

ANNUAL GENERAL MEETING MINUTES

Tuesday 9 December 2025
at

5.00pm Council Chambers, St Helens

Amended Minutes
Item AGM/25.1.5

John Brown, General Manager
Break O'Day Council
3 December 2025

Division 3 – Annual General Meeting

72B. Annual General Meeting

1. A Council must hold an Annual General Meeting on a date that –
 - a. Is not later than 15 December in each year; and
 - b. Is not before 14 days after the date of the first publication of a notice under subsection (2).
2. A Council must publish a notice on at least 2 separate occasions in a daily newspaper circulating in the municipal area or other prescribed newspaper specifying the date, time and place of the Annual General Meeting.
3. If a quorum of the Council is not present –
 - a. The Annual General Meeting is to be reconvened and held within 14 days; and
 - b. A notice is to be published in a daily newspaper circulating in the municipal area or other prescribed newspaper specifying the date, time and place of the Annual General Meeting.
4. Only electors in the municipal area are entitled to vote at an Annual General Meeting.
5. A motion at an Annual General Meeting is passed by a majority of votes taken by a show of hands or by any other means of ascertaining the vote the Council determines.
6. A motion passed at an Annual General Meeting is to be considered at the next meeting of the Council.
7. The General Manager is to keep minutes of the Annual General Meeting.

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AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

All ordinary meetings, special meetings and annual general meetings will be live streamed using audio/visual technology. The audio/visual recording of Council Meetings will be published for 12 months and will be retained for 2 years.

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of the Meeting.

The streaming platform utilised for recording and streaming is setup specifically for Break O'Day Council and Council has full control of which meetings are streamed or uploaded for viewing. There is no ability for the public to comment, edit or download recordings in anyway. They can only be viewed via the Council link.

Participation in person at the Council Meeting is considered as providing your consent to livestreaming of that meeting.

In accordance with the Local Government Act 1993 and Regulation 43 of the Local Government (Meeting Procedures) Regulations 2025, these audio files will be published on Council's website for 12 months and be retained for two (2) years. 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 & INTRODUCTION

The Mayor welcomed Councillors and staff and declared the meeting open at 5:00pm.

This meeting is conducted in accordance with the Local Government Act 1993 and Local Government Meeting Procedures Regulations 2025. All Councillors are reminded of their obligation to act in the best interests of the community and to declare any interest in matters to be discussed.

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.

LIVE AUDIO/VISUAL STREAMING OF COUNCIL MEETINGS

Mayor Tucker advised the meeting that a technical issue was being experienced with the live streaming of the Annual General meeting and that we had been unable to rectify the situation prior to the meeting. An audio recording of today's Council Meeting is being recorded. This means that members of the public who are unable to attend in person can still listen to the proceedings. By remaining in this chamber, you are consenting to being recorded. Please be mindful of your actions and contributions as they will be visible to the public. Thank you for your cooperation.

Mayor Tucker vacated the Chair and Deputy Mayor Chapple took the chair at 5:03pm.

2022 LOCAL GOVERNMENT ELECTIONS – DECLARATIONS OF OFFICE

The General Manager advises that the Certificate of Election was issued to the Break O’Day Council on 2 December 2025 for the recount of the 2022 Local Government Elections following the vacancy in the office of Councillor due to the resignation of Clr Janet Drummond (as per attached)

Section 321 of the *Local Government Act 1993* (Tas) requires that:

- (1) Any person elected as councillor must make a prescribed declaration in a prescribed manner.
- (2) A person elected as a councillor who has not made a declaration must not-
 - (a) act in the office of councillor, mayor or deputy mayor; or
 - (b) take part in the proceedings of any meeting of the council or a committee.
- (3) A council is to acknowledge the making of a declaration at its meeting and the general manager is to record that fact in the minutes of that meeting

The General Manager advises that the Councillor named in the Certificate of Election made their declaration of office as follows:

Clr Lesa Whittaker at the Council office on 9 December 2025

The Declaration of Office by Councillor Lesa Whittaker is acknowledged.

BREAK O'DAY COUNCIL

CERTIFICATE OF ELECTION BY RECOUNT

I have conducted a recount in accordance with
section 307 of the *Local Government Act 1993*.

I have this day declared

Lesa Whittaker

elected to fill the vacant office of councillor
to serve until the next ordinary election
of the Council.



Andrew Hawkey
ELECTORAL COMMISSIONER
1 December 2025

Deputy Mayor Chapple vacated the Chair and Mayor Tucker resumed the Chair at 5:04pm.

AGM/25.1.0 ATTENDANCE

AGM/25.1.1 Present

Mayor Mick Tucker
Deputy Mayor Kristi Chapple
Councillor Gary Barnes
Councillor Liz Johnstone
Councillor Barry LeFevre
Councillor Vaughan Oldham
Councillor Lesa Whittaker

AGM/25.1.2 Apologies

Councillor Ian Carter
Councillor Kylie Wright

AGM/25.1.3 Leave of Absence

AGM/25.1.4 Staff in Attendance

General Manager, John Brown
Corporate Services and Governance Support Officer Linda Singline
Business Services Manager, Raoul Harper
Executive Officer, Jayne Richardson
Manager Infrastructure and Development Services, David Jolly

AGM/25.1.5 Community Members in Attendance

The following community members are recorded, to the best of Council's knowledge, as having been present or participating in the meeting.

Todd Dudley
Bill Manning
Inspector Luke Manhood (St Helens Police)
Graeme Wathen
Patrick Stone
Tani Langoulant
Pam Bretz
Irene O'Leary
Paul Mac Bride
Rosina Gallace
Lauren Richardson (Examiner Reporter)

The Mayor welcomed everyone to the Break O’Day Council Annual General Meeting.

It’s my pleasure as Mayor of Break O’Day to present our Annual Report for the 2024-25 financial year. In a year marked by change, challenges and opportunities, our Council has remained committed to building a more connected, resilient and thriving community for all residents and ratepayers.

The year brought a number of external challenges, including another Tasmanian state election. During times of political change and uncertainty, it was important for Council to remain steady, focused and proactive in advocating for our community. We worked hard to keep local priorities front and centre, secure resources and maintain essential services even as the political landscape shifted.

At the same time, pressures on local government continued to grow — from service delivery and workforce needs to maintaining and renewing our infrastructure. In response, Council focused on practical, locally driven solutions, strengthened engagement with our community and kept our attention on delivering outcomes that matter most to residents.

In a year shaped by shifting political landscapes, Council’s advocacy and lobbying work was essential in making sure our region’s needs were heard and acted on. We engaged with state and federal governments to secure funding and support for infrastructure, community services, tourism, environmental protection and regional connectivity. These efforts ensure that when opportunities arise, our municipality is ready, credible and has a clear plan for action.

During 2024-25, Council made the strategic decision to take over kerbside recycling collection across the municipality - a major step for our community. Under local management, this gives us greater control over service quality, reliability and value for money. It also supports local employment, keep jobs in our region and allow us to respond quickly to resident feedback. While the service officially started in July 2025, the decision itself represents a significant achievement and the community’s support and understanding during the transition has been greatly appreciated.

Binalong Bay foreshore is one of our community’s most loved spaces. The construction of the new BBQ shelter represents more than just new infrastructure, it’s creating a welcoming, comfortable place for locals and visitors to come together. The new shelter provides a safe, inclusive space for everyone and makes it easier for families, community groups and visitors to enjoy the foreshore. It also supports our vision for liveable, vibrant townships that are welcoming and accessible.

Council has continued to focus on planning for key townships, including Scamander, Beaumaris and Binalong Bay. The Bay of Fires Master Plan, supported financially by the State Government, is helping us manage one of Tasmania’s most iconic coastlines for the benefit of both locals and visitors. The plan provides a clear roadmap for future infrastructure, tourism and environmental protection, ensuring that any development is sustainable and reflects community values. By having

a clear plan, we can protect the natural beauty of the area, guide investment in tourism and visitor facilities and ensure that decisions are made with the long-term interests of our community in mind.

Council has undertaken a feasibility study to explore the potential for a future aquatic facility in the municipality. The study looks at demand, options and practical ways to make such a facility possible. This work will help Council make informed decisions about the next steps and, in time, make the decision to provide a facility that encourages active, healthy lifestyles, brings the community together and meets the recreation and wellbeing needs of people across our region.

As we prepare for the next financial year, Council will continue focusing on delivering locally managed services, completing key infrastructure and planning initiatives, strengthening community engagement and advocating for our region. Our goal is to ensure Break O'Day remains a resilient, well-connected and thriving community for all residents and visitors.

I extend my thanks to Council staff, volunteers, community groups and residents who make Break O'Day such a special place. Your energy, ideas, and participation transform plans into real, meaningful outcomes and together we will continue to build a municipality we can all be proud of.

Mick Tucker
Mayor

COUNCIL DECISION:

AGM/25.3.1 Moved Clr B LeFevre/ Seconded Clr V Oldham

That the Mayor's Report for the 2024-2025 year be received.

CARRIED UNANIMOUSLY

The 2024-25 year marked 10 years since I rejoined the Break O'Day Council. Many in the community wouldn't know that I had previously worked with the Break O'Day Council for the first eight years after it was created in 1993 before deciding I needed a change and spending 14 years out of the sector in a number of other roles and activities. I can't help but compare and contrast the differences between the two periods as the years have rolled past. The most apparent changes are in relation to communication, community expectations, and the sheer volume and breadth of what we are now dealing with.

This breadth is really reflected in the strategy related work which we were dealing with this year. Our time was spread across work involving land use planning, recreational facilities, environmental, economic, childcare and education. There were nine major pieces of work underway spread across a fairly small team, despite the broad range of topics, they all contribute to a similar purpose – improving the place in which we choose to live. This all happens on top of the day-to-day activity of us delivering a wide range of services to the community.

Looking back at what we have achieved this year, one thing stands out and this relates to what we have achieved to support the education and training aspirations in our community. At the start of the year we had just started a two part project which we led the delivery of through the State Government funded Eastern Strategic Regional Partnership with the assistance and guidance of an incredibly passionate group of community members and stakeholders. The focus was on the education and training pathways in our community leading to employment; looking at whether a study hub was required in our area.

With a particular focus on our young people including those in the school system it is important for us to understand the barriers experienced as people traverse these pathways. The first part of the project focussed on whether there was a need for a study hub to service our communities – the report demonstrated that this was the case.

This report provided the evidence required to make a successful application to the federally funded Regional University Study Hub program and we were all incredibly excited in January when it was announced that we were successful. Since then the focus has been on establishing the study hub, CUC Eastern Tasmania. Take the time to learn more about what the study hub does, it will play a vital part in strengthening and developing our community into the future. It provides a way for our young people to stay in our community whilst pursuing their educational aspirations.

The activities of CUC Eastern Tasmania and Break O'Day Employment Connect (our local Regional Jobs Hub) are going to be combined under the umbrella of a new community run organisation, East Tas Education and Employment Ltd.

Throughout the year there was a very large focus on the Break O'Day Aquatic Facility Feasibility Analysis. With the support of a community working group which was established to develop this project, we have been steadily progressing through the feasibility analysis process and we have twice expanded the breadth of the investigation to ensure that all of the perspectives have been covered when it comes to the community for consideration. The scale and potential impact of this project on our community and the Council now and for future generations cannot be understated. We really appreciate the patience of our community and everyone involved, this is not a piece of work which can be rushed.

Another interesting project this year, also through the Eastern Strategic Regional Partnership, involved a needs analysis in relation to childcare with a particular focus on St Marys and then more broadly along the east coast. This is not something which the Council is normally closely involved in, as a result of the State Government funding we received this project started in the later part of the year and it has been really interesting seeing it evolve. St Marys desperately needs a new fit-for-purpose centre and when this project is completed we will have a clear direction and evidence to argue that a new centre be constructed.

There are so many projects and things I could have talked about, if I haven't mentioned them it is not because they are any less important. They will be mentioned in other areas of this report so please take the time to read through the Annual Report. This gives a bit of an idea of all of the hard work which happens through the Council team across the year, after all we are not just employees of the Council but also members of this community as well just like you.

Thank you to the BODC team, Councillors, employees and volunteers who serve our communities creating a better future for those lucky enough to live and visit the beautiful Break O'Day area. We need to be proud of what has been achieved and what we continue to do. I would also like to acknowledge those people in our community who contact us expressing their appreciation, this is always passed on as they are really welcome.

John Brown
General Manager

COUNCIL DECISION:

AGM/25.3.2 Moved Clr K Chapple/ Seconded Clr L Whittaker

That the General Manager's Report for the 2024-2025 year be received.

CARRIED UNANIMOUSLY

Financial Snapshots

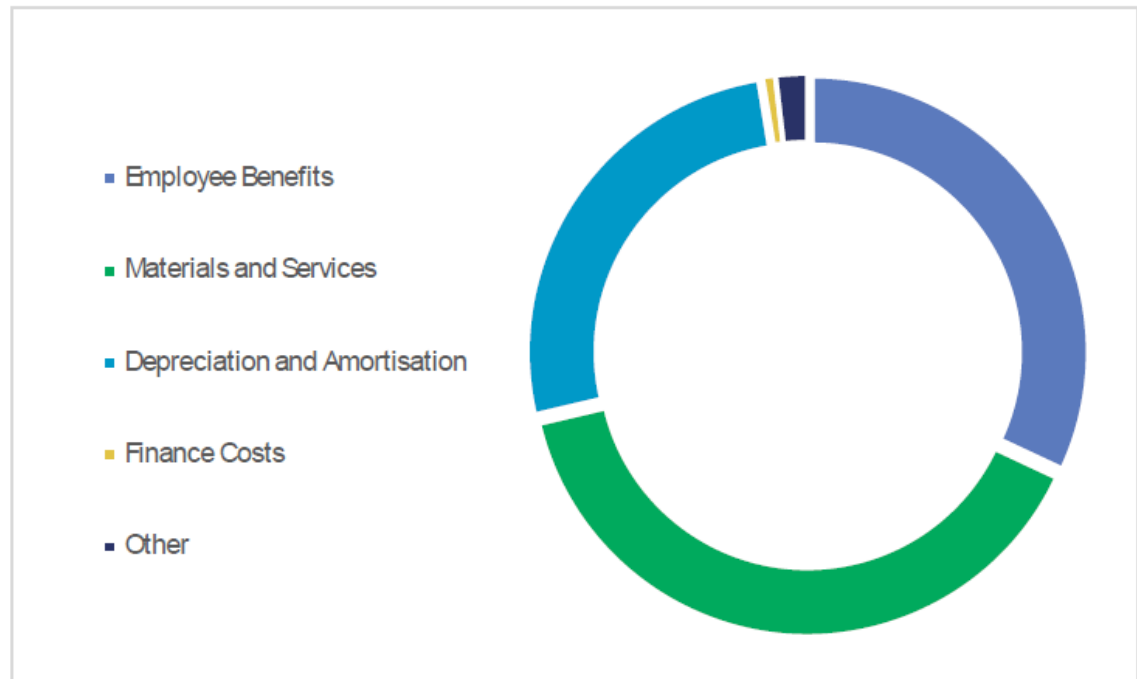
The following financial snap-shots have been taken directly from the financial statements following.

Income \$	
Rates and Charges	13,576,000
Statutory Fees and Fines	481,000
User Fees	985,000
Grants	3,348,000
Contributions - Cash	53,000
Interest	900,000
Investment revenue from TasWater	466,000
Capital Income -grants received specifically for new or upgraded assets	2,562,000
Other	182,000

- Rates and charges
- Statutory fees and fines
- User fees
- Grants
- Contributions - cash
- Interest
- Investment revenue from Water Corporation
- Other income
- Capital grants received specifically for new or upgraded assets

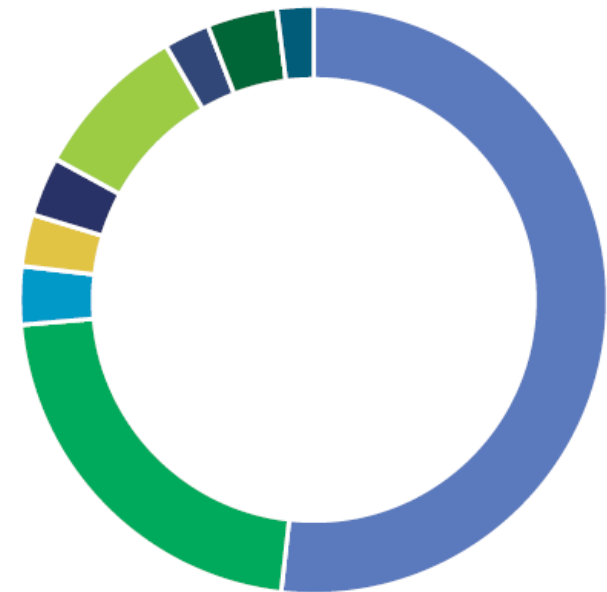


Expenses \$	
Employee Benefits	6,419,000
Materials and Services	7,905,000
Depreciation and amortisation	5,236,000
Finance Costs	149,000
Other	371,000



Function \$	
Governance and Administration	9,497,000
Roads, Streets and Bridges	4,012,000
Drainage	586,000
Waste Management	523,000
Building, Planning and Environmental Health	597,000
Community Amenities	1,589,000
Community Services	462,000
Recreation Facilities	708,000
Economic Development	369,000

- Governance and Administration
- Roads, Streets and Bridges
- Drainage
- Waste Management
- Building, Planning & Environmental Health
- Community Amenities
- Community Services
- Recreation Facilities
- Economic Development



FILE REFERENCE	018\005\004\
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OFFICER'S RECOMMENDATION:

That Council receive the 2024-2025 Annual Financial Statements and note the detailed explanation of the key financial drivers behind the 2024–2025 underlying surplus.

INTRODUCTION:

Council has recently received audit sign-off on the 2024/2025 Annual Financial Statements. A key indicator arising from this process is the underlying result, which provides a clearer reflection of Council's true operating position by removing one-off items, capital funding and timing based anomalies that can distort year-to-year financial comparisons.

For the 2024/25 financial year, Council achieved an underlying surplus of \$979,000, representing an underlying surplus ratio of 5%, which is above the benchmark of zero and consistent with Council's objective of maintaining a sustainable operating position.

This result must be viewed in the context of Council's broader financial governance framework. The 2024/25 budget was developed and adopted in conjunction with the annually updated Long-Term Financial Plan (LTFP), Rates and Charges Policy and the associated Rates Resolution. Together, these documents established Council's approach to revenue generation, service prioritisation and asset investment for the year and reflected a deliberate balance between affordability for the community and the need to sustainably fund Council's operations and asset base.

This report has been prepared in response to questions from Councillors regarding why the end of financial year position differs from the original budget estimates. It provides a detailed, plain-English explanation of the principal income and expenditure movements that occurred throughout the year, and demonstrates how Council's strategic planning framework directly shaped the financial outcome.

COUNCIL DECISION:**AGM/25.3.4**

Moved Cllr B LeFevre/ Seconded Cllr V Oldham

That Council receive the 2024-2025 Annual Financial Statements and note the detailed explanation of the key financial drivers behind the 2024–2025 underlying surplus.

CARRIED UNANIMOUSLY

AGM/25.3.5

2024-25 Annual Report & Submissions

FILE REFERENCE	002\036\002\
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OFFICER'S RECOMMENDATION:

That Council receive the 2024-2025 Annual Report noting that there were no submissions made in relation to the Annual Report.

INTRODUCTION:

The Annual Report detailing Council's activities for the 2024-2025 financial year has been prepared in accordance with the requirements of section 72 of the *Local Government Act (Tas) 1993*.

COUNCIL DECISION:

AGM/25.3.5

Moved Clr K Chapple/ Seconded Clr L Whittaker

That Council receive the 2024-2025 Annual Report noting that there were no submissions made in relation to the Annual Report.

CARRIED UNANIMOUSLY

AGM/25.4.0

QUESTIONS ON NOTICE

Nil

AGM/25.5.0

QUESTIONS WITHOUT NOTICE

Nil

AGM/25.6.0

MOTIONS ON NOTICE

Nil

AGM/25.7.0 MOTIONS WITHOUT NOTICE

A motion may be set aside by the Chairperson to be considered at a subsequent meeting, in accordance with Regulation 18 of the Local Government (Meeting Procedures) Regulations 2025

AGM/25.7.1 Budget for a full time Weed Officer and full time Animal Control Officer - North East Bioregional Network

Three separate community surveys conducted in recent times (Bay of Fires Master Plan, Scamander and Beaumaris Structure Plan and the Positive Impact project) have all indicated that the community considers that the natural environment is the municipalities biggest asset.

MOTION:

We request the Break O Day Council commit to budgeting for a full time Weed Officer and full time Animal Control Officer in order to reflect the critical importance of managing weeds and feral (and domestic) animals as a key strategy to safeguard our precious natural environment and wildlife?

SUBMISSION IN SUPPORT OF MOTION:

The Break O Day region faces increasing threats from weed invasion and feral animals such as deer, cats, rabbits etc.

COUNCIL DECISION:

AGM/25.7.1 Moved Mr T Dudley/ Seconded Mr B Manning

We request the Break O Day Council commit to budgeting for a full time Weed Officer and full time Animal Control Officer in order to reflect the critical importance of managing weeds and feral (and domestic) animals as a key strategy to safeguard our precious natural environment and wildlife?

CARRIED UNANIMOUSLY

MOTION:

Break O Day Council publicly support the protection of the high conservation value Future Potential Production Forests for the benefit of the community for carbon storage, water catchments (including Scamander and George River), wildlife habitat, threatened species including Swift Parrots, Spotted Tailed Quoll, Tasmanian Devil, Masked Owl and Wedgetailed Eagles, scenic beauty and passive recreation.

SUBMISSION IN SUPPORT OF MOTION:

The status of Future Potential Production Forests remains in limbo.

COUNCIL DECISION:**AGM/25.7.2**Moved Mr T Dudley/ Seconded Ms R Gallace

Break O Day Council publicly support the protection of the high conservation value Future Potential Production Forests for the benefit of the community for carbon storage, water catchments (including Scamander and George River), wildlife habitat, threatened species including Swift Parrots, Spotted Tailed Quoll, Tasmanian Devil, Masked Owl and Wedgetailed Eagles, scenic beauty and passive recreation.

CARRIED**AGAINST – Cllr V Oldham**

AGM/25.7.3

Compliance and education efforts to reduce the amount of illegal land clearing - North East Bioregional Network

MOTION:

We request Break O Day Council increase compliance and education efforts to reduce the amount of illegal land clearing in the Break O Day municipality.

SUBMISSION IN SUPPORT OF MOTION:

Illegal land clearing has been recognised in the most recent Tasmanian State of Environment report as a key threat to the environment.

COUNCIL DECISION:

AGM/25.7.3

Moved Mr T Dudley / Seconded Clr L Johnstone

We request Break O Day Council increase compliance and education efforts to reduce the amount of illegal land clearing in the Break O Day municipality.

CARRIED UNANIMOUSLY

AGM/25.7.4

Protect the scenic and natural values of the Break O Day coastline - North East Bioregional Network

MOTION:

That Break O Day Council support the following recommendations to protect the scenic and natural values of the Break O Day coastline:

- (a) A ban on strata titles and multiple dwellings for tourism accommodation outside of serviced settlements
- (b) Reintroduce the prohibition on subdivision within 1km of the coast outside of settlements to prevent ribbon development and unrelated cluster development
- (c) Higher standards for stormwater management than those in the current Break O Day Stormwater SAP to protect coastal waterways and wetlands water quality and ecosystems
- (d) Establish a comprehensive and effective Scenic Protection Code which preserves the scenic beauty of the Break O Day municipality

SUBMISSION IN SUPPORT OF MOTION:

In 1995 the Break O Day Settlement Strategy stated “Significantly altering the coastal environments in the municipality not only affects existing values but also leads to undesirable long term changes. The intrinsic values of these areas that currently attract people may not persist into the future. That is the values may be transient if uncontrolled and ad hoc land development occurs”.

COUNCIL DECISION:

AGM/25.7.4

Moved Mr T Dudley / Seconded Ms R Gallace

That Break O Day Council support the following recommendations to protect the scenic and natural values of the Break O Day coastline:

- (a) A ban on strata titles and multiple dwellings for tourism accommodation outside of serviced settlements
- (b) Reintroduce the prohibition on subdivision within 1km of the coast outside of settlements to prevent ribbon development and unrelated cluster development
- (c) Higher standards for stormwater management than those in the current Break O Day Stormwater SAP to protect coastal waterways and wetlands water quality and ecosystems
- (d) Establish a comprehensive and effective Scenic Protection Code which preserves the scenic beauty of the Break O Day municipality

CARRIED

AGAINST – Clr B LeFevre, Clr V Oldham

AGM/25.8.0

MEETING CLOSURE

The Mayor thanked everyone for their attendance and declared the meeting closed at 5.27pm

.....
MAYOR

.....
DATE