



COUNCIL MEETING AGENDA

Monday 15 April 2019
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
8 April 2019

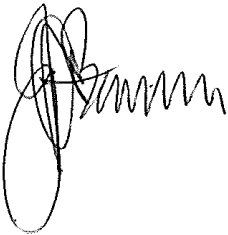
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NOTICE OF MEETING

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 15 April 2019 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.

A handwritten signature in black ink, appearing to read 'John Brown', with a large, stylized initial 'J' and a series of loops and flourishes extending to the right.

JOHN BROWN
GENERAL MANAGER

Date: 8 April 2019

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OPENING

The Mayor to welcome Councillors, staff and members of the public and declare the meeting open at [time].

ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge the Tasmanian Aboriginals as the traditional custodians of the land on which we meet today, and pay respect to the elders past and present.

04/19.1.0 ATTENDANCE

04/19.1.1 Present

Mayor Mick Tucker
Deputy Mayor John McGiveron
Councillor Kristi Chapple
Councillor Janet Drummond
Councillor Barry LeFevre
Councillor Glenn McGuinness
Councillor Margaret Osborne OAM
Councillor Lesa Whittaker
Councillor Kylie Wright

04/19.1.2 Apologies

Nil.

04/19.1.3 Leave of Absence

Nil.

04/19.1.4 Staff in Attendance

General Manager, John Brown
Executive Assistant, Angela Matthews

DECLARATION OF PECUNIARY INTEREST 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.

CONFIRMATION OF MINUTES**Confirmation of Minutes – Council Meeting 18 March 2019****OFFICER'S RECOMMENDATION:**

That the minutes of the Council Meeting held on the 18 March 2019 be confirmed.

04/19.5.0 COUNCIL WORKSHOPS HELD SINCE 18 MARCH 2019 COUNCIL MEETING

There was a Workshop held on Monday 1 April 2019 – the following items were listed for discussion.

- Local Government Association of Tasmania (LGAT) - AGM/General Meeting 25 July 2019 – Submissions of Motions
- Location of Display of Heritage Farm Equipment
- Request for Rate Remission – St Helens Sailing Squadron
- Review of Long Term Financial Plan
- Adoption of 2019/2020 Schedule of Fees & Charges
- Policy – Review of LG40 Rates and Charges
- Policy – Review of LG41 Customer Service Charter
- State Weed Management Resources
- Falmouth – Township Plan
- Cornwall – Township Plan
- St Helens and St Marys Waste Transfer Station Improvements
- Review of Policy – AM02 – Public Open Space Policy
- Draft Local Provisions Schedule (LPS) Project
- Review – LG05 – Social Media Policy Review
- Procedure – LG06 Employee Service Recognition
- Walking Trails in BODC
- Noise Complaint
- Caravan By-Laws
- Reducing Speed Limit on Binalong Bay Road

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*.

DA 172-2018 – Demolition and Construction of New Dwelling – 15 Casuarina Lane, Ansons Bay

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Triebe, Planning Officer
FILE REFERENCE	DA 172-2018
ASSOCIATED REPORTS AND DOCUMENTS	<p>Written response</p> <p>Site plan and elevations</p> <p>Restrictive Covenant</p> <p>Further information received (x2)</p> <p>Coastal erosion risk assessment</p> <p>Footings assessment</p> <p>Stormwater disposal report</p> <p>Shading diagrams (x4)</p> <p>Representation received</p> <p>Applicant's response to representation</p> <p>Google Earth image</p>

OFFICER'S RECOMMENDATION:

Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Interim Planning Scheme 2013* that the application for **DEMOLITION & CONSTRUCTION OF DWELLING** on land situated at **15 CASUARINA LANE, ANSONS BAY** described in Certificate of Title 143525/71 be **APPROVED** subject to the following conditions:

1. Development must accord with the Development Application DA 172-2018 received by Council 17 July 2018, together with all submitted documentation received and forming part of the development application, except as varied by conditions on this Planning Permit.
2. All stormwater runoff from the proposed building must be disposed of within the confines of the property in accordance with the stormwater report authored by Dr JP Cumming and dated 9 October 2018. Soakage drains must be of sufficient size to absorb stormwater runoff and not result in soil erosion, other stormwater nuisances or adversely impact the stability of the existing stone wall between the dwelling and high water mark of Ansons Bay.
3. Upon such time as the approved vehicle parking area on the grassed area located beside the north-eastern boundary, causes a nuisance to the occupants of adjoining properties, the surface is to be finished with a blue-metal or similar permeable material that will not create such a nuisance.

4. The woodshed is to be constructed against the south-eastern Title boundary in a location that provides a visual screen for occupants using the habitable room and front door of the existing dwelling on CT 143525/72. No wall on this shed is to exceed 3m in length.
5. A vegetation screen using flora species as detailed in Covenant No. 6 on the Torrens Scanned Dealing C726061, is to be grown inside the south-eastern Title boundary between the proposed woodshed and the neighbouring shed. This screen is to be grown to a minimum height of 1.8m within 12 months of the date of this permit and constantly maintained at a minimum height of 1.8m. Any dead plants are to be immediately replaced to ensure the visual privacy of the occupants of CT 143525/72 is always protected of views from the deck.
6. The upper floor window located above the stairwell servicing the upper floor bedroom is to have frosted glass fitted to the lower 50 per cent to protect the visual privacy of the occupants of CT 143525/72.
7. All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works. Any works to be undertaken within two (2) metres of any Council owned infrastructure must be done in consultation with Council's Manager Infrastructure and Development Services.
8. The demolition of any existing structure and/or building must be undertaken in a manner that does not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*.
9. All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.

ADVICE:

- As detailed in Covenant No. 6 on Torrens Scanned Dealing C726061 and attached to this Permit, Lot 71 is subject to building limitations within the area displayed as hatched on P145668.
- As detailed in Covenant No. 6 on Torrens Scanned Dealing C726061, no flora species are to be planted on Lot 71 other than flora that is native to the area or species approved by the Parks and Wildlife Service or its successor body.
- All works associated with the development should be conducted in accordance with *Guidelines for Soil and Water Management*, Hobart City Council, available on Council's website(http://www.bodc.tas.gov.au/webdata/resources/files/Guidelines_for_Soil_and_Water_Management.pdf). All worked areas not covered by structures must be promptly and progressively stabilised (eg revegetated) so that they will not erode and/or act as a source of sediment transfer.
- Use or development which may impact on Aboriginal cultural heritage is subject to the *Aboriginal Relics Act 1975*. If Aboriginal relics are uncovered during works then an Aboriginal site survey is required to determine the level of impact and the appropriate mitigation procedures.
- Activities associated with construction works are not to be performed outside the permissible time frames listed:

*Mon-Friday 7 am to 6 pm
Saturday 9 am to 6 pm
Sunday and public holidays 10 am to 6 pm*

PROPOSAL SUMMARY:

The application is for the demolition of an existing single storey dwelling and construction of a new two (2) storey dwelling on a lot within the Particular Purpose Zone of Ansons Bay. Residential Use is an unqualified permitted use within this Zone.

ZONE – Particular Purpose

USE CLASS – Residential

PREVIOUS COUNCIL CONSIDERATION:

There has not been any previous Council consideration for this development.

OFFICER'S REPORT:

1. The Proposal

The application is for the demolition of an existing dwelling and construction of a new dwelling on a lot within the Particular Purpose Zone of Ansons Bay. Residential Use is an unqualified permitted use within this Zone.

The unfenced and almost level development site is located on the eastern side of Casuarina Lane, a Right of Way (Private) that provides all dwellings on this Lane with frontages to Acacia Drive via Road Lot 209. This gravel access is therefore not Council maintained and a requirement for the construction of a suitable crossover cannot be requested or enforced.



South-western and north-eastern views of existing dwelling and property

Lot 71 is an almost square, 5-sided Title of 331m² with existing dwellings on the adjoining north-eastern and south-western Titles. A Crown Reservation zoned Environmental Management is located between the south-eastern boundary and the high water mark of Ansons Bay. The site is serviced by the reticulated TasWater sewer and Aurora power infrastructure as well as the Telstra mobile communication system.

A Consent to Order as to Covenants And Easements was made under Section 110 of the *Land Titles Act 1980* and lists a benefitting Power Supply Easement over the 5m wide Right of Way (Private). A Right of Carriageway over both Rights of Way (Private) shown on P.145668 and P.143525 benefit the development site.

A review of the Title shows a 'Notice to Record Bar To Action' has been placed on the development site under Section 30(4), *Crown Lands (Shack Sites) Act 1997*. This Clause indemnifies Crown and the Break O'Day Council from any listed future physical events affecting the shack site in future should such events occur on, or affect, a shack site that is sold under this Act or leased under the *Crown Lands Act 1976* or *National Parks and Reserves Management Act 2002* consequent on a determination under section 4(1) of this Act.

A single extension of time to Monday 22 April 2019 was requested and agreed to by the applicant on 21 March 2019.

2. Applicable Planning Scheme Provisions

32 Particular Purpose Zone – Issues 32.4;
E6 Car Parking and Sustainable Transport Code – E6.6, E6.7;
E9 Water Quality Code – E9.61.

3. Referrals

Johnstone M^cGee & Gandy Pty Ltd – coastal erosion report;
Jake Ihnen – BODC Building Services Co-ordinator;
Dr JP Cumming, Geo-Environmental Solutions – on-site stormwater disposal report.

4. Assessment

The application has met the acceptable solutions for the following listed issues:

Break O'Day Interim Planning Scheme 2013:

32 Particular Purpose Zone – Issues 32.4.1 A1, A2, A3, A4, A5; 32.4.2 A1, 32.4.3 A1, 32.4.5 A1, 32.4.6.

E6 Car Parking and Sustainable Transport Code – E6.6.1 A1; E6.7.1 A1; E6.7.2 A2.1, A2.2.

E9 Water Quality Code – E9.6.1 A1, A2, A3, E9.6.2 A1, A2.1, A2.2.

5. Discretionary Assessment

The application has met the acceptable solutions for all issues except for reliance upon the single (1) performance criterion:

32.4.6 P1 Development in areas at risk from natural hazards.

32 Particular Purpose Zone - Ansons Bay Small Lot Residential Zone

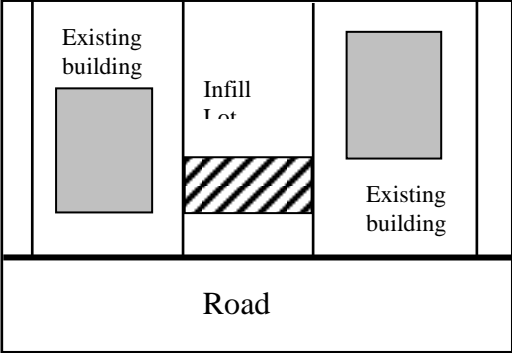
32.3 Use Standards

32.3.1 Amenity

Not applicable. This application is for a residential use only.

32.4 Development Standards

32.4.1 Building Design and Siting

Acceptable Solutions	Proposed Solution
A1 The site coverage must not exceed 50% of the lot and the lot must have a minimum of 25% of the site free from buildings, paving or other impervious surfaces.	A1 The site plan has demonstrated the site coverage will be 102.25m ² or 30.9 per cent of the 331m ² Title and leaves more than 25 per cent free of impervious surfaces. Acceptable solution met.
A2 The building height must not exceed 6.5m.	A2 The applicant has demonstrated the dwelling will have a maximum height of 6.5m above natural ground level. This will form a condition on this permit and has been assessed as complying with this acceptable solution.
<p>A3 Buildings must be setback from the primary road frontage:</p> <ul style="list-style-type: none"> a) a minimum distance of 2m; or b) within the range of the frontage setbacks of buildings on adjoining lots, indicated by the hatched section in Fig. A3.1 below; and <p>Figure A3.1 – Primary Frontage Setback for Infill Lots</p> 	A3 The applicant has provided a minimum 2m building setback from Casuarina Lane which is not a Council maintained roadway. As the development site is accessed via a Right of Way (Private) the setback is approximately 157m and the acceptable solution met.
A4 Buildings must be setback from the side and rear boundaries a minimum distance of 1m.	A4 The applicant has demonstrated the minimum side boundary setback will be 2.39m and the rear setback 1m. Acceptable solution met.
A5 Fences are not allowed on front or side or rear boundaries.	A5 This application does not propose any fences. Acceptable solution met.
A6 Outbuildings must not exceed a gross floor area of 80% of the gross floor area of the dwelling on the site.	A6 Not applicable. This application does not propose any outbuildings.

32.4.2 Solar Efficiency

Acceptable Solutions	Proposed Solutions
A1 Buildings must not cause overshadowing and reduction of sunlight to habitable rooms and private open space to less than 3 hours between 9.00 am and 5.00 pm on June 21.	A1 On receipt of the representation, the applicant submitted a site plan that located the dwelling a further 1m to the north-east. The amended shading diagrams demonstrate the potential solar impact of the proposed dwelling on the adjoining western Title and dwelling is from before 09 ⁰⁰ hrs to approximately 10 ³⁰ hrs on June 21. Further shading diagrams were provided to demonstrate the habitable room window in the north-east facing wall will be shaded from before 09 ⁰⁰ hrs to 09 ³⁰ hrs. In addition adequate unshaded private open space is provided on the adjoining Title during this same period. Therefore this potential impact has been assessed as providing adequate access to sunlight and complies with the acceptable solution.
A2 Outbuildings must not be constructed so as to obstruct solar access to north and east facing windows of an existing dwelling on the same site as the outbuildings.	A2 Not applicable. This application does not propose the construction of outbuildings.

Note: Clause A1 applies to the site and the adjoining sites.

32.4.3 Privacy

Acceptable Solutions	Proposed Solution
A1 Direct views of windows of habitable rooms, external doorways, balconies, decks or patios of neighbouring dwellings must be screened with vegetation or set apart a minimum distance of 9m.	A1 On receipt of the representation, the applicant moved the proposed dwelling location to provide a minimum 4.6m setback from the boundary adjoining the representor's property. This provides a minimum separation of 10.2m between doorways, 8.2m between the proposed deck and doorway, 3.3m between the proposed deck and representor's north-facing entertaining area and 9.2m between deck and window. The reduced setback made the application discretionary. The upper floor will have a single window over the stairwell, in the south-west facing wall. This will provide a setback of approximately 9.7m of the habitable room window of the adjoining dwelling and no view of the door. However the privacy of the occupants of the adjoining dwelling will be protected by the construction of a woodshed and planting of an appropriate vegetation screen using suitable flora species will form conditions on this permit. This has been assessed as complying with this acceptable solution.

32.4.4 Subdivision

Not applicable. This application does not propose a subdivision.

32.4.5 Stormwater Disposal

Acceptable solutions	Proposed Solution
A1 All run off from buildings is to be detained by on-site water storage systems and the overflow released in a manner that will not cause erosion or flooding to adjoining lots.	A1 The applicant submitted a report authored by Dr JP Cumming of Geo-Environmental Solutions and dated 09 October 2018 that demonstrated all building run off will be detained by an on-site water storage tank and overflow disposed of within a nearby absorption trench in a manner that will not cause erosion or flooding to adjoining lots. This will form a condition on this Permit and is assessed as complying with the acceptable solution.

32.4.6 Development in areas at risk from natural hazards

Performance Criterion	Proposed Solution
P1 Buildings on land where the boundary is setback from evidence of coastal erosion less than the vertical distance from the top of the cliff to the natural ground level at the bottom of the cliff, measured at the cliff top adjacent to the centre of the lot boundary, must reduce the risk to life and property to a low or very low risk level in accordance with the Risk Assessment Table in E3.5.2 a) through the submission of a report from a suitably qualified engineer.	<p>P1 The site visit dated 24 July 2018 noted a stabilising rock wall had previously been constructed against the 'natural' wall that drops to the beach along the south-western boundary of the development site. As the submitted site plan demonstrated the new structure would not be setback from evidence of coastal erosion, a distance equal to or greater than the vertical distance from the top of the bank to the natural ground level at the bottom of the bank, the application is discretionary.</p> <p>Two engineering risk assessments were submitted following separate requests for further information. The first report written by Johnstone McGee & Gandy Pty Ltd and dated November 2018 provided the dwelling with a medium risk and the deck a high risk. The conclusion stated that should the proposed footings be modified, the risk would be reduced to low.</p> <p>A further query to JMG by the applicant confirmed via email dated 14 February 2019, the deep footings as recommended in the initial report, would not adversely impact the integrity of the existing rock wall. This report was accepted by Council's Building Surveyor.</p> <p>As the applicant has demonstrated the risk to life and property has been reduced to a low or very low risk level in accordance with the Risk Assessment Table in E3.5.2 a) through the submission of the report from a suitably qualified engineer, this performance criterion has been assessed as met.</p>

32.4.7 Vegetation control

Acceptable solutions	Proposed Solutions
A1 Vegetation must not be removed unless it is within the building footprint.	A1 This proposal does not include any vegetation removal outside of the building footprint. Acceptable solution met.
A2 Plants, as listed in appendix 3 must not be planted.	A2 Plants, as listed in appendix 3 will not be planted. Acceptable solution met.

E4 Road and Railway Assets Code

Not applicable. The development site benefits from a 5m wide private right of way over the Crown land identified as Casuarina Lane. No additional works are required.

E5 Flood Prone Areas Code

A review of Google Earth (2019) and Council's electronic GIS information confirms the development site is located between the approximate 6m and 8m contours on the respective southern and northern boundary corners. As this is above the 2.38m coastal inundation height reference, this Code is not applicable.

E6 Car Parking and Sustainable Transport Code

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Acceptable Solutions	Proposed Solution
A1 The number of car parking spaces must not be less than the requirements of: a) Table E6.1; or b) a parking precinct plan contained in Table E6.6: Precinct Parking Plans (except for dwellings in the General Residential Zone).	A1 The applicant has demonstrated the provision of 2 on-site car parking spaces inside the north-eastern boundary, in accordance with the requirements of Table E6.1. Acceptable solution met.

6.7 Development Standards

E6.7.1 Construction of Car Parking Spaces and Access Strips

Acceptable Solutions	Proposed Solution
A1 All car parking, access strips manoeuvring and circulation spaces must be: a) formed to an adequate level and drained; and b) except for a single dwelling, provided with an impervious all weather seal; and c) except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces.	A1 The applicant has stated the car parking, access, manoeuvring and circulation spaces will be retained on a grassed area within the property boundaries. This will form a condition on this permit and complies with the acceptable solution.

E6.7.2 Design and Layout of Car Parking

Acceptable Solutions	Proposed Solutions
A1.1 Where providing for 4 or more spaces, parking areas (other than for parking located in garages and carports for a dwelling in the General Residential Zone) must be located behind the building line; and A1.2 Within the general residential zone, provision for turning must not be located within the front setback for residential buildings or multiple dwellings.	A1.1 Not applicable. This proposal does not require the provision of more than 2 spaces; and A1.2 Not applicable. The development site is located within the Particular Purpose Zone.
A2.1 Car parking and manoeuvring space must: a) have a gradient of 10% or less; and b) where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction; and c) have a width of vehicular access no less than prescribed in Table E6.2; and d) have a combined width of access and manoeuvring space adjacent to parking spaces not less than as prescribed in Table E6.3 where any of the following apply: i) there are three or more car parking spaces; and ii) where parking is more than 30m driving distance from the road; or iii) where the sole vehicle access is to a category 1, 2, 3 or 4 road; and	A2.1 The applicant has adequately demonstrated and the site visit dated 01 October 2018 confirmed the car parking and manoeuvring spaces will: a) be on almost level ground; and b) not applicable. This proposal requires a maximum 2 spaces to be provided; and c) the proposed width of vehicular access will be no less than as prescribed in Table E6.2; and d) not applicable. None of the pre-requisites apply to this application; and

A2.2 The layout of car spaces and access ways must be designed in accordance with *Australian Standards AS 2890.1 - 2004 Parking Facilities, Part 1: Off Road Car Parking*.

A2.2 The layout of car spaces and access ways will be designed in accordance with *Australian Standards AS 2890.1 - 2004 Parking Facilities, Part 1: Off Road Car Parking*.
Acceptable solution met.



Proposed car parking area and structures on north-eastern adjoining Title

E6.7.3 Parking for Persons with a Disability

Not applicable. This application does not require the provision of disabled parking.

E6.7.4 Loading and Unloading of Vehicles, Drop-off and Pickup

Not applicable. This application is for residential use only.



Separation between development site and adjoining Title and the existing south-western dwelling

E6.8 Provisions for Sustainable Transport

Not applicable. This proposal is not a part of a larger development.

E8 Biodiversity Code

Not applicable. This application does not require the removal of any existing vegetation.

E9 Water Quality Code

This Code is applicable because the proposed dwelling will be constructed approximately 7m from the watercourse.

E9.6 Development Standards

E9.6.1 Development and Construction Practices and Riparian Vegetation

Acceptable Solutions	Proposed Solutions
A1 Native vegetation is retained within: a) 40m of a wetland, watercourse or mean high water mark; and b) a Water catchment area - inner buffer.	A1 The applicant has confirmed and the site visit dated 24 July 2018 that no native vegetation will be removed within: a) 40m of a wetland, watercourse or mean high water mark; and b) not applicable. The development site is not located within a defined water catchment area - inner buffer. Acceptable solution met.
A2 A wetland must not be filled, drained, piped or channelled.	A2 This proposal does not include the filling, draining, piping or channelling of a wetland. Acceptable solution met.
A3 A watercourse must not be filled, piped or channelled except to provide a culvert for access purposes.	A3 This application does not propose a watercourse to be filled, piped or channelled for any purposes. Acceptable solution met.



The entertaining deck on CT 143525/71

E9.6.2 Water Quality Management

Acceptable Solutions	Proposed Solutions
A1 All stormwater must be: a) connected to a reticulated stormwater system; or b) where ground surface runoff is collected, diverted through a sediment and grease trap or artificial wetlands prior to being discharged into a natural wetland or watercourse; or c) diverted to an on-site system that contains stormwater within the site.	A1 The applicant submitted a report authored by Dr JP Cumming of Geo-Environmental Solutions and dated 09 October 2018 that demonstrated all building run off will be detained by an on-site water storage tank and overflow disposed of within a nearby absorption trench in a manner that will not cause erosion or flooding to adjoining lots. This will form a condition on this Permit and is assessed as complying with the acceptable solution.
A2.1 No new point source discharge directly into a wetland or watercourse. A2.2 For existing point source discharges into a wetland or watercourse there is to be no more than 10% increase over the discharge which existed at the effective date.	A2.1 This application does not propose a new point source discharge directly into a wetland or watercourse. Acceptable solution met. A2.2 Not applicable. There are no known existing point source discharges into either a wetland or watercourse.
P3 Quarries and borrow pits must not have a detrimental effect on water quality or natural processes.	P3 Not applicable. This Clause does not contain an acceptable solution and the application does not propose the establishment of a quarry and borrow pit.



View of the development site from the eastern shore of Ansons Bay /*

E9.6.3 Construction of Roads

Acceptable Solutions	Proposed Solution
A1 A road or track does not cross, enter or drain to a watercourse or wetland.	A1 Not applicable. This application does not propose the construction of a road or track that crosses, enters or drains to a watercourse or wetland.

E9.6.4 Access

Not applicable. This application does not propose the construction of a new access point to wetlands or watercourses or accesses and pathways.

E9.6.5 Sediment and Erosion Control

Not applicable. This application does not propose a subdivision.

E9.6.6 Water Catchment Areas

Not applicable. In accordance with the definition provided under E9.3, a water catchment area is not defined by this Planning Scheme.

E14 Coastal Code

Not applicable. The proposed area of development is located on the approximate 7m contour while the coastal inundation height reference is 2.38m.

5. Representation

The application was advertised Saturday 2 March 2019 to Monday 18 March 2019 in the Examiner Newspaper, notices on-site and at the Council Offices and notification by mail to all adjoining land owners. Two (2) representations were received prior to the closing date and time though one was withdrawn following discussions with the assessing officer. The representation is as follows:-

Representation	Response
The visual bulk of the building is excessive and does not respect the neighbourhood character.	The Objective is used to assist the interpretation of particular Clauses and not solely used to assess the application. The applicant has demonstrated the future site coverage will be 102.25m ² or 30.9 per cent of the 331m ² Title. In addition the submitted site plan and site visit dated 24 July 2018 confirmed a minimum 25 per cent will be free of buildings, paving or other impervious surfaces and complies with the acceptable solution.

Representation	Response
<p>The top window of the proposed building will overlook the representor's deck that faces the bay. The representors wish to protect the total privacy of this space as they spend the greater amount of daylight hours on this deck that includes a spa and outdoor shower.</p>	<p>The maximum proposed dwelling height has been shown at 6.4m. As this is below the maximum 6.5m acceptable solution height and the window located more than 9m from the deck, the acceptable solution is met. Furthermore the Planning Scheme refers to Private Open Space. This refers to the area within the property boundaries that is not a part of a public thoroughfare and requires another person to be invited into. The Planning Scheme does not make reference to 'total privacy'.</p>
<p>The representor's shack interior receives the only morning sunlight through the lounge window. The proposed 2 storey dwelling will remove all morning sunlight from the secluded private open space until 11⁰⁰hrs on 21 June.</p>	<p>The maximum proposed dwelling height has been shown at 6.4m. As this is below the maximum 6.5m acceptable solution height, the performance criterion is not addressed.</p>
<p>The applicant has not addressed the performance criterion of 32.4.2 P1 as the proposed building location will result in an unreasonable loss of solar access to the representor's building.</p>	<p>The applicant provided shading diagrams from 09⁰⁰hrs to 15⁰⁰hrs on June 21. These demonstrate the habitable room window and private open space of the adjoining dwelling will be shaded from 09⁰⁰hrs to approximately 10³⁰hrs. As this is less than 3 hours, the acceptable solution is met.</p>
<p>The proposed dwelling location does not provide a minimum distance of 9m between external doorways, balconies, decks or patios and the representor's habitable room window.</p>	<p>On receipt of the representation, the applicant moved the proposed dwelling location to have a minimum 4.6m setback from the boundary adjoining the representor's property. This provides a minimum separation of 10.2m between doorways, 8.2m between the proposed deck and doorway, 3.3m between the proposed deck and representor's north-facing entertaining area and 9.2m between deck and window.</p> <p>The applicant has further proposed visual screening of the adjoining window and door through the construction of a 3m² woodshed with a maximum height of 2.4m on the boundary. A condition on this permit will also require the planting and maintenance of a vegetation screen between the proposed woodshed and representor's existing shed to further protect the privacy of the adjoining property and comply with the acceptable solution.</p>
<p>The representor's outside toilet and laundry is only 2.4m from the deck area and 3.6m from the building. Very embarrassing for users of the facility.</p>	<p>The Objective of Clause 32.4.3 Privacy refers to the siting "...and design of buildings to meet projected user requirements for visual privacy, and protect the visual privacy of nearby residents in their dwellings..." This Clause refers solely to visual privacy, not acoustic privacy.</p> <p>The laundry and toilet facilities have an existing 1.5m setback from the existing dwelling, with users currently visible from the existing ground floor window in the south-eastern wall of the existing on-site shack. The proposed shed and vegetation screening will provide the necessary visual screening to protect the occupants of CT 143525/72 and comply with the acceptable solution.</p>

Representation	Response
<p>The upper floor window will look directly onto the representor's bay facing deck that contains a spa and outside shower.</p>	<p>The representor has not specified which window as the proposal includes 3 upper floor windows that potentially overlook the south-western adjoining Title.</p> <p>All upper floor windows provide solar access to the single bedroom containing 3 beds. One window is located over the stairwell, a second window is beside the bath and the third window is beside one of the 3 beds.</p> <p>The 2 windows in the south-eastern wall provide direct views over the bay and do not direct the attention of the occupants to the adjoining Title.</p> <p>Although the window above the stairwell is greater than 9m from the representor's door, window and deck, a condition on this permit will require frosted glass to be fitted to the lower half of the window.</p>
<p>The proposed external doorway and deck look directly into the living room window and front door, intruding on the representor's privacy.</p>	<p>Following receipt of the representation, the applicant increased the adjoining boundary setback by 1m to 4.6m. This increases the setback to the habitable room window to 10.5m and to the front door 10.2m. In addition a 3m² wood shed with a maximum height of 2.4m will be located inside the property boundary as a visual screen from the proposed front door. The planting and maintenance of a 1.8m high vegetation screen will form a condition on this permit.</p>
<p>The increased dwelling height will reduce solar access to the solar panels. If only a part of one panel is shaded, the whole panel stops producing.</p>	<p>Loss of solar access to solar panels is not assessed under the Planning Scheme. The amended shading diagrams submitted following receipt of the representation demonstrate the roof of the adjoining dwelling will be shaded from before 09⁰⁰hrs to approximately 10⁴⁵hrs on 21 June.</p> <p>It should be noted the highest point of Scotchmans Bonnet, a hill with a height of 79m, is located approximately 480m to the north of and 70m above the development site. This and the nearby standing vegetation will remove any possible sunlight available to the neighbouring property, before 15⁰⁰hrs.</p>
<p>The representor requests the dwelling be moved 2m toward the north-eastern boundary and the door and ground floor deck be moved to the north-eastern floor.</p>	<p>On receipt of the representation, the applicant moved the dwelling 1m to the north-east and the assessment made on the revised information. Additional conditions have been placed on the Planning Permit.</p>
<p>The stormwater disposal pit needs shifting away from the back of the rock wall that was constructed at great cost to all shack owners. This will prevent potential future stability problems.</p>	<p>The assessing officer requested further information to demonstrate the method of stormwater disposal would not adversely impact the stability of the rock wall. The applicant provided 2 reports, one by a Civil Engineer from Johnstone, M^cGee & Gandy Pty Ltd (JMG) and the second from Dr JP Cumming of Geo-Environmental Solutions Pty Ltd.</p> <p>The report from JMG and Dr Cumming confirmed the proposed development will not adversely impact the existing stability of the rock wall.</p>

The recommendation for approval has been made following due consideration of the representations and comments.

6. Mediation

Nil.

7. Conclusion

In accordance with 8.10.2 of the *Break O' Day Interim Planning Scheme 2013*, the application has been assessed against the objectives of the Scheme, in particular the Particular Purpose Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and single (1) performance criterion; the received representation has been considered. This application is recommended for approval with conditions normally set to this type of development.

STATUTORY REQUIREMENT OUTSIDE OF LUPAA:

The development will not result in costs to Council for provision of services or infrastructure.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Break O'Day Council Planning Scheme 1996 as amended;
Land Use Planning and Approvals Act 1993.

Strategic Plan 2011 - 2015

Goal

Economic development – achieve sustainable economic development.

Strategy

- Develop and implement initiatives to attract people to live, work and invest in the Council area.
- Develop and implement initiatives for appropriate tourism in the region.

BUDGET AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



ACTION	DECISION
PROPONENT	Prime Design obo G Thurlow
OFFICER	Rebecca Green, Planning Consultant
FILE REFERENCE	DA 016-2019
ASSOCIATED REPORTS AND DOCUMENTS	Site Plan and Floor Plan Elevations and shadow diagrams Written Submission Representations (2) Applicant's Response to Representations

OFFICER'S RECOMMENDATION:

After due consideration of the representation received pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Council Interim Planning Scheme 2013* that the application for **Garage Addition to Dwelling** on land situated at **8 Barrack Street, Akaroa** described in Certificate of Title CT 58094/8 be **APPROVED** subject to the following conditions:

1. Development must accord with the Development Application DA 016-2019 received by Council 31 January 2019, together with all submitted documentation received and forming part of the development application, except as varied by conditions of this Planning Permit.
2. All stormwater runoff from the proposed building must be detained by on-site water storage systems and overflow disposed of by means that will not result in soil erosion or other stormwater nuisance. Absorption drains must be of sufficient size to absorb stormwater runoff.
3. The external building materials of the garage addition to dwelling must be of types and colours that will blend rather than contrast with the surrounding environment. Colour and material type details must be provided to the satisfaction of the Planning Services Co-ordinator prior to the commencement of works. Unpainted/ untreated metal surfaces will not be approved.
4. All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.
5. Any damage that may occur to any Council infrastructure during the construction of the proposed development must be reinstated to the satisfaction of Council and at the cost of the developer.

ADVICE

- All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and/or construction works. Any works to be undertaken within 2 metres of any

Council owned infrastructure must be done in consultation with Council's Manager Works and Infrastructure.

- Use or development which may impact on Aboriginal cultural heritage is subject to the Aboriginal Relics Act 1975. If Aboriginal relics are uncovered during works then an Aboriginal site survey is required to determine the level of impact and the appropriate mitigation procedures. Such relics are to be immediately reported to Aboriginal Heritage Tasmania and guided by the Unanticipated Discovery Plan.
- The introduction of non-native plant species and plant species not of local provenance should be avoided and environmental weeds regularly monitored and targeted for removal.
- Activities associated with construction works are not to be performed outside the permissible time frame listed:

Monday-Friday 7am to 6pm

Saturday 9am to 6pm

Sunday and public holidays 10am to 6pm

INTRODUCTION:

Application is made for the construction of a garage addition to an existing dwelling at 8 Barrack Street, Akaroa. Residential use in the General Residential Zone of St Helens is a permit required use without qualifications, under Table 10.2 of the *Break O'Day Interim Planning Scheme 2013*, as not a single dwelling. The subject site is part of strata corporation no. 58094 (9 dwellings).





Subject site looking south from Barrack Street



Subject site



Subject site

PREVIOUS COUNCIL CONSIDERATION:

Not applicable.

OFFICER'S REPORT:

1. The Proposal

Break O'Day Council received an application on 31 January 2019 from Prime Design for the construction of a garage addition to an existing dwelling (multiple dwelling) at 8 Barrack Street, Akaroa.

Lot 8 of strata corporation no. 58094 has an area of 408 square metres and a dwelling and existing garden shed are present on the subject site. The site is located at the end of the cul-de-sac of Barrack Street and to the southwest. The total lot area is approximately 5762 square metres.

The proposal is to construct a 10.98m x 5.5m garage addition to the south-eastern end of the existing dwelling. The garage will also accommodate a workshop area and toilet and trough. Internal access to the dwelling is provided by a pedestrian door, the development is not considered an outbuilding (as defined) as it is not a Class 10a structure. The existing garden shed is to be removed to accommodate the proposed development. The garage addition is to be clad with light weight cladding on the northern and western façades with the southern and eastern façades of colorbond cladding. The garage addition is to have a skillion roof pitch of 5 degrees ranging in height from 3.5m (southern side) through to approximately 3.981m at the existing dwelling side. Two (2) roller doors are to provide access as well as one external pedestrian door.

The intent of the use of the garage addition is ancillary to the residential use already established on site.

No alteration to the existing vehicle access provisions and no removal of vegetation is required for the proposal. The existing tea tree cluster along the southern strata boundary is to be retained.

2. Applicable Planning Scheme Provisions

Part 10 General Residential Zone

E5 Flood Prone Areas Code

E6 Car Parking and Sustainable Transport Code

3. Referrals

The application did not require any referrals.

4. Assessment

The application has met the acceptable solutions for all issues, except for reliance upon four (4) performance criteria as detailed below;

- 1) 10.4.2 Setbacks and building envelope for all dwellings P3
- 2) 10.4.4 Sunlight and overshadowing for all dwellings P3
- 3) 10..4.16.1 Stormwater Disposal P1
- 4) E5.6.1 Flooding and Coastal Inundation P1.1

Detailed assessment against the provisions of the *Break O'Day Interim Planning Scheme 2013* is provided below. **The proposal is deemed to comply with the performance criteria applicable.**

Planning Assessment

10 General Residential Zone

10.2 Use Table

The proposed use fits the use class of Residential, being multiple dwelling, which is a Permitted use within the General Residential Zone.

Residential as defined by the Scheme means:

“use of land for self-contained or shared living accommodation. Examples include an ancillary dwelling, boarding house, communal residence, home-based business, hostel, residential aged care home, residential college, respite centre, retirement village and single or multiple dwellings.”

10.3 Use Standards

10.3.1 Amenity


Acceptable Solutions	Proposed Solutions
A1 If for permitted or no permit required uses.	A1 The proposed development is for a garage addition to the existing multiple dwelling, which is a permitted use within the General Residential zone. The proposal complies with the Acceptable Solution.
A2 Commercial vehicles for discretionary uses must only operate between 7.00am and 7.00pm Monday to Friday and 8.00am to 6.00pm Saturday and Sunday.	A2 Not applicable.
A3 If for permitted or no permit required uses.	A3 The proposed development is for a garage addition to the existing multiple dwelling, which is a permitted use within the General Residential zone. The proposal complies with the Acceptable Solution.

10.4 Development Standards

10.4.1 Residential Density for Multiple Dwellings – not applicable, no changes proposed to existing density.

10.4.2 Setbacks and building envelopes for all dwellings

Acceptable Solutions/Performance Criteria	Proposed Solutions
<p>A1 Unless within a building area, a dwelling, excluding protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6m into the frontage setback, must have a setback from a frontage that is:</p> <ul style="list-style-type: none"> (a) If the frontage is a primary frontage, at least 4.5m, or, if the setback from the primary frontage is less than 4.5m, not less than the setback, from the primary frontage, of any existing dwelling on the site; or (b) If the frontage is not a primary frontage, at least 3m, or, if the setback from the frontage is less than 3m, not less than the setback, from a frontage that is not a primary frontage, of any existing dwelling on the site; or (c) If for a vacant site with existing dwellings on adjoining sites on the same street, not more than the greater, or less than the lesser, setback for the equivalent frontage of the dwellings on the adjoining sites on the same street; or (d) If the development is on land that abuts a road specified in Tables 10.4.2, at least that specified for the road. 	<p>A1 The proposed garage addition is to be located beside the dwelling onsite. The proposal is therefore at least 4.5 metres from the primary frontage with Barrack Street. The proposal complies with the Acceptable Solution.</p>

Acceptable Solutions/Performance Criteria	Proposed Solutions
<p>A2 A garage or carport must have a setback from a primary frontage of at least:</p> <ul style="list-style-type: none"> (a) 5.5m, or alternatively 1m behind the façade of the dwelling; or (b) The same as the dwelling façade, if a portion of the dwelling gross floor area is located above the garage or carport; or (c) 1m, if the natural ground level slopes up or down at a gradient steeper than 1 in 5 for a distance of 10m from the frontage. 	<p>A2 The proposed garage addition is to be located beside the dwelling onsite. The proposal is therefore at least 5.5 metres from the primary frontage (Barrack Street frontage). The proposal complies with the Acceptable Solution.</p>
<p>A3 A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6m horizontally beyond the building envelope, must:</p> <ul style="list-style-type: none"> (a) Be contained within a building envelope (refer to Diagrams 10.4.2A, 10.4.2B, 10.4.2C and 10.4.2D) determined by: <ul style="list-style-type: none"> (i) A distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a lot with an adjoining frontage; and (ii) Projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above natural ground level at the side boundaries and a distance of 4m from the rear boundary to a building height of not more than 8.5m above natural ground level; and (b) Only have a setback within 1.5m of a side boundary if the dwelling: <ul style="list-style-type: none"> (i) Does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining lot; or (ii) Does not exceed a total length of 9m or one-third the length of the side boundary (whichever is the lesser). <p>P3 The siting and scale of a dwelling must:</p> <ul style="list-style-type: none"> (a) Not cause unreasonable loss of amenity by: <ul style="list-style-type: none"> (i) Reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or (ii) Overshadowing the private open space of a dwelling on an adjoining lot; or (iii) Overshadowing of an adjoining vacant lot; or (iv) Visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and (b) Provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area. 	<p>P3 The proposed garage addition extends outside the building envelope and cannot comply with A3 a) ii). The proposal complies with acceptable solutions in relation to setbacks. There is a small penetration of the building envelope to the northern boundary (see the eastern and western elevations). The proposal relies on the assessment against the performance criteria only due to the slight penetration of the building envelope.</p> <p>The penetration outside the building envelope is not located close to any other dwellings with vacant land to the north/northeast of the existing dwelling. Shadow diagrams detail that the proposal will not cause an impact on dedicated private open space to an adjacent dwelling or habitable room windows. The retention of existing vegetation that is higher than the proposed development along the eastern strata boundary will assist to reduce any impact of visual bulk. It is noted that the dedicated private open space of 7 Barrack Street is to the north and possibly northwest of the said dwelling and not immediately located between 7 Barrack and the proposed development.</p>  <p>^ 7 Barrack Street from the proposed development site.</p> <p>Shadow diagrams submitted with the application demonstrate that the dwelling at 7 Barrack Street will retain more than 50% of sunlight to the dedicated private open space from 9am to 2pm. The discretion is</p>

caused by the slight penetration of the building envelope and not by proximity of the development to the strata boundary or the proposed height.

The proposed development is of residential scale and articulated with a pitched roof. The apparent scale is of residential nature and compatible with the prevailing dwellings and garages in the surrounding area.



^ 1 Barrack Street

The proposal is considered compliant with the performance criteria.

10.4.3 Site Coverage and private open space for all dwellings

Acceptable Solutions	Proposed Solutions
<p>A1 Dwellings must have:</p> <ul style="list-style-type: none"> (a) A site coverage of not more than 50% (excluding eaves up to 0.6m); and (b) For multiple dwellings, a total area of private open space of not less than 60m² associated with each dwelling, unless the dwelling has a finished floor level that is entirely more than 1.8m above the finished ground level (excluding a garage, carport or entry foyer); and (c) A site area of which at least 25% of the site area is free from impervious surfaces. 	<p>A1 The proposal has a site coverage of less than 50% to the whole lot.</p>
<p>A2 A dwelling must have an area of private open space that:</p> <ul style="list-style-type: none"> i. Is in one location and is at least: <ul style="list-style-type: none"> (i) 24m²; or (ii) 12m², if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8m above the finished ground level (excluding a garage, carport or entry foyer); and ii. Has a minimum horizontal dimension of: <ul style="list-style-type: none"> (i) 4m; or (ii) 2m, if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8m above the finished ground level (excluding a garage, carport or entry foyer); and (iii) 	<p>A2 Not applicable, no changes proposed.</p>

<ul style="list-style-type: none"> iii. Is directly accessible from, and adjacent to, a habitable room (other than a bedroom); and iv. Is not located to the south, south-east or south-west of the dwelling, unless the area receives at least 3 hours of sunlight to 50% of the area between 9.00am and 3.00pm on the 21st June; and v. Is located between the dwelling and the frontage only if the frontage is orientated between 30 degrees west of north and 30 degrees east of north; and vi. Has a gradient not steeper than 1 in 10; and vii. Is not used for vehicle access and parking. 	
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10.4.4 Sunlight and overshadowing for all dwellings

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1 A dwelling must have at least one habitable room (other than a bedroom) in which there is a window that faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A).	A1 Not applicable, no changes proposed.
<p>A2 A multiple dwelling that is to the north of a window of a habitable room (other than a bedroom) of another dwelling on the same site, which window faces between 30 degrees west of north and 30 degrees east of north (see diagram 10.4.4A), must be in accordance with (a) and (b), unless excluded by (c):</p> <ul style="list-style-type: none"> (a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4B): <ul style="list-style-type: none"> (i) at a distance of 3m from the window; and (ii) vertically to a height of 3 m above natural ground level and then at an angle of 45 degrees from the horizontal. (b) The multiple dwelling does not cause the habitable room to receive less than 3 hours of sunlight between 9.00am and 3.00pm on 21st June. (c) That part, of a multiple dwelling, consisting of: <ul style="list-style-type: none"> (i) an outbuilding with a building height no more than 2.4m; or (ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6m horizontally from the multiple dwelling. 	A2 Complies, no changes proposed.
<p>A3 A multiple dwelling, that is to the north of the private open space, of another dwelling on the same site, required in accordance with A2 or P2 of subclause 10.4.3, must be in accordance with (a) or (b), unless excluded by (c):</p> <ul style="list-style-type: none"> (a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4C): <ul style="list-style-type: none"> (i) at a distance of 3m from the northern edge of the private open space; and (ii) vertically to a height of 3m above natural ground level and then at an angle of 45 degrees from the horizontal. (b) The multiple dwelling does not cause 50% of the private open space to receive less than 3 hours of sunlight between 9.00am and 3.00pm on 21st June. 	<p>P3 The proposal cannot meet A3 a) i) and must be considered against the performance criteria.</p> <p>Although not a true north-south axis, the proposed development does lie north-west of the multiple dwelling at 7 Barrack Street.</p>

- (c) That part, of a multiple dwelling, consisting of:
- (i) an outbuilding with a building height no more than 2.4m; or
 - (ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6m horizontally from the multiple dwelling.

P3 A multiple dwelling must be designed and sited to not cause unreasonable loss of amenity by overshadowing the private open space, of another dwelling on the same site, required in accordance with A2 or P2 of subclause 10.4.3.



^ Looking between no. 7 and no. 8 Barrack Street

Shadow diagrams submitted with the application demonstrate that the dwelling at 7 Barrack Street will retain more than 50% of sunlight to the dedicated private open space from 9am to 2pm. The dedicated private open space of the 24m² for multiple dwellings of no. 7 is contained within the roofed deck immediately adjacent to the north of the neighbouring dwelling (A2 subclause 10.4.3) and possibly extend to the northwest. The total 60m² of private open space required by A1 subclause 10.4.3 could be considered to be contained partly in the location between the dwelling at no. 7 and the proposed development. However, as the existing multiple dwelling development would have been approved under a previous planning scheme it is unlikely to be fully compliant in relation to the existing private open space of no. 7.

From 12 noon to 2pm on June 21st only a minor impact would be caused by overshadowing to the private open space of no. 7 from the proposed development, this is not considered unreasonable. With little to no impact prior to 12 noon. See shadow diagrams and dashed outline of private open space of no. 7 as an indication of extent of overshadowing.

The proposal is considered compliant with the performance criteria.

10.4.5 Width of openings for garages and carports for all dwellings

Acceptable Solutions	Proposed Solutions
A1 A garage or carport within 12m of a primary frontage (whether the garage or carport is free-standing or part of the dwelling) must have a total width of openings facing the primary frontage of not more than 6m or half the width of the frontage (whichever is the lesser).	A1 Not applicable, the proposal is greater than 12m of the primary frontage.

10.4.6 Privacy for all dwellings

Acceptable Solutions	Proposed Solutions
<p>A1 A balcony, deck, roof terrace, parking space, or carport (whether freestanding or part of the dwelling), that has a finished surface or floor level more than 1m above natural ground level must have a permanently fixed screen to a height of at least 1.7m above the finished surface or floor level, with a uniform transparency of no more than 25%, along the sides facing a:</p> <ul style="list-style-type: none"> a) Side boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of at least 3m from the side boundary; and b) Rear boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of at least 4m from the rear boundary; and c) Dwelling on the same site, unless the balcony, deck, roof terrace, parking space, or carport is at least 6m: <ul style="list-style-type: none"> (i) from a window or glazed door, to a habitable room of the other dwelling on the same site; or (ii) from a balcony, deck, roof terrace or the private open space, of the other dwelling on the same site. 	A1 Not applicable.
<p>A2 A window or glazed door, to a habitable room, or a dwelling, that has a floor level more than 1m above the natural ground level, must be in accordance with (a), unless it is in accordance with (b):</p> <ul style="list-style-type: none"> (a) The window or glazed door: <ul style="list-style-type: none"> (i) is to have a setback of at least 3m from a side boundary; and (ii) is to have a setback of at least 4m from a rear boundary; and (iv) If the dwelling is a multiple dwelling, is to be at least 6m from a window or glazed door, to a habitable room, of another dwelling on the same site; and (v) If the dwelling is a multiple dwelling, is to be at least 6m from the private open space of another dwelling on the same site. (b) The window or glazed door: <ul style="list-style-type: none"> (i) is to be offset, in the horizontal plane, at least 1.5m from the edge of a window or glazed door, to a habitable room of another dwelling; or (ii) is to have a sill height of at least 1.7m above the floor level or has fixed obscure glazing extending to a height of at least 1.7m above the floor level; or iii) Is to have a permanently fixed external screen for the full length of the window or glazed door, to a height of at least 1.7m above floor level, with a uniform transparency of not more than 25%. 	A2 Not applicable.
<p>A3 A shared driveway or parking space (excluding a parking space allocated to that dwelling) must be separated from a window, or glazed door, to a habitable room of a multiple dwelling by a horizontal distance of at least:</p> <ul style="list-style-type: none"> (a) 2.5m; or (b) 1m if: <ul style="list-style-type: none"> (i) it is separated by a screen of at least 1.7m in height; or (ii) the window, or glazed door, to a habitable room has a sill height of at least 1.7m above the shared driveway or parking space, or has fixed obscure glazing extending to a height of at least 1.7m above the floor level. 	A3 Not applicable.

10.4.7 Frontage fences for all dwellings

Acceptable Solutions	Proposed Solutions
<p>A1 A fence (including a free-standing wall) within 4.5m of a frontage must have a height above natural ground level of not more than:</p> <ul style="list-style-type: none"> a) 1.2m if the fence is solid; or b) 1.8m, if any part of the fence that is within 4.5m of a primary frontage has openings above a height of 1.2m which provide a uniform transparency of not less than 30% (excluding any posts or uprights). 	<p>A1 Not applicable, no new fencing is proposed.</p>

10.4.8 -10.4.15 – Not applicable.

10.4.16.1 Stormwater Disposal

Acceptable Solutions/Performance Criteria	Proposed Solutions
<p>A1 All run off from buildings must be directed into on-site water storage tanks and the overflow from the tanks disposed of into the Council maintained roadside drain or the reticulated stormwater system.</p> <p>P1 Stormwater must be managed on the site so that it does not cause pollution, soil erosion or flooding to adjacent lots.</p>	<p>P1 The proposal is not to direct stormwater into a storage tank and hence relies upon assessment against the performance criteria. Stormwater from the proposed development is to be connected into the existing stormwater drainage. The current direction of stormwater is directed to a site pit and connection is existing and functioning on-site, with a further connection currently draining via a 300mm diameter pipe to the lagoon south of Lords Point. With appropriate conditions placed on an approval, the proposal can meet the performance criteria.</p>

10.4.16.2 Filling of Sites

Acceptable Solutions	Proposed Solutions
<p>A1 Fill must be:</p> <ul style="list-style-type: none"> a) No more than 50m³; and b) Clean fill; and c) Located more than 2m from any boundary. 	<p>A1 Not applicable. No fill is required.</p>

E5 Flood Prone Areas Code

E5.5 Use Standards

E5.5.1 Use and Flooding

Acceptable Solutions	Proposed Solutions
<p>A1 The use must not include habitable rooms.</p>	<p>A1 No additional habitable rooms will be within the flood prone area. The proposal complies with the Acceptable Solution.</p>
<p>A2 Use must not be located in an area subject to a medium or high risk in accordance with the risk assessment in E5.7.</p>	<p>A2 The use is not located in an area subject to a medium or high risk in accordance with the risk assessment in E5.7. The proposal complies with the Acceptable Solution.</p>

E5.6 Development Standards

E5.6.1 Flooding and Coastal Inundation

Acceptable Solutions/Performance Criteria	Proposed Solutions
<p>A1 No acceptable solution.</p> <p>P1.1 It must be demonstrated that development:</p> <ol style="list-style-type: none"> Where direct access to the water is not necessary to the function of the use, is located where it is subject to a low risk, in accordance with the risk assessment in E5.7 a); or Where direct access to the water is necessary to the function of the use, that the risk to life, property and the environment is mitigated to a medium risk level in accordance with the risk assessment in E5.7. <p>P1.2 Development subject to medium risk in accordance with the risk assessment in E5.7 must demonstrate that the risk to life, property and the environment is mitigated through structural methods or site works to a low risk level in accordance with the risk assessment in E5.7.</p> <p>P1.3 Where mitigation of flood impacts is proposed or required, the application must demonstrate that:</p> <ol style="list-style-type: none"> The works will not unduly interfere with natural coastal or water course processes through restriction or changes to flow; and The works will not result in an increase in the extent of flooding on other land or increase the risk to other structures; Inundation will not result in pollution of the watercourse or coast through appropriate location of effluent disposal or the storage of materials; and Where mitigation works are proposed to be carried out outside the boundaries of the site, such works are part of an approved hazard reduction plan covering the area in which the works are proposed. 	<p>P1.1 Direct access to water is not necessary and is located in an area subject to low risk. The proposal is considered to be compliant with the performance criteria.</p> <p>P1.2 and P1.3 – Not applicable.</p>

E6 Car Parking and Sustainable Transport Code

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Acceptable Solutions	Proposed Solutions
<p>A1 The number of car parking spaces must not be less than the requirements of:</p> <ol style="list-style-type: none"> Table E6.1; or A parking precinct plan contained in Table E6.6: Precinct Parking Plans (except for dwellings in the General Residential Zone). 	<p>A1 No changes proposed.</p>

E6.7 Development Standards

E6.7.1 Construction of Car Parking Spaces and Access Strips

Acceptable Solutions	Proposed Solutions
<p>A1 All car parking, access strips, manoeuvring and circulation spaces must be:</p> <ul style="list-style-type: none"> a) Formed to an adequate level and drained; and b) Except for a single dwelling, provided with an impervious all weather seal; and c) Except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces. 	A1 No changes proposed.

E6.7.2 Design and Layout of Car Parking

Acceptable Solutions	Proposed Solutions
<p>A1.1 Where providing for 4 or more spaces, parking areas (other than for parking located in garages and carports for a dwelling in the General Residential Zone) must be located behind the building line; and</p> <p>A1.2 Within the general residential zone, provision for turning must not be located within the front setback for residential buildings or multiple dwellings.</p>	A1.1 and A1.2 No changes proposed.
<p>A2.1 Car parking and manoeuvring space must:</p> <ul style="list-style-type: none"> a) Have a gradient of 10% or less; and b) Where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction; and c) Have a width of vehicular access no less than prescribed in Table E6.2; and d) Have a combined width of access and manoeuvring space adjacent to parking spaces not less than as prescribed in Table E6.3 where any of the following apply: <ul style="list-style-type: none"> i) There are three or more car parking spaces; and ii) Where parking is more than 30m driving distance from the road; or iii) Where the sole vehicle access is to a category 1, 2, 3 or 4 road; and <p>A2.2 The layout of car spaces and access ways must be designed in accordance with <i>Australian Standards AS2890.1 – 2004 Parking Facilities, Part 1: Off Road Car Parking</i>.</p>	A2.1 No changes proposed.

E6.7.3 Parking for Persons with a Disability

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1 All spaces designated for use by persons with a disability must be located closest to the main entry point to the building.	A1 Not applicable to this development.
A2 One of every 20 parking spaces or part thereof must be constructed and designated for use by persons with disabilities in accordance with <i>Australian Standards AS/NZ 2890.6 2009</i> .	A2 Not applicable to this development.

E6.7.4 Loading and Unloading of Vehicles, Drop-off and Pickup

Acceptable Solutions/Performance Criteria	Proposed Solutions
<p>A1 For retail, commercial, industrial, service industry or warehouse or storage uses:</p> <p>a) At least one loading bay must be provided in accordance with Table E6.4; and</p> <p>b) Loading and bus bays and access strips must be designed in accordance with <i>Australian Standard AS/NZS 2890.3 2002</i> for the type of vehicles that will use the site.</p>	A1 Not applicable.

E6.8 Provisions of Sustainable Transport


E6.8.5 Pedestrian Walkways

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1 Pedestrian access must be provided for in accordance with Table E6.5.	A1 No changes proposed.

5. Representations

The application was advertised 16 February 2019 to 4 March 2019 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining land owners. Two (2) representations were received prior to the closing date and time. The representations are as follows:-

Representation 1	Response
Author of this representation is a land owner within the strata corporation and has advised that he did not receive any formal notification from the developer, designer or council, nor has any formal permission been given for the development to proceed.	The application to be considered valid due to the strata corporation, requires the applicant to declare that all land owners have been notified of the making of the application (Section 52 LUPAA). Evidence was provided by the applicant by way of an email (dated 6 th December 2018) to all affected land owners including the representor. Acceptance was also received by the body corporate Public Officer as to all owners having been given details of the proposal. The representor was also advised by Council of the application as part of the public notification process under Section 57 LUPAA.
Representation 1	Response
Concerns of the electricity line into 4 Barrack Street that traverses the area where the proposed development is to be located.	The applicant has provided a written response in relation to this issue, advising that this concern has been investigated by the owner of the subject land with Tas Networks. The initial proposal, as detailed on part site plan, is to re-divert the powerline location to a new pole inside the property line, and to connect to No. 4 dwelling located underground. This matter is of no relevant planning consideration.
Representation 2	Response
Concerns of the unnecessary size of the structure	The proposed garage addition to the existing dwelling is not out of character with dwellings within the strata site as well as adjacent dwellings. The garage size is not unusual or out of context, with boat storage common in Akaroa and the area. With direct access to the dwelling the garage is a dwelling addition and not a Class 10a structure and not therefore of industrial nature, but ancillary to an existing residential use and development.

Concerns for access and movement into the adjacent strata lot	Access to the garage addition is within the current driveway extents. The addition is to be wholly located within the boundary of strata lot no. 8. There is no need for single vehicle access to have the need to cross onto other properties. The location of the development has been previously used for vehicle parking and will therefore accommodate such in a covered structure. Noting there is little to no internal fencing, in this location of the strata, and should concerns continue into others passing onto private property, fencing may be a solution but is not a relevant matter in the merits of this application.
Privacy Concerns and Safety	The proposed development does not have any windows or openings facing toward the representor's property. The existing tea tree cluster will remain and will continue to be at a height greater than the height of the proposed structure. The proposal will in fact improve privacy between no. 7 and no. 8 giving a better screen between the dwellings. Any visibility concerns in relation to traffic safety will not be any different than the current location of the tea tree cluster (this vegetation extends further to the south-west than the structure and adjacent to the common property boundary). If impact on outlook and views is really the concern (this is unclear), then this is not a planning merit within the provisions of the planning scheme relevant to the proposal.
Overshadowing concerns	<p>Overshadowing has been considered and demonstrated through the application documentation as well as earlier within this assessment report. Sunlight to more than 50% of the private open space for no. 7 will be retained from 9am to 2pm. Overshadowing is not considered to be unreasonable, also taking into consideration the existing tea tree cluster along this strata boundary and the height of the vegetation will be greater than the structure proposed, as well as vegetation to the north of the representor's own dwelling and within their own strata lot that would cause existing overshadowing. No further comment is required.</p>  <p>[^] no. 7 – existing vegetation, viewed from location of development</p>

The recommendation for approval has been made following due consideration of the representations and comments.

6. Mediation

Nil.

7. Conclusion

In accordance with 8.10 of the *Break O' Day Interim Planning Scheme 2013*, the application has been assessed against the objectives of the Scheme, in particular the General Residential Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and four (4) Performance Criterion; the received representations have been considered. It is recommended for approval with conditions normally set to this type of development.

LEGISLATION & POLICIES:

Break O' Day Interim Planning Scheme 2013;
Land Use Planning and Approvals Act 1993;
Local Government (Building and Miscellaneous Provisions) Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable, all costs of the development are the responsibility of the developer.

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
PROPONENT	East Coast Surveying obo M.J. Gee
OFFICER	Rebecca Green, Consultant Planner
FILE REFERENCE	DA 021-2018
ASSOCIATED REPORTS AND DOCUMENTS	Title Documents Copy of Certified Draft Amendment and Draft Permit January 2019 Council Minutes Copy of Representations (15) Response to Representations by East Coast Surveying (applicant)

DECISION STATEMENT:

To provide a statement to the Tasmanian Planning Commission subsequent to the public exhibition period regarding draft amendment to the Break O'Day Interim Planning Scheme 2013 and an associated development application.

PLANNING APPLICATION INFORMATION:

Applicant: East Coast Surveying obo M.J. Gee
 Address: 50 St Helens Point Road, St Helens
 Advertised: 26 January 2019 to Monday 25 February 2019
 Representations: Fifteen (15)

PREVIOUS COUNCIL CONSIDERATION:

Council – 21 January 2019 – Agenda Item 01/19.6.2 – Amendment 01/2018 – Rezoning the land from Environmental Living zone to Rural Living zone; and Development Application: 54 Lot Subdivision at 50 St Helens Point Road, St Helens.

RECOMMENDATION:

That the Council:

- Considers the representations received to Amendment 01/2018 to the Break O'Day Interim Planning Scheme 2013, and the planning permit DA021-2018, together with the responses provided.
- Recommends to the Tasmanian Planning Commission that draft Amendment 01/2018 be approved as certified and exhibited.
- Recommends to the Tasmanian Planning Commission that the conditions of DA021-2018 be amended to take into account Department of State Growth suggested rewording of condition 7 and engineering conditions 8.1 and 8.2 to be altered to take into account the Manager Development and Infrastructure Services as follows:

Conditions

1. Development must accord with the Development Application DA 021-2018 received by Council 16 February 2018, together with all submitted documentation received and forming part of the development application, except as varied by conditions of this Planning Permit.
2. The subdivision must proceed in the order of stages as shown on the endorsed plans unless otherwise agreed to by the Council.
3. Stage 1 must include Lot 300 and Lot 1000, and each lot is to be transferred to the Break O'Day Council and Department of State Growth respectively at the conclusion of Stage 1 at the cost of the developer.
4. The applicant must comply with the conditions as contained within TasWater's Submission to Planning Authority Notice dated 22 October 2018 TWDA 2018/01001-BODC (copy attached to this permit).
5. A *Soil and Water Management Plan* must be submitted to Council for approval prior to any works commencing on site, prepared in accordance with *Guidelines for Soil and Water Management*, published by Hobart City Council and available on Council's website ([http://www.bodc.tas.gov.au/webdata/resources/files/Guidelines for Soil and Water Management.pdf](http://www.bodc.tas.gov.au/webdata/resources/files/Guidelines%20for%20Soil%20and%20Water%20Management.pdf)). All works associated with the development must be conducted in accordance with the approved *Soil and Water Management Plan*. All worked areas not covered by structures must be promptly and progressively stabilised (e.g. revegetated) so that they will not erode and/or act as a source of sediment transfer.
6. Native vegetation must not be removed outside that necessitated by the proposed development (this includes the clearing of vegetation to retain or expand views or vistas) unless consented to by Council.
7. Department of State Growth Conditions
 - 7.1 An amended subdivision plan is to be submitted to, and approved by, the Department of State Growth prior to the Final Plans of Survey being submitted. The cadastral parcel for the Tasman Highway and the cadastre containing the area marked as 'future highway relocation' must be to the satisfaction of the Department of State Growth. The cadastre containing the Tasman Highway and the cadastre containing the area marked as 'future highway relocation' must be transferred to the Crown at the time of subdivision.
 - 7.2 Engineering design plans and details endorsed by a suitably qualified engineer that cover the proposed road access upgrade and drainage provision with peak discharge calculations will be required for review and acceptance by the Department of State Growth prior to the issuing of a permit to undertake works within the road reservation. The proposed access from the Tasman Highway shall be constructed to Department of State Growth standards and must be designed to provide an Austroads compliant CHR (S) right turn facility as indicated by the supplied Traffic Impact Assessment. The plans will need to demonstrate that the design vehicle (19.0m semi-trailer) can negotiate the new junction without encroachment into opposing traffic lanes. Additionally, a minimum cross section of 3.0m traffic / turn lanes (excluding any curve widening that may need to be applied) and

1.0 sealed shoulders shall be adopted to ensure the works are compatible with the Departments' wider upgrade project for this section of Tasman Highway.

Note: This will be required for any proposed stormwater discharge from the proposed access road and associated junction and at any discharge location elsewhere on the Tasman Highway road reservation, including intended utilisation of existing drainage infrastructure.

Professional Services Specification T8 Drainage Design Standards requires a Q50 Flood protection for this Category 3 road and this will need to be maintained for the road's existing drainage and demonstrated by a drainage plan with calculated peak flows.

7.3 The shared paths through the subdivision are to be amended to reflect [Austroads Guide to Road Design Part 6A: Paths for Walking and Cycling \(June 2017\)](#) and to achieve Disability Discrimination Act (DDA) compliance in accordance with the requirements of AS 1428.1 2009 and to be demonstrated on Engineering design plans prior to any works commencing.

Note: Austroads describes 2.5 metres as the acceptable minimum width for a shared path.

7.4 The link through to Talbot Street must be of standard suitable for use as an all-weather shared path and that the developer provide wayfinding signage in accordance with State Roads' [Cycle Route Directional Signage Resource Manual](#) to and from St Helens Point Road as part of the development.

7.5 A safe crossing point at St Helens Point Road must be provided and be financed by the developer. Engineering design plans must reflect this requirement and be approved prior to any works commencing.

7.6 All recreational pathways throughout the subdivision must be constructed to an all-weather standard.

8. Engineering Conditions

8.1 Stormwater

- a) Prior to the commencement of works a full drainage plan, endorsed by a suitably qualified engineer must be provided to Council showing the location of all open drains and pipes. The plan shall demonstrate that all run-off water from roads can be drained to the drainage system.
- b) Calculations must be provided demonstrating that adequate drainage is provided for the peak 20% AEP event.
- c) The plan must demonstrate that all road culverts provide adequate conveyance of flows for all events up to the peak 1% AEP storm. If the culvert(s) are designed to convey less than the 1% AEP it must be demonstrated that the velocity and depth the floodway does not pose an unacceptable hazard to the safety of pedestrians and that the road will remain passable to vehicular traffic.
- d) Any drains over private land must be contained within easements
- e) All stormwater assessments/modelling/calculations must be undertaken in accordance with the guidance contained in ARR2016 and must be submitted to Council for review.

8.2 Roadworks

- a) Prior to the commencement of works a full road design plan must be provided showing the location of all roads and property accesses. Plans must include long sections and cross sections of all roads.
- b) All roads are to be two coat sealed and must be in accordance with Council Standard Drawings, including but not limited to TSD-R02-v1, TSD-R04-v1 and TSD-R08. All cul-de-sacs are required to be sealed in asphalt.

8.3 Pedestrian walkways

All pedestrian walkways are to be constructed from suitable road building gravel to a minimum width of 2.5m.

8.4 Access (Rural)

- a) A driveway crossover and sealed apron must be constructed from the edge of the road to the property boundary of all Lots in accordance with Council standard drawing TSD R03-v1.
- b) Access works must not commence until an application for vehicular crossing has been approved by Council.

8.5 As constructed information

- a) As Constructed Plans and Asset Management Information must be provided in accordance with Council's standard requirements.
- b) Engineering certification for all civil works and test results for the road base material must be provided in accordance with Council's standard requirements.

8.6 Municipal standards & certification of works

Unless otherwise specified within a condition, all works must comply with the Municipal Standards including specifications and standard drawings. Any design must be completed in accordance with Council's subdivision design guidelines to the satisfaction of the Works & Infrastructure Department. Any construction, including maintenance periods, must also be completed to the approval of the Works & Infrastructure Department.

8.7 Works in Council road reserve (all internal roads)

- a) Works must not be undertaken within the public road reserve, including crossovers, driveways or kerb and guttering, without prior approval for the works by the Infrastructure & Development Services Manager.
- b) Twenty-four hours notice must be given to the Works & Infrastructure Department to inspect works within road reserve, and before placement of concrete or seal. Failure to do so may result in rejection of works and its reconstruction.

8.8 Works in State road reserve (access to Tasman Highway)

- a) The developer must obtain a permit from the Department State Growth for any works to be undertaken within the State Road reservation, including any works necessary in relation to access construction, stormwater drainage and/or traffic management control and devices from the proposal.
- b) Application requirements and forms can be found at transport.tas.gov.au/road/permits, applications must be submitted at least twenty-eight days prior to any scheduled works. In accordance with the *Roads and Jetties Act 1935*, works must not be commenced within the State Road reservation until a permit has been issued.

8.9 Practical completion inspection

At the completion of all civil works the contractor shall contact Council to schedule a practical completion inspection. A certificate of practical completion shall be provided to Council prior to the submission of the plan of subdivision to the Land Titles Office.

8.10 Infrastructure Bond

- a) A bond based on 5% of the total cost of the civil works shall be provided to Council as an infrastructure maintenance bond.
- b) The infrastructure maintenance bond shall be held by Council for a minimum period of 12 months and shall be returned after satisfactory final completion inspection.

8.11 Easements to be created

Easements must be created over all Council owned services in favour of the Break O'Day Council. Such easements must be created on the final plan to the satisfaction of the General Manager.

9. Prior to the issue of a sealed plan, the proponent, under Section 71 of the *Land Use Planning and Approvals Act 1993*, must enter into an agreement to the effect of the recommendations of the Bushfire Assessment Report and Bushfire Hazard Management Plan prepared by Ian Abernethy, BFP-124, dated August 2018.

Such agreement must be registered on the Certificate of Title in accordance with Section 78 of the *Land Use Planning and Approvals Act 1993*. All costs associated with the preparation and registration of the agreement must be borne by the developer.

10. All roads in the Subdivision must be conveyed to the Council, except Lot 1000, upon the issue by the Infrastructure & Development Services Manager, of the Certificate under Section 10 (7) of the *Local Government (Highways) Act 1962*. All costs involved in this procedure must be met by the developer.

11. All public open space lots in the Subdivision, including Lot 300 must be conveyed to the Council upon the issue of titles. All costs involved in this procedure must be met by the Developer.

12. The final plan of survey will not be sealed until all conditions have been complied with, or an agreement has been entered into providing for the completion of works at a later stage.

Note: Councillor's are advised that under Schedule 6 – Savings and transitional provisions of the *Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme Act) 2015* – Parts 2A and 3 of the *former provisions* remain in force until a Local Planning Schedule comes into effect for the municipal area and this application assessment and recommendation has therefore been made under those transitional provisions.

OFFICER'S REPORT:

1. Purpose of Report

At its Meeting on Monday 21 January 2019, Council resolved to initiate and certify Amendment 01/2018 to the *Break O'Day Interim Planning Scheme 2013* and issue the planning permit DA021-2018. The draft amendment and planning permit were placed on public exhibition and fifteen (15) representations were received. In accordance with sections 39(2) and 43F(6) of the former *Land Use Planning and Approvals Act 1993* (the Act), Council must, within 35 days after the exhibition period, forward to the Tasmanian Planning Commission a report comprising a copy of each representation and a statement of its opinion on the merit of each representation and any recommendations regarding the draft amendment and planning permit it considers necessary. The Tasmanian Planning Commission has provided an extension of time to 22 April 2019 (as the applicant requested to be able to provide a response to the representations and with the number

and details in the representations received could not provide this in time for consideration at the March meeting).

2. Application

The application for the combined planning scheme amendment and planning permit was lodged in accordance with section 43A of the Act.

Amendment 01/2018 is a site-specific amendment which would allow:

- a) Rezoning the land from Environmental Living Zone to Rural Living Zone at 50 St Helens Point, St Helens.

The planning permit DA021-2018 would allow for the subject site to be developed into a 54 lots subdivision. The proposal includes a number of lots set aside for the purposes of public road, future roads and public open space areas. The proposal also seeks to create a road reserve for the Tasman Highway, which currently transects the subject site without a road reservation in place currently. The planning permit is subject to a number of conditions.

3. Public Exhibition

The draft amendment and the planning permit were placed on public exhibition between 26 January 2019 and 25 February 2019. Fifteen representations were received from different representors.

4. Representations

The issues raised in the representations are summarised below. Whilst every effort has been made to accurately summarise the issues, the summaries should be read in conjunction with the full representations (attached to agenda). A statement of opinion on the merit of the issues is provided, including consideration of their impact on the draft amendment and planning permit and any need for modification.

4.1 Paul Carswell, Dolphin Sands (Representation 1)

Issue	Response
<i>The subdivision and rezoning are not compliant with the State Coastal Policy</i>	The proposal is indeed within 1km of the coast, being George's Bay (this is off-shore but tidal). The subject site is greater than 1km from the ocean fronting coastline further to the east (approx. 2.5km). The subject site is located behind and adjacent to a strip of developed residential land which faces north towards George's Bay. There are two areas that the subject site currently front directly onto St Helens Point Road and there is to be no impact at these areas. The existing Parkside dwelling will remain on a large lot (Lot 48) of some 15.21ha and also contain Parkside Lagoon. The second area is to the northwest of Lot 39 and is identified in the Plans as a wildlife corridor based around the existing creek.

	<p>There will be no impact on the coastal area as required in section 2.4.2 of the State Coastal Policy, due to the development proposed being physically separated from the actual coast and the existing ribbon development between the development site proper and the coast:</p> <p><i>“Care will be taken to minimise, or where possible totally avoid, any impact on environmentally sensitive areas from the expansion of urban and residential areas, including the provision of infrastructure for urban and residential areas.”</i></p> <p>The proposal is not considered to be cluster development nor ribbon development along the coast.</p>
<i>Wildlife concerns and the use of the area as a corridor and general concerns of the habitat and loss of this. The representor himself lives on a Rural Living block and has witnessed consequences of such living, more houses, fences, driveways, roads and cleared land which hinder the passages of wildlife.</i>	Wildlife corridors have been retained within and throughout the site, particularly along the creek and highway cadastre. Any development will cause some loss of habitat where it is located in native habitat to start with. The threatened species and habitats within the site are to be protected from conversion.

4.2 Alison Bleaney, Binalong Bay (Representation 2)

Issue	Response
<i>The proposed Rural Living Zone is not an appropriate zone and with the high vegetation cover, the Environmental Living Zone is the appropriate zone for the area.</i>	The Environmental Living Zone will not be part of the new planning scheme. The introduction of the new planning scheme does not prohibit anyone seeking an amendment request to the current planning scheme. Rural Living is a legitimate use recognised through zoning within the planning process and is a use recognised within the Northern Regional Land Use Strategy.
<i>Natural values will be degraded by land clearing for roads, buildings, fences, fire protection etc.</i>	The development proposal will directly result in the conversion or modification of around 40ha for building footprints, hazard management areas, and roads (not excluding fencing). The future land use of the balance of the site and therefore of each individual lot and the impact on natural values is unknown. We can only consider the proposal at hand. There will be no change in the reservation status of affected natural values and those values that are poorly reserved will be protected in the proposed layout.
<i>Urbanisation will lead to increased weeds and feral animals</i>	Development and use of the site is likely to result in the introduction of weeds and land management will need to focus on this matter to ensure that retained values are not degraded. The <i>Tasmanian Weed Management Act 1998</i> has attendant regulations aimed at the eradication or control of declared weeds.
<i>Wildlife concerns and the use of the area as a corridor and general concerns of the habitat and loss of this</i>	Wildlife corridors have been retained within and throughout the site, particularly along the creek and highway cadastre. Any development will cause some loss of habitat where it is located in native habitat to start with. The threatened species and habitats within the site are to be protected from conversion.
<i>Concerns in relation to the boundary for settlement and that the intersection of St Helens Point Road and Tasman Highway should be the dividing line</i>	There is no rationale or strategic analysis to justify the reasons for such restraint and location of restraint from future development. The Urban Growth Area does not provide for Rural Living zoned land within it, however the subject site is outside the Urban Growth Area.

Issue	Response
<i>The subdivision and rezoning are not compliant with the State Coastal Policy</i>	<p>The proposal is indeed within 1km of the coast, being George's Bay (this is off-shore but tidal). The subject site is greater than 1km from the ocean fronting coastline further to the east (approx. 2.5km). The subject site is located behind and adjacent to a strip of developed residential land which faces north towards George's Bay. There are two areas that the subject site currently front directly onto St Helens Point Road and there is to be no impact at these areas. The existing Parkside dwelling will remain on a large lot (Lot 48) of some 15.21ha and also contain Parkside Lagoon. The second area is to the northwest of Lot 39 and is identified in the Plans as a wildlife corridor based around the existing creek.</p> <p>There will be no impact on the coastal area as required in section 2.4.2 of the State Coastal Policy, due to the development proposed being physically separated from the actual coast and the existing ribbon development between the development site proper and the coast:</p> <p><i>"Care will be taken to minimise, or where possible totally avoid, any impact on environmentally sensitive areas from the expansion of urban and residential areas, including the provision of infrastructure for urban and residential areas."</i></p> <p>The proposal is not considered to be cluster development nor ribbon development along the coast.</p>

4.3 Elizabeth Verschoyle, St Helens (Representation 3)

Issue	Response
<i>The subdivision and rezoning are not compliant with the State Coastal Policy</i>	<p>The proposal is indeed within 1km of the coast, being George's Bay (this is off-shore but tidal). The subject site is greater than 1km from the ocean fronting coastline further to the east (approx. 2.5km). The subject site is located behind and adjacent to a strip of developed residential land which faces north towards George's Bay. There are two areas that the subject site currently front directly onto St Helens Point Road and there is to be no impact at these areas. The existing Parkside dwelling will remain on a large lot (Lot 48) of some 15.21ha and also contain Parkside Lagoon. The second area is to the northwest of Lot 39 and is identified in the Plans as a wildlife corridor based around the existing creek.</p> <p>There will be no impact on the coastal area as required in section 2.4.2 of the State Coastal Policy, due to the development proposed being physically separated from the actual coast and the existing ribbon development between the development site proper and the coast:</p> <p><i>"Care will be taken to minimise, or where possible totally avoid, any impact on environmentally sensitive areas from the expansion of urban and residential areas, including the provision of infrastructure for urban and residential areas."</i></p> <p>The proposal is not considered to be cluster development nor ribbon development along the coast.</p>
<i>Wildlife concerns and the use of the area as a corridor and general concerns of the habitat and loss of this</i>	<p>Wildlife corridors have been retained within and throughout the site, particularly along the creek and highway cadastre. Any development will cause some loss of habitat where it is located in native habitat to start with. The threatened species and habitats within the site are to be protected from conversion.</p>

Issue	Response
<i>Natural values will be degraded by land clearing for roads, buildings, fences, fire protection etc.</i>	The development proposal will directly result in the conversion or modification of around 40ha for building footprints, hazard management areas, and roads (not excluding fencing). The future land use of the balance of the site and therefore of each individual lot and the impact on natural values is unknown. We can only consider the proposal at hand. There will be no change in the reservation status of affected natural values and those values that are poorly reserved will be protected in the proposed layout.

4.4 Gary Luck, St Marys (Representation 4)

Issue	Response
<i>The land has high value native vegetation cover including habitat for the threatened Swift Parrot and Twiggy Guinea flower</i>	Clearance is confined to DSO and DAC vegetation types, each of which is well represented and well reserved in the bioregion. The areas to be cleared do not include areas of significant habitat for threatened flora or fauna species. The areas identified as significant have been protected in no build areas.
<i>Natural values will be degraded by land clearing for roads, buildings, fences, fire protection etc.</i>	The development proposal will directly result in the conversion or modification of around 40ha for building footprints, hazard management areas, and roads (not excluding fencing). The future land use of the balance of the site and therefore of each individual lot and the impact on natural values is unknown. We can only consider the proposal at hand. There will be no change in the reservation status of affected natural values and those values that are poorly reserved will be protected in the proposed layout.
<i>The proposed zoning is not consistent with the recommendations of the St Helens and Surrounds Structure Plan which note that the land in this area is of high priority for protection</i>	The report identifies the subject land/adjacent lands to the south within the 1,238ha of vacant lifestyle land for rural living purposes, with the majority of the land identified in the report as being within the southern part of the study area (subject lands and adjacent lands.) The subject lands in question are identified as being a rural lifestyle block by the structure plan. Approximately 40ha of the 151 ha of the site is to be modified by the proposal. The areas of priority will be protected from conversion.
<i>Wildlife concerns and the use of the area as a corridor and general concerns of the habitat and loss of this</i>	Wildlife corridors have been retained within and throughout the site, particularly along the creek and highway cadastre. Any development will cause some loss of habitat where it is located in native habitat to start with. The threatened species and habitats within the site are to be protected from conversion.
<i>Higher density development should be constrained within the existing serviced settlement boundaries</i>	There is no rationale or strategic analysis to justify the reasons for such restraint and location of restraint from future development. The Urban Growth Area does not provide for Rural Living zoned land within it, however the subject site is outside the Urban Growth Area.

4.5 Beris Hansberry, Goulds Country (Representation 5)

Issue	Response
<i>The subdivision and rezoning are not compliant with the State Coastal Policy</i>	The proposal is indeed within 1km of the coast, being George's Bay (this is off-shore but tidal). The subject site is greater than 1km from the ocean fronting coastline further to the east (approx. 2.5km). The subject site is located behind and adjacent to a strip of developed residential land which faces north towards George's Bay. There are two areas that the subject site currently front directly onto St Helens Point Road and there is to be no impact at these areas. The existing Parkside

	<p>dwelling will remain on a large lot (Lot 48) of some 15.21ha and also contain Parkside Lagoon. The second area is to the northwest of Lot 39 and is identified in the Plans as a wildlife corridor based around the existing creek.</p> <p>There will be no impact on the coastal area as required in section 2.4.2 of the State Coastal Policy, due to the development proposed being physically separated from the actual coast and the existing ribbon development between the development site proper and the coast:</p> <p><i>“Care will be taken to minimise, or where possible totally avoid, any impact on environmentally sensitive areas from the expansion of urban and residential areas, including the provision of infrastructure for urban and residential areas.”</i></p> <p>The proposal is not considered to be cluster development nor ribbon development along the coast.</p>
<i>Wildlife concerns and the use of the area as a corridor and general concerns of the habitat and loss of this</i>	Wildlife corridors have been retained within and throughout the site, particularly along the creek and highway cadastre. Any development will cause some loss of habitat where it is located in native habitat to start with. The threatened species and habitats within the site are to be protected from conversion.
<i>The land has high value native vegetation cover including habitat for the threatened species</i>	Clearance is confined to DSO and DAC vegetation types, each of which is well represented and well reserved in the bioregion. The areas to be cleared do not include areas of significant habitat for threatened flora or fauna species. The areas identified as significant have been protected in no build areas.
<i>Natural values will be degraded by land clearing for roads, buildings, fences, fire protection etc.</i>	The development proposal will directly result in the conversion or modification of around 40ha for building footprints, hazard management areas, and roads (not excluding fencing). The future land use of the balance of the site and therefore of each individual lot and the impact on natural values is unknown. We can only consider the proposal at hand. There will be no change in the reservation status of affected natural values and those values that are poorly reserved will be protected in the proposed layout.

4.6 Graeme Beech, North Hobart (Representation 6)

Issue	Response
<i>Natural values will be degraded by land clearing for roads, buildings, fences, fire protection etc.</i>	The development proposal will directly result in the conversion or modification of around 40ha for building footprints, hazard management areas, and roads (not excluding fencing). The future land use of the balance of the site and therefore of each individual lot and the impact on natural values is unknown. We can only consider the proposal at hand. There will be no change in the reservation status of affected natural values and those values that are poorly reserved will be protected in the proposed layout.
<i>The Environmental Living Zone is the appropriate zone for the area.</i>	The Environmental Living Zone will not be part of the new planning scheme. The introduction of the new planning scheme does not prohibit anyone seeking an amendment request to the current planning scheme. Rural Living is a legitimate use recognised through zoning within the planning process and is a use recognised within the Northern Regional Land Use Strategy.

Issue	Response
<i>Wildlife concerns and the use of the area as a corridor and general concerns of the habitat and loss of this</i>	Wildlife corridors have been retained within and throughout the site, particularly along the creek and highway cadastre. Any development will cause some loss of habitat where it is located in native habitat to start with. The threatened species and habitats within the site are to be protected from conversion.
<i>Higher density development should be constrained within the existing serviced settlement boundaries</i>	There is no rationale or strategic analysis to justify the reasons for such restraint and location of restraint from future development. The Urban Growth Area does not provide for Rural Living zoned land within it, however the subject site is outside the Urban Growth Area.
<i>Concerns in relation to the boundary for settlement and that the intersection of St Helens Point Road and Tasman Highway should be the dividing line</i>	There is no rationale or strategic analysis to justify the reasons for such restraint and location of restraint from future development. The Urban Growth Area does not provide for Rural Living zoned land within it, however the subject site is outside the Urban Growth Area.
<i>The subdivision and rezoning are not compliant with the State Coastal Policy</i>	<p>The proposal is indeed within 1km of the coast, being George's Bay (this is off-shore but tidal). The subject site is greater than 1km from the ocean fronting coastline further to the east (approx. 2.5km). The subject site is located behind and adjacent to a strip of developed residential land which faces north towards George's Bay. There are two areas that the subject site currently front directly onto St Helens Point Road and there is to be no impact at these areas. The existing Parkside dwelling will remain on a large lot (Lot 48) of some 15.21ha and also contain Parkside Lagoon. The second area is to the northwest of Lot 39 and is identified in the Plans as a wildlife corridor based around the existing creek.</p> <p>There will be no impact on the coastal area as required in section 2.4.2 of the State Coastal Policy, due to the development proposed being physically separated from the actual coast and the existing ribbon development between the development site proper and the coast:</p> <p><i>"Care will be taken to minimise, or where possible totally avoid, any impact on environmentally sensitive areas from the expansion of urban and residential areas, including the provision of infrastructure for urban and residential areas."</i></p> <p>The proposal is not considered to be cluster development nor ribbon development along the coast.</p>

4.7 Seymour Community Action Group Inc. (Representation 7)

Issue	Response
<i>No BODC endorsed plan has earmarked this site for future rural residential uses.</i>	<p>The proposed development is a long-term strategic development which will be undertaken in stages.</p> <p>The Environmental Living zone will not be part of the new Planning Scheme.</p> <p>The subject site is characteristic of rural living areas, in that the title is within 5km of an urban area. Page 42 of the St Helens and Surrounds Structure Plan identified the subject lands/adjacent lands to the south within the 1,238ha of vacant lifestyle land for rural living purposes (Background Report), noting that the subject land were not true vacant lands due to presence of a dwelling. The subject lands in question are identified as being a rural lifestyle block in the structure plan.</p>

Issue	Response
<i>The applicant is making a case for Rural Living Subdivision, where all recommended Rural Living is shown to the north and west of the St Helens township.</i>	<p>As detailed in the point above, the Environmental Living zone will not be part of the new Planning Scheme.</p> <p>The subject site is characteristic of rural living areas, in that the title is within 5km of an urban area. Page 42 of the St Helens and Surrounds Structure Plan identified the subject lands/adjacent lands to the south within the 1,238ha of vacant lifestyle land for rural living purposes (Background Report), noting that the subject land were not true vacant lands due to presence of a dwelling. The subject lands in question are identified as being a rural lifestyle block in the structure plan.</p> <p>The St Helens and Surrounds Structure Plan identifies future rural lifestyle allotments to the south of St Helens township.</p>
<i>The subdivision and rezoning are not compliant with the State Coastal Policy</i>	<p>The proposal is indeed within 1km of the coast, being George's Bay (this is off-shore but tidal). The subject site is greater than 1km from the ocean fronting coastline further to the east (approx. 2.5km). The subject site is located behind and adjacent to a strip of developed residential land which faces north towards George's Bay. There are two areas that the subject site currently front directly onto St Helens Point Road and there is to be no impact at these areas. The existing Parkside dwelling will remain on a large lot (Lot 48) of some 15.21ha and also contain Parkside Lagoon. The second area is to the northwest of Lot 39 and is identified in the Plans as a wildlife corridor based around the existing creek.</p> <p>There will be no impact on the coastal area as required in section 2.4.2 of the State Coastal Policy, due to the development proposed being physically separated from the actual coast and the existing ribbon development between the development site proper and the coast:</p> <p><i>"Care will be taken to minimise, or where possible totally avoid, any impact on environmentally sensitive areas from the expansion of urban and residential areas, including the provision of infrastructure for urban and residential areas."</i></p> <p>The proposal is not considered to be cluster development nor ribbon development along the coast.</p>
<i>Concerns that the on-site wastewater proposal, together with hard surface run-off will not be able to guarantee this outcome to watercourses.</i>	<p>The proposed development is for lots ranging from 1.1ha to 15.21ha. A report prepared by a suitably qualified person was submitted together with the application demonstrating that the proposed lots can achieve adequate onsite wastewater management.</p>
<i>Concerns that there is not enough demand for more large-scale residential land in the St Helens Area.</i>	<p>It should be noted that the list of comparative properties 2017 are zoned Environmental Living, so although comparative in potential size, location and zone is not really able to be something to compare to. To be more accurate to compare there are within the St Helens area 134 lots within the Rural Living zone that are present, and of these, only 17 were vacant at the time of application.</p>
<i>Wildlife concerns and the use of the area as a corridor and general concerns of the habitat and loss of this</i>	<p>Wildlife corridors have been retained within and throughout the site, particularly along the creek and highway cadastre. Any development will cause some loss of habitat where it is located in native habitat to start with. The threatened species and habitats within the site are to be protected from conversion.</p>

Issue	Response
<i>The land has high value native vegetation cover including habitat for the threatened species</i>	Clearance is confined to DSO and DAC vegetation types, each of which is well represented and well reserved in the bioregion. The areas to be cleared do not include areas of significant habitat for threatened flora or fauna species. The areas identified as significant have been protected in no build areas. Swift parrots can coexist with rural residential development. Building construction near foraging habitat needs to be sensitive to prevention of birds colliding with windows, this is nest mitigated by positioning no reflective windows. This can be achieved by conditions on building permits.
<i>Concerns of the site entrance setting a dangerous precedent.</i>	The intersection of the proposed road and Tasman Highway junction will be constructed and has been designed by qualified engineers. The ultimate approval of the design and construction lies with the road authority (DSG), who have provided comment to this application.
<i>Lot 1 has a slope of over 16% at a distance of less than 30 metres from the building envelope to the creek.</i>	It is unclear the concerns in relation to this matter, whether they are concerned with bushfire or stormwater or wastewater disposal. All of the above matters have been considered by suitably qualified persons.

4.8 Friends of the East Coast Inc. (Representation 8)

Issue	Response
<i>Premature rezoning concerns</i>	The Environmental Living Zone will not be part of the new planning scheme. The introduction of the new planning scheme does not prohibit anyone seeking an amendment request to the current planning scheme. Rural Living is a legitimate use recognised through zoning within the planning process and is a use recognised within the Northern Regional Land Use Strategy.
<i>Previous planning schemes and reviews</i>	The previous planning schemes are now irrelevant to this application, the only statutory planning scheme is the current – Break O’Day Interim Planning Scheme 2013. The current proposal has been well researched, and a comprehensive application submitted for consideration, it must be assessed on its own merits and the endorsed documentation at this time.
<i>Fire protection issues</i>	The application is supported by a Bushfire Assessment prepared by Ian Abernethy and endorsed by Tasmania Fire Service. The proposed development has demonstrated that it can meet the regulations in relation to bushfire risk management.
<i>Concerns that not all documentation was provided with the application</i>	The information listed that was omitted from the application was in fact provided and advertised with the application (this is noted as there is reference in other submission to a number of the documents, including Real Estate Advice). As the application was so large there was a number of attachments, it is possible that the author was just not able to locate in the suite of supportive reports.

4.9 Susan Blackburn, Gardens Road (Representation 9)

Issue	Response
<i>The rezoning is premature given the decisions that will have to be made by Council as part of the new Tasmanian Planning Scheme.</i>	The Environmental Living Zone will not be part of the new planning scheme. The introduction of the new planning scheme does not prohibit anyone seeking an amendment request to the current planning scheme. Rural Living is a legitimate use recognised through zoning within the planning process and is a use recognised within the Northern Regional Land Use Strategy.

Issue	Response
<i>Fire protection issues and supply of utility facilities</i>	The application is supported by a Bushfire Assessment prepared by Ian Abernethy and endorsed by Tasmania Fire Service. The proposed development has demonstrated that it can meet the regulations in relation to bushfire risk management.
<i>Natural values will be degraded by land clearing for roads, buildings, fences, fire protection etc.</i>	The development proposal will directly result in the conversion or modification of around 40ha for building footprints, hazard management areas, and roads (not excluding fencing). The future land use of the balance of the site and therefore of each individual lot and the impact on natural values is unknown. We can only consider the proposal at hand. There will be no change in the reservation status of affected natural values and those values that are poorly reserved will be protected in the proposed layout.

4.10 Peter Heading, NRM North (Representation 10)

Issue	Response
<i>Lack of faith of ratepayers with potential inappropriate changes in zones to suit developers</i>	The Environmental Living Zone will not be part of the new planning scheme. The introduction of the new planning scheme does not prohibit anyone seeking an amendment request to the current planning scheme. Rural Living is a legitimate use recognised through zoning within the planning process and is a use recognised within the Northern Regional Land Use Strategy. The application was a comprehensive application supported by a range of reports prepared by suitably qualified persons.
<i>Natural values will be degraded by land clearing for roads, buildings, fences, fire protection etc.</i>	The development proposal will directly result in the conversion or modification of around 40ha for building footprints, hazard management areas, and roads (not excluding fencing). The future land use of the balance of the site and therefore of each individual lot and the impact on natural values is unknown. We can only consider the proposal at hand. There will be no change in the reservation status of affected natural values and those values that are poorly reserved will be protected in the proposed layout.
<i>Fire protection issues and supply of utility facilities</i>	The application is supported by a Bushfire Assessment prepared by Ian Abernethy and endorsed by Tasmania Fire Service. The proposed development has demonstrated that it can meet the regulations in relation to bushfire risk management.
<i>Urbanisation will lead to increased weeds and feral animals</i>	Development and use of the site is likely to result in the introduction of weeds and land management will need to focus on this matter to ensure that retained values are not degraded. The <i>Tasmanian Weed Management Act 1998</i> has attendant regulations aimed at the eradication or control of declared weeds.
<i>The subdivision and rezoning is not compliant with the State Coastal Policy</i>	The proposal is indeed within 1km of the coast, being George's Bay (this is off-shore but tidal). The subject site is greater than 1km from the ocean fronting coastline further to the east (approx. 2.5km). The subject site is located behind and adjacent to a strip of developed residential land which faces north towards George's Bay. There are two areas that the subject site currently front directly onto St Helens Point Road and there is to be no impact at these areas. The existing Parkside dwelling will remain on a large lot (Lot 48) of some 15.21ha and also contain Parkside Lagoon. The second area is to the northwest of Lot 39 and is identified in the Plans as a wildlife corridor based around the existing creek.

	<p>There will be no impact on the coastal area as required in section 2.4.2 of the State Coastal Policy, due to the development proposed being physically separated from the actual coast and the existing ribbon development between the development site proper and the coast:</p> <p><i>“Care will be taken to minimise, or where possible totally avoid, any impact on environmentally sensitive areas from the expansion of urban and residential areas, including the provision of infrastructure for urban and residential areas.”</i></p> <p>The proposal is not considered to be cluster development nor ribbon development along the coast.</p>
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4.11 East Coast Surveying, Applicants (Representation 11)

Issue	Response
<i>The applicants raise concerns with a number of the draft permit conditions.</i>	<p>Condition is a standard BODC condition. Conditions 2 and 3 and 6 comments are noted. Condition 7 from Department of State Growth are proposed only to be reworded as per DSG submission, no further changes are proposed. Condition 8 has been reworded as Council’s Manager Development and Infrastructure Services has advised that Council will not approve designs, and that the cul-de-sacs must be asphalt, at this stage no further alterations are proposed to this condition. Condition 11, may require a memorandum of understanding at the time of this stage of subdivision in relation to the value of Lot 300 and the transfer arrangements.</p> <p>The application will progress for further discussion and hearings with the Tasmanian Planning Commission. Such an occasion will allow for the Commission to hear any representor and go over concerns with them and the applicant. The Commission would therefore be the final decision maker on such an application.</p>

4.12 Department of State Growth (Representation 12)

Issue	Response
<i>Condition rewording and advice re: public transport</i>	<p>The comment in relation to public transport is noted.</p> <p>The Department provided comment in December 2018 to aid the wording of conditions, specific conditions and wording were not provided in a clear format, and hence the submission now providing clarification. It is suggested that changes to Condition 7 be altered to conform to the Department’s requirements, as road authority.</p>

4.13 John Davies, adjacent land owner (Representation 13)

Issue	Response
<i>Concern in relation to the dotted line labelled “future road” on either side of the boundary between lots 39 and 40, this area adjacent is very suitable for a future dwelling and not suitable for a road through to St Helens Point Road.</i>	<p>This dotted line is to provide a future road should there be the need for a further connection onto St Helens Point Road, no road is proposed at this point in time and obviously further negotiations with the owner at the time of such adjacent land to the north will be required by Council. There are no comments to be made in relation to the actual engineering aspects of a future road and that detail is not required or necessary at this point in time.</p>

4.14 Tasmanian Conservation Trust Inc. (Representation 14)

Issue	Response
<i>The Environmental Living Zone is the appropriate zone for the area.</i>	The Environmental Living Zone will not be part of the new planning scheme. The introduction of the new planning scheme does not prohibit anyone seeking an amendment request to the current planning scheme. Rural Living is a legitimate use recognised through zoning within the planning process and is a use recognised within the Northern Regional Land Use Strategy.
<i>Natural values will be degraded by land clearing for roads, buildings, fences, fire protection etc.</i>	The development proposal will directly result in the conversion or modification of around 40ha for building footprints, hazard management areas, and roads (not excluding fencing). The future land use of the balance of the site and therefore of each individual lot and the impact on natural values is unknown. We can only consider the proposal at hand. There will be no change in the reservation status of affected natural values and those values that are poorly reserved will be protected in the proposed layout.
<i>Urbanisation will lead to increased weeds and feral animals</i>	Development and use of the site is likely to result in the introduction of weeds and land management will need to focus on this matter to ensure that retained values are not degraded. The <i>Tasmanian Weed Management Act 1998</i> has attendant regulations aimed at the eradication or control of declared weeds.
<i>Concerns of the North Barker assessment being inadequate as it only addresses the direct impacts on the natural values from clearing of vegetation and not the indirect impacts.</i>	Representations infer that the land is pristine bushland. The subject sites are severely degraded by casual dumping of garden waste, car bodies, illegal trail riding, four-wheel driving and unauthorised tree felling, as well as unauthorised camping and construction of temporary shelters. Clearance is confined to DSO and DAC vegetation types, each of which is well represented and well reserved in the bioregion. The areas to be cleared do not include areas of significant habitat for threatened flora or fauna species. The areas identified as significant have been protected in no build areas.
<i>Wildlife concerns and the use of the area as a corridor and general concerns of the habitat and loss of this</i>	Wildlife corridors have been retained within and throughout the site, particularly along the creek and highway cadastre. Any development will cause some loss of habitat where it is located in native habitat to start with. The threatened species and habitats within the site are to be protected from conversion.
<i>Concerns in relation to the boundary for settlement and that the intersection of St Helens Point Road and Tasman Highway should be the dividing line</i>	There is no rationale or strategic analysis to justify the reasons for such restraint and location of restraint from future development. The Urban Growth Area does not provide for Rural Living zoned land within it, however the subject site is outside the Urban Growth Area.
<i>The subdivision and rezoning is not compliant with the State Coastal Policy</i>	The proposal is indeed within 1km of the coast, being George's Bay (this is off-shore but tidal). The subject site is greater than 1km from the ocean fronting coastline further to the east (approx. 2.5km). The subject site is located behind and adjacent to a strip of developed residential land which faces north towards George's Bay. There are two areas that the subject site currently front directly onto St Helens Point Road and there is to be no impact at these areas. The existing Parkside dwelling will remain on a large lot (Lot 48) of some 15.21ha and also contain Parkside Lagoon. The second area is to the northwest of Lot 39 and is identified in the Plans as a wildlife corridor based around the existing creek.

	<p>There will be no impact on the coastal area as required in section 2.4.2 of the State Coastal Policy, due to the development proposed being physically separated from the actual coast and the existing ribbon development between the development site proper and the coast:</p> <p><i>“Care will be taken to minimise, or where possible totally avoid, any impact on environmentally sensitive areas from the expansion of urban and residential areas, including the provision of infrastructure for urban and residential areas.”</i></p> <p>The proposal is not considered to be cluster development nor ribbon development along the coast.</p>
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4.15 Todd Dudley, North East Bioregional Network (Representation 15)

Issue	Response
<i>Previous planning schemes and reviews</i>	<p>The previous planning schemes are now irrelevant to this application, the only statutory planning scheme is the current – Break O’Day Interim Planning Scheme 2013.</p> <p>The current proposal has been well researched and a comprehensive application submitted for consideration, it must be assessed on its own merits and the endorsed documentation at this time.</p>
<i>Break O’Day Council Planning Reports – other reports available were not taken into account</i>	An application must be assessed on the documentation submitted together with the application as well as endorsed strategic and statutory documentation.
<i>Process management and planning decisions of Council</i>	The application will progress for further discussion and hearings with the Tasmanian Planning Commission. Such an occasion will allow for the Commission to hear any representor and go over concerns with them and the applicant. The Commission would therefore be the final decision maker on such an application.
<i>Comment on Falmouth settlement and Beaumaris settlement</i>	Not relevant to the application and its merits for consideration.
<i>The subdivision and rezoning is not compliant with the State Coastal Policy</i>	<p>The proposal is indeed within 1km of the coast, being George’s Bay (this is off-shore but tidal). The subject site is greater than 1km from the ocean fronting coastline further to the east (approx. 2.5km). The subject site is located behind and adjacent to a strip of developed residential land which faces north towards George’s Bay. There are two areas that the subject site currently front directly onto St Helens Point Road and there is to be no impact at these areas. The existing Parkside dwelling will remain on a large lot (Lot 48) of some 15.21ha and also contain Parkside Lagoon. The second area is to the northwest of Lot 39 and is identified in the Plans as a wildlife corridor based around the existing creek.</p> <p>There will be no impact on the coastal area as required in section 2.4.2 of the State Coastal Policy, due to the development proposed being physically separated from the actual coast and the existing ribbon development between the development site proper and the coast:</p> <p><i>“Care will be taken to minimise, or where possible totally avoid, any impact on environmentally sensitive areas from the expansion of urban and residential areas, including the provision of infrastructure for urban and residential areas.”</i></p> <p>The proposal is not considered to be cluster development nor ribbon development along the coast.</p>

Issue	Response
<p><i>Natural values will be degraded by land clearing for roads, buildings, fences, fire protection etc.</i></p>	<p>The development proposal will directly result in the conversion or modification of around 40ha for building footprints, hazard management areas, and roads (not excluding fencing). The future land use of the balance of the site and therefore of each individual lot and the impact on natural values is unknown. We can only consider the proposal at hand. There will be no change in the reservation status of affected natural values and those values that are poorly reserved will be protected in the proposed layout.</p> <p>The threatened species and habitats are protected from conversion.</p> <p>As suggested by Nick Fitzgerald, resilient vegetation is more likely than other vegetation to resist change due to the pressures of adjacent development. The development proposal will directly result in the conversion or modification of about 40ha of the 153ha sites for development. The future land use of the balance of each lot and hence the impact on habitat values is not known and would be subject to further approvals in the future.</p> <p>There would not be a change in the reservation status of affected natural values and those values that are poorly reserved are protected in the proposed layout.</p> <p>The scale of impact attributed to nutrients and sedimentation is speculative.</p> <p>The comments on landscape context rely on the work of the author (Nick Fitzgerald), supported by local community conservation groups. This work have not been adopted by regulators nor is it reflected in the planning scheme overlays. According to this critique by Nick Fitzgerald large area of priority habitat equal core habitat. Core area or habitats are widely accepted as being smaller areas within large area or areas of highest values to a species i.e. not equal to large areas. Nevertheless, Mr Fitzgerald demonstrates that 50% of the core habitats are in reserves.</p> <p>Further comment in provided in the applicant's response to the representation and is supported.</p>
<p><i>Strategic matters and concerns</i></p>	<p>In terms of the RLUS the following matters RSN-P21, RSN-P23 and RSN-P24 are highlighted.</p> <p>The following actions within the RLUS support the proposal: RSN-A20, RSN-A21, RSN-A22, RSN-A23, RSN-A24, RSN-A25 and RSN-A26.</p> <p>It is the author of this report opinion that the proposal demonstrates compliance with all relevant strategies and the Council planning scheme.</p>
<p><i>Access to land for site assessment</i></p>	<p>The author of the representation has raised the matter that he was denied access to the land to assess its ecological condition. This is not a matter for consideration of Council any further.</p>

5. Conclusion

Council's decision to progress the application allows for further discussion and hearings with the Tasmanian Planning Commission. Such an occasion would allow for the Commission to hear any representation and go over concerns with them and the applicant. The Commission would therefore be the final decision maker on such an occasion.

There are no reasons for Council not to proceed with the draft Amendment 01/2018 and planning permit DA021/2018. The report has provided an assessment of the representations and should be forwarded to the Tasmanian Planning Commission with a recommendation that it be approved with only a minor alteration to the conditions of the planning permit to deal with road infrastructure.

STATUTORY REQUIREMENT OUTSIDE OF LUPAA:

State Coastal Policy 1996.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Break O' Day Interim Planning Scheme 2013;
Land Use Planning and Approvals Act 1993;
Local Government (Building and Miscellaneous Provisions) Act 1993.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable, all costs of the development are the responsibility of the developer.

VOTING REQUIREMENTS:

Simple Majority.

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.

Nil.

04/19.8.0

NOTICES OF MOTION

04/19.8.1

Notice of Motion – Drive on the Left in Australia Signage – Clr J Drummond

MOTION:

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

To provide signage and petition other road owners - eg State govt. - to place “Drive on the Left in Australia” or similar, as is in place on the Great Ocean Road, to assist with overseas drivers being made aware of correct driving procedures.

SUBMISSION IN SUPPORT OF MOTION:

Popular tourist locations should consider adding signage to the roadsides with the aim of reducing overseas visitor-related accidents. The signs would remind visitors of where to drive on the roads. Education is the key. There needs to be a balance on where and how the signs are used. Included is an example of signage on the Great Ocean Road.



MOTION:

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

- i. That Council allocate money to replace the picnic table at the river area in Fingal in front of the old Magistrates House.
- ii. That Council consider tidying up the area which residents use to access a swimming place in the river. This could include cutting back or removing vegetation and improving the steps down to the area.

SUBMISSION IN SUPPORT OF MOTION:

I have been approached by residents who would like the area in front of the Magistrates House that fronts the river in Fingal made tidier and safer to access, it is used by children and adults through summer. There was previously a picnic table which was removed about 2-3 years ago. There is an existing concrete pad at the river edge and there was previously a ladder which has rusted out. There is a bin and existing “steps” which are in poor condition and often overgrown.

I note that Council have recently cleaned up the area and whippet snipped the banks for which the residents are grateful.

MOTION:

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

- (1) Council recognises that we are in a state of climate emergency that requires urgent action by all levels of government, including by local councils.
- (2) Council establishes an Energy and Environment Working Group. The Working Group will comprise all Councillors who wish to participate and will be supported by relevant Council officers.

The Working Group will meet on a regular basis over coming months to develop proposals for Council's consideration at a meeting in six (6) months-time.

SUBMISSION IN SUPPORT OF MOTION:

By declaring a climate emergency that includes a call for immediate and urgent action to reverse global warming, council can add its voice to over [400 councils](http://www.caceonline.org/councils-that-have-declared.html) that have already declared a climate emergency. 15 of those Councils are within Australia and a represent a total of 915,487 people.

<http://www.caceonline.org/councils-that-have-declared.html>

The Working Group could review and revise the "Responding to Climate Change" actions outlined in the document "Responding to Climate Change. Break O'Day Council Municipal Management Plan. September 2013", as the starting point of it's policy considerations.

Council can also:

- **Educate** on the climate emergency using existing or low-cost communication channels, while building support for a broader climate emergency response at the state, national and international levels.
- **Mitigation - reduce emissions** and **drawdown** previous emissions.
- **Build community resilience** against some global warming impacts.
- **Exert pressure:**
 - **Upwards:** Lobbying state and national governments to adopt and fund a climate emergency response.
 - **Sideways:** Encouraging other councils to implement a climate emergency response through networks and by leading by example.
 - **Inwards:** Educating the council staff about the climate emergency and what a council can do to respond from the General Manager down.
 - **Downwards:** Local action through education, mitigation and resilience building.

04/19.9.0 COUNCILLOR'S QUESTIONS ON NOTICE

04/19.9.1 Hand Wash for Public Bathrooms – Cllr J Drummond

Would it be possible to include hand wash soap in our public bathrooms, throughout the Break O'Day area?

Reply

To service every facility within the municipality will require the following:

- Purchase and fitting of dispensers (Cost not available at the time of preparing this response).
- Dispenser refilling at \$10,920 per annum (plus indexed for annual price increases).
- Servicing cost - not part of the current cleaning contract and requires negotiation with the contractor.

Once all costs are known, these will be reported to the Council.

04/19.10.0 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.

04/19.11.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

04/19.11.1 Mayor's Communications for Period Ending 15 April 2019

21.03.2019	St Marys	– Drought relief meeting with Barnaby Joyce and Senator Steve Martin
23.03.2019		– Local Government Association of Tasmania (LGAT) Elected Members
25.03.2019	St Helens	– Tour of the new Hospital
28.03.2019 to 03.04.2019	New Zealand	– Sustainable Trails Conference – Meeting with various representatives in relation to mountain trails and associated activities
09.04.2019	St Helens	– St Helens School Grade 9-12 Assembly – Certificate of Appreciation ScamJam
10.04.2019	Launceston	– Meeting with Northern Tasmanian Development Corporation (NTDC) State Engagement with the Northern Region
11.04.2019	St Helens	– Tasmanian Community Funding (TCF) Council presentation
15.04.2019	St Helens	– Council Meeting

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

- St Helens and Districts Chamber of Commerce and Tourism –Clr Kylie Wright
- NRM Special Committee – Clr Janet Drummond
- Barway Committee – Clr John McGiveron
- Regional Tourism Organisation (RTO) – Clr Glenn McGuinness
- Mental Health Action Group – Clr Barry LeFevre
- Disability Access Committee – Clr Janet Drummond

04/19.12.0 BUSINESS AND CORPORATE SERVICES

04/19.12.1 Corporate Services Department Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
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 of various issues which have been dealt with in 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:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
02/19.12.4.26	18 February 2019	That Council petition for the removal of notations relating to Public Open Space/Set Apart for Public Recreation on properties identified for disposal.	No action yet.
03/19.16.3.60	18 March 2019	That Policy LG03 Councillors Code of Conduct as amended, be adopted.	

COMPLETED REPORTS:

Nil.

Staff Movements:

Nil.

Meetings Attended:

Regular meetings with corporate service team members, individually and together.

Meeting with managers, individually and together, with respect to capital budget.

Other Issues:

Investments – Term Deposits

BENDIGO:

\$1,036,833.22	2.60%	Maturing 29/04/19
\$1,012,738.94	2.60%	Maturing 29/04/19
\$ 500,000.00	2.60%	Maturing 03/05/19
\$1,012,863.02	2.60%	Maturing 14/05/19
\$1,019,356.43	2.55%	Maturing 17/06/19

CBA:

\$1,000,000.00	2.70%	Maturing 04/04/19
\$1,000,000.00	2.66%	Maturing 06/05/19
\$1,006,460.27	2.54%	Maturing 11/06/19
\$1,006,484.93	2.51%	Maturing 17/06/19

Right to Information (RTI) Requests

Nil.

132 and 337 Certificates

	132	337
March 2019	69	36
February 2019	53	32
March 2018	72	34

Debtors/Creditors @ 2 April 2019

DEBTORS INFORMATION

Invoices Raised

Current		Previous Year	
Month	YTD 18/19	Month	YTD 17/18
64	675	47	651

CREDITORS INFORMATION

Payments Made

Current		Previous Year	
Month	YTD 18/19	Month	YTD 17/18
397	3202	334	3152

Work Health & Safety Coordinator

The Work Health & Safety (WHS) Coordinator attended various internal meetings related to risk management, WHS induction of a new trainee/volunteer and inducting new contractors of Council.

Regular meetings with the corporate service manager, indoor council staff meetings, Depot toolbox meeting and WHS /Risk Management Committee meeting.

Attended monthly remedial exercise sessions with St Marys and St Helens Depots workers.

Investigated an incident on Council's road construction site which injured a Council worker. Reported the notifiable dangerous incident to WorkSafe Tasmania and managed the workers' compensation claim as Return to Work Coordinator with the GP, worker and insurance company.

Investigated an incident which involved a member of the public not giving way to a Council truck causing damage to both vehicles and managing the insurance claim.

Undertook work health and safety audits of Council contractors on various worksite as well as inspecting Council's work sites and their teams.

Completed Council's insurance renewal process for the 2019/2020 Financial Year.

During the period of **5 March to 3 April 2019, no vandalism was reported to Council.**

RISK REGISTER QUARTERLY REPORT

The risk register was reviewed in **February and March 2019** in accordance with the **six (6) monthly** (HIGH and EXTREME) **and 12 monthly** (MEDIUM and LOW) **review schedule.**

Executive Summary

- **110 risks remained on the risk register as per 1/12/2018.**
- 2 risks were reviewed by the Communications Coordinator on 11/2/2019;
- 2 risks were reviewed by the HR Manager on 14/2/2019;
- 1 risk was reviewed by the Works Department on 18/2/2019;
- 1 risk was reviewed by the HR Manager on 5/3/2019;
- 1 risk was deleted as a consequence of being merged with another one;
- **109 risks remained on the risk register as per 3/4/2019.**

CHANGES MADE

IT&SM4 - Information Technology & Use of Social Media - Un-managed social media site.

Reviewed by the Communications Coordinator who advised that the policy has been reviewed and will go to Council Meeting in March 2019.

BC5 - Business Continuity - Lack of succession/retirement planning.

Reviewed by Manager Human Resources on 14/2/2019 and merged with SG17 Strategy & Governance - Ageing Workforce. BC5 is the same risk as SG17 and they can be incorporated.

SG17 - Strategy & Governance - Ageing Workforce

Reviewed by Manager Human Resources on 14/2/2019 and merged with BC5 and deleted.

WHS25 - Workplace Health & Safety - Mental Health

Reviewed by Manager Human Resources changes made on 5/3/2019.

POSSIBLE CAUSE: ~~Deleted 'Unrealistic deadlines, time management issues of individual. Inexperience or insufficient skills for job. Issues with co-worker, manager or ratepayers (bullying, etc.). Personal problems with partner or children which are taken to work.~~
Replaced with 'Inadequate resilience to cope with stressors'.

EXISTING CONTROLS: ~~Deleted~~ 'Newport & Wildman Counselling Services. Mini Mindfulness Moments introduced in Oct 2016. Stress Elimination in Workplace 12 week workshop sessions Feb-May 2017.
Replaced with 'EAP and on-going personal development session Focussed on building resilience'.

NO CHANGES MADE

IT&SM1 - Information Technology & Use of Social Media - Ineffective or inefficient use of Social Media. Reviewed by the Communications Coordinator and **no changes made on 11/2/2019.**

API10 - Assets/Property & Infrastructure - St Helens & Scamander Skate Parks - grind rails, centre pad and stairways. Reviewed by Works Department and **no changes were made on 18/2/2019.**

ADDED TO RISK REGISTER

None.

HIGH RISKS

The following three (3) HIGH risks were listed on Council's register as per 04/02/2019:

1. IT&SM4 – Information Technology & Use of Social Media – un-managed social media

What can happen: Information posted which reflects badly on Council.

Last reviewed in March 2019 and changes made. See page above.

2. WHS25 – Workplace Health & Safety – Mental Health

What can happen: Worker has a problem and is not able to cope with internal/external stressors at work and goes on workers compensation leave.

Last reviewed in March 2019 and changes made. See page above.

3. N10 – Climate Change – Lower George River significantly changing its course

What can happen: Massive damage to Binalong Bay Road and the access it provides.

Last reviewed postponed and will be reviewed in April 2019.

PIVOT TABLES

The following pivot tables provide a snapshot of various areas that have changed:

1. All Active Risk Groups/Categories and their associated risk rating

Count of Risk Id		Risk Rating			Grand Total
Status	Risk Group	Low	Medium	High	
Active	Assets/Property & Infrastructure	4	3		7
	Business Continuity	4	1		5
	Climate Change	1	2	1	4
	Commercial & Legal Relationships	1	2		3
	Customer Service		1		1
	Environmental Conditions	1	1		2
	Financial Management		1		1
	Information Technology & Use of Social Media	1	2	1	4
	Project Management		7		7
	Public Liability / Professional Indemnity	9	18		27
	Reputation / Consultation / Communication	6	1		7
	Social Inclusion	1	1		2
	Strategy & Governance	8	7		15
	Technical Issues	1	2		3
	Workers / Industrial Relations		6		6
	Workplace Health & Safety	11	3	1	15
Grand Total		48	58	3	109



2. Responsible Persons and associated risk rating

Count of Risk Id		Risk Rating			Grand Total
Status	Responsible Person	Low	Medium	High	
Active	Building Services Coordinator		3		3
	General Manager	5	8		13
	Manager Community Services	2	1		3
	Manager Corporate Services	10	3		13
	Manager HR	6	9	1	16
	Planning Services Coordinator		1		1
	Manager Development Services		1		1
	Communications Coordinator		1	1	2
	Manager Infrastructure & Development Services	25	31	1	57
		48	58	3	109
Grand Total		48	58	3	109

3. KPI Data Counter calculates how many days a particular manager is overdue to update the risk review date.

Status	Active
KPI Data Counter	(All)
Row Labels	Max of KPI Data Counter
Community Services	0
Corporate Services	0
Development Services	0
Governance	28
Human Resources	0
Works & Infrastructure	28
Grand Total	28

4. Number of total risks that are listed in the register for each Department.

Status	Active	
Row Labels		Count of Risk No.
Community Services		3
Corporate Services		13
Development Services		33
Governance		21
Human Resources		10
Works & Infrastructure		29
Grand Total		109

Review in April 2019

- 1 risk to be reviewed by the General Manager.
- 15 risks to be reviewed by the Works Department.
- 13 risks to be reviewed by the Manager Corporate Services.
- 24 risks to be reviewed by the Manager Infrastructure & Development Services.
- 3 risks to be reviewed by the Manager Community Services.

Next Quarterly Report in July 2019

RATES INFORMATION as at 3 April 2019						
This financial Year						
2018/2019	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,141,391.88	21,668.85	7,163,060.73	49,419.32	31,368.16	55,546.40
Waste	1,151,304.00	4,159.18	1,155,463.18			
Wheelie	411,595.00	571.19	412,166.19			
Recycling	231,894.00	1,138.32	233,032.32			
Fire	346,194.93	988.52	347,183.45			
TOTAL	9,282,379.81	28,526.06	9,310,905.87	49,419.32	31,368.16	55,546.40
Last Financial Year						
2017/2018	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	6,847,751.29	-324.67	6,847,426.62	47,801.35	24,926.25	52,732.42
Waste	1,101,260.00	-2,566.30	1,098,693.70			
Wheelie	391,067.10	-7,567.54	383,499.56			
Recycling	103,225.00	3,625.27	106,850.27			
Fire	333,669.22	2,281.25	335,950.47			
TOTAL	8,776,972.61	-4,551.99	8,772,420.62	47,801.35	24,926.25	52,732.42
Instalments						
2018/2019		Instalment \$	Outstanding \$	Outstanding %		
11 September 2018	Instalment 1	2,321,833.55	61,027.65	2.63%		
13 November 2018	Instalment 2	2,320,182.09	85,050.22	3.67%		
5 February 2019	Instalment 3	2,320,182.09	133,416.55	5.75%		
7 May 2019	Instalment 4	2,320,182.08	835,596.83	36.01%		
	TOTAL:	9,282,379.81	1,115,091.25	12.01%		
2017/2018						
2017/2018		Instalment \$	Outstanding \$	Outstanding %		
12 September 2017	Instalment 1	2,192,572.61	62,315.90	2.84%		
14 November 2017	Instalment 2	2,194,800.00	85,123.11	3.88%		
6 February 2018	Instalment 3	2,194,800.00	129,688.50	5.91%		
1 May 2018	Instalment 4	2,194,800.00	792,492.45	36.11%		
	TOTAL:	8,776,972.61	1,069,619.96	12.19%		
Discount						
	Discount	No. of	Total Ratable	% of total		
2018/2019	140,197.58	3,232	6,470	49.95%		
2017/2018	130,854.23	3,163	6,461	48.96%		

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

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.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	David Doyle, Finance Manager
FILE REFERENCE	018\018\001\
ASSOCIATED REPORTS AND DOCUMENTS	Financial Reports

OFFICER'S RECOMMENDATION:

That the following reports for the month ending 31 March 2019 be received:

1. Trading Account Summary
2. Income Statement
3. Profit and Loss Statements
4. Financial Position
5. Cash Flow
6. Capital Expenditure

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 March 2019.

Trading Account Summary

Council's current position for the month ending 31 March 2019 is summarised as follows:-

CASH AT BEGINNING OF PERIOD	10,068,190
TOTAL INCOME FOR PERIOD	489,650
TOTAL AVAILABLE FUNDS	10,557,840
LESS TOTAL EXPENDITURE	1,559,154
CASH AT END OF PERIOD	8,998,686
OUTSTANDING SUNDRY DEBTORS 60 DAYS & OVER	18,080

N.B. Cashflows in the short term are not equivalent to accounting surplus or deficit and therefore cash flows in the above statement will not necessarily equal figures shown elsewhere in this report.

Income Statement				
2018-2019				
	2017-2018 Actual	Year to Date Actual	Year to Date Budget	2018-2019 Budget
INCOME				
Rates and Charges	8,913,111	9,301,669	9,202,572	9,234,097
User Charges	959,093	670,485	612,890	825,091
Grants	3,052,197	1,204,269	1,109,152	2,855,798
Reimbursements	38,997	41,150	5,250	7,000
Other Income	140,673	203,905	115,417	145,000
Investment Income	852,137	340,905	333,833	538,000
Total Income	13,956,208	11,762,382	11,379,114	13,604,986
Capital Income				
Capital grants	2,300,487	444,691	424,965	5,059,400
Profit or Loss on Sale of Assets	(252,588)	47,214	40,000	40,000
Total Income	16,004,107	12,254,286	11,844,079	18,704,386
EXPENSES				
Employee Expenses	4,314,353	3,381,939	3,764,290	4,998,145
Materials and Services	4,479,416	3,666,340	3,109,553	4,209,874
Depreciation and amortisation	3,546,098	2,578,034	2,590,386	3,457,248
Other expenses	729,092	494,555	502,410	769,772
Total Expenses	13,068,959	10,120,867	9,966,640	13,435,039
FAGs in advance	(85,425)			
Net Operating Surplus\ (Deficit)	801,824	1,641,515	1,412,474	169,947
Net Surplus\ (Deficit)	2,849,723	2,133,419	1,877,439	5,269,347

Profit & Loss Statement							
2018-2019							
		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
1600	Revenues						
1611	General Rate	8,779	7,163,061	7,105,820	7,105,820	101%	
1612	Waste Charges	992	1,155,463	1,150,592	1,150,592	100%	
1613	Fire Levy	395	347,183	344,585	344,585	101%	
1614	Tips & Transfer Stations	21,845	130,812	94,572	126,097	104%	
1615	Recycling Charges	194	233,032	230,256	230,256	101%	
1616	Early Settlement Discounts	(384)	(140,048)	(130,000)	(130,000)	108%	
1617	Wheelie Bin Charges	350	412,166	406,747	406,747	101%	
	Total Rates	32,172	9,301,669	9,202,572	9,234,097	101%	
	Environmental Health						
1622	Inspection Fees	-	-	4,500	6,000	0%	
1623	Health/Food Licence Fees and Fines	(300)	1,137	1,000	14,000	8%	
1624	Immunisations	-	524	-	1,000	52%	
1626	Place of Assembly Licence	-	50	-	-		
	Total Environmental Health	(300)	1,711	5,500	21,000	8%	
	Municipal Inspector						
1631	Kennel Licences	-	10	-	1,200	1%	
1632	Dog Registrations	730	16,167	12,500	50,100	32%	
1633	Dog Impoundment Fees & Fines	100	1,813	1,875	2,500	73%	
1634	Dog Replacement Tags	15	115	-	-		
1635	Caravan Fees and Fines	232	56,813	50,000	50,000	114%	
1636	Fire Abatement Charges	-	-	2,000	2,000	0%	
1637	Infringement Notices	448	8,155	13,125	17,500	47%	
	Total Municipal inspector	1,524	83,073	79,500	123,300	67%	
	Building Services						
1641	Building Fees	1,740	30,450	22,500	30,000	102%	
1643	Building Search Fees	-	480	900	1,200	40%	
1644	Permit Administration	2,700	39,291	26,250	35,000	112%	Change in legislation resulted in conservative budget estimates
	Total Building Services	4,440	70,221	49,650	66,200	106%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Plumbing Services						
1642	Plumbing	2,780	35,715	37,500	50,000	71%	
	Total Plumbing Services	2,780	35,715	37,500	50,000	71%	
	Building Surveying						
1645	Building Inspections	3,309	40,282	30,000	40,000	101%	
1647	Certificates of Likely Compliance	2,615	27,364	16,500	22,000	124%	Change in legislation resulted in conservative budget estimates
	Total Building Surveying	5,925	67,646	46,500	62,000	109%	
	Planning Services						
1651	Development Application Fees	11,607	57,023	37,500	50,000	114%	
1653	Subdivision Fees	300	1,910	2,625	3,500	55%	
1654	Advertising Fee	4,500	39,500	31,500	42,000	94%	
1655	Adhesion Orders	-	210	375	500	42%	
1656	Engineering Fees	214	4,494	1,500	2,000	225%	
1657	Public Open Space	-	2,843		-		
	Total Planning Services	16,621	105,980	73,500	98,000	108%	
	Total Planning and Building Control Fees	29,766	279,562	207,150	276,200	101%	
	Government Fees Levies						
1661	B.C.I Training Levy	3,254	26,101	22,500	30,000	87%	
1662	Building Permit Levy	1,771	13,239	12,750	17,000	78%	
1663	132 & 337 Certificates	8,887	87,640	60,000	80,000	110%	
1664	Section 137 Property Sales	-	12,179		-		
	Total Government Fees Levies	13,912	139,160	95,250	127,000	110%	
	Investment Income						
1671	Interest Income	89	173,411	105,500	150,000	116%	
1674	Guarantee Fees - TasWater	-	25,903	13,000	20,000	130%	
1675	Tax Equivalents - TasWater	-	132,110	73,333	73,333	180%	Higher Tax Equivalents but dividends will be lower
1676	Dividends - TasWater	-	9,480	142,000	294,667	3%	
	Total Investment Income	89	340,905	333,833	538,000	63%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Sales Hire and Commission						
1681	Sales	11,610	68,682	107,983	130,100	53%	Gravel sales are recognised at end of year
1682	Commission	3,553	11,419	15,857	16,491	69%	
1683	Equipment Hire	(445)	304	-	-		
1684	Facilities and Hall Hire	9,023	32,940	45,650	55,000	60%	
1685	Facilities Leases	2,873	52,815	55,250	75,000	70%	
1687	History Room Other Income	-	821	750	1,000	82%	
	Total Sales Hire and Commission	26,614	166,980	225,490	277,591	60%	
	Other Income						
1761	Late Payment Penalties inc Interest	3,464	77,799	81,667	100,000	78%	
1763	Heavy Vehicle Contributions	-	72,642	-	-		Not budgeted for as we were advised that no payment was due
1765	Private Works	5,000	21,474	15,000	20,000	107%	
1766	Cemetery	645	10,804	18,750	25,000	43%	
1768	Miscellaneous Income	2,340	21,185	-	-		ONS event funding
	Total Other Income	11,449	203,905	115,417	145,000	141%	
	Reimbursements						
1772	Insurance Recoveries	-	4,923	-	-		
1773	Workers Comp. Recoveries	-	-	1,500	2,000	0%	
1775	Roundings	(0)	(654)	-	-		
1776	Miscellaneous Reimbursements	2,914	29,770	3,750	5,000	595%	Various including reimbursements of Cat Tracker contribution
1778	GST free reimbursements	-	7,111	-	-		
	Total Reimbursements	2,913	41,150	5,250	7,000	588%	
					-		
	Gain or Loss on Sale of Assets						
1781	Profit or Loss on Sale of Assets	9,591	47,214	40,000	40,000	118%	
	Total Gain or Loss on Sale of Assets	9,591	47,214	40,000	40,000	118%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Grant Income						
	Operating Grants			-			
1792	Financial Assistance Grant	-	1,089,219	1,090,152	2,836,798	38%	To be adjusted at end of year due to prepayment of grant
1794	State Grants - Other	300	784	-	-		
1794	Regional Workforce Development Plan	-	12,500				
1794	Youth Week Tasmania Grant	-	2,000				
1794	Learner Driver Mentor Grant	-	19,311	19,000	19,000	102%	
1794	2018-19 26TEN Communities Grant Program	45,455	45,455				
1794	Event Funding - Triple J One Night Stand	-	35,000				
	Total Operating Grants	45,755	1,204,269	1,109,152	2,855,798	42%	
	Capital Grants						
1791	Roads to Recovery	96,355	401,524	402,000	761,900	53%	
1791	Old Tasman Hotel			-	25,000	0%	c/f from 2017/18
1791	Mountain Bike Trails - Federal			-	1,600,000	0%	c/f from 2017/18
1791	Mountain Bike Trails - RJIP	10,665	23,044	22,965	1,537,500	1%	
1793	LDMP vehicle grant	-	20,123	-	-		
1793	Mountain Bike Trails	-	-	-	1,000,000	0%	c/f \$500k from 2017/18
1795	MAST funding of Cunningham St Jetty Upgrade	-	-	-	110,000		
1795	Medea Cove Footpath - Community Contribution	-	-		25,000		
	Total Capital Grants	107,020	444,691	424,965	5,059,400	9%	
	Total Revenue	280,504	12,254,286	11,844,079	18,704,386	66%	
	Expenses						
	Employee Costs						
1811	Salaries and Wages	238,030	2,319,524	2,614,881	3,451,345	67%	
1812	On Costs	99,371	1,039,938	1,132,385	1,524,100	68%	
1813	Overtime Payments	919	22,477	17,025	22,700	99%	Response to floods early in financial year
	Total Employee Costs	338,320	3,381,939	3,764,290	4,998,145	68%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Energy Costs						
1851	Electricity	2,946	95,341	130,937	160,375	59%	
	Total Energy Costs	2,946	95,341	130,937	160,375	59%	
	Materials and Contracts						
1861	Advertising	-	42,084	30,263	40,350	104%	
1863	Bank Charges - GST	1,712	20,696	18,150	24,200	86%	
1864	Books Manuals Publications	16	1,352	3,593	4,790	28%	
1865	Catering	3,764	17,539	10,575	14,100	124%	ONS costs
1866	Bank Charges - FREE	60	397	1,500	2,000	20%	
1867	Computer Hardware Purchase	518	15,826	9,000	12,000	132%	
1868	Computer Software Purchase	-	9,398	-	-		
1869	Computer Internet Charges	-	10,073	1,913	2,550	395%	ONS costs
1870	Computer Licence and Maintenance Fees	19,817	144,091	148,900	203,000	71%	
1872	Corporate Membership	-	123,074	138,790	147,990	83%	
1873	Debt Collection	-	27,611	12,000	16,000	173%	Higher than budgeted activity
1876	Stock Purchases for Resale	150	40,622	42,000	45,000	90%	
1890	Equipment Hire and Leasing	2,276	68,774	28,500	38,000	181%	ONS costs
1891	Equipment Maintenance and Minor Purchases	428	8,105	13,275	17,700	46%	
1893	Internet Billpay Costs	559	4,858	5,250	7,000	69%	
1895	Licensing and Licence Costs	828	35,106	21,150	39,379	89%	
1896	Land and Building Rental or Leasing Costs	-	4,628	7,100	17,600	26%	
1897	Materials	29,836	244,159	203,100	270,800	90%	ONS costs and new lock system
1898	Phone Calls Rental Fax	3,272	28,800	30,230	40,306	71%	
1899	Postage/Freight	4,076	24,628	18,008	24,010	103%	
1900	Printing/Laminating	550	13,859	13,350	17,800	78%	
1901	Property Insurance	2,787	94,071	83,500	83,500	113%	
1902	Room Hire	50	868	525	700	124%	
1904	Royalties and Copyright Licences	-	-	3,750	5,000	0%	
1905	Stationery	399	6,210	6,000	8,000	78%	
1906	Water and Property rates Payable	33,052	87,266	54,400	54,400	160%	
	Total Materials and Contracts	104,149	1,074,094	904,820	1,136,175	95%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Contractor Costs						
1971	Contractors	66,270	631,371	489,550	619,400	102%	ONS costs and MTB track maintenance
1972	Cleaning Contractors	17,518	151,128	137,138	182,850	83%	
1973	Waste Management Contractors	96,420	922,005	782,708	1,156,000	80%	
	Total Contractor Costs	180,208	1,704,504	1,409,396	1,958,250	87%	
	Professional Fees						
1991	Analysis Fees	-	168	-	-		
1992	Audit Fees	1,000	22,670	30,664	36,000	63%	
1993	Legal Fees	8,227	23,284	21,375	28,500	82%	
1994	Internal Audit Fees	-	4,198	5,250	7,000	60%	
1995	Revaluation Fees- Municipal only	400	14,850	18,667	28,000	53%	
1996	Professional Fees - Grant funded	-	28,328	15,000	-		
1997	Professional Fees - Strategic Projects	-	2,000	-	100,000	2%	
1998	Other Professional Fees	10,584	216,275	148,203	197,604	109%	ONS costs, website development and asset management project
	Total Professional Fees	20,211	311,773	239,159	397,104	79%	
	Plant Hire						
2101	Plant Hire - Internal	20,715	309,942	720,375	960,500	32%	
2102	Plant Hire - External	-	2,243	4,125	5,500	41%	
2103	Registration and MAIB	-	30,589	34,378	34,378	89%	
2104	Insurance Premiums	-	20,607	23,200	23,200	89%	
2105	Plant Repairs and Maintenance	7,245	86,699	74,850	99,800	87%	
2140	Plant Hire Recovered	(35,280)	(397,245)	(849,375)	(1,132,500)	35%	
2141	Fuel	11,148	112,108	111,000	148,000	76%	
2142	Fuel Credit	-	(11,615)	(11,250)	(15,000)	77%	
	Total Plant Hire	3,828	153,329	107,303	123,878	124%	
	Government Fees and Levies						
2255	Fire Levy	86,145	258,434	249,209	332,279	78%	
2257	Building Permit Levy	996	10,595	11,250	15,000	71%	
2258	Land Tax	12,083	35,807	34,980	56,813	63%	
2259	Training Levy	2,420	22,463	22,500	30,000	75%	
	Total Government Fees and Levies	101,644	327,299	317,939	434,092	75%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Depreciation						
2304	Depreciation Historical Assets	-	-	126	168	0%	
2305	Depreciation Buildings	17,991	162,066	159,909	213,211	76%	
2306	Depreciation Roads and Streets	143,882	1,294,938	1,294,938	1,726,584	75%	
2307	Depreciation Bridges	36,708	330,372	330,372	440,496	75%	
2308	Depreciation Plant & Equipment	26,824	241,628	247,972	330,629	73%	
2310	Depreciation Stormwater Infrastructure	27,658	248,922	248,922	331,896	75%	
2311	Depreciation Furniture	17,402	157,516	160,055	213,406	74%	
2312	Depreciation Land Improvements	13,921	126,391	131,893	175,858	72%	
2313	Amortisation of Municipal Valuation	1,800	16,200	16,200	25,000	65%	
	Total Depreciation	286,186	2,578,034	2,590,386	3,457,248	75%	
	Other Expenses						
2401	Interest Payable	-	197,276	214,177	335,328	59%	
2403	Bad & Doubtful Debts	-	234		-		
2404	Grants and Community Support Given	12,593	90,805	96,100	196,600	46%	
2405	Rate Remissions	-	55,546	55,000	55,000	101%	
2407	Waiver of Fees and Lease etc	611	1,575	-	-		
2408	Refunds/Reimbursements	-	2,888	-	-		
2409	Council Member Expenses	567	22,112	13,500	18,000	123%	
2410	Council Member Allowances	13,519	124,119	123,633	164,844	75%	
	Total Other Expenses	27,290	494,555	502,410	769,772	64%	
	Total Expenses	1,064,781	10,120,867	9,966,640	13,435,039	75%	
	FAG's received prior year in advance						
	Net Surplus\ (Deficit) before Capital amounts	(900,887)	1,641,515	1,412,474	169,947		
	Capital Grants	107,020	444,691	424,965	5,059,400		
	Profit or Loss on Sale of Assets	9,591	47,214	40,000	40,000		
	Net Surplus\ (Deficit)	(784,276)	2,133,419	1,877,439	5,269,347		

Profit And Loss Statement				
2018-2019				
	Month Actual	Year to Date Actual	2018-2019 Budget	Comments
Business & Corporate Services				
Total Investment Income	89	340,905	538,000	
Total Sales Hire and Commission	810	4,824	6,000	
Total Reimbursements	(0)	1,087	-	
Total Operating Grants	-	484	-	
Total Capital Grants	-	123	-	
Total Revenue	10,490	347,422	544,000	
Total Employee Costs	54,782	560,355	847,646	
Total Energy Costs	-	3,639	5,800	
Total Materials and Contracts	29,434	409,197	475,450	
Total Contractor Costs	387	5,424	7,900	
Total Professional Fees	-	31,022	13,000	
Total Plant Hire	308	9,789	12,200	
Total Government Fees and Levies	45	136	180	
Total Depreciation	17,639	154,383	219,712	
Total Expenses	102,595	1,173,945	1,581,888	
Net Surplus\ (Deficit) before Capital Income	(92,105)	(826,645)	(1,037,888)	
Net Surplus\ (Deficit)	(92,105)	(826,523)	(1,037,888)	
Development Services				
Total Environmental Health	(300)	1,711	21,000	
Total Municipal inspector	279	58,491	59,500	
Total Planning And Building Control Fees	29,552	275,068	274,200	
Total Government Fees Levies	13,912	126,980	127,000	
Total Sales Hire and Commission	(368)	820	1,300	
Total Reimbursements	-	3,661	-	
Total Revenue	43,274	482,976	483,000	
Total Employee Costs	59,502	516,627	941,191	
Total Materials and Contracts	468	32,804	37,910	
Total Contractor Costs	-	13,815	20,000	
Total Professional Fees	8,635	84,668	87,100	
Total Plant Hire	456	8,948	14,128	
Total Government Fees and Levies	3,416	33,058	45,000	
Total Depreciation	1,196	10,764	20,148	
Total Other Expenses	-	2,808	1,000	
Total Expenses	73,674	703,492	1,166,477	
Net Surplus\ (Deficit) before Capital Income	(30,399)	(220,516)	(683,477)	
Net Surplus\ (Deficit)	(30,399)	(220,516)	(683,477)	

	Month Actual	Year to Date Actual	2018-2019 Budget	Comments
Community Services				
Total Sales Hire and Commission	-	240	-	
Total Other Income	2,340	13,285	-	
Total Reimbursements	-	5,830	-	
Total Operating Grants	45,755	102,066	19,000	
Total Capital Grants	10,665	43,044	-	
Total Revenue	58,760	164,464	19,000	
Total Employee Costs	17,669	153,821	294,166	
Total Energy Costs	-	419	-	
Total Materials and Contracts	5,936	94,612	18,950	
Total Contractor Costs	2,745	41,472	30,000	
Total Professional Fees	-	13,015	8,000	
Total Plant Hire	-	11,066	10,750	
Total Depreciation	1,720	17,835	24,311	
Total Other Expenses	12,593	90,805	195,600	
Total Expenses	40,664	423,044	581,776	
Net Surplus\ (Deficit) before Capital Income	7,431	(301,624)	(562,776)	
Net Surplus\ (Deficit)	18,096	(258,580)	(562,776)	
Works and Infrastructure				
Total Rates	23,381	1,931,473	1,913,692	
Total Municipal inspector	1,245	24,582	63,800	
Total Planning And Building Control Fees	214	4,494	2,000	
Total Sales Hire and Commission	11,896	100,593	175,000	
Total Other Income	5,445	104,720	45,000	
Total Reimbursements	2,914	10,709	2,000	
Total Gain or Loss on Sale of Assets	-	29,305	40,000	
Total Operating Grants	-	597,132	1,531,366	
Total Capital Grants	96,355	401,524	5,059,400	
Total Revenue	141,450	3,204,533	8,832,258	
Total Employee Costs	143,835	1,505,774	2,076,787	
Total Energy Costs	2,946	88,069	149,575	
Total Materials and Contracts	62,436	366,212	405,099	
Total Contractor Costs	176,690	1,639,374	1,895,500	
Total Professional Fees	7,115	39,799	109,004	
Total Plant Hire	2,997	118,935	81,500	
Total Government Fees and Levies	10,948	32,403	52,354	
Total Depreciation	263,461	2,378,803	3,170,330	
Total Other Expenses	611	202,609	335,328	
Total Expenses	671,039	6,371,979	8,275,477	
Net Surplus\ (Deficit) before Capital Income	(625,943)	(3,568,970)	(4,502,619)	
Net Surplus\ (Deficit)	(529,588)	(3,167,446)	556,781	

	Month Actual	Year to Date Actual	2018-2019 Budget	Comments
Visitor Information Centre, History Room and Tourism				
Total Sales Hire and Commission	10,830	50,165	82,000	
Total Reimbursements	-	864	-	
Total Revenue	10,830	51,029	82,000	
Total Employee Costs	9,261	93,403	119,523	
Total Energy Costs	-	3,214	5,000	
Total Materials and Contracts	586	43,173	49,700	
Total Contractor Costs	387	4,419	4,850	
Total Professional Fees	-	9,718	9,000	
Total Plant Hire	-	47	-	
Total Government Fees and Levies	409	1,226	1,600	
Total Depreciation	706	6,354	10,446	
Total Expenses	11,348	161,552	200,119	
			-	
Net Surplus\ (Deficit) before Capital Income	(518)	(110,523)	(118,119)	
Net Surplus\ (Deficit)	(518)	(110,523)	(118,119)	
Governance and Members Expenses				
Total Rates	8,790	7,370,196	7,320,405	
Total Government Fees Levies	-	12,179	-	
Total Sales Hire and Commission	3,446	10,337	13,291	
Total Other Income	3,464	77,972	100,000	
Total Reimbursements	(0)	18,999	5,000	
Total Operating Grants	-	504,587	1,305,432	
Total Revenue	15,700	7,994,271	8,744,128	
Total Employee Costs	53,270	551,958	718,832	
Total Materials and Contracts	5,289	128,097	149,066	
Total Professional Fees	4,461	133,552	171,000	
Total Plant Hire	67	4,544	5,300	
Total Government Fees and Levies	86,825	260,476	334,958	
Total Depreciation	1,464	9,894	12,302	
Total Other Expenses	14,086	198,333	237,844	
Total Expenses	165,461	1,286,855	1,629,302	
			-	
Net Surplus\ (Deficit) before Capital Income	(149,762)	6,707,416	7,114,826	
Net Surplus\ (Deficit)	(149,762)	6,707,416	7,114,826	

	Month Actual	Year to Date Actual	2018-2019 Budget	Comments
Council Total				
Total Rates	32,172	9,301,669	9,234,097	
Total Environmental Health	(300)	1,711	21,000	
Total Municipal inspector	1,524	83,073	123,300	
Total Planning And Building Control Fees	29,766	279,562	276,200	
Total Government Fees Levies	13,912	139,160	127,000	
Total Investment Income	89	340,905	538,000	
Total Sales Hire and Commission	26,614	166,980	277,591	
Total Other Income	11,449	203,905	145,000	
Total Reimbursements	2,913	41,150	7,000	
Total Gain or Loss on Sale of Assets	9,591	47,214	40,000	
Total Operating Grants	45,755	1,204,269	2,855,798	
Total Capital Grants	107,020	444,691	5,059,400	
Total Revenue	280,504	12,254,286	18,704,386	
Total Employee Costs	338,320	3,381,939	4,998,145	
Total Energy Costs	2,946	95,341	160,375	
Total Materials and Contracts	104,149	1,074,094	1,136,175	
Total Contractor Costs	180,208	1,704,504	1,958,250	
Total Professional Fees	20,211	311,773	397,104	
Total Plant Hire	3,828	153,329	123,878	
Total Government Fees and Levies	101,644	327,299	434,092	
Total Depreciation	286,186	2,578,034	3,457,248	
Total Other Expenses	27,290	494,555	769,772	
Total Expenses	1,064,781	10,120,867	13,435,039	
Net Surplus\ (Deficit) before Capital Income	(891,296)	1,641,515	169,947	
Capital Income	107,020	491,904	5,099,400	
Net Surplus\ (Deficit)	(784,276)	2,133,419	5,269,347	

Financial Position

2018-2019

	2017-2018 Actual	Year to Date Actual	Year to Date Budget	2018-2019 Budget	Comments
Current Assets					
Cash	9,664,903	8,998,687	6,241,482	3,514,755	
Receivables	552,207	1,532,630	1,660,300	600,000	
Inventories	92,540	152,282	120,000	120,000	
Other Current Assets	75,699	-1,601	30,000	30,000	
Total Current Assets	10,385,349	10,681,998	8,051,781	4,264,755	
Non Current Assets					
Property Plant and Equipment	141,085,812	143,365,668	143,320,594	141,267,981	
Investment in TasWater	33,717,915	33,717,915	33,717,915	33,285,899	
Other Non Current Assets	44,392	63,800	74,000	74,000	
Total Non -Current Assets	174,848,119	177,147,383	177,112,509	174,627,880	
Total Assets	185,233,468	187,829,381	185,164,291	178,892,635	
Current Liabilities					
Payables	880,114	1,571,056	796,138	850,000	
Interest Bearing Liabilities	326,296	139,964	139,964	326,296	
Provisions	765,525	728,054	584,822	664,164	
Total Current Liabilities	1,971,935	2,439,075	1,520,925	1,840,460	
Non Current Liabilities					
Interest Bearing Liabilities	8,825,315	8,825,315	8,825,315	7,651,610	
Provisions	537,805	537,805	382,913	520,964	
Total Non Current Liabilities	9,363,120	9,363,119	9,208,228	8,172,574	
Total Liabilities	11,335,055	11,802,194	10,729,153	10,013,034	
Net Assets	173,898,413	176,027,186	174,435,138	168,879,601	
EQUITY					
Accumulated surplus	30,216,738	30,589,088	28,997,040	25,003,834	
Asset revaluation reserve	142,659,838	145,025,360	145,025,360	143,813,516	
Other reserves	1,021,837	412,739	412,739	62,251	
TOTAL EQUITY	173,898,413	176,027,186	174,435,138	168,879,601	
Other Reserves - detailed separately	1,021,837	412,739	412,739	62,251	
Employee Provisions	1,303,330	1,265,859	967,735	1,185,128	
Unallocated accumulated surplus	7,339,736	7,320,089	4,861,008	2,267,376	
Total cash available	9,664,903	8,998,687	6,241,482	3,514,755	
Note: This reflects the cash position and does not include Payables and Receivables					

Other Reserves				
2018-2019				
	Other Reserves 1/7/2018	Reserves new 2018-2019	Reserves used 2018-2019	Remaining 30/6/2018
Public Open Space				
Binalong Bay	3,362			3,362
Ansons Bay	2,229			2,229
Beaumaris	4,907			4,907
Scamander	23,398			23,398
St Helens	32,510			32,510
St Marys	3,750			3,750
Stieglitz	6,752			6,752
Total Public Open Space	76,908	-	-	76,908
General Reserves				
Community Development	12,500			12,500
137 Trust Seizures	261,080			261,080
Total General Reserves	273,580	-	-	273,580
Grant Proceeds Reserve				
Roads to recovery	568,242		(568,242)	-
Regional Workforce Development Plan	36,720		(23,510)	13,210
Learner Driver	22,387		(17,346)	5,041
Projectors for Stadium	14,000			14,000
Community Infrastructure Fund Grant	30,000			30,000
Total Grant Reserves	671,349	-	(609,098)	62,251
Total Other Reserves	1,021,837	-	(609,098)	412,739

Estimated Cash Flow					
2018-2019					
	2017-2018 Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	Comments
CASH FLOWS FROM OPERATING ACTIVITIES					
RECEIPTS					
Operating Receipts	15,020,889	11,497,720	12,203,740	13,604,986	
Less FAGs received in advance				(1,462,513)	Received June 2018
PAYMENTS					
Operating payments	10,627,090	7,558,529	7,983,343	9,977,791	
NET CASH FROM OPERATING	4,393,799	3,939,192	4,220,396	2,164,682	
CASH FLOWS FROM INVESTING ACTIVITIES					
RECEIPTS					
Proceeds from sale of Plant & Equipment	155,926	47,214	40,000	182,000	
Capital Grants	2,300,487	444,691	424,965	5,059,400	
PAYMENTS					
Payment for property, plant and equipment	5,604,078	4,910,981	7,922,451	13,229,934	
Payments for financial assets					
NET CASH FROM INVESTING ACTIVITIES	(3,147,665)	(4,419,076)	(7,457,486)	(7,988,534)	
CASH FLOWS FROM FINANCING ACTIVITIES					
RECEIPTS					
Proceeds from borrowings	1,500,000	-	-	-	
PAYMENTS					
Repayment of borrowings	312,292	186,332	186,332	326,296	
NET CASH FROM FINANCING ACTIVITIES	1,187,708	(186,332)	(186,332)	(326,296)	
NET INCREASE (DECREASE) IN CASH HELD	2,433,842	(666,216)	(3,423,421)	(6,150,148)	
CASH AT BEGINNING OF YEAR	7,231,061	9,664,903	9,664,903	9,664,903	
CASH AT END OF PERIOD	9,664,903	8,998,687	6,241,482	3,514,755	

Capital Expenditure							
2018-2019							
Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
	PLANT & EQUIPMENT						
	Replacement of the following vehicles						
CG005	White Kia Sportage Si Premium	32,358	32,358		36,000	36,000	
CG007	Hyundai I30 PD Hatch 2.0 Auto - Learner Driver	-	19,538				Grant funded \$22,000
CG010	1013 Bomag Roller	-	-		160,000	160,000	
CF023	Renault Traffic LWB 103Kw Manual	-	-	27,000	33,000	60,000	#1226 no action on this vehicle @ 7/3/19
CG015	D-Max 4x4 Crew Cab Manual SX	-	38,353		40,000	40,000	
CG017	Captiva LTZ AWD 7 Seat A2.2D	-	32,214			-	
CG020	White Kia Sportage Si Premium with Tow Bar	33,467	33,467		36,000	36,000	
CF022	Holland Backhoe	-	146,773	155,000		155,000	
CF011	1019 Stirling 10 Yrd	-	179,757	180,000		180,000	
	Other plant	-	-				
CG025	4" Water Pump	-	1,855		3,500	3,500	
CG026	Hydraulic Unit & Post Rammer	-	14,391			-	
CG045	GM360 Toro Mower 72in	-	35,445		34,000	34,000	
CG046	Ferris IS 3200Z Mower	-	18,885		34,000	34,000	
CG030	Small plant	-	5,252		6,500	6,500	
CG035	Vacuum Excavator	-	47,808		75,000	75,000	
CG040	Steam Weeder	-	26,335		26,000	26,000	
CG047	RoadPod VT 5900 Plus Inc RC (x2)	-	8,175			-	
CF030	Virtual Fence	-	1,438			-	
CF032	Loader for St Helens WTS	-	-	180,000		180,000	
CG048	ABR - Airband Broadcast Recorder	-	2,074			-	Receiver & Antenna Aerodrome Avdata
	TOTAL PLANT & EQUIPMENT	65,825	642,044	542,000	484,000	1,026,000	
	FURNITURE & IT						
CG055	Ricoh MP4055SP A3 Copier/Printer	-	5,392		7,000	7,000	
CD730	Hall Furniture Replacement	-	9,228	4,000	6,000	10,000	
CE085	Additional sit down/stand up desks	-	1,916		2,500	2,500	
CG070	IT - Server Upgrades	-	32,193		32,500	32,500	Replace server and NAS
CG060	IT - Major Software Upgrades	-	19,577		17,500	17,500	Exchange and Mail Marshall upgrades
CG065	Desktop/Laptops/Monitors	-	7,791		20,000	20,000	
CF060	St Marys Hall Projector System	-	-	10,000		10,000	
CE075	Asset Management Software	-	-	35,000		35,000	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CE056	Break O'Day Community Stadium - Projectors	-	-	14,000		14,000	
	TOTAL FURNITURE & IT	-	76,097	59,000	85,500	148,500	
						-	
	BUILDINGS						
CE755	BBQ Shelter at St Marys Rec Ground & Demolition Conceptual considerations for existing buildings that have reached end of useful life	-	6,812	35,000	50,000	85,000	Design, Construct BBQ and Storage Facility, Power Improvements etc.
	Pacing Club Shed - St Marys Rec Ground		6,000		6,000	6,000	\$6k contribution from Pacing Club
CG720	St Marys Sports Centre - Roof Over Deck	-	9,933		20,000	20,000	
CG740	St Helens Aerodrome - Airport Hangers	-	6,000		6,000	6,000	Alterations to Hanger as per Tim Gowans Quote provided
CG725	Scamander Sports Complex Disabled Toilet & Improvement Works	9,699	9,699		30,000	30,000	New Disabled Toilet, Baby Change table and Exit doors as proposed by Committee
CG705	Fingal Online Access Centre - Floor Covering Replacements	-	5,000		5,500	5,500	Replace Carpet at Online Access Centre - \$500 contribution offered
CG730	St Helens Foreshore Toilet Block	-	32,191		50,000	50,000	Renovation
CE710	Break O Day Community Stadium - Renovation of Existing Changerooms/Kiosk Fit Out	-	3,783			-	
CE720	Break O Day Community Centre - Kiosk Design	253	753			-	
CG715	St Marys Toilet Block BBQ Shelter	-	32,447		35,000	35,000	Design & Construct New BBQ
CC730	Old Tasmanian Hotel Upgrades in Accordance with Conservation Management Plan	-	30,269	25,000	25,000	50,000	Annual commitment to Heritage upgrades and renovations
CE705	Portland Hall Upgrades	-	-	13,959		13,959	
CG735	Replacement Fence Scamander Sports Complex - Bowls Green	-	7,431		8,000	8,000	
CF705	Weldborough Amenities	-	-	110,000		110,000	
CD815	Wrinklers Lagoon, Scamander - toilet block	-	-	89,400		89,400	
CE735	Fingal Sports Complex Toilet Block Demolition	-	194			-	
CE740	Council & Depot - Solar Panels Installation	-	27,459	27,000		27,000	
CE770	Workspace Renovations - History Rooms	-	-	30,000		30,000	Grant funded
	TOTAL BUILDINGS	9,952	257,970	330,359	235,500	565,859	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
	PARKS, RESERVES & OTHER						
CE715	Break O Day Community Stadium - External Upgrades	-	56	10,000		10,000	Construction Phase
CF810	Fingal Cemetery Master Plan	-	-	20,000	20,000	40,000	
CE815	Mathinna Cemetery Master Plan	-	-		20,000	20,000	
CE820	Street furniture & signage	-	11,149		20,000	20,000	
CG835	St Helens Foreshore Playground	-	9,470		50,000	50,000	
CG805	Falmouth Playground equipment replacement program	-	30,675		50,000	50,000	Falmouth
CG810	St Helens rec ground	32,919	32,919		50,000	50,000	Water Systemwater system & mains upgrade - possibly grant \$35k
CG820	Foreshore Power Upgrade	-	-		12,000	12,000	
CG815	Reseed lawn at St Helens foreshore BBQ	-	7,321		7,500	7,500	
CG825	Streetlighting - LED Implementation - SOLAR 2018/19	-	13,801	36,500		36,500	
CF820	Mountain Bike Trails - Poimena to Bay of Fires	188,225	772,669	1,600,000		1,600,000	
CF820A	Mountain Bike Trails - Stacked Loops-St Helens	-	49,141	750,000	2,407,500	3,157,500	
CD805	Blue Derby Mountain bike trail - minor works	-	3,656			-	
CE805	Jetty Upgrades - Kirwans	-	7,705	7,500		7,500	
CG830	Jetty Upgrades - Beauty Bay	-	7,030			-	
CD830 A	Jetty Upgrades - Talbot Street	-	1,292	13,500		13,500	
CD830 B	Jetty Upgrades - Cunningham Street	-	62,031		110,000	110,000	MAST funded
CF825	Parnella foreshore protection works	-	-		50,000	50,000	
1088	St Marys Rivulet Flood Prevention Works near Flat Bridge		991				Included in operating expenditure
	TOTAL PARKS, RESERVES & OTHER	221,144	1,009,907	2,437,500	2,797,000	5,234,500	
	ROADS						
	STREETSCAPES						
CC140	Cecilia Street (St Helens)	-	1,256	15,000		15,000	Bayside section (Circassian St down) and intersection with esplanade
CE140	Main Street & Storey Street St Marys	-	27,435		30,000	30,000	
CF105	Fingal	58,484	108,766	20,000	480,000	500,000	
CE110	Scamander entrance at Wrinklers	-	200	95,000		95,000	
	TOTAL STREETSCAPES	58,484	137,656	130,000	510,000	640,000	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
	FOOTPATHS						
CG105	Binalong Bay - Main Road (Cray Court to link with existing path 146 Main Road) (0.52km)	-	98,507		100,000	100,000	Listed last year but not included. Estimated 520m of 1.5m wide concrete footpath.
CG115	Annual replacement of damaged footpaths	-	-	8,000	7,000	15,000	
CG110	Storey St, St Marys	-	-		50,000	50,000	widen footpath to school
CF110	Stieglitz - St Helens Point Road (Chimney Heights to Jetty Road link) (0.08km)	-	12,636	14,000		14,000	
CF115	St Helens - Penelope Street (Tasman Highway to Big4 Caravan Park)	-	1,511	13,000		13,000	
CF125	Medea Cove Footpath/Road options	-	-	18,000	25,000	43,000	
CF130	Parnella/Foreshore Walkway	-	2,052		250,000	250,000	
	TOTAL FOOTPATHS	-	114,706	53,000	432,000	485,000	
						-	
	KERB & CHANNEL						
CG155	Cameron St, St Helens (south of Quail St intersection) (0.16km)	-	-		9,000	9,000	width to be checked for onstreet parking options
CF660A	Annie Street, St Helens	-	136,554		287,000	287,000	associated with Hospital
CE165	Treloggen Drive, Binalong Bay	-	46	50,400	-	50,400	Install K&G on high-side to stop stormwater flow across road and damaging road pavement - Stage 3
CG160	Penelope St St Helens	-	-		30,000	30,000	replace 50mt kerb & channel on western side of Penelope St, St Helens - starting at intersection of Lawry Heights
CG165	Helen Grove - northern side	-	-		25,000	25,000	100m of new Kerb
CG170	Aerodrome Rd	-	-		35,000	35,000	extend K&C
CD165	Tully St, St Helens Kerb	-	1,667	5,000		5,000	
	TOTAL KERB & CHANNEL	-	138,267	55,400	386,000	441,400	
						-	
	RESHEETING						
CF310	Anchor Road, Pyengana	-	7,798			-	
CF315	Ansons Bay Township Roads	-1,360	7,013	30,000		30,000	
CF305	Ansons Bay Road, Ansons Bay	-	-		80,000	80,000	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CF320	North Ansons Bay Road, Ansons Bay	-	-		80,000	80,000	
CF325	Upper Scamander Road, Scamander	-	-		40,000	40,000	
CF335	Old Highway, Seymour	-	-	4,600	20,000	24,600	
CG305	Champ St, Seymour	-	16,971			-	
	Falmouth Streets	-	-		40,000	40,000	
CF355	Lottah Road, Pyengana	-	3,726	37,500		37,500	
CG310	Reids Road	-	1,188		10,000	10,000	
CG315	Medeas Cove Road	-	11,031		10,000	10,000	
CG320	Deals Road, Seymour	-	-		15,000	15,000	
CG325	Matsons Road, Seymour	-	-			-	
	Fingal Streets	-	-		23,000	23,000	
CG355	Marriot Street, Fingal	-	4,761			-	
CG360	Sorrell Street, Fingal	-	8,021			-	
CG365	Pedder Street, Fingal	-	3,676			-	
	St Marys Roads	-	-			-	
CG340	Gardiners Creek Road, St Marys	-	7,591		25,000	25,000	
CG345	German Town Road, St Marys	-	8,027		15,000	15,000	
CG350	Dublin Town Road, St Marys	-	1,040		15,000	15,000	
	Mathinna Plains/Upper Esk/Roses Tier/Tyne Roads	-	-			-	
CF330	Upper Esk Road, Mathinna	-	18,437			-	
CD305	Mathinna Plains Road	-	-	9,000	30,000	39,000	
CD310	Tyne River Road	-	29,745	49,770		49,770	
CD315	Roses Tier Road	-	79,001	15,000	50,000	65,000	
	TOTAL RESHEETING	-1,360	208,026	145,870	453,000	598,870	
						-	
	RESEALS						Segment ID
CG405	Byatt Crt	-	3,557		7,059	7,059	522
CG410	Cherrywood Dve	-	15,380		6,380	6,380	555
CG410	Cherrywood Dve				5,289	5,289	572
CG410	Cherrywood Dve				9,237	9,237	554
CG415	Coach Rd	-	10,554		2,947	2,947	1224
CG415	Coach Rd				7,317	7,317	532
CG420	Falmouth St	-	3,191		2,423	2,423	339
CG420	Falmouth St	-	-		7,468	7,468	340
CG425	Gardens Rd	-	8,586		5,790	5,790	941
CG430	Grant St Falmouth	-	9,633		5,507	5,507	591
CG430	Grant St Falmouth				4,571	4,571	592
CG435	Hammond St	-	3,454		2,894	2,894	586
CG435	Hammond St				1,984	1,984	585
CG440	Highcrest Ave	-	6,907		8,845	8,845	767
CG445	Kirwans Beach C/P	-	4,207		8,570	8,570	355
CG450	Medeas Cove Esp	-	18,927		4,627	4,627	393

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CG450	Medeas Cove Esp	-	-		12,284	12,284	388
CG455	Parnella Dr	-	-		10,644	10,644	752
CG460	Powers Rd	-	3,882		1,637	1,637	106
CG465	Reids Rd	-	9,822		8,372	8,372	942
CG470	Rossarden Rd	-	73,866		32,346	32,346	318
CG470	Rossarden Rd				19,117	19,117	314
CG470	Rossarden Rd				9,603	9,603	313
CG470	Rossarden Rd				15,722	15,722	1246
CG475	Scamander Ave	-	9,963		17,004	17,004	544
CG480	Silver St	-	3,615		7,890	7,890	566
CG485	St Columba Falls Rd	-	73,721		37,311	37,311	67
CG485	St Columba Falls Rd	-			36,065	36,065	68
CG490	Steel St	-	7,820		752	752	556
CG490	Steel St				7,667	7,667	557
CG495	Tasman Hwy S/R	-	6,798		10,302	10,302	399
CF485	Medeas Cove Esp/Annie Street Intersection	-	34,310			-	
CG496	Viney Court, St Helens	-	3,602			-	
	TOTAL RESEALS	-	308,196	-	317,625	317,625	
	ROADS OTHER						
	Reconstruction/Dig Outs	-	-	-		-	
CG515	Annie Street, St Helens Water Mains	-	-	-		-	
CG520	Beaumaris Ave	-	-		15,000	15,000	
CG525	St Helens Pt Rd, between Egret St & Treloggans Dr	-	-		64,000	64,000	500m widen & seal shoulders on both sides between Egret St & Treloggans Dr
CG530	Kismet Place	21,688	23,996		85,000	85,000	
CF510	West Street	-	54,904	40,000	15,000	55,000	
CF520	St Helens Pt Rd Upgrade inc Stabilisation	-	2,505				
CG505	St Helens Pt Rd, between Cunningham and Talbot Street	6,440	23,487		200,000	200,000	Road & drainage Works between Cunningham and Talbot Street
CG510	St Helens Pt Rd, Cunningham St Intersection	-	78		-	-	Sight distance improvement - Cunningham St Intersection
CF505	Atlas Drive Retaining Wall	-	4,400	5,500		5,500	
CF515	The Gardens Road RTR	130,780	139,024	200,000	231,000	431,000	RTR
CC555	Parnella Landslip	506	20,138			-	
CG535	Parnella Drive - Additional Dig out Works	-	29,760		30,000	30,000	
CG540	Ansons Bay Road - dig out	-	-		30,000	30,000	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CG545	Rex Court - dig out	-	2,462		0,000	30,000	
CG550	St Helens Point Road - dig out	-	-		50,000	50,000	
	TOTAL ROADS OTHER	159,414	268,532	245,500	610,000	995,500	
						-	
	ROADS TOTAL	216,538	1,211,207	629,770	2,848,625	3,478,395	
	BRIDGES						
CG205	B185 Gillies Road, St Marys	-	-		25,000	25,000	replace deck & runners
CG210	B760 Bent St, Mathinna	-	-		5,500	5,500	replace failed abutment & pothole approaches
CG215	B1675 Lower Germantown Road, St Marys	-	-		18,000	18,000	renew deck & runners
CG220	B2293 Cecilia St, St Helens	-	-		22,000	22,000	renew deck & runners & pothole approaches
CG225	B2792 Four Mile Creek Road	-	113		30,000	30,000	renew coating
CG230	B2809 Argyle St, Mangana	-	-		30,000	30,000	renew deck & runners, replace asphalt to both approaches
CG235	B3765 Argonaut Road, St Helens (Upper Golden Fleece)	-	-		18,000	18,000	repair erosion to road shoulder Abutment A (50 tonne of large rock)
CG240	B7004 Richardson Road, St Marys	-	-		38,000	38,000	renew deck & runners
CG245	B7032 Davis Gully Road, Four Mile Creek	-	-		31,000	31,000	renew deck & runners, repair erosion to road shoulder and bedlogs Abutment A (10 tonne of rock)
CG250	B7027 Mathinna Plains Road	-	-		15,000	15,000	extend upstream headwall to retain gravel road shoulder
CF220	B2805 Otway Ck, Rossarden Road	69,839	125,342		212,000	212,000	R2R funded
CF205	B1244 Ransons River (Fitzgeralds Rd, Goulds Country) RTR	73,166	129,482	210,700	8,300	219,000	
CF215	B4650 - Forester Creek (Ansons Bay Road) RTR	-	223,084	287,000	(60,000)	227,000	R2R funded
	Install/upgrade traffic barriers to 3 bridges	-	-	130,000		130,000	
CG260	B2434 Gardens Road - Installation of W-Beam	-	28,347				
	TOTAL BRIDGES	143,005	506,367	627,700	392,800	1,020,500	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
	STORMWATER						
CG660	High Street Mathinna (Main St)	-	-		50,000	50,000	
CG665	Freshwater Street / Lade Court (Beaumaris)	-	-		30,000	30,000	Install new stormwater pipe rear of Freshwater Street properties to prevent Lade Court properties flooding.
CG670	Hall St to Medea St (runs parallel to Doepel Pl)	-	-		40,000	40,000	115m of open drain
CG655	St Columbia Falls Rd, Pyengana	-	6,293		-	-	0
CE655	Minor stormwater Jobs	-	2,400	34,000		34,000	
CF665	Beauty Bay Access Track Improvements	-	-	6,000		6,000	
CF657	Parnella Stormwater Stage 2	-	1,019,607	1,000,000		1,000,000	
CF660	Annie St, St Helens Stormwater	-	16,567			-	
CE660	Alexander St, Cornwall (installation of main & connection of side entry pits)	-	9,955	15,000		15,000	
CD655	Implement SWMP priorities	-	1,511	37,500	125,000	162,500	
	TOTAL STORMWATER	-	1,056,333	1,092,500	245,000	1,337,500	
	WASTE MANAGEMENT						
CG605	Reconstruction & seal entrance to St Helens WTS	2,155	16,370		60,000	60,000	
CG610	Recycling facilities	-	5,573		20,000	20,000	
CF610	Fingal WTS Retaining Wall Replacement	27,647	30,264	130,000		130,000	
CE610	St Marys WTS Retaining Wall Replacement	-	96,774	154,000		154,000	
CE615	Scamander WTS Retaining Wall Reinforcement	-	-	52,000		52,000	
CE625	Rehabilitation of former Binalong Bay Tip	-	-	2,680		2,680	
	WASTE MANAGEMENT TOTAL	29,801	148,981	338,680	80,000	418,680	
						-	
	Total Capital expenditure	686,266	4,910,981	6,061,509	7,168,425	13,229,934	

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	040\028\002\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various issues which are being dealt with by the Visitor Information Centre.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:**Staff Movements:**

Nil.

Meetings Attended/Other information:

As identified in the door counts, March visitors to the VIC were comparable to recent previous years. There were days during the month of well over 200 but we are now seeing days with fewer than 100 visitors.

The History Room Curator provided the following additional information:

- **'Story of Scouting in St Helens' Exhibition:** This is now complete. Still waiting on confirmation of the history of local group, however, the received archive is the basis of the display. Media releases will be compiled and distributed and a launch with invited guests at commencement of May 2019 - to coincide with Tasmanian Heritage Month held annually by the National Trust.
- **Valley Voice Archive:** Have contacted Garry Barnes regarding this archive and we hope to meet in the next week or so to discuss these needs. Storage could be found at the Railway Station at Fingal. Valley Voice is still being compiled through the Fingal Valley NHH.
- **Highlands Explorer Tour:** This group came through the museum on Thursday 21 March 2019 with Sietske Hume and Lynette Smith conducting the meet and greet.
- **Johnson Family archive:** This file has been received and is currently being quarantined and archived by the volunteer genealogists.

- **Bay of Fires Winter Arts Festival Exhibition:** Currently working on this special exhibition for the Festival. The display will be called 'The Changing Face of St Helens' a historical retrospective on St Helens built landscape. A Risk Assessment of our proposed 'Heritage Walk' has been completed and images have been forwarded for media content.
- **ACFS (Australia China Friendship Society):** Contacted by the Tasmanian representative, Jan Everett, on behalf of the Australia China Friendship Society for a formal visit to the St Helens History Room July/August 2019. An informal visit has been arranged for Thursday 4 April 2019 to discuss needs of this group for their formal visit.
- **St Helens District High School visit:** Four Grade 1/2's are visiting the museum over the next two (2) weeks.
- **Technology Through Time:** Is a new cabinet display in the museum covering communication and entertainment through the ages. We have very aged typewriters, very elaborate telephones, very early projectors and cameras on display.
- **Prominent Parkside:** A new foyer cabinet display has been created to provide a history of Parkside across the years from a tobacco farm and golf course to Caravan Park and free green space complete with a very mature Cork Tree - a sliver of which is on view.
- **Statistics:** There were 102 concession entries and 164 Families/Couples entries into the History Room making a total of 266 for March 2019 - the third highest visitation since 2010. Takings amounted to \$1196.35 comprising of \$1125.50 entries and \$70.85 in donations on par with previous years.

Statistics:

Door Counts:

Month/Year	Visitor Numbers	Daily Average	History Room
March 2007	5,483	176.87	
March 2008	5,563	179.45	
March 2009	4,962	160.06	
March 2010	4,406	142.13	
March 2011	4,900	160.06	287
March 2012	5,915	190.81	158
March 2013	4,360	140.64	146
March 2014	5,578	179.94	146
March 2015	6,810	219.68	208
March 2016	5,080	169.33	212
March 2017	5,124	165.29	177
March 2018	4,492	149.73	216
March 2019	4,318	139.29	266

Revenue 2018/2019:

Month	VIC Sales	HR Entry	HR Donations
July	\$2,065.20	219.00	79.10
August	2,418.45	176.00	76.15
September	5,711.75	352.00	121.00
October	5,759.40	478.00	136.75
November	6,182.01	560.00	200.00
December	6,938.21	490.00	45.60
January	10,386.85	799.00	106.45
February	10,940.75	881.00	55.65
March	10,480.35	1,125.50	70.85

Revenue 2017/2018:

Month	VIC Sales	HR Entry	HR Donations
July	\$2,892.45	176.00	0.00
August	1,519.80	119.00	59.70
September	3,917.25	334.00	59.65
October	6,234.31	479.00	64.65
November	6,716.31	403.00	84.70
December	6,300.25	276.00	96.30
January	10,817.80	518.00	112.05
February	10,908.30	831.00	620.45
March	11,484.50	930.00	278.30
April	6,217.10	508.00	135.00
May	2,765.00	357.00	90.45
June	1,486.86	213.00	51.40

LEGISLATION / STRATEGIC PLAN & POLICIES:**Strategic Plan 2017-2027***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.

Strategies

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.

Annual Plan 2018-2019*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 2.1.2

Tourism – Broadening, lengthening and improving the visitor experience through development of attractions and activities; promotion and signage; and great customer service.

Action 2.1.2.9

Assess and improve the customer experience delivered through the St Helens Visitor Information Centre.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Secretary to the Audit Panel
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	018\005\024\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER’S RECOMMENDATION:

That Council appoint Clr Drummond as Audit Panel member to replace Clr J Tucker and appoint Clr as alternate to replace Clr Drummond

OR

That Council appoint Clr as Panel Member to replace Clr J Tucker.

INTRODUCTION:

With the resignation from Council of Clr J Tucker, a vacancy is created in the Audit Panel.

PREVIOUS COUNCIL CONSIDERATION:

At the November 2018 Council Meeting, following the local government election:

11/18.16.3.273 Moved: Clr B LeFevre / Seconded: Clr K Chapple

Break O’Day Council Audit Committee – Two (2) Councillors and one (1) backup Councillor

- *Clr John McGiveron*
- *Clr John Tucker*
- *Clr Janet Drummond - Backup*

CARRIED UNANIMOUSLY**OFFICER’S REPORT:**

Council determined the membership of the Audit Panel after the local government elections, including the appointment of Clr J Tucker. With the resignation of Clr J Tucker, a vacancy is created which needs to be filled.

Council can appoint the current alternate, Clr Drummond to fill the position and appoint a replacement alternate or appoint a replacement Audit panel member. Clr Drummond has recently undertaken Audit Panel training.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

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.

Strategies

- 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:

Local Government (Audit Panels) Order 2014.

Division 4 – Audit Panels of Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Continues an existing budgeted expenditure commitment.

VOTING REQUIREMENTS:

Simple Majority.

04/19.12.5 Review of Long Term Financial Plan (LTFP)

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	018\036\003
ASSOCIATED REPORTS AND DOCUMENTS	Revised Long Term Financial Plan 2018 to 2028 <i>Previously circulated under separate cover</i>

OFFICER'S RECOMMENDATION:

That Council adopt, in principle, the revised Long Term Financial Plan 2018 to 2028.

INTRODUCTION:

Council is required to review plans regularly and at least every four (4) years. The Long Term Financial Plan has been reviewed following finalisation and audit of the 2017/2018 Financial Statements, 2018/2019 Budget and Four (4) Year Capital Budget and a review of the 10 Year Asset Management Plans.

PREVIOUS COUNCIL CONSIDERATION:

Generally, Council considers its Long Term Financial Plan as part of any Strategic and Annual Planning and the annual budget development.

November 2012 - 11/12.11.10.308 That Council adopt, in principle, the Long Term Financial plan 2012/2013 to 2022/2023.

December 2013 - 12/13.11.7.328 That Council adopt the Long Term Financial Plan (LTFP) in principle.

August 2016 – 08/16.12.5.189 That Council adopt, in principle, the revised Long Term Financial Plan 2015/2016 to 2024/2025.

December 2017 - 12/17.12.5.264 That Council adopt, in principle, the revised Long Term Financial Plan 2017 to 2027.

This item was discussed at recent April Council Workshop.

OFFICER'S REPORT:

As Council is aware, the Long Term Financial Plan is a tool to guide the future direction of Council, in financial terms, in a sustainable manner.

This most recent revision takes into account, as far as possible:

- 2017/2018 actual financial results
- 2018/2019 adopted budget
- Four (4) year indicative capital and project expenditure budget
- 10 year asset management plans

A significant review of Council's road infrastructure recognition is underway and ideally, would have been incorporated into the LTFP review process. However, as this may still take some time, it was determined appropriate for Council to undertake this review.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

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.

Strategies

Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.

LEGISLATION & POLICIES:

Local Government Act 1993 – Section 70, 70E & 70F

Local Government (Content of Plans and Strategies) Order 2014

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Absolute Majority.

04/19.12.6 Policy – Review of LG40 Rates and Charges

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – LG40 – Rates and Charges

OFFICER'S RECOMMENDATION:

That Policy LG40 – Rates and Charges as amended be adopted.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy is reviewed every four (4) years and is approaching being due for review.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 25 June 2012 – Minute No 06/12.11.7.147

Amended 19 January 2015 – Minute No 01/15.11.7.011

This specific amendment was considered at a recent Council Workshop.

OFFICER'S REPORT:

Council has a schedule for regular review of Policies. This Policy is reviewed every four (4) years and is approaching being due for review.

The Policy is quite high level and therefore has limited scope/need for change. However, Council's approach to AAV vs Capital Value is now out of date and has been removed.

It is therefore recommended that the Policy be adopted with this minor amendment.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

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.

Strategies

Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.

LEGISLATION & POLICIES:

As identified in the Policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO LG40 RATES AND CHARGES POLICY

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Manager Corporate Services
LINK TO STRATEGIC PLAN:	Maintain financial viability and accountability in budgeting and administration.
STATUTORY AUTHORITY:	Local Government Act 1993
OBJECTIVE:	<p>This policy defines Council's commitment to levying rates and charges in an equitable manner and provides clear principles and direction at a strategic level to guide Council's decision making process in making rates and charges. It informs the annual decision making process of Council but does not represent the making of specific decisions on rates and charges levied each year under Part 9 of the <i>Local Government Act 1993</i>.</p> <p>This policy provides the community and ratepayers with the underlying principles Council uses in determining rates and charges, taking into account the varying nature of properties, the relative capacity to pay within the community, and Council's obligations under section 86B of the <i>Local Government Act 1993</i>.</p>
POLICY INFORMATION:	<p>Adopted 25 June 2012 – Minute No 06/12.11.7.147</p> <p>Amended 19 January 2015 – Minute No 01/15.11.7.011</p>

POLICY

1. STRATEGIC REQUIREMENTS

Council will consider the following when setting the rates and charges for a particular financial year:

- Council's Strategic Plan
- Council's Long Term Financial Plan
- The Annual Plan & Budget for that year
- Current economic climate and external influences such as legislative reform, grant funding programs, inflation factors and interest rates, as well as local economic issues affecting the municipality as a whole or individual industries or sectors.

2. LEGISLATIVE REQUIREMENTS

When setting the rates and charges for each year, Council also takes into account the principles outlined in section 86A of the *Local Government Act 1993* that:

- (a) Rates constitute taxation for the purposes of local government, rather than a fee for a service; and
- (b) The value of ratable land is an indicator of the capacity of the ratepayer, in respect of that land, to pay rates

3. COUNCIL'S REVENUE RAISING POWERS

As an overriding principle, general rates will be levied on all land within the municipality regardless of service provided in accordance with the legislated principle that rates constitute taxation for the purposes of the Act. However section 87 of the *Local Government Act 1993* provides for exemptions to this principle and Council's "Rating Exemptions and Remissions Policy" outlines the criteria set by Council in accordance with this section.

4. VALUES TO BE USED A BASIS OF RATES

The *Local Government Act 1993* outlines that Council can use any one (1) of the three (3) valuations provided under the *Valuation of Land Act 2001*, as the basis of its rates. These are:

- Land Value
- Capital Value
- Assessed Annual Value (AAV) or any portion of the AAV as determined by the Valuer-General under section 11(3) (c) of the *Valuation of Land Act 2001*.

Council will use the AAV (including the adjusted AAV) as the primary basis for levying rates. Council believes this is the fairest method of distributing the rate burden across all ratepayers and it is consistent with the value of land being an indicator of capacity to pay (as provided by S86A(1) of the *Local Government Act 1993*).

Rates are adjusted throughout each financial year under section 89 of the *Local Government Act 1993*, using supplementary valuations issued by the Valuer General (eg for new dwelling, subdivisions, etc) and these change the total valuation of the municipality.

5. GENERAL RATE

Council will levy a general rate on all ratable property. This rate will be determined in accordance with the requirements of the Annual Plan and Budget each year and will recover the cost of services for which specific users cannot readily be identified, or for which a regime of full cost recovery through user charges is not appropriate or has not been established by Council.

6. MINIMUM GENERAL RATE

A minimum general rate provides a mechanism by which lower valued properties pay not less than a minimum amount, and it can only apply if there has been no fixed charge applied. The minimum rate must not apply to more than 35% of properties.

Council will apply a minimum general rate in accordance with section 90 of the Act at an appropriate level to recognise that each ratable property should bear a reasonable portion of the total rates burden each year to enable Council to deliver appropriate services and infrastructure as determined in the Annual Plan and Budget.

7. SERVICE RATES AND CHARGES

Council will levy service rates and charges as required for the purposes of fire protection and waste management in accordance with the Act. These rates and/or charges will apply to all ratable properties at an appropriate level to recognise that each ratable property should bear a reasonable portion of the cost of the service provided.



The service rate and associated minimums for fire protection will be levied in accordance with notifications provided by the State Fire Commission under relevant legislation.

Service charges for waste management will be levied on a fixed amount for each property recognising that waste management services, comprising waste disposal areas, waste transfer stations and related waste management facilities, are available to all land within the municipal area and therefore all ratepayers should contribute to the cost of this service. These charges will also recognise where mobile garbage bin services are provided and the level of that service. Council may consider varying the level of these charges where land is vacant or where Council determines a level of community benefit.

8. SEPARATE RATES AND CHARGES

Where Council has identified, for the purpose of planning, carrying out, making available, maintaining or improving anything that in Council's opinion is, or is intended to be, of particular benefit to specific land or a class of land, or the owners of that land, Council may make a separate rate or charge in respect of that land, as per Section 100 of the Act.

9. DISCOUNTS AND REBATES

Council may provide a discount on rates and charges where these are paid in full by the date determined for the payment of the first quarterly rates installment.

Council may apply rebates to general rates payable in respect to specific properties and/or classes of ratepayers where Council determines there is social, economic, or equity benefit to the community in providing such rebates. While Council may provide rate rebates to various classes of ratepayers from time to time, Council is committed to the principle that social welfare responsibilities lie with State and Federal Governments.

10. PENALTY AND INTEREST

Council will apply penalty and interest charges in accordance with S128 of the Act where any rates and charges are not paid on or before the date on which the rates or installments fall due.

11. MONITORING AND REVIEW

Council will review and amend this Policy in compliance with Section 86B of the Act, including by the end of each successive 4-year period after 31 August 2012, or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.

04/19.12.7 Policy – Review of LG41 Customer Service Charter

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy LG41 Customer Service Charter

OFFICER'S RECOMMENDATION:

That Policy LG41 Customer Service Charter be adopted without amendment.

INTRODUCTION:

This Policy was reviewed and amended in May 2018. Recent changes to the Local Government Act require the Customer Services Charter to be reviewed within 12 months of a local government election.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 August 2013 – Minute 08/13.11.9.215 Amended 19 January 2015 – Minute 01/15.11.6.010

Amended 20 February 2017 – Minute 02/17.12.10.34

Amended 21 May 2018 – Minute 05/18.12.4.112

This amendment has been considered at a recent Council Workshop.

OFFICER'S REPORT:

This Policy was reviewed and amended in May 2018 in the context of increased use of social media (Facebook) by Council as a communication tool.

Recent changes to the Local Government Act require the Customer Services Charter to be reviewed within 12 months of a local government election.

No further changes have been identified as necessary and therefore it is recommended that the Policy be reviewed and adopted with the minor amendment recognising the legislation change in review period.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategies

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

LEGISLATION & POLICIES:

Local Government Act (1993) Section 339F requires the development and review of a Customer Service Charter and provides for some of its content and its distribution. Part 4 requires review within 12 months of a local government election.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



POLICY NO LG41 CUSTOMER SERVICE CHARTER POLICY

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Manager Corporate Services
LINK TO STRATEGIC PLAN:	<p>Community: Create an informed and involved community by developing channels of communication.</p> <p>Key Focus Area: Communication Improve and develop communication processes that lead to the community feeling more informed and involved.</p> <p>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.</p> <p>Strategy 1. Ensure Council services support the betterment of the community</p>
STATUTORY AUTHORITY:	Local Government Act 1993
OBJECTIVE:	To provide responsive and consistent services to all members of the Break O'Day community.
POLICY INFORMATION:	<p>Adopted 19 August 2013 – Minute 08/13.11.9.215 Amended 19 January 2015 – Minute 01/15.11.6.010 Amended 20 February 2017 – Minute 02/17.12.10.34 Amended 21 May 2018 – Minute 05/18.12.4.112</p>

POLICY

1. INTRODUCTION

The Break O'Day Council's Customer Service Charter is in accordance with the requirements of the *Local Government Act 1993* and outlines our commitment to customer service enabling us to meet the differing needs of the community. It also outlines customers' rights, the standards you can expect when dealing with Council, what our expectations are of you and what a customer can do if dissatisfied with a Council decision or action.

2. DEFINITIONS

Customer	A customer is any person or organisation having dealings with Council.
General Manager	Person appointed by the Council to the position of General Manager.
Officer	Person employed by the General Manager to undertake Council duties in accordance with the Local Government Act 1993 and any associated legislation, statutory, regulatory, policy or procedural requirements.
Councillor	Elected representative of the Council.



3. SERVICE PHILOSOPHY

Leadership/ Ownership:

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.

Great Communication:

We will listen, consult and engage with the community and individuals.

We will be open, honest and proactive in our communication.

We will keep people informed about the things that matter to them.

Infrastructure and services:

We will strive to deliver excellent customer service and promote Break O'Day as a desired destination.

Working together:

We will build and maintain strong relationships and partnerships through consultation, engagement and collaboration.

We will support and facilitate our community

4. SERVICE STANDARDS

Answering the telephone

We aim to answer all calls promptly and transfer your call to a relevant officer, if that person is unavailable, you will be given an opportunity to leave a message or have that person return your call.

All staff answering the main switchboard will state the Council's name and their name.

If the service you seek is not provided by Council we will endeavour to direct you to the correct service provider.

In person

We will ensure that the reception counter is staffed during normal business hours, and if possible, that staff are available to answer enquiries in departmental areas. We can ensure staff will be available if you assist us by making an appointment in advance.

Written contact with Council

All written correspondence to Council should be marked to the attention of the General Manager.

We will respond to your written correspondence within ten (10) working days from receipt of your letter. If the request is more complex and requires greater attention, we will contact you explaining the reason for any delay and, where possible, tell you when a response will be made. If prolonged investigations are required, we will keep you informed of its progress.

All reply correspondence will have a contact name, phone number and Council's file number for your reference.



Social Media – commenting on a Council post and direct messaging

Posts

When you comment on a Council post on social media, it is not considered direct communication with our organisation; therefore it is at the administrator of the page's discretion whether or not to reply to your comment.

Direct Messaging

A direct message is when a private message is sent through a social media page.

When you direct message Council through Facebook, it is considered the same as a Customer Service or Information Request. Customers will get an immediate automated response and then administrators of the page will address your question within 24hrs if during work hours; outside of work hours (weekends and public holidays) the request could take up to three (3) working days.

A direct message is not however considered a formal request. If a formal response or archival of the concern is required, it must be put in writing to the General Manager directly.

Visit by Council staff

Any Council staff member visiting your home, business or property, will have an official identity card. If you have any doubt about the authority of a particular officer, you should contact the Council office for confirmation.

If you require a member of staff to visit your home, business or property, please contact the Council office to arrange an appointment.

5. OUR EXPECTATIONS OF YOU THE CUSTOMER

There are things you can do that will assist us in better handling your complaint or request.

- Supply accurate, complete and relevant information.
- Provide information within agreed timeframes.
- Treat our staff courteously and with respect.
- Respect the rights of other customers.
- Where possible, make an appointment with a relevant officer.
- Consider the bigger picture and be open-minded in our views and actions.
- Engage and speak up about issues of concern.
- Seek and share information with the council.
- Be mindful that every request has an impact on finances and that difficult decisions need to be made to ensure the best outcome for all.
- Be prepared to pay for additional services and infrastructure that are requested.
- Understand that sometimes because of legislative and statutory obligations, Council may be unable to comply with a request.

Community Feedback

We want to know how you perceive our service. We aim to make it easy to express your opinion on how to improve the service we provide, or any concerns you may have. When a particular service we provide is working well, and you are satisfied with it, we would also like to know so we can share this good practice for the benefit of others. Council appreciates the time you take to make a compliment.

You can let us know your views in many ways: you can write to us, visit our office, telephone or email us.



Abusive Customers

Interactions with members of the community where personal abuse or vulgar language is used may be terminated immediately by an officer. If on a telephone, the officer will advise they are terminating the call and hang up. If face to face, the officer will walk away. If the abuse is contained in an email, the address may be blocked.

On occasion a customer may feel their issue has not been dealt with satisfactorily and it is not possible for Council officers to continue to respond; or correspondence contains personal abuse or vulgar language. In these instances, Council may decide to limit or cease responses to that person. A decision of this nature will be communicated in writing to the person.

Should a staff member feel threatened by abusive language or behaviour of a customer, the matter may be referred to the police.

Social Media

With respect to social media, Council reserves the right to remove any comments or block users if they breach our commenting guidelines; these guidelines can be found on our Facebook page in the About Us section. This will only be in extreme cases and not without the offender being warned. The guidelines are:

- Be respectful
- Watch your language
- Do not repeat comments
- Refrain from publishing any comments that are self-promoting, advertising or spam

6. COMPLAINTS

What is a complaint?

A complaint arises through dissatisfaction with a decision, level or quality of service, or behaviour of an employee, councillor or representative of Council, which can be investigated and acted upon.

What is not a complaint?

- A request for service (unless an initial request has not been responded to)
- A request for information or explanation of a policy or procedure
- Disagreement with a policy or procedure of Council

7. COMPLAINTS PROCEDURE

Our aim is to provide you with the best possible service, however, we do recognise that from time to time things can go wrong, or there may be aspects of Council's services that you are unhappy with. When problems arise, we would like you to bring it to our attention so it can be dealt with quickly and courteously. If you have a complaint you would like acted upon, you can do this in writing to the General Manager (or, in the case of a complaint against the General Manager, to the Mayor), by visiting the Council office, or via phone, fax or email.

Your complaint or request for services will be forwarded to an appropriate officer for action. Please ensure you leave contact details when making a complaint to enable Council to follow up if necessary. If you would like to enquire about a previously registered complaint, please contact the Council office.



Council will endeavour to meet the following timeframes for dealing with a complaint/request:

- Urgent matters – within ten (10) working days.
- Non urgent matters that are not considered to be complex or where the complaint is to be investigated under an internal review mechanism – within thirty (30) days.
- Complex matters or where the complaint is to be investigated under an external review mechanism – within forty five (45) days.

SERVICE	OUR STANDARD
Answering your telephone call	Within three (3) rings
Returning your call	Within one (1) working day
General correspondence – response	Acknowledge within three (3) working days and respond within ten (10) working days
General requests – response	Within ten (10) working days
Keeping you informed	Council will use social media to advise of any delay in our service commitment within one (1) working day
Community Consultation	Receipt of submissions will be acknowledged in the format received (mail or email) whether undertaken by staff or consultant on behalf of Council within three (3) working days of the closing date
Job Applications	All applications for advertised positions of Council will be acknowledged within three (3) working days of the closing date for applications and unsuccessful applicants advised as soon as a decision has been finalised
Missed visits	We will leave a 'visit card' with contact details if we call to your residence and you are not at home – 100% of the time
Dogs – urgent requests	Respond seven (7) days a week
Environmental health – food and water quality complaint	Within five (5) working days
Safety matter that places any member of the community at risk	Immediate



Noise complaint	Within five (5) working days
Roads and footpaths – urgent requests	Within five (5) working days
Waste collection (wheelie bins)	Within five (5) working days
Drainage issues – urgent requests	Within five (5) working days
Dumped rubbish – inspect and collect	Within five (5) working days
If Council is unable to provide the service you require, we will endeavour to refer you to an appropriate service provider.	100% of the time

8. PROTECTION OF A CUSTOMER

Council will take all reasonable care to ensure that the reporting of complaints will not result in a customer experiencing any form of victimisation, retribution or abuse as a result of making a complaint.

9. REVIEW PROCESS

Break O'Day Council has a Decision Review Procedure that outlines what you can do if you disagree with a Council decision. The document is available on the Council website or by contacting the Council office. Information is available in *Council's Decision Review Procedure* available on the website or from the Council office.

Internal Review Process

A person who is affected by a decision made by Council, its employees or other persons acting on behalf of Council may lodge an application for an internal review of that decision.

Residents, ratepayers, members of a community group, users of Council facilities and visitors to the municipal area all have the right to lodge an application to review a decision of Council.

All attempts will be made to resolve grievances quickly and efficiently, without the need for a more formal process to be applied. Dealing with grievances at the local level is considered the most effective way of resolving matters.

External Review Process

If you have exhausted all avenues within Council and feel that your complaint has not been dealt with in an appropriate manner you may contact an external organisation who may be able to assist you.

10. PERSONAL INFORMATION PROTECTION

Personal information provided by a customer to Council will be protected in accordance with the requirements of the *Personal Information Protection Act 2004*.



11. CONTACTING COUNCIL

The Council office is open from 9:00am and 5:00pm Monday to Friday (excluding public holidays and the annual closure between Christmas and New Year).

The office is located at 32-34 Georges Bay Esplanade, St Helens.

Main Office

Phone: (03) 6376 7900
Email: admin@bodc.tas.gov.au

Address all correspondence to:

The General Manager
Break O'Day Council
32-34 Georges Bay Esplanade
ST HELENS TAS 7216

Website: www.bodc.tas.gov.au

FaceBook page: www.facebook.com/BODCTas

12. REVIEW & MONITORING

Council will review and amend this Policy every four (4) years after the local government elections in compliance with Section 339F of the Local Government Act 1993, or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.

04/19.12.8 Adoption of 2019/2020 Schedule of Fees & Charges

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	018\017\004\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Schedule of Fees & Charges 2019/2020

OFFICER'S RECOMMENDATION:

That Council adopt the Schedule of Fees & Charges 2019/2020 as presented.

INTRODUCTION:

Council's Schedule of Fees & Charges is reviewed annually as part of the budget adoption process.

PREVIOUS COUNCIL CONSIDERATION:

The Schedule of Fees & Charges is reviewed and adopted annually; this draft for 2019/2020 has been recently considered at a Council Workshop.

OFFICER'S REPORT:

Council's Schedule of Fees & Charges is adopted annually as part of the budget adoption process.

In general, Council seeks to recover costs on a "user pays" basis, balancing this against perception of "capacity to pay", in achieving the objectives of the Strategic and Annual Plans.

In this context, fees are generally increased slightly each year to keep pace with CPI to avoid large increases in any one year. However, some charges make more sense if increased by slightly larger amounts periodically due to the requirement to change signs, or tickets.

In general, changes recommended for 2019/2020:

- Admin fees (copying, etc) – small increase to ensure we are not undercutting local business charges.
- Waste disposal fees – no change.
- Facility hire - no changes.
- Building fees – various changes.
- Plumbing fees – various changes.
- Animal control- a couple of small changes.

Council may wish to review the arrangements for the subsidised public liability insurance for events. Council currently charges \$20 for up to 10 events a year, recovering up to \$200. It costs Council almost \$1,200. In the event of a claim, Council faces an excess or deductible of \$500 whereas Council's bond is approximately one half of this.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

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.

Strategies

Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.

LEGISLATION & POLICIES:

Section 205 of the *Local Government Act 1993*.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

As identified in the Fees and Charges – this is part of the budget process.

VOTING REQUIREMENTS:

Absolute Majority.



BREAK O'DAY COUNCIL

FEES & CHARGES

2018-2019 – 2019-2020



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Registration Type	2049
Impounding	2049
Out of hours release fee ***	2049
Original owner	2049
Kennel Licence	2049
Miscellaneous	2049

ADMINISTRATION

(All fees listed below are inclusive of GST where applicable, *Indicates GST free/exempt items)

Photocopying

Black & White	Per A4 page	\$0.50
	Per A4 page double sided	\$0.70
	Per A3 page	\$0.80
	Per A3 page double sided	\$1.00
Bulk Runs	Copies in excess of 500 (per A4 sheet)	\$0.2025
	Copies in excess of 500 (per A4 sheet double sided)	\$0.3035
	Copies in excess of 500 (per A3 sheet)	\$0.4045
Binding	1 Plastic Sheet + Comb (bound by Council staff) per copy	POA
Colour Photocopying	Per A4 page	\$3.00
	Per A3 page	\$4.00
Laminating	Per A4 page	\$4.00
	Per A3 page	\$5.00
Council Agenda & Minutes	Printed copy	Free of Charge
	CD version	Free of Charge
Planning	Planning Scheme Ordinance	\$40.00*

Note: Photocopy charges apply to all organisations and individuals, unless they have prior approval from Council for such in-kind support. This must be requested on at least an annual basis. Coloured paper is not available for purchase, and if required is to be supplied by the individual/organisation.

Right to Information

Fees are set as per the Right to Information Act 2009, these fees are listed as a reference only. The Right to Information Act 2009 replaces the Freedom of Information Act 1991 and therefore the associated fees have altered accordingly. There is now one (1) flat fee for these requests and no other expenses are incurred as with the Freedom of Information requests.		
Per application (except where excluded under the Act)		\$39.50*
The fee is based on 25 fee units @ \$1.58 at the 1 July 2018/2019		

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Search of Public Information

\$132 Certificates	Application fee (30 fee units @ \$1.58 at the 1 July 2018/2019)	\$47.40*
\$337 Certificates	Application fee (132.5 fee units @ \$1.58 at the 1 July 2018/2019)	\$209.35*

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Goods left on Council Controlled Land

Collection Fee	\$20.00*
Storage Fee – per week or part there of	\$20.00*

Note: Additional costs associated with transport or handling to be recovered at cost.

FACILITIES HIRE

FACILITY HIRE BOOKING FEE - \$25.

This fee is a non-waiver/non-refundable booking fee that is to be paid on ALL bookings (fee waivers may be requested, however, this fee is still payable).

Bonds – All Facilities

	Whether Full Day or Part Day
Portland Hall – General Use	\$210.00*
Portland Hall – Where liquor is consumed	\$315.00*
St Marys Hall – General Use	\$210.00*
St Marys Hall – Where liquor is consumed	\$315.00*
St Marys Hall & Kitchen	\$400.00*
Sports & Recreation Grounds – All Facilities	\$315.00*
St Helens Foreshore	\$400.00*
St Helens Council Chambers	\$315.00*
Fingal Recreation Ground – General Use	\$210.00*
Fingal Recreation Ground – Where liquor is consumed	\$315.00*

Note: Hirers are required to set up the facility including chairs as they see fit. Setup is not included in the charges listed below.

Not for Profit Organisations

	Full Day	Half Day (Max. 4 hours)	Per Hour
Hall Only – Day	\$65.00	\$40.00	\$20.00
Hall Only – Night	\$110.00	\$80.00	\$20.00
Hall Only – Day AND Night	\$160.00	\$50.00	N/A
Portland Hall Kitchen – Day AND Night	\$45.00	\$25.00	N/A
St Marys Hall Kitchen – Day AND Night	\$45.00	\$25.00	N/A
Fingal Recreation Building - Kitchen – Day AND Night	\$45.00	\$25.00	N/A
Memorial Services		Nil	Nil

Private Functions and Other Non-Commercially Trading Organisations

	Full Day	Half Day (4 hours or less)
Hall Only – Day	\$180.00	\$85.00
Hall Only – Night	\$220.00	\$105.00
Hall Only – Day AND Night	\$380.00	\$185.00
Portland Hall Kitchen – Day AND Night	\$75.00	\$70.00
St Marys Hall Kitchen – Day AND Night	\$75.00	\$70.00
Fingal Recreation Building - Kitchen – Day AND Night	\$75.00	\$70.00

FACILITIES HIRE - Continued

Commercially Trading Organisations (Sale of Goods)

	Full Day	Half Day (4 hours or less)
Hall Only – Day	\$3,000.00	\$1,500.00
Hall Only – Night	\$2,200.00	\$1,100.00

Miscellaneous

Public Liability – see hirers agreement (if required)	\$20.00 per day
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St Helens Council Chambers (Day use ONLY)

Court Sitings	\$350.00
Other Organisations	\$230.00

Sport/Recreation Grounds

Bulk Camping Fees – by arrangement with Council (more than 10 users)		POA
Hire of Sports Grounds (ovals, fields, etc)	Per hour	\$12.00
Kitchen	Per day	\$35.00
Foreshore	Per day	\$115.00
Foreshore/Sports Ground Power	Per day/Per site	\$16.00

St Helens Sports Complex only

Note: The fees listed below apply to the St Helens Sports Centre Only (Bulk Users Excluded)

Toilets Only	Per day	\$35.00
Showers and Toilets Only	Per day	\$70.00
Sports Complex Building (no amenities)	Per day	\$20.00
Sports Complex Building (including amenities)	Per day	\$90.00
Bond – alcohol free events		\$210.00
Bond – licenced events		\$315.00

Community Trailer

Community BBQ Trailer – Community Groups	Daily usage	\$45.00
	Bond	\$300.00*
Community BBQ Trailer – Commercial/Private Hire	Daily usage	\$150.00
	Bond	\$300.00*

FACILITIES HIRE - Continued

Multipurpose Stadium

HOURLY RATE HIRE FEES					
		Day Rate		Night Rate	
		1 Court	2 Court	1 Court	2 Court
Sports (Team)					
	Casual Hire	\$28.80	\$48.00	\$36.00	\$60.00
	Regular User	\$25.92	\$43.20	\$32.40	\$54.00
	Key User Hire	\$23.04	\$38.40	\$28.80	\$48.00
Sports (Individual/Doubles)					
	Casual Hire	\$14.40	\$24.00	\$18.00	\$30.00
	Regular User	\$12.96	\$21.60	\$16.20	\$27.00
	Key User Hire	\$11.52	\$19.20	\$14.40	\$24.00
Community Activities					
	Casual Hire	\$23.04	\$38.40	\$28.80	\$48.00
	Regular User	\$20.74	\$34.56	\$25.92	\$43.20
	Key User Hire	\$18.43	\$30.72	\$23.04	\$38.40
Events					
	Casual Hire	\$57.60	\$96.00	\$72.00	\$120.00
Day Rate (8 Hours)				\$500.00	
Equipment	Tennant Walk Behind Scrubber Machine			\$120.00 per hour	
FACILITY HIRE FEES					
Change Room	Per Booking and Room			\$10.00	

Camera and Sound Recording Equipment

Bond	\$500.00
All Day Hire	\$100.00
Half Day Hire	\$50.00

ENGINEERING SERVICES

Waste Transfer Stations

DOMESTIC		
Domestic Waste and Green Waste - SEPARATED	Car Boot or Station Wagon	\$5.00
	Trailer or Utility	\$9.00
	Tandem Trailer or small Truck	\$13.00
Domestic Waste and Green Waste – NOT-SEPARATED	Car Boot or Station Wagon	\$9.00
	Trailer or Utility	\$15.00
	Tandem Trailer or small Truck	\$21.00
All Clean Green Waste - Domestic	Car Boot or Station Wagon	\$3.00
	Trailer or Utility	\$6.00
	Tandem Trailer or small Truck	\$11.00
Domestic Waste 50L Garbage Bag		\$1.50
Domestic Waste 140L MGB		\$3.00
Domestic Waste 240L MGB		\$4.00
COMMERCIAL		
Commercial Business Waste		\$22.00 m ³
All Clean Green Waste - Commercial	Car Boot or Station Wagon	\$3.00
	Trailer or Utility	\$6.00
	Tandem Trailer or small Truck	\$11.00
Bulk Waste Scamander WTS		\$125.00 per tonne
Asbestos Removal Scamander WTS		\$58.00 m ³
OTHER		
Motorcycle and car tyres		\$6.00 each
Truck and larger tyres		\$22.00 each
Tractor tyres		\$37.00 each
General Builders Waste & Rubble		\$13.00 m ³
Clean Fill Material		\$7.00 m ³
Unsecured loads (additional charge)		\$6.00 each
Replacement Wheelie Bin – 140L		\$65.00 each*
Replacement Wheelie Bin – 240L		\$80.00 each*
Delivery fee for change of bin requirements including replacement of lost or stolen bins		\$16.50
RECYCLABLE MATERIAL		
Separated Recycling Material		FREE
Tree lopping material requiring chipping (greater than 40mm diameter)		\$14.00 m ³
Heavy stumps and oversized timber (greater than 150mm diameter)		\$25.00 m ³
Polystyrene Packaging Material		FREE
Gas Cylinders (Fully Degassed)		FREE
Triple Rinsed Chemical Containers (DrumMaster Endorsed)		FREE
Car Batteries		FREE
E Waste (TV's, computers, printers, game stations, etc)		FREE
Car Bodies/Scrap Steel – St Marys, Scamander & St Helens		FREE
Fridge/Freezer Disposal		\$10.00
Other White Goods		FREE
Fuel Disposal (Petrol, Diesel, Coolant)		\$0.50 per litre
Waste Oil		FREE

ENGINEERING SERVICES - Continued

Engineering Services – Stormwater Connections

Stormwater connection to kerb and gutter	POA
Stormwater connection to piped drain	POA
All other stormwater connections	POA

Engineering Services – Assessment of Public Works

Assessment of plans and final inspection.	\$770.00* for up to 3 lots, additional \$5.00 per lot
Inspections of failed works	\$107.00
Additional Inspections	\$107.00

Note: Public works are defined as any works that council is obliged to maintain for the community and include roads, footpaths, drainage (both underground and surface), landscaping, parks and public buildings

Engineering Services – Other Fees

Supply of Traffic Counts, per count, if current data is already available	\$47.00
Supply of Traffic Counts, per count, if data must be obtained	POA
Works Permit / New Crossover Application Fee / Application to Open Road (Includes post inspection fee)	\$214.00
Additional Inspection Fees	\$107.00
Location Charges (during business hours)	\$107.00

Road Work

Road & Footpath Reinstatement	POA
Footpath and Driveway Construction	POA
Stormwater Works	POA

AERODROME

Aerodrome Landing Fees

To apply to General Aviation (GA) landings	\$11.00 per tonne
Non General Aviation (GA) landings	No charge
Airport Hangar Hire/Lease	POA depending on size

ENGINEERING SERVICES - Continued

CEMETERIES

Site & Reservation Fees

Land Lawn Cemetery	\$200.00
Graveyard Land 2.4m x 1.2m	\$200.00
Rose Garden	\$90.00
Land – Child (Birth to 5 years)	Nil
Columbarium Wall	\$90.00

Grave Digging

Lawn Cemetery	Monday to Friday	\$1,130.00
	Saturday, Sunday and Public Holidays	POA
	All days (including public holidays) – Children Birth to 5 years	NIL
Ashes Burial	Monday to Friday	\$310.00
	Saturday, Sunday and Public Holidays	POA
	All days (including public holidays) – Children Birth to 5 years	NIL
Other Cemeteries (including old sites requiring manual excavation)	Monday to Friday	\$1,250.00
	Saturday, Sunday and Public Holidays	POA
	All days (including public holidays) – Children Birth to 5 years	NIL

Miscellaneous

Exhumation	POA
Re-interment	POA
Fee for re-opening grave	POA
Fee for constructing cement layer	POA

DEVELOPMENT SERVICES - Planning

New Development (Buildings)

Review of application where No Permit Required	Administration Fee	\$80.00
Advertising Fee	If applicable	\$400.00*
Permitted Use/Discretionary Use	Use and/or Development (Class 7 and Class 10 Buildings, Signs, Demolition)	\$160.00*
	Use and/or Development (Other excluding subdivision)	\$2 per \$1,000 of assessment value Min \$340, Max \$30,000
ILLEGAL WORKS – RETROSPECTIVE PLANNING APPROVAL		Double the relevant application fee

New Development (Subdivision/Adjustment)

SUBDIVISION Application Fee Where including on site waste water disposal assessment	\$270.00* + \$100.00* per lot (min 2) + \$250.00
BOUNDARY ADJUSTMENT Application Fee Where including on site waste water disposal assessment	\$160.00* + \$50.00* per lot (min 2) + \$250.00

New Development (Other)

Extractive Industries (Level 1 EMPCA 1993)		\$1,100.00*
Level 2 Activity EMPCA 1993		\$1,300.00*
Fence (Where not exempt)		\$75.00*
Signs		\$50.00* per sign to a max fee of \$175.00*
Application where buildings do not form a major part of the Development	Up to \$25,000	\$75.00*
	\$25,001 to \$100,000	\$145.00*
	\$100,001 to \$250,000	\$375.00*
	\$250,001 to \$499,999	\$750.00*
	Where project cost exceeds \$500,000	\$1,500.00* plus \$2 per \$1,000 over \$500,000 to a max \$30,000
Demolition Assessment	Where not exempt	\$80.00
CHANGE OF USE (for all classes of building or use of site)	Plus fee for any additions associated with change	\$130.00*

Plan – Examination & Sealing

Examination and sealing of final plan of Survey Building Certificate (if required)		\$260.00* + \$50.00* per lot
Class 1A (includes Inspection & Administration costs)		\$275.00
Class 10A (includes Inspection & Administration costs)		\$165.00
Examination and sealing of Stratum Plan		\$260.00* + \$50.00* per lot
Application for a Staged Development Scheme	Master Plan and disclosure statement approval	\$350.00* + \$50.00* per lot
Petition to amend a Sealed Plan – Full Fee		\$600.00*
Petition to amend a Sealed Plan (if all parties to the Plan have signed the petition)		\$300.00*

DEVELOPMENT SERVICES – Planning - Continued

Sundry Planning Fees

Extension - application for permit extension		\$130.00*
Planning Scheme – Maps		\$70.00*
Minor amendment - application made under s. 56 of LUPAA to modify an approval		\$140.00*
Illegal works minor amendment - application made under s. 56 request that involves work already undertaken (without a permit)		\$165.00*
Adhesion order - application for issue of an adhesion order		\$210.00*
Part 5 agreement – processing and sealing of a Part 5 agreement - s. 70 of LUPAA		\$400.00*
Scheme amendment - application for amendment to Break O'Day planning scheme and processing fee after council approval to proceed		\$1,750.00*+ TPC + advertising fees
Mediation - organising mediation in accordance with s.57a of LUPAA or any other mediation required by the council in order to determine a planning application		\$250.00* per mediation meeting
Cash in Lieu of car parking – per car parking space		\$6,000.00*
Collection of impounded sign	s48(a) of the <i>Land Use Planning & Approvals Act 1993</i>	\$120.00* per sign

Statutory Advertising & Administration

Advertising	Level 2 Activity Application	At cost
	Application for amendment to the Break O'Day Planning Scheme two adverts required	At cost

Refunds/Remissions – Application withdrawn

Planning Fees	Requests for additional information have not been made	75%
	Requests for additional information have been made	25%
Advertising Fees	Not commenced	100% less \$25.00 admin fee
Application Fee	Project of Regional Significance WHEN declared by Minister	50%
Applications for development by a Community Group on Land Owned or Managed by Council		100%

NOTE: Additional costs for professional services are payable prior to the takeover of works before final approval is issued.

DEVELOPMENT SERVICES - Building

Building Surveying Charges – Category 3 and 4 Buildings

LEGALISATION OF ILLEGAL STRUCTURES – DOUBLE THE FEE FOR AN ILLEGAL STRUCTURE, THAT IS, THE CHARGE IDENTIFIED BELOW PLUS 100%		
CLASS 1A Structures (new dwelling/dwelling additions & alterations, change of use (garage to dwelling and dwelling to B&B))		
Certificate of Likely Compliance – NOT INCLUDING INSPECTIONS	Up to 50m ² & internal alterations & demolition	\$220,230.00
	51m ² to 100m ²	\$300,315.00
	101m ² to 200m ²	\$420,440.00
	201m² to 300m²	\$620.00
	Greater than 201m² to 301m²	\$590,800.00
CLASS 10A Structures (garage/carport/deck/ pergola/retaining wall/mast/fence/pool)		
Certificate of Likely Compliance – NOT INCLUDING INSPECTIONS	Up to 50m ² including minor structures and pools	\$7780.00
	51m ² to 100m ²	\$450,160.00
	101m ² to 200m ²	\$235,245.00
	201m² to 300m²	\$380.00
	Greater than 201m² to 301m²	\$360,450.00
All New - CLASS 10A Kit Sheds		
Certificate of Likely Compliance – NOT INCLUDING INSPECTIONS	Up to 50m ²	\$4550.00
	51m ² to 100m ²	\$90,100.00
	101m ² to 200m ²	\$130,150.00
	201m² to 300m²	\$200.00
	Greater than 201m² to 301m²	\$170,250.00
Other Classes up to 2000m ² (shop, office, warehouse, industrial buildings, assembly buildings schools, etc)		
Certificate of Likely Compliance – NOT INCLUDING INSPECTIONS	Up to 50m ²	\$400.00
	51m ² to 100m ²	\$620.00
	101m ² to 200m ²	\$850.00
	201m² to 300m² Greater than 201m²	\$1,200.00
	Greater than 301m ²	Quoted at time of applications

Inspections

Class 1A - Change of Use (Minimum of two (2) inspections)	\$130.00+ per inspection
Class 1A & 10A - Building Inspections (Minimum of five (5) for class 1-9) (Minimum of two (2) for Class 10A)	
Additional inspections required will be charged prior to issue of Completion Certificates	

DEVELOPMENT SERVICES – Building - Continued

Miscellaneous

Search for house plans (Non-Refundable)	Electronic Search by Email	No Charge
	Electronic Search Printed	\$20.00
	Physical Search no Plans Found	No Charge
	Physical Search Plans Found	\$60.00
Staged Building Permit Fee		As per associated administration fee
Temporary Occupancy Permit	Annually to maximum of 3 years	\$150.00*
Re-activation of file (expired building/plumbing permit)	Reassessment required	Assessment and inspection fees as per fee schedule + \$35.00 for each certificate required
	Reassessment not required	\$150.00 + \$35.00 for each certificate required & required inspections

Extension to Building Permit – All Classes

1 st Year	\$100.00*
Subsequent Years	Increase of \$50.00* per year over previous year

Building Certificates

Class 10A Structures (Includes Inspection & Administration Costs)	\$165180.00
Class 1A Structures (Includes Inspection & Administration Costs)	\$275300.00
Commercial Occupancy Permit & Schedule of Health and Safety Features	\$250350.00

State Government Levies

Industry Training Levy	Over \$20,000	0.20%* of project cost
Building Administration Fee Levy	Over \$20,000	0.10%* of project cost

Amendments

Minor Amendment	Not requiring a reassessment	\$50.00
Amendment to Building Permit & Certificate of Likely Compliance		Fees applicable to Certificate type (eg. Certificate of Likely Compliance) + Applicable Administration Fee

DEVELOPMENT SERVICES – Building - Continued

Administration and Notifiable Works and Lodgment fee ~~for any Category 1 and 2 projects~~

Administration – Category 1	Nil
Administration – Category 2	Nil
Administration – Category 3	\$150.00*
Administration – Category 4	Refer to Permit Authority Charges

Administration – Privately Certified Applications Only

Administration – Category 1	Nil
Administration – Category 2	Nil
Administration – Category 3	\$150.00*
Administration – Category 4	\$150.00*

BUILDING SERVICES – PLUMBING – DOMESTIC & WASTE WATER

Domestic Certificate of Likely Compliance Plumbing (Category 3 & 4 plumbing works)

LEGALISATION OF ILLEGAL STRUCTURES – DOUBLE THE FEE FOR AN ILLEGAL STRUCTURE, THAT IS, THE CHARGE IDENTIFIED BELOW PLUS 100%		
Plumbing Permit/Assessment – ALL PRICES INCLUDE INSPECTIONS	Up to 50m ² & Class 10 & Demolition	\$260.00*
	51m ² to 100m ²	\$365.00*
	101m ² to 200m ²	\$470 460.00*
	201m ² to 300m ²	\$560.00
	Greater than 204m ² 301m ²	\$630 650.00*
Waste Water Assessment and Approvals (Septic Tanks, AWTs etc)	All Sizes	\$150.00*

BUILDING SERVICES – PLUMBING – COMMERCIAL

Commercial Certificate of Likely Compliance Plumbing (Category 3 & 4 plumbing works)

LEGALISATION OF ILLEGAL STRUCTURES – DOUBLE THE FEE FOR AN ILLEGAL STRUCTURE, THAT IS, THE CHARGE IDENTIFIED BELOW PLUS 100%		
Plumbing Permit/Assessment – ALL PRICES INCLUDE INSPECTIONS	Up to 50m ²	\$520.00*
	51m ² to 100m ²	\$730.00*
	101m ² to 200m ²	\$940.00*
	201m ² to 300m ² Greater than 204m ²	\$1,260.00*
	Greater than 301m ²	Quoted at time of application

BUILDING SERVICES – PERMIT AUTHORITY

Permit Authority Charges – Building & Plumbing Only (Category 4 only)

LEGALISATION OF ILLEGAL STRUCTURES – DOUBLE THE FEE FOR AN ILLEGAL STRUCTURE, THAT IS, THE CHARGE IDENTIFIED BELOW PLUS 100%		
CLASS 1A Structures	(new dwelling/dwelling additions & alterations, change of use (garage to dwelling and dwelling to B&B))	
Building & Plumbing Permit	All sizes	\$300.00
CLASS 10A Structures	(garage/carport/deck/pergola/retaining wall/mast/fence/pool & demolition works)	
Building & Demolition Permit	All sizes	\$150.00
Other Classes up to 2000m ² (shop, office, warehouse, industrial buildings, assembly buildings schools, etc)		

Building & Plumbing Permit	All sizes	\$350.00
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ENVIRONMENTAL HEALTH

Licences, Certificates, Permits

Temporary Food Registration	Period not exceeding ten consecutive (10) days	\$20.00*
	Period not exceeding ten consecutive (10) days – not for profit community groups	Nil
Food Stall Registration	Yearly	\$60.00*
Food Stall Registration	Yearly – not for profit community group	Nil
Food Premises	Category A	\$2,100.00*
	Category B	\$580.00*
	Category C High Risk	\$370350.00*
	Category D Medium Risk	\$200.00*
	Category E Low Risk	\$100.00*
	Category F	\$60.00*
	Category G – not for profit organisations	Nil
Assessment of Plans for Commercial Kitchen (Form 49)		\$100.00*
Occupancy Permit for Commercial Kitchen (Form 50)		\$100.00*
Place of Assembly	Licence application for a mass outdoor public event	\$50.00*
	Not for profit organisations	Nil
Sampling of Swimming Pools/Spa Baths	Public	\$50.00 + Cost of Analysis if applicable
	Public – Resamples	\$100.00 + Cost of Analysis if applicable
	Public not for profit organisations	Cost of Analysis
Water Cartage	Application/Renewal	\$1020.00*
Food Sampling		\$50.00 + Cost of Analysis if applicable
Public Health Risk Activities	Licence	\$75.00*
	Renewal	\$75.00*
Private Water Suppliers Registration	Application / Renewal	\$10.00*
Caravan Licence		\$10.50* per week (short stay) or \$250.00 \$60.00* per year
Nuisance	Abatement costs associated with non-compliance	Cost of Works + \$150.00
	Administration costs associated with non-compliance	\$140.00 first hour (minimum fee); \$70.00 per hour or part thereof thereafter, plus compliance costs
Permit for Burial of Human Remains on Private Land		\$200.00*
Environmental Protection Notices	Investigation, issuing and management charges	\$150.00 per hour or part thereof

ANIMAL CONTROL

Registration Type

	IF PAID PRIOR TO 30 JUNE 2018 2019	IF PAID AFTER 30 JUNE 2018 2019
Entire Dog	\$45.00*	\$65.00*
Entire Dog – Pensioner**	\$20.00*	\$30.00*
De-sexed Dog	\$25.00*	\$35.00*
De-sexed Dog – Pensioner**	\$12.00*	\$15.00*
Newly Registered Dog	As above	Pro-rata of full rate
Approved Assistance Dogs - Guide/Hearing	Nil	Nil
Registered Breeding Dog	\$31.00*	\$37.00*
Approved Working Dog	\$20.00*	\$35.00*
Declared Dangerous Dog	\$200 250.00*	\$250 300.00*

NOTE: **One (1) dog per property on Pensioner Rate.
(Pension and Health Care card)

Impounding

First Impoundment	\$50.00*
Subsequent Impoundment	Previous impoundment fee 1 \$50.00*
Daily keeping fee	\$25.00*
Purchase of unclaimed dog **	\$25.00* + registration fee
Microchip implanting of impounded/unclaimed dog (if not already chipped)	At cost
Out of hours release fee ***	Original owner \$250.00*

NOTE: ** Refundable if returned within two (2) weeks.

ALL FEES MUST BE PAID IN FULL PRIOR TO RELEASE OF ANY DOG

Kennel Licence

Kennel licence application fee	More than 2 dogs or 4 working dogs	\$6570.00*
Kennel licence renewal fee (Applies to working and non-working dogs)		\$40 50.00*

Miscellaneous

Replacement Registration Tag		\$5.00*
Anti-barking Kits	Fortnightly hire	\$5 5.00*
	Bond	\$20.00
	Citronella Refill – single can	\$100.00
Dangerous Dog	Collar	\$25.00
	Sign	Cost Price
Doggy Do Bags	Roll	Cost Price \$15.00

Adopted 16 April 2018 – Minute 04/18.12.4.83

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04/19.12.9 Request for Rate Remission – St Helens Sailing Squadron

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	19/4423 (PID 3548370)
ASSOCIATED REPORTS AND DOCUMENTS	Request from Ratepayer

OFFICER'S RECOMMENDATION:

That in accordance with the provisions of s.129 of the *Local Government Act 1993*, Council **approve a remission** as requested for the property known as Licence 111322 Tasman Highway, St Helens identified as PID 3548370.

INTRODUCTION:

Council has received correspondence from St Helens Sailing Squadron requesting a rate remission for their leased property as a charitable organisation.

PREVIOUS COUNCIL CONSIDERATION:

This matter was considered at a recent Council Workshop.

OFFICER'S REPORT:

The St Helens Sailing Squadron has written requesting a remission of the general rate to facilitate their ongoing sustainability as they meet the objectives of their community based organisation.

The letter of application details the nature of their request the basis for a Council decision to provide the remission.

Council's Rate Remissions and Exemptions Policy allows for the option of remitting the general rate, if Council believes that the property provides a community benefit. Policy LG011 (4).

Council currently provides a similar remission to several organisations that are providing a benefit to the community, these are normally considered annually as part of the adoption of the annual rate.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategies

Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community.

LEGISLATION & POLICIES:

Section 129 of the *Local Government Act 1993*

Rate Remissions and Exemptions Policy LG011 (4)

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

An amount of \$793.49 to rates remissions.

VOTING REQUIREMENTS:

Absolute Majority.

General Manager
Break O'Day Council
32-34 Georges Bay Esplanade
St Helens TAS 7216



14 March 2019

Dear John

Re: Discretionary Remission of Rates – St Helens Sailing Squadron (PID: 3548370)

I refer to the above and note that Council's Policy LG11 – Rating Exemptions and Remissions allows for a Section 2 discretionary exemption for charitable organisations.

I confirm that our organisation:

- Does not own the property but leases it from the Crown and therefore is levied for rates
- Is non-profit and provides a benefit for the community. As per our constitution (attached) the St Helens Sailing Squadron promotes engagement with youth; encourages community participation; promotes positive community values of cooperation, responsible conduct and group contribution in a team environment

As an example of how the Squadron is achieving these objectives, we have competed in the last two years in the Shoalhaven Cup. This has meant that a team of Break O'Day youths have been trained each year to compete and then funded to compete in this national event. Twelve to fourteen youths, male and female have participated. With the age limit of 19, new youths join each year.

As well as this, the Squadron has commenced assisting the TS Argonaut naval cadets to compete in the Derwent King of the River challenge as our qualified trainers can instruct them in sailing. I note that these activities align with at least three of the four strategies in the Community goal of the Break O'Day Strategic Plan.

Council's positive consideration of this matter, to ensure the ongoing sustainability of our organisation, is appreciated.

Wayne Cubitt

Rear Commodore

04/19.13.0 WORKS AND INFRASTRUCTURE

04/19.13.1 Works and Infrastructure Report

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

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:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
03/18.8.1.51	19 March 2018	A report is sought providing advice in accordance with the requirements of <i>Section 65 of the Local Government Act 1993</i> for the information of Council at a future meeting and consider any advice as required from relevant State Agencies: That Council investigate all options for the walking path at Fingal.	A service request has been placed with Telstra to relocate an existing pit from the outflow of the road culvert that prevents any footpath develop from being considered on the old alignment. Telstra has not addressed the service request. Other options are under discussion with DoSG.

Motion Number	Meeting Date	Council Decision	Comments
04/18.16.4.102	16 April 2018	<p>1. Pursuant to section 14 of the <i>Local Government (Highways) Act 1982</i> (the Act), for the Council to discuss and consider the closure of the following assets for the public benefit due to “lack of use”.</p> <p>(i) The closure of Bridge 3462 over the George River providing current access to Yosts Flat.</p> <p>(ii) The closure of Grimstones Road from chainage 910m to end of road at chainage 4,680m.</p> <p>resolves that the part of Grimstones Road, Goshen as marked on the plan annexed and marked “A” should be closed to all traffic for the public benefit.</p> <p>2. Council delegates its functions and powers pursuant to section 14(1)(b) of the Act to the General Manager and authorises the General Manager to take such steps as may be necessary to comply with each of the requirements of that section in relation to the closure of Bridge 3462 over the George River providing current access to Yosts Flat and the closure of Grimstones Road from chainage 910m to end of road at chainage 4,680m.</p>	In-progress. Refer to Closed Council Resolution 11/18.17.3.
11/18.8.5.247	19 November 2018	<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 as required from relevant State Agencies:</i></p> <p>That Council explore opportunities of providing 2 - 6 free rubbish vouchers or something similar to every ratepayer to be used throughout that rateable year.</p>	In progress.
11/18.13.5.260	19 November 2018	That Council defer a decision to extending the free green waste days to all year-round at all waste disposal sites that are set up to accept green waste until green waste composting is validated and a cost benefit model determined and reported to Council.	In-progress.
11/18.13.8.263	19 November 2018	<p>1. That Council provides in-principle support to the St Helens Football Club to seek external funding to install an in-ground irrigation system at the St Helens Football Ground.</p> <p>2. That Council give consideration to confirming a financial commitment for the installation of an in-ground irrigation system and the St Helens Football Ground in the 2019 – 2020 financial year, subject to favourable asset life-cycle cost modelling and receipt of a report on the health of playing field.</p>	<p>Item 1. Completed.</p> <p>Item 2. To be actioned on receipt of irrigation system information from the football club. Information has been requested repeatedly.</p> <p>Note that the club received confirmation during Feb 2019 of AG funding for the project for 2019-2020.</p>

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
05/17.13.3.115	15 May 2017	That Council authorises the Works Department to make an application to the Department of State Growth (DSG) to change the line-marking on St Helens Point Road between Aerodrome Road and Chimney Heights to a single continuous white line using thermoplastic lines, including cats eye reflectors and that Council allocates the budget to undertake the work if it is approved by DSG.	Completed. Report has been prepared for the April 2019 Council Meeting.
08/18.8.1.181	20 August 2018	A report is sought providing advice in accordance with the requirements of <i>Section 65 of the Local Government Act 1993</i> for the information of Council at a future meeting and consider any advice as required from relevant State Agencies: That Council investigate a full traffic management plan for the St Helens CBD including: <ul style="list-style-type: none"> • Roundabout at the intersection of Quail Street • Parking • Diverting traffic on the bay Esplanade 	Completed. Report has been prepared for the April 2019 Council Meeting.
12/18.8.2.292	17 December 2018	<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 when building new structures in public places making water refilling stations available at those places; also, to investigate the cost of providing water refilling stations at some existing public venues, to make tap water more readily available in public places. Further, that Council enter into a partnership with local businesses and possibly TasWater to provide water bubblers and water refill stations in our towns and settlements and to promote this service through our usual media channels.	Completed. Report has been prepared for the April 2019 Council Meeting.
01/19.8.1.4	21 January 2019	<i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i> Council to urgently address the need for another Dump Point station. It needs to have drive through ability up alongside the existing one at the Sports Complex.	Completed. Report has been prepared for the April 2019 Council Meeting.

Motion Number	Meeting Date	Council Decision	Comments
01/19.13.3.14	21 January 2019	That Council receive the Groom Street School Crossing Assessment prepared by Midson Traffic Pty Ltd and approve the installation of kerb outstands at the existing temporary crossing location.	Completed.

Facilities Maintenance

Facility maintenance is an ongoing activity. During March 2019 facility maintenance included the following tasks:

- Preventative Maintenance (PM) inspections of Council owned buildings and playgrounds.
- Maintenance identified during PM inspection and notified via Customer Service Requests.
- Boat ramp inspections and water pressure cleaning.

Towns and Parks Maintenance

- Mowing/ground maintenance – all areas.
- Garden/tree maintenance and weeding where required.
- Edge trimming and gutter cleaning.
- St Marys Recreational Ground – Weed Spraying programme in progress.
- St Helens Football Ground – Fertilizer applied.

Road Maintenance

- Sealed road patching – all areas
- Unsealed road Maintenance – Ansons Bay Road (grading)
- Footpath repairs and edging works
- Traffic Signage replacement – damaged and removed signs
- Road side slashing in-progress (Fingal, Mathinna, Seymour areas)
- Roadside tree maintenance – removal of dead limbs.

Waste Management

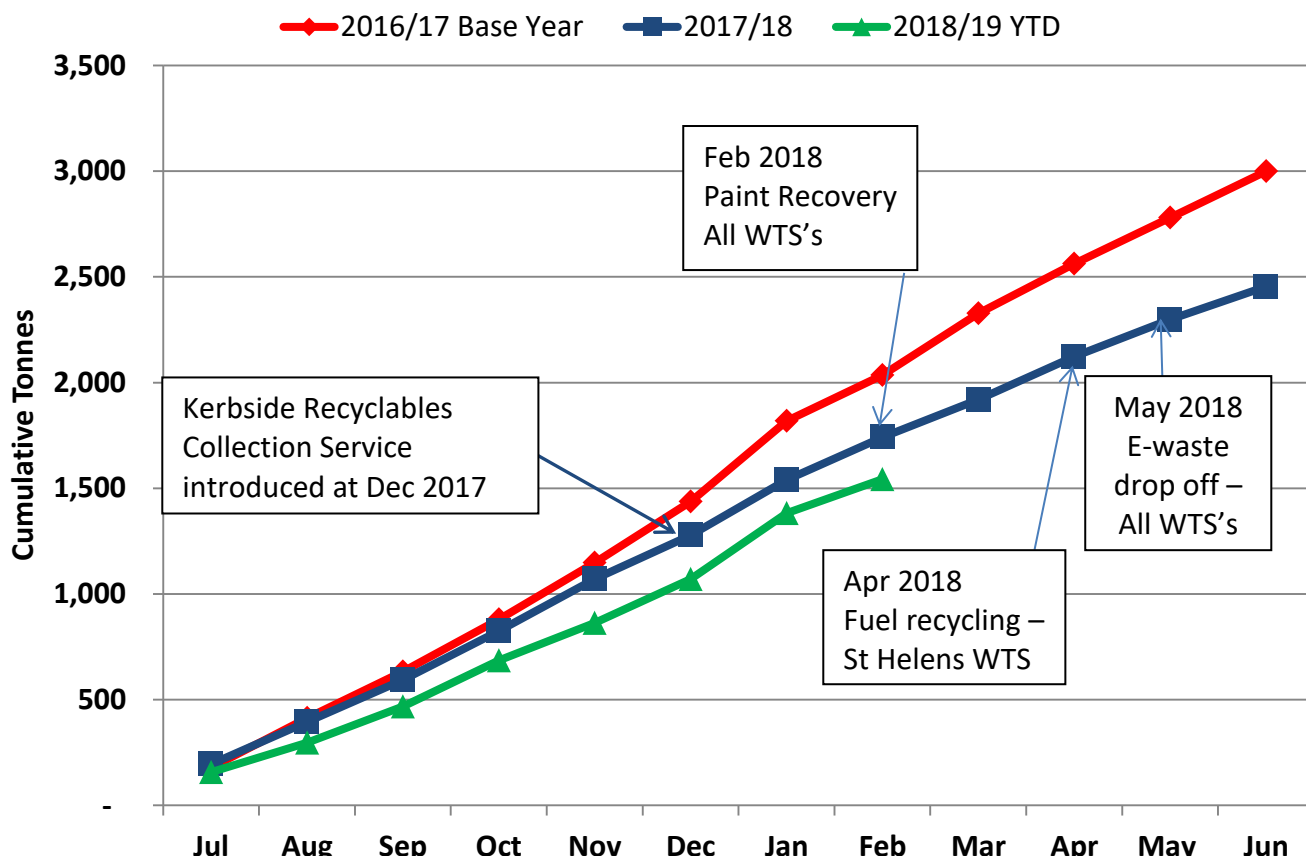
- Routine operations
- E-waste collected from St Helens WTS

Asset Management

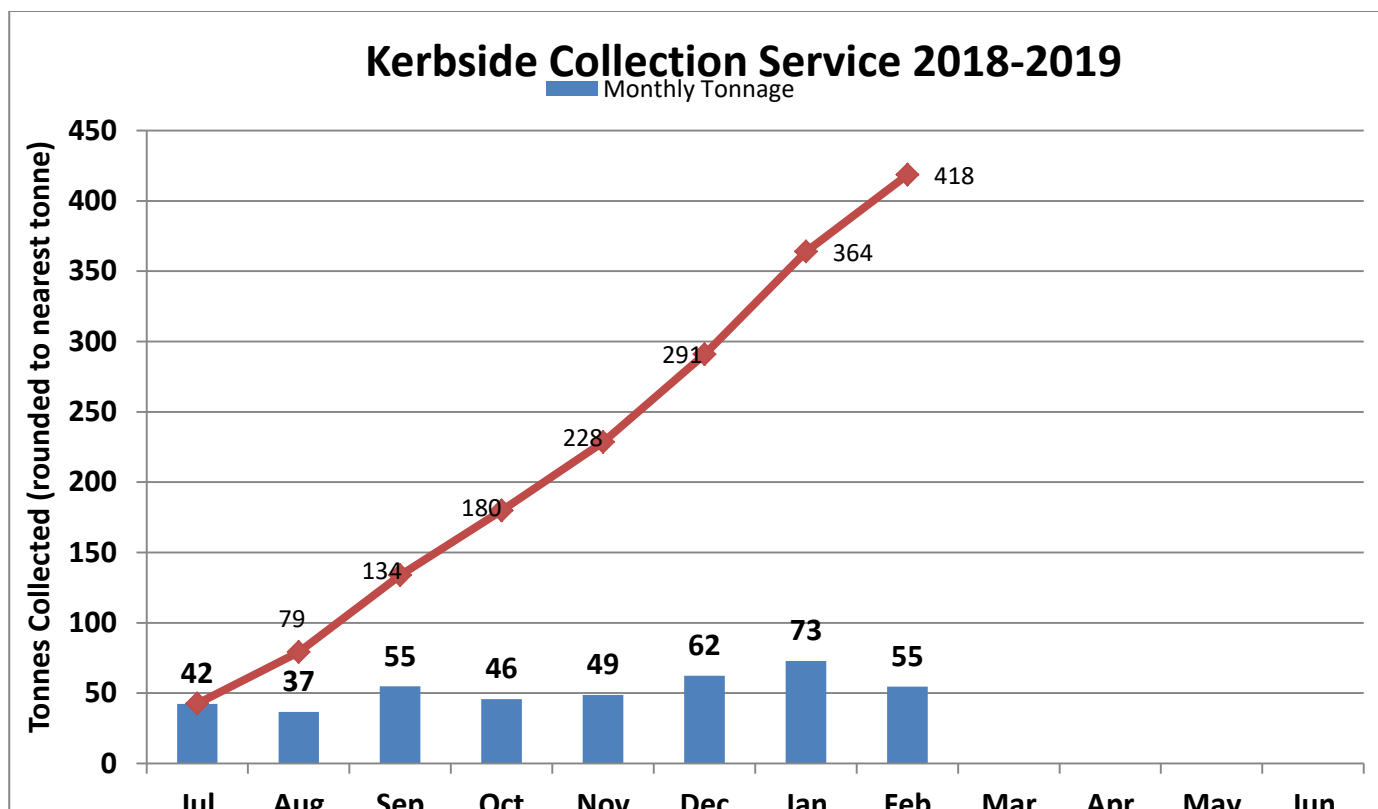
- Traffic count data collected for Binalong Bay Road and St Helens Point Road

General Waste to Copping Landfill

Note: March 2019 data not available at the time of preparing this report.



Collected Kerbside Recyclables transported to JJ Richards, Launceston



CAPITAL WORKS

Project Code	Details	2018-2019 Budget	Project Update – January 2019
CC140	Cecilia Street - Streetscape	15,000	Concept developed – Public review completed – Changes being considered.
CD655	Implement SWMP priorities	162,500	Modelling Activity in progress.
CD830B	Jetty Upgrade – Cunningham Street		Project pending Crown Land Services approval and permit issue.
CE160	St Helens Point Road (Parkside)	200,000	Detailed costing being finalised.
CF032	Loader for St Helens WTS	180,000	To be tendered under the Local Government Buying Scheme.
CF105	Fingal Streetscape	500,000	Construction Stage
CF205	Bridge 1244 Ransoms River Replacement	250,700	Construction Stage.
CF220	Bridge 2805 – Otway Creek Replacement	220,000	Construction Stage.
CF515	The Gardens Road	431,000	Construction Stage.
CF610	Fingal WTS Retaining Wall Replacement	130,000	Project rescheduled to commence May 2019.
CF657	Parnella Stormwater Stage 2	1,000,000	Catchment 2 – Completed. Catchment 4 – Completed.
CG010	1013 BOMAG Roller	160,000	Tenders awarded, roller ordered.
CG530	Kismet Place	100,000	Construction Stage.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

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.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

This is a monthly update of the complaints and work that has been done and the action that has been taken for each complaint for the month of March 2019:

22 February 2019

- Animal Control Officer received further complaints about barking dog from Beaumaris Avenue, Beaumaris and that dog has been barking flat out since owner left home. Spoke with the dogs owner over the phone and discussed the requirements of her bark abatement notice which will be enforceable in seven (7) days. She advised she was going to the vet to get a bark muzzle until collar arrives. It was explained that she only has seven (7) days to have bark collar properly fitted and working and if Council receives further complaints infringements will be issued – Monitor.

1 March 2019

- Animal Control Officer spoke to a resident from Jason Street, St Helens about an attack on her chickens. There was a witness who was able to take video footage. The resident knows the dog owners and wishes only a caution notice and a strong verbal warning to be issued and she will sort out the rest. Animal Control Officer spoke to the owner of the dog and discussed the incident and the importance of confining the dog to his property only and that Council had heard that it's not the first time his dog had attacked and killed chickens. It was explained that now the dog has the taste for killing poultry she will do it again if allowed and if it happens again the dog will be declared dangerous and large infringement issued. A caution notice (\$815) and a written note on caution notice to register dog within 14 days – Monitor.
- Received a complaint about a barking dog from Mimosa Street, St Helens. Discussed the issue with the complainant and visited the owner of the dog who explained the dog was 15 years old and partly blind and deaf and has a yap every now and then but mostly inside – Monitor.

- Animal Control Officer had a meeting with a resident from Erythos Grove, St Helens about her bark abatement notices from the week before and she was not happy with the way they are written, threatening the possibility of removing the dogs from her property. It was explained that all Councils use the same prescribed abatement notices with similar wording and what is worded in the abatement is actually the law. She advised that her dogs don't bark excessively and wanted to know how it is determined what excessive barking is. It was explained the decision is based on years of experience as an Animal Control Officer and bark monitors from complainants. It was also explained that Council had received numerous complaints over the last two (2) years. There had been 14 properties door knocked last week and 11 different people spoken to with nine (9) stating that the dogs do bark excessively at times. After about an hour of discussions the dogs owner seemed happy to comply – Monitor.
- St Helens Patrol.
- Animal Control Officer went to a property in Chimney Heights, Stieglitz to follow up and noted that the dog kennel had been moved back away from the walking track.
- Stieglitz Patrol.
- Animal Control Officer received further complaints about the dog from Mimosa Street, St Helens still barking excessively every now and then. Conducted another bark monitor – no barking and no dog seen outside. Knocked on the door to discuss with the owner but no one was at home. Spoke with the complainant who stated he hasn't heard it at all for a few days and it is much better than what it was – Monitor.
- Animal Control Officer spoke with a resident from Cobrooga Drive, St Helens who wanted to discuss a barking dog letter he received. He claims that his dog doesn't bark excessively and wanted to know why he had received the letter. He was advised that interviews had been conducted last week in the area about other barking dogs and people commented that the dogs in Cobrooga Drive, St Helens also bark a lot. Animal Control Officer advised that he had called into his house to discuss last week but no one came to the door so Council just sent out standard barking dog letters to advise that dogs are barking in the general area – Monitor.
- Animal Control Officer received a complaint from a resident on the Gardens Road, Binalong Bay about a Kelpie on her property chasing her chickens. She advised she didn't know where it came from maybe a neighbours property. Went to the neighbouring property but no one home and no dogs present.
- Binalong Bay Patrol – a family warned with their dog on the main beach.
- Animal Control Officer received a report of a dog from Legge Street, Fingal biting the tongue off of a child that lives at the property. Went to the property and spoke with the owner of the dog who claimed she had visitors and her dog growled at the visitors little boy who was annoying the dog and he fell back and bit his own tongue. He was taken to the doctor just to make sure it didn't need stitching and the doctor advised that a dog couldn't bite that far in his mouth.

6 March 2019

- Conducted a bark monitor at a property in Tully Street, St Helens from 11.00am. The dog barked for most of the hour.
- Patrol and bark monitor in Erythos Grove and Cobrooga Drive, St Helens – all quiet.
- Conducted another bark monitor at a property in Mimosa Street, St Helens starting at 2.05pm, no barking or sign of the dog.
- Inspected property on the Gardens Road, Binalong Bay looking for a Kelpie. No one home again and no dogs present.

- Patrol Lyall Road, Binalong Bay and main beach Binalong Bay.
 - Two (2) people with dogs on lead – verbal warnings issued and gave them new maps. New signage with changes to the Dog Management Policy not yet erected.
- Scamander Mouth Patrol – no dogs present.

15 March 2019

- Animal Control Officer went to a property in Tully Street, St Helens at 8.08am to follow up on barking dog problems. All was quiet and no dog could be seen at any of the gates near the street.
- Binalong Bay Patrol – no dogs anywhere 11.10am to 11.40am.
- Animal Control Officer went to a property in Gardens Road, Binalong Bay as the owner had one of her ducks mauled by the wandering Kelpie. The area was patrolled but nothing found. The owner of the property will try and follow the dog next time.
- St Helens Patrol.
- Animal Control Officer received a complaint of a barking dog from a property in Cecilia Street, St Helens that continued barking from 6am for 2-3 hours on the Saturday 9 March. Spoke with the owners boyfriend who was unsure about it and didn't think it was barking and claimed it didn't normally bark. Notice to register dog sent to the owner.
- Animal Control Officer received a call from a resident in Erythos Grove, St Helens who has been issued with a bark abatement notice to advise she had trades people working at her property that morning and the dogs started barking before she could get the collars on. She stated they stopped straight away once collars were on.
- Conducted another bark monitor at a property in Tully Street, St Helens from 9.47am to 10.50am. Much the same activity as the last weeks monitor. The dog barked constantly for the hour at side fence nears neighbouring properties back door. Two (2) other dogs present at the property as well which weren't barking. Conducted another bark monitor starting at 12 noon the dog barked only a few times and very quiet. The neighbours dog barked a couple of times at people walking past. The owner of the dog came home and the findings over the last two (2) weeks were explained and that there is a problem. The owner agreed to purchase an ultrasonic anti bark device and try that first and if it didn't work he will then purchase an electronic bark collar. The device was being ordered over the weekend and should be there within seven (7) days. Contact to be made 27-28 March to see how it is going and conduct another bark monitor before hand – monitor.
- Animal Control Officer received a message from a lady complaining about three (3) constantly roaming dogs from a property in Banksia Drive, Ansons Bay. Returned the call and left a message for her to call back.
- Beaumaris Patrol – no dogs and no barking heard.
- Scamander Mouth Patrol.
- Animal Control Officer went to a property in Grant Street, Fingal to follow up on registration of his dogs. Two (2) dogs have been registered and it was discussed where he is at with his kennel licence application. He advised he had been told that his dogs are working dogs and he didn't need a licence. It was explained that they aren't working dogs and working dogs are used to drove cattle and sheep on farms etc. Further discussions revealed he had four (4) dogs at the moment, two (2) belong to him and one (1) he is looking after for a friend who returns on the 10 April from overseas and the other is a rescue dog that he is training so it can be rehomed. Animal Control Officer advised him he had until the 1 May to remove the rescue dog. Revisit 1 May.

- Animal Control Officer went to a property in Sorell Street, Fingal to discuss the issues she is having with neighbours cattle going through fences and living on her property. Spoke to the neighbour who has removed the cattle from the property and is selling the problem bull which keeps pushing down the fences and leading the cows away. It was also discussed the kennel licence that had been applied for and paid a couple of months ago but the seven (7) dogs had not yet been registered. A request was made to extend the licence to nine (9) dogs as they had inherited another family members dogs since they had had a new baby. It was agreed to extend due to the fact that Council has no objectors and have had no problems with dogs and all of the dogs are pets not for breeding and they are on a larger acreage out of the town. Registration forms to be sent out – monitor.

21 March 2019

- Animal Control Officer received report of wandering dog in Tully Street, St Helens at 9.14am. Attended to area and found the dog but couldn't catch it. Animal Control Officer recognised the dog and went to the work place of the owner nearby and spoke to the owner who believed his dog was tied up on his truck. After inspecting the truck found that the lead had been chewed through and no dog was present. Animal Control Officer and dog owner were able to retrieve the dog from Tully Street, St Helens. A verbal warning issued and the owner told infringements will be issued next time regardless of whether the dog has chewed the lead and suggested the owner purchase a chain.
- Animal Control Officer received a call from a man reporting two (2) Border Collies running around the Scamander Mouth area unattended chasing sea birds up and down the beach. Attended the area but couldn't see any dogs anywhere. Patrolled the Scamander area and after 30 minutes drove past the mouth area and saw the two (2) dogs chasing seagulls on the northern side of the river mouth. Spent the next 2.5 hours trying to catch dogs, from the river mouth to the beach with no success whilst the dogs continually chased the sea birds up and down the beaches. Animal Control Officer was able to finally chase the dogs off the beach up towards the highway where the Council ute was parked with the tailgate and canopy open. As the dogs ran past the ute they were yelled at to 'jump up and get up' and surprisingly the dogs did jump in the back. They were shut in the vehicle and taken to the pound. Microchips found and owners notified to collect. Caution notices to be issued for dog at large and in prohibited area.
- Scamander Patrol.
- Animal Control Officer received a complaint about a young black Labrador wandering from Kiama Parade, Akaroa. Went to the property and discussed the issue with the tenant who advised he has a friend staying with him for five (5) weeks and since they have had a visit from the neighbour requesting that the dog doesn't wander onto their property they have kept it confined to their property. They also advised that there is another black Labrador that wanders the area every now and then – monitor.
- St Helens Patrol.
- Issued a verbal warning to a man from Medea Cove Esplanade, St Helens for allowing his dog to wander without a lead.
- Binalong Bay Patrol – 1.45pm no dogs present.
- Animal Control Officer received a complaint from a lady in Erythos Grove, St Helens about a young female black Labrador wandering into her property. Animal Control Officer went to the property where the Labrador came from but no one was home and no dog present. There had been previously a verbal warning issued for a dog at this property but the dog and the owner were visiting from Triabuna – monitor.

- Animal Control Officer received a call from the St Marys Hotel to advise of a wandering stray dog that had been tied up to be collected. The caller rang back to advise the dog had been collected.
- Animal Control Officer received a complaint about two (2) barking dogs from a property in Argonaut Road, St Helens. Went to the property but no one and no dogs present but clearly dogs live at the residence. Sent out barking dog letter and letter to register dogs.
- Animal Control Officer went to property in Fingal as there was another report of three (3) sheep wandering. No one home.

27 March 2019

- Three (3) sheep out near edge of Esk Main Road, Fingal again. Animal Control Officer will try and contact owners son.
- Issued caution notices:
 - Border Collie from Targett Street, Scamander – Wandering/Prohibited Area
 - Border Collie from Sunbeam Crescent, Beaumaris – Wandering/Prohibited Area
- Akaroa/Stieglitz Patrol.
- Conducted property inspection after letters sent out to register dogs:
 - Moriarty Road, Stieglitz. Akita present on property. Animal Control Officer spoke to a resident who advised the dog was her partners. Gave 24 hours to register.
 - Peron Street, Stieglitz. Kelpie present on property. No one home again, left a hand written note in letterbox – revisit.
 - Thompson Court, St Helens. Medium/large cross breed black and white dog present on property owner given seven (7) days to register.
 - Penelope Street, St Helens. Two (2) Staffordshire Bull Terrier X present on property. Owner claims that the dogs spend most of their time at Glenorchy Council and are registered there, given seven (7) days to produce current registration.
- Conducted a bark monitor at a property in Tully Street, St Helens at 12.40pm. The dog was laying down at the back of the property. Finished monitoring at 1pm and no barking.
- St Helens Patrol.
- Animal Control Officer found a scruffy Terrier X breed dog wandering outside a property in Thompson Court, St Helens. Issued a verbal warning to a man.
- Erythos Grove, St Helens Patrol and bark monitor – all quiet 1.45pm.
- Ansons Bay Patrol.
 - No one present at a property in Banksia Drive, Ansons Bay. Left a hand written note in the door to please confine dogs to the property only and don't allow to wander. Revisit close to Easter.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

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.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Infrastructure & Development Services Manager
FILE REFERENCE	039\002\008\
ASSOCIATED REPORTS AND DOCUMENTS	Council Meeting Minutes August 2018, Item 08/18.8.1

OFFICER'S RECOMMENDATION:

That Council receive this report.

INTRODUCTION:

At the ordinary Meeting of Council on Monday 20 August 2018, the following Notice of Motion was tabled by Cllr K Wright.

08/18.8.1 Notice of Motion – Roundabout at Quail & Cecilia Streets, St Helens Intersection**MOTION:**

A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting, and consider any advice as required from relevant State Agencies:

That Council approach State Government/DIER with a request for investigation into the feasibility of constructing and/or installing a small low profile roundabout or other form of directional intersection control at the intersection of Quail and Cecilia Streets in St Helens.

SUBMISSION IN SUPPORT OF MOTION:

Following a recent NRM Special Committee Meeting I request that Council act on a recommendation from that Committee.

Need for roundabout or other form of intersection control at the intersection of Quail and Cecilia Streets St Helens.

There are regular occurrences of vehicles taking incorrect right of way at this intersection, which sometimes result in collision. Due to increase in visitor numbers, the traffic is increasing, so the intersection is much busier, which in turn increases the risk of a collision. Impatience is often a factor, as people are sometimes waiting at the intersection for longer than they expect, awaiting an opportunity to enter the intersection.

One Night Stand is likely to prove to be a nightmare on this intersection.

We currently have give way signs on both sides of the Quail St entry to the intersection. There are other options of intersection control which may also be looked at, however many people I have consulted with feel the small, low profile roundabout option, is the most appropriate format would be less obtrusive and less of a navigational issue for larger vehicles and trucks. There is very strong community support for a roundabout at this intersection. Roundabouts operate on the "Give way to the right" rule, which removes confusion as to who has right of way.

Sometimes drivers seem to be confused, and it often appears there is some misunderstanding at that intersection when deciding which car goes first when exiting either side of Quail St, regardless of whether they are going straight ahead or making a right hand turn. This could be caused by the offset nature of the intersection. Being the main road Cecilia Street traffic has right of way. However sometimes drivers who have been waiting longer as they are at the intersection first assume right of way over any other vehicles on the diagonally opposing corner of Quail Street, regardless of which direction either vehicle is heading. For example, if vehicle 1 arrives first and is indicating to turn right into Cecilia Street, and vehicle 2 arrives second and is going straight ahead down Quail Street, vehicle 2 should reasonably have right of way, as it is not crossing the direct path of the other vehicle, however on occasions vehicle 1 will assume right of way, as it has arrived at the intersection first. I have personally had several near misses, as have many other drivers.

This could cause an accident, if vehicle continue straight across the intersection only to find that the vehicle turning right has taken right of way across their path, and this may result in a collision.

I have experienced this situation on numerous occasions at this intersection. As the intersection is offset, it also seems to increase the level of confusion as to who has right of way. A roundabout would eliminate this confusion.

A roundabout would eliminate the confusion as the rule is always "Give way to all traffic on a roundabout".

A roundabout also allows flexibility and the ability to perform safe U-turns. Useful when directional mistakes have been made, but may also reduce the number of unsafe U-turns being performed in the main road in the middle of the CBD.

It was previously suggested that due to the intersection being offset, a roundabout would not work. This is not correct, as a roundabout does not have to in fact be round, as illustrated by looking at the figure 8 style roundabout at the intersection of Brisbane Street, Elphin Road and Lawrence Street in Launceston.

It has been previously stated that the intersection is not wide enough for a roundabout. This is not correct.

There are many narrow intersections in both Hobart and Launceston, which are similar in size or smaller than this intersection, and have roundabouts installed. (On pacing it out, the rough measurement at the narrowest point of the intersection of Frankland and Charles Streets Launceston is 20m, and on pacing, the rough measurement at the narrowest point of Cecilia and Quail Streets in St Helens is 19m. This intersection at its widest point is considerably larger than the afore mentioned Launceston intersection). The roundabout can be made to any size, appropriate to the size of the intersection. (Photos attached of small low profile roundabouts in similar sized intersections in Launceston and Sorell).

Another argument against is that a roundabout will impinge on traffic such as large trucks from navigating the intersection. This is also incorrect, as a round a bout can be made very low profile for large vehicles to drive over the top of if required, as seen in two roundabouts in the vicinity of Launceston General Hospital and further down Charles Street Launceston, and in some streets in Hobart, Noosa Qld, as well as many other areas all over the world. (photos available).

It has also been stated that if large trucks drive over the roundabouts it will damage the infrastructure. This is also not correct, as the round a bout can be at only millimetres above road level, and in some cases are even painted on the road surface as opposed to being a raised structure. Many of these roundabouts are constructed with rubberised plates or edging so as to enable large vehicles such as truck to drive over them without causing damage to either vehicle of infrastructure. There are many designs specifically made to enable large vehicles to drive over them.

The purpose of the roundabout is to instruct or indicate right of way, and to reduce the risk of incident/accident. Signage at the approach of each entry to the intersection can and should be erected to indicate that drivers are entering a roundabout, so drivers then understand that normal roundabout traffic rules apply.

A roundabout would also give new and learner drivers practice at using different intersections, which they do not experience anywhere else within the Break O'Day municipality.

(Information on roundabouts circulated separately)





DISCUSSION:

- *Clr Drummond stated that Clr Wright has covered everything.*
- *Clr McGuinness stated that he totally agrees with the thrust of the motion, the Department of State Growth have been heavily involved in this in the past and have refused to look at a roundabout at this intersection. The General Manager stated that the suggestion of a roundabout has gone back a long way. We can certainly contact the Department of State Growth again.*

- *Clr LeFevre stated that we should be looking at the bigger picture item here. There are three (3) main issues, one is parking, one is diverting traffic onto the Bay Esplanade and the other is this roundabout.*
- *Clr LeFevre stated that he would like to see a comprehensive traffic management plan done for the whole St Helens CBD area. - Clr Rubenach-Quinn stated that she is supportive of a full traffic management plan but she doesn't want the issue of a roundabout lost within this amendment. We need to make sure that a roundabout is listed as a key priority within this Traffic Management Plan.*
- *Clr J Tucker stated that there are lots of aspects that need to be looked at eg the school crossing at Grant Street, Circassian Street intersection, intersection at Supa IGA and Pendrigh Place. We need a good hard look at this and not rush into anything.*
- *Clr J Tucker stated that there are a lot of issues around that intersection including pedestrian and disability access. - Clr Drummond stated that we need funding assistance from the State Government. - Mayor Tucker stated that we need the expertise of the Department of State Growth to look at this.*
- *Clr Drummond stated that it is the perception in the community that this is a dangerous intersection, we need to respond to this as a Council.*
- *Clr McGiveron stated that it is a Department of State Growth road and we need to request them to look at an upgrade.*
- *Clr Osborne stated that if we do the full traffic management then we might get somewhere.*
- *Clr Drummond stated that the Disability Action Committee did a tour of St Helens and looked at various points.*

PREVIOUS COUNCIL CONSIDERATION:

COUNCIL DECISION:

08/18.8.1.180 Moved: Clr K Wright / Seconded: Clr J Drummond

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 as required from relevant State Agencies:

That Council approach State Government/DIER with a request for investigation into the feasibility of constructing and/or installing a small low profile roundabout or other form of directional intersection control at the intersection of Quail and Cecelia Streets in St Helens.

An amendment was moved:

08/18.8.1.181 Moved: Clr B LeFevre / Seconded: Clr G McGuinness

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 as required from relevant State Agencies:

That Council investigate a full traffic management plan for the St Helens CBD including:

- *Roundabout at the intersection of Quail Street*
- *Parking*

- *Diverting traffic on the bay Esplanade*

CARRIED UNANIMOUSLY

The amendment becomes the motion:

CARRIED UNANIMOUSLY

Not applicable.

OFFICER'S REPORT:

Council has a St Helens Urban Design and Traffic Management Strategy (The Strategy). Prepared in February 2015 the Strategy forms part of the Municipal Management Plan and provides a framework to guide the future use and development of the Township of St Helens. The Strategy includes consideration of the Quail/Cecilia Street intersection, parking and the diverting of traffic on the bay Esplanade with follow-up actions as detailed below.

1. Roundabout at the Intersection of Quail & Cecilia Streets

The intersection was assessed as part of developing the Strategy.

Part 9 of the Strategy provides some commentary on the Cecilia Street/Quail Street intersection, in that *"the intersection has a poor layout and alignment (standard four-way intersection with the centre lines/central medians on Quail Street having created a staggered T-intersection layout, compounded by its location on a bend with high pedestrian use and restricted sight distance from the west). Future traffic growth **may** warrant upgrades at this Cecilia Street / Quail Street intersection in the long term. **A signalised intersection at this location would most likely provide the most effective treatment in the longer term, providing for pedestrian, cycle and vehicular traffic**".*

In February 2019, Council's Infrastructure and Development Services Manager received advice from the Department of State Growth stating that *"at a high level, the scheme (meaning the placement of a round-about) would not be something the Department sees as a priority in context with the 10 year infrastructure investment program. If BODC decided to pursue exploration of a concept, it would be a project that needs to be managed and funded by Council.*

*In terms of DSG geometric design requirements, any concept layout will need to consider all the general aspects of Austroads Guide to Road Design Part 4B: Roundabouts and will at least need to cater for a 21.0m general access vehicle for the through movements **without mounting the central core or splitter islands** etc".*

The DSG design requirements mean that a mountable round-about would not be permitted at the intersection and within the current street-scape configuration.

2. Parking

The Strategy recommends that parking strategies should be developed that can provide for (or better manage) overflow parking during the peak periods with comment made at the level of parking supply and parking configuration.

Council's 2018-2019 Annual Plans contains an action (Action 4.2.1.8) to develop a car parking strategy for St Helens providing a long-term plan for off-street parking. Execution includes consideration of;

- Parking requirements for business and visitors within the context of current and emerging planning, development and transportation issues unique to St Helens.
- Understanding the issues relating to the location, provision and management of parking at St Helens.
- Opportunities that may exist for infrastructure placement and upgrade, including possible locations for new off-street parking facilities and potential optimisation of the existing car parking infrastructure.
- Management of parking in terms of time limits and major event parking.

3. Diverting Traffic on the Bay Esplanade

The Strategy provides a detailed commentary on the road hierarchy and traffic volumes and recognises the potential opportunities to reduce local traffic movement away from Cecilia Street (Arterial Road) by improving routes around the town centre via Georges Bay Esplanade and Medea Street and is a key part of the masterplan for the longer term which will provide alternative collector roads and promote development of the Esplanade.

Aligned with the Strategy, future capital planning is currently focused on the:

- Upgrade the streetscape on the eastern side of Cecilia Street between Georges Bay Esplanade and Circassian Street.
- Upgrade the Georges Bay Esplanade/ Cecilia Street intersection.
- Upgrade Georges Bay Esplanade to Quail Street.

To determine infrastructure upgrade requirements including the provision of adequate vehicle parking; traffic counting devices were placed on Georges Bay Esplanade, Quail Street to the east of Cecilia Street, Cecilia Street, Circassian Street adjacent to the existing hospital and Groom Street in order to verify & validate traffic flow (date and time stamped vehicle count, vehicle class, direction and speed) from mid to the end of January 2019, capturing traffic movement over the Australia Day Long Weekend and to compare high season data with shoulder and low season data collected since 2014 in the CBD area.

Post analysis, a summary data report will be presented to the Council to substantiate infrastructure upgrade requirements and for informed dialogue with the Department of State Growth, more specifically in relation to the Cecilia / Quail Street, Cecilia/Circassian Street, Cecilia/Georges Bay Esplanade and Quail/Cameron Street Intersections.

Traffic data has also been collected, covering the western side of St Helens at Medea Cove Esplanade, Quail Street, Medea Street, Tully Street Grant Street and Circassian Street in front of the High School. The data in addition to measuring traffic flows in Medea Street will provide invaluable information on peak traffic movements at the start and end of school day time periods and assist in developing road infrastructure renewal and upgrade priorities.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategies

- 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.

Key Focus Areas

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

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

LEGISLATION & POLICIES:

Nil.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable. Current investigation activity is included in the current Council budget.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Infrastructure & Development Services Manager
FILE REFERENCE	043\018\014\
ASSOCIATED REPORTS AND DOCUMENTS	Council Meeting Minutes May 2017, Item 05/17.13.3

OFFICER'S RECOMMENDATION:

That Council receive this report.

INTRODUCTION:

At the May 2017 Ordinary Meeting of Council, the Council endorsed the recommendation made in Report 17/4083, agenda reference 05/17.13.3 Line Marking – St Helens Point Road.

“That Council authorises the Works Department to make an application to the Department of State Growth (DSG) to change the line marking on St Helens Point Road between Aerodrome Road and Chimney Heights to a single continuous white line using thermoplastic lines, including cats eye reflectors and that council allocates the budget to undertake the work if it is approved by DSG”.

New pavement line marking was painted in February 2019.

OFFICER'S REPORT:

Since the issuance of a Tasmanian Transport Commission Direction in January 2015, Council no longer needs to seek Department of State Growth (DSG) approval for changes to traffic management controls on Council owned roads. This includes all devices, signs and road markings, except for speed limit signs and traffic signals which still need Commission approval.

In preparing the line marking design for St Helens Point Road and in the update of road marking drawings, DSG traffic engineers provided helpful technical advice that was incorporated into the design.

Painted line markings have been done in accordance with the aspects of Australian Standard AS1742.2 (The Standard) and DSG Standard SD-84.001 and marked by the DSG pavement contractor at no cost to the Council.

Reflective pavement markers (RPM's) have been ordered and will be adhered to the road pavement shortly after delivery. The Standard does not mandate the use of RPM's. RPM's are used to augment painted lines, stripes and chevrons when it is deemed necessary or desirable to improve their visual properties. The addition of RRPMS to the central barrier line will help to distinguish it from the newly painted edge line.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategy

Develop and maintain infrastructure assets in line with affordable long-term strategies.

Key Focus Areas

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

LEGISLATION & POLICIES:

Nil.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable. The provision of RPM's is funded in the current budget.

VOTING REQUIREMENTS:

Simple Majority.

04/19.13.5 Provision of Water Refilling Stations

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Infrastructure & Development Services Manager
FILE REFERENCE	004\008\017\
ASSOCIATED REPORTS AND DOCUMENTS	Ordinary Meeting of Council-December 2018, Item 12/18.8.2

OFFICER'S RECOMMENDATION:

That Council receive this report and the recommendation made to develop a policy position for the provision of Water Refill Stations (WRS's) in public open spaces that include a clear set of performance criteria that must be satisfied before a decision is made to install a WRS.

INTRODUCTION:

At the ordinary Meeting of Council December 2018 the following Notice of Motion was raised by Cllr J Drummond:

12/18.8.2 Notice of Motion – Provision of Water Refilling Stations – Cllr J Drummond.

MOTION:

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

That Council consider when building new structures in public places making water refilling stations available at those places; also, to investigate the cost of providing water refilling stations at some existing public venues, to make tap water more readily available in public places.

Further, that Council enter into a partnership with local businesses and possibly TasWater to provide water bubblers and water refill stations in our towns and settlements and to promote this service through our usual media channels.

SUBMISSION IN SUPPORT OF MOTION:

A million plastic bottles are bought around the world every minute and it's predicted that figure will rise by another 20% by 2021.

Having introduced kerbside and waste transfer station recycling facilities, Council has shown its commitment to reducing landfill and to recycling. To further reduce land-fill we can show leadership and reduce the level of plastics being used within our community. Water refill stations allow residents and visitors alike to refill water bottles from public water refilling stations.

This has the potential to reduce the amount of plastic being transferred out of our municipality and could have a cost benefit to Council. There is also an environmental benefit of removing plastics from our community and reducing litter. This is a movement which is growing worldwide in an effort to reduce plastics.

As an example, the Blue Mountains City Council will enter into a partnership with Sydney Water to install eight (8) water bubbler and refill stations to make tap water more accessible in popular public places. Mayor, Cr Mark Greenhill, said, "The water refill stations will help reduce the environmental impact of drinking bottled water by decreasing litter and the number of plastic bottles going to landfill.

Another example was when people attending Australia Day events on the Northern Beaches were reminded to bring their own reusable water bottles because bottled water will not be sold. 10 new, portable water fountains made their Northern Beaches debut on 26 January 2018.

I believe this effort would be fully supported by the Australian Dental Association who recently wrote to Councillors (15 November 2018) in a letter which requests an increase in water filling stations in our locality.

MEETING DISCUSSION:

- *Clr Whittaker stated that in the last two (2) weeks she has received enquiries in relation to where are the water filling stations and she therefore supports Clr Drummond's motion.*

PREVIOUS COUNCIL CONSIDERATION:

Council Meeting held on the 17 December 2018.

COUNCIL DECISION:

12/18.8.2.292 Moved: Clr J Drummond / Seconded: Clr L Whittaker

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 when building new structures in public places making water refilling stations available at those places; also, to investigate the cost of providing water refilling stations at some existing public venues, to make tap water more readily available in public places.

Further, that Council enter into a partnership with local businesses and possibly TasWater to provide water bubblers and water refill stations in our towns and settlements and to promote this service through our usual media channels.

CARRIED UNANIMOUSLY

OFFICER'S REPORT:

Refilling Stations when building new structure in public places

Council does not have strategy or policy position for locating Water Refilling Stations (WRS's) in public open spaces nor has established performance criterion for the placement of these outlets that is consistent with adjacent open space land usage.

It is recommended that council develop a policy position for the provision of Water Refill Stations (WRS's) in public open spaces that include a clear set of performance criteria that must be satisfied before a decision is made to install a WRS.

At a minimum a WRS must;

1. Comply with relevant legislation and standards and best practice positioning guides.
2. Be designed for public safety and access and inclusion (AS 1428) that give consideration to Site Location, Site Set-out, Safety & Hygiene and drainage/soakage trench requirements.
3. Be connected only to potable water supply - confirmed by TasWater and at existing metered sites only.
4. Be constructed from materials that are resistant to vandalism and corrosion (coastal climate) and have a durable long life span of 15 to 20 years and which can be easily cleaned.
5. Have a low ongoing maintenance cost.
6. Provide water saving measures.

Other unlisted criterion may also exist and be included in a policy.

Cost of providing Water Refilling Stations

The estimated cost to install a new WRS is \$15,000 per unit. The estimate includes capital purchase, preparation of site, connection to an existing water supply main, site materials, and associated labour and plant hire costs.

A conservative estimate of post installation cost, (capital depreciation, water supply cost, and water quality testing & equipment maintenance) associated with providing a WRS is \$2,200 per unit per annum.

Costs may vary depending upon the specific site preparation requirements and water consumption rate.

External Partnerships

Council's Manager Infrastructure & Development Services has approached TasWater about possible partnering with the corporation for the provision of WRS's. TasWater has advised that they *"recognise the convenience and desirability from a public amenity perspective; however as it is outside our general operations and as we would then need to consider additional similar requests across the state, we are unfortunately not in a position to assist on this occasion"*.

It is less likely that local businesses will partner with Council to provide water bubblers and water refill stations in our towns and settlements as Council role is to provide public amenity and not at a direct cost to a local business.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategies

- 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

Key Focus Area

Waste Management – Provide access to services and facilities which support a sustainable lifestyle.

LEGISLATION & POLICIES:

AM01 – Asset Recognition and Depreciation Policy

AM19 - Asset Management Policy

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are no existing budget allocations for the purchase or installation of Water Refill Stations.

VOTING REQUIREMENTS:

Simple Majority.

04/19.13.6 Additional Dump Point Station at the St Helens Sports Complex

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Infrastructure & Development Services Manager
FILE REFERENCE	004\008\025\
ASSOCIATED REPORTS AND DOCUMENTS	Ordinary Meeting of Council – 21 January 2019, Item 01/19.8.1.4

OFFICER'S RECOMMENDATION:

That Council receive this report.

INTRODUCTION:

At the ordinary Meeting of Council held on 21 January 2019 the following Notice of Motion was raised by Cllr M. Tucker:

01/19.8.1.4 Notice of Motion – Additional Dump Point Station – Cllr M Tucker.

MOTION:

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

Council to urgently address the need for another Dump Point station. It needs to have drive through ability up alongside the existing one at the Sports Complex.

SUBMISSION IN SUPPORT OF MOTION:

The one we have is not able to meet the capacity of what is needed at holiday time and we need to address this urgently.

MEETING DISCUSSION:

- Cllr Chapple stated that she supports the motion.*
- Cllr J Tucker asked, are you talking about one at the existing site or elsewhere.*
- Mayor Tucker advised that he was looking at the existing site as the connectivity is already there.*
- Cllr Wright asked, is it worth looking at another site as well and suggested near the Sewerage Treatment Plant?*
- The General Manager stated that we can look at alternate locations, we couldn't look at one at the pump station as it is a rising main situation, the General Manager also advised that we are also planning one at Scamander.*
- Cllr Wright asked whether we should put a stipulation on future caravan park approvals that they install their own.*

PREVIOUS COUNCIL CONSIDERATION:

Council Meeting held on the 21 January 2019.

COUNCIL DECISION:

01/19.8.1.14 Moved: Cllr M Tucker / Seconded: Cllr K Chapple

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:

Council to urgently address the need for another Dump Point station. It needs to have drive through ability up alongside the existing one at the Sports Complex.

CARRIED UNANIMOUSLY

Mayor Mick Tucker resumed the Chair at 10.53am

OFFICER'S REPORT:

Existing Dump Point Station (DPS)

The existing DPS shown below; is used to receive black water from caravans and RV's which gravity feeds via Councils receiving pit into the TasWater sewerage main. For most of the year, the infrastructure provides the required level of service to the majority of users.



During peak visitor periods, DPS demand use can at times be high. Queuing occurs as a result of the time taken for a single user to discharge waste and clean a vehicle storage tank and the DPS unit prior to use by the next user.

Plumbing advice received is that both the DPS and the receiving sewer main have capacity to receive the current waste load and an additional DPS if required.

There are no space restrictions at the site that limit the placement of an additional DPS with a drive through arrangement.

An additional DPS and associated road infrastructure would assist in reducing peak period queuing times, however provides no additional benefit in shoulder and low season tourist periods.

Additional Pump Station Costs

The estimated cost to install a second DPS and provide additional road infrastructure is \$29,000 (\$7,500 for DPS equipment and \$21,500 for drive-through road infrastructure).

With a 20 year service life the cost to Council to operate an additional DPS unit only (depreciation, maintenance and operational costs) is \$2,875/annum. The cost associated with providing additional road infrastructure over 30 years is \$717/annum.

Lifecycle costs need to be included in annual budgets for the life of each asset.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategies

- 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

Key Focus Area

Waste Management – Provide access to services and facilities which support a sustainable lifestyle.

LEGISLATION & POLICIES:

AM01 – Asset Recognition and Depreciation Policy

AM19 - Asset Management Policy

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are no existing budget allocations to install a second DPS or to construct additional road infrastructure at the site.

VOTING REQUIREMENTS:

Simple Majority.

04/19.14.0 COMMUNITY DEVELOPMENT

04/19.14.1 Community Services Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community Services
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 issues 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:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
05/15.13.4.135	18 May 2015	1. Increase General Manager's delegation for waiver of fees from \$350 to \$750. 2. That a review of the leased facilities is undertaken within the next financial year with a view to charges being applied.	Delegations updated. To be reviewed in 2018.
06/17.14.3.139	26 June 2017	That Council extend their current lease area of the Binalong Bay Foreshore to include Grants Lagoon and Skeleton Bay to the high tide water mark.	Verbal approval has been received currently waiting on written confirmation of lease approval.
05/18.14.2.117	21 May 2018	Council to take over ownership of the toilet block to be built at The Gardens with Council entering into an agreement with Parks & Wildlife (PWS) who will maintain and service the toilet block.	PWS currently looking at temporary toilet facility whilst a new facility is further investigated.

Motion Number	Meeting Date	Council Decision	Comments
08/18.8.2.182	20 August 2018	A report is sought providing advice in accordance with the requirements of <i>Section 65 of the Local Government Act 1993</i> for the information of Council at a future meeting and consider any advice as required from relevant State Agencies: That Council work with the Fingal Valley Neighbourhood House, the SES, local police and others to establish a Driver Reviver Site in Fingal at the Council owned Park and Public Toilet Facility on the Esk Highway. This site ideally should be operational before Christmas and operate through until after the Easter long weekend.	Council has been advised that hopefully a site will be identified and up and running by Easter – SES are handling same.
11/18.14.5.268	19 November 2018	That Council consider defining areas of Georges Bay Foreshore for specific purposes eg Beauty Bay swimming activities, grassed area in front of the Bayside – event space. The current jetty project which has been funded by the State Government is separate to this proposal.	Community feedback was sought during the two sessions held re St Helens Township forums – notes currently being compiled.
12/18.14.5.308	17 December 2018	<ol style="list-style-type: none"> 1. That Council work with the Facilitator for this group to seek funding through the Community Funding Program which closes in February, 2019. 2. That Council sponsors this program by donating seed funding in the sum of \$5,200 to St Helens Neighbourhood House to auspice this program in 2019-2020 with a condition imposed that there is an increase in participation within this program. 3. That Council supports the Coordinator to apply for additional funding through the Tasmanian Community Fund to extend the scope and longevity of the program using the Council contribution to leverage these additional funds. 	Meeting held – Council working with Facilitator in relation to this program and also working together generally.
02/19.14.2.31	18 February 2019	The following areas have been identified as possible sites that could be suitable to house a basic toilet and shelter amenity to visitors whilst also creating an unexpected and memorable experience: <ul style="list-style-type: none"> • The Gardens • Scamander • Four Mile Creek (north of entry point) • South of Little Beach • St Helens • Burns Bay 	Meeting held with Ross Brewin and students involved in the process – students spent three (3) days looking over the identified sites and talking to Council staff.
03/19.8.2.47	18 March 2019	A report is sought providing advice in accordance with the requirements of <i>Section 65 of the Local Government Act 1993</i> 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 look at building a mountain bike and walking tracks in the Fingal Valley, and have it shovel ready for funding at the next State election.	

Motion Number	Meeting Date	Council Decision	Comments
03/19.14.2.56	18 March 2019	Community Funding Program 2018 – 2019	Actioned.

COMPLETED REPORTS:

Nil.

Council Community Grants/Sponsorship 2018-19:

Council Community Grants/Sponsorship	2018-19
Community Services	
Community Grants	30,000
Youth Services	8,000
Misc Donations & Events	7,500
School Prizes	1,000
Community Event Funding	
Seniors Day	3,000
Australia Day Event	4,000
Swimcart	1,000
St Helens Athletic Carnival	2,500
Carols by Candlelight	1,600
St Helens Car Show (including Woodchopping)	7,000
Fingal Valley Coal Festival	2,000
Pyengana Endurance Ride -	500
Game Fishing	2,000
Marketing Greater Esk Tourism	2,500
Volunteer Week	2,500
Break O'Day Woodcraft Guild	2,500
Bay of Fires Winter Arts Festival	14,000
St Marys Memorial Service funding	500
St Marys Community Car & Bike show	2,000
East Coast Masters Golf Tournament	1,500
Fun in the Sun	500
Triathlon	2,000
Council Sponsorship	
Funding for BEC Directory	2,000
Community car donation	2,500
St Helens Girl Guides - Sangaree	2,500
St Helens Marine Rescue	3,000
Suicide Prevention Golf Day	1,000
BEC	28,000

Updates on current projects being managed by Community Services:

Safer Community Meeting & Network Meeting- Standing Item

Minutes will be provided to Councillors on receipt of same – there has not been a meeting for a few months.

St Helens Mountain Bike Network

Development Approval

The Planning Permit has been issued and lodged with Crown Land Services to issue the permit to commence works.

Construction activities

World Trail will commence trail construction works in April 2019.

Program of works

Due to the delay with Planning permit the program of works will require modification to now commence in April 2019, with a 12 month construction period, a likely end of March 2020 project completion timeframe is projected.

A likely partial opening of trail network is being planned for Late November 2019 with a total completion of trail network and facilities by March to June 2020.

Trailhead design and contractor engagement processes for Flagstaff Road has continued in preparation to commence works in late April 2019.

Tendering for the Boardwalk for the Town Link trail was undertaken during March / April 2019 with planned construction commencing in May / June with completion by September / October 2019. A Council report is being prepared to award contract.

Upgrade of the intersections of the Tasman Highway at Flagstaff Road and intersection of Tasman Highway and Basin Creek Road are being programmed by State Growth. These upgrades are scheduled to go to Tender in April 2019 and funding has been provided in the 2019/20 financial year budget allocations.

Branding and Marketing

Kingthing in collaboration with BODC staff has drafted brand and marketing strategies as well as logos options. These documents, once finalised, will become the framework for all marketing and brand building activities in this space including visual identity (logo etc), web and social media development etc.

A webpage has now been made live which is just a holding page for now and a facebook page has also been published.

The Trails Project Manager and Communications Coordinator were at Derby for the Enduro World Series MTB race over the March 29 – 31 weekend promoting the new trails and branding and listening to feedback. Overall there was a lot of excitement around the new trails.

Poimena to Bay of Fires Trail

Tender process – construction activities

Trail construction commenced on 3 December 2018.

8 to 12 month construction period.

Program of works

World Trail crews have completed an estimated 25km of trail which is on target for the terrain they are working in.

We are looking to modify some of the top sections of trail from the original alignment which will greatly enhance the experience and satisfy key stakeholders. This will require some further reporting and approvals but aiming to have these sections ready for construction mid year to be on target for end of year opening.

Tasmania's Iconic Walk – multi day walking experience in Tasmania

Council at the time of writing this report, has received no correspondence in relation to the submission that has been lodged.

Events

Delivery:

- 8 March – International Womens Day Luncheon
- 9-10 March- St Helens Game Fishing Classic
- 20 March- Laughs of Launnie International Comedy Festival

Planning:

- 6 April – Youth Week Event - SCAMJAM
- 13-14 April – Scouts Tasmania – Mariners Trophy Seamanship Skills Competition.
- 27 April – Chaplaincy Fun Run

Township Plans

We are currently collating all the information that was provided at the St Helens session.

Planning - Rail Trail - Fingal to St Marys

Council has recently received permission to undertake a flora and fauna survey on the existing rail trail between Fingal and St Marys from Crown Land Services - this project was identified in the Destination Action Plan (DAP) developed by the Valley and also identified through the development of the Fingal and St Marys Township Plans.

Youth

Leaner Driver Mentor Program

Get In 2 Gear Statistics for March 2019.

This program has continued to support our youth and disengaged, unlicensed drivers in not only gaining their licences, but also addressing issues of social isolation, lack of self-confidence and self-worth. There are three new Mentors who have commenced driving hours for the month of December. A big thank you to those in our community who volunteer their valuable time to assist with this program:

We currently have two (2) active Mentors on the books with one being processed.

There were 12 active Leaners and two (2) now on the waiting list, with driving hours for March sitting at 76 hours.

Youth Advisory Group (YAG)

Community Services Project Officer has met with nine (9) students from St Helens District High School, engaging them to put forward ideas and help deliver SCAMJAM on Saturday 6 April.

They provided Council with some great feedback on a few changes to the competitions and prizes they would hope for.

Community Services Project Officer has purchased prizes from Scooter Stop in Hobart and scored a sponsorship deal with Red Herring. One of the prizes offered are a one on one coaching session with a pro skater from Launceston, sponsored by Red Herring Brendan Hill.



LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

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.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community Services
FILE REFERENCE	041\004\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council adopt the Falmouth Township Plan which has been developed with the community listing actions/projects that the community can work with Council to develop.

INTRODUCTION:

The purpose of a township plan is to provide a framework for how Falmouth will look in the future, how land is used to address issues that were raised through the Strategic planning process.

PREVIOUS COUNCIL CONSIDERATION:

Previous April Council Workshop discussion.

OFFICER'S REPORT:

Council staff attended a drop in session with Falmouth residents on Saturday 3 November, 2018 where issues listed below were identified by the community.

- Infrastructure
- Environment; and
- Other issues

Below are the comments that were voiced at this session by the community.

Comment**Other Issues:**

- More regular community consultation
- Wide community consultation before any Council operations/works are started
- Power batter (sic) for Community Centre to sell power to residents
- Less short stay accommodation
- Regulation of Air BNB
- Regulate holiday accommodation and Air BNB sites
- Regulation of Air BNB properties (including number of)
- Boom gate
- We should be looking to maintain the simplicity of Falmouth – it's quite unique
- New Street is broken into two parts – is it possible to rename them either West New Street or East New Street or change of the street names as it causes some confusion
- Road reserve at the end of Legge Street & Frank Street – can this road be continued through

Infrastructure:

- Makeover of public toilet down at Lagoon – inside walls could have marine creatures – local school kids may be involved in the mural
- Beach toilet upgrade
- Repair of stormwater drains
- Current drains are weed traps and dangerous
- More garbage bins near playground to a less featured position
- Maintain gravel surface on new track overtime
- Gravelling the entire coastal walking track in Falmouth for safety reasons plus keeping it maintained.
- Speed bumps or some sort of vehicle slowing
- No concrete gutter
- Do not much maintain integrity keep the infrastructure progressing
- Community solar power
- Upgrade of kitchen and bar at Falmouth Community Centre
- Continuation of walking track works and weed works with addition of interpretative signage
- New coastal walking track is wonderful but weeds, levelling and gravel path for safe walking by retirees
- Footpath on western side of Grant Street
- Timely repair of roads – they have deteriorated markedly over the last 12 months
- Sealed roads
- Sealing of Frank & Morrison Streets
- Sealed roads – Morrison, Grant, Hammond and Frank Streets with kerb and guttering
- Sealed roads
- Sealed roads – a must do
- Sealed roads
- Sealed roads have a major impact on run off. Be careful what you ask for can be detrimental
- Spoon gutters
- No street lights
- We don't want street lights everywhere
- No sealed roads
- Keep gravel roads – maintains Falmouth's sense of place
- Streets maintained as is
- No curb & guttering
- No concrete kerbs and guttering
- Strategic lighting to promote safety at some corners and toilet block
- Tennis court revival
- Tennis court upgrade
- Upgrade tennis court
- Tennis court needs upgrading – public court
- Tennis court needs resurfacing or we will lose it
- Childrens playground – shade and seating for parents and guardians
- Electric car charging point
- We need an area where dogs can be exercised off lead
- Roadside drains are a hazard
- Rock drains are dangerous and difficult to maintain, walking, cycling - dangerous

- Signs requesting dogs on leads
- Dogs on lead sign for tourists
- Gravelled car park at Mariposa Beach for Dog walking and fisherman
- No interpretative signage – visual pollution
- Water supply
- Single story houses and no fences

Environment:

- Continue weed eradication especially Box Thorn and Gorse
- No whale watch station on the Point – people can walk the track to observe
- Weeds in drains are a problem caused by having rock drains
- A weed eradication program for the entire area of Falmouth
- Rock drains are a failure – rocks too small, drains catch weeds and sand and fill with debris
- Policy for the planting of native trees and shrubs
- Agree – policy for trees and shrubs ie., power lines, large trees
- Dogs on leads
- Coastal walk to Four Mile or beyond
- Coastal walk to Falmouth to Four Mile Creek
- Suggested planting overlay eg., natives and birds/bees attractors
- Tree planting
- Eradication of coastal invasive species eg., thornbush, gorse etc
- Continuing maintenance of foreshore track
- Trees around playground – shade, shade, shade!

From these comments, Council has developed an action list which sits within the Falmouth Township Plan

LEGISLATION & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategies

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

STRATEGIC PLAN & ANNUAL PLAN:

Not Applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The actions listed will need to be costed and budgeted for in any future budgets or seek external funding.

VOTING REQUIREMENTS:

Simple Majority.

Falmouth Township Plan

2019-2021



Photo courtesy of Chris Parker

During the development of Council's Strategic Plan Council advised townships that we would come back and talk to our communities about what they saw as important for the future and how Council could work with them to develop these ideas.

On Saturday 3 November, 2018 we held a "drop in session" at Falmouth where Council officers met with community members seeking their feedback on the following issues:

- Infrastructure
- Environment; and
- Other issues

This Township Plan will take into account Falmouth's future addressing issues around community needs.

Results and emerging issues from the drop in session:

Common themes that arose from this session were the need to repair existing stormwater drains, continue work on the coastal walking track and continue with weed eradication.

Other themes that arose were:

- Continue improvements at the Falmouth Community Centre;
- Increased signage advising that dogs must be on leads; and
- The development of a policy for planting of native trees and shrubs.



The township plan will address:

- Protecting and enhancing the environmental values of Falmouth;
- Ensuring there are enough community facilities to service Falmouth's future needs; and
- Improved stormwater drains and movement related issues including walking trail and pedestrian safety.

Action List

Action	Who
1. Repair of stormwater drains & roads	
1.1. Maintenance to be scheduled on Council owned infrastructure	Council
2. Upgrade of toilet facility	
2.1. Public toilet to have a makeover – inside walls could have marine creatures – local youth to be involved in the mural	Council/ Community
3. Power Bank at Falmouth Community Centre	
3.1. Falmouth Community Centre Committee to consider and develop a proposal to Council regarding this idea	Falmouth Community
4. Additional garbage bins - Playground	
4.1. Add another rubbish bin (1-2) for peak summer periods	Council
5. Falmouth Community Centre	
5.1. Committee to work with Council to develop a proposal to upgrade the kitchen and bar area at the Community Centre –	Council
5.2. Undertake and upgrade of the tennis court surface	Council/ Falmouth Community Centre
5.3. Playground – replace existing playground equipment as part of Council's replacement program	Council
5.4. Playground – provide shade and seating including planting of more trees around playground –	
6. Coastal Walking tracks	
6.1. Gravel the entire coastal walking track	Community/PWS
6.2. Eradicate the weeds along the walking track	
6.3. Interpretative signage to be placed along the walking track	
6.4. Examine the potential to create a walking track from Falmouth to Four Mile Creek	Council/Community/PWS
7. Management of weeds	
7.1. Develop a weed eradication program for the entire area of Falmouth - Council has a weed eradication program that applies only to road reserves and	Council/community /PWS

public land owned by Council		
8. Policy for planting of native trees and shrubs		
Develop a local guide for the community and property owners which considers appropriateness in relation to size and infrastructure such as power lines.. A tree planting guide is being prepared for Council review and discussion.		Council/Community
9. Mariposa Beach Car Park		State Growth/Council
9.1. Formalise a gravel car park for walking and fisherman		
10. Street Lighting		
10.1. Examine the potential for a few strategically placed street lights to assist with community safety (i.e. at the toilets) and refer to the community for a decision.		Council/Community
11. Dog Management		
11.1. Install appropriate signage explaining Council's Dog Management Policy		Council
12. Holiday Accommodation		
12.1. Ensure that AirBNB properties operate within regulations and obtain necessary approvals		Council
13. Street Names		Council
13.1. Rename either section of New Street to address the confusion created by it being split into 2 parts		

Reporting back to the Community:

Council will provide a quarterly newsletter and arrange community meetings which will advise of progress of actions listed above and any additional items that have been listed for comment/action.

Any correspondence to Council in relation to these plans to be forwarded to admin@bodc.tas.gov.au

The Falmouth Township Plan has a term of two (2) years – after this period, the action list will be reviewed.

Adopted by Council

04/19.14.3 Cornwall – Township Plan

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community Services
FILE REFERENCE	041\016\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council adopt the Cornwall Township Plan which has been developed with the community listing actions/projects that the community can work with Council to develop.

INTRODUCTION:

The purpose of a township plan is to provide a framework for how Cornwall will look in the future, how land is used to address issues that were raised through the Strategic planning process.

PREVIOUS COUNCIL CONSIDERATION:

previous April Council Workshop discussion.

OFFICER'S REPORT:

Council staff attended a drop in session with Cornwall residents on Thursday 22 November, 2018 where issues listed below were identified by the community.

- Infrastructure; and
- Other issues

Below are the comments that were voiced at this session by the community.

Comment
<p><u>Other Issues:</u></p> <ul style="list-style-type: none">• Fire breaks – Alexander Street and the whole town• PWS – Weeds behind 178 Cornwall Road, spreading onto property plus a large willow tree• Rubbish – ie., car bodies at the entrance need to be removed• TasWater – Crown land leased to Break O'Day – massive weeds issue• TasWater contractor needs to come back and clean up their mess• Smaller garbage truck to Cornwall – damaging roads• Planning permits to build houses
<p><u>Infrastructure:</u></p> <ul style="list-style-type: none">• Street lighting improved so you can see objects before walking into them• Alexander Street – redesign swale drain (bridge 1st house left hand corner• Roads properly surfaced – Alexander Street• Regular mowing and weed removal on the Avenue and Alexander Street

- Weeds taking over the Park behind Cornwall Road
- Park – boulder – safety & weeds
- Entrance to Hall – grated box drain – ugly cement needs to be replaced
- Need tap water supply in Soldiers Walk garden
- Kerb and guttering
- White line from sharp corner to bridge not many cats eyes on road at John Street terrible
- Do mail run can't pull over need road resealed
- Rezoning lot size for low density residential – do we need rezoning
- TasWater meeting with BODC and CCDG after completion of water treatment plant installation never happened a few issues to be sorted out
- Reseal road from Lennox Street to Crosby Street
- Sealing of dirt roads is a major issue for residents
- Sealing of gravel roads
- Seal gravel roads
- Put in drains between William and John street to Crosby Street – there is none
- Drains cleaned last time but only visible ones
- Spoon drains need cleaning out
- Guttering up Cornwall Road
- Making it easier for newcomers to build at Cornwall
- Pictures and heritage signs in Park area

From these comments, Council has developed an action list which sits within the Cornwall Township Plan.

LEGISLATION & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategies

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

STRATEGIC PLAN & ANNUAL PLAN:

Not Applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The actions listed will need to be costed and budgeted for in any future budgets or seek external funding.

VOTING REQUIREMENTS:

Simple Majority.

Cornwall Township Plan

2019-2021



Photo courtesy of Garry Richardson

During the development of Council's Strategic Plan Council advised townships that we would come back and talk to our communities about what they saw as important for the future and how Council could work with them to develop these ideas.

On Thursday 22 November, 2018 we held a "drop in session" at Cornwall where Council officers met with community members seeking their feedback on the following issues:

- Infrastructure; and
- Other issues

This Township Plan will take into account Cornwall's future addressing issues around community needs.

|

Results and emerging issues from the drop in session:

A common theme that arose from this session was the need for remediation works to be undertaken on street infrastructure.

Other themes that arose were:

- Management of weeds; and
- The need for fire breaks

The township plan will address:

- Protecting and enhancing the environmental values of Cornwall;
- Township maintenance; and
- Supporting tourism.

Action List

Action	Who
1. Fire protection of the entire Cornwall township	
1.1. Council to work with landowners - Three boundaries (sides and rear) of Cornwall are subject to the Priority Habitat overlay on land owned by the Crown. Removal of vegetation would require a planning permit and flora and fauna reports.	Council/TFS/ Landowners/ Crown
2. Street infrastructure	
2.1. Entrance to Hall – Community to work with Council, reconstruct entrance and install grate drain	Council/ Community
2.2. Alexander Street – redesign swale drain – Capital project to dig out sections and re-asphalt 2019-2020 budget	Council
2.3. Sealing of gravel roads – gravel network is maintained	Council
2.4. Spoon drains need cleaning out – work with Community to show location	Council/ Community
2.5. White lines – redo line marking	Council
2.6. Drains between William and John Street to Crosby Street – drainage review with community members and schedule works if required	Council/ Community
3. Street Lighting	
3.1. Review existing street lighting to identify where	Council/Community

there may be opportunities to improve coverage within the context of Council's policy and Tas Networks Street Lighting

4. Water connection – Soldiers Walk Garden

4.1. To be investigated

Council

5. Weed maintenance

5.1. Regular mowing and weed removal – The Avenue, Alexander Street and the Park behind Cornwall Road – Weed officer to investigate – if identified weeds on private property – Abatement notices will be issued

Council

6. Interpretative signage

6.1. Work with the community to seek external funding for the purchase of appropriate signage to be installed in the Soldiers Walk Park

**Council/
Community**

Reporting back to the Community:

Council will provide a quarterly newsletter and arrange community meetings which will advise of progress of actions listed above and any additional items that have been listed for comment/action.

Any correspondence to Council in relation to these plans to be forwarded to admin@bodc.tas.gov.au

The Cornwall Township Plan has a term of two (2) years – after this period, the action list will be reviewed.

Adopted by Council

04/19.15.0 DEVELOPMENT SERVICES

04/19.15.1 Development Services Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various issues 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:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
01/19.6.2.3	21 January 2019	DA021-2018 – Planning Scheme Amendment and Subdivision – Parkside Farm – St Helens Point Road, St Helens	In progress.
01/19.8.3.6	21 January 2019	<i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i> Council to investigate and consult with relevant agencies (including but not limited to Parks & Wildlife, State Government and neighbouring Councils) to explore options for both educating the public about, and enforcing, the new 'Dog Management Policy'. This would include greater hours for the Animal Control Officer and increased signage.	A report will be prepared for Council to consider at a future meeting.

Motion Number	Meeting Date	Council Decision	Comments
03/19.6.1.44	18 March 2019	Application to Amend the Break O'Day Interim Planning Scheme	Endorsed by Council. Exhibition period to be advertised Saturday 30 March 2019.

COMPLETED REPORTS:

Nil.

RMPAT and TPC Cases:

Development Application 143-2018 – St Helens Stacked Loops Mountain Bike Track Planning Permit issued 10 September 2018, appeal has been resolved through mediation.

Development Application 198-2018 – Visitor Accommodation and Shed. Planning Permit issued 21 November 2018, appeal currently in mediation.

BUILDING SERVICES

Projects Completed in the 2018/2019 financial year

Description	Location	Updates
Replacement of Floor Coverings – Fingal Online Access Centre	Fingal Online Access Centre	Completed July 2018
Prioritised Annual Asbestos Removal Program	St Marys Recreation Ground Kiosk, Ladies (old) toilet block and Stewards room & Scamander Sports Complex	Completed August 2018
Solar Panels	Portland Hall & Works Depot, St Helens	<p>Solar Panels completed to Portland Hall</p>  <p>Solar Panels Completed – Works Depot</p> 

Description	Location	Updates
New St Marys BBQ Facility	Lions Park (Behind Library and adjacent to New Toilet Block)	Works Completed October 2018 
Demolition Amenities building	Fingal Sports Complex	Works Completed October 2018
St Marys Recreation Complex Master Planning & New BBQ Facility	St Marys Recreation Complex	Works Completed December 2018  
St Marys Sports Centre – Upgrades (Veranda Roof)	St Marys Sports Centre (Golf/Bowls Clubhouse)	Completed February 2019 
Scamander Sports Complex Internal Alterations	Scamander Sports Complex	Works Completed – April 2019

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

Description	Location	Updates
Old Tasmanian Hotel Redevelopment (Stage 1 – Re-stabilisation & Renovations)	Fingal	<ul style="list-style-type: none"> Proposed Plans Endorsed for Stage 1 & 2 by Council; Application for Planning Permit submitted 18th February 2019.
Design Works for Future Upgrades to Portland Hall	Portland Hall, St Helens	<ul style="list-style-type: none"> Currently awaiting finalised Concept Plans from Designer.
St Helens Foreshore Toilet Block Renovations	St Helens Foreshore Toilet	<ul style="list-style-type: none"> Male Side Completed; Works to be commenced early April 2019 and be completed prior to Mid-May 2019.
Design Plans for External Upgrades to Car park	St Helens Sports Complex	<ul style="list-style-type: none"> Estimates and further details currently being completed by Councils Engineer prior to consideration by Council.
St Helens Aerodrome Hanger Door Extensions	St Helens Aerodrome	<ul style="list-style-type: none"> Works Authorised to Proceed; Pending commencement date from contractor.
Community Notice Board	Cecilia Street, St Helens	<ul style="list-style-type: none"> Proposed location confirmed and owners permission received; Design currently being finalised with contractor; Works yet to be scheduled.

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

Description	Location	Updates
New Amenities building	Wrinklers lagoon carpark	<ul style="list-style-type: none"> Works scoping underway.
New Public Toilet Facility	The Gardens	<ul style="list-style-type: none"> Further Investigations underway. Temporary Amenity Solution currently being considered by Parks & Wildlife Service.

NRM

Meetings

20 Feb. 2019	St Helens	NRM Committee Meeting
18 March 2019	St Helens	Rabbit management discussion with Biosecurity Tas. Wild Rabbit Management Project officer.
18 March 2019	St Marys	Fingal Valley funding announcements – including for St Marys Flood Plan.
4 April 2019	Campbell Town	Biosecurity Tas. Invasive Species Network meeting

Dog Management Policy

- Signage for new dog management zones has ready for printing but awaiting a formal PWS decision for authorization under their legislation. This will ensure the signs support any subsequent prosecutions for infringements, and under both PWS and Council legislation.
- Erection of initial signage will be followed by discussion with PWS of arrangements for longer term joint dog management.

St Marys Rivulet flood management

- Council has adopted the St Marys Flood Risk Management Plan detailing its priorities for flood mitigation works and other actions. Flood mitigation priorities include lifting The Flat bridge deck clear of the floodplain, a flash flood early warning system and developing a low levee bank between Main and groom Streets.
- \$400,000 of Australian Government funding was recently announced for implementation of the flood warning system and other priorities of the Plan.

Break O'Day Council NRM Strategy review

- Review of the Environmental and Natural Resource Management Plan has continued with input from Council's management team leading to a new draft.
- The draft revised plan is in two parts: a five year *Environment and NRM Action Plan*, backed by a longer term *Environment and NRM Strategy*. These are being reviewed by the NRM Committee and consideration at its meeting on 1 May, to recommend for release for public consultation.

Lower George flood management

The Lower George Riverworks Trust is being supported to hold a Trust meeting in May to consider issues such as a flood management action plan, concerns about flood control structures on the floodplain, management of Binalong Bay Road and changes in Trustees.

On-going on the NRM desk

- Weed management – Spanish heath advice, landholder follow-ups, mapping records and updating of Council's Action Plan
- Supporting Lower George flood management and the Lower George Riverworks Trust. Georges Bay and catchment management priorities.

Environmental Health

No Report available.

Weed Management Progress Report

Continuing routine follow up treatments including:

- Ragwort on Reids Road and in Pyengana
- Thistles on Gardens Road
- Spanish heath in Binalong Bay (several locations)
- Spanish heath Argonaut road

Checked Gardens Road for ragwort after a report of a plant near cosy corner.

A trial of an organic herbicide that is glyphosate free has begun with a small amount of spot spraying of different weeds. A more formal trial will take place and a report will be written which will include recommendations of use, areas etc.

Usual meetings with managers and fielding calls from landowners regarding identification and advice on different treatment methods for a variety of weeds.

Weed of the month – Pampas grass

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	2017/2018		2018/2019	
	Persons	Vaccinations	Persons	Vaccinations
July - December	123	123	49	51
January - June	128	174	60	60
TOTAL	251	297	109	111

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

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:

Not applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

INFORMATION

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
025-2019	Akaroa	Shed	NPR	16	6
013-2019	St Helens	Fence	NPR	27	11
003-2019	St Helens	Shed	S57	57	41
015-2019	Akaroa	Dwelling Additions	S57	31	31
010-2019	Binalong Bay	Change of Use - Dwelling to Visitor Accommodation	S57	43	32
004-2019	Avoca	Construction of Machinery Shed	S57	51	31
277-2018	Falmouth	Demolition of Dwelling, Shed & Services	S57	36	36
291-2018	St Helens	Dwelling	S57	92	43
293-2018	St Helens	Change of Use - Bulky Goods Sales to Food Services	S57	93	48
034-2019	Weldborough	Change of Use - Dwelling to Visitor Accommodation	S58	11	11
021-2019	St Helens	Change of Use - Dwelling to Visitor Accommodation	S58	9	9
027-2019	Akaroa	Petition to Amend Sealed Plan	N/A	28	28
036-2019	Goulds Country	Ground Mounted Solar Panels	S58	9	9
022-2019	Scamander	Shed	S57	43	35

INFORMATION

Building Services Approvals Report

March 2019

No.	BA No.	Town	Development	Value
1	2012 / 00215 - STAGE 2	Akaroa	Change of Use - Garage to Bedroom & Bathroom/Laundry	\$12,000.00
2	2018 / 00151	Stieglitz	Legalisation & Additions - Deck & Sunroom	\$15,000.00
3	2018 / 00236	Akaroa	Partial Enclosure of Veranda	\$12,000.00
4	2018 / 00246	Stieglitz	Addition to Dwelling - Deck	\$10,000.00
5	2018 / 00264	St Helens	New Dwelling incorporating Veranda, Deck & Garage	\$340,000.00
6	2019 / 00019	St Helens	New Dwelling incorporating Garage & Veranda	\$230,000.00
7	2018 / 00292	Scamander	New Dwelling incorporating Deck/Veranda & Ancillary Dwelling incorporating Garage	\$392,000.00
8	2018 / 00279	Stieglitz	New Dwelling incorporating Decks, Veranda & Portico & New Garage	\$231,000.00
9	2017 / 00019 - ILLEGAL	Ansons Bay	Legalisation of Shed & x 3 Deck	\$15,000.00
10	2018 / 00296	Scamander	New Dwelling incorporating Deck	\$160,000.00
11	2019 / 00003	St Helens	New Store, Workshop & Shed	\$25,000.00
12	2013 / 00074	Stieglitz	Legalisation of Additions & Alterations - Dwelling & Pergola & Demolition of Structures in Landslip A	\$10,000.00
13	2018 / 00286	St Helens	New Dwelling incorporating Garage & Portico	\$277,000.00
14	2019 / 00015	Akaroa	Bedroom Addition to Dwelling	\$40,000.00
ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE			2017/2018	2018/2019
			\$32,246,692.00	\$12,712,136.00
ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH			MONTH	2018
			March	2019
NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE			MONTH	2017/2018
			March	2018/2019
			105	120

04/19.15.4 Review of Policy – AM02 – Public Open Space Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Geraldine O'Connor, Planning Services Coordinator
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy AM02 – Public Open Space

OFFICER'S RECOMMENDATION:

That Council adopt Policy AM02 as amended.

INTRODUCTION:

Council regularly reviews Policies and, if applicable, associated Procedures. Policy AM02 is now due for review.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069

Amended 15 December 2014 – Minute No 12/14.14.5.357

This specific amendment has been considered at the April Council Workshop.

OFFICER'S REPORT:

Council regularly reviews Policies and, if applicable, associated Procedures. Policy AM02 Public Open Space Policy is now due for review. The intention of this policy is to ensure a consistent approach to the calculation of contributions and the expenditure of funds secured in lieu of the provision of "Public Open Space" (POS) associated with the subdivision of land within the Break O'Day Municipality.

The intent of the policy remains unchanged. Minor changes are suggested for clarification and to support the policy intent.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategies

- 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.

Annual Plan 2018-2019

Corporate Planning Activities

Strategy 6.2

Policy Review Schedules

Key Focus Area 6.2.1

Asset Management Policy

LEGISLATION & POLICIES:

As identified in the Policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Ensuring suitable public open space is provided to council.

VOTING REQUIREMENTS:

Simple Majority.



POLICY NO AM02 PUBLIC OPEN SPACE POLICY

DEPARTMENT:	Development Services
RESPONSIBLE OFFICER:	Manager Development Services
LINK TO STRATEGIC PLAN:	Ensure the efficient and effective provision of appropriate community assets
STATUTORY AUTHORITY:	Local Government (Building and Miscellaneous Provisions) Act 1993 Break O'Day Planning Scheme
OBJECTIVE:	This policy is to ensure a consistent approach to the calculation of contributions and the expenditure of funds secured in lieu of the provision of "Public Open Space" (POS) associated with the subdivision of land within the Break O'Day Municipality
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 15 December 2014 – Minute No 12/14.14.5.357

POLICY

1. INTRODUCTION

This policy provides guidance and direction in respect to:

1. Determining if land offered for POS within new subdivision developments is suitable
2. Guidance on the calculation of POS contribution
3. Payment of POS contributions
4. The setting aside in specific reserve accounts funds secured in lieu of the provision of POS
5. Types of projects that are deemed suitable from funds secured as POS contributions

Notwithstanding the intent of this policy the provisions of the Act and Planning Scheme are the guiding factors in respect to item 1.

2. DETERMINING SUITABILITY OF LAND OFFERED

The onus is on the applicant to demonstrate that the land offered for POS is suitable, not Council. This may require improvements to that land to ensure it can be maintained by Council.

Many factors will determine if a parcel of land offered as POS within a subdivision is suitable. In the case of large subdivisions, it may be necessary and appropriate for some space to be set aside within the boundaries of that land. Small areas, for example subdivisions that divide land into less than ten (10) allotments are it is unlikely to be viable to set aside space within the boundaries of this land.

A developer may wishseek to offer land that is unviable to develop. In most instances, the characteristics that make land unviable to develop will also make that land unsuitable for public use and unsustainable to manage. It is essential that land is not accepted as open space that Council cannot manage in the future and/or does not provide any benefit to the community.



On this basis, unless special circumstances prevail, cash in lieu should be sought for all developments where less than 10 new allotments are created. Where a parcel of land is beneficial that does not represent 5% of the development area, a combination of land and cash in lieu could be accepted.

3. **2 APPLICATION OF THE POLICY**

Public Open Space shall be taken in accordance with this policy:

- With regard to subdivision of land, the rate specified in the *Local Government (Building and Miscellaneous Provisions) Act 1993* is 5% of the land area contained in the Plan of Subdivision.
- At Council's discretion, a cash contribution may be accepted in lieu of all or part of the land requirement.
- The Public Open Space Rate shall be \$1,200 per additional lot created (i.e. a subdivision that turns one lot into four has created three additional lots and will attract a public open space contribution/fee of \$3,600.) OR
- The applicant may, at their discretion, obtain a current (not less than one month old) valuation, by a registered land valuer, of the subject land, less one of the proposed lots (or strata units). The Public Open Space Rate shall total 5% of that value.

Permit Condition

The amount sought is to be included as a condition of the permit, thereby allowing any disagreement to be resolved at the initial stage of the process.

4. **PAYMENT OF POS CONTRIBUTION**

The payment of a POS contribution is to be made prior to the sealing of the Final Plan of Survey.

Any land to be transferred to Council must include land transfer documentation with the Final Plan of Survey (Council will not seal the plan without these documents). This requirement is also to be a condition of the Planning Permit.

5. **POS FUNDS HELD BY COUNCIL**

As the cash in lieu is received instead of the provision of POS, contributions received by Council will be set aside for use in that specific community. This will be in the form of a reserve account and any expenditure from that reserve will be by a specific resolution of Council.

6. **ALLOCATION OF FUNDS**

Funds received can be used for the purchase of or improvement to any land under the ownership or management of Council on which the public have access for recreational or social use. Preference will be for projects that satisfy some or all of:

1. Land owned by Council or for which Council has long term management responsibility

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2. Land that the general public has unrestricted access to
3. Projects that have community support/partnership
4. Projects that have the capacity to attract matching grants;
- 4.5. Projects in areas funds derived from, and
- 5.6. Projects or community needs that have been identified in the "Recreation and Open Space Strategy".

7. MONITORING AND REVIEW

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

04/19.15.5 State Weed Management Resources

ACTION	DECISION
PROPONENT	NRM Committee
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	19/484 & 19/487
ASSOCIATED REPORTS AND DOCUMENTS	Council Weed Plan 2014

OFFICER'S RECOMMENDATION:

That Council write to the State Government to seek an increase in its staffing and resources for undertaking weed control on public land.

INTRODUCTION:

Weed management in Break O'Day and the resources applied are a regular topic for discussion by Council's NRM Committee. The Committee has noted the significant progress made since Council employed a dedicated weeds control officer and adopted its Council Weed Plan 2014.

PREVIOUS COUNCIL CONSIDERATION:

Council adopted its Council Weed Plan 2014 in May 2015 (017\012\004) to provide strategic direction for management of weeds on its land and properties.

OFFICER'S REPORT:

At the NRM Committee's October 2018 meeting it was concerned that weed control on reserves, in production forests and on other public land managed by various state agencies was not adequate or matching Council and community efforts. It recognised government land managers were at times constrained locally by annual budget provisions.

The Committee has proposed Council write to the state government to request an increase in its staffing and resources for undertaking weed control on public land.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategies

Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.

Action 3.1.1.6

Weed Action Plan

LEGISLATION & POLICIES:

Weed Management Act 1999.

Break O’Day Council Weed Plan 2014.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Lobbying the state government and agencies to increase their weed control efforts through the Tasmanian Weed Advocate can occur with existing capacity through Council’s NRM Facilitator.

VOTING REQUIREMENTS:

Simple Majority.

Break O'Day Council

COUNCIL WEED PLAN

2014

Use of the Meander Valley Council Weed Management Action Plan 2012, from which this Plan has been devised, is gratefully acknowledged.



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The purpose of this plan is to provide Council with internal direction for its own weed management work on land it is responsible for. It is an in-house plan for Council's medium term weed management action strategy

- aims and principles for weed control works
- priority weed species and locations
- a place to append short term Works Plans
- links to detailed weed control information and resources
- form for weed site and control information

This document focusses on woody and other weeds on Council land (roadsides, reserves and facilities) that are 'out of place' in bushland, public open space and along roads, coasts and waterways.

Council recognises that weeds have no regard for whose land it is. Council will work with other landholders and land managers and programs of government agencies to support coordinated management across property boundaries. With this plan we take responsibility for management of priority weeds and locations on Council's land, which will be of interest to other land landholders and managers. Council also addresses the spread of weeds in the first place with its soil and water hygiene program for civil and land management contractors and machinery operators.

Weed management needs on Council roadsides, reserves and facilities exceed what can be done with available resources. With this plan rate payers can expect Council to use its limited resources for weed management effectively and efficiently and keep its priorities and capacity for weed management up to date.



Aims

1. Manage weeds on Council land strategically, based on state priorities and to current recommended standards
2. Engage Council in its roles and responsibilities under weed management legislation
3. Work cooperatively with other weed managers and landholders where strategic weed management can be improved
4. Maintain and improve weed management practice and Council's skills and capacity

This plan should be reviewed annually for several years, to support its integration and adoption in Council operations and management, then biannually.

Weed Management Principles

Strategic weed control

Council weed control shall be strategic, meaning we will

1. prioritise the most significant weed species and locations, according to
 - a. significance of status and strategic location
 - b. threat to Break O'Day values and assets
 - c. risk of spread
 - d. ease of effective control
2. work progressively from the outside of infestations in: outlier infestations first, containment and finally eradication; and respond to new weed introductions and incursions
3. protect and build on the gains of past investment in control weeds and locations
4. use integrated weed control with a range of methods, seasonal timing and follow up — to improve success and limit operational costs and environmental impacts
5. prefer to work on weeds and sites where adjoining landholders and land managers do also
6. prefer control works with identified goals, that can be achieved and Council can afford
7. be addressing the spread of weeds so the need for control is reduced.

Standards

- Weed Management Act 1999 (Tas), including Weed Management Plans and state objectives for Declared weeds in Break O'Day
- Registered use of chemicals only means according to Australian Pesticides and Veterinary Medicines Authority registered use and label conditions, including Tasmanian Off Label Permit PER13160
- Chem Cert staff and contractors must use work practises for safe use and handling of pesticides and have current certification
- Vegetation and Vegetation Control Policy – provides Council policy and conditions for use of herbicide in some situations, including public notification
- Using chemicals near water – Guideline for Safe & Effective Herbicide Use Near Water Wetland and Waterways
- Weed hygiene Hygiene Practices for Weed and Disease Control in Council's Contractor Health & Safety Handbook.

Management advice

- Tasmanian government (Weed Management Act 1999) – Invasive Species Branch (DPIWF), northern Regional Coordinator (David Lane), species advice and species Management Plans, various species programs
- NRM North Weeds Coordinator (Greg Stewart)
- Weeds Australia website
- WONS (Weeds of National Significance) management guides
- Community and groups
- Break O'Day Council NRM (resource library at office)

Priorities

Priority Weed Species

There are a large number of weed species of significance and concern in Break O'Day.

1. all weeds Declared under the Weed Management Act 1999 (includes all WONS), including species not known in the municipality
2. additional species of municipal significance and concern

A full list of priority weeds Council may tackle with this Plan is given in Appendix 1.

For Council's short term control program on its land the following shall be prioritised.

- Gorse (*Ulex europaeus*)
- Willow (*Salix fragilis*)
- Pampas (*Cortaderia* species)
- Brooms (*Genista monspessulana*, *Cytisus multiflorus*, *C. scoparius*)
- Spanish heath (*Erica lusitanica*)
- Boneseed (*Chrysanthemoides monilifera*)
- Bridal creeper (*Asparagus asparagoides*)
- Blackberry (*Rubus fruticosus*)
- 'environmental weeds' — in locations where valuable bushland and other native habitats are threatened, risk of spread is high and control is practical.

There are also species of 'watch and act' concern to avoid or quickly detect introduction to the municipality and control. Many are category "A" *Declared* weeds under Tasmanian Weed Management Act 1999 (and its Weed Management Plans) — to be eradicated in Break O'Day and which landholders are obliged to control.

Key Weed Locations

- Ansons Bay Tip (Blue butterfly bush and others)
- Binalong Bay Tip (numerous species)
- Old Steiglitz tip site (numerous species)
- Other waste disposal sites and nearby roads and bushland at St Helens, Scamander and St Marys (numerous species)
- Spanish heath: north of St Helens (Priory, Binalong Bay and Reids Roads), and the coastal boundary with Glamorgan-Spring Bay municipality
- Bridal creeper and boneseed: St Helens and Scamander, Falmouth
- Pampas grasses: coastal region
- Gorse: north of Henderson Lagoon

In addition Council may prioritise locations to protect or extend strategic gains where there are control programs or gains on nearby properties by land managers.

Cooperative Weed Management

Weeds do not care whose land it is and weed management resources are limited. To ensure management efforts are effective and efficient Break O'Day Council will work with other government land managers, private landholders and community interest groups to coordinate weed management efforts.

Weed Management Capacity

Council will progressively build up its capacity for weed management in terms of staff, skills and experience and plant and equipment. External capacity will be used where it is appropriate.

Council will encourage good weed management in Break O'Day by providing weed management information and supporting compliance with the Weed Management Act 1999.

- A source of information resources, support and referrals for landholders and the community
- Officers authorised as Weed Inspectors under the Act and initial compliance notification of landholders/managers



App 1: Priority Weeds in Break O'Day

Concern categories.

1. [Twenty Weeds of National Significance \(WONS\)](#) have been identified because of their invasiveness, impacts on primary production and the environment, potential for spread and socioeconomic impacts.
2. **Declared** - Tas Weeds Act
3. The [National Environmental Alert List](#) (the Alert List) for **environmental weeds** identifies 28 plant species that are in the early stages of establishment and have the potential to become a significant threat to biodiversity if they are not managed.
4. [Sleeper weeds](#) are plants from overseas that have currently established only small wild populations but have the potential to spread widely.
5. There are [six species targeted for national eradication](#) under the Natural Resource Management Ministerial Council's National Cost-sharing Eradication program.
6. Some weeds are listed as [target species for biological control](#) through a cross-jurisdictional government process that allows for research on biological control for that weed.

Common Name	Species name
Prickly/kangaroo wattle	Acacia paradoxa
Golden Wattle	Acacia pycnantha
Cootamundra wattle	Acacia baileyana
Golden wreath wattle	Acacia saligna
Sycamore Maple	Acer pseudoplatanus
Capeweed	Arctotheca calendula
Bridal Creeper	Asparagus asparagoides
Asparagus Fern	Asparagus scandens
Nodding Thistle	Carduus nutans
Slender Thistle	Carduus pycnocephalus
Slender Thistle	Carduus tenuiflorus
Saffron Thistle	Carthamus lanatus L.
Tree Lucerne	Chamaecytisus palmensis
Boneseed, Bitou Bush	Chrysanthemoides monilifera (including subspecies)
Californian Thistle	Cirsium arvense
Hemlock	Conium maculatum
Mirror Bush	Coprosma repens
Pampas Grasses	Cortaderia species
Cotoneaster spp.	Cotoneaster
Hawthorn	Crataegus monogyna
Montbretia	Crocodylia x crocosmiiflora
English Broom	Cytisus scoparius
White Spanish Broom	Cytisus multiflorus
Datura	Datura species
Cape Ivy	Delairea odorata
Foxglove	Digitalis purpurea
Paterson's Curse	Echium plantagineum
Viper's Bugloss	Echium vulgare L.
Spanish Heath	Erica lusitanica
Sea Spurge	Euphorbia paralias
Fennel	Foeniculum vulgare
Fuchsia	Fuchsia magellanica
Gazania	Gazania spp.
Montpellier Broom	Genista monspessulana
English Ivy	Hedera helix

Holly	<i>Ilex aquifolium</i>
Burgan	<i>Kunzea ericoides</i>
Lions tail	<i>Leonotis leourus</i>
Coast tea tree (south of The Gardens)	<i>Leptospermum laevigatum</i>
Elisha's Tears	<i>Leycesteria formosa</i>
Japanese Honeysuckle	<i>Lonicera japonica</i>
African Boxthorn	<i>Lycium ferocissimum</i>
Horehound	<i>Marrubium vulgare</i>
Parrot's Feather	<i>Myriophyllum aquaticum</i> (= <i>M. brasiliense</i>).
Serrated Tussock	<i>Nassella trichotoma</i>
Onopordum Thistles	<i>Onopordum</i> species
Cape Wattle	<i>Paraserianthes lophantha</i>
Banana Passionfruit	<i>Passiflora mollissima</i>
Polygala	<i>Polygala myrtifolia</i>
Radiata Pine	<i>Pinus radiata</i>
Sweet Pittosporum	<i>Pittosporum undulatum</i>
Blue Butterfly-bush	<i>Psoralea pinnata</i>
Briar Rose	<i>Rosa rubiginosa</i>
Blackberry	<i>Rubus fruticosus</i> aggregate
Crack Willow	<i>Salix fragilis</i>
Ragwort	<i>Senecio jacobaea</i>
Silver-leaf Nightshade	<i>Solanum elaeagnifolium</i>
White-edged Nightshade	<i>Solanum marginatum</i>
Apple-of-Sodom	<i>Solanum sodomaeum</i>
Cut-leaf Nightshade	<i>Solanum triflorum</i>
Bluebell Creeper	<i>Billardiera heterophylla</i> (= <i>Sollya heterophylla</i>)
Rice Grass	<i>Spartina anglica</i>
Wandering Jew	<i>Tradescantia albiflora</i>
Gorse	<i>Ulex europaeus</i>
Blue Periwinkle	<i>Vinca major</i>
Watsonia	<i>Watsonia meriana</i>
Arum Lily	<i>Zantedeschia aethiopica</i>

App 2: Weed Control Information

Info Resources

[Off Label Permit \(PER13160\)](#)), which allows for methods such as cut and paint, spot spraying and wick wiper applications in Tasmania, for certain chemicals, not covered on registered product labels.

[Guideline for Safe & Effective Herbicide Use Near Water Wetland and Waterways](#),

App 3: Work Program 2014+

Gorse		
Management	Require and supervise hygiene practices from all contractors, internal work crews and works planners/supervisors.	
Control treatment	Treat isolated occurrences in priority and gorse-free areas where found while working on other weeds or reported.	
Falmouth	Treat young infestation emerging from roadworks at Falmouth Rd./Highway junction.	
	Follow-up treatment on recreation reserve and settlement roads, coordinate with PWS and <i>Enstone Park</i> .	
St Marys & Fingal Valley	Treat minor roadside infestations if adjoining landholders have and are also undertaking control effective control and resources permit.	
Willow		
Management/control	Monitor and consider cases arising, treat where found and possible while working on other weeds.	
	Participate in development of community group initiatives.	
Pampas		
Management	Monitor, particularly past locations.	
	Survey and assess populations around Scamander North (waste disposal site), treat any found.	
Control treatment	Treat where found while working on other weeds or reported.	
Brooms		
Management	Monitor and assess priorities.	
	Require hygiene practices.	
Control treatment	Treat where found while working on other weeds.	
Spanish heath		
Management	Require and supervise hygiene practices from all contractors, internal work crews and works planners/supervisors.	
	Supervise roadside slashing to work towards and not out from infested areas and not to slash plants carrying seed.	
Chain of Lagoons south	Support community/inter agency cooperation to control southward spread.	
	Survey Council roads and properties.	
Control treatment	Treat isolated occurrences in priority and Spanish heath free areas where found while working on other weeds or reported.	
Bay of Fires Chain of Lagoons south	Treat on Binalong Bay, The Gardens and Reids Roads. Treat Spanish heath on Council sites	
Gladstone	Treat infestation on North Ansons Road (near municipal boundary)	
Priory	Treat isolated occurrences and plants along Ansons Bay Road and edges of Priory infestation	
Boneseed		
Management/control	Monitor, particularly past and recent locations (Scamander, Dianas Basin, Parnella). Treat where found while working on other weeds or reported.	

BOD CouncilWeedMgtActionStgy-May2014

8/05/2014

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Bridal creeper		
Management/control	Monitor, particularly past and recent locations (Scamander, Beauty Bay).	
	Treat where found while working on other weeds or reported.	
Blackberry		
Management/control	Survey town infestation sites and assess priorities. Treat occurrences where amenity and environmental losses are significant and, with adjoining landholder efforts, local containment can be achieved and maintained. St Helens Treat Medea St. (Atlas Drv.?)	
Environmental weeds		
Management/control	Monitor, particularly past and recent locations and weeds becoming active. Treat where found while working on other weeds or reported	
Council properties		
Kings Park	Treat for environmental weeds	
Ansons Bay waste disposal site	Implement weed management plan	
Old Stieglitz waste disposal site	Implement weed management plan	
Binalong Bay waste disposal site	Review and implement weed management plan	
Scamander waste disposal site	Assess and prepare weed management plan, treat priorities while working on other weeds/sites	
St Helens waste disposal site and Depot	Assess and prepare weed management plan, treat priorities while working on other weeds/sites	

App 4: Weed Site and control information recording

Information recording sheet for weed infestations and control

Site Name:		Date	
Site location (directions or street address)			
By:			
Contact:			
Land owner:		PID:.....	
Contact:			
Grid Ref	_____ m E _____ m N	Source: GPS / GIS / Mapsheet (.....) Precision +/-.....m & Projection: GDA94 / WGS,	
Weed Common name and/or scientific name	Area (m ² /ha/ lin.m)	Density cover %	Condition: health, growth stage/s, fruit/seed.
Management issues (Native veg., wetlands/streams, people, access etc) Comments Sketch map/photos			
Control treatments Past & success, current, or recommended (method/herbicides when, date, etc)			

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

OFFICER'S RECOMMENDATION:

That the General Manager's report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various issues 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:**OUTSTANDING REPORTS:**

Motion Number	Meeting Date	Council Decision	Comments
04/16.16.6.104	18 April 2016	<ol style="list-style-type: none"> That Council's existing software systems be expanded to include Corporate Management software and Asset Management software which meets the current and foreseeable future needs of the organisation. Further investigation be undertaken to identify the most cost effective IT solutions to meet Council's requirements. Council consider appropriate funding to meet this need. 	<p>Planning/reporting software has been installed and is being used.</p> <p>Asset management software is a priority for the Shared Services project but an interim option is being considered for the shorter term.</p>
10/18.16.4.239	15 October 2018	Meeting Procedures - That Council defer this until after the election.	This will occur along with the review relating to audio recording decision of 21 January 2019.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
01/19.8.4.7	21 January 2019	<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 develop a procedure based on the Local Government (Meeting Procedures) Regulations 2015 to provide audio recording of the public component of Council meetings. Past recordings could be listened to on a Council meeting stream channel for six (6) months, removing the onerous requirement (Part 33(b)) of a written request being submitted to Council. The recording would not include the part of a meeting when Council is 'closed' to the public.</p>	Listed on this agenda for consideration.
03/19.8.1.46	18 March 2018	<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>The Break O'Day Council support the initiative of the Hobart City Council to ban single use plastics in takeaway food packaging and that Council:</p> <ol style="list-style-type: none"> 1. Request that LGAT lobby the State Government to take leadership in developing a consistent state wide approach to banning the use of single use plastics in takeaway food packaging; and 2. Work with our community on initiatives to reduce usage in the meantime. 	Listed on this agenda for consideration.
03/19.16.2.59	18 March 2018	<ol style="list-style-type: none"> 1. That Council nominate Mayor Mick Tucker for President of the Local Government Association of Tasmania (LGAT); and 2. Committee Member of the General Management Committee (GMC) of the Local Government Association of Tasmania (LGAT). 	Completed
03/19.16.4.61	18 March 2019	That having conducted a review of Council's Delegations Register in accordance with Section 22 of the <i>Local Government Act 1993</i> , the Council adopt the Delegations Register dated February 2019.	Completed
03/19.7.1.45	18 March 2018	That Council receive the petition and write to the Department of State Growth requesting the speed limit be reduced on Upper Scamander Road, Scamander.	Completed letter sent.

Meetings & Events Attended:

21.03.19	St Marys	– Drought Relief Meeting & funding announcements with Barnaby Joyce and Senator Steve Martin. Announcements related to Drought Communities Program \$1M; Old Tasmanian Hotel \$500k; and St Marys Flood Mitigation \$400k
25.03.19	St Helens	– Tour of the new St Helens Hospital
01.04.19- 04.04.19	Blenheim	– Sustainable Trails Conference (Report to be prepared)
08.04.19	St Helens	– Sewerage Upgrade, meeting with TasWater representatives to discuss completion of the St Helens Foreshore Pump Station upgrade and matters regarding the local program of upgrading infrastructure

Meetings & Events Not Yet Attended:

10.04.19	St Helens	– Parks & Wildlife Services, Chris Colley
10.04.19	St Helens	– ECRTD Destination Action Plan development
11.04.19	Hobart	– Local Government Legislation Review – Reference Group Meeting
11.04.19	St Helens	– Tas Community Fund – Community Forum
12.04.19	St Helens	– Crown Land Services, Anne Tolhurst & Kat Clark
12.04.19	Launceston	– Regional General Managers Meeting
15.04.19	St Helens	– Council Meeting

General – regular meetings with Departmental Managers and individual staff when required addressing operational issues and project development. Meeting with community members and organisations included Gary Richardson & Stephen Jones (St Helens History Room), Andrew Dover

Brief Updates:

Federal Budget

The Budget includes an increase in next year's base funding for the Roads to Recovery program from \$400m per annum to \$500m per annum from 2019-20, assuming it occurs on a pro-rata basis then Council will receive an extra \$647,406 over the next five (5) year period (approx \$130k per annum). There has also been an increase in the annual funding for the Roads Safety Federal Blackspots and the Bridges Renewal programs of \$50m and \$25m respectively.

Regional Airports also benefit with a \$100m package over four years to assist with essential capital works. Councils will also be eligible to apply for funding from a package of \$190m over four (4) years for upgrading community sports facilities and accommodating female change rooms.

There has been no substantial change in the Financial Assistance Grants provided to Local Government and the Building Better Regions Fund has been extended to a 4th Round as has the Building Stronger Communities Fund. The focus on infrastructure investment has been maintained and strengthened with an increase in infrastructure investment to \$100 billion

- A new Road Safety Package of \$2.2 billion
- Urban Congestion Fund increased from \$1 billion to \$4 billion including a new Commuter Car Park Fund of \$500 million
- Roads of Strategic Importance funding increased from \$3.5 billion to \$4.5 billion
- Major Project Business Case Fund \$250 million

Information on specific commitments and opportunities will filter through as detail is further released.

Federal Election Priority Update

Councillors will recall that five (5) priority projects were identified and have formed the basis for lobbying activities in the lead up to the imminent Federal Election. The recent announcements by the Nationals Senator Steve Martin have provided the requested funding solutions for the Old Tasmania Hotel upgrade in Fingal (\$500k) and funding to start the implementation of the flood mitigation works at St Marys (\$400k). Council officers are currently completing the necessary documentation to access this funding. Another priority, extending the Georges Bay Multi-User Track has received substantial interest. The remaining projects are the Pelican Point and Barway Marine Infrastructure Project and the George River Flooding Project. It is worthwhile Council revisiting ideas on potential projects as there is a slight tightening in the election race which may result in additional commitments being made.

Local Government Legislation Review

The review process outlined by the Tasmanian Government includes the use of a Reference Group with diverse membership to consider a number of discussion papers being prepared focussed on the key topics identified in the initial consultation paper. The General Manager has been appointed to the Reference Group to assist with input from a practitioner point of view with this occurring over the next few months.

St Helens Destination Action Plan

East Coast Regional Tourism have progressed with addressing the development of a Destination Action Plan focussed on mountain bike activity with an initial facilitated session occurring on 10 April would greatly support a destination focus and the experience received, preparations are underway to make this occur. A cross section of the business community have been approached to participate in the process with a view to developing a plan and generating leadership and acceptance of responsibility in the community on the delivery of plan actions. Given the history of the previous St Helens DAP it will be interesting to see how committed and supportive the sector are.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
Maori Place, Akaroa	Affixing Common Seal	Amend sealed Plan	Number 12 – Miscellaneous Powers and Functions to the General Manager
Bushfire Mapping	Affixing Common Seal	Draft Amendment Interim Planning Scheme	Number 12 – Miscellaneous Powers and Functions to the General Manager

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

05.03.2019	337 Certificate	3 Driftwood Lane, St Helens	2251727
05.03.2019	337 Certificate	24 Cobroroga Drive, St Helens	7551075
05.03.2019	337 Certificate	1688 Upper Esk Road, Upper Esk	2996032
05.03.2019	337 Certificate	45 St Helens Point Road, Stieglitz	6789815
07.03.2019	337 Certificate	192 St Helens Point Road, Stieglitz	6811808
08.03.2019	337 Certificate	24 Osprey Drive, Stieglitz	7320082
12.03.2019	337 Certificate	Lot 1 Dakins Road, Gray	3527019
12.03.2019	337 Certificate	29 Morrison Street, Falmouth	6401243
12.03.2019	337 Certificate	6 Telemon Street, St Helens	6782170
12.03.2019	337 Certificate	21 Erythos Grove, St Helens	6808756
13.03.2019	337 Certificate	43 Peron Street, Stieglitz	6785793
13.03.2019	337 Certificate	71 Alexander Street, Cornwall	6399729
13.03.2019	337 Certificate	12 Heather Place, St Helens	2566593
14.03.2019	337 Certificate	223 St Helens Point Road, Stieglitz	6786171
14.03.2019	337 Certificate	70 Terrys Hill Road, Goshen	3054127
14.03.2019	337 Certificate	11 Targett Street, Scamander	3458674
14.03.2019	337 Certificate	205 Richardson Road, St Marys	6407792
14.03.2019	337 Certificate	Dilgers Hill Road, Mathinna	6416584
15.03.2019	337 Certificate	97 Tasman Highway, Beaumaris	6791149
15.03.2019	337 Certificate	Fingal Rivulet Road, Fingal	6413340
15.03.2019	337 Certificate	35 Anchor Road, Pyengana	1698631
18.03.2019	337 Certificate	50 Main Street, St Marys	6403951
19.03.2019	337 Certificate	12 Cherrywood Drive, Scamander	7682737
19.03.2019	337 Certificate	50 Clover Banks Road, St Marys	3167973
21.03.2019	337 Certificate	19 Moriarty Road, Stieglitz	6785013
21.03.2019	337 Certificate	6 Susan Court, St Helens	2282718
22.03.2019	337 Certificate	Lot 9 Lottah Road, Lottah	6799132
22.03.2019	337 Certificate	16 Medeas Cove Esplanade, St Helens	3156027
25.03.2019	337 Certificate	1560 Upper Esk Road, Upper Esk	2996024
26.03.2019	337 Certificate	6-8 Groom Street, St Marys	6403177
26.03.2019	337 Certificate	Gardiners Creek Road, St Marys	3062039
26.03.2019	337 Certificate	6 Beaumaris Avenue, Beaumaris	6787203
26.03.2019	337 Certificate	1540 Upper Esk Road, Upper Esk	7148411
26.03.2019	337 Certificate	4 Susan Court, St Helens	2282726
26.03.2019	337 Certificate	38 Medeas Cove Esplanade, St Helens	3594131
26.03.2019	337 Certificate	15 Cobrooga Drive, St Helens	2282523
27.03.2019	337 Certificate	1159 Upper Esk Road, Upper Esk	2003088
27.03.2019	337 Certificate	150 St Helens Point Road, Stieglitz	7391219
27.03.2019	337 Certificate	4-8 Falmouth Street, St Helens	6780458
28.03.2019	337 Certificate	20 Cherrywood Drive, Scamander	7682673
28.03.2019	337 Certificate	95 St Patricks Head Road, St Marys	7495894
29.03.2019	337 Certificate	25-27 Beaulieu Street, St Helens	2537266

Tenders and Contracts Awarded:

Tender Closing Date	Description of Tender	Awarded to
22 March 2019	St Helens MTB Trail Network – Boardwalk & Platforms	Currently being assessed.
24 April 2019	Litter Collection from Council Infrastructure	Not yet closed.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

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.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

04/19.16.2 Northern Tasmanian Waste Management Group (NTWMG) - Landfill Levy Amendment

ACTION	DISCUSSION
PROPONENT	Northern Tasmanian Waste Management Group (NTWMG)
OFFICER	Michael Attard NTWMG Strategic Coordinator
FILE REFERENCE	033\046\001\
ASSOCIATED REPORTS AND DOCUMENTS	NTWMG Strategy 2017-2022 NTWMG Annual Report 2018-2019 <i>Previously circulated under separate cover</i>

OFFICER'S RECOMMENDATION:

Council endorse a landfill levy amendment from current \$5/tonne to \$7.50/tonne from 1 July 2019 - 30 June 2022.

INTRODUCTION:

The NTWMG was established in 2007 when a need was identified to have a coordinated and strategic approach to waste and resource recovery in the region.

Members include seven (7) Councils from northern Tasmania: Launceston, Break O'Day, Dorset, George Town, Meander Valley, Northern Midlands and West Tamar.

The role of the NTWMG is to provide advice, funding and education on better managing waste and resource recovery within northern Tasmanian communities, businesses and Local Governments.

The NTWMG operates under a voluntary regional partnership and is able to provide these services through the current \$5/tonne levy on waste disposed to landfill from northern Tasmania.

In 2007 when the group started operating, there was a \$2/tonne levy which was increased to \$5/tonne in 2012. There has not been an amendment for seven (7) years and no CPI adjustment has been added over that period to match inflation costs.

The proposed landfill levy amendment from \$5 per tonne to \$7.50 per tonne would boost NTWMG yearly income from \$480,000 to \$720,000 and allow the group's strategy projects to be implemented on a sustainable basis into the future.

PREVIOUS COUNCIL CONSIDERATION:

Representatives from the NTWMG presented to Council at the March 2019 Council Workshop.

OFFICER'S REPORT:

Currently there are a number of NTWMG strategy projects that have not commenced due to there not being enough funds to implement them. One of these major projects is the development of regional construction and demolition (C&D) recovery to enable the diversion of this waste stream away from landfill.

Tasmania lags behind other states in this recovery and the C&D waste stream represents the next best waste management opportunity for Northern Tasmania. Commercial users pay a commercial gate rate but then a high proportion of that material is recovered, reused or recycled. This extends landfill life, offsets operational costs and landfill gate costs.

Other direct benefits are detailed audits of waste streams to assist Council in prioritising investment and targeted education and projects. Support for tyre recycling is also an important regional issue which could be supported at a member council level given increased income via an amended levy.

There are also many non-direct benefits to the Council through bolstering education and communication tools, by the group being able to respond to arising issues and having funding to maintain current projects and develop new projects that improve waste management outcomes for Council.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

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.

LEGISLATION & POLICIES:

NTWMG Strategy 2017-2022

NTWMG Annual Report 2018-2019

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The proposed \$7.50/tonne levy cost implications to Council residents using the transfer stations will be minimal. Transfer station entries fall on or close to the minimum fee, which is \$9 for a car entry ranging to maximum fee of \$21 for a tandem trailer or small truck. For the \$9 charge the \$7.50 levy would see an increase of 29 cents and for the \$21 charge there would be a difference of 67cents. Please refer to Table 1 for the breakdown of estimated costs.

Table 1. BODC Domestic Waste Charge cost comparisons

BODC Cost implications at Transfer Station		BODC Fee	\$5/t	\$7.5/t	Difference \$
Domestic Waste and Green Waste – SEPARATED	Car Boot or Station Wagon	\$5.00	0.32	0.48	0.16
	Trailer or Utility	\$9.00	0.58	0.86	0.29
	Tandem Trailer or small Truck	\$13.00	0.83	1.24	0.42
Domestic Waste and Green Waste – NOT- SEPARATED	Car Boot or Station Wagon	\$9.00	0.58	0.86	0.29
	Trailer or Utility	\$15.00	0.96	1.44	0.48
	Tandem Trailer or small Truck	\$21.00	1.34	2.01	0.67
	Domestic Waste 50L Garbage Bag	\$1.50	0.10	0.14	0.50
	Domestic Waste 140L MGB	\$3.00	0.19	0.29	0.10
	Domestic Waste 240L MGB	\$4.00	0.26	0.38	0.13

In the 2017/2018 financial year Council landfilled 2,453 tonnes of material contributing \$12,265 to the regional landfill levy.

During 2017/2018 the NTWMG direct benefit to BODC through recycling services, strategy projects, kerbside audits, education and communication tools was \$49,273. Table 2.

These services have been further supported since 2017/2018 with increased paint recycling and a dedicated Ewaste collection for BODC.

Table 2. 2017/2018 BODC Landfill Levy breakdown and projects

BODC 2017-18 Financial Year	
Tonnes of waste sent to landfill	2,453
BODC total levy contribution	\$12,265.00
NTWMG direct benefit to BODC	\$49,273.00
NTWMG community grant funding	\$0.00 \$75K
Operational Expenditure -staff	\$14,000.00
Communications	\$8,200.00
Ewaste recycling	\$0.00
Paint recycling	\$52.00
Fluoro light recycling	\$210.00
Recycle Coach	\$1,750.00
Household Hazardous waste collection day	\$0.00 2 yr.
Ploystyrene collection	\$1,487.00
Batteries Collection	\$0.00
NTWMG data project	\$16,000.00
Kerbside recycling audits	\$5,753.00
Garage sale trail	\$1,821.00
TOTAL	<u>\$49,273.00</u>

Under the proposed amendment of \$7.50, the cost implication to Council based on the 2017/2018 amounts would be \$18,398 an increase of \$6,133/year (Table 3). The additional direct strategy project benefits to council are outlined in Table 4.

Table 3. BODC Landfill amendment cost implications

	2017/18 t/yr.	Levy \$5/t	Levy \$7.50/t	\$ Difference
BODC Landfill	2,453	\$12,265	\$18,398	\$6,133

Table 4. \$7.50 Regional Strategy Project benefits

Construction and Demolition development	\$180,000
Kerbside Composition audit	\$84,000
Landfill & transfer station audit	\$84,000
Organics (FOGO) SUPPORT	\$65,000
Extended recycling services for transfer stations	\$50,000
TOTAL	\$463,000

To give an example of how the levy amendment may impact on waste charges the following example is given in lieu of BODC kerbside waste collection data.

Table 5. \$7.50 Waste charge implication example

Yearly Kerbside waste collection tonnes	number of bins	Levy cost \$5	\$5 levy cost /bin	Levy cost \$7.50	\$7.5 levy cost/bin	\$ Difference/yr.
1,500	5,500	\$7,500	\$1.36	\$11,250	\$2.05	.64c/yr

VOTING REQUIREMENTS:

Absolute Majority.

04/19.16.3 Audio Recording - Audio/Visual Live Streaming of Council Meetings

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager; and Angela Matthews, Executive Assistant
FILE REFERENCE	014\002\001\
ASSOCIATED REPORTS AND DOCUMENTS	Breakdown of other Council's Activities in Regards to Recording Meetings Draft Audio Recording of Council Meetings Policy Statement to be placed in the front of future Council Agendas in regards to audio recording

OFFICER'S RECOMMENDATION:

1. That Council implement Audio Recording of Council Meetings at an approximate cost of between \$15,000 - \$17,000 ex GST with a provision to be made in the 2019/2020 budget.

OR

2. That Council implement Audio/Visual Live Streaming of Council Meetings at an approximate cost of between \$21,000 - \$24,000 ex GST with a provision to be made in the 2019/2020 budget.

AND

That Council authorise the General Manager following consultation with Council's IT provider to request firm quotes, appoint a preferred company and proceed with implementation following adoption of the 2019/2020 budget.

INTRODUCTION:

At the January 2019 Council Meeting Cllr Drummond presented a motion as follows:

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 develop a procedure based on the Local Government (Meeting Procedures) Regulations 2015 to provide audio recording of the public component of Council meetings. Past recordings could be listened to on a Council meeting stream channel for six (6) months, removing the onerous requirement (Part 33(b)) of a written request being submitted to Council. The recording would not include the part of a meeting when Council is 'closed' to the public.

PREVIOUS COUNCIL CONSIDERATION:

Council Meeting held on the 21 January 2019:

DISCUSSION:

- *Clr Drummond stated that the first motion was in regards to live streaming believed that there was some support for audio recording. Clr Drummond stated that she certainly feels that it is a matter of accessibility to the community to be able to listen to the audio of a meeting.*
- *The General Manager advised that due to the nature of the motion he considered the Notice of Motion to be a motion to overturn in accordance with Regulation 18 which required the General Manager to specifically address four (4) points to enable Council to consider the motion. He advised that he had sought advice on this matter as the motion is similar to the previous motion due to the relationship to the proposed motion and also explained that a motion to overturn requires an absolute majority.*
- *Clr Drummond asked, could the advice to be shared. The General Manager advised that he explained the advice received and that he could share this if necessary, it was asking the question around whether it needed to be treated in respect to S18(1).*
- *Clr McGuinness asked for a point of clarification from the mover as he is on record saying that he wouldn't be against audio recording, would the audio be available on line or by request. The General Manager stated that we took it that it would be put on the website for access.*
- *Mayor Tucker stated that the discussion at the previous meeting was in relation to the Local Government review process and that we would wait for these outcomes. It was about not spending ratepayers money unnecessarily.*
- *Clr LeFevre stated that he believes we should wait for the Government review as discussed at the last meeting. Clr LeFevre advised that he has not had one (1) person approach him about audio or live streaming, however a few read the minutes.*
- *Clr McGiveron asked, what is the probability that this will be looked at as part of the review. Mayor Tucker advised that it is in the review process.*

COUNCIL DECISION:

01/19.8.4.7 Moved: Clr J Drummond / 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 develop a procedure based on the Local Government (Meeting Procedures) Regulations 2015 to provide audio recording of the public component of Council meetings. Past recordings could be listened to on a Council meeting stream channel for six (6) months, removing the onerous requirement (Part 33(b)) of a written request being submitted to Council. The recording would not include the part of a meeting when Council is 'closed' to the public.

FOR Clr J Drummond, Clr K Wright, Clr K Chapple, Clr L Whittaker, Clr G McGuinness
AGAINST Clr J McGiveron, Clr J Tucker, Clr B LeFevre, Clr M Tucker
CARRIED

Council Meeting held on the 18 December 2018:

DISCUSSION:

- Clr Chapple agrees with Clr Drummond as she has received feedback leading up to the election that people would like this if they are unable to attend meetings.
- Clr McGuinness stated that he is very much against live streaming, he believes it stifles debate, Clr McGuinness stated that he has no problem with audio recording but not live streaming.
- Clr Wright stated that she fully supports this as there are a lot of people in the community that have asked why we don't do it. Clr Wright stated that she doesn't think it stifles debate and that she believes that it is something that we do need to do.
- Clr McGiveron stated that he totally supports Clr McGuinness, he believes that the live streaming is unnecessary, the audio recording maybe not so bad. Clr McGiveron stated that the recordings in the past have been picked apart and members of the community have used parts of a recording for Code of Conduct complaints against Council/Councillors.
- Mayor Tucker stated that at the moment we are going through a Local Government Act Review. We don't know what this will come out with and it may make this compulsory. We may spend money now and through the review we may have to put something in place that may be prescribed, we don't know yet. If we go outside the review now we could be spending money for something that is not suitable.
- Clr J Tucker asked, how much money could we be looking at. The General Manager advised that he could not answer without receiving quotes.
- The General Manager stated that there could be a decision made that Council gives in principle support with the implementation awaiting the outcome of the Local Government Act Review.
- Clr Whittaker stated that she supports Clr Drummond's motion and stated that we need to be forward thinking.
- Clr McGuinness stated that there are only three (3) Councils that do live streaming, Glamorgan-Spring Bay, Launceston and Hobart.
- Clr LeFevre stated that he hasn't had one (1) person discuss this with him either way. The behaviour within Council is excellent and he has received comments that it is the best functioning Council for quite some time. Clr LeFevre stated that he thinks this will enable grandstanding and would like to see Council stay as it is.
- Clr Drummond stated that she would like that this be supported at least in principle. Clr Drummond stated that she thinks that 12 months waiting for the review is still a long time to wait and she would like a commitment that we support at least audio recording.
- Clr LeFevre stated that he thinks that in principle support is the same as saying yes.
- Clr Wright stated that in principle support would be good and would show the community that we are moving forward with this.

COUNCIL DECISION:

12/18.8.1.290 Moved: Clr J Drummond / Seconded: Clr K Chapple

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 develop a procedure to live stream and record Council meetings, this would provide for the live streaming and recording of the public component of Council meetings. The streaming/recording would not include the part of a meeting when Council is 'closed' to the public.

An amendment was moved:

12/18.8.1.291 Moved: Clr K Wright / Seconded: Clr L Whittaker

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 indicates in principle support for live streaming and recording of the public component of Council meetings and await the outcome of the Local Government Act Review process.

FOR Clr K Wright, Clr J Drummond, Clr L Whittaker, Clr K Chapple
AGAINST Clr J McGiveron, Clr J Tucker, Clr G McGuinness, Clr B LeFevre, Clr M Tucker
LOST

The original motion was put:

FOR Clr K Wright, Clr J Drummond, Clr L Whittaker, Clr K Chapple
AGAINST Clr J McGiveron, Clr J Tucker, Clr G McGuinness, Clr B LeFevre, Clr M Tucker
LOST

Council Meeting held on the 15 February 2016:

DISCUSSION:

This matter was discussed at a Council Workshop and no further discussion took place.

COUNCIL DECISION:

02/16.16.2.41 Moved: Clr B LeFevre / Seconded: Clr J McGiveron

1. That Council endorse the General Manager's recommendation that the following information be provided in Council Minutes:
 - Officer's Recommendation
 - Officer's Report Introduction
 - Discussion [this would incorporate brief dot points of key points only]
 - Council Decision
2. That Council endorse the reordering of the Council agenda to move the "Planning Authority" to follow from "Public Question Time".
3. That Council undertake a review of this decision in three (3) months.

CARRIED UNANIMOUSLY

Council Meeting held on the 18 January 2016:

DISCUSSION:

- Clr McGuinness requested that this item be deferred until after discussion at the next workshop.
- Clr Drummond believed that this report could provide discussion at a workshop.
- Clr Rubenach-Quinn stated that it is important to have this report done as if it goes straight to a workshop there is no level of scrutiny.
- Clr McGuinness stated that if this motion is defeated it precludes a discussion at a workshop.

COUNCIL DECISION:

01/16.7.1.2 Moved: Clr J Drummond / Seconded: Clr H Rubenach-Quinn

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 as required from relevant State Agencies:

That Council develop a Recording of Meetings Policy, which would provide for the audio recording of Council meetings. The recording would not include the part of a meeting that Council has 'closed' to the public.

An amendment was moved:

01/16.7.1.3 Moved: Clr G McGuinness / Seconded: Clr J Tucker

That this item be referred for discussion with a report at a workshop.

FOR *Clr J McGiveron, Clr J Tucker, Clr M Osborne, Clr K Wright, Clr G McGuinness, Clr B LeFevre, Clr M Tucker*
AGAINST *Clr H Rubenach-Quinn, Clr J Drummond*
CARRIED

The amendment becomes the motion and the motion is put:

CARRIED UNANIMOUSLY

OFFICER'S REPORT:

A detailed investigation has been undertaken to determine who currently record meetings, how it is made available to the public, how it is stored etc in all 28 Councils in Tasmania. The outcome of this investigation is as follows (a copy of the breakdown is attached for information):

28 Councils Do:

No recording (audio or otherwise) at all	9
Audio Recording	15
Audio Visual Recording	1
Live Stream Audio	2
Live Stream Visual and Audio	1

Out of the 19 which undertake some sort of recording 14 make it available on their Council websites and five (5) make it available on request only.

Most of the Councils who undertake the above activity have policies on how this is undertaken, managed, stored, etc by each Council and the majority of them are all slightly different.

Through the investigation process discussions have been held with Glamorgan-Spring Bay Council in relation to their take up of viewing/listening to their Council Meetings. Advice was received that on average, prior to live streaming they had approximately 10-15 people in the gallery on any given occasion. Once the implementation of live streaming took place the online "live" viewing of the Council Meeting increased to on average approximately 25 -30 people and then they have had on average approximately 150 – 200 people listen to the audio online after the meeting. These numbers fluctuate from month to month as you could imagine, depending in some cases as to what Council may be considering at a particular meeting.

A review of the Council Minutes for the 15 Councils who undertake audio recording was also undertaken to see what they include. It was interesting to note that there is not one of these Councils that include any form of discussion notes within their minutes they (in most cases) include some sort of background/introduction, the Officer's recommendation and the Council

decision. Some of the Councils provide much more information in the Minutes, basically replicating the entire agenda and others the bare minimum.

The main purpose of considering the implementation of audio recording is to make involvement and engagement in the democratic process of Local Government as accessible as possible to all residents, ratepayers and members of the public, no matter the location of the meetings within our municipal area. It will also serve to improve the perceptions of transparency through the ability to hear Council debate and decisions first hand.

Internal research and background information has been gathered on the experiences of other Tasmanian Councils and in particular, Glamorgan-Spring Bay Council has assisted by providing their insights and risk assessment work on this.

Investigations which have been undertaken have been in relation to both audio recording and live streaming audio/visual.

The process for audio recording of Council Meetings would commence with the Mayor announcing at the beginning of the meeting that audio recording of the meeting will take place. The Mayor/Chair of the meeting will need to be more conscious than ever of announcing/introducing who is speaking at any given time and announcing the result of decisions.

For clarity of the recording it will be important that only one (1) person speaks at a time, side comments by Councillors to each other whilst another Councillor is speaking will need to be avoided to ensure clarity of the recording. This is something which Council officers have noted is becoming more frequent at Council meetings. Basic changes to the conduct of meetings will need to be considered including the need to introduce each Councillor before they speak to ensure that the statements are correctly attributed to the Councillor for the person listening to the recording.

In August 2008 Council resolved that "Council do not record any part of any Council Meeting and review in six (6) months". To the best of Council Officers knowledge a review never took place as it seemed Council were happy with the current practice.

The main reason Council resolved and made the above decision was because of a Code of Conduct complaint which was made against the full Council and the decision of the Standards Panel was that the complaint was upheld against seven (7) of the nine (9) Councillors. Through the proceedings which were undertaken by the Standards Panel the audio recording of the Council Meeting in question was used as evidence by the complainant.

Pursuant to Section 33 of the *Local Government (Meeting Procedures) Regulations 2015* below, it does not state that the minutes, once confirmed prevail over audio recordings. The provisions of Clause (3) below raise a significant matter which needs consideration when considered in relation to the current form of Minutes which are provided from Council meetings. Currently an amount of the discussion which occurs is recorded in the Minutes to provide context to the discussion leading to the decision. This discussion is a combination of actual statement and paraphrasing. As this forms part of the Minutes per se, then Clause (3) brings substantial implications which could require an adjustment to the style of Minutes as effectively the Audio Recording will become the ultimate source, we would have to take a Hansard approach to Minutes. If this was to be the outcome the resources taken up for preparing the minutes following a Council meeting would be

one (1) officer literally non-contactable for two (2) – three (3) days whilst the Minutes are prepared.

33. Audio recording of meetings

- (1)** *A council may determine that an audio recording is to be made of any meeting or part of a meeting.*
- (2)** *If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be –
 - (a)** *retained by the council for at least 6 months; and*
 - (b)** *made available free of charge for listening on written request by any person.**
- (3)** *If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting or part of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.*
- (4)** *A council may determine any other procedures relating to the audio recording of meetings it considers appropriate.*

It needs to be remembered when considering audio recording of Council meetings that all discussion is available for public scrutiny and becomes a public record. In some cases the recording of meetings may impact debate and discussion therefore it may not accurately reflect the feelings, concerns of all Councillors. The General Manager notes that Council officers attending the meeting will be more guarded in expressing their views and it may affect the manner in which they answer questions and provide opinions. It may very well be held against them at a later date. This is a natural situation as any normal person when advised that a conversation is being recorded becomes guarded due to the potential for anything said to be held against them even more so in this age of litigation and social media.

Live Streaming of the audio/visual would be undertaken via YouTube but this is not automatically uploaded for viewing. Availability for viewing retrospectively would not be published publicly until the next day.

Should Council decide to proceed with implementing audio recording of open Council meetings, the following actions would be undertaken prior to commencement.

- Purchase and installation of new equipment suitable for the Council Chambers;
- Develop a policy on the audio recording of open Council meetings (Draft provided);
- Communication to the community with regard to the availability of audio recording to ensure awareness and uptake of the service.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Leadership / Ownership – Council's Role

We will.....

... be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.

... make decisions for the greater good of Break O'Day by being accessible and listening to our community.

Great Communication – Council’s Role

We will....

... listen, consult and engage with the community and individuals.

... be open, honest and proactive in our communication.

... keep people informed about the things that matter to them.

LEGISLATION & POLICIES:

Local Government Act 1993.

Local Government (Meeting Procedures) Regulations 2015

Right to Information Act 2009

Break O’Day Council Meeting Procedures

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There is currently no budget allocation for the purchase of audio equipment for facilitating the audio recording or live streaming of Council Meetings.

Two (2) indicative quotes have been received as per detailed below. These quotes have been prepared without an onsite visit, however floor plans and photos of the Council Chambers were provided to the companies to assist with preparation of the quotes. Firm quotes would be requested following a Council decision we will request these companies to undertake a site visit to ensure the initial quotes are accurate.

Only two (2) quotes have been requested as consultation has been undertaken with other Council’s as to who could provide such equipment, support, etc appropriate for what we would like to achieve and these two (2) companies were recommended from various sources. Council’s procurement policy states that three (3) quotes should be received however following discussions outlined above it was deemed that these two (2) companies were in the best position to provide the best service and equipment to meet Council’s needs.

Audio Recording:

Quote 1

Audio Equipment	\$11,488.18
Indicative Installation including travel, etc	<u>\$ 4256.36</u>
TOTAL (ex GST)	\$15,744.54

Quote 2

Audio Equipment	\$10,463.03
Control System	\$ 1,163.64
Sundry Installation Software	\$ 911.54
Installation, commissioning and training services	<u>\$ 3,838.13</u>
BASE SYSTEM PROJECT TOTAL (ex GST)	\$16,376.33

Live Streaming Audio/Visual

Quote 1 – Wifi Required for this Option

Audio Visual Equipment	\$17,415.45
Indicative Installation including travel, etc	\$ 4,438.18
TOTAL (ex GST)	\$21,853.63

Quote 2

Audio Visual Equipment	\$18,506.36
Indicative Installation including travel, etc	<u>\$ 4,438.18</u>
TOTAL (ex GST)	\$22,944.54

Quote 3

Audio Visual Equipment	\$10,463.03
Control System	\$ 1,163.64
Sundry Installation Software	\$ 911.54
Installation, commissioning and training services	\$ 3,838.13
ADD Live video/audio streaming to base system	<u>\$ 7,224.56</u>
BASE SYSTEM PROJECT TOTAL (ex GST)	\$23,600.89

Live Streaming via YouTube is free of charge.

There will also be a cost (quote not yet received) to set up the web link for the live feed from Council's website to YouTube which our IT consultants will undertake.

NOTE - ** The above quotes do not include other options which have been provided and they may or may not be required once an onsite investigation is undertaken**

VOTING REQUIREMENTS:

Absolute Majority.

Breakdown of Council's Activities in Regards to Recording Meetings

	COUNCIL	Audio/ Live Stream/ Audio Visual	On Website Y/N	Policy
1	Brighton Council	N	N	N
2	Burnie City Council	N	N	N
3	Central Coast Council	N	N	N
4	Central Highlands Council	A	Y	Y
5	Circular Head Council	A (2016)	Y	Y (Old)
6	Clarence, City of	AV	Y	Y
7	Derwent Valley Council	A	Y	Y
8	Devonport City Council	A	Y	Y
9	Dorset Council	A	N (Available on Request)	N
10	Flinders Council	N	N	N
11	George Town Council	A	Y	Y
12	Glamorgan Spring Bay Council	LS	Y	Y
13	Glenorchy City Council	A	Y	Y
14	Hobart, City of	LA	Y	N
15	Huon Valley Council	A	Y	Y
16	Kentish Council	N	N	N
17	Kingborough Council	A	Y	Y
18	King Island Council	A	Y	Y
19	Latrobe Council	N	N	N
20	Launceston, City of	LA	Y	Y
21	Meander Valley Council	N	N	N
22	Northern Midlands Council	A	N (Available on Request)	Y
23	Sorell Council	N	N	N
24	Southern Midlands Council	A	Y	Y
25	Tasman Council	A	N (Available on Request)	Y
26	Waratah-Wynyard Council	A	N (Available on Request)	Y
27	West Coast Council	A	N (Available on Request)	Y
28	West Tamar Council	N	N	N

POLICY NO LG53
AUDIO RECORDING OF COUNCIL MEETINGS POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	General Manager
LINK TO STRATEGIC PLAN:	... be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.
STATUTORY AUTHORITY:	Local Government Act 1993
OBJECTIVE:	This Policy provides a framework and direction as to the transparent management of the audio recording of Council Meetings including the creation, storage, usage and access in accordance with legislative and policy requirements.
POLICY INFORMATION:	

POLICY

1. DEFINITIONS

"Audio Recording" means any recording made by any electronic device capable of recording sound.

"Council Meeting" means an ordinary, special meeting or annual general meeting of Break O'Day Council.

"Recording" means the recorded record/file made of a Council meeting by the use of any recorded format or device.

"the Act" means the *Local Government Act 1993*.

"the Regulations" means the *Local Government (Meeting Procedures) Regulations 2015*.

2. PURPOSE

Under the *Local Government (Meeting Procedures) Regulations 2015*, Council is required to ensure that Council meeting proceedings are documented to reflect a true and accurate record of Council meetings.

Local Government (Meeting Procedures) Regulations 2015 state as follows:

33. Audio recording of meetings

- (1) A council may determine that an audio recording is to be made of any meeting or part of a meeting.
- (2) If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be –
 - (a) retained by the council for at least 6 months; and
 - (b) made available free of charge for listening on written request by any person.

- (3) If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting or part of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.
- (4) A council may determine any other procedures relating to the audio recording of meetings it considers appropriate.

The Council is required to keep accurate minutes of Council Meetings. The Regulations expressly provide that the minutes of a Council Meeting, once confirmed, prevail over the recording of the meeting and a transcript of the recording will not be prepared.

Unlike Parliament, Council meetings are not subject to parliamentary privilege, and both Council and the individual may be liable for comments that may be regarded as offensive, derogatory and/or defamatory.

3. SCOPE

This policy applies to all Ordinary Meetings of Council, including Special Council Meetings and Annual General Meetings of Council. It applies to Council staff, Councillors and members of the general public.

It does not apply to any other meetings of Council, eg Council Committees.

4. POLICY

4.1 Ordinary Meetings, Special Meetings and Annual General Meetings of Council

All ordinary meetings, special meetings and annual general meetings of Council shall be digitally recorded as provided for by Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15(2).

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 recording does not replace the written minutes and a transcript of the recording will not be prepared.

The Chairperson has the authority at any time of the proceedings to direct the termination of the audio recording of a meeting. However, the Chairperson should only terminate the audio recording in exceptional circumstances including (but not limited to):

- It is clearly evident that the discussion is (or potentially likely to be):
 - o An infringement of copyright;
 - o A breach of privacy and/or unlawful disclosure of personal information;
 - o A release of privileged or confidential information of Council.

If in the situation of a technical difficulty that an audio recording is not possible, then the Chairperson will advise those present of the circumstances. In the event that an audio recording file becomes corrupt for any reason and therefore unavailable, this information will be provided on the Council website (or equivalent).

4.2 Closed Meetings of Council

Council may by resolution, determine to digitally record the proceedings of a meeting or part thereof, that is closed to the public.

The Chairman is to ensure that no audio recording is made of the proceedings of a meeting, or part of a meeting that is closed to the public in accordance with Regulation 15(2), except where the Council has specifically resolved to digitally record the proceedings of that meeting or part thereof.

4.3 Disclosure of Audio Recording

Notification that the meeting minutes will be recorded as an audio file, is to be disclosed in the meeting agenda to inform the public that the proceedings are recorded.

A notice is to be displayed at the entrance to the room in which the meeting proceedings are to be held.

At the time of declaring the meeting open, the Chairman is to inform all Councillors, staff and any public present, that the meeting is being recorded.

4.4 Storage of Audio Recording

In accordance with Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* the General Manager is to retain the audio files of meeting recordings for at least six (6) months.

The original unmodified audio recording will be suitably stored in accordance with the Council's Records Management requirements. Under Regulation 33(2)(a), the General Manager will dispose of the audio recordings after six (6) months from the date of recording. The General Manager is authorised, pursuant to Section 64 of the *Local Government Act 1993*, to delegate these functions to a Council Officer.

4.5 Access to Audio Meeting Minutes

Local Government (Meeting Procedures) Regulations 2015, Section 33(2)(b) states that if a Council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be made available on Council's website. Such recordings will be considered by Council as routine disclosure under the *Right to Information Act 2009*. Recordings will be made available on the Council website as soon as practicable (normally within seven (7) business days) from the date of the meeting.

Where the Council has resolved to record the part of a meeting closed to the public, the audio files of meeting procedures will only be available to Councillors or Officers entitled to be present during the proceedings in question, via written request.

The audio files are not to be copied or removed from the Council Office.

5. LEGISLATION AND RELATED DOCUMENTS

In adopting this policy it is recognised that there are specific legislative requirements to be met as per the *Local Government (Meeting Procedures) Regulations 2015*, the *Local Government Act 1993* and the *Right to Information Act 2009*.

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

- LG03 Councillors Code of Conduct Policy
- Break O'Day Council Meeting Procedures

6. 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.

Statement to be read by Chairperson and included in the front of Council Agendas:

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.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	039\002\008\
ASSOCIATED REPORTS AND DOCUMENTS	DRAFT – Motions to be submitted to LGAT

OFFICER’S RECOMMENDATION:

That Council submit motions on the following areas to the forthcoming LGAT General Meeting:

1. Changes to the Meeting Procedures
2. Single Use Plastics

INTRODUCTION:

The Call for Motions has been advertised for the Annual General Meeting and General Meeting which will be held on the 3 July 2019.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop held on the 4 March 2019 and the Council Meeting held on the 18 March 2019.

OFFICER’S REPORT:

This call for motions is an opportunity for Council to discuss and consider any aspects of Local Government which could be listed for debate/discussion at the Annual General Meeting and General Meeting of LGAT in July 2019.

Council has previously identified the following areas for submission of a motion and discussion:

1. Management responsibilities of streams

That LGAT lobby the State Government requesting changes be made to the *Local Government (Meeting Procedures) Regulations 2015* with regard to elected members voting against and “Officer’s Recommendation” or “Motion”.

The submission in support of the proposed amendment is:

That if a Councillor votes against an “Officer’s Recommendation” or “motion” it must be recorded in the minutes that particular Councillors reason for voting against the recommendation. This should be done for all decisions of Council not just when acting as a “Planning Authority”.

The main reason for this amendment is to ensure complete transparency and accountability to the community. An elected member must be accountable to the community and the only way transparency can work is if the community knows why a Councillor has voted “no”.

2. Single Use Plastics

The Break O'Day Council support the initiative of the Hobart City Council to ban single use plastics in takeaway food packaging and that Council:

1. Request that LGAT lobby the State Government to take leadership in developing a consistent state wide approach to banning the use of single use plastics in takeaway food packaging; and
2. Work with our community on initiatives to reduce usage in the meantime.

The General Manager notes that the concerns of the NRM Committee in relation to State Weed Management Resources is a logical matter for addressing through this process as it is then from the Local Government sector not a single Council.

Closing date for submissions to LGAT is Monday 15 April 2019.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

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.

LEGISLATION & POLICIES:

Nil.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There would be no financial implications for Council.

VOTING REQUIREMENTS:

Simple Majority.



Call for Submission of Motions
*Councils are invited to submit motions for debate
to be Included in the
General Meeting Agenda papers
Wednesday 3 July, 2019*

Motions can:

- address the objectives of the Association
- relate to matters of common concern to Councils
- recommend priorities to be followed by LGAT in pursuit of the State Agenda
- direct LGAT to undertake certain priorities
- refer to public policy generally.

LGAT staff are happy to assist you in developing your motion. Please phone 03 6233 5964 in the first instance.

Name of Council : Break O'Day Council

Contact person (name, title) John Brown, General Manager

Phone: 6376 7900 **Fax/Email:** angela.matthews@bodc.tas.gov.au

Motion: (should clearly articulate the action required of LGAT or the policy position for the sector)

That LGAT lobby the State Government requesting changes be made to Part 3, Sections 27 and 28 – Voting as well as the inclusion of reasons to be listed in Section 32 – Minutes of the *Local Government (Meeting Procedures) Regulations 2015* with regard to elected members voting against and “Officer’s Recommendation” or “Motion”

Background Comments: (Detailed background comment is required to ensure a complete understanding of what is being sought)

That if a Councillor votes against an “Officer’s Recommendation” or “motion” it must be recorded in the minutes that particular Councillors reason for voting against the recommendation. This should be done for all decisions of Council not just when acting as a “Planning Authority”.

The main reason for this amendment is to ensure complete transparency and accountability to the community. An elected member must be accountable to the community and the only way transparency can work is if the community knows why a Councillor has voted “no”.

For Information Only:

Has a similar motion been considered by the General Meeting in the last 12 months?

Yes/No

Does the motion align with LGAT’s strategic plan? Yes/No

If Yes – which Strategic Priority Area?

LGAT Strategic Plan - <http://www.lgat.tas.gov.au/webdata/resources/files/Strategic%20Plan%202017%20-%202020%20final.pdf>

Must be received by no later than close of business, Monday 15 April, 2019



Call for Submission of Motions
*Councils are invited to submit motions for debate
to be Included in the
General Meeting Agenda papers
Wednesday 3 July, 2019*

Motions can:

- address the objectives of the Association
- relate to matters of common concern to Councils
- recommend priorities to be followed by LGAT in pursuit of the State Agenda
- direct LGAT to undertake certain priorities
- refer to public policy generally.

LGAT staff are happy to assist you in developing your motion. Please phone 03 6233 5964 in the first instance.

Name of Council : Break O'Day Council

Contact person (name, title) John Brown, General Manager.....

Phone: 6376 7900 **Fax:** **Email:** angela.matthews@bodc.tas.gov.au

Motion: (should clearly articulate the action required of LGAT or the policy position for the sector)

The Break O'Day Council support the initiative of the Hobart City Council to ban single use plastics in takeaway food packaging and that Council:

Request that LGAT lobby the State Government to take leadership in developing a consistent state wide approach to banning the use of single use plastics in takeaway food packaging.....

Background Comments: (Detailed background comment is required to ensure a complete understanding of what is being sought)

Break O'Day Council completely agree with the initiative of the Hobart City Council to ban single use plastics but we think that having up to 29 Council By-Laws which could all be different or only having some Councils doing this would be confusing. A more logical way to go is for a state wide approach which sends a message from Tasmania on this issue.

The City of Hobart has integrated the banning of single-use plastics into their current by-laws. We believe there is community support for this to happen in the Break O'Day municipality, and that this Council should support the Hobart Council in their motion to LGAT and commence our own lobbying of sector businesses and State Government.

We believe many of our community members are increasingly concerned about plastics entering the Tasmanian marine environment, and the impacts of micro-plastics on both human health and the environment.

We believe that Break O'Day should tackle the distribution of single-use, petroleum based plastic packaging, like straws, cutlery, lids and containers, from takeaway food outlets, working with local businesses.

We also believe that Council should request LGAT to lobby the State Government to broaden the scope of its current plastic bag legislation to include non-compostable single-use takeaway food packaging.

A number of our local food outlets have already commenced on this pathway to reduce waste and have joined the Responsible Café movement (<https://responsiblecafes.org>) to eliminate disposable coffee cups. Disposable coffee cups are lined with plastic polyethylene, which is tightly bonded to the paper making the cups waterproof and therefore able to contain liquid. In St Marys there are three (3) cafes who are participating and in St Helens there are two (2) participating cafes.

For Information Only:

Has a similar motion been considered by the General Meeting in the last 12 months?

Yes/No

Does the motion align with LGAT's strategic plan? Yes/No

If Yes – which Strategic Priority Area?.....

LGAT Strategic Plan - <http://www.lgat.tas.gov.au/webdata/resources/files/Strategic%20Plan%202017%20-%202020%20final.pdf>

Must be received by no later than close of business, Monday 15 April, 2019

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Jayne Richardson, Communications Coordinator
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	Social Media Policy LG05

OFFICER’S RECOMMENDATION:

That Council review and adopt the amended Social Media Policy LG05.

INTRODUCTION:

With the increase in our community seeking Council information through Social Media Channels it is important that we continue to review and update our Social Media Policy.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 18 February 2013 – Minute No 02/13.15.5.60.

Amended 16 June 2014 – Minute No 06/14.15.3.179.

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

Previously discussed at the March and April Council Workshops.

OFFICER’S REPORT:

The Social Media Policy has been reviewed to ensure that users of social media understand that they are accountable for the information they post/share. As representatives of Council, it is important that we all understand how information can be viewed and interpreted by the community and consequentially reflect badly on the organisation as a whole.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

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.

Strategies

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.

Action 2.2.1.5

Break O’Day Brand Development – Develop a positive brand for Break O’Day Council that reflects the values and vision of Council.

Our Vision

A naturally beautiful environment that speaks to our heart.

A diverse and thriving community; a place of opportunity.

A place where everyone feels safe, welcome and connected.

Values

Working as a TEAM with OPEN & HONEST COMMUNICATION; we act with INTEGRITY whilst showing RESPECT and being POSITIVE and proactive in our actions.

LEGISLATION & POLICIES:

LG05

LG35

LG03

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



POLICY NO LG05 PERSONAL USE OF SOCIAL MEDIA POLICY

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

POLICY

1. INTRODUCTION

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

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

2. DEFINITIONS

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

- social networking sites (Facebook, Reddit, Twitter, Bebo, LinkedIn, Yammer)
- video and photo sharing (Instagram, Flickr, Youtube)
- blogs, including corporate and personal blogs



- blogs hosted by media outlets ("comments" or "your say" features)
- micro-blogs (~~Twitter~~)
- wikis and online collaborations (Wikipedia)
- forums, discussion boards and groups (Google groups, Whirlpool)



- vod and podcasting
- online multiplayer gaming platforms (World of Warcraft, Second life)
- instant messaging (SMS)
- geo-spatial tagging (Foursquare)

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

3. Application

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

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3.4. POLICY STATEMENT

1. Council has no interest in employee or elected member participation in social media when no mention of Break O'Day Council is made and there is no association with Break O'Day Council activities or other employees or elected members
2. The public may consider employees and elected members to be representing Council at all times, even when using individual Social Media accounts or commenting on other posts. This can reflect on Council as an organisation.
- 2.3. Employees are not permitted to use the Break O'Day Council Logo or their work email address in any social media forums.
- 3.4. Workplace grievances are not to be aired on social media sites, there are alternative grievance policies and procedures available.
- 4.5. Internet Social Media postings should not disclose any information that is confidential or proprietary to Break O'Day Council or any third party associated with Break O'Day Council.
6. If an employee or elected member comments on any aspect of Break O'Day Council business or operations they must clearly identify themselves as an employee/elected member and include a disclaimer, for example "the views expressed here are mine alone and do not necessarily reflect the views of Break O'Day Council"
7. Be mindful that sharing posts gives the impression that you SUPPORT the content of the post.
8. If an employee or elected member shares or posts content related to Council that evokes discussion/ contention, it is the person who posted the material's responsibility to ensure that comments are kept respectful, factually correct and in keeping with this policy.
- 6.9. Private use of social media is not permitted during work hours with the exception of designated meal breaks
- 7.10. Employees and elected members are encouraged to ensure they have social media privacy settings set to the highest level possible.
- 8.11. Employees and elected members are at all times personally responsible for material posted on social media sites under their control.
12. Any posting that may be considered discriminatory, threatening, harassing or bullying and breaches Break O'Day policies, may be subject to disciplinary action
13. Councillors and Employees are expected to act within our organisation's values: Working as a TEAM with OPEN & HONEST COMMUNICATION; we act with INTEGRITY whilst showing RESPECT and being POSITIVE and proactive in our actions.
- 9.14.

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4. BREACHES OF POLICY

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



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

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



5. MONITORING AND REVIEW

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

6. ASSOCIATED POLICIES

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

04/19.16.6 Nomination of Councillors for Council Representatives on Committees and Boards

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\001\022\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council nominate Councillor representative to the NRM Special Committee of Council to fill the vacancies left by John Tucker.

INTRODUCTION:

It is necessary to determine Council representatives on various Committees to ensure adequate representation by Council. Therefore as a result of John Tucker's resignation Council needs to consider and update the representation on the NRM Special Committee.

PREVIOUS COUNCIL CONSIDERATION:

Council representatives have been determined previously as required or following an ordinary election.

Council Meeting 17 December 2018

12/18.15.4.311 Moved: Clr J McGiveron / Seconded: Clr J Tucker

That Council accept the ballot.

CARRIED UNANIMOUSLY

12/18.15.4.312 Moved: Clr B LeFevre / Seconded: Clr K Wright

That Council appoint three (3) Councillors of the following nominees to its Break O'Day Council Natural Resource Management Committee (NRM).

Nominations for Committee Representatives:

1. Clr Janet Drummond
2. Clr John Tucker
3. Clr Lesa Whittaker

CARRIED UNANIMOUSLY

12/18.15.4.313 Moved: Clr K Wright / Seconded: Clr J Tucker

That Council appoint Cllr Janet Drummond as Chair to its Break O'Day Council Natural Resource Management Committee (NRM).

CARRIED UNANIMOUSLY

OFFICER'S REPORT:

As a result of the resignation of John Tucker it is necessary to seek Councillor nomination to fill the vacancies his resignation has left on the NRM Special Committee. NRM Special Committee – Special Committee of Council – currently Cllr Janet Drummond is a Council representative and she is also the Chair and Cllr Lesa Whittaker is a Councillor representative – the requirement is three (3) Councillors therefore there is one (1) vacancy to fill.

Therefore a position is currently vacant. Cllr Wright has previously nominated to be a representative and Cllr Osborne was previously the Chair of this Committee.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017 – 2027

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.

Goal

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

BUDGET AND FINANCIAL IMPLICATIONS:

There are no budget implications to Council apart from any out of pocket travel expenses to be reimbursed to Councillors if required.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	017\019\002\
ASSOCIATED REPORTS AND DOCUMENTS	Drought Communities Programme - FAQ

OFFICER'S RECOMMENDATION:

That Council's management team progress the development of an Application based on the potential priorities identified by Council.

INTRODUCTION:

The Federal Government Drought Communities Programme has been extended to include the Break O'Day Council area. The program will support local community infrastructure and other drought relief projects for communities who have been impacted by drought.

PREVIOUS COUNCIL CONSIDERATION:

No previous Council consideration.

OFFICER'S REPORT:

The recent announcement that the Drought Communities Programme had been extended to the Break O'Day area has provided an opportunity for Council to progress a number of proposed or new projects for those communities affected by drought. It is logical that the primary focus needs to be on the Fingal Valley given this is the most significant agricultural area in Break O'Day. That is not to say that other smaller areas of agriculture in Break O'Day have not been affected by drought conditions.

As an eligible Council area, we can receive funding for projects up to \$1 million. All projects need to be completed by **31 December 2019**. There is no opportunity to extend projects and grant funding beyond this date.

The guidelines include advice not to submit multiple applications for individual projects, but rather bundle the projects up and submit together in one application. We are currently checking on this further as it would be beneficial to get some projects underway now which we can quickly commence and follow through with a subsequent application.

We have been advised that when the Federal Election is called the Australian Government enters a caretaker period which lasts until the election result is clear. Until then the Government refrains from implementing major decisions. It is likely that the implications for this program is that the Department will continue to take enquires and will continue to receive and assess applications. However, during caretaker the Programme Delegate will not approve any new grants until after the outcome of the election is known and any impact on the program determined.

The objectives of the program are to deliver support to targeted drought-affected regions of Australia by funding:

- *local community infrastructure and*
- *other drought relief projects.*

Funding will target infrastructure and other projects that:

- *provide employment for people whose work opportunities have been impacted by drought.*
- *stimulate local community spending.*
- *use local resources, businesses and suppliers.*
- *provide a long-lasting benefit to communities and the agricultural industries on which they depend.*

The intended outcomes of the program are to:

- *increase employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought.*
- *improve levels of economic activity in regions.*
- *increase productivity in regions.*
- *enable better retention of businesses, services and facilities.*

A copy of the Frequently Asked Questions relating to the programme is attached. An interesting point to note is that recently completed projects and current projects may be eligible.

An initial scan of potential projects has identified the following which depending on approvals or permission could be progressed if they meet the necessary criteria:

1. PWS Walking Track Upgrades (South Sister, St Patricks Head, Mathinna Falls, Evercreech Reserve). Road access to Meadstone Falls will require close investigation as this involves building a bridge.
2. St Marys Rivulet Wombat Walk.
3. Grey Mares Tail Falls and Car Park area upgrade.
4. Fingal tennis court replacement.
5. Fingal Park Shelter.
6. Mathinna street drains.
7. St Marys Recreation Ground resurfacing (potentially a watering system).
8. Fingal streetscape project.

The management team are currently reviewing programs and Local Township Plans. An update will be provided at the Council meeting.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Goal

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

Strategies

Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.

Key Focus Areas

Land Management

Develop the financial and human resources to undertake projects and activities which address environmental issues such as weeds and land degradation.

Goal

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

Strategies

- 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.

Key Focus Areas

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

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

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

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.

LEGISLATION & POLICIES:

Not Applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

No matching requirements from Council. Likely to have an impact on Council through increased project management and supervision requirements, particularly if there are a number of concurrent smaller projects.

VOTING REQUIREMENTS:

Simple Majority.



Frequently Asked Questions

Drought Communities Programme - Extension

1. What types of local community infrastructure/facilities/spaces will the programme support?

Examples of local community infrastructure/facilities/spaces include:

- bike paths
- skate parks
- foot paths
- street scapes
- community centres
- health centres
- recreational facilities
- parks
- sporting facilities
- stadiums, arenas
- libraries
- showgrounds
- caravan parks
- men's sheds
- roads.

This list is not exhaustive.

2. What types of projects could be undertaken at these local community infrastructure/facilities/spaces?

Example activities to repair, maintain, upgrade, construct and fit-out local community infrastructure/facilities/spaces include:

- lighting upgrades or new lighting
- fencing - around facilities, swimming pools
- solar panels
- drainage and watering systems
- amenities - drinking fountains, BBQs areas, park furniture, shelters, footpath renewal
- sport and recreational facilities - tennis courts, gymnasiums, scoreboards, medical equipment, golf clubs
- kitchen upgrades and/or repairs
- power connections at caravan sites
- improved disability access
- purchase of equipment - computers, televisions, furniture, fixture and fittings
- purchase of vehicles and trailers for community transport services, surf lifesaving, medical
- purchase of equipment for local State Emergency Service
- foot path renewal and beautification.

This list is not exhaustive.

Projects are expected to lead to the employment of locals.

8/04/2019



Frequently Asked Questions

3. What types of community events are supported under the programme?

A community event brings the community together in some way. For this programme the emphasis is around how locals will benefit from the event especially through employment opportunities and supporting mental health.

4. Can an eligible council work together with another eligible council to complete a project?

Yes. Provided both councils are eligible for the program. Each council would submit a separate application and reference the other council/s in their application. A project could be undertaken in partnership where each council would specify in their application their role in the project and their requested funding. If successful, each council would be contracted separately and required to report on their project.

The guidelines do not allow for joint applications (i.e. one application from multiple councils).

5. Are councils required to follow standard tendering and procurement processes?

Yes. Councils are required to be compliant with all relevant laws and regulations under this programme.

If the project requires a tender process to be completed, councils must adhere to that process. The timing available for the programme may restrict the types of projects that can be submitted.

6. Can councils replenish water tanks on private properties for human consumption?

No. Projects under this program are to provide relief and benefits to the wider community, not just individuals. Councils seeking funding for water carting or other water related projects would need to devise a strategy to allow the whole community to benefit - for example, a plan to allow a group of community members to replenish their water tanks.

7. Can councils establish new and/or expand bore holes on public properties?

Yes. This activity would be considered eligible. The bores holes would provide a benefit to the local community and locals/contractors can be employment and equipment sourced from local businesses to complete the work. An example would be the construction of a new bore water hole for the local park's amenities block.

8. Can councils use the grant funding to refurbish and/or revamp shop fronts located in the main town centre with the work being carried out by local workers?

Yes. This would be eligible. This project would lead to the employment of local people in the area and could encourage more visitors to the town to contribute to the economic activity of the region.

8/04/2019



Frequently Asked Questions

- 9. Can grant funds be used towards an Undergraduate Scholarship Programme? For example, targeting talented students from rural / farm backgrounds who otherwise will not be able to pursue their academic studies as a consequence of the drought.**

Maybe. This activity does not meet project requirements unless it: leads to the employment of locals, contributes to the economic activity of the community, and/or leads to the retention of businesses, services and facilities. Councils would need to put forward a detailed description as to how the project benefits the broader community.

- 10. What is covered in the definition “community facilities”, would employee or community housing be classed a community facilities? For example, a remote council that provides housing to in order to attract new employees or provide community housing for rent to community members.**

No. This activity does not meet project requirements unless it: leads to the employment of locals, contributes to the economic activity of the community, and/or leads to the retention of businesses, services and facilities.

The programme will not fund the purchase of existing buildings. The programme will not fund projects that benefit the council and not the community.

- 11. The impact of the drought has caused additional sedimentation loads resulting in water treatment issues, with existing filtration equipment being unable to cope. Would a project to improve the filtration process be considered eligible?**

Maybe. Councils would need to put forward a detailed description on how the project benefits the broader community. This activity does not meet project requirements unless it; leads to employment of locals, contribute to the economic activity of the community, and/or lead to the retention of businesses, services and facilities.

- 12. Can councils, through a planned community initiative, provide ‘voucher/gift cards’ to spend within the local region? These programs allow cards (e.g. eftpos or other types of cards) to be loaded with funds and then utilised solely within the local community/shire?**

No. The intent of the Drought Communities Programme - Extension is to support local community infrastructure and other drought relief projects.

Support of this type (vouchers/gift cards) for communities impacted by drought is being delivered through the Drought Community Support Initiative Programme. More information can be found [here](#).

- 13. Can councils provide funding to the local community to subsidise payment of council and water rates?**

No. Providing rate relief is not eligible under the programme. The intent of the programme is to provide funding for projects expected to: lead to the employment of locals, contribute to the economic activity of communities/regions, or lead to the retention of business, services and facilities.

8/04/2019

Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2015 that Council move into Closed Council.

IN CONFIDENCE

04/19.17.0 CLOSED COUNCIL

04/19.17.1 Confirmation of Closed Council Minutes – Council Meeting 18 March 2019

04/19.17.2 Outstanding Actions List for Closed Council

04/19.17.3 Contract 030\001\112\ - St Helens MTB Trail Network Town Link Boardwalk and Platforms - Closed Council Item Pursuant To Section 15(2)D Of The Local Government (Meeting Procedures) Regulations 2015

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