Break O'Day
COUNCIL

COUNCIL MEETING AGENDA

Monday 15 July 2019
Council Chambers, St Helens

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

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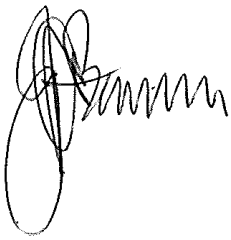
NOTICE OF MEETING

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 July 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.



JOHN BROWN
GENERAL MANAGER
Date: 8 July 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.

07/19.1.0 ATTENDANCE

07/19.1.1 Present

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

07/19.1.2 Apologies

Councillor Glenn McGuinness

07/19.1.3 Leave of Absence

Nil.

07/19.1.4 Staff in Attendance

General Manager, John Brown
Executive Assistant, Angela Matthews

07/19.2.0 PUBLIC QUESTION TIME

07/19.3.0 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.

07/19.4.0 CONFIRMATION OF MINUTES

07/19.4.1 Confirmation of Minutes – Council Meeting 24 June 2019

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 24 June 2019 be confirmed.

07/19.5.0 COUNCIL WORKSHOPS HELD SINCE 24 JUNE 2019 COUNCIL MEETING

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

- Policy Review – AM11 Roads Infrastructure Policy
- Extension of Free Green Waste Days
- Request for Council Support – Dragon Trail MTB Event
- St Helens Point Progress Association – Request for Annual Funding
- Portland Hall & Memorial Park Re-Roofing Project
- Draft Local Provisions Schedule (LPS) Project
- 2 Falmouth Street, St Helens - Variation on Sealing of Road Frontage for Proposed 3 Lot Subdivision
- Policy – LG06 Employee Recognition Policy

07/19.6.0 PLANNING AUTHORITY

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

07/19.6.1 DA 124-2017 – Legalisation of Studio, Shed & New Dwelling – 585 Elephant Pass Road, St Marys

ACTION	DECISION
PROPONENT	G A Pascoe and C Hall-Pascoe
OFFICER	Rebecca Green, Planning Consultant
FILE REFERENCE	DA 124-2017
ASSOCIATED REPORTS AND DOCUMENTS	Plans and Elevations Wastewater Report and Design (Amended) Bushfire Report AS2870-1996 Site Assessment Representation (1) Applicant's Response to Representation

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 **Legalisation of Studio & Shed & New Dwelling** on land situated at **585 Elephant Pass Road, St Marys (access over Crown Land and CT 30144/1)** described in Certificate of Title CT 244717/1 be **APPROVED** subject to the following conditions:

1. Development must accord with the Development Application DA 124-2017 received by Council 6 May 2019 and 7 May 2019, together with all submitted documentation received and forming part of the development application, except as varied by conditions of this Planning Permit.

2. Effluent disposal is subject to a technical assessment and issue of a Plumbing Permit by Council's *Plumbing Permit Authority.*

3. All runoff from the buildings must be disposed of within the confines of the property by means that will not result in soil erosion or other stormwater nuisance.

4. The driveway must be maintained in a manner that ensures sediment is neither tracked nor eroded across the property boundary.

5. 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:

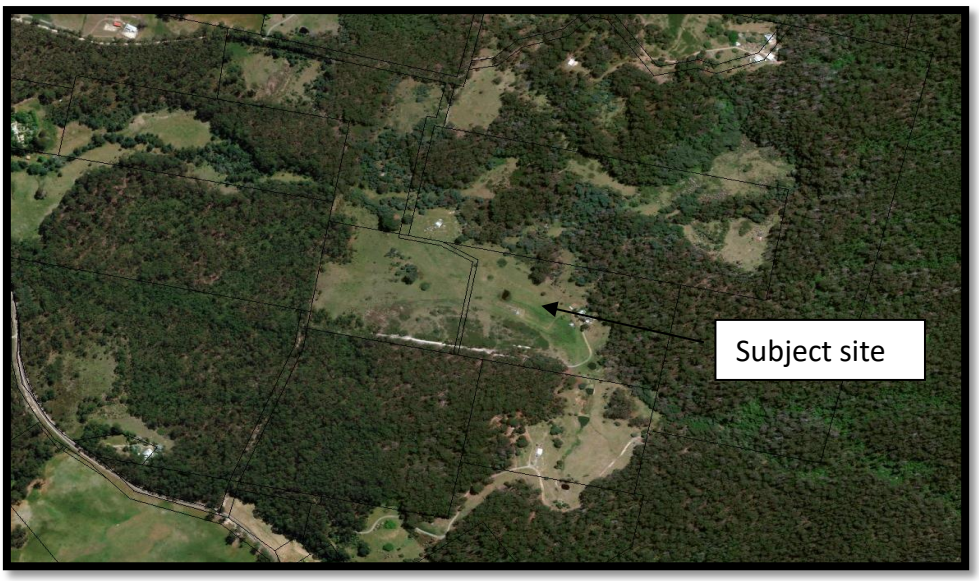
- The introduction of non-native plant species and plant species not of local provenance should be avoided and environmental weeds regularly monitored and targeted for removal.

- 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:

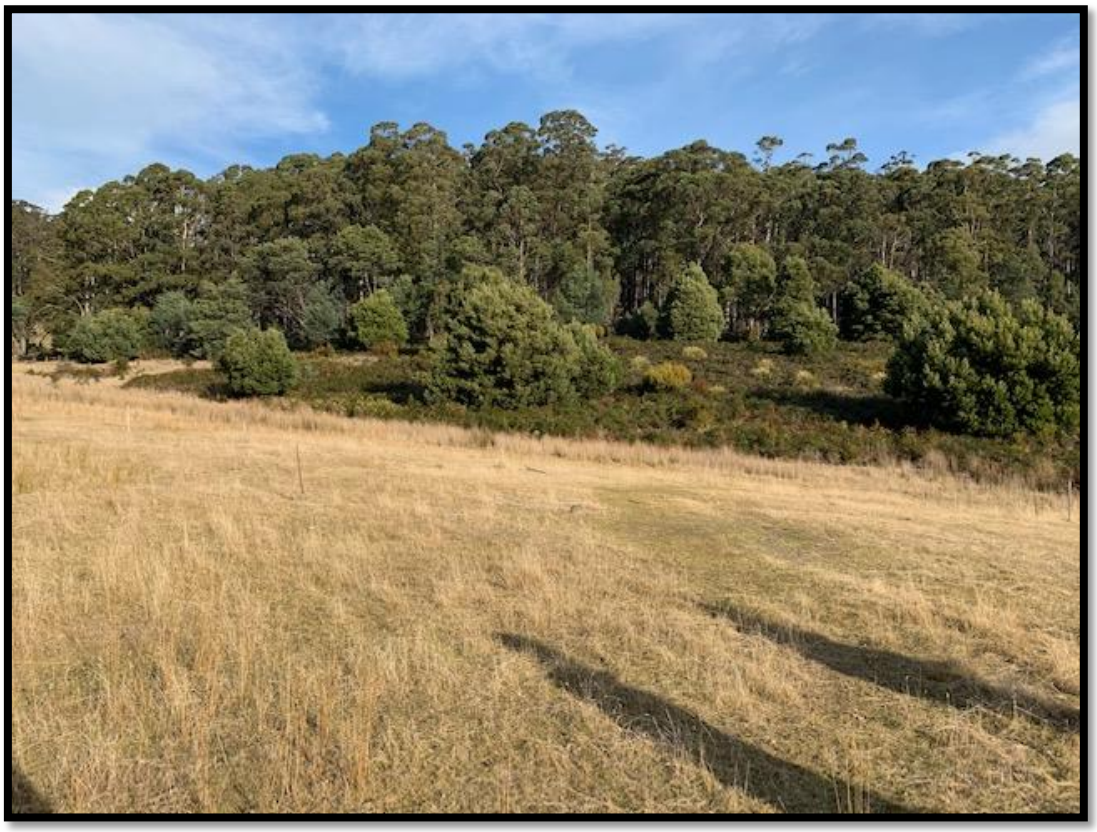
Application is made for the legalisation of a studio and shed and use and construction of a new dwelling at 585 Elephant Pass Road, St Marys. Access to the site is via an existing formed access partly over private property (CT 30144/1) as well as Crown Land road reservation. Crown Land consent to the making of the application and also notification to the private landowner of CT 30144/1 was provided with the application.



Existing access from Elephant Pass Road

Looking south-east toward location of new dwelling

Looking north-west from dwelling location



Looking south-west from dwelling location

Shed to be considered for retrospective approval

Building to be used as Art Studio for consideration of retrospective approval

PREVIOUS COUNCIL CONSIDERATION:

Not applicable.

OFFICER'S REPORT:

1. The Proposal

Break O'Day Council received an application on 3 August 2017 from Guy Pascoe for the use and construction of a new dwelling and legalisation of shed and studio. Further to receipt of additional information this original application was advertised 6-24 April 2019. One (1) representation was received. Upon review of this information, the applicant then amended their application to consider access over private property and additional on-site wastewater management design information, and the amended application was submitted by G A Pascoe and C Hall-Pascoe.

The amended application was submitted 6 May and 7 May 2019, and forms the basis of this assessment.

585 Elephant Pass Road is a lot of approximately 20.46ha, mainly cleared of vegetation. Adjoining titles are predominantly vacant bushland with residential properties to the south and east of the subject site partially protected by Private Conservation Reserves. The lower western end of the property is subject to poor drainage and the dwelling has been sited centrally to gain full access to northerly sunlight and open space. No vegetation is proposed to be removed.

The proposal is to construct a new single dwelling comprising an open plan foyer, living, kitchen and dining. One (1) main bedroom with walk-in robe as well as a study is proposed. A bathroom including flushing toilet is contained within the main structure. Decking surrounding the dwelling leads to an amenities annex, containing a compos toilet, laundry and mechanical room. The dwelling will be constructed of timber frame, hardwood cladding and custom orb roof sheeting.

An existing building presently occupied will be converted and used as an art studio for the occupants of the dwelling on site. This structure will be temporarily occupied during the construction of the new dwelling, and upon occupancy of the new build will convert to an outbuilding. This structure will comprise an art studio, lunch room, sitting room, and a watercolour extension with a library in the loft on the upper level. Additional ancillary structures include a store and ablutions comprising a compost toilet and hay barn and sheds. A new grey water system is proposed to be installed to manage wastewater from the existing buildings, with a new grey and black water system proposed to be installed to manage wastewater from the new dwelling on site.

2. Applicable Planning Scheme Provisions

Part 26 Rural Resource Zone
E4 Road and Railway Assets Code
E6 Car Parking and Sustainable Transport Code
E9 Water Quality Code
E16 On-Site Wastewater Management Code

3. Referrals

A site inspection was undertaken by Council's Consultant Planner and Council's Environmental Health Officer following receipt of the one (1) representation.

The application was referred to Council's Environmental Health Officer who provided the following comments:

1. *Studio - The representor raises concerns about a build-up of pathogens being flushed into the creek from the disposal area in the event of a heavy downpour. The system design detail prescribes the disposal of lower risk grey wastewater, to a depth of 450mm below the surface of the ground. The pathogen scavenging action of the soil and evaporation of moisture during dry periods will effectively neutralise pathogen viability, this is the basic premise of how the system works. In the event there is a significant rain event there would need to be full saturation of the soil to a depth of 450mm to possibly cause any remaining viable pathogens, that have remained in solution, to rise to the surface and flow almost 100m overland into the creek.*

2. *The <u>likelihood</u> of failure of the trenches associated with the studio as a result of heavy rain is addressed above and for the reasons described above it is considered the risk of this event occurring is very low. Consideration of the <u>consequence</u> of small amount of contaminated grey water entering and significantly increasing the contaminant load of a flooded creek is considered extremely minor, therefore the risk of an adverse outcome is considered low risk.*

3. *The design of the infiltration trenches associated with the new dwelling are in accordance with the Australia/New Zealand Standard 1547:2012. This standard requires a design by a suitable qualified person which the applicant has provided. The design must also satisfy the Director's Guidelines for On-site Wastewater Management Systems, which is has. The question of overland flows is addressed in the design by the acknowledgment of an open drainage channel above the land application area that will divert overland flows away from the land application area with instruction to construct clay lined diversion trenches if overland flows are detected from any other source. The design of the system is such that effluent is disposed of under a layer of soil, geo-fabric and grass, over the top of deep soils. The evapo-transpiration system will ensure that very little effluent remains in an aqueous form and so for rain events to create flows that both saturate the soil to allow flowing water through the system and sufficient liquid remaining in the pipes to be washed out, is minimal. It must also be considered that the dwelling has a composting toilet as well as a flush toilet and the owners will preferentially use the composting toilet so black water loads will be lower than designed for.*

4. Assessment

The application has met the acceptable solutions for all issues, except for reliance upon five (5) performance criteria as detailed below;

1) 26.2 Use Table – Discretionary Use – single dwelling
2) & 3) 26.3.2 Dwellings P1.1b) and P1.2
4) 26.4.1 Building Location and Appearance P2 (<200m building setback – sensitive use)
5) E16.7.2 Surface and Ground Water Impacts P1

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.**

26 Rural Resource Zone

The proposed use fits the use class of Residential, being single dwelling, which is a Discretionary use within the Rural Resource 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."

26.3 Use Standards

26.3.1 Discretionary Uses if not a single dwelling

Not applicable. This qualified discretionary application is for a single dwelling only.

26.3.2 Dwellings

Acceptable Solutions/Performance Criteria	Proposed Solutions
P1.1 A dwelling may be constructed where it is demonstrated that: a) it is integral and subservient to resource development, as demonstrated in a report prepared by a suitably qualified person, having regard to: i) scale; and ii) complexity of operation; and iii) requirement for personal attendance by the occupier; and iv) proximity to the activity; and v) any other matters as relevant to the particular activity; or b) the site is practically incapable of supporting an agricultural use or being included with other land for agricultural or other primary industry use, having regard to: i) limitations created by any existing use and/or development surrounding the site; and ii) topographical features; and iii) poor capability of the land for primary industry operations (including a lack of capability or other impediments); and P1.2 A dwelling may be constructed where it is demonstrated that wastewater treatment for the proposed dwelling can be achieved within the lot boundaries, having regard to the rural operation of the property and provision of reasonable curtilage to the proposed dwelling.	P1.1 The applicant has demonstrated the dwelling will be constructed: b) on land classified as Class 5 and Class 6 under the DPIPWE Modelled Land Capability Classification System. Such land is only marginally suited to grazing activities due to severe limitation, has low productivity, high risk of erosion, low natural fertility that severely restricts agricultural use. Therefore, the site is deemed to be practically incapable of supporting an agricultural use or being included with other land for agricultural or other primary industry use. and P1.2 The dwelling will be constructed on an approximately 20.46ha lot and will therefore be able to provide a wastewater treatment system that can dispose of the generated dwelling waste within the lot boundaries and not adversely impact upon the rural operations of adjoining properties. Performance criterion met.

26.3.3 Irrigation Districts – not applicable.

26.4 Development Standards

26.4.1 Building Location and Appearance

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1 Building height must not exceed: a) 8m for dwellings; or b) 12m for other purposes.	A1 Maximum building height will be less than 8m. Acceptable solution met.

Acceptable Solutions/Performance Criteria	Proposed Solutions
P2 Buildings must be setback so that the use is not likely to constrain adjoining primary industry operations having regard to: a) the topography of the land; and b) buffers created by natural or other features; and c) the location of development on adjoining lots; and d) the nature of existing and potential adjoining uses; and e) the ability to accommodate a lesser setback to the road having regard to: i) the design of the development and landscaping; and ii) the potential for future upgrading of the road; and iii) potential traffic safety hazards; and iv) appropriate noise attenuation.	P2 As the minimum boundary setback will be less than 200m from the Rural Resource Zone, the application is discretionary. The applicant has demonstrated this reduced setback is not likely to constrain adjoining primary industrial operations having regard to: a) the topography of the land; and b) buffers created by natural or other features; and c) the location of development on adjoining lots; and d) the nature of existing and potential adjoining uses; and e) the ability to accommodate a lesser setback to the road having regard to: i) the design of the development and landscaping; and ii) the potential for future upgrading of the road; and iii) potential traffic safety hazards; and iv) appropriate noise attenuation. Performance criterion met.
A3 Where a development is part of a larger complex, each component of the development must be connected by walking tracks.	A3 Not applicable. The proposed development is not a part of a larger complex.

26.4.2 Subdivision

Not applicable. This application does not propose a subdivision.

26.4.3 Tourist Operations

Not applicable. This application does not propose a tourist operation.

E4 Road and Railway Assets Code

The existing property access is available over the subject site, Crown Land and private property identified in CT 30144/1. The access is appropriate and adequate for the use and no further upgrade is necessary or required.

E4.6 Use Standards

E4.6.1 Use and road or rail infrastructure

Acceptable Solutions	Proposed Solutions
A1 Sensitive use on or within 50m of a category 1 or 2 road, in an area subject to a speed limit of more than 60km/h, a railway or future road or railway, must not result in an increase to the annual average daily traffic (AADT) movements to or from the site by more than 10%.	A1 The proposal will not increase the annual daily traffic movements at Elephant Pass Road access by more than 10%. Acceptable solution met.
A2 For roads with a speed limit of 60km/h or less the use must not generate more than a total of 40 vehicle entry and exit movements per day	A2 The use will not generate more than average 8-9 vehicle movements per day as a single dwelling. Acceptable solution met.

Acceptable Solutions	Proposed Solutions
A3 For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic (AADT) movements at the existing access or junction by more than 10%.	A3 The proposal will not increase the annual daily traffic movements at Elephant Pass Road access by more than 10%. Acceptable solution met.
A4 Use serviced by a side road from a deficient junction (refer E4 Table 2) is not to create an increase to the annual average daily traffic (AADT) movements on the side road at the deficient junction by more than 10%.	A4 Not applicable. The property is not accessed off a side road from a deficient junction.

E4.7 Development Standards

E4.7.1 Development on and adjacent to Existing and Future Arterial Roads and Railways

Acceptable Solutions	Proposed Solution
A1 The following must be at least 50m from a railway, a future road or railway, and a category 1 or 2 road in an area subject to a speed limit of more than 60km/h: a) new road works, buildings, additions and extensions, earthworks and landscaping works; and b) building envelopes on new lots; and c) outdoor sitting, entertainment and children's play areas	A1 The proposed development and works is not within 50m of a railway, future road or railway or a category 1 or 2 road.

E4.7.2 Management of Road Accesses and Junctions

Acceptable Solutions	Proposed Solutions
A1 For roads with a speed limit of 60km/h or less the development must include only one access providing both entry and exit, or two accesses providing separate entry and exit.	A1 The development is proposed to use the existing access point. Acceptable solution met.
A2 For roads with a speed limit of more than 60km/h the development must not include a new access or junction.	A2 The development is proposed to use the existing access point. Acceptable solution met.
A3 Accesses must not be located closer than 6m from an intersection, nor within 6m of a break in a median strip.	A3 The development is proposed to use the existing access point. Acceptable solution met.

E4.7.3 Management of Rail Level Crossings

Not applicable. The development site is not on or near a railway or rail level crossing.

E4.7.4 Sight Distance at Accesses, Junctions and Level Crossings

Acceptable Solutions	Proposed Solution
A1 Sight distances at a) an access or junction must comply with the Safe Intersection Sight Distance shown in Table E4.7.4; and b) rail level crossings must comply with *AS1742.7 Manual of uniform traffic control devices - Railway crossings*, Standards Association of Australia; or c) If the access is a temporary access, the written consent of the relevant authority has been obtained.	A1 Adequate sight distances are provided in accordance with the Safe Intersection Sight Distances shown in Table E4.7.4.

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 Two car spaces are provided within the site. 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 All car parking, access strips manoeuvring and circulation spaces will be: a) formed to an adequate level and drained; and b) not applicable; and c) not applicable. Acceptable solution met.

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	A1.1 Not applicable. This application does not require or propose 4 or more spaces; 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.	A1.2 Not applicable. The development site is located within the Rural Resource Zone.

Acceptable Solutions	Proposed Solutions
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 A2.2 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*.	A2.1 The car parking and maneouvring space will: a) have a gradient of 10% or less; and b) Not applicable; 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 two 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 A2.2 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*.

E6.7.3 Parking for Persons with a Disability

Not applicable. The provision of disabled parking is not required for this application.

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

Not applicable. Delivery vehicles for uses other than Residential, will not be delivering on-site.

E6.8 Provisions for Sustainable Transport

E6.8.5 Pedestrian Walkways

Not applicable. This application is not required to provide pedestrian walkways.

E8 Biodiversity Code

The applicant has confirmed this proposal does not require any vegetation to be removed.

E9 Water Quality Code

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 No native vegetation is proposed to be removed. The proposal complies with the Acceptable Solution.
A2 A wetland must not be filled, drained, piped or channelled.	A2 Not applicable. No alteration is proposed.
A3 A watercourse must not be filled, piped or channelled except to provide a culvert for access purposed.	A3 Not applicable. No alteration is proposed.

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 contained stormwater within the site.	A1 c) Rainwater from the proposed development is to be harvested from the building roof and stored in a water storage tank with overflow direct to absorption on site. The proposal complies 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 No point source discharge is proposed. A2.2 Not applicable. The proposal complies with the Acceptable Solution.
A3 No acceptable solutions. P3 Quarries and borrow pits must not have a detrimental effect on water quality or natural processes.	P3 Not applicable.

E9.6.3 Construction of Roads

Acceptable Solutions	Proposed Solutions
A1 A road or track does not cross, enter or drain to a watercourse or wetland.	A1 No new access is proposed that will cross, enter or drain to a watercourse or wetland. The proposal complies with the Acceptable Solution.

E9.6.4 Access

Acceptable Solutions	Proposed Solutions
A1 No acceptable solution. P1 New access points to wetlands and watercourses are provided in a way that minimises: a) Their occurrence; and b) The disturbance to vegetation and hydrological features from use or development.	P1 Not applicable.
A2 No acceptable solution. P2 Accesses and pathways are constructed to prevent erosion, sedimentation and siltation as a result of runoff or degradation of path materials.	P2 Not applicable.

E9.6.5 Sediment and Erosion Control – not applicable.
E9.6.6 Water Catchment Areas – not applicable.

E.16 On-Site Wastewater Management Code

E16.6 Use Standards

E16.6.1 Use and lot size

Acceptable Solutions	Proposed Solutions
A1 Residential uses that rely on onsite wastewater management must: a) be on a site with minimum area of 2,000m^2; and b) have four bedrooms or less.	A1 The proposed dwelling will be on an approximate 20.46ha site and contain less than four bedrooms. Acceptable solution met.
A2 Non-residential uses that rely on onsite water management must be on a site with minimum area of 5,000m^2.	A2 Not applicable. This application is for a Residential Use only.

E16.7 Development Standards

E16.7.1 Onsite Wastewater Management

Acceptable Solutions	Proposed Solutions
A1 A minimum horizontal separation of 3m must be provided between onsite wastewater management infrastructure and buildings and structures.	A1 The applicant has demonstrated a minimum horizontal separation of 3m will be provided between onsite wastewater management infrastructure and buildings and structures. Acceptable solution met.
A2 A minimum horizontal separation of 3m must be provided between onsite wastewater management infrastructure and the following: a) hardstand and paved areas; b) car parking and vehicle manoeuvring areas; and c) title or lot boundaries;	A2 The applicant has demonstrated a minimum horizontal separation of 3m will be provided between onsite wastewater management infrastructure and the following: a) hardstand and paved areas; b) car parking and vehicle manoeuvring areas; and c) title or lot boundaries; Acceptable solution met.
A3 Private Open Space must not be used for surface irrigation of treated wastewater.	A3 Private Open Space will not be used for surface irrigation of treated wastewater. Acceptable solution met.
A4 Onsite waste water management infrastructure must be on lots with an average slope of 10% percent or less.	A4 Onsite waste water management infrastructure will be on land with an average slope less than 10%. Acceptable solution met.

E16.7.2 Surface and ground water impacts

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1 Onsite wastewater management infrastructure must have a minimum separation distance of 100m from a wetland or watercourse or coastal marine area. P1 Onsite wastewater management infrastructure within 100m of a wetland or watercourse or coastal marine area must have no detrimental impacts on the water quality or integrity of the wetland or watercourse or coastal marine area.	A1 Onsite wastewater management infrastructure will be within 100m of a watercourse. The amended waste-water disposal report prepared by Ken Walters dated 1st May 2019 provides information addressing the performance criteria further. The actual slopes on the site chosen for wastewater management flow away from the watercourse location. An existing unapproved management system will be replaced for grey water only, and a new greywater and blackwater system further away from the watercourse is also proposed to service the new dwelling. Council's Environmental Health Officer has also provided commentary in relation to this matter in the referrals section of this report, noted above. Performance criterion met.
A2 Onsite wastewater management infrastructure must have a minimum separation distance of 50m from a downslope bore, well or other artificial water supply.	A2 There is more than 50m separation from an artificial water supply structure to the disposal area. Acceptable solution met.
A3 Vertical separation between groundwater and the land used to apply effluent, including reserved areas, must be no less than 1.5m.	A3 The location of the absorption area will have a minimum vertical separation between groundwater and the land used to apply effluent, including reserved areas, in excess of 1.5m. Acceptable solution met.
A4 Vertical separation between a limiting layer and the land used to apply effluent, including reserved areas, must be no less than 1.5m.	A4 The location of the absorption area will have a minimum vertical separation between a limiting layer and the land used to apply effluent, including reserved areas in excess of 1.5m. Acceptable solution met.

5. Representations

The application was advertised 18 May 2019 to 31 May 2019 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. One (1) representation was received prior to the closing date and time. The representation is as follows: -

Representation 1	Response
Concern in relation to design of the wastewater infrastructure design, including impacts on the creek.	A condition will require a plumbing permit as part of the building application phase for further consideration of the on-site wastewater management infrastructure. The proposal meets the requirements of E16 On-site Wastewater Management Code as detailed above. Council's Environmental Health Officer has also reviewed the application and representation and provides comments earlier within this report. A response to the representor's concerns has also been provided by Ken Walter. It is considered that with appropriate conditions and subsequent approvals the proposal can ameliorate the concerns raised in the representation.

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 five (5) Performance Criterion; the received representation has 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

07/19.6.2 DA 260-2018 – Community Park Facility & Associated Car Parking, Groom Street St Marys

ACTION	DECISION
PROPONENT	Paul Aulich
OFFICER	Rebecca Green, Planning Consultant
FILE REFERENCE	DA 260-2018
ASSOCIATED REPORTS AND DOCUMENTS	Plans and Details Written Submission Preamble to the Development Application Certificate of Title General Manager's consent to application (dated 20 May 2019) TasWater Submission to Planning Authority Notice 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 **Community Park Facility and Associated Car Parking** on land situated at **Groom Street, St Marys including Car Parking within Groom Street Road Reservation** described in Certificate of Title CT 48419/1 be **APPROVED** subject to the following conditions:

1. Development must accord with the Development Application DA 260-2018 received by Council 20 May 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 works must be in accordance with the conditions of the Submission to Planning Authority Notice by TasWater, TWDA 2019/00704-BODC as attached to this permit.

3. All stormwater runoff from the proposed development 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.

4. No works are to commence on the carparking and associated works within Groom Street road reservation until a permit to undertake works in the road reservation has been issued by Council's Works Manager for the crossover (application attached).

5. 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.

6. 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.

- 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 multi-purpose outdoor recreation area to be located on land situated on the corner of Groom Street and Story Street, St Marys. The land area comprises 7003m^2 and is predominantly open grasslands, with exercise equipment located in the north-eastern portion of the site. This land was gifted to the Break O'Day Council for the purpose of the St Marys Community Space project.

PREVIOUS COUNCIL CONSIDERATION:

DA155-2018 on the subject site for a very similar proposal was withdraw following receipt of representations and re-design of car parking requirements of Council.

OFFICER'S REPORT:

1. The Proposal

Break O'Day Council received an application on 20 May 2019 from Paul Aulich, who acts on behalf of the St Marys Community Space Association Inc. for the development of a community park located on the corner of Groom Street and Story Street, St Marys. The owner of the land is Break O'Day Council and consent of the General Manager, John Brown was provided with the application.

The development proposed a skate park, a bike track, a play area including an all abilities swing set, retention of the existing outdoor fitness equipment, a barbeque shelter and picnic area. The proposal will provide for recreational facilities for all members of the public, as it is a proposed multi-use site.

The proposal will be constructed in stages, as and when funding for the various components is secured by the St Marys Community Space Association Inc. The project will be landscaped once all the building works have been undertaken and screening is to be provided through the provision of fencing to a neighbouring property.

2. Applicable Planning Scheme Provisions

Part 10 General Residential Zone
E6 Car Parking and Sustainable Transport Code
E9 Water Quality Code

3. Referrals

The application was referred to Council's Infrastructure Department and comment was provided on 23 May 2019 as follows:

> *They will need to apply for a permit (application attached) before commencing any work in the road reservation (e.g. parking).*

Further advice was provided that Council officers had received the proposed parking previously and have no further comments.

4. Assessment

The application has met the acceptable solutions for all issues, except for reliance upon one (1) performance criteria as detailed below;

3) 10.4.16.1 Stormwater Disposal P1

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 Passive Recreation, being a public park and playground, which is a No Permit Required use within the General Residential Zone. The application was discretionary due to reliance upon performance criteria only.

Passive Recreation as defined by the Scheme means:

> "use of land for informal leisure and recreation activities principally conducted in the open. Examples include public parks, gardens and playgrounds, and foreshore and riparian reserves."

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 no permit required 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.

Acceptable Solutions	Proposed Solutions
A3 If for permitted or no permit required uses.	A3 The proposed development is for a no permit required 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.

10.4.2 Setbacks and building envelopes for all dwellings – not applicable, no dwelling proposed.

10.4.3 Site Coverage and private open space for all dwellings – not applicable, no dwelling proposed.

10.4.4 Sunlight and overshadowing for all dwellings – not applicable, no dwelling proposed.

10.4.5 Width of openings for garages and carports for all dwellings – not applicable, no dwelling proposed.

10.4.6 Privacy for all dwellings – not applicable, no dwelling proposed.

10.4.7 Frontage fences for all dwellings – not applicable, no dwelling proposed.

10.4.8 -10.4.15 – Not applicable.

10.4.16.1 Stormwater Disposal

Acceptable Solutions/Performance Criteria	Proposed Solutions
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. P1 Stormwater must be managed on the site so that is does not cause pollution, soil erosion or flooding to adjacent lots.	P1 The proposal is not to direct stormwater into a storage tank and on site and hence relies upon assessment against the performance criteria. Stormwater from the development is to be managed within the site so that it will not cause pollution, soil erosion or flooding to adjacent lots. This is to be achieved by the placement of the infrastructure and the addition of further landscaping once construction has been completed. With appropriate conditions placed on an approval, the proposal can **meet** the **performance criteria.**

10.4.16.2 Filling of Sites

Acceptable Solutions	Proposed Solutions
A1 Fill must be: a) No more than 50m^3; and b) Clean fill; and c) Located more than 2m from any boundary.	A1 Proposal complies with acceptable solution.

E6 Car Parking and Sustainable Transport Code

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Acceptable Solutions	Proposed Solutions
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 Passive Recreation does not have specific parking requirements. The proposal complies.

E6.7 Development Standards

E6.7.1 Construction of Car Parking Spaces and Access Strips

Acceptable Solutions	Proposed Solutions
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; ad c) Except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces.	A1 The proposal complies.

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 and A1.2 No parking is proposed within the boundaries of the site, on-street parking is proposed.
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 of 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 A2.2 The layout of car spaces and access ways must be designed in accordance with *Australian Standards AS2890.1 – 2004 Parking Facilities, Part 1: Off Road Car Parking.*	A2.1 No parking is proposed within the boundaries of the site, on-street parking is proposed.

E6.7.3 Parking for Persons with a Disability

Acceptable Solutions	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 Proposal complies with acceptable solution.
A2 One of every 20 parking spaces or part thereof must be constructed and designated for use by persons with disabilities in accordance with *Australian Standards AS/NZ 2890.6 2009.*	A2 Although Passive Recreation use class does not require any parking, one space is to be constructed and designated for use by persons with disabilities in accordance with *Australian Standards AS/NZ 2890.6 2009.*

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

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

E6.8 Provisions of Sustainable Transport

E6.8.5 Pedestrian Walkways

Acceptable Solutions	Proposed Solutions
A1 Pedestrian access must be provided for in accordance with Table E6.5.	A1 Proposal complies.

E9 Water Quality Code

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 No native vegetation is proposed to be removed. The proposal complies with the Acceptable Solution.
A2 A wetland must not be filled, drained, piped or channelled.	A2 Not applicable. No alteration is proposed.
A3 A watercourse must not be filled, piped or channelled except to provide a culvert for access purposed.	A3 Not applicable. No alteration is proposed.

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 contained stormwater within the site.	A1 c) Stormwater from the proposed development is to be contained within the site. The proposal complies 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 No point source discharge is proposed. A2.2 Not applicable. The proposal complies with the Acceptable Solution.

Acceptable Solutions	Proposed Solutions
A3 No acceptable solutions. P3 Quarries and borrow pits must not have a detrimental effect on water quality or natural processes.	P3 Not applicable.

E9.6.3 Construction of Roads

Acceptable Solutions	Proposed Solutions
A1 A road or track does not cross, enter or drain to a watercourse or wetland.	A1 No new access is proposed that will cross, enter or drain to a watercourse or wetland. The proposal complies with the Acceptable Solution.

E9.6.4 Access

Acceptable Solutions	Proposed Solutions
A1 No acceptable solution. P1 New access points to wetlands and watercourses are provided in a way that minimises: a) Their occurrence; and b) The disturbance to vegetation and hydrological features from use or development.	P1 Not applicable.
A2 No acceptable solution. P2 Accesses and pathways are constructed to prevent erosion, sedimentation and siltation as a result of runoff or degradation of path materials.	P2 Not applicable.

E9.6.5 Sediment and Erosion Control – not applicable.
E9.6.6 Water Catchment Areas – not applicable.

5. Representations

The application was advertised 25 May 2019 to 7 June 2019 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. Two (2) representations were received prior to the closing date and time. The issues raised within the representations are as follows: -

Issue	Response
Use is Sport and Recreation and not Passive Recreation and therefore a prohibited use	The use of the site best fits the Passive Recreation use class in accordance with Clause 8.2 of the *Break O'Day Interim Planning Scheme 2013*, and also is the present use of the site. The use is for a public park, including a playground, with all use and development associated with and a subservient part of this use class. Although the application states that events will be held on site, including those engaging in sport and culture, these events will be considered within the definitions of the Planning Scheme as Occasional Use in accordance with Clause 5.1.

	Passive Recreation and Sports and Recreation have similarities between the use classifications: a) They both cater for leisure and recreational activities; and b) They may both be carried out in the open. The difference between the two use classifications are: a) Sports and recreation activities are organised or competitive; passive recreation activities will be informal; b) Sports and recreation also include sporting activities; passive recreation does not, the skate park area is subservient to the overall playground, including bike track and public park; and c) The examples of sports and recreation activities are structured, formal facilities which allow people to use them for a limited function. Sports and recreation would normally be: a) Only open during limited hours; b) Subject to an entry fee; c) Overseen by some sort of on-site manager; d) Subject to a formal set of rules for the use of the facility; e) Have club rooms – such as a golf course or athletics centre; f) Require regular maintenance; g) Allow for single or limited number of activities, many of which are governed by an extensive set of rules. The proposed activities do not fit within this description. Instead, the proposal is: a) Accessible at all hours, restricted only by situations such as visibility and weather conditions; b) Not subject to an entry fee; c) Not actively managed on a day-to-day basis by anyone; d) Not subject to a formal set of rules; e) There are no club rooms and only minimal facilities; f) Once established, there will be minimal maintenance required (little to no more required than currently undertaken on site); and g) Able to be used by all community members, none of which are limited by teams, times or scores.

Issue	Response
Incomplete application, missing consent of General Manager, copy of title, full description of the proposed use or development.	The application was made with the consent of the landowner in accordance with Section 52(1B) of the *Land Use Planning and Approvals Act 1993*. The application form was signed together with provision of written consent of Council's General Manager. A full copy of the title was also submitted together with the application. Public notification of the application provided and stated that plans and documents could be inspected at the Council Office during the public exhibition period and was available for inspection by the representors if they requested to view this information. No request to view this information by the representors were made to the knowledge of the author of this report. The application did not lack this information, the application is considered therefore to be valid. Council officer's are satisfied that the information submitted and forming part of the application and assessment and subsequently advertised including Preamble to the Development Application, Planning Scheme Response, and plans and details provided a full description of the proposed use and development and a description of the manner in which the proposed use and development will operate.
Property damage and antisocial behaviour and security concerns	The matter is not a consideration of the Planning Scheme. It is noted that throughout the design and planning process the applicant worked with the local police. The proposal is for an open plan park which eliminated the places for children to hide away from the public eye. This is a matter outside the scope of the application in relation to an issue that is for police consideration. It is further noted that no lighting is proposed and therefore use is expected to be limited to day light hours by way of visibility.
Lack of amenities and no toilets are proposed	Toilets do not form a part of this application. The applicant has advised that there will be plans in the future and these are likely to be subject to a separate development application. No further consideration of this matter is required.
Property devaluation concerns	The matter is not a consideration of the Planning Scheme.
Noise concerns	The use is a no permit required use in the zone. The only performance criteria that the proposal relied upon was in relation to stormwater. No noise impact assessment was requested as there is no performance criteria being relied upon in terms of assessment that requires such documentation. Although hours of use are likely to be restricted to daylight hours by way of no provision of lighting, there is no restriction to be imposed on such a facility and cannot be managed as it is an existing unrestricted public space. Any occasional activities are exempt under Clause 5.1 of the Planning Scheme and cannot be restricted by way of any condition on a planning approval.

Issue	Response
Visual impact concerns	The use is a no permit required use in the zone. The only performance criteria that the proposal relied upon was in relation to stormwater. No performance criteria or provision in the planning scheme relevant to the proposal relates to visual impact. The applicant has discussed the use of a boundary fence with the representor in the past. The application does detail that fencing and landscaping will be implemented following construction, and any fencing on a side boundary is not a provision consideration of the planning scheme. It is noted that existing fencing and vegetation is located between the representors (adjacent property owner) dwelling and the shared boundary to the subject site. Limited landscaping is proposed to ensure an open plan park to mitigate any antisocial behaviour. Further discussions between the parties is welcome to resolve the boundary fencing concerns but is not considered necessary as part of any approval of such application, given the scale of the development and physical distance from the western boundary.
Other issues – community support and committee functions	The matter is not a consideration of the Planning Scheme.
Council's obligation to observe and enforce its own planning scheme	Council is considered to be properly enforcing its own planning scheme in this instance, in that a planning application is required for assessment, and has been made and processed and assessed in accordance with Section 57 of the *Land Use Planning and Approvals Act 1993*. Should the representor believe that Council is not correctly acting in accordance with the Act, there are appeal options through the Resource Management and Planning Appeal Tribunal that are available to the representor.

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 one (1) 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.

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.

07/19.7.0 PETITIONS

Nil.

07/19.8.0 NOTICES OF MOTION

07/19.8.1 Notice of Motion – Nomination of the St Marys Community Space Project, to be included in the Drought Relief Funding Package, for the Fingal Valley – Clr K Wright

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 include the St Marys Community Space Project in the application for the Drought Relief Funding Package for the Fingal Valley.

SUBMISSION IN SUPPORT OF MOTION:

The Drought Relief Funding Package for the Fingal Valley specifically names up Bike Paths, Skate Parks and Parks in the FAQs for grant funding.

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.

The St Marys Community Space is an ideal project to nominate to be funded in the Fingal Valley.

Background information: The community has been actively involved in designing and fundraising for the St Marys Community Space since 2016. They have to date raised a substantial amount of money, through fundraising events and small grant funding. Council allocated the land to be used by the St Marys Community Space Association Inc. to build a community park by way of a motion passed unanimously by Council in December 2016 (Council decision 12/16.14.6.288).

Through an extensive consultation process with the community, starting with a survey of children and youth at the St Marys District School in 2016, plans were drawn up by Concrete Dreams, at a subsidised rate, for a street park. The community space includes a bike and scooter track, a skate park, a BBQ area, a swing set and outdoor gym equipment. This is to provide an all-inclusive highly visible space in the centre of town for all of the community to use.

Surveying of the site was completed by a surveyor, who donated his professional services, at no cost to the Association. The Association have paid for the erection of a branded sign to be placed on the site.

Fingal Valley Neighbourhood House obtained grant funding for exercise equipment placed on the space, this equipment is valued at approximately $70,000. Members of the community provided many hours of labour and machinery to assist in the siting of this equipment. Cash from the fund-raising account was used to fill a short fall in money required to site the equipment.

A small grant was received from the St Helens-St Marys Community Grant and with the assistance of Break O'Day Council a picnic table and bench were placed on the site.

The Association have recently received a grant from Huon Aquaculture and another small grant from the Commonwealth Bank, St Marys. These grants have been made towards the purchase of a birds nest swing.

In total the approximate value of the grant funded equipment on site, and other associated costs, to the Association is $120,000. This illustrates the level of desire for the St Marys Community Space project within the community. I believe it would be appropriate for Council to add this project to the Drought Assistance Funding Program application, to show support to the community in St Marys, and beyond, who have been working hard to enable this project to happen.

07/19.8.2 Notice of Motion – Review the Report "Responding to Climate Change Municipal Management Plan September 2013 – 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:

That Council establish a working group, comprised of interested councillors, to form a review panel. This review panel will review the report *"Responding to Climate Change" Municipal Management Plan September 2013*. Further, and most importantly, to revise the action plan to take account of the changed climate landscape in which we now find ourselves and to bring a new and revised action plan back to Council for consideration.

SUBMISSION IN SUPPORT OF MOTION:

In 2013 Council contracted EMC Engineering to compile a report titled *"Responding to Climate Change" Municipal Management Plan September 2013*. Climate Change is an issue which is of concern to many of the residents in the Break O'Day municipality.

I am calling on council to establish a working party comprised of interested councillors to evaluate and review the Action Plan set out in *"Responding to Climate Change" Municipal Management Plan September 2013*. This working party will build on the existing work of Council. Council needs to be a strong advocate for any actions, and opportunities, that Council can make both internally and on behalf of our community, to build resilience to a changing climate.

07/19.8.3 Notice of Motion – Small Playground, St Helens Sports Complex – Clr M Osborne

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 install a small playground in front of the toilet block that is to be replaced at the St Helens Sports complex and that we do this out of public open space money - St Helens.

SUBMISSION IN SUPPORT OF MOTION:

The sports complex is used by young families and there is a great need for play equipment for the little ones.

The ground is used on Saturday and Sunday in the football season. This would be greatly used into the future. Motion - That out of our budget for foreshore playground we buy a swing for children with disabilities.

07/19.9.0 COUNCILLOR'S QUESTIONS ON NOTICE

07/19.9.1 Questions on Notice – Long Term Energy Plan – Clr J Drummond

Regarding Council decision 04/16.8.4.83.

"That Council develop:
a) A short term action plan of how we intend to manage electricity consumption due to the impending state-wide energy crisis; and

b) A long term action plan to reduce energy consumption overall (electricity, fuel), and to progress toward greater energy independence (such as solar panels on our buildings)."

In regard to (b) in the above decision, would Council please advise if a long-term action plan considering all aspects of energy consumption (fuel as well as electricity) and energy independence was developed?

Reply

A Notice of Motion was lodged in the April 2016 Council Meeting regarding Energy Reduction Action Planning and a motion to request a report was carried unanimously.

In the Council Workshop of June 2016 a draft report was provided with a recommendation for Council's NRM Committee to task a working group from within the Committee with activity of scoping policy and development options for Break O'Day Municipality 'Environmental Sustainability Policy". Council's Annual Plan at the time included the objective of 'Develop and implement an environmental sustainability policy for the region'.

The policy development process did not progress past this stage of discussion by the NRM Committee.

Specific energy reduction action planning is not included in either Council's or the NRM current plans however Council has undertaken a number of measures to reduce energy consumption such as the installation of solar panels, installation of LED street lights and purchase of smaller and diesel fuelled cars.

07/19.10.0 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.

07/19.11.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

07/19.11.1 Mayor's Communications for Period Ending 15 July 2019

24.06.2019	**St Helens**	– Mountain Bike Trailheads visit – Flagstaff and Swimcart
27.06.2019	**St Helens**	– Councillor Special Workshop – Presentation Tasmanian Planning Commission, Progress on Planning Scheme Amendments
01.07.2019	**St Helens**	– Council Workshop
03.07.2019 to 05.07.2019	**Launceston**	– Local Government Association of Tasmania (LGAT) – Annual General Meeting and Conference
15.07.2019	**St Helens**	– Council Meeting

07/19.11.2 Councillor's Reports for Period Ending 15 July 2019

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

07/19.12.0 BUSINESS AND CORPORATE SERVICES

07/19.12.1 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.	Working with Planning Coordinator to progress this.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
06/19.12.4.137	24 June 2018	That Council adopt the 2019-2020 Budget Estimates document.	Documents and website updated, matter is complete.
06/19.12.5.138	24 June 2018	That Council contribute up to $10,000 towards the site establishment and reinstatement to facilitate the installation of an electric vehicle fast charging station and associated funding proposal, and that management be authorised to enter into a joint funding agreement for the installation and operation of such a charging station	Details noted, no action required unless and until the funding application is successful.

Motion Number	Meeting Date	Council Decision	Comments
06/19.16.4.152	24 June 2018	That Council participate in the Population Attraction Program and agree to make a $2,900 contribution for the first year.	Decision noted.
06/19.16.5.153	24 June 2018	That Council extend the funding agreement with NTDC for a six (6) month period from the conclusion of the current agreement on 31 December 2019 until 30 June 2020 based on the current funding formula.	Decision noted.
06/19.16.6.154	24 June 2018	That Draft Policy LG01 – Elected Member Allowances and Support Policy be accepted as the reviewed policy.	Policy document and website updated.
06/19.16.7.155	24 June 2018	That Council adopt LG53 – Audio Recording of Council Meetings Policy.	Policy document and website updated.

Staff Movements:

Nil.

Meetings Attended:

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

With Manager Community Services and Work Health & Safety Coordinator, various phone and face-to-face meetings with St Helens Market representatives with respect to furniture storage.

Other Issues:

Investments – Term Deposits

BENDIGO:

$1,043,480.32	2.35%	Maturing 29/07/2019
$1,000,000.00	2.30%	Maturing 05/08/2019
$1,025,837.02	2.05%	Maturing 16/09/2019
$1,000,000.00	2.05%	Maturing 16/09/2019
$1,000,000.00	1.90%	Maturing 24/09/2019

CBA:

$1,000,000.00	2.37%	Maturing 12/08/2019
$1,000,000.00	2.28%	Maturing 19/08/2019

Right to Information (RTI) Requests

Nil.

132 and 337 Certificates

	132	337
June 2019	30	21
May 2019	63	40
June 2018	64	42

Debtors/Creditors @ 3 July 2019

DEBTORS INFORMATION
Invoices Raised

Current		Previous Year	
Month	**YTD 18/19**	**Month**	**YTD 17/18**
51	894	62	899

CREDITORS INFORMATION
Payments Made

Current		Previous Year	
Month	**YTD 18/19**	**Month**	**YTD 17/18**
303	4272	203	4200

Work Health & Safety Coordinator

The Work Health & Safety Coordinator attended various internal meetings related to risk management, WHS induction with new casual employee and consultation with outdoor workers regarding safety issues and manual handling.

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

Monthly remedial exercise sessions with St Marys and St Helens Depots workers.

Attended fitness for work site meeting at Council's quarry with contractors and undertook three WHS contractor inductions.

In the capacity as Deputy Warden, an emergency drill was conducted at Visitor Information Centre, History Room and Service Tasmania together with the Chief Warden.

Attended MAV Insurance Best Practice Forum on 4 July 2019 which was hosted by the City of Launceston.

During the period of **24 June to 4 July 2019, no vandalism was reported to Council.**

Update on Council's Insurance Renewal for 2019/2020 Financial Year

The Australian market shows no sign of softening anytime soon, especially in light of the recent natural disasters happening around Australia i.e. bushfires, cyclones, etc. Consequently, the property, construction, liability and financial lines continue to present the main challenges in the Australian market.

The property market continues to show high increase to pricing as well as reduction in capacity. Australian Underwriters are taking a more diligent approach to high hazard risks, in particular, properties with high hazard materials (i.e. aluminium cladding) and low fire protection or activities and locations that are considered to present high risk of large losses, resulting in price increases varying between 15 and 300% or are simply declining risk altogether.

Public Liability and Professional Indemnity Insurance

The MAV Insurance Liability Mutal Insurance scheme faced considerable hardening in the general insurance market, which has resulted in higher than expected underlying costs of LMI's reinsurance program. LMI member renewal contributions have increased for Tasmanian councils this year by 10% in comparison to the overall scheme contribution pool increase of 16%, which recognises the superior claims performance of Tasmanian councils.

Councillors & Officers Liability

Across Australia, significant price increases (anywhere from 10% to 300%) were expected as well as a reduction in capacity and underwriters simply walking away from this risk altogether.
Council's current insurer have provided renewal terms with a further 30% increase in premium on last year.

Industrial Special Risk (ISR)

Council's current insurer remains the most competitive option in light of current market conditions and renewal terms have been negotiated with a 10% increase from last year. This is still an excellent outcome for Council. Asset values have only altered slightly from the last financial year.

Motor Vehicle

Increases of 10% and above have been expected across all commercial fleets, however successful negotiations with Council's current insurer resulted an increase of 3% from last year.

Corporate Practices Protection

Renewal with the current insurer has been secured with no increases to the premium from last year. Policy wording has been updated and only minor changes have been applied.

Airport Liability

There are no changes to the premium or deductibles.

Combined General Liability / Casual Hirers Liability

Renewal terms have been offered at rollover, based on $1,000 deductibles.

Group Personal Accident

There are no changes to the premium or deductibles.

Business Travel

There are no changes to the premium or deductibles.

Workers Compensation

Minor increases of between 5 to 10 % were predicted however councils with frequency issues or poor claims performances expected significant increases in premiums.

Renewal terms were offered at a rate of 1.83% which represents a 3 % increase in rate on last year. Despite the small increase, Council's current insurer remains well below the rest of the market.

For 2017/2018 the claims experience discount (CED) payable on renewal is $9,658.84 and for the 2018/2019 period, the CED is currently estimated at $10,686.

RATES INFORMATION as at 4 July 2019

This financial Year

2019/2020	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,313,018.65	0.00	7,313,018.65			
Waste	1,186,206.00	0.00	1,186,206.00			
Wheelie	429,934.75	0.00	429,934.75	-	3,074.78	58,659.00
Recycling	242,865.00	0.00	242,865.00			
Fire	365,043.55	0.00	365,043.55			
TOTAL	**9,537,067.95**	**0.00**	**9,537,067.95**	**-**	**3,074.78**	**58,659.00**

Last Financial Year

2018/2019	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,141,391.88	0.00	7,141,391.88			
Waste	1,151,304.00	0.00	1,151,304.00			
Wheelie	411,595.00	0.00	411,595.00	-	3,112.57	54,576.35
Recycling	231,894.00	0.00	231,894.00			
Fire	346,194.93	0.00	346,194.93			
TOTAL	**9,282,379.81**	**0.00**	**9,282,379.81**	**-**	**3,112.57**	**54,576.35**

Instalments

2019/2020		Instalment $	Outstanding $	Outstanding %
10 September 2019	Instalment 1	2,382,877.95	2,203,066.34	92.45%
12 November 2019	Instalment 2	2,384,730.00	2,252,166.51	94.44%
4 February 2020	Instalment 3	2,384,730.00	2,261,425.21	94.83%
5 May 2020	Instalment 4	2,384,730.00	2,268,988.68	95.15%
	TOTAL:	**9,537,067.95**	**8,985,646.74**	**94.22%**

2018/2019		Instalment $	Outstanding $	Outstanding %
11 September 2018	Instalment 1	2,308,189.46	2,135,636.94	92.52%
13 November 2018	Instalment 2	2,306,538.00	2,179,906.16	94.51%
5 February 2019	Instalment 3	2,306,538.00	2,187,991.13	94.86%
7 May 2019	Instalment 4	2,306,538.00	2,194,737.60	95.15%
	TOTAL:	**9,227,803.46**	**8,698,271.83**	**94.26%**

Discount

	Discount	No. of	Total Ratable	% of total
2019/2020	1,595.99	54	6,461	0.84%
2018/2019	1,361.06	66	6,470	1.02%

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.

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

LEGISLATION & POLICIES:

Nil.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

07/19.12.2 Monthly Financial Report

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 30 June 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 30 June 2019.

Trading Account Summary

Council's current position for the month ending 30 June 2019 is summarised as follows:-

CASH AT BEGINNING OF PERIOD	7,797,709
TOTAL INCOME FOR PERIOD	2,566,672
TOTAL AVAILABLE FUNDS	10,364,381
LESS TOTAL EXPENDITURE	1,692,561
CASH AT END OF PERIOD	8,671,819
OUTSTANDING SUNDRY DEBTORS 60 DAYS & OVER	18,196

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	9,336,627	9,234,097	9,234,097
User Charges	959,093	957,853	825,091	825,091
Grants	3,052,197	3,063,360	2,855,798	2,855,798
Reimbursements	38,997	58,278	7,000	7,000
Other Income	140,673	267,204	145,000	145,000
Investment Income	852,137	610,010	538,000	538,000
Total Income	**13,956,208**	**14,293,331**	**13,604,986**	**13,604,986**
Capital Income				
Capital grants	2,300,487	1,719,523	5,059,400	5,059,400
Profit or Loss on Sale of Assets	(252,588)	(14,764)	40,000	40,000
Total Income	**16,004,107**	**15,998,090**	**18,704,386**	**18,704,386**
EXPENSES				
Employee Expenses	4,314,353	4,476,390	4,998,145	4,998,145
Materials and Services	4,479,416	4,576,916	4,209,874	4,209,874
Depreciation and amortisation	3,546,098	3,444,684	3,457,248	3,457,248
Other expenses	729,092	718,034	769,772	769,772
Total Expenses	**13,068,959**	**13,216,024**	**13,435,039**	**13,435,039**
FAGs in advance	(85,425)			
Net Operating Surplus\(Deficit)	**801,824**	**1,077,307**	**169,947**	**169,947**
Net Surplus\(Deficit)	**2,849,723**	**2,782,066**	**5,269,347**	**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	(2,924)	7,160,484	7,105,820	7,105,820	101%	
1612	Waste Charges	-	1,155,562	1,150,592	1,150,592	100%	
1613	Fire Levy	-	347,189	344,585	344,585	101%	
1614	Tips & Transfer Stations	12,644	168,128	126,097	126,097	133%	
1615	Recycling Charges	-	233,082	230,256	230,256	101%	
1616	Early Settlement Discounts	-	(140,287)	(130,000)	(130,000)	108%	
1617	Wheelie Bin Charges	-	412,469	406,747	406,747	101%	
	Total Rates	**9,720**	**9,336,627**	**9,234,097**	**9,234,097**	101%	
	Environmental Health						
1622	Inspection Fees	(110)	(110)	6,000	6,000	-2%	
1623	Health/Food Licence Fees and Fines	18,847	20,194	14,000	14,000	144%	
1624	Immunisations	-	1,982	1,000	1,000	198%	
1626	Place of Assembly Licence	-	50	-	-		
	Total Environmental Health	**18,737**	**22,116**	**21,000**	**21,000**	105%	
	Municipal Inspector						
1631	Kennel Licences	-	1,580	1,200	1,200	132%	
1632	Dog Registrations	16,878	41,543	50,100	50,100	83%	
1633	Dog Impoundment Fees & Fines	100	2,208	2,500	2,500	88%	
1634	Dog Replacement Tags	40	185	-	-		
1635	Caravan Fees and Fines	60,320	116,883	50,000	50,000	234%	
1636	Fire Abatement Charges	-	-	2,000	2,000	0%	
1637	Infringement Notices	1,467	9,359	17,500	17,500	53%	
	Total Municipal inspector	**78,805**	**171,759**	**123,300**	**123,300**	139%	
	Building Services						
1641	Building Fees	2,530	41,940	30,000	30,000	140%	
1643	Building Search Fees	-	480	1,200	1,200	40%	
1644	Permit Administration	1,608	45,849	35,000	35,000	131%	Change in legislation resulted in conservative budget estimates
	Total Building Services	**4,138**	**88,269**	**66,200**	**66,200**	133%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Plumbing Services						
1642	Plumbing	3,295	43,060	50,000	50,000	86%	
	Total Plumbing Services	**3,295**	**43,060**	**50,000**	**50,000**	86%	
	Building Surveying						
1645	Building Inspections	1,555	46,800	40,000	40,000	117%	
1647	Certificates of Likely Compliance	874	32,035	22,000	22,000	146%	Change in legislation resulted in conservative budget estimates
	Total Building Surveying	**2,428**	**78,835**	**62,000**	**62,000**	127%	
	Planning Services						
1651	Development Application Fees	3,003	73,757	50,000	50,000	148%	
1653	Subdivision Fees	-	1,910	3,500	3,500	55%	
1654	Advertising Fee	4,000	52,850	42,000	42,000	126%	
1655	Adhesion Orders	-	630	500	500	126%	
1656	Engineering Fees	1,070	6,206	2,000	2,000	310%	
1657	Public Open Space	-	2,843		-		
	Total Planning Services	**8,073**	**138,196**	**98,000**	**98,000**	141%	
	Total Planning and Building Control Fees	**17,934**	**348,360**	**276,200**	**276,200**	126%	
	Government Fees Levies						
1661	B.C.I Training Levy	2,436	31,191	30,000	30,000	104%	
1662	Building Permit Levy	1,170	15,631	17,000	17,000	92%	
1663	132 & 337 Certificates	8,532	116,872	80,000	80,000	146%	
1664	Section 137 Property Sales	-	12,179		-		
	Total Government Fees Levies	**12,139**	**175,874**	**127,000**	**127,000**	138%	
	Investment Income						
1671	Interest Income	19,250	248,516	150,000	150,000	166%	
1674	Guarantee Fees - TasWater	-	25,903	20,000	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	194,000	203,480	294,667	294,667	69%	
	Total Investment Income	**213,250**	**610,010**	**538,000**	**538,000**	113%	
	Sales Hire and Commission						
1681	Sales	5,183	91,593	130,100	130,100	70%	Gravel sales are recognised at end of year

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
1682	Commission	90	15,146	16,491	16,491	92%	
1683	Equipment Hire	9	331	-	-		
1684	Facilities and Hall Hire	4,671	55,792	55,000	55,000	101%	
1685	Facilities Leases	5,547	75,296	75,000	75,000	100%	
1686	Public Liability Blanket Cover	-	18	-	-		
1687	History Room Other Income	122	1,569	1,000	1,000	157%	
	Total Sales Hire and Commission	**15,622**	**239,745**	**277,591**	**277,591**	86%	
	Other Income						
1761	Late Payment Penalties inc Interest	4,553	105,695	100,000	100,000	106%	
1763	Heavy Vehicle Contributions	-	72,642	-	-		Not budgeted for as we were advised that no payment was due
1765	Private Works	14,271	44,717	20,000	20,000	224%	
1766	Cemetery	-	20,404	25,000	25,000	82%	
1767	Contributions	-	2,273	-	-		
1768	Miscellaneous Income	288	21,473	-	-		ONS event funding
	Total Other Income	**19,112**	**267,204**	**145,000**	**145,000**	184%	
	Reimbursements						
1772	Insurance Recoveries	-	4,923	-	-		
1773	Workers Comp. Recoveries	166	1,603	2,000	2,000	80%	
1775	Roundings	(0)	(654)	-	-		
1776	Miscellaneous Reimbursements	-	36,196	5,000	5,000	724%	Various including reimbursement of Cat Tracker contribution
1778	GST free reimbursements	3,344	16,210	-	-		
	Total Reimbursements	**3,510**	**58,278**	**7,000**	**7,000**	833%	
					-		
	Gain or Loss on Sale of Assets						
1781	Profit or Loss on Sale of Assets	(102,614)	(14,764)	40,000	40,000	-37%	
	Total Gain or Loss on Sale of Assets	**(102,614)**	**(14,764)**	**40,000**	**40,000**	-37%	
	Grant Income						
	Operating Grants			-			
1792	Financial Assistance Grant	1,496,018	2,948,310	2,836,798	2,836,798	104%	Adjusted at end of year due to prepayment of grant

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
1794	State Grants - Other	-	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				
1794	Event Funding - Triple J One Night Stand	-	35,000				
	Total Operating Grants	**1,496,018**	**3,063,360**	**2,855,798**	**2,855,798**	107%	
	Capital Grants						
1791	Roads to Recovery	-	761,900	761,900	761,900	100%	
1791	Old Tasman Hotel			25,000	25,000	0%	c/f from 2017/18
1791	Mountain Bike Trails - Federal	400,000	400,000	1,600,000	1,600,000	25%	c/f from 2017/18
1791	Mountain Bike Trails - RJIP	164,456	187,500	1,537,500	1,537,500	12%	
1793	LDMP vehicle grant	-	20,123	-	-		
1793	Mountain Bike Trails - State	-	350,000	1,000,000	1,000,000	35%	c/f $500k from 2017/18
1795	MAST funding of Cunningham St Jetty Upgrade	-	-	110,000	110,000		
1795	Medea Cove Footpath - Community Contribution	-	-	25,000	25,000		
	Total Capital Grants	**564,456**	**1,719,523**	**5,059,400**	**5,059,400**	34%	
	Total Revenue	**2,346,688**	**15,998,090**	**18,704,386**	**18,704,386**	86%	
	Expenses						
	Employee Costs						
1811	Salaries and Wages	361,238	3,081,894	3,451,345	3,451,345	89%	
1812	On Costs	158,243	1,366,984	1,524,100	1,524,100	90%	
1813	Overtime Payments	2,485	27,512	22,700	22,700	121%	Response to floods early in financial year
	Total Employee Costs	**521,966**	**4,476,390**	**4,998,145**	**4,998,145**	90%	
	Energy Costs						
1851	Electricity	9,320	134,063	160,375	160,375	84%	
	Total Energy Costs	**9,320**	**134,063**	**160,375**	**160,375**	84%	
	Materials and Contracts						
1861	Advertising	833	57,340	40,350	40,350	142%	
1863	Bank Charges - GST	2,242	24,791	24,200	24,200	102%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
1864	Books Manuals Publications	2	4,681	4,790	4,790	98%	
1865	Catering	282	20,684	14,100	14,100	147%	ONS costs
1866	Bank Charges - FREE	61	675	2,000	2,000	34%	
1867	Computer Hardware Purchase	2,559	12,744	12,000	12,000	106%	
1868	Computer Software Purchase	-	918	-	-		
1869	Computer Internet Charges	-	10,105	2,550	2,550	396%	ONS costs
1870	Computer Licence and Maintenance Fees	12,221	185,818	203,000	203,000	92%	
1872	Corporate Membership	-	123,074	147,990	147,990	83%	
1873	Debt Collection	-	30,017	16,000	16,000	188%	Higher than budgeted activity
1876	Stock Purchases for Resale	-	41,779	45,000	45,000	93%	
1890	Equipment Hire and Leasing	2,125	74,949	38,000	38,000	197%	ONS costs
1891	Equipment Maintenance and Minor Purchases	66	12,902	17,700	17,700	73%	
1893	Internet Billpay Costs	488	5,929	7,000	7,000	85%	
1895	Licensing and Licence Costs	2,815	38,213	39,379	39,379	97%	
1896	Land and Building Rental or Leasing Costs	24,062	28,690	17,600	17,600	163%	
1897	Materials	29,464	312,878	270,800	270,800	116%	ONS costs and new lock system
1898	Phone Calls Rental Fax	3,600	39,085	40,306	40,306	97%	
1899	Postage/Freight	1,825	29,446	24,010	24,010	123%	
1900	Printing/Laminating	-	13,859	17,800	17,800	78%	
1901	Property Insurance	-	94,071	83,500	83,500	113%	
1902	Room Hire	50	918	700	700	131%	
1904	Royalties and Copyright Licences	-	-	5,000	5,000	0%	
1905	Stationery	386	9,742	8,000	8,000	122%	
1906	Water and Property rates Payable	20,946	114,585	54,400	54,400	211%	
	Total Materials and Contracts	**104,026**	**1,287,890**	**1,136,175**	**1,136,175**	113%	
	Contractor Costs						
1971	Contractors	70,154	941,673	619,400	619,400	152%	ONS costs and MTB track maintenance
1972	Cleaning Contractors	18,318	204,906	182,850	182,850	112%	
1973	Waste Management Contractors	625	1,046,838	1,156,000	1,156,000	91%	June account not yet received
	Total Contractor Costs	**89,097**	**2,193,417**	**1,958,250**	**1,958,250**	112%	
	Professional Fees						
1991	Analysis Fees	-	168	-	-		

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
1992	Audit Fees	-	37,670	36,000	36,000	105%	
1993	Legal Fees	2,595	27,047	28,500	28,500	95%	
1994	Internal Audit Fees	1,663	5,862	7,000	7,000	84%	
1995	Revaluation Fees- Municipal only	-	14,850	28,000	28,000	53%	
1996	Professional Fees - Grant funded	7,797	47,306	-	-		
1997	Professional Fees - Strategic Projects	-	2,000	100,000	100,000	2%	
1998	Other Professional Fees	15,276	252,618	197,604	197,604	128%	ONS costs, website development and asset management project
	Total Professional Fees	**27,332**	**387,521**	**397,104**	**397,104**	98%	
	Plant Hire						
2101	Plant Hire - Internal	50,913	389,964	960,500	960,500	41%	
2102	Plant Hire - External	-	2,243	5,500	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	4,692	111,584	99,800	99,800	112%	
2140	Plant Hire Recovered	(67,263)	(527,187)	(1,132,500)	(1,132,500)	47%	
2141	Fuel	-	136,196	148,000	148,000	92%	
2142	Fuel Credit	-	(15,402)	(15,000)	(15,000)	103%	
	Total Plant Hire	**(11,658)**	**148,595**	**123,878**	**123,878**	120%	
	Government Fees and Levies						
2255	Fire Levy	-	344,578	332,279	332,279	104%	
2257	Building Permit Levy	1,362	15,195	15,000	15,000	101%	
2258	Land Tax	-	37,549	56,813	56,813	66%	
2259	Training Levy	1,382	28,109	30,000	30,000	94%	
	Total Government Fees and Levies	**2,744**	**425,431**	**434,092**	**434,092**	98%	
	Depreciation						
2304	Depreciation Historical Assets	-	-	168	168	0%	
2305	Depreciation Buildings	19,991	218,039	213,211	213,211	102%	
2306	Depreciation Roads and Streets	143,882	1,726,584	1,726,584	1,726,584	100%	
2307	Depreciation Bridges	36,708	440,496	440,496	440,496	100%	
2308	Depreciation Plant & Equipment	29,486	328,516	330,629	330,629	99%	
2310	Depreciation Stormwater Infrastructure	27,658	331,896	331,896	331,896	100%	
2311	Depreciation Furniture	16,291	205,789	213,406	213,406	96%	
2312	Depreciation Land Improvements	17,495	171,765	175,858	175,858	98%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
2313	Amortisation of Municipal Valuation	1,800	21,600	25,000	25,000	86%	
	Total Depreciation	**293,311**	**3,444,684**	**3,457,248**	**3,457,248**	100%	
	Other Expenses						
2401	Interest Payable	138,053	335,328	335,328	335,328	100%	
2403	Bad & Doubtful Debts	-	234		-		
2404	Grants and Community Support Given	3,591	116,411	196,600	196,600	59%	
2405	Rate Remissions	-	65,097	55,000	55,000	118%	
2407	Waiver of Fees and Lease etc	-	1,903	-	-		
2408	Refunds/Reimbursements	-	2,888	-	-		
2409	Council Member Expenses	714	30,045	18,000	18,000	167%	
2410	Council Member Allowances	14,003	166,127	164,844	164,844	101%	
	Total Other Expenses	**156,360**	**718,034**	**769,772**	**769,772**	93%	
	Total Expenses	**1,192,498**	**13,216,024**	**13,435,039**	**13,435,039**	98%	
	FAG's received prior year in advance						
	Net Surplus\(Deficit) before Capital amounts	**692,349**	**1,077,307**	**169,947**	**169,947**		
	Capital Grants	564,456	1,719,523	5,059,400	5,059,400		
	Profit or Loss on Sale of Assets	(102,614)	(14,764)	40,000	40,000		
	Net Surplus\(Deficit)	**1,154,191**	**2,782,065**	**5,269,347**	**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	213,250	610,010	538,000	
Total Sales Hire and Commission	727	7,817	6,000	
Total Other Income	100	100	-	
Total Reimbursements	1,481	8,324	-	
Total Gain or Loss on Sale of Assets	-	11,591	-	
Total Operating Grants	-	484	-	
Total Capital Grants	-	123	-	
Total Revenue	**215,558**	**638,449**	**544,000**	
Total Employee Costs	86,181	754,199	847,646	
Total Energy Costs	-	4,714	5,800	
Total Materials and Contracts	20,584	464,187	475,450	
Total Contractor Costs	514	7,277	7,900	
Total Professional Fees	1,640	33,221	13,000	
Total Plant Hire	393	11,901	12,200	
Total Government Fees and Levies	-	136	180	
Total Depreciation	13,145	199,973	219,712	
Total Expenses	**122,457**	**1,475,608**	**1,581,888**	
Net Surplus\(Deficit) before Capital Income	**93,101**	**(837,281)**	**(1,037,888)**	
Net Surplus\(Deficit)	**93,101**	**(837,159)**	**(1,037,888)**	
Development Services				
Total Environmental Health	18,737	22,116	21,000	
Total Municipal inspector	60,320	118,259	59,500	
Total Planning And Building Control Fees	16,864	342,154	274,200	
Total Government Fees Levies	12,139	163,695	127,000	
Total Sales Hire and Commission	80	1,052	1,300	
Total Other Income	-	7,927	-	
Total Reimbursements	-	3,661	-	
Total Gain or Loss on Sale of Assets	-	21,955	-	
Total Revenue	**108,139**	**680,818**	**483,000**	
Total Employee Costs	95,817	721,855	941,191	
Total Materials and Contracts	167	41,501	37,910	
Total Contractor Costs	4,240	20,855	20,000	
Total Professional Fees	15,729	130,600	87,100	
Total Plant Hire	690	11,640	14,128	
Total Government Fees and Levies	2,744	43,304	45,000	
Total Depreciation	1,196	14,352	20,148	
Total Other Expenses	-	2,858	1,000	
Total Expenses	**120,583**	**986,965**	**1,166,477**	
Net Surplus\(Deficit) before Capital Income	**(12,443)**	**(306,147)**	**(683,477)**	
Net Surplus\(Deficit)	**(12,443)**	**(306,147)**	**(683,477)**	

	Month Actual	Year to Date Actual	2018-2019 Budget	Comments
Community Services				
Total Sales Hire and Commission	-	240	-	
Total Other Income	188	13,473	-	
Total Reimbursements	-	5,830	-	
Total Operating Grants	-	102,066	19,000	
Total Capital Grants	214,456	607,500	-	
Total Revenue	**214,644**	**729,108**	**19,000**	
Total Employee Costs	27,959	206,648	294,166	
Total Energy Costs	-	419	-	
Total Materials and Contracts	461	97,173	18,950	
Total Contractor Costs	-	41,472	30,000	
Total Professional Fees	-	13,197	8,000	
Total Plant Hire	-	12,592	10,750	
Total Depreciation	2,022	22,986	24,311	
Total Other Expenses	3,591	116,411	195,600	
Total Expenses	**34,033**	**510,897**	**581,776**	
			-	
Net Surplus\(Deficit) before Capital Income	**(33,845)**	**(389,289)**	**(562,776)**	
Net Surplus\(Deficit)	**180,611**	**218,211**	**(562,776)**	
Works and Infrastructure				
Total Rates	12,644	1,969,241	1,913,692	
Total Municipal inspector	18,485	53,499	63,800	
Total Planning And Building Control Fees	1,070	6,206	2,000	
Total Sales Hire and Commission	10,218	146,069	175,000	
Total Other Income	14,271	139,835	45,000	
Total Reimbursements	166	19,242	2,000	
Total Gain or Loss on Sale of Assets	(102,614)	(48,309)	40,000	
Total Operating Grants	826,122	1,622,298	1,531,366	
Total Capital Grants	350,000	1,111,900	5,059,400	
Total Revenue	**1,130,361**	**5,019,981**	**8,832,258**	
Total Employee Costs	223,082	1,980,398	2,076,787	
Total Energy Costs	9,320	124,816	149,575	
Total Materials and Contracts	77,863	496,897	405,099	
Total Contractor Costs	83,957	2,118,190	1,895,500	
Total Professional Fees	7,899	48,022	109,004	
Total Plant Hire	(13,212)	106,331	81,500	
Total Government Fees and Levies	-	34,144	52,354	
Total Depreciation	275,099	3,185,579	3,170,330	
Total Other Expenses	138,053	340,940	335,328	
Total Expenses	**802,060**	**8,435,318**	**8,275,477**	
			-	
Net Surplus\(Deficit) before Capital Income	**(21,699)**	**(4,527,237)**	**(4,502,619)**	
Net Surplus\(Deficit)	**328,301**	**(3,415,337)**	**556,781**	

	Month Actual	Year to Date Actual	2018-2019 Budget	Comments
Visitor Information Centre, History Room and Tourism				
Total Sales Hire and Commission	4,597	70,784	82,000	
Total Reimbursements	-	864	-	
Total Revenue	**4,597**	**71,649**	**82,000**	
Total Employee Costs	13,530	124,935	119,523	
Total Energy Costs	-	4,114	5,000	
Total Materials and Contracts	442	45,750	49,700	
Total Contractor Costs	387	5,623	4,850	
Total Professional Fees	-	9,718	9,000	
Total Plant Hire	88	174	-	
Total Government Fees and Levies	-	1,226	1,600	
Total Depreciation	706	8,472	10,446	
Total Expenses	**15,152**	**200,012**	**200,119**	
			-	
Net Surplus\(Deficit) before Capital Income	**(10,554)**	**(128,364)**	**(118,119)**	
Net Surplus\(Deficit)	**(10,554)**	**(128,364)**	**(118,119)**	
Governance and Members Expenses				
Total Rates	(2,924)	7,367,386	7,320,405	
Total Government Fees Levies	-	12,179	-	
Total Sales Hire and Commission	-	13,783	13,291	
Total Other Income	4,553	105,868	100,000	
Total Reimbursements	424	18,919	5,000	
Total Operating Grants	669,896	1,338,512	1,305,432	
Total Revenue	**671,950**	**8,856,647**	**8,744,128**	
Total Employee Costs	75,398	688,354	718,832	
Total Materials and Contracts	4,509	142,382	149,066	
Total Professional Fees	2,064	152,763	171,000	
Total Plant Hire	384	5,956	5,300	
Total Government Fees and Levies	-	346,621	334,958	
Total Depreciation	1,143	13,323	12,302	
Total Other Expenses	14,716	257,825	237,844	
Total Expenses	**98,213**	**1,607,224**	**1,629,302**	
			-	
Net Surplus\(Deficit) before Capital Income	**573,736**	**7,249,423**	**7,114,826**	
Net Surplus\(Deficit)	**573,736**	**7,249,423**	**7,114,826**	

	Month Actual	Year to Date Actual	2018-2019 Budget	Comments
Council Total				
Total Rates	9,720	9,336,627	9,234,097	
Total Environmental Health	18,737	22,116	21,000	
Total Municipal inspector	78,805	171,759	123,300	
Total Planning And Building Control Fees	17,934	348,360	276,200	
Total Government Fees Levies	12,139	175,874	127,000	
Total Investment Income	213,250	610,010	538,000	
Total Sales Hire and Commission	15,622	239,745	277,591	
Total Other Income	19,112	267,204	145,000	
Total Reimbursements	2,071	56,839	7,000	
Total Gain or Loss on Sale of Assets	(102,614)	(14,764)	40,000	
Total Operating Grants	1,496,018	3,063,360	2,855,798	
Total Capital Grants	564,456	1,719,523	5,059,400	
Total Revenue	**2,345,250**	**15,996,651**	**18,704,386**	
Total Employee Costs	521,966	4,476,390	4,998,145	
Total Energy Costs	9,320	134,063	160,375	
Total Materials and Contracts	104,026	1,286,452	1,136,175	
Total Contractor Costs	89,097	2,193,417	1,958,250	
Total Professional Fees	27,332	387,521	397,104	
Total Plant Hire	(11,658)	148,595	123,878	
Total Government Fees and Levies	2,744	425,431	434,092	
Total Depreciation	293,311	3,444,684	3,457,248	
Total Other Expenses	156,360	718,034	769,772	
Total Expenses	**1,192,498**	**13,214,586**	**13,435,039**	
Net Surplus\(Deficit) before Capital Income	**588,296**	**1,077,306**	**169,947**	
Capital Income	564,456	1,704,759	5,099,400	
Net Surplus\(Deficit)	**1,152,752**	**2,782,065**	**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	8,671,820	7,775,268	3,454,755	
Receivables	552,207	1,008,857	416,436	600,000	
Inventories	92,540	158,361	120,000	120,000	
Other Current Assets	75,699	118,626	30,000	30,000	
Total Current Assets	**10,385,349**	**9,957,663**	**8,341,704**	**4,204,755**	
Non Current Assets					
Property Plant and Equipment	141,085,812	143,484,575	144,662,328	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**	**177,266,290**	**178,454,243**	**174,627,880**	
Total Assets	**185,233,468**	**187,223,953**	**186,795,947**	**178,832,635**	
Current Liabilities					
Payables	880,114	1,118,416	1,288,292	850,000	
Interest Bearing Liabilities	326,296	0	0	326,296	
Provisions	765,525	714,954	664,164	664,164	
Total Current Liabilities	**1,971,935**	**1,833,370**	**1,952,456**	**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	520,964	520,964	
Total Non Current Liabilities	**9,363,120**	**9,363,119**	**9,346,279**	**8,172,574**	
Total Liabilities	**11,335,055**	**11,196,490**	**11,298,735**	**10,013,034**	
Net Assets	**173,898,413**	**176,027,464**	**175,497,212**	**168,819,601**	
EQUITY					
Accumulated surplus	30,216,738	31,471,300	30,941,049	24,950,865	
Asset revaluation reserve	142,659,838	144,150,456	144,150,456	143,813,516	
Other reserves	1,021,837	405,708	405,708	55,220	
TOTAL EQUITY	**173,898,413**	**176,027,464**	**175,497,212**	**168,819,601**	
Other Reserves - detailed separately	1,021,837	405,708	405,708	55,220	
Employee Provisions	1,303,330	1,252,759	1,185,128	1,185,128	
Unallocated accumulated surplus	7,339,736	7,013,353	6,184,432	2,214,407	
Total cash available	**9,664,903**	**8,671,820**	**7,775,268**	**3,454,755**	
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		(22,387)	-
Projectors for Stadium	14,000			14,000
Community Infrastructure Fund Grant	30,000		(1,990)	28,010
Total Grant Reserves	**671,349**	**-**	(616,129)	**55,220**
Total Other Reserves	**1,021,837**	**-**	(616,129)	**405,708**

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	14,665,660	13,604,986	13,604,986	
Less FAGs received in advance				(1,462,513)	Received June 2018
PAYMENTS					
Operating payments	10,627,090	9,917,629	9,977,791	9,977,791	
NET CASH FROM OPERATING	**4,393,799**	**4,748,031**	**3,627,195**	**2,164,682**	
CASH FLOWS FROM INVESTING ACTIVITIES					
RECEIPTS					
Proceeds from sale of Plant & Equipment	155,926	-14,764	40,000	182,000	
Capital Grants	2,300,487	1,719,523	5,059,400	5,059,400	
PAYMENTS					
Payment for property, plant and equipment	5,604,078	7,119,577	10,289,934	13,289,934	
Payments for financial assets					
NET CASH FROM INVESTING ACTIVITIES	**(3,147,665)**	**(5,414,818)**	**(5,190,534)**	**(8,048,534)**	
CASH FLOWS FROM FINANCING ACTIVITIES					
RECEIPTS					
Proceeds from borrowings	1,500,000	-	-	-	
PAYMENTS					
Repayment of borrowings	312,292	326,296	326,296	326,296	
NET CASH FROM FINANCING ACTIVITIES	**1,187,708**	**(326,296)**	**(326,296)**	**(326,296)**	
NET INCREASE (DECREASE) IN CASH HELD	2,433,842	(993,083)	(1,889,635)	(6,210,148)	
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**	**8,671,820**	**7,775,268**	**3,454,755**	

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		36,000	36,000	
CG007	Hyundai I30 PD Hatch 2.0 Auto - Learner Driver	-	19,538				Grant funded $22,000
CG010	1013 Bomag Roller	-	138,500		160,000	160,000	
CF023	Renault Trafic LWB 103Kw Manual	-	38,197	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		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	
CG049	HiperVR Base & Rover Kit (Surveying Equip)	-	-			-	$42525.90 - From Stormwater Budget see DJ
CG048	ABR - Airband Broadcast Recorder	-	2,074			-	Receiver & Antenna Aerodrome Avdata
	TOTAL PLANT & EQUIPMENT	**-**	**818,741**	**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

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CG060	IT - Major Software Upgrades	-	19,577		17,500	17,500	Exchange and Mail Marshall upgrades
CE098	IT - Major Software Upgrades	-	8,480		-	-	Cloud Endpoint with Intercept X Promo 3 Year
CG065	Desktop/Laptops/Monitors	-	14,562		20,000	20,000	
CF060	St Marys Hall Projector System	-	-	10,000		10,000	
CE075	Asset Management Software	8,000	8,000	35,000		35,000	
CG075	Dakin Heat Pump - Depot Office	-	2,793	-		-	SKA $2793
CE056	Break O'Day Community Stadium - Projectors	-	-	14,000		14,000	
	TOTAL FURNITURE & IT	**8,000**	**102,141**	**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	93,983	180,796	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	10,342	20,684		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	-	11,849		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	10,000		5,500	5,500	Replace Carpet at Online Access Centre - $500 contribution offered
CG730	St Helens Foreshore Toilet Block	14,213	50,554		50,000	50,000	Renovation
CE710	Break O Day Community Stadium - Renovation of Existing Changerooms/Kiosk Fit Out	79,375	92,825			-	
CE720	Break O Day Community Centre - Kiosk Design	9,667	10,420			-	
CG715	St Marys Toilet Block BBQ Shelter	32,447	64,893		35,000	35,000	Design & Construct New BBQ

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CC730	Old Tasmanian Hotel Upgrades in Accordance with Conservation Management Plan	605	44,374	25,000	25,000	50,000	Annual commitment to Heritage upgrades and renovations
CE705	Portland Hall Upgrades	21,599	22,559	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 Additions	366	560			60,000	2019/20 Budget Item using this code as demo transferred to Operational
CE740	Council & Depot - Solar Panels Installation	27,459	54,918	27,000		27,000	
CE770	Workspace Renovations - History Rooms	-	1,990	30,000		30,000	Grant funded
	TOTAL BUILDINGS	**295,056**	**585,852**	**330,359**	**235,500**	**625,859**	
						-	
	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	
CF815	Scamander Reserve Playground - Replacement	-	968		-	-	
CG805	Falmouth Playground equipment replacement program	-	49,878		50,000	50,000	Falmouth
CG810	St Helens rec ground	-	48,409		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	129,153	1,063,947	1,600,000		1,600,000	
CF820A	Mountain Bike Trails - Stacked Loops-St Helens	137,407	378,168	750,000	2,407,500	3,157,500	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CD805	Blue Derby Mountain bike trail - minor works	-	4,838			-	
CE805	Jetty Upgrades - Kirwans	-	7,705	7,500		7,500	
CG830	Jetty Upgrades - Beauty Bay	-	7,030			-	
CD830A	Jetty Upgrades - Talbot Street	333	1,625	13,500		13,500	
CD830B	Jetty Upgrades - Cunningham Street	10,785	72,816		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		1,156				Included in operating expenditure
	TOTAL PARKS, RESERVES & OTHER	**277,677**	**1,678,337**	**2,437,500**	**2,797,000**	**5,234,500**	
	ROADS						
	STREETSCAPES						
CC140	Cecilia Street (St Helens)	10,070	11,326	15,000		15,000	Bayside section (Circassian St down) and intersection with esplanade
CE140	Main Street & Story Street St Marys	-	27,435		30,000	30,000	
CF105	Fingal	43,482	306,960	20,000	480,000	500,000	
CE110	Scamander entrance at Wrinklers	1,300	1,500	95,000		95,000	
	TOTAL STREETSCAPES	**54,852**	**347,220**	**130,000**	**510,000**	**640,000**	
	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	Story 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	1,069	1,069	18,000	25,000	43,000	
CF805	Parnella/Foreshore Walkway	-	-503		250,000	250,000	
CF135	Cycleway/Walkway - St Helens - Upgrade	5,404	6,754			-	Funding due $2.1M

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CF130	Parkside Foreshore Footpath	-	2,052			-	
	TOTAL FOOTPATHS	**6,473**	**122,025**	**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
CF660 A	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	1,471	1,471		25,000	25,000	100m of new Kerb
CG170	Aerodrome Rd	1,813	1,813		35,000	35,000	extend K&C
CD165	Tully St, St Helens Kerb	-	1,667	5,000		5,000	
	TOTAL KERB & CHANNEL	**3,284**	**141,551**	**55,400**	**386,000**	**441,400**	
						-	
	RESHEETING						
CF310	Anchor Road, Pyengana	-	7,798			-	
CF315	Ansons Bay Township Roads	-	5,940	30,000		30,000	
CF305	Ansons Bay Road, Ansons Bay	-	-		80,000	80,000	
CF320	North Ansons Bay Road, Ansons Bay	-	-		80,000	80,000	
CF325	Upper Scamander Road, Scamander	21,774	21,774		40,000	0,000	
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	17,728	17,728		15,000	15,000	
CG370	Morrison Street	6,275	6,275			-	
CG375	Franks Street	17,194	17,194			-	
CG325	Matsons Road, Seymour	9,727	9,727			-	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
	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	**71,658**	**278,610**	**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
CG450	Medeas Cove Esp	-	-		12,284	12,284	388
CG455	Parnella Dr	-	7,444		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

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
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	**-**	**315,640**	**-**	**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 & Treloggens Dr	71,660	80,796		64,000	64,000	500m widen & seal shoulders on both sides between Egret St & Treloggens Dr
CG530	Kismet Place	-	89,559		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	8,200	31,969		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	-6,400	-2,000	5,500		5,500	
CF515	The Gardens Road RTR	351	426,317	200,000	231,000	431,000	RTR
CC555	Parnella Landslip	3,825	31,136			-	
CG535	Parnella Drive - Additional Dig out Works	-	29,760		30,000	30,000	
CG540	Ansons Bay Road - dig out	-	16,128		30,000	30,000	
CG545	Rex Court - dig out	-	2,462		30,000	30,000	
CG550	St Helens Point Road - dig out	-	-		50,000	50,000	
	TOTAL ROADS OTHER	**77,557**	**715,185**	**245,500**	**610,000**	**995,500**	
						-	
	ROADS TOTAL	**213,823**	**1,972,184**	**629,770**	**2,848,625**	**3,478,395**	
	BRIDGES						
CG205	B185 Gillies Road, St Marys	-	-		25,000	25,000	replace deck & runners

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CG210	B760 Bent St, Mathinna	-	-		5,500	5,500	replace failed abutment & pothole approaches
CG215	B1675 Lower Germantown Road, St Marys	8,998	15,395		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	-	450		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)	196	6,385		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	5,184	11,152		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	-	183,765		212,000	212,000	R2R funded
CF205	B1244 Ransons River (Fitzgeralds Rd, Goulds Country) RTR	-	190,674	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	
CG270	Gardens Rd, Scotchmans Creek - Barrier	4,091	4,091	-	-	-	
CG260	B2434 Gardens Road - Installation of W-Beam	-	28,347			-	
CG265	B7041 South Esk River (DSG) Bridge - Mathinna Rd, - Bridge Barriers	-	5,549			-	Value of Barriers $73404.90 - DSG BRIDGE Barriers will be councils asset
	TOTAL BRIDGES	**18,469**	**663,343**	**627,700**	**392,800**	**1,020,500**	
	STORMWATER						
CG660	High Street Mathinna (Main St)	-	-		50,000	50,000	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
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	-1,073	1,022,832	1,000,000		1,000,000	
CF660	Annie St, St Helens Stormwater	2,505	19,072			-	
CE660	Alexander St, Cornwall (installation of main & connection of side entry pits)	-	9,955	15,000		15,000	
CD655	Implement SWMP priorities	-	23,901	37,500	125,000	162,500	
	TOTAL STORMWATER	**1,431**	**1,084,452**	**1,092,500**	**245,000**	**1,337,500**	
	WASTE MANAGEMENT						
CG605	Reconstruction & seal entrance to St Helens WTS	-	54,638		60,000	60,000	
CG610	Recycling facilities	-	5,573		20,000	20,000	
CF610	Fingal WTS Retaining Wall Replacement	-	49,918	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	**-**	**206,903**	**338,680**	**80,000**	**418,680**	
						-	
	Total Capital expenditure	**814,457**	**7,119,577**	**6,061,509**	**7,168,425**	**13,289,934**	

07/19.12.3 Visitor Information Centre Report

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:

Visitation, as normal for this time of year, is very low, the busiest days with fewer than 50 and quietest days fewer than 20.

The History Room Curator provided the following additional information:

- Continuing to follow up with respect to the Valley Voice archive.
- Provided information for the Oral History Tasmania newsletter (associated with QVMAG).
- Visited by representatives of Channel Museum (Margate), responded to their request for assistance with digital copies of Plans, Policies and Procedures.
- Made contact with Works Operations Manager with respect to a potential heritage bulldozer identified through the Management Team.
- Received advice from Public Trustee that History Room has been bequeathed a book collection and returned completed forms.
- Statistics: On par with previous years....June 2019: HR Takings Entry $227, Donations $70.50 making a total of $297.50; Visitors, Families/Couples 27, Concessions 31 making a total of 58.

Statistics:

Door Counts:

Month/Year	Visitor Numbers	Daily Average	History Room
June 2010	821	27.37	
June 2011	943	31.43	
June 2012	883	29.43	60
June 2013	766	25.53	62
June 2014	880	29.33	54
June 2015	1,038	34.60	38
June 2016	803	26.77	35
June 2017	918	30.60	30
June 2018	820	27.33	49
June 2019	805	26.83	58

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
April	5,855.70	547.50	555.30
May	2,869.50	400.00	51.40
June	1,580.86	227.00	70.50

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

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.

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.

LEGISLATION & POLICIES:

Nil.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

07/19.12.4 Audit Panel – Receipt of Minutes

ACTION	DECISION
PROPONENT	Secretary to the Audit Panel
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	018\005\024\
ASSOCIATED REPORTS AND DOCUMENTS	Minutes of Audit Panel Meeting 24 June 2019 Audit Panel Chairman's Report Audit Panel Work Plan Audit Panel Performance Review

OFFICER'S RECOMMENDATION:

That Council receive the minutes of the Audit Panel 24 June 2019, the Annual Report of the Chair of the Audit Panel and the Audit Panel Performance Review, and

That Council endorse the Audit Panel Annual Workplan, and

That Council request a report on the recommendation that Council a Cyber Security Policy.

INTRODUCTION:

Council's Audit Panel meets every three (3) months and the minutes of each meeting are required to be provided to Council.

PREVIOUS COUNCIL CONSIDERATION:

Minutes of Audit Panel meetings are provided to, and considered by Council, following those meetings, four (4) times per year.

This specific set of Minutes has not previously been considered.

OFFICER'S REPORT:

As per the minutes, the Audit Panel received and reviewed various elements of Council's financial performance, internal and external audit activities, management of risk and review of policies. Legislation requires these minutes to be provided to Council.

At the June Meeting, the Audit Panel also considers the Chair's Annual Report, the Performance Review of the Audit Panel and the Work Plan for the following year – 2019/2020. Council receipt of these reports is requested, as is, endorsing the proposed Audit panel Work Plan. The Report prepared by the Chair recommends Council adopt a specific Cyber Security Policy to address the elevated risk, world-wide, of cyber security. It is therefore recommended that Council request a Workshop report to consider 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

- 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.

Annual Plan 2017-2018

Corporate Planning Activities

Key Focus Area
Financial Management.

Strategy
Fulfil legislative and governance responsibilities and its decision making supported by sustainable policies and procedures.

Maintain financial viability and accountability in budgeting and administration.

LEGISLATION & POLICIES:

Local Government (Audit Panels) Order 2014.
Division 4 – Audit Panels of Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

Minutes of the Meeting of the Audit Panel

Meeting Time and Date:	**Monday 24 June 2019 8.30 am**
Meeting Venue:	**Break O'Day Council Library**
Present:	S J Hernyk (Chair); Clr J McGiveron; Clr J Drummond
In attendance:	General Manager – J Brown (GM); Manager Corporate Services – B Hoogland (MCS); Clr B Lefevre (alternate Council Panel representative); by phone for Agenda Item 13 - Mr Robert Luciano, Tasmania Audit Office

Order of Business:

Item 1 – Declaration of Pecuniary Interests/Conflict of Interests

Nil

Item 2 – Adoption of Previous Minutes

Minutes of the February 2019 Meeting were accepted as circulated, having been received by Council at the March 2019 Monthly Meeting

Item 3 – Business Arising

Referred to Item 4

Item 4 - Outstanding from Previous Meetings – Action Sheet

Long Term Financial Plan - The meeting noted that this had been updated, adopted by Council and circulated to the Panel; the matter is complete.

Financial Management Strategy to be reviewed by Council and circulated to the Audit Panel - remains outstanding

Register of Delegations – GM noted that this has been updated by Executive Officer, reviewed by relevant managers and officers, identified gaps, omissions and corrections addressed and adopted by Council at the March 2019 Council Meeting. The Register was circulated to the Audit Panel. The Chair identified the value of the Register in confirming Council's awareness of, and compliance with, relevant legislation. This assists the Panel is meeting its obligation to ensure legislative compliance. The matter is complete.

Order of Business – Governance and Strategy:

Item 5 – Review Strategic Plans

The General Manager provided a verbal report to the Panel, noting the relatively recent adoption of the Strategic Plan and the review undertaken with Council, following the local government elections. Council is utilising Annual Plans to implement the objectives of the Strategic Plan and Annual Plan reporting to update Council on progress. The meeting received this report.

Item 6 – Budget Review

The Chair noted the circulated draft 2019-2020 Budget and that this was on the agenda for the June 2019 Meeting of Council, later today, for consideration and adoption. The Chair further noted the importance of alignment between the Budget and LTFP and that this was addressed in the Budget an LTFP by greater use of the same financial ratios.

The Chair queried carry over in the capital budget, GM noted:

- This was being addressed and greatly improved on previous years and will continue to improve
- Some carry over is a result of the budget being prepared prior to the end of financial year and some projects will actually be completed and not result in carry over
- Some carry over was unavoidable in specific projects due to unavoidable delays

The Chair also noted the failure to meet the target range in the Net Financial Liability ratio and recommended this be explained to Council.

Item 7 - Review Policies and Procedures

The Panel noted the circulated Policy Review Schedule and continued progress in reviewing and adopting Policies. The Chair noted the operational focus of Procedures and how this differs from Policies and therefore the need to separate these. The Chair recommended that, of the HR Policies remaining outstanding, that all of an operational nature be recommended to Council to be converted to Procedures in their entirety. Management can still follow up the review of these Procedures and the Audit Panel has the responsibility to oversee both Policies and Procedures where these relate to specified areas: finance/accounting, internal control, anti-fraud, anti-corruption and risk management

Order of Business – Financial Reporting

Item 8 - Financial Reports

The Panel noted the circulated end of month financial reports and received the reports. The Chair noted Project CF105 Fingal Streetscape and that this was being undertaken by Council rather than being outsourced. The Chair further noted that the appropriate capital recognition can be compromised in this scenario. GM confirmed that he had recently reviewed the project and that capital recognition is being appropriately managed.

Item 9 - Special Reports

Nil

Item 10 – Australian Accounting Standards

As this was a significant component of the Tasmanian Audit Office's Financial Audit Strategy, the matter was considered with Item 12.

Order of Business – Internal Audit

Item 11 – Internal Audit Report

The Panel received the circulated Internal Audit Register. MCS reported verbally that no internal audits have been undertaken since the last meeting and therefore the Contractor Management Audit was outstanding. The fraud awareness activity has also not been undertaken. MCS to ensure these are completed prior to the next Audit Panel meeting.

Order of Business – External Audit

Item 12 – External Audit Report

Mr Rob Luciano, Director of Financial Audit Services, Tasmanian Audit Office attended the meeting by phone and worked through the Financial Audit Strategy, responding to questions of the Panel and particularly:

- Noted a focus on levels of cash holdings
- Explained the approach to materiality
- Noted the timing of audit milestones
- Discussed relevant accounting standard changes
- Noted key audit matters, due to the nature of local government, these tend to be the same each year and for each Council, particularly the approach to the valuation and depreciation of assets

The Audit Panel received the verbal report and the circulated Financial Audit Strategy

Order of Business – Risk Management and Compliance

Item 13 – Monitoring Ethical Standards … to determine adequacy of systems of control ….

GM noted the focus of the organisation since the development and adoption of the Strategic Plan was the simultaneous development and adoption of organisational values. The subsequent focus was acceptance of the values at an organisational level and more recently the understanding and adoption of the values and a department and team level. This has included smaller departments and teams for larger departments identifying specific

actions to improve alignment of behaviours with organisational values. GM, supported by MCS, confirmed that this approach has been towards cultural change including ethical and appropriate behaviour, that is, the organisational value of Integrity. GM also noted a review of the Code of Conduct currently underway will refresh awareness of appropriate behaviours.

Item 14 – Internal and Fraud Controls

GM and MCS confirmed no incidents, claims or notifiable events

Order of Business – Audit Panel Performance

Item 15 - Report to Council on Execution of Duties

The Panel received the Chairman's Report which was circulated and worked through the issues raised. The Panel recommended that Council receive the report and accept the recommendation of the development of a specific Cyber Security Policy.

Item 16 – Audit Panel Performance Review

The meeting considered the circulated performance review report. The meeting considered that the previously identified actions continue to be relevant and appropriate and recommended that report be accepted by Council.

Order of Business – Other Business

Item 17 – Review of Annual Work Plan

The Audit Panel considered the circulated revised Work Plan, noting that the Work Plan for 2018/2019 was quite effective and no systemic changes were identified. The Chair requested a change for the September meeting, coinciding this with the October Council Workshop. The Panel recommended Council approve the Work Plan for 2019/2020.

Item 22 – Other Business

Nil

Item 23 - Meeting Close/Next meeting Date

The meeting closed at 9.30am, the next meeting has been scheduled for 7 October 2019

Break O'Day Council

Annual report of the Audit Panel to the Council for 2018-19

This report explains how the Audit Panel discharged their responsibilities during 2018-19. The report also outlines the Panel's plan for 2019-20.

The key purpose of this report is to: -

- achieve greater awareness of the purpose, role and objectives of the Audit Panel;
- outline the outcomes achieved by the Panel; and
- provide council with information on the future objectives of the Panel.

The Audit Panel currently comprises three members, the independent Chairman in Steven Hernyk plus two Councillors.

The Councillors are Councillor John McGiveron, Councillor John Tucker, who on his resignation from Council was replaced with Councillor Janet Drummond (previously an alternate member). A new alternate member in Councillor Barry LeFevre, was appointed in April 2019.

The objective of the Audit Panel is to review Council's performance under section 85A of the Act. In particular, the Panel must review:

- the Council's financial system, financial governance arrangements and financial management
- all plans of the Council (including strategic, financial management, and asset management plans)
- the accounting, internal control, anti-fraud and anti-corruption, risk managed policies, systems and controls that the Council has in place to safeguard its long-term financial position; and
- any other matters specified in an order under section 85B of the Act.

These functions are set out in detail in the Audit Panel Charter that was adopted by the Council in December 2014, amended in August 2016 and again in October 2018 consequent to reviews.

Council's external auditor, the Tasmanian Audit Office (TAO), attended meetings with the Panel and separately with the Chairman during the year. The Audit Panel considered all reports from the TAO on their activities undertaken in reviewing and auditing the internal control environment. The independent audit of the annual financial statements of the Council for 2018 was reviewed by the Audit Panel.

Key Activities in 2018-19

Audit Panel:

- Developed and approved the panel's annual work plan for 2018-19
- Reviewed the external audit strategy for financial year 2018-19
- Reviewed the accounting policies and draft financial report for the year ended 30 June 2018
- Monitored the effectiveness of Council's risk management processes and controls, including a review of the insurance portfolio
- Received regulatory updates to maintain current knowledge of contemporary governance practice and legislative requirements
- The Chairman attend external seminars on governance and audit presented by the Tasmanian Audit Office and LGAT.
- The Chairman convened a meeting of other Audit Panel Chairman in Northern Tasmania to discuss issues that existed and best practice matters.

Program for 2019-20

Recently the Audit Panel reviewed its work program for 2019-20. The program is based on the functions listed in the charter and on priorities drawn from Council's Annual Plan. Key functions for the year ahead include:

- Monitor Council's risk management processes and controls
- Monitor the 2019-20 external audit process and the internal audit work program
- Review the annual financial statements and accounting policies for the financial year 2018-19
- Evaluate the performance of external auditors

Given the maturity of the Panel, some functions that were being addressed at each meeting have been re-scheduled to now occur only once or twice a year e.g. the review of the Council Annual Plan.

Other Matters

1. Local Government Act

Arising from amendments to the Local Government Act 1993, Local Government Audit Panel Guidelines have been revised by the Local Government Division of the Department of Premier and Cabinet in collaboration with The Tasmanian Audit office and the Local Government Association of Tasmania.

In addition to the issuance of these guidelines, a "Model Code of Conduct for Members of the Audit Panel" issued and a "Model Audit Panel Charter" was revised to reflect all additional material in the guidelines.

I Recommend that the "Audit Panel Working Group" comprising representatives from George Town, Meander Valley, West Tamar and the Break O'Day Councils convene to consider making changes to the Audit Panel Charter.

Following that meeting, the Council in October 2018, endorsed changes and a revised Charter with a Code of Conduct (as an annexure to the Charter) was adopted

2. Internal Audit

It is pleasing to report that the level of internal audit activity is being enhanced within the council with the intent to utilise an external provider in the coming year.

Internal audit activity enables Management and the Council to have greater assurance that there is compliance with policy procedure and internal control.

Also, the Audit Panel is charged with dealing with many matters but without a robust internal audit function, its ability to fulfil its responsibilities is restricted.

3. Risk and Control Framework

Whilst "Cyber risk is flagged by Council as a "medium" risk, the recent acceleration of "Cyber' fraud now makes it a "Whole of Business" risk management issue.

"Data fraud or theft" and "Cyber-attacks" are ranked four and five in the 2019 World Economic Forum of Global Risks. The Tasmanian State Government have elevated management of these risks and so should Local Government.

I recommend to Council to put in place a new Cyber Security Policy to address this elevated risk.

4. Audit Panel Work Plan for 2019-20

Attached to this report is the proposed work plan of the Audit Panel for the next twelve months. The Audit Panel's meeting in June 2019 recommended this work plan to Council for approval.

5. **Performance Review of the Panel**.

The panel conducted a formal performance review in 2017 that identified areas where the Panel believe improvement could be achieved. The Panel developed an action plan from this review and each year since revisited the matters highlighted in the review as well as assessing ongoing performance.

Attendance record

The audit panel meeting and attendance record was: -

Attendance	Possible	Actual
Steven Hernyk	4	4
John McGiveron	4	4
John Tucker	3	1
Janet Drummond	1	1

I commend my fellow Panel members for their contributions and thanks also to the Management Team who provided strong support the Audit Panel.

Steven Hernyk
Chairperson
Audit Panel

Break O'Day COUNCIL

Audit Panel Annual Work Plan

Proposed Meeting Dates 2019/2020	7 October	16 December	17 February	22 June (TBC)

	AGENDA ITEM	September	December	February	June
Standing Items					
1.	Declaration of Pecuniary Interests/conflict of interest	√	√	√	√
2.	Adoption of Previous Minutes	√	√	√	√
3.	Outstanding from previous meeting - Action Sheet	√	√	√	√
4.	Review Annual Meeting Schedule and Work Plan	√	√	√	√
Governance and Strategy					
5.	Review of Council Strategic Plan				√
6.	Review 10-Year Financial Plan			√	
7.	Review Financial Management Strategy (Sustainability)			√	
8.	Review preliminary Budget parameters and assumptions			√	
9.	Review annual budget and report to Council				√
10.	Review Annual Plan	√			
11.	Review Long-Term Strategic Asset Management Plan	√			
12.	Review Asset Management Strategy	√			
13.	Review Asset Management Policy	√			
14.	Review policies and procedures	√	√	√	√
15.	Review performance of plans, strategies and policies including performance against identified benchmarks		√		
16.	Assessment of governance and operating processes integration with financial management practices of the Council	√			
Financial and Management Reporting					
17.	Review most current results and report any relevant findings to council	√	√	√	√
18.	Review any business unit, special financial reports or other outside professional consultants reports pertaining to finance, tax, strategy or legal matters	√	√	√	√
19.	Review annual financial report, audit report and management representation letter (for advice to GM) and make recommendation to Council including meeting with Tas Audit Office representative	√			
20.	Review the impact of changes to Australian Accounting Standards				√
Internal Audit					
21.	Consider any available audit reports	√	√	√	√
22.	Review management's implementation of audit recommendations	√		√	
23.	Review and approve annual internal audit program and alignment with risks			√	
24.	Review the adequacy of internal audit resources for consideration in Council's annual budget and review performance of internal auditors			√	
External Audit					
25.	Consider any available audit reports	√	√	√	√
26.	Review management's implementation of audit recommendations	√		√	
27.	Review and approve external audit plan including meeting with Tas Audit Office representative				√
28.	Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council	√	√	√	√
Risk Management and Performance					
29.	Annual review of risk management framework policies		√		

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30.	Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)	√		√	
31.	Monitor ethical standards and any related party transactions to determine the systems of control are adequate and review how ethical and lawful behaviour and culture is promoted within the Council.				√
32.	Review the procedure for Council's compliance with relevant laws, legislation and Council policies			√	
33.	Review internal and fraud management controls			√	
34.	Review business continuity plan		√		
35.	Review processes to manage insurable risks and existing insurance cover			√	
36.	Review delegation processes and exercise of these			√	
37.	Review tendering arrangements and advise Council			√	
38.	Review WH&S management processes		√		
39.	Monitor any major claims or lawsuits by or against the Council and complaints against the Council	√	√	√	√
40.	Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour	√	√	√	√
Audit Panel Performance					
41.	Review Audit Panel Charter and make any recommendations for change to the Council for adoption (every 2nd year)		√		
42.	Report to Council regarding execution of duties and responsibilities by the Audit Panel				√
43.	Initiate bi-annual Audit Committee performance self-assessment (every 2nd year)				√
Other					
44.	Review issues relating to National competition policy			√	
45.					
46.					

Break O'Day COUNCIL

Audit Panel Item/Matter

FOR ACTION | **AGENDA ITEM NO.**

MEETING DATE: 24 June 2019

SUBJECT: **Audit Panel Performance Review**

REPORT FROM: Steven Hernyk – Chairman of panel

OBJECTIVE

To review performance of the Audit Panel in general and the past suggest performance improvement actions identified.

REPORT SUMMARY

BACKGROUND

The Panel undertook a formal performance evaluation for the June 2017 Audit Panel meeting and reviewed its performance and identified improvement actions in 2018.

ACTIONS PROPOSED

- Panel members to consider attendances at seminars provided by Tas Audit Office and LGAT to improve knowledge.
- Management to consider benchmarking of Council performance and ratios with peers after release of Annual Financials of Councils and TAO report to Parliament.
- Agenda for meetings to contain at least annually an item that facilitates private sessions with External Auditors and Panel is to enquire of management the depth of experience and sufficiency of Council staff.
- Panel members to discuss inter-relationship of external and internal audit activities and year end external audit adjustments and processes followed by external audit.
- Panel annual work plan to incorporate presentation of any outside consultant reports for Panel information
- Panel continue to make periodical enquiry that there is evidence via such sources as supporting documents and representations that reflect Management reinforcement of ethical culture e.g. extracts of management/team meetings, management report to the Panel meetings of relevant incident reporting/ whistle-blower/notifications dealing with possible fraudulent activity/code of conduct breaches/non-compliance with legislation.

REVIEW OF ACTIONS

- Via discussion at this meeting Panel members to canvas implementation of above performance areas and
- Identify further areas that may enhance its performance

RECOMMENDATION

The Audit Panel recommends that the actions proposed be adopted and reported to Council.

DECISION

07/19.13.0 WORKS AND INFRASTRUCTURE

07/19.13.1 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
04/18.16.4.102	16 April 2018	1. Pursuant to section 14 of the *Local Government (Highways) Act* 1982 (the **Act**), for the Council to discuss and consider the closure of the following assets for the public benefit due to "lack of use". (i) The closure of Bridge 3462 over the George River providing current access to Yosts Flat. (ii) The closure of Grimstones Road from chainage 910m to end of road at chainage 4,680m. 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. 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.	In-progress. Refer to Closed Council Resolution 11/18.17.3.

Motion Number	Meeting Date	Council Decision	Comments
11/18.8.5.247	19 November 2018	*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 explore opportunities of providing 2 - 6 free rubbish vouchers or something similar to every ratepayer to be used throughout that rateable year.	In progress.
04/19.8.2.68	15 April 2019	*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.	In Progress Customer Service Request raised and will be addressed before summer.
04/19.13.5.84	15 April 2019	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.	To be actioned.
06/19.8.2.132	24 June 2019	*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 the establishment and fund allocation for the creation of a disabled parking bay, and relevant signage, at the rear of the toilets at the Fingal public toilet facility, and a new pathway into the toilet block.	To be actioned.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
11/18.13.5.260	19 Novembe r 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.	Completed, report prepared for July Council meeting.
06/19.13.4.142	24 June 2019	That Council confirm a financial commitment not exceeding $35,000 towards the installation of an in-ground irrigation system for the St Helens Football Ground in the 2019-2020 financial year.	Completed.

Facilities Maintenance

Facility maintenance is an ongoing activity. During the month 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.

Towns and Parks Maintenance

- Mowing/ground maintenance – all areas.
- Garden/tree maintenance and weeding where required.
- St Helens Football Ground – playing surface maintenance.

Road Maintenance

- Sealed road patching – all areas.
- Unsealed road Maintenance – Policemen's Point, Eddystone Point, Falmouth Streets.
- Traffic Signage replacement – damaged and removed signs.
- Roadside tree maintenance.

Unsealed Road Re-sheeting

- Works completed for Falmouth streets, Deals Road and Matson's Road.

Bridge Maintenance

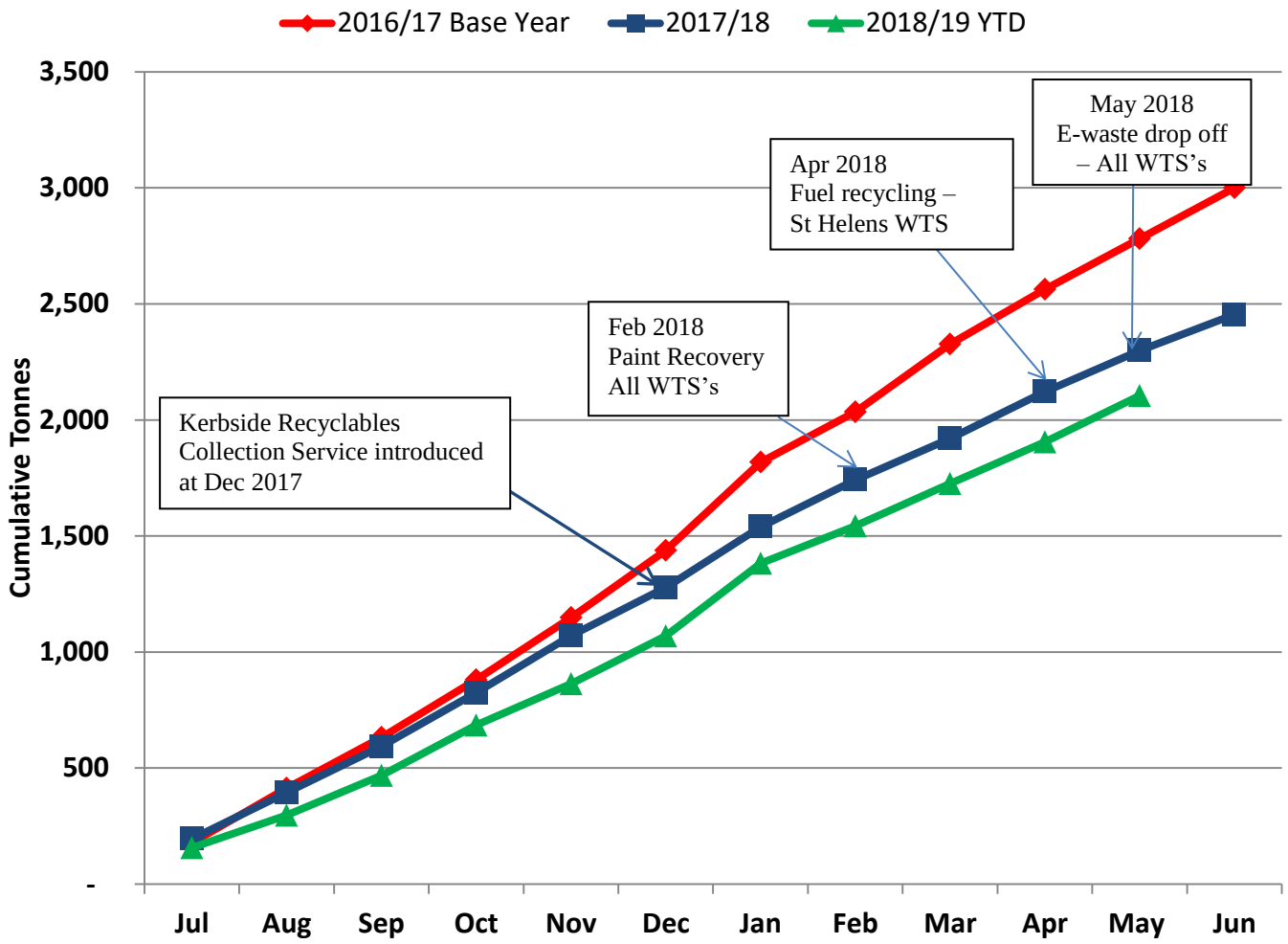
- Timber bridge maintenance activity occurring, multiple sites.
- Load limit on Bridge 2191 at Fletchers Creek on Reid's Road reduced to 5 tonnes, due to being significantly damaged by an unidentified over-mass vehicle. The incident has been reported to the National Heavy vehicle Regulator and State Growth. An engineering solution and remediation costs are currently being investigated.

Waste Management

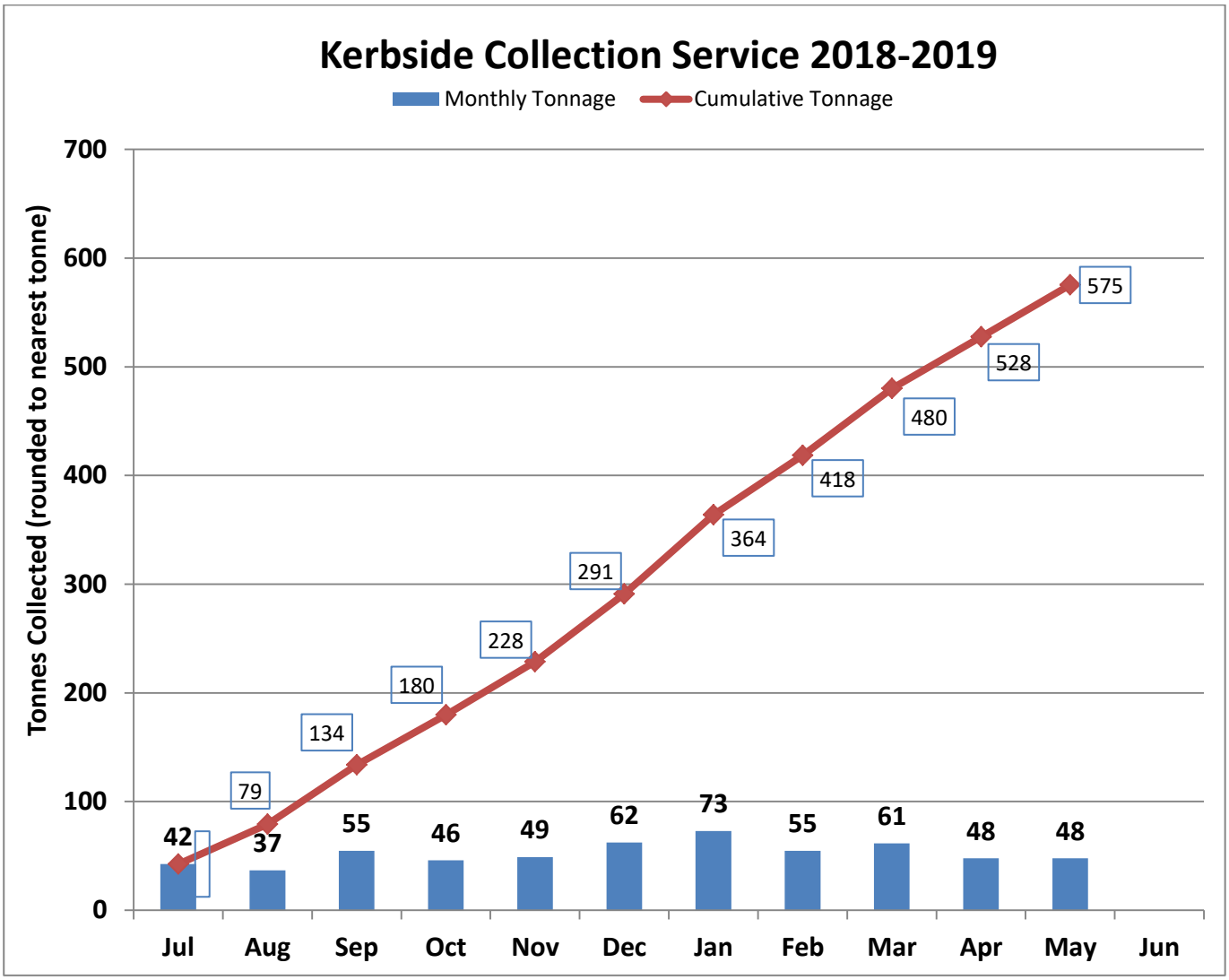
- Town Litter Collection Service Tender readvertised. Closing time and date is 2pm, Wednesday 3 July 2019.
- Weldborough General Waste Bin and site - a new incident of asbestos containing material illegally dumped in the general waste bin. There is a cost burden to ratepayers to recover and dispose of asbestos containing materials and an unacceptable health and safety risk to Council staff in the handling of these materials.

  Other household appliances and building materials continue to be illegally dumped at the site, noting that the site was cleaned and decontaminated (asbestos) by Council during May costing ratepayers $26,000.

General Waste to Copping Landfill – to May 2019



Collected Kerbside Recyclables transported to JJ Richards, Launceston Year to May 2019



CAPITAL WORKS

Project Code	Details	2018-2019 Budget	Project Update
CD655	Implement SWMP priorities	162,500	In progress.
CD830B	Jetty Upgrade – Cunningham Street		Construction Phase – MAST funded. Expected July completion
		END OF REPORT	

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.

07/19.13.2 Animal Control Report

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 June 2019:

3 June 2019

- Animal Control Officer spoke with complainant about barking dog from Tully Street, St Helens who advised the barking is continuing when the owner is not home mostly in the mornings. Spoke with the dog owner and let him know that the barking is getting worse again and that Council will monitor very closely over the next two (2) weeks and if barking continues he will need to purchase a bark collar and abatements will be issued. Complainant was asked to keep accurate bark diary over the next two (2) weeks – monitor.

7 June 2019

- St Helens Patrol – main street area.
- Conducted another bark monitor at a property in Tully Street, St Helens.
    - 8am to 8.15am - dog present at front gate. 8.10am barked for 2 minutes when a person walked past with a dog.
    - 11.09am to 11.30am – no barking when arrived. 11.19am barking for 3 minutes constant at nothing. 11.27am barking for 2 minutes at maybe a barking dog in the distance.
- Animal Control Officer received a report from Housing Tasmania about an inspection at a property in St Marys and notified Council that there are three (3) dogs currently at the property and they are not happy with the amount of dog faeces present in the yard. Housing Tasmania will be writing to the tenants giving them a fortnight to clean up the mess. Council will also be giving them a month to register 3rd dog and apply for a kennel licence.

- Animal Control Officer received a call regarding sheep in Cornwall that have been on the road constantly for several weeks now. The complainant advised he had spoken to the owner who is not really phased and that the issue is the fences which are in dire need of repair. Animal Control Officer spoke with the owner of the sheep and had a long discussion. She advised she is having major issues with people cutting her fences and letting her sheep out and also burglaries at her address. The Police are currently investigating.
- Received a report that a dog was at large again from a property in Cornwall. The complainant sent through photos and a caution notice had been previously issued. Infringement issued for dog at large $163.

14 June 2019

- Animal Control Officer received a call from a resident in Beaumaris who advised there were two (2) dogs at large on the beach that morning between dark hollow and ring rock. She advised she has seen the dogs wandering on numerous occasions.
- Animal Control Officer heard that a new resident had just moved into a property in Medea Cove Esplanade, St Helens with two (2) dogs and that they were involved in a dog attack on another dog. Apparently the dogs came out of their yard and crossed the road and savaged an older dog but no one has reported anything. Notice being sent to register dogs and will monitor and ask more questions.
- Monitored a property in Tully Street, St Helens again but no barking. Spoke to a man from a neighbouring property who advised the barking is a problem at times but he is used to it and works away.
- Animal Control Officer received a report of a sheep attack on the 11 June, six (6) lambs and one (1) ewe killed at a property in Clover Banks Road, St Marys. There was a previous attack with three (3) ewes and one (1) lamb killed that wasn't reported. It is believed it is small dogs as all the injuries are low on the sheep. Dogs from a property in Elephant Pass Road, St Marys have been seen regularly in small packs wandering around the property and the area in general (seen by many residents). Complainant has just placed several trail motion sensor cameras in and around his property to try and catch the culprits. Animal Control Officer asked complainant to warn all close neighbours of the incidents. Animal Control Officer went to the property in Elephant Pass Road, St Marys to speak to the owner and was greeted by several dogs. The owner had not responded to Council's previous requests for some time now to discuss dog issues. The owner had three (3) dogs shot a couple of years ago by another farmer after the dogs were caught attacking sheep and Council has been working with her ever since. A further meeting to be arranged to discuss issues.
- A report of a chicken attack that occurred on the 11 June at a property in Dunn Street, Mathinna with one (1) chicken killed and others wounded. A cream and brown Labrador was caught whilst attacking and tied up. Council staff collected and impounded. The owners collected their dogs and registered the 2nd dog and paid impoundment fees and infringements issued for $652.

21 June 2019

- Animal Control Officer received an email from complainant about barking dog from Tully Street, St Helens who advised the barking has been reduced enough to stop causing her concerns.

- Animal Control Officer had a meeting with the RSPCA inspector in the St Marys area to discuss the dog issues at the property in Elephant Pass Road, St Marys. He advised he will be visiting the property on the 28 June so he can see exactly what is happening and meet the owner of the dogs. He has asked that Council lodge a complaint with the RSPCA so that the issue is recorded in their system. He explained that it will be a long drawn out process to remove the dogs as they have food, water and shelter, however he will be able to provide more detail after his visit.
- Animal Control Officer received a call from a dog owner from Talbot Street, Fingal who reported that his dog had harassed a lady walking past with her two (2) dogs. There has been no complaint but he just wanted Council to know that he has now built a dog run to make sure it doesn't happen again.
- A man had passed away from Frank Street, St Marys and his dog was still present at the property and being fed and looked after by another older gentlemen who asked if Council could help to find a new home for the dog – new home found.

28 June 2019

- St Helens Patrol.
- Animal Control Officer received a complaint from Australia Post about dogs coming to the fence/gate at a property in Halcyon Grove, St Helens barking and showing signs of aggression. The postman feels they could possible get out and the post office has sent a letter to the property owner. Animal Control Officer did a slow drive by the property and inspected but no one was home and seemed well fenced and dogs tied up internally but it was noted that the barking was extremely bad – monitor.
- Animal Control Officer and RSPCA Officer visited the property in Elephant Pass Road, St Marys but the owner wasn't home and property locked up. The dogs were inside and about 7-8 could be seen in the living room and others could be heard throughout the house. RSPCA notice left to contact ASAP.

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.

07/19.13.3 Policy Review – AM11 Roads Infrastructure Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – AM11 Roads Infrastructure Policy

OFFICER'S RECOMMENDATION:

That Council;

i) Adopt the amended policy, AM11 Roads Infrastructure.
ii) Withdraw policy AM17 Road Dust Suppression.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy has not been reviewed since it was amended in April 2016.

Proposed policy changes were presented to Councillors for information and discussion at the last Councillor workshop held on 1 July 2019. No items requiring changes to the draft policy were raised.

PREVIOUS COUNCIL CONSIDERATION:

Amended 18 April 2016 – Minute No 04/16.13.4.92.
July 2019 Council Workshop discussion.

OFFICER'S REPORT:

This Policy has not been reviewed since being amended in April 2016.

The redrafted policy includes minor grammatical amendments and the merging of Policy AM17 Road Dust Suppression.

It is recommended;

- That Council adopt the amended policy, AM11 Roads Infrastructure
- That Council withdraw policy AM17 Road Dust Suppression.

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.

LEGISLATION & POLICIES:

As identified in the policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO AM11
ROADS INFRASTRUCTURE POLICY

DEPARTMENT:	~~Works &~~ Infrastructure
RESPONSIBLE OFFICER:	Manager ~~Works &~~ Infrastructure & Development Services
LINK TO STRATEGIC PLAN:	Ensure the efficient and effective provision of appropriate community assets
~~**STATUTORY AUTHORITY**~~:	Local Government Act 1993
LEGISLATION & GUIDELINES	~~Tasmanian Municipal Standards~~ Local Government (Highways) Act 1982 Roads and Jetties Act 1935 Australian Standards AS1742.1-15 Manual of Uniform Traffic Control Devices LGAT Standard Drawings ~~CMP Risk Management Guidelines~~
OBJECTIVE:	To manage Councils road network in accordance with current legislation and guidelines. ~~This policy is to provide guidance in decision making to be undertaken within guidelines equitable to all in relation to the construction and maintenance of Council roads and streets.~~ ~~The~~ Break O'Day Council's 551km road network includes ~~Municipality has an area of approximately 3809 square kilometres and Council has~~ ~~544~~ 226 km of sealed roads and 325 km of unsealed roads.. ~~unsealed roads to maintain this does not include roads under the responsibility of Parks & Wildlife, Forestry and DIER.~~ Adherence to this policy enables a consistent approach be taken to the progression and maintenance of the Council road network..
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 20 August 2012 – Minute No 08/12.12.5.222 Amended 18 April 2016 - Minute No 04/16.13.4.92

POLICY

1. SCOPE ~~PROCEDURES~~

This policy applies only to the management of all constructed and defined urban and rural roads listed in Road Council's Register.

~~1.~~

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~~Road Register~~ 2. ROAD REGISTER

Council shall maintain a current Road Register that includes detail of all roads and streets that Council manages through historical agreement, lease arrangement and legal transfer to the Council.

~~Details of Councils roads and streets are kept in the roads and streets register which includes all roads and streets Council has historically agreed to be responsible for.~~

Any person wishing to apply for a road to be included on the Register must make a written submission ~~submit the~~ details ~~in writing~~ to the Manager ~~of Works and~~ Infrastructure & Development Services, outlining the rationale for inclusion in the register and provide full engineering detail of the road asset outlined in the relevant sections of the LGAT Standard Drawings for road assets.

After meeting submission requirements, the road shall be inspected by an assigned Council Officer after which ~~who will inspect it and then submit~~ ~~a report on the~~ ~~request~~ a report will be prepared ~~to~~ for consideration by the Council.

The report shall provide detail on road use defined by AustRoads 94 criterion, Average Daily Traffic Count, current road condition, known road hazards, the cost(s) associated with upgrading the road to required standard, ~~and an~~ a life cycle cost analysis and a feasibility recommendation.

In the event that Council endorses a recommendation to accept a transfer of a road to the Council, the legislative processes to formalise a transfer of road ownership stated on the Local Government (Highways) Act 1982 apply.

The person(s) that made the original request to the Council shall meet all agreed costs associated with a transfer of a road to the Council; that includes:

- Land Survey
-
- Legal Costs associated with the transfer of title of the road asset
- Transfer title ownership of the land area occupied by a/the road reserve to the Council at cost to the developer.
- The cost to upgrade a road to comply at minimum with the road standards stated in the LGAT Standard Drawing suite and the maintenance and repair of any defect during a twelve month defects liability period.

~~will assess the possibility or otherwise of the road being upgraded to a reasonable standard that doesn't put Council in an abnormal risk situation.~~

Where the Manager Infrastructure & Development Services ~~Manager~~ advises that a proposed road transfer is deemed to be unviable, ~~-~~Council is under no obligation to agree to a transfer of road ownership to the Council. In this event, ~~If, in the Manager of Works and Infrastructures opinion, this is not possible or feasible then~~ ~~A~~an alternative proposal such as a private work arrangement may be presented to Council which would allow the road/street to be improved without incurring any cost and/or ownership obligations on Council.

If Council agrees to a private works ~~the~~ proposal, the person(s) ~~or persons~~ that ~~who~~ made the original request is required to ~~must~~ meet all the agreed costs of work in advance and acknowledge

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in writing that the works do not constitute either an actual or implied ~~"~~Council ~~maintenance~~ownership or ongoing maintenance responsibility~~"~~ of the road or street.

If the road or street can be upgraded to an acceptable standard ~~then a clear specification for the works will be issued by the Manager of Works and Infrastructure before any work commences.~~ the applicable parts of LGAT Standard Drawings relating to road infrastructure shall be adhered to as a minimum standard.

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Upgrade/remediation ~~These~~ works will be subject to an inspection regime with key hold point ~~during the work and a~~ and final inspections by Council Officers~~.~~

~~The works may require a Development Application be finalised in advance and the Planning Department should be consulted.~~

Upgrade works on private roads may be subject to planning assessment where applicable fees and charges apply.

~~Property Access from Road~~ 3. PROPERTY ACCESS

New Property Access

The construction of a new access from certain land to a road is the responsibility of the land owner.

Access construction shall meet at minimum the vehicular access requirements detailed in the LGAT Standard Drawings and applies to:

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~~The access from a Council road or street to the property line is the owner's responsibility any remedial work required will be at the owner's expense. The guidelines for construction of a vehicle access where a lot has frontage to a local highway or reserved road are:~~

(a) Where a lot has frontage to a local highway maintainable by the Council~~, the owner or developer is required to construct a vehicle access from the carriageway to the lot boundary to the satisfaction of the Manager Works & Infrastructure.~~

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(b) Where a lot has frontage to a reserved road, either unmade or not maintainable by the Council, and this is the only means of vehicular access,~~, then the owner or developer is required to construct a road from the Council maintained road to the property boundary to a standard as determined by the Manager Works and Infrastructure. (This would normally be to the standard of the adjoining Council road.)~~

(c) Where a right-of-way is to be the means of vehicular access to a lot then it shall not be over land required as the sole or principle means of access to any other land, shall connect to a local highway maintainable by the Council. ~~and it shall be constructed by the owner or developer to a standard as determined by the Manager Works and Infrastructure. (This would normally be an all-weather single lane gravel carriageway.)~~

Maintenance and Repair of Vehicular Access

Section 16AA of the Roads and Jetties Act applies, where the owner of the land is responsible for the maintenance and repair of the whole of the vehicular access.

4. FENCING~~Fencing~~

All fencing ~~on road reservations~~ within a road reservation is the adjoining owner's responsibility to install and maintain. Where fences have been erected~~are~~ within~~on~~ Council road reservations the owner may be notified to remove the fence and to correct the fence alignment. ~~otherwise the~~Council reserves the right to ~~Council can~~ have the road reserve ~~property~~ surveyed and to relocate the fence at ~~the total~~ cost ~~of~~ to the land owner.

5. WORKING WITHIN A ROAD RESERVATION~~Road Reservations~~

An application for a permit to carry out works in a road reservation shall be made at least ten (10) working days in advance of intended work. Work is not permitted to occur prior to the issue of a permit.

Works shall be undertaken in accordance with specified permit terms and conditions.

Utility providers are exempted from this requirement under relevant legislation.

~~Council must be notified at least fourteen seven (147) days in advance before of intended work in a Council road reservation.~~ ~~any works are carried out in a road or street reservation~~

~~and a permit issued if one is required.~~

6. SUBDIVISION ROAD ~~Construction Standards~~

~~All types of roads and streets being developed for~~ N~~n~~ew subdivision roads~~s~~ are to be constructed at minimum in accordance with the LGAT Standard Drawings suite and construction inspected and certified as being compliant by a certifie~~s~~d practicing civil engineer.

Developers will be provided with hold point inspection and asset documentation that form part of the Planning Conditions issued to developers. Information requirements must be fully satisfied prior to Council accepting ownership of a subdivision road asset.

Where a new subdivision road will be transferred to the Council, the developer shall be required to:

a) Maintain and correct asset defects at cost to the developer for a maintenance period of one (1) year after a Practical Completion Certificate is issued

b) Provide Council with a full set of "as-constructed drawings" including the location of utility services and pavement testing reports prior to Council accepting ownership of a new road asset.

c) Transfer title ownership of the land area used to create a new road reserve to the Council at cost to the developer.

~~with in the Standard Municipal drawings (as amended by Break O'Day Council) in a professional workmanlike manner with proper attention being given to all aspects of the construction phases such as excavation, bedding material, bedding compaction, finished profile, final compaction etc., to the satisfaction of Council's Manager Works and Infrastructure or nominated inspector and in accordance with standard or approved testing procedures. No construction of subdivision involving significant works can commence until the plans of construction are approved by Manager Works~~

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and Infrastructure. No subdivisional works involving several blocks in serviced areas will be taken over until complete, accurate as constructed plans in an acceptable format are delivered to Council.

7. NEW WORKS BY COUNCIL New Works

New roads to be constructed by the Council shall at minimum comply with LGAT Standard Drawings

New road assets shall be fully costed and constructed within approved capital budgets.

Council's works will be designed within budget constraints to adequately meet normal user requirements.

Scheduling of New Works or ReconstructionCapital Works (Roads)

All construction or reconstruction of roads and street s construction activity shall be in accordance with the Council's approved capital works program as adopted in Council's budget.

8. DUST SUPRESSION – UNSEALED ROADS

Dust suppression may be applied on Council's unsealed roads through the employment of any one of the following methods:

(i) Dust suppression using a chemical binding agent to bind a gravel pavement and minimise dust generation from moving vehicles.

(ii)

(iii) or (ii) Full reconstruction of a road section, including new gravel materials, reconstruct and compact, and bitumen seal new road pavement.

8.1 Chemical Dust Supression (Unsealed Road)

8.1.1. Any property owner wishing to have dust suppressant applied to a Council maintained unsealed road adjoining their property must apply to Council in writing.

8.1.2 The request must be for road sections with a minimum length of 100 metres and across the full carriageway width of the road.

8.1.3 The full cost for dust suppression shall be met by the requesting property owner.

8.1.4 The work shall be carried out by Council or a contractor under council supervision.

8.1.5 All costs for future reinstatement or repair of the dust suppression shall be met by the requesting property owner.

~~4.6~~8.1.6 Council shall be responsible for general maintenance of the unsealed road.

8.2 Full Road Reconstruction (Sealed Road)

8.2.1 Any property owner wishing to have a Council maintained unsealed road adjoining their property reconstructed and sealed must apply to Council in writing.

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8.2.2 The request must be for road sections with a minimum length of 200 metres and road width determined in accordance with standard road engineering design criteria described in the LGAT Standard Drawings suite.

8.2.3 The full cost for the road reconstruction shall be met by the requesting property owner.

8.2.4 The work shall be carried out by Council or a contractor under council supervision.

8.2.5 Council shall maintain the reconstructed road after completion of the works

Asset Management

Road Classifications

For the purpose of employing sound asset management practices for long-term financial planning, maintenance scheduling and mitigating risk, Council's

~~For long term planning, maintenance programming and Risk Management issues all Councils~~ roads, streets footpaths and parks are given a classification rating~~.~~. Classification is assigned using the following criterion: ~~A road or street is classified by a number of criteria including:~~

- Annual Average Traffic – based on measured vehicle counts~~Traffic counts.~~
- ~~Standard of c~~ Construction Standard of existing and new road assets
- ~~Type of traffic~~ Vehicle Classification (AustRoads 94) definition – type and class of vehicles using a road~~e~~
- Road function - ~~W~~whether a road~~it~~ serves as an arterial, collector or connects with high use roads.
- Seasonal variable - w~~W~~hether the road is subject to ~~there is~~ high seasonal or tourist use

Class 1
Fully developed urban street
Major rural road (sealed)
Carries heavy commercial traffic
Vehicle count greater than >2000 Vehicles per Day (VPD)
Major tourist destination or route
Major ~~collector street~~Collector Street in urban area

Class 2
Fully developed urban street
Rural collector road sealed or unsealed
Vehicle count >1000 per day <2000 VPD
Major tourist destination or route
Seasonal high traffic counts
Collector ~~street~~Street in urban area
Major car park
Carries heavy commercial traffic

Class 3
Full developed urban street
Minor urban collector street
Vehicle count >100 per day <1000 VPD
Rural collector or through road sealed or unsealed

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General use car park
Minor tourist traffic
Minor commercial traffic

Class 4
Minor urban street sealed or unsealed
Gravel surfaced rural road
Not a through road
Minor commercial traffic
Vehicle count <100 VPD
Minor Car park

Class 5
Basically unformed
Minimal or no drainage
Basically no pavement
Poor alignment
Track in a road reservation
Inspections
Council will endeavour to carry out inspections of all roads that shall be carried out in accordance with the following regime.

- Class 1 - every six (6) months or at least two (2) times per year
- Class 2 - every twelve (12) months or after major events such as floods, fires or storms
- Class 3 and 4 every three (3) to five (5) years or after major events such as floods, fires or storms
- Class 5 every three (3) to five (5) years or after major events such as floods, fires or storms. However classifications will be a factor in the type and degree of repair/maintenance e.g. a remote, single user rural road won't be extensively guide posted and scattered potholes would be less urgent than on a major road. All roads and streets regardless of classification should be inspected for the following:
    - ~~Large~~ Large Pot holes
    - Clusters of small/medium potholes
    - Pavement failure
    - Excessive corrugations
    - Excessive degree of loose gravel
    - Broken or exposed culverts
    - Loose or broken planks on bridges
    - Shoulders washed out or eroded
    - Reverse super-elevation on corners
    - Gutters on shoulders
    - Side drain washed out
    - Side drain blocked up
    - Vision obstructed on corners
    - Trees leaning/dangerous
    - Edge slashing needed
    - Culverts blocked
    - Guide posts needed/missing
    - Signs needed/missing/damaged

2. 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 of if deemed necessary by the General Manager.

07/19.13.4 Extension of Free Green Waste Days

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	033\046\001\
ASSOCIATED REPORTS AND DOCUMENTS	Council Decision 11/18.13.5.260 - November 2018 Ordinary Meeting if Council 10/17.8.2 Notice of Motion – Free Green Waste Disposal – Clr J Drummond

OFFICER'S RECOMMENDATION:

That Council do not extend the free green waste days to all year-round at all waste disposal sites that are set up to accept green waste.

INTRODUCTION:

This report outlines the operational cost ramification associated with an extension of the free green waste days to all year-round at all waste disposal sites that are set up to accept green waste.

PREVIOUS COUNCIL CONSIDERATION:

11/18.13.5.260 *Moved: Clr K Wright / Seconded: Clr J Tucker*

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.

CARRIED UNANIMOUSLY

July 2019 Council Workshop discussion.

OFFICER'S REPORT:

Background Information

At the ordinary Meeting of Council on Monday 16 October 2017 the following Notice of Motion was raised by Clr J Drummond: 10/17.8.2 Notice of Motion – Free Green Waste Disposal – 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 as required from relevant State Agencies:

That Council extend the free green waste days to all year-round at all waste disposal sites that are set up to accept green waste.

SUBMISSION IN SUPPORT OF MOTION: Following a recent NRM Special Committee Meeting I request that Council act on a recommendation from that Committee.

The meeting noted that the free green waste days at Council's waste management sites assists greatly in mitigating against illegal dumping of green waste into bushland. The meeting considered that an expansion of free green waste service would be valuable. The extension of free green waste days to all year-round, would assist in reducing the fuel load with regard to increased bush fire risk and also in reducing of spreading of weeds into bushland.

This is a sentiment which I hear echoed by the community quite frequently. I believe it would assist in reducing potential fire hazards and in weed management in the municipality, whilst encouraging greater yard maintenance by residents, knowing that they could dispose of green waste freely, rather than allowing large piles of green waste to sit around in residential gardens until free waste disposal comes around, or burning off and causing potential fire hazards close to their own homes".

MEETING DISCUSSION:

- *Clr J Tucker stated that he believes that this is quite a good motion, what is the difference with having it all year round unless there is a great cost. See this as reducing fuel load and weeds.*

- *Clr Drummond stated that by reducing weed spread in the municipality as well as fuel load that this should not be a huge cost to Council.*

COUNCIL DECISION: 10/17.8.2.219 Moved: Clr J Drummond / Seconded: Clr J Tucker

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 extend the free green waste days to all year-round at all waste disposal sites that are set up to accept green waste.

CARRIED UNANIMOUSLY

NRM Special Committee Meeting – 13 July 2017

At the NRM Special Committee Meeting of 13 July 2017 the committee made a recommendation that Council extend the free green waste days to being all year and ongoing for all waste disposal sites.

The basis for the recommendation stemmed from a discussion of weed management as a municipal environmental sustainability issue where the meeting noted that the free green waste days at Council's waste management sites assist greatly in mitigating against illegal dumping of green waste in bushland that spreads weeds. The meeting considered that an expansion of free green waste service would be valuable.

The committee has not provided additional or supportive information related to studies undertaken, referenced or data analysis validating the quantum of illegal dumping occurring with the recommendation made to the Council.

Waste Transfer Stations – Green Waste Handling

Green waste is currently accepted at the St Helens, Fingal, St Marys and Scamander Waste Transfer Stations (WTS). Material received at Fingal represents a low volume and is periodically transported by Council to the St Marys WTS.

Council charges for the disposal of domestic and green waste (separated and unseparated) and all clean domestic green waste. Fees range from $3 to $15 depending upon the volume of material being disposed.

The fees are set by the Council to only partially offset the operational cost to handle the large volume of green waste received at the WTS's

Council provides free green waste disposal days at the St Helens, Scamander and St Marys WTS every Sunday from 1 November to 28/29 February.

Stockpiled green waste is periodically mechanically shredded (coarsely mulched), windrowed and aged, after which it is spread as a ground cover at the St Mary's, Scamander and St Helens Waste Transfer Stations (WTS).

Financial Analysis – data recorded YTD 11 June 2019

WTS operational expenses exceeded revenue raised for the period 1 July 2018 to 11 June 2019.

Green waste revenue collected as a gate fee accounts for 21.6% of WTS revenue equating to $33,922. The cost to produce 5,758m^3 of single shredded material during the reporting period was $50,958, representing 12.4% of WTS expenses.

The current green waste only handling loss YTD is $17,036.

Table 1: Waste Transfer Station Revenue and Expenses YTD 11 June 2019.

	YTD 11 June 2019 ($)	**Green Waste Component ($)**	**Green Waste Component (%)**
A: Revenue	157,000	33,922	21.6
B: Expenses	411,000	50,958*	12.4
A - B	**(254,000)**	**(17,036)**	**6.7**

*5,758m^3 of single shredded mulch produced.

Extending free green waste days to all year-round at all waste disposal sites that are set up to accept green waste without changing the current green-waste handling process would result in a loss of $33,922 green waste revenue (gate fees) and increase operating loss from $254,000 to $287,922. Refer Table 2.

Table 2: Impact of All Year-Round Free Green Waste Days

	YTD 11 June 2019 ($)	**YTD 11 June 2019 Green Waste Component ($)**	**Free Year Round Green Waste Component ($)**	**Revised YTD 11 June 2019 ($)**
A: Revenue	157,000	33,922	0	123,078
B: Expenses	411,000	50,958	50,958	411,000
A - B	**(254,000)**	**(17,036)**	**(50,958)**	**(287,922)**

The predicted loss is not sustainable and would need to be recovered, either by increasing revenue (i.e. increased gate fees and/or resale of mulched green waste) or by decreasing operating expenses (i.e. reducing service level by decreasing the number of days that WTS's are open).

Green waste mulching for resale is currently being investigated with an objective of recovering current green waste handling expense. Trials will conclude in late spring and outcome reported to the Council.

Recommendation

That Council do not extend the free green waste days to all year-round at all waste disposal sites that are set up to accept green waste.

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:

Nil.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Adjustment to Councils Operations Budget will be required to reflect a decision made by the Council.

VOTING REQUIREMENTS:

Simple Majority.

07/19.13.5 Variation to 2019-2020 Bridge Capital Budget

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Infrastructure & Development Services Manager
FILE REFERENCE	032\001\004\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council approve an increase to the 2019/2020 bridge replacement capital budget by $150,000 from $675,000 to $825,000 to enable the early replacement of the damaged Bridge 2191 superstructure.

INTRODUCTION:

The purpose of this report is to seek approval from the Council to increase the 2019/2020 bridge replacement capital budget by $150,000 from $675,000 to $825,000 to enable the replacement of the Bridge 2191 superstructure irreparably damaged by over-mass vehicle(s).

PREVIOUS COUNCIL CONSIDERATION:

No previous Council discussion.

OFFICER'S REPORT:

Bridge 2191

Bridge 2191 crosses Fletchers Creek on Reids Road. The Bridge span is 12m and comprises a timber/log superstructure last replaced in 2004 and a concrete superstructure constructed circa 1960.

At the annual inspection by AusSpan (June 2019), the superstructure was found to have been significantly damaged. Beam 4, Abutment B was broken and crushed. The three remaining bridge beams are also split longitudinally. Damage is thought to have been caused by over-mass vehicle(s).

In accordance with Section 44 (1) of the Local Government (Highways) Act a gross load limit of 5 tonnes has been placed on the bridge in the interest of public safety and to preserve the bridge structure. The new load limit denies access to heavy vehicles that routinely need to cross Bridge 2191.

Council has not allocated funding in the 2019/2020 capital budgets to replace the Bridge 2191 superstructure. The timing of asset inspection information and the pre June 2019 Council meeting publication of Council's 2019/2020 Budget prevented the bridge works from being included in the budget document.

It is estimated that the replacement cost of the bridge superstructure is up to $150,000.

The Manager Infrastructure & Development Services will act to determine what capital spending offsets may be available and advise Council at a future date.

Recommendation

That Council approve an increase to the 2019/2020 bridge replacement capital budget by $150,000 from $675,000 to $825,000 to enable the early replacement of the damaged Bridge 2191 superstructure.

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.

LEGISLATION & POLICIES:

Local Government Act 1993
Procurement Policy (Code for Tenders and Contracts) – LG07 (Amended 21 November 2016)

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Council has allocated $675,000 in the 2019/2020 capital bridge budgets to replace bridge assets.

The replacement of Bridge 2191 superstructure represents an additional bridge asset that requires replacement and not approved by Council at the June 2019 Council meeting.

A bridge budget increase from $675,000 to $825,000 is therefore required to enable the bridge works to proceed.

The existing and damaged Bridge 2191 timber superstructure has a residual value (calculated for 2019/2020) at $21,024 that requires a write down during the 2019-2020 financial year.

VOTING REQUIREMENTS:

Absolute Majority.

07/19.14.0 COMMUNITY DEVELOPMENT

07/19.14.1 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 *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 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.	Site was not set up at Easter site – was advised by Northern Region that they were not ready in relation to staffing and purchase of goods.
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	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: • The Gardens • Scamander • Four Mile Creek (north of entry point) • South of Little Beach • St Helens • Burns Bay	Students have completed the project, currently waiting on receipt of final wrap up of all projects for future workshop.
03/19.8.2.47	18 March 2019	*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 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.	Workshop agenda to look at options.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
06/19.14.2.144	24 June 2019	That Council authorise management to renew leases for five (5) years with community organisations on the existing basis except that the standard charge for additional wheelie bins be introduced.	Lease proforma will be changed to show decision of Council.

Council Community Grants/Sponsorship 2019-2020:

Council Community Grants/Sponsorship	2019-20
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

Construction activity

Trail construction across the St Helens Network has progressed well over the previous month with a focus to have the sections of trails influenced by the eagle nest locations completed as our priority. The contractor had four (4) crews working on these trails and made excellent progress.

A total of 17km of trails in this network has been constructed.

The Town Link Tail (shared use trail from Lions Park to Flagstaff Road Trail Head) has been completed except several bridge structures which will be completed later in the year. The construction of the Boardwalk in Boggy Creek commenced on 24 June 2019 and is on target to be completed by mid-July 2019. The Boardwalk will not be commissioned until closer to the opening of the trail network which is still on target for November 2019.

Construction of the Trail Head on Flagstaff Road continued with electrical, Stormwater drainage and plumbing infrastructure installed. The design for the toilet block and shelter is currently being finalised. Once plans are assessed and approvals attained construction will commence in September 2019.

Program of works

With current work programs and resources there has been no change to the November 2019 planned opening for the majority of the trails with a firm date and events still to be finalised.

As stated previously total completion of all the trails is likely March 2020 so there will be several opportunities for staging events to optimise the exposure of the trail network.

Also reported last month the 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.

Branding and Marketing

On Wednesday 26 June, BODC in partnership with Kingthing Marketing held a Public Information Session for the St Helens Mountain Bike Trails. The session was well attended with more than 130 people present.

There was a mix of people in the room from the general public to representatives of the business community. At the end of the session we handed out an Industry Toolkit which contained business information regarding who the mountain bikers are and what they are looking for as well as core messages and brand information. These practically walked out the door and we are having another 50 printed. Digital versions of the Tool kit as well as the presentation itself have been

uploaded to our website. The second MTB newsletter, which went out on 3 July, also contained links to these documents. Feedback received from those that attended the Information Session has been positive and has been reflective of the engagement that we hoped for from the community.

The St Helens Mountain Bike Trails landing page has now been updated and includes links to trail maps and a MTB newsletter sign up form as well as links to the BODC website.

From the meeting and the sign –up form, the MTB newsletter email list has now grown from 50 to over 100 with sign up submissions coming through the website daily. This list will be an instrumental tool in continuing to establish community and business connections to the trails.

Kingthing have been finalizing designs for the website and have completed a site plan. The plan will be to launch this site just prior to the opening once we have all the information required to populate the site IE; site maps, trail names, safety messaging etc.

The next steps for branding and marketing is to establish a plan for the opening of the trails and look at signage design and placement.

Poimena to Bay of Fires Trail

Program of works

Works progressed on this trail with a trail construction crew working into the winter months. As to be expected the pace of construction has slowed due to weather conditions but progress has been good.

Council approved at the June council meeting the planning application to modify sections of trail at Poimena.

Works will commence over the coming months once the permit process and approvals are attained and weather allows.

Conversations are ongoing with Parks and Wildlife Tasmania of user facilities at the Anson Bay Road, half way crossing point and the termination point of the trail at Swimcart Beach.

Trail completion is still on target for November 2019.

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.

Community Events

2019

Delivery

- 7 – 10 June - Bay of Fires Winter Arts Festival
- 9 June - St Marys Community Car & Bike Show

Planning

- 6 July - St Marys Community Space Bush Dance

2020

- 7 - 9 March - Cicrum Tasmania Challenge (Aeroplanes)
- 26-29 March - Dragon Trail MTB – 3 Day staged race (Derby, Poimena and St Helens MTB trails)
- November – AOC2020 - Australian Orienteering Championships

Township Plans

We are currently collating all the information that was provided at the St Helens session. This information is then forwarded to the Management Team for consideration/budget allocation and time frames – this information is then put into the Township Plan document.

A drop in session has been scheduled for Scamander – Wednesday 7 August, 2019 from 3 to 6 pm – we are currently awaiting confirmation of a venue.

Driver Reviver Program

After many attempts to seek a response to our query as to why the delay in this program occurring, we are still chasing a response. Staff will provide a report as soon as a response to our query is provided by the relevant officer from the State Emergency Service.

Planning - Rail Trail - Fingal to St Marys

ECOtas have completed a flora and fauna investigation of the proposed rail trail from St Marys to St Helens – a report will be provided in due course for consideration once the report is received from ECOtas.

Georges Bay Foreshore Linkage

A Request for Information has been completed and forwarded to the relevant Commonwealth Department to commence the progress of this project. ECOtas have undertaken the relevant flora and fauna evaluation of the area and we are currently awaiting a report. Once this information is to hand along with information from Aboriginal Heritage Tasmania – discussions with Crown Land Services will commence in relation to the construction phase of the project.

Leaner Driver Mentor Program

Get In 2 Gear Statistics for June 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 June. 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.

There were 15 active Leaners and 0 now on the waiting list, with driving hours for May sitting at 81.5 hours.

Facebook posts:

Break O'Day Council
June 11 at 10:24 AM ·

Get In2 Gear would like to thank Stephen Jones for volunteering his time every single week, to assist Learners in more ways than just their licences.

If you click on either the photo or the link below, you can read all about Stephen's experiences, what drives him to volunteer and some outcomes achieved.

On behalf of Get In2 Gear, thank you Stephen!!

https://www.bodc.tas.gov.au/.../Stephen-is-Making-a-Differenc...

GET IN2GEAR Mentor Stephen is making a difference to the lives of our disadvantaged!

Why do you mentor for Get In2 Gear?

The answer to that question has a historical perspective, as well as a personal desire to provide some support to people in our community who need it most. During my working life with IBM there was something of an expectation that employees in professional roles would participate in a "give back" program providing mentoring and professional guidance to more junior employees, particularly new graduates. This was something I always enjoyed doing. Guiding young people towards achieving the status of becoming a respected professional was very rewarding. I wanted to continue giving back after I finished my working life.

I get the same enjoyment from mentoring members of our community through the process of obtaining a driver's license. Regional Tasmania can present many challenges to people without a license given the limitations and cost of public transport. Assisting learners to achieve their goals of an L2 License and then a Provisional License is extremely rewarding for both the learner and the mentor. That's why I do it.

How many learners do you mentor per week?

I set aside Monday afternoon each week for the Get In2 Gear program, which allows me enough time to mentor three learners.

What are some outcomes you have seen learners achieve, other than gain their licence?

Obtaining a driver's license is very often a first step in achieving other life goals. I have seen a variety of outcomes. I have mentored learners who joined the program because obtaining a license is a necessary first step to obtaining an apprenticeship or some other form of employment. I have mentored young mothers who needed the mobility that comes from having a license in order to get their young ones to essential services or even just to school. I have mentored older mothers who have children and grandchildren in other parts of the state and were in need of a license so that they could visit their extended families whenever they wish. I have mentored new members of our community from other cultures who were able to drive in their country of origin, but needed to start the process all over again now that they have chosen Tasmania as their new home.

The outcomes are all pretty much the same – mentoring people towards increased mobility so that they can achieve other goals.

Is sitting next to a learner and mentoring them a daunting experience?

No it isn't. Most new learners are understandably nervous when they start out, and of course they all make a few mistakes. By starting out in a non-hostile environment such as a sports ground, the initial nerves and mistakes are fairly easily dealt with. By the time the learner declares enough confidence to venture onto the roads, the potentially daunting aspects of the experience have been well and truly dealt with. The focus can then be on skills development and increasing confidence.

What is the best part about being a mentor?

You very quickly get to know why a learner has joined the program and what their objectives are. The best part about being a mentor is sharing the journey towards achievement of those objectives. Also, spending an hour with a learner every week for many months very often results in some valued friendships.

Have you any words of encouragement you could give a person who is thinking about mentoring?

If helping other people achieve their life goals is something that you like to do, then learner driver mentoring is a great way to do it. It may not seem much at first glance but when you think about the liberating aspects of obtaining a driver's license, you realise the importance of this program. My encouragement is to give it a go. You will get to meet some truly lovely people, probably develop some valued friendships, but most importantly, help learners to move towards their next goal in life.

Bendigo Bank Community Stadium Activity

Regular Use For the month of June the users included:

Mondays
- St Helens Basketball Association

Tuesdays
- Surfside Netball Club
- Bay of Fires Junior Netball Club

Wednesdays
- Clovers Netball Club
- Bay of Fires Senior Netball Club

Thursdays
- Georges Bay Netball Club
- Pain & Gain Fitness session

Fridays
- St Helens Netball Association matches

Saturday

Sundays
- Pain & Gain Fitness session

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.

07/19.14.2 St Helens Point Progress Association – Request for Funding

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community Services
FILE REFERENCE	040\118\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council support the St Helens Point Progress Association and provide a financial contribution of $1,000 to support the community group in undertaking a project to re-gravel the footpath along the Stieglitz Foreshore.

INTRODUCTION:

The St Helens Point Progress Association are seeking funding from Council to assist them with community projects.

PREVIOUS COUNCIL CONSIDERATION:

July 2019 Council Workshop discussion.

OFFICER'S REPORT:

At a recent meeting with the St Helens Point Progress Association Executive Committee they requested as a group they work more closely with Council to improve the amenities and facilities along St Helens Point Road.

Membership/Meetings

They currently have 23 families as members – membership fee is $10. They hold their meetings every two (2) months at the Hillcrest Caravan Park, to which they keep their meetings within the hour. As a community they are currently recruiting new members and identifying ways in which they can engage with those families who own property but don't reside full time.

Projects

In the past they have been successful in receiving a Landcare grant to assist with replacing gravel on an existing pathway. Currently they are working with Parks & Wildlife staff to look at rebuilding a pathway along the foreshore which sits within PWS control. The group understand that with the opening of the mountain bike trails and additional people visiting our area, tracks/trails etc will become an additional attraction for our area. With this in mind, they also wish to resurface and maintain an existing pathway which is currently under Council control through our lease with Property Services – the funds that they are seeking will assist their members to undertake these works subject to Council approvals.

They currently pay a financial contribution to Landcare who cover their insurances for any volunteer work that they participate in. Their annual overall costs currently sit at about $400 per year, which leaves no funding for projects to be undertaken.

As a group they are aware of the pressures that are placed on Council to undertake works and they believe that they can work with Council to do some small projects. They are also willing to be a voice for Council – "power of the people" in relation to seeking funding from political parties.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Goal
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.

LEGISLATION & POLICIES:

Not Applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

This funding was not budgeted for in the 2019-2020 budget.

VOTING REQUIREMENTS:

Absolute Majority.

07/19.14.3 Request for Council Sponsorship – Dragon Trail MTB Event

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Erica McKinnell, Community Services Project Officer
FILE REFERENCE	005\017\004\
ASSOCIATED REPORTS AND DOCUMENTS	Proposal for Council Sponsorship Flow

OFFICER'S RECOMMENDATION:

1. For the first three (3) years, Council waive all fees associated with the hire of infrastructure to support this event, that being stadium and banner hire fees for this event.

2. That Council provide a one (1) off financial payment of $1,500 for the creation of a Perpetual Trophy made by a local community group.

3 (a) That Council provide a financial cash sponsorship $6,500 to engage Flow Mountain Bike.

Or;

(b) That Council provide a one (1) off financial payment of $13,500 to engage Flow Mountain Bike.

INTRODUCTION:

The St Helens MTB Trail Network has been announced as the location for the Dragon Trail Mountain Biking event, along with Derby trails, to host a three (3) day endurance race, to be held annually.

PREVIOUS COUNCIL CONSIDERATION:

Previous July 2019 Council Workshop consideration.

OFFICER'S REPORT:

GEOCENTRIC Outdoors (that held XPD here in 2018) is holding a three (3) day mountain biking endurance event 26-29 March 2020.

Riders will be on their bike for 3 to 6 hours each day. It is a cross country event on blue and green trails making it accessible to all levels of rider.

The event is a three (3) day staged endurance race that will start from Branxholm on day 1 and travel 45km throughout the Derby trails, ending in Weldborough, where they will camp overnight. Day 2 they will get to enjoy the beauty of the Poimena trail, ending on Swimcart Beach. They will camp overnight at the Bendigo Bank Community Stadium, gearing up for day 3, the St Helens trails.

The event organiser's aim for the first year was to reach the target of 100 riders, with 60% coming from the mainland, 20% Tasmanian and 20% International.

As of 23 May 2019 the registrations were at 112 fully paid. The event has exceeded first year targets with being live on social media for 23 days.

The event will be supported by the organisers with the option of airport transfers, food and tented accommodation for registered participants.

The target market for the Dragon Trail event is women 40 years and older, as it is the current target market for Mountain Biking Australia. Those competing are also supported by their family members who will need to source accommodation for the event locally.

Please see below for some statistical percentages for registration's paid:

Makeup of homeland locations

66% are Interstate
12% Overseas (Japan, New Zealand and Singapore)
22% are Tasmanian

Age Ranges

45.3% - 40-49yrs
22.6% - 50-59yrs
15.1% - 30-39yrs
9.4% - 60+yrs
3.8% - 23-29yrs
3.8% - Under 23yrs

Gender

45% Women
55% Men

There is still three (3) additional marketing pushes on social media to occur throughout the next eight (8) months and the numbers will not be capped.

All risk management, insurance and land use approvals will be sought by the event organisers.

Dragon Trail event manager has requested in the first three (3) years of the event that Council provide the Bendigo Bank Community Stadium, free of charge and any other Council fees for use of facilities e.g. trail head in the first year. In addition, the event manager is seeking Council to contribute funds for one (1) of the packages to contract Flow to document and video the event, releasing on Social media, either $6,500 or $13,500.

GEOCENTRIC Outdoors has committed to also pay per user for the event at $20 per head for any participants over the first 100 on the St Helens Trail Network. To be negotiated further once fees have been considered for trail usage.

The financial details of the request are detailed in the attached proposal.

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

LEGISLATION & POLICIES:

Nil.

BUDGET AND FINANCIAL IMPLICATIONS:

Year 1 (2020), *including Flow Package*

Option a)	$8,063.20; or
Option b)	$15,063.20

Year 2 (2021)

Option a)	$163.20
Option b)	$163.20

Year 3 (2022)

Option a)	$163.20
Option b)	$163.20

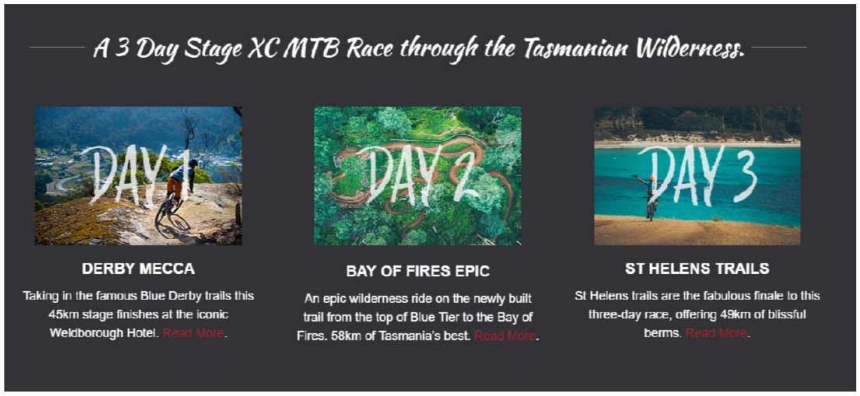
Year 4 (2023) +

Option a)	$00.00
Option b)	$00.00

VOTING REQUIREMENTS:

Simple Majority.

Support Proposal



Prepared for: Break O'Day Council
Prepared by: Louise Foulkes, Event Director
20 May 2019

https:dragontrail.com.au

EXECUTIVE SUMMARY

Objective

Geocentric Outdoors is the organiser of the planned Dragon Trail MTB and has a vision to create a world class 3 day stage mountain bike race in North East and East Coast of Tasmania that riders will return to year after year.

Goals

- To put joy into mountain biking for each and every participant
- To focus on economic benefit to the region through visitation, employment and media exposure
- To ensure the event is environmentally responsible
- To do good where we can and maintain a flexible approach to this
- To ensure the event is economically sustainable

Benefit

Break O'Day Council has invested significantly in the St Helens Mountain Bike Trail Network with the aim that these trails will bring significant benefits to the region, primarily through the economic impact of tourism. Dragon Trail recognises the opportunity afforded by the Councils investment and plans to host the majority of the event within Break O'Day Municipality.

Break O'Day Council and the Dragon Trail event will have the opportunity to work together for mutual benefit, by becoming an annual international event with long jeopardy.

Community Benefit

We will have several shuttle operators working at the event.
We will engage community groups who can benefit from the catering during the race as well as some people will be employed.
A lot of other businesses such as hardware, supermakets and restaurants will also have a flow effect.
There will be a requirement for accommodation in St Helens for the volunteers, families and supporters.
We also aim to work with the local schools and try to get some of the students out racing in a relay (free of charge). This will engage them with the incoming MTB community.

Support Outline

Geocentric Outdoors is seeking support from the Break O'Day Council in specific areas which help both develop the event and have direct benefits to the council.

https:dragontrail.com.au

SUPPORT REQUESTS

1. Bendigo Bank Community Stadium

Exclusive use of the Stadium at no charge for the first 3 years of the event. This will include the indoor facilities/ kitchen/ amenities, Wi-Fi, surrounding grassed area for camping, additional rubbish bins, liquor licensing and power.

The event also request us of the Stadium on the Friday evening of the event, at no charge, for a fund raising activity for a local community group, which includes the tables, chairs, cutlery and crockery.

Cost to Council

Fully Refundable Bond	$315.00
Administration	$25.00
Liquor License	$63.20
Hire Fee (3 Days, $500 per day)	$1,500.00
TOTAL	**$1,903.20**
Refundable Bond	($315.00)
GRAND TOTAL	**$1588.20**

2. Trail Head Centre

Full use of the Flagstaff Trail Head (St Helens MTB Network) for the start and finish of day 3 (Saturday) of the race at no charge.
This will include access to the toilets, power, rubbish and water.

Cost to Council

Hire Fee	$00.00
GRAND TOTAL	**$00.00**

3. Binalong Bay Foreshore

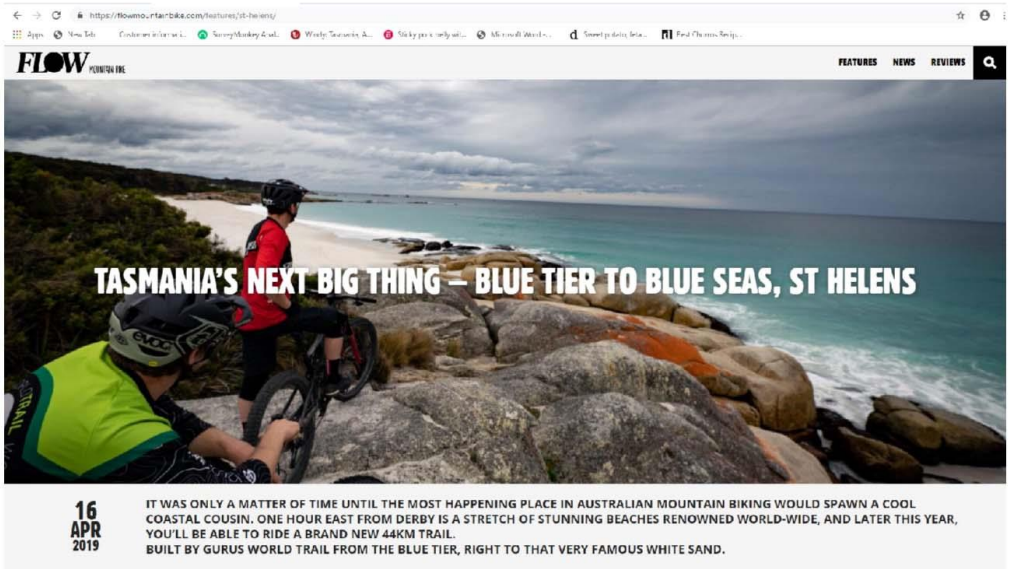
Day two of the race is planned to finish at Binalong Bay. Council support is sought to use the reserve at no cost for the first 3 years of the event. This would include exclusive use of the carpark (the use is planned for a Friday to minimise impact on the weekend tourism). This also includes access to the toilets, power, rubbish and water.

Cost to Council

Hire Fee	$00.00
GRAND TOTAL	**$00.00**

4. Media Support - Flow Mountain Bike

The Dragon event would like to bring Flow Mountain Bike media to cover the event. For this to happen, financial support is required in the first year only. Flow has provided 3 options for coverage, which are attached. The recommended financial amount required is between $6,500 and $13,500. Depending on which option is approved. In addition to the event and regional exposure, Flow will provide imagery and video from the region, with a focus on off-bike, family friendly activities and regional scenes. The council would own these.



Cost to Council – See Attachment 1

https:dragontrail.com.au

5. Light Pole Banners

Arrange for the installation and removal of light pole banners on the main street of St Helens during the event at no cost for the first 3 years. Geocentric will provide the banners.

Cost to Council

Hire of 8 x Banner poles, Installation and removal @ $500 each banner pole	$4,000.00
GRAND TOTAL	**$4,000.00**

6. Local Artist

The event is seeking financial support of $1,500 from the council to commission a local artist to produce a perpetual trophy or shield for the winning rider. This trophy would have an acknowledgement of Council's support and could potentially be held for display between the annual race at either the council office or Flagstaff trail head Centre. The trophy would ideally be produced from local materials and incorporate inspiration drawn from the history and culture of St Helens and the North East of Tasmania.

Cost to Council

Perpetual Trophy and Plaque	$1,500.00
GRAND TOTAL	**$,1500.00**

*please note – this has not been quoted and could be less

TRAIL USAGE FEES

Geocentric Outdoors proposes it pays trail fees for the Dragon Trail from year one (and not seek Council to waive these fees) as recognition of the significant investment made by the Break O'Day Council to develop and maintain these trails.
Suggested fees are to match Dorset council, which is $20 per rider, or if we have under 100, $10 per rider.

COST TO COUNCIL - IN SUMMARY

The sponsorship funds are requested to support the event for the first three years only. It is anticipated that in the fourth year of the event, there will be no sponsorship funds requested from Council.
The request for money to contract FLOW for the event is also for the first year only.
Council has contacted Events Tasmania to assist with the funding of Flow, but unfortunately Dragon Trail MTB event does not fall in to their

YEAR 1 (2020)

Option 1.1 (Flow Package No.2)

IN KIND

Stadium *(waive fees)*	$1,525.00
Banner Poles *(waive fees)*	$4,000.00

COST TO COUNCIL

FLOW – Option B	$6,500.00
Liquor Licence	$63.20
Local Artist – Perpetual Trophy/Shield	$1,500.00
TOTAL	$13,588.20
TOTAL COST – *(with fee waivers)*	$8,063.20

Option 1.2 (Flow Package No.3)

IN KIND

Stadium *(waive fees)*	$1,525.00
Banner Poles *(waive fees)*	$4,000.00

FLOW – Option C	$13,500.00
Liquor Licence	$63.20
Local Artist – Perpetual Trophy/Shield	$1,500.00
TOTAL	$20,588.20
TOTAL COST – *(with fee waivers)*	$15,063.20

Option 1.3 (No Flow package)

IN KIND

Stadium *(waive fees)*	$1,525.00
Banner Poles *(waive fees)*	$4,000.00

COST TO COUNCIL

Liquor Licence	$63.20
Local Artist – Perpetual Trophy/Shield	$1,500.00
TOTAL	$13,588.20
TOTAL COST – *(with fee waivers)*	$1,563.20

YEARS 2 & 3 (2021 – 2022)

Option 2.1

IN KIND

Stadium *(waive fees)*	$1,525.00
Banner Poles *(waive fees)*	$4,000.00

COST TO COUNCIL

Liquor License	$63.20
Local Artist – Plaque only	$100.00
TOTAL	$7,088.20
TOTAL COST – *(with Waivers)*	$163.20

YEARS 4+ (2022+)

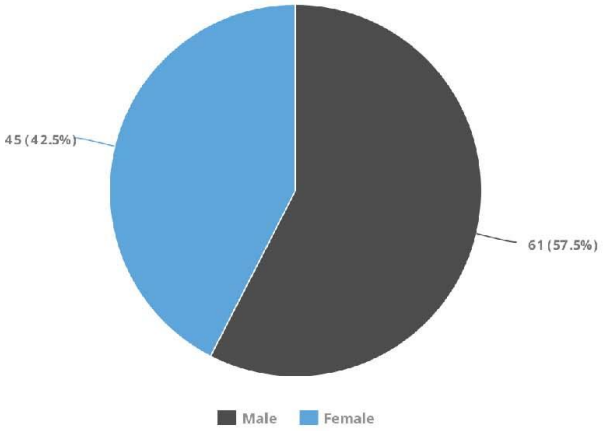
No Council sponsorship funds of Fee Waivers requested.

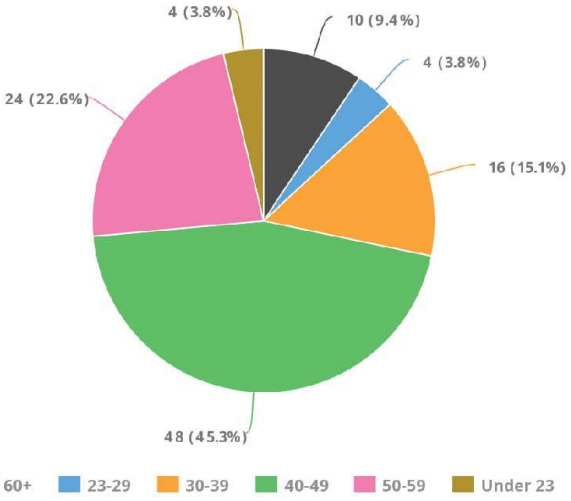
CURRENT REGISTRATION STATUS (AS OF 23/05/19)

- Originally for year one, Dragon was aiming for 100 Registrations, plus they are responsible for their own flights. Currently as at 23 May, after 23 days of being live on social media, 106 registered riders have fully paid.
- Target market is 40yrs + women, as they bring their families and it is also Mountain Bike Australia's (MTBA) focus at the moment.

Registration stats:

- 45.3% are 40-49yr olds
- 83% are 30-60yr olds
- 45% are women
- 66% are from Interstate
- 12% from Overseas
- 22% from Tasmania





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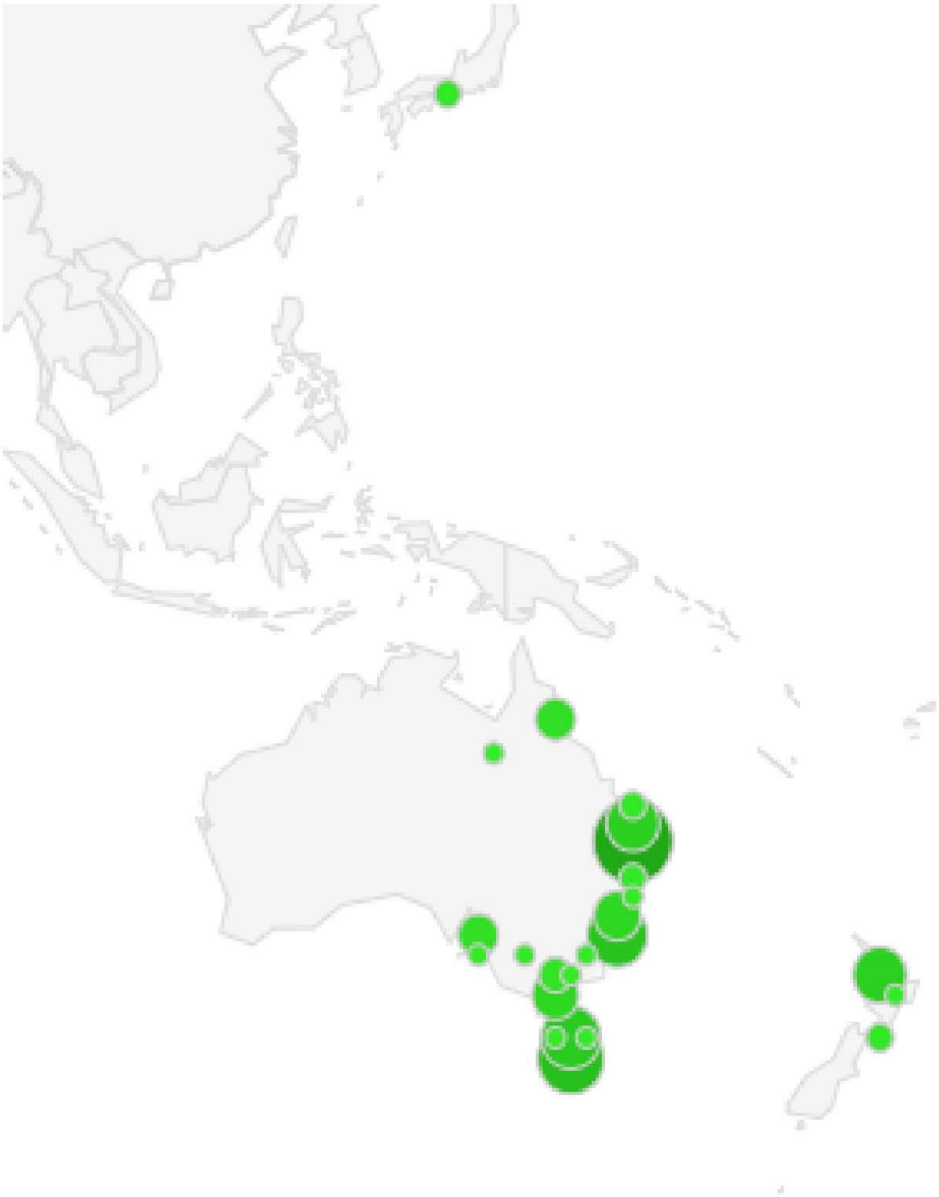
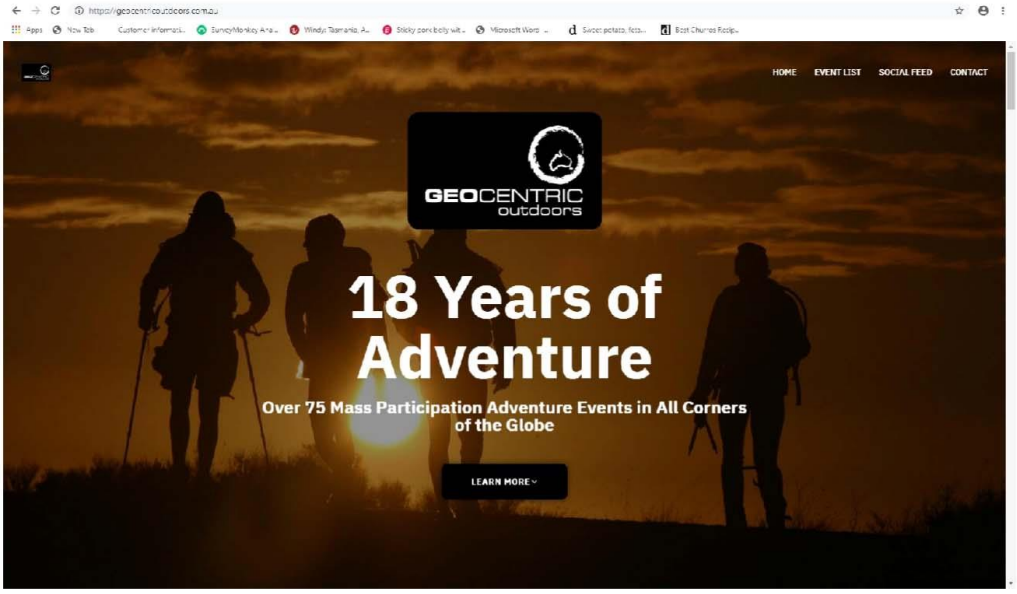


https:dragontrail.com.au

EVENT ORGANISERS



Adventure Racing World Series Director:

Craig Bycroft

0419 427 244

craig@geocentricoutdoors.com.au

Australian Events including XPD and Track Me Live:

Louise Foulkes

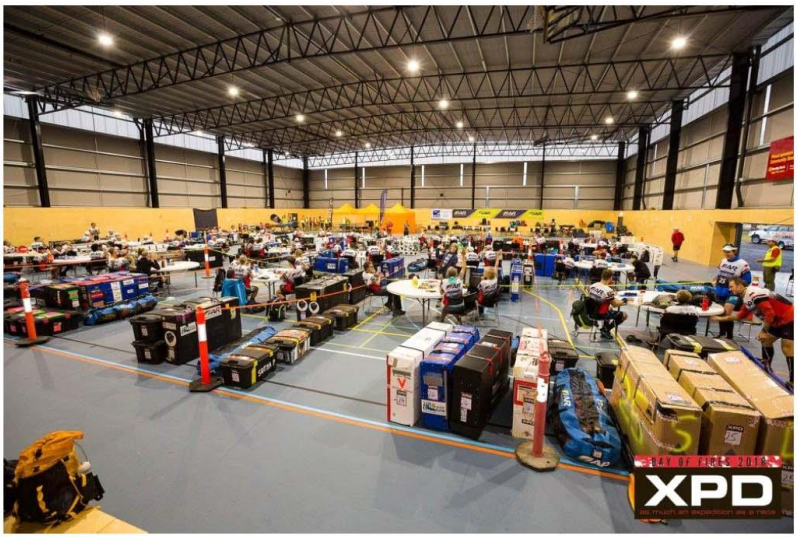
0419 427 243

louise@geocentricoutdoors.com.au

https:dragontrail.com.au

PREVIOUS SUCCESSFUL EVENT HELD IN BREAK O'DAY

XPD – BAY OF FIRES – 17-24 MARCH 2018



https:dragontrail.com.au

EVENTS WE HAVE CREATED - PAST AND PRESENT

- 2018 - XPD - Tasmania
- 2017 - Mountain Designs GeoQuest - Sawtell
- 2016 - Mountain Designs GeoQuest - Port Macquarie
- 2016 - XPD - Shoalhaven (World Championship)
- 2015 - Mountain Designs GeoQuest - Hawkes Nest
- 2015 - XPD - Townsville
- 2014 - Mountain Designs GeoQuest - Crescent Head
- 2013 - Mountain Designs GeoQuest - Harrington
- 2013 - XPD - Flinders Ranges
- 2012 - Mountain Designs GeoQuest - Forster
- 2011 - Hells Bells - South East Queensland
- 2011 - Mountain Designs GeoQuest - Nambucca Heads
- 2011 - XPD - Tasmania (World Champs)
- 2011 - City Raid - Brisbane
- 2010 - Bribie Island Multisport - South East Queensland
- 2010 - Hells Bells - South East Queensland
- 2010 - Mountain Designs GeoQuest - Port Macquarie
- 2010 - XPD - Cairns
- 2010 - City Raid - Brisbane
- 2010 - Bribie Island Multisport - South East Queensland
- 2009 - Hells Bells - South East Queensland
- 2009 - Mountain Designs GeoQuest - Forster
- 2009 - City Raid - Brisbane
- 2008 - 8 Hr Enduro - South East Queensland
- 2008 - Adventure Race Queensland Series (ARQ) x One Night in Vegas - City Raid
- 2008 - Bribie Island Multisport - South East Queensland
- 2008 - Hells Bells - South East Queensland
- 2008 - Insomnia Mountain Bike - South East Queensland
- 2008 - Mountain Designs GeoQuest - Emerald Beach
- 2008 - One Night in Vegas / City Raid - Adventure Race Queensland Series (ARQ)
- 2008 - Rush Hour - Adventure Race Queensland Series (ARQ)
- 2008 - Summer Storm - Adventure Race Queensland Series (ARQ)
- 2008 - The Step Up - Adventure Race Queensland Series (ARQ)
- 2008 - XPD - Australian Alps
- 2007 - 8 Hr Enduro - South East Queensland
- 2007 - Adventure Race Queensland Series (ARQ) x One Night in Vegas - City Raid
- 2007 - Bribie Island Multisport - South East Queensland
- 2007 - Hells Bells - South East Queensland
- 2007 - Insomnia Mountain Bike - South East Queensland
- 2007 - Mountain Designs GeoQuest - Sawtell
- 2007 - One Night in Vegas / City Raid - Adventure Race Queensland Series (ARQ)
- 2007 - Rush Hour - Adventure Race Queensland Series (ARQ)
- 2007 - Summer Storm - Adventure Race Queensland Series (ARQ)
- 2007 - The Step Up - Adventure Race Queensland Series (ARQ)
- 2007 - XPD - Whitsundays
- 2006 - Adventure Race Queensland Series (ARQ) x One Night in Vegas - City Raid
- 2006 - Hells Bells - South East Queensland
- 2006 - Insomnia Mountain Bike - South East Queensland
- 2006 - Mountain Designs GeoQuest - Stuarts Point
- 2006 - One Night in Vegas / City Raid - Adventure Race Queensland Series (ARQ)
- 2006 - Rush Hour - Adventure Race Queensland Series (ARQ)
- 2006 - Summer Storm - Adventure Race Queensland Series (ARQ)
- 2006 - The Step Up - Adventure Race Queensland Series (ARQ)
- 2006 - XPD - Tasmania
- 2005 - Hells Bells - South East Queensland
- 2005 - Mountain Designs GeoQuest - Bonny Hills
- 2005 - Teva Adventure Series - Melbourne
- 2005 - Teva Adventure Series - Sydney
- 2005 - Teva Adventure Series - Brisbane
- 2004 - Hells Bells - South East Queensland
- 2004 - Mountain Designs GeoQuest - Eden
- 2004 - XPD - Broken Hill
- 2004 - Teva Adventure Series - Melbourne
- 2004 - Teva Adventure Series - Sydney
- 2004 - Teva Adventure Series - Canberra
- 2004 - Teva Adventure Series - Brisbane
- 2003 - Mountain Designs GeoQuest - Bendalong
- 2003 - Teva Adventure Series - Melbourne
- 2003 - Teva Adventure Series - Sydney
- 2003 - Teva Adventure Series - Canberra
- 2003 - Teva Adventure Series - Brisbane
- 2002 - Teva Adventure Series - Sydney
- 2002 - Teva Adventure Series - Melbourne
- 2002 - Mountain Designs GeoQuest - Batemans Bay

FURTHER INFORMATION

Please contact Louise Foulkes, Event Director, 0419 427 243, louise@geocentricoutdoors.com.au

https:dragontrail.com.au

07/19.15.0 DEVELOPMENT SERVICES

07/19.15.1 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	TPC hearing undertaken 25 June 2019. Awaiting notice of Commissioner requirements for additional information.
01/19.8.3.6	21 January 2019	*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 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.	Research and PWS consultation underway.
04/19.15.5.91	15 April 2019	That Council write to the State Government to seek an increase in its staffing and resources for undertaking weed control on public land.	To be actioned, following the LGAT annual meetings in July.

Motion Number	Meeting Date	Council Decision	Comments
05/19.6.2.102	20 May 2019	DA040-2019 – Application to Amend the Break O'Day Interim Planning Scheme 2013 – Draft Amendment 02/2019	In-progress, Awaiting Notice of Hearing.
05/19.8.2.105	20 May 2019	*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 investigate the feasibility of reducing the cost to community members who use the sharp container disposal service.	An investigation will be undertaken into the provision of replacement bins. Pharmacy Guild information is out of date, Council does have a community sharps disposal bin, located in foyer of main office.
05/19.15.5.114	20 May 2019	That Council write to the Tasmanian Parks and Wildlife Service to support its fire bans this summer to manage camp fire risks in Break O'Day reserves and its campground signage communicating the bans.	To be actioned.
05/19.15.7.116	20 May 2019	That Council receive the draft 'Environment and NRM Strategy' and 'Environment and NRM Action Plan' (v2.2) and seek community comment on them, for the NRM Committee to consider in preparing final plans for Council.	Public consultation underway.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
06/19.6.1.129	24 June 2019	DA064-2019 – Proposed New Trail Alignments Stages 1 – 3 Mountain Bike Trail between Poimena and Bay of Fires, Car Park and Temporary Toilet	Supported by Council Monday 24 June 2019. Planning permit issued 3 July 2019. Report completed.
06/19.15.5.147	24 June 2019	That Council amend the Break O'Day Council Charter for the Natural Resource Management Committee by: in the NRM Committee composition replacing "Forestry Tasmania" with "the forest industry" and adding a one (1) new representative for the "Education sector" from "schools or early or higher education", and correct the tally of members. That Council amend the Break O'Day Council Charter for the Natural Resource Management Committee by inserting a new responsibility for members of the Committee "to attend at least three (3) meetings of the Committee per year". That Council amend the Terms of Reference of the Break O'Day Council Charter for the Natural Resource Management Committee by: replacing "Break O'Day NRM Strategy" with "Break O'Day Environment and NRM Action Plan and Strategy"; and delete the term of reference numbered "3" referring to "NRM North's Regional NRM Strategy".	Completed.

Motion Number	Meeting Date	Council Decision	Comments
06/19.15.6.148	24 June 2019	That Council reappoint continuing representatives: Mr Howard Jones and Mr Peter Nichols (Community); Mr Todd Dudley (Community conservation); Mr Gerald Nicklason and Mr Tim Rhodes (Agricultural sector); Ms Linda Overend (Public land management - Parks and Wildlife Service); and Mr Craig Lockwood (Marine and aquaculture). That Council appoint to its Natural Resource Management Committee, as a new member representing the forest industry (Public land management), Mr Hayden Ihnen, of Timberlands Pacific Pty. Ltd.	Completed.

RMPAT and TPC Cases:

DA 040-2019 – Application to Amend the Break O'Day Interim Planning Scheme 2013 – Draft Amendment 02/2019. Currently with the TPC for hearing, one (1) representation received.

Projects Completed in the 2019/2020 financial year

Description	Location	Updates
Nil	-	-

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

Description	Location	Updates
Old Tasmanian Hotel Redevelopment & Refurbishment	Fingal	• Proposed Plans Endorsed for Stage 1 & 2 by Council; • Planning Permit Approved 16 April 2019; • Building Application and Tendering Documentation 90 % complete.
Design Works for Future Upgrades to Portland Hall	Portland Hall, St Helens	• Planning Application Submitted 11 June 2019.
Design Plans for External Upgrades to Car park	St Helens Sports Complex	• Estimates and further details currently being completed by Councils Engineer prior to consideration by Council.
St Helens Aerodrome Hanger Door Extensions	St Helens Aerodrome	• Works Authorised to Proceed; • Pending commencement date from contractor.
Community Notice Board	Cecilia Street, St Helens	• 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	• Works scoping underway.
New Public Toilet Facility	The Gardens	• Further Investigations underway. • Temporary Amenity Solution currently being considered by Parks & Wildlife Service.
Two (2) Bus Shelters	Mathinna	
Recycling Shed Additions	St Helens Waste Transfer Station	
Fingal Sports Complex Amenities Addition	Fingal Recreation Complex	• Design process underway
Re Roof of Amenities Section	Bendigo Bank Community Stadium	

NRM

Meetings

St Marys Rivulet flood management

- Project planning and submission made to the Australian Government the Community Development Grants Programme for a funding contract to implement the St Marys Rivulet Flood Management Plan. The project includes a new rain gauge and communications for a flash flood warning system, reducing flood risks by lifting The Flat Bridge and with a levee bank to protect housing behind Story Street upstream of Groom Street.

Break O'Day Council NRM Strategy review

- The draft Environmental and Natural Resource Management Strategy and Action Plan are currently out for community comment and submissions (closing 14 July).

Lower George flood management

- A landholder at Priory has been successful in gaining a TFGA Landcare Grant to stabilize sediment along the river by excluding livestock from the riverbanks.

On–going on the NRM desk

- Dog management policy: implementation with PWS and planning new Exercise Areas
- Support for Lower George Riverworks Trust with priorities from their Action Plan for Flood and River Management.
- 'Tree Guide' for Council street tree management policy
- Council Weed Plan update.

Environmental Health

No Report available.

Weed Management Progress Report

Vegetation screening at Anson's Bay WST has been completed. A large amount of rubbish was collected from the surrounding area and berms direct seeded with Banksia/Kunzea seed and Allocasuarina littoralis branches. This will be monitored for strike rate.

July will be the first month of a new integrated approach to weed management in the municipality, which will see a more coordinated approach to weed treatments and the all-important follow up that results from the initial treatment. This will include a program generated for WST, quarries, large and significant infestations, other council open spaces with the allowance for variances.

The organic herbicide will be trailed in some of the more sensitive areas.

Continuing routine follow up treatments and investigated reported weed sightings. Temperature monitoring of green waste mulch at St. Helens WST. Routine 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 – Boneseed

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	124	124
TOTAL	**251**	**297**	**173**	**175**

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.

07/19.15.2 Planning Approvals Issued

INFORMATION

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
064-2017 FINAL	Lottah	Final Plan of Survey	Discretionary	19	19
078-2019	Goulds Country	Deck	Permitted	11	11
068-2019	Beaumaris	Dwelling Additions	Discretionary	44	32
072-2019	Falmouth	Dwelling & Shed	Discretionary	44	34
066-2019	St Helens	Deck, Veranda & Shed	Discretionary	51	44
039-2019	Mathinna	Carport, Addition to Toilet Block & Replacement of Septic Tank	Discretionary	106	52
047-2019	St Helens	Change of Use - Garage to Bedroom	Discretionary	36	35
082-2019	Beaumaris	Dwelling	Permitted	27	10
018-2019	Stieglitz	Dwelling Additions & Legalisation of Works	Discretionary	139	46
059-2019	St Marys	Dwelling, Shed & Shipping Container	Discretionary	63	41
432-2003 ADHESION	Scamander	Adhesion Order	Permitted	39	39

PLANNING APPROVALS		**2017/2018**	**232**
PLANNING APPROVALS		**2018/2019**	**226**

Building Services Approvals Report
June 2019

Date of Approval	BA No.	Town	Development	Value
05-Jun-19	2018 / 00229 - STAGE 2	Binalong Bay	Additions to Dwelling	$500,000.00
06-Jun-19	2017 / 00231	St Helens	Additions/Alterations to Telecommunications Tower	$200,000.00
12-Jun-19	2019 / 00051	St Helens	Addition to Dwelling - Ensuite	$16,500.00
13-Jun-19	2019 / 00004	Avoca	New Machinery Shed	$39,000.00
19-Jun-19	2018 / 00294	Beaumaris	New Carports x 2	$26,000.00
19-Jun-19	2018 / 00113	Stieglitz	New Shed	$19,000.00
20-Jun-19	2008 / 00175	St Helens	New Dwelling	$250,000.00
24-Jun-19	2018 / 00275	St Helens	Internal Fitout Laundromat	$10,000.00
27-Jun-19	2017 / 00096	Scamander	New Dwelling (incorporating Deck & Carport) & Shed	$130,000.00
28-Jun-19	2018 / 00253	Beaumaris	Alterations & Additions to Dwelling & Carport	$27,000.00

		2017/2018	2018/2019
ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE		$37,618,482.00	$16,836,901.00
ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	**MONTH**	**2018**	**2019**
	June	$2,432,314.00	$1,217,500.00
NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	**MONTH**	**2017/2018**	**2018/2019**
	June	139	148

07/19.15.4 Portland Hall & Memorial Park – Amenities Addition

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Building Services Coordinator
FILE REFERENCE	004\005\006\
ASSOCIATED REPORTS AND DOCUMENTS	Proposed Plans & Specifications

OFFICER'S RECOMMENDATION:

That Council approve the attached design for the Portland Hall Amenities addition & internal alterations (excluding floor replacement).

INTRODUCTION:

Council have previously endorsed a Building Life Cycle Report for the Portland Hall, St Helens and the plans have been developed in line with ongoing improvements required to the facility.

PREVIOUS COUNCIL CONSIDERATION:

07/14.14.6 Portland Hall and Memorial Park – Re-roofing Project.
July 2019 Council Workshop discussion.

OFFICER'S REPORT:

The proposed plans have been prepared in line with the second stage of improvements to the Portland Hall, St Helens. Stage 1 scope of work consisted of a New Roof and installing bulk insulation to the ceiling. Further improvements have also been undertaken including installation of solar panels and ceiling fans.

The attached plans have been developed and provide the facility with the following:

1. A fully accessible toileting facility (none currently provided);
2. A centralised location of Amenities for Users;
3. Conversion of existing ladies toilet to additional storage space;
4. Replacement of existing floor (not included in this stage of work).

The maximum estimated cost to Council is $100,000 and is listed in next financial years capital works budget.

The following projects will need to be considered in future budgets for further improvements to the facility in accordance with the Life Cycle Report (previously circulated):

1. Replacement of flooring to Portland hall;
2. Replacement of windows with double glazed energy efficient glazing sets;
3. Improving acoustics where possible;
4. Design to better incorporate the public open space in memorial park;
5. Portico Addition to front entrance.

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

LEGISLATION & POLICIES

Nil.

BUDGET AND FINANCIAL IMPLICATIONS:

The maximum cost to Council is $100,000 and is listed in next financial years capital works budget.

VOTING REQUIREMENTS

Simple Majority.

BREAK O'DAY COUNCIL

Portland Memorial Hall Upgrade

39 CECILIA STREET ST HELENS TAS 7216

SHEET LIST

General Series
TITLE SHEET A001
GENERAL NOTES 1 ..... A002
GENERAL NOTES 2 ..... A003

Site Plans
SITE PLAN A101

Floor Plans
GENERAL ARRANGEMENT PLAN A201
DEMOLITION PLAN A211
SLAB & DRAINAGE PLAN A221
SETOUT PLAN A231
NOTATION PLAN A241

Floor Plans (Cont'd)
REFLECTED CEILING PLAN A251
ROOF PLAN A261
FLOOR FINISHES PLAN A271

Elevations
ELEVATIONS 1 ..... A301

Detail Plans & Elevations
DETAIL PLANS & ELEVATIONS 1 ..... A501
DETAIL PLANS & ELEVATIONS 2 ..... A502

Construction Details
CONSTRUCTION DETAILS 1 ..... A601

Edwards + Simpson

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Notes
This drawing must be read in conjunction with all other drawings specifications, schedules and consultant documents. Any discrepancies must be reported to Edwards and Simpson. If in any doubt whatsoever contact Edwards and Simpson.

Revisions

Rev	Date	Reason for issue	Appd
A1	27/05/19	STATUTORY APPROVAL	MS

Project
PORTLAND MEMORIAL HALL UPGRADE
39 CECILIA STREET
ST HELENS, TAS, 7216

Client
BREAK O'DAY COUNCIL
32-34 GEORGES BAY ESPLANADE
ST HELENS, TAS, 7216

Drawing title
TITLE SHEET

Date created	Checked	Approved
30/10/17	MS	-

Scale
@ A3

Edwards+Simpson Pty Ltd
ABN 32 162 089 954 Building Act 2016 Licence Number CC3808J
A Level 1 88-90 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpson.com.au T 03 6331 1881

Project number	Drawing number	Revision
16035	A001	A1

Status
APPROVAL

GENERAL NOTES

1. THESE DRAWINGS HAVE BEEN PREPARED FOR THE EXCLUSIVE USE OF THE CLIENT, IN ACCORDANCE WITH THE AGREEMENT BETWEEN THE CLIENT AND EDWARDS + SIMPSON.
2. EDWARDS + SIMPSON ACCEPTS NO LIABILITY OR RESPONSIBILITY WHATSOEVER IN RESPECT OF ANY USE OF OR RELIANCE UPON THESE DRAWINGS BY ANY PERSON WHO IS NOT A PARTY TO THE AGREEMENT OR AN INTENDED RECIPIENT.
3. THESE DRAWING ARE BASED ON THE SCOPE DEFINED BY THE CLIENT AND INFORMATION SUPPLIED BY THE CLIENT AND ITS AGENTS.
4. EDWARDS + SIMPSON CANNOT BE HELD ACCOUNTABLE FOR INFORMATION SUPPLIED BY OTHERS AND RELIED UPON BY EDWARDS + SIMPSON.
5. THESE DRAWINGS MUST NOT BE USED FOR CONSTRUCTION UNLESS ISSUED 'FOR CONSTRUCTION'.
6. DO NOT SCALE FROM THESE DRAWINGS.
7. CONTRACTORS AND OTHER CONSULTANTS MUST VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK OR PREPARING SHOP DRAWINGS.
8. THESE DRAWINGS MUST BE READ IN CONJUNCTION WITH SPECIFICATIONS, SCHEDULES AND CONSULTANT DOCUMENTS.
9. ANY ERRORS, OMISSIONS OR DISCREPANCIES MUST BE REPORTED TO EDWARDS + SIMPSON.
10. ALL WORK MUST COMPLY WITH THE NATIONAL CONSTRUCTION CODE, THE DISABILITY (ACCESS TO PREMISES - BUILDINGS) STANDARDS 2010, RELEVANT AUSTRALIAN STANDARDS, NATIONAL, STATE AND TERRITORY CODES OF PRACTICE, THE TASMANIAN BUILDING ACT 2016, LOCAL AUTHORITY BY-LAWS AND LEGISLATIVE REQUIREMENTS.
11. ALL PLUMBING MUST COMPLY WITH THE TASMANIAN BUILDING ACT 2016, THE PLUMBING CODE OF AUSTRALIA AND AS 3500-2018.
12. WATERPROOFING OF WET AREAS MUST COMPLY WITH THE BUILDING CODE OF AUSTRALIA PART 3.8.1 WET AREAS AND AS 3740-2010 WHERE APPLICABLE.
13. ALL CERTIFICATES REQUIRED UNDER THE TASMANIAN BUILDING ACT 2016 MUST BE OBTAINED FROM SUITABLY QUALIFIED LICENSED BUILDING SERVICES PROVIDERS PRIOR TO COMMENCING WORK.
14. PROPRIETARY ITEMS MUST BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S REQUIREMENTS AND RECOMMENDATIONS.
15. EDWARDS + SIMPSON HAS NO DUTY TO PROVIDE A WRITTEN DESIGN REPORT UNDER REGULATION 295 OF THE WORK HEALTH AND SAFETY REGULATIONS 2012, EXCEPT FOR DESIGNS OF STRUCTURES THAT HAVE UNUSUAL OR ATYPICAL FEATURES WHICH PRESENT HAZARDS AND RISKS DURING THE CONSTRUCTION THAT ARE UNIQUE TO THE PARTICULAR DESIGN.
16. EDWARDS + SIMPSON WILL NOT APPROVE OR CONDONE THE USE OF ALUMINIUM COMPOSITE PANEL (ACP) AND EXPANDED POLYSTYRENE (EPS) PRODUCTS IN THE DESIGN AND SPECIFICATION OF BUILDINGS.

DEMOLITION NOTES

1. CONTRACTOR TO VISIT SITE TO DETERMINE EXTENT OF DEMOLITION AT TIME OF TENDER.
2. REMOVE ASBESTOS-CONTAINING MATERIAL IN ACCORDANCE WITH NATIONAL, STATE AND TERRITORY CODES OF PRACTICE AND REGULATIONS.
3. REMOVE ALL MISCELLANEOUS STUCK-ON ITEMS FROM ALL SURFACES PRIOR TO BEGINNING NEW WORKS, UNLESS NOTED TO BE RETAINED.
4. PROVIDE PROTECTION TO ALL ELEMENTS TO BE RETAINED FOR THE DURATION OF THE WORKS.
5. MAKE GOOD EXISTING ELEMENTS WHERE DEMOLITION WORKS HAS OCCURRED READY TO ACCEPT NEW.
6. MAKE GOOD EXISTING SUBSTRATES READY TO ACCEPT NEW FINISHES.
7. MAKE GOOD ALL EXISTING SURFACES TO MATCH EXISTING WHERE NO DEMOLITION WORKS HAS OCCURRED.

DRAINAGE NOTES

1. ALL WORK SHALL COMPLY WITH THE NCC PLUMBING CODE OF AUSTRALIA, AS/NZS 3500 AND THE TASMANIAN BUILDING ACT 2016.
2. THESE DRAWINGS SHOW THE APPROXIMATE LOCATIONS FOR PIPEWORK. THE CONTRACTOR MAY MODIFY THIS DESIGN PROVIDED THAT THE OPERATIONAL INTENT IS MAINTAINED.
3. CONFIRM THE LOCATION OF ALL SERVICES ON SITE PRIOR TO COMMENCING CONSTRUCTION.
4. CONFIRM THAT PIPE GRADIENTS CAN BE ACHIEVED BEFORE COMMENCING WORK.
5. DEMOLISH AND MAKE GOOD ALL REDUNDANT PIPEWORK AND PENETRATIONS.
6. PROVIDE TRAPS TO FIXTURES THAT DO NOT HAVE A BUILT IN TRAP.

SLAB NOTES

1. THESE DRAWINGS TO BE READ IN CONJUCTION WITH THE STRUCTURAL ENGINEERS DRAWINGS AND SPECIFICATIONS.
2. REFER BUILDING SERVICES ENGINEER FOR LOCATIONS OF ALL MECHANICAL, ELECTRICAL AND HYDRAULICS SERVICES.
3. FORM FALLS IN SLABS TO SHOWER OUTLETS AND FLOOR WASTES.
4. PROVIDE MACHINE FLOAT CONCRETE CONCEALED UNDER RESILIENT FINISHES.

SETOUT NOTES

1. THESE DRAWINGS TO BE READ IN CONJUNCTION WITH FLOOR PLANS, DETAIL PLANS AND REFLECTED CEILING PLAN DRAWINGS.
2. ALL DIMENSIONS MUST BE VERIFIED ON SITE FROM FINISHED PARTITIONS BY THE CONTRACTOR AND INCORPORATED ONTO THE SHOP DRAWINGS FOR APPROVAL BY EDWARDS + SIMPSON PRIOR TO COMMENCEMENT OF CONSTRUCTION.
3. ALIGN CENTRELINE / FACE OF NEW PARTITIONS WITH CENTRELINE / FACE OF EXG COLUMNS / MULLIONS / BULKHEADS AS INDICATED, UNLESS DIMENSIONED OTHERWISE.
4. WHERE JUNCTIONS OCCUR AT CORNERS OF EXISTING BUILDING WORKS, PARTITIONS TO BE SETOUT TO ALIGN WITH FINISHED FACES UNLESS OTHERWISE NOTED.
5. REFER SERVICES ENGINEER'S DRAWINGS AND SPECIFICATIONS FOR POWER AND DATA REQUIREMENTS.

CEILING NOTES

1. THIS DRAWING TO BE READ IN CONJUNCTION WITH SERVICES CONSULTANTS DRAWINGS AND SPECIFICATIONS FOR ALL MECHANICAL, ELECTRICAL, FIRE & CEILING SERVICES FITTINGS.
2. SERVICES IN PLASTERBOARD CEILINGS TO BE SETOUT OFF DIMENSIONED PLANS ONLY.
3. CONFIRM LOCATIONS OF ALL LIGHTING FITTINGS ON SITE WITH EDWARDS + SIMPSON PRIOR TO INSTALLATION.
4. AREAS SUBJECT TO GLANCING LIGHT MUST BE LEVEL 5 FINISH IN ACCORDANCE AS/NZS 2589.

ROOFING NOTES

1. REFER BUILDING SERVICES ENGINEERS DRAWINGS FOR LOCATIONS OF ALL ROOF PENETRATIONS INCLUDING A/C, MECHANICAL VENT, EXHAUSTS AND VENT PIPES.
2. PROVIDE DEKTITES AND ALLOW TO FLASH AND SEAL ALL ROOF PENETRATIONS, FLASHINGS, CAPPINGS AND BOX GUTTERS.
3. SUPPLY & INSTALL ROOF SAFETY SYSTEM AND SIGNAGE, WHERE REQUIRED IN ACCORDANCE WITH AS/NZS 1891.1.
4. ALL CEILING AND ROOF ACCESS LADDERS TO BE IN ACCORDANCE WITH AS 1657.

ABBREVIATION LEGEND

A	AWNING
AFFL	ABOVE FINISHED FLOOR LEVEL
AJ	ARTICULATION JOINT
ALUM	ALUMINIUM
BAL	BUSHFIRE ATTACK LEVEL
BCA	BUILDING CODE OF AUSTRALIA
BJ	BUTT JOINT
BMT	BASE METAL THICKNESS
CFC	COMPRESSED FIBRE CEMENT SHEET
CJ	CONTROL JOINT
COL	COLUMN
COS	CONFIRM ON SITE
CONC	CONCRETE
CRS	CENTRES
DAR	DRESSED ALL ROUND
DIA	DIAMETER
DN	NOMINAL DIAMETER
DP	DOWN PIPE
(E)	EXISTING
EJ	EXPANSION JOINT
EXG	EXISTING
F	FIXED
FC	FIBRE CEMENET SHEET
FCL	FINISHED CEILING LEVEL
FFL	FINISHED FLOOR LEVEL
FSL	FINISHED STRUCTURAL LEVEL

ABBREVIATION LEGEND (CONT'D)

GALV	GALVANISED
GP	GRATED PIT
GT	GRATED TRENCH
HDG	HOT-DIP GALVANISED
HW	HARDWOOD
ID	INSIDE DIAMETER
TP	TREATED PINE
TYP	TYPICAL THROUGHOUT
MAN	MANUFACTURER'S
MAX	MAXIMUM
MIN	MINIMUM
MS	MILD STEEL
NCC	NATIONAL CONSTRUCTION CODE
NFSL	NATURAL FINISHED SURFACE LEVEL
NOM	NOMINAL
OD	OUTSIDE DIAMETER
O/F	OVERFLOW
O/HANG	OVERHANG
PREP	PREPARE
RL	REDUCED LEVEL
RM	REFERENCE MARK
RWT	RAINWATER TANK
SAN	SANITARY
SB	SWITCH BOARD
SHR	SHOWER
SPEC	SPECIFICATION
SS	STAINLESS STEEL
SSS	SATIN STAINLESS STEEL
SW	STORMWATER
UNO	UNLESS NOTED OTHERWISE
(U)	UNDER
U/S	UNDERSIDE

DEMOLITION LEGEND

SOLID WALLS GENERALLY INDICATE EXISTING WALLS OR PARTITION TO REMAIN

EXISTING WALLS, CEILING, JOINERY OR FURNITURE TO SHOWN DOTTED TO BE DEMOLISHED

DRAINAGE LEGEND

SAN — SANITARY DRAINAGE LINE

SW — STORMWATER DRAINAGE LINE

• XX — FIXTURE CONNECTION
TEXT REFERS TO FIXTURE TYPE

IO — INSPECTION OPENING

ORG — OVERFLOW RELIEF GULLY

SLAB LEGEND

CE:XX — CONCRETE ENGINEERING TAG
TEXT REFERS TO CONCRETE ENGINEERING (CE), NUMBERS REFER TO TYPE. REFER TO SCHEDULE

RL XXXX — DENOTES FINISHED SLAB LEVEL

℄ — DENOTES CENTRE LINE

NOTATION LEGEND

EXISTING WALL TO REMAIN

TIMBER STUD WALL

TIMBER STUD WALL WITH CAVITY INSULATION

CONCRETE BLOCK WALL

X.XX X — DOOR REFERENCE TAG.
NUMBER REFERS TO ROOM, TEXT REFERS TO INSTANCE. REFER TO ARCHITECTURAL SCHEDULES

WD:XX — WINDOW REFERENCE TAG.
TEXT REFERS TO WINDOW (WD), NUMBER REFERS TO INSTANCE. REFER TO ARCHITECTURAL SCHEDULES

NOTATION LEGEND (CONT'D)

CD:XX — CLADDING REFERENCE TAG.
TEXT REFERS TO CLADDING (CD), NUMBER REFERS TO TYPE. REFER TO ARCHITECTURAL SCHEDULES

CE:XX — CONCRETE ENGINEERING REFERENCE TAG.
TEXT REFERS TO CONCRETE ENGINEERING (CE), NUMBER REFERS TO TYPE. REFER ARCHITECTURAL SCHEDULES

TE:XX — TIMBER ENGINEERING REFERENCE TAG.
TEXT REFERS TO TIMBER ENGINEERING (TE), NUMBER REFERS TO TYPE. REFER TO ARCHITECTURAL SCHEDULES

RE:XX — FLOOR FINISH REFERENCE TAG.
TEXT REFERS TO RESILIENT FINISH (RE), NUMBER REFERS TO TYPE. REFER TO ARCHITECTURAL SCHEDULES

AC:XX — ACCESSORIES REFERENCE TAG.
TEXT REFERS TO ACCESSORIES (AC), NUMBER REFERS TO TYPE. REFER TO ARCHITECTURAL SCHEDULES

EQ:XX — EQUIPMENT REFERENCE TAG.
TEXT REFERS TO EQUIPMENT (EQ), NUMBER REFERS TO TYPE. REFER TO ARCHITECTURAL SCHEDULES

HS:XX — HYDRAULIC SERVICES REFERENCE TAG.
TEXT REFERS TO HYDRAULIC SERVICES (HS), NUMBER REFERS TO TYPE. REFER TO ARCHITECTURAL SCHEDULES

CEILING LEGEND

FCL XXXX — CEILING HEIGHT REFERENCE TAG
TEXT REFERS TO FINISHED CEILING LEVEL (FCL), NUMBER REFERS TO HEIGHT FROM FINISHED FLOOR LEVEL

CL:XX — CEILING REFERENCE TAG
TEXT REFERS TO CEILING (CL), NUMBER REFERS TO TYPE REFER TO ARCHITECTURAL SCHEDULES

ROOFING LEGEND

RF:XX — CONCRETE ENGINEERING TAG
TEXT REFERS TO CONCRETE ENGINEERING (CE), NUMBERS REFER TO TYPE. REFER TO SCHEDULE

XX° PITCH — ROOF PITCH AND SLOPE DIRECTION TAG.
SYMBOL REFERS TO DOWNWARD SLOPE DIRECTION, NUMBER REFERS TO ROOF PITCH ANGLE

CONCRETE SCHEDULE

CE:01 — NOM. 100mm THICK CONC. SLAB. MACHINE FLOAT FINISH, CONCEALED UNDER RESILIENT FINISH. FLATNESS TOLERANCE CLASS B. REFER ENGINEER

MASONRY SCHEDULE

MA:01 — 390L x 90H x 140mm THICK COLOURED AND HONED CONCRETE BLOCK. ISLAND BLOCK 'PEARL ECO' EXPOSED. ONE-QUARTER STRETCHER BOND LAYING WITH RAKED JOINTS & WHITE MORTAR. MORTAR TO BE LIGHTER THAN MASONRY

MA:02 — 390L x 190H x 140mm THICK STANDARD CONCRETE BLOCK. STRETCHER BOND LAYING WITH IRONED JOINTS & GREY MORTAR TO MATCH MASONRY

TIMBER ENGINEERING SCHEDULE

TE:01 — 85W x 19T x 5400L SELECT GRADE NSFP TASMANIAN OAK UNINAIL STRIP FLOORING. SECRET NAILED ON EXG JOISTS AT MAX. 450mm CENTRES. MIN. 10mm EXPANSION GAP AND PROFILED SKIRTING SK.02 TO PERIMETER. CLEAR TWO-PACK POLYURETHANE FINISH. REFER PAINTING SCHEDULE

ROOFING SCHEDULE

RF:01 — COLORBOND STEEL ROOFING ASSEMBLY COMPLETE WITH ALL FLASHINGS, CAPPINGS, RAINWATER GOODS, SARKING, BATTENS & FIXINGS.
ROOFING: BLUESCOPE LYSAGHT TRIMDEK, COLORBOND STEEL 0.48mm BMT ON 70 X 35 F17 HW ROOF BATTENS AT 900mm MAX. CRS. COLOUR 'NIGHT SKY'.
SARKING: BRADFORD PROCTOR WRAP HTR.
FLASHINGS & CAPPINGS: COLORBOND STEEL 0.55 BMT OVER 12mm PLY WHERE REQUIRED. COLOUR 'NIGHT SKY'.
BOX GUTTERS & SUMPS: FULLY WELDED 316 STAINLESS STEEL 0.9mm BMT ON 19mm MARINE PLY.
DOWNPIPES: COLORBOND STEEL, PROPRIETARY 90mm ROUND DOWNPIPE & BRACKETS. COLOUR 'NIGHT SKY'.
RAINHEADS: FULLY WELDED ZINCALUME STEEL 1.2mm BMT CONICAL RAINHEAD. POWDERCOAT DULUX DURALLOY 'BLACK (C/B NIGHT SKY) SATIN' 27219268

RF:11 — VELUX FCM1430 368 X 775MM FLAT ROOF DOUBLE GLAZED SKYLIGHT TO MAN. SPEC. SPLAYED INTERNAL SHAFT LINED WITH 85mm W x 12mm T SELECT GRADE NSFP TASMANIAN OAK OVERLAY FLOORING. CLEAR FINISH, REFER PAINTING SCHEDULE

RF:12 — VELUX FCM2222 572 X 572MM FLAT ROOF DOUBLE GLAZED SKYLIGHT. INSTALLATION TO MAN. SPEC. WITH SPLAYED INTERNAL SHAFT LINED WITH 85mm W x 12mm T SELECT GRADE NSFP TASMANIAN OAK OVERLAY FLOORING. CLEAR FINISH, REFER PAINTING SCHEDULE

CLADDING SCHEDULE

CD:01 — JAMES HARDIE SCYON AXON 133 GRAIN CLADDING OVER BRADFORD PROCTORWRAP RW SARKING. INSTALL IN SINGLE LENGTHS IN ACCORDANCE WITH MAN. SPEC. LOW SHEEN PAINT FINISH

WINDOW SCHEDULE

WD:01 — CAPRAL 425 NARROWLINE DOUBLE GLAZED COMMERCIAL FRAMING & 50 SERIES COMMERCIAL AWNING SASHES COMPLETE WITH 24mm VIRIDIAN THERMOTECH INSULATED GLAZING UNITS & CAPRAL ELEVATION ELECTRIC AWNING SYSTEM INCLUDING EXTRUSIONS, ACTUATORS, KEY PAD, RAIN SENSOR, POWER SUPPY & NETWORK ADAPTOR. POWDERCOAT FINISH, REFER PAINTING SCHEDULE.

DOOR SCHEDULE

DR:01 — 770W x 2040mm H SOLID CORE FLUSH PANEL HINGED DOOR WITH TAS OAK FRAME & ARCHITRAVES, PASSAGE LATCH, ROUND ROSE LEVER FURNITURE, ESCUTCEON TURN SNIB, ESCUTCEON EMERGENCY RELEASE INDICATOR, SSS BUTT HINGES, DOOR CLOSER & ADHESIVE FIXED 200mm HIGH 316 SSS KICK PLATE BOTH SIDES. PAINT FINISH, REFER PAINTING SCHEDULE

DR:02 — 770W x 2040mm H SOLID CORE FLUSH PANEL HINGED DOOR WITH TAS OAK FRAME & ARCHITRAVES, PASSAGE LATCH, ROUND ROSE LEVER FURNITURE, ESCUTCEON TURN SNIB, ESCUTCEON EMERGENCY RELEASE INDICATOR, SSS BUTT HINGES, DOOR CLOSER & ADHESIVE FIXED 200mm HIGH 316 SSS KICK PLATE BOTH SIDES. PAINT FINISH, REFER PAINTING SCHEDULE

DR:03 — 1020/570mm W x 2040mm H SOLID CORE FLUSH PANEL HINGED UNEQUAL(DOUBLE) DOORS WITH REBATED MEETING STILES IN CAPRAL 425 SERIES POWDERCOATED ALUM. FRAME & COMPLETE WITH PASSAGE LATCH, ROUND ROSE LEVER FURNITURE, ALUM. FAST-FIX HINGES, DROP BOLTS TO INACTIVE LEAF, DOOR COORDINATOR, HOLD-OPEN DOOR CLOSERS TO BOTH DOORS & ADHESIVE FIXED 200mm HIGH 316 SSS KICK PLATE BOTH SIDES. PAINT FINISH, REFER PAINTING SCHEDULE

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Notes
This drawing must be read in conjunction with all other drawings, specifications, schedules and consultant documents. Any discrepancies must be reported to Edwards and Simpson. If in any doubt whatsoever contact Edwards and Simpson.

Revisions
A1 27/05/19 STATUTORY APPROVAL MS
Rev Date Reason for issue Appr'd

Project: PORTLAND MEMORIAL HALL UPGRADE
Client: BREAK O'DAY COUNCIL

Drawing title: GENERAL NOTES 1
Date created: 02/01/16 Checked: MS Approved: -
Scale: 1 : 100 @ A3

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Project number: 16035 Drawing number: A002 Revision: A1
Status: APPROVAL

DOOR SCHEDULE (CONT'D)

DR 04 — 920mm W x 2040mm H SOLID CORE FLUSH PANEL HINGED DOOR WITH TAS OAK FRAME & ARCHITRAVES, PASSAGE LATCH, ROUND ROSE LEVER FURNITURE, DDA ESCUTCEON TURN SNIB, ESCUTCEON EMERGENCY RELEASE INDICATOR, SSS BUTT HINGES, DOOR CLOSER & ADHESIVE FIXED 200mm HIGH 316 SSS KICK PLATE BOTH SIDES. PAINT FINISH, REFER PAINTING SCHEDULE

DR 05 — 2/965mm W x 2040mm H SOLID CORE FLUSH PANEL HINGED DOUBLE DOORS WITH REBATED MEETING STILES IN CAPRAL 425 SERIES POWDERCOATED ALUM. FRAME & COMPLETE WITH CLASSROOM LOCK, ROUND ROSE LEVER FURNITURE, ALUM. FAST-FIX HINGES, PANIC BAR TO INACTIVE LEAF, RAVEN LIGHT & ACOUSTIC FRAME & AUTOMATIC BOTTOM SEAL, DOOR COORDINATOR, HOLD-OPEN DOOR CLOSERS TO BOTH DOORS & ADHESIVE FIXED 200mm HIGH 316 SSS KICK PLATE BOTH SIDES. PAINT FINISH, REFER PAINTING SCHEDULE

PARTITIONS & LININGS SCHEDULE

PL 01 — 13mm IMPACT RESISTANT PLASTERBOARD, LOW SHEEN PAINT FINISH. REFER PAINTING SCHEDULE

PL 02 — 13mm MOISTURE RESISTANT PLASTERBOARD, LOW SHEEN PAINT FINISH. REFER PAINTING SCHEDULE

PL 11 — 85mm W x 12mm T SELECT GRADE NSFP TASMANIAN OAK OVERLAY FLOORING OVER PLASTERBOARD LINING. CLEAR FINISH, REFER PAINTING SCHEDULE

INSULATION SCHEDULE

IN 01 — BRADFORD R2.7 GOLD HIGH PERFORMANCE WALL BATTS & BRADFORD PROCTORWRAP RW TO ALL NEW EXTERNAL WALLS

IN 02 — BRADFORD R4.1 GOLD HIGH PERFORMANCE CEILING BATTS TO ALL NEW CEILINGS

IN 03 — BRADFORD 88mm THICK SOUNDSCREEN ACOUSTIC WALL BATTS TO ALL NEW INTERNAL WALLS

IN 04 — KNAUF 30mm THICK, R1.1 CLIMAFOAM EXTRUDED POLYSTYRENE (XPS) INSUATION TO ALL NEW CONCRETE SLABS. DO NOT USE EXPANDED POLYSTYRENE (EPS)

SKIRTING & TRIM SCHEDULE

SK 01 — 65 x 19mm SELECT GRADE TASMANIAN OAK SINGLE BEVEL SKIRTINGS & ARCHITRAVES. PAINT FINISH SEMI-GLOSS SOLVENT BORNE ENAMEL

SK 02 — EXISTING/NEW TO MATCH EXISTING SELECT GRADE PROFILED TASMANIAN OAK SKIRTING. PAINT FINISH TO MATCH EXISTING

CEILINGS SCHEDULE

CL 01 — 13mm PLASTERBOARD ON 16mm RONDO 301 CEILING BATTENS & DIRECT FIXING CLIPS AT 450 MAX CENTRES. SQUARE STOP CEILING-WALL JUNCTIONS. FLAT/MATT PAINT FINISH

CL 02 — 13mm MOISTURE RESISTANT PLASTERBOARD ON 16mm RONDO 301 CEILING BATTENS & DIRECT FIXING CLIPS AT 450 MAX CENTRES. SQUARE STOP CEILING-WALL JUNCTIONS. FLAT/MATT PAINT FINISH

ACCESSORIES SCHEDULE

AC 01 — BRITEX JUMBO TOILET ROLL DISPENSER (BTX-06-045)

AC 02 — RBA BOBRICK CONTURA PAPER TOWEL DISPENSER (B4262)

AC 03 — CAROMA VIRTU COMFORT GRAB RAIL - LEFT HAND 450 x 450mm - 90º VERTICAL (8474545440) & VIRTU COMFORT GRAB RAIL - RIGHT HAND HAND 450 x 450mm - 90º VERTICAL (8474547440)

AC 04 — CAROMA VIRTU COMFORT GRAB RAIL 300mm (84730040) & VIRTU COMFORT GRAB RAIL LEFT HAND 870 x 700mm - 140º ANGLED (8479475440)

AC 05 — RBA KOALA KARE BABY CHANGE TABLE HORIZONTAL - WHITE GRANITE (KB200-05)

AC 06 — CAROMA CLARK ROUND ROBE HOOK - MATTE BLACK (CL60017.B)

AC 07 — CAROMA CLARK ROUND SOAP BOTTLE HOLDER FOR 500ML PUMP BOTTLES - MATTE BLACK (CL60028.B)

AC 11 — BRAILLE SIGN SUPPLIES, 3.0mm ALUMINIUM BRAILLE TACTILE SIGN 'UNISEX TOILET' - DARK GREY (BSS-AG-AMFAAT). NOTE: UPGRADE TO 3mm

AC 12 — BRAILLE SIGN SUPPLIES, 3.0mm ALUMINIUM BRAILLE TACTILE SIGN 'UNISEX AMBULANT TOILET' - DARK GREY (BSS-AG-UAT). NOTE: UPGRADE TO 3mm

AC 13 — BRAILLE SIGN SUPPLIES, 3.0mm ALUMINIUM BRAILLE TACTILE SIGN 'AIRLOCK - MALE / FEMALE AMBULANT & ACCESSIBLE TOILETS' - DARK GREY (BSS-AG-AMFAAT). NOTE: UPGRADE TO 3mm

AC 14 — BRAILLE SIGN SUPPLIES, 3.0mm ALUMINIUM BRAILLE TACTILE SIGN 'UNISEX ACCESSIBLE TOILET LH & BABY CHANGE' - DARK GREY (BSS-AG-UATLBC). NOTE: UPGRADE TO 3mm

AC 21 — 6mm VIRIDIAN DECORMIRROR, CLEAR MIRROR BACKED GLASS. SELECTION OF GLAZING & ADHESIVE FIXING AS RECOMMENDED BY VIRIDIAN & IN ACCORDANCE WITH THE RELEVANT CODES. 2100mm AFFL TO TOP OF GLASS, SEAL BOTTOM OF GLASS TO WALL BASIN, WIDTH TO MATCH BASIN. REFER TO DRAWINGS

RESILIENT FINISHES SCHEDULE

RE 01 — GERFLOR TARALAY PREMIUM COMPACT SHEET VINYL FLOORING WITH COLOUR MATCHED WELDED JOINTS. COLOUR TBA.

RE 02 — GERFLOR TARALAY PREMIUM COMPACT SHEET VINYL FLOORING WITH COLOUR MATCHED WELDED JOINTS. COLOUR TBA

RE 03 — GERFLOR TARALAY PREMIUM COMPACT SHEET VINYL FLOORING WITH COLOUR MATCHED WELDED JOINTS. COLOUR TBA

PAINTING SCHEDULE

PA 01 — PLASTERBOARD WALLS - DRY
DESCRIPTION: LOW GLOSS LATEX - INTERIOR
1ST COAT: DULUX ACRYLIC SEALER UNDERCOAT
2ND COAT: DULUX WASH&WEAR LOW SHEEN
3RD COAT: DULUX WASH&WEAR LOW SHEEN
LOCATION: AIRLOCK, HALL & REFER TO DRAWINGS
COLOUR: TBA
MANUFACTURER'S SPEC SHEET REF: SD 0002

PA 02 — PLASTERBOARD WALLS - WET
DESCRIPTION: LOW GLOSS LATEX (MOULD RESISTANT) – INTERIOR
1ST COAT: DULUX PROFESSIONAL ENVIRO2 WATER BASED SEALER BINDER
2ND COAT: DULUX WASH&WEAR +PLUS KITCHEN & BATHROOM LOW SHEEN
3RD COAT: DULUX WASH&WEAR +PLUS KITCHEN & BATHROOM LOW SHEEN
LOCATION: AMENITIES & REFER TO DRAWINGS
COLOUR: TBA
MANUFACTURER'S SPEC SHEET REF: SD 4611

PA 02 — PLASTERBOARD CEILINGS
DESCRIPTION: FLAT & MATT LATEX - INTERIOR
1ST COAT: DULUX ACRYLIC SEALER UNDERCOAT
2ND COAT: DULUX WHITE CEILING PAINT
3RD COAT: DULUX WHITE CEILING PAINT
LOCATION: ALL NEW PLASTERBOARD CEILINGS
COLOUR: TBA
MANUFACTURER'S SPEC SHEET REF: SD 0010

PA 11 — TIMBER STRIP FLOORING
DESCRIPTION: CLEAR COAT TWO-PACK POLYURETHANE - INTERIOR
1ST COAT: INTERGRAIN ENVIROPRO TIMBERSEAL
2ND COAT: INTERGRAIN ENVIROPRO ENDURE 2 PACK GLOSS
3RD COAT: INTERGRAIN ENVIROPRO ENDURE 2 PACK GLOSS
LOCATION: ALL NEW TIMBER STRIP FLOORING
MANUFACTURER'S DATA SHEET REF: SD 3991

PA 12 — TIMBER DOORS - INTERNAL
DESCRIPTION: SEMI-GLOSS SOLVENT BORNE - INTERIOR
1ST COAT: DULUX 1 STEP OIL BASED PRIMER SEALER UNDERCOAT (SOLVENT BASED)
2ND COAT: DULUX SUPER ENAMEL SEMI GLOSS
3RD COAT: DULUX SUPER ENAMEL SEMI GLOSS
LOCATION: ALL NEW TIMBER DOOR PANELS
MANUFACTURER'S DATA SHEET REF: SD 0041

PA 13 — TIMBER TRIM – INTERNAL
DESCRIPTION: SEMI-GLOSS SOLVENT BORNE - INTERIOR
1ST COAT: DULUX 1 STEP OIL BASED PRIMER SEALER UNDERCOAT (SOLVENT BASED)
2ND COAT: DULUX SUPER ENAMEL SEMI GLOSS
3RD COAT: DULUX SUPER ENAMEL SEMI GLOSS
LOCATION: ALL SKIRTINGS & TRIM
MANUFACTURER'S DATA SHEET REF: SD 0041

PA 14 — TIMBER TRIM – INTERNAL- CLEAR
DESCRIPTION: CLEAR COAT SINGLE PACK POLYURETHANE - INTERIOR
1ST COAT: INTERGRAIN ULTRACLEAR SATIN
2ND COAT: INTERGRAIN ULTRACLEAR SATIN
LOCATION: SKYLIGHT SHAFTS
MANUFACTURER'S DATA SHEET REF: SD 3927

PA 21 — FIBRE CEMENT SHEET - EXTERIOR
DESCRIPTION: LOW GLOSS LATEX - EXTERIOR
1ST COAT: DULUX WEATHERSHIELD LOW SHEEN
2ND COAT: DULUX WEATHERSHIELD LOW SHEEN
3RD COAT: DULUX WEATHERSHIELD LOW SHEEN
LOCATION: NEW FIBRE CEMENT CLADDING
COLOUR: COLORBOND MONUMENT C29
MANUFACTURER'S SPEC SHEET REF: SD 1333

PA 31 — POWDERCOATED ALUMINUM
DESCRIPTION: THERMOSET POLYESTER POWDER COATING SYSTEM: DULUX POWDER COATINGS DURALLOY
LOCATION: ALUMINIUM JOINERY
COLOUR: TBA
MANUFACTURER'S SPEC SHEET REF: AU_DP01899

HYDRAULIC SERVICES SCHEDULE

HS 01 — CAROMA LIANO WALL FACED CLOSE-COUPLED TOILET SUITE (766200W) WITH VANDAL RESISTANT CISTERN CONVERSION KIT (750109)

HS 02 — CAROMA LIANO CLEANFLUSH EASY HEIGHT WALL FACED SUITE WITH LIANO DOUBLE FLAP SEAT - WHITE (766450W) & VANDAL RESISTANT CISTERN CONVERSION KIT (750109)

HS 03 — CAROMA CARE 800 CLEANFLUSH WALL FACED SUITE WITH BACKREST, PEDIGREE II CARE SINGLE FLAP SEAT - ANTHRACITE GREY (901900BAG) & VANDAL RESISTANT CISTERN CONVERSION KIT (750109)

HS 04 — CAROMA LUNA HAND WALL BASIN 1TH (873715W), LIANO NEXUS WASTE AND OVERFLOW RING - BLACK (687149B),, LIANO NEXUS BASIN MIXER - BLACK (96193B6A) & ECO NOIR BOTTLE TRAP (687295B) MEASUREMENT FROM U/S BASIN SCREW OUTLET TO CENTRE OF TRAP OUTLET TO BE MAX. 70mm

HS 05 — CAROMA CUBE EXTENSION WALL BASIN RHS 1TH (864115W), LIANO NEXUS WASTE AND OVERFLOW RING - BLACK (687149B),, LIANO NEXUS BASIN MIXER - BLACK (96193B6A) & ECO NOIR BOTTLE TRAP (687295B) MEASUREMENT FROM U/S BASIN SCREW OUTLET TO CENTRE OF TRAP OUTLET TO BE MAX. 70mm. INSTALLATION TO COMPLY WITH AS1428.1 - IF IN DOUBT ASK

HS 06 — HARBIC 50mm VINYL FLOOR WASTE WITH SOLID BRASS BASE, CHROME CLAMP RING & GRATE (VFWP50CP)

EQUIPMENT SCHEDULE

EQ 01 — MECHANICAL EXHAUST SYSTEM, DESIGNED BY MECHANICAL CONTRACTOR - FANTECH ECE152M EZIFIT ROOF FAN OR SIMILAR WITH NON RETURN DAMPER, RUN ON TIMER & FAN SPEED CONTROLLER CONCEALED IN CEILING. NOM. 150 DIA ALG TYPE ROUND EXHAUST GRILLE & NOM. 150 x 150 RCEG TYPE EGG CRATE RELIEF AIR GRILLE TO EACH SANITARY COMPARTMENT. SUPPLY DUCTED RELIEF AIR FROM POWDER COATED ALUM. DOOR RELIEF TYPE NON-SIGHT ACOUSTIC GRILLE IN PLASTERBOARD WALL OVER DOOR G.05A TO HALL. COLOR TO MATCH BACKGROUND

Edwards + Simpson

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Notes
This drawing must be read in conjunction with all other drawings specifications, schedules and consultant documents. Any discrepancies must be reported to Edwards and Simpson. If in any doubt whatsoever contact Edwards and Simpson.

Revisions

Rev	Date	Reason for issue	Appd
A1	27/05/19	STATUTORY APPROVAL	MS

Project
PORTLAND MEMORIAL HALL UPGRADE
39 GIORDANO STREET
ST HELENS, TAS, 7216

Client
BREAK O'DAY COUNCIL
32-34 GEORGES BAY ESPLANADE
ST HELENS, TAS, 7216

Drawing title
GENERAL NOTES 2

Date issued	Checked	Approved
06/05/19	MS	-

Scale
1 : 100 @ A3

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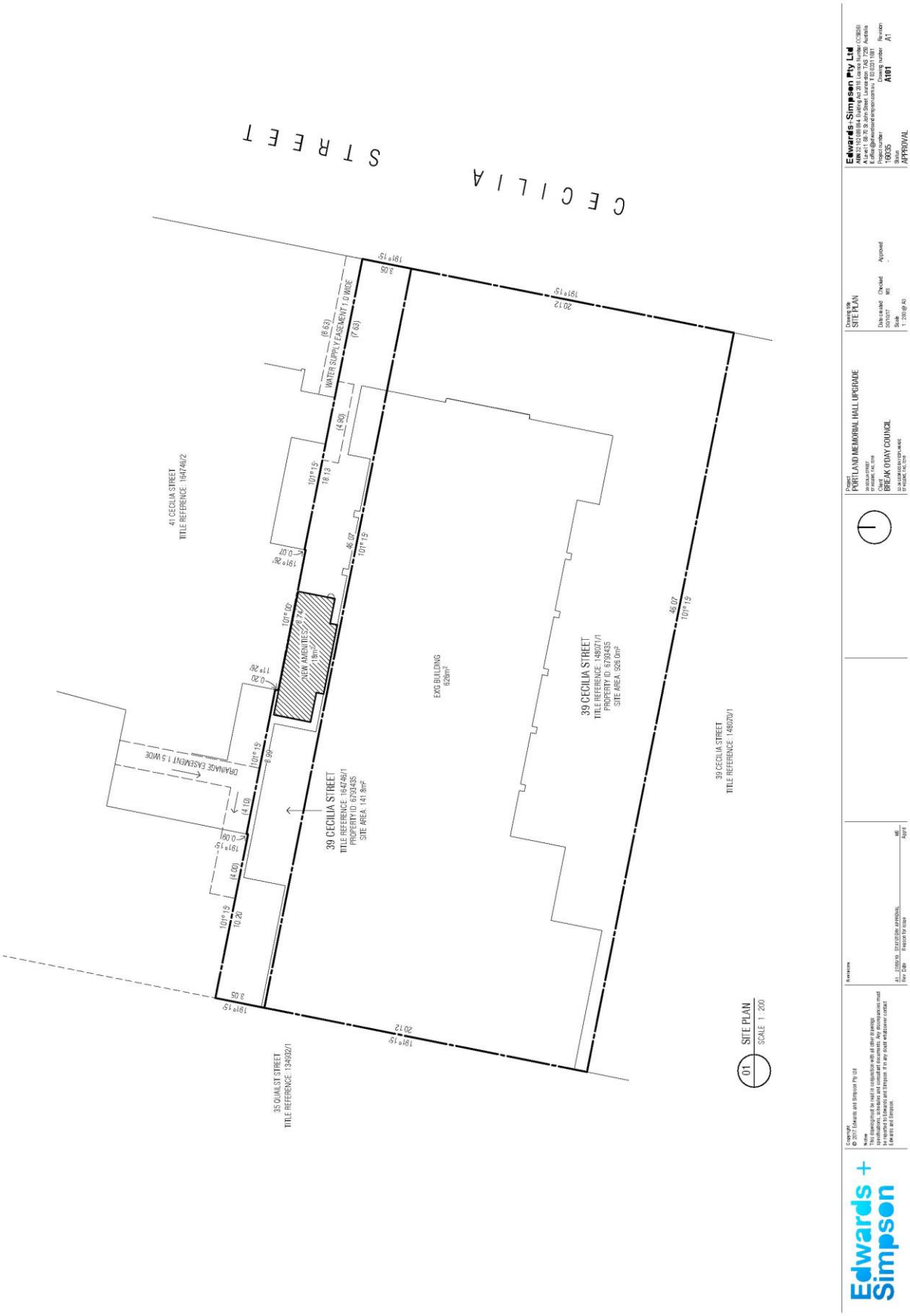
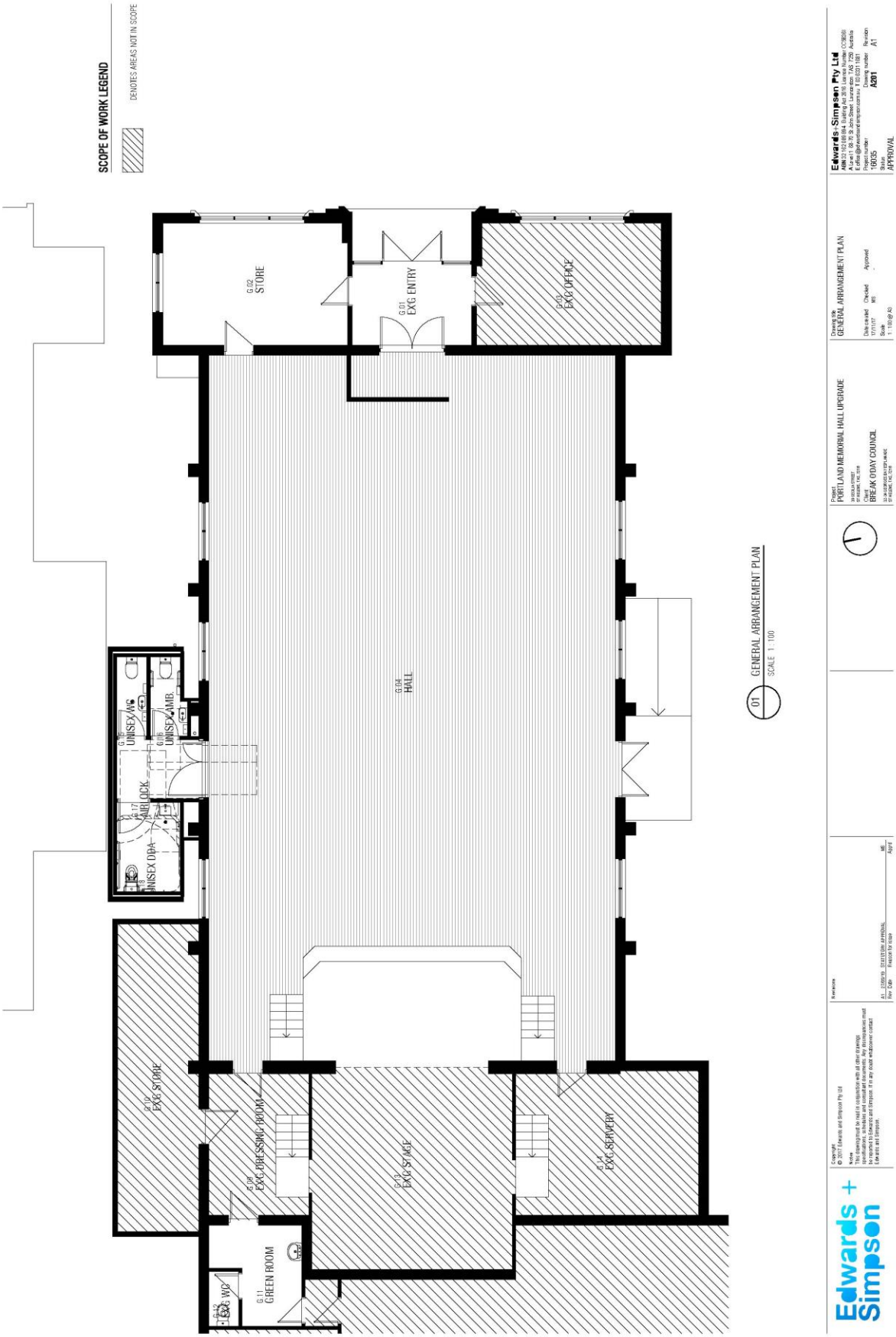
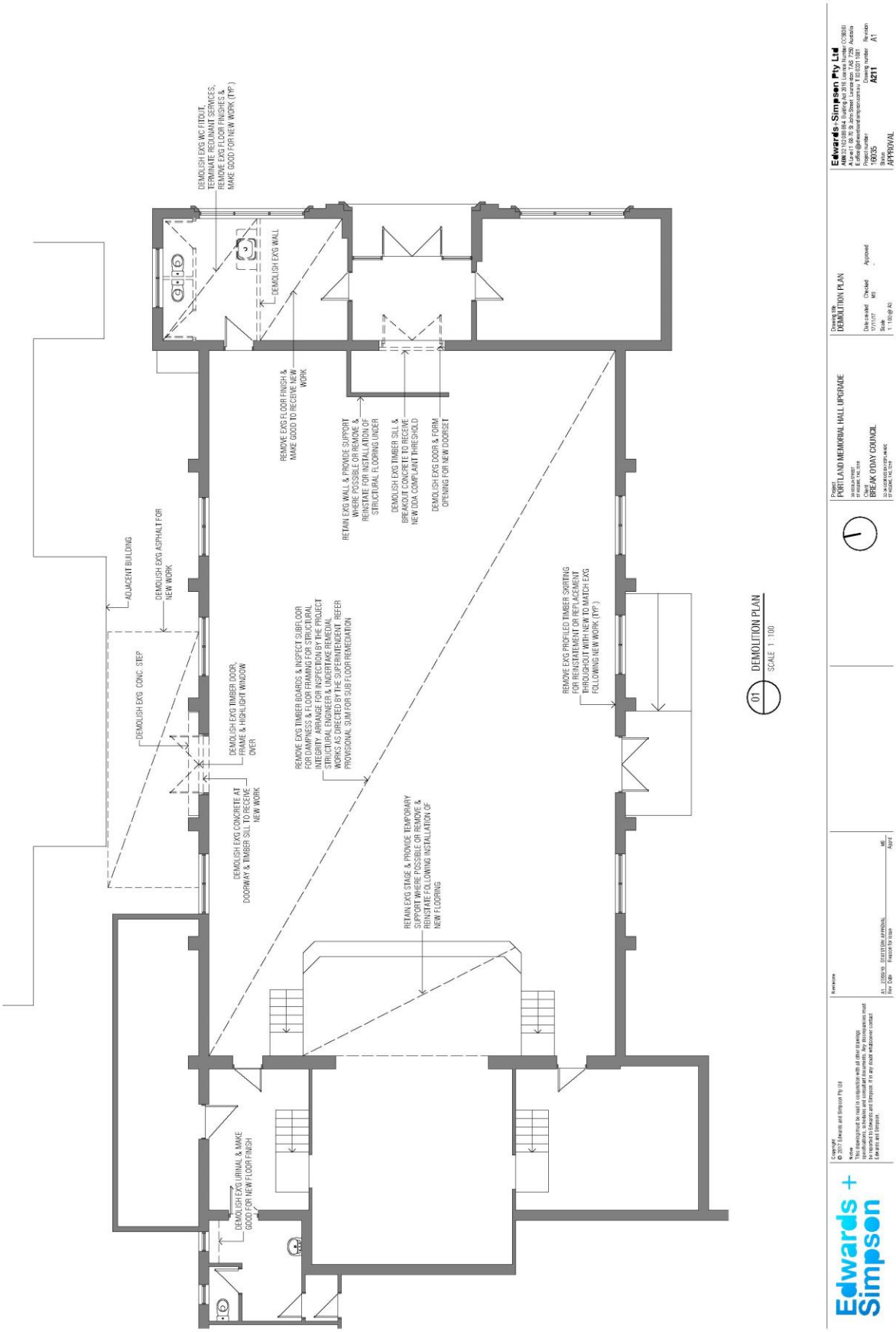
ABN 32 162 089 954 Building Act 2016 License Number CC3836I
A Level 1 88-76 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpson.com.au T 03 6331 1881

Project number	Drawing number	Revision
10035	A003	A1

Status
APPROVAL


CECILIA STREET
41 CECILIA STREET
TITLE REFERENCE: 1647/46/2
35 QUALIST STREET
TITLE REFERENCE: 1349/32/1
39 CECILIA STREET
TITLE REFERENCE: 1647/46/1
PROPERTY ID: 6793435
SITE AREA: 141.8m²
39 CECILIA STREET
TITLE REFERENCE: 1480/7/1
PROPERTY ID: 6793435
SITE AREA: 526.0m²
39 CECILIA STREET
TITLE REFERENCE: 1480/7/1
EXG BUILDING
626m²
NEW AMENITIES
19m²
WATER SUPPLY EASEMENT 1.0 WIDE
DRAINAGE EASEMENT 1.5 WIDE
01 SITE PLAN
SCALE 1 : 200
Edwards + Simpson
Edwards-Simpson Pty Ltd
Project
PORTLAND MEMORIAL HALL UPGRADE
BREAK O'DAY COUNCIL
Drawing title
SITE PLAN
Project number
16035
Drawing number
A101
Revision
A1
Status
APPROVAL


SCOPE OF WORK LEGEND
DENOTES AREAS NOT IN SCOPE
G 02 STORE
G 01 EXG ENTRY
G 03 EXG OFFICE
G 04 HALL
G 16 UNISEX WC
G 15 UNISEX AMB
G 17 AIR LOCK
G 18 UNISEX DDA
G 10 EXG STORE
G 09 EXG DRESSING ROOM
G 12 EXG STAGE
G 14 EXG SERVERY
G 11 GREEN ROOM
G 13 EXG WC
01 GENERAL ARRANGEMENT PLAN
SCALE 1 : 100
Edwards + Simpson
Edwards+Simpson Pty Ltd
Project
PORTLAND MEMORIAL HALL UPGRADE
BREAK O'DAY COUNCIL
Drawing title
GENERAL ARRANGEMENT PLAN
Scale
1 : 100 @ A3
Project number
16035
Drawing number
A201
Revision
A1
Status
APPROVAL


DEMOLISH EXG WC FITOUT, TERMINATE REDUNANT SERVICES, REMOVE EXG FLOOR FINISHES & MAKE GOOD FOR NEW WORK (TYP.)
DEMOLISH EXG WALL
REMOVE EXG FLOOR FINISH & MAKE GOOD TO RECEIVE NEW WORK
RETAIN EXG WALL & PROVIDE SUPPORT WHERE POSSIBLE OR REMOVE & REINSTATE FOR INSTALLATION OF STRUCTURAL FLOORING UNDER
DEMOLISH EXG TIMBER SILL & BREAKOUT CONCRETE TO RECEIVE NEW DDA COMPLIANT THRESHOLD
DEMOLISH EXG DOOR & FORM OPENING FOR NEW DOORSET
ADJACENT BUILDING
DEMOLISH EXG ASPHALT FOR NEW WORK
DEMOLISH EXG CONC. STEP
DEMOLISH EXG TIMBER DOOR, FRAME & HIGHLIGHT WINDOW OVER
DEMOLISH EXG CONCRETE AT DOORWAY & TIMBER SILL TO RECEIVE NEW WORK
REMOVE EXG TIMBER BOARDS & INSPECT SUBFLOOR FOR DAMPNESS & FLOOR FRAMING FOR STRUCTURAL INTEGRITY. ARRANGE FOR INSPECTION BY THE PROJECT STRUCTURAL ENGINEER & UNDERTAKE REMEDIAL WORKS AS DIRECTED BY THE SUPERINTENDENT. REFER PROVISIONAL SUM FOR SUB FLOOR REMEDIATION
RETAIN EXG STAGE & PROVIDE TEMPORARY SUPPORT WHERE POSSIBLE OR REMOVE & REINSTATE FOLLOWING INSTALLATION OF NEW FLOORING
REMOVE EXG PROFILED TIMBER SKIRTING FOR REINSTATEMENT OR REPLACEMENT THROUGHOUT WITH NEW TO MATCH EXG FOLLOWING NEW WORK (TYP.)
DEMOLISH EXG URINAL & MAKE GOOD FOR NEW FLOOR FINISH
01 DEMOLITION PLAN
SCALE 1 : 100
Edwards + Simpson
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Notes
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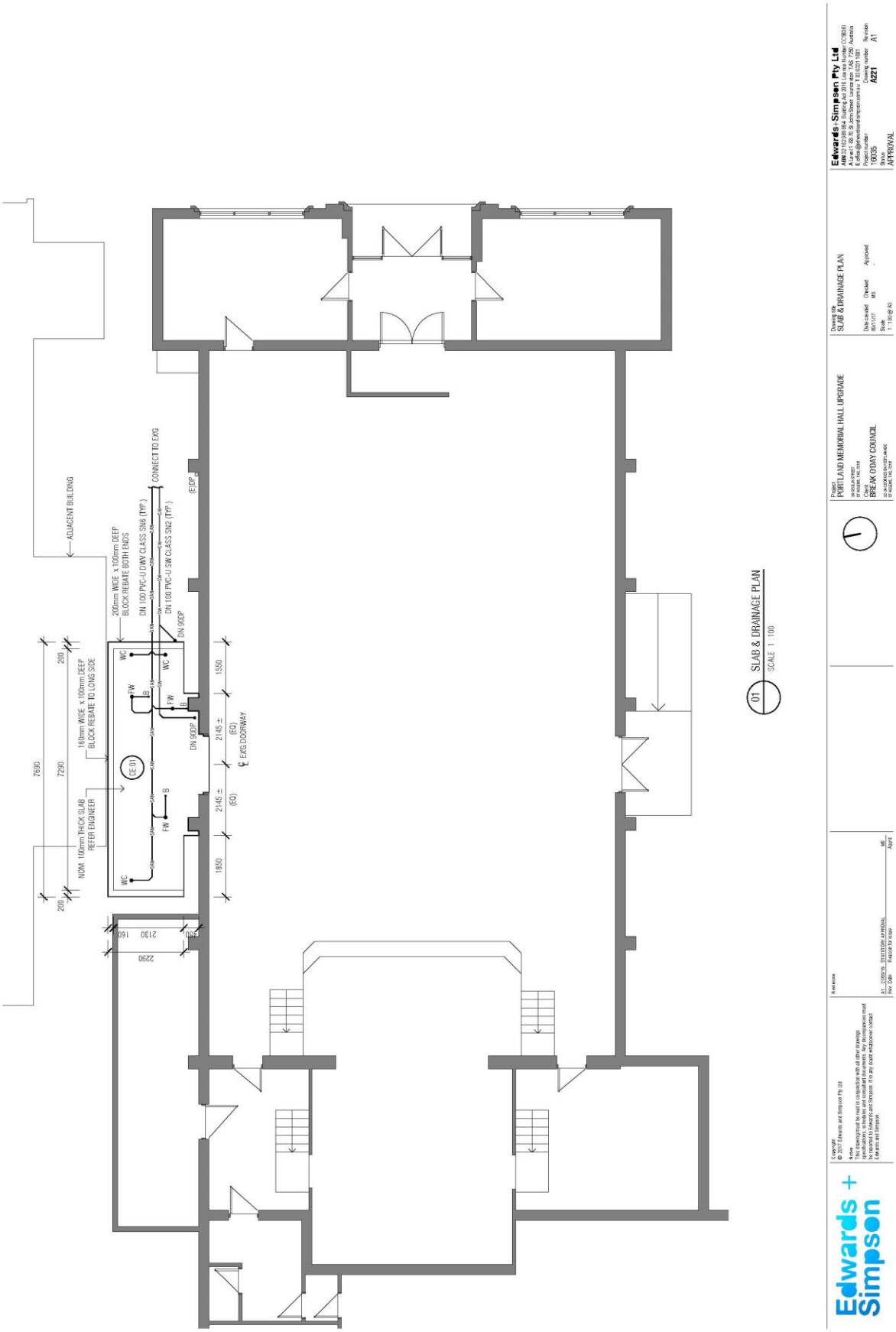
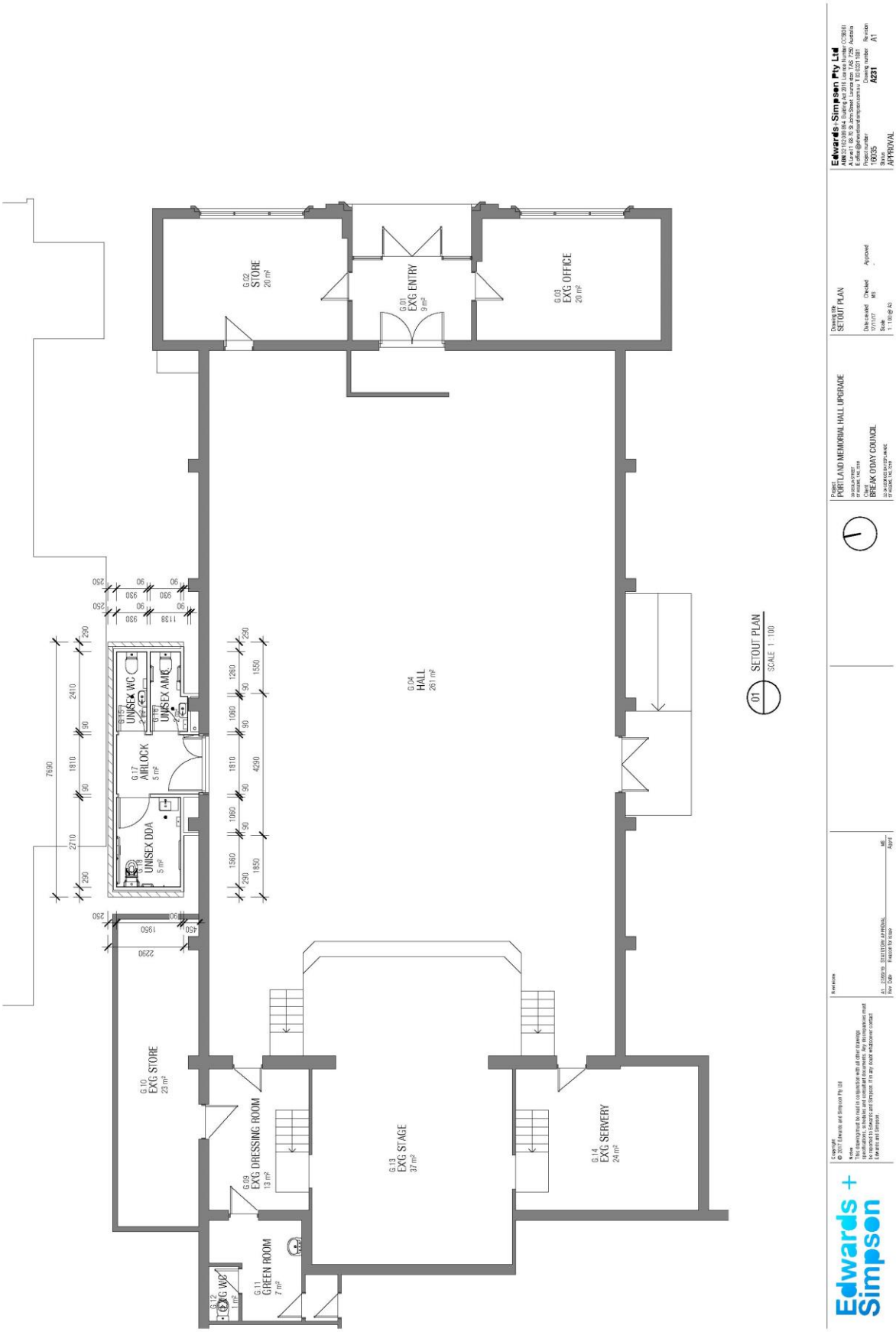
Dimensions, levels and specifications shown on this drawing must be verified on site before any work is commenced and any discrepancies must be reported to Edwards and Simpson. If in any doubt whatsoever contact Edwards and Simpson.
Revisions
A1 22/05/19 Street Furniture amendments. MB
Rev Date Reason for issue Appr
Project
39 BEULAH STREET
ST HELENS, TAS, 7216
Project name
PORTLAND MEMORIAL HALL UPGRADE
Client
BREAK O'DAY COUNCIL
32-34 GEORGE ST PO BOX 150
ST HELENS, TAS, 7216
Drawing title
DEMOLITION PLAN
Date created 17/11/17
Checked MB
Approved
Scale 1 : 100 @ A3
Edwards+Simpson Pty Ltd
ABN 37 010 854 112 ACN 010 854 112 Liability limited by a scheme approved under Professional Standards Legislation
A Level 1, 86-88 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpsontasmania T 03 6331 1881
Project number 19035
Drawing number A211
Revision A1
Status APPROVAL


ADJACENT BUILDING
200mm WIDE x 100mm DEEP
BLOCK REBATE BOTH ENDS
CONNECT TO EXG
DN 100 PVC-U DWV CLASS SN6 (TYP.)
DN 100 PVC-U SW CLASS SN2 (TYP.)
DN 90DP
(E)DP
160mm WIDE x 100mm DEEP
BLOCK REBATE TO LONG SIDE
NOM. 100mm THICK SLAB
REFER ENGINEER
WC
FW
B
(CE 01)
7590
7290
200
1550
2145 ±
(EQ)
EXG DOORWAY
1850
2130
160
2290
01 SLAB & DRAINAGE PLAN
SCALE 1 : 100
Edwards + Simpson
Edwards+Simpson Pty Ltd
Project
PORTLAND MEMORIAL HALL UPGRADE
Client
BREAK O'DAY COUNCIL
Drawing title
SLAB & DRAINAGE PLAN
Drawn
Checked
Approved
Scale
1 : 100 @ A3
Project number
19035
Drawing number
A221
Revision
A1
Status
APPROVAL
Revisions
Notes
Copyright


G.02
STORE
20 m²
G.01
EXG ENTRY
9 m²
G.03
EXG OFFICE
20 m²
G.04
HALL
261 m²
G.15
UNISEX WC
G.16
UNISEX AMB
G.17
AIRLOCK
5 m²
G.18
UNISEX DDA
5 m²
G.10
EXG STORE
23 m²
G.09
EXG DRESSING ROOM
13 m²
G.13
EXG STAGE
37 m²
G.14
EXG SERVERY
24 m²
G.11
GREEN ROOM
7 m²
G.12
EXG WC
1 m²
01 SETOUT PLAN
SCALE 1 : 100
Edwards + Simpson
Edwards+Simpson Pty Ltd
ABN 30 000 080 464 ACN 000 080 464 Licensed Builder CC8906
A Level 1 88-90 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpsonlaunceston.com.au T 03 6331 7887
Project Number 19035
Drawing number A231
Revision A1
Status APPROVAL
Drawing title SETOUT PLAN
Drawn by MB
Checked MB
Approved
Date created 17/11/17
Scale 1 : 100 @ A3
Project PORTLAND MEMORIAL HALL UPGRADE
BREAK O'DAY COUNCIL
Revisions
Rev Date Reason for issue Appr
A1 22/05/19 Strata title amendments MB
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Notes
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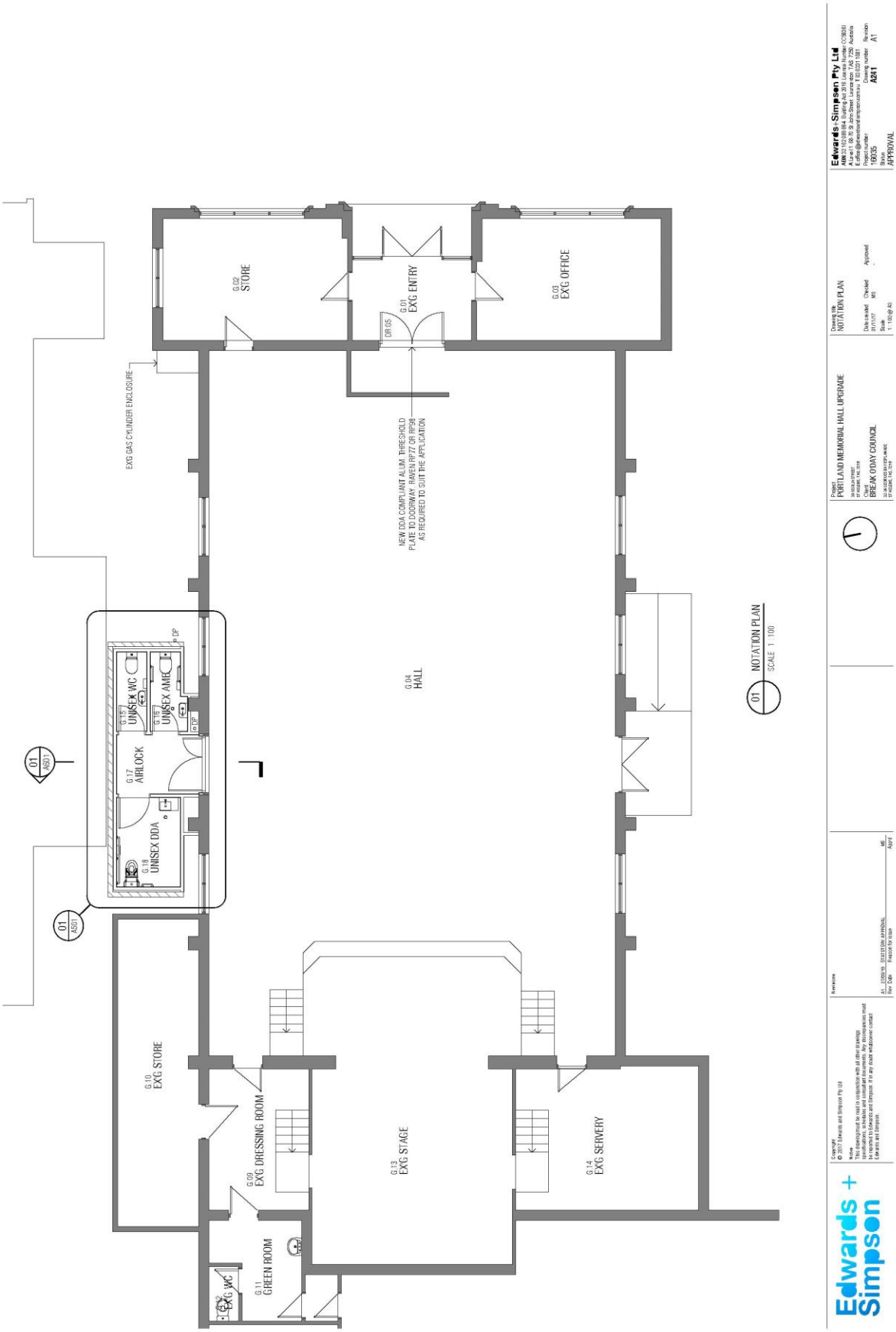
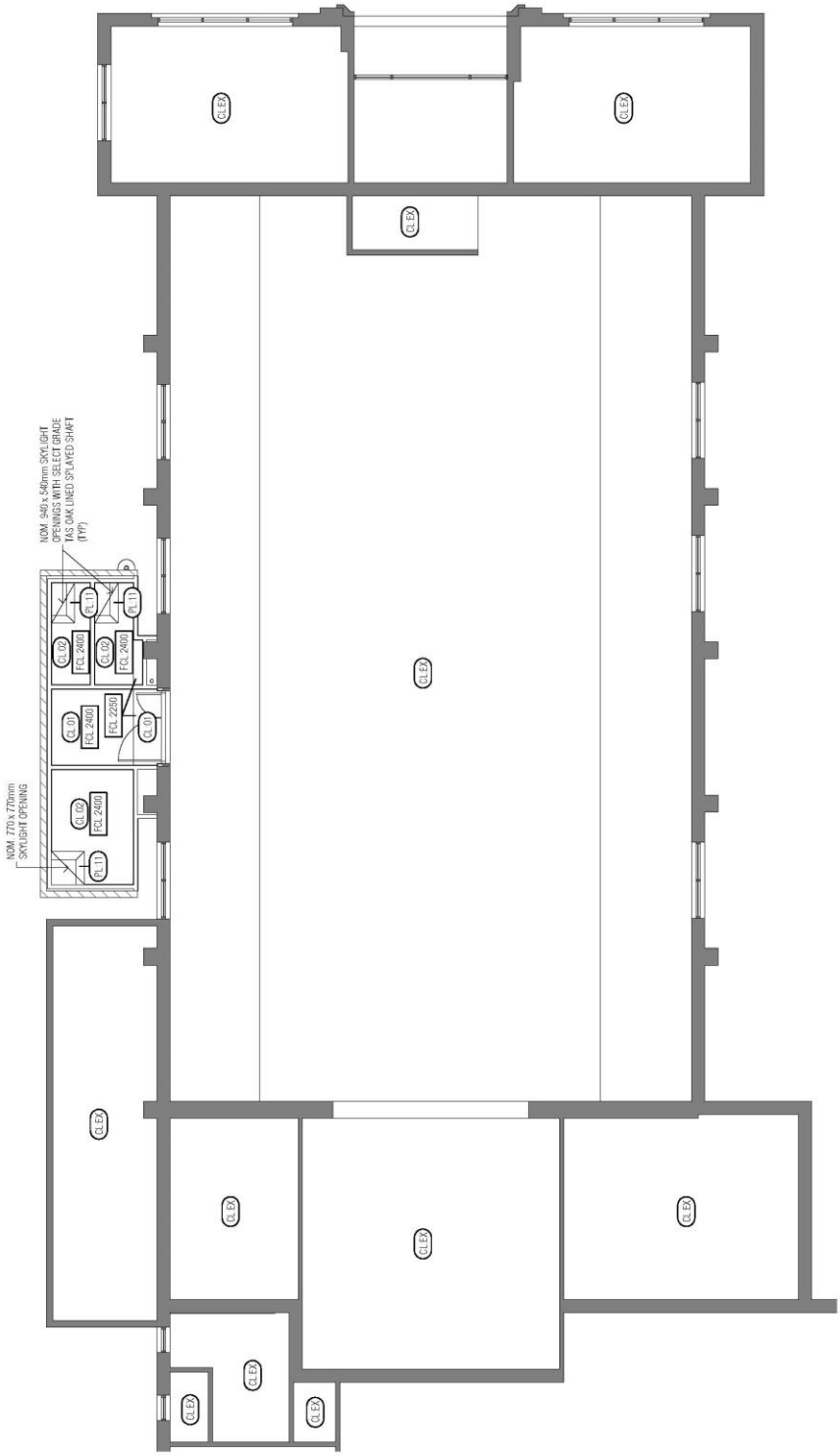

G.02 STORE
G.01 EXG ENTRY
DR 05
G.03 EXG OFFICE
EXG GAS CYLINDER ENCLOSURE
NEW DDA COMPLIANT ALUM. THRESHOLD PLATE TO DOORWAY. RAVEN RP77 OR RP38 AS REQUIRED TO SUIT THE APPLICATION
G.04 HALL
G.15 UNISEX WC
G.16 UNISEX AMB
G.17 AIRLOCK
G.18 UNISEX DDA
01 A501
01 NOTATION PLAN
SCALE 1 : 100
G.10 EXG STORE
G.09 EXG DRESSING ROOM
G.13 EXG STAGE
G.14 EXG SERVERY
G.11 GREEN ROOM
G.12 EXG WC
Edwards + Simpson
Edwards+Simpson Pty Ltd
Project
PORTLAND MEMORIAL HALL UPGRADE
BREAK O'DAY COUNCIL
Drawing title
NOTATION PLAN
Drawn
Checked
Approved
Scale
1 : 100 @ A3
Project No.
19035
Drawing number
A241
Revision
A1
Status
APPROVAL


NOM. 940 x 540mm SKYLIGHT OPENINGS WITH SELECT GRADE TAS OAK LINED SPLAYED SHAFT (TYP)
NOM. 770 x 770mm SKYLIGHT OPENING
CL.01
CL.02
CL.10
CL.11
FCL 2400
FCL 2250
CLEX
01 REFLECTED CEILING PLAN
SCALE 1 : 100
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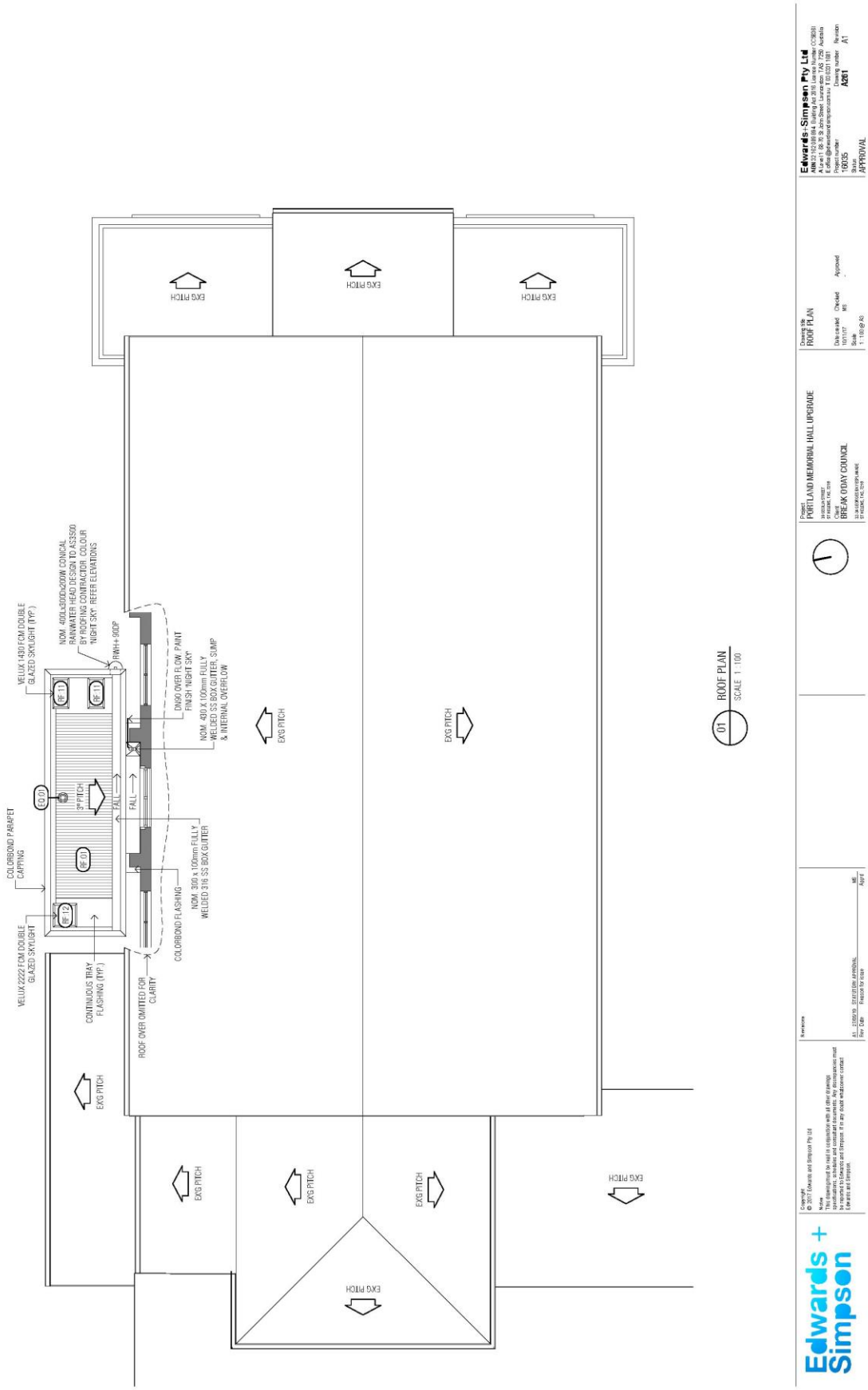
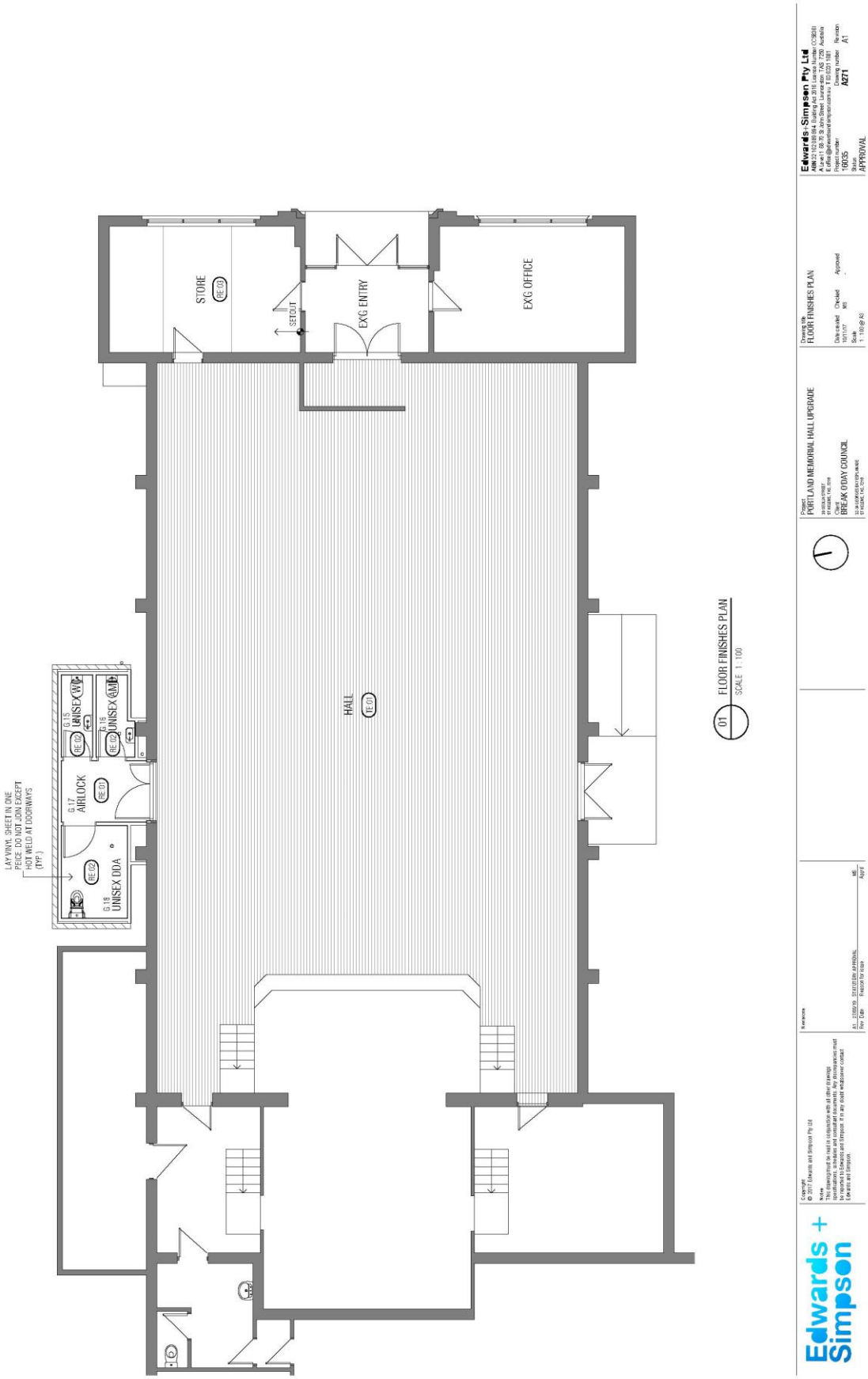
Revisions
Rev Date Reason for issue Agnt
A1 22/05/19 Shed infill to amenities. MB
Project
PORTLAND MEMORIAL HALL UPGRADE
39 BISLAKI STREET
PT HEDGE, TAS, 7216
Client
BREAK O'DAY COUNCIL
32-34 GEORGES BAY ESPLANADE
PT HEDGE, TAS, 7216
Drawing title
REFLECTED CEILING PLAN
Drawn/entered 17/11/17
Checked MB
Approved
Scale 1 : 100 @ A3
Edwards+Simpson Pty Ltd
ABN 30 009 436 992 ACN 009 436 992 (TAS Incorporated) CC3609L
A Level 11, 86-88 St John Street, Launceston TAS 7250 Australia
E office@edwardsandsimpsontasmania T 03 6331 7887
Project number 19035
Drawing number A051
Revision A1
Status APPROVAL


MELUX 1430 FCM DOUBLE GLAZED SKYLIGHT (TYP.)
NOM. 400Lx300Dx200W CONICAL RAINWATER HEAD DESIGN TO AS3500 BY ROOFING CONTRACTOR. COLOUR 'NIGHT SKY'. REFER ELEVATIONS
RWH+ 900P
DN90 OVER FLOW. PAINT FINISH 'NIGHT SKY'
NOM. 400 x 100mm FULLY WELDED SS BOX GUTTER, SUMP & INTERNAL OVERFLOW
EXG PITCH
EXG PITCH
EXG PITCH
COLORBOND PARAPET CAPPING
3° PITCH
FALL
NOM. 300 x 100mm FULLY WELDED 316 SS BOX GUTTER
COLORBOND FLASHING
MELUX 2222 FCM DOUBLE GLAZED SKYLIGHT
CONTINUOUS TRAY FLASHING (TYP.)
ROOF OVER OMITTED FOR CLARITY
EXG PITCH
EXG PITCH
EXG PITCH
EXG PITCH
EXG PITCH
EXG PITCH
01 ROOF PLAN
SCALE 1 : 100
Edwards + Simpson
Edwards+Simpson Pty Ltd
Drawing title
ROOF PLAN
Project
PORTLAND MEMORIAL HALL UPGRADE
BREAK O'DAY COUNCIL
Date created
10/11/17
Scale
1 : 100 @ A3
Checked
MS
Approved
Project number
19035
Status
APPROVAL
Drawing number
A201
Revision
A1
Revision
Rev Date Reason for issue Agnt
A1 22/05/19 Shed infill to amenities MS


STORE
RE 03
SET OUT
EXG ENTRY
EXG OFFICE
HALL
TE 01
G 15
UNISEX (WC)
RE 02
G 16
UNISEX (AMB)
RE 02
G 17
AIRLOCK
RE 01
G 18
UNISEX DDA
RE 02
LAY VINYL SHEET IN ONE PEICE. DO NOT JOIN EXCEPT HOT WELD AT DOORWAYS (TYP.)
01 FLOOR FINISHES PLAN
SCALE 1 : 100
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Notes
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Revisions
Rev Date Reason for issue
A1 22/05/19 Shell (Title amended) MB Agent
Project
PORTLAND MEMORIAL HALL UPGRADE
39 BISLAKI STREET
PT HEDGE, FAC 7218
Client
BREAK O'DAY COUNCIL
32-34 GEORGE ST PORTLAND
PT HEDGE, FAC 7218
Drawing title
FLOOR FINISHES PLAN
Date created 10/11/17
Checked MB
Approved
Scale 1 : 100 @ A3
Edwards+Simpson Pty Ltd
ABN 30 009 452 318 ACN 009 452 318 (CC8290)
A Level 11 88-90 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpsontasmania.com.au T 03 6331 7188
Project number 19035
Drawing number A271
Revision A1
Status APPROVAL

RL 13042
TOP PARAPET
RL 10000
EXG GROUND
GROUT UP REBATE & PAINT TO MATCH EXG
EQ 01
EQ
ELEVATION - AMENITIES
02 A501
SCALE 1 : 100
ROOF VENT PAINT FINISH DULUX NIGHT SKY (TYP.)
EAST ELEVATION
01
SCALE 1 : 100
COLORBOND CAPPING COLOUR MONUMENT (TYP.)
ELEVATION - AMENITIES
03 A501
SCALE 1 : 100
CULLY WELDED ZINCALUME STEEL RAINWATER HEAD & DOWNPIPE. POWDERCOAT DULUX NIGHT SKY
ELEVATION - AMENITIES
04 A501
SCALE 1 : 100
VELUX SKYLIGHT
COLORBOND CAPPING COLOUR NIGHT SKY (TYP.)
ELEVATION - AMENITIES
05 A501
SCALE 1 : 100
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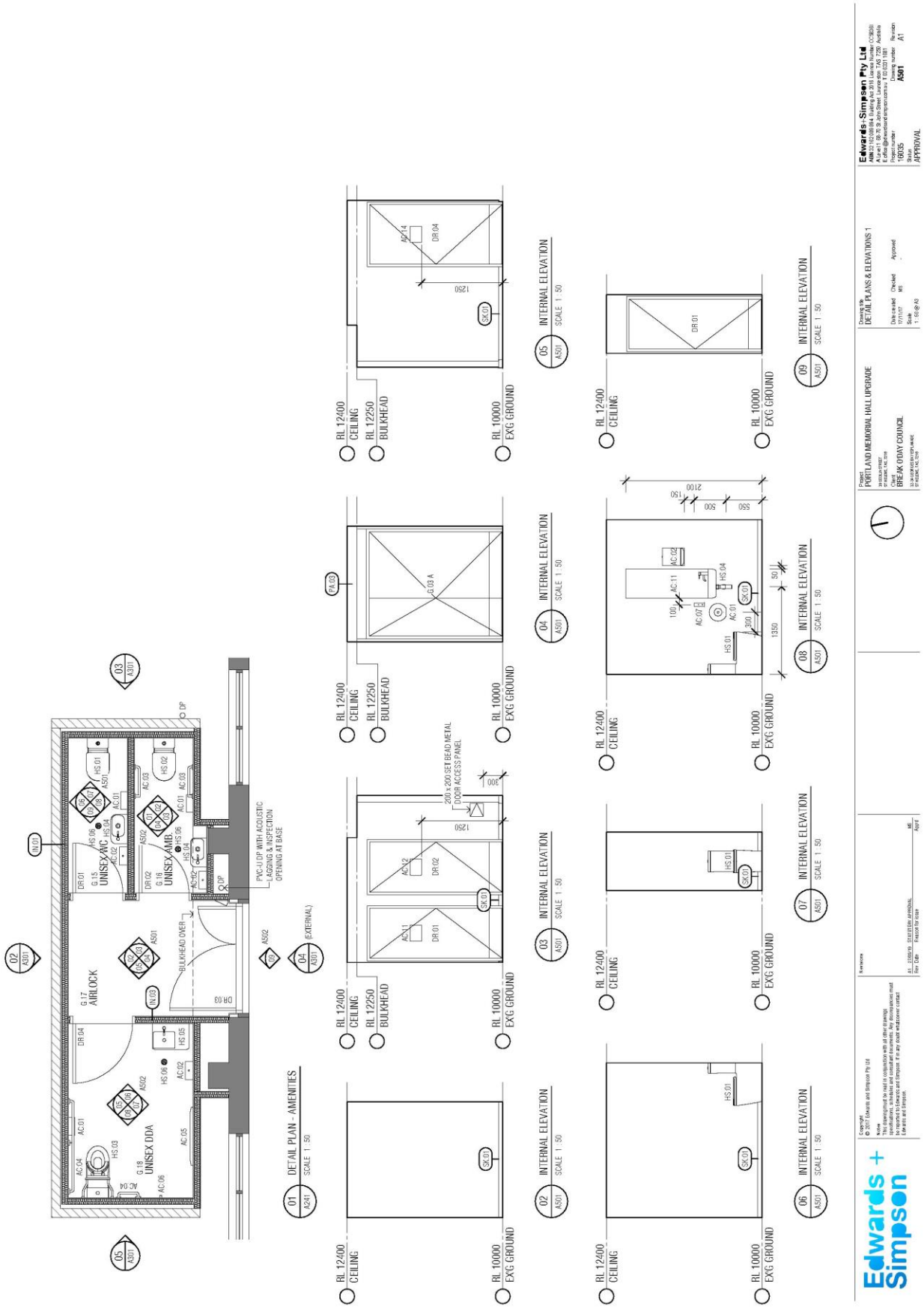
Revisions
Rev Date Reason for issue By
A1 22/09/16 Street furniture amendments. MB
Project
PORTLAND MEMORIAL HALL UPGRADE
39 BISLAKI STREET
CT 6182646 / FAC 1016
Client
BREAK O'DAY COUNCIL
32-34 WOODHEAD PORTER AVENUE
CT 6182646 / FAC 1016
Drawing title
ELEVATIONS 1
Date created 09/10/17
Checked MB
Approved
Scale 1 : 100 @ A3
Edwards + Simpson Pty Ltd
ABN 30 009 436 992 ACN 009 436 992 Nominated Architect CC3620L
A Level 11 88-90 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpsontasmania T 03 6331 1881
Project number 16035
Drawing number A301
Revision A1
Status APPROVAL


DETAIL PLAN - AMENITIES
SCALE 1 : 50
INTERNAL ELEVATION
SCALE 1 : 50
G.15 UNISEX AMB
G.16 UNISEX AMB
G.17 AIRLOCK
G.18 UNISEX DDA
PVC-U DP WITH ACOUSTIC LAGGING & INSPECTION OPENING AT BASE
BULKHEAD OVER
200 x 200 SET BEAD METAL DOOR ACCESS PANEL
RL 12400 CEILING
RL 12250 BULKHEAD
RL 10000 EXG GROUND
Edwards + Simpson
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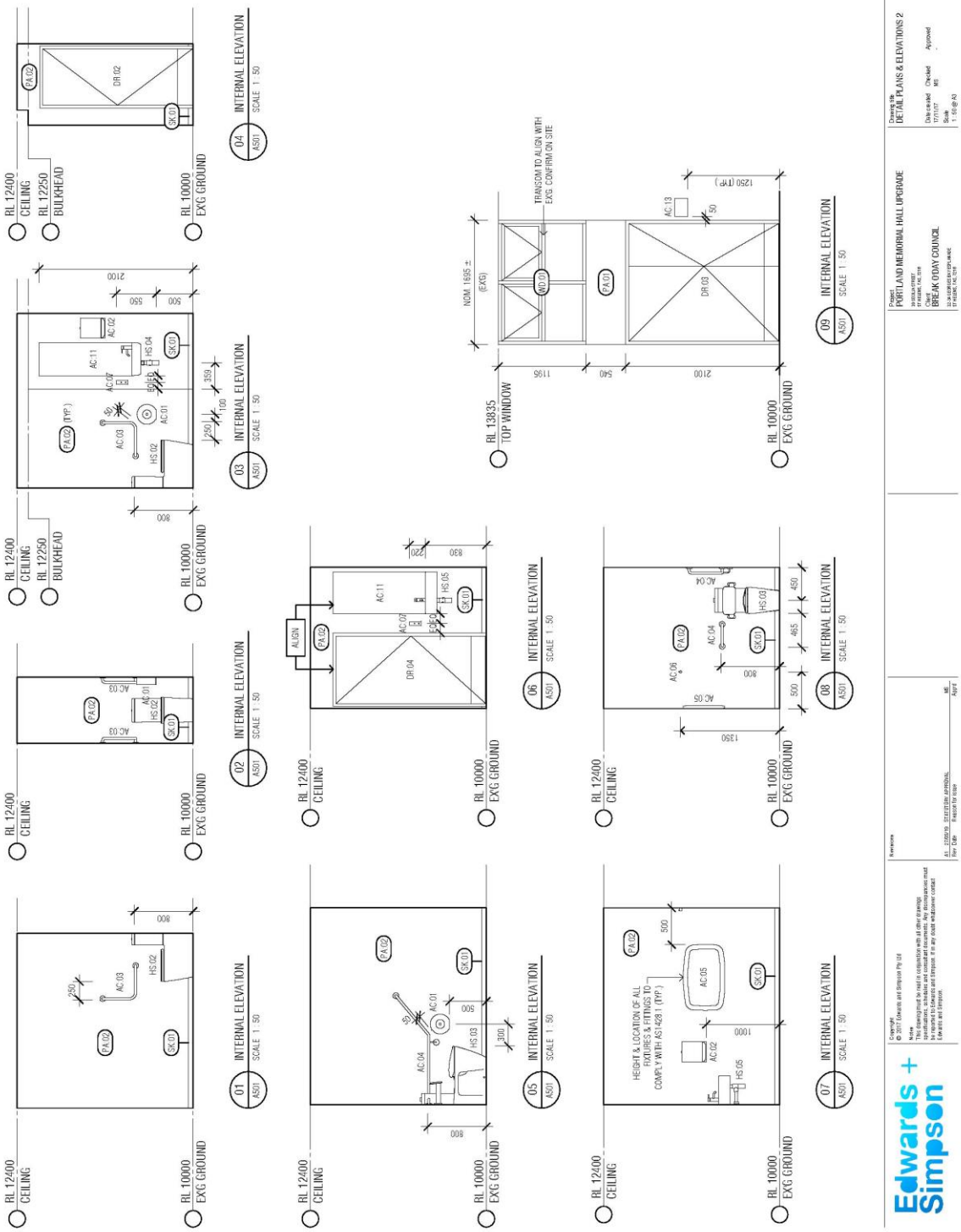
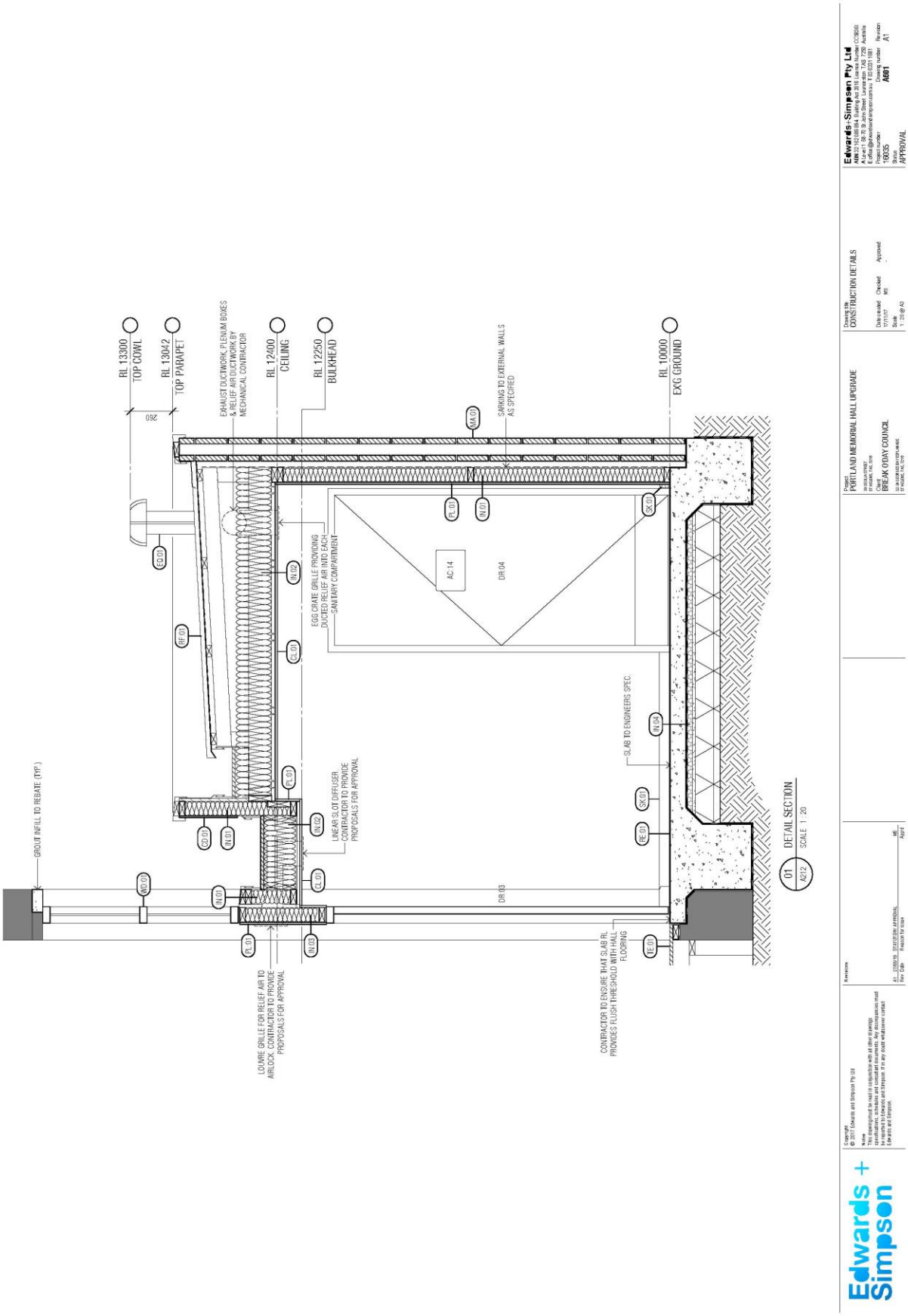
PORTLAND MEMORIAL HALL UPGRADE
BREAK O'DAY COUNCIL
DETAIL PLANS & ELEVATIONS 1
A501


RL 12400
CEILING
RL 10000
EXG GROUND
INTERNAL ELEVATION
SCALE 1 : 50
01 A501
02 A501
03 A501
04 A501
05 A501
06 A501
07 A501
08 A501
09 A501
RL 12250
BULKHEAD
RL 13835
TOP WINDOW
HEIGHT & LOCATION OF ALL FIXTURES & FITINGS TO COMPLY WITH AS1428.1 (TYP.)
TRANSOM TO ALIGN WITH EXG. CONFIRM ON SITE
ALIGN
Edwards + Simpson
Edwards-Simpson Pty Ltd
PORTLAND MEMORIAL HALL UPGRADE
BREAK O'DAY COUNCIL
DETAIL PLANS & ELEVATIONS 2
A502
A1


RL 13300
TOP COWL
RL 13042
TOP PARAPET
260
EXHAUST DUCTWORK PLENUM BOXES & RELIEF AIR DUCTWORK BY MECHANICAL CONTRACTOR
RL 12400
CEILING
RL 12250
BULKHEAD
SARKING TO EXTERNAL WALLS AS SPECIFIED
RL 10000
EXG GROUND
GROUT INFILL TO REBATE (TYP.)
EGG CRATE GRILLE PROVIDING DUCTED RELIEF AIR INTO EACH SANITARY COMPARTMENT
LINEAR SLOT DIFFUSER CONTRACTOR TO PROVIDE PROPOSALS FOR APPROVAL
SLAB TO ENGINEERS SPEC.
AC 14
DR 04
DR 03
LOUVRE GRILLE FOR RELIEF AIR TO AIRLOCK. CONTRACTOR TO PROVIDE PROPOSALS FOR APPROVAL
CONTRACTOR TO ENSURE THAT SLAB RL PROVIDES FLUSH THRESHOLD WITH HALL FLOORING
01 DETAIL SECTION
A212
SCALE 1 : 20
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Notes
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Revisions
Rev Date Reason for issue
A1 22/09/16 Issued for approval
MB Appr
Project
PORTLAND MEMORIAL HALL UPGRADE
39 BISLAKI STREET
PT HEDLAND, WA, 6756
Client
BREAK O'DAY COUNCIL
32-34 GORDON BLYTH AVENUE
PT HEDLAND, WA, 6756
Drawing title
CONSTRUCTION DETAILS
Drawn/ed 17/11/17
Checked MB
Approved
Scale 1 : 20 @ A3
Edwards+Simpson Pty Ltd
ABN 37 009 412 821 ACN 009 412 821 Licence No. CC8000
A Level 1, 88-90 St John Street, Launceston TAS 7250 Australia
E office@edwardsandsimpsontasmania T 03 6331 7881
Project number
16035
Drawing number
A601
Revision
A1
Status
APPROVAL

07/19.16.0 GOVERNANCE

07/19.16.1 General Manager's Report

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
04/19.16.3.95	15 April 2019	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. 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.	In progress.
04/19.16.7.99	15 April 2019	That Council's management team progress the development of an application based on the potential priorities identified by Council.	Drought Communities Program Application submitted.
06/19.8.1.131	24 June 2019	a) That Council recognises with serious concern Climate Change and requests bilateral support with all forms of Government; and b) That Council write to the State and Federal Governments seeking action.	Response being developed.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments

Meeting and Events attended:

26.06.19	**St Helens**	–	MTB Business Community Information Session, assisted with the presentation which provided an update on the project and focussed on the branding and marketing associated with the trails. The session was attended by 130-140 persons and was very positive and supportive of the project, many great questions asked, some we were not able to answer fully as concepts around financial sustainability and management were yet to be discussed in detail with Council. This will be covered in future sessions.
27.06.19	**St Helens**	–	Tasmanian Planning Scheme, presentation to Councillors on the TPS provided by John Ramsay, Tasmanian Planning Commission.
27.06.19	**St Helens**	–	Department of State Growth, catch up meeting with Greg House, which discussed the MTB project, TasCOSS/TCCI Jobs Action Package.
27.06.19	**St Helens**	–	Regional Housing Supply, phone meeting with Catholicare who are interested in participating in the low cost affordable housing package that is currently open. Separate Item prepared.
28.06.19	**St Marys**	–	Jobs Action Package, met with the local community members to discuss the feedback from TasCOSS on the proposed local project and to develop a potential governance model for the project.
30.06.19	**St Helens**	–	St Helens Point Progress Association, attended their regular meeting to discuss a number of infrastructure matters of interest to the local residents including footpaths, foreshore erosion and protection works at Parnella and Parkside, Aerodrome Hill narrowness and sealing of Dune Street (PWS responsibility). A great meeting and opportunity to discuss these projects and other matters of interest.
01.07.19	**St Helens**	–	Council Workshop.
02.07.19	**St Helens**	–	St Helens Destination Action Plan (DAP) Meeting, as a result of the session organised by Ruth Dowty (ECRTO) a number of projects/items were identified for investigation and potential progression. It is very pleasing to see that this time we have a number of interested persons participating in moving this forward and showing leadership.
03.07.19 – 05.07.19	**Hobart**	–	Local Government Association of Tasmania (LGAT) Conference.
04.07.19	**Hobart**	–	East Coast Regional Tourism Association, met with Acting Chairperson, Alison Stubbs, and Board member, Chris Colley, to discuss a range of matters of concern in relation to the current situation with ECRTO (see below).
05.07.19	**Hobart**	–	Affordable Housing Project, met with CatholicCare to discuss the potential to work together on delivery of affordable housing in the Break O'Day area.

Meetings & Events Not Yet Attended:

12.07.19	**St Helens**	– Meeting with Mayor, Commander Brett Smith and Inspector Michael Johnston.
12.07.19	**Fingal**	– Meeting with Barry Harper, President Mathinna Club.
15.07.19	**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 Donna Stanley (PWS), Joanne Franklin, Jo Waldron (Tasmanian Hospitality Association), Bruce Pacey, Rod Hunt (Medea Park).

Brief Updates:

Drought Communities Program

The initial application for this program has been finalised and lodged with AusIndustry. There were a number of challenges in relation to the Walking Tracks project due to both Meadstone and Mathinna Falls projects requiring complete replacement of a bridge on each road. When this was coupled with the extensive road and vegetation works required on Meadstone Road the walking track project would have been taking $420k of the overall project. Reluctantly we have had to remove Meadstone Falls from the project at this stage as there was also an unresolved safety issue at the falls lookout. The initial application also addressed a number of small building projects, commenced the St Marys Cemetery revitalisation, and Fingal Streetscape project.

East Coast Regional Tourism Organisation

As noted above, the General Manager met with the Acting Chairperson and a Board member to discuss a number of matters of concern, in part due to recent changes within the RTO. BODC have valued and relied upon support and assistance of the ECRTO CEO in relation to the MTB project and being able to tap into State Government resources and assistance. The impact of the resignation of the CEO and subsequent recruitment process provides a gap in our support at a crucial time. The fledgling DAP group would normally be receiving support and guidance and this has been discussed and support will be provided through the Board. The geographic balance of the Board was also discussed and it is noted that Applications from this section of the Coast have been non-existent or minimal in recent years, the current imbalance does not assistance with perceptions. Concerns regarding the Great Eastern Driver Awards wer also discussed and in particular the situation with one off events such as One Night Stand, we are awaiting the formal feedback on the judging.

Jobs Action Package

A small group of community members continue to work with TasCOSS and TCCI to fine tune and develop a project arising from the community engagement process undertaken by these two organisations. The proposal draws together four (4) concept proposals which were developed as part of Jobs Action Package project to create a cohesive approach, Coaching and Community Participation; Break O'Day Employer Services Broker Proposal; Online Information Hub; and Car-Pooling Network. The project focus is on meeting the needs of job seekers and employers. The priority cohort of job seekers are youth with a secondary cohort of job seekers who are not employed, or are under employed. Governance and funding arrangements are currently being

discussed with TasCOSS, Council staff will continue to be involved to support the development of this project.

Review of Local Government Legislation Framework

The State Government have just released the Reform Directions Paper Phase Two for public comment. The Paper provides an overview of the major policy reforms under consideration by the Government and it is important for Council to express its views on the directions identified. Submissions close on 30 September 2019, prior to that information sessions will be held around the State in about one months time to enable people to review what is under consideration and then attend the sessions to gain further information.

Local Government Excellence Awards

At the recent Local Government Association of Tasmania conference the annual Local Government Excellence Awards winners were announced. Break O'Day Council won the Small Council division (under 15,000) persons for the excellence we demonstrated in delivery of the One Night Stand concert. Judging of the Awards is based around a number of criteria including service delivery, innovation, uniqueness and creativity. It is great to be officially recognised for the work which occurred and congratulations should go to the organisation as this was a whole of organisation effort.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
Leaner Drive Program	Affixing Common Seal	Grant Funding	Number 12 – Miscellaneous Powers and Functions to the General Manager
James Street, Falmouth	Affixing Common Seal	Boundary Adjustment	Number 12 – Miscellaneous Powers and Functions to the General Manager
Malibu Street, Scamander	Affixing Common Seal	Adhesion Order	Number 12 – Miscellaneous Powers and Functions to the General Manager

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

03.06.2019	337 Certificate	Lower German Town Road, St Marys	1853902
04.06.2019	337 Certificate	83 Mangana Street, Mathinna	6416015
04.06.2019	337 Certificate	9 Alma Court, St Helens	2253829
11.06.2019	337 Certificate	47 High Street, Mathinna	6415573
11.06.2019	337 Certificate	13 Barrack Street, Akaroa	7205906
13.06.2019	337 Certificate	17 Osprey Drive, Stieglitz	7845188
13.06.2019	337 Certificate	15 Pendrigh Place, St Helens	6811410
13.06.2019	337 Certificate	27 Fraser Street, Fingal	6410772
13.06.2019	337 Certificate	820 North Ansons Road, Gladstone	7818761
13.06.2019	337 Certificate	4 Kismet Place, St Helens	7386137

13.06.2019	337 Certificate	81 Parnella Drive, Stieglitz	3568689
13.06.2019	337 Certificate	236 Champ Street, Seymour	7951052
14.06.2019	337 Certificate	11 Targett Street, Scamaner	3458674
18.06.2019	337 Certificate	71 Gray Road, St Marys	6402959
18.06.2019	337 Certificate	139 St Helens Point Road, Stieglitz	6790322
20.06.2019	337 Certificate	18-20 Stieglitz Street, Fingal	6412153
26.06.2019	337 Certificate	Aerodrome Road, Stieglitz	6791747
26.06.2019	337 Certificate	4 Susan Court, St Helens	2282726
26.06.2019	337 Certificate	22 Circassion Street, St Helens	6794067
26.06.2019	337 Certificate	36 Tully Street, St Helens	3575125

Tenders and Contracts Awarded:

Tender Closing Date	Description of Tender	Awarded to
5 August 2019	2019/2020 Bituminous Surfacing Program	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.

07/19.16.2 Intention to Make New By-Law – Trail Network By-Law

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	008\001\010\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

In accordance with section 156 of the *Local Government Act 1993*, Council resolves to make a by-law for the regulation of the Trail Networks.

PREVIOUS COUNCIL CONSIDERATION:

No known previous Council consideration.

OFFICER'S REPORT:

As per section 156 of the *Local Government Act 1993* Council is required prior to the public consultation process and final consideration by Council to adopt a new by-law, have a Council resolution by absolute majority advising its intent to make a new by-law.

The ability to control and manage effectively the infrastructure associated with the trail network is vital to its successful operation. Whilst we have Leases in place for the infrastructure these Leases provide the power to do certain things and they also impose obligations. The Lease does not provide a 'head of power' to manage the infrastructure on a day-to-day basis. Council's existing Parks & Reserves By-Law is also very limited in this respect

We are aware of traffic movement issues which exist at Derby in relation to accessing the Black Stump trail as this is via a public road. Potentially we could have similar issues on Loila Tier Road unless we can develop an access solution. Behaviours we would like to address include for example potentially damage to the trail network through inappropriate use, camping at the Flagstaff Trail Head. The Local Government Act provides very few mechanisms for Council to create a 'head of power'. Effectively we need to investigate a By-Law relating to Trails and associated infrastructure.

Following a resolution to proceed with a Trail Network By-Law Number 3 of 2019, the draft by-law and Regulatory Impact Statement (RIS) will be presented to Council for consideration and discussion at a Council Workshop, following this it would then be presented to a Council meeting for adoption prior to it being referred to the Director of Local Government for consideration.

If satisfied that the RIS meets all statutory requirements, the Director will issue a certificate of approval to Council.

Council then gives notice by advertising in the media and carries out its public consultation.

All submissions from the public consultation process will be provided to Council for consideration.

Following consideration of all submissions Council makes the by-law under its common seal.

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.

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.
- Increase the community's awareness of the natural environment; the pressures it faces; and actions we can take to sustain it and what it provides.
- Recognise and alleviate the issues and risks to the environment from our use, and the risk to us from a changing environment.

BUDGET AND FINANCIAL IMPLICATIONS:

Legal costs will be incurred initially in checking the draft By-Law and Regulatory Impact Statement.

VOTING REQUIREMENTS:

Absolute Majority.

07/19.16.3 Policy – LG06 Employee Recognition Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Paula Kloosterman, Human Resources Manager
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Procedure LG06 – Employee Recognition (Option 1) Procedure – LG06 Employee Recognition (Option 2)

OFFICER'S RECOMMENDATION:

Option 1:
That Policy LG06 – Employee Recognition Policy be cancelled and replaced with a similarly worded Procedure with the number anniversary dates celebrated reduced.

Or

Option 2:
That Policy LG06 – Employee Recognition Policy be cancelled and replaced with a similarly worded Procedure with no change to the number of anniversary dates celebrated.

INTRODUCTION:

Council has a schedule for regular review of Policies and upon examination it is considered the nature and intent of this policy are administrative and operational therefore better captured as a procedure.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069.
Reviewed 28 January 2013 – Minute No 01/13.15.4.33.
Discussed 1 April 2019 Council Workshop.
Discussed 6 May 2019 Council Workshop.
Council Meeting 20 May Minute No 05/19.16.2 – Motion deferred.
Discussed 1 July 2019 Council Workshop.

OFFICER'S REPORT:

The policy is overdue for review and upon consideration it is recommended the intent and execution of the policy can be adequately served by a procedure. There are HR systems in place that ensure tenure milestones are flagged with plaques and gifts presented. A slight change has been made to reflect a change in practice with presentations occurring closer to anniversary dates rather than wait to the end of year function as this event is no longer fully attended. Presentations may be made at staff meetings and any other appropriate staff and Councillor gathering.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions.

LEGISLATION & POLICIES:

As identified in the Policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

PROCEDURE NO LG06
EMPLOYEE SERVICE RECOGNITION

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
ASSOCIATED POLICY:	Formally LG06 - Employee Recognition Policy
POLICY INFORMATION:	Approved -

Procedure

1. INTRODUCTION

The purpose of this procedure is to ensure employees are recognised when they reach service milestones and their contribution is acknowledged and celebrated in a consistent way.

2. PROTOCOL

Employees who achieve ten years of service shall be presented a gift and plaque to recognise their contribution to Council's goals. Each ~~five year~~ period of service as per table below thereafter will qualify for an additional gift and plaque.

The General Manager will make the presentation to the employee at an appropriate gathering for staff and, if possible Councillors, as close as possible to the anniversary date.

The gift shall be presented in the form of a gift voucher from a place of the employee's choosing. The employee shall also be presented with a personalised plaque indicating years of service.

The value of the gift shall be in line with the accompanying guide.

Length of Service	Value of Gift
10 years	$100.00
~~15 years~~	~~$150.00~~
20 years	$200.00
25 years	$250.00
~~30 years~~	~~$300.00~~
~~35 years~~	~~$350.00~~
40 years	$400.00

PROCEDURAL CHANGES REQUIRED: **(please note any changes that are required to this procedure due to software upgrades etc.)**

PROCEDURE NO LG06
EMPLOYEE SERVICE RECOGNITION

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
ASSOCIATED POLICY:	Formally LG06 - Employee Recognition Policy
POLICY INFORMATION:	Approved -

Procedure

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20 years	$200.00
25 years	$250.00
30 years	$300.00
35 years	$350.00
40 years	$400.00

PROCEDURAL CHANGES REQUIRED: **(please note any changes that are required to this procedure due to software upgrades etc.)**

Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2015 that Council move into Closed Council.

IN CONFIDENCE

07/19.17.0 CLOSED COUNCIL

07/19.17.1 Confirmation of Closed Council Minutes – Council Meeting 24 June 2019

07/19.17.2 Outstanding Actions List for Closed Council

07/19.17.3 Contract 030\001\114\ Town Litter Collection - Closed Council Item Pursuant To Section 15(2)D Of The Local Government (Meeting Procedures) Regulations 2015

07/19.17.4 Commercial Opportunities – MTB Network - Closed Council Item Pursuant To Section 15(2)C Of The Local Government (Meeting Procedures) Regulations 2015

07/19.17.5 Superstructure Replacement, Bridge 2191 over Fletchers Creek on Reids Road –Closed Council Item Pursuant To Section 15(2)D Of The Local Government (Meeting Procedures) Regulations 2015

07/19.17.6 St Helens MTB Trail Network –Closed Council Item Pursuant To Section 15(2)B Of The Local Government (Meeting Procedures) Regulations 2015

07/19.17.7 Sale of Properties for Non Payment of Rates –Closed Council Item Pursuant To Section 15(2)F Of The Local Government (Meeting Procedures) Regulations 2015

07/19.17.8 Affordable Housing – Closed Council Item Pursuant To Section 15(2)F Of The Local Government (Meeting Procedures) Regulations 2015

07/19.17.9 General Manager's Annual Leave and Appointment of Acting General Manager –Closed Council Item Pursuant To Section 15(2)A 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.