

COUNCIL MEETING AGENDA

Monday 16 November 2020 Council Chambers, St Helens

John Brown, General Manager Break O'Day Council 9 November 2020

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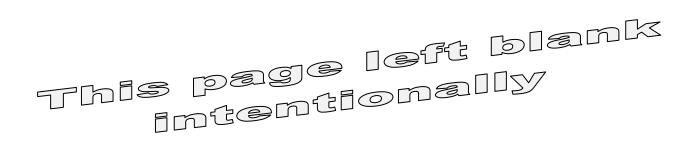
NOTICE OF MEETING

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 16 November 2020 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 <u>GENERAL MANAGER</u> Date: 9 November 2020



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AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

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

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

OPENING

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

ACKNOWLEDGEMENT OF COUNTRY

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

11/20.1.0 ATTENDANCE

11/20.1.1 Present

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

11/20.1.2 Apologies

Nil

11/20.1.3Leave of Absence

Nil

11/20.1.4Staff in Attendance

General Manager, John Brown Executive Assistant, Angela Matthews

11/20.2.0 PUBLIC QUESTION TIME

11/20.3.0 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.

11/20.4.0 CONFIRMATION OF MINUTES

11/20.4.1 Confirmation of Minutes – Council Meeting 19 October 2020

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 19 October 2020 be confirmed.

11/20.5.0 COUNCIL WORKSHOPS HELD SINCE 19 OCTOBER 2020 COUNCIL MEETING

There was a Workshop held on Wednesday 4 November 2020 – the following items were listed for discussion as well as a Presentations from the CEO of East Coast Tasmania Tourism (ECTT) and CEO of Northern Tasmania Development Corporation (NTDC).

- Northern Tasmania Development Corporation Ltd (NTDC) Regional Collaboration Framework Endorsement
- Audit Panel Receipt of Minutes
- Review of Policy LG13 Anti-Discrimination & Harassment
- Mannalargenna Day 2020
- Adolescent Amenities St Helens Foreshore
- Implementation of Dog Management Policy
- Grant for Flood Management Lower George Floodplain and Riverworks Trust
- Northern Tasmania Development Corporation Ltd (NTDC) Receipt of Quarterly Report
- 2020/2021 Annual Plan September Quarterly Review
- St Helens Neighbourhood House Community Garden
- Family/Sexual Violence Policy
- Email Procedures
- Information on Possible Contentious Issues

11/20.6.0 PLANNING AUTHORITY

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

Nil.

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

11/20.7.0 **PETITIONS**

Nil.

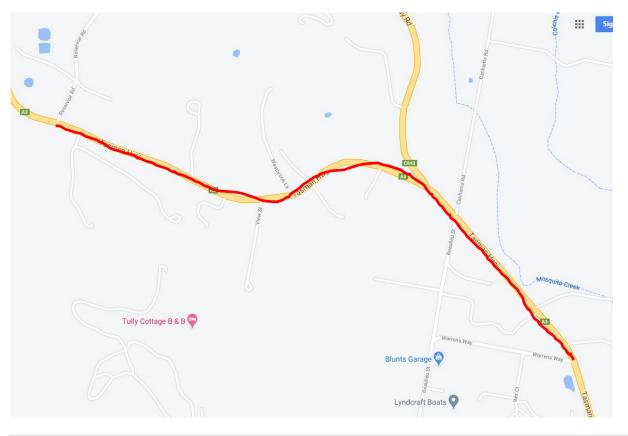
11/20.8.0 NOTICES OF MOTION

11/20.8.1Tasman Highway Speed Limit Reduction – Clr K Chapple

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 approach the Department of State Growth to investigate the possibility of reducing the speed limit on the Tasman Highway heading northwest towards Scottsdale from 80km per hour to 60 km per hour.



SUBMISSION IN SUPPORT OF MOTION:

With the purchase of 1-11 Warrens Way, St Helens by Calows Coaches and the conversion of this site to a Bus Depot and proposed Tas Petroleum fuel depot there will be an increased amount of heavy traffic using the Warrens Way and Tasman Highway intersection, who have confirmed that this is the preferred access to this site. This intersection has very poor line of sight for oncoming traffic. There have also been a number of close near misses in regards to the movement of heavy traffic in and out of the St Helens Concrete Depot located at 25495 Tasman Highway, St Helens involving cement trucks and vehicles overtaking turning trucks, through no fault of the heavy vehicles in any way.

There has also been a visible increase of the amount of mountain bike riders on this section of road in both directions. It would be a good time for the road to have the speed limit reduced from 80km per hour to 60 km per hour up past the Ansons Bay and Beaulieu Street intersections to View Street, which will in turn slow down the traffic coming down the hill and provide better visibility for oncoming traffic for these heavy vehicles.

11/20.9.0 COUNCILLOR'S QUESTIONS ON NOTICE

Nil.

11/20.10.0 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.

11/20.11.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

11/20.11.1 Mayor's Communications for Period Ending 16 November 2020

20.10.2020	St Helens	_	Chamber of Commerce, Tourism Award Presentation	
21.10.2020	St Helens	-	Local Government Association of Tasmania (LGAT), State Governments	
2112012020	Via Web		forward program for planning reform	
21.10.2020	St Helens	_	Meeting with Steven Jones from Rotary	
25.10.2020	St Helens	-	Blessing of the Fleet	
28.10.2020	Devonport	-	Local Government Association of Tasmania (LGAT), Code of Conduct	
	•		session	
29.10.2020	St Helens	_	Meeting with Minister Jaensch & John Tucker MP	
01.11.2020	Scamander	-	East Coast Master Golf Tournament	
04.11.2020	St Helens	_	Council Workshop	
05.11.2020	St Helens	-	Meeting with TasWater representatives	
16.11.2020	St Helens	-	Council Meeting	
16.11.2020	St Helens	-	Bendigo Bank AGM	

11/20.11.2Councillor's Reports for Period Ending 16 November 2020

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 Margaret Osborne OAM
- NRM Special Committee Clr Janet Drummond
- Barway Committee Clr John McGiveron
- East Coast Tasmania Tourism (ECTT) Clr Glenn McGuinness
- Mental Health Action Group Clr Barry LeFevre
- Disability Access Committee Clr Janet Drummond

11/20.12.0 BUSINESS AND CORPORATE SERVICES

11/20.12.1 Corporate Services Department Report

ACTION	INFORMATION	
PROPONENT	Council Officer	
OFFICER	Bob Hoogland, Manager Corporate Services	
FILE REFERENCE 018\018\001\		
ASSOCIATED REPORTS AND	Nil	
DOCUMENTS		

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:

Nil.

COMPLETED REPORTS:

Motion Number	Meet	ing Date		Council Decision	Comments
10/20.13.4.190	19	October	1.	That Council authorise sale to the general public of	Completed
	2020			double shredded green waste mulch from the St	Fee for green waste
				Helens waste transfer station.	added to Fees &
			2.	That a fee of \$20/m ³ be added to Council's Fees and	Charges and website
				Charges for sale of double shredded green waste	updated accordingly.
				mulch.	

Staff Movements:

Nil.

Meetings Attended:

Zoom meeting with an update of current local government insurance cases and issues. Face to face Corporate Services team meetings and manager-team member meetings.

Other Issues:

Investments – Term Deposits

BENDIGO:

\$1,002,016.44	0.60%	Maturing 10/11/2020
\$1,005,326.79	0.60%	Maturing 18/11/2020
\$1,000,000.00	0.55%	Maturing 08/12/2020
\$1,008,260.00	0.50%	Maturing 11/12/2020
\$1,008,503.56	0.50%	Maturing 11/12/2020
CDA		

CBA:

\$1,009,070.61	0.62%	Maturing 06/11/2020
\$1,012,787.78	0.56%	Maturing 24/11/2020
\$2,003,205.48	0.55%	Maturing 26/11/2020
\$1,001,503.56	0.52%	Maturing 14/12/2020

Right to Information (RTI) Requests

One (1).

132 and 337 Certificates

	132	337
October 2020	73	31
September 2020	88	46
October 2019	67	36

Debtors/Creditors @ 4 November 2020

DEBTORS INFORMATION

Invoices Raised

	Current	Pre	vious Year
Month	YTD 20/21	Month	YTD 19/20
30	254	68	281

CREDITORS INFORMATION

Payments Made

Current			Pro	evious Year
Month	YTD 20/21		Month	YTD 19/20
323	1485		277	1447

Work Health & Safety Coordinator

Officer's Report

The Work Health & Safety Coordinator attended various internal meetings related to risk management and WHS induction of new contractors.

Ongoing consultation with outdoor workers regarding the new safe operating procedure, hazards and risk controls.

Assisted staff with COVID enquires and concerns. Reviewed and amended the current COVID-19 Safety plan with Manager Community Services and relate the information to the management team and staff via email and staff meetings.

During SafeWork October 2020 the following webinars were viewed:

- Sedentary work and public health integrating the evidence and identifying potential solutions
- Ever made a mistake?
- The management of mental health issues in the workplace –the legal perspective
- WHS Governance building culture, capability and compliance
- Foundation of Mental Health 2 day session
- Creating a mentally healthy workplace starts with you what, why and how

Facilitated Wellbeing session 'COVID and you' with Leanne McMurtrie from Counselling & Consulting Services Tasmania for indoor and outdoor workers.

Facilitated Council's Work Health & Safety and Risk Management Committee meeting on 29 October 2019. Attended various staff meetings and fortnightly meeting with the Manager Corporate Services.

During the period **8 October to 5 November 2019**, the following vandalism was reported to Council:

Discovered Thursday 29 October 2020

The following damages were discovered concerning the Old Canteen at the Fingal Sports & Recreational Ground:

- Boards ripped off the window and flue knocked off the heater
- External door handle smashed off the main building
- Toilets vandalised

The Works Department contacted the St Marys Police who will visit the known perpetrator/s and undertake extra patrols in the area.

Discovered Sunday 1 November 2020

The Old Canteen at Fingal Sport & Recreational Ground was vandalised again and the culprits were caught by a community member.

No estimates for material or labour costs were available at the time the report was prepared.

RATES INFORMA	FION as at 5 No	vember 2020				
This financial Yea	r					
2020/2021	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,388,664.92	65,938.25	7,454,603.17			
Waste	1,226,004.00	5,044.58				
Wheelie	452,119.20	2,854.33	454,973.53	14,246.50	8,104.15	157,035.27
Recycling	253,536.00	621.66	254,157.66			
Fire	364,983.85	1,022.00	366,005.85			
TOTAL	9,685,307.97	75,480.82	9,760,788.79	14,246.50	8,104.15	157,035.27
Last Financial Year						
2019/2020	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,313,018.65		7,386,877.94			
Waste	1,186,206.00		1,192,620.50	1		
Wheelie	429,934.75		433,301.83		12,869.54	61,181.87
Recycling	242,865.00	981.45	243,846.45		-	
Fire	365,043.55		366,166.62			
TOTAL	9,537,067.95				12,869.54	61,181.87
Instalments						
		Instalment	Outstanding	Outstanding		
2020/2021		Ś	\$	%		
8 September 2020	Instalment 1	2,422,220.97	116,158.72	4.80%		
10 November 2020	Instalment 2	2,421,029.00	635,652.10	26.26%		
2 February 2021	Instalment 3	2,421,029.00	909,995.10	37.59%		
4 May 2021	Instalment 4	2,421,029.00	929,011.44	38.37%		
	TOTAL:	9,685,307.97	2,590,817.36	26.75%		
2019/2020		Instalment	Outstanding	Outstanding		
		\$	\$	%		
10 September 2019		2,382,877.95				
12 November 2019	Instalment 2	2,384,730.00	719,498.01	30.17%		
4 February 2020	Instalment 3	2,384,730.00	987,970.70	41.43%		
5 May 2020	Instalment 4	2,384,730.00	1,003,823.07	42.09%		
	TOTAL:	9,537,067.95	2,821,755.49	29.59%		
Discount						
	Discount	No. of	Total Ratable	% of total		
2020/2021	157,878.93	3,475	6,476	53.66%		
2019/2020	145,785.52	3,272	6,461	50.64%		

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.

11/20.12.2 Monthly Financial Report

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

OFFICER'S RECOMMENDATION:

That the following reports for the month ending 31 October 2020 be received:

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

INTRODUCTION:

Presented to Council are the monthly financial statements.

PREVIOUS COUNCIL CONSIDERATION:

Council considers financial reports on a monthly basis.

OFFICER'S REPORT:

The financial statements as shown below show the financial position of Council as at 31 October 2020.

Trading Account Summary

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

CASH AT BEGINNING OF PERIOD	12,752,787
TOTAL INCOME FOR PERIOD	616,029
TOTAL AVAILABLE FUNDS	13,368,816
LESS TOTAL EXPENDITURE	2,311,327
CASH AT END OF PERIOD	11,057,489
OUTSTANDING SUNDRY DEBTORS 60 DAYS & OVER	13,899

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 Sta	atement		
	2020-2	. <u>021</u>		
	2019-2020 Actual	Year to Date Actual	Year to Date Budget	2020-2021 Estimate
INCOME				
Rates and Charges	9,850,188	9,654,217	9,614,225	9,730,958
User Charges	1,099,845	281,721	259,624	830,591
Grants	3,078,651	381,150	393,463	3,000,411
Other Income	420,306	106,095	57,333	152,000
Investment Income	406,309	10,011	39,000	344,000
Total Income	14,855,299	10,433,193	10,363,645	14,057,960
Capital Income				
Capital grants	5,220,216	693,276	527,000	4,091,000
Profit or Loss on Sale of Assets	(318,269)	-	_	25,000
Total Income	19,757,246	11,126,469	10,890,645	18,173,960
EXPENSES				
Employee Expenses	4,539,148	1,817,696	1,697,084	5,512,396
Materials and Services	4,215,435	1,587,256	1,660,411	4,561,591
Depreciation and amortisation	3,732,684	1,220,011	1,218,564	3,659,093
Other expenses	1,584,106	262,774	296,486	857,586
Total Expenses	14,071,373	4,887,737	4,872,545	14,590,665
FAGs in advance				
Net Operating Surplus\(Deficit)	783,926	5,545,457	5,491,100	(532,705)
Net Surplus\(Deficit)	5,685,873	6,238,733	6,018,100	3,583,295

		Pro	fit & Loss State	ement			
			2020-2021				
		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
1600	Revenues				•		
1611	General Rate	12,602	7,454,603	7,389,216	7,389,216	101%	
1612	Waste Charges	1,217	1,231,049	1,226,004	1,226,004	100%	
1613	Fire Levy	530	366,006	364,927	364,927	100%	
1614	Tips & Transfer Stations	17,330	51,307	58,367	175,100	29%	
1615	Recycling Charges	155	254,158	253,592	253,592	100%	
1616	Early Settlement Discounts	(234)	(157,879)	(130,000)	(130,000)	121%	
1617	Wheelie Bin Charges	197	454,974	452,119	452,119	101%	
	Total Rates	31,797	9,654,217	9,614,225	9,730,958	99%	
	Environmental Health						
1622	Inspection Fees	-	-	2,000	6,000	0%	
	Health/Food Licence Fees						
1623	and Fines	150	300	1,000	14,000	2%	
1624	Immunisations Total Environmental	-	-	-	1,000	0%	
	Health	150	300	3,000	21,000	1%	
				0,000	,		
	Municipal Inspector						
1631	Kennel Licences	-	(100)	-	1,200	-8%	
1632	Dog Registrations	456	7,744	6,000	50,100	15%	
1633	Dog Impoundment Fees & Fines	-	218	833	2,500	9%	
1634	Dog Replacement Tags	25	80	-	-		
1635	Caravan Fees and Fines	360	64,711	49,500	50,000	129%	
1636	Fire Abatement Charges	-	-	-	2,000	0%	
1637	Infringement Notices	688	834	5,833	17,500	5%	
	Total Municipal inspector	1,530	73,487	62,167	123,300	60%	
	Building Control Fees						
1641	Building Fees	-	5,330	10,000	30,000	18%	
1642	Plumbing	2,648	9,670	16,667	50,000	19%	
1643	Building Search Fees	-	-	400	1,200	0%	
1644	Permit Administration	1,725	6,650	11,667	35,000	19%	
1645	Building Inspections	3,518	12,382	13,333	40,000	31%	
1647	Certificates of Likely Compliance	2,323	8,159	7,333	22,000	37%	
1651	Development Application Fees	5,344	31,769	16,667	50,000	64%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
1653	Subdivision Fees	300	300	1,167	3,500	9%	
1654	Advertising Fee	7,600	32,425	16,667	50,000	65%	
1655	Adhesion Orders	-	-	167	500	0%	
1656	Engineering Fees	1,070	3,424	667	2,000	171%	
	Total Planning And Building Control Fees	24,527	110,108	94,733	284,200	39%	
	Government Fees Levies						
1661	B.C.I Training Levy	2,038	6,864	10,000	30,000	23%	
1662	Building Permit Levy	1,019	3,432	5,667	17,000	20%	
1663	132 & 337 Certificates	12,290	36,584	26,667	80,000	46%	
1664	Section 137 Property Sales		2,659		-		
1666	Right to Information	41	81	-			
	Total Government Fees Levies	15,388	49,621	42,333	127,000	39%	
	Investment Income						
1671	Interest Income	-	10,011	39,000	150,000	7%	
1676	Dividends - TasWater	-	-		194,000	0%	
	Total Investment Income	-	10,011	39,000	344,000	3%	
	Sales Hire and Commission						
1681	Sales	2,370	10,396	16,588	127,600	8%	
1682	Commission	-	3,885	4,319	16,491	24%	
1684	Facilities and Hall Hire	1,305	9,791	7,150	55,000	18%	
1685	Facilities Leases	11,138	24,134	29,000	75,000	32%	
1687	History Room Other Income	-	-	333	1,000	0%	
	Total Sales Hire and Commission	14,813	48,205	57,391	275,091	18%	
	Other Income						
	Late Payment Penalties inc						
1761	Interest	2,172	20,463	40,000	100,000	20%	
1765	Private Works	2,588	70,327	6,667	20,000	352%	Construction of Cunningham St Jetty
1766	Cemetery	1,209	2,964	8,333	25,000	12%	Jetty
1767	Contributions	_,205	1,177			12/0	
1768	Miscellaneous Income		45				
1,00	Total Other Income	5,970	94,977	55,000	145,000	66%	
		2,370	.,,,,,,		,	50/0	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
	Reimbursements						
1773	Workers Comp. Recoveries	-	-	667	2,000	0%	
1775	Roundings	(0)	(134)	-	-		
	Miscellaneous						
1776	Reimbursements	1,000	4,564	1,667	5,000	91%	
1778	GST free reimbursements	3,425	6,688	-	-		
	Total Reimbursements	4,425	11,118	2,333	7,000	159%	
	Gain or Loss on Sale of Assets						
1781	Profit or Loss on Sale of Assets	-	-	-	25,000	0%	
	Total Gain or Loss on Sale of Assets	-	-	-	25,000	0%	
	Grant Income						
	Operating Grants			-			
1792	Financial Assistance Grant	-	355,018	373,463	2,980,411	12%	
1794	State Grants - Other	6,100	6,100	-	-		
	Learner Driver Mentor						
1794	Grant		20,032	20,000	20,000	100%	
	Total Operating Grants	6,100	381,150	393,463	3,000,411	13%	
	Capital Grants						
1791	Roads to Recovery	-	27,000	27,000	971,000	3%	
1791	DCF Round 2 Projects	-	500,000	500,000	1,000,000	50%	
1791	CDG Georges Bay Walking Trail	-	-		2,100,000	0%	
1791	Turf Mower	-	-	-	20,000	0%	
1791	Other Grants	163,297	166,276	-			
	Total Capital Grants	163,297	693,276	527,000	4,091,000	17%	
	Total Revenue	267,996	11,126,469	10,890,645	18,173,960	61%	
	Expenses						
	Employee Costs						
1811	Salaries and Wages	422,352	1,247,359	1,166,465	3,791,012	33%	
1812	On Costs	185,692	547,645	518,106	1,683,844	33%	
1813	Overtime Payments	7,393	22,692	12,513	37,540	60%	
	Total Employee Costs	615,438	1,817,696	1,697,084	5,512,396	33%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
	Energy Costs						
1851	Electricity	6,969	37,260	38,864	143,875	26%	
	Total Energy Costs	6,969	37,260	38,864	143,875	26%	
	Materials and Contracts						
1861	Advertising	-	22,919	16,167	48,500	47%	
1863	Bank Charges - GST	4,604	12,077	8,067	24,200	50%	
1864	Books Manuals Publications	104	513	1,363	4,090	13%	
1865	Catering	42	1,780	4,800	14,400	12%	
1866	Bank Charges - FREE	58	215	333	1,000	22%	
1867	Computer Hardware Purchase	-	6,401	4,000	12,000	53%	
1869	Computer Internet Charges	-	-	667	2,000	0%	
1870	Computer Licence and Maintenance Fees	5,554	94,888	113,150	205,000	46%	
1872	Corporate Membership	5,455	66,304	115,790	144,790	46%	
1873	Debt Collection	-	1,080	5,333	16,000	7%	
1876	Stock Purchases for Resale	1,331	3,251	8,250	45,000	7%	
1890	Equipment Hire and Leasing	-	6,157	12,833	38,500	16%	
1891	Equipment Maintenance and Minor Purchases	-	90	3,900	11,700	1%	
1893	Internet Billpay Costs	-	3,417	2,333	7,000	49%	
1895	Licensing and Licence Costs	-	28,885	15,000	39,379	73%	
1896	Land and Building Rental or Leasing Costs	3,625	22,509	9,000	9,000	250%	
1897	Materials	36,365	143,987	111,815	335,445	43%	
1898	Phone Calls Rental Fax	2,742	11,357	13,030	39,090	29%	
1899	Postage/Freight	127	8,816	7,670	23,010	38%	
1900	Printing/Laminating	-	-	1,667	5,000	0%	
1901	Property Insurance	-	127,186	100,000	109,300	116%	
1902	Room Hire	-	818	417	1,250	65%	
1904	Royalties and Production Licences	-	-	1,667	5,000	0%	
1905	Stationery	521	3,142	5,500	16,500	19%	
1906	Water and Property rates Payable	88	24,084	33,240	105,800	23%	
	Total Materials and Contracts	60,615	589,877	595,992	1,262,954	47%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
	Contractor Costs						
1971	Contractors	59,554	207,879	264,100	792,300	26%	
1972	Cleaning Contractors	4,958	59,877	63,243	189,730	32%	
1973	Waste Management Contractors	45,445	290,154	359,298	1,135,788	26%	
	Total Contractor Costs	109,957	557,910	686,641	2,117,818	26%	
	Professional Fees						
1992	Audit Fees			14,070	40,000	0%	
1992	Legal Fees	-	-	8,667	26,000	52%	
1995	Internal Audit Fees	1 676	13,425		-	26%	
1994	Revaluation Fees-	1,676	1,676	2,167	6,500	20%	
1995	Municipal only	2,500	8,850	9,333	28,000	32%	
	Professional Fees -						
1997	Strategic Projects	-	-	-	70,000	0%	
1998	Other Professional Fees	16,702	84,158	84,900	254,700	33%	
	Total Professional Fees	20,879	108,109	119,137	425,200	25%	
	Plant Hire						
2101	Plant Hire - Internal	86,538	246,949	172,100	516,300	48%	
2102	Plant Hire - External	1,357	1,357	1,833	5,500	25%	
2103	Registration and MAIB	-	40,429	39,672	39,672	102%	
2104	Insurance Premiums	_	25,431	41,773	41,773	61%	
2105	Plant Repairs and Maintenance	13,676	89,847	37,333	112,000	80%	
2140	Plant Hire Recovered	(94,753)	(268,434)	(240,000)	(720,000)	37%	
2141	Fuel	11,000	45,823	54,833	164,500	28%	
2142	Fuel Credit	-	(4,780)	(5,000)	(15,000)	32%	
	Total Plant Hire	17,819	176,623	102,545	144,745	122%	
	Government Fees and Levies						
2255	Fire Levy	-	91,232	91,232	365,186	25%	
2257	Building Permit Levy	-	2,427	5,000	15,000	16%	
2258	Land Tax	13,685	17,864	11,000	56,813	31%	
2259	Training Levy	-	5,954	10,000	30,000	20%	
	Total Government Fees and Levies	13,685	117,477	117,232	466,999	25%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
	Depreciation						
2305	Depreciation Buildings	19,831	79,327	78,774	236,323	34%	
	Depreciation Roads and						
2306	Streets	152,167	608,668	608,667	1,826,000	33%	
2307	Depreciation Bridges	38,050	152,200	152,200	456,600	33%	
2308	Depreciation Plant & Equipment	35,304	143,264	136,956	410,868	35%	
2310	Depreciation Stormwater Infrastructure	27,658	110,632	110,632	331,896	33%	
2311	Depreciation Furniture	11,921	47,936	52,468	157,405	30%	
2312	Depreciation Land Improvements	17,515	70,783	71,667	215,001	33%	
2313	Amortisation of Municipal Valuation	1,800	7,200	7,200	25,000	29%	
	Total Depreciation	304,246	1,220,011	1,218,564	3,659,093	33%	
	Other Expenses						
2401	Interest Payable	-	25,811	32,000	335,328	8%	
2403	Bad & Doubtful Debts	-	249		-		
2404	Grants and Community Support Given	2,000	18,727	46,100	179,100	10%	
		2,000					Includes \$99k Covid19 rate
2405	Rate Remissions	-	157,035	156,000	156,000	101%	relief
2407	Waiver of Fees and Lease etc		2,704	_	_		
2407	Council Member Expenses	376	975	6,000	18,000	5%	
2403	Council Member	570	375	0,000	18,000	J70	
2410	Allowances	14,318	57,273	56,386	169,158	34%	
	Total Other Expenses	16,694	262,774	296,486	857,586	31%	
	·	-	-	-	-		
	Total Expenses	1,166,300	4,887,737	4,872,545	14,590,665	33%	
	Net Surplus\(Deficit)						
	before Capital amounts	(1,061,601)	5,545,457	5,491,100	(532,705)		
	Capital Grants	163,297	693,276	527,000	4,091,000		
	Profit or Loss on Sale of						
	Assets	-	-	-	25,000		
	Net Surplus\(Deficit)	(898,304)	6,238,733	6,018,100	3,583,295		

Р	rofit And Loss State	ement		
	2020-2021			
	Month Actual	Year to Date Actual	2020-2021 Budget	Comments
Business & Corporate Services			_	
Total Government Fees Levies	41	81	-	
Total Investment Income	-	10,011	344,000	
Total Sales Hire and Commission	-	-	6,000	
Total Reimbursements	1,080	1,581	-	
Total Revenue	1,120	11,673	350,000	
Tatal Freedows - Casta	02.072	264 652	017.400	
Total Employee Costs	83,073	261,653	817,408	
Total Energy Costs	-	-	5,800	
Total Materials and Contracts	12,076	255,141	497,450	
Total Contractor Costs Total Professional Fees	250	1,055 3,782	7,900	
Total Professional Fees	1,676		10,500	
	-	5,348	13,573	
Total Government Fees and Levies	-	-	180	
Total Depreciation	10,534	42,381	157,064	
Total Expenses	107,608	569,359	1,509,875	
Net Surplus\(Deficit) before Capital Income	(106,488)	(557,686)	(1,159,875)	
Net Surplus\(Deficit)	(106,488)	(557,686)	(1,159,875)	
	• • •			
Development Services	-	-		
Total Environmental Health	150	300	21,000	
Total Municipal inspector	360	64,711	59,500	
Total Planning And Building Control Fees	23,457	106,470	282,200	
Total Government Fees Levies	15,347	46,880	127,000	
Total Sales Hire and Commission	-	218	1,300	
Total Revenue	39,315	218,579	491,000	
	-	-		
Total Employee Costs	92,936	278,643	841,637	
Total Materials and Contracts	158	11,811	50,910	
Total Contractor Costs	1,042	1,042	10,000	
Total Professional Fees	4,991	42,828	142,700	
Total Plant Hire	-	3,785	8,807	
Total Government Fees and Levies	-	8,381	45,000	
Total Depreciation	1,508	6,203	19,740	
Total Other Expenses	-	1,590	34,500	
Total Expenses	100,634	354,284	1,153,293	
	-	-		
Net Surplus\(Deficit) before Capital Income	(61,319)	(135,704)	(662,293)	
Net Surplus\(Deficit)	(61,319)	(135,704)	(662,293)	

	Month Actual	Year to Date Actual	2020-2021 Budget	Comments
Community Services	-	-		
Total Other Income	-	1,177	-	
Total Reimbursements	-	2,008	-	
Total Operating Grants	20,000	40,032	20,000	
Total Capital Grants	163,297	163,297	2,100,000	
Total Revenue	183,297	206,514	2,120,000	
	-	-		
Total Employee Costs	27,143	85,169	281,043	
Total Materials and Contracts	314	2,591	26,950	
Total Contractor Costs	-	25,000	30,000	
Total Professional Fees	-	-	10,000	
Total Plant Hire	-	7,367	12,744	
Total Depreciation	1,176	4,701	16,212	
Total Other Expenses	2,000	18,727	144,600	
Total Expenses	30,633	143,556	521,549	
Net Surplus\(Deficit) before Capital Income	(10,633)	(100,339)	(501,549)	
Net Surplus\(Deficit)	152,664	62,958	1,598,451	
Works and Infrastructure		-		
Total Rates	18,899	1,991,487	2,106,815	
Total Municipal inspector	1,169	8,776	63,800	
Total Planning And Building Control Fees	1,070	3,638	2,000	
Total Sales Hire and Commission	12,439	34,288	175,000	
Total Other Income	3,797	73,336	45,000	
Total Reimbursements	-	2,345	2,000	
Total Gain or Loss on Sale of Assets	-	-	25,000	
Total Operating Grants	(13,900)	191,455	1,608,892	
Total Capital Grants	-	27,000	1,991,000	
Total Revenue	23,475	2,332,325	6,019,507	
	-	-		
Total Employee Costs	314,351	884,152	2,682,349	
Total Energy Costs	6,907	36,315	133,075	
Total Materials and Contracts	40,684	224,580	493,444	
Total Contractor Costs	107,982	526,795	2,065,068	
Total Professional Fees	3,100	24,971	44,000	
Total Plant Hire	17,759	156,334	99,978	
Total Government Fees and Levies	12,536	16,716	52,354	
Total Depreciation	288,026	1,154,716	3,442,005	
Total Other Expenses	-	30,534	335,328	
Total Expenses	791,345	3,055,113	9,347,600	
-	-	-	-	
Net Surplus\(Deficit) before Capital Income	(767,870)	(749,788)	(5,319,094)	
Net Surplus\(Deficit)	(767,870)	(722,788)	(3,328,094)	

		Year to Date	2020-2021	_
	Month Actual	Actual	Budget	Comments
Visitor Information Centre	-	-		
Total Sales Hire and Commission	2,374	9,676	79,500	
Total Revenue	2,374	9,676	79,500	
	-	-	100.010	
Total Employee Costs	19,514	57,134	138,312	
Total Energy Costs	62	945	5,000	
Total Materials and Contracts	7,006	13,527	51,700	
Total Contractor Costs	684	4,019	4,850	
Total Plant Hire	60	275	-	
Total Government Fees and Levies	459	459	1,600	
Total Depreciation	1,702	6,810	8,472	
Total Expenses	29,486	83,170	209,934	
	-	-	-	
Net Surplus\(Deficit) before Capital Income	(27,112)	(73,494)	(130,434)	
Net Surplus\(Deficit)	(27,112)	(73,494)	(130,434)	
	-	-		
	-	-		
Governance and Members Expenses	-	-		
Total Rates	12,897	7,662,730	7,624,143	
Total Government Fees Levies	-	2,659	-	
Total Sales Hire and Commission	-	4,023	13,291	
Total Other Income	2,172	20,463	100,000	
Total Reimbursements	3,345	5,184	5,000	
Total Operating Grants	-	149,663	1,371,520	
Total Capital Grants	-	502,979	-	
Total Revenue	18,415	8,347,702	9,113,954	
	-	-		
Total Employee Costs	78,422	250,946	751,646	
Total Materials and Contracts	377	82,226	142,500	
Total Professional Fees	11,112	36,528	218,000	
Total Plant Hire	-	3,513	9,645	
Total Government Fees and Levies	689	91,920	367,865	
Total Depreciation	1,300	5,200	15,600	
Total Other Expenses	14,694	211,922	343,158	
Total Expenses	106,594	682,255	1,848,414	
	-	-	-	
Net Surplus\(Deficit) before Capital Income	(88,179)	7,162,468	7,265,539	
Net Surplus\(Deficit)	(88,179)	7,665,447	7,265,539	

		Year to Date	2020-2021	
	Month Actual	Actual	Budget	Comments
Council Total	-	-		
Total Rates	31,797	9,654,217	9,730,958	
Total Environmental Health	150	300	21,000	
Total Municipal inspector	1,530	73,487	123,300	
Total Planning And Building Control Fees	24,527	110,108	284,200	
Total Government Fees Levies	15,388	49,621	127,000	
Total Investment Income	-	10,011	344,000	
Total Sales Hire and Commission	14,813	48,205	275,091	
Total Other Income	5,970	94,977	145,000	
Total Reimbursements	4,425	11,118	7,000	
Total Gain or Loss on Sale of Assets	-	-	25,000	
Total Operating Grants	6,100	381,150	3,000,411	
Total Capital Grants	163,297	693,276	4,091,000	
Total Revenue	267,996	11,126,469	18,173,960	
	-	-		
Total Employee Costs	615,438	1,817,696	5,512,396	
Total Energy Costs	6,969	37,260	143,875	
Total Materials and Contracts	60,615	589,877	1,262,954	
Total Contractor Costs	109,957	557,910	2,117,818	
Total Professional Fees	20,879	108,109	425,200	
Total Plant Hire	17,819	176,623	144,745	
Total Government Fees and Levies	13,685	117,477	466,999	
Total Depreciation	304,246	1,220,011	3,659,093	
Total Other Expenses	16,694	262,774	857,586	
Total Expenses	1,166,300	4,887,737	14,590,665	
	-	-		
FAGS grant funds received in advance	-	-		
Net Surplus\(Deficit) before Capital Income	(1,061,601)	5,545,457	(532,705)	
Capital Income	163,297	693,276	4,116,000	
Net Surplus\(Deficit)	(898,304)	6,238,733	3,583,295	

	<u>Fina</u>	ncial Position			
		2020-2021	T		
	2019-2020 Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	Comments
Current Assets	, locular	, letter	Dudget	Dudget	connent
Cash	10,256,813	11,054,039	10,356,633	3,737,243	
Receivables	1,093,391	3,338,225	3,555,921	750,000	
Inventories	63,905	187,232	120,000	120,000	
Other Current Assets	60,433	105,780	45,000	5,000	
Total Current Assets	11,474,542	14,685,277	14,077,553	4,652,243	
Non Current Assets					
	154 021 761	157 202 422	157 266 270	140 140 124	
Property Plant and Equipment	154,921,761	157,283,423	157,266,379	148,149,134	
Investment in TasWater	34,537,566	29,582,956	29,582,956	38,672,525	
Other Non Current Assets	176,326	63,800	95,000	95,000	
Total Non -Current Assets	189,635,653	186,930,180	186,944,336	186,916,659	
Total Assets	201,110,195	201,615,456	201,021,889	191,568,902	
Current Liabilities					
	1 549 015	1 545 714	1 707 026	050,000	
Payables	1,548,015	1,545,714	1,707,926	950,000	
Interest Bearing and Other Liabilities	368,056	329,272	329,272	356,256	Grants & Rates
Contract Liabilities	344,516	-	-		in advance
Provisions	829,258	872,074	853,572	853,572	
Total Current Liabilities	3,089,845	2,747,060	2,890,770	2,159,828	
Non Current Liabilities					
Interest Bearing and Other Liabilities	8,169,452	8,169,452	8,169,452	8,128,118	
Provisions	549,757	549,756	569,414	569,414	
Total Non Current Liabilities	8,719,209	8,719,208	8,738,866	8,697,532	
Total Liabilities	11,809,054	11,466,268	11,629,636	10,857,360	
Net Assets	189,301,141	190,149,189	189,392,253	180,711,542	
EQUITY					
Accumulated surplus	38,895,988	38,198,166	37,441,230	34,862,149	
Asset revaluation reserve	149,925,764	151,471,634	151,471,634	145,384,764	
Other reserves	479,389	479,389	479,389	464,629	
TOTAL EQUITY	189,301,141	190,149,189	189,392,253	180,711,542	
Other Reserves - detailed separately	479,389	479,389	479,389	464,628	
Employee Provisions	1,379,015	1,421,830	1,422,986	1,422,986	
Unallocated accumulated surplus	8,398,409	9,152,820	8,454,258	1,849,629	
Total cash available Note: This reflects the cash position and d	10,256,813	11,054,039	10,356,633	3,737,243	

Other Reserves 2020-2021								
Public Open Space								
Binalong Bay	3,362			3,362				
Ansons Bay	4,907			4,907				
Beaumaris	2,229			2,229				
Scamander	3,750			3,750				
St Helens	26,242			26,242				
St Marys	32,509			32,509				
Stieglitz	6,752			6,752				
Total Public Open Space	79,751	-	-	79,751				
General Reserves								
Community Development	12,500			12,500				
Fingal Tennis Court	14,500			14,500				
137 Trust Seizures	372,638	-		372,638				
Total General Reserves	399,638	-	-	399,638				
Total Other Reserves	479,389	-	-	479,389				
Grants Received in Advance								
Projectors for Stadium	14,000		-	14,000				
Community Infrastructure Fund Grant	27,260		-	27,260				
Flagstaff Trailhead Shade Structure	13,460		(1,863)	11,597				
St Marys Flood Mitigation	56,131		(56,131)	-				
Youth week	,000		-	2,000				
Drought & Weed Management Program	55,000		(3,458)	51,542				
Georges Bay Foreshore Multi-User	116,229		(116,229)	-				
Total Grants Received in Advance	284,080	-	(177,681)	106,399				

Estimated Cash Flow									
<u>2020-2021</u>									
	2019-2020 Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	Comments				
CASH FLOWS FROM OPERATING ACTIVITIES			v	,					
RECEIPTS									
Operating Receipts	14,993,252	8,612,284	6,827,992	14,057,960					
PAYMENTS									
Operating payments	(10,478,245)	(4,932,151)	(3,643,857)	(10,931,572)					
NET CASH FROM OPERATING	4,515,007	3,680,133	3,184,135	,126,388					
CASH FLOWS FROM INVESTING ACTIVITIES									
RECEIPTS									
Proceeds from sale of Plant & Equipment	18,363	-	-	25,000					
PAYMENTS									
Payment for property, plant and equipment	(8,021,282)	(3,563,182)	(3,598,315)	(10,794,945)					
Capital Grants	5,405,286	693,276	527,000	4,091,000					
Payments for financial assets	-								
NET CASH FROM INVESTING ACTIVITIES	(2,597,633)	(2,869,906)	(3,071,315)	(6,678,945)					
CASH FLOWS FROM FINANCING ACTIVITIES									
RECEIPTS									
Proceeds from borrowings	-	-	-	-					
PAYMENTS									
Repayment of borrowings	(340,941)	(26,984)	(26,984)	(356,256)					
Repayment of Lease Liabilities	(11,800)								
NET CASH FROM FINANCING ACTIVITIES	(352,741)	(26,984)	(26,984)	(356,256)					
NET INCREASE (DECREASE) IN CASH HELD	1,564,633	783,242	85,836	(3,908,813)					
CASH AT BEGINNING OF YEAR	8,692,180	10,270,797	10,270,797	7,646,056					
CASH AT END OF PERIOD	10,256,813	11,054,039	10,356,633	3,737,243					

	Capital Expenditure							
2020-2021								
Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020- 2021 Estimate	Total New Budget + C/f	Comments	
	PLANT & EQUIPMENT							
	Replacement of the following vehicles							
CI010	Turf Mower	-	-		40,000	40,000	Requires co- funding from SHFC	
CH020	Replace 1339 H47BA	-	-					
CH048	Garbage truck	-	-	(370,000)	370,000	-	Purchased June 2020 Budget	
СН049	2nd hand back up garbage truck	-	131,735		120,000	120,000	workshop 1/6/20	
CI015	1226 Ute 2WD Tipper	-	-		30,000	30,000		
CI020	1316 Maintenance Van - Building Mtce Officer	-	-		45,000	45,000		
CI025	1294 Dual Cab Ute 4WD	-	-		40,000	40,000		
CI005	Small Plant - VARIOUS	3,264	33,836		42,000	42,000		
	TOTAL PLANT & EQUIPMENT	3,264	165,571	(370,000)	687,000	317,000		
	FURNITURE & IT							
CI070	Additional sit down/stand up desks	-	-		2,500	2,500		
CI055	IT - Server Upgrades 2020/21	3,250	26,846		25,000	25,000	10700	
						15.000	\$8700 to Cl065 as advised 12	
CI075	Council Chambers New Furniture	-	-		15,000	15,000	Aug 2020	
CI060	Desktop/Laptops/Monitors 2020/21	-	12,063		10,000	10,000		
CI065	Printers/Copiers - Main Office	10,485	10,485		12,000	12,000		
	History Room acquisition reserve	-	-		1,000	1,000		
CH075	Town Christmas Decorations	2,480	4,959			-		
CD730	Hall Furniture Replacement	-	-	3,000		3,000		
CH065	Audio visual equip	-	5,395			-	Chamber	
	TOTAL FURNITURE & IT	16,215	59,748	3,000	65,500	68,500		
00700	BUILDINGS						DCF Round 2	
CC730 A	Old Tasmanian Hotel - Lift	689	68,112		213,000	213,000	Potential	
~	Old Tasmanian Hotel Upgrades in	009	00,112		213,000	213,000	Project Annual commitment	
CC730	Accordance with Conservation Mgt Plan	-	19,220		25,000	25,000	to Heritage upgrades and renovations	
							New 6m X 6m store building for Community	
CI705	St Helens Works Depot	8,218	8,218		20,000	20,000	Services Upgrades to	
CI710	St Marys Railway Station Upgrades	-	-		25,000	25,000	Building to be scoped out	

			Year to	Budget	2020-	Total New	
Project	Details	Month	Date	expected	2021 Estimate	Budget +	6
Code CH730	Portland Hall Upgrades	Actuals 4,890	Actual 42,227	to be C/F 34,610	50,000	C/f 84,610	Comments Electrical Upgrades, Replace Western Facing Windows & Storage room alterations
	Workspace Renovations - History	,	,		<u> </u>		
CE770	Rooms	-	-	27,270		27,270	
CF705 CH720	Weldborough Amenities Four Mile Creek Community Hub	-	-	124,400 57,880		124,400 57,880	FOFMC
СН725	Break O Day Community Stadium - Upgrades	-	22,788	30,000		30,000	Roof Replacement to original amenities section
	TOTAL BUILDINGS	13,797	160,566	274,160	333,000	607,160	
	PARKS, RESERVES & OTHER						DCF Funding - New
CX805 *	St Marys Sports Complex (DA 129- 20)	13,757	15,903		45,000	45,000	Implement and Buggy Shed exCl805
CX810 *	St Marys Sports Centre (Bowls/Golf Clubhouse)	18,749	26,302		45,000	45,000	DCF Funding - Internal Alterations
CX815 *	Scamander Surf Life Saving Club	_	-		19,745	19,745	DCF Funding - Fitout of Amenities
CX820 *	St Marys Football Ground	62,141	100,876		110,020	110,020	DCF Funding - Irrigation System
CX825 *	St Marys Community Space	28,515	28,515		35,000	35,000	DCF Round 2 Potential Project
CX830 *	Mathinna Cemetery Master Plan	1,618	1,618		50,000	50,000	DCF Round 2 Potential Project
CX835 *	Fingal Cemetery Master Plan	-	-		100,000	100,000	DCF Round 2 Potential Project
CX840 *	Fingal Valley Tracks	-	1,735		139,500	139,500	DCF Round 2 Potential Project
CX870 *	Wombat Walk - Footpath Upgrade	11,074	13,976			-	DCF Round 2 Potential Project
CX845 *	Drought Protection Plan	-	-		10,000	10,000	DCF Round 2 Potential Project
CI810	St Helens Sports Complex	-	-		50,000	50,000	Reroof and Repaint& waterproof - Athletics Building
CH870	Shade stucture - Flagstaff tail head	1,864	1,864		25,000	25,000	ТВС
CI815	Shade Structures - Scamander Reserve	-	-		25,000	25,000	ТВС
CI805	Street furniture & signage	-	6,540		20,000	20,000	

			Year to	Budget	2020-	Total New	
Droject		Month	Date	expected	2020-	Budget +	
Project Code	Details	Actuals	Actual	to be C/F	Estimate	C/f	Comments
	Playground equipment replacement	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					St Helens Foreshore - Playground Fence
CI820	program	-	-		20,000	20,000	replacement
CI825	Playground equipment replacement program	-	-		50,000	50,000	10 sites at \$5K each
	St Helens rec ground	-	-		15,000	15,000	
CI830	Resheet airport runway	-	-		100,000	100,000	
	Pyengana Rec ground	-	-		40,000	40,000	Remediate and reseal entrance \$98308.60
CI835	St helens Boat Ramp Project	-	20,000			-	total - Council \$20000 Contribution ex GST
CF135 *	Georges Bay Walking Trail/St Helens Foreshore Path	37,499	1,884,044		2,223,510	2,223,510	Community Development Grant Funded \$2.1M
CH865	Swimcart to Binalong Bay - MTB Trail	-	5,509			-	
CH810	St Helens Cemetery Master Plan	-	-	50,000		50,000	
CH815	Dog exercise area St Helens Improvements	-	-	10,000		10,000	
СН530	Car Parking & MTB Hub - Cecilia St Carpark	1,266	10,637			-	as per Council decision 10/19.17.3
CH825	Cornwall Playground Upgrade (Slide Only)	-		5,000		5,000	Cornwall - Slide Only
CD815	Wrinklers Lagoon Redevelopment Design & Planning - Amenities Building	-	-	89,400		89,400	
CE820	Street furniture & signage	-	-	8,860		8,860	New Code created for 2020/21
CH840	St Helens Croquet Playing Field	-	-	30,000		30,000	
CF810	Fingal Cemetery Master Plan	-	-	40,000		40,000	
CE815	Mathinna Cemetery Master Plan	-	-	20,000		20,000	
CF825	Parnella foreshore protection works	9,000	46,247			-	C/f to CF805
CF805	Parnella/Foreshore Walkway	-	1,500	249,010		249,010	Moved from Footpaths Flood
CH855	Flood Levee - Groom Street, St Marys Flood Mit.	30,212	61,120				Mitigation Funding
CH860	Flood Warning System - St Marys Flood Mitigation	7,515	9,302				Flood Mitigation Funding
CF820 *	Mountain Bike Trails - Poimena to Bay of Fires	32,604	43,253				
CF820 A*	Mountain Bike Trails - Stacked Loops-St Helens	62,527	342,165			-	
	TOTAL PARKS, RESERVES & OTHER	318,340	2,621,107	502,270	3,122,775	3,625,045	
						-	

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020- 2021 Estimate	Total New Budget + C/f	Comments
	ROADS						
	STREETSCAPES					-	
CX850 *	Mathinna Streetscape	0.000	42.440		202.025	200.025	DCF Round 2
* CE110	Improvements Scamander entrance at Wrinklers	9,262	43,119	193,500	208,035	208,035	Project Grant
CF105	Fingal Streetscape - Stage 2	-		40,000		193,500 40,000	Outstand Construction in 2020/21 - Can we make a new project code so as to close out the streetscape project? NEW CODE for 2020/21
CI130	Fingal Streetscape - 2020/21	-	-			-	as requested
	TOTAL STREETSCAPES	9,262	43,119	233,500	208,035	441,535	
	FOOTPATHS					-	
	Annual replacement of damaged					-	Covid 19
CG115	footpaths	-	16,097	30,000	15,000	45,000	restrictions - defer work
CI110	Akaroa - Akaroa Ave	-	-		7,200	7,200	
CI115	Akaroa - Carnnell Place	-	-		6,300	6,300	
CI120	Binalong Bay - Coffey Drive	-	-		13,000	13,000	
CI125	Binalong Bay - Barnett Close	-	-		7,000	7,000	
CI105	Scamander - Scamander Ave	4,585	33,849		60,000	60,000	
	St Helens - Existing Sub-division	-	-		125,000	125,000	southern side of GF Bridge.
CI135	St Helens Point Road Pavement Remediation						which will be funded by the \$650,000 bucket from the Local Road Community Infrastructure Program Fund (LRCI). This funding has not been finalized yet as JB has to sign the nomination form.
СН105	Binalong Bay Footpath - Main Road	-	-	30,000		30,000	Covid 19 restrictions - defer work
СН110	Binalong Bay - Highcrest to Bevan Streets	-	1,458	3,000		3,000	Covid 19 restrictions - defer work
CH115	Fingal - Talbot Street	-	-	30,000		30,000	completed
CH120	Scamander - Scamander Ave	-	16,882	41,118		41,118	completed
CH125	Stieglitz - Chimney Heights	-	2,384	3,000		3,000	completed

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020- 2021 Estimate	Total New Budget + C/f	Comments
CF125	Medea Cove Footpath/Road options	-	94	70,546		70,546	Covid 19 restrictions - defer work
CG110	Storey St, St Marys	20,594	59,723	50,000	222 500	50,000	Covid 19 restrictions - defer work
	TOTAL FOOTPATHS	25,179	130,487	257,664	233,500	491,164	
	KERB & CHANNEL						
	St Helens Point Road (Parnella SW					-	
CI160	Catchment 2)	-	-		150,000	150,000	
CI155	Atlas Drive - Landslip Control	-	-		40,000	40,000	
						,	Covid 19
CH155	Byatt Court, Scamander	-	-	46,000		46,000	restrictions - defer work
							Covid 19 restrictions -
	Replacements TBA	-	-	22,000		22,000	defer work
	Cameron St, St Helens (south of						Covid 19 restrictions -
CG155	Quail St intersection) (0.16km)	-	-	20,000		20,000	defer work
							Covid 19 restrictions -
CE165	Treloggen Drive, Binalong Bay	-	-	50,360		50,360	defer work
	TOTAL KERB & CHANNEL	-	-	138,360	190,000	328,360	
						-	
	RESHEETING					-	
	2285 - North Ansons Bay Rd	-	-		30,000	30,000	
	2286 - North Ansons Bay Rd	-	-		30,000	30,000	
	40 - Anchor Rd	-	-		10,100	10,100	
	39 - Anchor Rd	-	-		10,800	10,800	
	41 - Anchor Rd	-	-		16,400	16,400	
CI305	906 - Ansons Bay Rd (Priory Rd)	-	9		9,400	9,400	
CI305	903 - Ansons Bay Rd (Priory Rd)				44,900	44,900	
CI305	910 - Ansons Bay Rd (Priory Rd)				25,800	25,800	
CI305	909 - Ansons Bay Rd (Priory Rd)				25,700	25,700	
CI305	908 - Ansons Bay Rd (Priory Rd)				18,300	18,300	
CI305	907 - Ansons Bay Rd (Priory Rd)				18,100	18,100	
CI305	904 - Ansons Bay Rd (Priory Rd)				16,000	16,000	
	46 - Church Hill Rd	-	-		2,800	2,800	
	1081 - Sorell St	-	-		6,700	6,700	
	1024 - Franks St Fingal	-	-		3,400	3,400	
	1187 - Honeymoon Pt Rd	-	_		6,200	6,200	
	1178 - Jeanerret Beach Rd	-	-		800	800	
	47 - Johnston Rd	-	-		8,100	8,100	
	1053 - Louisa St	-	-		2,800	2,800	
	1051 - Louisa St	-	-		3,700	3,700	
CI310	948 - Reids Rd	-	-		23,800	23,800	
CI310	946 - Reids Rd	-	-		20,400	20,400	

						Total	
			Year to	Budget	2020-	New	
Project	Deteile	Month	Date	expected	2021 Estimate	Budget +	
Code CI310	Details 945 - Reids Rd	Actuals	Actual	to be C/F		C/f	Comments
CI310		-	-		21,600	21,600	
	704 - U/N 1 Stieglitz	-	-		4,600	4,600	
	999 - Victoria St Part C	-	-		1,400	1,400	
	998 - Victoria St Part C	-	-		360	360	
	997 - Victoria St Part C	-	-		2,100	2,100	
CH325	2054 - Brooks Rd	-	173	0.705		-	
	2138 - Franks St Fingal	-	-	3,795		3,795	
	2258 - McKerchers Rd	-	-	8,190		8,190	
	2259 - McKerchers Rd		-	9,623		9,623	
	2260 - McKerchers Rd		-	2,662		2,662	
	2380 - Tims Creek Rd	-	-	6,880		6,880	
	2392 - Tyne Rd	-	-	6,370		6,370	
	2393 - Tyne Rd		-	7,262		7,262	
	2394 - Tyne Rd		-	6,166		6,166	
	2303 - Old Roses Tier Rd	-	-	6,848		6,848	
CH320	2015 - Ansons Bay Rd (Priory Rd)	-	2,903			-	
	2176 - Honeymoon Point Rd	-	-	1,401		1,401	
CG310	Reids Rd		-	20,000		20,000	Only c/f \$20k
	Fingal Streets	-	-	6,500		6,500	
CG345	German Town Road, St Marys	-	-	6,980		6,980	
CG350	Dublin Town Road, St Marys	-	-	15,000		15,000	
CH315	Ansons Bay Road, Ansons Bay	-	1,082	-		-	
CH310	North Ansons Bay Road, Ansons Bay	-	271	-		-	
	TOTAL RESHEETING	-	4,438	107,677	364,260	471,937	
						I	
	RESEALS					-	
	Cornwall Alexander and William						
	Streets (North of Lennox)	-	-		12,000	12,000	
	1013 - Stieglitz St S/R Fingal	-	-		5 <i>,</i> 400	5,400	
	266 - Upper Esk Rd	-	-		33,800	33,800	
	1092 - Legge St Fingal	-	-		13,900	13,900	
	263 - Upper Esk Rd	-	-		47,000	47,000	
	253 - Upper Esk Rd	-	-		22,000	22,000	
	256 - Upper Esk Rd		-		34,000	34,000	
	254 - Upper Esk Rd	-	-		20,500	20,500	
	258 - Upper Esk Rd	-	-		36,500	36,500	
	271 - Upper Esk Rd	-	-		7,000	7,000	
	260 - Upper Esk Rd	-	-		4,000	4,000	
	370 - Penelope St	-	-		3,200	3,200	
	1071 - Grant St Fingal	-	-		18,500	18,500	
	635 - Butler St	-	-		1,100	1,100	
	634 - Dunn St	_			8,000	8,000	

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020- 2021 Estimate	Total New Budget + C/f	Comments
	615 - High St Mathinna	-	-		4,500	4,500	
	653 - Thomas St Scamander	-	-		5,500	5,500	
	303 - Mangana Rd	-	-		50,000	50,000	
	The Gardens Road	-	-		52,000	52,000	
CH485	951 - Reids Rd	-	-	7,290		7,290	Bridge approaches - new seal
CH485	947 - Reids Rd	-		6,210		6,210	Bridge approaches - new seal
СН495	St Marys - Esk Main Road Storey to Groom Street TOTAL RESEALS	-	<u> </u>	50,000 63,500	378,900	50,000 442,400	Deferred by DSG to coincide with DSG Road Sealing Programme in 2020/2021
						-	
	ROAD RECONSTRUCTION / DIGOUTS					-	
CI505	Walker Street, St Helens	-	1,475		20,000	20,000	
CI510	Mangana Road	-	-		60,000	60,000	
CI515	Upper Esk Road	-	5,802		120,000	120,000	
CI520	Upper Scamander Road	28,519	29,422		25,000	25,000	
CI525	Gardens Road	-	913		15,000	15,000	
CI530	Medeas Cove Esplanade Reconstruction	-	2,130		250,000	250,000	
						-	
	ROAD CONSTRUCTION (NEW)					-	
	St Marys - Car Park Sealing behind St Marys Hall	-			45,000	45,000	
	Pyengana Rec Ground Entrance Road	-	-		45,000	45,000	
CH545	216 - Mathinna Plains Road	-	-		185,000	185,000	
	Ansons Bay Road - Gravel Stabilisation	-			30,000	30,000	
CI590	Road Intersection Upgrade Works	-	-	50,000	50,000	100,000	
	Crash Barrier - Multiple Culverts	-	-		50,000	50,000	
CI550	Mathinna Road Barriers B0846	-	760			-	
CI555	Mathinna Road Barriers B1845	-	760			-	
CI560	Mangana Road Culvert SW3637	-	760			-	
CX860 *	Cornwall - Gravel Road Sealing - CAMPBELL	625	625		75,100	75,100	DCF Round 2 Potential Project ex CI540
CX865 *	Cornwall - Gravel Road Sealing - LENNOX	625	625				DCF Round 2 Potential Project ex CI541
	Road Sealing Program	-	-		350,000	350,000	
	Lottah Road, Goulds County/Lottah	-	-		240,000	240,000	

			Year to	Budget	2020-	Total New	
Project Code	Details	Month Actuals	Date Actual	expected to be C/F	2021 Estimate	Budget + C/f	Comments
CH565	Lottah Road - Part 1 - CH 2.3-3.1	-	564			-	
CH575	Lottah Road - Part 3 - CH 4.8	-	49			-	
СН580	Lottah Road - Part 4 - CH 6.8-6.95	-	26,733	20,000		20,000	In progress RTR funded CFWD \$20K for sealing in late Spring 2020
CG545	Rex Ct St Helens dig out	-	-	27,540		27,540	
CG550	St Helens Pt Rd dig out	-	-	50,000		50,000	
СН505	St Helens Pt Rd (Parkside)	-	9,043	790,958		790,958	Project to be rescoped and requires grant funding \$375K
CHE10	Atlas Driva - Rotaining Wall Anchor			40.000		40.000	Deferred to coincide with bridge works at Georges Bay sharedway -
CH510	Atlas Drive - Retaining Wall Anchor	-	-	40,000		40,000	Spring 2020 Subject to
CI535	Gardens Road - Sight Distance Works		20,314	400,000	45.000	400,000	successful \$200k Black Spot funding application
CH560	Road Network - Sign Replacement	-	-		15,000	15,000	
CG520	Beaumaris Ave St Helens Pt Rd, between	-	24			-	
CG505	Cunningham and Talbot Street	1,172	3,950			-	
	TOTAL ROADS OTHER	30,941	103,947	1,378,498	1,575,100	2,953,598	
	ROADS TOTAL	65,382	281,992	2,179,199	2,949,795	- 5,128,994	
		,				-	
	BRIDGES					-	-
							Replace structure
CI210	B2398 - Intake Bridge, Pyengana	-	369		220,000	220,000	with 25T load limit
CI205	B3617 - Mt Elephant Rd	5,223	5,223		18,000	18,000	Replace Deck - brought forward from 2021-22
		5,225	0,220			_2,000	Reallocate to
CG220	B2293 Cecilia St, St Helens	-	-	22,000		22,000	another bridge in 2020/2021
CG250	B7027 Mathinna Plains Road	-	_	15,000		15,000	Culvert Extension - CFWD to 2020/2021
CH205	Footpath Bridge at Fingal Culvert	-	16,874	, -		-	completed

			Year to	Pudget	2020-	Total New	
Project		Month	Date	Budget expected	2020-	Budget +	
Code	Details	Actuals	Actual	to be C/F	Estimate	C/f	Comments
CG225	B2792 Four Mile Creek Road	-	243,317	240,000		240,000	Contract awarded in April 2020 to be completed before end Sep 2020
СН240	B2117 The Flat Road Bridge, St Marys	-	3,395			-	Flood Mitigation Funding Due December 2019
	TOTAL BRIDGES	5,223	269,176	277,000	238,000	515,000	
	STORMWATER						
CI660	Minor stormwater Jobs	-	-		50,000	50,000	
CI655	Falmouth St St Helens	-	-		30,000	30,000	Penelope to Halcyon DCF Round 2
CX855 *	Alexander St Cornwall	3,038	3,038		61,950	61,950	Potential Project ex Cl660
CI685	Treloggens Track	-	-		30,000	30,000	
CD655	Implement SWMP priorities	26	105			-	
CG665	Freshwater Street / Lade Court (Beaumaris)	_	_	70,000		70,000	Install new stormwater pipe rear of Freshwater Street properties to prevent Lade Court properties flooding.
CG670	Medea St - Opposite Doepel St	_	_	45,000		45,000	115m of open
CF665	Beauty Bay Access track improvements		289	+3,000			drain completed New
СН655	Beaumaris Ave	-	-	25,000		25,000	Stormwater main
	TOTAL STORMWATER	3,064	3,433	140,000	171,950	311,950	
						-	
	WASTE MANAGEMENT					-	
	Rehabilitation of former Binalong						
CI630	Вау Тір	-	-		5,000	5,000	
CI620	Scamander waste oil facility	-	-		13,000	13,000	
CI605	St Helens WTS - test Bore	-	-		15,000	15,000	
CI610	Scamander WTS - Test Bores (2)	-	-		45,000	45,000	
CI635	Scamander WTS - Leachate Retention pond	-	-		20,000	20,000	
CI615	Scamander WTS - Inert Landfill	-	1,590		20,000	20,000	
CI625	St Marys WTS Oil Station	-	-		13,000	13,000	
CI640	Waste Shredder	-	-	30,000	20,000	50,000	

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020- 2021 Estimate	Total New Budget + C/f	Comments
CE615	Scamander WTS retaining wall replacement	-	-	52,000		52,000	Contingency for potential future site modification
	WASTE MANAGEMENT TOTAL	-	1,590	82,000	151,000	233,000	
						-	
	Total Capital expenditure	425,285	3,563,182	3,087,629	7,719,020	10,806,649	

11/20.12.3 Visitor Information Centre Report

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

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:

Still operating with the slightly reduced opening hours, visitor numbers should have started to increase in October but the COVID border restrictions are clearly affecting visitor numbers.

Meetings Attended/Other information:

VIC staff noted:

- During October we attended a Tas Fire Service Bushfire Zoom Briefing in readiness for the Bushfire Season. These are useful as VICs serve as emergency information points for visitors.
- One staff member conducted a day of famils, visiting accommodation places around St Helens and Scamander. These were well received by operators and continue developing the relationship between the VIC and operators.
- Another staff member visited the new Wacky's Animal Farm as a famil.

Statistics:

Door Counts:

Month/Year	Visitor Numbers	Daily Average	History Room
October 2010	1,755	56.61	158
October 2011	2,286	73.74	247
October 2012	2,408	77.68	99
October 2013	2,774	89.48	85
October 2014	2,725	87.90	135
October 2015	2,870	92.58	108
October 2016	2,400	77.42	148
October 2017	2,799	90.29	111
October 2018	2,625	84.68	104
October 2019	2,560	82.58	106
October 2020	1,024	33.03	94

Revenue 2019/2020:

Month	VIC Sales	HR Entry	HR Donations
July	1,531.55	209.00	236.20
August	2,261.05	162.00	28.00
September	3,974.85	379.00	59.30
October	6,219.40	456.00	61.00
November	9,928.75	680.00	108.30
December	9,181.90	486.00	47.10
January	11,386.71	674.00	94.65
February	9,025.60	703.00	210.10
March	8,237.44	700.00	186.80
April	NIL	NIL	NIL
May	NIL	NIL	NIL
June	537.20	34.00	16.00

Revenue 2020/2021:

Month	VIC Sales	HR Entry	HR Donations
July	2,335.55	194.00	121.65
August	1,774.39	111.00	78.05
September	1,642.36	216.00	83.10
October	1,791.61	372.00	73.45

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 2019-2020

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.

11/20.12.4 Policy – LG11 Rating and Exemptions Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND	Draft Policy – LG11 Rating and Exemptions Policy
DOCUMENTS	

OFFICER'S RECOMMENDATION:

That Policy LG11 Rating and Exemptions be amended as recommended.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy is now due for review being three (3) years since the previous review.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 25 June 2012 – Minute No 06/12.11.11.151 Amended 6 May 2013 – Minute No 05/13.11.8 Amended 17 June 2013 – Minute No 06/13.11.13 Amended 16 September 2013 – Minute No 06/13.11.1 Amended 17 March 2014 – Minute No 03/14.11.8.053 Amended 16 June 2014 – Minute No 06/14.11.9 Amended 21 July 2014 – Minute No 07/14.11.9.193 Amended 20 February 2017 – Minute No 02/17.12.4.28 Amended 25 June 2018 – Minute No 06/18.12.4.129 Amended 20 August 2018 – Minute No 08/18.12.7.190

The Audit Panel at its meeting on 19 October 2020 approved the policy for consideration of adoption as amended by Council.

OFFICER'S REPORT:

Council has a schedule for regular review of Policies. This Policy is not overdue however minor changes have been made to the schedules.

The policy is generally performing well, changes made are;

- Removal of church property at 2 Talbot Street, Fingal now privately owned;
- Change to property address and PID as per supplementary valuation received.

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

Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.

LEGISLATION & POLICIES:

As listed above.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

RATING EXE	POLICY NO LG11 RATING EXEMPTIONS AND REMISSIONS POLICY	
DEPARTMENT:	Corporate Services	
RESPONSIBLE OFFICER:	Manager Corporate Services	
LINK TO STRATEGIC PLAN:	Maintain financial viability and accountability in budgeting and administration.	
STATUTORY AUTHORITY:	Local Government Act 1993	
OBJECTIVE:	The purpose of this policy is to identify the criteria which must be met in order to be granted an automatic exemption in accordance with the relevant legislation and also to provide Council with a schedule of properties which are not automatically exempt, in order to provide a remission for their general rate and/or service rates.	
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 25 June 2012 – Minute No 06/12.11.11.151 Amended 6 May 2013 – Minute No 05/13.11.8 Amended 17 June 2013 – Minute No 06/13.11.13 Amended 16 September 2013 – Minute No 06/13.11.1 Amended 17 March 2014 – Minute No 03/14.11.8.053 Amended 16 June 2014 – Minute No 06/14.11.9 Amended 21 July 2014 – Minute No 07/14.11.9.193 Amended 20 February 2017 – Minute No 02/17.12.4.28 Amended 25 June 2018 – Minute No 08/18.12.4.129 Amended 20 August 2018 – Minute No 08/18.12.7.190	

POLICY

1. INTRODUCTION

Council is required to exempt the following properties from general and separate rates, average area rates and any rates collected under section 88 or 97 of the *Local Government Act 1993*.

87. Exemption from rates

- (1) All land is rateable except that the following are exempt from general and separate rates and any rate collected under <u>section 88</u> or <u>97</u>:
 - (a) land owned and occupied exclusively by the Commonwealth;
 - (b) land held or owned by the Crown that is not land to which a relevant right to occupation relates and that is land that–
 - (i) is a national park, within the meaning of the Nature Conservation Act 2002; or
 - (ii) is a conservation area, within the meaning of the <u>Nature Conservation Act</u> <u>2002</u>; or
 - (iii) is a nature recreation area, within the meaning of the <u>Nature Conservation Act</u> <u>2002;</u> or
 - (iv) is a nature reserve, within the meaning of the <u>Nature Conservation Act 2002;</u> or
 - (v) is a regional reserve, within the meaning of the <u>Nature Conservation Act 2002</u>; or
 - (vi) is a State reserve, within the meaning of the <u>Nature Conservation Act 2002</u>; or

#LG11 – Rating Exemptions and Remissions Policy

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- (vii) is a game reserve, within the meaning of the <u>Nature Conservation Act 2002</u>; or
- (viii) (ix) is a public reserve, within the meaning of the <u>Crown Lands Act 1976;</u> or
- (x) is a public park used for recreational purposes and for which free public access is normally provided; or
- (xi) is a road, within the meaning of the <u>Roads and Jetties Act 1935;</u> or
- (xii) is a way, within the meaning of the <u>Local Government (Highways) Act 1982;</u> or
- (xiii) is a marine facility, within the meaning of the <u>Marine and Safety Authority Act</u> <u>1997;</u> or
- (xiv) supports a running line and siding within the meaning of the <u>Rail Safety</u> <u>National Law (Tasmania) act 2012;</u>
- (ba) land, held or owned by the Crown, that is seabed -
 - (i) on land to which relates a lease granted and in force under Part 4 of the Marine Farming Planning Act 1995; or
 - (ii) on land, if no lease (other than a lease referred to in subparagraph (i))
 - or licence, has been granted by the Crown in relation to the land and is in force or
- (c) land owned by the Hydro-Electric Corporation or land owned by a subsidiary, within the meaning of the <u>Government Business Enterprises Act 1995</u>, of the Hydro-Electric Corporation on which assets or operations relating to electricity infrastructure, within the meaning of the <u>Hydro-Electric Corporation Act 1995</u>, other than wind-power developments, are located;
- (d) land or part of land owned and occupied exclusively for charitable purposes;
 (da) Aboriginal land, within the meaning of the <u>Aboriginal Lands Act 1995</u>, which is used principally for Aboriginal cultural purposes;
- (e) land or part of land owned and occupied exclusively by a council.

Criteria for exemptions under Section 87 (d)

Section 87 (d) of the *Local Government Act* 1993 provides for exemption of the General Rate and Fire Levy for land or part of land owned and occupied exclusively for charitable purposes.

1.1 In determining if a property is eligible for an exemption the following two (2) criteria must be met:

1.1.1 IS THE OWNER A CHARITABLE ORGANISATION?

In order to determine the charitable status of an organisation Council will use the information provided by the Australian Business Register at <u>http://www.abr.business.gov.au</u>

Owners must be listed as one of the following charity types:

- Charitable Fund;
- Charitable Institution;
- Public Benevolent Institution (PBI);
- Health Promotion Charity (HPC).

1.1.2 IS THE OWNER USING THE PROPERTY EXCLUSIVELY FOR CHARITABLE PURPOSES?

The property should not be able to be used for non-charitable, commercial or for-profit activities in addition to charitable services.

Examples of charitable activities include:

- Relief of poverty;
- Relief of needs of the aged;
- Relief of sickness or distress;
- #FG11 Rating Exemptions and Remissions Policy

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- The advancement of religion;
- The advancement of education;
- Provision of child care services on a non-profit basis; and
- > Other purposes beneficial to the community.

Examples of non-charitable activities include:

- Private halls or halls that are leased or hired out;
- Residential properties and manses owned by Religious institutions even when occupied by a minister;
- \succ Commercial activities that support other charitable work.

2. DISCRETIONARY REMISSIONS

Organisations which are not eligible for an exemption under Section 87 (d) of the *Local Government Act 1993*, may apply to Council for a rates remission.

Council will provide a remission of the General Rate to those ratepayers that are:

- Charitable organisations that would otherwise be eligible for an exemption, except that they are the ratepayer/occupier of the property and not the owner.
- Religious institutions that own residential properties that are occupied solely by the Church Minister and his/her family.
- > A cemetery that is owned by a religious institution.
- A Church where the owners are not eligible for a remission as they are not registered as a charitable organisation, only if the organisation or owner is not-for-profit.
- > Any other property which Council believes offers a benefit to the community *.

Where a charitable organisation would otherwise be eligible for an exemption, except that they conduct commercial activities or a mix of activities on the property, however the organisation is operating overall as not-for-profit and all funds raised will contribute to their charitable purpose (that has been endorsed by the ATO). An organisation would need to demonstrate that there is a benefit* to the Break O'Day community. Where the charitable purpose is provided solely outside the municipality the organisation would not be eligible for a remission.

* Benefit to the community would include activities such as health promotion, advancement of education, relief of poverty, relief of needs for the aged, relief of sickness or distress or the advancement of religion. This needs to be assessed in the context of what has already been assessed as charitable by the Australia Taxation Office.

Appendix A lists properties which are currently eligible to receive a discretionary remission.

Properties which receive a discretionary remission from the General Rate shall be liable for the Fire Levy and applicable service rates and charges.

3. CHURCH REMISSIONS – SERVICE CHARGES

In addition to exemptions and/or remission provided in relation to the General Rate, Council will also offer Churches a remission of 50% of the applicable service rates.

ELIGIBILITY

It is intended that this policy apply to churches owned by religious, not-for-profit or charitable organisations; that are:

- Used exclusively as a place of worship; or
- Consecrated burial place; and

Are eligible for an exemption and/or remission under this policy for the General Rate.

Appendix B lists properties which are eligible for a remission in accordance with this section.

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4. WINIFRED CURTIS – SERVICE CHARGES

The Winifred Curtis reserve is land at Scamander which is held in trust for use by the general public as a public reserve. The trustees make no profit from this land.

It is shown in **Appendix C** for a remission of the service charges and fire levy. It is already shown in **Appendix A** for a remission of the general rate.

5. WASTE MANAGEMENT CHARGES – CEMETERIES

Appendix D details remission of the standard waste management fees for cemeteries These are not included in **Appendix B** as that section deals only with churches.

6. PARTIAL REMISSION FOR BOATSHEDS, JETTIES, BOAT RAMPS & SLIPWAYS & CSIRO WEATHER STATIONS

Appendix E details remissions for properties which are identified as boatsheds, jetties, boat ramps or slipways. The remission for these shall be an amount equal to 75% of the total general rate levied for the property.

7. EXEMPT PROPERTIES

Appendix F details exemptions for properties that are covered by a Council decision or under a specific Act other than the *Local Government Act* 1993.

8. REMISSIONS OF RATES – INTEREST AND PENALTY CHARGES

That upon written application from a ratepayer for a remission of rates - interest and/or penalty charges the remission is only to be granted where it is in the best interest of Council for the remission to be granted.

The circumstances under which Council will remit penalties and/or interest applied to the property due to late payment of rates, unless Council has a legal obligation to do so, will be due to an error on the part of Council or that the property owner has advised Council of a change of circumstances prior to rating and that Council has not acted on the basis of that advice, or other circumstances at the discretion of the General Manager.

The maximum remission approved by the General Manager shall not exceed \$150.00 per property, per financial year without reference to Council and this delegation may be used for rates and/or charges other than penalties and interest charges.

All applications for remission of rates - interest and/or penalty charges shall be considered by the General Manager in accordance with the delegated authority granted by Council.

If a request does not accord with Council's policy the ratepayer shall be informed in writing that their request has not been approved and the reasons why it has been refused. Any request over \$150.00 will be referred to Council for decision.9. Additions to the above schedules can be made upon receipt of a written request from the owner/ratepayer which will be taken to Council for a decision.

10. MONITORING AND REVIEW

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

#FG11 Rating Exemptions and Remissions Policy

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Properties which are currently listed to receive a discretionary remission, this list will be taken to Council for endorsement on an annual basis. Additions to this schedule can be made throughout the year upon receipt of a written request from the ratepayer/owner and subsequent approval by Council.

	Address	Owner	Improvements
	76 Main Street, St Marys	Roman Catholic Church Trust Corporation	Church & Rectory
6412006	Seymour Street, Fingal	Uniting Church of Australia	Church & Hall
sold			
6793742	58 Cecilia Street, St Helens	The Trustees of the Dioceses of Tasmania	Church, House & Hall
7154686	54 Cecilia Street, St Helens	St Helens Christian Fellowship	Church & House
2543148	Tasman Highway, Goshen	Scout Association of Australia	Hall
6789559	St Helens Point Road, St Helens	St Helens Sea Scout Group	Shed
6794008	25 Circassian Street, St Helens	DPIPWE (Ratepayer - Dpt. of Family & Children Services)(not charitable) Neighbourhood House	Community Centre
1959889	19 Circassian Street, St Helens	Medea Park Association Incorporated	Nursing Home
6794737	Viney Court, St Helens	Medea Park Association Incorporated	12 Units
7445184	11 Circassian Street, St Helens	Medea Park Association Incorporated	House
7435744	1 Viney Court, St Helens	Medea Park Association Incorporated	'Doyle' House
7378524	23268 Tasman Highway, Scamander	T McManus, D Walter, W Buza, A M Buchanan, Others	Winifred Curtis Reserve
6409122	LOT 33 Tasman Highway, Scamander	T McManus, D Walter, W Buza, A M Buchanan, Others	Winifred Curtis Reserve
6399593	Alexander Street, Cornwall	Cornwall Community Development Group Inc.	Hall
6805467	165 Lottah Road, Goulds Country	I Chapple, A Johnson, B Smith	Church
6791755	138 Argonaut Road, St Helens	The Girl Guides Association (Tasmania)	Clubrooms
6412049	3 Short Street, Fingal	Fingal District Progress Committee Inc	Community Building
6807809	414 Gardens Road, The Gardens	Surf Angling Club	Shed
9867769	German Town Road, St Marys	BOD FM	Communications Tower

APPENDIX B In addition to exemptions and/or remission provided in relation to the General Rate, Council will also offer Churches a remission of 50% of the applicable service rates.

PID	Address	Owner
sold		
6404751	13 Main Street, St Marys	The Trustees of The Dioceses of Tasmania
6414634	4 Dunn Street, Mathinna	The Trustees of The Dioceses of Tasmania
6793742	58 Cecilia Street, St Helens	The Trustees of The Dioceses of Tasmania
6806961	28057 Tasman Highway, Pyengana	The Trustees of The Dioceses of Tasmania
2993368	Main Street, St Marys	Roman Catholic Church Trust Corporation
6412890	Victoria Street, Fingal	Roman Catholic Church Trust Corporation
6413463	26 Elizabeth Street, Mangana	Roman Catholic Church Trust Corporation
6793558	79 Cecilia Street, St Helens	Roman Catholic Church Trust Corporation
6412006	Seymour Street, Fingal	Uniting Church of Australia
6795369	60 Quail Street, St Helens	Uniting Church of Australia
6805467	165 Lottah Road, Goshen to Lottah	Chapple I, Johnson A, Smith B
6805635	320 Lottah Road, Goulds Country	Union Church Goulds Country Inc
7154686	54 Cecilia Street, St Helens	St Helens Christian Fellowship
7320752	23 Steel Street, Scamander	Jehovahs Witnesses

APPENDIX C The Winifred Curtis reserve is land at Scamander which is held in trust for use by the general public as a public reserve. The trustees make no profit from this land.

It is shown in Appendix C for a remission of the service charges and fire levy. It is already shown in Appendix A for a remission of the general rate.

DID	Address	Owner
7378524	23268 Tasman Highway, Scamander	T McManus, D Walter, W Buza, A M Buchanan, Others
6409122	LOT 33 Tasman Highway, Scamander	T McManus, D Walter, W Buza, A M Buchanan, Others

APPENDIX D This section details remissions of the standard waste management fees for cemeteries These are not included in Appendix B as that section deals only with churches.

PID	Address	Owner/Ratepayer
6411935	Seymour Street, Fingal	Roman Catholic Church Trust Corporation
6408381	6904 Esk Main Road, St Marys	Roman Catholic Church Trust Corporation
6411521	Legge Street, Fingal	The Trustees of the Dioceses of Tasmania

APPENDIX E

This section details remissions for properties which are identified as boatsheds, jetties, boat ramps, slipways. The remission for these shall be an amount equal to 75% of the total general rate levied for the property.

DID	Address	UID	Address
3332924	Melaleuca Street Street, Ansons Bay	1531524	Ansons Bay Foreshore, Ansons Bay
2869711	Acacia Drive, Ansons Bay	2590745	Ansons Bay Foreshore, Ansons Bay
2869826	Acacia Drive, Ansons Bay	1745194	Lyne Court, Four Mile Creek
6407071	Tasman Highway, Four Mile Creek	6808182	Honeymoon Point Road, The Gardens
2856048	Acacia Drive, Ansons Bay	2861832	Melaleuca Street, Ansons Bay
2856056	Melaleuca Street, Ansons Bay	2861867	Acacia Drive, Ansons Bay
2856064	Acacia Drive, Ansons Bay	2861875	Casuarina Lane, Ansons Bay
2856072	Acacia Drive, Ansons Bay	2861891	Acacia Drive, Ansons Bay
6797890	Main Road, Binalong Bay	2864363	Acacia Drive, Ansons Bay
7255647	Barrack Street, Akaroa	2864371	Boobyalla Drive, Ansons Bay
6801677	Ansons Bay Foreshore, Ansons Bay	2895653	Boobyalla Drive, Ansons Bay
2820408	Melaleuca Street, Ansons Bay	2902809	Melaleuca Street, Ansons Bay
1575877	Gardens Road, The Gardens	2903115	Melaleuca Street, Ansons Bay
3520765	Blue Gum Drive, Ansons Bay	3495352	Blue Gum Drive, Ansons Bay
7154950	Simeon Place, Akaroa	6407602	Lyne Court, Four Mile Creek
3046397	Boobyalla Drive, Ansons Bay	6407661	Tasman Highway, Four Mile Creek
3046418	Boobyalla Drive, Ansons Bay	6690629	St Helens Point Road, St Helens
6780175	Tasman Highway, St Helens	3489526	North Ansons Road, Ansons Bay

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PID	Address	Exemption	Name	Reason for Exemption
2952769	Mathinna Plains Road, Mathinna	All rates	CSIRO	Science & Industry Research Act 1949 (s53)
2952371	Esk Main Road, Fingal	All rates	CSIRO	Science & Industry Research Act 1949 (s53)
2952486	Tower Hill Road, Mangana	All rates	CSIRO	Science & Industry Research Act 1949 (s53)
2952363	Mathinna Plains Road, Mathinna	All rates	CSIRO	Science & Industry Research Act 1949 (s53)
3385380.02	Evercreech Road, Mathinna	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385399.02	Evercreech Road, Mathinna	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384652.04	Mathinna Plains Road, Mathinna	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385348.03	Mathinna Plains Road, Mathinna	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384230.02	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384302.02	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384310.02	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384329.02	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385241.04	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385030.02	Tasman Highway, Weldborough	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384265.02	Terrys Hill Road, Goshen	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3383799.02	Tower Hill Road, Mangana	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3386332.02	Tower Hill Road, Mangana	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385890.04	Mathinna Plains Road, Mathinna	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385540.02	Eastern Creek Road, Upper Scamander	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3384054.02	Peters Road, Goulds Country	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3385110.02	Mount Paris Dam Road, Weldborough	Waste & Fire Levy	THETRO1L	Council Minute No.06/16.12.5.146
3386367.02	Tower Hill Road, Mangana	Waste & Fire Levy	THETR01L	Council Minute No.06/16.12.5.146
3078698	1/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078700	2/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078719	3/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078727	4/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078735	5/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078743	6/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078751	7/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078778	8/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276

APPENDIX F This section details exemptions for properties that are covered by a Council decision or under a specific Act other than the *Local Government Act 1993*.

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#LG11 – Rating Exemptions and Remissions Policy

DID	Address	Exemption	Name	Reason for Exemption
3078786	9/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078794	10/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078807	11/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078815	12/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078823	13/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078831	14/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078858	15/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078866	16/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Council Minute No. 12/16.12.6.276
3078874	17/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Private Ownership Council Minute No. 12/16.12.6.276
3078882	18/41-43 Beaulieu Street, St Helens	Waste Collection	Private Ownership	Private Ownership Council Minute No. 12/16.12.6.276

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11/20.12.5 Policy – LG13 Anti-Discrimination and Harassment Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND	Draft Policy – LG13 Anti-Discrimination and Harassment Policy
DOCUMENTS	

OFFICER'S RECOMMENDATION:

That Policy LG13 Anti-Discrimination and Harassment be amended as recommended.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy is now due for review being three (3) years since the previous review.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 20 April 2015 – Minute No 04/15.11.12.95 This specific Policy amendment has been considered by Council's Audit Panel and a recent Council Workshop.

OFFICER'S REPORT:

Council has a schedule for regular review of Policies. This Policy is now due for review.

The policy is generally performing well, however recommended changes are:

- removing the examples under points 5 & 7, these could be construed as the only actions that could be classed as being anti-discriminatory or harassing;
- inclusion of the Disability and Discrimination Act 1992;
- correction of the year for the Sex Discrimination Act;
- other minor wording and formatting.

Council's Audit Panel accepted the recommended amendments.

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

Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.

LEGISLATION & POLICIES:

As listed above.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

| 11/20.12.5

Nil.

VOTING REQUIREMENTS:

Simple Majority.



POLICY NO LG13 ANTI-DISCRIMINATION AND HARASSMENT POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
LINK TO STRATEGIC PLAN:	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.
STATUTORY AUTHORITY:	Anti-Discrimination Act 1998 (State) Sex Discrimination Act 1984 (Commonwealth) Disability Discrimination Act 1992 Grievance Policy & Process Disciplinary Policy
OBJECTIVE:	The objective of this policy is to ensure that Break O'Day Council is managed with a positive awareness of the spirit and intent of the Equal Opportunity and Anti-Discrimination laws and that any form of discrimination is eliminated.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 20 April 2015 – Minute No 04/15.11.12.95

POLICY

1. RESPONSIBILITIES

Discrimination undermines proper working relationships. All employees at all levels are responsible for adherence to the policy.

Supervisors and managers have a responsibility to:

- Monitor the working environment to ensure that acceptable standards are being observed ٠
- Behave in a manner consistent with the policy
- Promote adherence to the policy •
- Provide support to complainants •
- Provide information and advice on available options
- Undertake relevant training as required by Break O'Day Council .
- Assist Break O'Day Council investigations •
- Ensure that people, who make complaints, or witnesses, are not victimised in any way •

All employees have a responsibility to:

- Comply with the policy
- Offer support to victims by directing them to the most appropriate channel for help
- Maintaining confidentiality of all matters relating to a complaint

2. INTRODUCTION

The Break O'Day Council is an Equal Opportunity Employer. Break O'Day Council is managed with a positive awareness of the spirit and intent of the Equal Opportunity and Anti-Discrimination laws. Break O'Day Council will not tolerate any form of discrimination. All employees have the right to

#LG13 - Anti-Discrimination and Harassment Policy

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work in an environment free of discrimination and harassment. Break O'Day Council is committed to maintaining a discrimination and harassment free work environment.

3. WHAT IS DISCRIMINATION?

- Discrimination occurs when someone is treated unfavourably because of one of their personal or physical characteristics.
- Discrimination may involve offensive comments but is not confined to the following: 'jokes' or comments about another workers racial background, gender, sexual preference, age, disability or religious belief.
- Discrimination may also include: displaying pictures or posters which are offensive or derogatory, expressing negative stereotypes of particular groups, judging someone on their beliefs, origins, appearance, or gender rather than their work performance, or undermining a person's authority or work performance because you dislike one or some of their personal attributes.

4. SEXUAL HARASSMENT IS UNLAWFUL

Sexual Harassment is a legally recognised form of sex discrimination. It can be a breach of an employer's common law duty to take reasonable care for the health and safety of workers.

5. WHAT IS SEXUAL HARASSMENT?

Sexual Harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended.

Sexual Harassment is not just unlawful whilst at work. Behaviour that constitutes sexual harassment is illegal during any work related function and will be subject to disciplinary action.

There are many forms of sexual harassment, these might include verbal, visual, physical or repeated behaviour when asked to stop.

If someone is feeling uncomfortable emotionally or physically due to the sexual nature of any of the preceding acts, that can be harassment.

6. WHAT IS NOT SEXUAL HARASSMENT?

Flirting, innuendoes, compliments, appropriate touching, hugging or patting between two consenting adults is not considered to be sexual harassment.

Please note that while these matters may not equate to sexual harassment in a technical sense such behaviour may still be inappropriate in the workplace.

7. WHAT IS WORKPLACE BULLYING?

Workplace Bullying is the repeated less favourable treatment of another employee, which may be considered unreasonable and inappropriate workplace practice and one in which the employee has expressly advised is offensive to them. It includes behaviour that intimidates, offends, degrades or humiliates another employee. It may occur in private or in front of other employees.

#LG13 – Anti-Discrimination and Harassment Policy

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Bullying also comes in many forms and can have the same devastating effects as sexual harassment. Bullying can be verbal, visual, physical or repeated behaviour when asked to stop.

If someone is feeling threatened, excluded, uncomfortable or constantly harassed, this can be bullying.

8. WHAT IS NOT WORKPLACE BULLYING?

Any behaviour that is consensual and entered into with both parties intending and delivering the behaviour in good fun is not Workplace Bullying. Bona fide Performance Management. Not getting along with someone or disagreeing with the way things are done does not mean you are being bullied. This policy is not designed to reduce good natured "workplace banter" which we consider has been part of our healthy and fun culture. Workplace Bullying is detrimental to the business in that it can cause the loss of trained employees, reduces productivity and morale, and subjects the business to legal risks. Everyone deserves to work in an environment free from bullying.

9. POLICY FRAMEWORK

The Break O'Day Council will do all that is reasonable to prevent discrimination/harassment from occurring at the workplace or work related environment on the following grounds:

Race, sex, pregnancy, age, disability, parental status, religion, sexual harassment, sexual orientation, political belief and activity, religious belief or activity, industrial activity, lawful sexual activity, marital status, irrelevant medical record, irrelevant or lapsed criminal record, or association with a person who has, or is believed to have, any of these attributes or identities.

All employees are treated on their merits. Employees are valued according to how well they perform their duties, and their ability and enthusiasm to maintain our standards of service. We aim to:

- Create a work environment that is free from discrimination, bullying, and harassment.
- Treat any complaint regarding discrimination sympathetically.
- Investigate complaints of discrimination thoroughly and confidentially.
- Implement training and raise the awareness of the benefits of discrimination free workplaces.
- Guarantee protection from victimisation and reprisals for making complaints.
- Promote appropriate standards of conduct at all times.

10. WHAT DO YOU DO IF YOU ARE DISCRIMINATED AGAINST OR BULLIED?

Choose the course of action you feel most comfortable with:

Don't delay telling the offender of your objection to their behaviour and that you don't want it repeated. This will hopefully change the unwanted behaviour from occurring again. If satisfied with the outcome let the matter rest.

Tell the offender of your objection to their behaviour and that you don't want it repeated. Record what took place, who was involved, where the incident(s) occurred, witnesses, and other observations. Advise the offender that this has occurred and try and resolve the matter

If your actions in above two points are not successful or you feel uncomfortable confronting the alleged harasser follow the complaints procedure.

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11. COMPLAINTS/GRIEVANCE PROCEDURE

Council recognises the sensitive nature of complaints of harassment. Employees who wish to discuss such complaints, in confidence, should see one of Council's appointed Discrimination Contact Officers

The complaint should be sent to the Business and Corporate Services Manager or the General Manager or if against the General Manager, to the Mayor.

The complaints/grievance procedure will be conducted in accordance with the principles of natural justice/procedural fairness. This means equally fair for the alleged perpetrator as well as the victim.

All parties should participate in the process in a manner facilitative to the amicable resolution of the complaint, rather than in a manner specifically designed to get the other party into trouble. Anyone who makes a complaint under this policy, that is found to be frivolous, vexatious, or without substance may face disciplinary action.

12. REMEDIES AND PENALTIES FOR BREACH OF THIS POLICY

As part of the resolution of any dispute regarding discrimination, Break O'Day Council will seek where possible to resolve it in the least adversarial way possible. Break O'Day Council prefers that parties be able to sort out the issues between themselves before any formal action is taken, but also recognise that in some circumstances this may not be able to occur.

Break O'Day Council will take the victim's wishes into consideration in dispute resolution.

Break O'Day Council accept that in some cases the parties may wish to meet and discuss the dispute in an attempt to resolve the matter. Break O'Day Council encourage this as a preferred option and will accommodate this in a professional and non-judgemental manner.

Anyone who harasses or victimises a person who makes a complaint under this policy may face disciplinary action.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. Any person who, without authorisation from Break O'Day Council, passes on confidential information regarding an investigation under this policy may face disciplinary action

Disciplinary action may be taken against anyone who discriminates against another person in the workplace or work related environment.

13. DISCIPLINARY ACTION

Disciplinary Action is an employer remedy. It may be used to correct and/or punish unwanted behaviour. Disciplinary Action includes a number of options. These include a warning (verbal and written), transfer, counselling, requiring an apology, demotion, termination of employment or instant dismissal.

The severity of the behaviour and the wishes of the victim will influence which option Break O'Day Council chooses to invoke. Serious breaches of this policy may result in your employment being terminated instantly or summarily. This means that you will not be given any warnings or a chance to correct your behaviour.

#LG13 – Anti-Discrimination and Harassment Policy

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14. MONITORING AND REVIEW

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

#LG13 – Anti-Discrimination and Harassment Policy

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11/20.12.6 Policy – LG46 Fraud Management & Control

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND	Draft Policy – LG46 Fraud Management & Control
DOCUMENTS	

OFFICER'S RECOMMENDATION:

That Policy LG46 Fraud Management & Control be amended as recommended.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy is now due for review being three (3) years since the previous review

PREVIOUS COUNCIL CONSIDERATION:

Adopted 15 September 2014 – Minute No. 09/14.11.6.265 Amended 16 October 2017 – Minute No 10/17.12.5.228

The Audit Panel at its meeting on 19 October 2020 approved the policy for consideration of adoption as amended by Council.

OFFICER'S REPORT:

Council has a schedule for regular review of Policies. This Policy is now due for review.

The policy is generally performing well, some minor wording amendments are recommended.

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

Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.

LEGISLATION & POLICIES:

As listed above.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



POLICY NO LG46 FRAUD MANAGEMENT AND CONTROL POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	General Manager
LINK TO STRATEGIC PLAN:	Maintain financial viability and accountability in budgeting and administration
STATUTORY AUTHORITY:	Local Government Act 1993 AS8001-2008 Fraud and Corruption Control The <i>Public Interest Disclosures Act 2002 (Tas)</i>
OBJECTIVE:	The purpose of this policy is to protect public funds and other assets, protect the integrity, security and reputation of the Break O'Day Council and its employees and to assist in maintaining a high level of services to the community.
POLICY INFORMATION:	Adopted 15 September 2014 – Minute No. 09/14.11.6.265 Amended 16 October 2017 – Minute No 10/17.12.5.228
POLICY	

1. SCOPE

This Policy applies to:

- The Mayor, Councillors, Managers, Employees and Representatives of Break O'Day Council. They are responsible for the identification and management of all risks associated with the performance of Council functions and the delivery of Council Services
- Situations where fraudulent or suspicious behaviour is suspected and/or has been identified

2. BACKGROUND

Break O'Day Council is committed to fostering and maintaining the highest standards of ethical behaviour by establishing a policy where fraud and corruption is not tolerated.

Break O'Day Council is committed to protecting its revenue, expenditure and property from any attempt, either by members of the public, contractors, elected members or its own employees, to gain by deceit, financial or other benefits.

Council is committed to:

- Protecting community assets and resources;
- Adopting measures to minimise risk; and
- Serving, representing and promoting community needs, interests and aspirations

There are two core elements to this policy:

LG46 – Fraud Management & Control Policy

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- Reducing losses through fraud by developing and implementing a Fraud Control Procedure within a working environment which promotes honesty and integrity; and
- Establishing and maintaining a commitment to detecting, investigating and prosecuting individual cases of criminal behaviour, including fraud

This policy has been developed with guidance from the following publication:

Report of the Auditor-General, No 1 of 2013-14, fraud control in local government, August 2013

3. DEFINITIONS

Corruption

Corruption is defined by Australian Standard (AS8001-2008) as dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. Corruption is any conduct that is improper, immoral or fraudulent.

Fraud

Fraud is defined by AS8001-2008 as dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by Council officers or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.

The above definition does not have to be tangible and, includes, but is not limited to, the following types of offences:

- Theft/stealing;
- Abuse of position and power for personal gain;
- Unauthorised and/or illegal use of asset, information or services for private purposes;
- Manipulation of computer programs for improper purposes;
- Manipulation and misuse of account payments;
- Obtaining a financial advantage or any other benefit by deception;
- Conflicts of interest;
- Bribery (accepting personal gifts and benefits};
- Misuse of intellectual property;
- Misuse of corporate credit cards;
- Causing a loss, or avoiding or creating a liability, by deception;
- Making, using or possessing forged or falsified documents;
- Unlawful use of vehicles, telephones and other property or services;
- Perverting the course of justice;
- Elected members dishonestly using influence;
- Election bribery;
- Election funding offences;

4. POLICY GUIDELINES

Expectations

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- a) Councillors and council staff are expected to maintain a high standard of ethical conduct in all activities, in particular with respect to resources, information and authority.
- b) All staff are expected to develop, encourage, insist upon and implement sound financial, legal and ethical decision making within their responsibility levels.
- All Councillors and staff are expected to be familiar with and act in accordance with the c) Council's Code of Conduct and other relevant policies. Council expects similar standards from the people, agencies or organisations that do business with the Council.
- d) All staff and Councillors must declare any interests in relation to matters they are currently considering, investigating or making a decision on.
- Fraudulent acts against the Council are unacceptable and may constitute a criminal e) offence.
- Any Councillor or staff member who suspects fraudulent behaviour must report it f) immediately to their Manager or the General Manager

Responsibilities for Managers

- a) Managers are expected to lead by example and to demonstrate integrity and fairness in decision making and to be open and honest in their dealings with others.
- b) Managers must ensure that the three elements required for effective management of fraud prevention are evident in the workplace:
 - Positive attitude of management towards internal control, expressed through L. interest, involvement, policies and procedures.
 - II. The selection and development of quality staff who demonstrate high ethical standards and the appropriate application of leadership and training to all staff to enhance the quality of performance and therefore control. Job & Person Specification are to include risk management control (including fraud) responsibilities unless generic to all employees
 - III. The monitoring of systems, both active supervision of formal information systems and general oversight of informal systems.
- c) Managers are expected to make themselves familiar with, and implement this Policy and associated procedures.
- d) Managers and supervisors are required to promptly advise the General Manager or Departmental Managers of instances of suspected or actual fraud. All such matters must be dealt with in accordance with other relevant internal reporting procedures.
- e) When fraud is detected, Managers must take prompt action both to stop fraudulent behaviour and to discourage others who may be inclined to commit similar conduct.

Fraud Detection

Council will employ appropriate internal fraud prevention mechanisms to ensure early detection of suspicious or fraudulent behaviours. Fraud detection may include monitoring staff and transactions and maintaining and developing internal security.

LG46 - Fraud Management & Control Policy

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Fraud Investigation

If the General Manager has reason to suspect that fraud has occurred the Mayor must be immediately notified.

The circumstances must then be investigated and the General Manager will decide whether the organisation will conduct an administrative fact-finding investigation, or a criminal investigation in association with Tasmania Police.

Policy Delivery and Monitoring

The General Manager is responsible for ensuring the implementation of Council's *Fraud Prevention and Control Policy* and monitoring its effectiveness. Trends, activities, complaints *and* compliments are monitored for signs of irregularity. The General Manager reports to the Council on fraud risk issues ensuring that risks are identified and acted on.

Council staff will receive appropriate training to improve awareness of fraud risks and fraud management within the workplace.

5. MONITORING AND REVIEW

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

LG46 – Fraud Management & Control Policy

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11/20.12.7Policy – LG51 Related Party Disclosure

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND	Draft Policy – LG51 Related Parties Disclosures
DOCUMENTS	

OFFICER'S RECOMMENDATION:

That Policy LG51 Related Parties Disclosures be amended as recommended.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy is now due for review being three (3) years since the previous review.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 April 2017 – Minute No. 07/17.12.4.88

The Audit Panel at its meeting on 19 October 2020 approved the policy for consideration of adoption as amended by Council.

OFFICER'S REPORT:

Council has a schedule for regular review of Policies. This Policy is now due for review.

The policy is generally performing well, however the following is recommended;

- change in responsible Officer
- minor wording changes
- minor re-formatting

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

Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.

LEGISLATION & POLICIES:

As listed above.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



POLICY NO LG51 RELATED PARTY DISCLOSURES

DEPARTMENT:	Governance		
RESPONSIBLE OFFICER:	Manager Corporate Services		
LINK TO STRATEGIC PLAN:	Ensure council fulfils its legislative and governance responsibilities and its decision making, supported by sustainable policies and procedures		
STATUTORY AUTHORITY:	Under the <i>Local Government Act 1993</i> and the <i>Audit Act 2008</i> all local governments in Tasmania must produce annual financial statements that comply with Australian Accounting Standards.		
	This policy outlines what is expected of elected members and staff of Council in relation to Australian Accounting Standard AASB 124 <i>Related Party Disclosures</i> (AASB 124)		
OBJECTIVE:	This policy outlines what is expected of elected members and staff of Council in relation to Australian Accounting Standard AASB 124 <i>Related Party Disclosures</i> (AASB 124).		
	Specifically, the policy outlines the disclosure requirements under AASB 124 of Key Management Personnel (KMP), which includes elected members. It also outlines the procedures Council will follow to collect, store, manage and report on related party relationships, transactions and commitments.		
POLICY INFORMATION:	Adopted 19 April 2017 – Minute No. 07/17.12.4.88		

POLICY

Term	Meaning
Close Family Member	Family members of Key Management Personnel (KMP) who may be expected to influence, or be influenced by, that person in their dealings with the entity. This includes, but is not limited to, that person's spouse or domestic partner; and the children and dependents of that person or that person's spouse or domestic partner.
Declaration by KMP	An annual declaration of close family members and entities that the KMP or their close family members control or jointly control updated during the year as necessary.
Entities controlled by KMPs	Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs. You control an entity if you have:

LG51 Related Party Disclosures

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Entities related to Council	 power over the entity; exposure, or rights, to variable returns from involvement with the entity; and the ability to use your power over the entity to affect the amount of your returns. Entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council.
Joint control of an entity	To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key Management Personnel (KMP)	Persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. In the council context this includes the Mayor, Councillors, the General Manager and Managers/Supervisors who report directly to the General Manager as outlined in the policy.
KMP Compensation	 All employee benefits. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes: a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees; b) post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care; c) other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation; d) termination benefits; and
Materiality	Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity. Omissions or misstatements of items are material if they could, individually or collectively influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.

LG51 Related Party Disclosures

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Ordinary Citizen Transactions (OCTs)	Transactions that an ordinary citizen would undertake with Council are usually not material to related party disclosure requirements. OCTs do not apply if the terms and conditions are different to those offered to the general public.
Related Party of Council	People and entities, such as companies, trusts and associations, can be related parties of Council. Most commonly these will be entities related to Council, KMP of Council (including elected members), close family members of KMP and entities that are controlled or jointly controlled by KMP or their close family members.
Related Party Transaction	A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

1. KEY MANAGEMENT PERSONNEL (KMP)

1.1 The General Manager will ensure the establishment, review and maintenance of a list of Key Management Personnel for Council.

Key Management Personnel (KMP) for council are:

- the Mayor
- all Councillors
- the General Manager
- all Managers/supervisors who report directly to the General Manager
- 1.2 Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by that KMP or their close family members and which are likely to have transactions with Council.
- 1.3 For the purpose of this Policy, Close Family Members includes, but not limited to:
 - that person's children and spouse or domestic partner;
 - children of that person's spouse or domestic partner; and
 - dependents of that person or of that person's spouse or domestic partner.
- 1.4 It is the responsibility of General Manager to ensure receipt of a declaration upon a change of KMP.
- 1.5 All KMPs will be asked to provide their declarations by 1 July each year covering the forthcoming financial year. In addition, an updated declaration for the previous financial year will also be provided.
- 1.6 It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.

2. REGISTER OF RELATED PARTY TRANSACTIONS

2.1 Maintain a Register

The General Manager will ensure that a register of related party transactions that captures and records the information for each related party transaction (including OCTs assessed as being material in nature) during a financial year, is kept and maintained

LG51 Related Party Disclosures

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2.2 Contents of Register

The contents of the register of related party transactions must detail for each related party transaction:

- the description of the related party transaction;
- the name of the related party;
- the nature of the related party's relationship with Council;
- a description of the transactional documents the subject of the related party transaction.

The General Manager is responsible for ensuring that the information is disclosed in Council's Financial Statements to the extent, and in the manner stipulated by AASB 124.

3. RELATED PARTIES

Council will use the declarations of KMP to establish a list of related parties for the purposes of identifying transactions and reporting under AASB 124.

4. UPDATES

Updates will be provided to KMP and Council staff periodically on changes arising from amendments to Australian Accounting Standards, applicable legislation or policy and procedural requirements.

5. COUNCIL ENTITIES AND SUBSIDIARIES

For the purpose of this policy, entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council.

Council will need to identify transactions with these entities and may need to make extra disclosure about them in Council's financial statements.

6. ENTITIES CONTROLLED (or jointly controlled) BY A KMP OR THEIR CLOSE FAMILY MEMBERS.

KMP will exercise their best judgement in identifying related parties. KMP, including elected members, will carefully assess the information and examples following before declaring, or not declaring, an entity over which they, or a close member of the family, have control or joint control.

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

7. DECLARATIONS

Each year Council will declare the following related party transactions:

LG51 Related Party Disclosures

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- 7.1 Transactions with Council subsidiaries, by transaction type.
 - KMP compensation
 - Transactions with other related parties (Transactions of a similar nature will be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of a related party transaction on the financial statements of council)
 - Outstanding balances in relation to transactions with related parties, including:
 - ~ Entities controlled by KMPs; and
 - \sim Bad or doubtful debts in respect of amounts owed by related parties.
 - Non-monetary transactions such as use of facilities, peppercorn rents.
- 7.2 If a KMP or close associate is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes. Feedback must be provided within fourteen (14) days.

7.3 Council will not capture OCTs with related parties. Nor will Council disclose nonmaterial transactions.

7.4 The General Manager will assess the materiality of the related party transactions that have been captured prior to disclosure.

Council does not have to disclose transactions that are not material. In determining materiality, the size and nature of the transaction individually and collectively will be considered.

- 7.5 In making disclosures in the annual financial statements Council will include:
 - Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them.
 - KMP compensation in total and for each of the following categories:
 - ~ short-term employee benefits;
 - ~ post-employment benefits;
 - ~ other long-term benefits; and
 - ~ termination benefits.
 - Where related party transactions have occurred:
 - the nature of the related party relationship; and
 - information about the transactions, outstanding balances and commitments.
 - Separate disclosure in aggregate for each category of related party transactions.
 - Note: Transactions that are individually significant, either because of their amount or nature, are included in the aggregate disclosure but also need to be disclosed separately.
 - The types of transactions disclosed such as:
 - ~ purchases or sales of goods;

LG51 Related Party Disclosures

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- ~ purchases or sales of property and other assets;
- ~ rendering or receiving of services;
- ~ leases;
- ~ guarantees given or received;
- ~ commitments;
- ~ loans and settlements of liabilities;
- ~ expense recognised during the period in respect of bad debts; and
- ~ provision for doubtful debts relating to outstanding balances.

8. 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 Mayor and the General Manager.

LG51 Related Party Disclosures

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11/20.12.8 Policy – LG52 Council Support for Destroyed Dwellings

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND	Draft Policy – LG52 Council Support for Destroyed Dwellings
DOCUMENTS	

OFFICER'S RECOMMENDATION:

That Policy LG52 Council Support for Destroyed Dwellings be renewed as recommended.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy is now due for review being three (3) years since the previous review.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 17 July 2017 - Minute No. 07/17.12.5.158

The Audit Panel at its meeting on 19 October 2020 approved the policy for consideration of adoption as amended by Council.

OFFICER'S REPORT:

Council has a schedule for regular review of Policies. This Policy is now due for review.

The policy is generally performing well, no amendments are recommended.

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

Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.

LEGISLATION & POLICIES:

As listed above.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



POLICY NO LG52 COUNCIL SUPPORT FOR DESTROYED DWELLINGS

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Manager Corporate Services
LINK TO STRATEGIC PLAN:	Minimise the impact of disasters by improving community and Council's preparedness.
STATUTORY AUTHORITY:	Local Government Act 1993
OBJECTIVE:	The objective of this policy is to provide support for the owners of eligible buildings when these are destroyed by circumstances beyond the owners' control.
POLICY INFORMATION:	Adopted 17 July 2017 – Minute No. 07/17.12.5.158

POLICY

1. INTRODUCTION

The objective of this policy is to provide support for the owners of eligible buildings when these are destroyed by circumstances beyond the owners' control.

2. APPLICATION

The owner of a dwelling that has been destroyed must apply in writing to the General Manager for support under this policy.

Application must be made within twelve (12) months of the event resulting in the destruction of the dwelling.

Every application must declare any significant assistance applied for/received from other sources (eg Flooding Recovery/Relief Assistance; Bushfire Recovery/Relief Assistance. Applicants in receipt of significant support from alternative sources may have their applications rejected or referred to Council for a decision.

3. ELIGIBILITY

This policy applies to owners of a dwelling, where that dwelling has become unliveable due a sudden and unexpected event and where no fault is attributable to the owner. The dwelling must be within the Break O'Day Municipality.

4. SUPPORT

Council will provide support in the form of remission of rates (in full including general rates and all charges) for the financial year in which the event occurred.

No other form of support will be considered, including, but not limited to, waiving of planning or building fees and/or waiving of waste disposal fees.

#LG52 – Council Support for Destroyed Dwellings Policy

Page 1 of 2



5. MONITORING AND REVIEW

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

#LG52 – Council Support for Destroyed Dwellings Policy

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11/20.12.9 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	Minutes of Audit Panel Meeting 19 October 2020
DOCUMENTS	

OFFICER'S RECOMMENDATION:

That Council receive the minutes of the Audit Panel 19 October 2020.

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 report has been considered by Council at a recent Workshop.

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.

No specific items were identified as requiring attention by Council. Policies reviewed and identified as approved for consideration for adoption by Council will be reported separately.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategies

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

LEGISLATION & POLICIES:

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

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



Minutes of the Meeting of the Audit Panel

Meeting Time and Date: Meeting Venue:	Monday 19 October 2020 8.30 am Break O'Day Council Library
Present:	S J Hernyk (Chair); Clr B LeFevre; Clr L Whittaker
In attendance:	General Manager – J Brown (GM); Manager Corporate Services
	– B Hoogland (MCS)
By phone:	Mr Leigh Franklin, 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 Meeting June 2020 were accepted as circulated, having been received by Council at the July 2020 Monthly Meeting

Item 3 – Business Arising

Nil

Item 4 - Outstanding from Previous Meetings – Action Sheet

Local government comparative performance indicators. A set of 2018/2019 indicators were posted by TAO and circulated to the Audit Panel. These were also considered by Council at Workshop. The Panel agreed that Break O'Day Council compared favourably on appropriate performance statistics with comparable Councils, including Dorset and Glamorgan-Spring Bay Council and the Audit Panel received the report.

Order of Business – Governance and Strategy:

Item 5 – Review of Strategic Asset Management Plan

The Meeting considered the circulated SAMP and Asset Management Strategy as circulated. The GM noted the intent to incorporate the Playground and Airport AMPs into the SAMP at its next review. MCS noted Synectic are nearing completion of a detailed internal audit of Council's asset systems. The Audit Panel received the Plan as circulated.

Item 6 - Review of Policies and Procedures

The Panel considered the circulated Policy Review Schedule and draft amended policies and procedures. GM noted the Employee Code of Conduct and Anti-Discrimination and Harassment Policy were not yet appropriate for review as further consultation was intended with respect to incorporating conforming with adopted Values. MCS noted that procedures had now been categorised and formed into a schedule for review. The Chair requested that the Procedure Review Schedule be circulated to the Panel. The Panel confirmed that the Policies and Procedures had been reviewed and noted minimal and "cosmetic" changes. The Audit Panel received the Policy Review Schedule and approved Policies LG52 Council Support for Destroyed Buildings, LG51 Related Party Disclosures, Policy LG46 Fraud Management and Control, LG11 Rating Exemptions and Remissions for consideration of adoption as amended by GM.

Item 7 – Assessment of the integration of governance and operating processes with financial management practices

The Chair clarified the intent of this agenda item. The Councillor Audit Panel members noted their satisfaction with levels of integration and communication of integration through management reporting, written and verbal. GM noted that integration and communication was enhanced through the use of planning and reporting software, Envisio, and the strong consideration of further improving this through upgrading to Cascade. This would also improve Contract/Project management.

The Panel confirmed that integration was appropriately occurring at the moment.

Order of Business – Financial Reporting

Item 8 - Financial Reports

The Panel noted the circulated end of September 2020 financial reports. The Chair noted that it was still very early in the financial year and that nothing significant was identified. The Audit Panel received the report.

Item 9 - Special Reports

Nil

Item 10 and Item 12 – Annual Finance Report and External Audit Reports

Mr Leigh Franklin, Assistant Auditor-General, Financial Audit Services, Tasmanian Audit Office attended the meeting by phone, updating the Audit Panel with respect to progress with the 2019-2020 external audit, noting this was nearing completion. Mr Franklin noted the Audit Strategy and the Chair confirmed this had been circulated to the Panel. The Chair requested and Mr Franklin clarified the changes to materiality for the current audit. The Chair asked about Accounting Standard changes and Mr Franklin noted these and how they relate to Council's financial reporting.

The management representatives left the meeting to facilitate the in camera discussion between the TAO representative and the Panel. The Chair noted the identified possible opportunity for greater training for Council finance staff with respect to Australian Accounting Standard changes but also noted fewer opportunities for training in 2020 due to pandemic impacts.

The Audit Panel received the verbal reports from TAO and management..

Order of Business – Internal Audit

Item 11 – Internal Audit Report

The Panel noted the circulated Internal Audit Schedule, Register and verbal reporting from MCS. The Chair asked if additional external Internal Audits such as the Synectic audits were intended in 2020/2021. MCS advised that, due to funding restrictions, this was not intended for 2020/201 but would certainly be reconsidered as revenue recovered.

The Audit Panel received the circulated and verbal reports.

Order of Business – Risk Management and Compliance

ltem 13 – Risk Update

The meeting received the circulated risk management update.

Item 14 – Fraud Management

GM and MCS confirmed verbally that there were no reportable incidents of fraud or other similar incidents. The verbal report was received by the Audit Panel.

Order of Business – Other Business

Item 15 – Other Business

GM noted that this being the last Audit Panel Meeting for outgoing Chair, Steven Hernyk, expressed appreciation for the diligent and skilled efforts on behalf of Council, from the inception of the Audit Panel.

Item 15 - Meeting Close/Next meeting Date

The meeting closed at 9.30am, the next meeting has been scheduled for 7 December 2020

11/20.13.0 WORKS AND INFRASTRUCTURE

11/20.13.1 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	Nil
DOCUMENTS	

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	 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. 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. 	Refer to Closed Council Resolution 11/18.17.3. Discussions with Sustainable Timbers in relation to road ownership are in progress.

Motion Number	Meeting Date	Council Decision	Comments
11/19.8.1.266	18 November 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: 1. That Council investigates the best route for a dual access, (bike/pedestrian), dual direction track between Swimcart Beach and the "yet to be built" dual access Binalong Bay Rd. track. 2. That Council seeks funding to enable this track to be built as soon as practical. 	Investigations commenced and potential route(s) are in initial stages of discussion with PWS.
11/19.13.3.274	18 November 2019	That Council consult with the St Marys Community to ascertain specific night-time usage requirement at the recreational ground, prior to giving consideration to commit \$35,000 to lighting infrastructure renewal.	To be actioned.
02/20.8.1.13	17 February 2020	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 a Sun-shade for this playground be costed and the installation of it be included in our 2020-2021 Budget deliberations.	Refers to the St Helens foreshore playground. The playground and other foreshore infrastructure will be considered as part of the Marine Facilities Strategy (Georges Bay) and has not being included in the 2020-2021 budget.
10/20.13.3.189	19 October 2020	 That Councillors receive the letter from the residents of Lower Germantown Road and Denneys Road, St Marys. That Council engage the services of a qualified Traffic Engineer to undertake an assessment of Lower Germantown and Denney's roads against AS1742 Part 4, before considering and submitting an application for a speed limit change to the Department of State Growth. 	Quotations being sought from suitably qualified traffic engineers.

COMPLETED REPORTS:

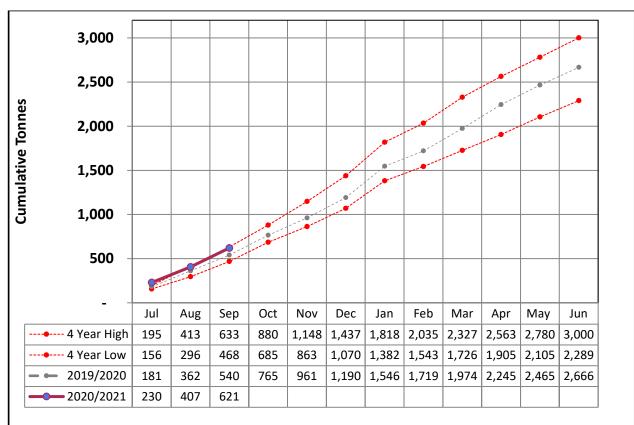
Motion Number	Meeting Date	Council Decision	Comments
07/20.8.1.109	20 July 2020	A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation: That Council consider supporting a project of improvement to the intersection of the junction of Upper Scamander Road and Tasman Highway, be funded in the 2021-2022 budget.	Completed, report prepared for November 2020 Council Meeting.

Motion	Meeting	Council Decision	Comments
Number	Date		
10/20.8.1.183	19 October	A report is sought providing advice in accordance with the requirements	Completed,
	2020	of Section 65 of the Local Government Act 1993 for the information of	report prepared
		Council at a future meeting and consider any advice given by a person who	for November
		has the qualifications or experience necessary to give such advice,	2020 Council
		information or recommendation:	Meeting.
		That Council remove the Moulting Bay jetty in the interests of public	
		safety.	

Asset Maintenance	
Facilities	 Preventative Maintenance Inspections (PMI) of Council owned buildings and playgrounds. Maintenance identified during inspection and managed via TRIM record. St Helens Memorial Park toilets refurbishment.
Town & Parks	 Mowing/ground maintenance – all areas. Garden/tree maintenance and weeding where required. Soft-fall has been replenished at playgrounds. Footpath Maintenance and repairs where required. Boat Ramp Inspections and cleaning. Drought Communities Project has started with outdoor projects in St Marys and Fingal Valley.
Roads	 Sealed road patching – all areas Tree maintenance pruning Stormwater system pit cleaning and pipe unblocking. Grading – St Helens Area
МТВ	Routine track maintenance

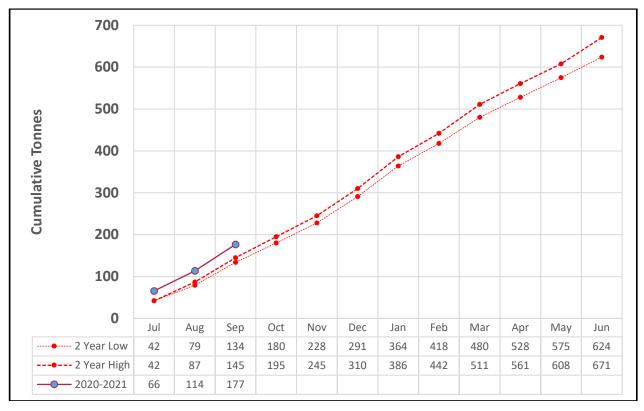
Weed Management – Targeted weeds		
Aerodrome	Kunzia, Spanish Heath	
Seymour	• Gorse	
All Waste Transfer Stations	All weed varieties	
St Helens Memorial Park	Cape weed	
Fingal	Footpath grasses	
Mathinna	• Gorse	

Waste Management		
Kerbside Collection – Co-	 Contracted service using JJ's Waste. 	
mingled Recyclables • Stream contamination (non-recyclables) remains problematic.		
Green Waste	Stockpile of composted green waste to be available for sale to the public	
	from the St Helens Waste Transfer Station on Wednesday & Saturdays	
	commencing mid-November.	
Scrap Metal	Material being collected from all WTS sites October/November.	



Waste Management - Municipal General Waste to Copping Landfill

Kerbside Co-Mingled Recyclables collected by JJ's Waste



October quantities unavailable at time of writing this report.

CAPITAL WORKS SUMMARY

Works	Update
Ansons Bay Road Stabilisation	In-progress - Earthworks including verge maintenance completed. Sealing deferred to Summer/Autumn period.
Binalong Bay Footpath – Gravel renewal	Completed
Bridge 2398 – Intake Bridge at Pyengana	Tender process for replacement in progress.
Cornwall Road Sealing	RFQ process completed and work awarded for the sealing of Campbell and Lennox streets – scheduled for November.
Cornwall – Stormwater infrastructure	RFQ process completed and work awarded for the upgrade of storm water infrastructure on Alexander Street.
Georges Bay Foreshore Track	Completed
Kerb & Channel Works Program	Request for Quote process – in progress
Lottah Road Upgrade(Part 4)	Road formation, retaining wall and crash barrier works completed. Sealing to be undertaken in the summer/autumn period.
Mangana Road Digout	Work in progress
Mathinna - Streetscape	Footpath rebuild in progress. Storm water main installation to occur before end of December.
Parnella/Foreshore Walkway	DA preparation in progress.
Scamander Avenue Footpath Stage 2	90% completed.
Story Street Footpath	Footpath works complete. Remedial nature strip and drainage works to be completed.
Scamander WTS – Inert Landfill	In-progress: Addressing of regulatory requirements outlined by EPA for the establishment of a new inert landfill site.
St Helens Point Road - Digout	Asphalt correct work completed on segment between Chimney Heights Road and Jetty Road
St Mary Rec Ground	In-ground irrigation system installed on playing field. Water tank and irrigation pump to be installed prior to end of year.
Road – Re-sheeting (2020/2021 Program)	Road gravel being screened for use on Ansons Bay Road. Road work scheduled for November.
Upper Scamander Road Digout	Work in progress
Wombat Walk – Footpath Upgrade	Completed

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.

11/20.13.2 Immediate Removal of Moulting Bay Jetty

ACTION	DECISION	
PROPONENT	Council Officer	
OFFICER	David Jolly, Manager Infrastructure & Development Services	
FILE REFERENCE	004\007\003\	
ASSOCIATED REPORTS AND	Council Meeting Minutes, October 2020, 10/20.8.1	
DOCUMENTS		

OFFICER'S RECOMMENDATION:

That Council act to immediately remove the Moulting Bay jetty in the interests of public safety.

INTRODUCTION:

At the October 2020, ordinary Meeting of Council, Clr McGuiness tabled the following Notice of Motion:

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 remove the Moulting Bay jetty in the interests of public safety.

SUBMISSION IN SUPPORT OF MOTION:

The jetty on the seaward side of the gate has completely collapsed.

The remaining jetty has become dangerous to curious tourists and could result in injury for which Council would be liable.

The jetty has ceased to fulfil a useful need for a significant period.

Councillor Discussion:

- Clr McGuinness stated that since the motion was submitted a storm has been through and demolished part of the end of the jetty and Council has since been out and tidied that section up.
- Clr LeFevre stated that he fully supports the motion as he raised it approximately five (5) years ago. This jetty is redundant and an eyesore and needs to be removed.

PREVIOUS COUNCIL CONSIDERATION:

Council Meeting October 2020:

10/20.8.1.183 Moved: Clr G McGuinness / Seconded: Clr B LeFevre

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 remove the Moulting Bay jetty in the interests of public safety.

CARRIED UNANIMOUSLY

OFFICER'S REPORT:

The Moulting Bay Jetty ceased to fulfil a useful need some time ago.

In December 2014, Burbury Consulting reported to Council that:

- The jetty has generally deteriorated to an extent where repair is no longer viable. If Council would like to retain a jetty at this location then we'd recommend demolition of the existing and replacement with a new engineered structure;
- The condition of the structure is such that it currently presents an unacceptably high risk to the public due to structural failure under pedestrian loading. We recommend that access to the jetty be prevented (potentially through signage and a barricade);
- Decking has deteriorated to an extent where it needs to be replaced (typical);
- Main beams have deteriorated to an extent where they need to be replaced (typical). They've typically split at mid-depth and so their bending capacity has significantly reduced;
- Crossheads have rotted at the connections and should be replaced;
- Connections have corroded and should be replaced;
- Piles have necked down to <100mm in some locations. Piles typically should be replaced;

Council subsequently acted to barricade the structure to prevent public access.

The subsequent decision of Council at the Ordinary meeting of Council held June 2015 was:

06/15.12.6.160

Moved: Clr J McGiveron / Seconded: Clr J Tucker

- 1. That Council maintains the current closure of the Moulting Bay Jetty until appropriate funds are available for its replacement.
- 2. That Council investigate funding options to replace the Moulting Bay Jetty.

3. That Council seek a Memorandum of Understanding with St Helens Oysters at 434 Binalong Bay Road for the use of their jetty during emergencies.

CARRIED UNANIMOUSLY

Recent storm events caused further collapse of the structure (seaward side) resulting in the removal of the collapsed jetty segment. Remaining segments are at risk of collapse and current structural condition and integrity present a high public risk to the Council.

A recommendation is made to immediately remove the Moulting Bay jetty in the interests of public safety.

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

Assessing Progress

- Asset renewal levels
- Asset condition assessments

LEGISLATION & POLICIES:

Local Government Act 1993 Strategic Asset Management Plan 2017

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The cost estimate to remove the remaining jetty structure is \$1,500 and funded by the Council's current 2020-2021 operational budget.

VOTING REQUIREMENTS:

Simple Majority.

Improvement of the Intersection of Upper Scamander Road and Tasman 11/20.13.3 Highway

ACTION	DECISION	
PROPONENT	Council Officer	
OFFICER	David Jolly, Manager Infrastructure & Development Services	
FILE REFERENCE	032\005\013\	
ASSOCIATED REPORTS AND	Council Meeting Minutes, July 2020, 10/20.8.109	
DOCUMENTS		

OFFICER'S RECOMMENDATION:

That Council make submission for a Safety Audit of the intersection of Upper Scamander Road and the Tasman Highway under the 2021/2022 Black Spot program at cost to the programme.

INTRODUCTION:

At the October 2020, ordinary Meeting of Council, Clr Drummond tabled the following Notice of Motion:

MOTION:

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

That Council consider supporting a project of improvement to the intersection of the junction of Upper Scamander Road and Tasman Highway, be funded in the 2021-2022 budget.

SUBMISSION IN SUPPORT OF MOTION:

Some residents have expressed concern about the condition of the road at the junction of Upper Scamander Road and the Tasman Highway, and also suggested that a protected right-hand turn lane would be beneficial to road users.

I respectfully request that Council support a project submission to improve the intersection and apply for Black Spot program funding as part of a safety audit in the 2021-2022 allocation of funding.

Councillor Discussion:

- The General Manager advised that Clr Whittaker has been authorised by Clr Drummond to move the motion.
- Clr Whittaker stated that Clr Drummond would like this submitted to the Black Spot funding that is to be done this month.
- The General Manager advised that a report will come to Council but we will move to forward an Application as discussions have been held with the Manager Infrastructure and Development Services.
- Clr McGuinness stated that the road surface in that area is extremely poor and we should contact the Government with respect to the road surface.

PREVIOUS COUNCIL CONSIDERATION:

Council Meeting July 2020:

07/20.8.1.109 Moved: Clr L Whittaker / Seconded: Clr K Chapple

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

That Council consider supporting a project of improvement to the intersection of the junction of Upper Scamander Road and Tasman Highway, be funded in the 2021-2022 budget.

CARRIED UNANIMOUSLY

OFFICER'S REPORT:

In March 2020, Clr Drummond provided a map drawing showing a right hand turn lane into Upper Scamander Road from a resident who had earlier made a complaint about the configuration of the Upper Scamander Road junction with the Tasman Highway.

Both the complaint and map were forwarded by Council's Infrastructure and Development Services Manager to the Department of State Growth with a request for State Growth to provide comment.

In July 2020, State Growth responded as follows;

"Generally we don't disagree that a protected right turn lane would be of benefit. However there is no reported crash history at the site and the risk is somewhat mitigated by the lower speed limit. A project to improve the intersection is unlikely to prioritise against other State road safety schemes in the shorter term and the site is outside the scope of the Great Eastern Drive works program.

If you thought a right turn lane could be delivered relatively cost effectively as a Council managed project (i.e. in terms of improving level of safety for users of the local side road). A project submission for such a scheme could be submitted as a candidate for the 21/22 Black Spot program as a Safety Audit nomination. We are thinking this would likely compete strongly for funding allocation. I understand the invitation for 21/20 project nominations will likely be sent out in August".

Based on the response received from State Growth it is recommended that Council make submission for a Safety Audit of the intersection of Upper Scamander Road and the Tasman Highway under the 2021/2022 Black Spot program at cost to the programme.

Note: Council has already made a submission to the 2020/2021 Black Spot programme for the installation of a round-about at the junction of Quail and Medeas Streets, St Helens; as a result of the five year accident history at that intersection.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategies

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

Key Focus Areas

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

LEGISLATION & POLICIES:

Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

11/20.14.0 COMMUNITY DEVELOPMENT

11/20.14.1 Community Services Report

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

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
05/18.14.2.117	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 in discussion with the Gardens community as to the location of the temporary toilet.
08/18.8.2.182	20 August 2018	A report is sought providing advice in accordance with the requirements of <i>Section 65 of the Local Government Act 1993</i> for the information of Council at a future meeting and consider any advice as required from relevant State Agencies: That Council work with the Fingal Valley Neighbourhood House, the SES, local police and others to establish a Driver Reviver Site in Fingal at the Council owned Park and Public Toilet Facility on the Esk Highway. This site ideally should be operational before Christmas and operate through until after the Easter long weekend.	Awaiting a response from SES as to why this did not occur and when they intend to commence this project in our Municipality.

Motion	Meeting	Council Decision	Comments
Number	Date		
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.	This to be developed further as part of the Recreational Trails Strategy.
09/19.14.3.229	16 September 2019	 That Council: Replace the fence and fix the steps on the Medea Cove side of Kings Park; Work with Tasmania Fire Service to undertake an assessment as to whether Kings Park is currently a fire risk to adjoining properties; Commence the process to develop some walking trails and interpretative signage that helps to create a narrative that acts to generate a positive user experience within the Kings Park area. 	Advised the Works Department of Council decision to replace the fence and fix the steps. Walking trails to be discussed during the development of the Recreational Trails Strategy.
11/19.14.3.277	18 November 2019	 That Council in principle adopt the draft Disability Action Plan; and That Council seek community feedback in relation to the draft Disability Action Plan. 	Finalising process due to Covid 19 has been put on hold as required to go back to committee.
12/19.14.2.303	16 December 2019	 That Council support the Department of Communities Tasmania to undertake an examination of the feasibility of the key options identified. That Council commence discussions with Department of Communities Tasmania to transfer the green space at the front of the old Hospital (corner Circassian and Cecilia Street) to Council for community use. 	Council provided a response to Department of Communities Tasmania. Hospital currently being used by Ochre as a Respiratory Clinic.
02/20.14.3.22	17 February 2020	That Council develop a brief and call for Expressions of Interest to develop a Marine Facilities Master Plan for Georges Bay.	Draft document finalised – currently seeking feedback on what it would cost.
04/20.14.3.63	20 April 2020	That Council seek feedback from the sporting and recreational group users of the St Helens Sports Complex with the objective of consolidating proposed projects and preparing an updated master planning document to guide the Council in its future decision-making.	Currently working on draft letter to be forwarded to all users of the facility – November, 2020.

Motion	Meeting	Council Decision	Comments
Number	Date		
07/20.14.5.124	20 July 2020	 That taking into account the community comment: Council restrict the project to the area between the dune and the road referring all other matters to Parks & Wildlife Service to address as it is outside Council's leased area. Council design and build a toilet facility in approximately the same location as the existing toilet facility which blends with the surrounding environment. That Council utilise the existing bus shelter at Wrinklers; and That Council undertake the traffic movement improvements as identified with the Traffic Impact Assessment to improve the flow of traffic at the site and to correct the issue of sight distance that has occurred since the upgrade of the Wrinklers Bridge located on the Tasman Highway. 	Council received draft design of proposed toilet block – currently with staff seeking feedback.
08/20.8.2.134	17 August 2020	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 development of a Domestic/Family and Sexual Violence Strategy in order to demonstrate our commitment to making our community safer for everyone impacted by the trauma of interpersonal violence.	To be discussed further after presentation.
10/20.14.2.192	19 October 2020	 That Council consents as land manager for a Development Application to be lodged by the St Helens Football Club to replace the existing light towers at the St Helens Football Ground (St Helens Sports Complex); That Council will provide a contribution of \$5,000 towards the project; and That Council will commit \$10,000 towards the cost of installing a second transformer at the Tully Street entrance to allow enough power to feed into the St Helens Recreation Ground once the installation of the lights is completed. 	Football Club of Council

COMPLETED REPORTS:

Nil.

Council Community Grants/Sponsorship 2020-2021:

Program and Initiatives	2020-2021
Community Services	
Community Grants	30,000
Youth Services	8,000
Misc Donations & Events	7,500
School Prizes	1,000
Program and Initiatives	2020-2021
Community Event Funding	
Seniors Day	3,000
Australia Day Event	5,000
Swimcart	1,000
St Helens Athletic Carnival	2,500
Carols by Candlelight	1,600
St Helens Car Show (including Woodchopping	10,000
Fingal Valley Coal Festival	2,000
Pyengana Endurance Ride -	500
Game Fishing	2,000
Marketing Greater Esk Tourism	2,500
Volunteer Week	2,500
Bay of Fires Winter Arts Festival	14,000
St Marys Car & Bike Show	2,000
East Coast Masters Golf Tournament	2,000
Triathlon	2,000
World Supermodel	500
Mental Health Week	500
Mountains to the Sea Trail Fest	3,000
Council Sponsorship	
Funding for BEC Directory	2,000
Community car donation	2,500
St Helens Marine Rescue	3,000
Suicide Prevention Golf Day	1,000
Business Enterprise Centre	28,000

Updates on current projects being managed by Community Services:

St Helens Mountain Bike Network

The last remaining trail under construction, Mack10, being another 4.5km descent trail was not opened as planned for the holidays as the weather caused delays in the finish of this trail. The contractors will be back in November to complete the works and we will open this once ready which will most likely be by the end of November 2020.

Branding and Marketing

The new trailhead portal has been installed at Poimena and features both logos, Blue Derby and St Helens MTB and looks really striking.

The next step with the website is to add a donate button which will allow riders to donate via the website straight to the trails collective, the CC is working on this with the web developer.

The Bay of Fires Trail

The link trail that connects the Bay of Fires trail back onto the Blue Tier trail has been completed and was opened to riders in time for the November long weekend. The Blue Tier trail to Welborough and The Bay of Fires trail to Swimcart Beach now open and both trails commence at the one carpark and provide amazing vistas of the coast as well as providing walkers with a dedicated circuit around Australia Hill.

Community Events

Community Services have been working closely with event organisers to help them develop their COVID safety plans and hold successful events.

St Helens and St Marys Markets have recommenced and are being well attended.

2021

March

• Ten Days on the Island – 'If These Halls could Talk'

Ten Days on the Island October 12 at 2:35 PM · 👁

A very exciting announcement and creative collaboration with Island magazine for our upcoming 2021 Festival! #tendaystas #tasmania



Island magazine

October 12 at 2:17 PM · (*) We're delighted to announce the writers selected for the creative collaboration with Tasmania's Ten Days on the Island 2021 Festival, as part of their 'If These Hall Could Talk' project'*

Thank you to everyone who expressed interest. The extraordinary depth of Tasmania's writing talent shone through the 120+ excellent submissions we received.

The writers (and locations) are: Michael Blake (Scottsdale), Rachel Edwards (St Helens), Stephanie Eslake (Stanley), Katherine Johnson (Ross), Magdalena Lane (Sorell), Gabrielle Lis (Zeehan), Sandra Potter (New Norfolk), Bert Spinks (Liffey), Jeanette Thompson (Rowella) and Danielle Wood (Glen Huon).

Each writer will create a literary response to their designated regional hall/venue and its community. The works will be published in Island 161 and/or via Island's and the Festival's websites in March 2021. You'll then be able to travel Tasmania through the eyes of these exceptional Tassie writers and the fascinating 'voices' of 10 cherished venues.

*For more info on the If These Halls Could Talk project http://tendays.org.au/halls-signature-project/

• Dragon Trail MTB



Tasmania Opens Border to Most of Mainland Australia and New Zealand

In case you missed the much-anticipated news this week, Tasmania has opened its borders to Queensland, Western Australia, South Australia, Northern Territory, ACT, and New Zealand. This announcement is both exciting and reassuring for the 300+ riders currently entered in Dragon Trail 2021 which is set from the 18-20th March next year in the North East of Tasmania.

The Tasmanian Government is expected to make announcements soon on opening to New South Wales and Victoria.



New Entries Now Open

2021 has a limited number of additional new entries that are now OPEN online here. Tell your friends and don't miss out, less than 100 spots remain for 2021!

Event details at www.dragontrail.com.au

Fresh and Local

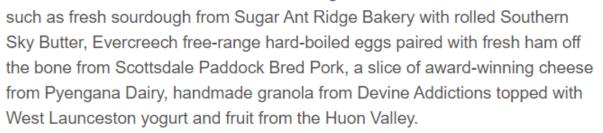
Supporting local businesses is crucial for the Dragon Trail - and it is a no-brainer when you have a fresh food supplier like East Coast Village Providore. Gary, Kate, and their team pride themselves on sourcing the best produce from local farmers & businesses.



Riders will reap the rewards of their knowledge and experience with delicious food at the event, from the gourmet breakfast boxes through to tasty snack options at the aid stations and supplying to the food trucks and vendors at our overnight camps.

Breakfast of Champions

If you love food as much as riding great trails, why not treat yourself to gourmet breakfast boxes each morning? We are working with East Coast Village Providore on a delicious menu to include ingredients

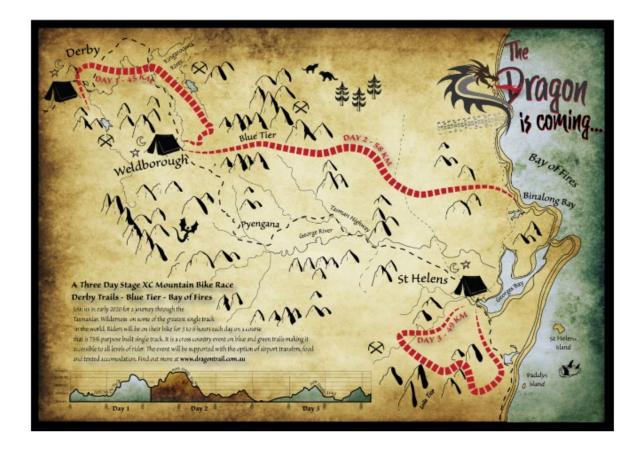


Select Breakfast Boxes while you enter, or log back in here to add them to your order.



Video Inspiration

Click and relax to a video showing you why Tasmania has gathered a reputation as a MTB Wonderland.



Don't forget to follow us on Instagram and Facebook for all of the latest updates.



Happy Training, Your Dragon Trail Crew

Driver Reviver Program

This project has been put on hold due to Covid 19.

Proposed Binalong Bay Swimcart trail

This project is still progressing through planning. Council staff are working with Government agencies around planning of proposed alignment and undertaking cost estimates as this project will require external funding.

Bay of Fires Master Plan

Draft brief currently being finalised in conjunction with PWS. Conversations to continue with PWS as to who will lead this process, Council's preference is to assist PWS in the development of this Master Plan. External funding for this project will be required.

Leaner Driver Mentor Program

Get In2 Gear is back up and running and slowly working through the backlog on the waiting list. There is a new mentor who is coming on board in a month or so, taking our numbers of mentors up to five (5).

On Road Hours:	63
Learners in the car:	8
Learners on waiting list:	3
Mentors:	5

Emergency Management

Council staff recently took part in an exercise with Government agencies in relation to the set up of evacuation centres if there is an emergency during Covid. The focus of the exercise was on evacuation and preparedness for COVID-safe evacuation to mitigate against potential COVID cluster/s or outbreaks during a concurrent emergency event.

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.

11/20.14.2Mannalargenna Day 2020

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community Services
FILE REFERENCE	005\017\004\
ASSOCIATED REPORTS AND	Nil
DOCUMENTS	

OFFICER'S RECOMMENDATION:

That Council provide the sum of \$2,500 towards the Mannalargenna event which is being held in December, 2020.

INTRODUCTION:

Reconciliation Tasmania seeks to assist the many Tasmanians seeking truth and reconciliation in order to make our State more welcoming and informed for all.

PREVIOUS COUNCIL CONSIDERATION:

November, 2019 Council meeting - a motion was passed that Council support this event for 2019 by providing the sum of \$2,500 towards the running costs of this event.

Recent Council Workshop discussion.

OFFICER'S REPORT:

We have been asked again by Reconciliation Tasmania to support this event by providing a financial contribution. The event is scheduled to be held on the 5 December, 2020. Due to Covid this event as under threat hence the late request for funding.

A successful event was held in 2019 to celebrate and honour the life journey of a "revered clan leader, formidable warrior and powerful spirit man" who belonged to the Tebrakunna Country.

This event celebrates the continued cultural connections to country in the North East Tasmania and to Mannalargenna. This event has been running for approximately five (5) years

LEGISLATION & POLICIES:

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.

STRATEGIC PLAN & ANNUAL PLAN:

Not Applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

This item has not been budgeted for in the 2020-2021 budget document which Council has approved.

VOTING REQUIREMENTS:

Absolute Majority.

11/20.15.0 DEVELOPMENT SERVICES

11/20.15.1 Development Services Report

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

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
01/19.8.3.6	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.	Report for discussion included in October Workshop Agenda.

Motion Number	Meeting Date	Council Decision	Comments
03/20.6.4.30	16 March 2020	Break O'Day Draft Local Provisions Schedule (Tasmanian Planning Scheme) (LPS)	Officers attended meeting 30 July 2020 with Tasmanian Planning Commission for post lodgement conference for the Break O 'Day draft Local Provisions Schedule (Statewide Planning Scheme). A request for further information has been received from TPC for which a response is currently being formulated.
04/20.15.3.66	20 April 2020	That Council ask the Tasmanian Government to provide it with information including the economic and social implications for Break O'Day community of possible changes to Future Potential Production Forest Land in Break O'Day municipality.	After a follow-up request no specific information has been provided to date. Research shall be conducted to inform Council, as best as can be, at a future Workshop - so Council can consider its position in the meantime, regarding the future of FPPF Land in Break O'Day.
06/20.15.3.101	22 June 2020	 It is recommended that Council: 1. Commence a targeted review of the Strategic Land Use documents guiding future development within Break O'Day. 2. Seek a return brief and fee proposal from industry specialists responding to the objectives and outlining any other key considerations and tasks considered necessary, that may not be included within the project scope for Council to consider. 3. Allocate \$50,000 in the 2020-2021 Council Budget to commence the review process. 4. Advise northern region Councils of its desire for a review of the Northern Tasmania Regional Land Use Strategy to occur and willingness to contribute towards a review being undertaken. 	Resources identified and actions commenced. Officers attended Northern Tasmania Regional Land Use Strategy Meeting 31 July 2020. RLUS & Strategic Planning Review Brief currently being finalised by staff.
10/20.15.4.196	19 October 2020	 That Council grant \$3,000 of Drought Weeds funding to an application for support of gorse control at St Marys on the Cullenswood, Millbrook and Sunnybanks properties. That the offer of Break O'Day Drought Weeds Grants to farmers continue until funds are fully committed and with proactive support to farmers to develop projects meeting the Guidelines for municipal Drought Weeds Grants 2020. 	Actioned.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
10/19.15.7.257	21 October 2019	 That Council, considering the community input on additional off-lead dog exercise areas for St Marys and St Helens, Declare these Exercise Areas under the Dog Control Act at the old St Marys Sports Complex (2 Gray Road) and to extend the Exercise Area at St Helens Sports Complex (Young Street St.). Declaration of these areas under the Dog Control Act, wholly or in parts, is subject to the installation of safe dog exercise facilities being completed and reported to Council for confirmation. Priorities for development of new dog parks in 2019-2020 are the eastern half of the proposed new dog park site at and the extension of the St Helens dog park at St Helens Sports Complex, to a minimal standard of facilities. Council review the site constraints prior to confirming being suitable – Old St Marys Railway Station. 	Building of the St Helens and St Marys Sports Complex Dog Parks is expected to completed this calendar year. Old St Marys Railway Station site is no longer being considered.
08/20.15.3.149	17 August 2020	That Council develop and Declare a new dog off-lead exercise area at Binalong Bay on one (1) of two (2) locations and invite community submissions for Council to consider regarding these possible sites: Council parkland on Felmingham Street, and Crown Land between Coffey Drive and Felmingham Street; in accordance with Division 2 of the Dog Control Act 2000.	Completed Decision at October Meeting to not develop and Declare a new dog off- lead exercise area at Binalong Bay.
09/20.15.2.173	21 September 2020	That Council notes a joint animal control enforcement campaign is being planned with the Parks and Wildlife Service for the October school holiday period, targeting dog access to beaches in Break O'Day.	Completed
10/20.6.1.179	19 October 2020	DA179-2020 – Change of Use – Tourism Operation and Associated Works – 25741 Tasman Highway, St Helens	Permit issued 23rd October 2020
10/20.6.2.180	19 October 2020	DA180-2020 – Road Upgrades to Great Eastern Drive – Tasman Highway, St Helens	Permit issued 26th October 2020
10/20.6.3.181	19 October 2020	DA201-2020 – Change of Use – Visitor Accommodation – 4/203 St Helens Point Road, Stieglitz	Permit issued 23rd October 2020

Motion Number	Meeting Date	Council Decision	Comments
10/20.6.4.182	19 October	DA220-2020 – Carpark Project – 49-53 & 63-65	Permit issued 21st October 2020
	2020	Cecilia Street, St Helens	
10/20.15.2.194	19 October	That Council approve the use of the name	Actioned & Completed.
	2020	"Cockatoo Court" for the new road currently	
		un-named off Eastern Creek Road, Beaumaris	
		(Subdivision Reference – DA252-2008).	
10/20.15.3.195	19 October	That Council grant permission to lodge a	Actioned & Application to be Lodged –
	2020	Development Application for the proposed	Completed.
		12m X 4m Prefabricated Steel Shed addition	
		located at the St Helens Works depot and	
		proceed with the works upon receipt of the	
		relevant planning and building approvals.	

KEY DEPARTMENT STRATEGIC OR OPERATIONAL MATTERS:

- ✓ Collaborative work ongoing with State Emergency Service and The LIST regarding use of Flood Modelling and its implementation;
- ✓ Request for Quotations Briefing document finalised for Request for Quotation for Strategic planning review work;
- ✓ Meeting attended to Planning Policy Unit and Northern Region Planners to discuss strategy for updating of Regional Land Use Strategy;
- ✓ DSC attended LG Professionals Conference on 1th October 2020;
- ✓ Advertising for Recruitment of Environmental Health officer commenced in conjunction with Northern Midlands Council;
- ✓ Advertising for Recruitment of Senior Planner commenced;

PLANNING REPORT

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

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	EOFY 2019/ 2020
NPR	2	3	6	8									19	
Permitted	3	3	4	2									12	
Discretionary	10	13	22	20									65	
Amendment		1	1	2									4	
Strata		1											1	
Final Plan				4									4	
Adhesion	1												1	
Total applications	16	21	33	36									106	259
Ave Days to Approve														

* Calculated as Monthly Combined Nett Days to Approve/Total Applications

31.33

30.5

32.47

Nett *

29.37

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

October 2020

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
		Amendment of Site Plan Altering the Land Area of	S56		
179-2019 AMEND	St Helens	the Common Property and Sealed Driveway	AMEND	2	2
038-2020	St Marys	Dwelling	S57	40	39
064-2020	St Helens	Presbytery	S57	177	23
179-2019 FINAL	St Helens	Staged Strata Development Final Plan of Survey	FINAL	43	17
206-2020	Scamander	Dwelling	S57	29	29
559-2005 FINAL 6	Beaumaris	Final Plan of Survey - Lots 12,13, & 33	FINAL	44	44
198-2020	Stieglitz	Shed	S57	41	41
272-2012 FINAL	Ansons Bay	Final Plan of Survey – 2 Lot Subdivision	FINAL	92	92
214-2020	St Helens	Signage	S58	24	24
229-2020	Scamander	Pergola Roofing	NPR	5	5
185-2020	Mathinna	2 X Machinery Sheds	S57	57	42
170-2020	St Helens	Increase Indoor Capacity	S57	64	33
230-2020	Akaroa	Dwelling Additions	NPR	2	2
191-2020	St Helens	Farm Machinery Shed	S57	43	42
196-2020	Fingal	Shed	S57	50	43
207-2020	St Helens	Shade Sail	S57	48	40
		Change of Use - Business & Professional Services			
197-2020	St Helens	and New Garage, Bedroom, Amenities & Office	S57	55	40
			S56		
048-2019 AMEND	Binalong Bay	Variation to Size and Elevation of Front Deck	AMEND	6	6
220-2020	St Helens	Cecilia Street Carpark Project	S57	22	22
204-2020	Falmouth	Dwelling Addition	S57	44	36
203-2020	Stieglitz	Front Fence	NPR	10	10
210-2020	Scamander	Shed	S57	38	38
179-2020	St Helens	Change of Use - Tourism Operation	S57	45	45
020-2018 FINAL	Falmouth	2 Lot Subdivision - Final Plan of Survey	FINAL	58	58
201-2020	Stieglitz	Change of Use - Visitor Accommodation	S57	53	53
227-2020	Akaroa	Deck, Bathroom & Access Alterations	NPR	11	9
248-2020	St Helens	Veranda	NPR	8	8
180-2020	St Helens	Road Upgrades to Great Eastern Drive	S57	69	69
255-2020	St Helens	Deck Addition	NPR	7	7
259-2020	Stieglitz	Porch	NPR	1	1
193-2020	St Helens	Dwelling, Garage, Shed & Crossover	S57	49	49
211-2020	Scamander	2 Lot Subdivision	S57	44	40
245-2020	Stieglitz	Change of Use - Visitor Accommodation	S58	10	10
205-2020	Binalong Bay	Dwelling & Visitor Accommodation Use	S57	38	38
131-2020	St Helens	Demolish Dwelling & New Dwelling	S57	40	39
249-2020	Scamander	Dwelling Alterations & Extension	NPR	2	2

TOTAL: 36

Projects Completed in the 2020/2021 financial year

Description	Location		Updates
Re-Roof of Amenities Section	Bendigo Community	Bank	Completed August 2020.
	Stadium		

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

Description	Location	Updates
Old Tasmanian Hotel Restoration Project Stage 1 – Complete First Floor Restoration, Reroof, External Repaint, New Access. Stage 2 – New Lift, Accessible Toilet & Rear Veranda	Fingal	 Milestone 2 Report Approved by Grant funding body; Stage 1 Completed 31 July 2020; Stage 2 Works commenced and scheduled for completion by Mid Feb February 2021 and official opening planned for February/March 2021.
Internal Alterations (Renovation of Men's Toilet & Change rooms)	St Marys Sports Centre	• Works Commenced and scheduled to be completed prior to end November 2020.
Additions & Upgrades to Portland Hall	Portland Hall, St Helens	 Works almost completed, minor electrical works outstanding. Scoping of works commenced for new budget allocation.
Demolish Existing Buggy Shed & Install New	St Marys Sports Centre	 Building Approvals obtained; Works commenced and scheduled for completion prior to end of calendar year.
Internal Fit-out	Scamander Surf Life Saving Club	 Works Commenced by Eastern Creek Building Services; Works scheduled for complete prior to end of calendar year.
New Shade Structure	Flagstaff Trail Head	• Works Commenced and scheduled to be completed prior to end of November 2020.

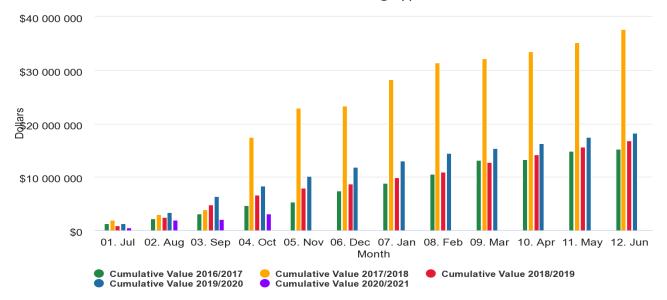
Approved Capital Works Program – Current Financial Year - not yet started

Description	Location	Updates	
New Amenities building	Wrinklers lagoon carpark	 Building Designer now engaged. Design concepts currently being prepared for consideration; 	
		 Regulatory approvals required. 	
Community Services Storage Shed	St Helens Works Development Application documentation curre prepared.		
Building upgrades	St Marys Railway Station	• Works scoping and scheduling of works to be confirmed.	
Weldborough Amenities Building	Weldborough	 Site and scoping of works on hold. 	
Re-Roof and Weatherproofing of athletics building	St Helens Sports Complex	• Works scoping and scheduling of works to be confirmed.	
New Shade Structure	Scamander	Concept plans developed;	
	Reserve	Final costings currently underway.	
Four Mile Creek Community Hub	Four Mile Creek	 Design work currently being finalised; 	
	Reserve	Regulatory approvals required.	
Marine Rescue Additions	St Helens Foreshore	 Community group have requested Councils Construction manager to oversee construction; 	
		 Works schedule compromised due to unknown location of existing services. 	

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

Building Services Approvals Report						
No.	BA No.	Town	October 202 Development	0		Value
1	2020 / 00129	St Marys	Demolition & New S	hed		\$45,000.00
2	2020 / 00143	, Ansons Bay	Addition to Dwelling	g - Deck		\$12,000.00
3	2020 / 00134	Scamander	Addition to Shed	<u>,</u>		\$15,000.00
4	2020 / 00173	Four Mile Creek	Additions to Shed			\$40,000.00
5	2020 / 00073	St Helens	New Dwelling x 2 in & Garage	corporating P	orch, Alfresco Area	\$468,000.00
6	2019 / 00192	St Marys	New Shed with Ame	New Shed with Amenities incorporating Veranda		
7	2020 / 00195	Scamander	Addition to Dwelling - Deck			\$24,000.00
8	2020 / 00109	Stieglitz	Demolish & New - Dwelling (Demolish) & Dwelling & Garage (New)			\$210,000.00
9	2020 / 00114	Akaroa	New Shed			\$15,000.00
10	2020 / 00185 Mathinna New 2 x Storage Sheds			\$101,000.00		
11	2019 / 00198 - STAGE 2	St Helens	New Dwelling incorp	porating Deck	 Stage 2 of 2 	\$73,000.00
FSTIN	ATED VALUE OF B		LS FINANCIAL YEAR TO	Ο Δ ΔΤΕ	2019/2020	2020/2021
20111				-	\$8,381,046.00	\$3,178,545.00
ESTIN	ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH 2019/2020					2020/2021
				October	\$1,965,000.00	\$1,032,000.00
NUM	BER BUILDING APP	ROVALS FOR FINAN	ICIAL YEAR TO DATE	MONTH	2019/2020	2020/2021

Cumulative Value of Building Approvals



ENVIRONMENTAL REPORT

Description	Updates
Flood Risk Management	Council's Community Development Grants funded St Marys Flood Management project has three activities underway. Construction of the Grant Street flood levee is progressing well, towards completion in coming weeks.
	with their joint application for Natural Disaster Risk Reduction Grants Program funding. The Impact Assessment project it will fund is the subject of a separate agenda item.
Drought Weeds Project	The Drought Weeds funding is open to applications until fully allocated. Applications are being received and more developed by framers, with assistance from council's Drought Weeds Officer.
Dog Management	A community lead initiative to improve outcomes for breeding shorebirds between Scamander and St Helens Point this season is getting support from the Parks and Wildlife Service, NRM North and Council. The trial involves additional signage and other communications and coordination with enforcement efforts and NRM North's <i>Defending the 'hood</i> project.
Climate Change	Two councillors and the NRM Facilitator joined in the annual <i>Tasmanian Climate Symposium: Research. Policy. Practice</i> - webcast online for the first time.
Cat Management	NRM North has recruited a new Regional Cat Management Coordinator; finalizing a regional strategy will be a priority now amendments to legislation have passed Parliament.

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	2020/2021		2019/2020	
	Persons	Vaccinations	Persons	Vaccinations
July - December			50	53
January - June			72	98
TOTAL	0	0	122	151

Sharps Container Exchange Program as at 5 August 2020

Current Year	Previous Year
YTD 20/21	YTD 19/20
5	3

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.

11/20.15.2 Implementation of Dog Management Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	01/19.8.3.6
ASSOCIATED REPORTS AND	EP05 Dog Management Policy 2018 (Previously circulated under
DOCUMENTS	separate cover)

OFFICER'S RECOMMENDATION:

- 1. That Council's strategy for implementing its Dog Management Policy is to work in cooperation with the Parks and Wildlife Service with what resources Council and they have available and includes: joint targeted compliance actions with publicity, coordinated signage for dog access zones and to develop strategies for effective communication and education together.
- 2. That Council seek commitment from the Parks and Wildlife Service to work cooperatively with Council to implement consistent and coordinated management of dogs in the municipality through Council's public processes for Dog Management Policy and Declared Areas, while recognising our different roles, objectives and responsibilities, and means for achieving them.

INTRODUCTION:

Council has been working more closely with the Parks and Wildlife Service on implementation of dog management since 2018, including coordinating enforcement, signage and education and communication efforts. Better cooperation and implementation was called for by many community submissions at the last Policy review.

Council resources for animal control is an on-going associated issue.

PREVIOUS COUNCIL CONSIDERATION:

12/18.15.5.315 Moved: Clr G McGuinness / Seconded: Clr J Drummond

1. That Council adopt the amended and revised Dog Management Policy 2018.

2. That Council declare the Declared Areas in the revised Dog Management Policy 2018, to apply for a period of six (6) years, in accordance with the Dog Control Act 2000.

CARRIED UNANIMOUSLY

01/19.8.3.6 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 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.

CARRIED UNANIMOUSLY

Previous Council Workshop discussion.

OFFICER'S REPORT:

Continuing local collaboration on dog management between Council and the PWS has recently be given a push for the 2020-2021 season by a community proposal for an increased enforcement and education program this season, with a 'trial' at Scamander and seeking increased animal control resources.

The proponents convened a meeting with senior PWS managers and Council representatives at St Helens in August for an update from BirdLife Tasmania on the situation of Break O'Day's significant shorebird populations and breeding success. The meeting also discussed the proposal for a Scamander trial of increased enforcement, signage and education effort.

Context

The Break O'Day Council Dog Management Policy includes a code relating to Responsible Ownership of Dogs (Sec.2) that shares responsibility for the Policy's successful implementation across the community. The code includes expectations for individuals and Council, including for Council: "Encouraging responsible dog ownership through education, awareness and enforcement and public bag dispensers ..." (Sec. 2.2).

Council's Policy is coordinated closely with the authority the PWS has on Reserves to control dogs and provides a single consistent approach to dog access. The legislated focus for the PWS on Reserves is conservation of natural values. The Dog Control Act and Policy provide means for Council to declare levels of dog access, frequently on PWS managed Reserves, while ensuring public health and safety and recognising wildlife values. Section 27 of the Dog Control Act 2000 requires Council to place signs for Declared Areas (dog access zones).

Shorebird issues

Break O'Day's beaches are very popular for dog walking and shared by many other beach goers as well, some of whom who don't particularly like dogs on the beach. Break O'Day's beaches are also the feeding and breeding habitat of a number shore and coastal bird species, some of which are protected migratory and threatened species.

A recent review by Dr Eric J Woehler, Convenor BirdLife Tasmania, of shorebird breeding pairs data since the 1990s found populations of shorebirds and terns are in decline statewide and the rate of losses is increasing for the hooded plover and many other species. Dr Woehler found Tasmania is a refuge for half the nation's (and global) breeding pairs of hooded plovers and sooty and pied oystercatchers. Break O'Day alone is considered, from current pairs data, to host internationally significant share of these global populations: nearly 7% of all hooded plover pairs (eastern sub species), over 2% of the pied oystercatchers and around 1% of several other shorebird species.

Implementation of Dog Management

Council has and continues to undertake education, awareness and enforcement activities and has increased deployment of public dog-waste bag dispensers. It also works with the PWS to have joint authorisation signs marking dog zones in place; Council producing the signs and PWS installing them on reserves they manage.

- Council's current signage of dog access zones is designed to provide essential information in a simple format that does not clutter open spaces and is affordable. While current signage has been updated in many places, it continues to suffer vandalism and needs continuous upkeep. Council and PWS cooperate locally to maintain signage on reserves for our mutual needs.
- Dog carers are expected by the Dog Management Policy to actively know the how, what and where of responsible dog ownership, including the beach dog zones. Education and enforcement (including signage) work in tandem to support that obligation.
- Over 10 years education and information activities, including five (5) yearly Policy reviews and community consultation, seem to have lifted levels of awareness in the community and responsible behaviour with dogs. More education has been called for, however events such as 'Dogs Breakfasts' to inform dog owners have struggled to attract and influence the audiences they seek. Recently electronic media have been used to good effect and are increasingly important and opportunities to better reach dog owner and other groups can be developed.
- Council and PWS have been increasing their patrolling and compliance actions on beaches under constrained resourcing conditions. Since the 2019-2020 season there have been joint enforcement efforts, including over the recent school holidays, and significant fines incurred (or pending as caution notices) for infringements at Binalong Bay and Scamander. Compliance efforts were also publicised to encourage behaviour change by others. Penalties under the Dog Management Act are higher than under PWS Reserves regulations and remain with Council. While the penalties are significant for those incurring them they are not compared to the costs of enforcement activities.

Joint Dog Management

Negotiating a coordinated approach with PWS for enforcement and education, sharing resources and effort, can produce benefits in improving 'responsible dog ownership' and reduce costs (for example shared signs), and certainty for ongoing joint dog management.

Joint dog management in Break O'Day has been underway and discussed with PWS at a local level for several years. Community input during the last Policy review in 2018 called for more and there has been discussion of strategies for a formal cooperation on dog management in Break O'Day. Recommended strategies for Council to coordinate implementation of its Dog Management Policy and Declared Areas with the PWS are:

- Council and PWS implement consistent and coordinated management of dogs in the municipality, acknowledging in cooperating, their different roles, responsibilities and means of achieving them (including resources)
- Use the Dog Management Policy and Declared Areas processes of Council, including community consultation, to align each other's roles and objectives
- Coordinate Council and PWS enforcement procedures and compliance activities and applying sufficient resources to support policy, signage and education efforts, to improve outcomes
- Joint dog management signage for stronger communication and to share the cost burden
- Identify shared education and communications strategies and implement them to improve responsible dog ownership, conservation of shorebirds and other wildlife, public health, safety and amenity.

Council enforcement capacity

Council enforcement capacity, such Animal Control Officer hours, is set in Council's annual budgets. It is then an operational matter for organisational resources and management to implement Council policy and strategies with what is available.

Council has reviewed resource allocations for this regularly, including for the current budget. Arrangements for animal control changed in 2012, from a staff compliance officer (part time) and options were investigated at the time. Staff at the time were not interested in taking on this authorised officer role and it was contracted out. This arrangement continues today, at one (1) day per week with some additional days more recently focussed on dog management enforcement.

The role involves many activities besides the enforcement of dog management and Declared Areas. Only a small portion of the current one day per week is available for patrolling Declared Areas.

All of Break O'Day's neighbouring municipalities have staff compliance officers and two have more than one, but all have roles and responsibilities besides dog management. Most PWS field staff are authorised under their legislation, but to regulate far more than just dogs on reserves and their primary day-to-day work is reserve management and works. The regional PWS office has staff dedicated to enforcement, including management of information and processes.

Opportunities to increase Council's capacity for animal control, to improve compliance outcomes for the Dog Management Policy in particular, will depend on resources allocated but also the availability of skilled and willing personnel, operational solutions and efficiencies to make the best use of them. Opportunities might include:

- Prioritising when and where effort is applied
- Reducing tolerance of or discretion for infringement (warnings, cautions and how many 'strikes')
- Joint activities and information sharing
- Integration with education, including media publicity.

The recent joint enforcement effort ('blitz') over the October school holidays applied these to good effect.

Recommendation

Council cooperate with the Parks and Wildlife Service, and seek a Parks and Wildlife Services commitment, to implement consistent and coordinated management of dogs in the municipality through maintenance of its Dog Management Policy and Declared Areas and improve outcomes from these with:

- Coordination of dog management enforcement activities
- Joint dog management signage
- Developing an education and communication plan to implement together.

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

- Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.
- Recognise and alleviate the issues and risks to the environment from our use, and the risk to us from a changing environment.

Annual Plan 2020 – 2021

Key Focus Area 3.3.1

Land Management - Develop the financial and human resources to undertake projects and activities which address environmental issues such as weeds and land degradation.

Action 3.3.1.5

Dog Management Policy - Secure a formal cooperative dog management arrangement with Parks and Wildlife Service.

LEGISLATION & POLICIES:

Dog Control Act 2000

The Act includes enforcement and compliance provisions and also requires (Sec. 27) Council to place signs for Declared Areas (dog access zones):

Sec. 27. Signs

A council is to erect and maintain signs sufficient to identify any exercise area, training area, prohibited area or restricted area.

Dog Management Policy (EP05)

- The community is entitled to expect that dog owners will be responsible and not create a nuisance and responsible dog owners are entitled to the community's respect as a dog carer.
- Council is entitled to expect that dog owners will be responsible and register their dogs.

Responsibilities (Sec. 2.2), for individuals include:

f) their dog is under effective control at all times, including when using off lead areas; *g*) their dog does not cause a nuisance to neighbours or the community;

h) their dog is not a threat or menace to members of the community or other animals;

i) they collect the faeces their dog drops promptly and dispose of them properly;

k) compliance with all regulations under the Dog Control Act 2000, including this policy.

And for Council:

e) Encouraging responsible dog ownership through education, awareness and enforcement and public bag dispensers for dog faeces.

Some of these reiterate provisions in The Dog Management Act 2000, such as 'under effective control' and not harming people or wildlife.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Resources for a Dog Policy implementation and activities will be subject to future consideration for the current and allocations in future budgets. Identifying these needs will depend on operational arrangements for resource sharing and cooperation developed with PWS, including implications for Council's own dog management operations.

If not within current budget allocations the cost of further needs will be bought to Council to consider.

VOTING REQUIREMENTS:

Simple Majority.

11/20.15.3 Grant for Flood Management – Lower George Floodplain and Riverworks Trust

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	017\006\002\
ASSOCIATED REPORTS AND	Nil
DOCUMENTS	

OFFICER'S RECOMMENDATION:

- 1. That Council participate in a new project addressing Lower George floodplain priorities in partnership with the Lower George Riverworks Trust.
- 2. That Council contribute \$4,000 towards the cost of the project plus in-kind resources.

INTRODUCTION:

A joint application for funding by Council and the Lower George Riverworks Trust to the SES and its *Natural Disaster Risk Reduction Grants Program* (NDRRGP) has been successful.

The application was for a project titled *Impact Assessment of likely changes in river course over the George River Floodplain.*

PREVIOUS COUNCIL CONSIDERATION:

Council discussed the project at its November Council Workshop.

Council has been collaborating with and supporting the Lower George Riverworks Trust for several years on flood risk and floodplain and George river management issues in the lower catchment.

OFFICER'S REPORT:

\$35,000 of funding from the NDRRGP has been awarded to Council and the Trust to undertake a project together examining the consequences for the community and economic sectors of Break O'Day of possible changes in river course over the George River Floodplain.

Last year Council and the Lower George Riverworks Trust developed a *River and Flood Management Action Plan* of priorities to address the sedimentation and avulsion threat on the floodplain. This followed a recovery project after the 2016 floods, which included a river management investigation highlighting continuing sedimentation on the floodplain makes it increasing likely the river will break out of its current channel and cut a new course over the floodplain ('avulsion').

An early priority in the Plan, with the expert advice that the *likelihood* of avulsion was more and more *likely*, is to undertake an 'impact assessment' to understand the potential *consequences*. This would then provide the scope and terms for a detailed flood management study to assess the risks and management options to address them, to an actionable level.

The new impact assessment will also involve stakeholders and the community, to help raise awareness of the risks faced on the floodplain and engage them in managing their floodplain risks.

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

Recognise and alleviate the issues and risks to the environment from our use, and the risk to us from a changing environment. (For example flood and fire.)

Key Focus Area

Water - Develop and implement strategies and activities to improve water quality and health within our rivers, estuaries and coastal areas and reduce the risks from flooding, inundation and erosion.

Annual Plan 2020 – 2021

Goal

Environment - Provide opportunities to access and learn more about our environment and the ways it can be enjoyed in a sustainable manner.

Strategy

Recognise and alleviate the issues and risks to the environment from our use and the risk to us from a changing environment (for example flood and fire).

Key Focus Area

Water - Develop and implement strategies and activities to reduce the risk of flooding, inundation and erosion within our rivers, estuaries and coastal areas.

Action

Manage Lower George Flood Risk - Implement Lower George Floodplain Action Plan with Riverworks Trust and secure funding for flood and river management works as well to undertake flood studies to quantify the risks.

LEGISLATION & POLICIES:

Water Management Act 1999 - the Lower George Riverworks Trust is a statutory body constituted under the Act

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The NDRRGP has notified Council and the Trust of our successful application for \$35,000 of funding for the Lower George Floodplain Impact Assessment project.

The project budget underpinning the application included.

Project stage	Cash	In-Kind
 Break O'Day Council/Riverworks Trust – project management, support & administration – In-kind and cash 	\$ 7,000	\$8 <i>,</i> 930
2. Floodplain avulsion scenario identification	\$ 8,000	\$3,103
 Socioeconomic research and analysis of avulsion scenario consequences 	\$ 12,000	\$1,184
4. Socioeconomic cost/benefit and options analysis	\$ 12,000	\$3 <i>,</i> 934
Stakeholder and community engagement and consultation		\$23,030
Sub total	\$39,000	\$40,181

As well as the grant funds the project budget includes a \$4000 cash contribution from Council, which is not currently provided for in the 2010-2021 budget. 'In-kind' contributions include involvement of the Trust and the community and stakeholder participants in the project. Council In-kind is from existing budgeted operations and services, such as media communications, project management and organising events and activities.

Council needs to make provision in its 2020-2021 budget for an additional \$4000 to implement this NDRRGP funded project plan.

VOTING REQUIREMENTS:

Absolute Majority.

11/20.16.0 GOVERNANCE

11/20.16.1 General Manager's Report

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

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
07/19.16.2.182	15 July 2019	In accordance with section 156 of the <i>Local Government Act 1993</i> , Council resolves to make a by-law for the regulation of the Trail Networks.	Draft By-Law currently being prepared.
08/20.8.1.132	17 August 2020	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 expressly provide for and regulate virtual attendance for councillors, to participate at meetings via teleconference, video-conference or other means of instant electronic communication.	Report presented to the October Council Workshop

COMPLETED REPORTS:

Nil.

Meeting and Events attended:

20.10.2020	St Helens	-	Tassies Top Tourist Town, attended the presentation to the Break O'Day Chamber of Commerce and Tourism by the Tourist Industry Council of Tasmania.
21.10.2020	Launceston	-	Northern Tasmania Regional Land Use Strategy, attended a meeting of the Policy Planning Unit with General Managers from the northern region Councils.
21.10.2020	Launceston	-	Northern Regional General Managers Meeting, focussed on workforce challenges affecting a number of areas of local government service delivery and opportunities to access funding available. Other matters of focus included progression of regional shared services and procurement; NTDC projects and regionally focused projects.
22.10.2020	St Helens	-	Burns Bay Car Park, meeting with representatives of Parks & Wildlife Service, GHD and boat ramp users to discuss operation of the site and car parking design having regard to site constraints.
26.10.2020	St Helens	-	East Coast Tourism Tasmania, general catch up meeting with Rhonda Taylor which covered off on development of the MoU, Visitor Information Service provision, grant funding opportunities focused on Tourism and more generally activities of ECTT.
27.10.2020	St Helens Via web	-	Worksafe Month, attended a GoToWebinar - The management of mental health issues in the workplace – the legal perspective (W32). Quite an interesting session with the main takeaway being the need to develop a Policy/procedure relating to Investigative processes relating to claims affecting the organisation. Relying on the processes of our Insurers is really not sufficient.
27.10.2020	St Helens Via web	-	Local Government Association of Tasmania (LGAT) – meeting of Owners Representatives to discuss the Annual report and matters relating to the forthcoming TasWater AGM. A number of questions raised around asset Valuation method and Depreciation along with delivery of the Capital Works program
29.10.2020	St Helens	-	Minister Roger Jaensch, initial meeting with the Minister and the Mayor focused on his portfolio areas of Parks & Wildlife where we touched on the projects we were pursuing in the Break O'Day area along with observations regarding the changes in RAA processes. Discussion also focussed on land use planning and the impact of the Regional Land Use Strategy on development within the State and the need for these strategies to be updated. Following the initial discussion a site visit and discussion occurred in relation to the disputed wharf face at the St Helens Wharf.
29.10.2020	St Helens	-	John Tucker MP, meeting involving the Mayor focussed on projects Council has identified so far for the forthcoming State Election.
29.10.2020	St Helens	-	Parents Matter Expo
30.10.2020	St Helens	-	Regional Development Australia – Tasmania (RDA), meeting with Sue Kilpatrick (Chairperson) which covered off on projects occurring in the Break O'Day area, impact of COVID 119 on the local community and economy, as well the focus of RDA (Tas). Sue Kilpatrick is also a member of the NTDC Board and the discussion also focussed on the range of NTDC matters which were currently occurring.

04.11.2020	St Helens	– Council Workshop
04.11.2020	St Helens	 TasWater, meeting with representatives Ailsa Sypkes, Ruth Dowty, and Matt Pigden as part of their engagement with Councils to discuss the financial results of TasWater along with the Dividend situation, forthcoming community engagement activities, views on the Capital Works program delivery and an update on the Legislative Council Inquiry
05 & 06.11.2020	Four Mile Creek	 Local Government Association of Tasmania (LGAT) – General Managers Workshop, included presentations and discussions with a number of State Government agencies including Tasmanian Audit Office; MAST, Local Government Division and Plan Build Tasmania as well as policy updates etc with LGAT.

Meetings & Events Not Yet Attended:

11.11.2020	St Helens	 Break O'Day Employment Connect (BODEC) Meeting
12.11.2020	St Helens	- BODC Flood Management and SES-Flood Policy Unit - understanding of joint
		roles and programs, opportunities for alignment and coordination
13.11.2020	St Helens	- Parks & Wildlife Service, meeting with the Manager Community Services and
		Donna Stanley, Parks & Wildlife Services
13.11.2020	Freycinet	 East Coast Tasmania Tourism (ECTT) – Awards Presentation
16.11.2020	St Helens	 Council Meeting

General – The General Manager held regular meetings with Departmental Managers and individual staff when required addressing operational issues and project development. Meetings with members of the community included Gary Barnes (Fingal Valley Neighbourhood House), Tania Fleming, Marcus & Peter Douglas, Leah Page, Michael Paterson (Telstra), Denis & Ann Buchanan, and Keith Faulkner (Cornwall Coal).

Brief Updates:

Northern Tasmania Regional Land Use Strategy (NTRLUS)

At the 22 June 2020 Council meeting, Council decided to commence a targeted review of the Strategic Land Use documents guiding future development within Break O'Day and to pursue an update to the NTRLUS. A key point prior to progressing with a review has been to get some clarity on updating the NTRLUS from a regional perspective and an understanding on where the State Government sits on the matter. From the regional discussions it is apparent that there are two main elements which need addressing; the Future Urban Growth areas for Launceston which are those in areas such as Prospect, Legana and Perth; as well as a range of more diverse issues for Councils similar to the ones we have identified. Following a number of discussions with Minister Jaensch and the Policy Planning Unit some clarity is developing in relation to the pathway forward. The primary (and basically over-riding) focus of the State Government is finalisation of the Local Provisions Schedules for all Councils. Amendments to the NTRLUS will be considered as packages of items and what this process looks like is not completely clear at this stage.

In the meantime, Council officers have commenced developing a Brief for Consultants to respond to as per Council's decision. It is anticipated that this Brief will be provided to suitably qualified and experienced Consultants in the next few months.

St Helens Wharf Situation

As a result of the meeting with Minister Roger Jaensch regarding the disputed wharf section we appear to have a clear pathway to move forward and resolve the dispute, the site visit was instrumental in the Minister appreciating our arguments that this is part of a working wharf.

Initially an engineering investigation needs to occur to provide a design for a replacement structure and to provide a cost estimate. It is accepted that the condition of the wharf is significantly deteriorated and there is no need to have someone look at it again. Following this funding needs to be secured for the replacement which is estimated to be in the region of \$1Million. Council will support the Minister in his efforts to secure this from State or Federal sources. Once the infrastructure is replaced then it is expected that MAST will most likely take this over subject to a decision of the Board.

The dispute in relation to responsibility/ownership has effectively been set aside, rather than waste time on legal argument the focus is on the solution.

Department of State Growth Road Condition

At recent meetings and workshops Councillors have raised concerns regarding section of the Esk Main Road, St Marys Pass and Tasman Highway which have deteriorated significantly in recent months. Council officers have been monitoring the evolving situation and have now written to the Department seeking advice on the works program to fix this noting that we are coming into the busy season.

Local Government Association of Tasmania – CEO

As Councillors are aware the CEO of LGAT, Katrena Stephenson, has announced her resignation from the position of CEO as she is taking up a position with Kingborough Council. During her time as CEO of LGAT she has been a great advocate for Local Government across a wide range of issues as well as being a valuable resource for Break O'Day Council to draw upon. It would seem appropriate to acknowledge the work Katrena has done for the sector and Council. It has been announced that Dion Lester, LGAT Policy Director will be taking on the CEO role.

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
Morrison Street, Falmouth	Affixing Common Seal	Final Plan of Survey	Number 12 – Miscellaneous
			Powers and Functions to
			the General Manager
North Ansons Road, Ansons Bay	Affixing Common Seal	Final Plan of Survey	Number 12 – Miscellaneous
			Powers and Functions to
			the General Manager
Skyline Drive, Beaumaris	Affixing Common Seal	Amend Sealed Plan	Number 12 – Miscellaneous
			Powers and Functions to
			the General Manager

Actions Approved under Delegation:

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

01.10.2020	337 Certificate	10 Coffey Drive, Binalong Bay	6809396
05.10.2020	337 Certificate	St Marys Newsagency, 3 Story Street, St Marys	6405244
05.10.2020	337 Certificate	13 Parnella Drive, Stieglitz	7184455
05.10.2020	337 Certificate	Warrens Way, St Helens	3557138
06.10.2020	337 Certificate	4/14 Doepel Place, St Helens	2628715
06.10.2020	337 Certificate	16 Tully Street, St Helens	6800818
06.10.2020	337 Certificate	11-15 Falmouth Street, St Helens	6780298
06.10.2020	337 Certificate	85 St Helens Point Road, Stieglitz	6790031
06.10.2020	337 Certificate	Aerodrome Road, Stieglitz	2923052
06.10.2020	337 Certificate	39 Steel Street, Scamander	7378620
06.10.2020	337 Certificate	Tasman Highway, Seymour	1971650
07.10.2020	337 Certificate	19 Frank Street, St Marys	6402385
07.10.2020	337 Certificate	179A Main Road, Binalong Bay	3041393
07.10.2020	337 Certificate	330 Mathinna Plains Road, Mathinna	2898512
07.10.2020	337 Certificate	154 St Helens Point Road, Stieglitz	7391198
12.10.2020	337 Certificate	805 Lottah Road, Lottah	2958597
13.10.2020	337 Certificate	22 High Street, Scamander	6783085
14.10.2020	337 Certificate	70-72 Main Road, Binalong Bay	3370023
20.10.2020	337 Certificate	23239 Tasman Highway, Scamander	2289880
21.10.2020	337 Certificate	58 Peron Street, Stieglitz	6785224
22.10.2020	337 Certificate	26 Maclean Road, Seymour	7797753
22.10.2020	337 Certificate	9 Luck Court, Akaroa	7440666
22.10.2020	337 Certificate	84 High Street, Mathinna	6414968
22.10.2020	337 Certificate	21-23 Rex Court, St Helens	1498867
22.10.2020	337 Certificate	1 Hakea Street, Ansons Bay	7184279
26.10.2020	337 Certificate	235 Ansons Bay Road, St Helens	7818622
27.10.2020	337 Certificate	25672 Tasman Highway, St Helens	6792600
27.10.2020	337 Certificate	29 Morrison Street, Falmouth	6401243
27.10.2020	337 Certificate	9 Burgess Court, Binalong Bay	6811103
27.10.2020	337 Certificate	86 Tasman Highway, Beaumaris	2932864
27.10.2020	337 Certificate	30 Moriarty Road, Stieglitz	6784790
28.10.2020	337 Certificate	36 Legge Street, Famlouth	7378700
30.10.2020	337 Certificate	833 Lottah Road, Lottah	7484925
30.10.2020	337 Certificate	39 St Helens Point Road, Stieglitz	6789786
30.10.2020	337 Certificate	37 St Helens Point Road, St Helens	6789778

Tenders and Contracts Awarded:

Tender Closing Date	Description of Tender	Awarded to
5 October, 2020	Upper Esk Road Pavement Remediation	Awarded to Tolley's
		Excavations.
5 October, 2020	Medeas Cove Esplanade Pavement	Awarded to Tolley's
	Remediation	Excavations.
5 October, 2020	Design & Construct Bridge 2398 – Forest	Currently being assessed.
	Lodge Road	
4 November, 2020	Gardens Road – Sight Distance Works	Currently being assessed.
4 November, 2020	St Helens Point Road Upgrade	Currently being assessed.

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.

11/20.16.2 Northern Tasmanian Development Corporation Ltd (NTDC) – Receipt of Quarterly Report

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

OFFICER'S RECOMMENDATION:

That Council receive the quarterly report of the Northern Tasmania Development Corporation (NTDC).

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

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

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

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

STRATEGIC PLAN & ANNUAL PLAN:

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.

Strategy

- Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses' to live and work in BOD.
- Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focussed service delivery.

LEGISLATION & POLICIES:

Section 21 Enterprise Powers - Local Government Act 1993.

21. Enterprise powers

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

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

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



Quarterly Progress Report

JULY TO SEPTEMBER 2020







The July to September quarter has been a (somewhat) return to normal for NTDC and perhaps a new normal for Northern Tasmania.

We have been back in our new office since the start of July and more meetings are being held face to face.

Our new independent Chair Anthony Mitchell was announced in July and hit the ground running with lots of meets and greets with Members, MPs and key stakeholders.

Our third quarterly Mayors' meeting was held in September and featured our first external briefing from the team behind a UNESCO Creative City's bid focused on gastronomy. While the word city is in the name, the bid seeks to capitalise on the region's competitive advantage in food and beverages.

At the meeting, the idea of marketing Northern Tasmania as a destination for mainlanders concerned about all manner of pain points in their lives such as congestion, climate change, affordability, lifestyle and now COVID-19, was raised as an opportunity. This fits in with NTDC's strategic priority for population growth and generated a good discussion. The idea of a prospectus selling all the great opportunities in Northern Tasmania was suggested and NTDC has been working on the messaging. It's envisaged the digital document will be something that we use as part of a direct social media campaign that includes geo-targeting mainlanders in major cities and getting SEO (Search Engine Optimisation) and Google AdWords for people searching about relocating to regional Australia so Northern Tasmania lands on top of the pops. We have a meeting with the Premier soon to discuss this and other population growth opportunities and want Northern Tasmania to be the pilot location to prove what we all think exists: a desire for people to work from home or operate their businesses remotely in a region that provides better lifestyle and community outcomes.

We launched the circular economy platform ASPIRE in all our Member Council areas. As you'd recall, ASPIRE is "Tinder for Waste", a website that connects business with waste resources with other businesses that can reuserepurpose or recycle that resource in their own supply chain.

Businesses with fewer than 20 staff can join ASPIRE for free. We have about 30 businesses registered but need to keep spreading the word and encouraging more to join and start selling and trading resources online. I've been briefing councils on the opportunity and have presented to MVC, NMC, GTC, WTAMC and BoDC as well as Bell Bay Advanced Manufacturing Zone. With Northern Midland's support, we will be talking to TransLink businesses and I'm addressing a Launceston Chamber of Commerce breakfast at the end of October.

Another circular economy initiative NTDC has supported through local governments Care and Recovery packages has been the Circular Economy Grants through the Northern Tasmania Waste Management Group. Grants of up to \$30,000 are available for businesses with a circular economy idea that adds value to the region. We have had a strong level of expressions of interest and are looking forward to supporting the delivery of these programs.

NTDC facilitated a workshop on the need for mental health and well-being focus in the workplace from a productivity angle. Knowing workplace absenteeism and presenteeism costs the Australian economy about \$18 billion a year pre-COVID, providing businesses with the tools to address mental health and well-being will be very valuable.

2



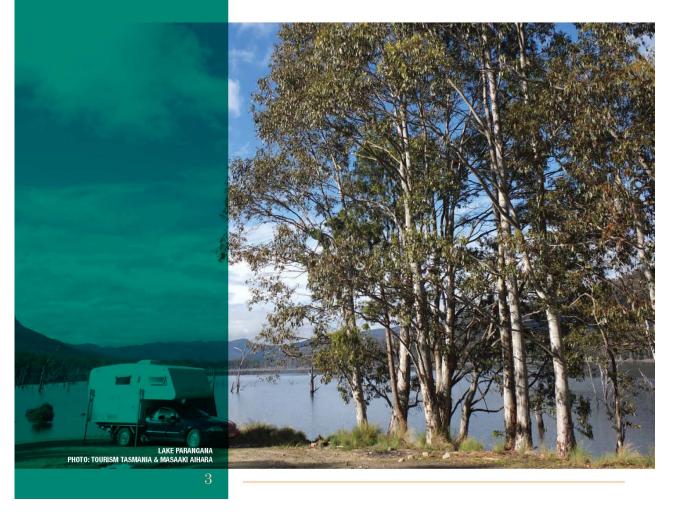
There will likely be a latent demand starting to emerge as staff get back in the office, people come off JobKeeper and businesses deal with the economic fallout. We have submitted funding requests to government and private business in this regard and are hopeful of getting support to do more work in this space.

Edward has put the final details on his Let's Get Working job ready seminar due for later this month. George has been facilitating regional land use planning scheme meetings and providing input into the transport strategy.

NTDC looks forward to delivering more activities in the final quarter of the calendar year and maintaining momentum into 2021 as we continue to focus on economic and social recovery initiatives.

the

Mark Baker Chief Executive Officer



POPULATION

Population Advisory Group

Networking Tips for Job seekers Population Program Manager Edward Obi has continued to work well in attracting and supporting new people to the region. Edward assists these migrants to revise their CVs and connect them to potential employers. During the COVID-19 pandemic Edward is keeping our <u>Facebook Jobs</u> page updated with available jobs as there are industries still looking to employ.

The Population Advisory Group met on 10 September to discuss key issues in the execution of the NTDC population growth strategy. Various recovery initiatives were discussed including raising awareness about the agriculture sector jobs in the region. The group discussed the upcoming Let's Get Working event as well as retention strategies in the wake of the pandemic and border closures.

One drawback of the pandemic is the restriction on gatherings and social events. The consequence was a scarcity of avenues for networking for job seekers. Fortunately, there is the internet to help keep people in touch. Northern Tasmania has the advantage of a robust NBN rollout that has made it the region of choice in remote working and internet availability. Below are two tips to help you continue networking throughout the COVID-19 recovery period:

- Attend virtual events/forums: The explosion of virtual events this year is an advantage you can put to fair use. Search for events in your area of interest and register for them. Some of these events use video conferencing technology so you should be at your best to make a good impression and form new connections.
- 2. Create a cohesive and exciting online presence: Your social media accounts may need updating and optimisation. Make sure your LinkedIn and other networking profiles are up to date for recruiters, potential employers, colleagues and friends. Endeavour to secure at least four recommendations on LinkedIn. Update your profile photos and make an overall effort to represent yourself professionally online.
- 3. Step out and stay safe: Northern Tasmania has had many restrictions rolled back, and this has made it possible for some events to take place under strict COVID safe rules. Take advantage of the available events and attend the traditional networking meetups while adhering to hygiene and social distancing rules.

These times call for healthier communities and better networks for businesses and job seekers alike.





POPULATION

Case Studies

Renee Saward

Renee Saward, a Launceston resident, exemplifies the importance of networking in landing jobs. She recently landed a job as a barista in a local cafe here in Launceston, and she got the job by the referral of a friend.

Renee said: "I put myself out there in a friendly and approachable way."

She also has an engaging online presence as she captures her journey in appreciating the variety of food and restaurants in Launceston. You can follow her journey on https://www.facebook.com/eateverywherelaunceston

Renee's advice for job seekers during the pandemic is: "Take the opportunity in front of you even if it's not perfect."

Edward Obi, NTDC's Population Program Manager, agrees with Renee.

"Taking up available jobs is about getting a foot in the door. As the economy continues to recover, the ideal opportunity will turn up."



RENEE SAWARD 5

QUARTERLY PROGRESS REPORT JULY TO SEPTEMBER 2020

POPULATION

Case Studies

Anh Woodward

Anh Woodward moved to Northern Tasmania with her partner from the UK a few years ago. After observing the business climate for a while, in 2019 she started her own boutique fashion business in the Launceston CBD.

Anh has a Degree in fashion/textile from Winchester School of Art & Design, England with more than 25 years dedicated to producing innovative bridal couture. Anh has also been involved as judge for Miss England competition and represented England in the Miss World Designer Award competition at the Miss World 60th Anniversary.

Her business was an instant success with clients coming in for bespoke bridal wear, evening wear and alterations. Her friendliness and professionalism endeared her to many.

However, the pandemic struck with devastating effects on the wedding industry. The restrictions that followed with social distancing, ended all formal and social gatherings. According to Anh, "Our business dropped to zero percent profit while still paying rent!"

Anh didn't rest on her oars during the lockdown. She went back to the drawing board and learned new ways to revive her business and make it resilient.

"During lockdown I have learned new skills to try to rescue my business," she said. "Using social media I developed my own website (<u>www.maocuture.com</u>) to showcase my products. MaoCouture will be launching our first ready to wear fashion collection in October2020. Designed and made in Tasmania!"

Anh has also taken advantage of the information and financial support facilities from the government to reopen her business.

Edward Obi, NTDC's population program manager, praised Anh's resourcefulness. "Anh has shown how a positive response to change can change a situation for the better," he said.



ANH WOODWARD ON THE LEFT



"Let's Get Working" Event

Edward has organised our Let's Get Working Event to be held on 23 October.

We are inviting job seekers and employers to attend a free session where they can hear from industry leaders and experienced professionals who will provide advice and guidance on finding meaningful work in Northern Tasmania. This event is a great opportunity to hear about the skills employers are looking for in the region, and also to expand networks.

There are 50 spots available, and we are on track to achieving capacity.

ET'S **RKING!**

WHEN **9AM-12PM** 23 OCTOBER 2020

WHERE **CITY OF LAUNCESTON TOWN HALL**

WHO IS THIS FOR? **JOB SEEKERS & EMPLOYERS**

HIGHLIGHTS **Career advice** Post-COVID Resilience building **Transferable skills Entrepreneurship 101 Experienced Speakers** Networking

AN EVENT WHERE JOBSEEKERS CAN GAIN INSIGHTS AND SKILLS TO HELP SECURE A JOB IN NORTHERN TASMANIA

Break O'Day 🛃 City of LAUNCESTON





WNTDC

LET'S GET WORKING! Speakers



ADAM MOSTOGL

DIRECTOR & ENTREPRENEURSHIP FACILITATOR, THE VAN DIEMEN PROJECT

FACILITATION, THE VAN DIEMEN PROJECT Adam is an experimence devalution, advisor and mentor in the entrapreneurship space having heighted 142.500 students sunce 2011 & heighted staft numerous businesses) as well as necograded for his community, social enterprise, business development and innovation work across Tasmania and into Victoria, in 2017, Adam was necogritude as one of the top 30 Australian entropreneurs under the age of Journal of the Year.



ANDREW PITT LAUNCESTON CHAMBER OF COMMERCE PRESIDENT

Andrew is based at Neil Pitt's Menswe Andrew is based at Neil Pitt's Menswear, one of Launceston's retail institutions. He is President of the Launceston Chamber of Commerce, Chair of the Greater Launceston Creative Citles Steering Group, and a Director the BOFA Film Festival.



ARI REICH NEW MICROBUSINESS CONSULTANT, APM EMPLOYMENT SERVICES Ari is a consultant with NEIS and will be speaking on the basics of entrepreneurship and small start-ups. He will also detail the resources available to support that cohort and how best to access and use it.



JAMES MCCORMACK EMPLOYMENT FACILITATOR TASMANIA

EMPLOYMENT FACILITION TASMANIA James is the Australian Government Employment Facilitator for Tasmania, working in the Education, Skills and Employment portfolio, James has worked in federal labour market initiatives across north and north west Tasmania since 2010, and is a first point of contact for workers facing redundancy. He also works with employees and hadustry groups on skills and labour issues around the region, and he is currently implementing the Local Jobs Program, announced by Employment Minister Michaelia Cash in early September 2020.



KARINA DAMBERGS FERMENTASMANIA CEO FOOD AND AGRICULTURE JOBS

F000 AND AGRICULTURE J085 Karina is the CEO of Fermen Tasmania, a Board Director of NTOC, a member of Seedlab Tasmania, and is the co-ownerr of Red Brick Road Cider. Karlina has atways been surrounded by agriculture. From growing up on a vitriward and or torbard in South Australia, to taking up the role of Sparkling Winemarker for Clover Hill in Tasmania in 2007 to being appointed CEO FermenTasmania in 2019. Karlna loves all aspects of the food industry, and will be taking about employment is the agricultural sector.

QUARTERLY PROGRESS REPORT JULY TO SEPTEMBER 2020

ASPIRE Launch

We held our media launch for ASPIRE and had great support from five of our seven Member Mayors who attended. There was good media coverage of the concept through The Examiner newspaper, ABC radio and Tasmania Talks radio program.

Interest in the platform has been solid with ASPIRE CEO having had about two dozen sign-ups. We have been working with not-for-profits like City Mission and Self Help who have signed up.

ASPIRE and NTDC has been briefing Member Councils was well as organisations like Housing Industry Association and Bell Bay Advanced Manufacturing Zone with briefings being arranged for TransLink businesses in the Northern Midlands and George Town Chamber of Commerce.

We have also had contact with a network in the building industry via the CEO of CBM. All in all, a promising start but more work to do to turn that into actual trading on the platform. If you have a business or group that you think could benefit from the ASPIRE platform, please reach out to NTDC.



QUARTERLY PROGRESS REPORT JULY TO SEPTEMBER 2020

Circular Economy Grants

NTDC has partnered with the Northern Tasmania Waste Management Group to design and deliver grants to businesses in Northern Midlands, Launceston, Meander Valley, West Tamar, George Town, Break O'Day, Flinders Island and Dorset for circular economy initiatives. Up to \$30,000 will be available for individual grants from a pool of \$300,000. The announcement was made at Launceston Transfer Station in Mowbray, where we were shown how the Styrofoam is recycled.







Northern Regional Land Use Scheme

Over the past few months Georgie has represented NTDC as we facilitate activities of a working group of Northern Tasmanian council planners to progress a proposal to amend the Northern Tasmania Regional Land Use Strategy (NTRLUS). The NTRLUS is the statutory regional plan for Northern Tasmania. It sets out the strategy and policy basis to facilitate and manage change, growth, and development to 2032. The last full review of the NTRLUS was completed in 2016. The policy, environmental, economic and demographic story of the region is changing and Northern Tasmania is primed for sustained growth over the next two decades and there are a number of proposed residential, industrial and other major projects planned for rural lifestyle aspirations. The NTRLUS must be revised to recognize the changing context and to enable (and not inhibit) the future growth and development of the region. The proposed amendments to the NTRLUS will provide certainty for the development sector and infrastructure providers.

Importantly, this is a unified regional initiative of the member Councils: Break O'Day, Dorset, Flinders Island, George Town, Launceston, Meander Valley, Northern Midlands and West Tamar. We are working collaboratively with the State Planning Minister, Planning Policy Unit and Planning Commission staff to effectively progress regional planning needs in Northern Tasmania.

Planning Minister meeting with GMs

As part of the Regional Land Use Scheme conversation, NTDC arranged a meeting with Planning Minister Roger Jaensch who attended the regular General Managers' meeting on September 11. GMs relayed their concerns about the proposed timelines and the Minister suggested some pain points could be solved by policy changes and recommended the Policy Planning Unit (PPU) attend the next planners' meeting. That has occurred and NTDC will be helping follow up outcomes with GMs, planners and the director of the PPU on October 21.

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Mental Health and Resilience

We have arranged a first meeting with stakeholders interested in exploring the business benefits from a productivity outcome of a mental health and resilience focus. Healthy Tasmania has supported NTDC to develop a paper regarding mental health and productivity. As you will see from the paper, NTDC is eager to better understand the impacts of mental health on productivity in the region, and explore opportunities for supporting improved mental health outcomes for Northern Tasmania.

The July 22 meeting was an initial conversation to discuss the merits and potential opportunities of the project. We have identified a variety of stakeholders with a specific knowledge base and expertise across a wide range of areas from industry, to service supports, to economic development, regional development and the health and mental health sector. It is hoped organisations like St Luke's can contribute some seed funding to map out a full plan that would include some research for base level data. RSVPs are promising and there is enthusiasm for the concept from stakeholders and Mental Health Minister Jeremy Rockliff.

Our work promoting mental health from a workplace productivity angle continues to show promise with NTDC and Healthy Tas putting a pitch to the Pulse of Tasmania funding round (an initiative by StLukes, MyState and TasPlan) for COVID recovery projects. Healthy Tas director Lucy Byrne and Mark spoke with the person from TasPlan who is shortlisting the applications and got a very positive response to the concept.





Launceston Transport Strategy

Seedlab

Event

Tasmania

First Harvest

Over the last few months Project Manager Georgie Brown has represented NTDC as an invited key stakeholder in a series of workshops to develop a Launceston Transport Strategy (LTS), addressing the following themes:

- » Greater Launceston Transport Vision and Key Transport Performance Indicators
- » Walking and cycling in Launceston
- » Public transport in Launceston
- » Driving and parking in Launceston
- » Key initiatives and implementation

The Launceston Transport Strategy will provide an understanding of the city's transport opportunities and challenges, a 20-year transport vision and a list of collaboratively developed initiatives that can be implemented by the City. It aims to ensure that good transport networks support Launceston to achieve economic, tourism and investment growth while retaining and enhancing the existing character and liveability enjoyed by the community. NTDC has encouraged recognition of the strong co-dependent relationship of Launceston with its surrounding region and the importance that the LTS consider the need for effective and consistent transport networks between the region and the City. Shortly the Draft Launceston Transport Strategy will be released to the public for a four week consultation period. The Launceston Transport Strategy is expected to be completed by 26 November 2020.

Seedlab Tasmania hosted a First Harvest Event at New Norfolk Distilleryon October 3, which was a great opportunity to meet and hear from 15 fired up Founders of start-up food and drink, and agri-tourism businesses from all around Tasmania, all of whom have taken part in the first Seedlab Tasmania Cultivate Programme – a 6 month Accelerator Programme to help them start, scale and grow to become export-ready.

Read more information in their media release in Appendix C.



QUARTERLY PROGRESS REPORT JULY TO SEPTEMBER 2020

Mayors' Quarterly Catch-up

CEO held the third quarterly catch up with the Mayors on September 3. It was the first time we had an external briefing to that meeting with Andrew Pitt joining to brief mayors on the UNESCO Creative Cities bid that is part of our recovery document.

The meeting was attended by Christina Holmdahl, Wayne Johnston, Greg Kieser, Mary Knowles, Mick Tucker, Albert Van Zetten and NTDC Chair Anthony Mitchell (via zoom). Annie Revie was an apology.

The Mayors provided an "around the grounds":

George Town - Greg Kieser

- » George Town Council has a lot of work going on
- » Expansion plan
- » Hydrogen
 - ARENA Hydrogen Funding Woodside has been successful
 State side 23 separate applications for funding
- » Bought the old RSL building
- » RLUS strategy GMs looking on a unified response. Roger Jaensch will join the GMs Meeting
- » It was emphasised that the voice is stronger if NTDC communicates for all councils

Break O'Day - Mick Tucker

- » Council had a fantastic win with St Helens awarded top tourism town
- » The community has been supporting council
- » Boardwalk opening
- » Another mountain bike trail opening up helping tourism in winter
- » Mick emphasised the need to work together and collaborate
- » Seeing some strong positives across the Council and community
- » Job action package working with government to identify jobs for the future
- » Mary suggested a future collaboration between 3 councils mountain bike track for Ben Lomond

Albert Van Zetten

- » The August snow received a lot of interest, phone calls from all over Australia asking about it. Good to have Launceston in the news
- » Council going well under Michael Stretton's leadership
- » UTAS announcement = more jobs. Great development for the city

Wayne Johnston

- » Good that GMs are catching up on a regular basis, with Mark. Starting to work together well
- » Various developments happening. Had a set back with Meander primary school
- » Wayne would like NTDC to represent the councils to get TasWater in front of us
- » Issues with TasWater Wayne would like NTDC to communicate on behalf of councils to express frustrations
- » Regional prison state expecting Council to do the heavy lifting

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QUARTERLY PROGRESS REPORT JULY TO SEPTEMBER 2020

Mayors' Quarterly Catch-up

Mary Knowles

- » Northern Midlands Council doing very well
- » Highway completed, Perth is going gangbusters
- » A lot of projects and developments Industry and households
- » Fair bit of snow damage
- » Successful appeal to the airport

Christina Holmdahl

- » West Tamar Council travelling very well
- » Council expected that COVID would bring a lot of financial difficulty, but it has not
- » \$5M from government for two recreational projects Gravelly Beach and Beauty point
- » Dealing with government timeframes for new school in Legana educational & sports precinct. Working to acquire as much land as they can. Long term prediction – at least 10,000 people living in Legana
- » State government will spend \$12M tweaking safety issues on the West Tamar high way, make a difference to users/commuters.
- » Mayor reiterated that NTDC have West Tamar's support





11/20.16.2Northern Tasmanian Development Corporation Ltd (NTDC) – Receipt of Quarterly Report



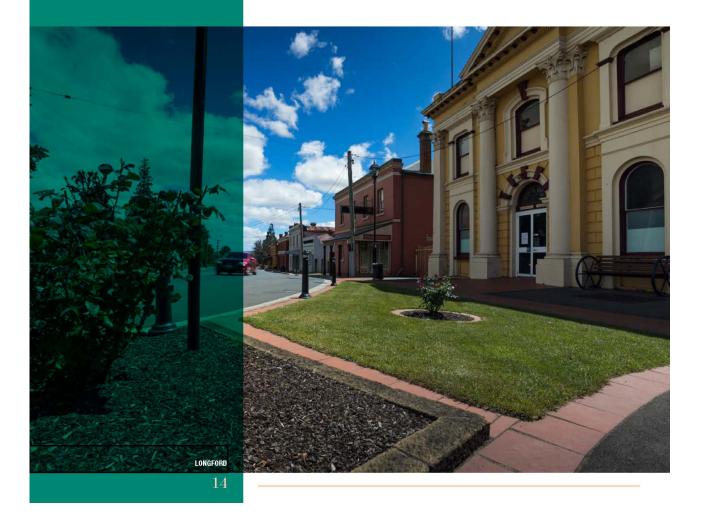
HUMAN RESOURCES Chair Recruitment Director Recruitment

Executive Assistant Recruitment

Anthony was appointed during the period and has hit the ground running with a lot of meet and greets with mayors, MPs, stakeholders and peak groups in the region.

Applications for Board Directors closed on 28 September. The Board are currently reviewing candidates to shortlist and interview.

We are advertising for an executive assistant to replace Anna who has returned to Western Australia. Anna will continue to work remotely until a replacement is appointed.



Office Update

We have largely returned to the office but offering some flexibility for working from home. With our fellow tenants, we have purchased desks and partitions leftover from StLuke's Health at a very good price to give NTDC more floor space and a more professional appearance. This installation will be completed over the coming weeks allowing enough space for all staff to work COVID safe in the space allocated.



CEO 0409 356 183 mark@ntdc.org.au



Projects Manager 0418 172 606 georgie@ntdc.org.au



Population Program Manager 0469 827 427 edward@ntdc.org.au



ANNA DI CAMILLO

Executive Support & Communications 0400 338 410 anna@ntdc.org.au

Contact Details

OFFICE ADDRESS Suite 1, Level 1, 63-65 Cameron Street, Launceston TAS 7250 POSTAL ADDRESS PO Box 603, Launceston TAS 7250 OFFICE PHONE 0400 338 410 OFFICE EMAIL admin@ntdc.org.au WEBSITE https://ntdc.org.au/

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Appendix A

MEDIA HIGHLIGHTS & MEDIA RELEASES



OUNTAIN BIKE TRA PHOTO: STU GIB



NTDC Media Release

Date 3 July 2020

Virgin flights set to resume from Launceston in late July

Northern Tasmania Development Corporation has welcomed the news that Virgin Australia will resume flights to and from Launceston Airport.

Virgin, which was sold to Bain Capital earlier this week, has revealed plans to resume 17 routes by August, which includes flights from Launceston to Melbourne and Sydney by the end of July.

NTDC interim chair Professor Sue Kilpatrick said regular air services were critical to Northern Tasmania's future.

"Crucially, attracting new residents, tourists and exporting our fresh produce interstate and overseas all rely on connectivity," Professor Kilpatrick said.

"Launceston Airport puts our region just one hour from Melbourne. We must advocate for continued reliable, affordable and regular passenger and freight services."

ENDS

For more comment, please contact Mark Baker on 0409 356 183



ntdc.org.au P: +61 400 338 410 E: admin@ntdc.org.au



NTDC Media Release

Date 7 July 2020

City of Launceston Development Approvals

Northern Tasmania Development Corporation has congratulated City of Launceston Council for its record development approvals last financial year.

NTDC chief executive Mark Baker said it was very pleasing to see continued growth in both the number and value of developments being approved in the city.

"Business and development runs on confidence and this shows there remains confidence to continue to invest," Mr Baker said.

"Whether that is multi-million-dollar hotels, new residential subdivisions, CBD fit-outs or simple mum and dad renovations, it all keeps the local economy ticking over and adds a multiplier effect to money spent locally.

"With more than \$215 million of developments approved, these projects will be a critical antidote for any downturn caused by the COVID pandemic."

Mr Baker also noted the quick turnaround of assessments, which was another crucial factor in doing business and seeing economic growth.

"The fact that the average assessment time was almost twice as quick as the legislated period also gives people certainty to get on with the job."

ENDS

For more comment, please contact Mark Baker on 0409 356 183



ntdc.org.au P: +61 400 338 410 E: admin@ntdc.org.au



13/7/2020

NTDC Media Release

NTDC New Chair Appointed

Northern Tasmania Development Corporation has appointed Anthony Mitchell as its independent chair to lead the organisation through the COVID recovery period and beyond.

Mr Mitchell is a globally experienced senior executive, chairman and board member, specialising in strategic transformation. He has worked across the world in diverse and complex industries and cultures in North America, Asia, Africa, Europe and the Middle East.

He holds an MBA (Exec) with a major in strategy from Sydney University and postgraduate diploma in Organisational Leadership from Oxford University.

Mr Mitchell said it was a privilege to be appointed chair of NTDC and assist the economic development of an area with tremendous potential and maintaining momentum was a key focus of his and the board. "The economic development strategy developed by NTDC provides a clear pathway for the advancement of the region," he said.

"While COVID is an initial setback, it will in no way restrain us from immediately establishing the engagement, execution processes and structural frameworks necessary for its implementation. In fact, COVID only strengthens our resolve to move forward with it at speed. It also underscores the need for us to all 'work together' in overcoming its challenges, and in the development of the region as a whole.

"The region is rich with a wealth of resources and skills and offers an enormous amount not only to the broader Tasmanian and Australian economies, but to the global marketplace."

NTDC is owned by seven local government councils - City of Launceston, West Tamar, Meander Valley, Northern Midlands, George Town, Break O'Day and Flinders Island.

Member spokesman City of Launceston Mayor Albert van Zetten said Mr Mitchell's global experience and track record in delivering strategic and cultural change would be a tremendous benefit for NTDC and the region.

"We're very pleased to welcome Anthony to NTDC," Councillor van Zetten said.

"He's a global operator with a proven track record. He's a citizen of the world who has been involved for many years in strategic management and business transformation at a very high level.

"We're looking forward to working together through NTDC and seeing Northern Tasmania become one of the great regional areas of the world."

PO Box 603 Launceston TAS 7250 ntdc.org.au P: +61 400 338 410 E: admin@ntdc.org.au

Members also recognised Professor Sue Kilpatrick who served as interim chair since November. Professor Kilpatrick welcomed Mr Mitchell and said his appointment would bring new skills and strategic direction.

"NTDC's future will be well-positioned under Anthony who will bring a step-change to the organisation and region," she said.

Mr Mitchell founded a consulting company focussed on strategy, execution, change management, performance management and capability development and has worked with diverse organisations such as the Prime Minister's Office of Singapore, Timor Leste Government, Apple Computer, CPA Australia, Emirates Airlines, Westinghouse, Phillips, Halliburton, Unilever and Prudential.

Among his experience in chairing various organisations was developing and leading Oxford University Alumni professionals in an innovative leadership forum attended by CEOs and senior executives from the USA, South America, the United Kingdom, Europe, SE Asia, Australia and New Zealand. The program attracted 20 very high-level key academics and speakers from around the world including Oxford and Yale faculty, dignitaries such as the third highest ranking official at the United Nations and a former Prime Minister, a former direct report to US President Ronald Reagan, as well as a number of senior executives such as the Deputy Chairman of the London Stock Exchange.

ENDS

For more comment, please contact Mark Baker on 0409 356 183

PO Box 603 Launceston TAS 7250 ntdc.org.au P: +61 400 338 410 E: admin@ntdc.org.au









30/7/2020

Joint Media Release

Call for Grants Program

Tasmanian regional economic development bodies have called on the federal government to co-invest in a grants program to increase new jobs.

The proposal would see the federal government match dollar for dollar expansion plans from private enterprises that could show new employment outcomes.

The joint call comes from Regional Development Australia - Tasmania, Cradle Coast Authority, Northern Tasmania Development Corporation and the Southern Tasmanian Council Authority.

RDA Tasmania chief executive Craig Perkins said the rationale of the program was to support the economic rebuild and investment in Tasmania by providing sustainable employment opportunities, particularly for people and sectors who have had employment negatively affected by COVID-19.

"These grants will enable businesses to build scale and capability to be competitive in new or growing markets that create sustainable employment," Mr Perkins said.

The minimum grant application would be \$50,000 capped at \$1 million.

CCA chief executive Daryl Connelly said enterprises that can show their plans would create new jobs would be eligible to have their contribution met dollar for dollar.

"As well as creating new jobs in regions, the expected outcome of the proposed grant program would be increasing workers' skills and knowledge, enabling local businesses to reach new customers, locally, nationally and overseas and boosting the competitiveness, productivity and profitability of regional businesses," Mr Connelly said.

Southern Tasmanian Council Authority Bec Enders said the proposed grants matched many of the recommendations from the Premier's Economic and Social Recovery Advisory Council.

"PESRAC has recommended the state government take an active approach to engaging with the private sector to facilitate major projects and while this proposed grants program would be federally funded, it would assist with such an aim," Councillor Enders said.

NTDC chief executive Mark Baker said strict criteria would govern access and oversight of the proposed grants.

"Applicants would need to show their capacity to complete the projects and what the return on investment would be, as well as how it would match local strategies and deliver an economic benefit to the region," Mr Baker said.

ENDS

For more comment, please contact: Mark Baker (NTDC): 0409 356 183 Craig Perkins (RDA): 0409 395 195 Daryl Connelly (CCA): 0488 333 893 Bec Enders (STCA): 0498 213 515

PO Box 603 ntdc.org.au Launceston TAS 7250

P: +61 400 338 410 E: admin@ntdc.org.au

examiner.com.au

Saturday August 01, 2020 THE EXAMINER 3

New grant program call

BY MATT MALONEY

STATE regional development organisations have proposed the federal government pro-vide grants to businesses with plans to expand to cre-ate jobs during the coronavirus recovery period.

The four bodies want the federal government to match expansion plans from private businesses dollar for dollar

with a minimum grant appliwith a minimum grant appli-cation of \$50,000 and a cap of \$1 million. The call comes from the Northern Tasmania Development Corporation, Cradle Coast Authority, the Southern Tasmania Council Authority, and the Regional Development Rustralia state body. RDA Tasmania chief ex-ecutive Craig Perkins said the rationale behind the call

was to help rebuild Tasma-

ed outcome of the proposed essary oversight. "Applicants would need to show their capacity to complete the projects and what the return on investment would be," he said.

STCA representative Bec Enders said grants program matched many recommendations from the Premier's Economic and Social Recovery Advisory Council's interim report.



Craig Perkins

Saddle up for horses' birthday



shape ΓΕ ΤΟ See inside for polling places. They're open from 8am to 6pm.

uninutes tas seven Litono oni 701 Tesmanan

Harker of Hagley quash bid fails

human being that the state Nepalese project meeting. odology for Alternatives to Assumed that name to?." Mr The Peaceful Pathways Violence," Ms Subba said.

tion to set aside or vary the control one and penaltics but dismussed the applica-tion. - NICK CLARK



PRODUCTIVE TALKS: Peaceful Pathways facilitators Sariu Subba , Dolman Rai, Manita Hangkhim, Pabitra Subba from Bhutan, Picture: Neil Richards

Peaceful paths forged at Rocherlea forum



RED Cross volunteers with the Peaceful Pathways Pro-

The Peaceful Pathways Violence, MS Subbasaid. Brown asked. He said that under the He said that under the He said that under the ment Act he had the discr-ment Act he had the discr-ton to set asked or vary the convictions and penalties. It uses the Alternatives The Peaceful Pathways Violence, MS Subbasaid. Project is an initiative aimed at helping newcomers to Australia to build mean-ingful bonds with their People could express the is the autor of the autor of the autor of the autor of the People could express the is the autor of the autor of the autor of the People could express the is the autor of the autor of the autor of the People could express the is the autor of the People could express the is the autor of the People could express

lent means.

Peaceful Pathways facilitator Pabitra Subba said the function went well.

on went well. "It was about seven parject met at Rocherlea on ticipants that gathered and Sunday to host the state-first we followed the same meth-

conflicts through non-vio- able to hold the forum in Nepalese was advantageous Red Cross volunteer and in that participants could freely express themselves in their primary language. "I felt like when we were

T left like when we were cause it's a completely new give them the skills to build a doing the feedback session environment than the one in from our people, they said Bhutan," Ms Subba said. they really got into the depth Fellow Red Cross and of activities of the Peaceful Pathways Project, "she said. Eduard Obi moved to Tas-"We feel like we really achieved what were we wanted to... they were able to

share their stories openly."

"As a member of the Bhutanese community, I think it's my responsibility to help our people who have recently moved to Tasmanian because it's a completely new

mania with his family from Nigeria and works at the Northern Tasmania Development Corporation.

He said generally he was very happy to volunteer with Red Cross and in particu-

program is to reach out to community members ... and empower them with prob-lem-solving and conflict management skills and help give them the skills to build a

when I saw the opportunity I

when I saw the opportunity I took it up. "The Peaceful Pathway Project is something every-one should be a part of because of the Alternatives to Violence methodologies lar the Peaceful Pathways and tools it equips partici-Project. "The essence of the pants with."

Buckby Motors buys NW site Cambria major projects call BUCKBY Motors has pur-ue to occupy the showmore, is 100 per cent Tusmanian. STAKEHOLDERS opposed chased a high-profile devel. The atte's balance provides around and comments in



NTDC Media Release

Date 10 August 2020

ASPIRE - Circular Economy

Northern Tasmanian businesses are now able to divert tonnes of waste product from landfill via a website described as "Tinder for waste".

The digital platform ASPIRE works on circular economy principles and connects producers of waste with those who can reuse, repair, remake and recycle the products.

George Town, City of Launceston, Meander Valley, Break O'Day, Flinders Island, West Tamar and Northern Midlands have signed on to the platform and people and businesses in those council areas with fewer than 20 staff can use it for free, while larger businesses are encouraged to also join for a fee.

Northern Tasmania Development Corporation has played matchmaker between <u>ASPIRE</u> and its Member Councils to bring the platform to Northern Tasmania.

NTDC chief executive Mark Baker said the concept of a circular economy was becoming increasingly mainstream and complemented Tasmania's competitive advantage in renewable energy and plans to produce green hydrogen.

"Increasingly, the world is moving away from a take it, make it, break and throw it out mentally to a reuse, repurpose, repair, recycle," Mr Baker said.

"For generations we have been putting hundreds of thousands of tonnes of waste into landfill without fully recognising its potential. Such is the size and missed opportunity of that waste, some countries are actually mining their landfill for chemicals and minerals. Northern Tasmania is not at that stage, but this ASPIRE platform is a first step in proving the benefits of a circular economy approach."

ASPIRE was started at the CSIRO and has worked with hundreds of councils and businesses across Australia to drive environmental and economic benefits.

One example of a manufacturer of yeast for the baking industry saw it divert more than 160,000 tonnes from landfill to feedstock for supplements for nearby farms and produce electricity via methane power from bio-digestion.

The financial and environmental cost benefits were also substantial with the company saving more than \$40,000 per year in getting the waste to landfill and preventing more than 3000 tonnes of landfill, more than 700 tonnes of carbon dioxide and saving more than 60,000 litres of water.

The construction industry, which accounts for about 80 percent of waste products, is also seen as a potential user.





The 12-month trial of ASPIRE is being overseen by NTDC and the Northern Tasmania Waste Management Group.

Northern Tasmania Waste Management Group chairman and George Town Council general manager Shane Power said consumers were becoming more environmentally aware and socially conscious, which was reflected in their buying decisions.

"Businesses that demonstrate commitment to the circular economy will appeal to this market segment as well as doing their bit to reduce environmental impacts," Mr Power said.

"We expect existing businesses will benefit through reducing costs associated with landfill but also add new revenue streams through maximising value from their business processes from large manufacturing to small niche industries or even service providers.

"We also expect new businesses will evolve in the remanufacturing and recycling processing space, creating job opportunities, including social enterprise, maximising resource value and enhancing the regional economy."

Mr Power said Northern Tasmania already had some great examples of local business and industry leading the way in the circular economy and was confident ASPIRE would provide a marketplace that complements established circular economy ventures.

"It will also encourage existing businesses to embrace circular economy principles, knowing it not only contributes to a sustainable environment, but makes great business sense also."

ASPIRE chief executive Cameron McKenzie was thrilled to launch the platform in Northern Tasmania. "We look forward to working with the councils and business community to introduce ASPIRE as a solution to reduce their landfill levels, build business networks and save real dollars by exchanging waste as a resource," Mr McKenzie said.

People interested in joining ASPIRE simply need to go to their website <u>aspiresme.com</u> to create an account and start matchmaking.

ENDS

For more information, please contact:

NTDC 0400 338 410 admin@ntdc.org.au

ASPIRE susanm@aspiresme.com



examiner.com.au

Thursday July 30, 2020 THE EXAMINER 7 NEWS

Waste matchmaker project



NORTHERN Tasmanian businesses will be the first in the state to test out what has been described as the "Tinder for waste" in a bid to divert tonnes of waste from landfill in the region.

The digital platform AS-PIRE, started by the CSIRO, uses an algorithm to match waste producers with those who can reuse, recycle, repair and remake, to create what is known as a circular economy. Soon businesses in the re-

gion will be able to access the platform to link up people who want materials and people who have it but consider it a waste product.

nicipalities with less than 20 employees will be able to use the platform for free. Those with more than 20 employees will be required to pay a small fee.

in Businesses seven Northern municipalities will be eligible to sign up to the platform including those in: I George Town;

I City of Launceston; I Meander Valley; I Break O'Day;

I Flinders Island; WestTamar; and

I Northern Midlands. The trial is in partnership with Northern Tasmania Development Corporation and the Northern Tasmania

Waste Management Group. NTDC chief executive

Under the 12-month trial, Mark Baker said the initiative was the first step in proving the benefits of a circular businesses in the seven mueconomy approach.

"Increasingly, the world is moving away from a take it, make it, break it and throw it out mentally to a reuse, repurpose, repair, recycle," he said.

"For generations we have been putting hundreds of thousands of tonnes of waste into landfill without fully recognising its potential." One example was a yeast

manufacturer who, through the platform, diverted more than 160,000 tonnes from landfill to livestock, saving the company more than

\$40,000 per year. NTWMG chairperson Shane Power agreed con-sumers were becoming more



REUSE: Municipality mayors Mary Knowles, Christina Holmdahl, Albert van Zetten, Mick Tucker, Wayne Johnston and George Town general manager Shane Power. Picture: Neil Richardson

their business processes environmentally aware, from large manufacturing to small niche industries," which was reflected in their buying decisions. "We expect existing busihe said.

nesses will benefit through reducing costs associated with landfill but also add "It not only contributes to a sustainable environment, new revenue streams ... from sense also."

City of Launceston mayor Albert van Zetten said he expected businesses would jump at the opportunity.

"The more that we can re-cycle, the better it's going to be for our landfill and for our community," he said.

"There's so much waste that goes on that people don't realise, it just makes sense, it's common sense and it's a great initiative."

West Tamar mayor Christina Holmdahl agreed it would be a successful program.

Northern Midlands Coun-cil mayor Mary Knowles said a focus on products commonly used will mean economic benefits will be ongoing.

To sign up visit aspiresme. but makes great business com or contact NTDC.

Second grant program 'may avoid flaws'

Former Humes concrete site to be reused

IT ISOBEL COOTES

20 SUNDAY EXAMINER Sunday August 09, 2020 SUNDAY FOCUS OPINION

Tips to weather COVID financial storm

Wayne Davy

WHILE there's some light at the end of the tunnel, the situation playing out in Victoria is a pertnent ruminder that the impact of COVID-19 on our community is without a doubt going to cause significant disruption and uncertainty for some time.

Once the worst has passed, everyone will be keener than ever to got things rolling along again. But for now, we have to burker down and do whar we can to weather this storm and minimise the risks.

These uncertain times can bring stomach-chuming worty about our financial future. However, there are plenty of things we can still control, so let's focus on those.

First of all, know where you stand financhilly. Review (or create) your budget and see where you can cut costs. Strip everything back to the basics and take stock of what you over and what you owe. It will assist you to make appropriate financial decisions if you know where you currently stand financially.

Contact your credit providers if you foresee financial difficulties ahead. Most financial institutions offer payment options to people in financial hardship.

When it comes to your super, ity and neit focus on it for now. The most important thing in remember about your super is that it's a long-term investment - don't panic. Historically, after every crash there's an upswing, we've seen, that with previous pandemizs, such as SARS. If you haven't yot retired, you may be better to leave your super alone, it a low fee fund, with investments that suir your investor profile and investment timeframe. Instead, use the situation as an opportunity to thim your costs.

I would also suggest you check your insurance cover within your super, if you have insurance through your super, check to see if your cover continues outside of paid employment if this becomes necessary.



With the interest rates at historic lows, now may also be an opportune time to get ahead, with your home loar repayments if you can. Alternatively, you could consider topping up your offset account to give you the flexibiliyou had already built a buffer in your offset account, you may be able to withdraw some of this buffer to provide short-term access to low-interest funds if required. Speak to your ender or financial adviser to check if these apitions may be suitable for you.

We've also runched the end of the financial year and there is the possibility of a small cash injection from your upcoming tax return, the time is right to make sure you're claiming all that you're eligible for to emsure ou get the maximum return for your emloyment situation.

Now that we've talked through some things you can do; let's look at some things not to do. When it comes to private health insurance, don't buy or change your health insurance, because you're wortled about COVID-19. It won't affect the quality of your nearment. If you do, need hospitalisation, you'll most likely be treated in a public hospital anyway. This is a sentiment backed by the Department of Health. Also on the list of what not to do, is paying high penalty interest in your credit card. Check your halance and pay it off on time. Avoid the temptation of using after-pay ar elp minney.

No one knows for how long this uncertain-

c will continue, so it's best to be conservative with your spending. Don't get out of your lepth with expenses you may not be able to with use buts.

With many of us continuing to work from onne all or part of the time, make sure you void bill shock by monitoring the amount of rata being consumed in your household. It night be time to review your internet service mit shop around for more data at a cheapnetice.

In the short-term at least, most of us are going to spend a lot more time at home thus we're used to. Stay calm and focus on the things you can do, and we'll make it through these uncharted waters together.

Circular economy easily explained as Tinder for waste

Mark Bake

TINDER for waste. It is a pretty memorable marketing slogan and one we hope Northern Tasmanians will embrace as they form a relationship with the circular economy. But Mark, what is the circular economy? I

hear you ask. Great question. It is about moving away from "a take it, make it, break it and throw it out" lifecycle to a "reuse, repurpose, repair, remanufacture and recycle" mentality. It saves waste going into landfill, carbon dioxide going into the atmosphere, water going down the drain and money going out of businesses' pockets.

Northern Tasmania Development Corporation has joined its member councils -George Town, City of Launceston, Meander Valley, Break O'Day, Flinders Island, West Tamar and Northern Midlands - through the Northern Tasmania Waste Management Group to trial a digital platform called ASPIRE that connects producers of waste with those who can reuse, repair, repurpose and recycle the products.

Like a matchmaking website, it uses an algorithm to connect people with similar interests, only in this case it is waste products not love. The great thing about ASPIRE is people and businesses in NTDC's council areas with fewer than 20 staff can use it for It is about moving away from "a take it, make it, break it and throw it out" lifecycle to a "reuse, repurpose, repair, remanufacture and recycle" mentality.

councils and businesses across Australia to drive environmental and economic benefits. One example of a manufacturer of yeast for the baking industry saw it divert more than 160,000 tonnes from landfill to feedstock for supplements for nearby farms and produce electricity via methane power from bio-digestion. The financial and environmental cost benefits were also substantial with the company saving more than \$40,000 per year in getting the waste to landfill and preventing more than 3000 tonnes of landfill, more than 700 tonnes of carbon dioxide and saving more than 60,000 litres of water. Another example was a company called

Aximill. an Australian manufacturer of com-

broken plasterboard and coffee grounds. Plasterboard is a fragile product and anything broken during manufacturing would go straight to landfill. Through ASPIRE, the company got access to that waste plasterboard and uses it to make a compostable kitty litter. With McDonalds, Aximill is using 220 kilograms of waste coffee grounds each week to reduce dust from kitty litter.

These simple measures have stopped 11.5 tonnes of used coffee and more than 1000 tonnes of plasterboard and paper going into landfill each year.

The construction industry, which accounts for about 80 percent of waste products, is also seen as a potential user.

But there would be immense opportunity in food manufacturing, agriculture and even retail that sees a lot of packaging wasted. The 12-month trial of ASPIRE is being overseen by NTDC and the Northern Tasma-

overseen by NTDC and the Northern Tasma nia Waste Management Group. Northern Tasmania Waste Management

Group chainana wase wanagement Group chainana and George Town Council general manager Shane Power said consumers were becoming more environmentally aware and socially conscious, which was reflected in their buying decisions.

"Businesses that demonstrate commitment to the circular economy will appeal to this market segment as well as doing their efit through reducing costs associated with landfill but also add new revenue streams through maximising value from their business processes from large manufacturing to small niche industries or even service providers. We also expect new businesses will evolve in the remanufacturing and recycling processing space, creating job opportunities, including social enterprise, maximising resource value and enhancing the regional economy."

Mr Power said Northern Tasmania already had some great examples of local business and industry leading the way in the circular economy and was confident ASPIRE would provide a marketplace that complements established circular economy ventures.

established circular economy ventures. Embracing circular economy principles using the ASPIRE platform makes perfect sense and is a win-win for businesses, whether you are looking for the environmental outcomes and the economic gains are a bonus, or the economic imperative is what's needed and the environmental positives are an added benefit.

If you are interested in the benefits of a circular economy, I encourage you to head to aspiresme.com to register (for free if your business has fewer than 20 employees).

business has fewer than 20 employees). It will be a match made in heaven and the start of a beautiful relationshin with the







28 September 2020

Media Release

Circular Economy Northern Tasmania ... it makes sense.

Northern Tasmanian businesses that want to explore circular economy initiatives are being encouraged to apply to a new grants program.

The circular economy is about moving away from a "take it, make it, break it and bin it" lifecycle to one that reuses, repairs, repurposes and recycles and creates new value and business opportunities from waste and underutilised resources.

Grants of up to \$30,000 will be available for businesses with circular economy initiatives that can show a benefit to the region.

The grants are a COVID19 care and recovery initiative from local government in the North, building off the existing work of the Northern Tasmania Waste Management Group and delivered in partnership with Northern Tasmania Development Corporation.

"It's very exciting to be working with NTDC and other Councils on an initiative which is aimed at prompting some new ways of thinking about re-use and waste in Northern Tasmania," Mayor van Zetten said.

"As a direct result of the City of Launceston's Community Care and Recovery Package we've been able to start this important conversation with other Northern Tasmanian Councils, and I'm really looking forward to seeing the grants application process kicking off."

West Tamar Council Mayor and Local Government Association of Tasmania president Christina Holmdahl said the grants were an example of councils continuing to provide innovative economic recovery pathways.

"Local government has been working extremely hard on recovery opportunities and we see these grants as a way for businesses to innovate, diversify and update their processes with a circular economy viewpoint," Councillor Holmdahl said.

"I'd encourage any business with an idea to investigate the grants program as the opportunity in this space is tremendous."

NTWMG chairman and George Town Council general manager Shane Power said the grants were another example of Councils and the NTWMG driving innovation to deliver positive environmental outcomes and facilitate new economic activity.

"We are confident the grants will attract entrepreneurs seeking funds to make value from materials that may have otherwise ended up in landfill or stockpiles, therefore, maximising their lifespan," Mr Power said.

"We also envisage businesses from various sectors will be able to use the funding to invest in areas such as product design, plant and equipment and process improvements in the manufacturing of products."

Mr Power added any business could improve its bottom line by avoiding costs associated with waste disposal, improving their production processes, increasing the lifespan of materials, realising value by re-purposing or even monetising materials that may be by-products or surplus to existing product developments.

The grants will be delivered by NTWMG in partnership with Northern Tasmania Development Corporation. NTDC chief executive Mark Baker said the benefits of a circular economy approach were three-fold.

"Moving from a linear economy to a circular economy is a win-win-win," Mr Baker said.

"It's a win for the environment as it reduces the amount of waste going into landfill, carbon going into the atmosphere and water going down the drain.

"It's a win for business as they either reuse more of their resource or get access to cheaper resource from other businesses' waste, which saves money.

"And it's a win for jobs with circular economy innovations offering new opportunities in industry."

Businesses wishing to apply for a circular economy grant are encouraged to express an interest via City of Launceston council's website before October 2.

EOIs that show potential will be encouraged to complete a full application.

The grants are open to businesses in George Town, Launceston, West Tamar, Northern Midlands, Flinders Island, Dorset, Break O'Day and Meander Valley council regions.

ENDS

For more comment, please contact Mark Baker on 0409 356 183.





Transform trash into treasure with grants

BY CAITLIN JARVIS

NORTHERN Tasmanian entrepreneurs are encouraged to put their thinking caps on backwards and think about

waste in a new way. The Northern Tasmanian Development Corporation launched its circular economy business grants on Thursday to encourage businesses to come forward with their

waste busting ideas. Northern Tas Northern Tasmanian Waste Management Group chairman and George Town general manager Shane Power said the grants aligned with the group's goals.

"We want to help people think about waste different-ly," he said.

Mr Power said waste could be an economic resource, and the circular economy helped to shift thinking and attitudes.

Grants of up to \$30,000 will be available for businesses with circular economy initiatives that show a benefit to the region.

"We are confident the grants will attract entrepreneurs seeking funds to make value from materials that may have otherwise ended up in landfill, or stockpiles, therefore maximising their



OUTSIDE THE BOX: Waste group chair Shane Power with City of Launceston's James McKee, City Mission's Greg Beeston, City of Launceston's Michael Attard and NTDC chief executive Mark Baker. Picture: Paul Scambler

life span," he said.

City of Launceston innovation manager James Mc-Kee said attitudes towards the circular economy were changing in Tasmania, but the COVID-19 pandemic was the perfect time to reset

opportunity to think about waste as of economic value to local government and regions, and provided a new income stream as

the state moved out of the economy initiatives at the tip culture of throwing away.

health pandemic. "Part of the opportunity we have comes from the COVID recovery, to help add economic value for regions, it's not only about minimising waste, and have a real our thinking. opportunity to think about He said it provided an waste, "he said.

The City of Launceston embraces the circular economy with some of the initiatives at the Waste Transfer Station. One of the circular

is the polystyrene machine, which breaks down polysty-"Moving from a linear economy to a circular econwhich breaks down polysty-rene packaging and melts it into bricks, for use in other products. The city has also piloted a thriving food and organics recycling program, omy is a win-win-win," Mr Baker said. ronment, for business and the region, he said. that turns food scraps from households into fertiliser. Expressions of interest can be made via the City

NTDC chief executive Mark Baker said at the heart of the circular economy methodology was to encour-age reusing and repair over a full application.

It was a win for the envi-

of Launceston website before October 2. EOIs

that show potential will be

encouraged to complete a



Bell Bay potential

examiner.com.au

News 1-16 World 43 National 17.40 Business 44 Opinion 18,39 Comics 45 Race guide 19-22 Weather 46 TV guide 23-34 Classifieds 47



Min: 11 Max 21





BETTER BUSINESS

Cheers to highest honour for whisky

IV EBONY ABBLITT TASMANIA'S Lark Distilling Co is in the running for one of the Industry's highest honours, the International Whiskey and Spirits Com-

NORTHERN Tasmanians seeking employment are being encouraged to attend a free event designed to help

boost employability skills in Launceston on October 23. Hosted by the Northern Tasmanian Development Corporation, guest speakers Tasmanian Development in the region. NTDC population attrac-Corporation, guest speakers from across the business sec-tor will provide information market with changes to Job n kev areas of importance keener," he said.

industries and entrepreneurship. Chief executive Mark Baker said the event was

designed to empower people to seek employment locally and to retain skilled workers

and the second

1 11 11 11 11 (A) 100000 THE REPORT Yorks to still and the second

are jobs out there. "This session will provide the tips, connections and contacts to give yourself the skills and confidence to get working in a competing environment."

NTDC population attrac-tion co-ordinator Edward NEIS Consultant.

ton Chamber of Commerce president Andrew Pitt, Fermentas chief executive Karina Dambergs, employment co-ordinator Northern Tasmania James McCormack, Van Diemen Project director

event

The free event, titled Let's Get Working, will be held at the Launceston Town Hall

No job after closure







Appendix C

SEEDLAB TASMANIA FIRST HARVEST MEDIA RELEASE



Media Release: Sep 21st, 2020 Seedlab Tasmania First Harvest

Event: Saturday, October 3, 2020 New Norfolk Distillery; 12noon-5pm

Spring has sprung and Seedlab Tasmania's First Harvest has burst into flower. Taste Tasmania's first Baijiu; Munch on watermelon seed bars; Hear gluten-free sourdough breadmaking kit magic defined; and much, much more.

The two-year Seedlab Tasmania project commenced in January 2020 with an aim and a plan to help Tasmanian start-up food, drink, agri-food and agri-tourism businesses start, scale and grow to become export-ready.

Despite COVID, we have created a real-world, lively and commercial training program, giving more than 45 Tasmanian start-ups guidance and tools to grow their businesses with support from trustworthy and experienced coaches and mentors from our nearby Local Legends and further afield Global Gurus.

Seedlab Tasmania celebrates the completion of our first six-month Accelerator Program: Cultivate, by 15 start-up businesses at First Harvest. Our 15 "Cultivators" will present themselves, their products and businesses, and their Seedlab growth journeys to a select group of stakeholders, sponsors and interested parties.

First Harvest will be held in the burgeoning township of New Norfolk and on-site with one of the businesses we have worked closely with: New Norfolk Distillery. For some of our 15 Cultivators, First Harvest will be the first time they have met face to face, despite meeting at least three if not five times a week for the last six months via Zoom! The Seedlab Team are so proud of the intense and productive journey our Cultivators have been on, and we welcome you to meet them, see, taste, touch and feel their products and developments, and listen to their stories.

Programme: You re invited to join us for:

- 12 noon-1.30pm Lunch and networking (please RSVP with dietary)
- 1.30-3pm Opening Comments and Cultivator Presentations
- 3pm-3.30pm Afternoon tea
- 3.30-5pm Cultivator Presentations Continued & Close
- 5pm-6.30pm Informal networking, nibbles and drinks.

Media Release: September 21st 2020 Seedlab Tasmania First Harvest

1

Meet Our Cultivators:

Ancestor Yeast

David Thurrowgood has spent more than 20 years working in the museum sector. *Ancestor Yeast* takes this experience in new directions by looking to preserve and reuse living microbes found in museum collections and historic sites. Shipwrecks, museum stores and largely forgotten science collections contain a wealth of material with modern applications. Yeast driven distinctive regional flavour is a growing market in the distilling industry. It prevents everything from tasting the same. Davids spirits and fermented products contain flavours not experienced for generations. He partners with existing manufacturers and is developing his own rare and desirable new distilled spirits that have stories spanning hundreds of years. m0422 926 397 equivies@ancestoryeast.com

Artisa Plant-Based Cheese.

Owned by Julie and Roger Martyn, Artisa is located in Launceston where they produce handcrafted plant-based cheeses, using traditional fermentation and cheese-making methods. Julie has combined her skills in scientific research with her passion and creativity as a plant loving foodie to produce a range of premium cheeses that showcase some of Tasmania's finest flavours. Artisa makes plant-based cheeses that get people talking and that they are proud to share with family and friends.

Blue Trail

Mountain bike riding has reinvigorated the small town of Derby and Kate Brown is adding to the reinvigoration and adventure by making gin to help people share the stories of the trails. She's gone back to the area she grew up to make Blue Trail gin in the middle of Derby right amongst the mountain biking action.

m 0408 285 983 e <u>kate@bluetrail.com.au</u> @Blue Trail @bluetrailderby www.bluetrail.com.au

Bread Architect

Chris Stafferton (aka Bread Architect) designs and develops dough for real bread without gluten. Products available are:

- The book 'Promise & Fulfillment: formula for real bread without gluten' ISBN 9780648554905 available worldwide through online book sellers, and though some stores in Tasmania.
- Individual proven recipes at recipesforliving.etsy.com

Bread Architect is developing a range of no-fuss bread kits called 'Bread worth sharing'. These are kits for authentic, artisanal, sourdough bread without gluten. m 0437 966 987 e chris@breadarchitect.com @Breadarchitect

Campo de Flori

There's only one place in the world like Campo de Flori, where a whole world of beautiful tastes, views and experiences can be had in one place. Lisa Britzman and David Peck are co-owners of Campo de Flori Farm, located in Glen Huon Tasmania. They offer farm visits where you can sample their beautiful extra virgin olive oil and culinary lavender. Their farm gate shop and gallery offers a bounty of lavender products, extra virgin olive oil, award-

winning saffron and beautiful ceramics all handmade on the farm. Lisa provides a variety of creative workshops throughout the year in ceramics, book binding, and lavender and foraged flower wreath-making. p 03 6266 6370 • Lisa@campodeflori.cmau www.campodeflori.com

Glen Torrie Pastures

From good dirt comes good beef.

Pippa Mills and Perina Kentish are part of a family of grass farmers in the North West of Tas, producing premium beef that doesn't cost the earth. With a whole animal approach, they deliver fresh packed boxes that are the perfect size for your fridge. With a great mix of cuts, with no preservatives, no hormones or hidden bits, from respectfully raised and well-nourished cattle that they breed on farm. Using the pastures to maximise soil health, animal well-being and support the ecology, they bring a future-focused approach to beef production. From their family farm to your family plate.

m 0407 294 167 e <u>glentorriepastures@gmail.com</u> www.glentorriepastures.com.au

Guide Falls Farm

"Centrally located in the North West Coast food bowl just one hour from Cradle Mountain, (Rachel Jacka's) Guide Falls Farm will educate, entertain and give you an immersive farm gate experience. The farm hosts events, weddings, functions and behind the scenes tours and takes you from the paddock all the way to the plate with their on-farm restaurant, market garden and butchery. Let us guide you on a gastronomical adventure and showcase what's possible in gold standard food production – you will leave invigorated with a brighter hope for our collective future".

m 0437 296 469 e info@guidefallsfarm.com www.guidefallsfarm.com

Little Isle Mushrooms

Ian and Aimee are the faces of Little Isle Mushrooms, but behind them are generations of lovingly prepared meals. They are crafting mushroom-based condiments to help the home cook reconnect with loved ones through great food. With flavour inspired by their heritage, they believe in creating products suitable for the whole family to enjoy together. m 0435 387 126 e info@littleislemushrooms.com.au

New Norfolk Distillery

New Norfolk Distillery creates modern rums and tantalising spirits for pioneering individuals seeking a twist on the classic tipple. Tarrant Derksen founded this family business that challenges the past and rallies for the future while bringing the spirit of rebellion to everything they do. Welcome pioneers, join our voyage." m 0418 673 690 e tarrant@newnorfolkdistillery.com

Noya Spirits

Ian Sypkes is the co-founder of Noya Spirits. Noya makes Tasmanian Baijiu using traditional Chinese methods and Australian grains and water. Noya Spirits is the Northern Tasmanian Development Corporation (NTDC) Seedlab startup. m 0408 353 339 e ian@sypkes.com.au

Red Cow Organics

Andy and Matt Jackman are Certified Organic Dairy Farmers who work in a beautiful environment in North-West Tasmania. They work with in harmony with nature: feeding soil life, balancing soil minerals and improving the environment. They encourage a natural way of farming, and all their animals are cared for with love and admiration. They create cheeses from the milk from their cows, which have been selectively bred for cheese making. Their artisanal cheeses are all individually hand-made. Each cheese is turned and matured with care and is selected for its ripeness and maturity. m 0439 366 349 einfo@redcoworganics.com.au

Seedsations

Rachel Tulloch is the founder of a small startup here in Hobart, Tasmania called Seedsations. Seedsations was founded to bring your body and mind to life with our pure, simple and flavoursome Watermelon Seed bars, allowing anyone and everyone to be able to Snack Seedsationally. The Scrumptious Sensation of Seeds. The World is complicated enough...Snack Seedsationally @seedsations www.seedsations.com.au

Soyoyoy

Tofu is delicious!

SOYOYOY, dispeller of myths, maker of premium Tassie tofu. And creator of tofu-rich cheeses, puds, and traditional tempeh. Plant-only fare that tastes and seems familiar with all the versatility and nutritional cred to confidently replace standard choices. Find Soyoyoy, James Phelps and Loz Abberton, at The Kitchen, 51 Ferry Road, Kettering, Tasmania.

m 0429 015 459 @soyoyoy_foods

Tasmanian Kitchen Pantry

Tasmanian Kitchen Pantry is a family business owned by chef Russell, and Anita Crook. The business produces sweet and savoury preserves and opens its gates to all for a fresh experience in their kitchen vegetable garden or a lively cook in their kitchen. m 0417 337 274

Wild Pepper Isle

Corinne and Chris are friends with a passion for the Tasmanian wilderness and good food. They harvest the highly sought after native Tasmanian pepper and hand make a range of award-winning bushfood products. m 0457531559 e info@wildpepperisle.com.au

Notes for the Editor:

The two-year Seedlab Tasmania project commenced in January 2020, with an aim and a plan to help Tasmanian startup food, drink, agri-food and agri-tourism businesses start, scale and grow to become export-ready.

Despite COVID-19, Seedlab Tasmania has created a real-world, alive and honest training programme, to provide startups with a framework of guidance and tools, and support them with trustworthy and experienced coaches and mentors. This will significantly reduce their risk of failure, help them identify their best path forwards, and support them as they grow their Tasmanian food, drink or agri-tourism business.

To date, Seedlab has supported over 45 startup businesses via the pre-incubator Germinate Bootcamp, and will bring 15 of those businesses to First Harvest on the 3rd of October – the culmination of the 6 month Accelerator: Cultivate Program. Feedback from the startups involved has been truly phenomenally positive to date.

Rachel Jacka, Owner of Guide Falls Farm in the State's North-West said:

"Seedlab has been a gamechanger for our agri-tourism business. As a farming entrepreneur, I used to feel isolated in the decisions I made for the business. I have found Seedlab to be just the support I needed. The mentoring, information, practicality of advice and forward planning (as well as the adaptive nature of the program to suit the participants) makes this an extremely valuable program to be a part of. I have confidence in the decisions I make and the framework to underpin those decisions so I can see the future clearly ahead for a successful business. Thank you Seedlab".

Dr Hazel MacTavish-West, Founder and Project lead for Seedlab Tasmania said: "The changes in how society, businesses, and individuals live, work and communicate as a result of COVID-19 have been felt within Seedlab. We have developed an effective and efficient online training platform where we have met almost on a daily basis via Zoom to network, discuss, learn and converse with industry leaders from all around the world. The Cultivate Crew, as we call them, have developed a sense of community and friendship – despite the fact that some of them have never met face to face! Family farming businesses in regional Tasmania have felt supported and not alone, which is, I believe, an amazing achievement considering the wider issues occurring".

Check out the feedback and videos from the 45 Tasmanian startup businesses who have gone through the Seedlab Programme already, on our website (www.seedlabtasmania.com.au) Or talk to some of the 15 wonderful startup businesses here today, who have already completed a two-day Bootcamp and the six month Accelerator: Cultivate.

Pictures can be made available on Saturday the 3rd October if desired.

Contact Dr Hazel MacTavish-West

Dr Hazel MacTavish-West is the Founder and Project Manager for Seedlab Tasmania. Hazel (aka The VegDoctor) is an experienced consultant food scientist and entrepreneur with global experience. Hazel is the Director of Hobart-based food agri-food consultancy MacTavish West Pty. Ltd.

m 0459 764 859 e <u>hello@seedlabtasmania.com.au</u> @seedlabtasmania @seedlabtas www.seedlabtasmania.com.au

The Seedlab Tasmania Project is supported by the Australian Government Department of Industry, Science, Energy and Resources through Incubator Support initiative funding as part of the Entrepreneurs' Programme. In addition to sponsorship from other institutes/companies including Woolworths, the University of Tasmania, MacTavish West Pty. Ltd. as lead partner, and other Tasmanian and Australian companies and institutes.



11/20.16.3 2020/2021 Annual Plan – September Quarterly Review

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	018\033\007\
ASSOCIATED REPORTS AND	Report on Outcomes of Annual Plan 2020/2021 as at 30
DOCUMENTS	September 2020

OFFICER'S RECOMMENDATION:

That Council receive the Review as at the 30 September 2020 of the Break O'Day Council Annual Plan 2020/2021.

INTRODUCTION:

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

An Annual Plan is to –

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

PREVIOUS COUNCIL CONSIDERATION:

Annual Plans are adopted as part of the budget process in each financial year and reports are prepared quarterly on achieving the identified annual planning outcomes.

The 2020/2021 Annual Plan was adopted at the June 2020 Council Meeting.

OFFICER'S REPORT:

This plan is generally based on the 10 Year Strategic Plan 2017 - 2027. The finalised 2020 - 2021Annual Plan will ultimately be included in Envisio. During the development phase we have used a four (4) year format to assist in seeing the flow and development of activities across multiple years, this is a work in progress.

A key component of developing the Plan has been continuing the priorities identified by Council during the Strategic Priorities Workshop in February 2019. Some of the strategies identified in 2019 - 2020 are carried on, or built on, in the new financial year.

The key themes for 2020 - 2021 include:

- COVID-19 related items relating to Community Care and Recovery
- Employment and business support including the Employment Partnership project
- NRM Action Plan
- Projects linked to Tourism and the Mountain Bike Trails
- Waste management including minimisation, recycling and the circular economy

Other significant areas of attention in 2020 - 2021 include:

- Delivery of additional projects arising from Government Funding commitments, Drought Communities and Community Development Grants.
- Project development in preparation for Federal and State elections
- Financial sustainability
- Mental Health & Wellbeing
- Community Engagement Framework

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategies

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

Goal

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

Strategies

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

LEGISLATION & POLICIES:

Local Government Act 1993 - Section 71 specifies that Council is to prepare an "Annual Plan" for the municipal area each financial year.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The financial implications of the 2020 - 2021 Annual Plan are detailed in Council adopted budget but are summarised in the Plan.

VOTING REQUIREMENTS:

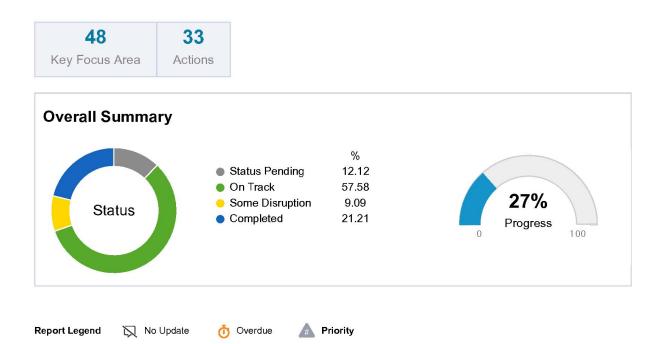
Simple Majority.



Annual Plan Quarterly report 2020-21

Jul 01, 2020 - Sep 30, 2020

Report Created On: Oct 16, 2020





Communication:

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

Owner: Jayne Richardson

Update provided by John Brown on Oct 15, 2020 23:42:36

Actions 1.1.1.1: Online Surveys - Increase the use of surveys in community consultation regarding Council activities including a focus on comparative information. (25% completed)

A Community Care and Recovery survey was developed in July as part of Council's Park, Snack and Chat Community Care Calls. Hard copies of the survey were filled out at these sessions which comprised of 11 locations around the municipality.

The survey included questions regarding how respondents dealt with life during COVID-19, as well as several Health and Wellbeing questions posed by Council's Health and Wellbeing Officer.

The responses on COVID will be used by the Community Services Department to help formulate community recovery activity. The responses from teh Health and Wellbeing questions are being analysed by the Health and Wellbeing Officer to find commonalities on the communities thoughts on what their perception of good health and wellbeing is and what they felt Council's role in wellbeing is.

In August 2020, the third Business survey was sent out to Break O'Day businesses. This is a biannual survey asking business to provide information on their business activity for the preceding three months. This information is still being collected and will be collated once we have approx. 45 respondents.

Actions 1.1.1.2: Plain English Communication - Develop a 'Plain English' approach to Council communications in line with the new Communications Guide. (5% completed)

This is an ongoing task.

Actions 1.1.1.3: Community Survey - Develop a community survey to determine the most effective methods of communication. (95% completed)

During the Park Snack and Chat sessions and the survey used for these, the Communications Coordinator dded in a question regarding what methods and media community members used to get Council information,

This question found that digital methods, ie direct email and Facebook were the two best platforms for communicating with our community.

The second part of the question asked respondents if they would like to added to our newsletter list, through this we gathered an additional approx. 100 email addresses to be added to the newsletter list.

Now that we have this understanding the CC plans on reviewing the need for monthly newsletters in consideration of the fact that facebook has now became a major source of information.

Actions 1.1.1.4: Break O'Day Council (BODC) Website - Review and develop the BODC website for relevance and accessibility. (25% completed)

Communications Coordinator has started reviewing pages and sections of the website.

Actions 1.1.1.5: Communication Activities - Review and improve the quality of outward Council communications ensuring consistency with the Communications Guide with particular reference to tone. (0% completed)

No activity during the period.

Key Focus Area 1.2.1

Events and Activities:

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

Owner: Chris Hughes

Update provided by John Brown on Oct 15, 2020 23:44:56

The area of Events has been significantly impacted due to COVID 19 and has resulted in the cancellation of many events. Council focus is on providing as much support as possible to assist Committees to plan for future events.

Actions 1.2.1.1: Increasing Volunteers - Work with community groups and interested parties to hold activities in our Municipality focused on strengthening and increasing our volunteer base. (25% completed)

A volunteering profile project is underway and promoted through the Council facebook page and website.

Volunteers are asked 10 questions and any offer to other members of the community who may be thinking about volunteering and how valuable and rewarding it is.

Currently we have profiled 9 volunteers.

When promoted through facebook, the posts usually reach in excess of 4.1k, with the biggest reach being 7.7k.

The intent is for the community to gain more awareness of community groups, the value of volunteering and to try and increase the pool of volunteers.

Actions 1.2.1.2: Event Capacity Building - Assist community groups with event planning through mentoring, supporting and facilitating a pathway for event planning. (25% completed)

Council have been working with a group of community volunteers in trying to resurrect an event on the January long weekend considering that Wheels, Wine & Dine are no longer going ahead.

The event was developed into a brief event planning document with mapping and proposed to Events Tasmania, which was rejected.

Plans are for a whole community event January long weekend of 2022 titled Mountains To the Sea Trail Fest which showcases most of the local townships, their history and diverse culture.

The volunteer committee has committed to continue with the planning for this event - we are currently waiting on advice from the State Government as to whether they will allow this event.

Actions 1.2.1.3: Community Event Support - Work with event organisers to strengthen their capacity to deliver events including events cancelled due to COVID-19 by supporting them through planning for the future events including Public Health requirements. (25% completed)

Council have been working with a group of community volunteers in trying to resurrect an event on the January long weekend considering that Wheels, Wine & Dine are no longer going ahead.

The event was developed into a brief event planning document with mapping and proposed to Events Tasmania, which was rejected.

Plans are for a whole community event January long weekend of 2022 titled Mountains To the Sea Trail Fest which showcases most of the local townships, their history and diverse culture.

The volunteer committee has committed to continue with the planning for this event.

Council staff are also continuing to work with external event organisers who had to cancel events in 2020 by rescheduling them for 2021 - Dragon Trail being one of these events

Actions 1.2.1.4: Event Attraction - Work with event organisers and organisations to develop and attract new events to the area. (30% completed)

Council have been working with a group of community volunteers in trying to resurrect an event on the January long weekend considering that Wheels, Wine & Dine are no longer going ahead.

The event was developed into a brief event planning document with mapping and proposed to Events Tasmania, which was rejected.

Plans are for a whole community event January long weekend of 2022 titled Mountains To the Sea Trail Fest which showcases most of the local townships, their history and diverse culture.

The volunteer committee has committed to continue with the planning for this event.

Unfortunately Covid and the regulations currently placed by the Health Department have placed a large number of restrictions on how events are to be run - either making it financially unsustainable for an organisation to run the event or they cannot meet the criteria of organising an event at the time of planning same. As restrictions are lifted, Council staff will ensure contact is kept with these organisations to look at different times that events may be run.

Key Focus Area 1.3.1 n

Community and Council Collaboration:

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

Owner: Chris Hughes

Update provided by John Brown on Oct 15, 2020 23:47:14

The key activity in this area is the Community engagement framework and progress is largely restricted by the Local Government Act Review which is well underway. It is anticipated that this should progress in the next 3 months.

Actions 1.3.1.1: Community Engagement Framework - Based on feedback received and involving community consultation, develop and adopt a Community Engagement Framework to support Council activities. (0% completed)

Progress with this activity is awaiting an indication of likely requirements in the new Local Government Act.

Actions 1.3.1.2: Framework Integration - Embed the Community Engagement Framework within Council activities. (15% completed)

We are currently still waiting on the Local Government Community Engagement strategy to be endorsed - once this has occurred Council can make any necessary changes to our draft document and then ensure that all council activities follow the strategy.

Actions 1.3.1.3: Local Township Plans - Develop and review Township Plans; ensure items listed are considered in future budget decisions or source grant funding; report back on a six (6) monthly basis to communities on Township Plan progress. (25% completed)

Township plans have been completed and activities are now being marked off as identified with the plans - reporting back to the community has occurred for the first term. A number of projects have been identified as having been completed

Actions 1.3.1.4: Arts & Cultural Strategy - Work with the Bay of Fires Arts Committee to review the Strategy and reflect changes in an update of the document. (18% completed)

The Bay of Fires Arts Committee are currently rebuilding their committee - once a stable committee is in place Council staff will work with this organisation on ensure that changes that have occurred within this space are identified in the review of the current strategy.

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Key Focus Area 2.1.1

Opportunities:

Prepare and maintain an economic prospectus which details opportunities; infrastructure and land availability; and local resources.

Owner: John Brown

Update provided by John Brown on Oct 15, 2020 23:49:01

A number of activities are yet to commence in this area. some activity has been affected by the vacancy in the Economic Development Officer role which recruitment will commence for shortly.

Actions 2.1.1.1: Economic Prospectus - Promote availability of the Economic Prospectus and maintain relevance as additional or updated information becomes available. (60% completed)

Prospectus currently in design phase and needs some significant changes before making public..

Actions 2.1.1.2: Irrigation Projects - Support the investigations by Tas Irrigation for construction of infrastructure servicing the eastern end of the Fingal Valley. (25% completed)

Council participation in this project is ongoing with the General Manager attending the public launch of the proposed project at Avoca on 18/9/2020 which outlined the nature of the project. Option for a briefing to Councillors is being considered. Project involves the establishment of a large dam north of Fingal off the Fingal- Mathinna valley with transmission via streams to cover the area through to Epping Forest.

Actions 2.1.1.3: Agriculture Opportunities - Research and examine potential opportunities to develop agriculture and horticulture within the Break O'Day Council area with a particular focus on the Fingal Valley. (0% completed)

No activity at this stage, linked to Irrigation project

Actions 2.1.1.4: Circular Economy - Participate in projects focused on developing the Circular Economy at the regional and local level. (25% completed)

Council is actively participating in the Aspire Circular Economy project being facilitated through NTDC.

Actions 2.1.1.5: Population Strategy - Provide funding support and participate in the regional approach being delivered by Northern Tasmania Development Corporation (NTDC). (25% completed)

Participation in NTDC Population Attraction program continues with the GM participating in meetings of the working group. Population attraction is linked to the Northern Tas jobs project which is a key part of attracting people to the State. Break O'Day employment Connect project will feed into this project as well.

Actions 2.1.1.6: Growing the Population - Work with UTas, Institute for the Study of Social Change to develop a clear understanding of the Break O'Day (BOD) situation and potential strategies Council can focus on to meet the challenges of population change. (0% completed)

No activity has occurred in relation to this item.

Actions 2.1.1.7: Aged Housing - Pursue investment in construction of Independent Living Units in the area. (0% completed)

No action at this stage

Actions 2.1.1.8: Public Housing - Lobby and work with the State Government and housing providers to build new public housing. (25% completed)

No direct action at this stage. Council is aware of project being pursued by Centacare Evolve housing in relation to affordable housing

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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.

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:30:33

Actions 2.1.2.1: Visitor Information Provision - Work with East Coast Tasmania Tourism (ECTT) to strategically review the provision of visitor information services on the East Coast. (25% completed)

Discussions with East Coast Tasmania Tourism have centered on a solution being brought into place to address the situation with Glamorgan-Spring Bay Council closing Visitor Information Centres. Tourism Tasmania engaged consultants to undertake an analysis and to develop a solution.

Actions 2.1.2.2: Marketing - Develop a winter marketing strategy for the area which aligns with Tourism Tasmania and East Coast Tasmania Tourism (ECTT) activities. (31% completed)

Due to COVID-19 marketing activity was somewhat stalled however Council, in partnership with the Break O'Day Chamber of Commerce took the opportunity to enter St Helens township in the TICT's Tassie's Top Tourism Town Competition. This involved developing a 2 min video, 500 word editorial and four day itinerary.

The Communications Coordinator worked with local videographer Simon Holmes to film the video content which was the professionally edited together by Jasper da Seymour, a photomedia expert who works in Launceston but has been involved in the content development of the St Helens MTB trails.

The Communications Coordinator wrote the editorial and itinerary as well as the concept for the video. Content was submitted in July with judging taking place in mid August. This involved a public voting campaign run through the Mercury.

After public voting closed, which accounted for 50% of the overall score, the winners were announced. Stanley took out the public voting as well as second place with St Helens announced as the overall winner.

Part of the prize included a trophy which will be two signs noting the win which will be placed underneath the welcome to St Helens township signs.

The prize includes a comprehensive marketing campaign via the Spirit of Tasmania:

- Promoted via the Spirit of Tasmania's social media channels, newsletter database, featured in the Tasmanian Road Trip Planner and featured on the on board digital screens, reaching thousands of touring visitors coming to Tasmania.
- The winning town's will benefit from a major marketing package from TasVacations, including featuring in a full-page advertisetment on Tassie Top Tourism Towns in TasVacation's widely distributed 2020/21 booking brochure, along with digital assets including website home page slider, social media platforms, industry trade and consumer quarterly e-news.
- The Gold winners will receive a \$2,000 cash prize from TICT to invest in collateral and marketing activity (signage, social media, branding etc) to promote their status as Tassie's Top Tourism Town for 2020.
- They will also be especially reocognised at the prestigous 2020 Tasmanian Tourism Awards Gala in November. (Post poned until further notice)
- They will also go on to represent Tasmania as finalists alongside other Top Tourism Towns from other Australian States and Territories, in the inaugural Australia's Top Tourism Town, to be announced in Canberra later this year. This will be a major national industry event, with support from Tourism Australia and the Australian Government. (Post poned until further notice)

Actions 2.1.2.3: Mountain Bike (MTB) Data - Collate Tourism data to develop a report on the impact that the MTB trails are having and identify gaps. (44% completed)

This is done by Tourism Tasmania. CC will ensure relevant information is based on to the MTB group.

Actions 2.1.2.4: Bay of Fires Master Plan - Liaise with the State Government and other stakeholders to develop a Master Plan for the Bay of Fires area. (25% completed)

A draft is currently finalised in readiness for external funding to be applied for. Discussions have been held with Parks & Wildlife and they are supportive of the project and are considering putting some funds towards the project. PWS staff have reviewed the draft document and have made some suggested changes which are currently being worked on.

Actions 2.1.2.5: Visitor Information Sites - Redevelop information for tourism sites. (0% completed)

not yet started

Actions 2.1.2.6: Fingal Valley Tourism - Support Fingal Valley Community groups to undertake tourism activities and projects. (20% completed)

Council was successful in obtaining funding for a Recreational Trails Strategy which will support some of the projects that the Fingal Valley Tourism group have identified through prior meetings. Unfortunately Covid has restricted meetings being held during for the first part of this term

Actions 2.1.2.7: St Helens Destination Action Plan (DAP) - Review involvement with the DAP Committee. (25% completed)

Support for the St Helens DAP committee has been provided during the current period. Ongoing support is subject to review.

Key Focus Area 2.2.1

Employment:

Create a variety of jobs that will reduce the seasonality of the local economy and provide ample opportunities for youth to remain in the area.

Owner: John Brown

Update provided by John Brown on Oct 15, 2020 23:57:16

The focal point of activity during the year is the Break O'Day Employment Connect project which has commenced operations in September. This will provide a strong platform to support other activities in this Key Focus Area.

Actions 2.2.1.1: Economic Development Assistance - Provide direct support for new and existing businesses wishing to establish or expand activities. (25% completed)

Assistance to new and existing businesses is ongoing through Council officers pending recruitment of a new economic Development Officer. Additional support is being provided to existing businesses through the Care Call activities which have been occurring as part of Council's response to COVID 19. The St Helens VIC has been offering assistance to businesses to list on the Australian Tourism Data Warehouse.

Actions 2.2.1.2: Business Enterprise Centre (BEC) - Support the activities of the BEC with a focus on business start-ups and expansion of existing businesses. (25% completed)

Ongoing support is being provided to the Business enterprise Centre through referrals to the BEC and assisting their clients with information.

Actions 2.2.1.3: Jobs Action Package - Participate actively in the project being facilitated by the Fingal Valley Neighbourhood House FVNH) which focuses on addressing barriers to employment. (25% completed)

Employment Partnership Project is now called Break O'Day Employment Connect (BODEC) and the project is being actively supported by Council's Community Services Project Officer and General Manager through participation in the Steering Committee. Project has commenced operations with the employment of

Three employees have commenced in the roles of Jobseeker Connector, Employer Connector and Project Manager and premises for the project have been secured and are now operating.

Operational Project Planning, incorporating transport solutions are currently being mapped out.

BODEC Official Launch occurred on Wednesday 30th September 2020 at the Fingal Valley Neighbourhood House and the Break O'Day Trade Training Centre.

Actions 2.2.1.4: Business Opportunities - Research and examine opportunities that could create jobs in Break O'Day (BOD). (0% completed)

No direct activity in this area during the period

Key Focus Area 2.3.1

Brand Development:

Undertake and identify opportunities to develop a positive brand for Break O'Day Council and the area.

Owner: Jayne Richardson

Update provided by John Brown on Oct 15, 2020 23:58:28

No activities in this area. It is noted that St helens winning the Top Tassie Tourist Town for 2020 has a very positive impact on the Brand for the Area and Break O'Day.

Key Focus Area 2.4.1

Support:

Integrate and simplify processes and services to facilitate the development and growth of businesses.

Owner: David Jolly

Update provided by John Brown on Oct 15, 2020 23:58:56

Actions 2.4.1.1: I-PLAN - Participate with the State Government I-PLAN project to enable online development queries and online submission of development applications. Result - simplified Council processes and integration with I-PLAN. (25% completed)

Meeting held with State Government Representatives on 23rd July 2020 who provided an update and confirmed that trial platform is planned to be ready early 2021.

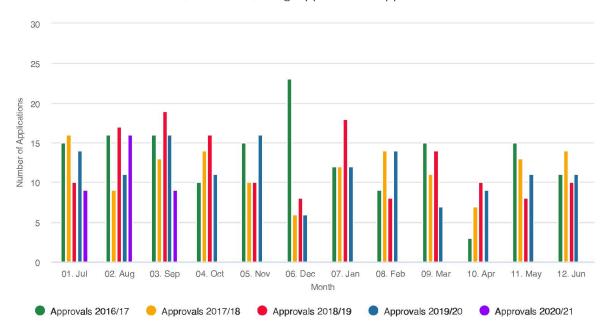
Council staff have prepared Flow Charts for Approval Processes which are currently in Draft Format and soon to be Implemented.

Actions 2.4.1.2: Business Community Leadership - Support the development of strong leadership in the community to facilitate overall development and growth. (25% completed)

Focus has been on supporting the Break O'Day Chamber of Commerce and Tourism as well as encouraging the growth of the St Helens DAP Committee

Key Focus Area 2.4.1 > KPI

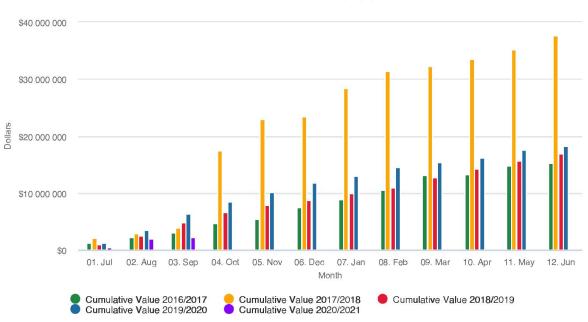
Number of Building Applications Approved



Number of Building Applications Approved

BODC Total number of building applications by month and financial year

Cumulative Value of Building Approvals



Cumulative Value of Building Approvals

Key Focus Area 3.1.1

Appropriate Development:

Encourage sensible and sustainable development through sound land use planning, building and design.

Owner: David Jolly

Update provided by John Brown on Oct 15, 2020 23:59:26

Actions 3.1.1.1: Communication Improvements - Increase communication with local industry to continue to build an understanding of the critical changes in land use planning and other Development Services activities. (25% completed)

Increase in Development Applications have resulted in resources being redirected. Agenda's for training sessions have been drafted ready for rollout of industry workshop sessions.

Actions 3.1.1.2: Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy. (25% completed)

Regular meetings attended by relevant Council officers. Initial briefing document is currently being developed by the working group to setout process for amended to RLUS with the Tasmanian Planning Policy unit.

Actions 3.1.1.3: Tasmanian Planning Scheme - Work with the Tasmanian Planning Commission regarding approval of the Local Provisions Schedule (LPS) which have been developed. (25% completed)

Post Lodgement of Local Provision Schedules was held with Tas Planning Commission on 30th July 2020. A request for further information in relation to the draft LPS was received 24th September 2020 - information is being collated by consultants and Council senior planner with a response required prior to Friday 27th November 2020.

Actions 3.1.1.4: Strategic Land Use Review - Commence review of strategic land use strategy with focus on population, township expansion and industrial land availability. (25% completed)

A draft brief is currently being finalised to seek quotations from suitable consultants to carry out required review of strategic land use documents. The commencement and approach to work will be finalised upon appointment on consultant.

Actions 3.1.1.5: Climate Change Action - Secure financial and human resources for priorities in the Break O'Day Climate Change Action Plan 2020. (35% completed)

An application for Climate Research Grants Program funding jointly with other Councils, UTas Climate Futures, CSIRO and LGAT was not successful. Further opportunities to implement Council's *Climate Change Action Plan 2020* continue to be sought.

Key Focus Area 3.2.1

Enjoying our Environment:

Provide opportunities to access and learn more about our environment and the ways it can be enjoyed in a sustainable manner.

Owner: Polly Buchhorn

Update provided by John Brown on Oct 16, 2020 01:14:26

Actions 3.2.1.1: Community Activation - Undertake activities which increase awareness and participation in Natural Resource Management and recognition of achievements. (26% completed)

Community and landholders provided with information and advice on natural values, issues and their management, such as rabbits, shorebirds, weeds, river and flood management.

Actions 3.2.1.2: Waste Reduction - Undertake community education and activities focused on waste reduction and minimisation. (0% completed)

No activity during the period

Key Focus Area 3.3.1

Land Management:

Develop the financial and human resources to undertake projects and activities which address environmental issues such as weeds and land degradation.

Owner: Polly Buchhorn

Update provided by John Brown on Oct 16, 2020 01:14:54

Actions 3.3.1.1: Land Management Activities - Secure financial and human resources for projects to rehabilitate degraded land and sustain soil productivity. (45% completed)

Drought Weeds Project is underway in Break O'Day, including \$30,000 of grants funds for farmers and a Drought Weeds Officer providing support. Opportunities with funding programs, including national Smart Farms Small Grants Round 4 and NRM Drought Resilience Program, explored and will continue to be monitored and promoted.

Actions 3.3.1.2: Activity and Condition Review - Investigate soil and water management performance by works and land development projects to identify planning and management improvements. (15% completed)

Baseline cases to be identified and described for monitoring of soil and water management through their development works and initial use stages.

Actions 3.3.1.3: Weed Action Plan - Implement activities within the plan including control measures; education and compliance. (35% completed)

Weeds are being controlled on Council's properties, particularly at quarries, waste management facilities and along roads - such as Spanish heath, gorse, mullein, mignonette and thistles. Landholders and community volunteers are also tackling weeds on their land and public land, such as boneseed at Parnella. The 'Weed of the Month' in Council's newsletter continues to inform and increase shared weed management effort across the municipality.

Actions 3.3.1.4: Best Practice Activities - Facilitate weed, pest and disease hygiene protocols and best practice in Council operations and promote benefits in industry. (25% completed)

Weed and disease hygiene and management information and training content drafted into content for Development Services sessions planned for stakeholders in our building, development/planning and real estate industry sectors.

Actions 3.3.1.5: Dog Management Policy - Secure a formal cooperative dog management arrangement with Parks and Wildlife Services. (40% completed)

A joint campaign with the PWS over the October school holiday period included coordination of public communications to raise awareness and increased compliance patrols. While dog owners were found to be generally aware and responsible, several Caution and Infringement Notices were issued. This will continue and also with collaboration from community volunteer efforts and NRM North's 'Defending the hood' project.

Actions 3.3.1.6: Urban Green Infrastructure - Develop a street guide and survey further "Green Infrastructure" issues and opportunities (ie St Marys as the first township). (10% completed)

Work scheduled for later in the year due to other priorities.

Key Focus Area 3.4.1

Water:

Develop and implement strategies and activities to reduce the risk of flooding, inundation and erosion within our rivers, estuaries and coastal areas.

Owner: Polly Buchhorn

Update provided by John Brown on Oct 16, 2020 01:15:17

Actions 3.4.1.1: George River Catchment and Bay - Review catchment, water quality and riparian issues and management priorities - action and collaboration on pollution issues and catchment water quality priorities. (10% completed)

Work scheduled for later in the year due to other priorities.

Actions 3.4.1.2: South Esk River - Review catchment, water quality and riparian issues and management priorities - action and collaboration on pollution issues and catchment water quality priorities. (10% completed)

Work scheduled for later in the year due to other priorities.

Actions 3.4.1.3: Catchment Riverworks - Facilitate projects to stabilise and protect priority stream reaches; identify critical sites threatening the natural stability of river systems from 'rivercare' programs and plans and the status of streams. (11% completed)

Follows review of priorities for the George and South Esk catchments river systems (3.4.1.1 & 3.4.1.2), scheduled for later in the year.

Actions 3.4.1.4: St Marys Flood Mitigation - Complete construction of the St Marys Rivulet Flood Levee and update St Marys Flood Management Plan priorities. (65% completed)

Construction of the Groom Street levee is now well underway after delays due to COVID and land access issues. The completion date for the grant funded project was extended as a result, and so an additional channel vegetation project, which is also underway to further reduce flood risks at St Marys.

Actions 3.4.1.5: Manage Lower George Flood Risk - Implement Lower George Floodplain Action Plan with Riverworks Trust and secure funding for flood and river management works as well to undertake flood studies to quantify the risks. (33% completed)

Council and the Lower George Riverworks Trust are awaiting news on a joint application for Natural Disaster Risk Reduction Grants funding to undertake an Impact Assessment project to examine the consequences of possible changes in river course over the George River Floodplain.

Key Focus Area 4.1.1

Community Facilities:

Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers.

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:00:01

Actions 4.1.1.1: St Helens Sports Complex Master Plan - Carry out user consultation, review current land use and future land use demands - drafting of concept site plans for future proposals and develop costings for prioritised projects. (25% completed)

Initial draft conceptual master plans developed for consultation. COVID-19 as caused some disruption to planned consultation process - Community Services are currently rescheduling planned consultation period.

Actions 4.1.1.2: Old Tasmanian Hotel - Complete Stage 2 Capital Upgrades to the Old Tasmanian Hotel - lift, disabled access and entrance way). (50% completed)

Works Commenced and Scheduled for Completion prior to February 2021

Key Focus Area 4.2.1

Towns:

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

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:05:52

Actions 4.2.1.1: Streetscapes - Prepare a detailed plan and costings for the next stage of the St Helens Streetscape Project, including the upgrade of the intersection of the Esplanade and Cecilia Street. (50% completed)

A plan has been developed for the next stage of the St Helens Streetscape Project (eastern side of Cecilia Street, between Circassian Street and Georges Bay Esplanade). The project is listed in Council's four year capital projects budget with construction proposed during the 2021-2022 financial year.

Works include the renewal of footpath, kerb & channel and the reconfiguration of parking bays and the Cecilia Street/ Georges Bay Esplanade intersection to improve sight distance for motorists. The design also includes the provision of pedestrian crossing points that coincide with access points on the western side of Cecilia Street.

Project costing is currently being developed for consideration by the Council.

Actions 4.2.1.2: St Marys Parking Strategy - Develop a car parking strategy for St Marys providing a long term plan for off-street parking. (0% completed)

No action in the quarter ending September 2020, due to resource allocation to other priorities. Strategy development is scheduled to commence in the next quarter.

Actions 4.2.1.3: St Helens Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for offstreet parking. (16% completed)

No action in the reporting period on developing a Strategy due to resource allocation to other priority projects. Work scheduled to commence November 2020.

Related to this is the development of the car park on the corner of Cecilia and Quail Streets which has been progressing through approvals process.

Key Focus Area 4.2.2

Telecommunications:

Ensure residents and visitors can access telecommunication services such as NBN and mobile phone coverage where they are living and visiting.

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:06:06

Actions 4.2.2.1: Telecommunications - Monitor the roll-out of the Mobile Black Spot Program and advocate for the installation of small cell technology to service Mangana and the surrounding area. (25% completed)

The Australian Government has committed \$380 million over six rounds to the Mobile Black Spot Program (the Program). In April 2020 the Round 5 results were announced, with a further 182 base stations to be funded in regional and remote Australia.

Planned locations under the Mobile Black Spot Program and indicative rollout schedule are listed. Please note that due to a range of external factors that are outside the direct control of service providers some base stations have experienced delays and require additional time in order to be delivered.

Optus - Macrocells at Mathinna and Pyengana in 2022, Q2 under funding round 5A.

Telstra - Nil new stations within the BODC municipality. The 4G Small Cell installation at Mathinna has been completed. Telstra have been advised of mobile black spot priorities - Ansons Bay and Mangana.

Vodaphone - Nil new stations within the BODC municipality. New cells at Pyengana and Goshen were completed in March and December 2019 respectively.

The Government has committed \$80 million for Round 6 of the Program. Round 6 is expected to commence after the Round 5A process is complete - no date advised.

Key Focus Area 4.3.1

Waste Management:

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

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:08:01

Actions 4.3.1.1: Green Waste Recycling - Produce weed-free green mulch for sale on a cost recovery basis at the Scamander and St Helens Waste Transfer Stations. (25% completed)

Green Waste at St Helens Waste Transfer Station

During the quarter, Council invited tenders for the purchase of Batch 2 - Green Waste Mulch produced during May 2020 - by double shredding and ageing. As no tender submissions were received, the Council will make green waste available to the public on a cost recovery basis. Material pricing to be considered by the Council at the ordinary meeting of Council in October 2020 after which time the material will be made available for public sale by volume.

Scamander Waste Transfer Station

Green waste at Scamander is single shredded and screened into a coarse mulch and stockpiled. Further processing to a fine mulch is not financially viable given the lower volume of green waste received at the transfer station. Composted green waste can be used as a substitute for natural peat in growth media and consideration is being given to screening the composted green waste fraction from existing stockpiles and making potentially the material available for sale on a cost recovery basis.

Actions 4.3.1.2: Inert Landfill Resource Recovery - Investigate re-use/recovery options and sales opportunities for concrete, soil and other non-asbestos containing builders waste currently placed at the St Helens Waste Transfer Station. (25% completed)

Visitors to the St Helens Waste Transfer Station will have noticed the efforts being made by Council staff to segregate inert waste.

- Concrete, non-asbestos cement sheeting and ceramic waste is currently being stockpiled and opportunity being sought for material reprocessing.
- Gyprock containing calcium sulphate dihydrate is also being stockpiled and will be shredded and blended with the next Batch of Green Waste Mulch. As an additive to green waste mulch, the material adds calcium to ground without altering soil pH and is good at breaking up clay, especially reactive clays and can improve the structure of most soils.
- Soil is being stockpiled and currently used on site as a landfill cover at the St Helens Site only. The potential for the presence of
 Phytophthora cinnamomic a soil-borne water mould that produces an infection which causes a condition in plants called "root rot"
 or "dieback" limits reuse options.
- Treated and non-treated timbers are separated. Reuse is encouraged and some material is salvaged for re-use. Residual treated timber and laminated composite materials are directed to landfill. Council is investigating the purchase of a shredder to convert untreated timber to saleable woodchips.
- Used furniture and mattresses remain problematic and are directed to landfill. The cost to dissembled these items into recoverable components remains cost prohibative.
- · Scrap steel and non-ferrous metals are being segregated for recycling.

Actions 4.3.1.3: Waste Management - Participate in the Northern Tasmania Waste Management Group (NTWMG) activities to achieve improvements in waste reduction and resource recovery; improve regional cooperation and coordination of waste services; oversee waste management policy setting and service delivery; and coordinate community education. (25% completed)

Break O Day Council is an active member of the Northern Waste Management Group (NTWMG).

A current key initiative is the ASPIRE (Exchanging Waste as a resource).

ASPIRE is a digital platform that works on circular economy principles and connects producers of waste with those who can reuse, repair, remake and recycle the products. George Town, City of Launceston, Meander Valley, Break O' Day, Flinders Island, West Tamar and Northern Midlands have signed on to the platform. People and businesses in those council areas with fewer than 20 staff can use it for free, while larger businesses are encouraged to also join for a fee. The 12-month trial of ASPIRE is being overseen by Northern Tasmania Development Corporation and the Northern Tasmania Waste Management Group. Opportunities exist at Break O Day in relation to Builders Waste (plaster board, untreated timber and porcelain products, Rock and Soil fill, Glass, hard plastics and cardboard. Waste streams that are recovered for reuse include polystyrene, e-waste, oils, paints, tyres, batteries, steel and green waste mulch (St Helens only).

Actions 4.3.1.4: Inert Waste Landfill - Develop Scamander Waste Transfer Station as an Inert Landfill Site - address environmental regulatory requirements to enable progression to the design and costing of Inert Waste Cells. (50% completed)

Break O'Day Council submitted an Environmental Effects Report to the Tasmanian EPA in 2016 by which it was proposed to establish an inert landfill at the Scamander Waste Transfer Station. The Scamander site is considered suitable for the proposed activity considering: the current activity and the ease of operation it provides; its historical use as a putrescible landfill; and the appropriate distance from surrounding sensitive land use areas.

The proposal is for the site to continue being used as a waste transfer station. The proposed extension of activity includes accepting inert waste to be landfilled on top of an area previously used for putrescible landfilling.

Actions 4.3.1.5: Glass Reuse - Investigate options and verify by Cost Benefit Analysis the separation and re-use opportunities for glass collected in Kerbside Co-mingled Recyclables waste stream and glass collected at Municipal Waste Transfer Stations. (25% completed)

Glass collected by Council follows two paths:

I) In the Kerbside Comingled Recyclables waste stream, that is efficiently transported and separated at JJ's Waste recovery facility at Invermay.

ii) Through placement in glass bins at Council's Waste Transfer Stations. This material is transported to the Scamander WTS and stockpiled. Currently it is not cost effective to recover the low volumes of material collected and that currently stockpiled.

The Tasmanian Government has announced its intention to introduce a Container Deposit Scheme. The scheme was announced in June 2019 and is intended to be operational by 2022. When introduced, it is expected that WTS glass volume will increase and which opens new opportunity for material re-use as alternatives to gravel for use in road construction, drainage material and brick and tile additives.

Council will continue to monitor these developments and seek cost effective re-use opportunity.

Actions 4.3.1.6: Single Use Plastics - Single-use Plastics Policy approval and implementation. (10% completed)

At the Ordinary meeting of the Council (December 2019), Council endorsed the recommendation to "receive the Single-use plastics -Information Paper and works progressively and with the community to reduce the use of single-use plastics and other materials, in favour of reuse, recycling and organic waste management."

Social hygiene requirements brought on by the COVID pandemic have added a significant challenge to finding opportunities to avoid generating waste from single-use plastics and other materials and have somewhat disrupted the development of a workable policy. Opportunities will continue to be sought with the community and businesses to promote reuse, recycling and organic waste management and a draft policy developed and presented to the Council.

Key Focus Area 4.3.2

Roads and Streets:

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

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:10:42

Actions 4.3.2.1: State Road Network - Pursue upgrades to State Government road infrastructure assets (Tasman Highway) to improve safety and reliability. Result, network quality. (25% completed)

Tasman Highway - Basin Creek to St Helens Point Road

State Growth will be improving the Tasman Highway between Basin Creek and St Helens Point Road.

The works will include road widening, improvements to the condition and alignment of the road, and two new dedicated overtaking facilities (one in each direction).

These upgrades will improve safety for all road users, improve travel time reliability and enhance the driver and visitor experience.

Information about the project was available to view at the Break O'Day Council Library from Monday 10 August to Monday 24 August.

Plans may be viewed on the Departments Website - search for " Roll Plan - Tasman Highway, Basin Creek to St Helens Upgrade"

Timing

Development application lodged: August 2020

Public display: August 2020

Open to tender: late 2020

Expected start of works: late 2020

Actions 4.3.2.2: Municipal Road Network - Complete transfer of the responsibility of Binalong Bay Road to the State Govdernment. (25% completed)

Update - quarter ending September 2020

The department of StateGrowth are proceeding with shoulder widening works to Binalong Bay Road from Tuckers Arm to Cray Court.

Road widening comprises: 3.1m lane width, 1m sealed shoulder and 0.5m gravel verge.

Tenders advertised in late September with site survey work completed. Expected construction period Feb to April 2020 but to be confirmed.

Councils General Manager has written to StateGrowth seeking detail on the Department formally taking over control of Binalong Bay Road.

Actions 4.3.2.3: Strategic Road Plan - Update Council's plan to identify routes of strategic importance and urgency for the purpose of securing future road upgrade funding. (0% completed)

No action in the quarter ending September 2020, due to resourcing other priorities. Action to be commenced in the next quarter.

Actions 4.3.2.4: Scamander Wrinklers Entrance - Finalise approvals and undertake construction works to enhance the northern entrance of Scamander at Wrinklers Lagoon Bridge. (25% completed)

Background

On the 20 April, 2020 Council mailed all ratepayers of Scamander a letter seeking feedback on a conceptual plan that had been done as part of the Great Eastern Drive Roadside Stop Design Study. Break O'Day Council commissioned Monash University Studio Group (3rd year architectural students) who had been involved in the original project, to design a number of public toilet facilities that could be built along the Great Eastern Drive.

The design for this area was outlined in two (2) parts – the toilet facility located within the existing carpark and a boardwalk to the end of the existing car park where people can enjoy the vista of the area and take those memorable shots. | 07/20.14.4 Wrinklers Proposed Project 114

As part of the overall project, Council needed to address:

- · The issue of safety for cars entering and exiting the site safely;
- New turning signage from the highway entry; and ?
- A new toilet block.

At the Ordinary Meeting of Council July 2020, the Council endorsed the following officer recommendations:

That taking into account the community comment:

1. Council restrict the project to the area between the dune and the road referring all other matters to Parks & Wildlife Service to address as it is outside Council's leased area.

2. Council design and build a toilet facility in approximately the same location as the existing toilet facility which blends with the surrounding environment.

3. That Council utilise the existing bus shelter at Wrinkers; and

4. That Council undertake the traffic movement improvements as identified with the Traffic Impact Assessment to improve the flow of traffic at the site and to correct the issue of sight distance that has occurred since the upgrade of the Wrinklers Bridge located on the Tasman Highway.

Actions are currently being addressed.

Key Focus Area 4.3.3 🔥 📩

Recreational Facilities:

Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure.

Owner: Ben Pettman

Update provided by John Brown on Oct 16, 2020 00:12:33

Activity in this Key Focus Area during the period has been primarily on completion of construction projects. Strategy related activities will be providing the foundation for the next round of projects and work will shift to this area in coming months.

Actions 4.3.3.1: Georges Bay Foreshore Trail - Undertake construction of the trail from St Helens Wharf to Homelea (rock walkway and bridge structures). (80% completed)

Contracts were awarded for this project by the Council in June 2020 with works commencing in late June.

BridgePro Engineering was awarded a contract for the design and construction of both an aluminium bridge and elevated walkway that included ballustrades, fibre reinforced decking, concrete supporting substructure, scour protection and all associated civil works. Superstructure components, manufactured in aluminium were fabricated the Lyndcraft Boats at St Helens. Together the combined structure spans.

Streetwise Developments Pty Ltd was awarded the construction contract for the provision of a rock/gravel shared way that connects the existing foreshore track above Kirwans Beach at the slipway and the elevated walkway leading into the crossing of Golden Fleece Rivulet.

Both projects are running on time, with overall practical completion to occur in late October.

Actions 4.3.3.2: Walking Trails Network - Liaise with stakeholders responsible for trails to ensure a coordinated and logical approach to trail upgrading and maintenance for priority trails. (5% completed)

No actions undertaken to date. Require scope of project to clearly define objectives and activities completed to date to build upon previous actions

Actions 4.3.3.3: St Helens to Binalong Bay Link - Complete the project to a shovel ready stage and pursue funding. (5% completed)

Require scope of project to progress. Hand over from Chris Hughes is required with due date at risk of not been achieved

Actions 4.3.3.4: St Helens MTB Network - Complete construction of the Network including support infrastructure. (90% completed)

The St Helens network is on track for October 2020 completion

Actions 4.3.3.5: Bay of Fires Trail - Complete trail head infrastructure and re-route of the Blue Tier Trail. (90% completed)

Art work for the new arch way is to be installed before end of October and link to Blue Tier trail to be opened when weather permits likely mid Nov 2020. Trail works are complete but Poimena is very wet and the top section of Bay of Fires Trail and this new link trail will only be opened once the terrain dries out sufficiently.

Actions 4.3.3.6: Skills Track / Pump Track - Examine options to establish a skills / pump track in the St Helens area. (5% completed)

Locations for pump track will need to be investigated and identified will community engagement required seeking feedback on options. Due date is at risk of not being met. Likely revised due date March 30 2021. Funding and delivery (contract award) of these components are not likely to be in 2020/21 fy.

Actions 4.3.3.7: St Helens MTB Network - Increase the engagement of the businesses and the community in the development and operation of the trails. (25% completed)

Business information sessions have resumed following the disruption with COVID with a session undertaken on 3/9/2020 which was attended by approx. 35 persons. Part of the session focussed on gaining participation in the management and operation of the trails with a few interested persons putting up their hand. Briefing Pack had been prepared previously and was provided to interested parties.

Actions 4.3.3.8: MTB Events - Identify ongoing opportunities for activation of the MTB Network by identifying Local / State / National / International events. (25% completed)

Current focus is on Dragon Trail MTB which has now been rescheduled to occur in March 2021. Working with organisers of multi-day trail event across both St Helens and Blue Derby networks.

Actions 4.3.3.9: Fingal to St Marys Trail - Develop a Master Plan for a rail trail between St Marys and Fingal. (5% completed)

Project currently on hold pending development of broader Recreational Trails Strategy.

Actions 4.3.3.10: St Marys Trail - Undertake a Feasibility Study for a walking / bike trail between Mt Nicholas and Elephant Pass subject to receipt of external funding. (5% completed)

Project currently on hold pending completion of broader Recreational Trails Strategy

Actions 4.3.3.11: MTB Network Operation - Develop and implement operational / maintenance plan for the MTB trail networks. (61% completed)

Continuing to revise the maintenance plan from lessons learned and understanding resourcing required now that the whole network is complete

Actions 4.3.3.12: Recreational Trails Strategy - Develop a strategy encompassing walking and bike trails for the Break O'Day area. (15% completed)

Funding secured to undertake development of the Strategy. Preparation of Brief to consultants commenced.

Key Focus Area 5.1.1

Health:

Retain and expand local provision of disability, preventative, chronic and acute health care services including pursuing innovative healthcare delivery options.

The provision of health services to be delivered at a local level addressing the community's needs.

Owner: Chris Hughes

Update provided by John Brown on Oct 16, 2020 00:12:57

Actions 5.1.1.1: Local Services - Strengthen relations with Royal Flying Doctor Service (RFDS) to increase the number of services to be delivered within our community. (25% completed)

Our partnership with the Royal Flying Doctor Service will soon be up for review - early conversations with staff from RFDS was that they intended to continue with the model that they were successful in obtaining funding through PHT - but this will depend on what is up for offer when the Federal Government put the tender out. The services that are currently being offered in Break O'Day have been modified over the term of the agreement in line with changes to our community eg., mental works for our youth has now been introduced.

Actions 5.1.1.2: Old St Helens Hospital - Lobby and work with the Department of Communities Tasmania to review the outcomes of the community engagement process and to determine the future use of this site. (25% completed)

The old St Helens Hospital is currently being used as a Respiratory Clinic and the State Government has contracted this service to Ochre. We have not been provided with a timeline as to when the old St Helens Hospital will be vacant again.

Actions 5.1.1.3: Local Service Delivery - Works with the NGO's on the Mental Health Directory and to undertake a community wide survey to understand the needs of health service delivery within Break O'Day (BOD) along with identified gaps. (25% completed)

The Mental Health Directory is updated through the Trial Site committee - a new version has just been released and is available to everyone and displayed on our website. As part of the Suicide Trial Site we have a Community Suicide Response Group which has been activated recently and assisted members of the community.

Actions 5.1.1.4: Doctors - Build on the relationship with OCHRE Health to ensure consistency of Medical Practitioners and service delivery. (25% completed)

We currently have a full contingency of medical practitioners with a number of them making St Helens their full time base. Council continues to build relationships with Ochre during this COVID period

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Key Focus Area 5.1.2

Youth

Owner: Chris Hughes

Key Focus Area 5.2.1

Mental Health:

Improve the mental health of our community through stability in service delivery and a holistic approach to the provision of services locally.

Continue to be part of the group which are funded by PHT in relation to suicide in males aged between 40 and 64 and identify learnings that can be shared with the whole community.

Owner: Chris Hughes

Update provided by John Brown on Oct 16, 2020 00:13:13

Actions 5.2.1.1: THRIVE - Maintain working relationship with THRIVE and participate in their activities. (25% completed)

THRIVE continues to meet and the group have just reviewed their Project Plan encompassing all age groups within our community identifying new projects to work on which will benefit the whole community subject to external funding and lifting of some of the Covid restrictions. THRIVE have identified that change - for example bullying needs to be a whole community approach not just within the school community - so some sessions have been planned around whole community events.

Actions 5.2.1.2: Suicide Prevention - Maintain involvement in the Suicide Prevention Trial and continue to work with the committee on delivering the programs for a further 12 months. (25% completed)

Council continues to be part of this group. Even though the project has been extended for a further 6 months, PHT are currently through the process of evaluating what the groups have done and report will be provided soon. The projects that were part of the original plan will continue though the extended period for example the Suicide Bereavement group which works with impacted people after a suicide.

Key Focus Area 5.2.2

Education & Skills Training:

Improve education and skills training opportunities and encourage greater personal development through delivery of programs locally which meet the needs of industry and the community.

Implement outcomes of the BDO Report.

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:13:24

Actions 5.2.2.1: Employment Partnership Project - Participate in the project being facilitated by the Fingal Valley Neighbourhood House (FVNH) including supporting the operations of the local steering committee. (25% completed)

Employment Partnership Project is now called Break O'Day Employment Connect (BODEC) and the project is being actively supported by Council's Community Services Project Officer and General Manager through participation in the Steering Committee. Project has commenced operations with the employment of

Three employees have commenced in the roles of Jobseeker Connector, Employer Connector and Project Manager and premises for the project have been secured and are now operating.

Operational Project Planning, incorporating transport solutions are currently being mapped out.

BODEC Official Launch occurred on Wednesday 30th September 2020 at the Fingal Valley Neighbourhood House and the Break O'Day Trade Training Centre.

Key Focus Area 5.2.3

Transport:

Facilitate a range of transport options that support movement within and outside the Break O'Day area.

Owner: Chris Hughes

Update provided by John Brown on Oct 16, 2020 00:14:02

Actions 5.2.3.1: Local Transport Network - Work with young people through the Employment Partnership Project to address transport barriers. (10% completed)

Actions 5.2.3.2: Transport Gap Analysis - Examine the outcomes of previous engagement activities and work with young people through the Employment Partnership Project to address transport barriers. (8% completed)

Employment Partnership Project is now called Break O'Day Employment Connect (BODEC)

Three employees have commenced in the roles of Jobseeker Connector, Employer Connector and Project Manager.

Operational Project Planning, incorporating transport solutions are currently being mapped out.

BODEC Official Launch is on Wednesday 30th September 2020 at the Fingal Valley Neighbourhood House and the Break O'Day Trade Training Centre.

Actions 5.2.3.3: Learner Driver Mentor Program - Recruit and train additional mentors to support the program. (25% completed)

1 additional mentor has been recruited and inducted.

Key Focus Area 5.3.1

Service Delivery:

Improvement

Owner: Jake Ihnen

Update provided by John Brown on Oct 16, 2020 00:14:16

Actions 5.3.1.1: Service Delivery Improvements - Review and implement business process improvements to existing planning and building processes with an aim to improving customer service delivery and timeframes for processing. (25% completed)

Various internal improvements implemented to date includes:

A) Implementation of Pre Lodgement Assessment Process, incorporating referral processes and increased customer service;

B) Implementation of Formalised Review & Delegate authorisation process;

C) Implementation of Formalised Customer Enquiry Procedure & Formalised approach to Customer Service Enquiries;

D) Draft flowcharts for Pre Lodgement Advice & Planning Approval process underway;

E) Draft flowcharts underway for Building approval processes (Notifable and Permit works);

Actions 5.3.1.2: Development Information - Review and simplify information relating to undertaking development including Fact Sheets and Website information for re-occurring enquiries. (10% completed)

Substantial increase in Development Application received required re diversion of resources from this project. Some preliminary works has been completed in this space - resources to be allocated to progress.

Actions 5.3.1.3: Emergency Management Volunteers - Undertake training with people who have responded to Council's call out for volunteers with regard to emergency situations. (20% completed)

Council currently has a list of people who have applied to volunteer their time to assist in an emergency situation - staff are currently looking at what training is available for them.

Actions 5.3.1.4: Municipal Emergency Management Plan - Review and adopt the Plan in line with the Tasmanian Emergency Management Plan. (41% completed)

This will be done in line with State Government timelines. Council has developed a sub plan which encompasses the St Helens Mountain Bike trails - this document sits under the main Plan

Key Focus Area 6.1.1

Local Government Reform

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:14:24

Actions 6.1.1.1: Northern Region Shared Services - Pursue joint procurement opportunities and a common IT platform involving northern region Councils. (25% completed)

Development of a common IT platform for northern region Councils has been progressing through the investigation stages with Councils providing detailed information on their IT Strategies, equipment, products and resourcing approach. Draft report received by northern GMs at their meeting on 11/09/2020 and is now being considered. Opportunities for resource sharing is occurring in relation to Environment Health services due to the shortage of qualified persons within the region and State.

Key Focus Area 6.1.2

Break O'Day Organisation

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:14:39

Actions 6.1.2.1: Organisational Development - Integrate the focus on service delivery with a well-being approach based on agreed values and team based activities. (25% completed)

Well-being activities are being delivered to all employees through a broad focus on mental health, resilience, and our lifestyle. A broader Mental Health and well-being Plan is under development which has an internal and external focus, a presentation was provided to Council at the September Council Workshop.

Key Focus Area 6.1.3

Strategic Plan

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:14:46

Actions 6.1.3.1: 2017 - 2027 Break O'Day Strategic Plan - Develop a process to review the relevance of the Key Focus Areas within the Plan. (0% completed)

Yet to be progressed

Key Focus Area 6.1.4

Financial Sustainability

Owner: Bob Hoogland

Update provided by John Brown on Oct 16, 2020 00:15:15

Actions 6.1.4.1: Value for Money Reviews - Undertake reviews of operational activities to identify revenue opportunities, cost savings and / or process improvements. Results, ongoing annual savings of \$50,000 and 500 hours identified and achieved. (0% completed)

Standing agenda item considered at each Management Team Meeting

Actions 6.1.4.2: Revenue Generation - Identify opportunities to generate alternative revenue sources including undertaking roadworks on Department of State Growth projects. (0% completed)

Initial investigations commenced

Actions 6.1.4.3: Grant Funding - Apply for grant funding opportunities which assist Council to achieve its identified priorities. Result(s), overall success rate of 75%, funding received for three (3) identified priorities and grant funding of \$250,000 secured. (25% completed)

The following grant applications have been submitted to date:

Application Title	Funding Source	Amount Sought	BODC Contribution	Other Contributions	Amount Received
Enhancing community life in the Fingal Valley	Drought Communities Programme	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
Electronic School Speed Sign, Groom Street, St Helens	Vulnerable Road Users Program 2020-2021	\$15,000.00	\$0.00	\$5,000.00	\$20,000.00
Gardens Road / Lyall Road, Binalong Bay	Black Spot Programme 2020 - 2021	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00

Key Focus Area 6.1.5

Financial Management

Owner: Bob Hoogland

Update provided by John Brown on Oct 16, 2020 00:15:44

Actions 6.1.5.1: Operational Efficiencies - Examine opportunities for operational cost reductions resulting in reduced waste management costs based on \$/t to landfill. (25% completed)

Municipal waste quantity to landfill is monitored and reported on a monthly basis to the Council. Landfill waste that ranges between 2,600 and 3,200 tonnes per annum comprises kerbside general waste, town litter bin waste and general waste placed at councils waste transfer stations and some commercial waste. Landfill waste tonnage varies over time.

Landfill waste quantity for the quarter ending September 2020 is tabled for information.

Period	2020/21 (T)	Four Year High (T)	Four Year Low (T)
July	181	195	156
August	181	218	140
September	178	220	172
Quarter Total	540	633	468

YTD tonnage falls within the historical four year rolling range.

A current focus is Waste Transfer station Bulk waste. This waste stream has a high recyclable material content, specifically cardboard, paper, timber, scrap steel and e-waste that is not being deposited into containers provided at each site. Diversion from bulk waste bins and into re-use/recycling offer an opportunity to reduce the number of bulk bins being transported and operational cost, noting that revenue opportunity exists in the recovery of valuable materials listed.

Actions 6.1.5.2: Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel. (18% completed)

Report prepared for Council to confirm a replacement independent Chair. First Audit Panel Meeting for 2020/2021 scheduled for 19/10/2020

Actions 6.1.5.3: Long Term Financial Plan (LTFP) - Maintain financial viability and accountability in budgeting and administration. Regularly review the LTFP to ensure that it accurately reflects the results of Council decision making. Result, meet or exceed LTFP forecasts for operational results. (15% completed)

Review planned for after receipt of audited financial reports for 2019/2020.

Actions 6.1.5.4: Internal Audit - Implement Internal Audits according to the adopted schedule. (14% completed)

Internal audit carried over from 2019/2020 by Synectic still progressing. Internal audits for 2020/2021 being planned.

Key Focus Area 6.1.6

Human Resources

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:16:00

Actions 6.1.6.1: Well-being Program - Finalise and implement a Mental Health and Well-being Plan with a focus on capacity building across the organisation. (25% completed)

Draft Mental Health and Well-being Plan under development with some initial activities implemented as part of the COVID 19 response. Presentation provided to the September Council workshop.

Actions 6.1.6.2: Workforce Plan - Develop a Plan to prepare for and manage succession requirements and an ageing workforce. (0% completed)

Yet to be commenced

Key Focus Area 6.1.7 🛛 📩

Management Systems

Owner: Bob Hoogland

Update provided by John Brown on Oct 16, 2020 00:16:13

Actions 6.1.7.1: GIS Services - Complete review of current arrangements to ensure an effective and cost effective approach is being used. (0% completed)

No action commenced

Actions 6.1.7.2: Envisio - Monitor and refine its role in managing activities. (25% completed)

Investigations have been undertaken and demonstrations have taken place with PMH and Glenorchy City Council with regard to Cascade.

Actions 6.1.7.3: Envisio Community Dashboard - Finalise the operation of the community dashboard on Council's website. (97% completed)

completed

Key Focus Area 6.1.8

Elected Members

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:16:28

Actions 6.1.8.1: Professional Development - Facilitate participation of Councillors in Professional Development. (25% completed)

Due to COVID no formal professional development has been undertaken accept for a Mayors Workshop which was facilitated by the Local Government Association of Tasmania (LGAT) and some free webinars which have been facilitated on various topics through, LGAT and East Coast Tourism Tasmania (ECTT).

Key Focus Area 6.1.9

Council Advocacy

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:16:39

Actions 6.1.9.1: Council Priority Projects - Finalise project briefs and pursue identified priority projects through State and Federal Budget consultation processes. (25% completed)

Project briefs currently under development for priority projects previously identified by Council, Stiegliz/Parnella Foreshore Track and erosion protection; Binalong Bay to St Helens Pathway; and Swimcart to Binalong Bay Multi-user Track. Costing for projects are currently being reviewed and updated.

Key Focus Area 6.1.10

Customer Service

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:16:51

Actions 6.1.10.1: Service Improvements - Encourage ongoing improvement to the customer service approach of the organisation through identified professional development and other activities. (0% completed)

No action commenced

Actions 6.1.10.2: Business Customer Experience - Develop and implement a program focused on service process mapping. (0% completed)

No action commenced

Key Focus Area 6.1.11

Asset Management

Owner: David Jolly

Update provided by John Brown on Oct 16, 2020 00:17:10

Actions 6.1.11.1: Building Asset Management - Update and integration of Building Asset Management and Financial Management Systems. (25% completed)

Database update has now been updated and sent to consultant to develop formalised database including updated financial information and valuations. Currently pending consultant to implement changes.

Actions 6.1.11.2: Road Assets - Complete review of current approach to treatment of road and bridge assets. (25% completed)

Bridge Assets

During the quarter, the annual inspection of Council's bridge assets were completed and the Bridge Management System (BMS) updated. The BMS contains information about each bridge asset and includes , detail of the physical asset, condition inspection information, required maintenance, replacement schedule and current replacement value including depreciation. The BMS remain s valuable tool by which bridge assets are managed.

Road Assets

The current focus is on the treatment of unsealed road assets. Unsealed council road assets are currently recognised as one depreciable asset, which is currently known as the unsealed pavement asset. Asset components are recognised for unsealed road formation and land under the road in accordance with current accounting standards, however these are non-depreciable assets. Currently unsealed road

pavements assets are assigned a uniform 30-year asset useful life. However, this does not reflect reality in relation to unsealed road asset renewals. Priority roads such as Anson's Bay Road require asset renewal such as re-sheeting far more frequently than every 30 years. Similarly, roads that are not priority roads and very low trafficked may not be fully re-sheeted and certainly not fully reconstructed during the currently prescribed 30-year period.

The current investigation relates to the splitting the current unsealed road pavement asset for each unsealed road segment into two components - in line with best practice. This would result in an unsealed road pavement base asset component and an unsealed road wearing surface asset.

Actions 6.1.11.3: Asset Management Plan - Update Asset Management Plan to reflect updated asset information. (25% completed)

Council officers have commenced the process of updating the Strategic Asset Management Plan and the Roads Asset Management Plan. Updated plans are to be used as part of the next annual budget process.

Key Focus Area 6.1.12

Stormwater Management Plan

Owner: Stuart Barwick

Key Focus Area 6.1.13

Work Health & Safety

Owner: Simone Ewald-Rist

Update provided by John Brown on Oct 16, 2020 00:18:55

Actions 6.1.13.1: Incident Prevention - Take action to reduce the likelihood of incidents of injury and illness in the workplace, including: review of reported incidents; audits of staff and contractors; inductions of staff and contractors; facilitate WH&S Committee meetings; appropriate identified training. (25% completed)

INCIDENT PREVENTION

Take action to reduce the likelihood of incidents of injury and illness in the workplace, including:

- · Review of reported incidents;
- · Audits of staff and contractors;
- · Inductions of staff and contractors;
- · Facilitate WH&S Committee Meetings;
- · Appropriate identified training.

Actions 6.1.13.2: Well-being Program - Undertake actions to improve the well-being of workers including appropriate training and awareness sessions. (25% completed)

Key Focus Area 6.1.14

Public Health

Owner: Jake Ihnen

Update provided by John Brown on Oct 16, 2020 00:19:09

Actions 6.1.14.1: Temporary Food Premises - In consultation with stakeholders develop a mobile and temporary food business policy and operator guide, to facilitate the service of food outside the traditional fixed premises model. (10% completed)

Councils Environmental Heath Officer has identified that this work is also being undertaken by neighbouring councils. Council staff are exploring options of data sharing to develop consistent approach between Councils.

Key Focus Area 6.1.15

Stakeholder Management

Owner: John Brown

Update provided by John Brown on Oct 16, 2020 00:19:19

Actions 6.1.15.1: Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy. (25% completed)

Participation in NTDC activities is currently focussed on Population Attraction Program (separately reported) and Circular Economy project.

Actions 6.1.15.2: Local Government Association of Tasmania (LGAT) and Australian Local Government Association (ALGA) -Participate actively at the State and National level in Local Government matters including legislative reviews and policy development. (25% completed)

Activity in this area has been focussed on the State level through LGAT through participation in LGAT General Management Committee by the Mayor and the Local Government Act Review by the General Manager. Legislative reviews and activities include the Dog Control Regulations and the Legislative Council review into TasWater.

Key Focus Area 6.1.16

Improvements to Council's Systems and Processes

Owner: Bob Hoogland

Update provided by John Brown on Oct 16, 2020 00:19:29

Actions 6.1.16.1: System and Process Improvements - Undertake an ongoing review of Council's systems and processes with a
focus on simplification, time and resource reduction including intra-departmental and inter-departmental processes. (0%
completed)

No action commenced



Owner: Bob Hoogland

Actions: 7

	%	#
🔵 On Track	85.71	6
Completed	14.29	1

Update provided by John Brown on Oct 16, 2020 00:19:52 Actions 6.2.1.1: Policy Review - AM03 - Street Lighting Policy (0% completed) No progress year to date. The policy will be reviewed in the new year. Actions 6.2.1.2: Policy Review - AM06 - Footpath Construction Policy (0% completed) No progress year to date. The policy will be reviewed in the new year. Actions 6.2.1.3: Policy Review - AM07 - Playground Management Policy (0% completed) No progress year to date. The policy is to be reviewed in the new year. Actions 6.2.1.4: Policy Review - AM08 - Subdivision New Works and Infrastructure Construction Policy (0% completed) No progress year to date. The policy is to be reviewed in the new year. Actions 6.2.1.5: Policy Review - AM10 - Reserves Management Policy (0% completed) No progress year to date. The policy will be reviewed in the new year. Actions 6.2.1.6: Policy Review - AM12 - Vehicle Policy (100% completed) The Vehicle Policy was reviewed and presented to the September Council Workshop for discussion and amendments were adopted at the September Council Meeting. Actions 6.2.1.7: Policy Review - AM14 - Mowing Policy (0% completed) No progress year to date. The policy will be reviewed in the new year.

Actions 6.2.1.1

Jul 01, 2020 - Jun 30, 2021 On Track Progress 0%

Update provided by David Jolly on Oct 14, 2020 02:44:35 No progress year to date. The policy will be reviewed in the new year.

Policy Review - AM03 - Street Lighting Policy

Owner: David Jolly

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Actions 6.2.1.2 Jul 01, 2020 - Apr 30, 2021 On Track Progress 0% Policy Review - AM06 - Footpath Construction Policy Owner: David Jolly	Update provided by David Jolly on Oct 14, 2020 02:45:02 No progress year to date. The policy will be reviewed in the new year.
Actions 6.2.1.3 Jul 01, 2020 - Apr 30, 2021 On Track Progress 0% Policy Review - AM07 - Playground Management Policy <i>Owner: David Jolly</i>	<i>Update provided by David Jolly on Oct 14, 2020 02:45:30</i> No progress year to date. The policy is to be reviewed in the new year.
Actions 6.2.1.4 Jul 01, 2020 - Jun 30, 2021 On Track Progress 0% Policy Review - AM08 - Subdivision New Works and Infrastructure Construction Policy <i>Owner: David Jolly</i>	<i>Update provided by David Jolly on Oct 14, 2020 02:45:55</i> No progress year to date. The policy is to be reviewed in the new year.
Actions 6.2.1.5 Jul 01, 2020 - Apr 30, 2021 On Track Progress 0% Policy Review - AM10 - Reserves Management Policy <i>Owner: David Jolly</i>	<i>Update provided by David Jolly on Oct 14, 2020 02:46</i> :34 No progress year to date. The policy will be reviewed in the new year.
Actions 6.2.1.6 Jul 01, 2020 - Aug 31, 2020 Completed Progress 100% Policy Review - AM12 - Vehicle Policy Owner: Angela Matthews	Update provided by Angela Matthews on Sep 28, 2020 05:31:37 The Vehicle Policy was reviewed and presented to the September Council Workshop for discussion and amendments were adopted at the September Council Meeting.
Actions 6.2.1.7 Jul 01, 2020 - Jun 30, 2021 On Track Progress 0% Policy Review - AM14 - Mowing Policy Owner: David Jolly	<i>Update provided by David Jolly on Oct 14, 2020 02:47:00</i> No progress year to date. The policy will be reviewed in the new year.
Key Focus Area 6.2.2 Progress 27% Community Building Policy Owner: Bob Hoogland Actions: 8	% # Status Pending 50.0 4 On Track 25.0 2 Completed 25.0 2
Update provided by John Brown on Oct 16, 2020 00:20:07	Page 32

Actions 6.2.2.1: Policy Review - CB01 - Volunteer Policy and Guidelines (0% completed)

Still outstanding

Actions 6.2.2.4: Policy Review - CB06 - Community Grant - Assistance Policy (100% completed)

This review has been completed and adopted by Council - September, 2020

Actions 6.2.2.6: Policy Review - CB08 - Council Fee Remission of Building and Development Fees for Community Groups Policy (100% completed)

This Policy has been reviewed and adopted by Council September, 2020

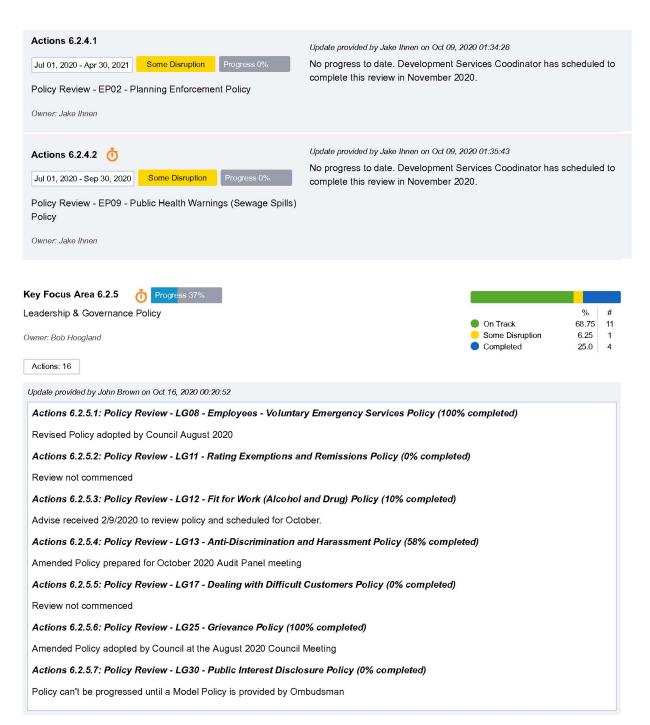
Actions 6.2.2.8: Policy Review - CB04 - Youth Policy and Strategy (15% completed)

Discussions have been held internally with staff as to way to move forward with engaging with our young people - we are currently looking at developing an issues paper for discussion with our young people which will identify projects/outcomes that our young people would like to see addressed by Council

Actions 6.2.2.1 Jul 01, 2020 - Apr 30, 2021 On Track Progress 0% Policy Review - CB01 - Volunteer Policy and Guidelines <i>Owner: Bob Hoogland</i>	Update provided by Bob Hoogland on Oct 09, 2020 02:45:14 Still outstanding
Actions 6.2.2. Image: Constraint of the second	
Actions 6.2.2.3 Image: Constraint of the second	
Actions 6.2.2.4 Jul 01, 2020 - Mar 31, 2021 Completed Progress 100% Policy Review - CB06 - Community Grant - Assistance Policy <i>Owner: Chris Hughes</i>	<i>Update provided by Chris Hughes on Oct 15, 2020 23:13:20</i> This review has been completed and adopted by Council - September, 2020

Actions 6.2.2.5 💢 ὄ	
Jul 01, 2020 - Aug 31, 2020 Status Pending Progress 0%	
Policy Review - CB07 - Community Facility Hire Policy	
Owner: Chris Hughes	
Actions 6.2.2.6	
Jul 01, 2020 - Mar 31, 2021 Completed Progress 100%	Update provided by Chris Hughes on Oct 15, 2020 23:13:57 This Policy has been reviewed and adopted by Council September, 2020
Policy Review - CB08 - Council Fee Remission of Building and	
Development Fees for Community Groups Policy	
Owner: Chris Hughes	
Actions 6.2.2.7	
Jul 01, 2020 - Jun 30, 2021 Status Pending Progress 0%	
Policy Review - CB03 - Community Engagement	
Owner: Chris Hughes	
Actions 6.2.2.8	Update provided by Chris Hughes on Oct 15, 2020 23:15:34
Jul 01, 2020 - Jun 30, 2021 On Track Progress 15%	Discussions have been held internally with staff as to way to move forward
Policy Review - CB04 - Youth Policy and Strategy	with engaging with our young people - we are currently looking at developing an issues paper for discussion with our young people which will
Owner: Chris Hughes	identify projects/outcomes that our young people would like to see addressed by Council
Key Focus Area 6.2.3	
Economic Development Policy	
Owner: John Brown	
Key Focus Area 6.2.4 👩 Progress 0%	
Environment & Planning Policy	% # Some Disruption 100.0 2
Owner: David Jolly	
Actions: 2	
Update provided by John Brown on Oct 16, 2020 00:20:35	
Actions 6.2.4.1: Policy Review - EP02 - Planning Enforcement	nt Policy (0% completed)
No progress to date. Development Services Coodinator has school	eduled to complete this review in November 2020.
Actions 6.2.4.2: Policy Review - EP09 - Public Health Warnin	gs (Sewage Spills) Policy (0% completed)
3	3

No progress to date. Development Services Coodinator has scheduled to complete this review in November 2020.



Actions 6.2.5.8: Policy Review - LG31 - Recruitment and Selection Policy (100% completed)

Amended Policy adopted at the August 2020 Council Meeting

Actions 6.2.5.9: Policy Review - LG32 - Risk Management Policy (10% completed)

Advise received 2/9/2020 to review policy and scheduled for October.

Actions 6.2.5.10: Policy Review - LG42 - CCTV and Remote Camera Operation and Management Policy (0% completed)

Review not commenced

Actions 6.2.5.11: Policy Review - LG46 - Fraud Management and Control Policy (44% completed)

Amended Policy report prepared for October 2020 Audit Panel Meeting

Actions 6.2.5.12: Policy Review - LG47 - Personal Information Protection Policy (0% completed)

Review not commenced

Actions 6.2.5.13: Policy Review - LG48 - Contribution to Boundary Fences Policy (0% completed)

Review not commenced

Actions 6.2.5.14: Policy Review - LG51 - Related Party Disclosures Policy (42% completed)

Report on amended Policy prepared for October 2020 Audit Panel Meeting

Actions 6.2.5.15: Policy Review - LG52 - Council Support for Destroyed Dwellings Policy (100% completed)

Policy reviewed and amended Policy adopted by Council at the July 2020 Council Meeting

Actions 6.2.5.16: Policy Review - LG35 - Staff Code of Conduct (20% completed)

Initial stages of the review have commenced through discussions with indoor and outdoor teams to outline the need to review and invite participation on a review group. Focus will be on imbedding the values of the organisation within the Code of Conduct.



Actions 6.2.5.3 Jul 01, 2020 - Dec 31, 2020 On Track Progress 10% Policy Review - LG12 - Fit for Work (Alcohol and Drug) Policy Owner: Simone Ewald-Rist	Update provided by Simone Ewald-Rist on Sep 18, 2020 03:23:46 Advise received 2/9/2020 to review policy and scheduled for October.
Actions 6.2.5.4 Jul 01, 2020 - Apr 30, 2021 On Track Progress 58% Policy Review - LG13 - Anti-Discrimination and Harassment Policy <i>Owner: Bob Hoogland</i>	Update provided by Bob Hoogland on Oct 09, 2020 02:47:59 Amended Policy prepared for October 2020 Audit Panel meeting
Actions 6.2.5.5 Jul 01, 2020 - Apr 30, 2021 On Track Progress 0% Policy Review - LG17 - Dealing with Difficult Customers Policy Owner: Bob Hoogland	Update provided by Bob Hoogland on Oct 09, 2020 02:48:55 Review not commenced
Actions 6.2.5.6 Jul 01, 2020 - May 31, 2021 Completed Progress 100% Policy Review - LG25 - Grievance Policy Owner: Bob Hoogland	Update provided by Bob Hoogland on Oct 09, 2020 02:49:45 Amended Policy adopted by Council at the August 2020 Council Meeting
Actions 6.2.5.7 Image: The second	Update provided by Bob Hoogland on Oct 09, 2020 02:50:19 Policy can't be progressed until a Model Policy is provided by Ombudsman
Actions 6.2.5.8 Jul 01, 2020 - Sep 30, 2020 Completed Progress 100% Policy Review - LG31 - Recruitment and Selection Policy <i>Owner: Bob Hoogland</i>	Update provided by Bob Hoogland on Oct 09, 2020 02:50:59 Amended Policy adopted at the August 2020 Council Meeting
Actions 6.2.5.9 Jul 01, 2020 - Feb 28, 2021 On Track Progress 10% Policy Review - LG32 - Risk Management Policy Owner: Simone Ewald-Rist	Update provided by Simone Ewald-Rist on Sep 18, 2020 03:23:59 Advise received 2/9/2020 to review policy and scheduled for October.

Actions 6.2.5.10 Jul 01, 2020 - Feb 28, 2021 On Track Progress 0% Policy Review - LG42 - CCTV and Remote Camera Operation and Management Policy <i>Owner: Bob Hoogland</i>	Update provided by Bob Hoogland on Oct 09, 2020 02:51:33 Review not commenced
Actions 6.2.5.11 Jul 01, 2020 - Oct 31, 2020 On Track Progress 44% Policy Review - LG46 - Fraud Management and Control Policy <i>Owner: Bob Hoogland</i>	Update provided by Bob Hoogland on Oct 09, 2020 02:52:37 Amended Policy report prepared for October 2020 Audit Panel Meeting
Actions 6.2.5.12 Jul 01, 2020 - Oct 31, 2020 On Track Progress 0% Policy Review - LG47 - Personal Information Protection Policy <i>Owner: Bob Hoogland</i>	Update provided by Bob Hoogland on Oct 09, 2020 02:53:29 Review not commenced
Actions 6.2.5.13 Jul 01, 2020 - Feb 28, 2021 On Track Progress 0% Policy Review - LG48 - Contribution to Boundary Fences Policy <i>Owner: Bob Hoogland</i>	Update provided by Bob Hoogland on Oct 09, 2020 02:53:57 Review not commenced
Actions 6.2.5.14 Jul 01, 2020 - Apr 30, 2021 On Track Progress 42% Policy Review - LG51 - Related Party Disclosures Policy <i>Owner: Bob Hoogland</i>	Update provided by Bob Hoogland on Oct 09, 2020 02:56:25 Report on amended Policy prepared for October 2020 Audit Panel Meeting
Actions 6.2.5.15 Jul 01, 2020 - Jul 31, 2020 Completed Progress 100% Policy Review - LG52 - Council Support for Destroyed Dwellings Policy <i>Owner: Bob Hoogland</i>	Update provided by Bob Hoogland on Oct 09, 2020 02:57:21 Policy reviewed and amended Policy adopted by Council at the July 2020 Council Meeting
Actions 6.2.5.16 Jul 01, 2020 - Jun 30, 2021 On Track Progress 20% Policy Review - LG35 - Staff Code of Conduct Owner: John Brown	Update provided by John Brown on Oct 15, 2020 22:33:44 Initial stages of the review have commenced through discussions with indoor and outdoor teams to outline the need to review and invite participation on a review group. Focus will be on imbedding the values of the orgainisation within the Code of Conduct.

Key Focus Area 6.2.6

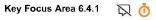
By Laws

Owner: Bob Hoogland

Key Focus Area 6.3.1

Reporting: To ensure transparency of risk management information across Break O'Day Council, a series of reports will be produced throughout the year.

Owner: Bob Hoogland



Capital Works and Projects Program

Owner: Bob Hoogland

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

IN CONFIDENCE

- 11/20.17.0 CLOSED COUNCIL
- 11/20.17.1 Confirmation of Closed Council Minutes Council Meeting 19 October 2020
- **11/20.17.2** Outstanding Actions List for Closed Council
- 11/20.17.3 Contract 030\001\132\ Bridge 2398 Replacement Closed Council Item Pursuant to Section 15(2)D of the Local Government (Meeting Procedures) Regulations 2015
- 11/20.17.4 Contract 030\001\133\ St Helens Point Road Upgrade Closed Council Item Pursuant to Section 15(2)D of the Local Government (Meeting Procedures) Regulations 2015
- 11/20.17.5St Helens Neighbourhood House Community Garden Closed Council
Item Pursuant to Section 15(2)F 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.