informed interpretation of 'tolerable risk' as a benchmark in the TPS and needs for more municipal flood data on higher and future risks. Further work will follow to coordinate with statewide actions through the TPS and improve local flood risk information and strategic controls and procedures to ensure flood-prone hazard areas are developed and used appropriately.  04/01/2024	Jake Ihnen	David Jolly Deb Szekely Polly Buchhorn
0%	01/07/2023	30/06/24	<b>Strategy 3.2 Increase the community's awareness of the natural environment, the pressures it faces and actions we can take to sustain it and what it provides. : 30 to 100</b>		John Brown	-
50%	01/07/2023	30/06/24	<b>Strategy 3.3 Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it. : 30 to 100</b>		John Brown	-
50%	01/07/2023	30/06/24	↳ <b>Key Focus Area 3.3.1 Land and Water Management – Develop and implement strategies and activities that prevent land degradation and improve water quality within our rivers, estuaries and coastal areas.</b>	<b>John Brown:</b> Another large area of activity with the majority of actions proceeding as planned. Review of the Dog Management Policy is kicking off in January and this is likely to stretch resources in coming months and may affect some of the activities in this KFA.  23/01/2024	Jake Ihnen	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	→3.3.1.1 Land and Water Management Activities - Secure financial and human resources for projects to repair land, water and coastal resources and safeguard their health and productivity.	<p><b>Polly Buchhorn:</b>            The Jubilees Trees project has been completed. Opportunities for resources and capacity were explored with national funding programs for <i>Urban Rivers and Catchments Program, Forestry Industry Support Plantation Establishment, Families and Communities 2023-24, Volunteer Grants 2023-24</i>. Council partnered with NRM North in an application to the <i>Saving Native Species</i> program for a regional hooded plover project. We will also support local delivery of a project controlling the weed bridal creeper funded by the Weed Action Fund (WAF) in 2023/24. Existing grant funded projects with council include the WAF funded Drought Weeds and Eradication of Serrated Tussock projects and flood/coastal hazard risk management projects on the George River floodplain and at Scamander river mouth, worth around \$300,000.</p> <p>03/01/2024</p>	Polly Buchhorn	-
50%	01/07/2023	30/06/24	→3.3.1.2 Weed Management and Biosecurity - Undertake priority weed control on Council properties; coordinating with other land managers; providing weed and biosecurity advice, education, communication and compliance services and support.	<p><b>Polly Buchhorn:</b>            Strategic control of Council's weeds along our roads and in townships across the municipality has continued, treating gorse, holly, broom, Spanish heath, periwinkle, blackberry and herbaceous weeds on roadsides, at waste transfer stations, quarries, old tip sites and on parks and reserves. Some locations are Mangana Road, Fingal, St Marys, Scamander waste transfer station, Binalong Bay foreshore, Goshen, St Helens Town Link, Seymour and Denison Rivulet. Weed control and restoration work was undertaken with PWS for the Binalong Bay foreshore Weed Management Plan. Landholders were engaged and provided advice and support for their obligations to the control of Spanish heath, gorse and Patersons curse. We provided biosecurity and weed information to the community answering enquiries and requests and with our <i>Weed of the Month</i> in Council's Newsletter - including 'garden escapes' and weed hygiene and prevention.</p> <p>03/01/2024</p>	Polly Buchhorn	Jayne Richardson

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	→3.3.1.3 Weed Action Plan - Update and review weed priorities and strategies for Break O'Day and the community and deliver programs such as the serrated tussock control project.	<p><b>Polly Buchhorn:</b> Final weed control activities for the Break O'Day Drought Weeds project have been completed. Detection dog searches for spring 2023 were completed for the final year of the Break O'Day Serrated Tussock Eradication project, but a workshop on invasive grasses was not held due to lack of interest. Review of the Weed Action Plan for Break O'Day will be delayed until later in the financial year.</p> <p>04/01/2024</p>	Polly Buchhorn	-
50%	01/07/2023	30/06/24	→3.3.1.4 Cat Management - Implement local priorities with community and regional partners to achieve Responsible Cat Ownership outcomes using the Northern Tasmania Regional Cat Management Strategy.	<p><b>Polly Buchhorn:</b> Plans to address a cat colony at Weldborough with cat management action involving the RSPCA and a mobile response van during winter was not possible due to RSPCA capacity being exceeded dealing with cat colonies in the Tamar area all season.</p> <p>The cat colony problem is a regional one and was discussed at a Northern Regional Cat Management working group meeting. Efforts will continue in 2024 to act on local priorities and activities being planned include regulatory and customer service briefings by Biosecurity Tasmania for Council staff and actions to control cat colony problems over winter.</p> <p>04/01/2024</p>	Polly Buchhorn	-
50%	01/07/2023	30/06/24	→3.3.1.5 Dog Management - Review Dog Management Policy collaboratively with Parks & Wildlife Service, interest groups and the community and continue implementation.	<p><b>Polly Buchhorn:</b> A new dog zoning map, based on land parcels rather than line, is currently being built, as a basis for preliminary discussion of possible policy changes in Council and with the Parks and Wildlife Service. A draft revised policy would then be prepared for Council endorsement - for release to for key organisations, interest groups and the community to provide submissions on the Draft Dog Management Policy and Declared areas.</p> <p>04/01/2024</p>	Polly Buchhorn	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
40%	01/01/2023	30/06/24	→3.3.1.6 Catchment and River Management - Identify priorities and facilitate action in catchments, including for Georges Bay, to improve water quality, rivercare, soil management and landholder involvement and action.	<p><b>Polly Buchhorn:</b> Through Council's NRM Committee, the significance and management of Georges Bay's remnant native oyster reefs, and water quality concerns in the Break O'Day River are being investigated. Opportunities have been discussed with Ozfish, a national recreational fishing conservation charity, to work on habitat restoration and education activities in Break O'Day. The Tasmanian Dairy Industry Authority (TIDA) engaged Council in management of dairy effluent, which affects our dairy farms at Pyengana in the George catchment, to better coordinate Environment Protection Authority, TIDA and local government regulatory roles.</p> <p>04/01/2024</p>	Polly Buchhorn	-
50%	01/07/2023	31/12/24	→3.3.1.7 Lower George Flood Risks - Complete Impact Assessment Project with community to identify consequences and management options for likely changes in river course over the floodplain.	<p><b>Polly Buchhorn:</b> Stakeholder interviews and community consultation have been undertaken for this delayed project. Residents, farmers, tourism operators, and managers of the the sewage treatment plant and Binalong Bay Road were asked about the impact on them of different scenarios of river channel breakouts on the lower George River floodplain. An appraisal of the risks posed by the river course changing over the floodplain will be produced for further consultation in early 2024 to identify management options and produce an impact assessment and risk management report.</p> <p>04/01/2024</p>	Polly Buchhorn	-
60%	01/07/2023	30/06/24	→3.3.1.8 Natural Resource Management Committee - Support activities of Committee to address objectives and priorities of the Environment and NRM Strategy and five (5) Year Action Plan.	<p><b>Polly Buchhorn:</b> Break O'Day Council NRM Special Committee meetings were held in June, September (including a field trip to investigate issues around the Scamander River mouth) and December (exploring peri-urban deer threats and management).</p> <p>04/01/2024</p>	Polly Buchhorn	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/11/2023	30/04/24	→3.3.1.9 Coastal Management - Work with community and government agencies on coastal issues such as shorebird conservation and off road vehicle management.	<p><b>Polly Buchhorn:</b> In the lead up to the summer season Council started working with community volunteers, PWS and others on shorebird breeding issues, such as a possible fairy tern nesting colony at Scamander and off road vehicle management, by coordinating their public education activities, breeding area protection and enforcement activities. While beach goers responded well to calls to keep clear of fairy terns nesting at Scamander, unfortunately the River took most nests away and the birds moved elsewhere. Council's Newsletter included a story on responsible off road vehicle use ahead of the Enduro event at Peron Dunes.</p> <p>04/01/2024</p>	Polly Buchhorn	-
46%	01/07/2023	30/06/24	Strategy 3.4 Recognise and alleviate the issues and risks to the environment from our use and the risk to us from a changing environment (for example flood and fire). : 30 to 100		John Brown	-
46%	01/07/2023	30/06/24	→Key Focus Area 3.4.1 Climate Change - Understand, address and evaluate the challenges of climate change in Break O'Day and develop and implement mitigation strategies.	<p><b>John Brown:</b> An important area of focus this year with much of the activity in this KFA is linked to the northern region Councils project NTARC which is taking a regional approach and securing significant resources to progress activities. The Scamander River project is working through the initial steps and should increase pace in the coming months.</p> <p>23/01/2024</p>	Jake Ihnen	Polly Buchhorn
50%	01/07/2023	30/06/24	→3.4.1.1 Climate Change Action Plan - Coordinate implementation of mitigation and adaptation priorities, including carbon emissions accounting, corporate risk and liability review, climate ready asset management and flood-safe land development.	<p><b>Polly Buchhorn:</b> The Program Manager for the Northern Tasmanian Alliance for Resilient Councils visited to support Council working groups addressing priorities in Council's Climate Change Action Plan. These included accounting for Council carbon emissions, corporate risk and liability, climate ready asset management, natural hazard risks like flood and supporting climate action in the community and industry.</p> <p>04/01/2024</p>	Polly Buchhorn	Jake Ihnen



Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
35%	01/07/2023	30/06/24	→3.4.1.2 Scamander Coastal Hazard and Flood Management - Implement first stage of coastal adaptation and flood risk mitigation and pathways planning project with community.	<p><b>Polly Buchhorn:</b> A community information session in November to invite participation in the project introduced the challenges of coastal hazards common to Australia's east coast and plans for the project to address these at Scamander. The project remains in its early stages, recruiting appropriate expertise to engage the community in the coastal hazards and flood management planning and risk mitigation works.</p> <p>04/01/2024</p>	Polly Buchhorn	David Jolly Jake Ihnen
50%	01/10/2023	30/06/24	→3.4.1.3 Activating Break O'Day - Communicate with the community, industry and governments to raise awareness of Climate Change challenges facing everyone and the strategies, cooperation needed and shared risks.	<p><b>Polly Buchhorn:</b> This activity is supported through a priority in Council's Climate Action Plan (3.4.1.1). A regional approach to communicating on climate change is being developed through the Northern Tasmanian Alliance for Resilient Councils. When using this locally, confidence in information has been identified as a key issue by the Council working group addressing support of community and industry. Calls in the community to declare a 'climate emergency' have been addressed and what 'urgency' is an on-going issue.</p> <p>04/01/2024</p>	Polly Buchhorn	Jayne Richardson Jake Ihnen
50%	01/07/2023	30/06/24	→3.4.1.4 Responding to Climate Change - Participate in the Northern Councils Climate Change Action Partnership to develop local priorities and opportunities for climate change mitigation and adaptation projects locally and regionally.	<p><b>Polly Buchhorn:</b> Council hosted for east coast councils and partners workshops by the Northern Tasmanian Alliance for Resilient Councils (NTARC) on coastal hazard management and strategy for local government, and another for a statewide project identifying community health priorities for councils. Council also contributed to the Tasmanian Government's <i>Tasmanian Climate Change Risk Assessment</i> at a northern workshop. And provided input on design of their <i>Local Government Climate Capability Program</i> with the Local Government Association, to ensure it serves Council and the northern regional councils climate action partnership well.</p> <p>04/01/2024</p>	Polly Buchhorn	=

## INFRASTRUCTURE

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
36%	01/07/2023	31/07/23	<b>Strategy 4.1 Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area. : 30 to 100</b>		John Brown	-
36%	01/07/2023	30/06/24	↳ <b>Key Focus Area 4.1.1 Community Facilities: Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers.</b>	<b>John Brown:</b> Progress in this area has been slower than anticipated which is not unusual where projects of a strategic nature are involved. It is likely that progress with the Georges Bay Activation Strategy and St Helens Foreshore Activation Master Plan will continue into next year. <i>23/01/2024</i>	David Jolly	-
50%	01/07/2023	30/04/24	↳ <b>4.1.1.1 St Helens Sports Complex Master Plan - Engage a landscape architect to design connectivity between all users identifying what amenities are required to service this area and to address vegetation management.</b>	<b>Chris Hughes:</b> A Brief is currently being drafted to appoint a landscape architect to develop a Master Plan for the St Helens Sports Complex. Issues that need to be addressed through the Brief but not limited to are improving the visual amenity of the St Helens Sports Complex such as paving, landscaping and street furniture and improve the attractiveness of the Complex for the community and visitors, whilst retaining the existing vegetation where appropriate and include as many natural features. <i>05/01/2024</i>	Chris Hughes	David Jolly Jake Ihnen
20%	01/07/2023	30/06/24	↳ <b>4.1.1.2 Georges Bay Activation Strategy - Commence implementation of the Strategy in line with identified priorities.</b>	<b>John Brown:</b> There has been no implementation of recommendations as yet, elements of this work will flow into the St Helens Foreshore Master Plan review project. <i>23/01/2024</i>	Chris Hughes	David Jolly Jake Ihnen

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
25%	01/09/2023	30/06/24	→4.1.1.3 St Helens Foreshore Activation Plan - Complete a review of existing St Helens Foreshore Master Plans and consolidate taking into account the outcome of the Georges Bay Activation Strategy.	<p><b>John Brown:</b> A project brief (yet to be approved) has been drafted to develop the St Helens Foreshore Activation Plan 2023-2024, which aims to consolidate existing plans and identify opportunities to activate and enhance the foreshore area.</p> <p>This updated plan, developed in consultation with stakeholders and the community, will provide a clear direction for the future development of the St Helens foreshore that aligns with the community's needs and expectations. The plan will also identify potential funding requirements and sources.</p> <p>The scope of work covers an assessment of the current infrastructure, facilities, amenities and user groups in the area and a review of the economic, social, environmental and cultural considerations that should inform the planning process and includes:</p> <ul style="list-style-type: none"> <li>· Consolidating the 2014 St Helens Foreshore Master Plan with currently built infrastructure.</li> <li>· Incorporating recommendations and findings of the previously completed 2023 Georges Bay Activation Strategy related to the St Helens Foreshore and the feasibility of implementation.</li> <li>· A review of relevant Council resolutions and implementation progress.</li> <li>· An assessment of historical Community Consultation feedback in developing the 2014 St Helens Foreshore Master Plan for valid points of relevance in preparing a new plan.</li> <li>· Assessment of St Helens Township Plan s- Foreshore actions.</li> <li>· An analysis of Foreshore parking needs linked to the St Helens Parking Strategy – under development.</li> <li>· Analysis of the Impact of Climate change and the limitations on foreshore development.</li> </ul> <p>The new plan with a ten-year planning horizon is envisaged. It will clearly define how the foreshore space will be used, including developing facilities, amenities, and infrastructure to support identified activities and user groups.</p> <p><i>23/01/2024</i></p>	David Jolly	Chris Hughes

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	4.1.1.4 Black Summer Bushfire Recovery (BSBR) Program: New Community Shed, Fingal - Undertake procurement processes and complete construction.	<b>Jake Ihnen:</b> The Tender was awarded to Moorey Constructions with some variation to achieve some cost savings to bring into budget. This project is scheduled to commence in January 2024 with a current planned completion by 30 June 2024. <i>04/01/2024</i>	Jake Ihnen	-
21%	01/07/2023	30/06/24	<b>Strategy 4.2 Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle. : 30 to 100</b>		John Brown	-
21%	01/07/2023	30/06/24	<b>Key Focus Area 4.2.1 Towns: Create townships that are vibrant and welcoming through improvements to infrastructure such as streetscapes, parking, safety and signage.</b>	<b>John Brown:</b> Progress in this KFA has been slower than expected, partly due to a delay with the Cecilia Street project due to unanticipated issues. Other activities are moving slowly. External resources are in the process of being brought on board with a focus on addressing some of the delayed activities. <i>23/01/2024</i>	John Brown	-
25%	01/10/2023	30/11/24	4.2.1.1 St Helens Streetscape - Undertake construction of the next stage of the St Helens Streetscape Project, the upgrade of The Esplanade / Cecilia Street road junction.	<b>David Jolly:</b> The project is to be fully funded under the Local Roads and Community Infrastructure Program - Phase 4, and involves the realignment of the current road junction, the provision of a pedestrian refuge island and footpath connectivity between the foreshore pathway and the new path in front of the Bayside Hotel. The project is scheduled to commence in the April - June quarter of 2024 and is subject to purchasing a small parcel of land to enable junction widening. <i>12/01/2024</i>	David Jolly	-
10%	01/07/2023	31/12/24	4.2.1.2 Streetscape Design - Develop a streetscape design and costing for the northern end of Cecilia Street, St Helens.	<b>David Jolly:</b> The development of the streetscape concept has been delayed to January 2024 due to resource constraints and the need to address other priority actions. External assistance has been sought to progress the development of a concept with an onsite meeting scheduled for mid-Jan 2024. <i>12/01/2024</i>	David Jolly	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
25%	01/07/2023	31/03/24	→4.2.1.3 St Marys Parking Strategy - Develop a car parking strategy for St Marys providing a long term plan for off-street parking.	<b>David Jolly:</b> A Base Parking map has been developed that highlights existing and potential future sites that could offer the opportunity for additional off-street parking. Strategy development will consider parking constraints (parking spaces, configuration, timed or untimed, accessibility vehicles and pedestrians, accessibility to the business precinct, utilisation of existing parking, and development planning and potential land acquisition implications). <i>12/01/2024</i>	David Jolly	-
25%	01/07/2023	31/03/24	→4.2.1.4 St Helens Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for off-street parking.	<b>David Jolly:</b> The development of a car parking strategy for St Helens, providing a long-term plan for off-street parking, has been progressing. Council officers have compiled a base parking plan showing existing and potential off-street parking locations, which has been integrated with the Council's Map Info system. The next task associated with this action is to finalise a strategy scoping brief in early 2024. <i>12/01/2024</i>	David Jolly	-
41%	01/07/2023	30/06/24	<b>Strategy 4.3 Develop and maintain infrastructure assets in line with affordable long-term strategies. : 30 to 100</b>		John Brown	-
49%	01/07/2023	30/06/24	→Key Focus Area 4.3.3 Recreational Facilities: Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure.	<b>John Brown:</b> A large area of focus with progress being variable depending on timing of the activity. Critically progress is being made with the Flagstaff Pumptrack which now has a contractor engaged and the Binalong to St Helens pathway project costing review being completed. <i>23/01/2024</i>	John Brown	-
85%	01/07/2023	31/10/24	→4.3.3.1 St Helens to Binalong Bay Link - Update project cost estimates completing the project to a shovel ready stage and pursue funding opportunities to enable construction.	<b>David Jolly:</b> Project costs have been reviewed and updated to reflect 2023-2024 construction costs. A report will be presented to Councillors at the February 2024 Councillor Workshop for information and discussion. <i>30/12/2023</i>	David Jolly	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	→4.3.3.2 St Helens MTB Network - Work with The Collective and key stakeholders to examine opportunities to evolve the network to enhance its attractiveness.	<b>Raoul Harper:</b> The Collective now has a new Board and a range of opportunities will be explored in the time ahead. <i>23/01/2024</i>	Raoul Harper	-
50%	01/07/2023	30/04/24	→4.3.3.3 St Helens MTB Flagstaff Pump Track - Undertake design and construct a pump track at the Flagstaff Trailhead.	<b>Jayne Richardson:</b> World Trail have now been officially contracted to design and build the Flagstaff Pumptrack. It is expected that construction will start in early Feb 2024 and be completed at the end of May 2024. <i>17/01/2024</i>	Jayne Richardson	Raoul Harper
50%	01/07/2023	30/06/24	→4.3.3.4 Black Summer Bushfire Recovery (BSBR) Program: St Marys Recreation & Evacuation Building - Undertake procurement process and complete construction.	<b>Jake Ihnen:</b> The Tender was awarded to Moorey Constructions with some significant variations to achieve some cost savings to bring into budget. This project commenced in early December 2024 with a current planned completion by 30 June 2024. <i>04/01/2024</i>	Jake Ihnen	-
30%	01/07/2023	30/06/24	→4.3.3.5 Recreational Trails Strategy - Commence implementation of the outcomes of the Strategy including seeking external grant funding to commence activities listed in the Recreational Trails Strategy identified as a high priority.	<b>Chris Hughes:</b> No grant funding opportunities are currently available for the projects identified in the Recreational Trails Strategy. Funding opportunities are currently reviewed to identify funding these projects. <i>05/01/2024</i>	Chris Hughes	Jayne Richardson
50%	01/08/2023	30/06/24	→4.3.3.6 Aquatic Facility - Develop a feasibility analysis of the potential project including community engagement and a review of the options for the establishment of a centre incorporating a swimming pool and hydratherapy pool	<b>Raoul Harper:</b> Draft consultants brief has been presented to the Committee for their review and feedback. <i>23/01/2024</i>	Raoul Harper	-
25%	01/07/2023	31/12/24	→4.3.3.7 St Helens Pump Track - Complete engagement process for the siting and design of a pump track in St Helens, progress with design and construction.	<b>Raoul Harper:</b> This project is delayed awaiting further information on the Foreshore Master Plan. <i>05/01/2024</i>	Raoul Harper	Jayne Richardson

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
31%	01/07/2023	30/06/2	→Key Focus Area 4.3.1 Roads and Streets: Develop a well-maintained road network that recognises the changing demands and requirements of residents and visitors.	<b>John Brown:</b> The focus on the St Marys Pass alternative route has been an important area of attention as Council lobbies for this replacement at the State and Federal level. The Transport Master Plan updating has not commenced. due to resource constraints. <i>23/01/2024</i>	John Brown	-
50%	01/07/2023	30/06/2	→4.3.1.1 State Road Network - Pursue upgrades to State Government road infrastructure assets (Tasman Highway, Esk Main Road & Binalong Bay Road) to improve safety and reliability.	<b>David Jolly:</b> St Marys Pass - Feasibility Study: In August 2023, the Department of State Growth advised that funding had been received to complete a feasibility study. The Department also drafted a consultancy project brief, with Council Officers allowing review and comment. (This advice was received after Council Officers met with Department Officials in March 2023, where Council's Project Engineer presented a proposed greenfield route.)  The Department's study will investigate several route options, including a mix of existing State and Council Roads and greenfield alignments. Draft and final feasibility reports are expected to be available to the Council by mid-2024. <i>12/01/2024</i>	David Jolly	-
25%	01/02/2023	30/04/2	→4.3.1.2 Blackspot Projects - Complete funded project at Circassian Street / Medea Street, St Helens, prepare submissions for funding where opportunities exist.	<b>David Jolly:</b> The project has been scheduled to commence in the April - June quarter of 2024. Originally planned to begin in Feb 2024, the project has been moved to the last quarter of the 2034-2024 financial year to align activity with the Georges Bay Esplanade/Cecilia Street junction upgrade and to create efficiencies for contractors. Pre-construction planning activity has commenced. <i>12/01/2024</i>	David Jolly	-
0%	01/07/2023	30/04/2	→4.3.1.3 Transport Master Plan - Update the Transport Master Plan 2013-2018.	<b>David Jolly:</b> Not progressed in the reporting period due to other priorities and resource constraints. <i>12/01/2024</i>	David Jolly	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/09/2023	30/06/24	4.3.1.4 Road Asset Management Plan - Update the Plan based on new condition data and information.	<p><b>David Jolly:</b> The update of the Road asset management plan is in progress. The current activity focuses on register review and update. Sealed road condition data has been updated, and the revaluation exercise is yet to be completed and approved before the asset management plan is included in the update. Unsealed roads are yet to be assessed.</p> <p>12/01/2024</p>	David Jolly	Raoul Harper
42%	01/07/2023	30/06/24	Key Focus Area 4.3.2 Waste Management - Provide access to affordable services and facilities that foster a circular economy approach to Waste Management.	<p><b>John Brown:</b> As has been the case for a few years, this is a large area of focus for Council with a number of activities being of importance to progress, Scamander Waste Compactor replacement; Scamander Inert Waste Landfill; and the Waste Management Strategy. Some of these activities are going to, or rely on consultants completing work.</p> <p>23/01/2024</p>	John Brown	



Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	4.3.2.1 Waste Education – Undertake communication activities that foster the principles of Reduce, Reuse and Recycle.	<p><b>Jayne Richardson:</b> This will be an ongoing activity.</p> <p>Communications in this space to date include continued awareness about our single use plastics policy when groups hire council facilities.</p> <p>This year we launched the Week In The Life Of Council (WITLOC) which included taking the student participants to the St Marys Waste Transfer station where they learned what happens to our waste.</p> <p>Just before the Christmas New Year break - Council ran a social media campaign focussing on the increase of waste at this time of year and shared tips on what to do with various waste items. In total we ran five posts between 21/11/2023 and 18/12/2023.</p> <p>We have also run some Waste related articles in the Council Newsletter including:</p> <p>November - December 2023- Article on Waste Truck Safety</p> <p>October -Article on the Single Use Plastics Policy</p> <p>September - Recycling Reminder pointing to the A-Z of recyclables listed on our website as well as promoting the Recycle Coach App.</p> <p>We also shared links to the 2024 waste and recycling calendars.</p> <p>17/01/2024</p>	Jayne Richardson	David Jolly

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	31/03/24	→4.3.2.2 Re-Use and Recycling Options – investigate the feasibility and cost effectiveness to recover bulk rubble and clean materials and re-use in civil construction activity.	<p><b>David Jolly:</b> Council receives concrete rubble and clean-fill at its St Helens Waste Transfer Station. Council officers have investigated opportunities for material recovery.</p> <p>Concrete ex-building foundation and old kerb and channel are currently being stockpiled at the St Helens WTS for future crushing and re-use as pavement material. The current stockpiled volume of waste concrete is small and needs to be more cost-effective to recover at this stage. It is expected that at the current rate of disposal at the WTS, the Council may undertake a crushing run every 5 to 7 years. The current recovery estimate based on recent discussions with a state-based contractor is nearly on par with the costs associated with gravel quarrying. A meeting will be held at the site in January with a second contractor to discuss recovery options and prices.</p> <p>Clean-fill soil has the potential to be successfully recovered and reused subject to meeting the quality attributes required to classify as recovered fill material. The quoted recovery cost is less than half the cost of purchasing new material. Demand for such a product is unknown at this stage.</p> <p>12/01/2024</p>	David Jolly	-
50%	01/07/2023	30/06/24	→4.3.2.3 Northern Tasmania Waste Management Group - Participate at a regional level to develop and implement the Northern Tasmanian Waste Management Group five (5) year strategic plan.	<p><b>David Jolly:</b> Over the last six months, the Manager of Infrastructure and Development Services (MIDS) has contributed to developing the regional plan under the management of NRM by attending workshops and reviewing proposed objectives, goals, and actions.</p> <p>The current draft of the regional plan is built upon five priority areas: Resource Management, Regional Planning, Circularity, Partnerships and Education. When finalised, regional actions will cascade into individual Council strategies. NRM has experienced some delays in plan delivery because of consultant availability.</p> <p>12/01/2024</p>	John Brown	David Jolly

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/2	→4.3.2.4 State Waste Action Plan – Participate at a regional level to progress resource recovery initiatives that support and drive a Circular Economy.	<b>David Jolly:</b> The council collects and participates in the product stewardship program for e-waste, paint buy-back and waste oil. We are assessing the collection process and cost of placing small battery collection bins at each WTS.  12/01/2024	David Jolly	-
10%	01/04/2023	30/06/2	→4.3.2.5 Scamander Inert Waste Landfill - Complete development of the Scamander Waste Transfer Station as an Inert Landfill Site and commence operations.	<b>David Jolly:</b> Our environmental Permit requires that a detailed design is prepared, reviewed, and approved by the Tasmanian EPA before any construction activity commences. Work has commenced to develop an engineering design scope and specification in alignment with permit requirements that will be used to request a fee for service from qualified persons to design the Infrastructure needed for operation as an inert landfill. The timeline for this part of the process is the end of March 2024.  12/01/2024	David Jolly	-
50%	01/07/2023	30/06/2	→4.3.2.6 Container Deposit Scheme - Partner with State Government endorsed CSR Network operators for the establishment of a receiving site at St Helens.	<b>David Jolly:</b> The Tasmanian Government has announced it will deliver a Container Refund Scheme in 2024, an initiative to increase recycling, reduce landfills and reward Tasmanians for participating. The council has yet to receive advice on how the scheme would operate in the BoD municipality.  12/01/2024	David Jolly	-
50%	01/07/2023	31/03/2	→4.3.2.7 Scamander Waste Compactor - Prepare a funding submission for the replacement of the Scamander WTS waste compactor in 2024 / 2025.	<b>David Jolly:</b> The on-site compactor owned and maintained by Southern Waste Solutions is approaching the end of its operating life. It is a critical plant item needed to compact waste for transport to the Copping landfill and minimise transport costs. A replacement compactor would be a council-owned and operated asset. Council officers have been reviewing replacement options to ensure compatibility with future waste trailer/bin configurations used by the transport contractor.  Options are being assessed from an operational and cost-benefit perspective and the funding quantum needed for new waste-handling infrastructure at the site.  This is a high-priority project for the Council.  12/01/2024	David Jolly	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
25%	01/07/2023	31/05/24	4.3.2.8 Waste Management Strategy - Develop a Waste Management Strategy to guide Council's operations and overall direction including infrastructure, service delivery and circular economy approach.	<p><b>David Jolly:</b> The development of a Municipal Waste Management Strategy, in part, relies on finalising the regional "Northern Tasmanian Waste Management Partnership Strategic Plan 2023-2028 under the management of NRM, which is to be aligned with the Tasmanian Waste and Resource Recovery Strategy 2022-2025".</p> <p>Over the last six months, the Manager of Infrastructure and Development Services (MIDS) has contributed to developing the regional plan by attending workshops and reviewing proposed objectives, goals, and actions.</p> <p>The current draft of the regional plan is built upon five priority areas: Resource Management, Regional Planning, Circularity, Partnerships and Education. When finalised, regional actions will cascade into individual Council strategies. NRM has experienced some delays in plan delivery because of consultant availability. Work currently being undertaken by the Council's MIDS in reviewing Waste Transfer Station Costs and material recovery practices will also form an essential part of the Break O Day Waste Strategy's development and remain highly relevant locally.</p> <p>Council officers continue to address waste management challenges at a local level in the absence of a strategy. A significant project concerns replacing the waste compactor at Scamander, including maximising waste transport efficiency and reviewing options for future needs related to the collection and disposal/recovery of kerb-side waste streams.</p> <p>12/01/2024</p>	David Jolly	-

SERVICES

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
0%	01/07/2023	01/07/2024	<b>Strategy 5.1 Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery. : 30 to 100</b>		John Brown	-
43%	01/07/2023	30/06/24	→ <b>Key Focus Area 5.1.1 Youth - Understand the needs of Break O'Day young people to better support and advocate for them.</b>	<p><b>John Brown:</b> Good solid progress has been occurring in this area, flexibility in approach has been needed due to other activities and processes happening in the community which Council staff are participating in but do not have any degree of control.</p> <p>23/01/2024</p>	Chris Hughes	-
50%	01/07/2023	30/06/24	→ <b>5.1.1.1 YCONNECT &amp; Council - Establish a youth voice to Council, learning the functions of Local Government and how to influence Council decisions. Work in partnership with YCONNECT and support youth network meetings in Break O'Day.</b>	<p><b>Leah Page:</b> Council continues to meet regularly with youth stakeholders to discuss the most appropriate ways to develop and sustain a youth voice to council that is safe and valued.</p> <p>Council and YCONNECT worked in partnership to hold Scooter Jam on the 12 of November. The day was a successful family event in St Marys with 19 competitors and over 65 people enjoying the free activities which included a competition, demonstrations, music, art workshop, and more.</p> <p>An Interim Policy for Council as a Child and Youth Safe Organisation has been endorsed by Council. An Interim Procedure has been finalised.</p> <p>09/01/2024</p>	Leah Page	Jenna Barr
30%	01/07/2023	30/05/24	→ <b>5.1.1.2 Youth Strategy - Co-Design a Youth Strategy with the community for Break O'Day.</b>	<p><b>Leah Page:</b> Council continues to meet with youth stakeholders to develop a shared Youth Commitment Statement to meet emerging needs and frameworks and to provide a consistent foundation for all youth stakeholders in Break O'Day as they develop strategies, plans and actions for young people.</p> <p>09/01/2024</p>	Chris Hughes	Leah Page

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	→ 5.1.1.3 THRIVE - Work with the community to reform THRIVE to deliver activities which benefit the community.	<b>Chris Hughes:</b> There have been no meetings of the THRIVE committee at this stage. Some of the organisations that made up the committee of THRIVE are currently going through restructuring which has impacted on the projects under the THRIVE banner. <i>05/01/2024</i>	Chris Hughes	Leah Page
50%	01/07/2023	30/06/24	→ Key Focus Area 5.1.2 Health and Mental Health - Improve health and mental health outcomes by ensuring programs reflect community needs and are accessible and inclusive.	<b>John Brown:</b> The reinvigoration of the Health Service Provider network continues to be a standout activity which is greatly appreciated by stakeholders and service providers. Partnering with other organisations around mental health activities is important to our community and provides access to resources, <i>23/01/2024</i>	John Brown	-
50%	01/07/2023	30/04/24	→ 5.1.2.1 Local Services - Strengthen relations with Royal Flying Doctor Service (RFDS) to ensure the number of services to be delivered within our community continues to grow.	<b>Chris Hughes:</b> Council staff continue to engage with Royal Flying Doctors staff and their workers who are delivering the service to our community to ensure that services are continuing to be delivered within our community and where possible partner with them at events for the community. <i>05/01/2024</i>	Chris Hughes	-
50%	01/07/2023	30/06/24	→ 5.1.2.2 Mental Health - Participate in networks and activities to advocate for, and support delivery of, mental health initiatives and outcomes for our community.	<b>Leah Page:</b> Council staff are working in partnership with the Fingal Valley Neighbourhood House with the Live4Life program, providing a valuable resource for helping to get the program started in Break O'Day. Staff were involved in the interview process for Mental Health First Aid Instructor positions and are represented on the Live4Life partnership group, attending monthly meetings.  Council is represented on the Mental Health Week Planning Committee of the Mental Health Council of Tasmania. Council is a member of the Mental Health Professionals Network. <i>09/01/2024</i>	Leah Page	Chris Hughes

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	→5.1.2.3 Leadership and Advocacy – Provide local leadership, advocacy and connection for service providers and community on health, mental health and wellbeing to ensure provision of services reflects community needs.	<b>John Brown:</b> The Health and Social Services Network meets quarterly and then receives an electronic newsletter. This network is providing connection and identifying health and wellbeing needs, gaps and opportunities.  23/01/2024	Chris Hughes	Leah Page Jenna Barr
0%	01/07/2023	01/07/24	<b>Strategy 5.2 Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community. : 30 to 100</b>		John Brown	-
50%	01/07/2023	30/06/24	→Key Focus Area 5.2.1 Education Skills and Training - Improve employment pathways and outcomes and greater personal development through delivery of programs locally which meet the needs of industry and the community.	<b>John Brown:</b> Activity in this area is primarily linked to BODEC though Council has played a key role through the delivery of the WITLOC program. The investigation of a Study Hub concept is an increasing focus in a few different areas and is likely to appear as an activity as the year progresses.  23/01/2024	John Brown	-
50%	01/07/2023	30/06/24	→5.2.1.1 Skills Delivery - Work with Break O'Day Employment Connect (BODEC) in relation to the delivery of skills training needed to support job seekers and industry.	<b>John Brown:</b> In the first quarter Break O'Day Employment Connect (BODEC) facilitated a Work & Training information session in conjunction with Council's Environmental Health Officer, promoting the new training requirements for Food Safety Supervision to local food businesses.  Working in conjunction with the St Marys District High School, BODEC and AreaConnect, Council staff designed and delivered the Week in the Life of Council program which was an outstanding success.  The BODEC team have also been working hard in supporting training organisations with delivering industry specific training in Break O'Day.  23/01/2024	John Brown	Erica McKinnell
50%	01/07/2023	30/06/24	→5.2.1.2 Trade Training Centre – Work with stakeholders and local High Schools to establish a range of Vocational Education & Training (VET) programs and other training delivery in line with the intended purposes of this Centre.	<b>John Brown:</b> Work with the Trade Training Centre has been limited to connection through BODEC. A larger conversation is likely relating to a Study Hub concept which will incorporate the TTC activities.  05/01/2024	John Brown	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
40%	01/07/2023	30/06/24	→Key Focus Area 5.2.2 Access and Inclusion - Foster a culture of inclusion within our community by facilitating equitable access to opportunities, information and services.	<b>John Brown:</b> The key activity in this KFA is the development of a Reconciliation Action Plan which will be occurring early in 2024. Other activities are occurring as planned. <i>23/01/2024</i>	John Brown	-
50%	01/07/2023	30/06/24	→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.	<b>John Brown:</b> The Health and Social Services Network and e-news, and the Festival of Wellbeing create spaces and opportunities for community and service providers to be seen and feel valued. Council continues to support and partner with other programs and opportunities as they arise too. The Live Well Live Long program is one example of supporting services and community to connect. Council continues to support the development of programs and activities in our community by our community as capacity allows. <i>23/01/2024</i>	Chris Hughes	Leah Page Jenna Barr
50%	01/07/2023	30/06/24	→5.2.2.2 Equitable Access - Advocate for, support, and facilitate to improve access to services, information and opportunities.	<b>John Brown:</b> Council continues to advocate for accessible, inclusive opportunities. This includes taking an access and inclusion lens to our work and supporting others to do the same. We recently welcomed representatives of the Access and Inclusion Committee to our Health and Social Services Network.  The community services pages of Council's website were reviewed and updated to improve information accessibility.  A how to find information in Break O'Day booklet was produced in easy read format and was distributed at the Festival of Wellbeing and is available to new residents. <i>23/01/2024</i>	Chris Hughes	Leah Page Jenna Barr
20%	01/07/2023	30/06/24	→5.2.2.3 Reconciliation Action Plan - Work with Reconciliation Tasmania to develop a Local Reconciliation Action Plan for Break O'Day.	<b>Chris Hughes:</b>  No change to previous report where we advised that Council had approved funding for the development of a Reconciliation Action Plan and it is due to commence in early 2024. <i>05/01/2024</i>	Chris Hughes	Leah Page Jenna Barr



Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
0%	01/07/2023	01/07/2024	Strategy 5.3 Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs. : 30 to 100		John Brown	-

## 2023 - 2024 CORPORATE PLANNING ACTIVITIES PLAN

### FINANCIAL ACCOUNTABILITY

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
37%	01/07/2023	30/06/24	<b>Financial Management</b>		Raoul Harper	-
50%	01/07/2023	30/06/24	→ <b>Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel.</b>	<b>John Brown:</b> Audit Panel meetings held in October and December as planned. <i>23/01/2024</i>	Raoul Harper	-
15%	01/02/2023	30/04/24	→ <b>Long Term Financial Plan (LTFP) - Refine the Long Term Financial Plan (LTFP) and the four (4) year Capital Works &amp; Projects Budget.</b>	<b>Raoul Harper:</b> Delays in accessing the information required to further this goal are problematic. Time is of the essence and without officers providing the level of information required to the Manager of Business Services, the capacity to complete this goal will be compromised. Going direct to IMG to work up the plans required is a serious considering at this stage. <i>23/01/2024</i>	Raoul Harper	David Jolly
15%	01/07/2023	30/06/24	→ <b>Internal Audit - System audits scheduled are completed, recorded, reported and implemented for Cyber Security, Risk Management and IT.</b>	<b>Raoul Harper:</b> A draft IT Strategy, Cyber Security Policy and associated procedures are nearing completion. A scope for an external consultant to undertake a review of the Risk Register will be complete in the coming weeks. <i>23/01/2024</i>	Raoul Harper	Angela Matthews
10%	01/07/2023	30/06/24	→ <b>Contracts and Service Level Agreements - Review existing contractual arrangements and establish where necessary Contracts and Service Level Agreements for all key contractors including Financial and IT Services.</b>	<b>Angela Matthews:</b> Information is currently being collated for SLA's for financial services and IT. <i>23/01/2024</i>	Angela Matthews	Raoul Harper
100%	01/07/2023	31/10/23	→ <b>Community Grants Program - Undertake a review of the Community Grants Program and Guidelines.</b>	<b>Raoul Harper:</b> Review complete. <i>02/10/2023</i>	Chris Hughes	Raoul Harper
30%	01/07/2023	30/06/24	→ <b>Depreciable Lives - Undertake a review of depreciable lives for all assets and report as required to Audit Panel and General Manager.</b>	<b>Raoul Harper:</b> A project plan for the delivery of a depreciable lives assessment is now complete. <i>23/01/2024</i>	Angela Matthews	Raoul Harper
47%	01/07/2023	31/07/24	<b>Financial Sustainability</b>		Raoul Harper	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
9%	01/07/2023	30/06/24	→ Grant Funding- Secure grant funding through competitive processes totaling \$250,000 which assists Council to achieve its identified priorities with an overall success rate of 75%.	<b>Angela Matthews:</b> Grant funding secured for the 2023 - 2024 financial year to date is as follows: <ul style="list-style-type: none"> <li>• Mental Health Week - \$1,800</li> <li>• Learner Driver Mentor Program - \$19,640</li> </ul> 23/01/2024	Angela Matthews	-
100%	01/07/2023	30/11/24	→ Revenue Generation - Identify opportunities to generate alternative revenue sources and secure a better return on the Cash holdings of Council.	<b>Raoul Harper:</b> Council's cash investment approach has continued to generate high returns. This strategy will remain in place for the remainder of the year. 23/01/2024	Raoul Harper	-
0%	01/07/2023	30/06/24	→ Value for Money Reviews - Undertake reviews of operational activities to identify revenue opportunities, cost savings of \$40,000.	<b>Raoul Harper:</b> Value for money reviews are discussed at each management meeting. 23/01/2024	Raoul Harper	-
50%	01/01/2023	31/03/24	→ Urban Stormwater Charge - Undertake modelling and report to Council on the introduction of an urban stormwater charge.	<b>Raoul Harper:</b> Awaiting finalization of the Storm Water Asset Management Plan to inform the the project further. 23/01/2024	Raoul Harper	-
50%	10/01/2023	31/03/24	→ Rates and Charges - Undertake a detailed review of the Rates and Charges Policy.	<b>Raoul Harper:</b> Discussions with the contract accountant about high level assumptions relating to next FY's Rating approach are complete.  These will be fine tuned further once the draft budget process begins in mid February and will inform a review of the Policy at this point. 23/01/2024	Raoul Harper	-
75%	01/07/2023	30/11/24	→ Waste Transfer Station (WTS) Operational Analysis - Undertake an analysis of the operation of Council's WTS including costs and extent of cost recovery.	<b>David Jolly:</b> During the quarter ending December 2023, cost analysis to the extent of reviewing 2022-2023 and 2023-2024 YTD December has been undertaken, with costs per key operational activities being separated and summarised. A cost recovery analysis is in progress.  A report for the Council will be prepared before the 2024-2025 budget planning process. 12/01/2024	David Jolly	-

HUMAN RESOURCES / TRAINING / WORK HEALTH & SAFETY

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/23	<b>Elected Members</b>		John Brown	-
50%	01/07/2023	30/06/23	→ Professional Development - Facilitate participation of Councillors in Professional Development through the program being developed by the Local Government Division and the development of a training plan for individual Councillors.	<p><b>John Brown:</b> General Manager participates in the working group developing the Councillor Learning and Development Framework. Councillors are being encouraged to complete the modules as they are released and about 41% of available modules have been completed. A group training session is being organised for Councillors</p> <p>Policy in relation to Councillor Professional Development has been drafted based on the model Policy developed at the State level. Policy has been to Audit Panel in December and will go to February Council workshop</p> <p>05/01/2024</p>	John Brown	Molli Brown
75%	01/07/2023	31/07/23	<b>Council Advocacy</b>		John Brown	-
100%	01/07/2023	31/12/23	→ State Budget - Provide a submission to the 2024 - 2025 State Budget community consultation process advocating for local priorities.	<p><b>John Brown:</b> Priorities for the 2024-25 have been developed and finalised with Council. Submission lodged with Treasury.</p> <p>05/01/2024</p>	John Brown	-
50%	01/07/2023	30/06/23	→ Federal and State Elections - Identify and develop list of projects which will be lobbied for in forthcoming election campaigns.	<p><b>John Brown:</b> State Election priorities have been developed and were considered by Council at the October Council meeting. Preparation of the lobbying document is progressing. Federal Election priorities are being developed into a draft form for Council consideration</p> <p>05/01/2024</p>	John Brown	-
75%	01/07/2023	30/06/23	<b>Wellbeing Program</b>		Leah Page	-
100%	01/07/2023	30/06/23	→ Workplace Wellbeing - Finalise and implement a Mental Health and Wellbeing Plan for Council staff that creates a mentally safe workplace.	<p><b>Leah Page:</b> Council's Mental Health and Wellbeing Plan has been adopted.</p> <p>23/10/2023</p>	Leah Page	Erica McKinnell Simone Ewald-Rist

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	Employee Wellbeing - Consult with workers to identify and implement actions to support wellbeing and a mentally safe workplace in accordance with the Mental Health and Wellbeing Plan and the People Matter Survey.	<b>Leah Page:</b> A wellbeing communication tool has been developed and is being implemented. Wellbeing Wednesday emails go to all staff and elected members each Wednesday. <i>09/01/2024</i>	Leah Page	Erica McKinnell Simone Ewald-Rist
50%	01/07/2023	30/06/24	<b>Workforce Development</b>		John Brown	-
50%	01/07/2023	30/06/24	Employee Development - Develop and implement departmental programs that support employee development through the people matter survey process.	<b>John Brown:</b> In the first half of the 2023/2024 financial year the following training programs have been delivered or scheduled: <ul style="list-style-type: none"> <li>• Communication and Conflict workshop with Caroline Dean</li> <li>• Cyber Security - TasTafe</li> <li>• Influential Leadership - SCALA</li> <li>• Mental Health First Aid</li> </ul> <i>23/01/2024</i>	Erica McKinnell	-
50%	01/07/2023	30/06/24	Review Processes - Develop and implement an Employee Review & Development system for Council's workforce.	<b>John Brown:</b> Employee Review and Development Plan template has been drafted and is currently being tested, prior to implementation. <i>23/01/2024</i>	Erica McKinnell	-
50%	01/07/2023	31/12/24	Psychosocial Safety - Develop and build our approach within the workplace responding to this change to Work Health and Safety (WHS).	<b>John Brown:</b> Current advice is Psychosocial risk factors and mitigation are to be integrated in to current WHS forms and procedures for physical injuries. Mental Health and Wellbeing Plan developed for the organisation and implementation has been commenced. <i>23/01/2024</i>	Erica McKinnell	-

CORPORATE RISK

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
38%	01/07/2023	30/06/2024	<b>Risk Management/Work Health &amp; Safety</b>		Raoul Harper	-
50%	01/07/2023	30/06/2024	<p>→ Risk Register Review – Review risk register twice a year for high risks, annually for all others.</p>	<p><b>Simone Ewald-Rist:</b>                      The Risk Register is reviewed on an ongoing monthly basis by the Goal/Risk Owners.                      As of 17 November 2023, all goals for 2023 were completed and none were outstanding.                      379 Goals are now listed on the risk register, and 99% of Goal completion was achieved.</p> <p>The next reviews are scheduled for February 2024.                      17/11/2023</p>	Simone Ewald-Rist	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	→Workplace Safety - Ensure that Risk Management processes identify and manage psychological risk.	<p><b>Simone Ewald-Rist:</b> Council manages psychosocial risks using SafeWork Australia's 4-step risk management process, similar to identifying physical hazards.</p> <p>All 4 steps are supported by consultation with the Council's workers:</p> <p><b>1. Identify the hazards</b></p> <ul style="list-style-type: none"> <li>- Talk and listen to the workers</li> <li>- Inspect the workplace</li> <li>- Take notes of how the workers interact</li> <li>- Review reports and records</li> <li>- Use survey tools (People Matter Survey) to gather information from workers.</li> </ul> <p><b>2. Assess the risks</b></p> <ul style="list-style-type: none"> <li>- Management is to consider what could happen if workers are exposed to the identified hazards/risks.</li> <li>- Use a formal assessment process for new risks/hazards</li> </ul> <p><b>3. Control the risk</b></p> <ul style="list-style-type: none"> <li>- Follow the Hierarchy of Controls and eliminate the risks</li> <li>- If it cannot be eliminated, minimise the risk as much as possible by planning and prevention methods.</li> </ul> <p><b>4. Review control measures</b></p> <ul style="list-style-type: none"> <li>- Maintain, monitor and review control measures when necessary.</li> <li>- Especially when a psychosocial hazard occurs frequently, reviewing control measures ensures they are effective.</li> </ul> <p>17/11/2023</p>	Simone Ewald-Rist	-
15%	01/10/2023	31/02/24	→Risk Management Framework - Undertake an external review of Risk Management.	<p><b>Raoul Harper:</b> A scope for an external consultant to undertake a review of the Risk Register will be complete in the coming weeks.</p> <p>23/01/2024</p>	Raoul Harper	-

## ORGANISATIONAL EFFICIENCY

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	<b>Local Government Reform</b>		John Brown	-
50%	01/07/2023	30/06/24	→ <b>Local Government Reform - Participate actively in the Future of Local Government Review process with a focus on achieving the best outcome for the Break O'Day area.</b>	<p><b>John Brown:</b> Extensive community consultation was undertaken in July 2023 and included with Council's submission which articulated an argument for an East coast council to be considered.</p> <p>With the release of the Final report from the Board on 22/11/23 Council has reviewed and commenced preparation of a submission which is required by the end of February.</p> <p>05/01/2024</p>	John Brown	-
50%	01/07/2023	30/06/24	→ <b>Northern Region Shared Services - Pursue joint procurement opportunities involving Northern Region Councils.</b>	<p><b>John Brown:</b> Legal Services arrangements are ongoing and a review is occurring in January with the service provider. Discussions are occurring in relation to Asset Management and areas of workforce shortage. Council will be accessing the regional recycling processing arrangement that was developed through the City of Launceston</p> <p>05/01/2024</p>	John Brown	-
28%	01/07/2023	30/06/24	<b>Break O'Day Organisation</b>		John Brown	-
5%	01/07/2023	31/12/24	→ <b>Service Delivery Review Development Services - examine the opportunity to undertake a service delivery review focused on development related systems and processes following implementation of PlanBuild.</b>	<p><b>Erica McKinnell:</b> Awaiting learnings and outcomes from the Works Services Delivery Review</p> <p>05/10/2023</p>	Jake Ihnen	Erica McKinnell



Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	31/03/24	Works Department Service Delivery Review - Review and implement the outcomes of the Review with a focus on addressing succession requirements and an ageing workforce.	<p><b>David Jolly:</b> The review focused on Workforce and succession planning, Creating the proper structure and approach for the future, and identifying resource savings and system improvements to unlock resources for future service delivery.</p> <p>A working group was formed to undertake the review and made 12 recommendations. Although there were 12 recommendations, two critical areas identified for action were a review of team structures focusing on optimising them for improved service delivery and Plant replacement to ensure that plant replacements are fit for purpose.</p> <p>In December, a new operational role called "Team Leader - Waste Transfer Stations" was developed after the review. This role is responsible for providing daily guidance and supervision to the Waste Transfer Station crews. Additionally, the Team Leader - Waste Transfer Stations, is a member of the Council's outdoor works department.</p> <p>The Plant replacement program is continually reviewed to ensure that the plant purchased is fit for purpose and aligned with our organisational capabilities and needs.</p> <p>12/01/2024</p>	David Jolly	Erica McKinnell
50%	01/07/2023	31/07/24	Management Systems		John Brown	-
0%	01/07/2023	30/06/24	Cascade - Progress with implementation of the Project Management Plan within Cascade.	<p><b>Angela Matthews:</b> The implementation of Project Management within Cascade has not yet commenced due to conflicting priorities, particularly in relation to the Digital Transformation project.</p> <p>23/01/2024</p>	Angela Matthews	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	31/03/24	PlanBuild - Carry out live testing and implementation of State Government PlanBuild Project.	<p><b>Jake Ihnen:</b> As the Tasmanian Planning Scheme is now in place for Break O Day, PLANBuild functionality has been actively utilised by potential property developers and is become increasingly relied upon for customer service enquires which is achieving some staff efficiencies. Councils testing in relation to the rollout for further functionality was delayed due to State Government change in priorities, the next stage will include further functionality such as online submission of development applications, tracking and assessment of applications.</p> <p>04/01/2024</p>	Jake Ihnen	-
100%	01/09/2023	31/11/24	Software Systems - Transition from PropertyWise to CouncilWise and implement improvements to rating and property related procedures and processes.	<p><b>Raoul Harper:</b> Improvements to rating and property related procedures and processes are still required.</p> <p>05/12/2023</p>	Raoul Harper	Angela Matthews
50%	01/07/2023	30/06/24	Customer Service	<p><b>Raoul Harper:</b> Unexpectedly high levels of absenteeism in the Custom Services team has seen this important initiative stalled over the past few months.</p> <p>23/01/2024</p>	Raoul Harper	-
0%	01/07/2023	30/06/24	Access to Information - Ensure staff understand where they and customers can access Council information.	<p><b>Jayne Richardson:</b> As part of the Digital Transformations Project - we will be looking at ways to make regular communication regarding leave etc easier.</p> <p>17/01/2024</p>	Jayne Richardson	-
25%	01/07/2023	30/06/24	Customer Service - Implement, monitor and report on "Closing the Loop" process to guide processes and options for improving customer service.	<p><b>Angela Matthews:</b> Processes have been implemented for the 'Closing of Loop' and follow up calls and emails have commenced. Unfortunately this has not been a high priority due to staff resources and the implementation of new systems that have been required for customer service.</p> <p>23/01/2024</p>	Angela Matthews	Rebecca Wood
35%	01/07/2023	31/07/24	Asset Management		David Jolly	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
5%	01/07/2023	30/06/24	→ System Refinement - Develop and Refine Asset Management System including integration of all Council assets.	<b>Raoul Harper:</b> Exploring asset management service providers that can undertake this work as a fee for service. <i>23/01/2024</i>	David Jolly	Raoul Harper
50%	01/11/2023	31/03/24	→ Asset Management Plan - Review the Asset Management Plan and revise where required to align with the parameters of the Long Term Financial Plan (LTFP) and the Financial Management Strategy.	<b>David Jolly:</b> Stormwater and road asset management plans are being reviewed and revised to align with the council's long-term financial plan (LTFP) and financial management strategy parameters.  The Stormwater Asset Management Plan update is nearing finalisation after an independent engineering company provided updated asset component costs in December 2023. Council officers are updating the forecast of new and donated assets due to recently completed, under construction and known proposed new subdivision development.  The update of the Road asset management plan is in progress. The current activity focuses on register review and update. Sealed road condition data has been updated, and the revaluation exercise is yet to be completed and approved before the asset management plan is included in the update. Unsealed roads are yet to be assessed.  AusSpan inspected councils' bridge assets in the Spring, and our Bridge Management System (BMS) was updated (draft at this stage). AusSpan will meet with Council Officers during January 2024 to review the draft update. The BMS contains various asset information, including current condition, replacement schedule and relevant financial information, used for capital works and maintenance planning and essential for the 2024-2025 budget planning cycle. <i>12/01/2024</i>	Raoul Harper	David Jolly
50%	01/09/2023	30/06/24	→ Stormwater System Management Plan - Review the 2019 Plan and integrate urban drainage into Plan providing a five (5) year investment and renewal program.	<b>David Jolly:</b> The Stormwater Asset Management Plan update is nearing finalisation after an independent engineering company updated asset component costs in December 2023. Council officers are updating the forecast of new and donated assets due to recently completed, under construction and known proposed new subdivision development. <i>12/01/2024</i>	David Jolly	Raoul Harper

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
63%	01/07/2023	30/06/23	<b>Public &amp; Environmental Health</b>		Jake Ihnen	-
90%	01/07/2023	30/04/24	→ <b>New Municipal By-Law - Progress development and implementation of Municipal By-Law which controls animals, waste disposal site controls and caravans within the Municipality.</b>	<b>Jake Ihnen:</b> The Environmental By-Law No. 1/2023 is Now legislated and in operation. The Final Stage involves the tabling of the by-law in parliament which is planned to occur at the next sitting in March 2024. <i>04/01/2024</i>	Jake Ihnen	Anna Williams
50%	01/07/2023	30/06/24	→ <b>Food Premises - Deliver a regular program of Food Premises inspections.</b>	<b>Jake Ihnen:</b> Councils Environmental Health Officer has now completed a significant amount of Food Premise auditing, and we are now rolling out scheduled inspections across the municipality. <i>04/01/2024</i>	Jake Ihnen	-
50%	01/10/2023	30/04/24	→ <b>Water Quality Monitoring - Undertake monitoring and reporting in recreational waters.</b>	<b>Jake Ihnen:</b> Water Quality testing has now commenced and will continue through the swimming period and result will be reported within Council Public Meeting agenda <i>04/01/2024</i>	Jake Ihnen	-
50%	01/07/2023	31/07/24	<b>Stakeholder Management</b>		John Brown	-
50%	01/07/2023	30/06/24	→ <b>Local Government Association of Tasmania (LGAT) and Australian Local Government Association (ALGA) - Participate actively at the State and National level in Local Government matters including policy development.</b>	<b>John Brown:</b> Participation in LGAT and ALGA activities is significant with Mayor Tucker being the LGAT President resulting in him participating in a range of activities and groups at the State and national level. Motion submitted to the November General Meeting of LGAT. Attendances at meetings and Conferences includes: 1/11 LGAT General Meeting and Conference, Mayor Tucker, D/Mayor Chapple, Clr Drummond and GM <i>05/01/2024</i>	John Brown	-

Curre...	Start ...	Du...	Goal	Update	Owner	Co-own...
50%	01/07/2023	30/06/24	<ul style="list-style-type: none"> <li>Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy.</li> </ul>	<p><b>John Brown:</b> Participation in NTDC activities has been led by the Mayor and General Manager, specific actions have included submitting projects to the Regional Priority Projects process and attendance at the Regional Collaboration Forum on 20/9/23 as well as the Members Representative Group meetings on 13/9, and 24/11 with the AGM following.</p> <p>05/01/2024</p>	John Brown	-
50%	01/07/2023	30/06/24	<ul style="list-style-type: none"> <li>Legislative Reviews - Participate in reviews of legislation affecting Local Government.</li> </ul>	<p><b>John Brown:</b> Participation in Legislative reviews has included the following:</p> <ol style="list-style-type: none"> <li>Road Management legislation (November 2023)</li> <li>Development Assessment Panels (November 2023)</li> <li>Fire &amp; Emergency Service Bill (November 2023)</li> <li>Managing Interests Framework (December 2023)</li> </ol> <p>23/11/2023</p>	John Brown	-
100%	01/07/2023	31/07/24	Emergency Management		John Brown	-
100%	01/07/2023	31/08/24	<ul style="list-style-type: none"> <li>Municipal Emergency Management Plan - Adopt the Plan in line with the Tasmanian Emergency Management Plan.</li> </ul>	<p><b>Chris Hughes:</b> The Break O'Day Municipal Emergency Management Plan has been adopted by the Commissioner of Police and is current for a two year period.</p> <p>23/10/2023</p>	Chris Hughes	-

<b>ACTION</b>	<b>DISCUSSION</b>
<b>PROPONENT</b>	Council Officer
<b>OFFICER</b>	John Brown, General Manager
<b>FILE REFERENCE</b>	014\006\001\
<b>ASSOCIATED REPORTS AND DOCUMENTS</b>	Break O’Day Council Draft Submission

**OFFICER’S RECOMMENDATION:**

That Council endorse the submission provided subject to any further comments at the Council meeting .

**INTRODUCTION:**

The Future of Local Government Review process has now entered the final stage with the Board having completed its work and submitted the Final report to the Minister for Local Government.

The formal consultation period on the Report is open until 29 February 2024 and the nature of Councils submission will need to be finalised over the next three months.

**PREVIOUS COUNCIL CONSIDERATION:****Council Meeting 18 December 2023**

**12/23.4.1.282**      Moved: Clr B LeFevre/ Seconded: Clr K Wright

That the Report be received and Council consider the nature of its submission.

**CARRIED UNANIMOUSLY****OFFICER’S REPORT:**

Following the discussions which have occurred at the last two Council meetings and the December Council Workshop, the General Manager has commenced preparation of a submission in relation to the Final Report. As mentioned previously, a number of the recommendations are going to require legislative change which will trigger a formal consultation process which means that comments that we provide through this process may add little to the outcome of the recommendations.

Submissions made in relation to the Final Report will be considered by the State Government, they will not be considered by the Board or change the Recommendations which have been made. Attached to this Agenda Item is the commencement of a draft submission for Council to consider and provide additional points for inclusion.

The following points have been made at the last two Council meetings; they are included in this report just to recap what has been said previously:

## 20 November 2023 Council Meeting

- *The General Manager advised the following regarding the Future of Local Government Review Process:*
  - *The report has been delivered and we have until the end of February to respond to the report.*
  - *The Council submission focused on the creation of an East Coast Council with the Southern boundary open for discussion. The Board have followed this but had to include some sort of line on the map in the report.*
  - *They have mapped out a time frame and outlined how this will move forward.*
  - *The Board is looking between mid 2024 and mid 2025 to go through a process which does involve substantial community engagement.*
  - *They have suggested community working groups and clear expectations for extensive consultation and engagement before going to an elector poll.*
  - *Mandated services have been included in the report, this is for a range of areas including IT.*
  - *They have advised that they are going to pick up work on the new Local Government Act and are aiming to have it prepared by the end of 2024.*
  - *They have suggested a Strategic Planning framework, proposing a plan which goes for four (4) years and is developed at the start of a new Council term. He wondered why a strategic plan would be for four (4) years when they usually have a longer window. When looking at it more closely, what they are talking about is essentially a corporate plan with inward focusing activities.*
  - *A Performance Reporting system has been included and also some information regarding asset management and depreciation.*
  - *This will be listed for the December Council workshop for initial conversation with Councillors. We will be guided by Council on this about how much effort and resources they would like us to put into this.*
- *Councillor Drummond noted that the amount of work going into the Future of Local Government Review is huge and is glad that it will be included in the December workshop.*
- *Mayor Tucker said, with regards to the Future of Local Government Review paper, if we continue and lead the investigation into the potential East Coast Council they have put forward, the State Government has made it clear that they will be financially supporting the transition to quite some extent. He noted that this is the current State Government and this may not be the case in the future.*
- *Councillor Johnstone raised her concerns about what has been reported in the media and noted the error in the report. She asked can we have this fixed? The General Manager said we can certainly mention it, it is at the end of the report in the community summary.*
- *Councillor Drummond noted that she has been unable to read the full report yet, but did read the community report and agrees it should be changed and clarified. The General Manager noted that it is only small piece and the rest of the report is clear, the media is not helping.*

## 18 December 2024 Council Meeting

- *The General Manager noted the following:*
- *That this was discussed at workshop and we are providing a submission by the end of February in relation to this.*

- *A lot of the actions in the report will trigger further changes such as legislative changes. Do we want to put our effort into this piece or in the consultation process for change.*
  - *Recommended we put more resources into the consultation process.*
  - *Our submission will make it very clear that we support an investigation into an East Coast Council to enable and informed decision to be made.*
- *Councillor Johnstone acknowledged the extra workload for Council Officers throughout this process.*
  - *Mayor Tucker acknowledged and thanked all the Council employees who have contributed to this process.*

The critical thing within the Report is the Board’s recommendation in relation to the future arrangement of Council boundaries as they affect Break O’Day. The recommendation of the Board is very much in line with Council’s position; the Board have proposed that the Bicheno and Coles Bay areas join with Break O’Day. They have left open the exact location of the southern boundary raising the question of where does the Swansea area go. Council’s position has been that a detailed investigation needs to occur and as part of that the location of the southern boundary would be determined.

## **STRATEGIC PLAN & ANNUAL PLAN:**

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

#### Achieving the Vision

##### *Leadership/Ownership – Council Role*

- We will be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.
- We will make decisions for the greater good of Break O’Day by being accessible and listening to our community.

### Break O Day Annual Plan 2023 – 2024

#### *Management Team Objectives – Local Government Reform*

Local Government reform – Participate actively in the Future of Local Government Review process with a focus on achieving the best outcome for the Break O’Day area.

## **LEGISLATION & POLICIES:**

### *Local Government Act 1993*

## **BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

Not quantified at this stage. Very substantial human resources were required to actively participate in the process.

## **VOTING REQUIREMENTS:**

Simple Majority



## Future of Local Government Review – Final Report (October 2023)

### Break O’Day Council Submission [draft vers1 03-01-2023]

Recommendation #	Recommendation Headline	Council Comment
<b>1</b>	<p>Define in Tasmania’s new Local Government Act the role of local government consistent with the statement below:</p> <p>The role of local government is to support and improve the wellbeing of Tasmanian communities by:</p> <ol style="list-style-type: none"> <li>1. harnessing and building on the unique strengths and capabilities of local communities;</li> <li>2. providing infrastructure and services that, to be effective, require local approaches;</li> <li>3. representing and advocating for the specific needs and interests of local communities in regional, state-wide, and national decision-making; and</li> </ol> <p>promoting the social, economic, and environmental sustainability of local communities, by mitigating and planning for climate change impacts.</p>	<p><b>Recommendation Supported</b></p> <p>Statement proposed for inclusion in the Local Government Act is generally reflective of what Council has argued through the FoLGR process through its submissions.</p>
<b>2</b>	<p>The Tasmanian Government – through subordinate legislation – should implement a Local Government Charter to support the new legislated role for local government.</p> <p>The Charter should be developed in close consultation with the sector and clarify and consolidate in a single document councils’ core functions, principles, and responsibilities, as well as the obligations of</p>	<p><b>Recommendation Tentatively Supported</b></p> <p>Previously Council has questioned the need for a Charter. The narrative within the Final report provides a better explanation of what a Charter will encapsulate and seems reasonably logical. This may be the only area where Local Government can better define the relationship between Local Government and the State Government.</p>

	<p>the Tasmanian Government when dealing with the sector as a partner in delivering community services and support.</p>	<p>It is important that within the Charter both parties have 'skin in the game'. The ability for the Minister to mandate Council sharing services etc is a continuation of the 'master- servant' relationship which Local Government has endured this inception. The Charter must capture how we collaborate and make collective decisions.</p> <p>The Board failed to meaningfully address the frustrations that Local Government has. Many of our challenges come from our relationships with the State Government and its many agencies. When they suffer from systemic under funding, under resourcing, gaps in responsibility and lack of clarity and purpose, it also impacts at a Local Government level.</p> <p><b>The Charter MUST address the need for a formal cost sharing arrangement framework between State and Local Government.</b></p> <p>The State Government has a history of developing systems relating to Local Government activities and then once they have been established say to Local Government that it needs to pay for the system's ongoing operation, maintenance and development. This discussion must be discussed and agreed at the outset.</p>
<p><b>3</b></p>	<p>The Tasmanian Government should work with the sector to develop, resource, and implement a renewed Strategic Planning and Reporting Framework that is embedded in a new Local Government Act to support and underpin the role of local government. Under this Framework councils will be required to develop – within the first year of every council election – a four-year strategic plan.</p> <p>The plan would consist of component plans including, at minimum, a:</p>	<p><b>Recommendation requires Review</b></p> <p>The concept of a renewed Strategic Planning and Reporting Framework embedded within the Act is logical. However the Board has failed to adequately describe an all encompassing approach and have instead confused the situation by proposing a Four-year Strategic Plan encompassing four elements which are 'Corporate' and inward focussing and focus on four themes which are</p>

	<ul style="list-style-type: none"> <li>• community engagement plan;</li> <li>• workforce development plan;</li> <li>• elected member capability and professional development plan; and</li> <li>• financial and asset sustainability plan.</li> </ul>	<p>included in the Final Report. Questions start to arise as to whether a Workforce Development Plan is actually an operational matter for which the General manager has responsibility.</p> <p>Division 2 of the current Act requires the preparation of a Strategic Plan for at least a 10 year period. Councils consult extensively with their communities in developing a Strategic Plan which includes a vision for the future of the Council. Division 2 also includes Long-term Financial Management Plans; Financial Management Strategies; Long-term Asset Management Plans etc.</p> <p>Substantial work is required on this very important element.</p>
4	<p>Formal council amalgamation proposals should be developed for the following:</p> <ul style="list-style-type: none"> <li>• West Coast, Waratah-Wynyard and Circular Head Councils (into 2 councils);</li> <li>• Kentish and Latrobe Councils;</li> <li>• Break O’Day, Glamorgan-Spring Bay and Sorell Councils (into 2 councils);</li> <li>• City of Hobart and Glenorchy City Councils;</li> <li>• Kingborough and Huon Valley Councils.</li> </ul> <p>The Board acknowledges council interest in and discussions on boundary changes are less advanced in respect of City of Hobart and Glenorchy, and Kingborough and Huon Valley councils, but nonetheless believes that these councils have expressed clear interest in further exploring opportunities. The Board believes there is substantial merit in ensuring that those councils (and their communities) are afforded the</p>	<p><b>Recommendation Supported</b></p> <p>Break O’Day Council has clearly stated its position on this matter to the Board. It believes that a detailed investigation is required in relation to the options for creating an East Coast Council. Until that investigation occurs, there is insufficient information to make an informed decision. The Council has not expressed a position on where the boundary might be located along the Coast.</p> <p>Council notes that the option to incorporate the Bicheno/Coles Bay and Break O’Day areas to form a Council covering the northern East Coast is one option, but reiterates that this needs to be addressed through the detailed investigation.</p>

	opportunity to genuinely explore structural consolidation proposals in greater detail.	
<b>5</b>	A new Local Government Board should be established to undertake detailed assessment of formal council amalgamation proposals and make recommendations to the Tasmanian Government on specific new council structures.	<b>Recommendation Supported</b> The State Government must provide the funds necessary to enable detailed investigations of amalgamation proposals and the funds necessary to meet the transition costs to the new structure
<b>6</b>	A Community Working Group (CWG) should be established in each area where formal amalgamation proposals are being prepared. The CWG would identify specific opportunities the Tasmanian Government could support to improve community outcomes.	<b>Recommendation Supported</b>
<b>7</b>	In those areas where amalgamation proposals are being developed, a community vote should be held before any reform proceeds, to consider an integrated package of reform that involves both a formal council amalgamation proposal and a funded package of opportunities to improve community outcomes.	<b>Recommendation Supported</b>
<b>8</b>	If a successful community-initiated elector poll requests councils to consider amalgamation, the Minister for Local Government should request the Local Government Board to develop a formal amalgamation proposal and put it to a community vote.	<b>Recommendation Supported</b> This is effectively the process currently contained within the Local Government Act 1993.
<b>9</b>	The new Local Government Act should provide that the Minister for Local Government can require councils to participate in identified shared service or shared staffing arrangements.	<b>Recommendation Tentatively Supported</b> This will depend on the provisions proposed to be included in the Act.
<b>10</b>	Give councils the opportunity to design identified shared service arrangements themselves, with a model only being imposed if councils cannot reach consensus.	<b>Recommendation Supported</b> Sharing of services is a logical arrangement where there are mutual benefits from this occurring. Discussions on

		opportunities involving Councils is an ongoing activity. It currently extends beyond shared service arrangements to include procurement activities on a regional basis.
<b>11</b>	Before endorsing a particular mandatory shared service arrangement, the Minister for Local Government should seek the advice of the Local Government Board.	<b>Recommendation Tentatively Supported</b> More clarification is required regarding the circumstances in which a mandatory shared service arrangement is being considered. 'Shotgun' arrangements can result in resistance and hinder the outcomes being sought by the arrangement.
<b>12</b>	If councils are unable to reach consensus on a mandatory service sharing agreement, the Minister for Local Government should have the power to require councils to participate in a specific model or models the Tasmanian Government has developed.	<b>Recommendation Tentatively Supported</b> As stated in Recommendation 11, 'Shotgun' arrangements can result in resistance and hinder the outcomes being sought by the arrangement.
<b>13</b>	The first priorities for developing mandatory shared service arrangements should be: <ul style="list-style-type: none"> <li>• sharing of key technical staff;</li> <li>• sharing of common digital business systems and ICT infrastructure; and</li> <li>• sharing of asset management expertise through a centralised, council-owned authority.</li> </ul>	<b>Recommendation Tentatively Supported</b> There is certainly a lot of merit in considering a common IT platform for Local Government. Projects of the scale being contemplated here invariably end up costing far more than expected and have significant implementation issues. An initial step would be all Councils heading to a common suite of products which then evolves into shared ICT infrastructure.  Asset Management on the surface appears to be one of the more simple activities to be focussed on and should be the top priority. Scoping of the situation, design of a system and investigation of options should be funded immediately by the State Government.  The sharing of key technical staff presumes that there is spare capacity laying around in Councils which can be

		shared. Workforce shortages in key areas of Local Government is well known and documented. How can Councils be forced to share a resource where there is no spare capacity? It is illogical at the current time, maybe as part of addressing workforce shortages it has merit.
<b>14</b>	Include a statutory requirement for councils to consult with local communities to identify wellbeing priorities, objectives, and outcomes in a new Local Government Act. Once identified, councils would be required to integrate the priorities into their strategic planning, service delivery and decision-making processes.	<b>Recommendation Tentatively Supported</b> This requirement needs to be embodied within the requirements that Councils will need to address through their strategic planning process. Once this has been done then it should flow through into service delivery and decision making processes as a matter of course.
<b>15</b>	To be eligible to stand for election to council, all candidates should first undertake – within six months prior to nominating – a prescribed, mandatory education session, to ensure all candidates understand the role of councillor and their responsibilities if elected.	<b>Recommendation Supported</b> This requirement will assist in building the foundational knowledge of all potential Councillors. The need for this to occur for existing councillors who have previously completed this mandatory prescribed education session needs to be further discussed. It can be argued that it is good to do a refresher as you pick up something new every time. If an existing Councillor has been completing professional development throughout their term, should they be forced to do this session again?
<b>16</b>	The Tasmanian Government and the local government sector should jointly develop and implement a contemporary, best practice learning and ongoing professional development framework for elected members. As part of this framework, under a new Local Government Act: <ul style="list-style-type: none"> <li>all elected members – including both new and returning councillors - should be required to complete a prescribed 'core' learning and development program within the first 12</li> </ul>	<b>Recommendation Supported</b> This is largely in line with the Policy which Council has just adopted based on the model Learning & Development Policy prepared by the Office of Local Government supported Working Group

	<p>months of being elected; and</p> <ul style="list-style-type: none"> <li>• councils should be required to prepare, at the beginning of each new term, an elected member learning and capability development plan to support the broader ongoing professional development needs of their elected members.</li> </ul>	
<b>17</b>	The Tasmanian Government should further investigate and consider introducing an alternative framework for councils to raise revenue from major commercial operations in their local government areas, where rates based on the improved value of land are not an efficient, effective, or equitable form of taxation.	<p><b>Recommendation Supported</b></p> <p>Much of the infrastructure (particularly Windfarms) is a significant capital improvement on the land and as such should affect the rateable value. This is no different to other infrastructure that results in revenue being earned.</p>
<b>18</b>	The Tasmanian Government should work with the sector and the development industry to further investigate and consider introducing a marginal cost-based integrated developer charging regime.	<p><b>Recommendation Supported</b></p> <p>This would ensure that developers which benefit from infrastructure being installed pay what is a fair and reasonable contribution to the capital cost of this infrastructure.</p>
<b>19</b>	Introduce additional minimum information requirements for council rates notices to improve public transparency, accountability, and confidence in council rating and financial management decisions.	<p><b>Recommendation Supported</b></p> <p>This would help with consistency in disclosure</p>
<b>20</b>	<p>Within the context of the national framework, the Tasmanian Government should seek advice from the State Grants Commission on how it will ensure the Financial Assistance Grants methodology:</p> <ul style="list-style-type: none"> <li>• is transparent and well understood by councils and the community,</li> <li>• that assistance is being targeted efficiently and effectively, and</li> <li>• is not acting as a disincentive for councils to pursue structural reform opportunities.</li> </ul>	<p><b>Recommendation Supported</b></p> <p>Simple recommendation asking for advice. The State Government has little control or influence over the activities of the State Grants Commission.</p>

<p><b>21</b></p>	<p>The Tasmanian Government should review the total amount of Heavy Vehicle Motor Tax Revenue made available to councils and consider basing this total amount on service usage data.</p>	<p><b>Recommendation Supported</b></p> <p>Review of this amount and arrangements is long overdue with Council roads playing a vital role in the movement of heavy vehicles. The failure of the State Government to adequately share this revenue source is reflective of the nature of the relationship between State and Local Government.</p>
<p><b>22</b></p>	<p>Introduce a framework for council fees and charges in a new Local Government Act, to support the expanded, equitable and transparent utilisation of fees and charges to fund certain council services.</p>	<p><b>Recommendation Tentatively Supported</b></p> <p>Whilst this concept is supported in principle and it seems logical, it is not as simple as stated by the Board. Using a few examples, compliance activities invariably result in Council's incurring significant costs with cost recovery being problematic. Fines relating to Dog Control Act offences are difficult to recover, Court action is costly and lodging with MPES (Monetary Penalty Enforcement scheme) is virtually impossible without a date of birth.</p> <p>These issues are a step beyond the Recommendation made by the Board but Councils need to be able to efficiently and effectively recover penalties to offset the significant costs of compliance work. After all, why shouldn't the person who does the wrong thing where the cost of Council pursuing compliance.</p>
<p><b>23</b></p>	<p>The Tasmanian Government should review the current rating system under the Local Government Act to make it simpler, more equitable, and more predictable for landowners. The review should only be undertaken following implementation of the Board's other rating and revenue recommendations.</p>	<p><b>Recommendation Supported</b></p> <p>A property based tax review including both Local Government and the State Government is required. The current property tax system is inequitable and lacks transparency. What does the State Government levied Land</p>



		Tax fund? Councils can show what Rates and Charges fund!!
24	The Tasmanian Government should work with the sector to develop, resource, and implement a best practice local government performance monitoring system.	<p><b>Recommendation Tentatively Supported</b></p> <p>Development of the performance monitoring system is fully supported, what is not clear is who will be paying for the cost of developing and operating this system and this needs to be addressed.</p> <p>The State Government has a history of developing systems relating to Local Government activities and then once they have been established say to Local Government that it needs to pay for the system's ongoing operation, maintenance and development. This discussion must be discussed and agreed at the outset. This relates to Recommendation 2.</p>
25	The Tasmanian Government should develop a clear and consistent set of guidelines for the collection, recording, and publication of datasets that underpin the new performance reporting system to improve overall data consistency and integrity, and prescribe data methodologies and protocols via a Ministerial Order or similar mechanism.	<p><b>Recommendation Supported</b></p> <p>There must be only one data gathering exercise which Local Government has to address and it needs to meet the requirements of all State Agencies.</p>
26	<p>The new Strategic Planning and Reporting Framework should actively inform and drive education, compliance, and regulatory enforcement activities for the sector, and entities with responsibility for compliance monitoring and management – including the Office of Local Government and council audit panels – should be properly empowered and resourced to effectively deliver their roles.</p> <p>As part of this the Tasmanian Government should consider introducing a requirement for councils to have an internal audit function given their responsibilities for managing significant public assets and resources, and whether this</p>	<p><b>Recommendation requires Review</b></p> <p>The Board states in the Final Report “Consideration should be given to sector contributions to fund regulatory oversight functions of the office of Local Government”. This statement whilst not featured explicitly within the Recommendation is a cause for concern and the State Government should clearly state that this will not be considered.</p>

	<p>requirement needs to be legislated or otherwise mandated. Consideration should also be given to resourcing internal audit via service sharing or pooling arrangements, particularly for smaller councils.</p>	<p>Council currently has an internal audit program which is monitored by the Audit Panel. Further discussion and examination of this recommendation is required because it will result in significant change and resource implications. The Final report canvasses increasing resourcing within the Office of Local Government as an option. The Board has not taken into account the Performance Audit program undertaken by the Tasmanian Audit Office and whether this is a more logical avenue to address the deficiencies the Board has identified.</p>
<b>27</b>	<p>The Tasmanian Government should collaborate with the local government sector to support a genuine, co-regulatory approach to councils' regulatory responsibilities, with state agencies providing ongoing professional support to council staff and involving councils in all stages of regulatory design and implementation.</p>	<p><b>Recommendation Supported</b></p> <p>The failure to adequately involve Local Government in all stages of regulatory design and implementation has been an issue for decades. The State Government develops legislation and then Councils are left to sort it out and try and implement.</p>
<b>28</b>	<p>The Tasmanian Government should work with the local government sector to pursue opportunities for strengthened partnerships between local government and Service Tasmania.</p>	<p><b>Recommendation Supported</b></p> <p>It is agreed that opportunities exist to integrate customer facing service delivery and this should be pursued.</p>
<b>29</b>	<p>Councils should migrate over time to common digital business systems and ICT infrastructure that meet their needs for digital business services, with support from the Department of Premier and Cabinet's Digital Strategy and Services (DSS).</p>	<p><b>Recommendation Supported</b></p> <p>This links back to Recommendation 13.</p> <p>There is certainly a lot of merit in considering a common IT platform for Local Government. Projects of the scale being contemplated here invariably end up costing far more than expected and have significant implementation issues. An initial step would be all Councils heading to a common suite of products which then evolves into shared ICT infrastructure.</p>

<b>30</b>	The Tasmanian Government – in consultation with the sector – should review the current legislative requirements on councils for strategic financial and asset management planning documentation to simplify and streamline the requirements and support more consistent and transparent compliance.	<b>Recommendation Supported</b> This links back to Recommendation 3 and partially duplicates that recommendation.
<b>31</b>	The Tasmanian Government – in consultation with the sector – should investigate the viability of, and seek to implement wherever possible, standardised useful asset life ranges for all major asset classes.	<b>Recommendation Supported</b> This also in part links back to Recommendation 3 and the narrative in the Report
<b>32</b>	All Tasmanian councils should be required under a new Local Government Act to develop and adopt community engagement strategies – underpinned by clear deliberative engagement principles.	<b>Recommendation Supported</b> This also in part links back to Recommendation 3 and the narrative in the Report
<b>33</b>	A new Local Government Act should require councils, when developing and adopting their Community Engagement Strategies, to clearly set out how they will consult on, assess, and communicate the community impact of all significant new services or infrastructure.	<b>Recommendation Supported</b> This also in part links back to Recommendation 3 and the narrative in the Report
<b>34</b>	Following the phase 1 voluntary amalgamation program, the Tasmanian Government should commission an independent review into councillor numbers and allowances.	<b>Recommendation Supported</b> There is no real timeframe around the Phase 1 voluntary amalgamation program. It may be more logical to disconnect this review from that program.
<b>35</b>	The Tasmanian Government should expedite reforms already agreed and/ or in train in respect of statutory sanctions available to deal with councillor misconduct or poor performance.	<b>Recommendation Supported</b>
<b>36</b>	The Tasmanian Government should: <ul style="list-style-type: none"> <li>support the Local Government Association of Tasmania (LGAT) to develop and implement – in consultation with</li> </ul>	<b>Recommendation Not Supported</b> After all the Board has heard about workforce shortages in key areas in Local Government and the way that they have

	<p>councils and their staff – a workforce development toolkit tailored to the sector and aligned with the Tasmanian Government’s workforce development system;</p> <ul style="list-style-type: none"> <li>• support councils to update their workforce plans at the time of any consolidation;</li> <li>• support LGAT to lead the development and implementation of a state-wide approach to workforce development for key technical staff, beginning with environmental health officers, planners, engineers and building inspectors;</li> <li>• recognise in statute that workforce development is an ongoing responsibility of council general managers and is included as part of the new Strategic Planning and Reporting Framework; and</li> </ul> <p>include simple indicators of each council’s workforce profile in the proposed council performance dashboard.</p>	<p>used this as a reason for sharing of services (by non-existent or over stretched staff) it is quite disappointing to be provided with a recommendation that is a rehash of what has happened in the past and wishy washy at best.</p> <p>The situation of shortages in key areas is not something that has been caused by Local Government solely so we should fix it. Many of these positions are also in State Government and the private sector. We don’t need another toolkit or to copy the Tasmanian Government approach which we have no idea what it looks like</p> <p>What is not required is a focus on more reports being updated and new ones created, what is needed is some meaningful recommendations and action including:</p> <ol style="list-style-type: none"> <li>1. Partnering with the Federal Public Sector Skills Council to address sector shortages, it is named up at the front end of what their purpose is.</li> <li>2. Tasmanian Government and LGAT to work with Utas and TasTAFE to ensure that tertiary and vocational program delivery meets the needs of industry and the various sectors.</li> <li>3. Promote paraprofessional pathways through TasTAFE and Utas.</li> <li>4. Support Councils to provide a range of traineeships and cadetships, this could be through a shared approach between multiple council with funding available to support coordination</li> <li>5. Councils to participate in career education opportunities by working in partnership with the Regional Jobs Hub network and local schools to highlight the wide diversity of career opportunities in Local Government</li> </ol>
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		<p>6. Consider the impact of Artificial Intelligence on some of these positions in the future.</p> <p>How long will it be before AI will look at a set of building Plans and assess whether they comply with the Building Code?</p> <p>How long will it be before AI will scan a Development Application and do the bulk of the work assessing compliance with the Planning Scheme?</p>
37	The Tasmanian Government should partner with, and better support, councils to build capacity and capability to plan for and respond to emergency events and climate change impacts.	<b>Recommendation Supported</b>

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	039\004\018\
ASSOCIATED REPORTS AND DOCUMENTS	Memorandum of Understanding

**OFFICER'S RECOMMENDATION:**

That the signing of the Memorandum of Understanding relating to the East Coast Strategic Regional Partnership be noted.

**INTRODUCTION:**

The Tasmanian Government announced in April 2023 that a Strategic Regional Partnership Agreement (SRPA) would be developed with the Break O'Day and Glamorgan-Spring Bay Councils to address issues of strategic importance on the East Coast of Tasmania. The focus of the SRPA is to drive economic growth and enhance liveability, including through sustainability, wellbeing and connection for local people and local industries.

**PREVIOUS COUNCIL CONSIDERATION:**

Updates have been included in monthly General Manager's Reports. No specific item has been to Council due to the nature in which this has progressed.

**OFFICER'S REPORT:**

The General Manager has previously reported to Council on actions to progress the Strategic Regional Partnership project with the last update to Council noting the meeting with the Premier's Senior Advisor and the items which the Mayor and General Manager had suggested for inclusion. During the meeting there was mention of a Memorandum of Understanding (MoU) linked to the SRPA. Following the meeting we also took the opportunity of providing background material on a range of priorities which Council were pursuing through the 2024-25 State Budget Community Consultation process and Council's identified election priorities.

Following this meeting, it is apparent that substantial activity over a short period of time occurred within the State Government as they considered the matters raised by the Councils and other stakeholders which would give rise to actions and associated activities relating to:

- Improved and more accessible health services;
- Infrastructure;
- Services;
- Community and industry goodwill; and
- Diversified economy including regional land use planning, sustainability and wellbeing.

The MoU contains a range of items that Council have previously identified as priorities which have been included in State Budget community consultation submissions and/or in the priorities which will be the focus of lobbying activities in the forthcoming State Election.

## **State Budget and Election Priorities**

### 2. Regional Population and Housing Needs Analysis

*To be undertaken by State Growth in collaboration with Housing Tasmania. An assessment of regional housing needs that builds upon Tasmania's Population Strategy and existing work undertaken by Housing Tasmania. The Analysis will guide future policy, infrastructure, housing, health and education services planning and decisions. It will include specific actions for key worker accommodation which has been identified as a priority in the region. The Analysis would prioritise the East Coast as a basis for consistent data analysis for other regions.*

### 8. St Helens District High School Master Plan— future strategic land use study

*The Department of Education, Children and Young People will undertake a masterplan for the provision of birth to year 12 education provision in St Helens of the St Helens District High School site including the consideration of the relocation of some or all of the educational provisions. This master planning process will include a range of options including the consideration of leveraging existing community assets and a comparative assessment.*

### 11. Bay of Fires Masterplan

*To be administered by Parks Tasmania in collaboration with Break O'Day Council. Following on from the successful delivery of the Freycinet Masterplan, this work will focus on protecting and managing what makes the Bay of Fires unique and special, while ensuring it can continue to play an important part in the tourism industry by providing a world-class visitor experience.*

### 12. New St Marys Education and Care Facility – Concept Development

*A needs analysis will be undertaken of the current picture of the supply and demand of early childhood education and care (ECEC) and outside school hours care in St Marys. This will also identify potential sites for a new education and care facility at St Marys and consideration will be given to the appropriateness of the use of the school site.*

## **Annual Plan & Key Focus Area Items**

### 1. East Coast e-health taskforce

*Establishment of a high-level taskforce to consider enhancement of health and allied health service delivery using technology to meet current needs, noting that any e-health solution is best to be delivered on a statewide basis. Additionally, the Department of Health will undertake a site audit of Health infrastructure to inform future decisions.*

### 3. Worker Accommodation Strategy

*The Department of State Growth will work with Local Government and industry to develop targeted initiatives to improve the availability of accommodation available for people moving to the East Coast for employment.*

#### 7. St Helens – Binalong Bay Liveability Strategy

*To be administered by Break O’Day Council in consultation with East Coast Tasmania (RTO), with the oversight of the Department of State Growth. The Strategy underscores the equal importance of economic benefits and liveability in these popular destinations, already experiencing significant visitation pressures. Building off previously completed work, the strategy seeks to elevate overall quality of life while emphasising the economic vitality of the area. Prioritising resilient communities, community infrastructure, sustainable economic growth and adaptation to climate change, the strategy addresses challenges posed by high visitation. Well-designed green spaces and community infrastructure are highlighted for community interactions, complemented by efforts to improve transportation and parking. The overarching goal is to strike a balance, ensuring both economic prosperity and enhanced liveability for residents and visitors in St Helens and Binalong Bay.*

#### **Items Related to the Break O’Day area**

#### 4. Education & Training Hub feasibility study

*To be administered by Break O’Day Employment Connect as the primary Regional Jobs Hub servicing the East Coast of Tasmania in consultation with other employment providers and the Department of State Growth, Break O’Day and Glamorgan Spring Bay Councils. The feasibility study will investigate a decentralised study hub model to facilitate access to education and training, which has been identified as a priority to provide greater access for people seeking to develop their employability skills. The study will explore greater utilisation of existing infrastructure. A commitment to ongoing funding should depend on outcomes of the feasibility study, which should also look for opportunity to leverage Commonwealth funding.*

#### 13. East Coast Tourism Positive Impact Plan

*To be undertaken by the East Coast Regional Tourism Organisation alongside the Department of State Growth in consultation with Tourism Tasmania. The Plan will foster sustainable tourism growth across the region while preserving natural and cultural assets. Funds will be used for research, community consultation and engagement, a place making strategy, and infrastructure projects that align with Tasmania’s sustainability and regenerative tourism goals.*

#### 14. Youth Connectors Program for East Coast Jobs Hub

*To support young Tasmanians aged 15-25 on the East Coast through the delivery of community-led and designed project to connect them to local industries, jobs and education and training opportunities. Funding has been sought in the Youth Jobs Strategy budget bid (Jobs Tasmania/ Skills and Workforce Growth).*

#### 15. Jobs Hub ongoing funding commitment

*Provision of ongoing operational funding commitment to Break O’ Day Employment Connect (BODEC) as the Regional Jobs Hub servicing the East Coast of Tasmania. BODEC services Break O’ Day municipality and part of Glamorgan Spring Bay municipality, and its current funding agreement expires November 2024. The remainder of the East Coast of Tasmania is serviced by Business and Employment Southeast Tasmania which is currently funded to 2025-26. The Regional Jobs Hub Network plays a critical role connecting people with jobs where they live.*



### 16. East Coast strategic disaster resilience priorities

*Identification of cross-sector opportunities and priorities for building disaster resilience. This will include a structured process for identifying disaster resilience priorities aligned to local needs and plans, and support for local government to apply for funding to deliver priorities through mechanisms such as the Australian Government's Disaster Ready Fund.*

Outlined within the MoU are governance arrangements which include the establishment of a Steering Committee made up of representatives of each party to the MoU, Break O'Day and Glamorgan-Spring Bay Councils, State Government, East Coast Tasmania Tourism, Regional Development Australia (Tas) and the Tourism Industry Council of Tasmania. The MoU also mentions that a Project Leader will be appointed by the State Government if it is required. The General Manager believes that this may be necessary given the range of projects which have been identified with a number of them not sitting naturally with an organisation.

The General Manager is mindful of the fact that Council officers have not previously discussed the development of the St Helens – Binalong Bay Liveability Strategy. Initial work was underway to develop this significant project for discussion with Council with a focus on securing funding through the Federal Government's Regional Precincts and Partnerships Program. Over the last 12 months a number of individual projects in the St Helens – Binalong Bay have been included in the Annual Plan or Council have made decisions in relation to them for further investigation. Examples of the breadth of these projects include St Helens Foreshore Master Plan; St Helens Sports Complex Master Plan; St Helens Parking Strategy; Binalong Bay Parking and Traffic decision; Streetscape Planting decision; St Helens to Binalong Bay Multi-user Pathway; Bay of Fires Master Plan. With this many moving parts it is vital that we draw everything together into an integrated multifaceted approach.

In closing, the General Manager notes that the development of the Strategic Regional Partnership Agreement has progressed in a manner which was different to what was expected, however important matters to the future of the Break O'Day area are now going to be addressed. The Mayor signed the Memorandum of Understanding on behalf of Council on Tuesday 6 February.

## **STRATEGIC PLAN & ANNUAL PLAN:**

### Break O Day Annual Plan 2023 – 2024

#### 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.

#### *Key Focus Area:*

Opportunities - Identify and realise opportunities that develop and support the Break O'Day economy in a sustainable manner

#### *Actions:*

2.1.1.8 Employment Barriers - Support the activities of Break O'Day Employment Connect (BODEC) Regional Jobs Hub Board which focusses on facilitating employment outcomes and addressing the barriers to employment.

2.1.1.12 Bay of Fires Master Plan - Support and participate in the process to develop a Master Plan for the Bay of Fires area, lobby for increased funding.

#### *Key Focus Area:*

Population - Monitor changes in an ageing population in order to understand and address challenges and opportunities this creates.

*Actions:*

2.4.1.1 Population Analysis - complete review of information from 2021 Census with presentation to Council, stakeholders and the community

2.4.1.2 Population Strategy - Develop Strategy to address BODC's Ageing Population.

*Key Focus Area:*

Housing - Develop an understanding of housing needs; advocate for and facilitate the construction of a range of housing solutions.

*Actions:*

2.4.2.2 Housing Needs Assessment - advocate for the Tasmanian Government to complete a housing needs assessment for the East Coast. Which feeds into developing a housing strategy

*Key Focus Area:*

Community Facilities: Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers

*Actions:*

4.1.1.1 St Helens Sports Complex Master Plan - engage a landscape architect to design connectivity between all users identifying what amenities are required to service this area and to address vegetation management

4.1.1.3 St Helens Foreshore Activation Plan - Complete a review of existing St Helens Foreshore Master Plans and consolidate taking into account the outcome of the Georges Bay Activation Strategy.

*Key Focus Area:*

Towns: Create townships that are vibrant and welcoming through improvements to infrastructure such as streetscapes, parking, safety and signage

*Actions:*

4.2.1.4 St Helens Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for off-street parking.

4.3.3.1 St Helens to Binalong Bay Link - Update project cost estimates completing the project to a shovel ready stage and pursue funding opportunities to enable construction.

*Key Focus Area:*

Education Skills and Training - Improve employment pathways and outcomes and greater personal development through delivery of programs locally which meet the needs of Industry and the community.

*Actions:*

5.2.1.2 Trade Training Centre - Work with stakeholders and local High Schools to establish a range of Vocational Education & Training (VET) programs and other training delivery in line with the intended purposes of this Centre.

*Council Advocacy:*

State Budget - Provide a submission to the 2024 - 2025 State Budget community consultation process advocating for local priorities.

Federal & State Elections - identify and develop list of projects which will be lobbied for in forthcoming election campaigns

#### **LEGISLATION & POLICIES:**

N/A

#### **BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:**

Provides substantial off funds which Council have already committed and the MoU provides funding for projects potentially saving Council from making an allocation in future Budgets.

#### **VOTING REQUIREMENTS:**

Simple Majority

# MEMORANDUM OF UNDERSTANDING

between

**Industry Sector Representatives and Associations**

and

**Local Government**

and

**Tasmanian Government**



## Background

- A The parties wish to work together to develop a Strategic Regional Partnership Agreement (SRPA) for the Eastern Region of Tasmania which will focus on practical solutions to address the prioritised needs and growth opportunities for the region and to bring together key decision makers from all levels of government, business, community and industry.
- B The parties wish to record non-legally binding commitments relevant to the achievement of this stated goal.

## 1 Parties

### Current Parties

The current parties to this document include the following key stakeholders:

#### Industry

- 1 Tourism industry represented by - Tourism Industry Council Tasmania (TICT)

#### Government

- 1 Local Government represented by - Break O'Day Council and Glamorgan Spring Bay Council
- 2 State Government

#### Associations

- 1 Regional Development Australia - Tasmania (RDA)
- 2 East Coast Tourism

#### Future Parties

The parties acknowledge that the purpose and objectives stated in this document may, from time to time, include other parties or stakeholders to be involved in the delivery including representative agencies of the Australian Government.

## 2 Status of this document

The parties acknowledge and agree that nothing contained in this document is to give rise to:

- (a) legally enforceable rights and obligations as between the parties; and
- (b) any legal liability of any kind as between the parties,

and that to the extent that legally enforceable rights or obligations are to arise in relation to the subject matter of this document, that those rights and obligations will not arise until the parties, or any relevant parties (as the case may be), enter (if at all) into a formal written agreement concerning the subject matter of that agreement.

## 3 Geographic boundaries for the subject matter of this document

The geographic boundary for the subject matter of this document is anticipated to be predominantly within the Local Government Areas of Break O'Day Council and Glamorgan Spring Bay Council (the Eastern Region) but may also extend to neighbouring councils based on projects and/or where there are regional benefits as and when required.

## 4 Review of the subject matter of this document

The parties anticipate reviewing this document after 12 months of signing and annually thereafter.

## 5 Purpose of this document

This document was developed following an initial meeting between the Parties in October 2023 and subsequent engagement. Its purpose is to document each party's expected roles for the next three years and to promote collaboration between the parties with a view to developing an agreed Strategic Regional Partnership Agreement (SRPA) and other required documents to achieve optimum long-term benefits for:

- **Communities** - whereby co-designed solutions based on local context and needs will foster sustainable changes and long-term benefits for East Coast communities.
- **Local Government** - by providing a voice for local communities to contribute resources and ideas to improve the amenity and long-term sustainability of the towns.
- **State Government** - being the development of a long-term strategic regional plan that identifies local challenges, strengthens and opportunities for the Eastern Region to improve planning, investment and land use.
- **Industry**- by working together to support businesses and industries by improving resilience, reducing barriers to productivity and providing targeted investment and services.

## 6 Outcomes of Joint Working Arrangement

The desired outcomes of the joint working arrangement are:

- Share and expand the available population data, analysis and projections to guide future policy, infrastructure, housing, health and education services planning and decisions.
- Improve accommodation with specific focus on worker accommodation, infrastructure, and amenity of towns to attract and retain workers and families.

- Provide better liveability, including through sustainability, wellbeing and connection for local people and local industries.
- Provide a diversified economy.
- Demonstrate social benefits for residents.
- Cross-sectoral collaboration and partnership.
- Secure the people and skills needed and provide successful settlement supports for new arrivals.
- Improve sustainability for current and future generations.

## **7. Objectives of this document**

The shared objectives of the parties in connection with this MoU are to:

- Ensure there is a clear understanding of and support for the purpose and desired outcomes including the role and responsibilities of the parties.
- Provide mechanisms to facilitate collaboration between the parties, including effective and timely options for progressing action plans, investment, communication and sharing of information.
- State general principles that will apply (including day to day work and decision making) and potential funding arrangements related to delivering the outcomes for Eastern Tasmania.
- Provide principles for the management of disagreements between the parties.

## **8. High level principles underlying each party's relationship with each other**

The parties acknowledge the following high level principles:

- Each party recognises and supports the independent autonomy of each other party and that each party may have responsibilities to their members and/or the discharge of certain statutory roles, functions or obligations.
- All parties are committed to achieving the best possible outcomes for Eastern Tasmania.
- The Parties will work collaboratively to identify any required personnel and funding requirements to implement the SRPA and that there is a desire to work in goodwill and collaboratively toward a shared funding model.
- The funding of initiatives will be dealt with separately to the funding of a Project Leader, if it is determined that a Project Leader is required.

## **9. Roles of the Parties**

The parties acknowledge a shared desire to develop and facilitate actions and associated activities, through a regional SRPA, to progress the desired outcomes for Eastern Tasmania as they relate to:

- Improved and more accessible health services;
- Infrastructure;
- Services;
- Community and industry goodwill; and
- Diversified economy including regional land use planning, sustainability and well being.

The parties commit to the development of specific action plans under the auspices of a Strategic Regional Partnership that identifies the practical

actions to address common issues shared across industry, business or councils that contribute to the outcomes of the joint working arrangements (see Clause 6). The first stream of priorities is outlined in Attachment A and these will be overseen by a steering committee.

## 10. Specific Roles

- **Project Sponsor:** The State Government commits to identifying and nominating a senior Government Executive within the Department of State Growth to act as Project Sponsor under the Strategic Regional Partnership. If required, the Project Sponsor should be the first point of contact in relation to any issues with any Tasmanian Government department.
- **Steering Committee (SC):** The parties acknowledge:
  - o A local stakeholder steering committee should be established which is made up of representatives of each Party and that a Chair will be elected from amongst the members of the SC.
  - o the SC which will be the forum for strategic intent decision making and facilitating progress on the intent of the MoU.
  - o despite anything in this document to the contrary, the SC:
    - has no legal responsibility or legal status; and
    - does not have any power to:
      - enter into any obligation or accept any liability;
      - make any commitment on behalf of a party;
      - require any party to act, or refrain from acting, in any way;
      - to give any instructions or directions to any person.
  - o the SC should be consulted and be provided with reasonable opportunity to provide input into the recruitment, ongoing employment, the provision of guidance or advice and the monitoring the performance of the Project Leader but noting that the Project Leader will be employed by a separate entity and subject to that entity's control and direction.
- **Project Leader:** A person will be appointed by the State Government to act as Project Leader, if it is determined that a Project Leader is required. The Project Leader will manage operational decisions and have carriage of the day-to-day tasks and actions as required to progress this work and that subject matter experts may be co-opted into a Project Team on a case-by-case basis.

The Project Leader coordinate across government and the Parties to:

  - o Work with the Project Sponsor on the SRPA.
  - o Develop and propose strategic recommendations for consideration by the SC.
  - o Progress any advice or guidance provided by the SC.
  - o Collaborate on other actions being progressed by relevant stakeholders where there is alignment and shared purpose with the objectives stated in this document.
  - o Provide documented and verbal status updates to the SC and other funding entities.
  - o Establish effective communication channels between the SC - Project Leader and the stakeholder groups.



- **Public comments and announcements:** The parties acknowledge that public comments regarding this work should be restricted to State Growth, Chair of the Steering Committee and the Project Leader. It is expected that the Steering Committee will consider any requirements for public comment within 24 hours.

## **11. Implementation**

In accordance with the agreed Terms of Reference, the parties should:

- Ensure attendance at Steering Committee meetings, initially monthly but expected to move to no less than quarterly once the establishment phase is finalised.
- Work together to implement the action plan once approved by the SC
- Use their best reasonable endeavours to meet any agreed timelines for actions and authorisations.
- Establish and maintain agreed policies for ongoing information exchange between the parties.
- Provide equal opportunity for representation across the various industries, government agencies, local government, and designated community groups.
- Establish a funding model to progress delivery of the priorities
- Raise any concerns, issues, or disputes at Steering Committee meetings initially and if appropriate escalate to the Project Sponsor for resolution.
- Resolve any outstanding issues, or establish a pathway for resolution, within two weeks of the issue being raised.

## Signing Page

Signed by the parties as a non-legally binding memorandum of understanding.

Tourism industry  
represented by - Tourism  
Industry Council Tasmania  
(TICT)

**Amy Hills**  
Chief Executive Officer

Organisation	Date	Name of Signatory	Signature
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Break O'Day Council

**Mick Tucker**  
Mayor

Organisation	Date	Name of Signatory	Signature
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Gamorgan Spring Bay  
Council

**Cheryl Arnol**  
Mayor

Organisation	Date	Name of Signatory	Signature
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State Government

**Jeremy Rockliff**  
Premier

Organisation	Date	Name of Signatory	Signature
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Regional Development  
Australia - Tasmania (RDA)

**Prof Sue Kilpatrick**  
Chair

Organisation	Date	Name of Signatory	Signature
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East Coast Tourism

**Grace Keath**  
Chief Executive Officer

Organisation	Date	Name of Signatory	Signature
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## **Attachment A**

This attachment should be read in conjunction with the Memorandum of Understanding (MOU) with State Government, Local Government and Industry Sector Representatives and Associations to drive economic growth and enhance liveability, including through sustainability, wellbeing and connection for local people and local industries. The State Government has agreed to provide funding to support the development and implementation of actions plans focussed on delivering the outcomes identified in the MOU.

Without limiting the actions that may be identified in the development of action plans under the MOU, early discussions have identified the following opportunities for the State to work with MOU partners to deliver on the outcomes identified in the MOU.

### **1 East Coast e-health taskforce**

Establishment of a high-level taskforce to consider enhancement of health and allied health service delivery using technology to meet current needs, noting that any e-health solution is best to be delivered on a statewide basis. Additionally, the Department of Health will undertake a site audit of Health infrastructure to inform future decisions.

### **2 Regional Population and Housing Needs Analysis**

To be undertaken by State Growth in collaboration with Housing Tasmania. An assessment of regional housing needs that builds upon Tasmania's Population Strategy and existing work undertaken by Housing Tasmania. The Analysis will guide future policy, infrastructure, housing, health and education services planning and decisions. It will include specific actions for key worker accommodation which has been identified as a priority in the region. The Analysis would prioritise the East Coast as a basis for consistent data analysis for other regions.

### **3 Worker Accommodation Strategy**

The Department of State Growth will work with Local Government and industry to develop targeted initiatives to improve the availability of accommodation available for people moving to the East Coast for employment.

### **4 Education & Training Hub feasibility study**

To be administered by Break O'Day Employment Connect as the primary Regional Jobs Hub servicing the East Coast of Tasmania in consultation with other employment providers and the Department of State Growth, Break O'Day and Glamorgan Spring Bay Councils. The feasibility study will investigate a decentralised study hub model to facilitate access to education and training, which has been identified as a priority to provide greater access for people seeking to develop their employability skills. The study will explore greater utilisation of existing infrastructure. A commitment to ongoing funding should depend on outcomes of the feasibility study, which should also look for opportunity to leverage Commonwealth funding.

## **5. Triabunna Tomorrow Plan feasibility study**

To be administered through East Coast Tasmania (RTO) in consultation with Glamorgan Spring Bay Council, with the oversight the Department of State Growth supported by the Premier's Visitor Economy Advisory Council to ensure alignment with Tasmania's 2030 Visitor Economy Strategy. The feasibility study will review site potential to leverage future public and private sector investment in port and waterfront infrastructure to support tourism, lifestyle and recreational outcomes. Site potential as gateway to Maria Island is recognised by Council and local stakeholders.

## **6. Triabunna Streetscape and Public Toilets**

To be administered by Glamorgan Spring Bay Council to undertake immediate public infrastructure and beautification upgrades as an initial stage of the Triabunna Tomorrow Plan feasibility study. Council advises this work can be undertaken as a priority. Streetscape upgrades to include Charles Street through to the Esplanade.

## **7. St Helens - Binalong Bay Liveability Strategy**

To be administered by Break O' Day Council in consultation with East Coast Tasmania (RTO), with the oversight of the Department of State Growth. The Strategy underscores the equal importance of economic benefits and liveability in these popular destinations, already experiencing significant visitation pressures. Building off previously completed work, the strategy seeks to elevate overall quality of life while emphasising the economic vitality of the area. Prioritising resilient communities, community infrastructure, sustainable economic growth and adaptation to climate change, the strategy addresses challenges posed by high visitation. Well-designed green spaces and community infrastructure are highlighted for community interactions, complemented by efforts to improve transportation and parking. The overarching goal is to strike a balance, ensuring both economic prosperity and enhanced liveability for residents and visitors in St Helens and Binalong Bay.

## **8. St Helens District High School Master Plan- future strategic land use study**

The Department of Education, Children and Young People will undertake a masterplan for the provision of birth to year 12 education provision in St Helens of the St Helens District High School site including the consideration of the relocation of some or all of the educational provisions. This master planning process will include a range of options including the consideration of leveraging existing community assets and a comparative assessment.

## **9. Bicheno Urban Design Strategy**

The Strategy will support and build upon local and state government urban design frameworks to shape Bicheno's built environment to improve its quality and liveability, improve people's connection to place. This work is considered a priority to support the continued development of Bicheno as popular visitor destination.

#### **10. Provision of public amenities to support youth infrastructure in Bicheno**

The provision of public amenities will support the social development, safety and physical and mental wellbeing of Bicheno's younger generations. This project aligns with the Bicheno Urban Design Strategy by supporting diverse needs to cumulatively improve Bicheno's built environment and community liveability.

#### **11. Bay of Fires Masterplan**

To be administered by Parks Tasmania in collaboration with Break O' Day Council. Following on from the successful delivery of the Freycinet Masterplan, this work will focus on protecting and managing what makes the Bay of Fires unique and special, while ensuring it can continue to play an important part in the tourism industry by providing a world-class visitor experience.

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Provision of ongoing operational funding commitment to Break O' Day Employment Connect (BODEC) as the Regional Jobs Hub servicing the East Coast of Tasmania. BODEC services Break O' Day municipality and part of Glamorgan Spring Bay municipality, and its current funding agreement expires November 2024. The remainder of the East Coast of Tasmania is serviced by Business and Employment Southeast Tasmania which is currently funded to 2025-26. The Regional Jobs Hub Network plays a critical role connecting people with jobs where they live.

#### **16. East Coast strategic disaster resilience priorities**

Identification of cross-sector opportunities and priorities for building disaster resilience. This will include a structured process for identifying disaster resilience priorities aligned to local needs and plans, and support for local government to apply for funding to deliver priorities through mechanisms such as the Australian Government's Disaster Ready Fund.

*Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2015 that Council move into Closed Council.*

# IN CONFIDENCE

- 02/24.18.0**      **CLOSED COUNCIL**
- 02/24.18.1**      **Confirmation of Closed Council Minutes – Council Meeting 15 January 2024**
- 02/24.18.2**      **Outstanding Actions List for Closed Council**
- 02/24.18.3**      **Closed Council Item Pursuant to Section 15(2)A of the Local Government (Meeting Procedures) Regulations 2015 - General Manager Annual Leave**
- 02/24.18.4**      **Closed Council Item Pursuant to Section 15(2)A of the Local Government (Meeting Procedures) Regulations 2015 - Works & Infrastructure Review**

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

**02/24.19.0**      **MEETING CLOSED**

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