



COUNCIL MEETING AGENDA

Monday 17 August 2020
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
10 August 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 17 August 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
GENERAL MANAGER
Date: 10 August 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.

08/20.1.0 ATTENDANCE

08/20.1.1 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

08/20.1.2 Apologies

Nil

08/20.1.3 Leave of Absence

Nil

08/20.1.4 Staff in Attendance

General Manager, John Brown
Executive Assistant, Angela Matthews

08/20.2.0 PUBLIC QUESTION TIME

08/20.3.0 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.

08/20.4.0 CONFIRMATION OF MINUTES

08/20.4.1 Confirmation of Minutes – Council Meeting 20 July 2020

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 20 July 2020 be confirmed.

08/20.5.0 COUNCIL WORKSHOPS HELD SINCE 22 JUNE 2020 COUNCIL MEETING

There was a Workshop held on Monday 3 August 2020 – the following items were listed for discussion.

- 2019/2020 Annual Plan – Review as at 30 June 2020
- Policy – LG08 – Employees Voluntary Emergency Services Policy
- Policy – LG25 – Grievance Policy
- Policy – LG31 – Recruitment and Selection Policy
- Local Government Summary Tables Comparison Report
- Review of Risk Management Framework
- Potential Location of Optus Infrastructure
- Local Roads and Community Infrastructure Program (LRCI Program)
- Request for Council Sponsorship – Ten Days on the Island - 2021
- Break O’Day Drought Weeds Grants 2020
- Review of Reliance Forest Fibre Draft Forest Management Plan
- New Dog Exercise Areas for Binalong Bay, St Marys and St Helens
- Community Care and Recovery Package – COVID-19 - Update
- Footpaths
- Medea Street and Quail Street Intersection

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.

08/20.6.1

DA 129-2020 – Demolish Shed and New Storage Shed – 2 Gray Road, St Marys

ACTION	DECISION
PROPONENT	J Ihnen obo Break O’Day Council
OFFICER	Deb Szekely, Planning Officer
FILE REFERENCE	DA 129-2020
ASSOCIATED REPORTS AND DOCUMENTS	Amended Plans and Elevations Amended Planning Scheme Response

OFFICER’S RECOMMENDATION:

After due consideration of the application received and Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O’Day Interim Planning Scheme 2013* that the application for **STORAGE SHED** on land situated at **2 GRAY ROAD, ST MARYS** described in Certificate of Title 103674/1, 152467/1, 152716/1 (CLAC PRG) be **APPROVED** subject to the conditions:

1. Development must be carried out in accordance with following approved plans and documents, except as varied by conditions on this Planning Permit.

Approved Plans			
Plan Name	Reference Number	Prepared By	Dated
Proposed Site Plan	A03	Jon Pugh Home Design	8/07/2020
Proposed Shed Plan and Elevations	A04	Jon Pugh Home Design	8/07/2020

2. Use of the development must not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*.
3. Works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.
4. All runoff from the proposed buildings must be disposed of within the confines of the property by means that will not result in soil erosion or other stormwater nuisance. Soakage drains must be of sufficient size to absorb stormwater runoff.
5. Site benching through cut and fill must be in keeping with the physical and environmental capabilities of the site.
6. All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works. Any works to be undertaken within 2 metres of any Council owned infrastructure must be done in consultation with Council’s Works Operations Manager.

ADVICE

- Activities associated with construction works are not to be performed outside the permissible time frames listed:
 - *Mon-Friday 7 am to 6 pm*
 - *Saturday 9 am to 6 pm*
 - *Sunday and public holidays 10 am to 6 pm*
- Be advised that in accordance with the *Building Act 2016* assessment for building approval cannot commence until such time as Council is provided with full Building Design Plans and Specifications prepared by an accredited designer.

INTRODUCTION:

The proposed development includes the demolition of the existing shed and a proposed new storage shed at the St Marys Sports Complex at 2 Gray Road, St Marys. The applicant is the Break O'Day Council and the proposed development is located on land of which Council is the owner. Sports and Recreation is a Permitted Use Class in the Recreation Zone. The application is relying on performance criteria in seeking an approval and is therefore a Discretionary Application.

PREVIOUS COUNCIL CONSIDERATION:

Not applicable.

OFFICER'S REPORT:

1. The Proposal

The applicant is seeking approval for a new storage Shed to replace the existing storage shed which is no longer suitable for the requirements of the St Marys Sports Complex. The proposed shed will house maintenance equipment for the upkeep of the existing facilities and is to be sited west of the existing lawn bowls facilities. The proposed development will be wholly located on CT 152716/1 and does not require the removal of any native vegetation. The application relies on performance criteria with respect to the rear boundary setback and the method of stormwater disposal. The applicant is proposing to site the outbuilding 4m from the rear boundary in lieu of 10m which is the acceptable solution (18.4.1 Building Design and Siting P2). Additionally the applicant is proposing to manage stormwater overflow by managing disposal on-site (18.4.4 Stormwater Disposal P1).

2. Applicable Planning Scheme Provisions

Part 18 Recreation Zone;
E6 Car Parking;

3. Referrals

Nil.

4. Assessment

The application met the acceptable solutions for all issues except for reliance upon the performance criteria detailed below:

18.4.1 Building Design and Siting P2

18.4.4 Stormwater Disposal P1

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

Planning Assessment

18 Recreation Zone.

18.2 Use Table

The proposed demolition of the existing shed and the siting of a replacement shed is development that is directly associated with and a subservient part of the established Sport and Recreation Use on the site. Accordingly, the development is categorised into the same existing use class (Sports and Recreation). The Use Class Sports and Recreation is a Permitted Use Class in the Recreation Zone.

18.3 Use Standards

18.3.1 Amenity

Acceptable Solution	Proposed Solutions
A1 Operating hours must be between: a) 8.00 am and 10.00 pm where adjoining residential use; and b) 6.00 am and 12.00 am midnight where not adjoining residential use.	The proposed development is for the demolition of the existing storage shed and a replacement structure. The proposed development is not reliant on operating hours and does not alter the existing operating hours for the St Marys Sports Complex. The proposed development satisfies the acceptable solution.
A2.1 The proposal must not include flood lighting where it adjoins the General Residential, Low Density Residential, Environmental Living, Rural Living, Environmental Management Zone and A2.2 External security lighting must be contained within the boundaries of the site.	The proposed development does not involve flood lighting and does not alter the existing lighting associated with the St Marys Sports Complex. The proposed development satisfies the acceptable solution.


18.3.2 Recreation Zone Character

Acceptable Solution	Proposed Solutions
A1 Commercial vehicles for discretionary uses must be parked within the boundary of the property in locations that are not visible from the road or public land.	Sports and Recreation Use Class is a Permitted Use in the Recreation Zone. The proposed development does not include a Discretionary Use. Not applicable
A2 Goods or materials storage for discretionary uses must not be outside in locations visible from adjacent properties, the road or public land.	Sports and Recreation Use Class is a Permitted Use in the Recreation Zone. The proposed development does not include a Discretionary Use. Not applicable

18.4 Development Standards

18.4.1 Building Design and Siting

Acceptable Solution	Proposed Solutions
A1 Building height must not exceed 7m.	The proposed outbuilding (72 m ²) will have a maximum height of 4232 mm above natural ground level and a wall height of approximately 2780mm. The proposed development satisfies the acceptable solution.

Acceptable Solution	Proposed Solutions
<p>A2 Buildings must be set back 10m from all boundaries.</p> <p>P2 Building setbacks must:</p> <p>a) protect the amenity of adjoining dwellings from unreasonable impacts of overshadowing and overlooking; and</p> <p>b) conserve the recreation values of the area, having regard to existing uses and developments on the site and in the area.</p>	<p>Assessment against the Performance Criteria is required.</p> <p>P2 The proposed outbuilding is requiring an alternative setback from the side boundary i.e. 3850mm in lieu of the acceptable solution (10m).</p> <p>The St Marys Sports Complex is sited on land that consists of two titles (CT152716/1 and CT152467/1) with the proposed development being wholly contained on CT152716/1 (the northern lot). The Sports Complex however operates as a single large site with uses extending across the internal side boundary. As a result, the proposed use whilst located in proximity to the side boundary, it retains considerable separation from adjoining uses.</p>  <p>The blue dot representing the approximate location of the proposed shed, it can be demonstrated that the development whilst proximal to the side boundary of the northern lot, it is suitably separated from adjoining land uses.</p> <p>The siting of the proposed shed will not impact on adjoining land uses on separate titles due to the distance to boundaries. The residential uses to the east are separated by approximately 50m.</p> <p>The proposed development will continue to contribute to existing recreation values on the site in terms of function and operation.</p> <p>The proposed development satisfies the performance criteria in this instance.</p>

18.4.2 Landscaping

Acceptable Solution	Proposed Solutions
A1 If for permitted or no permit required uses.	<p>The proposed development is for a Permitted Use within the Recreation Zone.</p> <p>The proposed development satisfies the acceptable solution.</p>
A2 Plants listed in Appendix 3 must not be used in landscaping.	<p>The proposed development does not include landscaping.</p> <p>Not applicable.</p>

18.4.3 Subdivision

Acceptable Solution	Proposed Solutions
<p>A1 Subdivision must be:</p> <p>a) to provide for development in the Utilities Use Class; or</p> <p>b) required for public use by the Crown, an agency, or a corporation all the shares of which are held by Councils or a Council; or</p> <p>c) for the consolidation of a lot with another lot with no additional titles created; or</p> <p>d) to align existing titles with zone boundaries and no additional lots are created.</p>	<p>The proposed development does not include subdivision.</p> <p>Not applicable.</p>
<p>A2 If for utilities uses.</p>	<p>The proposed development does not include subdivision.</p> <p>Not applicable.</p>
<p>A3 The lot must have a minimum frontage of 4.0m.</p>	<p>The proposed development does not include subdivision.</p> <p>Not applicable.</p>
<p>A4 Each lot must be connected to a:</p> <p>a) reticulated water supply; and</p> <p>b) reticulated sewerage system; and</p> <p>c) reticulated stormwater system.</p>	<p>The proposed development does not include subdivision.</p> <p>Not applicable.</p>

18.4.4 Stormwater Disposal

Acceptable Solution	Proposed Solutions
<p>A1 All run off from buildings must be directed into on-site water storage tanks and the overflow from the tanks disposed of into the Council maintained roadside drain or the reticulated stormwater system.</p> <p>P1 Stormwater must be managed on the site so that it does not cause pollution, soil erosion or flooding to adjacent lot.</p>	<p>Assessment against the Performance Criteria is required.</p> <p>The proposed development will direct collected stormwater to a new 5000L rainwater tank with the overflow to be disposed of on site. The proposed absorption trench will be positioned in vicinity to the existing shed to be demolished (see site plan). Stormwater disposal will continue to be catered for on-site and has historically demonstrated that due to the size of the site, stormwater has been able to be disposed of without causing soil erosion or flooding to adjacent lots. The proposed stormwater disposal has been reviewed by Building Services. The proposed development satisfies the Performance Criteria in this instance.</p>

E6 Car Parking and Sustainable Transport Code

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Acceptable Solution	Proposed Solutions
<p>A1 The number of car parking spaces must not be less than the requirements of:</p> <p>a) Table E6.1; or</p> <p>b) a parking precinct plan contained in Table E6.6: Precinct Parking Plans (except for dwellings in the General Residential Zone).</p>	<p>The proposed development is for a storage shed that has no additional car parking requirements and does not alter existing car parking provided.</p> <p>Not applicable.</p>

E6.7.2 Design and Layout of Car Parking

Acceptable Solution	Proposed Solutions
<p>A1.1 Where providing for 4 or more spaces, parking areas (other than for parking located in garages and carports for a dwelling in the General Residential Zone) must be located behind the building line; and</p> <p>A1.2 Within the general residential zone, provision for turning must not be located within the front setback for residential buildings or multiple dwellings.</p>	<p>The proposed development is for a storage shed that has no additional car parking requirements and does not alter existing car parking provided.</p> <p>The proposed development is not within the General Residential Zone.</p> <p>Not applicable.</p>
<p>A2.1 Car parking and manoeuvring space must:</p> <ul style="list-style-type: none"> a) have a gradient of 10% or less; and b) where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction; and c) have a width of vehicular access no less than prescribed in Table E6.2; and d) have a combined width of access and manoeuvring space adjacent to parking spaces not less than as prescribed in Table E6.3 where any of the following apply: <ul style="list-style-type: none"> i) there are three or more car parking spaces; and ii) where parking is more than 30m driving distance from the road; or iii) where the sole vehicle access is to a category 1, 2, 3 or 4 road; and <p>A2.2 The layout of car spaces and access ways must be designed in accordance with <i>Australian Standards AS 2890.1 - 2004 Parking Facilities, Part 1: Off Road Car Parking</i>.</p>	<p>The proposed development is for a storage shed and does not create new demand for car parking on site, nor does it proposed to reduce any existing car parking on site.</p> <p>The proposed development satisfies the acceptable solution.</p>

E6.7.3 Parking for Persons with a Disability

Acceptable Solution	Proposed Solutions
<p>A1 All spaces designated for use by persons with a disability must be located closest to the main entry point to the building.</p>	<p>The proposed development is not required to provide disability parking.</p> <p>Not applicable.</p>
<p>A2 Accessible car parking spaces for use by persons with disabilities must be designed and constructed in accordance with AS/NZ2890.6 – 2009 Parking facilities – Off-street parking for people with disabilities.</p>	<p>The proposed development is not required to provide disability parking.</p> <p>Not applicable.</p>

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

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

E6.8.5 Pedestrian Walkways

Acceptable Solution	Proposed Solutions
A1 Pedestrian access must be provided for in accordance with Table E6.5.	The proposed development does not require separate pedestrian access to be considered. Not applicable.

5. Representations

The application was advertised 11 July 2020 to 24 July 2020 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining land owners. No representations were received.

6. Mediation

Nil.

7. Conclusion

In accordance with 8.10 of the *Break O'Day Interim Planning Scheme 2013*, the application has been assessed against the objectives of the Scheme, in particular the Recreation Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and two (2) Performance Criterion. It is recommended for approval with conditions normally set to this type of development.

LEGISLATION & POLICIES:

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

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority.



DEVELOPMENT APPLICATION

COMPLIANCE REPORT

OWNER'S DETAILS

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

PROJECT DETAILS

Proposed Shed and Hardstand
St Marys Sports Complex
#2 Gray Road
St Marys, TAS 7215

PREPARED BY:

Jon Pugh Home Design
0459 586 013

DEVELOPMENT SITE DETAILS

The development proposed is for a new storage Shed to replace the existing storage shed which is no longer suitable for requirements and will be demolished as part of this application. The proposed shed will house maintenance equipment for the upkeep of the existing facilities. The proposed shed will be situated on the western side of the existing bowling green at the St Mary's Sports Complex. There will not be an increase in traffic movements to the site or an increase parking requirements greater than those as already approved for this existing facility.

The proposed development does not require the removal of any existing vegetation. The stormwater run off will be directed to a new 5000L rainwater tank with overflow to a proposed absorption trench on site.

The proposed development relies on Acceptable solutions and in part Performance Criteria from the Break O'Day Council 2013 Interim Planning Scheme to satisfy planning standards.

DEVELOPMENT DETAILS

The proposed development is a new storage Shed and concrete Hardstand:

Proposed Shed:	72.00m ²
Proposed Hardstand:	24.00m ²
Total area of development:	96.00m ²

PLANNING CODE

The proposed development is in the 'Sports and Recreation' use category in the RECREATION ZONE and is a 'Permitted' use.

The following standards from the Break O'Day Council 2013 Interim Planning Scheme are to be considered:

- **ZONE 18.0 Recreation Zone**

ZONE 18.0 Recreation Zone

18.3 Use Standards

18.3.1 Amenity

- A1 Acceptable solution
The proposed development is replacing the existing storage shed and the use will not alter times of operating hours. The operating hours will be between the hours of 8.00 am and 10.00 pm.
- A2.1 Acceptable solution
The proposed is a development will not include flood lighting.
- A2.2 Acceptable solution
External security lighting will be contained within the boundaries of the site.

18.3.2 Recreation Zone Character

- A1 Not applicable
The proposed is a development not for a discretionary use.
- A2 Not applicable
The proposed is a development not for a discretionary use.

18.4 Development Standards

18.4.1 Building Design and Siting

- A1 Acceptable solution**
The proposed development will be less than 7m high. The proposed shed will be 3.8m high above natural ground level.
- P2 Performance Criteria**
The proposed development will be setback 3.85m from the southern boundary.
- a) There are no adjoining dwellings which will be impacted by either overshadowing or overlooking. The nearest dwelling is over 60m away from the proposed development.
 - b) The proposed development replaces the existing shed that is to be demolished. The purpose of the proposed development is to support the existing recreational use. The proposed development conserves the existing recreational value of the area.

18.4.2 Landscaping

- A1 Acceptable solution**
The proposed development is for a permitted use.
- A2 Acceptable solution**
Plants listed in Appendix 3 will not be used for landscaping.

12.4.1.2 Building Height

- A1 Not Applicable**
The proposed development is not a Dwelling

18.4.3 Subdivision

- A1 Not applicable**
The proposed development is not a subdivision.

18.4.4 Stormwater Disposal

- P1 Performance Criteria**
The stormwater run off will be directed to a new 5000L rainwater tank with overflow to a proposed absorption trench on site.

ACTION	DECISION
PROPONENT	J Binns
OFFICER	Nick Cooper Senior Planning Officer
FILE REFERENCE	DA 058-20
ASSOCIATED REPORTS AND DOCUMENTS	Proposal Plans 13.07.20 Building heights Planning Compliance report RFI Email – regarding proposed fill Traffic Impact Assessment (TIA) Road Authority Acceptance of TIA Representation

OFFICER'S RECOMMENDATION:

After due consideration of the application received and Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the Break O'Day Interim Planning Scheme 2013 that the application for **DWELLING** on land situated at **17 WRINKLERS DRIVE, SCAMANDER** described in Certificate of Title 158994/7 be **APPROVED** subject to the following conditions:

1. Development must accord with the following approved plans and documents, except as varied by conditions on this Planning Permit.

Approved Plans			
Plan	Reference Number	Prepared By	Dated
Site Plan	A02	Jennifer Binns Design	13/07/20
Proposed Ground Floor	A03	Jennifer Binns Design	13/07/20
Proposed first floor	A04	Jennifer Binns Design	13/07/20
Elevations	A05	Jennifer Binns Design	13/07/20
Elevations	A06	Jennifer Binns Design	13/07/20
Visuals	A09	Jennifer Binns Design	13/07/20

2. All stormwater runoff from the proposed building must be detained by on-site water storage systems and overflow disposed of by means to Council's reticulated network via one point of discharge only for the subject land that will not result in soil erosion or other stormwater nuisance.
3. All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.
4. No clearing of native trees is permitted as part of this application.

5. Any damage that may occur to any Council infrastructure during the construction of the proposed dwelling must be reinstated to the satisfaction of Council and at the cost of the developer.
6. A Works Permit must be obtained prior to commencing work on the proposed crossover. The crossover is to be constructed in accordance with Council standard drawing TSD-R09-v1.

ADVICE

All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and/or construction works. Any works to be undertaken within 2 metres of any Council owned infrastructure must be done in consultation with Council's Manager Works and Infrastructure.

Activities associated with construction works are not to be performed outside the permissible time frame listed:

Monday-Friday 7am to 6pm

Saturday 9am to 6pm

Sunday and public holidays 10am to 6pm

INTRODUCTION:

The application is for a dwelling at 17 Wrinkles Avenue, Scamander. The application relies on the following three (3) performance criteria as detailed below;

1. 10.4.2 P3 – Building Envelope Side Setback
2. 10.4.16.2 P1 – Filling of Site
3. E4.7.2 – P1 Additional Vehicle crossover.

A detailed assessment against the provisions of the *Break O'Day Interim Planning Scheme 2013* is provided herein this report.

PREVIOUS COUNCIL CONSIDERATION:

Nil.

OFFICER'S REPORT:

1. The Proposal & Site Details

The application is for the construction of a two (2) storey dwelling at 17 Wrinklers Avenue, Scamander. The site is located on the corner of Wrinklers Drive (approx. 35m frontage) and Sunrise court (approx. 20m frontage) and slopes away from sunrise court to the east of the lot. Figure 1 below is a photo of the subject site.



Figure 1 – Photo of the subject site – from corner of Wrinklers and Sunrise Court facing south.

The proposed dwelling is orientated to Sunrise Court with a car parking space and front entry to the second storey, while a second vehicle access from Wrinklers drive is proposed to a double garage located on the ground storey. The dwelling will be located within the southern portion of the allotment taking advantage of the highest evaluation at Sunrise Court. Figures 2 & 3 below demonstrate the siting and elevation of the proposed dwelling.

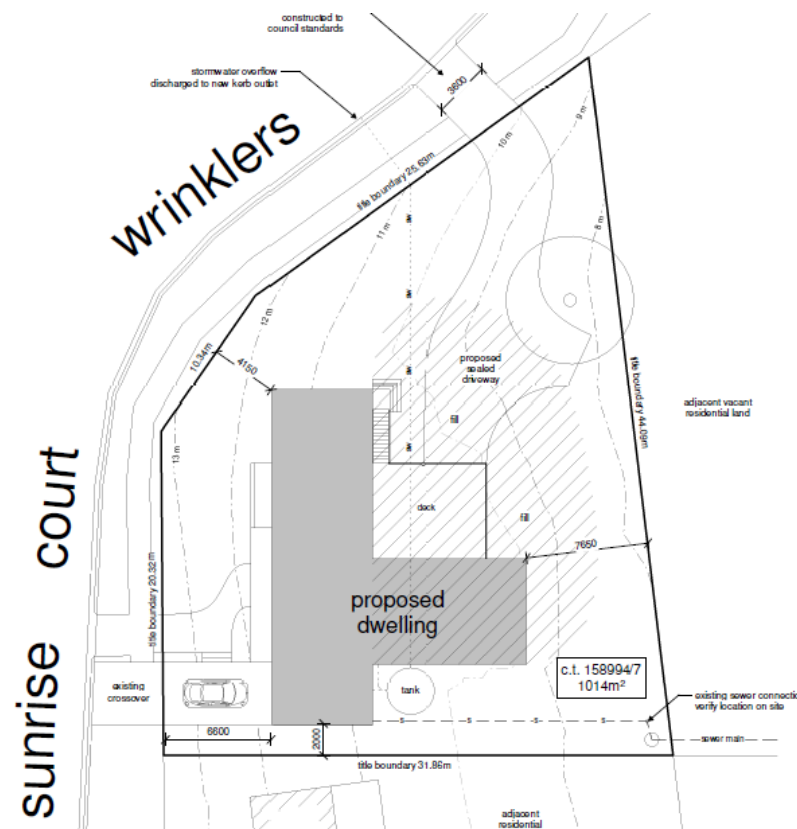


Figure 2 – Site Plan

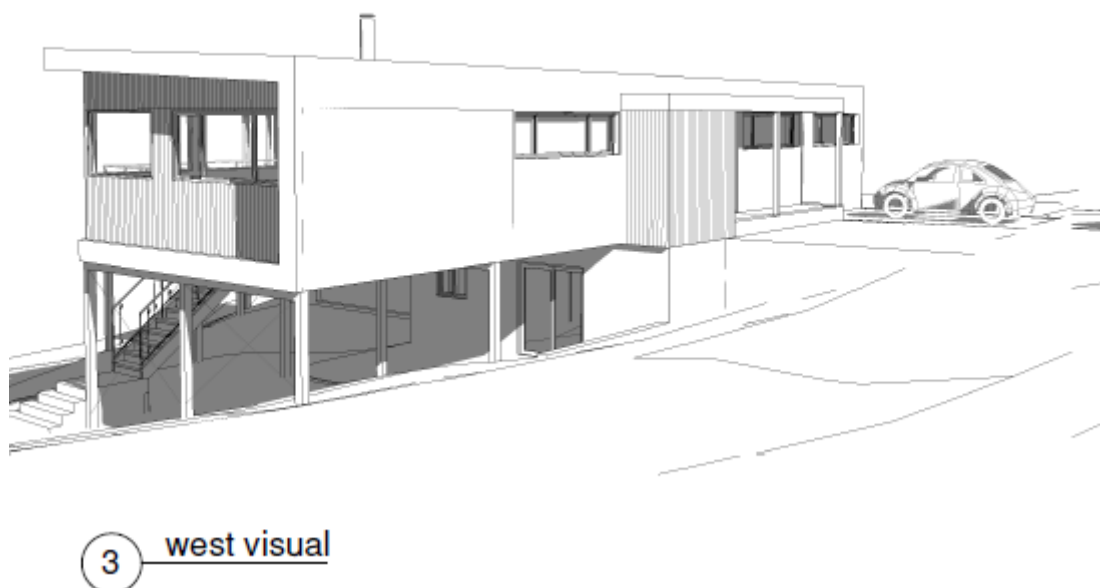


Figure 3 – West Visual of the proposed dwelling.

The application is classified as a no permit required use, however it relies on Performance Criteria to comply with Scheme provisions.

The applicable Planning Scheme Provisions are as follows:

Part 10 General Residential Zone
 E4 Road and Railway Assets Code
 E6 Car Parking and Sustainable Transport Code
 E14 Coastal Code

2. Assessment

10 General Residential Zone

10.3.1 Amenity

Acceptable Solutions	Proposed Solutions
A1 If for permitted or no permit required uses.	A1 The proposed is a No Permit Required Use. Acceptable solution met.
A2 Commercial vehicles for discretionary uses must only operate between 7.00am and 7.00pm Monday to Friday and 8.00am to 6.00pm Saturday and Sunday.	A2 Not applicable. The proposed is a No Permit Required Use. Acceptable solution met.
A3 If for permitted or no permit required uses.	A3 The proposed is a No Permit Required Use. Acceptable solution met.

10.3.2 Residential Character – Discretionary Uses

Not applicable. The application is for a No Permit Require Residential Use. Acceptable solution met.

10.4 Development Standards

10.4.1 A1 Residential density for multiple dwellings - Not applicable. The proposed is for a single dwelling only.

10.4.2 Setbacks and building envelope for all dwellings

Acceptable Solutions	Proposed Solutions/Performance Criteria
<p>A1 Unless within a building area, a dwelling, excluding protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6m into the frontage setback, must have a setback from a frontage that is:</p> <ul style="list-style-type: none"> (a) If the frontage is a primary frontage, at least 4.5m, or, if the setback from the primary frontage is less than 4.5m, not less than the setback, from the primary frontage, of any existing dwelling on the site; or (b) If the frontage is not a primary frontage, at least 3m, or, if the setback from the frontage is less than 3m, not less than the setback, from a frontage that is not a primary frontage, of any existing dwelling on the site; or (c) If for a vacant site with existing dwellings on adjoining sites on the same street, not more than the greater, or less than the lesser, setback for the equivalent frontage of the dwellings on the adjoining sites on the same street; or (d) If the development is on land that abuts a road specified in Tables 10.4.2, at least that specified for the road. 	<p>A1 The proposed dwelling is to be located 6.6m from the primary front boundary and 4.15m from the truncation of the secondary frontage. Acceptable solution met.</p>
<p>A2 A garage or carport must have a setback from a primary frontage of at least:</p> <ul style="list-style-type: none"> (a) 5.5m, or alternatively 1m behind the façade of the dwelling; or (b) The same as the dwelling façade, if a portion of the dwelling gross floor area is located above the garage or carport; or (c) 1m, if the natural ground level slopes up or down at a gradient steeper than 1 in 5 for a distance of 10m from the frontage. 	<p>A2 The garage is located under the proposed dwelling behind the frontage of the dwelling. Acceptable solution met.</p>

<p>A3 A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6m horizontally beyond the building envelope, must:</p> <ul style="list-style-type: none"> (a) Be contained within a building envelope (refer to Diagrams 10.4.2A, 10.4.2B, 10.4.2C and 10.4.2D) determined by: <ul style="list-style-type: none"> (i) A distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a lot with an adjoining frontage; and (ii) Projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above natural ground level at the side boundaries and a distance of 4m from the rear boundary to a building height of not more than 8.5m above natural ground level; and (b) Only have a setback within 1.5m of a side boundary if the dwelling: <ul style="list-style-type: none"> (i) Does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining lot; or (ii) Does not exceed a total length of 9m or one-third the length of the side boundary (whichever is the lesser). 	<p>P3 The siting and scale of a dwelling must:</p> <ul style="list-style-type: none"> a) Not cause unreasonable loss of amenity by: <ul style="list-style-type: none"> (i) Reduction in sunlight to a habitable room (other than a bedroom) of a dwelling of an adjoining lot; or (ii) Overshadowing the private open space of a dwelling on an adjoining lot; or (iii) Overshadowing of an adjoining vacant lot; or (iv) Visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and b) Provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.
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P3 Assessment - The proposed dwelling is not contained within the Building Envelope per figure 4 (below) demonstrates. Small protrusions of the southern side of the dwelling and the eastern elevation shaded white in figure 4.

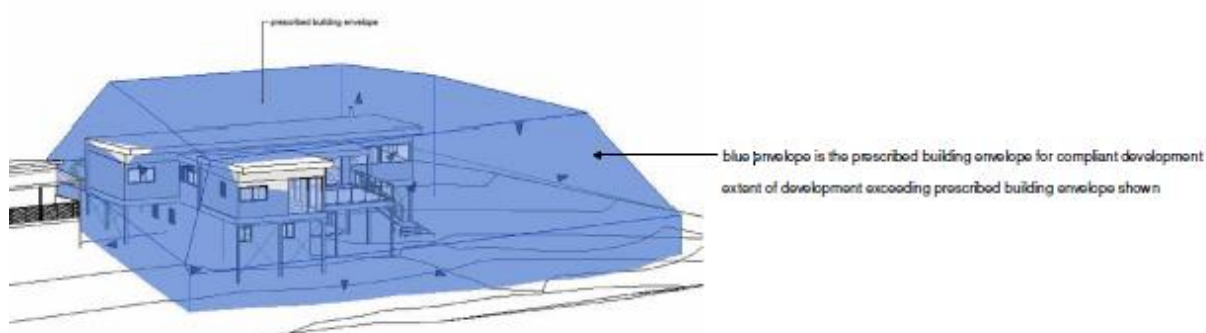


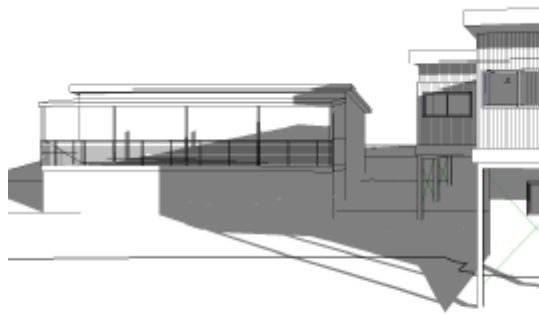
Figure 4. Building Envelope protrusions.

The proposed dwelling complies with the performance criteria a) i to iv and b) as follows:

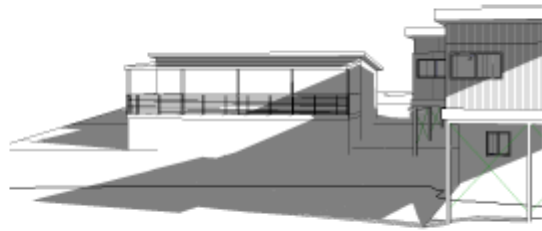
- a) The dwelling will not cause an unreasonable loss of amenity as demonstrated below:
 - (i) The adjacent dwelling to the south does not have any windows on the northern elevation and the habitable rooms (kitchen and living spaces) have been positioned in the centre of the dwelling with access to solar facing east/west. The main access to light is via glass sliding doors

on the eastern side of the adjoining dwelling, with only one (1) window located on the western (southern end) side of the dwelling.

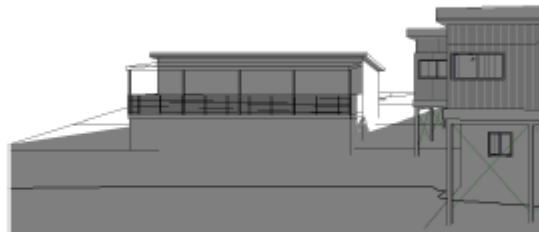
Shadow diagrams have been submitted by the applicant that demonstrate the extent of overshadowing on adjoining premises, the shadow cast does not cause unreasonable loss of amenity caused by reduction in sunlight on the habitable spaces as at 9am shadow only casts slightly at the floor level of approximate position of the glass sliding doors. The 11am shadow does not impact on the light entering the sliding doors to the habitable spaces and the 3pm shadow cast demonstrates that the eastern elevation will be shadowed by its own structure.



4 9am shadow east visual



5 11am shadow east visual



6 3pm shadow east visual

Figure 5 – Shadow visuals

- (ii) The private open space for the dwelling includes the rear deck and backyard. The dwelling on the adjoining premises is positioned within close proximity to the northern side (shared boundary) with additional private open space available on the southern side of the allotment. The shadow diagrams indicate at 9am parts of the deck will be shaded by the proposed dwelling and at 11am the extent of the shadowing on the deck decreases. The roof of the deck has been designed by the adjoining premises to have partial laser light (translucent roof sheeting) and the balustrade is also designed to allow light from the east onto the deck – see figure 6 below. The northern part of the deck is mostly impacted by overshadowing at 9am and this portion of the deck is enclosed by the balustrade. The southern end and some middle portions of the deck are not impacted by overshadowing at 9am (and less so at 11am) and therefore it is considered that the shadowing does not cause an unreasonable loss of amenity with respect to private open space, noting the extent of private open space available onsite.



Figure 6 – Photo of the adjoining dwelling.

- (iii) N/A the neighbouring property is not vacant
- (iv) The visual impacts are limited as the adjoining dwelling is orientated to the east. In any case, the scale is compliant with building height and the design includes elements to reduce bulk.
- b) The dwelling on the adjoining site is setback 2m (at its closest point) from the shared boundary. The proposed dwelling is also setback 2m the separation is considered consistent with those in the area.

The proposal complies with acceptable solution for building height of 8.5m above natural ground level with a maximum height of 8.46m at its highest point on the southern elevation. As demonstrated in figure 5 below.

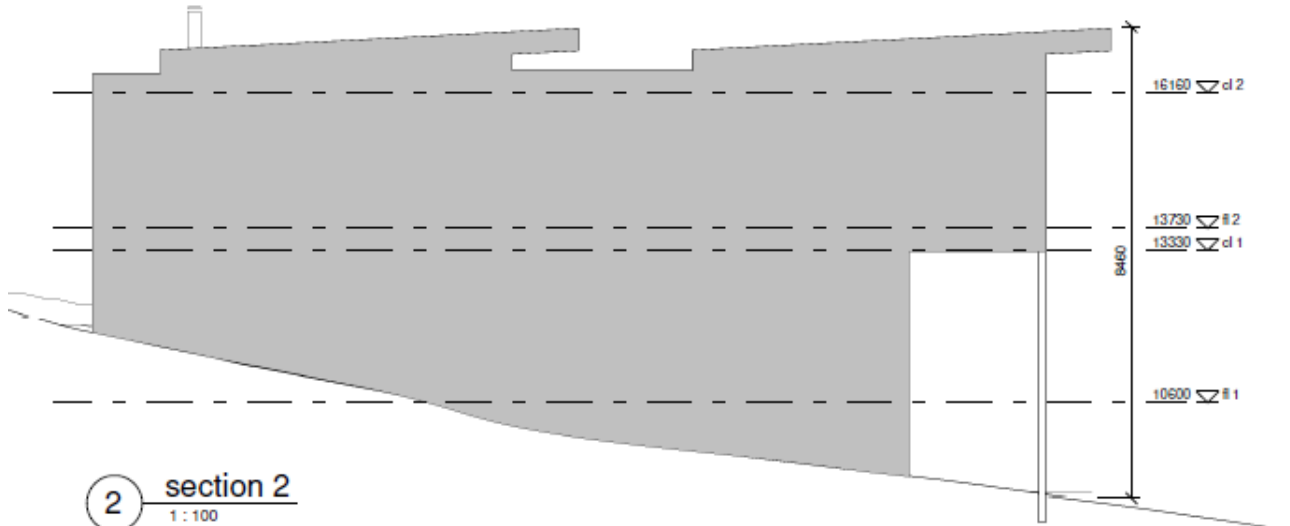


Figure 7 – Section of the dwelling demonstrating building height.

The proposal is considered to be consistent with the performance criteria.

10.4.1 Site coverage and private open space for all dwellings

Acceptable Solutions	Proposed Solutions
<p>A1 Dwellings must have:</p> <ul style="list-style-type: none"> (a) a site coverage of not more than 50% (excluding eaves up to 0.6 m); and (b) for multiple dwellings, a total area of private open space of not less than 60 m² associated with each dwelling, unless the dwelling has a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and (c) a site area of which at least 25% of the site area is free from impervious surfaces. 	<p>A1 The proposed dwelling will have a site coverage of less than 50 per cent (>30%) and will provide an area greater than 25 per cent that is free of impervious surfaces. A total private open space will be in excess of 60m². Acceptable solution met.</p>
<p>A2 A dwelling must have an area of private open space that:</p> <ul style="list-style-type: none"> (a) is in one location and is at least: <ul style="list-style-type: none"> (i) 24 m²; or (ii) 12 m², if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and (b) has a minimum horizontal dimension of: <ul style="list-style-type: none"> (i) 4 m; or (ii) 2 m, if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and (c) is directly accessible from, and adjacent to, a habitable room (other than a bedroom); and (d) is not located to the south, south-east or south-west of the dwelling, unless the area receives at least 3 hours of sunlight to 50% of the area between 9.00am and 3.00pm on the 21st June; and (e) is located between the dwelling and the frontage, only if the frontage is orientated between 30 degrees west of north and 30 degrees east of north, excluding any dwelling located behind another on the same site; and (f) has a gradient not steeper than 1 in 10; and (g) is not used for vehicle access or parking. 	<p>A2 The POS is directly accessible from a habitable room, is conveniently located and orientated to the north and has an area of at least 24m². Proposal complies.</p>

10.4.4 Sunlight and overshadowing for all dwellings

Acceptable Solutions	Proposed Solutions
<p>A1 A dwelling must have at least one habitable room (other than a bedroom) in which there is a window that faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A).</p>	<p>A1 The main living area of the proposed dwelling has two (2) windows which face between 30 degrees west of north and 30 degrees east of north. Proposal complies.</p>
<p>A2 A multiple dwelling that is to the north of a window of a habitable room (other than a bedroom) of another dwelling on the same site, which window faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A), must be in accordance with (a) or (b), unless excluded by (c):</p> <p>(a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4B):</p> <ul style="list-style-type: none"> (i) at a distance of 3 m from the window; and (ii) vertically to a height of 3 m above natural ground level and then at an angle of 45 degrees from the horizontal. <p>(b) The multiple dwelling does not cause the habitable room to receive less than 3 hours of sunlight between 9.00 am and 3.00 pm on 21st June.</p> <p>(c) That part, of a multiple dwelling, consisting of:</p> <ul style="list-style-type: none"> (i) an outbuilding with a building height no more than 2.4 m; or (ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6 m horizontally from the multiple dwelling. 	<p>A2 Not applicable. This application does not propose multiple dwellings.</p>
<p>A3 A multiple dwelling, that is to the north of the private open space, of another dwelling on the same site, required in accordance with A2 or P2 of subclause 10.4.3, must be in accordance with (a) or (b), unless excluded by (c):</p> <p>(a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4C):</p> <ul style="list-style-type: none"> (i) at a distance of 3 m from the northern edge of the private open space; and (ii) vertically to a height of 3 m above natural ground level and then at an angle of 45 degrees from the horizontal. <p>(b) The multiple dwelling does not cause 50% of the private open space to receive less than 3 hours of sunlight between 9.00 am and 3.00 pm on 21st June.</p> <p>(c) That part, of a multiple dwelling, consisting of:</p> <ul style="list-style-type: none"> (i) an outbuilding with a building height no more than 2.4 m; or (ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6 m horizontally from the multiple dwelling. 	<p>A3 Not applicable. This application does not involve multiple dwellings.</p>

10.4.5 Width of openings for garages and carports for all dwellings

Acceptable Solutions	Proposed Solution
<p>A1 A garage or carport within 12 m of a primary frontage (whether the garage or carport is free-standing or part of the dwelling) must have a total width of openings facing the primary frontage of not more than 6 m or half the width of the frontage (whichever is the lesser).</p>	<p>A1 Not applicable. The proposed garage is not within 12m of a street frontage.</p>

10.4.6 Privacy for all dwellings

Acceptable Solutions	Proposed Solutions
<p>A1 A balcony, deck, roof terrace, parking space, or carport (whether freestanding or part of the dwelling), that has a finished surface or floor level more than 1 m above natural ground level must have a permanently fixed screen to a height of at least 1.7 m above the finished surface or floor level, with a uniform transparency of no more than 25%, along the sides facing a:</p> <ul style="list-style-type: none"> (a) side boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of at least 3 m from the side boundary; and (b) rear boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of at least 4 m from the rear boundary; and (c) dwelling on the same site, unless the balcony, deck, roof terrace, parking space, or carport is at least 6 m: <ul style="list-style-type: none"> (i) from a window or glazed door, to a habitable room of the other dwelling on the same site; or (ii) from a balcony, deck, roof terrace or the private open space, of the other dwelling on the same site. 	<p>A1 The deck to this proposed development has is not within 3m of a shared boundary.</p> <p>Complies with Acceptable Solution.</p>
<p>A2 A window or glazed door, to a habitable room, of a dwelling, that has a floor level more than 1 m above the natural ground level, must be in accordance with (a), unless it is in accordance with (b):</p> <ul style="list-style-type: none"> (a) The window or glazed door: <ul style="list-style-type: none"> (i) is to have a setback of at least 3 m from a side boundary; and (ii) is to have a setback of at least 4 m from a rear boundary; and (iii) if the dwelling is a multiple dwelling, is to be at least 6 m from a window or glazed door, to a habitable room, of another dwelling on the same site; and (iv) if the dwelling is a multiple dwelling, is to be at least 6 m from the private open space of another dwelling on the same site. (b) The window or glazed door: <ul style="list-style-type: none"> (i) is to be offset, in the horizontal plane, at least 1.5 m from the edge of a window or glazed door, to a habitable room of another dwelling; or 	<p>A2 There are no first floor windows on the southern wall of the dwelling which has a setback of 2m from the shared boundary.</p> <p>Complies with Acceptable Solution.</p>

	<p>(ii) is to have a sill height of at least 1.7 m above the floor level or has fixed obscure glazing extending to a height of at least 1.7 m above the floor level; or</p> <p>(iii) is to have a permanently fixed external screen for the full length of the window or glazed door, to a height of at least 1.7 m above floor level, with a uniform transparency of not more than 25%.</p>	
A3	<p>A shared driveway or parking space (excluding a parking space allocated to that dwelling) must be separated from a window, or glazed door, to a habitable room of a multiple dwelling by a horizontal distance of at least:</p> <p>(a) 2.5 m; or</p> <p>(b) 1 m if:</p> <p>(i) it is separated by a screen of at least 1.7 m in height; or</p> <p>(ii) the window, or glazed door, to a habitable room has a sill height of at least 1.7 m above the shared driveway or parking space, or has fixed obscure glazing extending to a height of at least 1.7 m above the floor level.</p>	A3 Not applicable. This application does not propose or require a shared driveway or parking space.

10.4.7 Frontage fences for all dwellings

Acceptable Solutions		Proposed Solution
A1	<p>A fence (including a free-standing wall) within 4.5 m of a frontage must have a height above natural ground level of not more than:</p> <p>(a) 1.2 m if the fence is solid; or</p> <p>(b) 1.8 m, if any part of the fence that is within 4.5 m of a primary frontage has openings above a height of 1.2 m which provide a uniform transparency of not less than 30% (excluding any posts or uprights).</p>	A1 Not applicable. No Fencing is proposed as part of this application.

10.4.15 Subdivision

Not applicable. This application does not propose a subdivision.

12.4.16.1 Stormwater Disposal

Acceptable Solutions	Proposed Solutions
A1 All run off from buildings must be directed into on-site water storage tanks and the overflow from the tanks disposed of into the Council maintained roadside drain or the reticulated stormwater system.	A1 Roof run-off from the proposed roof is proposed to be collected into a water storage tank and discharged to the reticulated stormwater system. Proposal complies.

10.4.16.2 Filling of sites

Acceptable Solutions / Performance Criteria	Proposed Solution
<p>A1 Fill must be;</p> <ul style="list-style-type: none"> a) No more than 50m³, and b) Clean fill, and c) Located more than 2m from any boundary. <p>P1. Larger amounts of fill must have regard to:-</p> <ul style="list-style-type: none"> a) how stormwater overflows will be directed towards the reticulated stormwater collection points or where this is not possible, how storm water run off will be directed away from adjoining lots so as not to cause a nuisance, and b) how privacy of adjoining outdoor living areas will be maintained. 	<p>The applicant has advised that the proposal includes more than 50m³ of fill. Assessment against the performance criteria is as follows:</p> <p>The depth of the fill at the edge of the garage is around 800mm and is not located closer than 2m to the boundary. The proposed fill will utilise the earth excavated and facilitate access to the garage and will be battered to natural ground level, the majority of the fill is located under the first floor footprint, best seen on the south and north elevations. The topography of the site is such that the proposed fill will not alter the flows of surface water on the downhill portions of the site, roof runoff will be collected and discharged to the stormwater system.</p> <p>The fill will not impact on privacy of adjoining outdoor living areas.</p> <p>Proposal Complies with Performance Criteria</p>

E4 Road and Railway Assets Code

E4.6 Use Standards

E4.6.1 Use and Road or Rail Infrastructure

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1 Sensitive use on or within 50m of a category 1 or 2 road, in an area subject to a speed limit of more than 60km/h, a railway or future road or railway, must not result in an increase to the annual average daily traffic (AADT) movements to or from the site by more than 10%.	A1 Not applicable.
A2 For roads with a speed limit of 60km/h or less the use must not generate more than a total of 40 vehicle entry and exit movements per day.	A2 The proposal will not generate more than 40 vehicle movements per day. Acceptable solution met.
A3 For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic (AADT) movements at the existing access or junction by more than 10%.	A3 Not applicable.
A4 Use serviced by a side road from a deficient junction (refer E4 Table 2) is not to create an increase to the annual average daily traffic (AADT) movements on the side road at the deficient junction by more than 10%.	A4 Not applicable.

E4.7 Development Standards

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

Acceptable Solutions	Proposed Solutions
<p>A1</p> <p>The following must be at least 50m from a railway, a future road or railway, and a category 1 or 2 road in an area subject to a speed limit of more than 60km/h:</p> <ul style="list-style-type: none"> a) New road works, buildings, additions and extensions, earthworks and landscaping works; and b) Building envelopes on new lots; and c) Outdoor sitting, entertainment and children's play areas. 	A1 Not applicable.

E4.7.2 Management of Road Accesses and Junctions

Acceptable Solutions/Performance Criteria	Proposed Solutions
<p>A1 For roads with a speed limit of 60km/h or less the development must include only one access providing both entry and exit, or two accesses providing separate entry and exit.</p> <p>P1 For roads with a speed limit of 60km/h or less, the number, location, layout and design of accesses and junctions must maintain an acceptable level of safety for all road users, including pedestrians and cyclists.</p>	<p>P1 The proposal includes an additional vehicle crossover at Wrinklers avenue frontage to facilitate access to the ground floor garage. The crossover at Sunrise court is existing and was provided as part of the subdivision design. The additional access point is adjacent to the crossover servicing 15 Wrinklers Avenue and is not considered to compromise safety. A Traffic Impact assessment has submitted and accepted by Councils Infrastructure & Development Services Manager</p> <p>The proposal is complies with the performance criteria.</p>
A2 For roads with a speed limit of more than 60km/h the development must not include a new access or junction.	A2 Not applicable.
A3 Accesses must not be located closer than 6m from an intersection, nor within 6m of a break in a median strip.	A3 The accesses meet the acceptable solution. The proposal complies with the Acceptable Solution.

E4.7.3 Management of Rail Level Crossings – Not applicable.

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

Acceptable Solutions	Proposed Solutions
<p>A1 Sight distances at</p> <ol style="list-style-type: none"> An access or junction must comply with the Safe Intersection Sight Distance shown in Table E4.7.4; and Rail level crossings must comply with AS1742.7 Manual of uniform traffic control devices – Railway crossings, Standards Association of Australia; or If the access if a temporary access, the written consent of the relevant authority have been obtained. 	<p>A1 Each access complies with the SISD for 60km/h speed limit.</p> <p>A Traffic Impact Assessment prepared by Traffic and Civil Services Pty Ltd accompanied the application demonstrating compliance.</p> <p>The proposal complies with the acceptable solution.</p>

E6 Car Parking and Sustainable Transport Code

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Acceptable Solutions	Proposed Solution
<p>A1 The number of car parking spaces must not be less than the requirements of:</p> <ol style="list-style-type: none"> Table E6.1; or a parking precinct plan contained in Table E6.6: Precinct Parking Plans (except for dwellings in the General Residential Zone). 	<p>A1 Three car parking spaces have been shown in compliance with Table E6.1. Acceptable solution met.</p>

6.7 Development Standards

E6.7.1 Construction of Car Parking Spaces and Access Strips

Acceptable Solutions	Proposed Solution
<p>A1 All car parking, access strips manoeuvring and circulation spaces must be:</p> <ul style="list-style-type: none"> a) formed to an adequate level and drained; and b) except for a single dwelling, provided with an impervious all weather seal; and c) except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces. 	<p>A1 All car parking, access strips, manoeuvring and circulation spaces will be formed to an adequate level and drained. Acceptable solution met.</p>

E6.7.2 Design and Layout of Car Parking

Acceptable Solutions	Proposed Solution
<p>A1.1 Where providing for 4 or more spaces, parking areas (other than for parking located in garages and carports for a dwelling in the General Residential Zone) must be located behind the building line; and</p> <p>A1.2 Within the general residential zone, provision for turning must not be located within the front setback for residential buildings or multiple dwellings.</p>	<p>A1.1 Not applicable. This application does not require or propose 4 or more parking spaces; and</p> <p>A1.2 Vehicular turning will not be located within the front setback for the residential building. Acceptable solution met.</p>
<p>A2.1 Car parking and manoeuvring space must:</p> <ul style="list-style-type: none"> a) have a gradient of 10% or less; and b) where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction; and c) have a width of vehicular access no less than prescribed in Table E6.2; and d) have a combined width of access and manoeuvring space adjacent to parking spaces not less than as prescribed in Table E6.3 where any of the following apply: <ul style="list-style-type: none"> i) there are three or more car parking spaces; and ii) where parking is more than 30m driving distance from the road; or iii) where the sole vehicle access is to a category 1, 2, 3 or 4 road; and <p>A2.2 The layout of car spaces and access ways must be designed in accordance with <i>Australian Standards AS 2890.1 - 2004 Parking Facilities, Part 1: Off Road Car Parking</i>.</p>	<p>A2.1 Car parking and manoeuvring space will:</p> <ul style="list-style-type: none"> a) have a gradient of 10% or less; and b) not applicable; and c) have a width of vehicular access no less than prescribed in Table E6.2; and d) not applicable as none of the following apply; and <p>A2.2 The layout of car spaces and access ways must be designed in accordance with <i>Australian Standards AS 2890.1 - 2004 Parking Facilities, Part 1: Off Road Car Parking</i>. Acceptable solutions met.</p>

E6.7.3 Parking for Persons with a Disability

Not applicable. This proposal is not required to provide disabled parking.

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

Not applicable. The proposal is for a permitted residential use only.

E6.8 Provisions for Sustainable Transport

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

E14 Coastal Code

E14.5 Use Standards

E14.5.1 Risk to Sensitive Use

Acceptable Solutions	Proposed Solution
A1 Sensitive use must not occur: a) Within the surf zone, swash zone, beach berm, incipient dune or fore dune of a coastal dune system as shown in Figure E14.1; or b) On land identified as vulnerable or prone to recession.	A1 The proposed use is not within the surf zone, swash zone, beach berm, incipient dune or fore dune of a coastal dune system as shown in Figure E14.1. Proposal complies.
A2 Non-sensitive use must be for: a) Allowing public access to the coast, especially beaches; or b) Conservaton, maintenance of scenic amenity, to allow natural coastal processes to operate or conserve habitat for coastal species.	A2 Not applicable.
A3 Boat sheds must not be used for any purpose other than the storage of boats and associated equipment.	A3 Not applicable.

E14.6 Development Standards

E14.6.1 Coastal Hazards

Acceptable Solutions	Proposed Solution
A1 Development must not occur: a) Within the surf zone, swash zone, beach berm, incipient dune or fore dune of a coastal dune system as shown in Figure E14.1; or b) On land identified as vulnerable or prone to recession.	A1 The proposed use is not within the surf zone, swash zone, beach berm, incipient dune or fore dune of a coastal dune system as shown in Figure E14. This area has a coastal inundation height of 2.36 AHD, the property has an average level of approximately 10 AHD. Proposal complies.
A2 Development must not occur on hind dunes or within 30m of the seaward edge of any coastal cliff or bluff.	A2 Not applicable.

E14.6.2 Coastal Reserves – Not applicable.

E14.6.3 Public Access – Not applicable.

E14.6.4 Landscaping and Vegetation – Not applicable.

E14.6.5 Development of the Intertidal Area – Not applicable.

E14.6.6 Specific Development Provisions – Not applicable.

3. Representations

The application was advertised 20 June 2020 to 30 July 2020 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining land owners. One (1) representation was received prior to the closing date and time. The issues raised within the representation are as follows:-

Representation	Response
Concerns were raised in regards to Overshadowing impacting on the adjoining property	As detailed in the assessment report above the overshadowing on the adjoining premises is not considered to cause an unreasonable loss of amenity and therefore the proposal satisfies the performance criteria in relation to shadowing. It is noted that the building protrusions outside the building envelope are minimal and a compliant building envelope would likely cause similar shadowing on the adjoining property.
The building height is not accurately detailed.	In response to this representation the applicant submitted section plans that demonstrate the building complies with the building height of 8.5m above natural ground level (see figure 7).
Second access from sunrise court allows dwelling to be built closer to southern boundary.	The existing access is already established at Sunrise court, the additional secondary access from Wrinklers drive does not require the building to be built closer to the southern boundary.

It is considered that the application demonstrates compliance with performance criteria in relation to the matters raised by representations.

4. Conclusion

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

STRATEGIC PLAN & ANNUAL PLAN:

N/A

LEGISLATION & POLICIES:

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

VOTING REQUIREMENTS:

Simple Majority

ACTION	DECISION
PROPONENT	Another Perspective
OFFICER	Rebecca Green, Planning Consultant
FILE REFERENCE	DA 196-2019
ASSOCIATED REPORTS AND DOCUMENTS	Original Plans (18 March 2020) Original Letter addressing Planning Scheme (31 March 2020) Bushfire Hazard Report – BAL 12.5 Onsite Wastewater Report Representation (1) Applicants Response to Representation – Revised Plans and Written Response, Information regarding plantings in Hazard Management Area

OFFICER'S RECOMMENDATION:

Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Interim Planning Scheme 2013* that the application for **DWELLING** on land situated at **80 MCMANUS DRIVE, FALMOUTH** described in Certificate of Title 152931/4 be **APPROVED** subject to the following conditions:

1. Use and development must be substantially in accordance with the following endorsed plans and documents unless modified by a condition of this permit:
 - a) Plans and Elevations and Vegetation Plan, Another Perspective, including Rev E, Dated 15 July 2020.
2. All stormwater runoff from the proposed development must be detained by on-site water storage systems and overflow disposed of by means that will not result in soil erosion or other stormwater nuisance in accordance with Part 14.4.1 A9 of the *Break O'Day Interim Planning Scheme 2013*.
3. Effluent disposal is subject to a technical assessment and issue of a Plumbing Permit by Council's *Plumbing Permit Authority*.
4. No native vegetation removal/modification is permitted, except in accordance with the approved Vegetation Plan, Another Perspective, Rev E, Dated 15 July 2020.
5. Prior to the use commencing on site, revegetation as indicated in Vegetation Plan, Another Perspective, Rev E, Dated 15 July 2020 must be established.
6. All new planting must be undertaken with seeds or rootstock derived from provenance taken within the boundaries of the site, or the vicinity of the site.
7. Plants listed in Appendix 3 of the *Break O'Day Interim Planning Scheme 2013* must not be used in landscaping.
8. Reflective materials must not be used as visible external elements in the building and the colours of external surfaces must be the same shades and tones of the surrounding landscape and vegetation elements in accordance with Part 14.4.1 A7 of the *Break O'Day Interim Planning Scheme 2013*.
9. All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site

10. Any damage that may occur to any Council infrastructure during the construction of the proposed development must be reinstated to the satisfaction of Council and at the cost of the developer.
11. All conditions of this permit must be completed to the satisfaction of the responsible authority, prior to the occupancy of the dwelling on the subject site.

ADVICE

- Use or development which may impact on Aboriginal cultural heritage is subject to the Aboriginal Relics Act 1975. If Aboriginal relics are uncovered during works then an Aboriginal site survey is required to determine the level of impact and the appropriate mitigation procedures.
- The introduction of non-native plant species and plant species not of local provenance should be avoided and environmental weeds regularly monitored and targeted for removal.
- All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and/or construction works. Any works to be undertaken within two (2) metres of any Council owned infrastructure must be done in consultation with Council's Manager Works and Infrastructure.
- Activities associated with construction works are not to be performed outside the permissible time frame listed:

Monday-Friday 7am to 6pm

Saturday 9am to 6pm

Sunday and public holidays 10am to 6pm

PROPOSAL SUMMARY:

Application is made for the use and construction of a new single dwelling at 80 McManus Drive, Falmouth.

The lot has an area of 12.10ha and is vacant. The title has a number of covenants including a building area and a covenant restricting each lot to only contain one (1) dwelling house and one (1) shed.

The proposal is for the use and construction of a single dwelling. The dwelling is to be constructed over three levels. The ground floor is to comprise a floor area of 101.9m² and consist of a garage, laundry, storage room, and sub floor voids. A lift shaft is to be provided between all levels. The first floor is to comprise a floor area of 146.37m² and consist of entry, dining, kitchen and pantry and living, two bedrooms and a bathroom. The second floor is to comprise a floor area of 67.83m² and consist of one bedroom, two walk-in-robos and an ensuite.

The dwelling is to be clad using a combination of face brickwork (woodland grey in colour), and FC sheet cladding (wilderness in colour). Roof cladding will be with Colorbond custom orb roof sheeting (monument in colour). The dwelling is to have a maximum height above natural ground level of 9.76m.



PREVIOUS COUNCIL CONSIDERATION:

Nil.

OFFICER'S REPORT:

1. The Proposal

Break O'Day Council received an application on 5 November 2019 from Another Perspective on behalf of Roger and Julie-Anne Kirkness, the owners of the subject land, for use and construction of a single dwelling at 80 McManus Drive, Falmouth.

The 12.10ha site slope down from McManus Drive to the Tasman Highway and is located on the eastern side of McManus Drive. The site is vacant land.

An existing access is provided to the subject site from McManus Drive. The site is not serviced by reticulated water, sewer or stormwater. Power and telecommunication services are available to the subject site.

The original plans submitted with the application and advertised indicated that there was a level of vegetation removal that had been undertaken and to be undertaken as well as a bushfire hazard management area with specified distances for BAL 12.5

Upon receipt of the representation raising concerns in relation to vegetation removal, the applicant has since provided revised plans detailing a higher BAL level of construction will be undertaken, reducing the specified distances of a hazard management area. A vegetation plan was also submitted detailing existing and proposed native vegetation removal and proposed revegetation plantings.

Following receipt of a representation and to complete the assessment of the application, Council requested and received an extension of time to 24 August 2020.

2. Applicable Planning Scheme Provisions

Part 14 Environmental Living Zone

E6 Car Parking and Sustainable Transport Code

E7 Scenic Management Code – Tourist Road

E8 Biodiversity Code

E9 Water Quality Code

E16 Onsite Wastewater Management Code

3. Referrals

The application was referred to Council's Environmental Health Officer for comment. The following comment was received 6/11/2019:

"The site is suitable for the OWMS as proposed".

4. Assessment

The advertised application relied upon the following four (4) performance criteria as detailed below;

- 1) 14.4.1 Building Design and Siting P2

- 2) 14.4.2 Landscaping P1
- 3) E8.6.1 Habitat and Vegetation Management P2.1
- 4) E16.7.2 Surface and Ground Water Impacts P1

The revised plans and documentation submitted in response to the representation and concerns raised by Council staff results in the application continuing to rely on the above four performance criteria. The assessment is based on the revised plans.

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

14 Environmental Living Zone

14.1 Zone Purpose

14.1.1 Zone Purpose Statements

14.1.1.1 To provide for residential use or development in areas where existing natural and landscape values are to be retained. This may include areas not suitable or needed for resource development or agriculture and characterised by native vegetation cover, and where services are limited and residential amenity may be impacted on by nearby or adjacent rural activities.

14.1.1.2 To provide for a mix of low impact activities that is sensitive to the natural environment.

14 Environmental Living Zone

14.3 Use Standards

14.3.1 Amenity

Acceptable Solutions	Proposed Solutions
A1 Development must be for permitted or no permit required uses.	A1 The proposed is for a permitted Residential Use only. Acceptable solution met.
A2 Operating hours for commercial vehicles for discretionary uses must be between 6.00am and 10.00pm.	A2 Not applicable. This application does not include commercial vehicles.

14.3.2 Environmental Living Character

Acceptable Solutions	Proposed Solutions
A1 Discretionary uses must not exceed a combined gross floor area of 200m ² of the site.	A1 Not applicable.
A2 Commercial vehicles for discretionary uses must be parked within the boundary of the property.	A2 Not applicable.
A3 Goods or material storage for discretionary uses must not be stored outside in locations visible from adjacent properties, the road or public land.	A3 Not applicable.
A4 Waste material storage for discretionary uses must: <ul style="list-style-type: none"> a) Not be visible from the road to which the lot has frontage; and b) Use self-contained receptacles designed to ensure waste does not escape to the environment. 	A4 Not applicable.

14.4 Development Standards

14.4.1 Building Design and Siting

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1 No more than 4 hectares or 20% of the site, whichever is the lesser, is used for development.	A1 The proposal does not exceed 20% of the total site area or 4 ha (12.71% including area of cut). The proposal complies with the Acceptable Solution.
A2 Building height must not exceed 7m. P2 Building height must: a) Be unobtrusive and complement the character of the surrounding landscape; and b) Protect the amenity of adjoining dwellings from unreasonable impacts of overshadowing and overlooking.	P2 The proposed dwelling is to have a maximum height of 9.76m. The dwelling is split over three levels which “step” down the site away from the road, noting that the dwelling will be located below the level of the road. Visually the dwelling appears as a two storey structure when viewed from McManus Drive with an entry ramp providing access to the first floor level. The structure is well articulated through a combination of form and articulation including cladding materials, colours and apertures. The dwelling is to be setback from the property boundaries and surrounded by existing and/or proposed plantings and not located in the barren open area of the site, further ensuring that the structure is unobtrusive and will complement the surrounding landscape. Due to the physical separation of the structure from property boundaries and other adjoining dwellings and the existing and proposed vegetation, the amenity of adjoining dwelling will be protected from unreasonable impacts caused by overshadowing and overlooking. The proposal is considered to be compliant with the performance criteria.
A3 Buildings must be set back a minimum distance of 10m from a frontage.	A3 The proposal is at least 32m from a frontage. The proposal complies with the Acceptable Solution.
A4 Buildings must be set back a minimum of: a) 10m to side and rear boundaries; and b) 200m to the Rural Resource Zone where a sensitive use is proposed.	A4 The proposal is at least 23m from a side boundary and rear boundary and at least 200m from the Rural Resource zone. The proposal complies with the Acceptable Solution.
A5 The combined gross floor area of all outbuildings on a lot must not exceed 81m ² and a maximum height of 5m.	A5 Not applicable. No outbuilding proposed. Existing shipping container and gazebo are to be removed before completion of the construction of the dwelling.
A6 The colours of external surfaces must be the same shades and tones of the surrounding landscape and vegetation elements.	A6 The proponent has advised that the external colours will be neutral tones which will recede with the surrounding vegetation and landscape, being a combination of monument, woodland grey and wilderness colourings of external cladding. The proposal complies with the Acceptable Solution.
A7 Reflective materials, excluding windows, must not be used as visible external elements in buildings.	A7 The plans and documents submitted do not propose any highly reflective elements. The proposal complies with the Acceptable Solution.
A8 On sites with a slope greater than 1:10, site benching through cut and fill must be less than 20% of the site coverage of the proposed building(s).	A8 The site benching through cut and fill is to be a total of 12.71% site coverage. The proposal complies with the Acceptable Solution.

Acceptable Solutions/Performance Criteria	Proposed Solutions
A9 Rainwater runoff from roofs must be collected by means of roof guttering, downpipes and rainwater tanks.	A9 It is proposed that the roof runoff will be directed to stormwater collection tanks via guttering and downpipes. Overflow is to be directed towards absorption drains on the site. The proposal complies with the Acceptable Solution.
A10 Exterior building lighting is limited to that necessary to allow safe and secure movement of pedestrians and to allow movement around the building at night. Lighting must not be used as a means of displaying the presence of buildings to be visible from outside the site.	A10 External lighting will be limited to allow for safe and secure movement of pedestrians only. The proposal complies with the Acceptable Solution.
A11 Where a development is part of a larger complex, each component of the development must be connected by walking tracks.	A11 Not applicable.
A12 Single unbroken walls are not to exceed 15m in length.	A12 No single wall length is to exceed 15m (max. 13.56m). The proposal complies with the Acceptable Solution.
A13 Roofs must be: a) Pitched at an angle of less than 30 degrees and can be either hipped or gabled, or b) Curved at radius no greater than 12.5m.	A13 The proposed roof pitch is 5 degrees which defines the architectural nature of the building. The proposal complies with the Acceptable Solution.

14.4.2 Landscaping

Acceptable Solutions/Performance Criteria	Proposed Solutions
<p>A1 Development must be located on land where the native vegetation cover has been removed or significantly disturbed.</p> <p>P1 New development must be located in a manner that minimises vegetation removal.</p>	<p>P1 The proposed dwelling is to be located in an area which has previously been cleared however, due to bushfire requirements native vegetation is to be removed from around the dwelling for BAL 19 purposes, including the need only for removal of a further 3-5 trees. The remaining vegetation on site will be retained outside the hazard management area, and the site will include additional landscaping as submitted by way of Vegetation Plan, Dated 15 July 2020.</p> <p>Existing small areas of vegetation that have previously been removed include an area along the southern boundary where burnt by a dry tree rot. This area burnt included built up debris, dead wood and tall dead bracken ferns. An area also south of the location of the proposed dwelling that contained large amounts of dead shrubbery as per advice received by the landowner from TFS. An area to the north of the dwelling location where a number of trees were deemed unsafe due to either storm damage or white ant damage including small areas cleared for fire safety purposes. No vegetation has been cleared or is proposed to be cleared in the area to the east of the subject site below the dam (as per the Part V Agreement on the property title). The owner has advised that they are committed to regeneration, and the inclusion of significant replanting</p>

	<p>should be conditioned to be established. The overall extent of vegetation removal is considered minimal in the extent of that comprised within the whole of the title and primarily undertaken due to safety risks, and with the inclusion of replanting, the retention of the area to the east of the dam on site, the proposal will ensure that vegetation removal is minimized to the extent of that only necessary for the safety of the dwelling occupants.</p> <p>The proposal is considered to be compliant with the performance criteria.</p>
A2 All new planting must be undertaken with seeds or rootstock derived from provenance taken within the boundaries of the site, or the vicinity of the site.	<p>A2 All new planting will need to be undertaken with seeds or rootstock derived from provenance taken within the boundaries of the site, or the vicinity of the site. Conditions can be placed upon any approval ensuring compliance.</p> <p>The proposal complies with the Acceptable Solution.</p>
A3 Plants listed in Appendix 3 must not be used in landscaping.	<p>A3 Plants listed in Appendix 3 will not be allowed to be used in landscaping. Conditions can be placed upon any approval ensuring compliance.</p> <p>The proposal complies with the Acceptable Solution.</p>

14.4.3 Subdivision – Not applicable to this proposal.

14.4.4 Tourist Operations – Not applicable to this proposal.

E6 Car Parking and Sustainable Transport Code

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Acceptable Solutions	Proposed Solutions
<p>A1 The number of car parking spaces must not be less than the requirements of:</p> <ul style="list-style-type: none"> a) Table E6.1; or b) A parking precinct plan contained in Table E6.6: Precinct Parking Plans (except for dwellings in the General Residential Zone). 	<p>A1 The site will provide a minimum 2 car parking spaces as required for the dwelling.</p>

E6.7 Development Standards

E6.7.1 Construction of Car Parking Spaces and Access Strips

Acceptable Solutions	Proposed Solutions
<p>A1 All car parking, access strips, manoeuvring and circulation spaces must be:</p> <ul style="list-style-type: none"> a) Formed to an adequate level and drained; and b) Except for a single dwelling, provided with an impervious all weather seal; and c) Except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces. 	<p>A1 All car parking, access strips, manoeuvring and circulation spaces will be:</p> <ul style="list-style-type: none"> a) Formed to an adequate level and drained; and b) Not applicable; and c) Not applicable.

E6.7.2 Design and Layout of Car Parking

Acceptable Solutions	Proposed Solutions
<p>A1.1 Where providing for 4 or more spaces, parking areas (other than for parking located in garages and carports for a dwelling in the General Residential Zone) must be located behind the building line; and</p> <p>A1.2 Within the general residential zone, provision for turning must not be located within the front setback for residential buildings or multiple dwellings.</p>	<p>A1 Not applicable.</p>
<p>A2.1 Car parking and manoeuvring space must:</p> <ul style="list-style-type: none">a) Have a gradient of 10% or less; andb) Where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction; andc) Have a width of vehicular access no less than prescribed in Table E6.2; andd) Have a combined width of access and manoeuvring space adjacent to parking spaces not less than as prescribed in Table E6.3 where any of the following apply:<ul style="list-style-type: none">i) There are three or more car parking spaces; andii) Where parking is more than 30m driving distance from the road; oriii) Where the sole vehicle access is to a category 1, 2, 3 or 4 road; and <p>A2.2 The layout of car spaces and access ways must be designed in accordance with <i>Australian Standards AS2890.1 – 2004 Parking Facilities, Part 1: Off Road Car Parking</i>.</p>	<p>A2.1 Car parking and manoeuvring space will:</p> <ul style="list-style-type: none">a) Be on almost level ground; andb) Not applicable. Only requires a provision of 2 car parking spaces; andc) Provides a minimum 3.0m wide vehicular access; andd) Not applicable. <p>A2.2 The layout of car spaces and access ways are in accordance with <i>Australian Standards AS2890.1 – 2004 Parking Facilities, Part 1: Off Road Car Parking</i>.</p>

E7 Scenic Management Code

The site is affected by the Scenic Corridor overlay – tourist road corridor (Tasman Highway). However, as the proposed use and development is not located on land within 100 metres measured from the frontage to the scenic management tourist road corridor, the code has been determined to be not applicable.

E8 Biodiversity Code

E8.6.1 Habitat and Vegetation Management

Acceptable Solutions/Performance Criteria	Proposed Solutions
<p>A1.1 Clearance or disturbance of priority habitat is in accordance with a certified Forest Practices Plan or;</p> <p>A1.2 Development does not clear or disturb native vegetation within areas identified as priority habitat.</p>	<p>A1.1/A1.2 A review of Council's priority habitat layer indicates the vegetation is not located within an area of priority habitat.</p> <p>Not applicable</p>

Acceptable Solutions/Performance Criteria	Proposed Solutions
<p>A2 Clearance or disturbance of native vegetation is in accordance with a certified Forest Practices Plan.</p> <p>P2.1 Clearance or disturbance of native vegetation must be consistent with the purpose of this code and not unduly compromise the representation of species or vegetation communities of significance in the bioregion having regard to the :</p> <p>a) quality and extent of the vegetation or habitat affected by the proposal, including the maintenance of species diversity and its value as a wildlife corridor; and</p> <p>b) means or removal; and</p> <p>c) value of riparian vegetation in protecting habitat values; and</p> <p>d) impacts of siting of development (including effluent disposal) and vegetation clearance or excavations in proximity to habitat or vegetation: and</p> <p>e) need for and adequacy of proposed vegetation or habitat management; and</p> <p>f) conservation outcomes and long-term security of any offset in accordance with the <i>General Offset Principles</i> for the RMPS, Department of primary Industries, Parks, Water and Environment.</p>	<p>P2.1</p> <p>Minimal vegetation will be removed or trimmed to create a BAL 19 separation in accordance with the Bushfire Hazard Management Report. Although existing vegetation has been removed, this has occurred due to fire, and safety reasons. Minimal additional vegetation (3-5 trees) is proposed to provide a hazard management area for BAL 19. Regeneration and additional plantings is proposed. No further vegetation removal is proposed nor any offset provided. Vegetation removal is/has not occurred in the area of the site with high conservation value (Protected by Part V agreement on the property title). The small amount of proposed vegetation required for removal is not within an area of high biodiversity value. The area requiring removal of vegetation is not connected across the landscape and is not part of a 'wildlife corridor', and will only affected a very small percentage of the overall vegetation on the site. The 3-5 trees will be removed by hand and in a manner that causes no damage to either existing or regenerated vegetation. No riparian areas will be affected by the development. Whilst no specific offsets are proposed for this development, the site has already undergone regeneration, whilst further regeneration is planned in accordance with the required bushfire hazard management requirements and as per the supplied vegetation plan.</p> <p>The proposal is considered to be compliant with the performance criteria.</p>

E9 Water Quality Code

The proposed development site supports a waterway and as such the Water Quality Code has been considered. The proposed development has been determined to be greater than 50 metres away from a wetland or watercourse. As a result the Water Quality Code has been determined to be not applicable and no further assessment against the Code is required.

E16 On-Site Wastewater Management Code

E16.6 Use Standards

E16.6.1 Use and Lot Size

Acceptable Solutions	Proposed Solutions
<p>A1 Residential uses that rely on onsite wastewater management must:</p> <p>a) Be on a site with minimum area of 2,000m²; and</p> <p>b) Have four bedrooms or less.</p>	<p>A1 The site has an area greater than 2000m² (12.10ha) and only three bedrooms is proposed.</p> <p>The proposal complies with the Acceptable Solution.</p>
<p>A2 Non-residential uses that rely on onsite wastewater management must be on a site with minimum area of 5,000m².</p>	<p>Not applicable.</p>

E16.7 Development Standards

E16.7.1 Onsite Wastewater Management

Acceptable Solutions	Proposed Solutions
A1 A minimum horizontal separation of 3m must be provided between onsite wastewater management infrastructure and buildings and structures.	A1 A minimum separation distance of 3.0 metres from any structure to the wastewater infrastructure will be provided. The proposal complies with the Acceptable Solution.
A2 A minimum horizontal separation of 3m must be provided between onsite wastewater management infrastructure and the following: a) Hardstand and paved areas; b) Car parking and vehicle manoeuvring areas; and c) Title or lot boundaries.	A2 A minimum horizontal separation of 3m will be provided. The proposal complies with the Acceptable Solution.
A3 Private Open Space must not be used for surface irrigation of treated wastewater.	A3 The proposal complies, no private open space is used for surface irrigation of treated wastewater. The proposal complies with the Acceptable Solution.
A4 Onsite wastewater management infrastructure must be on lots with an average slope of 10% or less.	A4 The proposed wastewater treatment system is on land with an average slope less than 10%. The proposal complies with the Acceptable Solution.

E16.7.2 Surface and Ground Water Impacts

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1 Onsite wastewater management infrastructure must have a minimum separation distance of 100m from a wetland or watercourse or coastal marine area. P1 Onsite wastewater management infrastructure within 100m of a wetland or watercourse or coastal marine area must have no detrimental impacts on the water quality or integrity of the wetland or watercourse or coastal marine area.	P1 Onsite wastewater management infrastructure is to be within 100m of a watercourse (minor tributary). Modelling undertaken by GES Environmental Solutions calculated a minimum setback of 20m. However, to ensure a conservative approach the recommended setback on site to downslope water is a minimum of 80m. Installation of the system is expected to be approximately 90m or more from downslope surface water. The proposal is considered to be compliant with the performance criteria.
A2 Onsite wastewater management infrastructure must have a minimum separation distance of 50m from a downslope bore, well or other artificial water supply.	A2 Onsite wastewater management infrastructure will have a minimum separation distance of 50m from a downslope bore, well or other artificial water supply. The proposal complies with the Acceptable Solution.
A3 Vertical separation between groundwater and the land used to apply effluent, including reserved areas, must be no less than 1.5m.	A3 Vertical separation between groundwater and the land used to apply effluent, including reserved areas, is to be no less than 1.5m. The proposal complies with the Acceptable Solution.
A4 Vertical separation between a limiting layer and the land used to apply effluent, including reserved areas, must be no less than 1.5m.	A4 Vertical separation between a limiting layer and the land used to apply effluent, including reserved areas, is to be no less than 1.5m. The proposal complies with the Acceptable Solution.

5. Representations

The application was advertised 11 April 2020 to 28 April 2020 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining land owners. One representation was received prior to the closing date and time. The issues raised within the representation are as follows:-

Representation 1	Response
Concerns were raised that the application does not comply with 14.4.2 P1 because the house site has been located where this will be a requirement to clear native forest and there is already a cleared area available.	<p>The proposal does not meet the acceptable solution of 14.4.2 which requires no vegetation removal at all and was advertised as reliant upon the corresponding performance criteria. If that was to be achieved the only likely location is quite likely to have been in the existing cleared area further to the east.</p> <p>In response to the representation as well as initial concerns raised in relation to the extent of vegetation removal likely to be required to achieve the initial BAL 12.5 specified distances, the applicant has further provided details in relation to the reasons for the dwelling to be located closer to the road, the existing vegetation removal that has occurred on site including from fire, and further increased the BAL level from 12.5 to 19 which reduces the hazard management area to provide only for an additional 3-5 trees to be removed only. A vegetation plan has now also been submitted and with the inclusion of regeneration and plantings, the retention of the majority of the vegetation on site, the proposal is consistent with the performance criteria which is to minimise vegetation removal.</p>
The building is three storeys high and of a bulky character.	<p>The proposed dwelling is to have a maximum height of 9.76m. The dwelling is split over three levels which “step” down the site away from the road, noting that the dwelling will be located below the level of the road. Visually the dwelling appears as a two storey structure when viewed from McManus Drive with an entry ramp providing access to the first floor level. The structure is well articulated through a combination of form and articulation including cladding materials, colours and apertures. The dwelling is to be setback from the property boundaries and surrounded by existing and/or proposed plantings and not located in the barren open area of the site, further ensuring that the structure is unobtrusive and will complement the surrounding landscape. Due to the physical separation of the structure from property boundaries and other adjoining dwellings and the existing and proposed vegetation, the amenity of adjoining dwelling will be protected from unreasonable impacts caused by overshadowing and overlooking. The statement of the building being bulky in character is subjective and in the author’s opinion not the case in this particular design. The particular siting of the dwelling amongst a landscape setting and not in the existing cleared area further assists in compliance with the performance criteria in relation to height.</p>

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

6. Mediation

Nil.

7. Conclusion

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

LEGISLATION / STRATEGIC PLAN & POLICIES:

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

BUDGET AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority.

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

Nil.

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 expressly provide for and regulate virtual attendance for councillors, to participate at meetings via teleconference, video-conference or other means of instant electronic communication.

SUBMISSION IN SUPPORT OF MOTION:

There may be times due to illness or local emergencies (landslides, floods as examples) that councillors may not be able to attend meetings. If a councillor decides to not attend a meeting due to illness, or is unable to physically get to the Council Chambers, but still wishes to participate in the Council meeting, then that participation should surely be facilitated.

This form of participation would also need to be regulated. Virtual attendance at Council meetings was posited in the Review of Local Government (Meeting Procedures) Regulations 2005 Discussion Paper May 2014 (Local Government Division Department of Premier and Cabinet).

Western Australia and Queensland provide for and regulate virtual attendance at Council meetings.

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 develops 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.

SUBMISSION IN SUPPORT OF MOTION:

It has come to my attention that in the last few weeks George Town Council, here in Tasmania, have endorsed a Domestic Violence Strategy and are the first Council in Tasmania to do so. This follows on from Brisbane City Council developing a Domestic and Violence Strategy, which is now published on their web site and which I have attached the first page of for your information. The document can be viewed in full @ <https://www.brisbane.qld.gov.au/sites/default/files/documents/2020-06/20200610-brisbane-city-council-domestic-and-family-violence-strategy.pdf>

Even though, or even because, we are a smaller more rural based council with limited resources, I believe we should actively be supporting our community in developing a willingness to openly discuss Domestic /Family and Sexual Violence and work towards zero tolerance within our municipality. Whilst women and children, who statistically are the victims of over 95% of domestic violence that occurs, this has the potential to lead to a safer community for all of our residents.

This strategy could include a provision, that, Council formally commit to actively working with Police, Community Service organisations and housing providers on addressing this grave societal problem; this is something I believe that Council is already engaged in but could formalise the interactions.

The Commission for Children and Young People Tasmania report – **“The Health and Wellbeing of Tasmania’s Children and Young People Report 2018 - AUGUST 2018”** contains important statistics. In 2016-17, Tasmania Police recorded 3,098 incidents of family violence, under the *Family Violence Act 2004*. The Tasmania Police Corporate Performance Report June 2017 records that children were present at 1,749 family violence incidents (56.5 per cent of the 3,098 incidents reported).

This motion in no way suggests that Break O’Day has any greater incidence of domestic/family and sexual violence than anywhere else, it does however, suggest that we can be in the forefront of address interpersonal violence within our community.

I believe the development of such a strategy aligns with multiple sections of Council’s Strategic Plan 2017-2027, particularly those in the community and services areas. This strategy would fit well with our Community Wellbeing goals.

I would be happy to assist with the development of this strategy to ensure Council resources are not overloaded. Cllr. Justine Brooks the proponent of George Town motion wants to submit for funding to the Tasmanian Community Fund to explore the option of developing a single strategy framework that would be relevant to all rural and remote council areas, thereby reducing any costs imposed on smaller Councils who wished to adopt such a strategy.

Domestic and Family Violence Strategy



Dedicated to a better Brisbane

Brisbane City Council supports the right of all people to live free from violence, abuse or intimidation.

Domestic and family violence is a serious social, health and safety issue for all levels of Australian government and social agencies to act on as a matter of urgency.

Council acknowledges the definition of domestic and family violence, as detailed in the *Domestic and Family Violence Prevention Act 2012 (Qld)*, encompasses any form of abuse to one person in a relationship with another, including an intimate partner, children, siblings, extended family and informal care relationships.

Abuse can be more than physical or sexual violence, it extends to actions or statements that make you feel afraid, powerless or unsafe.

Domestic and family violence has significant impacts including personal emotional trauma for individuals and far-reaching costs for the wider community.

Domestic and family violence can affect any person irrespective of age, gender, socio-economic status or cultural background. Certain groups within the community may be at greater risk of experiencing domestic and family violence. These groups can include but are not limited to people with disability and impairment, people with mental illness, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people, and people who are gay, lesbian, bisexual, transgender, intersex and queer.

While domestic and family violence violates people's basic human right to live in freedom and safety, according to the Queensland Government the economic costs are also significant – between \$2.7 billion and \$3.2 billion annually¹.

Australian, Queensland and local governments play a crucial role in driving change and preventing domestic and family violence in our community.

The Queensland Government is the lead agency for domestic and family violence prevention and response in our state.

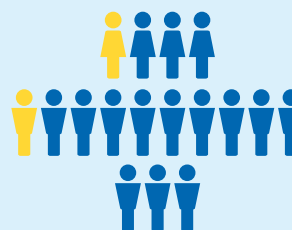
Council wants all of our residents and visitors to feel safe and live free from violence. Council's responsibility lies in educating the community on the services available to prevent domestic and family violence, including supporting local partnerships to tackle this important issue.

Council is committed to reducing the violence happening at homes across our city. Working in partnership at all levels of government and with the community we can collectively prevent this heinous crime and keep families safe.

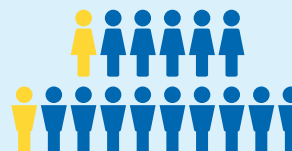
¹ Queensland says: not now, not ever. Domestic and Family Violence Prevention Strategy 2016-2026, Queensland Government

² Australian Bureau of Statistics 4906.0 'Personal Safety, Australia, 2016'

Domestic and family violence in Australia²



1 in 4 women experienced violence by an intimate partner since the age of 15, compared to 1 in 13 men



1 in 6 women and 1 in 10 men experienced abuse before the age of 15



1 in 10 Aboriginal & Torres Strait Islander women experienced family and domestic violence (based on their most recent experience of physical violence)³

³ Australian Bureau of Statistics 4714.0 'National Aboriginal and Torres Strait Islander Social Survey, 2014-15'

Nil.

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.

21.07.2020	St Helens	– Meeting with Wheels Wine and Dine committee
21.07.2020	St Helens Via Web	– Meeting with Australia Local Government Association (ALGA), National General Assembly motions
22.07.2020	St Helens Via web	– Local Government Association of Tasmania (LGAT) – Annual General Meeting & General Meeting
29.07.2020	Launceston	– ASPIRE Launch
29.07.2020	St Helens	– Athletic Club Annual General Meeting
30.07.2020	St Helens	– Citizenship Ceremony
03.08.2020	St Helens	– Council Workshop
06.08.2020	St Helens	– Liberal Party Branch Meeting
14.08.2020	St Marys	– Launch St Marys Flood Risk Management Plan
14.08.2020	St Helens	– Meeting with Brian Mitchell MP and Janet Lambert
17.08.2020	St Helens	– Council Meeting

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

- St Helens and Districts Chamber of Commerce and Tourism –Clr 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

08/20.12.0 BUSINESS AND CORPORATE SERVICES

08/20.12.1 Corporate Services Department Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various issues which have been dealt with in the Business and Corporate Service Department since the previous Council Meeting.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
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Nil.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
07/20.12.5.114	20 July 2020	That Council appoint Clr L Whittaker as Audit Panel member to replace Clr Drummond and until the October 2020 Audit Panel membership review.	Notified Audit Panel Chair and Local Government Division, matter is complete.
07/20.12.5.115	20 July 2020	That Council appoint Clr J McGiveron as Proxy Member of the Audit Panel until the October 2020 Audit Panel membership review.	Notified Audit Panel Chair and Local Government Division, matter is complete.
07/20.13.3.118	20 July 2020	That Policy AM13 Memorial Gardens, as amended, be adopted.	Policy updated on Council records and website, matter is complete.

Motion Number	Meeting Date	Council Decision	Comments
07/20.13.4.119	20 July 2020	That Policy AM18 Nature Strip Planting, as amended, be adopted.	Policy updated on Council records and website, matter is complete.
07/20.14.2.122	20 July 2020	That Council allocate the sum of \$30,000 as matching funds for Building Better Regions Fund grant to undertake the preparation of the Recreational Trails Strategy in the 2020-2021 Budget.	Budget amended to recognise this decision, will need a Council decision in due course.
07/20.16.2.127	20 July 2020	That Council extend the discount period for dog registrations until the end of July.	Extended discount is being implemented, matter is complete.

Staff Movements:

Nil.

Meetings Attended:

East Coast Visitor Information Network meeting (Zoom).

Face to face Corporate Services team meetings and manager-team member meetings.

Other Issues:

Investments – Term Deposits

BENDIGO:

\$1,000,000.00	0.80%	Maturing 12/08/2020
\$1,003,575.34	0.70%	Maturing 18/08/2020
\$1,006,690.50	0.65%	Maturing 10/09/2020
\$1,006,610.81	0.65%	Maturing 10/09/2020

CBA:

\$1,007,496.16	0.62%	Maturing 06/08/2020
\$1,011,192.04	0.64%	Maturing 24/08/2020
\$2,000,000.00	0.65%	Maturing 26/08/2020
\$1,000,000.00	0.64%	Maturing 15/09/2020

Right to Information (RTI) Requests

Nil.

132 and 337 Certificates

	132	337
July 2020	70	24
June 2020	32	26
July 2019	115	48

Debtors/Creditors @ 5 August 2020

DEBTORS INFORMATION

Invoices Raised

Current		Previous Year	
Month	YTD 20/21	Month	YTD 19/20
80	80	80	80

CREDITORS INFORMATION

Payments Made

Current		Previous Year	
Month	YTD 20/21	Month	YTD 19/20
293	293	386	386

Work Health & Safety Coordinator

Officer's Report

The Work Health & Safety Coordinator attended various internal meetings related to risk management, mental health and wellbeing, WHS induction of new workers and consultation with outdoor workers regarding work health & safety.

Attended Pack, Snack and Chat community meeting at Scamander Playground with the Community Services Department and other staff.

Attended regular meetings with the corporate service manager and indoor council staff meetings.

Participated in zoom meetings concerning risk, legal and property matters as well as emotional intelligence and others.

During the period of **20 July to 5 August 2020**, the following vandalism was reported to Council:

Discovered 27 July 2020

Graffiti on the Lions sign at the Lions Park BBQ area was discovered and cleaned by the Lions Club volunteers group. No information was provided concerning the cost of material and labour.

RATES INFORMATION as at 6 August 2020						
This financial Year						
2020/2021	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,388,664.92	53,974.59	7,442,639.51	-	2,066.99	154,631.67
Waste	1,226,004.00	3,738.00	1,229,742.00			
Wheelie	452,119.20	183.49	452,302.69			
Recycling	253,536.00	-111.50	253,424.50			
Fire	364,983.85	491.96	365,475.81			
TOTAL	9,685,307.97	58,276.54	9,743,584.51	-	2,066.99	154,631.67
Last Financial Year						
2019/2020	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,313,018.65	0.00	7,313,018.65	-	5,714.30	58,659.00
Waste	1,186,206.00	0.00	1,186,206.00			
Wheelie	429,934.75	1,443.12	431,377.87			
Recycling	242,865.00	421.09	243,286.09			
Fire	365,043.55	0.00	365,043.55			
TOTAL	9,537,067.95	1,864.21	9,538,932.16	-	5,714.30	58,659.00
Instalments						
2020/2021		Instalment \$	Outstanding \$	Outstanding %		
8 September 2020	Instalment 1	2,422,220.97	1,593,123.94	65.77%		
10 November 2020	Instalment 2	2,421,029.00	1,796,664.74	74.21%		
2 February 2021	Instalment 3	2,421,029.00	1,842,103.76	76.09%		
4 May 2021	Instalment 4	2,421,029.00	1,848,503.88	76.35%		
	TOTAL:	9,685,307.97	7,080,396.32	73.10%		
2019/2020						
		Instalment \$	Outstanding \$	Outstanding %		
10 September 2019	Instalment 1	2,382,877.95	1,704,630.35	71.54%		
12 November 2019	Instalment 2	2,384,730.00	1,842,625.55	77.27%		
4 February 2020	Instalment 3	2,384,730.00	1,855,658.81	77.81%		
5 May 2020	Instalment 4	2,384,730.00	1,862,752.13	78.11%		
	TOTAL:	9,537,067.95	7,265,666.84	76.18%		
Discount						
	Discount	No. of	Total Ratable	% of total		
2020/2021	51,468.18	1,269	6,476	19.60%		
2019/2020	49,717.92	1,283	6,461	19.86%		

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.

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

OFFICER'S RECOMMENDATION:

That the following reports for the month ending 31 July 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 July 2020.

Trading Account Summary

Council's current position for the month ending 31 July 2020 is summarised as follows:-

CASH AT BEGINNING OF PERIOD	10,270,797
TOTAL INCOME FOR PERIOD	2,546,331
TOTAL AVAILABLE FUNDS	12,817,128
LESS TOTAL EXPENDITURE	2,393,765
CASH AT END OF PERIOD	10,423,363
OUTSTANDING SUNDRY DEBTORS 60 DAYS & OVER	16,274

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

Income Statement				
2020-2021				
	2018-2019 Actual	Year to Date Actual	Year to Date Budget	2020-2021 Estimate
INCOME				
Rates and Charges	9,315,205	9,707,558	9,650,074	9,730,958
User Charges	854,541	117,465	99,758	830,591
Grants	3,063,360	20,032	20,000	3,000,411
Other Income	367,385	66,991	7,333	152,000
Investment Income	712,799	0	10,000	344,000
Total Income	14,313,290	9,912,046	9,787,165	14,057,960
Capital Income				
Capital grants	1,719,523	-	-	4,091,000
Profit or Loss on Sale of Assets	-168,680	-	-	25,000
Total Income	15,864,133	9,912,046	9,787,165	18,173,960
EXPENSES				
Employee Expenses	4,306,263	386,659	424,271	5,512,396
Materials and Services	3,934,702	427,595	534,669	4,561,591
Depreciation and amortisation	3,441,977	304,869	304,641	3,659,093
Other expenses	1,431,396	181,926	182,596	857,586
Total Expenses	13,114,338	1,301,048	1,446,177	14,590,665
FAGs in advance				
Net Operating Surplus\ (Deficit)	1,198,952	8,610,998	8,340,987	(532,705)
Net Surplus\ (Deficit)	2,749,795	8,610,998	8,340,987	3,583,295

Profit & Loss Statement							
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	7,442,640	7,442,640	7,389,216	7,389,216	101%	
1612	Waste Charges	1,229,742	1,229,742	1,226,004	1,226,004	100%	
1613	Fire Levy	365,476	365,476	364,927	364,927	100%	
1614	Tips & Transfer Stations	12,245	12,245	14,592	175,100	7%	
1615	Recycling Charges	253,425	253,425	243,216	253,592	100%	
1616	Early Settlement Discounts	(48,271)	(48,271)	(40,000)	(130,000)	37%	
1617	Wheelie Bin Charges	452,303	452,303	452,119	452,119	100%	
	Total Rates	9,707,558	9,707,558	9,650,074	9,730,958	100%	
	Environmental Health						
1622	Inspection Fees	-	-	500	6,000	0%	
1623	Health/Food Licence Fees and Fines	150	150	-	14,000	1%	
1624	Immunisations	-	-	-	1,000	0%	
	Total Environmental Health	150	150	500	21,000	1%	
	Municipal Inspector						
1631	Kennel Licences	-	-	-	1,200	0%	
1632	Dog Registrations	3,501	3,501	2,000	50,100	7%	
1633	Dog Impoundment Fees & Fines	-	-	208	2,500	0%	
1634	Dog Replacement Tags	25	25	-	-		
1635	Caravan Fees and Fines	64,155	64,155	48,000	50,000	128%	
1636	Fire Abatement Charges	-	-	-	2,000	0%	
1637	Infringement Notices	-	-	1,458	17,500	0%	
	Total Municipal inspector	67,681	67,681	51,667	123,300	55%	
	Building Control Fees						
1641	Building Fees	3,955	3,955	2,500	30,000	13%	
1642	Plumbing	1,190	1,190	4,167	50,000	2%	
1643	Building Search Fees	-	-	100	1,200	0%	
1644	Permit Administration	1,500	1,500	2,917	35,000	4%	
1645	Building Inspections	1,536	1,536	3,333	40,000	4%	
1647	Certificates of Likely Compliance	918	918	1,833	22,000	4%	
1651	Development Application Fees	6,182	6,182	4,167	50,000	12%	
1653	Subdivision Fees	-	-	292	3,500	0%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
1654	Advertising Fee	6,825	6,825	4,167	50,000	14%	
1655	Adhesion Orders	-	-	42	500	0%	
1656	Engineering Fees	642	642	167	2,000	32%	
	Total Planning And Building Control Fees	22,748	22,748	23,683	284,200	8%	
	Government Fees Levies						
1661	B.C.I Training Levy	646	646	2,500	30,000	2%	
1662	Building Permit Levy	323	323	1,417	17,000	2%	
1663	132 & 337 Certificates	7,271	7,271	6,667	80,000	9%	
1664	Section 137 Property Sales	2,659	2,659	-	-		
	Total Government Fees Levies	10,899	10,899	10,583	127,000	9%	
	Investment Income						
1671	Interest Income	(0)	(0)	10,000	150,000	0%	
1675	Tax Equivalents - TasWater	-	-	-	-		
1676	Dividends - TasWater	-	-	-	194,000	0%	
	Total Investment Income	-0	-0	10,000	344,000	0%	
	Sales Hire and Commission						
1681	Sales	3,536	3,536	1,276	127,600	3%	
1682	Commission	4	4	165	16,491	0%	
1684	Facilities and Hall Hire	1,676	1,676	550	55,000	3%	
1685	Facilities Leases	10,770	10,770	11,250	75,000	14%	
1687	History Room Other Income	-	-	83	1,000	0%	
	Total Sales Hire and Commission	15,987	15,987	13,324	275,091	6%	
	Other Income						
1761	Late Payment Penalties inc Interest	241	241	3,000	100,000	0%	
1765	Private Works	66,708	66,708	1,667	20,000	334%	Construction of Cunningham St Jetty
1766	Cemetery	-	-	2,083	25,000	0%	
1768	Miscellaneous Income	45	45	-	-		
	Total Other Income	66,994	66,994	6,750	145,000	46%	
	Reimbursements						
1773	Workers Comp. Recoveries	-	-	167	2,000	0%	
1775	Roundings	(134)	(134)	-	-		
1776	Miscellaneous Reimbursements	-	-	417	5,000	0%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
1778	GST free reimbursements	131	131	-	-		
	Total Reimbursements	-3	-3	583	7,000	0%	
	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	-	-	-	2,980,411	0%	
1794	State Grants - Other	-	-	-	-		
1794	Learner Driver Mentor Grant	20,032	20,032	20,000	20,000	100%	
	Total Operating Grants	20,032	20,032	20,000	3,000,411	1%	
	Capital Grants						
1791	Roads to Recovery	-	-	-	971,000	0%	
1791	DCF Round 2 Projects	-	-	-	1,000,000	0%	
1791	CDG Georges Bay Walking Trail	-	-		2,100,000	0%	
1791	Turf Mower	-	-	-	20,000	0%	
	Total Capital Grants	-	-	-	4,091,000	0%	
	Total Revenue	9,912,046	9,912,046	9,787,165	18,173,960	55%	
	Expenses						
	Employee Costs						
1811	Salaries and Wages	265,829	265,829	291,616	3,791,012	7%	
1812	On Costs	114,197	114,197	129,526	1,683,844	7%	
1813	Overtime Payments	6,633	6,633	3,128	37,540	18%	
	Total Employee Costs	386,659	386,659	424,271	5,512,396	7%	
	Energy Costs						
1851	Electricity	1,122	1,122	2,878	143,875	1%	
	Total Energy Costs	1,122	1,122	2,878	143,875	1%	
	Materials and Contracts						
1861	Advertising	1,735	1,735	4,042	48,500	4%	
1863	Bank Charges - GST	1,173	1,173	2,017	24,200	5%	
1864	Books Manuals Publications	176	176	341	4,090	4%	
1865	Catering	158	158	1,200	14,400	1%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
1866	Bank Charges - FREE	37	37	83	1,000	4%	
1867	Computer Hardware Purchase	1,960	1,960	1,000	12,000	16%	
1869	Computer Internet Charges	-	-	167	2,000	0%	
1870	Computer Licence and Maintenance Fees	63,466	63,466	65,000	205,000	31%	
1872	Corporate Membership	25,135	25,135	60,000	144,790	17%	
1873	Debt Collection	-	-	1,333	16,000	0%	
1876	Stock Purchases for Resale	928	928	2,000	45,000	2%	
1890	Equipment Hire and Leasing	2,983	2,983	3,208	38,500	8%	
1891	Equipment Maintenance and Minor Purchases	-	-	975	11,700	0%	
1893	Internet Billpay Costs	-	-	583	7,000	0%	
1895	Licensing and Licence Costs	16,087	16,087	15,000	39,379	41%	
1896	Land and Building Rental or Leasing Costs	3,625	3,625	-	9,000	40%	
1897	Materials	38,932	38,932	27,954	335,445	12%	
1898	Phone Calls Rental Fax	2,958	2,958	3,258	39,090	8%	
1899	Postage/Freight	90	90	1,918	23,010	0%	
1900	Printing/Laminating	-	-	417	5,000	0%	
1901	Property Insurance	127,186	127,186	95,500	109,300	116%	
1902	Room Hire	-	-	104	1,250	0%	
1904	Royalties and Production Licences	-	-	417	5,000	0%	
1905	Stationery	1,293	1,293	1,375	16,500	8%	
1906	Water and Property rates Payable	-	-	1,500	105,800	0%	
	Total Materials and Contracts	287,924	287,924	289,390	1,262,954	23%	
	Contractor Costs						
1971	Contractors	10,988	10,988	66,025	792,300	1%	
1972	Cleaning Contractors	2,300	2,300	15,811	189,730	1%	
1973	Waste Management Contractors	46,050	46,050	85,000	1,135,788	4%	
	Total Contractor Costs	59,338	59,338	166,836	2,117,818	3%	
	Professional Fees						
1992	Audit Fees	-	-	-	40,000	0%	
1993	Legal Fees	-	-	2,167	26,000	0%	
1994	Internal Audit Fees	-	-	542	6,500	0%	
1995	Revaluation Fees- Municipal only	-	-	2,333	28,000	0%	
1997	Professional Fees - Strategic Projects	-	-	-	70,000	0%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
1998	Other Professional Fees	9,960	9,960	21,225	254,700	4%	
	Total Professional Fees	9,960	9,960	26,267	425,200	2%	
	Plant Hire						
2101	Plant Hire - Internal	57,538	57,538	43,025	516,300	11%	
2102	Plant Hire - External	-	-	458	5,500	0%	
2103	Registration and MAIB	-	-	-	39,672	0%	
2104	Insurance Premiums	24,522	24,522	41,773	41,773	59%	
2105	Plant Repairs and Maintenance	34,961	34,961	9,333	112,000	31%	
2140	Plant Hire Recovered	(59,888)	(59,888)	(60,000)	(720,000)	8%	
2141	Fuel	11,000	11,000	13,708	164,500	7%	
2142	Fuel Credit	-	-	(1,250)	(15,000)	0%	
	Total Plant Hire	68,133	68,133	47,048	144,745	47%	
	Government Fees and Levies						
2255	Fire Levy	-	-	-	365,186	0%	
2257	Building Permit Levy	-	-	1,250	15,000	0%	
2258	Land Tax	1,118	1,118	1,000	56,813	2%	
2259	Training Levy	-	-	-	30,000	0%	
	Total Government Fees and Levies	1,118	1,118	2,250	466,999	0%	
	Depreciation						
2305	Depreciation Buildings	19,791	19,791	19,694	236,323	8%	
2306	Depreciation Roads and Streets	152,167	152,167	152,167	1,826,000	8%	
2307	Depreciation Bridges	38,050	38,050	38,050	456,600	8%	
2308	Depreciation Plant & Equipment	35,480	35,480	34,239	410,868	9%	
2310	Depreciation Stormwater Infrastructure	27,658	27,658	27,658	331,896	8%	
2311	Depreciation Furniture	12,060	12,060	13,117	157,405	8%	
2312	Depreciation Land Improvements	17,862	17,862	17,917	215,001	8%	
2313	Amortisation of Municipal Valuation	1,800	1,800	1,800	25,000	7%	
	Total Depreciation	304,869	304,869	304,641	3,659,093	8%	
	Other Expenses						
2401	Interest Payable	-	-	-	335,328	0%	
2403	Bad & Doubtful Debts	249	249		-		
2404	Grants and Community Support Given	12,727	12,727	12,000	179,100	7%	
2405	Rate Remissions	154,632	154,632	155,000	156,000	99%	Includes \$99k Covid19 rate relief

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
2409	Council Member Expenses	-	-	1,500	18,000	0%	
2410	Council Member Allowances	14,318	14,318	14,096	169,158	8%	
	Total Other Expenses	181,926	181,926	182,596	857,586	21%	
	Total Expenses	1,301,048	1,301,048	1,446,177	14,590,665	9%	
	FAG's received prior year in advance						
	Net Surplus\ (Deficit) before Capital amounts	8,610,998	8,610,998	8,340,987	(532,705)		
	Capital Grants	-	-	-	4,091,000		
	Profit or Loss on Sale of Assets	-	-	-	25,000		
	Net Surplus\ (Deficit)	8,610,998	8,610,998	8,340,987	3,583,295		

Profit And Loss Statement				
2020-2021				
	Month Actual	Year to Date Actual	2020-2021 Budget	Comments
Business & Corporate Services				
Total Investment Income	(0)	(0)	344,000	
Total Sales Hire and Commission	-	-	6,000	
Total Reimbursements	80	80	-	
Total Revenue	80	80	350,000	
Total Employee Costs	57,200	57,200	817,408	
Total Energy Costs	-	-	5,800	
Total Materials and Contracts	196,975	196,975	497,450	
Total Contractor Costs	-	-	7,900	
Total Professional Fees	-	-	10,500	
Total Plant Hire	1,000	1,000	13,573	
Total Government Fees and Levies	-	-	180	
Total Depreciation	10,556	10,556	157,064	
Total Expenses	265,731	265,731	1,509,875	
	-			
Net Surplus\ (Deficit) before Capital Income	(265,651)	(265,651)	(1,159,875)	
Net Surplus\ (Deficit)	(265,651)	(265,651)	(1,159,875)	
Development Services	-	-		
Total Environmental Health	150	150	21,000	
Total Municipal inspector	64,155	64,155	59,500	
Total Planning And Building Control Fees	21,892	21,892	282,200	
Total Government Fees Levies	8,240	8,240	127,000	
Total Sales Hire and Commission	-	-	1,300	
Total Revenue	94,437	94,437	491,000	
	-	-		
Total Employee Costs	68,371	68,371	841,637	
Total Materials and Contracts	154	154	50,910	
Total Contractor Costs	-	-	10,000	
Total Professional Fees	4,745	4,745	142,700	
Total Plant Hire	1,391	1,391	8,807	
Total Government Fees and Levies	-	-	45,000	
Total Depreciation	1,679	1,679	19,740	
Total Other Expenses	-	-	34,500	
Total Expenses	76,340	76,340	1,153,293	
	-	-		
Net Surplus\ (Deficit) before Capital Income	18,097	18,097	(662,293)	
Net Surplus\ (Deficit)	18,097	18,097	(662,293)	

	Month Actual	Year to Date Actual	2020-2021 Budget	Comments
Community Services	-	-		
Total Operating Grants	20,032	20,032	20,000	
Total Capital Grants	-	-	2,100,000	
Total Revenue	20,032	20,032	2,120,000	
	-	-		
Total Employee Costs	17,335	17,335	281,043	
Total Materials and Contracts	881	881	26,950	
Total Contractor Costs	-	-	30,000	
Total Professional Fees	-	-	10,000	
Total Plant Hire	2,288	2,288	12,744	
Total Depreciation	1,175	1,175	16,212	
Total Other Expenses	12,727	12,727	144,600	
Total Expenses	34,405	34,405	521,549	
	-	-	-	
Net Surplus\ (Deficit) before Capital Income	(14,373)	(14,373)	(501,549)	
Net Surplus\ (Deficit)	(14,373)	(14,373)	1,598,451	
Works and Infrastructure		-		
Total Rates	1,947,715	1,947,715	2,106,815	
Total Municipal inspector	3,526	3,526	63,800	
Total Planning And Building Control Fees	856	856	2,000	
Total Sales Hire and Commission	12,801	12,801	175,000	
Total Other Income	66,753	66,753	45,000	
Total Reimbursements	-	-	2,000	
Total Gain or Loss on Sale of Assets	-	-	25,000	
Total Operating Grants	-	-	1,608,892	
Total Capital Grants	-	-	1,991,000	
Total Revenue	2,031,650	2,031,650	6,019,507	
	-	-		
Total Employee Costs	182,055	182,055	2,682,349	
Total Energy Costs	366	366	133,075	
Total Materials and Contracts	61,287	61,287	493,444	
Total Contractor Costs	59,117	59,117	2,065,068	
Total Professional Fees	-	-	44,000	
Total Plant Hire	62,375	62,375	99,978	
Total Government Fees and Levies	1,118	1,118	52,354	
Total Depreciation	288,455	288,455	3,442,005	
Total Other Expenses	3,610	3,610	335,328	
Total Expenses	658,383	658,383	9,347,600	
	-	-	-	
Net Surplus\ (Deficit) before Capital Income	1,373,268	1,373,268	(5,319,094)	
Net Surplus\ (Deficit)	1,373,268	1,373,268	(3,328,094)	

	Month Actual	Year to Date Actual	2020-2021 Budget	Comments
Visitor Information Centre	-	-		
Total Sales Hire and Commission	2,979	2,979	79,500	
Total Revenue	2,979	2,979	79,500	
	-	-		
Total Employee Costs	12,713	12,713	138,312	
Total Energy Costs	756	756	5,000	
Total Materials and Contracts	1,540	1,540	51,700	
Total Contractor Costs	221	221	4,850	
Total Plant Hire	80	80	-	
Total Government Fees and Levies	-	-	1,600	
Total Depreciation	1,703	1,703	8,472	
Total Expenses	17,013	17,013	209,934	
	-	-	-	
Net Surplus\ (Deficit) before Capital Income	(14,034)	(14,034)	(130,434)	
Net Surplus\ (Deficit)	(14,034)	(14,034)	(130,434)	
	-	-		
	-	-		
Governance and Members Expenses	-	-		
Total Rates	7,759,844	7,759,844	7,624,143	
Total Government Fees Levies	2,659	2,659	-	
Total Sales Hire and Commission	207	207	13,291	
Total Other Income	241	241	100,000	
Total Reimbursements	(83)	(83)	5,000	
Total Operating Grants	-	-	1,371,520	
Total Revenue	7,762,868	7,762,868	9,113,954	
	-	-		
Total Employee Costs	48,985	48,985	751,646	
Total Materials and Contracts	27,088	27,088	142,500	
Total Professional Fees	5,215	5,215	218,000	
Total Plant Hire	1,000	1,000	9,645	
Total Government Fees and Levies	-	-	367,865	
Total Depreciation	1,300	1,300	15,600	
Total Other Expenses	165,589	165,589	343,158	
Total Expenses	249,177	249,177	1,848,414	
	-	-	-	
Net Surplus\ (Deficit) before Capital Income	7,513,692	7,513,692	7,265,539	
Net Surplus\ (Deficit)	7,513,692	7,513,692	7,265,539	

	Month Actual	Year to Date Actual	2020-2021 Budget	Comments
Council Total	-	-		
Total Rates	9,707,558	9,707,558	9,730,958	
Total Environmental Health	150	150	21,000	
Total Municipal inspector	67,681	67,681	123,300	
Total Planning And Building Control Fees	22,748	22,748	284,200	
Total Government Fees Levies	10,899	10,899	127,000	
Total Investment Income	(0)	(0)	344,000	
Total Sales Hire and Commission	15,987	15,987	275,091	
Total Other Income	66,994	66,994	145,000	
Total Reimbursements	(3)	(3)	7,000	
Total Gain or Loss on Sale of Assets	-	-	25,000	
Total Operating Grants	20,032	20,032	3,000,411	
Total Capital Grants	-	-	4,091,000	
Total Revenue	9,912,046	9,912,046	18,173,960	
	-	-		
Total Employee Costs	386,659	386,659	5,512,396	
Total Energy Costs	1,122	1,122	143,875	
Total Materials and Contracts	287,924	287,924	1,262,954	
Total Contractor Costs	59,338	59,338	2,117,818	
Total Professional Fees	9,960	9,960	425,200	
Total Plant Hire	68,133	68,133	144,745	
Total Government Fees and Levies	1,118	1,118	466,999	
Total Depreciation	304,869	304,869	3,659,093	
Total Other Expenses	181,926	181,926	857,586	
Total Expenses	1,301,048	1,301,048	14,590,665	
	-	-		
FAGS grant funds received in advance	-	-		
Net Surplus\ (Deficit) before Capital Income	8,610,998	8,610,998	(532,705)	
Capital Income	-	-	4,116,000	
Net Surplus\ (Deficit)	8,610,998	8,610,998	3,583,295	

Financial Position				
2020-2021				
	Year to Date Actual	Year to Date Budget	2020-20210 Budget	Comments
Current Assets				
Cash	10,423,363	10,147,696	3,737,243	
Receivables	8,752,374	8,075,799	750,000	
Inventories	62,519	120,000	120,000	
Other Current Assets	64,083	45,000	45,000	
Total Current Assets	19,302,339	18,388,494	4,652,243	
Non Current Assets				
Property Plant and Equipment	149,949,447	149,518,200	148,149,134	
Investment in TasWater	38,672,525	38,672,525	38,672,525	
Other Non Current Assets	63,800	95,000	95,000	
Total Non -Current Assets	188,685,772	188,285,725	186,916,659	
Total Assets	207,988,111	206,674,220	191,568,902	
Current Liabilities				
Payables	2,118,323	2,015,023	950,000	
Interest Bearing Liabilities	356,256	356,256	356,256	
Provisions	833,446	853,572	853,572	
Total Current Liabilities	3,308,025	3,224,851	2,159,828	
Non Current Liabilities				
Interest Bearing Liabilities	8,128,118	8,128,118	8,128,118	
Provisions	549,756	569,414	569,414	
Total Non Current Liabilities	8,677,874	8,697,532	8,697,532	
Total Liabilities	11,985,899	11,922,383	10,857,360	
Net Assets	196,002,213	194,751,837	180,711,542	
EQUITY				
Accumulated surplus	50,213,523	48,963,147	34,922,852	
Asset revaluation reserve	145,384,764	145,384,764	145,384,764	
Other reserves	403,926	403,926	403,926	
TOTAL EQUITY	196,002,213	194,751,837	180,711,542	
Other Reserves - detailed separately	403,926	403,926	403,926	
Employee Provisions	1,383,202	1,422,986	1,422,986	
Unallocated accumulated surplus	8,636,235	8,320,784	1,910,331	
Total cash available	10,423,363	10,147,696	3,737,243	
Note: This reflects the cash position and does not include Payables and Receivables				

Other Reserves			
2020-2021			
	Reserves new 2019-2020	Reserves used 2019-2020	Remaining 30/6/2020
Public Open Space			
Binalong Bay			3,362
Ansons Bay			4,907
Beaumaris			2,229
Scamander			3,750
St Helens			23,398
St Marys			32,509
Stieglitz			6,752
Total Public Open Space	-	-	76,907
General Reserves			
Community Development			12,500
137 Trust Seizures	-		273,259
Total General Reserves	-	-	285,759
Grant Proceeds Reserve			
Projectors for Stadium		-	14,000
Regional Workforce Development		(15,710)	-
Community Infrastructure Fund Grant		(750)	27,260
26TEN Communities Grant Program		(45,455)	-
Total Grant Reserves	-	(61,915)	41,260
Total Other Reserves	-	(61,915)	403,926

Estimated Cash Flow				
2020-2021				
	Year to Date Actual	Year to Date Budget	2020-2021 Budget	Comments
CASH FLOWS FROM OPERATING ACTIVITIES				
RECEIPTS				
Operating Receipts	2,546,331	1,687,442	14,057,960	
Less FAGs received in advance				
PAYMENTS				
Operating payments	(1,420,451)	(910,964)	(10,931,572)	
NET CASH FROM OPERATING	1,125,880	776,478	3,126,388	
CASH FLOWS FROM INVESTING ACTIVITIES				
RECEIPTS				
Proceeds from sale of Plant & Equipment	-	-	25,000	
PAYMENTS				
Payment for property, plant and equipment	(973,314)	(899,579)	(10,794,945)	
Capital Grants	-	-	4,091,000	
Payments for financial assets				
NET CASH FROM INVESTING ACTIVITIES	(973,314)	(899,579)	(6,678,945)	
CASH FLOWS FROM FINANCING ACTIVITIES				
RECEIPTS				
Proceeds from borrowings	-	-	-	
PAYMENTS				
Repayment of borrowings	-	-	(356,256)	
NET CASH FROM FINANCING ACTIVITIES	-	-	(356,256)	
NET INCREASE (DECREASE) IN CASH HELD	152,566	(123,101)	(3,908,813)	
CASH AT BEGINNING OF YEAR	10,270,797	10,270,797	7,646,056	
CASH AT END OF PERIOD	10,423,363	10,147,696	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						
	Turf Mower	-	-		40,000	40,000	Requires co-funding from SHFC
	Garbage truck	-	-	(370,000)	370,000	-	Purchased June 2020
CH049	2nd hand back up garbage truck	129,668	129,668		120,000	120,000	Budget workshop 1/6/20
	1226 Ute 2WD Tipper	-	-		30,000	30,000	
	1316 Maintenance Van - Building Mtce Officer	-	-		45,000	45,000	
	1294 Dual Cab Ute 4WD	-	-		40,000	40,000	
CI005	Small Plant	8,538	8,538		42,000	42,000	
	TOTAL PLANT & EQUIPMENT	138,207	138,207	(370,000)	687,000	317,000	
	FURNITURE & IT						
	Additional sit down/stand up desks	-	-		2,500	2,500	
	IT - Server Upgrades	-	-		25,000	25,000	
	Council Chambers New Furniture	-	-		15,000	15,000	
	Desktop/Laptops/Monitors	-	-		10,000	10,000	
	Printers/Copiers	-	-		12,000	12,000	
	History Room acquisition reserve	-	-		1,000	1,000	
CD730	Hall Furniture Replacement	-	-	3,000		3,000	
CH065	Audio visual equip	5,395	5,395			-	Chamber
	TOTAL FURNITURE & IT	5,395	5,395	3,000	65,500	68,500	
	BUILDINGS						
	Old Tasmanian Hotel - Lift	-	-		213,000	213,000	DCF Round 2 Potential Project
CC730	Old Tasmanian Hotel Upgrades in Accordance with Conservation Mgt Plan	18,903	18,903		25,000	25,000	Annual commitment to Heritage upgrades and renovations
	St Helens Works Depot				20,000	20,000	New 6m X 6m store building for Community Services
	St Marys Railway Station Upgrades				25,000	25,000	Upgrades to Building to be scoped out

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
CH730	Portland Hall Upgrades	11,700	11,700	34,610	50,000	84,610	Electrical Upgrades, Replace Western Facing Windows & Storage room alterations
CE770	Workspace Renovations - History Rooms	-	-	27,270		27,270	
CF705	Weldborough Amenities	-	-	124,400		124,400	
CH720	Four Mile Creek Community Hub	-	-	57,880		57,880	FOFMC
CH725	Break O Day Community Stadium - Upgrades	-	-	30,000		30,000	Roof Replacement to original amenities section
	TOTAL BUILDINGS	30,603	30,603	274,160	333,000	607,160	
	PARKS, RESERVES & OTHER						
CI805	St Marys Sports Complex	80	80		45,000	45,000	DCF Funding - New Implement and Buggy Shed
	St Marys Sports Centre (Bowls/Golf Clubhouse)	-	-		45,000	45,000	DCF Funding - Internal Alterations
	Scamander Surf Life Saving Club	-	-		19,745	19,745	DCF Funding - Fit-out of Amenities
	St Marys Football Ground	-	-		110,020	110,020	DCF Funding - Irrigation System
	St Marys Community Space	-	-		35,000	35,000	DCF Round 2 Potential Project
	Mathinna Cemetery Master Plan	-	-		50,000	50,000	DCF Round 2 Potential Project
	Fingal Cemetery Master Plan	-	-		100,000	100,000	DCF Round 2 Potential Project
	Fingal Valley Tracks	-	-		139,500	139,500	DCF Round 2 Potential Project
	Drought Protection Plan	-	-		10,000	10,000	DCF Round 2 Potential Project
	St Helens Sports Complex	-	-		50,000	50,000	Reroof and Repaint& waterproof - Athletics Building
	Shade structure - Flagstaff tail head	-	-		25,000	25,000	TBC
	Shade Structures - Scamander Reserve	-	-		25,000	25,000	TBC
	Street furniture & signage	-	-		20,000	20,000	

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
	Playground equipment replacement program	-	-		20,000	20,000	St Helens Foreshore - Playground Fence replacement
	Playground equipment replacement program	-	-		50,000	50,000	10 sites at \$5K each
	St Helens rec ground	-	-		15,000	15,000	
	Resheet airport runway	-	-		100,000	100,000	
	Pyengana Rec ground	-	-		40,000	40,000	Remediate and reseal entrance
CF135*	Georges Bay Walking Trail/St Helens Foreshore Path	545,790	545,790		2,223,510	2,223,510	Community Development Grant Funded \$2.1M
CH865	Swimcart to Binalong Bay - MTB Trail	5,509	5,509			-	
CH810	St Helens Cemetery Master Plan	-	-	50,000		50,000	
CH815	Dog exercise area St Helens Improvements	-	-	10,000		10,000	
CH530	Car Parking & MTB Hub - Cecilia St Carpark	2,006	2,006			-	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	-	-	89,400		89,400	
CE820	Street furniture & signage	-	-	8,860		8,860	
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	
CF805	Parnella/Foreshore Walkway	-	-	250,510		250,510	Moved from Footpaths
CH855	Flood Levee - Groom Street, St Marys Flood Mit.	8,099	8,099				Flood Mitigation Funding
CH860	Flood Warning System - St Marys Flood Mitigation	227	227				Flood Mitigation Funding
CF820*	Mountain Bike Trails - Poimena to Bay of Fires	8,035	8,035			-	
CF820A*	Mountain Bike Trails - Stacked Loops-St Helens	154,619	154,619			-	
	TOTAL PARKS, RESERVES & OTHER	724,365	724,365	503,770	3,122,775	3,626,545	
						-	
	ROADS					-	
	STREETSCAPES					-	
	Mathinna Streetscape Improvements	-	-		208,035	208,035	DCF Round 2 Project Grant

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
CE110	Scamander entrance at Wrinklers	-	-	193,500		193,500	
CF105	Fingal Streetscape - Stage 2	-	-	40,000		40,000	Outstand Construction in 2020/21 - Can we make a new project code so as to close out the streetscape project?
CG120	Fingal Streetscape - Stage 3	5,453	5,453			-	completed - part of Drought funding
	TOTAL STREETSCAPES	5,453	5,453	233,500	208,035	441,535	
						-	
	FOOTPATHS					-	
	Annual replacement of damaged footpaths	-	-		15,000	15,000	
	Akaroa - Akaroa Ave	-	-		7,200	7,200	
	Akaroa - Carnnell Place	-	-		6,300	6,300	
	Binalong Bay - Coffey Drive	-	-		13,000	13,000	
	Binalong Bay - Barnett Close	-	-		7,000	7,000	
	Scamander - Scamander Ave	-	-		60,000	60,000	
	St Helens - Existing Sub-division	-	-		125,000	125,000	southern side of GF Bridge.
CG115	Annual replacement of damaged footpaths	-	-	30,000		30,000	Covid 19 restrictions - defer work
CH105	Binalong Bay Footpath - Main Road	-	-	30,000		30,000	Covid 19 restrictions - defer work
CH110	Binalong Bay - Pacific to Bevan Streets	-	-	3,000		3,000	Covid 19 restrictions - defer work
CH115	Fingal - Talbot Street	-	-	30,000		30,000	completed
CH120	Scamander - Scamander Ave	13,974	13,974	44,026		44,026	Covid 19 restrictions - defer work
CH125	Stieglitz - Chimney Heights	975	975	3,000		3,000	Covid 19 restrictions - defer work
CF125	Medea Cove Footpath/Road options	94	94	70,546		70,546	Covid 19 restrictions - defer work
CG110	Storey St, St Marys	27,013	27,013	50,000		50,000	Covid 19 restrictions - defer work
	TOTAL FOOTPATHS	42,055	42,055	260,572	233,500	494,072	
						-	
	KERB & CHANNEL					-	
	St Helens Point Road (Parnella SW Catchment 2)	-	-		150,000	150,000	
	Atlas Drive - Landslip Control	-	-		40,000	40,000	
CH155	Byatt Court, Scamander	-	-	46,000		46,000	Covid 19 restrictions - defer work

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
	Replacements TBA	-	-	22,000		22,000	Covid 19 restrictions - defer work
CG155	Cameron St, St Helens (south of Quail St intersection) (0.16km)	-	-	20,000		20,000	Covid 19 restrictions - defer work
CE165	Treloggen Drive, Binalong Bay	-	-	50,360		50,360	Covid 19 restrictions - 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	
	906 - Ansons Bay Rd (Priory Rd)	-	-		9,400	9,400	
	903 - Ansons Bay Rd (Priory Rd)	-	-		44,900	44,900	
	910 - Ansons Bay Rd (Priory Rd)	-	-		25,800	25,800	
	909 - Ansons Bay Rd (Priory Rd)	-	-		25,700	25,700	
	908 - Ansons Bay Rd (Priory Rd)	-	-		18,300	18,300	
	907 - Ansons Bay Rd (Priory Rd)	-	-		18,100	18,100	
	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	
	948 - Reids Rd	-	-		23,800	23,800	
	946 - Reids Rd	-	-		20,400	20,400	
	945 - Reids Rd	-	-		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	173			-	
	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	

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
	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	,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	1,082	-		-	
CH310	North Ansons Bay Road, Ansons Bay	271	271	-		-	
	TOTAL RESHEETING	4,429	4,429	107,677	364,260	471,937	
						-	
	RESEALS					-	
	Cornwall Alexander and William Streets (North of Lennox)	-	-		12,000	12,000	
	1013 - Stieglitz St S/R Fingal	-	-		5,400	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	
	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

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
CH495	St Marys - Esk Main Road Storey to Groom Street	-	-	50,000		50,000	Deferred by DSG to coincide with DSG Road Sealing Programme in 2020/2021
	TOTAL RESEALS	-	-	63,500	378,900	442,400	
						-	
	ROAD RECONSTRUCTION / DIGOUTS					-	
	Walker Street	-	-		20,000	20,000	
	Mangana Road	-	-		60,000	60,000	
	Upper Esk Road	-	-		120,000	120,000	
	Upper Scamander Road	-	-		25,000	25,000	
	Gardens Road	-	-		15,000	15,000	
	Medeas Cove Esplanade Reconstruction	-	-		250,000	250,000	
						-	
	ROAD CONSTRUCTION (NEW)					-	
	St Marys - Car Park Sealing behind Community Centre	-	-		45,000	45,000	
	Pyengana Rec Ground Entrance Road	-	-		45,000	45,000	
	216 - Mathinna Plains Road	-	-		185,000	185,000	
	Ansons Bay Road - Gravel Stabilisation	-	-		30,000	30,000	
	Road Intersection Upgrade Works	-	-		50,000	50,000	
	Crash Barrier - Multiple Culverts	-	-		50,000	50,000	
	Cornwall - Gravel Road Sealing	-	-		75,100	75,100	DCF Round 2 Potential Project
	Road Sealing Program	-	-		350,000	350,000	
	Lottah Road, Goulds County/Lottah	-	-		240,000	240,000	
CH565	Lottah Road - Part 1 - CH 2.3-3.1	564	564			-	
CH575	Lottah Road - Part 3 - CH 4.8	49	49			-	
CH580	Lottah Road - Part 4 - CH 6.8-6.95	20,919	20,919	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	
CH505	St Helens Pt Rd (Parkside)	-	-	800,000		800,000	Project to be re-scoped and requires grant funding \$375K

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
CH510	Atlas Drive - Retaining Wall Anchor	-	-	40,000		40,000	Deferred to coincide with bridge works at Georges Bay shared way - Spring 2020
	Gardens Road - Sight Distance Works	-	-	400,000		400,000	Subject to successful \$200k Black Spot funding application
	Road Intersection Upgrade Works	-	-	50,000		50,000	
CH560	Road Network - Sign Replacement	-	-		15,000	15,000	
CG520	Beaumaris Ave	24	24			-	
	TOTAL ROADS OTHER	21,556	21,556	1,387,540	1,575,100	2,962,640	
						-	
	ROADS TOTAL	73,494	73,494	2,191,149	2,949,795	5,140,944	
						-	
	BRIDGES					-	
	B2398 - Intake Bridge, Pyengana	-	-		220,000	220,000	Replace structure with 25T load limit
	B3617 - Mt Elephant Rd	-	-		18,000	18,000	Replace Deck - brought forward from 2021-22
CG220	B2293 Cecilia St, St Helens	-	-	22,000		22,000	Reallocate to 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	38	38			-	New bridge - footpath
CG225	B2792 Four Mile Creek Road	47	47	240,000		240,000	Contract awarded in April 2020 to be completed before end Sep 2020
	TOTAL BRIDGES	85	85	277,000	238,000	515,000	
	STORMWATER						
	Minor stormwater Jobs	-	-		50,000	50,000	
	Falmouth St St Helens	-	-		30,000	30,000	Penelope to Halcyon
	Alexander St Cornwall	-	-		61,950	61,950	DCF Round 2 Potential Project
	Treloggens Track	-	-		30,000	30,000	
CD655	Implement SWMP priorities	26	26			-	

Project Code	Details	Month Actuals	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
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 drain
CF665	Beauty Bay Access track improvements	289	289			-	
CH655	Beaumaris Ave	-	-	25,000		25,000	New Stormwater main
	TOTAL STORMWATER	316	316	140,000	171,950	311,950	
						-	
	WASTE MANAGEMENT					-	
	Rehabilitation of former Binalong Bay Tip	-	-		5,000	5,000	
	Scamander waste oil facility	-	-		13,000	13,000	
	St Helens WTS - test Bore	-	-		15,000	15,000	
	Scamander WTS - Test Bores (2)	-	-		45,000	45,000	
	Scamander WTS - Leachate Retention pond	-	-		20,000	20,000	
CI615	Scamander WTS - Inert Landfill	850	850		20,000	20,000	
	St Marys WTS Oil Station	-	-		13,000	13,000	
	Waste shredder	-	-	30,000	20,000	50,000	
CE615	Scamander WTS retaining wall replacement	-	-	52,000		52,000	Contingency for potential future site modification
	WASTE MANAGEMENT TOTAL	850	850	82,000	151,000	233,000	
						-	
	Total Capital expenditure	973,314	973,314	3,101,079	7,719,020	10,820,099	

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

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

Still operating with the slightly reduced opening hours, visitor numbers are only slightly down from the very low numbers we normally experience at this time of year.

Meetings Attended/Other information:

The History Room Curator noted the following:

- **The Compass Society Tour 'Tasmania At Its Finest', Andrew Jones Travel:** This group visited the St Helens History Room on Sunday 19 July 2020 and the Curator did a meet and greet. The group of 16 were visiting from Hobart and good feedback was received from the guide.
- **Digital Images for Titley's Shack:** This project is progressing well with all images now in jpg format. Slideshow to be created soon.
- **St Helens School visit:** Two (2) grade 3 classes are booked in to visit the St Helens History Room on Mon 17 and Tues 18 August with 24 students in each class. Curator will meet with the groups
- **August is Free Entry for Locals:** This is being offered again.
- **Parks Signage for Blue Tier:** Met with PWS staff on new interp panels for the Blue Tier on 28 July 2020 in the Backroom. Currently trawling through archives for historical images of the Tier for Parks.
- **Backroom Meetings:** After seeking advice about this through WHS Officer, the first of the monthly Backroom meetings is scheduled for Friday 21 August 2020.

- **Backroom Workspace Extensions:** New drawings received from architectural company Design East for this project. Discussions ensuing with Council's Planning dept for the next stages moving forward for this project.
- **Statistics July 2020:**

SHHR Entry	\$194.00
Sales and donations	\$121.65
TOTAL	\$351.65

Previous years (2019) \$445.20; (2018) \$298.10; (2017) \$176.00; (2016) \$440.40; by comparison the museum is doing extremely well under extenuating circumstances!

SHHR Visitation	
Families/Couples	19
Concessions	33
TOTAL	52

Previous years (2019) 51; (2018) 48; (2017) 36; (2016) 35; by the same token the museum's numbers are very good despite the closure of the State's borders and relying on local visitation only.

Volunteer hours	103.25 averaging to 25.8 hours/wk
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Volunteers are happy to be back and their voluntary hours have returned to normal this month.

Statistics:

Door Counts:

Month/Year	Visitor Numbers	Daily Average	History Room
July 2010	791	25.52	43
July 2011	752	24.26	49
July 2012	636	20.52	42
July 2013	809	26.10	71
July 2014	1,064	34.32	121
July 2015	946	30.52	42
July 2016	1,048	33.80	119
July 2017	875	28.22	36
July 2018	912	29.42	47
July 2019	837	27.00	51
July 2020	730	23.55	52

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

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.

08/20.12.4 Request for Rates Remission – 14 Mangana Road, Fingal

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	6413332
ASSOCIATED REPORTS AND DOCUMENTS	Request from Ratepayer

OFFICER'S RECOMMENDATION:

That in accordance with the provisions of s.129 of the *Local Government Act 1993*, Council **approve a remission** as requested for the property known as 14 Mangana Road, Fingal identified as PID 6413332.

INTRODUCTION:

Council has received correspondence from Malahide Golf Club requesting a remission for the general rate 2021. Due to the nature of the charge, a request is required annually to remit this charge.

PREVIOUS COUNCIL CONSIDERATION:

Previous remission of general rate granted from 2015/2016 to 2019/2020.

OFFICER'S REPORT:

The Secretary of the Malahide Golf Club has written requesting a remission of the general rate due to the Club struggling to meet their financial needs. There is course upkeep, maintenance, renovations and clubhouse maintenance, which is undertaken as much as possible by volunteers.

A remission has previously been approved for the general rate from 2015/2016 to 2019/2020 due to financial hardship. The Club endeavours to keep the facility up and running as a benefit to Fingal and neighbouring communities by providing recreational and social options. However, due to limited membership the Club continues to experience financial difficulties.

No additional financial reports or information has been provided.

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

STRATEGIC PLAN & ANNUAL PLAN:

Not applicable.

LEGISLATION & POLICIES:

Section 129 of the *Local Government Act 1993*
Rate Remissions and Exemptions Policy LG011 (4)

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

An amount of \$842.40 to rates remissions.

VOTING REQUIREMENTS:

Absolute Majority.

Malahide Golf Club Inc.

14 Mangana Road PO Box 31 FINGAL TAS 7214

22 July 2020

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

Attn Reduction in Rates

Malahide Golf Club seek your approval for a remission of the General Rates for the 2020/2021 financial year.

Our club has a small membership of dedicated volunteers who work hard to provide a golf course and social hub for our local community. General running costs, course maintenance, and equipment are always a challenge to our financial status. This year, the COVID-19 restrictions have greatly affected our ability to generate funds through golf competitions, social events and visitor Green Fees.

We could not continue long term without the support of our members, local community and ongoing financial assistance from the Break O'Day council.

Thank you for your consideration.

Regards,

Secretary, Malahide Golf Club

Diane Cooper
Mob: 0409 532 096
Email: dianecooper197@gmail.com

RATES NOTICE 2020/2021



Malahide Golf Club
C/- The Secretary
14 Mangana Road
FINGAL TAS 7214



054
1001068
R1_2311

VALUATION DETAIL

Land Value:	100,000
Capital Value:	260,000
AAV:	10,400
Property No.:	6413332

Rated Property Address: 14 Mangana Road, Fingal

Date of Issue: 02/07/2020

RATES & CHARGES - DESCRIPTION		Balance Brought Forward	\$0.00
General	Standard 8.1000 cents * \$10,400 (AAV) = \$842.40		\$842.40
Waste	Infrastructure 1 charge @ \$188.50 = \$188.50		\$188.50
Waste	Waste Collection 140lt 1 charge @ \$97.50 = \$97.50		\$97.50
Waste	Recycling Collection 240lt 1 charge @ \$55.60 = \$55.60		\$55.60
Fire Levy	Rural 0.330906 cents * \$10,400 (AAV) + \$6.59 (Min: \$41.00) = \$41.00		\$41.00

Rates for 2020/2021	\$1,225.00
Total	\$1,225.00
Pension Remission (if applicable)	\$0.00
TOTAL PAYABLE (Less Pension Remission)	\$1,225.00
Discount if paid by 08/09/2020	\$36.75
***DISCOUNTED AMOUNT if paid in full	\$1,188.25

PAYMENT MUST BE RECEIVED ON OR BEFORE THE DUE DATE TO AVOID PENALTY AND INTEREST BEING APPLIED (see over)

Penalty 6% on an unpaid instalment + interest at 0.0186575% charged daily

Please note it can take up to three (3) days for electronic payments to be received by Council

*** If you have any arrears please contact Council before making any payment/s, as these amounts will change ***

INSTALMENT PAYMENTS

Instalment due on 08/09/2020	\$307.00	Instalment due on 02/02/2021	\$306.00
Instalment due on 10/11/2020	\$306.00	Instalment due on 04/05/2021	\$306.00



For emailed notices:
bodc.enotices.com.au
Reference No: 88B58CA28J

PAYMENT SLIP

NAME Malahide Golf Club

PROPERTY No. 6413332

ARREARS	\$0.00	DUE NOW
(interest accrues daily on amounts over \$20)		
INSTALMENT	\$307.00	DUE 08/09/2020
or		
DISCOUNTED AMOUNT	\$1,188.25	DUE 08/09/2020

PAYMENT AMOUNT

RECEIPT REQUIRED



Bill Code: 737304

Ref: 95191128

BPAY® this payment via Internet or phone banking.
BPAY View® -- View and pay this bill using internet banking.
BPAY View Registration No.: 95191128



Billpay Code: 2703

Ref: 95191128

Pay in-store at Australia Post, online at auspost.com.au/postbillpay, by phone 13 18 16 or via AusPost app.



*2703 95191128

08/20.12.5 Policy – LG08 – Employees Voluntary Emergency Services Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\004\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – LG08 Employees Voluntary Emergency Services Policy

OFFICER'S RECOMMENDATION:

That Policy LG08 Employees Voluntary Emergency Services 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 25 June 2012 – Minute No 06/12.15.7.168;
Amended 28 January 2013 – Minute No 01/13.15.9.36;
Amended 20 April 2015 – Minute No 04/15.11.10.93;
Amended 20 March 2017 – Minute No 03/17.16.3.74.
This review was considered at 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, recommended changes are;

Inclusion of paragraph headings;

- formatting;
- minor wording changes;
- removal of 'upon commencement of this policy' under section 6.

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.

Strategy

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

LEGISLATION & POLICIES:

Nil

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO LG08 EMPLOYEES – VOLUNTARY EMERGENCY SERVICES POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
LINK TO STRATEGIC PLAN:	To strengthen our sense of community and lifestyle through opportunities for people to connect and feel valued
STATUTORY AUTHORITY:	N/A
OBJECTIVE:	To support the vital role played by employees who are members of volunteer emergency services.
POLICY INFORMATION:	Adopted 25 June 2012 – Minute No 06/12.15.7.168 Amended 28 January 2013 – Minute No 01/13.15.9.36 Amended 20 April 2015 – Minute No 04/15.11.10.93 Amended 20 March 2017 – Minute No 03/17.16.3.74

POLICY

The Break O'Day Council supports participation by its employees in the Tasmanian Fire Service, Ambulance Service and State Emergency Service.

1. LOCAL EMERGENCY

Any Council employees who are voluntary members (ie not paid/retained by that Service) of any of these Services will be permitted to attend local emergency callouts during working hours without loss of ordinary hours of pay. In general terms, a 'local' call out is one where the volunteer is not required to leave the immediate area to attend an emergency.

Where the employee's attendance at an emergency event is of such duration that it triggers a rest requirement, payment or leave options for this time will also be negotiated on a case-by-case basis.

2. NON-LOCAL EMERGENCY (Within the State)

Where a volunteer seeks leave to attend a non-local emergency (eg within the State), approval will be given without loss of ordinary hours of pay, however negotiation will be required between the employee and their supervisor in consultation with the General Manager in respect of each separate occasion.

3. NON-LOCAL EMERGENCY (Interstate)

Where a volunteer seeks leave to attend a non-local emergency (eg Interstate emergency), paid leave will be at the discretion of the General Manager and absence from work (either paid or non-paid) to be negotiated between the employee and their supervisor in consultation with the General Manager in respect of each separate occasion.



In cases where leave is not paid, an employee will be entitled to utilise RDO's (Rostered Days Off), Banked Hours, annual leave or long service leave provisions (taken in minimum periods of one (1) week on each occasion).

4. VOLUNTEER ROSTERS

Employees must not include themselves on any volunteer rostering arrangement during their scheduled working hours.

5. LEAVING THE WORKSITE

Volunteer emergency service workers must not leave a worksite in an unsafe condition and must advise their supervisor of the need to leave work to attend an emergency.

6. NOTIFICATION

Volunteers must advise Council of their membership of a local emergency service organisation upon;

- their commencement with the volunteer organisation, or
- their commencement of employment with Council.

7. MONITORING AND REVIEW

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

08/20.12.6 Policy – LG25 – Grievance Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\007\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – LG25 Grievance Policy

OFFICER'S RECOMMENDATION:

That Policy LG25 Grievance Policy be amended as recommended.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069

Amended 18 May 2015 – Minute No 05/15.11.7.125

The amendment has been considered at a recent Council Workshop.

OFFICER'S REPORT:

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

The policy is generally performing well, however minor formatting changes have been made.

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

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

LEGISLATION & POLICIES:

As identified in the Policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO LG25 GRIEVANCE 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:	Fair Work Act
OBJECTIVE:	To ensure that all grievances/concerns are handled effectively within the scope of Break O'Day Council.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 18 May 2015 – Minute No 05/15.11.7.125

POLICY

1. RESPONSIBILITIES

- The responsibility for ensuring that this policy and associated procedures are adhered to rests with all employees of Break O'Day Council, Break O'Day Council and Break O'Day Council's Management.
- Management will ensure that there will be a fair and systematic approach to the enforcement of standards required by the policy.
- Each department manager is responsible for adhering to this policy.

2. WHAT IS A GRIEVANCE?

A grievance can be defined as:

- Matters that cause concern or distress that are within the control of Break O'Day Council, which are not resolved through normal communication channels
- An issue arising from any decision, act or omission which is considered unjust, unfair, discriminatory, wrongful or at variance with any of the Break O'Day Council's policies or procedures
- Complaints regarding unacceptable or upsetting behaviour of an employee, or other personnel directly linked to the Council's activities, including but not limited to: discrimination, victimisation, harassment, and/or bullying

A grievance may arise if a particular group or individual associated with Break O'Day Council has, for example:

- Done something wrong
- Failed to do something that should have been done
- Acted unfairly or improperly



3. PARTIES TO A GRIEVANCE

Complainant: Person raising the grievance/dispute/concern/issue.
Respondent: Person identified by the complainant as responsible or the reason for the issue.

4. POSSIBLE RESOLUTION

Satisfaction from a complaint may come from any of the following:

- Knowing that Break O'Day Council is now alerted to a potential problem
- The concern has been considered seriously, and an outcome reached which may or may not be that initially sought, but is perceived as well-considered
- the complainant gains a better understanding by hearing the respondent's view of the incidents/issues, so that their concerns are addressed and they no longer feel aggrieved
- the issue or behaviour being complained about is modified so that it no longer upsets the complainant
- the complainant receives an apology
- the complainant and respondent reach a mutually acceptable resolution through conciliation

Actions that may be taken to help reach resolution include: Mediation, Conciliation, Arbitration, Counselling, Discipline, Referral, and/or Revision of Procedures.

5. THE NATURE OF COMPLAINTS

Grievances/concerns should start to be resolved at the frontline of management intervention; the first point of contact would normally be a member of staff (such as your direct Supervisor) other than the General Manager.

Anonymous complaints, or complaints from individuals that indicate that they do not wish to be identified, may still be considered from a system/process improvement point of view. However, anonymous complaints concerning other staff will be dealt with at the General Manager's discretion as to what action, if any, should be taken. The principle of natural justice shall apply to allegations made against an individual; procedural fairness requires that respondents be given full details of the allegation made against them in order for them to have a fair chance of reply, this is not possible where complainants request anonymity.

Anonymous allegations regarding illegal activities will be directed to the General Manager, they will be considered and monitored closely, but no other action taken until there is certainty about the veracity of the allegation.

6. PRINCIPLES FOR HANDLING GRIEVANCES

All individuals have equal access to the grievance process and are entitled to fair and consistent treatment. Complaints are received in a positive manner, and the person raising the grievance can expect to be taken seriously. The Break O'Day Council has a responsibility to protect an individual who raises a grievance in good faith from detrimental action, including victimisation or unfair treatment; however, if a complaint is deemed to be malicious or vexatious in nature, then appropriate action may be invoked against individuals at the Break O'Day Council's discretion.

The principles of natural justice and procedural fairness apply to the resolution of grievances and the grievance process.

- Individuals must be fully informed of any allegation(s) made against them, including but not limited to the nature of the allegation(s) and the individual(s) making the allegation(s)
- Individuals must be given the opportunity to state their case, provide an explanation or put forward a defence
- There must be a proper investigation of the allegation(s), ensuring that all parties are heard and that all relevant submissions are considered
- The decision-maker must act fairly, impartially and without bias

Parties are encouraged to resolve grievances at their source or at the lowest level of management/intervention necessary with emphasis on conciliation. While the informal resolution of a grievance is the preferred option, it may not always be successful or practical, and in such cases the aggrieved party may initiate formal process as outlined in this document. Confidentiality will be respected, only those involved in the resolution process will have access to relevant information regarding the grievance. However, if allegations of criminal behaviour such as corruption or abuse of children emerge during the investigation of a grievance, such allegations must, by law, be reported to external authorities.

The grievance process does not limit the right of any person to use other available agencies and processes, such as the Anti-Discrimination Board, the courts or the Ombudsman or Fair Work Australia for employment related matters.

7. GRIEVANCE PROCESS

ACTIONS	PROCESS	RESPONSIBILITY
Informal Grievance Process		
Self-Resolution (approach the other party)	The issue is raised by the complainant directly with the other party concerned, clearly outlining the reasons they feel aggrieved and what action or options they believe are necessary to resolve the issue. The complainant should prepare for the discussion and aim to create an environment for resolution through conciliation and possible compromise. They may also consider using email or other media prior to face-to-face discussion to raise the respondent's (other party) awareness of the issue and the impact it has/had on them. Discussion with another supportive person prior to arranging a meeting may also be considered, as well as accompanying them to the meeting with the respondent.	Complainant
Raise concern with member of staff	If an approach to the respondent does not lead to a resolution of the problem or if the complainant does not feel comfortable about approaching the respondent, they may choose to approach a neutral staff member or their direct Supervisor. Every reasonable effort should be made by the staff member and the complainant to resolve the issue with the respondent. It is expected that in most circumstances, resolution of the grievance should be achieved within two weeks from the date the grievance was first brought to the attention of the staff member. If the matter is unresolved to the complainant's satisfaction within two weeks and the staff member is unable to appease concerns, then they may commence a formal grievance/complaint process by presenting their concerns to the General Manager. This must be done in writing. Where the grievance directly relates to the General Manager, formally stating the issues in writing to the same is still the best approach.	Complainant

ACTIONS	PROCESS	RESPONSIBILITY
Formal Grievance Process		
Formal Investigation of Concerns	<p>The General Manager having first been satisfied that reasonable efforts have been made to resolve the matter informally by using the steps outlined in the informal process, may meet with all parties concerned (individually or together) and/or may require that either or all parties provide written comments. The General Manager will investigate the concerns fully and take action to resolve the issue.</p> <p>The actions taken by the General Manager (or by the employee's direct Supervisor) may include any or a combination of the following:</p> <p><i>Mediation, Conciliation, Counselling, Discipline, Arbitration, Referral, Revision of Procedures.</i></p>	General Manager (or direct Supervisor)
Grievance Determination	<p>The outcome of the General Manager's (or the employee's direct Supervisor's) decision and action(s) will be forwarded to the complainant raising the grievance, in writing within one (1) month of first contact with the General Manager on the issue.</p> <ul style="list-style-type: none"> The General Manager's outcome will state whether the grievance has been substantiated and what further action is recommended; <p>OR</p> <ul style="list-style-type: none"> The grievance has not been substantiated and that no further action is recommended; <p>OR</p> <ul style="list-style-type: none"> The grievance has not been substantiated but actions such as changes to policy or procedures are nevertheless recommended. <p>The outcome will outline the reasons for the decision and a follow-up meeting can be arranged to clarify any aspects the complainant is unclear about.</p> <p>If a final decision has not been arrived at by the allotted time, the General Manager will write stating the reason for the delay, and the expected timeframe for a final conclusion/resolution.</p>	General Manager (or direct Supervisor)
External Appeal	Although the principles of natural justice (procedural fairness) apply to the resolution of grievances and the grievance process, no one can be guaranteed of obtaining the outcome they want. A complainant may decide to pursue their grievance through avenues that are external to Break O'Day Council.	Complainant
Records	Any person raising a grievance should keep a record of all meetings, (times, dates, discussion summary etc), the Break O'Day Council shall keep a note of all informal meetings, and any formal correspondence generated as a result of the process.	Complainant/ Break O'Day Council Administration

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 or if deemed necessary by the General Manager.

08/20.12.7 Policy – LG31 – Recruitment and Selection Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\007\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – LG31 Recruitment & Selection Policy

OFFICER’S RECOMMENDATION:

That Policy LG31 Recruitment & Selection Policy 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 21 September 2015 – Minute No 09/15.15.4.256

This amendment has been considered at 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;

- section 4, removal of Person & Job Specification criteria, not applicable to a policy;
- amendment to probationary period;
- wording changes and 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.

Strategy

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

LEGISLATION & POLICIES:

As identified in the Policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO LG31 RECRUITMENT AND SELECTION 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:	Local Government Act 1993 (Tas) Anti-Discrimination Act 1998 (Tas) Human Rights and Equal Opportunity Commission Act 1986 Fair Work Act 2009 Work Health & Safety Act and Regulation 2012
OBJECTIVE:	The intent of this policy is to ensure that employee recruitment and selection decisions are made consistently, fairly and equitably across Break O'Day Council and meet all necessary legislative requirements. The aim of the policy is to hire the best applicants for the available positions, making the best use of their abilities and providing job satisfaction.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 21 September 2015 – Minute No 09/15.15.4.256

POLICY

1. RESPONSIBILITIES

The responsibility for ensuring that this policy and associated procedures are adhered to rests with the General Manager.

2. INTRODUCTION

The Employee Recruitment and Selection Policy has been established to enable Break O'Day Council to meet its legislative commitments in relation to equal employment opportunity and anti-discrimination.

3. POSITION AND ROLE REVIEW

Prior to any recruitment activities being undertaken in relation to a vacant position, an assessment is to be made as to the ongoing requirements for the role. This assessment will include consideration of budgetary implications and future business requirements of Council in relation to the role. Additionally, the job & person specification will be reviewed and updated.

4. JOB & PERSON SPECIFICATION

A job & person specification is a statement of the tasks, duties and responsibilities of a job to be performed. It entails an understanding of the relationship of a specific position to other positions in Council and to Council's overall goals and operations. It must also reflect the outcome of the work performed and the standard of performance required.

5. ADVERTISING OF VACANCIES

At the discretion of the General Manager, vacant positions may be filled by:

- a) A recruitment process involving external advertising or the use of a recruitment agency for senior positions; or
- b) An internal recruitment process; or
- c) By direct selection. (See clause 7)

External advertising may include local and interstate newspapers, professional or industry journals, Local Government job directories, Council and other employment/government websites.

All advertisements for positions are to include;

- position title;
- basic conditions of employment;
- essential qualifications or experience;
- closing date;
- contact details for further information;
- application requirements, how and where to lodge an application; and
- a statement that Council is an equal opportunity employer.

All persons interested in applying for a position are to contact Council (or its nominated agent) for an employment kit and Council is to forward this promptly upon request. The employment kit will as a minimum contain the job & person specification (including selection criteria) and an application for employment form.

All applications received should be acknowledged with by email or mail shortly after being received.

6. SELECTION PANEL

A Selection Panel shall be convened to assess the applications received. The Selection Panel shall consist of three persons, one shall be the manager to whom the position reports, and two representatives appointed in consultation with the General Manager. Where there is a mixture of male and female applicants, the panel will ensure that a gender balance exists within the panel.

Where a member of the Selection Panel has a significant relationship with an applicant (such as a relative), that panel member will remove themselves from the selection and interview process on the basis that there may be a conflict of interest. Such conflicts of interest are to be notified to the General Manager as soon as they become known.

Following the closure of the advertising period, the Selection Panel shall determine a short list of the applicants. Short listing will be based upon an assessment of the application against the selection criteria.

Applicants shall be interviewed and assessed according to a set of agreed questions formulated by the panel. Interview questions will be relevant to the advertised position; derived from the selection criteria and seek to identify the experience and ability of the applicants in relation to the role.



Interview questions will not make reference to issues such as marital status, health, political ideals or any other matter not related to the performance of the role.

The assessment of suitable applicants shall be in accordance with the principles of merit and equal opportunity. The merit principle has regard to the knowledge, skills, qualifications, experience and potential for future development of each person in relation to their individual capacity to perform the duties and responsibilities associated with the position.

Following completion of the interview process, referee and qualification checking will be undertaken to satisfactorily confirm the skills, qualification and experience of potentially successful applicants. Then, after any police checks, a pre-employment medical examination and drug testing if required, the Selection Panel will make a recommendation to the General Manager as to the outcomes of the interview process. The General Manager may either endorse or reject the recommendations of the Selection Panel.

7. DIRECT SELECTION

The General Manager may, at his/her discretion, select on merit, a prospective employee (internal or external) for appointment to a position without advertising the vacancy. Direct selections may be made in the following circumstances:

- a) Where a position requires a high degree of specialist knowledge or skill;
- b) Where a major re-organisation has taken place, jobs have been redesigned, and/or where existing employees must be accommodated within the new organisational structure;
- c) Where direct selection is in the best interests of the smooth operation of the Council;

External direct selections will generally only be made in the case of short term casual or temporary employment.

8. INTERNAL RECRUITMENT

The General Manager may elect to fill the vacancy by inviting applications from Council employees. This process can be utilised where more than one potential candidate with the required knowledge and/or skills has been identified within the Council workforce.

The advertising of all internal vacancies will be co-ordinated through the Human Resources function. Internal positions will be advertised by email and on staff noticeboards, employees will be given at least two weeks to prepare their application for internally advertised positions.

Internal applicants for positions must address the selection criteria established for the position and provide a current resume.

9. CONVICTION CHECK/ PRE-EMPLOYMENT MEDICAL

Council reserve the right at any stage of the selection process to require all remaining applicants to undertake a federal conviction check and/or pre-employment medical examination.

Information obtained will be assessed against the requirements of the position and will remain confidential.



All costs for the federal conviction check and/or pre-employment medical examination will be met by Council.

No job offer conditional or otherwise will be made to any applicant until the results of these checks are known for all candidates or a reasonable deadline for return of results has passed. All applicants will be advised of this deadline.

10. OFFER OF EMPLOYMENT

All offers of employment are to be made in writing, irrespective of the nature of the employment (casual, temporary or permanent).

All non-successful applicants are also to be notified in writing.

11. PROBATIONARY PERIOD

A six (6) month probationary period applies to all new employees.

12. CASUAL AND TEMPORARY EMPLOYEES

Council occasionally has a need for casual employees as a result of budgeted seasonal workload fluctuations: an increase in work activity for a few weeks; illness of permanent staff or for special projects. These situations mean that extra staff may be required at short notice for a defined period.

Where an employee may be required to fulfil a particular role on a casual basis for more than six (6) months, Break O'Day Council will discuss the nature of future employment arrangements with that employee in order to determine mutually acceptable terms of ongoing employment.

13. 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.

08/20.12.8 Review of Risk Management Framework

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\025\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Revised Risk Management Framework

OFFICER'S RECOMMENDATION:

That Council adopt the Risk Management Framework as amended.

INTRODUCTION:

Council has a Risk Management Framework from which the Risk Management Policy and Risk Register are derived and implemented. Council relatively recently reviewed the Policy; the Audit Panel has recommended making similar amendments to the Framework.

PREVIOUS COUNCIL CONSIDERATION:

The Risk Management Framework was adopted 18 February 2013 and reviewed 21 March 2016. This specific amendment has been considered at a recent Council Workshop.

OFFICER'S REPORT:

Council has a Risk Management Framework from which the Risk Management Policy and Risk Register are derived and implemented.

The Audit Panel reviewed Risk Management documentation and noted that the Risk Management Policy had been reviewed and amended but the overarching Framework was not similarly reviewed. The Audit Panel therefore recommended the Framework be reviewed. The amendments recommended are therefore relatively minor, are similar to those accepted for the Risk Management Policy and primarily relate to the current approach to Key Performance Indicators.

Although Risk management Policies would normally be reviewed through the Audit Panel, this review is being directed to Council as the Framework has been recently reviewed by the Audit Panel and the amendments are as recommended by the Audit Panel.

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:

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.

RISK MANAGEMENT FRAMEWORK

Review Information: Adopted 18 February 2013
Reviewed 20 February 2020

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1.0 BACKGROUND

Risk is inherent in all aspects of an organisation's activities. AS/NZS ISO31000:2009 - Risk Management Principles and Guidelines ('the Standard') defines risk as "the effect of uncertainty on objectives".

Risk management refers to the coordinated activities to direct and control an organisation with regard to risk. Break O'Day Council's Risk Management Framework is the set of components that articulate the organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

Risk management involves establishing a customised Risk Management Framework, a risk aware culture, and applying logical and systematic risk management processes to all stages of the life cycle of any decision, activity, function or operation that includes the potential for risk.

2.0 INTRODUCTION

Risk Management is critical to Break O'Day Council's ability to achieve the key result areas contained in its Strategic Plan.

By fostering a vibrant risk management culture that encourages Workers at all levels to systematically apply all the principals and procedures outlined in the Framework. Break O'Day Council seeks to minimise resource waste and ensure that all Council decisions, events, activities and projects are undertaken with consideration of risk to the organisation, its people and its community.

Achievement of the Strategic Plan and key results areas depends upon factors including:

- The health and wellbeing of its people;
- Due care towards our customers and the community;
- The protection of our assets; and
- Incorporating legislative requirements into our work processes.

3.0 STATEMENT OF COMMITMENT

Break O'Day Council will ensure that its workers and the community are reasonably protected against loss through the application of sound management principles and practices to eliminate or minimise exposure to risks and adverse impact on corporate objectives. Risk management:

- Creates and protects value;
- Is an integral part of all organisational processes;
- Is part of decision making;
- Explicitly addresses uncertainty;
- Is systematic, structured and timely;
- Is based on the best available information;
- Is tailored;
- Takes human and cultural considerations into account;
- Is transparent and inclusive;
- Is dynamic, iterative and responsive to change; and
- Facilitates continual improvement.

Break O'Day Council is committed to managing its risks by identifying, analysing, evaluating, treating, monitoring and communicating all risks that impact on Council's ability to achieve the vision and strategic objectives outlined in Council's Planning Framework.

The Risk Management Framework demonstrates Break O'Day Council's commitment to risk management, to be embraced by all Workers, Councillors and Committees engaged in Council business and defining the responsibilities of those involved in the process of managing risk.

Break O'Day Council is committed to implementing a consistent and structured organisation wide approach to risk management in order to achieve an appropriate balance between realising opportunities for gains and minimising losses. **Council is committed to managing risk at strategic and operational levels to ensure that it makes informed decisions with respect to all activities by appropriately considering both risks and opportunities as outlined in the Risk Management Policy.**

Break O'Day Council acknowledges that the adoption of a strategic and formal approach to risk management will provide numerous benefits. These benefits include but are not limited to:

- Better corporate governance;
- Compliance with relevant legislation;
- Protecting people's safety;
- Improve incident management and reduction in loss and the cost of risk, including insurance premiums;
- Proactive rather than reactive management;
- Rigorous decision making and planning; the right decisions for its people and our community;
- Improved identification of opportunities and threats;
- More effective allocation and use of resources;
- Improving stakeholders confidence and trust;
- Maintaining a positive public image;
- More effective asset management;
- Limiting exposure to litigation;
- A clear understanding by all stakeholders of their roles, responsibilities and accountabilities for managing risk; and
- The development of a more risk aware organisational culture through enhanced communication and reporting of risk.

Risk management is essential for the successful implementation of Council's Strategic Plan and supports the achievement of Council's vision for the future and development of the community through other strategic goals, objectives and actions.

The Framework builds on the objectives of Break O'Day Council's Risk Management Policy and outlines the methodology adopted to identify, assess, manage and report on all risks in the organisation to ensure all parties understand how risk is managed. The Framework integrates the process for managing risk into the organisation's various activities.

4.0 OBJECTIVES

The aim of the Risk Management Framework is not to eliminate risk, rather to manage risk on an ongoing basis in a consistent way across the organisation, whilst maximising opportunities and minimising adversity. It provides a system for the setting of priorities when there are competing demands on limited financial and employee resources. Furthermore, the Framework supports the transparency of risk information to all stakeholders and interested parties.

Risks emerge as circumstances change – risk is dynamic and as such the process of risk management is continual. Risk management will form part of how we do our work and deliver services to our community on a day to day basis. Responsible risk management activity must be a part of the normal management practice and actions of Workers.

The Council will utilise the framework provided by the Risk Management Standard ISO 31000 and its successors, to develop and implement its approach to:

- Risk identification
- Risk analysis
- Risk evaluation
- Risk treatment
- Monitoring and review
- Communication and consultation

Risk management will be incorporated into the strategic, annual and operational planning processes at all levels within Break O'Day Council.

Key objectives of the Framework include providing Council with the tools required to practice effective risk management. The Framework is designed to ensure that:

- Sound risk management practices and procedures are fully integrated into Council's strategic and operational planning processes;
- Threats and opportunities associated with all documented key result areas are identified, evaluated, treated, monitored and communicated in accordance with the process outlined in AS/NZS ISO 31000:20009 Risk Management;
- The risk management approach is effectively supported by consultation and communication at all levels;
- Remedial actions identified as a result of incident investigations are documented, implemented and communicated effectively to prevent recurrence;
- Appropriate risk treatment strategies will be included in organisational procedures and processes needed to assist Council in achieving its' business outcomes. These strategies will be in accordance with relevant standards, codes of practice and appropriate legislative guidelines;
- All Council Workers with specific risk management responsibilities are aware of and effectively exercise those responsibilities. Responsibilities are documented in Position Descriptions;
- All Council stakeholders i.e. Workers, Mayor and Councillors, Committees, Lease Holders and the public cooperate to create a safe environment and preserve assets for the future;

	Risk Management Framework	
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- Adequate information, training and supervision are provided to all Workers, Councillors, Lease Holders and Committees; and
- The Risk Management Framework and associated processes and tools are documented, recorded and reviewed on a regular basis to ensure ongoing suitability to the organisation's needs.

5.0 SCOPE

A risk event can result from an occurrence or change of a particular set of circumstances. The effect is a deviation from the expected and can be positive and/or negative. Risk sources within the context of Break O'Day Council's operations include:

1. Assets/Property Infrastructure
2. Business Continuity
3. Commercial and Legal Relationships
4. Customer Service
5. Workers/Industrial Relations
6. Environmental Conditions
7. Financial Management
8. Information Technology and Use of Social Media
9. Natural Events and Hazards
10. Project Management
11. Public Liability/Professional Indemnity
12. Reputation/Consultation/Communication
13. Strategy and Governance
14. Social Inclusion
15. Sustainability
16. Technical Issues
17. Technological Issues
18. Workplace Health and Safety
19. Climate Change

Figure 1- Principles, Framework & Process

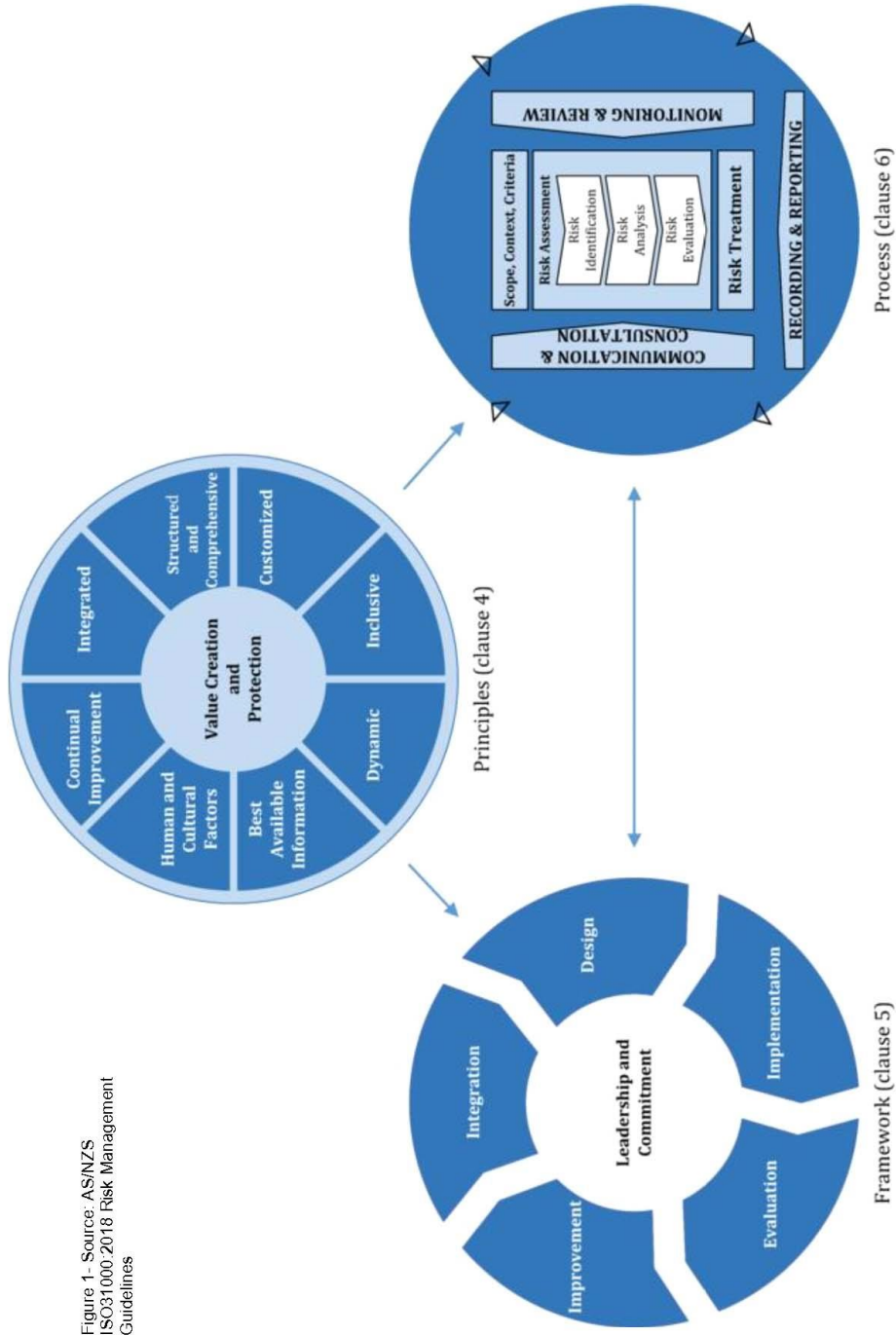
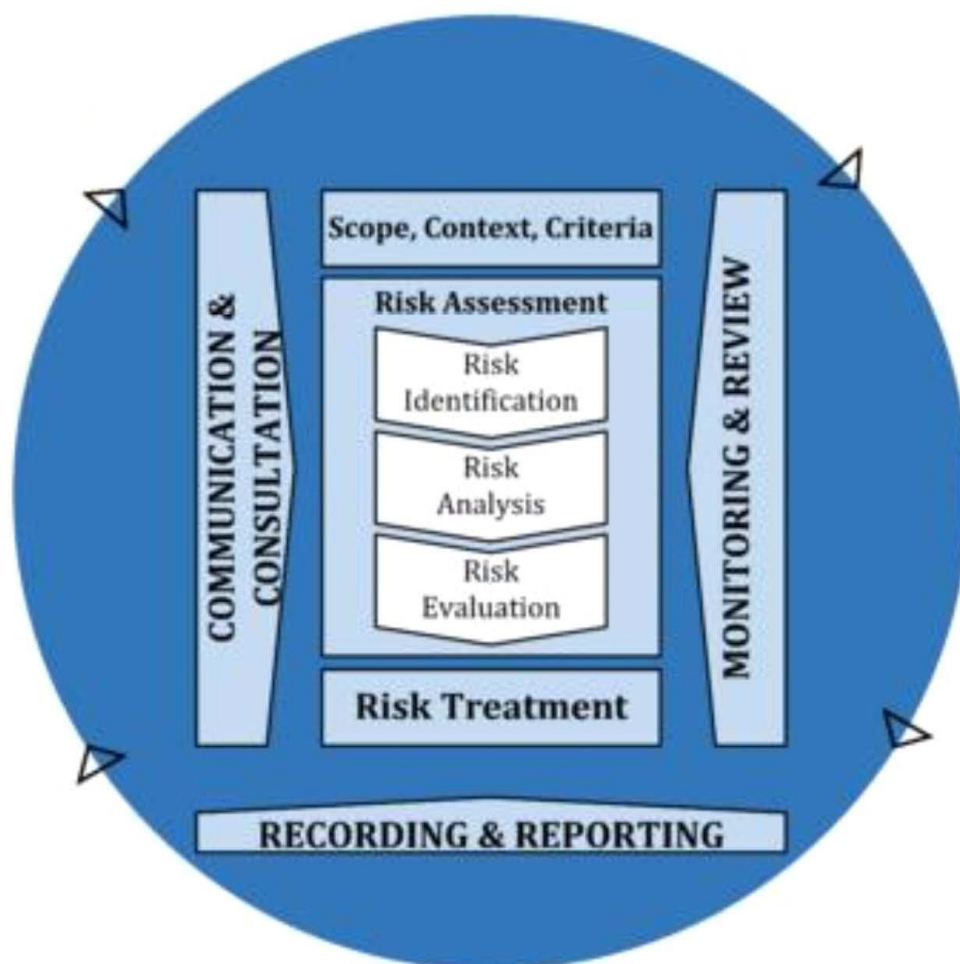


Figure 1- Source: AS/NZS
ISO31000:2018 Risk Management
Guidelines

Figure 2- BODC Risk Management Process



Process (clause 6)

6.0 BUSINESS SYSTEMS

The Risk Management Framework is one component of business systems within Break O'Day Council. The Framework aims to build resilience in the planning of service delivery for the Break O'Day municipality by highlighting the strengths of current operating practices whilst identifying the areas for improvement. The Framework supports the existing programs and initiatives undertaken by Council to manage its risk to ensure delivery of the Strategic and Annual Plan goals and objectives.

This Framework is applicable to Council in all its operations and functions - including activities carried out under its direction, to the public infrastructure it controls and to those situations where Workers are required to work on Council projects.

6.1 Strategic Direction and Governance

Risk is considered and assessed during strategic planning and by Council when making decisions that impact on stakeholders.

6.2 Decision Making

Risk is considered and assessed prior to decisions being made at all levels

6.3 Business Continuity Planning

Risk management will support Council's Business Continuity Plan by identifying issues and events that may pose a threat to the continuation of business and impact our community.

6.4 Contract Administration Process

The contract administration process of Council is supported by the Risk Management Framework as effective risk management aids in the identification of issues and events that may impact the contract preparation and implementation phase.

6.5 Financial and Asset Management

The Risk Management Framework operates to enhance the 10 year Financial and Asset management plans of Council by ensuring that effective processes are in place to manage the risks to Council's assets.

6.6 Event Planning

Effective risk management processes are crucial to efficient planning and delivery of events that ensure public safety and event success.

6.7 Project Management

Risk management is an integral part of project management. It is imperative that risks are identified at the project development stage so that designs and processes can be adjusted continually to minimise or eliminate exposure to risk.

7.0 PLANNING AND RESOURCING

7.1 Resource Management

The Risk Management Framework acknowledges that there are and always will be limitations and challenges to Council resources to deal with the treatment of risk.

However, identification of risks should not be limited by the reality that there may be insufficient funds to immediately improve how we currently manage risk all of Council's risks.

The Framework approaches the understanding and identification of risks faced by Council in the broadest context. The approach to be used is to identify risks without consideration of cost of treatment but manage those risks with a view to maximising existing resources.

In accordance with its common law 'duty of care' statutory responsibilities and Council Policy, the Council will ensure that resources are allocated to:

- Minimise Council's exposure to loss and litigation;
- Protect and enhance Council's reputation;
- Protect Council's financial and physical assets;
- Maintain employee health and safety programs; and
- Ensure continuous improvement in the Risk Management process.

7.2 Continuous Improvement

Break O'Day Council is committed to continuous improvement and the pursuit of excellence – in service delivery and business processes. The Framework complements the methodology of continuous improvement by consideration of:

- Consultation and Communication;
- Cost/Quality;
- Effective resource use;
- Financial sustainability; and
- Accountability.

This approach is based on the philosophy that it is better to be aware of risks (even knowing that only the most critical can be dealt with after application of a prioritisation process), than to be caught unaware when a risk event occurs, suffer loss or failure, and potentially be held accountable.

7.3 Links to Council Planning and Budgeting Cycles

The Framework raises issues ranging from the highest strategic level e.g. Councillor decision-making through to the detailed issues of delivery of services to the community and the care of community assets.

The Risk Management process will input data and issues to the Council Strategic Planning and Budget process, Annual Plan and other asset management programs, and to service unit planning activity.

7.4 Budget Planning and Prioritisation

The Risk Management Framework provides an effective and transparent prioritisation tool for decision making when long term and annual financial resource allocations are decided.

This process contributes to the quality of the longer term financial and asset management plans of Council. It also assists in effective decision making during strategic planning by recognising the future implications of today's decisions.

Through the use of a common framework to assess priorities; sound, transparent and defensible financial decisions and recommendations are possible.

7.5 Safe Operating Procedures / Safe Work Method Statements

What Is A Safe Work Method Statement?

A Safe Work Method Statement (SWMS) is a document that:

- lists the types of high risk construction work being done
- states the health and safety hazards and risks arising from that work
- describes how the risks will be controlled, and
- describes how the risk control measures will be put in place.

The work must be carried out in accordance with the SWMS.

SWMS are called Standard Operating Procedures (SOP's) at Break O'Day Council and explain the safe and standardised way of performing particular routine work to ensure work is done safely and well. In many organisations' SWMS's are audited through an Internal Audit Program to ensure what is documented is what is happening in practice. SOPs/SWMS are often used as a basis for training new employees in working safely and correctly.

One SWMS can be prepared to cover a variety of tasks, if it takes into account the changing nature of the work environment. Alternatively, a separate SWMS can be prepared for each type of high risk work.

7.6 Risk Assessments

What is a risk assessment?

A risk assessment is a risk management step where you:

- Identify all risks;
- Analyse and evaluate the risk (e.g. Extreme, High, Moderate, Low);
- Determine "reasonable and practicable" ways to eliminate or control the risk; and
- Monitor the effectiveness of the controls that have been put into place.

In practical terms, a risk assessment is a thorough look at your workplace to identify those situations, processes etc that may cause “**cause uncertainty to your desired objectives**”.

After the risks are identified you work to evaluate how likely and severe the risk is, and then decide what you’re going to put in place to minimise the risk.

Risk Assessments are conducted by the relevant Manager/Team Leader, together with relevant Workers and with the support (as required) of the WHS Coordinator and in accordance with Break O’Day Council’s risk assessment methodology. Risk Assessments are conducted for all new projects and tasks prior to the commencement of work.

7.7 Hazards and Incidents

Hazard and incident reporting highlights hazards and incidents and allows this information to be integrated into the Risk Register under “WH&S” risks. These risks are then considered in the same way as any other risk would be.

7.8 Stop Take 5 To Stay Alive

What is a Take 5 to Stay Alive?

A Take 5 to Stay Alive is a personal planning and communication tool developed to help all of us ensure that we perform even the most mundane of tasks without getting hurt.

It is used to assist us in maintaining awareness of our environment at all times and aid in the identification and control of immediate hazards as we go about our day-to-day work.

Examples of immediate hazards may include:

- Worn tools or incorrect tool for the job
- Potential for slips, trips or falls
- Poor housekeeping
- Protruding objects
- Sharp objects
- Dropped objects
- Worn, damaged electrical leads/cables
- Out of test equipment
- Inadequate height safety precautions

Personnel doing the work are responsible for carrying out the Stop Take 5 and Supervisors are responsible for encouraging and communicating the Stop Take 5 process and its effective use.

Stop Take 5 is used continuously throughout the day’s activities. It should help us recognise when conditions or circumstances change during a job and prompt

us to step back and think through any emerging issues i.e. **Taking 5 minutes to plan our work.**

Take 5's are completed by all outdoor workers as part of effective planning prior to a task commencing.

Take 5 is a valuable work tool that we can also take home and use so we can stay safe in all that we do.

7.9 Job Risk Analysis /Job Safety Analysis

What is a Job Risk Analysis (JRA) also known as a Job Safety Analysis (JSA)?

A JRA is simply a way of looking at the work task and considering what is the safest way to complete it. It is a way of taking time to plan the work, becoming aware of the hazards involved in doing the job and taking action to prevent an injury.

1. Document the activity: Assemble those involved in the activity and then, using the JRA worksheet, write down the tasks that make up the activity, step by step.
2. Identify the hazards: Next to each task, identify what part of the task may cause injury to those doing the work or to anyone else nearby.
3. Document the control measures: For each identified hazard, list the things that need to be put in place to eliminate or minimise any likely risk of injury to those involved.
4. Identify who is responsible: Document the name of the person responsible for implementing the control measure.
5. Monitor and review: Make sure the activity is supervised to ensure the documented process is being followed. The JRA should be reviewed whenever a documented activity changes, when there is a change of personnel or after an appropriate length of time.

	Risk Management Framework	
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8.0 KEY PERFORMANCE INDICATORS (KPI'S)

The following measures will be developed and reported to aid in tracking the implementation and effectiveness of the Risk Management Framework at Break O'Day Council.

	2019/2020 Position	2020/2021 Position	2021/2022 Position
Risk recorded in Risk Register (number of)			
Workers undertaken risk awareness training (% of Workers)			
Risks identified (number of) versus Risks assessed (number of)			
Risks assessed (number of) versus Risks treated (number of)			
Risks with owners (number of)			
Recommendations implemented from hazard/incident analysis (number of)			
Risks audited to determine treatment effectiveness			
MAV Audit Result			
Potential Claims			
Outstanding Substantial Claims			

KPIs	RESULTS
1. Risks recorded in Risk Register by Risk Group from Low to Medium to High	
2. Risks recorded in Risk Register by Departmental Manager's from Low to Medium to High.	
3. Changes made a) to the Risk Rating (from Low to High or vice versa) b) by deleting a risk from the risk register c) to the likelihood, consequences and consequently the risk rating.	
4. Date to Review Treatment Effectiveness – KPI Data Counter for each Departmental Manager	



Risk Management Framework

9.0 ROLES AND RESPONSIBILITIES

Risk management responsibilities are incorporated into all Council Position Descriptions and success measures developed for all Workers to form the basis of formal annual performance appraisals and informal performance management discussions.

Stakeholder	Roles and Responsibilities
Council	<p>Council will:</p> <ul style="list-style-type: none">• Be responsible for approving the Risk Management Policy;• Provide the support and basis in which the Risk Management Policy can be implemented. This includes listing risk management as a priority in Council's Strategic and Annual Plan; and• Provide adequate budgetary provision for the management of this Policy.
General Manager	<p>The General Manager will:</p> <ul style="list-style-type: none">• Provide a safe and healthy work environment, in accordance with the Work Health & Safety Act 2012, its amendments, regulations, related codes of practice and Australian Standards;• Understand the principles of Risk Management;• Ensure risk awareness training is developed and provided throughout Council;• Ensure that Council meets its 'duty of care' to all Workers and the general public and protects its assets through education, appropriate risk financing and adequate loss control programs and measures• Monitor and evaluate the performance of Department Managers against their Risk Management responsibilities;• Provide proactive reporting on risk measures;• Lead the Senior Management Group (SMG) in the development and implementation of risk action plans for all those assessed as extreme;• Promote Risk Management as a vital business principle.
Managers and Team Leaders	<p>Managers and Team Leaders will:</p> <ul style="list-style-type: none">• Familiarise themselves with Council's Risk Management Policy and Framework;• Risk Register: review EXTREME and HIGH risks every six (6) months and MEDIUM and LOW risks every 12 months;• Actively participate in training provided in relation to risk management;• Employ risk management principles and practices and the tools outlined in the Risk Management Framework while undertaking strategic decision making and daily tasks;• Report any hazards and incidents that may have the potential risk exposure to Workers, Council and the general public;• Positively assist with investigations related to incidents that have occurred as a result of a hazards or incident;

	Risk Management Framework	
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Stakeholder	Roles and Responsibilities
	<ul style="list-style-type: none"> Develop and manage risk treatment plans for risks owned by them; Take notice of and implement recommendations from risk management audits conducted in the workplace.
Corporate Services Manager	<ul style="list-style-type: none"> Report on Council's achievements against its Risk Management Policy and as required by legislation / Council / General Manager; Review contracts and lease agreements; Coach and mentor others in the use of the Risk Management Framework.
WHS Coordinator	<ul style="list-style-type: none"> To provide advice and assistance to all Council Workers in relation to the development and implementation of an effective Risk Management System that observes the principles of AS/NZS ISO 31000:2009 Risk Management. Monitor the effectiveness of the overall Risk Management system To provide timely, accurate and relevant information of losses, claims, premiums and other risk related information To ensure that all documentation maintained and generated within the Risk Management process complies with Council's record management requirements To make available relevant and the wide range of information on risk management issues affecting Council Ensure all accidents reported are fully investigated and the appropriate corrective action has been taken; To apply the Risk Management process for the management of risk exposures Review insurance held by users of Council facilities Negotiate appropriate insurance cover Assist Manager Corporate Services in meeting risk reporting expectations. Review the Risk Management Policy in accordance with the review cycle. Maintain risk management records including the following: <ul style="list-style-type: none"> claims management manual legal advice property and motor vehicle schedules loss records management decision on risk technical information insurance policies Assist in the effective operation of a Safety Management System Coordinate public safety issues, i.e. trips and falls by the public



Risk Management Framework

Stakeholder	Roles and Responsibilities
WHS Coordinator <i>Cont'd</i>	<ul style="list-style-type: none"> • Liaising with outside organisations/consultants for advice and assistance in areas where the organisation does not have the expertise or resources • Review with Managers all aspects of the risks management program on a regular basis, including workplace inspections and safety audits • Consult with the Health and Safety Committee where appropriate to resolve health and safety issues and compliance with Risk Management principles •
Workers	<p>Workers will:</p> <ul style="list-style-type: none"> • Assist in the provision of a safe and healthy work environment and comply with the Work Health & Safety Act 2012, its amendments, Regulations, related Codes of Practice and Australian Standards; • Ensure that risk management factors are fully considered when changing or setting up new work sites, work programs or undertaking new projects; • Ensure all accidents are reported; • Review with Managers/Supervisors and workers all aspects of the risk management program on a regular basis, including workplace inspections and risk management audits; • Consult with the Health and Safety Committee and Health and Safety Representatives where appropriate to resolve risk management issues; • Ensure on-going instruction and consultation with Workers in the proper use of plant, equipment and materials and enforce safety rules and practices that apply to Workers' work; • Ensure reporting and investigation of all accidents, incidents, injuries or near misses within the work area under their control; • Participate in audits of activities under their control; • Report any risk identified associated with Council asset, work sites or work systems.
WH&S Committee	<p>Improve organisational performance and awareness of risk management by:</p> <ul style="list-style-type: none"> • Reviewing and analysis of claims and reported incidents • Progress improvements and recommendations by Council's insurers • Discuss and plan risk management awareness training • Populate and enhance the Risk Register, if appropriate • Implement an audit and inspection process focused on risk management
Technical/Facilities Officer	<ul style="list-style-type: none"> • Ensure that adequate fire protection and security arrangements are in place to protect Council's assets

10.0 COMMUNICATION PLAN

10.1 Objectives

Communication is critical to keeping Workers informed and engaged with the implementation of the Framework at Break O'Day Council.

Effective communication mechanisms will support the following objectives:

- To keep workers and stakeholders informed and engaged with the Risk Management program development;
- Development of a common language around risk management;
- Promote learning e.g. examples of success will highlight the different applications of risk management;
- Development of a risk aware culture at Break O'Day Council;
- Demonstrate the leadership of the Management Team in implementing the Framework; and
- Celebrate the success of the Framework implementation.

10.2 Communication Methods

The following communication mechanisms will be utilised:

- Outline of the Framework and risk awareness/hazard and incident analysis training provided to existing workers via Departmental meetings
- Manager Human Resources to provide additional training to Departments upon request
- Risk implications part of Council Meeting Agenda
- Progress reports to the Management Team (MT)
- Progress reports to Council
- Progress report to WH&S Committee
- Regular updates in regard to risk management will be provided to all workers via Departmental and Tool Box meetings
- Written - intranet, messages from the GM, notice boards
- Outline of the Framework provided to all new workers during Induction

10.3 Progress Reports to Workers

- Quarterly via Management Team reporting structure
- Quarterly to the stakeholders

10.4 Progress Reports to Mayor and Councillors

- Statistical report on KPI's provided as frequently as identified by Council/GM
- A

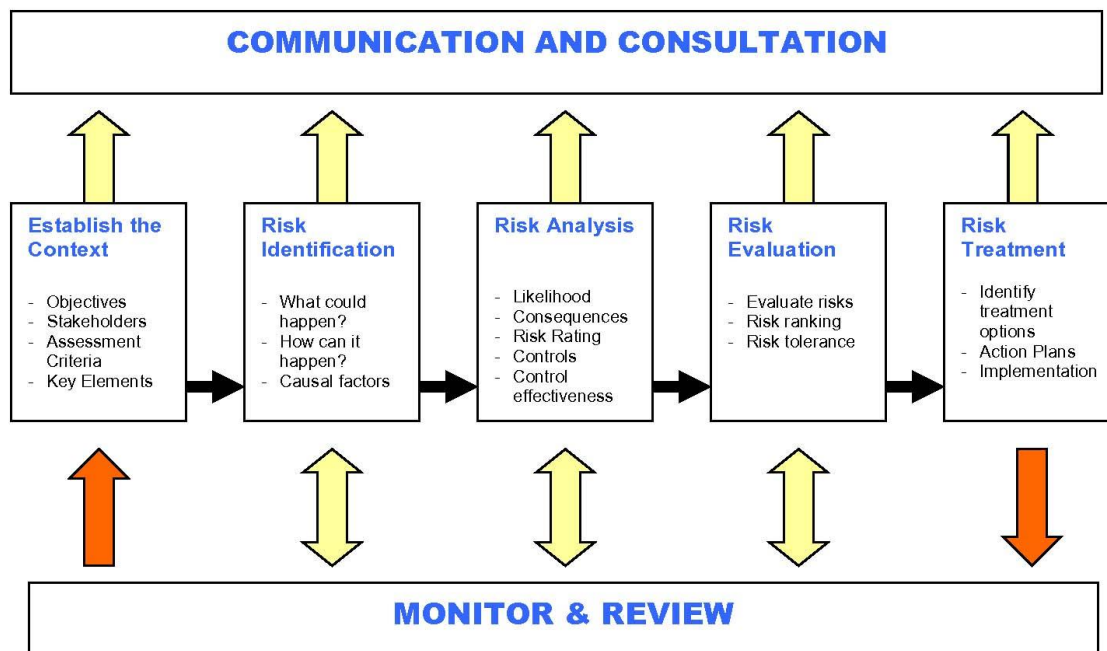
11.0 RISK MANAGEMENT PROCESS

11.1 Overview

The risk management process should be:

- An integral part of management
- Embedded in culture and practice, and
- Tailored to the business processes of Break O'Day Council

The risk management process adopted as part of this Framework is consistent with the Standard as depicted below:



11.2 Communication and Consultation

Contact/Involvement – has everyone who needs to know been contacted, involved, informed and kept up to date?

Information Flow/Dialogue with Stakeholders – there should always be dialogue with stakeholders with a focus on consultation.

Feedback – success will be achieved if feedback is given by all involved in the process.

The Communication Plan is outlined in detail in Section 10 of this Framework.

11.3 Risk Management Context

When identifying, assessing and managing risks the following external factors need to be considered:

- Community impact;
- Impact on relationships;
- Environmental implications;
- Political implications (State / Federal);
- Health, Safety and Wellbeing;
- Economic Impact;
- Media;

- Legal and Regulatory obligations; and
- External stakeholders / key third party service providers.

The following internal factors need to be considered:

- Break O'Day Council's Strategic Plan;
- Strategic Financial Plan;
- Capital and Operations Budgets;
- Annual Plan;
- Departmental Plans;
- Council / Elected Members;
- Occupational Health and Safety and Welfare;
- Key Performance Indicators - organisation and individuals;
- Business Continuity and Emergency Management Planning;
- Governance; and
- Business efficiency and productivity.

11.4 Risk Identification

The aim of risk identification is to develop a comprehensive list of the events that may create, enhance, prevent, degrade, accelerate or delay the achievement of objectives (remember risk is defined as being "the effect of uncertainty on objectives". This includes identifying the risks associated with not pursuing an opportunity.

To assist in risk identification, ask the following questions - What can happen?
- How can it happen? Consider the causal factors.

Each department/work area is responsible for identifying their risks and forwarding them to the Manager Corporate Services for recording in the Risk Register. The Risk Register is in Excel format and an example of the format of the register is depicted in Appendix B of this Framework.

In identifying risks, Departments/work areas need to consider a broad range of risk sources within the context of Break O'Day Council's strategies and operations. These risk sources are outlined in Section 5 of this Framework.

Forums for identifying operational risk include but are not limited to:

Risk Identification Workshops

The purpose of these workshops is to brainstorm risks with relevant Workers from each work area. As a result of these workshops risks are captured and documented in the Risk Register. Managers are accountable for reviewing their area's registered risks formally at least on a half yearly basis, as part of the business planning process, in consultation with relevant Workers. Information is collated by the WHS Coordinator.

Risk Assessment Workshops/Discussions

The purpose of these discussions is to assess the likelihood and consequence of the risks identified with relevant Workers from each work area. As a result of these workshops risk rating details are captured and documented in the Risk Register. Managers are accountable for reviewing their area's registered and assessed risks formally at least on a half yearly basis, as part of the business planning process. Information is collated by the WHS Coordinator to formulate reporting.

A copy of the Risk Register is saved in the S:drive as part of Councils corporate information and records management. All Managers have access to this folder for viewing. The WHS Coordinator is the administrator of this folder and maintains the original copy.

Strategic Projects / Tender Management

Managers are accountable for identifying and assessing any risks emerging as a result of tenders. These risks are to be included on the project plan which is reviewed and maintained through the life of the project / change /improvement process. Any risks which eventuate as a result of the project / change /improvement process, and are of an ongoing nature, should be recorded in the Risk Register.

Customer Requests Process/Review of Audit findings / Loss data

Systemic issues / risks can be identified upon review of this data. These risks are to be included in the Risk Register accordingly.

Strategic and Annual Planning Process

Departments are required to review their risks in the Risk Register as part of their annual planning and budgeting process usually twice a year, depending on the risk rating of the risks. This enables the risk profile and risk control activity to be considered as part of formulating future plans, improvements, business cases and budgeting needs.

Accident Reporting

Accidents, incidents and hazards are to be reported using the Near Miss/Incident/Accident Reporting and Investigation form. This information and subsequent analysis may result in the identification of systemic / operational risks. These will be communicated back to relevant stakeholders to be appropriately managed in line with the risk management process.

11.5 Risk Analysis

Risk analysis involves consideration of the sources of risk, their positive and negative consequences and the likelihood that those consequences may occur. The risk assessment likelihood and consequence scales are provided in

Appendix C and Appendix D. Appendix E details consequence scales for Project Risk Assessment. Each category of the consequence scale is based on the types of risks that may potentially impact Council's operations.

Existing controls and their effectiveness and efficiency should also be taken into account. For each identified risk ask "Is there anything currently in place that would effectively lessen the likelihood or impact of the risk?" If there are controls in place, then ask "Are the controls effective?", "Can the risk be shared/transferred?" The risk can then be reevaluated.

A risk rating is determined by combining the likelihood and the consequence ratings using the risk matrix provided in Appendix F.

Risk analysis is about developing an understanding of the risk. It is this analysis which provides input into the decision on whether the risk needs to be controlled or controlled further and the most appropriate and cost-effective manner of treatment.

The method of analysing risks is undertaken in two parts:

1. Risks are measured against established criteria for likelihood (see Appendix C) and consequence (see Appendix D and Appendix E for projects).
2. The final risk score (overall risk rating) is calculated as the product of the likelihood and consequence scores and rated in accordance with the matrix in Appendix F.

11.6 Risk Evaluation

Risk evaluation is done to assist in decision making – the legend below identifies the actions necessary for different risk ratings.

Legend:

Extreme	High risk, urgent attention required Risk treatment plan must be prepared
High	Significant risk, attention required Risk treatment plan must be prepared
Medium	Moderate risk; management responsibility must be specified Risk treatment plan required
Low	Low risk; manage by routine procedures Risk treatment plan not required

The purpose of risk evaluation is to determine, based on the outcomes of risk analysis, which risks need treatment and the treatment priorities. The risk evaluation can also lead to a decision not to treat the risk in any way other than maintaining existing controls. Information from the risk assessment (analysis and evaluation) must be entered into the Risk Register.

11.7 Risk Treatment

Risk treatment involves identifying the range of options for treating risks, assessing these options and the preparation and implementation of treatment plans. By treating the risk the aim is to either:

- Elimination of the risk – repair damage/remove risk
- Avoid the risk - by deciding not to continue with the activity
- Taking the risk - in order to pursue an opportunity
- Sharing the risk – to minimise likelihood and consequences
- Isolate the risk – relocate the risk, tag out, lock out, install barriers
- Engineering – improve the process to remove the risk e.g. use a trolley to move heavy equipment, minimise manual handling
- Administrative – rotate jobs, adequate training, maintenance
- Personal Protective Equipment (PPE) – use hearing, eye, head, hand, face protection and train Workers in its correct use
- Accept the risk by informed decision i.e. retain

In order to select the most appropriate treatment action it is necessary to balance the cost of implementing each option against the benefits derived from it. It is also necessary for consideration to be given to all direct and indirect costs and benefits financial or otherwise.

Risk Treatment Plans are developed and a hyperlink is added to the risk in the Risk Register. This hyperlink automatically links the risk with the relevant Risk Treatment Plan.

11.8 Monitor and Review

On-going review of the Risk Management Framework and its effectiveness is essential to ensure that risks identified and registered in the Risk Register, assessed and associated treatment options remain relevant. Factors that affect the likelihood and consequence may change, as may the factors that affect the suitability or cost of the treatment options.

The required actions as outlined in the Risk Evaluation section above outline the monitoring and review actions which are undertaken as part of this Framework:

- The Risk Register is formally reviewed on a half yearly basis. One of the half yearly reviews should be scheduled to coincide with the Annual Business Planning and Budgeting process.
As part of the Annual Business Planning and Budget process Departments are required to review their risks and associated action plans to treat risks. This contributes towards determining work priorities and ensuring appropriate resources are assigned to manage and control risks.
- **This Risk Management Framework and Policy are reviewed every two (2) years by the WHS Coordinator, Manager Corporate Services and Management Team.** The outcomes and records of this review are maintained on file. The Risk Framework and Policy are to be reviewed by Council every three years.

- A report shall be presented to Council on a regular basis and should include status of risks in the Risk Register, insurance claims and details of relevant audit results.

A review of the Risk Management Framework will consider the following:

1. Are the risk management objectives aligned with the organisations strategic intent?
2. Do the risk management initiatives reflect the realities of the current environment in which Council is operating?
3. Are the outcomes of risk management able to be effectively measured?
4. Do the risk management initiatives generate value for Council?
5. Does the information provided allow senior management to make decisions about whether to expand or contract resources and effort in managing risk exposures?
6. Is information provided clear and concise manner for evaluation by senior management?

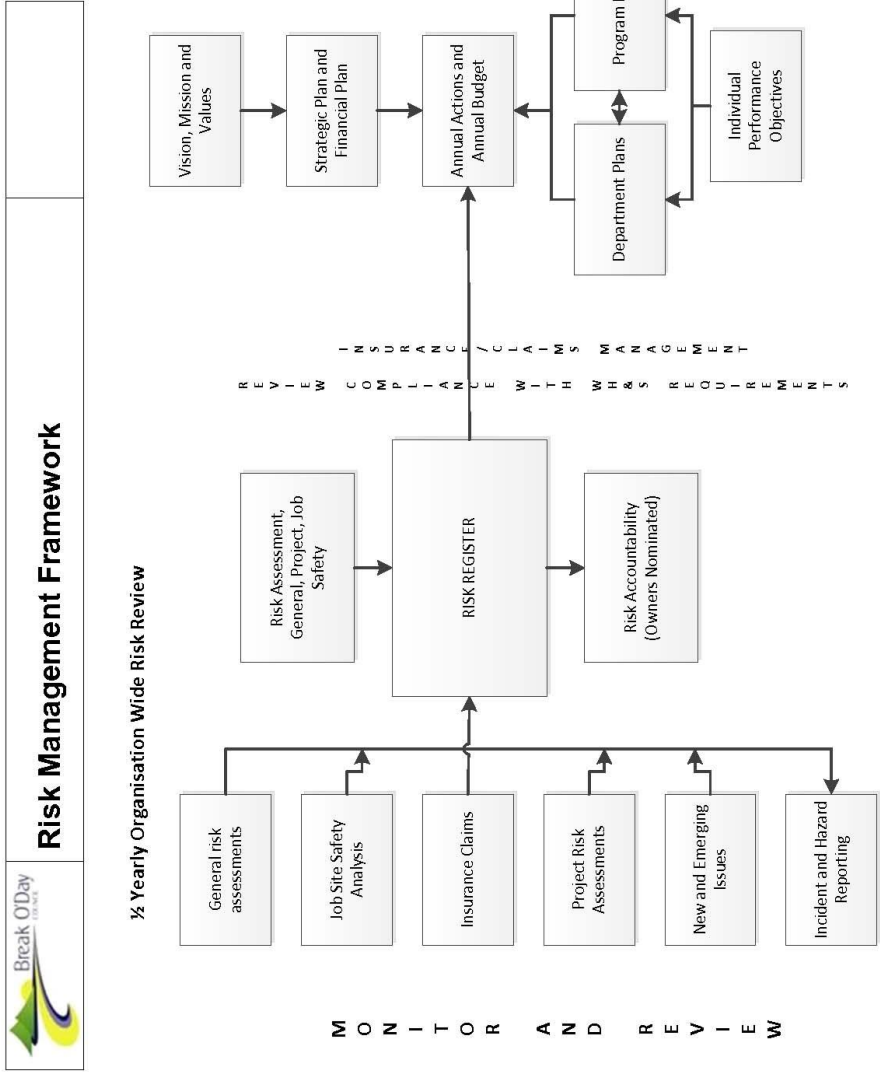
Furthermore, an assessment of the effectiveness of the risk management program at Break O'Day Council will be undertaken following implementation of the Framework to ensure that it meets the objectives. This assessment will be undertaken via:

- Implementation and monitoring of key risk indicators
- Formal assessment of incident and loss data against key risk indicators
- Internal audit of the program

12.0 RISK MANAGEMENT PLAN

12.1 Risk Management Plan Components

The diagram below depicts an overview of the flow of business process and strategies at Break O'Day Council in supporting the management of risk in alignment with this Framework.



½ Yearly Departmental Risk Review

	Risk Management Framework	
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13.0 REPORTING

To ensure transparency of risk management information across Break O'Day Council, a series of reports will be produced throughout the year. The table below outlines a list of reports that will be produced as an outcome of risk management activity:

Report	Frequency	Prepared by	Audience
<ul style="list-style-type: none"> ▪ Department Risk Register Review 	6 and 12 monthly	Departmental Manager	WHS Coordinator, Managers
<ul style="list-style-type: none"> ▪ Corporate Risk Report 	Quarterly	Executive Officer Manager Corporate Services, WHS Coordinator	Councillors and Managers
<ul style="list-style-type: none"> ▪ Claims Management Report: report of all asset, public liability, motor vehicle and workers compensation claims including analysis and trend data. 	Annually	WHS Coordinator, Manager Corporate Services	Council, Managers
<u>Unscheduled Reports</u>			
<ul style="list-style-type: none"> ▪ Accident/Incident events: report of any major or severe risk including remedial action 	As required	WHS Coordinator, Manager Corporate Services	Managers, WHS Coordinator, WHS & RM Committee
<ul style="list-style-type: none"> ▪ New and emerging risks/issues 	As required	WHS Coordinator, Manager Corporate Services	Managers, WHS Coordinator, WHS & RM Committee
<ul style="list-style-type: none"> ▪ Continuing critical issues 	As required	WHS Coordinator, Manager Corporate Services	Managers, WHS Coordinator, WHS & RM Committee
<ul style="list-style-type: none"> ▪ Escalation of risk non-performance 		WHS Coordinator, Manager Corporate Services	Managers, WHS Coordinator, WHS & RM Committee

14.0 REFERENCES

- AS/NZS ISO 31000 Risk Management
- Work Health and Safety Act 2012
- Work Health and Safety (Transitional and Consequential Provisions) Act 2012
- Work Health and Safety Regulations 2012
- Work Health and Safety (Transitional) Regulations 2012

15.0 RELATED DOCUMENTS

- BODC Risk Policy (Appendix A)
- BODC Risk Register (Appendix B – Example) –Risk Likelihood Criteria (Appendix C)
- Consequences Scale (Appendix D)
- Project Risk Consequence Criteria (Appendix E)
- Overall Risk Rating (Appendix F)
- Safe Operating Procedures
- BODC Risk Assessment Form
- BODC Incident/Accident Report Form
- BODC Accident Investigation Report Form
- BODC WHS Policy
- BODC Incident Reporting Procedure
- Risk Management of Public Events Guidelines
- MAV Event Management Checklist
- MAV Festival or Event Management Risk Assessment Example –

16.0 APPENDICES



Risk Management Framework

APPENDIX B - Risk Register (Example)



Risk Register

RISK IDENTIFICATION							RISK ANALYSIS				RISK TREATMENT			RISK TREATMENT PLAN								
Risk No.	Risk	What can happen?	Possible cause	Existing controls	Is risk credible?	Is risk insurable?	Likelihood	Consequences	Risk rating	Action required	Is risk acceptable?	Treatment options	Residual risk	Risk treatment plan	Actions	Department	Responsible Person	Resources	Budget	Date due	Corrective Action Effective	Completion Status
1																						
2																						
3																						
4																						
5																						
6																						
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APPENDIX C – Risk Likelihood Criteria

Likelihood Scales

Rating	Recurrent Risks	Single Events
Almost Certain	Could occur several times per year	More likely than not 90-99%
Likely	May arise about once per year	As likely as not 70-89%
Possible	May arise once in 10 years	Less likely than not but still possible 30-69%
Unlikely	May arise once in 10 years to 25 years	Unlikely but not impossible 10-29%
Rare	Unlikely to occur during the next 25 years	Negligible 1-9%

APPENDIX D – Consequence Scales

	OH & S	Public Safety	Financial	Local Economy & Growth	Community & Lifestyle	Environment & Sustainability	Public Administration
Catastrophic	Death	Large numbers of serious injuries or loss of lives	Huge financial loss > or equal to \$4m (~10% rate revenue)	Regional decline leading to widespread business failure, loss of employment and hardship	The municipality would be seen as very unattractive, stagnant and unable to support its community	Major widespread loss of environmental amenity and progressive irrecoverable environmental damage	Public administration would fall into decline and cease to be effective
Major	Extensive injuries	Isolated instances of serious injuries or loss of lives	Major financial loss > or equal to \$1m (~2.5% rate revenue)	Regional stagnation such that businesses are unable to thrive and employment does not keep pace with population growth	Severe and widespread decline in services and quality of life within the community	Severe loss of environmental amenity and danger of continuing environmental damage	Public administration would struggle to remain effective and would be seen to be in danger of failing completely
Moderate	Medical treatment required	Small number of injuries	High financial loss > or equal to \$500,000	Significant general reduction in economic performance relative to current forecasts	General appreciable decline in services	Isolated but significant instances of environmental damage that might be reversed with intensive efforts	Public administration would be under severe pressure on several fronts
Minor	First aid treatment	Serious near misses or minor injuries	Medium financial loss > or equal to \$50,000	Individually significant but isolated areas of reduction in economic performance relative to current forecasts	Isolated noticeable examples of decline in services	Minor instances of environmental damage that could be reversed	Isolated instances of public administration being under severe pressure
Insignificant	No injuries	Appearance of threat but no actual harm	Low financial loss < or equal to \$5,000	Minor shortfall relative to current forecasts	Minor areas in which municipality unable to maintain current services	No environmental damage	Minor instances of public administration being under more than usual stress but it could be managed

APPENDIX E - Project Risk Consequence Criteria

RATING	Financial		Project Timeframe (extension measured in days)	Project Objectives
Insignificant	1	Risk event results in increased funding required to meet project objectives by up to 5% of original project budget	Risk event results in project timeframe extended by up to 10% of original project duration	Risk event does not have any major impact on the achievement of key project objectives
Minor	2	Risk event results in increased funding required to meet project objectives by 5-10% of original project budget	Risk event results in project timeframe extended by 10-20% of original project duration	Risk event impacts isolated key project objectives. Additional minor effort is required to ensure that all objectives are met
Moderate	3	Risk event results in increased funding required to meet project objectives by 10-20% of original project budget	Risk event results in project timeframe extended by 20-35% of original project duration	Risk event impacts numerous key project objectives. Considerable effort including some change to the scope of the project is required to achieve required outcomes
Major	4	Risk event results in increased funding required to meet project objectives by 20-35% of original project budget	Risk event results in project timeframe extended by 35-50% of original project duration	Risk event impacts a significant portion of key project objectives requiring major changes to project scope and work to achieve required outcomes
Severe	5	Risk event results in increased funding required to meet project objectives by more than 35% of original project budget	Risk event results in project timeframe extended by more than 50% of original project duration	Risk event results in failure of the project to meet all required objectives.

APPENDIX F - Overall Risk Ratings

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	Medium
Rare	Low	Low	Low	Low	Medium

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:**OUTSTANDING REPORTS:**

Motion Number	Meeting Date	Council Decision	Comments
04/18.16.4.102	16 April 2018	<ol style="list-style-type: none"> Pursuant to section 14 of the <i>Local Government (Highways) Act</i> 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". <ol style="list-style-type: none"> The closure of Bridge 3462 over the George River providing current access to Yosts Flat. 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. 	<p>Refer to Closed Council Resolution 11/18.17.3.</p> <p>Sustainable Timbers Tasmania and MIDS to meet during July 2020 to discuss road ownership matters.</p>

Motion Number	Meeting Date	Council Decision	Comments
11/19.8.1.266	18 November 2019	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <ol style="list-style-type: none"> 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	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That a Sun-shade for this playground be costed and the installation of it be included in our 2020-2021 Budget deliberations.</p>	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).
07/20.8.1.109	20 July 2020	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That Council 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.</p>	
07.20.13.5.120	20 July 2020	<ol style="list-style-type: none"> 1. That Council does not support Forico’s proposal to install a Kelly Gate on Beauty Flats Road. 2. That Council rescind the following Council Decision: <ul style="list-style-type: none"> - 21 October 2019 Council Meeting 10/19.13.3.251 <i>That Council invoke Section 16 of the Local Government (Highways) Act 1982 in support of Forico’s request for Beauty Flat Road, Transport Segment ID 6174046 off Barnes Road, near Mathinna to be changed from a public road to a Private road where it intersects with title 112336-2.</i> 	

COMPLETED REPORTS:

Nil.

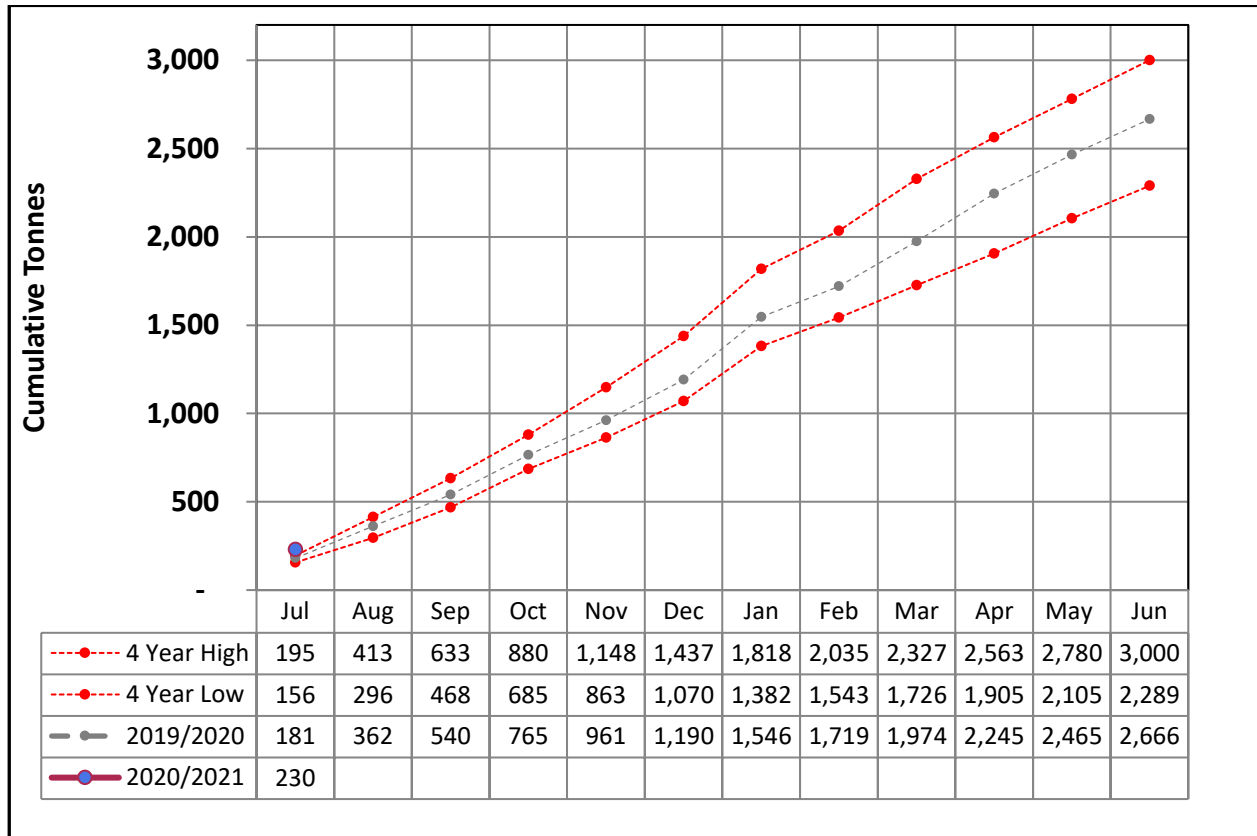
Asset Maintenance	
Facilities	<ul style="list-style-type: none"> Preventative Maintenance Inspections (PMI) of Council owned buildings and playgrounds. Maintenance identified during inspection and notified via Customer Service Requests.
Town & Parks	<ul style="list-style-type: none"> Mowing/ground maintenance – all areas. Garden/tree maintenance and weeding where required. Footpath Edging – all areas. Footpath Maintenance and repairs where required. Boat Ramp Inspections and cleaning.
Roads	<ul style="list-style-type: none"> Sealed road patching – all areas Traffic Signage replacement of damaged and removed signs Tree maintenance pruning Stormwater system pit cleaning and pipe unblocking. Grading throughout the Fingal Valley area including surrounding Mathinna roads where required.
MTB	<ul style="list-style-type: none"> Routine track maintenance

Weed Management – Targeted weeds	
Foreshore to Lions Park	<ul style="list-style-type: none"> Blackberry, Thistle, Fumaria, Mignonette, Bluebell Creeper
St Marys Flood Warning Station	<ul style="list-style-type: none"> Spanish Heath
Waste Transfer Stations	<ul style="list-style-type: none"> St Helens, St Marys, Scamander & Welborough (Swan Plant, Scotch Thistle, Californian Thistle, Butterfly Plant, Mignonette, Great Mullein, Pampas Grass, Mirror Bush, Sweet Pittosporum, Ragwort, Gorse, Periwinkle, Cape Spurge, Broom, Hemlock, Thornapple, Fleabane, Prickly Pear, Boneseed, various others).
Mountain Bike Trails	<ul style="list-style-type: none"> Blue Tier: Foxglove Town Link: Spanish Heath, Blackberry, Thistles, Bridal Creeper
St Helens Airport	<ul style="list-style-type: none"> Spanish Heath
Scamander Sports Complex	<ul style="list-style-type: none"> Pampas, Gorse, Blue Butterfly Bush, Blackberry

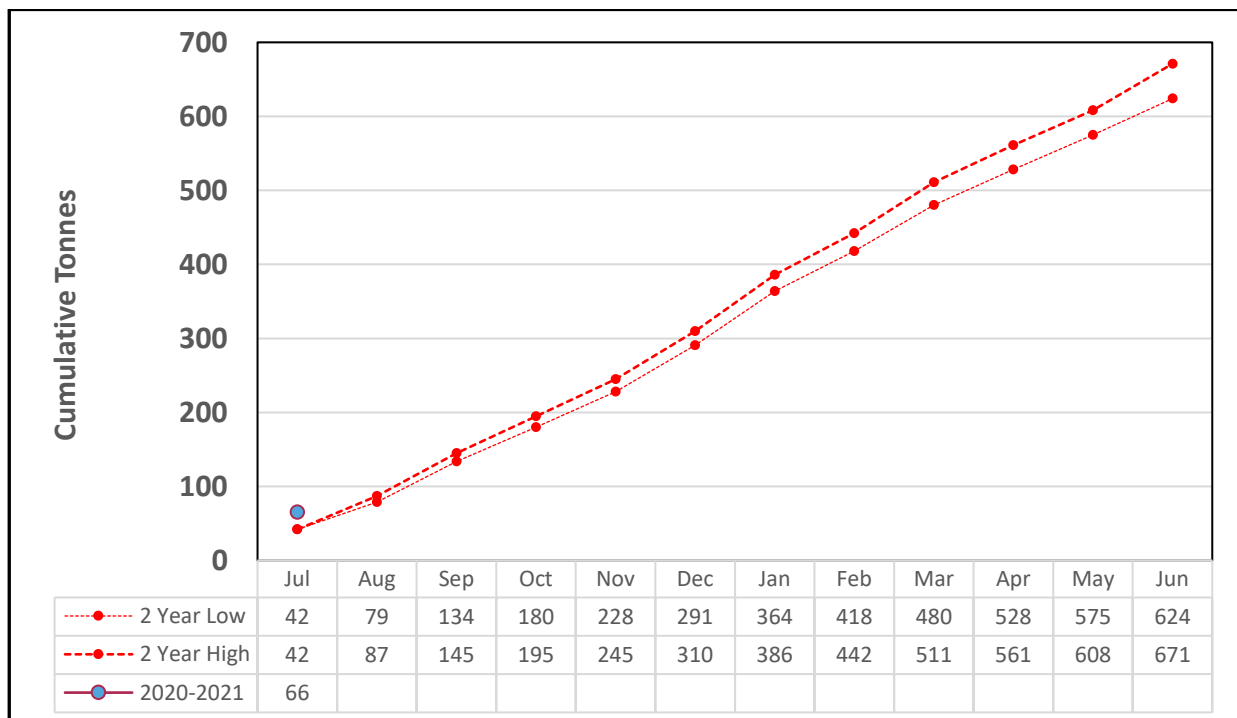
Waste Management	
Kerbside Collection – General Waste	<ul style="list-style-type: none"> Council operated service since July 1.
Kerbside Collection – Co-mingled Recyclables	<ul style="list-style-type: none"> Contracted service using JJ's Waste. Stream contamination (non-recyclables) remains problematic resulting in higher cost burden to Council and ratepayers.

Waste Management	
Green Waste	<ul style="list-style-type: none"> Tender advertised on 8 August for the sale of Green Waste Mulch – Batch 2 at the St Helens Waste Transfer Station. Tender closes 2pm Monday 31 August 2020. Coarse grade mulched and stock piled green waste at the Scamander Waste Transfer Station cannot be sold due to high level of contaminants – i.e. plastics, other synthetic materials and wire. Community assistance required to place ‘clean’ green waste only at the green waste drop off point and segregate other materials.
Circular Economy	<ul style="list-style-type: none"> ASPIRE (Exchanging Waste as a resource). 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. 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. 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 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).

Waste Management - Municipal General Waste to Copping Landfill



Kerbside Co-Mingled Recyclables collected by JJ's Waste



CAPITAL WORKS SUMMARY

Project Code	Details	Project Update
CF805	Parnella/Foreshore Walkway	Crown Land Permit request in progress.
CH120	Scamander Avenue Footpath Stage 1	Completed
CI105	Scamander Avenue Footpath Stage 2	Work in-progress.
	Story Street Footpath	Work in-progress. 80% completed. Remaining footpath segment to be replaced at next school holiday break when school student use is less.
	Footpath Bridge - Fingal Culvert	Completed.
CG225	Bridge 2792 Four Mile Creek	Bridge removed from site on 25 June for recoating and to be returned to service by 25 September 2020.
CH515	Ansons Bay Road Stabilisation	In-progress - Earthworks including verge maintenance completed. Sealing deferred to Summer/Autumn period.
CH580	Lottah Road Upgrade(Part 4)	Road formation, retaining wall and crash barrier works completed. Sealing to be undertaken in the summer/autumn period.
	Georges Bay Foreshore Track	Construction commenced July 2020. Project is on track with Practical Completion at November 2020.
CI615	Scamander WTS – Inert Landfill	In-progress: Addressing of regulatory requirements outlined by EPA for the establishment of a new inert landfill site.
	Stieglitz Footpath	Completed.
	Binalong Bay Footpaths	Planning Stage Re-gravel worn footpath segments. Works scheduled for August.
	Binalong Bay Playground	Planning Stage Works scheduled for August to coincide with scheduled footpath works.
	Road – Re-sheeting (2020/2021 Program)	Processing of re-sheeting gravel in progress. Road re-sheeting activity commences September
	Kerb & Channel Works Program	Request for Quote process has commenced.

Local Roads and Community Infrastructure Program (LRCI Program)

On 22 May 2020 the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program).

The purpose of the program is support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

The LRCI Program is part of the Government's \$1.8 billion boost for road and community projects through local governments across Australia, including the bringing forward of \$1.3 billion of the 2020-21 Financial Assistance Grant payment.

Break O Day Council's LRCI program funding allocation is \$647,406.

The following proposed candidate projects have been discussed briefly with Elected Members at a workshop held on 3 August 2020 and are listed for information only. Projects will be given detailed consideration in September. Project nomination submissions will be made post Council's endorsement of projects.

Project	Description	Project Estimate (\$)
1	<p>St Helens Point Road (Parnella SW Catchment 2).</p> <p>The proposed project for consideration is for the reconstruction of 3,185m² of failed pavement on St Helens Point Road between Aerodrome Road heading east to Treloggens Track.</p> <p>The project scope is to dig out and form new pavement 350mm deep, 3.5m wide, for a length of 680 m (whole of the Northern side = Eastbound traffic lane) PLUS similar for 350m of parking lane on the Southern side, 2.3m wide, adding up to 3,185 m².</p> <p>The proposed road reconstruction project supplements Councils 2020/2021 project to provide all the missing Kerb & Channel on both sides of the road segment, a length of 1227 lm at a capital cost of \$150,000.</p>	270,000
2	<p>St Helens Point Road Footpath</p> <p>The proposed project for consideration is for the construction of a concrete footpath 1,464 lineal meters in length and 1.5m in width between Aerodrome Road and Chimney Heights.</p>	259,000
3	<p>St Helens Foreshore Shared Way</p> <p>This project proposes the construction a sealed shared way (pedestrian/bicycles) that connects the new pedestrian bridge under construction at the Golden Fleece Rivulet and tracks north along Georges Bay Esplanade (foreshore side of the road) for a distance of 525m to Circassian Street.</p>	125,000
4	<p>Kirwans Beach Footpath</p> <p>The project proposes the renewal of the existing narrow footpath segment adjacent to the BBQ area with a concrete path 120lm by 1.5m in width, foot bridge replacement and minor stormwater works.</p>	60,000
5	<p>Binalong Bay Footpath</p> <p>This project addresses the missing linkages of footpath identified in the Binalong Bay Foreshore Master Plan. The project scope is for the construction of a gravel shared way (pedestrians/bicycles), 425 lm in length and up to 2.4m in width along the foreshore between the Village Green and Hilltop Drive.</p>	55,000
6	<p>Scamander Footpath</p> <p>The proposed project is the construction a gravel shared way (pedestrians/bicycles) 1.4km in length at up to 2.4m in width within the Tasman Hwy Road Reservation between Winifred Drive and Henderson's Lagoon.</p> <p>This link will benefit the community, especially the residents in the vicinity, by encouraging people to participate in gentle exercise (particularly the older population) and keeping them safely off the roadway. It will also provide an extension to the pathway from Beaumaris and encourage tourists staying at Scamander to walk to and explore the Winifred Curtis Reserve, thus increasing their length of stay and their positive experience of the area's natural environment.</p>	130,000

Project	Description	Project Estimate (\$)
7	<p>Tourism Information Signage</p> <p>After reviewing the four, Tourist Information sites in the municipality in 2019-2020 FY, Council found the existing information was outdated and not conducive to emphasising visitor experiences in the area.</p> <p>Therefore, Council decided to develop, design and implement new information for three of the sites, Fingal, Scamander and St Marys and decommission and re-purpose the St Helens site.</p> <p>Each of the three remaining sites will require information to be graphically designed and professionally printed. It is estimated that each site will cost \$3,000 to design, develop and install.</p>	9,000

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

This is a monthly activity statement update of the complaints and work that has been done for the month of July 2020:

Area	Ansons Bay	Binalong	Cornwall	Fingal	Falmouth	Four Mile Ck	Mathinna	Beaumaris	Scamander	Seymour	Steiglitz	Goshen	St Helens	St Marys	YEAR TOTALS
Dogs Impounded								1							7
Dogs Rehomed or sent to Dogs Home													2		5
Cat Complaints				1			1						1		6
Livestock Complaints				1											4
Barking Dog							1								17
Bark Abatement Notice															0
Bark Monitor									3				4		17
Wandering Dog			2						1		1		1		30

Area	Ansons Bay	Binalong	Cornwall	Fingal	Falmouth	Four Mile Ck	Mathinna	Beaumaris	Scamander	Seymour	Stieglitz	Goshen	St Helens	St Marys	YEAR TOTALS
Verbal Warnings			1						1						7
Letter/Email warnings & Reminders				1							1			2	20
Patrol		1	1	2					2		3		7	3	65
Dog Attack - on another animal (Serious)													1		1
Dog Attack/Harassment – on another animal (Minor)		1													2
Dog Attack - on a person (Serious)															1
Dog Attack/Harassment – on a person (Minor)															3
Dog - chasing a person							1								3
Declared Dangerous Dog															2
Dangerous Dog Euthanised															2
Unregistered Dog - Notice to Register					6		1						1		28
Dogs Registered															7
Infringement Notice Issued															4
Pending Dog Registration Checks															19
Caution Notices Issued															5
Verbal Warnings/Education Sheets Maps															1
Infringement Notice - Disputes in Progress															2
Infringement - Time Extension request															0
Infringement Notice - Revoked															3
Kennel Licence - No Licence				1										1	4

Area	Ansons Bay	Binalong	Cornwall	Fingal	Falmouth	Four Mile Ck	Mathinna	Beaumaris	Scamander	Seymour	Stieglitz	Goshen	St Helens	St Marys	YEAR TOTALS
Kennel Licence - Issued							1								1
Rooster Complaints													1		4
Other			1						1				2		46
Lost Dogs					2						1				3
Illegal Camping															0

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

08/20.14.0 COMMUNITY DEVELOPMENT

08/20.14.1 Community Services Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various issues which are being dealt with by the Community Services Department.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
05/18.14.2.117	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 Number	Meeting Date	Council Decision	Comments
03/19.8.2.47	18 March 2019	<i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i> 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.	Seeking external funding to undertake a Recreational Trails Strategy.
09/19.14.3.229	16 September 2019	That Council: 1. Replace the fence and fix the steps on the Medea Cove side of Kings Park; 2. Work with Tasmania Fire Service to undertake an assessment as to whether Kings Park is currently a fire risk to adjoining properties; 3. 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
11/19.14.3.277	18 November 2019	1. That Council in principle adopt the draft Disability Action Plan; and 2. 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	1. That Council support the Department of Communities Tasmania to undertake an examination of the feasibility of the key options identified. 2. 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.
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.	Document currently being finalised.
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.

Motion Number	Meeting Date	Council Decision	Comments
07/20.124	20 July 2020	<p>That taking into account the community comment:</p> <ol style="list-style-type: none"> 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 Wrinklers; 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. 	Meeting organised for staff to progress the design of Wrinklers toilet facility.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
07/20.14.3.123	20 July 2020	<ol style="list-style-type: none"> 1. That Council provide \$2,600 towards the running costs of the Free2bgirls program for the next six (6) months; and 2. That Council look at opportunities for a Youth Worker to be employed in partnership with other State Government agencies to work in Break O'Day with our young people. 	Request has been made for bank details once received funding will be provided.

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
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

Trail construction has continued with 3 World Trail teams working on Loop 7, commencement of the climbing trail to Loila Tier and Descent 4.

Construction works are on target for completion of the current approved works by end of September 2020.

Maintenance of the existing trails by the team is ongoing. We are in the process of recruiting a replacement trail maintenance worker due to the recent resignation of one of the team.

Branding and Marketing

Marketing and branding activities outside of social media is largely on hold until we can welcome MTB riders back to the state.

We are tentatively planning for a soft style opening in late September or November of the new trails including the 23km loop and we have marketing material ready to go once this is ready to be announced.

Tasmanians have been very supportive of the trails over winter and we are still seeing good visitation on the weekends. This is reflected in the trail count data.

Below is data representing the 4 to 20 July, School Holidays.

BoF Lower	BoF Upper	Flagstaff	Loila Tier	Townlink
236	5	6,311	3,805	3,018

These figures show:

- The popularity of the new Black Diamond descents that start at Loila Tier
- People are largely respecting the closure of the top part of the BoF
- The Townlink is proving to be a popular trail

Note: That these figures are the highest that we have recorded so far, including over summer.

The Bay of Fires Trail

The top section of the Bay of Fires Trail (Poimena to Anson's Bay Road) is still closed and will remain so until a post winter re-launch. The section from Anson's Bay Road to Swimcart Beach is open and will remain so throughout the year.

Works to complete the Bay of Fires trail has been occurring in conjunction with Parks & Wildlife Tasmania to complete a link trail to the Blue Tier trail (to Weldborough) and incorporating a section of walking trail to enable some separation between walkers and riders and to provide an improved experience for all trail users at Poimena.

The Bay of Fires Trail is on target to be reopened in full in September / October 2020 once we have weather to enable the trail to dry out sufficiently.

Community Events

We have commenced meeting and conversations with event organisers, offering support and awaiting The Tasmanian Government's decision around COVID-19 restrictions.

So far events that have been rescheduled for 2021:

March

- Dragon Trail MTB
- Top 50 World Supermodel
- 10 Days on the Island – 'If Halls could speak'

September

- AOC2021 – National Orienteering Championships

Event organisers are coming up against issues with Public Liability and insurance coverage for their events. Community Services are working with members of the BOD community to create a new whole community cultural event for all townships. We will report on this as it transpires.

Driver Reviver Program

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

Recreational Trails Strategy

We are currently waiting on a Grant Deed from the Commonwealth in relation to this project. They have recently advised that we have been granted a 63 day extension to the project so that the Commonwealth can finalise the draft Grant Deed.

Proposed Binalong Bay Swimcart trail

We are currently finalising the initial information from AHT and the flora and fauna report in readiness for undertaking community engagement on the proposed project. A number of stakeholders have also been identified along with the community and we will provide information at these sessions from our findings in the initial investigations.

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.

It is worth noting that with the Strategy documents we have earmarked to complete that Covid 19 is impacting on the breadth of Consultants we might be able to engage and some of this is reasonably specialist work.

Georges Bay Foreshore Linkage

Work has commenced on the project.

Leaner Driver Mentor Program

Get In 2 Gear has finally been approved by the State Government to get back on the road, which is fantastic for the learners who really need to get their hours up.

Get In 2 Gear has retained 100% mentors from pre-COVID 19 and new learners are eager to get back on the road.

For the month of July, since the program has been approved to be back on the road (17 July, 2020), the program has achieved one (1) Provisional test from a Learner that has attempted five (5) times to achieve his licence.

On Road Hours: 27.5

Learners in the car: 7

Learners on waiting list: 8

We also have one mentor awaiting induction.

Park Snack & Chat

This project commenced on Wednesday 15 July, 2020. Approximately 194 surveys were completed by community members. The survey is currently on line for those who were unable to attend the community sessions with a closing date of the 24 August, 2020. Council staff will present to Council the outcomes of this project at the September workshop.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

- Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.
- Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various issues which have been dealt with by the Development Services Department since the previous Council meeting.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:**OUTSTANDING REPORTS:**

Motion Number	Meeting Date	Council Decision	Comments
01/19.8.3.6	21 January 2019	<i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i> Council to investigate and consult with relevant agencies (including but not limited to Parks & Wildlife, State Government and neighbouring Councils) to explore options for both educating the public about, and enforcing, the new 'Dog Management Policy'. This would include greater hours for the Animal Control Officer and increased signage.	Dog Exercise Areas currently being considered by Council. Ongoing dog management issues, including Council resources and cooperation with PWS to be reviewed with Council at a future Workshop.

Motion Number	Meeting Date	Council Decision	Comments
10/19.15.7.257	21 October 2019	<ol style="list-style-type: none"> 1. 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. 2. 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. 3. 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. Council has reviewed Old St Marys Railway Station site.
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)
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.	Correspondence with the Tasmanian Government is continuing – no information has been provided to date.
06/20.15.3.101	22 June 2020	<p>It is recommended that Council:</p> <ol style="list-style-type: none"> 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. 	<p>Resources identified and actions commenced.</p> <p>Officers attended Northern Tasmania Regional Land Use Strategy Meeting 31st July 2020.</p>

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
08/19.15.5.210	19 August 2019	That Council in regards to the development of a new dog Exercise Area on Humbug Point Nature Recreation Area at Reserve Street Binalong Bay that this come back to a workshop for further discussion and consideration.	Completed.
07/20.6.1.108	20 July 2020	DA024-2020 – New Dwelling and Shed – 8 Fysh Place, Stieglitz	Permit issued 24 July 2020.

KEY DEPARTMENT STRATEGIC OR OPERATIONAL MATTERS:

- ✓ Officers attended meeting with Tasmanian Planning Commission on 30 July 2020 for post lodgement conference for the Break O 'Day draft Local Provisions Schedule (Statewide Planning Scheme);
- ✓ Officers met with representatives of "Plan Build Tasmania" who provided an update in relation to progress of online platform for state wide enquiry and development application portal ;
- ✓ Officers attended Webinar on Stormwater Management matters raised through Natural Resource Management;
- ✓ Officers attended Northern Tasmania Regional Land Use Strategy Meeting on 31 July 2020

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												2	
Permitted	3												3	
Discretionary	10												10	
Amendment														
Strata														
Final Plan														
Adhesion	1												1	
Total applications	16												16	259

Ave Days to Approve Nett *	29.3 7													
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* Calculated as Monthly Combined Nett Days to Approve/Total Applications

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

July 2020

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
108-2020	Binalong Bay	Garage	S58	29	21
095-2020	Akaroa	New Shed	S57	43	18
107-2020	St Helens	Carport	S57	35	35
083-2020	The Gardens	Demolition of Dwelling & New Dwelling & Garage	S57	40	39
127-2020	St Helens	Deck	NPR	15	15
105-2020	St Helens	Carport	S57	21	21
142-2020	St Helens	Garage with Amenities	NPR	7	7
121-2020 ADHESION	St Marys	Adhesion Order	ADHESION	29	29
110-2020	St Helens	Shed	S57	22	22
097-2020	St Helens	Extension of Existing Pontoon & New Pontoon	S57	45	44
103-2020	St Helens	Dwelling Additions	S57	42	42
100-2020	Scamander	Dwelling	S57	55	42
122-2020	Fingal	Carport	S58	28	28
024-2020	Stieglitz	Dwelling & Shed	S57	54	53
109-2020	Stieglitz	Demolish Dwelling & New Dwelling & Garage	S57	50	42
153-2020	St Helens	Outbuilding (Shed)	S58	13	12

TOTAL: 16

BUILDING REPORT

Projects Completed in the 2020/2021 financial year

Description	Location	Updates
Nil.		

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	<ul style="list-style-type: none"> Milestone 2 Report Approved by Grant funding body; Stage 1 Completed 31 July 2020; Stage 2 funding received – works program schedule currently underway; Stage 2 Works scheduled for completion by January 2021 and official opening planned for February 2021.

Description	Location	Updates
Additions & Upgrades to Portland Hall	Portland Hall, St Helens	<ul style="list-style-type: none"> Amenities Addition nearing completion – minor fit out work outstanding; Storage room alterations underway.
Re-Roof of Amenities Section	Bendigo Bank Community Stadium	<ul style="list-style-type: none"> Works commenced and nearing completion.
Four Mile Creek Community Hub	Four Mile Creek Reserve	<ul style="list-style-type: none"> Design work currently being finalised.

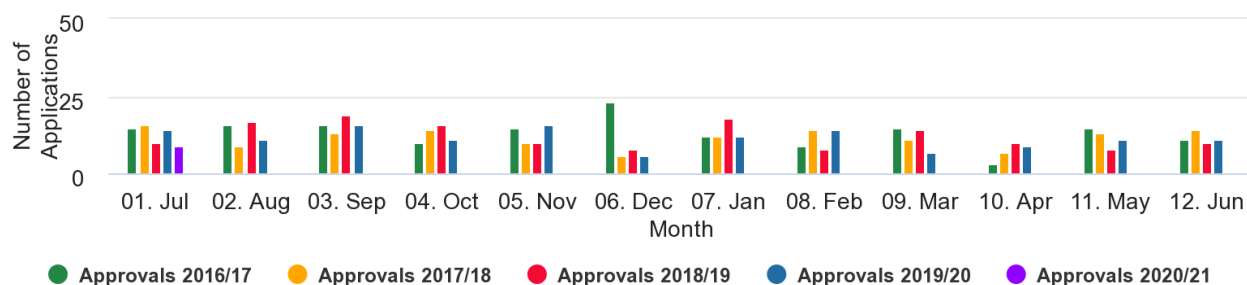
Approved Capital Works Program – Current Financial Year - not yet started

Description	Location	Updates
New Amenities building	Wrinklers lagoon carpark	<ul style="list-style-type: none"> Works scoping underway.
Community Services Storage Shed	St Helens Works Depot	<ul style="list-style-type: none"> Concept plans to be developed.
Demolish Existing Buggy Shed & Install New	St Marys Sports Centre	<ul style="list-style-type: none"> Grant funding received – Pending Regulatory approvals for works commencement. Works scheduled for complete prior to end of calendar year.
Internal Alterations (Renovation of Men's Toilet & Change rooms)	St Marys Sports Centre	<ul style="list-style-type: none"> Grant funding received. Works scheduled for complete prior to end of calendar year.
Building upgrades	St Marys Railway Station	<ul style="list-style-type: none"> Works scoping and scheduling of works to be confirmed.
Weldborough Amenities Building	Weldborough	<ul style="list-style-type: none"> Site and scoping of works on hold.
Internal Fit-out	Scamander Surf Life Saving Club	<ul style="list-style-type: none"> Grant funding received. Works scheduled for complete prior to end of calendar year.
Re-Roof and Weatherproofing of athletics building	St Helens Sports Complex	<ul style="list-style-type: none"> Works scoping and scheduling of works to be confirmed.
New Shade Structure	Flagstaff Trail Head	<ul style="list-style-type: none"> Concept plans developed; Final costings currently underway.
New Shade Structure	Scamander Reserve	<ul style="list-style-type: none"> Works scoping and scheduling of works to be confirmed.

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 July 2020				
No.	BA No.	Town	Development	Value
1	2020 / 00059 - STAGE 1	St Helens	New (Stage 1 of 2) Shed & Garage	\$42,000.00
2	2020 / 00120	St Helens	New Solar Panels	\$1,440.00
3	2020 / 00093	Scamander	Legalisation of Deck & Veranda	\$17,000.00
4	2020 / 00035	Stieglitz	New Dwelling incorporating Veranda & Carport	\$176,000.00
5	2020 / 00138	St Helens	New Solar Panes	\$1,100.00
6	2020 / 00139	St Helens	New Solar Panels	\$12,000.00
7	2020 / 00070	St Helens	New (Shed & Front Fence) & Addition (Roof Extension)	\$19,700.00
8	2018 / 00172	Ansons Bay	Demolition (Dwelling) & New Dwelling incorporating Deck	\$184,000.00
9	2020 / 00149	St Marys	Internal Alterations to Structural Wall	\$10,000.00
ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE			2019/2020	2020/2021
			\$1,256,646.00	\$463,240.00
ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH		MONTH	2019/2020	2020/2021
		July	\$1,256,646.00	\$463,240.00
NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE		MONTH	2019/2020	2020/2021
		July	14	9

Number of Building Applications Approved



BODC Total number of building applications by month and financial year

ENVIRONMENTAL REPORT

Description	Updates
St Marys Flood Management	<p>A variation to extend this the Community Development Grants funded project is pending and includes additional channel vegetation management work.</p> <p>Preparatory work continues for building the Groom Street flood levee, while awaiting an extended Dam Permit approvals process to conclude. The automated community alert communications system is being are being developed with a contractor and Bureau of Meteorology for the Flash Flood Warning System.</p>
Drought Weeds Project	<p>Guidelines for Council's Drought Weeds Grants for this project are before Council at this meeting and were developed with the other drought-affected councils and DPIPWE. The Break O'Day Drought Weed Officer, Peter Heading, has been contacting farmers and working with them to identify weed problems, management solutions and projects for grant applications.</p> 
NRM Committee	<p>The NRM Committee held a meeting on 4 August. One of the Committee's community representatives has resigned and the Committee. A public call for interest in this and the vacant forest industry sector position on Council's NRM Committee is planned. The Committee's next meeting is scheduled for 24 November 2020.</p>

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
2	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.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	017\019\002\
ASSOCIATED REPORTS AND DOCUMENTS	Municipal Drought Weeds Grants 2020 - Guidelines and Eligibility Break O'Day Drought Weeds Project Plan 2020

OFFICER'S RECOMMENDATION:

1. That Council offer farmers in Break O'Day Drought Weeds Grants on condition of the *Municipal Drought Weeds Grants 2020 - Guidelines and Eligibility* being met and best outcomes for the Break O'Day Drought Weeds Project.
2. That Council determine successful grant applications after considering recommendations from an assessment panel comprising two members of its NRM Special Committee, a Department of Primary Industries, Parks, Water and Environment officer and its NRM Facilitator.

INTRODUCTION:

Council has received its \$55,000 of Tasmanian Government funding and started its Break O'Day Drought Weeds Project, with its Drought Weeds Officer starting farm visits and weed surveys in July. \$30,000 of the funding is for grants to Break O'Day farmers, to be delivered by Council's project.

Council is responsible for the delivery and governance of its local Drought weeds grants.

PREVIOUS COUNCIL CONSIDERATION:

Council discussed the Break O'Day Drought Weeds Grants, Guidelines and application process at its August Workshop.

06/20.15.4.102*Moved: Clr K Chapple / Seconded: Clr B LeFevre*

That Council note \$55,000 of Tasmanian Drought and Weeds Program funding has been allocated to Break O'Day and plans for a Break O'Day Drought Weeds Project in 2020/21 using the funding.

CARRIED UNANIMOUSLY**OFFICER'S REPORT:**

'Drought-affected' councils identified by the Department of Primary Industries, Parks, Water and Environment (DPIPWE) for its Weed Action Fund's (WAF) \$350,000 'Drought and Weeds Program' are Break O'Day Council and Glamorgan Spring Bay, Sorell, Tasman, and Southern Midlands councils. The councils and Invasive Species Branch of DPIPWE have been working together to align common and consistent delivery of the municipal grants component and the resulting *Municipal Drought Weeds Grants 2020 - Guidelines and Eligibility* are included with the Agenda.

A panel comprising two NRM Committee members, the NRM Facilitator and a DPIPWE representative (required) is recommended to implement local grants delivery, recommending funding allocations to Council. Two NRM Committee members volunteered to support the panel at a recent NRM Committee Meeting.

Funding conditions and issues additional to DPIPWE requirements for Break O'Day grants include:

- initial applications due at the end of September, for a decision in October. If funding remains, further applications may be considered.
- earlier, urgent weed management actions may be considered (very high priority threats to agriculture)
- suggested \$3000 funding cap for proposals, but option to consider larger and smaller requests on their merits
- encourage group applications and to fund activities to tackle threats to agriculture on land owned by other's and non-primary production land.

Merit criteria in the Guidelines, for prioritising applications for funding include:

- ability to manage weeds and farm production diminished due to drought (ie reduced income, more time spent on other aspects of farm)
- includes management of priority weeds for municipality
- working in collaboration with neighbours/group
- proposed treatments apply best practice to the weed problem
- includes realistic future management options and follow-up weed control
- target weeds are drought-advantaged and a threat to agricultural production of the farm
- target weeds are drought-advantaged and a threat to the agricultural productivity of other farms
- increases capacity in the agricultural sector to manage weeds over the long-term through strategic actions, such as planning and improved awareness and skills.

Council's Drought Weed Officer is already working with farmers in Break O'Day on their drought weed issues and activities. The formal offer and adoption of grant guidelines by Council will enable then to apply for funding support.

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.

Key Focus Area

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

Action

Secure financial and human resources for projects to rehabilitate degraded land and sustain soil productivity.

LEGISLATION & POLICIES:

Weed Management Act 1999

Break O'Day Council Weed Plan 2014

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The Break O'Day Drought Weeds Project and its WAF funding from the Tasmanian Government, including \$30,000 for Community Grants, is included in Council's Budget for 2020/2021.

VOTING REQUIREMENTS:

Absolute Majority.



Tasmanian Weeds Action Fund
Drought and Weed Management Program 2020
**Municipal Drought Weeds Grants 2020 -
Guidelines and Eligibility**

Supporting Farmers to Combat Weeds During and After Drought

Drought in recent years has affected the municipalities of Southern Midlands, Break O'Day, Glamorgan Spring Bay, Sorell and Tasman. As part of the Tasmanian Government's \$350,000 Weed Action Fund *Drought and Weed Management Program* farmers in these areas have access to financial support to manage weed issues related to drought. A grant program is currently open to assist farmers to undertake targeted weed management of species favoured by drought and post drought conditions that impact on agricultural production. For more information see the [Weed Action Fund webpage for the Drought and Weed Management Program](http://dpipwe.tas.gov.au) (dpipwe.tas.gov.au).

Council Drought Weed Support

The grants provide rebates of up to 66% of the total approved costs of a project. Project activities can involve planning, weed control or capacity building activities (see below).

All activities undertaken must meet the objectives of the Tasmanian Government's Drought and Weed Management Program:

- Assist farmers to mitigate the impact of weeds on agricultural production during and after drought
- Prevent spread of weeds as a consequence of drought management practices
- Farmers, local government and the rural services industry are equipped with the knowledge and skills to manage weeds before and after drought over the long-term through strategic actions, such as planning and raising awareness
- Contribute to local employment opportunities in areas where weed control activities are occurring

The Drought Weeds Grants Application Form for your municipality specifies the due date for the application and project completion, and any specific local conditions. Each council administers the grants for their municipality and as a result there may be some variance to conditions.

Weeds Favoured by Drought and Post Drought Conditions

Weeds can threaten agricultural productivity:

- through their growth and reproduction, including when drought breaks, to outcompete desirable species or be a danger to stock
- as a result of farmers needing to prioritise drought relief actions for stock and production over weed control
- by being newly introduced by favourable drought or post drought conditions.

There may be certain weeds that are a strategic priority in your Council's area and Weed Management Plan, or a particular concern as 'drought-favoured' weeds.

Getting Support or Further Information

Agricultural producers experiencing difficulties managing weeds due to drought or post drought conditions, including from hardship as a result of the prolonged drought, are encouraged to use this program to identify weed management strategies and get support to protect their productivity and assets.

For further information about the program please contact the relevant person in your municipality. Support can include arranging a site meeting to discuss weed management options and assistance with applying for funding.

Southern Midlands Council	Jennifer Milne: 0458 793 855, 6254 5046, jmilne@southernmidlands.tas.gov.au
Break O'Day Council	Peter Heading: 0400 737 253, PHeading@nrmnorth.org.au .
Glamorgan Spring Bay Council	Amanda Brooks: 0488 573 175, amanda@freycinet.tas.gov.au , or 6256 4777
Sorell Council	Phone 6269 0000 (Russel Fox)
Tasman Council	John Hueston: john.hueston@tasman.tas.gov.au , 6250 9205

Eligible Activities

- Planning activities that establish a strong basis for farmers to reduce the risk of drought-favoured weeds spreading or establishing after the drought breaks including:
 - establishing farm biosecurity and weed hygiene measures that prevent weed spread and establishment
 - introducing measures that limit the potential for stock and stock feeds to spread weeds within and between properties
 - identification of high-risk areas within the farm requiring actions to mitigate the risk of weed emergence and spread (e.g. stock feeding areas)
- Control activities that remove or reduce the likelihood of high-risk weeds spreading or emerging once the drought breaks, including:
 - tools, equipment and protective clothing to be used in proposed projects
 - weed suppression materials (such as chemicals) used in proposed projects
 - fencing materials where it is required to effectively quarantine an area identified to be a high-risk of spreading drought-favoured weeds
 - contractor services used in proposed projects
- Training that contributes to an understanding of the control and management of drought-favoured weeds
- Awareness and educational material related to managing weeds favoured by drought.

What Will Not be Funded

- Activities or purchases otherwise funded e.g. through Commonwealth programs, general Weeds Action Fund or Tasmanian Landcare Action Grant Program.
- Activities that do not relate to the control or management of drought-favoured weeds.
- Purchases or expenses related to day-to-day operations of a business that are not linked to weed management
- Purchase or transport of livestock.
- Purchase of machinery.

Funding and Application Conditions

- Applicant/s main income (>50% gross) is from primary production.
- Applicant must provide their ABN
- The applicant's property used for primary production is located in the relevant municipality.
- Full and complete information on the proposed project must be provided using the appropriate municipality's application form and will be the basis, with these guidelines, for the Council determining the project's eligibility, merits and approval.
- Written landowner permission must be supplied where the proposed activities are not on the applicant's land.
- Successful applications - a tax invoice is to be provided to council on completion of works, with copies of supplier or contractor invoices and a brief project report.
- Provide evidence of public liability insurance cover for the proposed activities.
- Use of AgVet chemicals is regulated. Applicants and partners are responsible for ensuring any contractors have a Commercial Operators Licence and the APVMA registered label of chemicals is followed.
- Weed data collected from drought weed projects will be freely available for use of Council's and DPIPWE, and maybe uploaded onto the Natural Values Atlas.

Priority Criteria

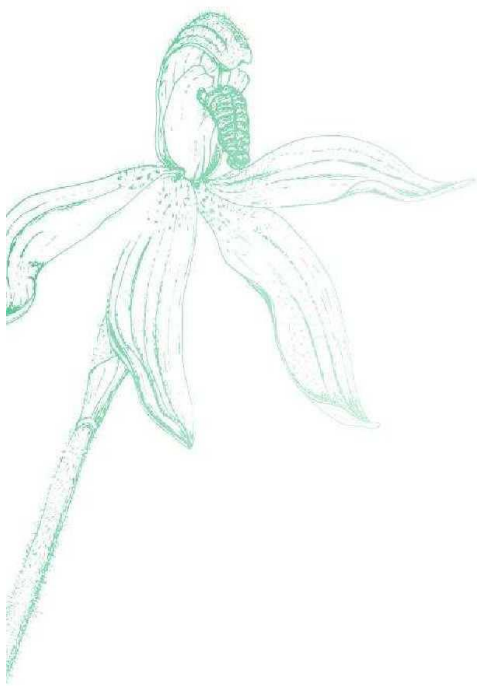
Due to the limited amount of funds available, priority will be given to projects that demonstrate:

- Target weeds are drought-advantaged and a threat to agricultural production of the farm and/or other farms
- Proposed treatments apply best practice to the weed problem
- Includes realistic future management options and plan for follow-up weed control
- Working in collaboration with neighbours/group
- Ability to manage weeds and farm production diminished due to drought (ie reduced income, more time spent on other aspects of farm)
- Includes management of priority weeds for municipality
- Increases capacity in the agricultural sector to manage weeds over the long-term through strategic actions, such as planning and improved awareness and skills.



The 2020 Municipal Drought Weeds projects are a partnership between the drought-affected Councils (2019) and the Department of Primary Industries, Parks, Water and Environment's *Weed Action Fund* \$350,000 *Drought and Weeds Management Program*.





Drought Weeds Project 2020



Version: 3 – Date: 15 June 2020

from the **mountains** to the **sea** | www.bodc.tas.gov.au

Tasmanian Weed Action Fund *Drought and Weed Management Program* delivery in Break O'Day

Break O'Day Council Strategic Plan 2017-2027 – Environment, Land Management:
Develop the financial and human resources to undertake projects and activities which address environmental issues such as weeds and land degradation.

Aims

- Reduce the impact on agricultural production and the local economy and community of drought favoured weed problems
- Control weeds and improve management of spread and hygiene
- Improve weed management knowledge and capacity of landholders, community, industry and Council
- Lay foundations for continuing farm weed management.

Focus

- Patersons curse (Mangana and St Helens infestations) and past serrated tussock infestations
- Dryland cropping and pasture productivity weeds on the rebound (eg. thistles, ragwort, ...)
- Tracking down possible incursions/spread threats, from imported fodder & grain and stock movements
- Woody weeds taking advantage
- Weed managers – rational farm priorities, their capacity to act and follow-up/through
- Building networks of capacity, knowledge and plans.

Activities

- Farm calls and visits to identify drought weed issues and facilitate solutions and plans for on-ground activities
- On-ground actions funding (\$30,000)
- Break O'Day Drought Weed officer (DW Officer). Tap into expertise and capacity from Biosecurity Tas., Glamorgan Spring Bay Council (weed management team) and the northern region and Break O'Day
- Weed threat research and surveys
- COVID19 safe information, education and training. Gather local experience, knowledge and information and share over online channels.
- Farming sector needs assessment and priorities for weed management –weeds priority plans for future projects (WAP Rd2).

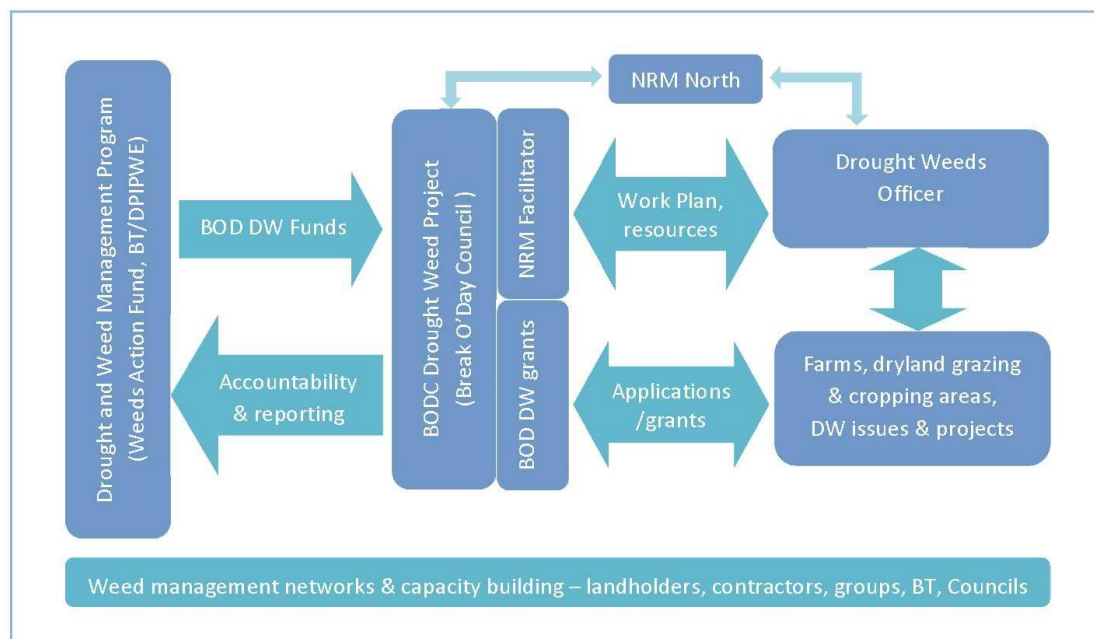
Inputs

- Break O'Day Drought and Weeds Program funds
- Design, direction, local information & resources
- Project management and grants administration
- DW Officer capacity (local, specialist & more than one source - coordination too)
- Farmer and weed control networks participation
- An outlook to the future and momentum

Key limitations are funds available for DW Officer role and activities, uncertainty with 'drought weed' issues and COVID-19 restrictions, seasonal urgency.

Work Plan

Project Activity	2020/2021 Timeline											
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Administration of BODC DW project												
BODC DW Project work plan and management												
Farm extension and facilitation												
BOD DW grants process												
Developing on ground projects, activities and accessing funding - , BOD DW \$ and for future opportunities												
On-ground weed control and other activities.												
Patersons curse sites, past serrated tussock sites and new incursions. Threat assessment & mapping. Plan urgent control actions.												
DW threat/prevention - drought feed and livestock movements and new incursions.												
Education, training and weed management capacity and networks												
Farm sector weeds priorities plan												
Includes activity of Drought Weed Officer (start July/August) and Council.												



Drought Weeds Officer

- Identify drought weed priorities and engage and develop on-ground weed management action projects with dryland agriculture farmers, groups or by the Break O'Day project.
- Principle areas to work in are the Fingal valley (South Esk and Break O'Day) and the George catchment (Pyengana, Goshen/middle and lower George/Priory areas). Priorities may also occur for coastal, North Ansons farms and smallholders.
- COVID19 gathering restrictions are expected to remain in force, be followed and restrict opportunities for person-to-person activities that otherwise are important to such work.
- During the project collect drought weed stories, knowledge, solutions and experiences to share (DW diary). Draw on expertise in and beyond Break O'Day to build networks and weed management capacity in Break O'Day.
- Document further/future action and research priorities and weed control projects (for WAP Rd2 etc.).

Funding Drought Weed activities

- On-ground control, preventative management measures and training/networking activities
- For farms with >50% income from primary production activities
- 2/3 of costs for weed control works or other management actions, by EOI (supported by farm contacts) and coordinate with other DW Council's
- Administered by Council, with involvement and reporting to DPIPWE
- Kept simple but accountable, September/October but funding progressively when there is merit, such as urgent control activities with no regrets
- Guidelines and process developed from WAF Drought & Weed Program guidelines, Grant Deed and adapting WAF Rd1 grants process, with other DW Councils.

Outputs

- Delivery of Break O'Day DW Project for aims, on time and budget.
- 25 farms/land managers identify DW issues and solutions
- More than 10 BODC DW funded works and activities by farms/land managers implemented
- 20 DW actions planned with follow-up strategies (projects for BODC DW grants and future project plans and strategies)
- Serious DW infestations mapped for control (Patersons curse, serrated tussock, new incursions discovered)
- Break O'Day farm drought-biosecurity risks and sites documented/mapped
- Farms/land managers supplied advice and information for their DW issues and solutions
- field day activities and/or education/training communications (depending on COVID-19 Gathering Restrictions)
- Break O'Day weed management capacity and networks increased
- Break O'Day farm sector weeds plan.

Outcomes

- Increased agricultural productivity benefits the local economy and community
- Better strategic preventative management and control of weeds
- Greater weed management knowledge and capacity in Break O'Day
- Future farm weed management strategies and actions.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	003\003\019\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council develop and Declare a new dog off-lead exercise area at Binalong Bay on one of three locations and invite community submissions for Council to consider regarding these possible sites: Crown Land at the end of Reserve Street, 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.

INTRODUCTION:

A need to develop additional off-lead Dog Park facilities was flagged by community input during the last review of Council's Dog Management Policy. Fenced land-based exercise facilities provide safe off-lead exercise opportunities and an alternative to often limited off-lead beach access.

PREVIOUS COUNCIL CONSIDERATION:

10/19.15.7.256 Moved: Clr K Chapple/ Seconded: Clr G McGuinness

1. *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 railway station (7265 Esk Main Road), 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.*
2. *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.*

An amendment was moved:

010/19.15.7.257 Moved: Clr J McGiveron / Seconded: Clr M Osborne

1. *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.*

2. *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.*
3. *Council review the site constraints prior to confirming being suitable – Old St Marys Railway Station.*

CARRIED UNANIMOUSLY

The amendment becomes the motion:

CARRIED UNANIMOUSLY

08/19.15.5.209

Moved: Clr J Drummond / Seconded: Clr K Chapple

That Council develop new dog Exercise Areas on 7265 Esk Main Road St Marys (Railway Station land), 2 Gray Road St Marys (Sports Complex) and an extension of the Exercise Area at Young Street St Helens (St Helens Sports Complex); inviting community submissions on its intention to Declare them in accordance with Division 2 of the Dog Control Act 2000.

CARRIED UNANIMOUSLY

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

Recent August Council Workshop discussion.

OFFICER'S REPORT:

During Council's last Dog Management Policy review no suitable off-lead beach opportunities could be found after extensive consultation with the Parks and Wildlife Service and community.

Council considered dog park needs in 2019 and after community consultation committed to developing facilities at St Helens and St Marys. It recognised the need for an off-lead dog exercise opportunity at Binalong Bay but, after discussing two (2) possible locations, sought investigation of further options for locating a Dog Exercise Area there.

A third option has been identified at Binalong Bay and all three (3) are recommended to be formally put to the community as options for Council to consider.

Options for new dog exercise areas at Binalong Bay

A. Reserve Street

On Humbug Point Nature Recreation Area: requires Crown Lease from PWS, which is consistent with Reserve objectives. Already kept mown as part of town firebreak.

- residents and visitor accommodation nearby and car parking space would need to be developed.
- 450m perimeter, 0.75Ha. 180m x 40m (8m off private boundaries for fire access).



B. Treloggen Drive/Felmingham Street park

Council reserve (Council land).

- existing recreational use of public open space, neighbours
- 250m perimeter, 0.4Ha, 55x70m.



C. Coffey Drive / Felmingham Street bushland

Land between Coffey Drv. and Felmingham St. is 'Future Potential Production Forest' Land. Council could apply for a Crown licence to use all or part of the 4.8Ha.

- The area under a powerline running between Coffey Drive and Felmingham Street is kept roughly slashed already
- Buffered from neighbouring residential and accommodation use by peppermint forest.
- already used informally for dog walking and other recreation
- 0.25Ha, 360m perimeter, 165x14m.



Development and Declaration process

Dog Exercise Areas must be 'Declared' under the Dog Management Act (Div. 2). Declarations are for specific areas, any specified conditions under which dogs may be exercised and period during which they remain in force.

The Act requires Council announce its intention to declare areas with a public notice and to consider submissions received before deciding on the new Exercise Areas. It can then build the new facilities and Declare then under the Act with a further public notice.

Council has not undertaken formal consultation for any possible Binalong Bay sites.

Council should consider seeking the community's views on these three options to help it determine which is suitable to develop as a Dog Exercise Area for Binalong Bay.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 and Annual Plan 2017 – 2018

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.
- Recognise and alleviate the issues and risks to the environment from our use, and the risk to us from a changing environment.

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.

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.

LEGISLATION & POLICIES:

Dog Control Act 2000

Dog Management Policy (EP05)

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Funding provisions in the 2019-2020 budget cover Council's 2019-2020 plans for St Helens and St Marys and some further dog park development. Funding needs for Council's final plans for developing Dog Parks this year would need to be reassessed and reported to Council.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	017\007\005\
ASSOCIATED REPORTS AND DOCUMENTS	RFF DRAFT Forest Management Plan Ver 2 RFF Forest Estate in Break O'Day map

OFFICER'S RECOMMENDATION:

That Council submit comments to Reliance Forest Fibre on their draft revised Forest Management Plan, thanking them for consulting Council on their Plan, and ask they

1. Reconsider the company's assessment of 'Chemical Use' risk in the Plan to account for the risks to Break O'Day's environment, including human health, land and aquatic production industries and our natural soil, water and biodiversity systems and adopt appropriate and cautious management measures for Chemical Use risks in the Plan.
2. Consider aiming for higher levels of management of Soil and Water Resources and Ecosystem Health in the Plan, with measures to promote practices greater than minimum regulatory requirements. For example, restoring streamside reserves with diverse native vegetation and roading, reforestation and harvesting practices to reduce soil loss and sedimentation of streams further.

INTRODUCTION:

Council has been invited to comment on a draft Forest Management Plan by Reliance Forest Fibre Pty. Ltd. (RFF) for the hardwood plantations they own and operate in Tasmania.

PREVIOUS COUNCIL CONSIDERATION:

Council discussed the draft Forest Management Plan by Reliance Forest Fibre at its August Workshop.

Council has recently considered Future Potential Production Forest Land (FPPF) and possible issues with changes by the Tasmanian Government to this land.

While FPPF and the RFF plantations are forest industry matters, they are otherwise not related and on different forest lands.

OFFICER'S REPORT:

RFF owns hardwood plantations (freehold and leased from Sustainable Timbers Tasmania) and some other land across the state (it's "Defined Forest Area" in the draft Plan). The plantation forests are managed on the ground by another company for them, AKS Forest Management Services. RFF has kindly provided a map of their forests in Break O'Day, which is attached to the Agenda.

The Purpose of the Plan is:

This forest management plan prescribes the framework for strategic management of the Defined Forest Area. It specifies the policies, principles and management objectives that underpin environmentally sustainable forest management, a safe working environment, optimized economic outcomes and risk mitigation. It aligns the organisation to meet or exceed its statutory obligations and comply with AS4708.

The plan is for RFF's business and is broadly built around existing forest industry regulation in Tasmania, particularly the Forest Practices System. It has invited Council to have input on their review of the plan as they "recognise the importance of genuine Stakeholder engagement". The invitation is an opportunity for Council to offer constructive input relevant to the high-level purpose of the plan and RFF.

Council and its NRM Committee have reviewed and discussed the draft Plan. 'Chemical Use' is one topic that has been raised that the plan addresses (pg.8 and 22) and is relevant to concern in past years for water quality in the George catchment. These concerns have been about pesticide pollution risks to primary producers, people and the natural environment.

Other comments have been in regard to Soil and Water Resources and Ecosystem Health provisions in the Plan. In particular to better protect water quality and the health of the George River catchment where possible, for example restoring streamside reserves with diverse riparian native vegetation and more cautious cultivation and earthworks practices to reduce soil erosion and stream turbidity.

Council should consider these points of concern for Break O'Day and raising them in a submission to Reliance Forest Fibre on the draft Forest Management.

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.

LEGISLATION & POLICIES:

Legislation relevant to Reliance Forest Fibre is outlined in their draft Forest Management Plan.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

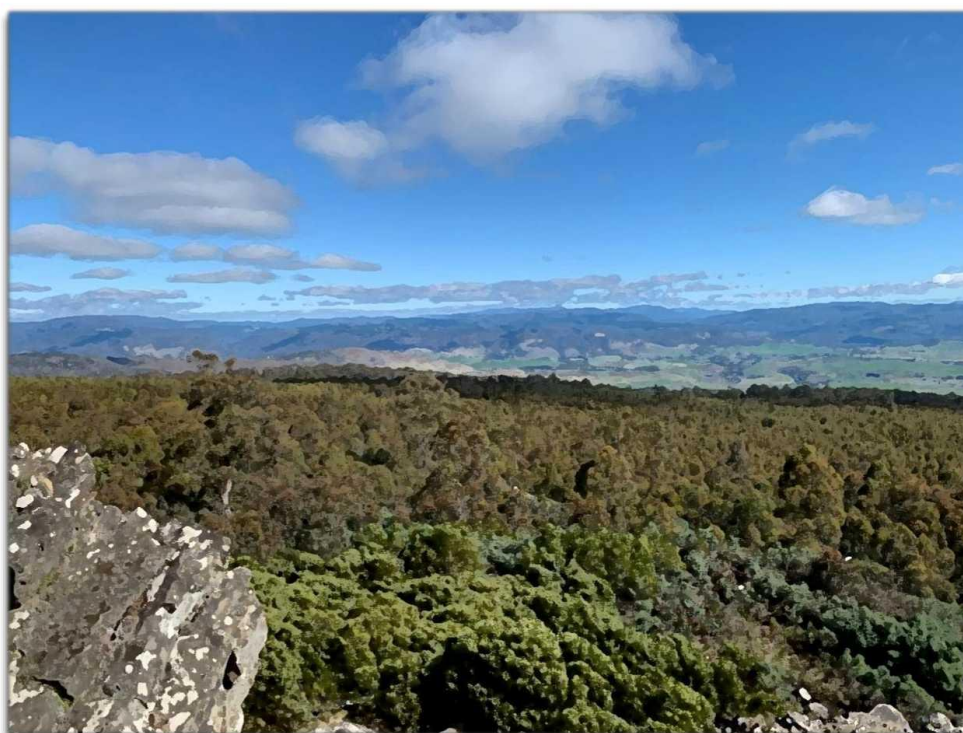
VOTING REQUIREMENTS:

Simple Majority.

	Forest Management Plan
Custodian: Safety & Compliance Manager	Authorised by: General Manager
This is a controlled document and forms part of RFF's Integrated Management System & may only be amended by the identified custodian.	

Reliance Forest Fibre

FOREST MANAGEMENT PLAN



IMS: CD0000_Forest Management Plan Created: January 2020 Printed: 00/00/2020	Version Number: 2.0 Last Update: May 2020 Custodian: Safety & Compliance Manager	Controlled document: CD0000 Review Date: December 2021 Page 1
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RFF acknowledges and pays respect to the Tasmanian Aboriginal community as the traditional and original owners and continuing custodians of the land managed by RFF

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Introduction

Reliance Forest Fibre (RFF) manages a large dispersed estate of approximately 66,000ha across Tasmania. This estate comprises two forest management units. The first unit is on Permanent Timber Production Zone Land (PTPZL) is leased from Sustainable Timber Tasmania as a Forest Right under the Forest Management Act 2013 and covers an area of approximately 29,500ha. The second forest management unit is the recently acquired freehold estate previously owned by RMS. This unit comprises entirely of private properties with RFF as the registered owner and is approximately 36,500ha.

RFF as the owner of the Forest has engaged AKS Forest Management Services (AKS FMS) as a specialist forest manager to maximise the investment returns to the forest owners and minimise the risks associated with forest management. The relationship between RFF and AKS FMS is described in management contracts.

RFF responsibilities include:

- Contract Approval,
- Sales and marketing,
- Contractor Payment,
- Budget approval,
- Strategic Management Decisions,
- Woodflow modelling,
- Provision of a spatial management system

AKSFMS is the principal management contractor engaged to manage the estate on behalf of Reliance Forest Fibre. AKSFMS has management and harvesting responsibility for the estate including:

- Plantation establishment and maintenance,
 - Site establishment (clearing, cultivation, spraying, planting, and primary fertilising),
Secondary fertilising,
- Weed and pest control,
- Fire protection, including Fire preparedness and maintenance,
- Road construction and maintenance,
- Harvesting and transport of plantation product,
- Monitoring of third-party operations (i.e. harvesting),
- Neighbour (stakeholder) relations,
- Inventory programs,
- Spatial data (using the Land Resource Management system (LRM)),
- Maintenance of Certification to ensure compliance

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RFF is committed to the practices and principles of environmentally sustainable forest management, the provision of a safe working environment, and excellence in the business of sustainable plantation forestry from the seedling to the market.

Purpose

This forest management plan prescribes the framework for strategic management of the Defined Forest Area. It specifies the policies, principles and management objectives that underpin environmentally sustainable forest management, a safe working environment, optimized economic outcomes and risk mitigation. It aligns the organisation to meet or exceed its statutory obligations and comply with AS4708.

Systematic Management

RFF's Sustainable Forest Management Policy is a declaration of the company's commitment to the principles and practices of sustainable forest management and its corporate responsibilities to its staff, investors, customers, and the community. It is a publicly available document found on the RFF website.

"Tasmania's forest management system is a comprehensive system for delivering ecologically sustainable forest management across all land tenures. The system comprises an overarching legislative and policy framework, and associated planning and operational systems. It is complemented by adaptive management and continuous improvement process incorporating research findings and feedback processes associated with compliance and enforcement systems, stakeholder engagement and monitoring and review mechanisms."

Department of State Growth 2017

Implementation

Forest management in Tasmania is governed by the *Forest Practices Act 1985* and is implemented through the *Forest Practices Code (FPC)*. The FPC provides a practical set of legally enforceable guidelines to sustainably manage forests and provide protection of the natural and cultural values of the forest during forest operations. The Forest Practices system is a co-regulatory approach to management with Forest Practices Officers (FPOs) appointed by the Board of the Forest Practices Authority (FPA). An FPO's primary responsibility is to ensure compliance with the Act and the Code through powers given to them under section 40 of the Act – these are called FPO (Inspecting). FPOs who are trained in the preparation of FPPs FPOs (Planning) have an additional power delegated to them by the FPA under section 43 of the Act to consider applications for forest practices plans for certification, refusal, or amendment.

FPOs are mainly employed by industry but are responsible to the FPA on issues associated with forest practices. The FPA provides independent monitoring and enforcement of the Act and provisions of the FPC. FPOs are responsible for developing Forest Practices Plans (FPPs) that are site-specific operational plans, certified to comply with the FPC.

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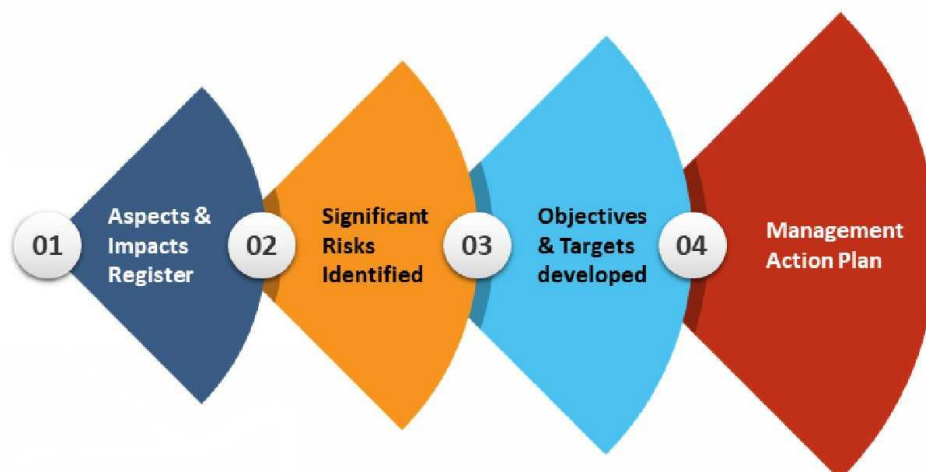
FPOs are highly trained professionals with significant operational experience who are required to be nominated and accepted as candidates and undertake intensive training in forest practices. Competence is maintained and enhanced through regular compulsory refresher courses and specialist training across all aspects of forest practices. Preparation of FPPs involves a thorough understanding of the site, identifying any issues through the special values evaluation process, interrogating the available databases of recorded sites, other references and FPA publications, development of a digital operations map, the notification of neighbours, use of an FPP checklist and a peer-review process. The plan clearly identifies the location of known sites and prescriptions to manage special values, it identifies landings, streams, stream classes, and buffers and any required watercourse crossings. As an operational plan, it also defines the harvesting machinery to be used and the principal processor. Once signed and certified it is then distributed and discussed on-site with the chosen contractor as a compulsory element of operational induction.

The FPA provides a significant resource to the industry through the specialists engaged across the disciplines of botany, zoology, soil and water, geoscience, and cultural heritage. The team of highly regarded specialists undertake research and provide advice supporting FPO's in the development of plans and the management of the forest estate. Specialist planning tools have been developed such as the Threatened Fauna Adviser, that provides decision support and endorsed management prescriptions under Agreed Procedures for the management of threatened fauna species.

The forest practices system also provides for the protection and management of Matters of National Environmental Significance.

Aspects, Impacts, Objectives and Targets

Forest management from the forest to the mill door will always carry a level of risk. RFF/AKSFMS has used the Aspects and Impacts register to identify risks which are considered significant and have developed risk management strategies for these risks. An overview of the process is provided with the detailed approach found in procedures and the Management Action Plan.



The Management Action Plan Identifies Objectives and sets targets so that the risk posed by an activity is managed. The objectives contained within the plan are long term strategic objectives and are reviewed at the Annual Management Review Meeting or as required.

The identified significant risks and objective and targets for forest management are summarized below

1. Wildfire

- a. **Objective:** Minimise the risk of wildfire and escapes from controlled burns and the impacts of smoke on communities.
- b. **Targets:** A series of targets have been developed to achieve the objective including limiting wildfire entering or starting in the RFF DFA and training of staff for involvement in multi-agency fires.

2. Neighbour Notifications

- a. **Objective:** Minimise the risk required notifications not being done
- b. **Targets:** All notifications completed within appropriate timeframes.

3. Chemical Use

- a. **Objective:** To minimize the risk to RFF of negative stakeholder reactions from spraying operations used to manage the RFF forest estate
- b. **Targets:** include; no overspray onto neighbour properties, apiarists bees and waterways

4. Forest Practices

- a. **Objective:** To ensure that all aspects of the Forest Practices Code are met and exceeded where possible.
- b. **Targets:** No breaches of the Forest Practices Code or Forest Practices Plans to where possible and practical, exceed minimum regulatory standards for forest management activities.

5. Road Accidents -Transport of Logs

- a. **Objective:** To manage the level of risks of accidents associated with log haulage from the RFF DFA
- b. **Targets:** Zero accidents associated with cartage operations from coupes within RFF DFA

Monitoring & Auditing

RFF has a comprehensive approach to monitoring operations and ensuring compliance via a system of internal audits. External audits are provided by a third-party certification body and the FPA's annual compliance program. Monitoring of operations provides feedback to contractors and RFF on multiple variables including safety, production and forest practices compliance. Monitoring is aided by the use of field tablets and appropriate software with reports feeding into monthly operations meetings. The annual internal audit is a sample across all activities and informs the annual Management Review.

Non-conformances found are actioned appropriately to their severity. The review of monitoring and conformance aids the development of training and improvements in procedures, planning and implementation.

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Continual Improvement Cycle



As part of RFFs commitment to continual improvement, management documents will be reviewed on a five-yearly basis or as required. RFF has also implemented a process of internal and external auditing, thorough and detailed incident investigation as well as a process of ongoing operational monitoring that will provide a framework for continual improvement.

Stakeholder comment/feedback received through the recent plan review period has been included in this version of the plan.

Legislative Requirements

Tasmania's forest management system encompasses a range of legislation administered by several State Government agencies and authorities and applies to both public and private land tenures.

The following key Tasmanian legislation underpins the forest management system:

- *The Forest Practices Act 1985* and *Forest Practices Regulations 2017*, which provide for sustainable forest management associated with the growing and harvesting of forests on public and private land;
- *The Forest Management Act 2013*, which prescribes the Permanent Timber Production Zone Land and the Forestry Corporation (now Sustainable Timber Tasmania) as the land manager;
- *The Nature Conservation Act 2002* and the *Threatened Species Protection Act 1995* which provide protection for listed flora, fauna and threatened vegetation communities; and
- *The National Parks and Reserves Management Act 2002* which prescribes management requirements for much of the Tasmanian reserve system.

A full suite of legislation affecting forest management is provided in the Legislation Register.

3 Year Plans

It is a statutory requirement under the Forest Practices Act (section 27) for any company producing 100,000 tonnes of wood or more per year to submit a 3 Year Plan to the FPA. Section 27(5) requires a summary of the plan to be sent to each local authority exercising jurisdiction over the transport route. This has resulted in the industry holding annual consultation meetings with local government

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RFF as a larger forest company, (producing more than 100,000 tonnes of wood product annually) is required to produce three-year wood production forecasts that include:

- Locations of land from which timber is intended to be harvested
- Approximate volumes to be harvested from each location
- Routes for transport from each location
- Reafforestation measures that are proposed

RFF participates, through AKSFMS, in the annual three-year forest industry planning meetings with councils.

Resource Description: Defined Forest Area

The RFF Defined Forest Area (DFA) is dispersed throughout Tasmania. As previously mentioned, the DFA comprises of two components. The initial DFA comprised of a parcel of coupes managed by RFF under a Forestry Right from Sustainable Timber Tasmania. This component of the DFA contains coupes generally between 10 and 100 ha with a median of approximately 30 ha on former native forest sites. Clearing of native forest for plantations by the former Forestry Tasmania was phased out in 2006.

The components of the DFA as shown in table 1 below, comprised of 47,940 ha hardwood plantations (predominantly *Eucalyptus nitens* & *E. globulus* with some *Pinus radiata*), 1,713 ha native vegetation (forest and non-forest) approximately 845 ha of infrastructure (roads, easements, dams), and 15,580ha of other land use which is mainly pasture.

Table 1 – RFF Estate As At 31st December 2019

	RFF (Forestry Right on PTPZ Land)	RFF (Freehold)	Total
Stocked plantation	22,704	18,199	40903
Stocked coppice plantation	566	0	566
Burnt plantation, not merchantable	1,283	67	1350
Failed plantation	1,071	1,485	2556
Fallow (In Progress Harvest & AWR)	1360	1,206	2566
Non-Production Other	12	15,568	15580
Non-Production Infrastructure	842	3	845
Non-Production Native Vegetation	1,708	5	1713
Total	29,546	36,533	66079

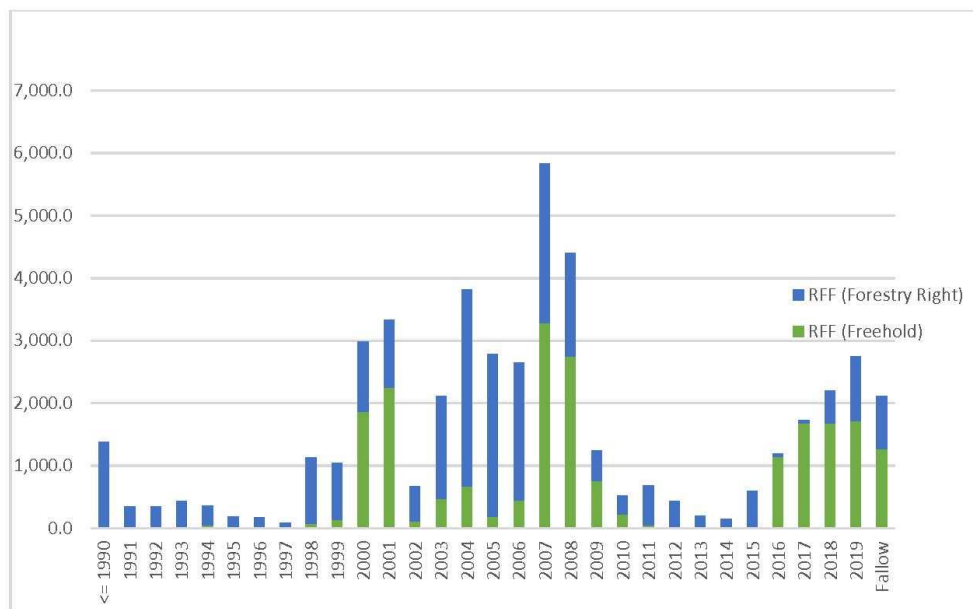
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Age Class Distribution (31st December 2019)



The graph shows the age class distribution of the RFF estate and demonstrates that the majority of the plantation establishment activity took place between 1998 and 2008, with the recent increase being the replanting after the first rotation harvest was completed.

Plantation area

The Forestry Right component of the RFF DFA is predominantly located on ex-native forest sites. Plantations were established by Forestry Tasmania (now Sustainable Timber Tasmania) on State Forest (now PTPZL) from the early 1990s through to 2016. RFF purchased a Forestry Right over these coupes, comprising a portion of the hardwood plantation estate on PTPZL, in October 2017.

The Freehold component of the DFA is wholly on private property that was purchased in late 2019. These properties are dispersed across Tasmania mostly across the north of the state from Marawah in the Northwest to Goulds Country in the Northeast with some outlying properties in the south.

RFF is managing the entire estate to optimize the value of wood fibre production for international markets.

Native Forest

The RFF estate has a small proportion of native forest and non-forest vegetation. These small areas were effectively inherited as part of the logical mapping of the Forest Right boundaries and are mostly included streamside buffers and small “islands” within the boundaries of the Forestry Right and Freehold components of the DFA and as pasture in the freehold estate which are subject to grazing agreements with pastoralists.

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The native forest is field verified as planning for FPP production is undertaken on a coupe. Assessments are based on the relevant Bio-regional “Forest Botany Manual” issued by the FPA. At a regional level, un-verified forest typing is available on the LIST and Conserve databases. These are derived from aerial imaging and interpretation, based on the Forest categories from the Tasmania Regional Forest Agreement (1997). If the forest is a threatened vegetation community of greater than 1 ha protection is provided by the Tasmanian *Nature Conservation Act 2002*. A natural values analysis of the estate has identified that while a number of coupes contain vegetation mapping units classified as threatened, none of them is more than 1ha with the majority less than 0.05ha. These vegetation types may be more extensive outside the coupe and routine plantation management activities will not negatively impact them. *ECOTas Internal report*.

All native forest will be maintained for biodiversity outcomes unless there is a requirement for minor infrastructure development related clearing.

Adjacent Lands

The entire RFF estate is widely dispersed across Tasmania. The Forestry Right component is distributed throughout the PTPZL the majority of the coupes the only neighbour is PTPZL, managed by Sustainable Timber Tasmania (STT) for either timber production or conservation. The Freehold land has multiple private properties on all boundaries that include forested land as well as agricultural land owned and managed by private companies and individuals.

RFF, as a responsible corporate citizen and member of the Tasmanian community, is committed to healthy engagement with all its neighbours.

Native Title

There is no native title claim on any land managed by RFF within Tasmania.

Maps and Data

A comprehensive GIS-based stand record system, Land Resource Management (LRM) has been developed for use by RFF. It is an application for managing tabular and spatial information.

The system has significant capability with the potential to manage many land and plantation attributes.

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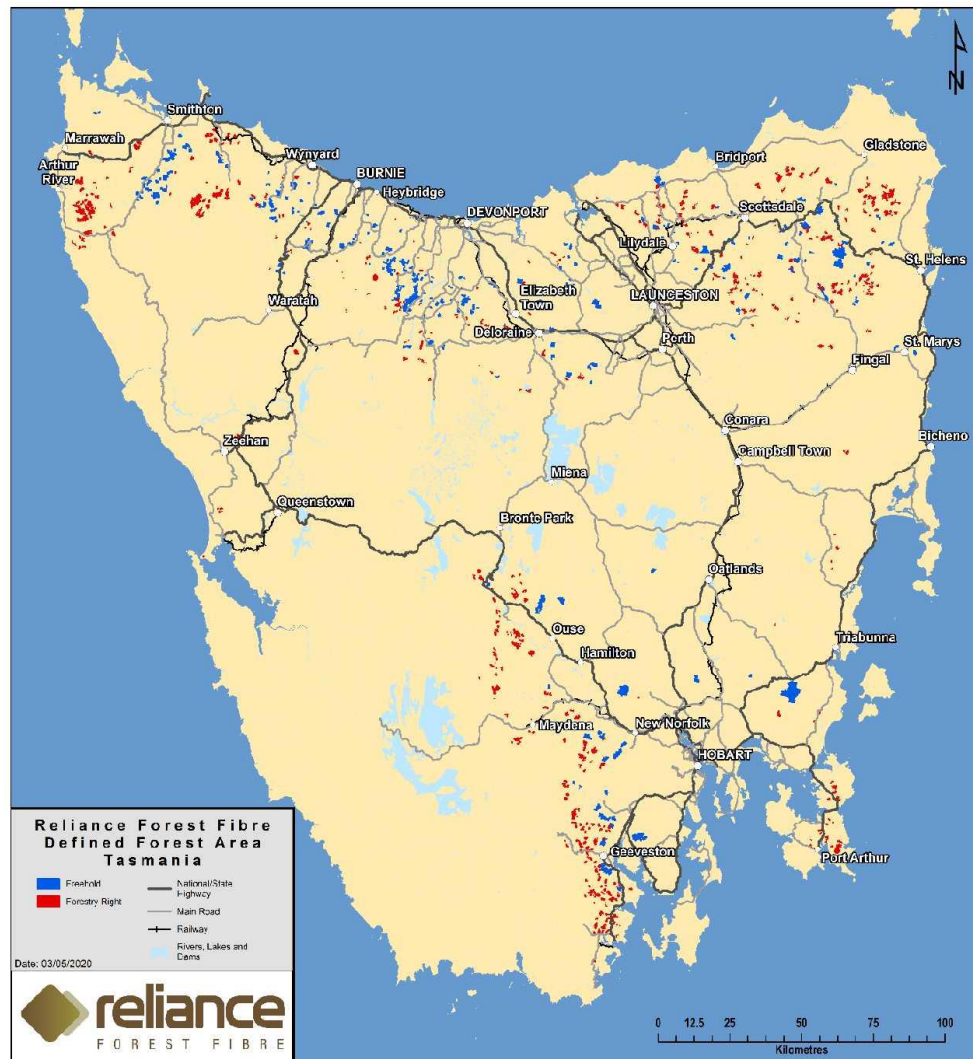
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Defined Forest Area Maps

Maps describing the DFA are available on the RFF website https://relianceforestfibre.com.au/wp-content/uploads/2019/04/Reliance_Forest_Fibre_2019-DFA.pdf

The estate as at 31st December 2019 is shown in the map below



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Chain of Custody

Products produced from the RFF DFA are chain of custody certified to the first point of sale or transfer. All product is identified as certified by delivery information that states the origin within the DFA, the harvest and transport contractors, the destination/customer and the certified weight or volume of the product. All delivery/weighbridge dockets will provide the correct certification information including the certificate number, the claim 100% AFS/PEFC certified and the URL where the current certificate can be viewed. Monthly invoices also identify the loads and certification claims.

Logs are to be securely loaded and it is the truck driver's responsibility to ensure that log loading and securing is undertaken to comply with the Heavy Vehicle National Law Regulations 2014 and the Forestry Log Haulage Registered Code of Practice. Truck routes are specified by RFF and contractors are made aware of known hazards or restrictions such as school bus routes and times.

Stakeholders

RFF is committed to a positive stakeholder engagement process. Affected stakeholders, including neighbours, local government and other industry are regularly engaged through the operational process and notified through FPA "Notice of Intent" requirement. Forest management staff proactively engage with stakeholders to build trust and productive relationships.

Communication with all stakeholders is undertaken through the initial plan development and review, planning and the various stages of operational activity.

Dispute resolution

A dispute resolution protocol has been developed to provide a clear pathway to bring complaints and potential disputes to an agreeable solution wherever possible. In the absence of a solution and the parties remaining aggrieved, there is further due process through, facilitation, mediation or arbitration as a last resort to provide an independent result binding on both parties.

Publicly available documents

RFF provides publicly available information on its web site that includes:

- RFF AS4708 Certificate;
- The Sustainable Forest Management Policy;
- The Forest Management Plan;
- Defined Forest Area maps;
- Summaries of recent certification audits

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Biodiversity

Overview

An estate wide analysis of natural values undertaken by private consultant ECOTas, has demonstrated that the Reliance Forest Fibre coupes support biodiversity values that can be appropriately managed through the existing provisions of the Tasmanian Forest Practices system using the tools, databases and planning prescriptions.

Threatened Species Management

Tasmania's Forest Practices system provides a comprehensive mechanism for managing the biodiversity values found in forest operations. FPOs use biodiversity evaluation sheets and interrogate various databases and property history documents as part of the preparation process for drawing up an FPP to cover an area to be harvested. Databases for known sites and predicted zones include the Conserve Database administered through STT and the FPA's Biodiversity Values Database updated through the Department of Primary Industries, Water and Environment (DPIPWE) Natural Values Atlas. Any information gained from the desktop analysis is always verified in the field by the FPO as part of the field inspection process.



Grey Goshawk, *Accipiter novaehollandiae*

Flora

Flora values are assessed during the development of the site-specific FPP. FPOs are trained in the use of the regionally specific Forest Botany Manuals and assess the coupe for vegetation communities and including Rare and Threatened Communities and species. FPA specialists may be contacted and site-specific plans developed to manage any impacts of forest operations.

Fauna

Fauna assessments are undertaken during the development of an FPP. FPOs have access to GIS databases and known locations are identified and incorporated into the planning system. FPOs are trained in the use of the Threatened Fauna Advisor enabling them to generate species prescriptions to inform the FPP and provide operational outcomes.

The Threatened Fauna Advisor is a joint development between the FPA and the Threatened Species Unit of DPIPWE. The Agreed Procedures provide equivalent or greater protection than that provided by the *Threatened Species Protection Act 1995*.

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Forest Productive capacity

Forest Management

Silvicultural Systems

RFF's plantation management model aims to produce fibre and solid wood, and silviculture may be adjusted to produce optimum outcomes. The focus is on best practice site preparation and establishment and maintaining plantation health and vigour.

The primary management objective is to maximise the value of wood products grown and harvested from the land as well as maintaining the long-term productivity of the land and other environmental values. Although this objective is the main driver it is also influenced by other site-specific factors such as soil, rainfall, altitude and exposure, and factors pertinent at the time including commercial/marketing factors, and operational constraints.

Species Selection

Eucalyptus nitens (shining gum) is the predominant plantation species in the RFF estate, comprising approximately 80% of the planted area and is well suited to productive sites up to an elevation of 700m ASL. The RFF estate will be replanted mainly to *E nitens*, however, *E globulus* (Tasmanian Blue Gum) is a preferred species in some markets and will be planted on appropriate sites, usually below 300m ASL. *Pinus radiata* will be considered as an option for planting where the site is most suitable for this species.

RFF does not use genetically modified organisms/trees (GMO's) in its forest management. This is defined in more detail in AS4708-2013, In summary, the Standard states that genetically modified trees are, *Trees in which the genetic material has been altered in a way that does not occur naturally by mating and/or natural recombination*. RFF only uses seedlings grown from seed sourced from seed orchards using traditional crop breeding methods.

Plantation establishment

Optimum establishment, seedling survival and growth is fundamental to achieving vigorous and productive plantations.

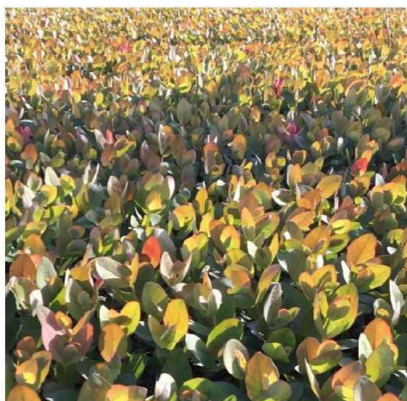
RFF source the best available seed to be grown on by several nurseries to manage risk and provide some hardened stock for earlier and higher altitude planting.

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Establishment operations aim to:

- Reduce excessive competition via mechanical and/or chemical means that may impact on planting efficiency, tree growth and development;
- Ensure seedling survival by planting during the spring period;
- Use the most appropriate cultivation and planting configuration. This may include planting within established rip lines, between stumps;
- Improve growth rates with the individual seedling application of controlled-release fertiliser at the time of planting;
- Reduce browsing pressure through rapid early growth and using approved control measures when browsing pressure reaches trigger points;
- Minimise costs while providing optimum growing conditions

Regular monitoring of establishment works ensures quality standards are maintained.

Research and Development

RFF is part of a group of companies managed by Global Forest Partners L.P. which are well represented on the Forest and Wood Products Association and appropriate research groups. The RFF estate also hosts UTAS research projects focused on leaf area index as a measure of fertiliser optimisation. The



DPIPWE Save the Devil Program undertakes work in the RFF estate on the Tasman Peninsula.

RFF is a contributor to several National Institute for Forest innovation NIFPI projects. These currently include Eagle Eye a technologically advanced project investigating wedge-tailed eagle ecology.

Rate of harvest

Harvest rates are aligned with RFF's business objectives and market opportunities while being cognisant of the estate's capability to produce over the long term. Due to the nature of the DFA the age structure is variable, however, the long-term aim is to manage the harvest schedule to produce a reasonably consistent annual harvest rate across the estate.

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Monitoring of Forest growth

Growth models

Growth and yield system outputs are used with Woodstock planning and optimization software to help produce strategic, tactical and operational plans that meet business economic and sustainability goals.

Forest Assessment

RFF undertakes estate-based inventory on a preharvest and recovered volume basis. The data collected informs the growth models to predict yield and input into the Woodstock model.

Harvesting

All harvesting is undertaken in accordance with the Forest Practices Code 2015. RFF engages contractors with specialist skill, modern equipment and safety systems to undertake the scheduled harvesting of the plantation estate. Contractors are highly trained, and the competency of all harvesting crew members is regularly assessed. Prior to commencing operation, the AKSFM Regional Manager, together with the contractor, develops a Forest Operations Safety Plan (FOS plan). The FOS plan is governed by the Forest Safety Code and is signed by the Regional Manager and all harvesting crew members. It identifies known and likely hazards to be present at a work site and establishes risk mitigation measures to reduce the risk to an acceptable level. Risks identified during the operation can be added and evaluated.

RFF harvesting operations aim to optimise utilisation using the most appropriate and cost-effective harvesting configuration for the terrain and considering the products to be produced. This may also be affected by the cart distance and haulage configuration- which may include rail. Haulage contractors are responsible for safe loading and delivery of product using nominated cart routes and observing load limits, speed limits and school bus times on known bus routes.

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Fire (Unplanned)

The Fire Action Plan provides a systematic approach to unplanned fire suppression in line with State fire management protocols. The Fire Action Plan is annually updated as it is both an operational plan and a reference document. It includes an outline of procedures relating to responsibility, preparedness, the detection and suppression of fires, a register of available resources and a fire duty roster across the organisation. AKSFMS is represented on the Forest Industry Fire Management Committee (FIFMC) that oversees the procedure, *Fire Prevention at Forest Operations*. Its objective is to minimise the incidence of wildfire resulting from forest operations.

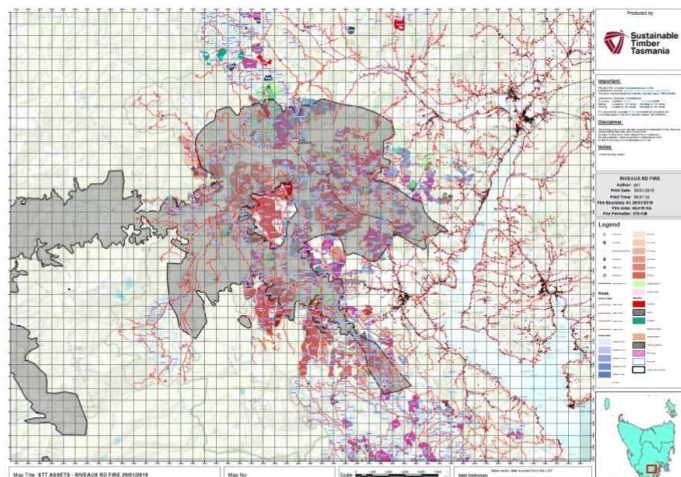
Fire management priority is to protect life, property, plantation assets and prevent the spread of fire from the RFF estate onto neighbouring land. RFF supports in-principle the Inter-Agency Fire Management Protocol, an annually updated cooperation agreement with first attack as a priority regardless of tenure. RFF conducts pre-season audits on mandatory equipment of all harvesting contractors with repeat checks over the summer fire period to ensure that required equipment is on-site and operational and personnel are trained in basic fire fighting as per the industry guidelines. Each operation must have two persons trained in Fire Weather Evaluation with one person and the defined equipment present at all times. Operations are shut down when measured fire weather conditions exceed industry agreed trigger points.

Larger fires will be managed under the Incident Control System, ICS. Where RFF assets are involved or threatened appropriate resources will be provided, including support, to Incident Management Team.

Non-wood values

The use of non-wood values is subject to agreement with Sustainable Timber Tasmania on the Forest

Right coupes and a strategy for non-wood values on the Freehold estate is being developed.



Forest Ecosystem Health

Damage Agents

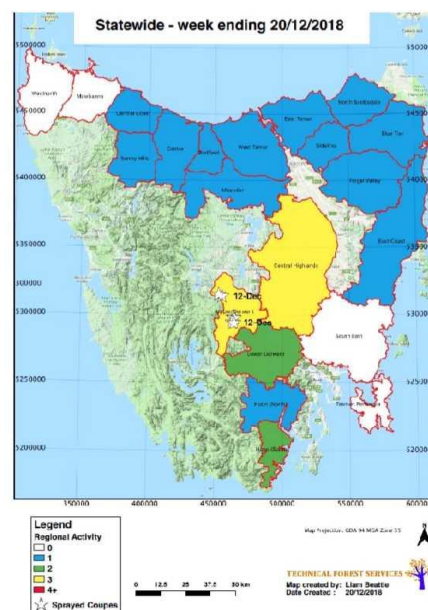
Plantations and native forest are continually subjected to impacts from damage agents including fire, wind, floods, insects, disease, weeds, hybridisation and vertebrate animals. Forest management aims to minimise the damage caused to plantations by ensuring infrastructure is maintained, providing ready access and resources -including water points, to help prevent fire entering the RFF estate or spreading to other tenures. Routine monitoring of the estate including harvesting and establishment operations and estate sampling enables observation of any unusual occurrence or build up to be noted and acted on where appropriate. An annual monitoring program provides a strategic approach to damaging insect management. Regular population sampling is undertaken in the most prone areas of the estate with control measures including aerial spraying when insect populations reach 'trigger' points. Animal browsing is usually an establishment issue and is addressed by maintaining plant vigour and quality of site preparation and establishment for rapid release. Where a problem persists, seedling protection and/or professional shooting is undertaken to reduce browsing pressure.

Forest Health

Maintenance of forest health and vigour is a key objective in managing the plantation estate for optimum wood flows. Routine coupe inspection and an annual assessment identify and report on any identified issues.

Appropriate control measures are strategically implemented when there is a threat to the estate and/or a legislative requirement. Implementation may include ground-based spraying of weeds, aerial spraying of damaging insects, thinning and fertilising to improve stand vigour and professional shooting to reduce browsing pressure.

Insect damage and damaging insect/predator population monitoring are conducted throughout the high-risk months, normally Nov-Feb. Intervention, usually aerial spraying by helicopter is undertaken when populations reach thresholds. Aerial application of chemicals and biocides is strictly controlled, requiring neighbour notification, accurate records including chemical use, crop type, location, flight paths and wind speed and direction. If possible, a cooperative approach to aerial spraying is undertaken with neighbouring plantation owners.



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Other pathogens

Phytophthora cinnamomi

Phytophthora cinnamomi (Pc) often called root rot fungus is an introduced pathogen that attacks the roots of at least 130 Tasmanian species. If infected sites are disturbed, are poorly managed or machines carry spores the pathogen can have a significant impact on biodiversity. While Pc can affect the native vegetation within the plantation estate, RFF remains vigilant and operates within the guidelines established by the FPA. The FPA Flora Technical Note No 8 provides a comprehensive understanding and approach to minimizing the spread and effect of Pc. It identifies areas of high risk where the *Phytophthora* hygiene measures must be implemented.

Standard hygiene measures for machinery washdown are implemented across RFF operations.



Myrtle Rust

Myrtle rust *Puccinia psidii* is a more recently identified introduced pathogen of the *Myrtaceae* family. It is considered the most significant and serious threat to our biodiversity and commercial forest industry. It has been detected in several states including Tasmania but at this stage appears limited to nursery stock. RFF field staff and forest managers are familiar with the bright yellow pustules that form on the soft growing tips of *Myrtaceae* leaves, stems and buds. Biosecurity Tasmania will be notified if myrtle rust is observed in the RFF estate.

Machinery hygiene

To ensure that weeds and diseases are not translocated throughout the DFA by machinery, RFF has strict machinery hygiene procedures on its operational plans and relevant specifications. Machinery is checked by the forest manager prior to the commencement of any new operation on the RFF estate. The Tasmanian Washdown Guidelines for Weed and Disease Control establish a standard for washdown. A washdown site is chosen ensuring run-off will not enter any watercourse or water body. The guidelines provide checklists for ensuring a thorough washdown is achieved. Washdown is to be identified on the Coupe Start-up Checklist.

Introduced genetics – Wildling Management

Genetic pollution can be an issue that has long term biodiversity impacts. Eucalypt plantations of *E.nitens* and *E.globulus* have the potential to hybridise with endemic eucalypts from the subgenus

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Symphyomyrtus. Perhaps the most common possibility is hybridisation between planted *E. nitens* and endemic *E. ovata*. The FPA has produced a comprehensive guide, Flora Technical Note 12:

Eucalypt Hybridisation.

Monitoring of existing plantations adjacent to any susceptible native forest is undertaken and the presence of hybrid/unusual seedlings is reported to the FPA. Hand weeding is the usual method of control. However high-risk areas must be referred to the FPA when planning re-establishment of new plantations.

RFF has a small area of *Pinus radiata* plantation, there is no known gene mixing risk with endemic species however, pine wildlings can pose a problem. RFF staff monitor for wildlings in areas adjacent to pine plantations and take appropriate action if they are present.

Degraded Forest – Rehabilitation

Fire damaged forest will be assessed for the extent of the damage to determine the future management of the stand. Severely fire-damaged stands on productive sites will be re-established to the most suited species. Stands that have been lightly burnt may be grown on or scheduled for harvest. Extensive wildfire damage will require an estate analysis and possible rescheduling of wood flows. Assessment of the damage will be undertaken as soon as practical post the fire event.

Under the contractual arrangements with STT, RFF by agreement with STT, can hand back areas of the Forest Right estate that are degraded or not performing. This process is managed under the Forestry Right and the Handback of Unproductive Areas and DFA Handover procedures.

Chemical usage

RFF is committed to minimising chemical use across the estate and throughout all operations and seeks to use cost-effective alternatives where available. The use of chemicals is strictly controlled and bound by codes of practice. Chemicals are used for:

- Weed control;
- Fertiliser at planting (slow release at the time of planting);
- Insect control

There has not been any use within the RFF DFA, by RFF, of any of the chemicals listed on the World Health Organisation banned chemicals register class 1a Extremely Hazardous Chemicals and class 1b Highly Hazardous Chemicals.

Soil and Water Resources

Soils

The maintenance and care of soils are fundamental to sustainable forest management and the long term productivity of the estate. Soil types are identified during the development of FPPs and operational plans are adapted to minimise nutrient loss, control and prevent unacceptable rates of erosion and landslides, minimise soil compaction and puddling and mixing of topsoils and subsoils.

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The FPC and guidelines provide prescriptions for the management of forest operations based on erosion class and landslip hazard. Specific issues are also addressed that may impact on forest roading and access. FPA specialists are engaged when issues cannot be resolved.

Water

RFF recognises the need to maintain or improve water quality associated with the management of its estate. The water protection provisions in the Forest Practices Code 2015 are recognised by the State Government Policy on Water Quality Management.

All watercourses require protection during forest operations. The type of protection required depends on the nature of the catchment, size and permanence of the watercourse, the volume of water carried and any natural and cultural values.

The FPC provides for stream buffers of natural vegetation with minimum width prescriptions from 10m to 40m that are dependent on catchment size. Soil erosion affects the quality of runoff water and potential stream turbidity. Forestry tracks and firebreaks are cross-drained with inter-drain distance dependant on slope and erosion class. These drains reduce flow velocity and disperse water into surrounding vegetation.

The widespread distribution of the estate provides a straight forward approach to coupe dispersal across the landscape. The FPC provides strict provisions for the protection of town and domestic water catchments and intakes, special provisions are required in the FPP where a domestic intake is within 2km of a proposed operation.

Geomorphology

The RFF estate consists of plantations established on former pasture and native forest sites dispersed throughout Tasmania. The majority of geomorphological issues have been addressed at establishment with areas excluded from clearing, cultivation and planting. However, if features and karst issues are identified they will be addressed through the FPP planning process with the input of FPA specialists.

Carbon

Sustainable forest management and silvicultural improvements including improvements in the areas of establishment, tree breeding and growth contribute to carbon storage.

Note: STT retains entitlement to carbon rights on the Forestry Right component of the estate. The following relates to the requirements of AS4708 to provide a calculation of estate carbon.

An estimate of current and future carbon is calculated using equations developed specifically for Tasmanian native forests and *E nitens* and *E. globulus* plantations. The calculations are based on inventory estimates for merchantable volume and include the carbon cost of extraction that relates to carbon emissions for harvesting and transport, equating to 8.36 tonnes of carbon per 1,000 tonnes of wood extracted.

RFF endeavours to minimise fossil fuel use by:

- Maintaining plantation health and vigour to increase harvesting efficiency;

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- Encouraging the use of modern fuel-efficient vehicles and plant adhering to maintenance schedules prescribed by the manufacturer;
- The use of the shortest legal cartage routes and rail where possible.

Cultural Values

RFF planning recognises the need for the identification and protection of Aboriginal heritage and cultural heritage.

Indigenous

There are no existing rights or land title claims over the DFA.

The protection of Aboriginal cultural heritage in Tasmania is principally governed by the Aboriginal Relics Act 1975. Under this Act, Aboriginal cultural heritage is defined as any place, site or object made or created by, or bearing the sign of the activities of the original inhabitants of Tasmania or their descendants. The Aboriginal Relics Act 1975 protects all Aboriginal relics; interference with a relic can only occur consistent with a permit issued by the responsible Minister.

When planning an FPP Aboriginal cultural heritage values are identified and planned for according to FPA procedures. Identification of previously known sites is undertaken by interrogating the Conserve database curated by STT and the Aboriginal Heritage Register administered by Aboriginal Heritage Tasmania. The information in both databases is sensitive and confidential and can only be accessed by FPA-endorsed Aboriginal heritage FPOs and database managers.

When known or new sites are identified they are field verified and management prescriptions developed for the protection of the site. Monitoring is undertaken during operations to ensure the site-specific prescriptions are being applied and protection of the values is being achieved.

Non-indigenous

FPPs are developed with an awareness of existing cultural heritage sites. The FPA has developed a planning guideline based on extensive experience and research into the cultural heritage within Tasmanian forests. *“Significant heritage sites and places are protected through identification, recording and assessment during planning, prescriptions in forest practices plans, and implementation during operations.”* FPA 2017

New sites are unlikely to be found in the RFF plantation estate and known sites will have an existing management prescription or have been excluded from the planted area.

Social and Economic Benefits

As a larger plantation owner of a Tasmania wide estate RFF plays an important part in the Tasmanian economy. RFF directly employs over 120 people in administration, forest management, establishment, harvest, cartage and processing. An employment multiplier of 2.2 generated by the EconSearch RISE model predicts more than 264 jobs generated by the RFF enterprise predominantly based around the DFA in Tasmania. The majority of our workforce comes from rural and regional

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areas representing smaller communities where the forest industry provides valuable employment. Our businesses support local procurement where possible

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Optimal Use

RFF seeks to optimise returns from its estate by maintaining plantation health and vigour and efficient harvest practices. Continual improvements are sought in establishment through site preparation and management practices and seedling quality. Efficiency in harvesting is achieved by minimising stump heights and matching the equipment to the terrain and product output.

Improvements in transport to market is an area of operations that is under review as long carts from one end of the island to the other are an issue. Rail capacity versus more efficient road transport configurations are all considered during harvest scheduling.

RFF owns and operates a woodchip processing facility at the deep-water port of Bell Bay. It markets wood products to international customers as chips and/or logs to provide best returns. Marketing is dynamic and also relates to shipping efficiencies.

Skills development

RFF is committed to maintaining a high level of professionalism across its workforce. This is achieved for employees and contractors by providing training opportunities for staff to work competently based on, and accredited to, nationally recognised competency standards. RFF also supports equal employment opportunities, identifies and implements actions to support employment and skills development of its workers. RFF employs foresters who have attained FPO accreditation and are supported in their training through the continuum of courses offered by the FPA and other training providers.

Health and Safety

RFF is committed to providing a safe, healthy work environment for its employees, contractors, customers and visitors.

RFF prepares a FOS Plan of all its operations prior to commencement and conducts regular audits of operations that include a safety review. Hazards are identified such as school bus routes and times. High-risk school bus routes are identified and observed by a no-cart period for log trucks.

The Forest Safety Code (Tasmania) 2007 has been recognised unchanged by the new Work Health and Safety Act 2012. The Forest Safety Code addresses many safety issues within the format of 'general principles of safety'; these principles identify hazards that occur across many forest operations. This forms the basis of RFF FOS plans and safety management.

Access and Security

The broad dispersed nature of the RFF estate and irregular boundaries with multiple neighbours per property makes controlling security through locked gates impractical. There are occasions when active operations and high value, vulnerable assets will have access limited with locked boom gates when staff or contractors are not present.

RFF works together with STT and the forest industry to maintain a vigilant watch over illegal activity in the forest. Any suspicious or illegal activity observed by our staff or contractors is recorded and reported to the appropriate authority.

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Management plan review

This Forest Management Plan provides a cohesive statement of how RFF manages its estate in compliance with AS4708. It is the oversight document for the forest management system that is subject to continual improvement and review. The Forest Management Plan will be reviewed in its entirety every five years.



Owen Hoffmann
General Manager

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NB: All printed copies of this document are uncontrolled. Refer to the electronic copy on the Integrated Management System for the latest version.

IMS: Forest Management Plan
Created: January 2020
Approved:

Version Number: 2.0
Last Update: June 2020
Printed: 25 Jun. 20

Controlled document: CD0000
Review Date: December 2025
Page 28

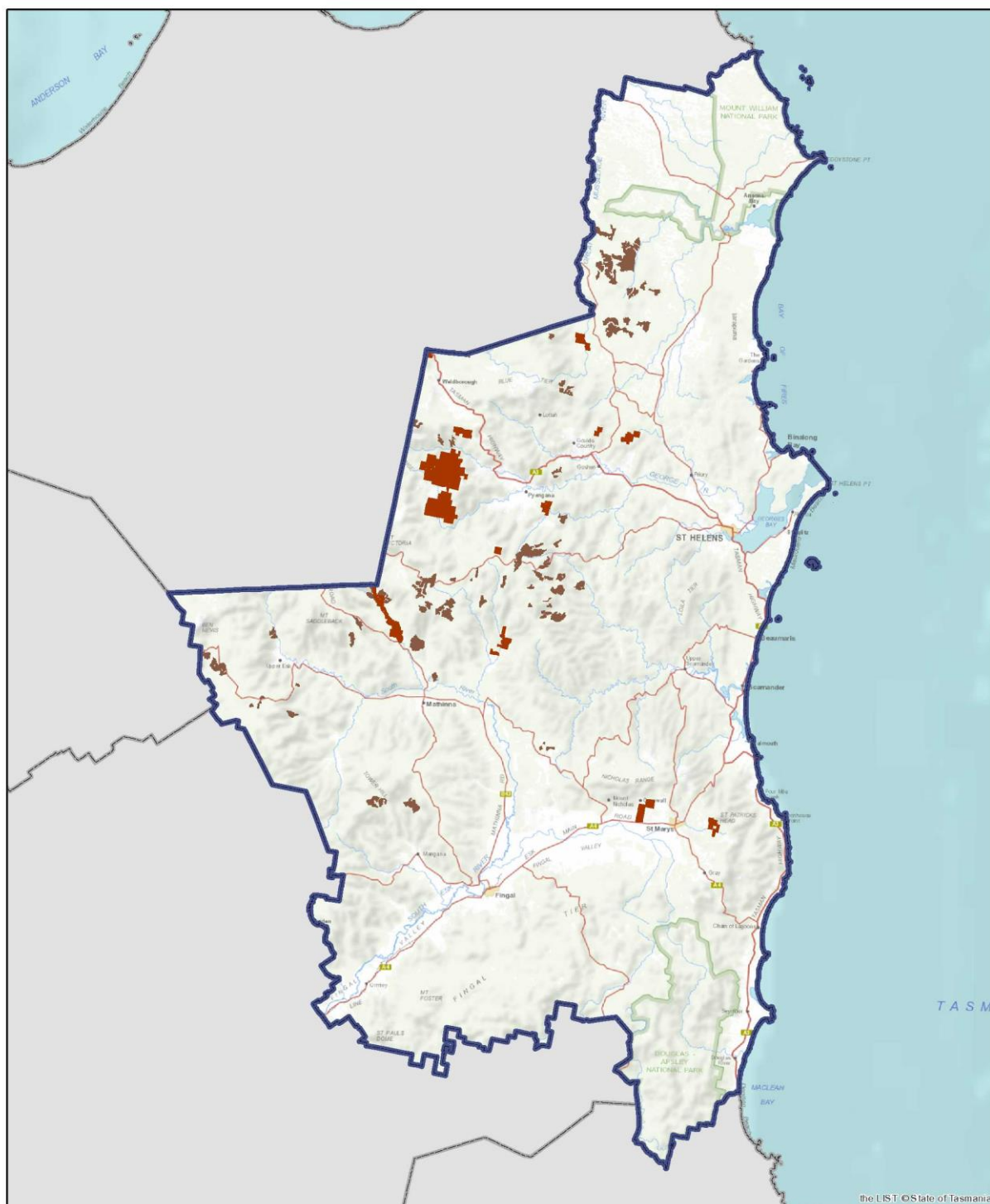
Legislation: See RFF Legislation Register

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Legend

- RFF Freehold
- RFF Forestry Right
- Council Boundary

The information displayed in this map product was compiled from a range of sources of varying accuracy, reliability, completeness and correctness. As such, any textual information, area figures, boundaries or locations depicted should be considered approximate only.
Coordinate System: GDA 1994 MGA Zone 55

0 5 10 15 20 25
Kilometers
1:350,000
Base data supplied by the LIST - www.thelist.tas.gov.au

Reliance Estate Break O'Day

Map Date: 22/07/2020



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

OFFICER'S RECOMMENDATION:

That the General Manager's report be received.

INTRODUCTION:

The purpose of this report is to provide Councillors with an update of various issues which are being dealt with by the General Manager and with other Council Officers where required.

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:**OUTSTANDING REPORTS:**

Motion Number	Meeting Date	Council Decision	Comments
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.

COMPLETED REPORTS:

Nil.

Meeting and Events attended:

22.07.2020	St Helens via Web	– Local Government Association of Tasmania (LGAT), participated in the Annual General Meeting and General Meeting
27.07.2020	St Helens via Web	– Van Diemen Project, meeting with Adam Mostogl who is a Facilitator in this project which whilst based in Launceston covers regional areas. The project has some similarities to the services delivered by the Business Enterprise Centre and can be complementary to this service. Explained Council's focus on support and noted the previous issues with remote delivery of services to regional areas and the difficulty establishing a true connection.

28.07.2020	St Helens	– Parks & Wildlife Service, meeting with representatives from PWS to discuss proposed Fuel Reduction Burns in the Mount Pearson area. Well progressed with planning for a number of small strategic burns to provide protection to the coastal camping areas and Jeanneret Beach residential areas. Implementation will potentially be in Autumn 2021 depending on conditions.
29.07.2020	St Helens via Web	– Regions Rising Webinar Series: Regional Renaissance: Can we lead recovery?
30.07.2020	Hobart	– Local Provisions Schedule, Preliminary Conference with the Tasmania Planning Commission and GHD to discuss the LPS Council has submitted and matters requiring further consideration. On the whole the meeting was very positive in relation to what has been submitted. Identified changes and refinements will be provided formally to Council shortly for us to address and respond.
31.07.2020	Launceston	– Northern Tasmania Regional Land Use Strategy, participated in an initial meeting of northern Councils to discuss a review of the Strategy and the matters which have been identified by Councils. This involved the Senior Town Planner and GM outlining the situation with BODC and the recent Council decision.
31.07.2020	Launceston	– Regional General Managers Meeting
03.08.2020	St Helens	– Council Workshop
05.08.2020	St Helens via Web	– Great Eastern Drive Signage, meeting with representatives of Department of State Growth, East Coast Tasmania Tourism and Glamorgan-Spring Bay Council to discuss the draft outcomes from the review which is being undertaken in relation to signage for Drive Journeys.
10.08.2020	St Helens	– Drought Regional Recovery Office - meeting with Regional Recovery Officer to discuss Drought Communities Project and the impact of the drought on local communities.

Meetings & Events Not Yet Attended:

11.08.2020	St Helens via Web	– Local Government Professionals Annual Awards
14.08.2020	St Helens	– Meeting with Mayor and Brian Mitchell MP
17.08.2020	St Helens	– Council Meeting

General – regular meetings with Departmental Managers and individual staff when required addressing operational issues and project development. Meetings with community members and organisations included Tanya Fleming, Grant Thurlow, Les Rattray, John Johnson & Michael Klug (APM), Owen Tilbury, Trish O’Duffy (St Helens Neighbourhood House) and Murray Schier.

Brief Updates:

Drought Communities Programme

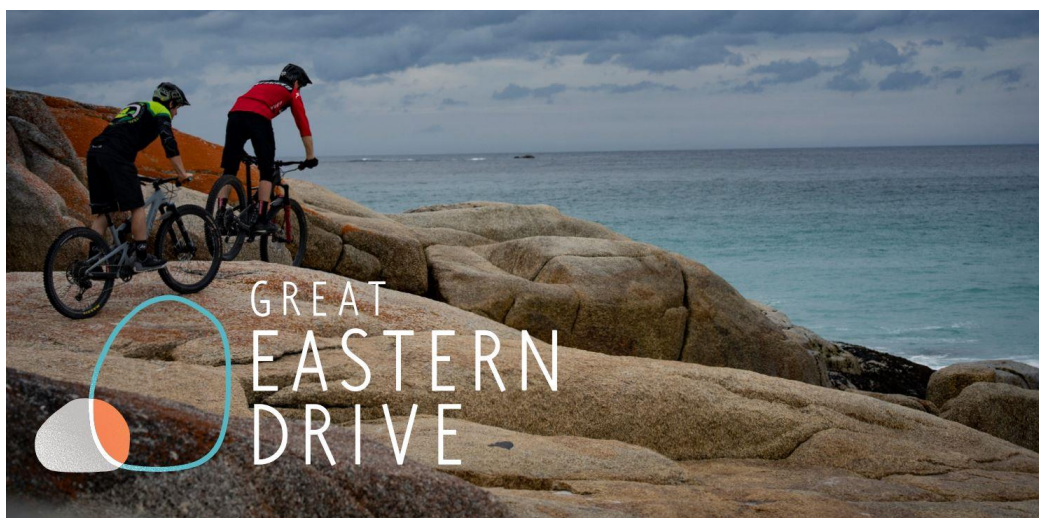
In the last couple of weeks we have finally been advised that our proposed projects for the next round of Drought Communities funding has been approved. The lengthy approval process has partially been as a result of the Covid-19 situation which has been acknowledged by the Minister who has indicated that he is open to considering requests for extending completion dates. Council officers have reviewed the program and identified affected projects. Just to recap for Councillors, works proposed include:

- Old Tasmanian Hotel Community Centre Disability Access
- Walking Track project focussed on Mathinna and St Marys
- St Marys Recreation Facilities
 - Sports Complex Upgrade
 - Buggy & equipment Shed
 - Rec Ground Irrigation
- St Marys Community Space parking
- Scamander Surf Lifesaving Club
- Cornwall Township drainage and road sealing
- Mathinna Streetscape drainage and footpaths
- Final and Mathinna Cemeteries

Great Eastern Drive Re-brand

The Department of State Growth, in consultation with East Coast Tasmania Tourism and the Great Eastern Drive Working Group, of which Jayne Richardson is a member, are reviewing the current Great Eastern Drive and implementing changes. This is to ensure it is aligned to the Come Down for Air brand positioning. Four other drive journeys are under development including the Western Wilds, Northern Forage, Heartlands and Southern Edge. The idea of these journeys is that they are exploratory as opposed to a linear journey. This has resulted in the inclusion of St Marys, Fingal, Pyengana and Welborough as part of the Great Eastern Drive and they will be included in marketing material and content development going forward.

The name, Great Eastern Drive, was voted to stay by the working group but the logo has been refreshed. Here is an example of the new visual identity:



This means that signage along the Great Eastern Drive will also be reviewed and updated, to reinforce East Coast Tasmania as the primary brand and the Great Eastern Drive as a signature product beneath that.

Signage under review includes:

- 4x large pictorial signs at: Orford, Lake Leake, St Marys and St Helens - Updated with new Great Eastern Drive brand and image.
- Township entry signs: Updated with East Coast Tasmania brand instead of Great Eastern Drive branding; including all townships within the BOD/GMSB municipalities
- Directional signs at intersections at far away locations (e.g. Conara, Sorell) – Remove Great Eastern Drive and use ‘East Coast’ instead.
- Reassurance signs and directional signs with the Great Eastern Drive footprint – May be removed or updated – status still being determined and will be influenced by tact taken with Township signs

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
Learner Driver Mentor Program	Affixing Common Seal	Grant Deed	Number 12 – Miscellaneous Powers and Functions to the General Manager
German Town Road, St Marys	Affixing Common Seal	Adhesion Order	Number 12 – Miscellaneous Powers and Functions to the General Manager
Elizabeth Street, Mangana	Affixing Common Seal	S. 132 Sale	Number 12 – Miscellaneous Powers and Functions to the General Manager

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

01.07.2020	337 Certificate	8 Cray Court, Binalong Bay	6810776
01.07.2020	337 Certificate	88 Parnella Drive, Stieglitz	1653548
06.07.2020	337 Certificate	Tasman Highway, Seymour	3300666
06.07.2020	337 Certificate	Cullenswood, 6870 Esk Main Road, St Marys	6408349
06.07.2020	337 Certificate	Esk Main Road, St Marys	6408330
08.07.2020	337 Certificate	103 St Helens Point Road, Stieglitz	6790146
08.07.2020	337 Certificate	16 Lagoon Esplanade, Scamander	3181222
08.07.2020	337 Certificate	12 Franks Street, St Marys	6402262
10.07.2020	337 Certificate	2 Telemon Street, St Helens	6809337
10.07.2020	337 Certificate	14-16 Gray Street, Fingal	6411089
10.07.2020	337 Certificate	2 Medea Street, St Helens	7950615
10.07.2020	337 Certificate	3 Thomas Street, Cornwall	2152921
14.07.2020	337 Certificate	4 Templestowe Street, Seymour	7349571
14.07.2020	337 Certificate	1 Cooper Street, Seymour	7208285
16.07.2020	337 Certificate	7 Short Street, Fingal	6412057

20.07.2020	337 Certificate	1 Irish Town Road, St Marys	3541451
20.07.2020	337 Certificate	63 Tully Street, St Helens	6795967
20.07.2020	337 Certificate	8 Stewart Court, St Helens	2997799
21.07.2020	337 Certificate	Anchor Road, Lottah	2857139
27.07.2020	337 Certificate	460 Irish Town Road, St Marys	3039189
27.07.2020	337 Certificate	5 Halycon Grove, St Helens	9560797
27.07.2020	337 Certificate	131 Cecilia Street, St Helens	2631068
29.07.2020	337 Certificate	8 Nicks Close, St Helens	7156518
29.07.2020	337 Certificate	7 Targett Street, Scamander	6784379
31.07.2020	337 Certificate	277 Ansons Bay Road, St Helens	7689736
31.07.2020	337 Certificate	3 Sunbeam Crescent, Beaumaris	7133025

Tenders and Contracts Awarded:

Tender Closing Date	Description of Tender	Awarded to
4 September, 2020	2020/2021 Bituminous Reseal Program	Not yet closed.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	018\033\007\
ASSOCIATED REPORTS AND DOCUMENTS	Annual Plan

OFFICER'S RECOMMENDATION:

That Council endorse the Review as at the 30 June 2020 of the Break O'Day Council Annual Plan 2019 / 2020.

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:

The Annual Plan was adopted at the 24 June 2019 Council Meeting with quarterly reviews undertaken.

Review as at 30 June 2020 presented at the August Council Workshop.

OFFICER'S REPORT:

The "Annual Plan" is a working document that has been reviewed during the year and is based on Council's current Strategic Plan 2017 - 2027. The Annual Plan represents the activities proposed to be attended to during the 2019 – 2020 financial year.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

LEGISLATION & POLICIES:

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

The Act provides general guidelines for the production of the Annual Plan in that it should:

- Be consistent with the Strategic Plan;
- Include a statement of the manner in which the Council is to meet the goals and objectives of the Strategic Plan;
- Include a summary of the estimates adopted under Section 82; and
- Include a summary of the major strategies to be used in relation to the Council's public health goals and objectives.

A copy of the Annual Plan is provided to the Director of Local Government and the Director of Public Health. A copy is also available at the Council Office for inspection by the public and on Council's website.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There will be no financial implications outside the current budget and staff resources in developing the plan.

VOTING REQUIREMENTS:

Simple Majority.



2019-2020 Annual Plan Quarterly Report

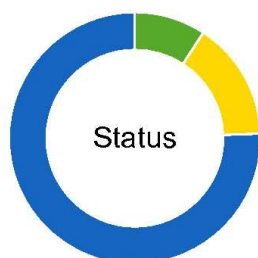
Mar 31, 2020 - Jun 30, 2020

Report Created On: Jul 27, 2020

49

Key Focus Area


Overall Summary



	%
On Track	9.16
Some Disruption	15.27
Completed	75.57

90%
Progress

Report Legend

 No Update

 Overdue

 Priority

Key Focus Area 1.1.1

Progress 100%

Communication:

Improve and develop communication processes that lead to the community feeling more informed and involved.

Owner: Jayne Richardson

Actions: 4



Update provided by John Brown on Jul 27, 2020 00:26:48

Communication activities have progressed well during the year with a number of new activities initiated partially due to the impact of Covid-19. The focus on 'plain english' communication is an ongoing activity as we improve the way that Council communicates.

Actions 1.1.1.1: Online Surveys - Use surveys in community consultation regarding Council activities and show transparency and accountability of Council (100% completed)

The Business survey has now closed with a total of 48 businesses participating in the survey. The data now needs to be collated and presented back to businesses. Due to increased workload from COVID-19 the Communications Coordinator has not completed this yet.

The staff survey has been running for 20 weeks with on average 15 participants. The MH&WB Coordinator has been reviewing these results and reporting back to staff via a Mental Health WIP which is sent out monthly.

The Trailhead survey is still on hold with the intention of developing this into an online survey in the 20-21 Financial Year. The survey will be pushed out through social media channels with the possibility of including geo-tagging as well as being sent to our 500 plus newsletter audience.

New activity in this space includes the development of a Community survey focusing on social recovery and mental health and wellbeing outcomes. This survey will be delivered face to face by Council staff at a Community Care Call event called Park, Snack and Chat over two weeks in July 2020 at 11 locations across the municipality.

Actions 1.1.1.2: Council Services Survey - Publish online survey regarding Council services and perception in the community in order to establish a benchmark to gauge brand development. (100% completed)

After discussion with other Councils and who they used to help develop, deliver and collate their surveys, Metropolis Research was contacted for a quote. This came back far more than we had anticipated. Shortly after this the COVID_19 Pandemic was announced and all thoughts of a benchmarking survey will now be held until the next financial year. This is so that the data from the survey is not influenced by the current situation as well as the fact that this is no longer a major priority for Council.

Actions 1.1.1.3: Plain English Communication - Develop a 'Plain English' approach to Council communications in line with the new Communications Guide. (100% completed)

Since COVID-19 the CC has used this as a timely reminder for staff to re-visit the Communication Guide, particularly the tips around tone. An additional document was also developed that reinforces the tone for Council correspondence during this crisis situation. The emphasis of this document was to portray Empathy and Reassurance to our community.

As the benchmarking survey was going to be used to guide what information and how people would like to be engaged with, we will proceed as best as possible and move to testing our thinking based on the results of a survey rather than develop based on the results of the survey.

The DS team is still developing their messaging and there has been some discussions with the CC on how we can improve the Planning and Building sections on BODC website so people have a better understanding on what is required and the expectations of Council land the Tasmanian Planning Scheme.

Plain English material for the LPS sessions was well received and the public generally found it useful, particularly the comparison tables.

After a Waste Audit which revealed some mis-understanding we have been running plain english posts regarding what can and can't be recycled. We also developed a flyer to be displayed in local businesses who use bio-pak containers to display which bin these go in. This was received well by the community as well as the business community.

As the Bushfire season approached, the Communications coordinator worked with Tas Fire to develop a campaign of plain english posts which aimed to inform the community about how to prepare for a bushfire and what to do in the event of a fire.

Actions 1.1.1.4: Communication Activities - Examine opportunities to implement new communication activities or develop existing activities to increase engagement with the community and knowledge of Council activities. (100% completed)

Council Officers will be undertaking a Community Engagement event early in July 2020 which includes survey questions. One of these questions is around the best methods of communication to reach the community. This information will be useful in considering communication activity in the future.

During COVID-19 the communications coordinator began sharing regular email updates with the Break O'Day business community. This was greatly appreciated by businesses and has resulted in an increase of contacts to the business database as well as in sentiment towards Council and Council Officers in general.

The Community Notice board is getting regular use by local businesses and service providers with a range of material being shared. It has also become a staple of Council's communication plans and is updated weekly by Council staff with both positive psychology messaging as well as Council activity.

Key Focus Area 1.2.1

Progress 100%

Events and Activities:

Creates a culture of volunteering and support to enable vibrant and sustainable events, activities and community groups

Owner: Chris Hughes

Actions: 4



Update provided by John Brown on Jul 27, 2020 00:37:43

A lot has been achieved in this area of focus even though it has been significantly affected by Covid-19 with a number of Events scheduled for the last part of the 2019-20 year being cancelled and a similar situation potentially happening for our forthcoming summer season. Addressing the impact on our volunteers has been an important part of our work in recent months.

Actions 1.2.1.1: Increasing Volunteers - Work with Volunteering Tasmania to engage with our community to increase our volunteer pool. (100% completed)

The impact of Covid-19 has significantly affected our Volunteers and the activities of a number of local community organisations. Recognition of our volunteers during this time has been very important and a recognition program was initiated in the form of Thankyou and Kindness Cards. This has been very well received within the community and by local groups. Volunteering Tasmania are supporting volunteers through the Covid 19 by developing resources to ensure that they are kept engaged - this information has been shared when working with volunteer groups to develop their Covid 19 Safety Plans to provide some guidance to them as they begin to deal with the impacts of Covid 19.

Volunteer pool has increased by 12 to work with Council staff in relation to emergency preparedness. Volunteering Tasmania have advised that they have a pool of volunteers that can be called on to work in Evacuation Centres if required

Training to be organised for those people who have volunteered to assist in emergency preparedness in consultation with Volunteering Tasmania

A number of volunteers were utilised during the Fingal/Mangana fires - training was provided on site as required. An outcome from this event is that we now have approximately 10 additional volunteers who can be called upon if another incident occurs throughout our municipality if volunteers are required.

Volunteering Tasmania are supporting volunteers through the Covid 19 by developing resources to ensure that they are kept engaged - this information has been shared when working with volunteer groups to develop their Covid 19 Safety Plans to provide some guidance to them as they begin to deal with the impacts of Covid 19.

Actions 1.2.1.2: Event Capacity Building - Build the capacity of the community to conduct events. (100% completed)

Two new events on our calendar organised by outside groups - as part of the event organisation they are utilising community members to assist as well as give experience in relation to the running of events.

With the opening of the new mountain bike trails Council staff worked with two volunteer organisations to assist them with planning and running their events over the opening weekend. One group will continue to work with their members who are all volunteers and Council to run events around the mountain bike trails.

We had a successful event period for the month of January and February with a number of annual events being held including a new event for March, 2020. Unfortunately with the onset of Covid 19 all events were cancelled. The Dragon Trail event scheduled for March, 2020 has been rescheduled for 2021.

We are continuing to work with external event organisers in their planning for upcoming events. We have also started to work with a local community group in assisting them in the development of Covid 19 safety plans which is a requirement at this stage to ensure they fall in line with Orders currently in place by the Health Department.

Actions 1.2.1.3: Community Event Support - Liaise with local organisations to facilitate community events which are held throughout the year with a focus on encouraging sustainability of these events. (100% completed)

Council continues to support and work with community event organisers by stepping them through the appropriate permit process and ensuring that they are aware of the risks and they mitigate against them in their planning.

Planning has continued with local community groups for the upcoming event season - processes (developing a spreadsheet of responsibilities) is being developed and shared with organising committees around traffic management and the requirements to obtain the permitted approvals.

All planning had been undertaken and completed for events scheduled through to June, 2020 but unfortunately with the onset of Covid 19, these events have either been scheduled for cancelled. Council staff will continue to work with community groups to ensure that there events still continue once we work through this period of social distancing and see whether any can be run towards the end of 2020.

Council has re-engaged with community groups who run annual events within our municipality. Currently due to Covid 19 there is still some uncertainty around whether the volunteer groups will continue with the same format as previous events have been run. We are currently working with these organisations to look at how we can support them in their planning of the event.

Actions 1.2.1.4: Event Attraction - Build connections with external event holders to encourage them to host events in our municipality resulting in one (1) new event. (100% completed)

Worked with representatives of Black Dog for a new community event at Fingal - currently planning stages. Continue to work with Louise Foulkes re Dragon Trail MTB event to be held in early 2020 - the relationship built with Louise Foulkes with the past event XPD and this new event has cemented good relationship for future events for our municipality with her company. Other new events for this financial year are - Launceston Church Grammar School Rowing Camp - utilising the Stadium as well, The Australasian Rogaining Championships, Cicrum Tasmania Challenge (Aeroplanes) and AOC2020 - Australian Orienteering Championships. A few of the organisers of these events, Council staff have worked with previously, hence the return our municipality.

Continue to working with external and community organisers for events - this time last year we were assisting 7 organisations to run events, this year we have 34 in the planning stages

Unfortunately with the onset of Covid 19 and new social distancing rules, this will impact on future events for the 2020 season - Council staff are connecting with events organisers that cancelled events to support them in future planning.

Council has re-engaged with several external event organisers who are still progressing with their planning for events to be held in our municipality - 2021 - Dragon Trail MTB, Australian Orienteering Championships to name a few.

Key Focus Area 1.3.1



Progress 89%



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.

	%	#
On Track	25.0	1
Some Disruption	25.0	1
Completed	50.0	2

Owner: Chris Hughes

Actions: 4

Update provided by John Brown on Jul 27, 2020 00:40:26

Activities in this area have been disrupted to an extent due to some unforeseen factors which have arisen since the Plan was adopted 12 months ago. The Community Engagement Framework is a key item requiring completion but has been affected by the current Local Government Act review.

Actions 1.3.1.1: Community Engagement Framework - Complete the development of a Community Engagement Framework for consideration and adoption by Council. (80% completed)

The document has been reviewed and will now go to Council for approval before being made available to the community in draft form so they can offer their feedback.

Receiving Community feedback on this document is instrumental to ensure that we have community buy-in, without this the document will not work.

The draft of this document has been completed. Before it goes to Council, the General Manager would like to test it within a Social Licence framework with a specialist in the field. The document is also being reviewed in the context of likely requirements under the new Local Government Act

Actions 1.3.1.2: Framework Integration - Commence the implementation of the Community Engagement Framework in Council activities. (75% completed)

Draft document developed, awaiting new Local Government Legislation as to whether any changes need to be made

Community Engagement Procedure and Community Engagement Framework has been completed in draft form for review by relevant officers and currently being reviewed

This is currently on hold whilst Local Government review is being undertaken

Currently still on hold due to the finalisation of the Local Government review which has a community engagement component - which we want to align with

Actions 1.3.1.3: Local Township Plans - Work with the community to ensure the identified activities in the Township Plans are addressed. (100% completed)

Scamander drop in session held to develop Scamander Township Plan.

St Helens Town Ship community consultation sessions has been broken into three reports - Marine Strategy, general township issues and parking and traffic - to be work shopped with Council in 2020

Scamander and St Helens Township Plans have been completed - Scamander Township Plan has been adopted by Council, St Helens Township Plan awaiting adoption by Council

All township plans have been completed, reporting against the actions in the plans has now commenced - a reporting template is being developed to ensure that the community are kept up to date with how these plans are being actioned.

Actions 1.3.1.4: Arts & Cultural Strategy - Review the Strategy to reflect changes in community group activity levels. (100% completed)

Continue to work with the new Bay of Fires Arts Committee to develop an event in line with the Art & Cultural Strategy and provide guidance in relation to future events - look at what worked and build on those experiences.

Due to Covid 19 the Bay of Fires Committee has made the decision to cancel this event for 2020. Council staff will continue to work with the committee to ensure that their event continues to be sustainable and in line with the Art & Cultural Strategy by working with the executive committee whilst they continue to rebuild their event

Council has provided seed funding for next year's event and staff will work closely with the committee to address any issues that may arise from Covid 19 restrictions.

Key Focus Area 2.1.1



Progress 88%

Opportunities:

Prepare and maintain an economic prospectus which details opportunities; infrastructure and land availability; and local resources.

Owner: John Brown

Actions: 9

	%	#
On Track	11.11	1
Some Disruption	44.44	4
Completed	44.44	4

Update provided by John Brown on Jul 27, 2020 00:46:10

Progress in this Key Focus Area has been somewhat variable with an ongoing effort in relation to affordable and aged care housing being required. The need to properly understand our population challenges and strategies we need to implement is an item which council needs to focus on to establish clear directions for the future. A refocus on opportunities is also necessary.

Actions 2.1.1.1: Economic Prospectus - Promote availability of economic prospectus and update to maintain relevance. (75% completed)

A major review of the Prospectus was undertaken towards the end of the year to maximise relevance and it is now progressing through design stages and will be available in the next month or so. A mini prospectus around the MTB was proposed so it was decided probably best to wait till after the MTB opening to complete the Economic Prospectus so as to include the MTB trails etc.

Actions 2.1.1.2: Irrigation Projects - Support the investigations by Tas Irrigation of infrastructure servicing the eastern end of the Fingal Valley. (100% completed)

Tas Irrigation continues to work with land owners in the Eastern end of the Fingal and Mathinna valleys in relation to the project. Council has made Tas Irrigation aware of its interest in the project and desire to be involved and a watching brief is being maintained.

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 particular focus on the Fingal Valley. (75% completed)

Investigating the opportunity for a Biochar facility in the Fingal valley. Currently working with a proponent who is canvassing the farming community to determine if there is sufficient market to make a facility viable.

Have met with some local growers and farmers in an attempt to flush out any opportunities. Little gained other than water is the main concern/impediment to expansion or new agricultural developments. Worked with a farmer in the Fingal Valley to explore expansion/diversification into free range chickens, eggs, pork and future visitor accommodation. Horticulture opportunities are continuing to be explored on the Coast including a focus on commercial avocado growing

Actions 2.1.1.4: MTB Business Tool Kit - Develop a 'Mini Prospectus' or Business Tool Kit to address business interest arising from the MTB Project. (100% completed)

As part of the MTB project, we designed an Industry Tool Kit in conjunction with Kingthing Marketing which was presented to businesses at a Business Information Session. The tool kit outlined in simple terms how businesses could align with the MTB brand.

We plan to develop a mini prospectus in the coming months once the trails open.

Page 7

Actions 2.1.1.5: Population Strategy - Participate in regional approach to addressing the population decline of the Break O'Day area. (100% completed)

The NTDC Population Attraction Program commenced and Council officers have been providing the required information on the BODC area to the NTDC Project Officer. The developed information forms part of an overall State Government website and provide the regional and Local Government area (LGA) focus. The initial meeting of the NTDC Population Group took place on 27/11/19 with the discussion focussing on potential projects which could be undertaken. Presentation from NTDC to Council on 24/2/2020 provided an update on the program progress which Council continues to participate in. The General Manager saw a presentation in September from Dr Lisa Denny, Institute for the Study of Social Change at UTas, which focussed on Tasmanian population trends from a LGA perspective which showed that Break O'Day was classified as being in a population decline. Further work and understanding in this area is of interest and will be pursued with Dr Denny but was unfortunately put on hold in the later part of the year due to Covid-19 restrictions. This program will continue in the 2020-21 year.

Actions 2.1.1.6: Growing the Population - Review the Break O'Day Economic Development Strategy and develop an approach for consideration by Council and subsequent implementation. (75% completed)

BODC is participating in the Population Attraction project being delivered by Northern Tasmania Development Corporation. Broader investigations on actions need to be undertaken and working with the Institute for the Study of Social Change is worthwhile pursuing. Initial discussions undertaken with UTas in this space but were interrupted due to the Pandemic. It will be progressed in 2020-21

Actions 2.1.1.7: Aged Housing - Investigate the demand for Independent Living Units and explore the possibility of attracting a development(s) to the area. (50% completed)

Some initial discussions through Department of Communities Tasmania on local opportunities as part of the balance of the Annie Street site. Progress in this area may be assisted by outcomes of Action 2.1.1.9.

Actions 2.1.1.8: Public Housing - Lobby the State Government and housing providers to build new public housing to replace the houses which have been sold to private buyers. (90% completed)

Council partnered with CatholicCare in the submission of an Expression of Interest to the State Government's Regional Affordable Housing Supply program which has been successful in securing funding to build units on a block of land owned by Council at Scamander. Due to significant opposition from local residents, the project will not be proceeding in Oberon Place through joint agreement between Council and Centacare. Centacare have examined other sites in the Break O'Day area and it is likely that this will proceed in St Helens. Council will need to continue to lobby in this area in future years.

Actions 2.1.1.9: Housing - Review and report to Council on how Council might encourage new housing to be made available for the private rental market. (100% completed)

Following an assessment of the State Government Private Rental Incentives Program and the recently released Federal home owners scheme as to how Council can add incentives to these to encourage investment in new housing in BOD, a report was presented to Council at its June 2020 Workshop which discussed the options for Council influence or involvements. These included:

Tier 1

"Run an efficient planning and development control system so that the supply side of the market can respond as smoothly as possible to local demand."

Tier 2

"Go a step further and facilitate local affordable housing supply by, for example, using planning controls to require or encourage affordable housing provision and brokering partnership deals between local providers and community-based groups";

Tier 3

"Spend directly to supply affordable housing. Many councils eschew direct investment in social housing, seeing this as the redistributive responsibility of other spheres of government"

It was evident that focussing on the first two Tiers was the best approach for Council.

Key Focus Area 2.1.2



Progress 88%



Tourism:

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

	%	#
Some Disruption	25.0	2
Completed	75.0	6

Owner: John Brown

Actions: 8

Update provided by John Brown on Jul 27, 2020 00:49:00

Substantial work was undertaken in this Key Focus Area during the year with a number of activities completed or being pursued. The proposed review of visitor information provision has been a source of frustration for a few years but this came to a head late in the year so hopefully this will be resolved early in the forthcoming year.

Actions 2.1.2.1: Visitor Information Provision - Work with East Coast Tourism to strategically review the provision of visitor information services on the East Coast. (50% completed)

We have been pursuing with ECTT and have been awaiting their input. The recent announcement by Glamorgan-Spring Bay Council that they will be closing their Visitor Information Centres has forced ECTT and the Tasmanian Government to address the matter of future visitor information provision

Actions 2.1.2.2: Bay of Fires Master Plan - Liaise with the State Government and other stakeholders to develop a Master Plan for the Bay of Fires area. (100% completed)

Letter sent to Premier and Minister for Parks regarding formulation of Plan on 16 August 2019. Arranging conversation with PWS when Regional Manager returns to work

Preliminary discussions have been held with PWS Regional Manager - follow up discussions are to be held early in 2020 as to process and what can be built on what has already been developed.

Included in the submission to the Tasmanian Government Budget consultation process

Council staff are working on a draft Bay of Fires Master Plan so that when funding is provided, this project will be ready to go out for expressions of interest.

Brief for the Bay of Fires Master Plan has been developed with some final feedback from PWS required. External funding will be required to develop this project and this project has been identified with the State Government for funding.

Actions 2.1.2.3: Visitor Information Sites - Review Tourism signage at 'mushrooms' and design new information with updated images where required. (100% completed)

The report has been finalised will be presented to Council at the July 2020 Workshop for review where the Communications Coordinator's recommendation; "We develop new information for the three sites in St Marys, Fingal and Scamander, specific to the area and anticipating information tourists are looking for. Consider alternative uses for the St Helens site." will be considered.

This report is based on the following factors:

- Location - is the site in a good visible location that can be easily accessed by visitors
- Content - is information displayed up to date and easy to understand
- What other information could be included at each of the sites to add more value to the visitor experience.

Actions 2.1.2.4: Fingal Valley Tourism - Support Fingal Valley community groups to undertake tourism activities and projects. (100% completed)

Updated the Let's talk about Fingal Valley Gateway to the East Coast brochure with the tourism group in readiness for printing. Working through projects identified within the DAP plan - upgrade of walks - Drought funding program has assisted in this - walking trails to be promoted once all upgrades of walks have been completed, eg. St Patricks Head and Grey Mares Walk

An event was held in Fingal prior to the social distancing laws being introduced which attracted a number of new people to the Fingal area which had been impacted by fires during January, 2020. Council staff are working with an external event provider for an event to be held in Fingal in 2021. There has been no meeting of the tourism group due to Covid 19.

Covid 19 has impacted on progressing any further committee meetings of this group but Council was successful in obtaining funding to undertake a Recreational Trails Strategy which will look at what can be further developed through the Fingal Valley eg. the rail trail and development of running trails which could be located throughout the Valley

Actions 2.1.2.5: St Helens Destination Action Plan - Support the business community to finalise and implement a Destination Action Plan (DAP) for St Helens. (100% completed)

Since COVID-19 the group has only met once via Zoom this meeting was not that well attended.

Communication at the meeting focused on event development with a focus on assisting in the re invigoration of the Bay of Fires Winter Arts Festival. It is hoped that as restrictions lift the group will not only be able to meet but will be able to look ahead to event planning and other tourism activity.

DAP activities are progressing well with the three focus areas. The group has agreed to be more pro-active this year in terms of biting off a few bigger projects now we have found our feet. There are also talks of looking and examining funding opportunities.

This continues to progress with the DAP group undertaking and progressing priorities in the document including; The Break O'Day West Warrior activities, the development of a new St Helens Map and gathering information on how the group can assist the Bay of Fires Winter Arts Festival committee to develop their event.

Actions 2.1.2.6: Break O'Day Visitor APP - Examine the validity and develop business case for funding of an APP. (100% completed)

Report has been to Council and the Officers recommendation was accepted. The recommendation was not to pursue a visitor App for the Break O'Day area. The following is the conclusion from the report.

The cost to develop and maintain an app can be an ongoing financial drain. As a Local Government agency we must consider whether the cost is worth the value the App would bring to our community and area. In the case of a Break O'Day focussed App it was felt that there is not enough value to justify this cost.

As established in the report, there are already many very successful Apps already operating in this space that we could never compete with considering some of these Apps have millions of downloads and high customer ratings. They are also well promoted and in some cases already embedded in smart devices and the vernacular of travellers.

The biggest obstacle with Apps is getting people to download them and this is the biggest challenge our App would face. As mentioned in the report, visitors do not come to see Break O'Day, they come to St Helens, the Bay of Fires etc so the idea of the App itself is already at odds with travel habits.

Research has also shown that people have made a lot of their travel plans before they even reach a destination. This means that by the time some visitors have gotten here they have already made a lot of their decisions around where they are staying and what they are going to do.

Actions 2.1.2.7: Tourism Reliance - Develop a greater community understanding of the importance of Tourism to the local economy. (50% completed)

We had scheduled our first business info session for 2020 which would have been held at Tidal Waters on March 19. In this session we will discuss how the trials are impacting visitation in the area by presenting some of our Trail Counter data.

The information gathered through the Business survey will also help us illustrate to our community the importance of tourism on our area.

We plan on continuing to run business information sessions regarding the MTB trails and use this opportunities to help our business community leverage of tourism opportunities.

The business information sessions we have been running as part of the MTB opening has been really useful in illustrating to our community the importance of our reliance on tourism as a region. The business survey developed as part of the MTB data collection plan will also be useful in illustrating this reliance.

Actions 2.1.2.8: T21 Review - Participate in the Review of the T21 Strategy being undertaken by the State Government. (100% completed)

Tourism Tasmania commenced the consultation phase of this project and the General Manager and a number of Councillors participated in the workshop conducted in St Helens on 17/10/19 which was in the early stages of the process. Since that time there have been no further opportunities to review the draft document or engage in the process directly. Council will continue to monitor progress and engage in the process when opportunities arise.

Key Focus Area 2.2.1

Progress 100%

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

Actions: 4



Update provided by John Brown on Jul 27, 2020 01:02:36

Activities in this area are generally reactive to the demand which comes through the door. A heartening thing this year was seeing the leadership which is starting to emerge in our local business community, particularly from the tourism sector. The St Helens MTB project has created a number of new business opportunities resulting in businesses being established and significant capital investment.

Actions 2.2.1.1: Economic Development Assistance - Provide direct support for new and existing businesses wishing to establish or expand activities. (100% completed)

Ongoing work occurred throughout the year assisting new businesses to navigate Council approval processes and by working closely with the Business Enterprise Centre as part of service delivery.

As a result of the St Helens MTB project coming on line, we have seen substantial investment in new retail businesses, shuttle operations and investment in accommodation infrastructure. Council is undertaking survey work to track the amount of investment which is occurring and the jobs which are being created.

Work commenced on developing a proposal for Council in relation to signage including a business location map for the Industrial Estate.

As part of Council's response to the Pandemic, a program of care calls to businesses commenced with a focus on hospitality/food and tourism sectors. Council also provided a rates waiver to targeted sectors of the business community along with waiving food premises fees.

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. (100% completed)

Council reviewed its support arrangements with the BEC as part of developing the 2020-21 Budget and agreed to continue the funding support. Assisted the BEC through the Grant funding process early in 2020 which resulted in securing funding under the new Contract to continue operations. Weekly meetings occur with the BEC discussing new business enquiries and other activity in the business community. Assist the BEC with business activity that relates to Council requirements particularly with respect to the planning scheme.

Actions 2.2.1.3: Business Opportunities - Research and examine business opportunities that could create jobs in Break O'Day. (100% completed)

During the year a number of potential new opportunities were investigated including the potential for a waste to energy plant in the Fingal valley which involved working with Cement Australia on the feasibility of using the waste from the Fingal wash plant as fuel for the plant. The concept is similar to the plant currently being built in WA at Kwinana. Tasmania currently puts 430,000t of waste in to land fill per year. Preliminary investigations also commenced in relation to a biochar facility in the area. This has potential to be incorporated in a waste to energy facility.

Actions 2.2.1.4: Business Community Leadership - Support the development of strong leadership in the community to facilitate overall development and growth. (100% completed)

This has been pursued in a couple of key directions this year. Through the development of the St Helens Destination Action Plan, leadership within the local tourism industry has been emerging providing a focal point to work with in the future. This is further supported by the St Helens MTB project and the governance around this project. MTB related business community information sessions has assisted in developing leadership within the business community. Council officers continue to work closely with the Chamber of Commerce to encourage new and existing businesses to become more involved in Chamber activities. The strategy is to change the culture around the Chamber to make it more relevant and useful to businesses. A step towards this is a name change to Business Break O'Day designed to remove old stigma and attract a younger business group. MTB related business community information sessions has assisted in developing leadership within the business community.

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 Jul 27, 2020 01:02:53

No specific actions during the 2019-20 year

Key Focus Area 2.4.1

Progress 100%

Support:

Integrate and simplify processes and services to facilitate the development and growth of businesses.

Owner: David Jolly

Actions: 1

Update provided by John Brown on Jul 27, 2020 01:04:04

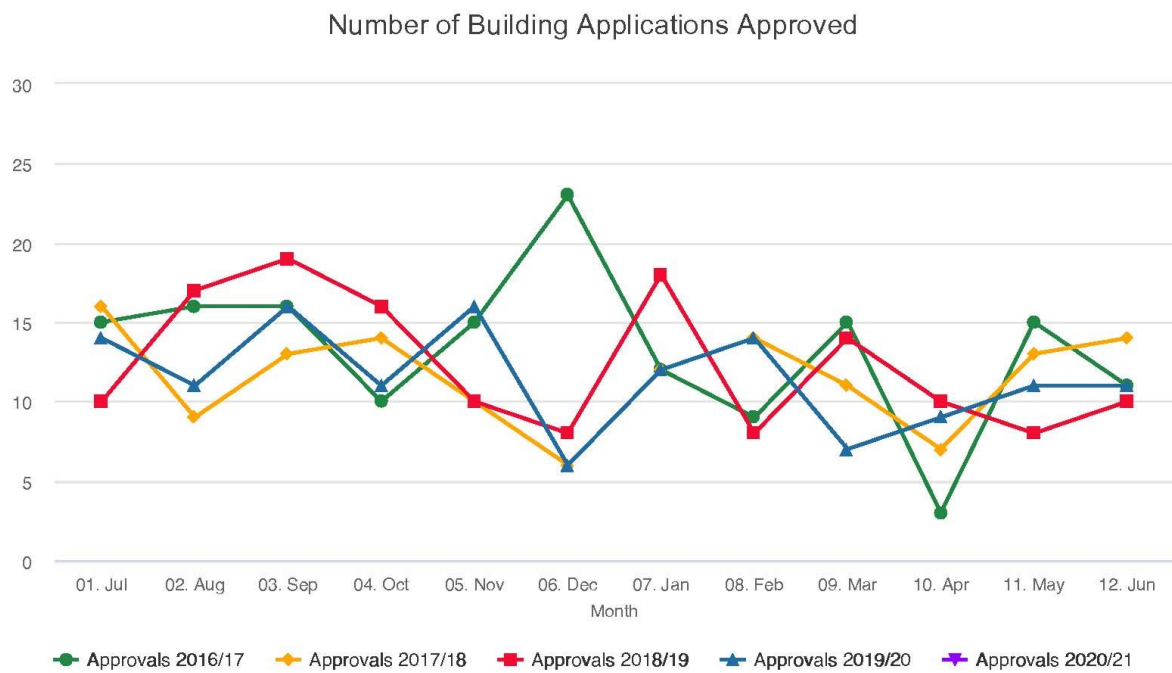
Minor area of activity with progress being reliant on State Government.

Actions 2.4.1.1: I-Plan - Participate with the State Government I-PLAN technology to enable online development query and online submission of development applications. Result, simplified Council processes and integration with I-PLAN. (100% completed)

Iplan is currently with the State Government pending the release of the development application module. Timing is in the hands of the state Government however once completed residents will be able to lodge DA's on-line via the web portal.

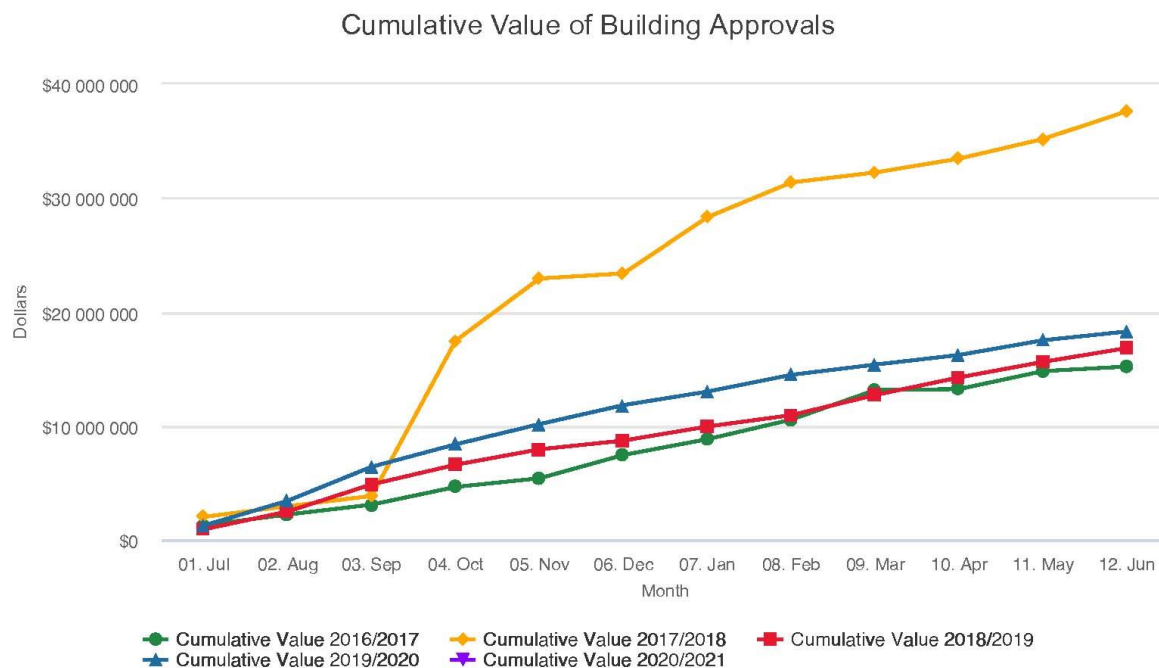
Council officers continue to support the government initiative.

Number of Building Applications Approved



BODC Total number of building applications by month and financial year

Cumulative Value of Building Approvals



Key Focus Area 3.1.1

Progress 75%

Appropriate Development:

Encourage sensible and sustainable development through sound land use planning, building and design.

Owner: David Jolly

Actions: 4

	%	#
On Track	25.0	1
Some Disruption	25.0	1
Completed	50.0	2

Update provided by John Brown on Jul 27, 2020 04:19:48

The finalisation of the draft Local Provisions Schedules was a major undertaking during the year and it now rests with the Tasmanian Planning Commission. In the later part of the year Council recognised the need for key strategic land use planning documents to be reviewed and this will be pursued in the forthcoming year.

Actions 3.1.1.1: Local Provisions Schedule (LPS) - Complete and submit LPS to the Tasmanian Planning Commission. (100% completed)

Council engaged consultants GHD to assist Council officers to progress the development of Local Provision Schedules that are intended to apply the State Planning Provisions while meeting local needs and objectives.

The Local Provisions Schedules indicate how the State Planning Provisions will apply in each local municipal area. Draft zone maps and overlay maps and the description of places where the codes apply are currently being developed with the assistance of Insight GIS. Maps contain local area objectives and any planning controls for unique places specific to the local area and are in the form of particular purpose zones, specific area plans, and site-specific qualifications.

The schedules include planning controls to accommodate unique locations such as universities and hospitals, as well as unique development conditions such as building height restrictions. To further meet their communities' needs, councils are responsible for preparing their Local Provisions Schedules in consultation with local stakeholders and community members.

Community Drop-in sessions were held at St Marys and St Helens in early October and comments/questions raised noted. Drafted Local Provisions Schedules are to be submitted to the Tasmanian Planning Commission for initial review prior to a public consultation process occurring.

At the March 2020 Council meeting, the Council, acting as a Planning Authority resolved it is satisfied the draft Break O' Day Planning LPS meets the relevant requirements of Section 34 of the Land Use Planning and Approvals Act, 1993 (LUPAA) and resolved to forward the draft to the Tasmanian Planning Commission

Actions 3.1.1.2: Tree Guide - Develop a guide for the municipality to inform street tree establishment and management. (50% completed)

Development of guidelines for street trees in towns was initiated and to integrate it with Tree Management Policy, but not completed. This work will continue in 2020-21 in an Urban Green Infrastructure activity.

Actions 3.1.1.3: Communication - Increase communication with local real estate agents to build understanding of the critical changes in land use planning. (100% completed)

Council officers engage in ongoing dialogue with local business including real estate agents, developers and landowners on land use planning matters.

Community Drop-in information sessions were also held at St Marys and St Helens in early October 2019 in relation to developing a Land Use Planning Schedule for the municipality.

Councils Draft LPS was submitted to the Tasmanian Planning Commission in March 2020. The LPS will be advertised for public comment/ submission in due course that will enable land owners and real estate agents to both build their understanding of the critical changes in land use planning and to make appropriate submissions to the government.

Actions 3.1.1.4: Industrial Land - Develop land use strategy to address immediate and longer term industrial land requirements in the St Helens area. (50% completed)

A Workshop item was considered in June 2020. An associated budget allocation and resources have been identified and a new action developed for 2020/2011 Annual Plan.

Key Focus Area 3.2.1

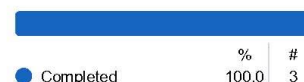
Progress 100%

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

Actions: 3



Update provided by John Brown on Jul 27, 2020 01:14:10

Progress on these activities continue to show positive outcomes, particularly around the areas of waste management and reduction in which the community is becoming increasingly engaged.

Actions 3.2.1.1: Community Activation - Produce and provide information, publications and resources on natural resource management and support activities that foster a positive relationship with the environment. (100% completed)

As consistent rain broke the drought increased needs for weed management information and advice were met. Landholders and groups continue to be supported by servicing other environment and resource management inquiries. Holiday makers and residents engaged in Discovery Ranger activities (Council partnering with PWS program) over January 2020.

Actions 3.2.1.2: Recognition Program - Recognise significant contributions to the environment and natural resource management with targeted awards, grant programs or events. (100% completed)

Reintroduction of a recognition program has been budgeted for in the following year, with the NRM Committee preparing for a return of the 'Velvet Worm Awards' for achievements progressing the Break O'Day Environment and NRM Strategy and Action Plan.

Actions 3.2.1.3: Waste Reduction - Undertake community education and activities focused on waste reduction and minimisation. (100% completed)

With Council taking over the kerbside waste collection communication in this space will increase in the 20-21 Financial year, not just in regards to the new service but also reinforcing the "good Sort" messaging and the importance of reducing, reusing and recycling.

The DAP group organised activities for Clean Up Australia Day which was well attended.

Our website was revamped to include a specific session for waste. This page can be directly hotlinked from the home page and all information can be found in this one place. We have also included an I-frame of the Recycle Coach App.

The NTWMG notified us that bio-products were being placed in recycle bins so in conjunction with the works department we designed a flyer which was given to all businesses using these products to place at their POS. The flyer explains that these products should be placed in general waste. We also ran the same message through facebook and in the newsletter.

The Break O'Day Waste Warriors Group have run successful road side clean ups and the group's Facebook page has been gathering a strong following and features not only tips or reducing waste but also features local businesses and community members doing great work in this space.

Working with the the local DAP group and the St Helens District High School to implement a student waste warrior program. To date there are 30 students signed up to the program. A teacher is also working with the group and we plan on working with the students and their ideas in the school, community and business sectors.

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

Actions: 5

	%	#
Some Disruption	40.0	2
Completed	60.0	3

Update provided by John Brown on Jul 27, 2020 01:16:27

Activity in this Key Focus Area has been a bit variable during the year due in part to the level of resources that the Dog Management Policy and its implementation has consumed. Solid progress is being made in relation to land management activities with an increased focus on weed management.

Actions 3.3.1.1: Land Management Activities - Secure financial and human resources for projects to rehabilitate degraded land and sustain soil productivity. (100% completed)

Weed Action Fund - Drought and Weed Program grant to Council of \$55,000 is funding a Drought Weeds Officer and \$30,000 of grants for Break O'Day farmers. Other opportunities promoted and investigated include partnering the Tasmanian Climate Research Grants Program, TFGA's Landcare Grants Round 2, national Wildlife and Habitat Bushfire Recovery Program and others.

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. (0% completed)

Delayed for other priorities and disruption with the COVID19 upheaval. Planned for the next year and with cases followed for several years to monitor performance.

Actions 3.3.1.3: Weed Plan - Update Weed Plan with community consultation. (100% completed)

A focus this quarter on the 2020 on-ground weed control program, as the new Weed Program Coordinator settles in implementing high priority weed control works, will lead into completing updating of longer term Weed Plan priorities next year.

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. (75% completed)

Delivery with planned Planning and Building industry engagement and information sessions (3.1.1.3) was hampered by COVID19 restrictions - training presentations and activities scheduled for next year.

Actions 3.3.1.5: Dog Management Policy - Implement revised Dog Management Policy - signage, education, compliance and new dog exercise facilities. (100% completed)

Implementation by Council and with local cooperation with PWS has improved; with new signage maintained, increased compliance patrols and enforcement actions and more public education and communication. Work on new dog park developments at St Helens and St Marys have been delayed by other priorities with the pandemic this quarter. Formalising joint dog management arrangements at a high level with PWS remains for next year.

Key Focus Area 3.4.1



Progress 63%

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

Actions: 4

	%	#
Some Disruption	50.0	2
Completed	50.0	2

Update provided by John Brown on Jul 27, 2020 01:23:30

The major focus of activity has been the St Marys Flood Mitigation project and completion of the various components which are substantially underway. This has resulted in a few smaller activities not occurring during the year but which will be followed through into the forthcoming year.

Actions 3.4.1.1: George River Catchment - Review issues and their management status in the George River catchment and bay system to identify catchment and water quality priorities. (50% completed)

Other priorities and actives have delayed review of catchment and water quality priorities. NRM Committee has extended the scope of the review to include with the George catchment the South Esk and tributaries next year.

Actions 3.4.1.2: Boat Sewage - Address dumping of boat sewage in Georges Bay by working with the boating community and authorities on use of the wharf sewage pump-out station. (0% completed)

Disruptions and work priorities for other activities have meant this action was not implemented. Several oil-spills in the Bay recently have put a focus on water quality issues and this publicity campaign activity is still planned to be undertaken.

Actions 3.4.1.3: St Marys Flood Mitigation - Support implementation of Plan priorities - flood mitigation work, warning system and other strategies. (100% completed)

Council has implemented flood mitigation priorities with its \$400,000 federal grant, including raising the Flat bridge lift and building an automatic rain gauge station for a flood warning system. Work to build a flood levee at Groom Street is continuing, with delays due to protracted landholder negotiations. The project will continue, with a possibility for additional mitigation works with spare project budget and a short extension of the project.

Actions 3.4.1.4: Lower George Riverworks Trust - Support and work with the Trust to implement and secure funding for a works action plan for managing flooding issues. (100% completed)

Reasonable but slow progress has been made on the Lower George River Flood and River Management ACTION PLAN 2019-2022. With the corona virus crisis this quarter volunteer capacity has declined with the Lower George Riverworks Trust. Work to continue investigating 'Impact Assessment' and then resources for detailed flood studies and risk mitigation planning. The Tasmanian Flood Mapping project has also been to be delayed by state's COVID19 emergency response.

Key Focus Area 4.1.1

Progress 100%

Community Facilities:

Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers.

Owner: David Jolly

Actions: 1

Update provided by John Brown on Jul 27, 2020 01:26:40

Focus has been on undertaking major restoration works at the Old Tasmanian Hotel in Fingal. This has been a project which Council has had on its books for many years and finally through Federal Government funding it is now a reality.

Actions 4.1.1.1: Old Tasmanian Hotel - Commence external and internal upgrade to the Old Tasmanian Hotel in accordance with grant funding. (100% completed)

At the December 2019 Council meeting, Council awarded a contract to undertake external and internal upgrade works to the Old Tasmanian Hotel to a local contracting company Moorey Constructions. A Grant funding agreement has now been entered into and works are progressing onsite. The required actions intended in the Annual Plan are now complete and building works onsite are 15% complete. Key target and Milestones met as required by associated Grant funding. Stage 1 works nearing completion and Stage 2 works are pending confirmation of grant funding.

Key Focus Area 4.2.1

Progress 50%

Towns:

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

Owner: David Jolly

Actions: 1

Update provided by John Brown on Jul 27, 2020 01:28:21

	%	#
Completed	100.0	1

	%	#
Some Disruption	100.0	1

Securing of long term parking in St Helens continues to be a focus of Council with some progress made during the year. Development of a formal Strategy will be a priority for completing in the 2020-21 year.

Actions 4.2.1.1: Car Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for off-street parking. (50% completed)

Opportunities continue to be investigated, that include active discussion with landowners. During the year Council has finalised arrangements for a long term lease over the land at the corner of Cecilia and Quail Streets.

Key Focus Area 4.2.2

Progress 100%

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

Actions: 1



Update provided by John Brown on Jul 27, 2020 01:30:25

Telecommunications is an area requiring constant lobbying with the federal Government and telecommunications providers. An area of concern is the fragmentation of network upgrades across different providers which isn't the best outcome for consumers.

Actions 4.2.2.1: Mobile Black Spot - Monitor the roll-out of the Australian Government Mobile Black Spot Program and submit applications to service providers for areas across the municipality that require improved mobile phone coverage. (100% completed)

Council continues to monitor the roll-out of the Australian Government Mobile Black Spot Programme. 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.

Eleven base stations were funded in Tasmania under Round 5 of the program, including one each at Pioneer and Pyengana. The Government is proposing to run an additional Round 5A of the Program. This Round will use the uncommitted Round 5 funds to continue to expand and improve mobile coverage for regional and remote Australia. Nominations for improved coverage are Ansons Bay, The Gardens and Mangana.

Key Focus Area 4.3.1

Progress 100%

Waste Management:

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

Owner: David Jolly

Actions: 4



Update provided by John Brown on Jul 27, 2020 01:34:04

Focus in this area has been in relation to the addressing the emerging problem of Green Waste. The successful mulching trial has provided us with the confidence to develop this into an ongoing strategy which results in a cost saving to Council and a valuable commodity for the community.

Actions 4.3.1.1: Green Waste Recycling - Produce weed-free green mulch for sale on a full cost recovery basis at the St Helens Waste Transfer Station. (100% completed)

A pilot trial that commenced in May 2019 to double grind and age green waste has concluded. A weed free mulch was produced and sold under Expression of Interest to a local business. An operational cost recovery rate of 65% was realised as opposed to nil recovery under traditional operations. The practice will continue at the St Helens WTS with future mulch produced to be sold to local commercial ventures under tender.

A second lot of much produced in late April 2020 and is currently ageing.

Actions 4.3.1.2: Inert Landfill Resource Recovery - Invoke operational changes at the St Helens Waste Transfer Station to enable the separation and recovery of materials for re-use. (99% completed)

Operational changes implemented at the St Helens Waste Transfer Station in the first half of 2019/2020 provide users with the opportunity to separate various waste streams;

1. Untreated and unpainted timber, is stock piled and made available for purchase at \$2/load with the intent of supporting the St Helens Hospital Auxillary.
2. Scrap Steel
3. Plaster board
4. Concrete, bricks, gravel and soil.
5. Glass

Plastics recovery options continue to be investigated, Commodity prices remain low and recovery options are limited.

Polystyrene recovery has temporarily been suspended. COVID-19 has acted to disrupt the recovery chain.

Implemented changes have substantially reduced the type and volume of material being placed at the inert landfill.

Treated timber - no viable recovery or reuse options exist. Disposal options are expensive.

Actions 4.3.1.3: Glass Re-Use - Investigate and verify by Cost Benefit Analysis - re-use opportunities for glass collected at Municipal Waste Transfer Stations. (100% completed)

Glass collected at Council's Waste Transfer Stations is transported to the Scamander WTS and stockpiled. The quantity of glass collected through Councils waste transfer stations is low as the majority of glass across the municipality is collected via the kerbside recyclables collection service. At the present time, there is an insufficient quantity of stockpiled glass at the Scamander WTS to warrant the cost of crushing for re-use as drainage line fill, road base and a asphalt/ spray coat road sealing additive.

Re-use and market opportunities to generate revenue for the waste stream continue to be researched.

Actions 4.3.1.4: Single Use Plastics - Develop a Municipal policy position on Single Use Plastics. (100% completed)

Report considered by Council at the December 2019 meeting where Council received the Single-use plastics - Information Paper and will work 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. Council had previously requested LGAT to lobby the Tasmanian Government to lead the state by developing a consistent state-wide approach to reducing the impact single-use plastics have on waste management and litter problems; and

Key Focus Area 4.3.2



Progress 83%

Roads and Streets:

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

Owner: David Jolly

Actions: 4

	%	#
Some Disruption	50.0	2
Completed	50.0	2

Update provided by John Brown on Jul 27, 2020 01:39:07

Progress continues to be made in this important area with many of the Actions requiring Council to pursue them over an extended number of years, particularly where they relate to the State Road network. Completion of the Esk Main Road upgrade during the year was a highlight and commencement of upgrades on the Tasman Highway an important milestone in this area.

Actions 4.3.2.1: State Network - Pursue upgrades to State Government road infrastructure assets (Esk Main Road and Tasman Highway) to improve safety and reliability - result, network quality. (100% completed)

Esk Main Road - During the quarter ending June 2020, the State Government has completed road-widening works between Fingal and St Marys which is the last stage of this upgrading project

Great Eastern Drive/ Tasman Highway - The Elephant Pass/Tasman Highway intersection has been upgraded to include a passing lane. Passing lanes have been constructed at the main access points to the Chain of Lagoons. Substantial intersection upgrades occurred at Flagstaff Road and Basin Creek during the year. Council continues to pursue upgrades to the Tasman Highway south of Scamander (road widening and shoulder sealing) and improvement to the section of highway between Diann's Basin and St Helens. Preliminary works on this section highway have occurred including a briefing to Council and negotiations regarding land acquisition with affected land owners.

Actions 4.3.2.2: Municipal Road Network - Complete transfer of the responsibility of Binalong Bay Road to the State Government. (80% completed)

In the quarter ending March 2020, Councils General Manager and Manager Infrastructure & Development Services have met with Department of State Growth project managers to discuss required upgrade works and the tentative timing of the handover of the road to the State Government, 2020/2021. The Department of State Growth have engaged Pitt & Sherry to undertake design investigations commencing from July 2020. A construction programme is yet to be advised and a date for asset handover to be confirmed.

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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. (100% completed)

In developing the plan, a number of candidate routes that meet Australian Government funding criterion for future road upgrading have been identified. On 22 May 2020 the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program). This program will support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. The funding allocation made to Break O'Day Council is \$647,406. Project nomination work is in progress.

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. (50% completed)

Project activity is in progress and includes the drafting of a revised site plan based on community feedback and toilet design. Next generation concept was workshopped with Councillors in February 2020 prior to obtaining PWS consent and a Development Application being lodged. Community engagement was modified due to Covid-19, community consultation was undertaken on the concepts via a mail out to Scamander residents during April and May. Community feedback was analysed and will be provided to Council at the July Council meeting for consideration and direction.

Key Focus Area 4.3.3

 Progress 91%



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.

	%	#
● On Track	37.5	3
● Completed	62.5	5

Owner: Ben Peitman

Actions: 8

Update provided by John Brown on Jul 27, 2020 04:14:38

This was a key area of focus during the year with the major activity being the construction and delivery of the St Helens MTB Trail Network which opened on 22 November 2019 and the initial stages of completing the missing link of the Georges Bay Foreshore Track. In addition Council worked closely with Parks & Wildlife Service to upgrade walking tracks in the Fingal Valley using federal Drought Communities Programme funding.

Actions 4.3.3.1: Short Walks - Develop walking trail inventory for short walks. (100% completed)

Council Officers have been working in collaboration with Parks and Wildlife, the St Helens DAP group and lead agency, East Coast Regional Tourism Organisation on the development of a Great Eastern Walking guide.

Featuring walks all along the East Coast, the guide will be promoted through Visitor Information Centres and online via the Great Eastern Drive and Discover Tasmania channels and will be published in the 20-21 FY

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. (100% completed)

Service levels will be established and resources provided to keep these trails at agreed service levels.

Developed a Walking Trail upgrade project with PWS using Drought Communities Program funding, focus on upgrading key trails in the Fingal Valley, Gray Mares Tail Falls, Mathinna Falls and St Patrick Head Walking Tracks. Further project will be developed through the Drought Communities Programme extension.

Actions 4.3.3.3: Georges Bay Foreshore Trail - Secure approvals and commence construction. (100% completed)

The project includes the construction of a cycle pedestrian shared way bridge across the Golden Fleece Rivulet from the St Helens Wharf that connects with a short section of elevated boardwalk and to a foreshore track connecting with the existing foreshore track opposite Homelea.

The required reports (AHT, Flora & Fauna, Tree Assessment and Concept Engineering Drawings) to support the submission of a Development Application were undertaken and Development Approval secured for this project at the March 2020 Council meeting.

A Public Tender processed was completed and Tenders Awarded at the Council meeting on 18 May 2020. The project is now entering the construction phase

Actions 4.3.3.4: St Helens to Binalong Bay Link - Develop the project to a shovel ready stage and pursue funding. (50% completed)

Route options have been researched with an indicative cost for a preferred route prepared and provided to Council. Current activity is focused on project development to a shovel ready state.

Actions 4.3.3.5: St Helens MTB Network - Complete construction of Network including support infrastructure. (95% completed)

Trail construction commenced in April 2019 with the official opening of the first stage occurring on 21/11/2019.

Trail head construction on Flagstaff Road was completed including hardstand, roads and carparks being established. The Trail Head features include toilet block, shelters, bike hygiene station and signage.

Trails completed to date are Loops 1, 2, 3, 4, 5, 8, 9, 10, Town Link trail are all complete and open.

Loop 6 descent complete and open.

The climb section of Loop 6 has commenced with likely completion August 2020.

Loop 7 has commenced and will be completed August 2020.

Descents 1, 2 and 3 are complete and open.

The link trails from Loila Tier to the top of Decent 1 are complete and open.

Another Descent trail (Descent 4) traversing from adjacent Descent 1 finishing at the trail head have commenced and will be complete by Sept 2020.

The timing of opening of the all the remaining trails to complete this stage of the project will be late September / early October 2020.

All works are being delivered within allocated budgets and within agreed time frames.

The high visitation of riders at the trails since reopening in June was very exciting to see even though our border with the mainland are still closed.

Actions 4.3.3.6: Bay of Fires Trail - Complete construction of Poimena to Swimcart trail including support infrastructure. (100% completed)

Construction of the Bay of Fires Trail was completed in October 2019 with the official opening occurring on 22/11/19. Construction activities included installation of a hygiene station and small car park at Ansons Bay Road and creation of a new car park at Poimena.

Additional construction work has occurred to realign part of the Blue Tier Trail and the creation of a new Trailhead entrance is scheduled for the time of reopening in September 2020.

In late March when closures were initiated due to the COVID - 19 restrictions. In June the section of trail from Anson Bay Road to Swimcart Beach was reopened but the top section from Poimena to Anson Bay Road was kept closed due to the wet weather conditions and the desire to ensure this newly constructed trail was not damaged.

Actions 4.3.3.7: Rail Trail - Develop a Master Plan for a Rail Trail between St Marys and Fingal. (100% completed)

Flora and fauna report completed, external funding to be sought. Action listed under Valley Destination Action Plan

Seeking external funding through Building Better Regions to develop Recreational Strategy which include the Rail Trail - this will also include looking at the economic benefits of a rail trail

Awaiting information as to whether external funding has been awarded to assist with the development of this project

External funding has been received to develop a Recreational Trails Strategy. The proposed Rail Trail will form part of the consultation in the development of the Recreational Trails Strategy.

Actions 4.3.3.8: Walking / Bike Trail - Develop a Feasibility Study for a walking / bike trail between Mt Nicholas and Elephant Pass subject to receipt of external funding. (80% completed)

As external funding is required to progress this project a funding application was lodged with the Building Better Regions Fund to develop a Recreational Trails Strategy. awaiting decision of application. Council was successful in obtaining funding to develop a Recreational Trails Strategy - as part of the consultation within the scope of the project, a walking/bike track between Mt Nicholas and Elephant Pass will be considered.

Key Focus Area 5.1.1

Progress 100%

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

Actions: 4



Update provided by John Brown on Jul 27, 2020 01:49:09

Progress in this area has generally been on track though resolution of the future use of the old St Helens Hospital continues to be a source of frustration within Council and the community, unfortunately this requires more focus from the State Government.

Actions 5.1.1.1: Local Services - Work with external health services to expand the delivery of services to our community and seek additional funding by supporting the Royal Flying Doctors Service to ensure services are delivered throughout our municipality. (100% completed)

During the year we continued to work with the Royal Flying Doctors Service in identifying additional services for our area and supporting RFDS in sourcing funding. Current funding arrangement finishes in June 2021 so in consultation with other NGO's we are looking at what was working - unfortunately the focus has now changed due to Covid 19 but the method to which the current delivery of service is being delivered is through online video conferencing but some additional services are required as not everyone has access to video conferencing. A new service that commenced this year was the additional 2 mental health workers to work with our young people. This is a non referral service and during Covid 19 was well utilised with our young people seeking support for a number of issues

Actions 5.1.1.2: Old St Helens Hospital - Participate in the engagement process to determine the future use of the site. (100% completed)

Council supported the Department of Communities Tasmania to undertake a Community Engagement process on 18 July 2019 at St Helens. Community ideas were collated and forward to Communities Tasmania for their consideration and we await a decision from Communities Tasmania as to the future of the Old Hospital

Meeting held with Communities Tasmania outcome from this meeting was to engage an external provider to look at the economic and social benefits of the ideas put forward by the community - Council did not support providing financial assistance to assist with an external provider to look at the economic and social benefits of ideas that were submitted by the community. Council wrote to DCT following the February Council meeting requesting that they progress with examining the feasibility of the various ideas to narrow down the potential uses.

No additional information has been provided since our last communication with Communities Tasmania. I would think this project is currently on hold due to Covid 19 as Communities Tasmania are a lead agency in dealing with issues arising from this pandemic.

The Old Hospital has been utilised during Covid 19 as a Respiratory Testing Clinic this was initially for a three month period - depending on Covid 19 - this term may be extended

Actions 5.1.1.3: Local Service Delivery - Work with Government agencies in relation to provision of health services to be delivered at a local level. (100% completed)

No action at this stage - THRIVE looking at being part of the discussion

No action at this stage - sourcing external funding will be required

Currently THRIVE is reviewing the Framework for Action which will identify any new gaps in the current service delivery within our municipality. Once this document is completed, discussions with relevant agencies and external funding will be sought.

Actions 5.1.1.4: Doctors - Work with service providers, stakeholders and the State Government to ensure that adequate permanent doctors operate in Break O'Day. (100% completed)

The main focus has been working to provide support to Ochre Health regarding attracting new Doctors, this is an ongoing activity as we support with welcoming potential new Doctors is being provided. Unfortunately due to Covid 19 two doctors who were to stay until May have left and returned to England. Ochre were working with the Government to source additional medical staff to provide the required number of medical practitioners. Ochre have continued to provide a number of doctors to ensure that an adequate service is able to operate in Break O'Day

Key Focus Area 5.1.2

Progress 100%

Youth

Owner: Chris Hughes

Actions: 2

	%	#
Completed	100.0	2

Key Focus Area 5.2.1

Progress 100%

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

Actions: 3

	%	#
Completed	100.0	3

Update provided by John Brown on Jul 27, 2020 01:56:03

Council have continued to support activities in this area. In addition to the identified activities, Council has increased its focus on Mental Health & Wellbeing on a number of levels, within the organisation and also within the broader community. This has occurred as part of the response to the impact of Covid-19 on life in general.

Actions 5.2.1.1: Mental Health Working Group - Support the Mental Health Services Working Group to map changes if any and seek additional funding through partnerships with external services. (100% completed)

The Committee is currently in abeyance during the term of the Break O'Day and Bicheno Suicide Prevention Trial. The Community Champions session which was scheduled for March had to be cancelled.

Actions 5.2.1.2: THRIVE - Maintain working relationship with THRIVE and participate in their activities. (100% completed)

THRIVE projects are continuing, more specifically Thrive Build, Community Garden, School Mentoring, with a large number of community members volunteering to ensure the continuation of these projects. Thrive Build has now two completed 2 container builds. Community Garden has increased the number of volunteers working within the garden, product sold from the garden, proceeds go back into purchasing equipment to assist the volunteers develop the garden.

A number of THRIVE projects had to close down due to Covid 19 but programs have started to come back on line with Covid 19 restrictions in place, the community garden and the school mentoring program. Still working with relevant people to progress the school mentoring program into St Marys District High School. The Build program has struck a hurdle with people wishing to purchase same not able to get a mortgage from a Bank even though they are in line with Local Government Planning regulations - this program is to be reviewed over the next few months.

Actions 5.2.1.3: Suicide Prevention - Maintain involvement in the Suicide Prevention Trial. (100% completed)

Several projects are now up and running under this Trial - Safe Cafe and the Community Suicide Response Group - terms of reference have been approved and currently developing protocols around communication for the Suicide Response. A Bereavement Group has now been established to work with those impacted by the community, Council has representation on this committee. Two successful sessions were held in Fingal and St Helens where community members were invited to participate in building our community's response to suicide. These forums were part of the project planning for the Community Suicide Response Group to engage our community.

Key Focus Area 5.2.2

Progress 100%

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

Actions: 1

Update provided by John Brown on Jul 27, 2020 01:58:08

Good progress has been made in this area during the year due in large part to the Employment Partnership project which results from the Jobs Action Package. Work in recent years in relation to the Skills needs analysis and identification of barriers to employment have provided a solid foundation for this work.

Actions 5.2.2.1: Jobs Action Package - Support the implementation of the outcomes of the TasCOSS and TCCI led process addressing employment barriers in the Break O'Day area. (100% completed)

A substantial commitment of time and resources during the year by BODC has been made towards establishment of a project to address the identified barriers. A project proposal was developed by a local stakeholder group which addressed the key barriers identified through the consultation processes of TasCOSS and TCCI, this was submitted to the overall Steering Committee within State Government in July 2019. The Committee have considered the proposal and an open Expression of Interest process was advertised on 16 November 2019. The local stakeholder group met on 28/11/19 to consider the opportunity and submitted a proposal to the process with the State Government by 19/12/19. The Steering Group was advised on 13/2/2020 that it had been successful. Following finalisation of the Grant Deed and work program in April, work has commenced on the establishment of the project, Break O'Day Employment Connect which is being managed by the Fingal Valley Neighbourhood House. Recruitment for the positions will commence at the start of July and a consultant has been engaged to develop the website and supporting electronic platforms.

Key Focus Area 5.2.3

Progress 100%

Transport:

Facilitate a range of transport options that support movement within and outside the Break O'Day area.

Owner: Chris Hughes

Actions: 3

Update provided by John Brown on Jul 27, 2020 02:12:55

Activity in this area progressed as planned and is likely to accelerate in the forthcoming year through the Break O'Day Employment Connect project.

Actions 5.2.3.1: Local Transport Network - Promote the transport services that are currently available through the development of a community page. (100% completed)

Transport related barriers were identified during the engagement process undertaken by TasCOSS and TCCI through the Jobs Action Package project. Developing a solution formed part of the proposal submitted to the Expression of interest process and will form part of the soon to be established website for Break O'Day Employment Connect.

Actions 5.2.3.2: Transport Gap Analysis - Work with local community organisations who offer transport to identify where the needs are for additional transport options and work with the current providers on servicing the identified gaps. (100% completed)

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Transport related barriers were identified during the engagement process undertaken by TasCOSS and TCCI through the Jobs Action Package project. Developing a solution formed part of the proposal submitted to the Expression of interest process and will form part of the soon to be established website for Break O'Day Employment Connect.

Actions 5.2.3.3: Learner Driver Mentor Program - Recruit and train additional mentors to support the program. (100% completed)

2 new mentors were inducted and mentoring learners prior to COVID restrictions.

Department of State Growth have approved for the Learner Driver Mentor Program to recommence once PPE is received, all mentors are medically cleared and agree to adhere to all the new protocols.

starting to re-engage all the learners and commenced booking them back in to their regular hours.

Key Focus Area 5.3.1

Service Delivery:

Improvement

Owner: Jake Ihnen

Update provided by John Brown on Jul 27, 2020 02:13:18

No actions in this KFA for 2019-20.

Key Focus Area 6.1.1

Progress 100%

Local Government Reform

Owner: John Brown

Actions: 1

Update provided by John Brown on Jul 27, 2020 02:13:34

Actions 6.1.1.1: Northern Region Shared Services - Pursue joint procurement opportunities and a common IT platform involving northern region Councils. (75% completed)

Regional approach to annual Road Sealing Tender being examined with BODC undertaking work associated with this approach. Common IT platform approach being progressed with a potential service provider making a presentation to northern region GMs on 18/12/19. This has been followed up with a detailed presentation to representatives of interested Councils on 27/2/2020. Detailed scoping will be commencing shortly following engagement of an IT Consultant to progress the project. Councils will individually consider the options provided. Joint Legal Services procurement finalised in July 2019 and now in operation, savings to be identified on an annual basis.

Key Focus Area 6.1.2

Progress 75%

Break O'Day Culture

Owner: John Brown

Actions: 1

Update provided by John Brown on Jul 27, 2020 02:13:54

Actions 6.1.2.1: Organisational Development - Continue focus on service delivery based on agreed values and team based activities. (75% completed)

Work teams continuing to focus on the outcomes identified through the last round of workshops. Consideration being given to working on key areas of improvement and resilience as part of the next stage. Workshop program involving the Management team has been developed and was to be implemented in early April. This has been delayed due to the COVID-19 situation.

Key Focus Area 6.1.3

Strategic Plan

Owner: John Brown

Update provided by John Brown on Jul 27, 2020 02:14:04

No actions in this KFA for 2019-20 year.

Key Focus Area 6.1.4

 Progress 63%

Financial Sustainability

Owner: Bob Hoogland



	%	#
● On Track	66.67	2
● Completed	33.33	1

Actions: 3

Update provided by John Brown on Jul 27, 2020 02:16:44

Achieving outcomes in this area have been becoming more challenging as the major opportunities have been realised in recent years. Given the impact of Covid-19 efforts in this area will be emphasised in the year ahead.

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. (38% completed)

Mobile phone/tablet package savings identified \$3,500 annually; LGAT coordinated electricity contract negotiated no decrease in costs but mitigated against potential increases; product trial identified savings of \$9,000 per annum, change in gas energy provider also generated savings of \$2,000 per year. With the advent of COVID-19 restrictions, most of Council but particularly building and planning moved to emailing rather than printing and sending information. It is estimated that this has saved \$3,500 in printing and postage costs, as well as an unquantified time saving.

Actions 6.1.4.2: Procurement Processes - Undertake a review of procurement processes with a focus on environmental sustainability - the use of recyclable materials within the products etc which Council procures. (50% completed)

Discussed and reviewed at Corporate Services team meetings and Management Team meetings, options were considered and reviewed, no significant changes were identified

Actions 6.1.4.3: Operational Efficiencies - Examine opportunities for operational cost reductions resulting in reduced waste management cost based on \$ / t to landfill. (100% completed)

Kerbside Waste Collection Services

Council's kerbside waste collection service management contracts expire at 30 June 2020. Through a tender process, JJ's Waste were awarded the Kerbside Co-mingled Recyclables Collections Service Contract with a term of three years to June 2023.

From 1st July 2020, Council will operate the Kerbside General Waste Collection Service. A council operated service will cost less than a contracted general waste service. Fit for purpose plant has been purchased and the local recruitment process completed.

Council resumed responsibility for the collection of town litter waste in 2019 and will continue to provide this service to the community.

General Waste to Landfill.

For the full year 1st July 2019 to 30 June 2020, Council shipped 2,666 Tonnes of general waste to the Copping Landfill. The quantity falls mid-range for the previous three year high and low quantities of 3,000 and 2289 tonnes respectively. The General Waste stream contains a significant proportion of recoverable materials, noticeably scrap metal, cardboard, paper, recyclable plastics, glass and untreated timbers,

Co-mingled Recyclables (ex Kerbside Collection)

Contamination rate (typically general household putrescible waste and green waste) remains high for material collected at 15% that significantly adds to the cost of separation and recovery at JJ's Waste at the Launceston Sorting Facility. End market demand is for less than 0.5% impurity and high processing fees are charges apply to removing contamination. Reducing the contamination rate means that processing fees can be reduced and passed on to the Council.

St Helens Waste Transfer Station.

Layout changes have been made to enable more material streams to be segregated and recovered and include untreated timber, bulk cardboard plastics and e-waste.

Polystyrene re-cycling, suspended from March to June due COVID-19 situation has now recommenced.

Council continues to assess options for material separation, recycling and re-purposing in alignment with the Northern Regional Waste Management Group's Waste Management Strategy.

Key Focus Area 6.1.5



Progress 92%

Financial Management

Owner: Bob Hoogland

Actions: 3

	%	#
Some Disruption	33.33	1
Completed	66.67	2

Update provided by John Brown on Jul 27, 2020 02:17:15

Actions 6.1.5.1: Audit Panel - Audit Panel meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel. (100% completed)

October, December and February and June meetings of Audit Panel held, minutes and reports received by Council.

Actions 6.1.5.2: Financial Viability and Accountability - Maintain financial viability and accountability in budgeting and administration. Regularly review the Long Term Financial Plan (LTFP) to ensure that it accurately reflects the results of Council decision making. Result, meet or exceed Long Term Financial Plan forecasts for operational results. (100% completed)

Audited 2018/2019 financial statements received and budget review complete, updated Long Term Financial Plan adopted in principle by Council

Actions 6.1.5.3: Internal Audits - Implement 2019 / 2020 Internal Audits according to the adopted schedule. (76% completed)

Internal audit review program for 2019/2020 was mostly completed, additional Synectic audits were commenced but not completed

Key Focus Area 6.1.6



Progress 0%

Human Resources

Owner: John Brown



Actions: 1

Update provided by John Brown on Jul 27, 2020 02:18:24

Lack of progress in this area is being addressed in the forthcoming year through the engagement of external resources to assist.

Actions 6.1.6.1: Workforce Plan - Develop a workforce plan to prepare for and manage succession requirements and ageing workforce. (0% completed)

No action to date, delayed due to vacancy in HR Manager role

Key Focus Area 6.1.7

Progress 100%

Management Systems

Owner: Bob Hoogland



Actions: 3

Update provided by John Brown on Jul 27, 2020 02:20:01

Actions 6.1.7.1: GIS - Review GIS services to identify an effective and cost effective approach is being used. (100% completed)

Investigation commenced, options considered in conjunction with Northern Region shared services project, no significantly beneficial option for change identified

Actions 6.1.7.2: Envisio - Continue to monitor and refine. (100% completed)

Envisio has now become well entrenched in the operational reporting of council. Ongoing refinements by the provider are making it simpler and easier for Council officers to use the product.

Actions 6.1.7.3: Envisio Community Dashboard - Examine the opportunity to create a community dashboard for inclusion on Council's website. (100% completed)

The Community Dashboard was first published on Council's website following the adoption of the March 2020 Quarterly Review.

Public dashboard training has taken place with the Communications Coordinator and Executive Assistant. The Dashboard layout has been set up and testing of information updates is currently taking place with the aim for this to go live on Councils website as soon as practicable.

Key Focus Area 6.1.8

Progress 100%

Elected Members

Owner: John Brown



Actions: 1

Update provided by John Brown on Jul 27, 2020 02:20:21

Actions 6.1.8.1: Councillors Professional Development - Facilitate participation of Councillors Professional Development. (100% completed)

Due to the COVID-19 situation:

- The Mayor has taken part in a number of webinars conducted by various organisations such as East Coast Tourism Tasmania (ECTT) where key speakers have been providing advice and information regarding to assisting the community and businesses during and moving out of COVID.
- Councillors have undertaken some brief, informal training on the software Microsoft Teams (video conferencing program) to enable Council Workshops and Meetings to take place as scheduled. This training has been undertaken by Council staff with ongoing assistance being provided a necessary.
- Australian Local Government Association (ALGA) has cancelled the National General Assembly (NGA) for 2020 which was scheduled to take place in Canberra in June which both the Mayor and the General Manager were registered to attend. Advice received from ALGA is that there maybe an opportunity for some motions to be considered later in the year during another scheduled conference, however this would not incorporate the full agenda which was set out for the June NGA.
- The Local Government Association of Tasmania's (LGAT) Annual General Meeting and Conference scheduled to be held in July 2020 will also be run in a different format.

One (1) Councillor attended the Local Government Association of Tasmania's (LGAT) Two (2) Day Elected Member Training in February 2020.

The Mayor attended the Local Government Association of Tasmania's (LGAT) Mayors Professional Development in December 2019.

The Mayor attended the ATDW (Australian Tourism Data Warehouse) Workshop in St Helens in November 2019.

The Mayor and two (2) Councillors attended the Local Government Association of Tasmania's (LGAT) Annual Conference in July 2019.

The Mayor and four(4) Councillors attended the Local Government Association of Tasmania's (LGAT) Session in regards to the Local Government Legislation Review.

Key Focus Area 6.1.9

Progress 100%

Council Advocacy

Owner: John Brown

Actions: 2

	%	#
Completed	100.0	2

Update provided by John Brown on Jul 27, 2020 02:20:36

Actions 6.1.9.1: Priority Projects - Pursue identified priority projects through State and Federal Budget consultation processes. (100% completed)

Focus has been on securing the funding committed during the 2019 Federal Election process linked to the Community Development Grant Program. Grant Deeds finalised for the Old Tasmanian Hotel, Georges Bay Foreshore Track and St Marys Flood Mitigation projects and works have been substantially completed on the Old Tasmanian Hotel. Works are underway at St Marys with two elements complete. Georges Bay Foreshore Track works will commence in July following completion of the approval and tender processes.

Applications submitted for the Drought Communities Program and DCP Extension in line with Council's identified projects, funding has been approved and the initial Grant works program has been completed. Tasman Highway intersection upgrades south of St Helens has required substantial pressure being exerted to ensure these were completed by mid-November. Binalong Bay road hand over yet to occur but is underway with the Department of State Growth. More substantial Tasman Highway upgrade is now in the final stages of design and survey.

A submission to the Tasmanian State Budget process was made based on the identified priorities of Council. Consideration of priorities for future election processes will be considered by Council early in 2020.

Council has identified priority projects for future election processes and work on developing this information has commenced

Actions 6.1.9.2: Potential Projects - Take a proactive approach with Government agencies by ensuring potential projects are adequately researched and outlined for Minister's consideration. (100% completed)

Council officers completed a review of the Municipal Management Plan as part of the research work to identify potential projects. Council considered and identified potential projects in March 2020 with Council officers preparing project briefs for use in future elections. Projects identified for 2020-21 Tasmanian State Budget consideration.

Key Focus Area 6.1.10

Progress 100%

Customer Service

Owner: John Brown

Actions: 1

	%	#
Completed	100.0	1

Update provided by John Brown on Jul 27, 2020 02:20:52

Actions 6.1.10.1: Service Improvements - Encourage ongoing improvement of the customer service approach of the organisation through identified professional development activities. (100% completed)

Regular manager-team member meetings to consider training needs in the context of adopted values and vision. Particular attention is being given to our customer service approach through the COVID-19 situation. Ongoing training of corporate services team with planning and building staff and general collaboration

Key Focus Area 6.1.11

Progress 100%

Asset Management

Owner: David Jolly

	%	#
Completed	100.0	1

Actions: 1

Update provided by John Brown on Jul 27, 2020 02:25:41

Actions 6.1.11.1: Building Asset Database - Update building asset database to enable accurate financial reporting. (100% completed)

A key focus area in 2019-2020 is the writing of a Building Asset Management Plan that enables Council to better manage the establishment of new assets, asset renewals and upgrades and operational and maintenance budgets in alignment with Councils Long Term financial Plan.

Council maintains a building register that includes asset financial data and information. Building Asset register data is currently being updated in preparation for a building revaluation exercise and the writing of an asset management plan.

GIS Layer now produced in 'My Maps' with completed on field data ready for calculated building revaluations by Councils contractor. A new item in the 2020/2021 Annual Plan has been included to complete data and integration works.

Key Focus Area 6.1.12

Progress 100%

Stormwater Management Plan

Owner: Stuart Barwick

	%	#
Completed	100.0	1

Actions: 1

Update provided by John Brown on Jul 27, 2020 02:26:01

Actions 6.1.12.1: Stormwater Priorities Plan - Development and endorsement of the Municipal Stormwater Priorities Plan. (100% completed)

Council endorsed the Plan at the December 2019 Ordinary meeting of the Council.

The Urban Drainage Act 2013 ("the Act") requires that all Tasmanian Councils develop Stormwater System Management Plans (SSMPs) for the urban areas within their municipalities. Tasmanian councils have to complete the task by 19th Dec 2019 to satisfy the requirements of the Act.

Progress on councils SSMP has accelerated ahead of anticipated completion by the end of this calendar year.

Key Focus Area 6.1.13

Progress 100%

Work Health & Safety

Owner: Simone Ewald-Rist

	%	#
Completed	100.0	2

Actions: 2

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A large range of activities occurred during the year to support a focus on providing a safe workplace and discharging our WHS responsibilities

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. (100% completed)

FY 2019/2020 SUMMARY OF INCIDENT BY WORKERS

22 incidents reported relating to bodily locations (4 of them required medical treatment and consequently lodged workers compensation claims with our insurer)

4 verbal confrontations

1 potential COVID-19 exposure

TOTAL 27 INCIDENT REPORTED

FY 2019/2020 BODILY LOCATIONS

11 hand/wrist incidents

5 leg/knee incidents

3 shoulder/arm incidents

1 elbow

1 hip

1 ankle incident.

FY2019/2020 VEHICLE ACCIDENT SUMMARY

4 windscreen claims

2 damages to vehicles involving an animal

3 damages to vehicles involving a third party

1 King Box trailer stolen.

FY 2019/2020 WHS AUDITS OF OUTDOOR WORKERS AND CONTRACTORS

7 audits undertaken during the financial year.

FY 2019/2020 INDUCTIONS OF WORKERS, VOLUNTEERS AND CONTRACTORS

3 workers/consultant, 17 volunteers and 8 contractor were inducted during the financial year.

FY 2019/2020 WH&S COMMITTEE MEETINGS FACILITATED: 6 MEETINGS

ACTION	OUTCOME/RECOMMENDATION
Review of SDS register, auditing existing stock, review of purchasing process and seeking alternatives to hazardous chemicals:	Progressively work towards auditing all areas and updating the SDS Register. Ongoing.
Reports received from OHS inspections of Depot Yard/Offices and Council main building	Actions discussed and progressed for completion in FY2019/2020.
Review of current critical incident measures in place for indoor/outdoor workers.	Completed FY2019/2020

ACTION	OUTCOME/RECOMMENDATION
Undertake testing of duress alarm during the calendar year 2019.	Completed FY2019/2020
RACT Business Safety Essential workshop. Three-hour interactive workshop includes Vehicle Safety, Distraction, Speeding, Alcohol/Drugs, Fatigue & Crash Avoidance Space.	Urged management team to consider funding such a workshop in 2020 and potentially having selective workers attending a defensive driving training at Symonds Plains. The cost is \$1,500 for 12 workers plus \$100 extra per person.
Lesson learnt from NSW horrific wood chipper fatality – Council's operators required to demonstrate competency on how to operate Council's Vermeer Brush Chipper.	Consultation with team leaders & manager. Brush chipper serviced and improved. SOP reviewed, amended and information distributed by team leaders.
2020 Tasmanian Health & Wellbeing Calendar	Consulted on what topics are of interest to indoor/outdoor workers.
Cancer Council Tasmania – Find Cancer Early Campaign	Arrangements made for September 2020.
T5 phone app used by Burnie City Council	Research revealed the product is not suitable
Vandalism Reporting	Works Department to report on damage to the WHS Coordinator that <ul style="list-style-type: none"> incur a repair cost of greater than \$50.00, and occur repetitive in the same location
Noise level in lobby and reception area	The committee recommended allocating funds for the FY2020/2021 building maintenance budget so that a consultant can be engaged to undertake noise level testing on-site and provide suggestions on how to mitigate against the noise level in the lobby/reception area.
Compliance and Enforcement investigations	Implement procedure on 20/05/2020.
Labelling of chemicals	Reminder to all staff that when decanting from large to small containers, a label needs to be affixed to the new container.
Sun protection for outdoor workers	Reminder to all staff that Cancer Council warns sun protection required all year around.
Mini and Micro Break from computer and work	Revisit at August 2020 meeting and provide information on apps or other devices.

FY 2019/2020 TRAINING UNDERTAKEN

- First Aid 2 days training for outdoor workers – September 2019
- Remedial exercise sessions for outdoor workers – September 2019 to March 2020
- Implement Traffic Management/Control Traffic with Stop Slow Bat – October 2019 – 2 workers
- Health Safety Representative Training – November 2019 – 1 worker
- Licence to Operate Forklift Truck Training – November 2019 – 3 workers
- Tree Faller Qualifications – November 2019 – 1 worker
- Online ChemCert training – May to June 2020 – 3 workers

Actions 6.1.13.2: Wellbeing Program - Undertake actions to improve the wellbeing of workers including appropriate training and awareness sessions. (100% completed)

FY2019/2020 Wellbeing Programs:

- Monthly remedial sessions for outdoor workers
- Audiometric testing for outdoor workers – June 2020
- Find Cancer Early Campaign postponed to September 2020

Key Focus Area 6.1.14

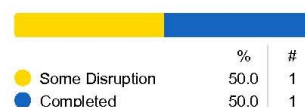


Progress 75%

Public Health

Owner: Jake Ihnen

Actions: 2



Update provided by John Brown on Jul 27, 2020 02:29:28

Actions 6.1.14.1: On Street Dining - Review Council's policy in relation to on-street dining to encourage a vibrant and inviting streetscape for residents and visitors alike. (100% completed)

Reviewed July 2018 therefore not due for review until July 2021.

Actions 6.1.14.2: 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. (50% completed)

Draft guideline has been developed however requires further consideration. A new Annual Plan item for 2020/2021 has been developed to implement the policy.

Key Focus Area 6.1.15

Progress 100%

Stakeholder Management

Owner: John Brown

Actions: 2



Update provided by John Brown on Jul 27, 2020 02:29:43

Actions 6.1.15.1: Northern Tasmanian Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy. (100% completed)

Consideration of the Regional Economic Development Plan and endorsement by Council undertaken at September 2019 Council meeting. Final adoption occurred at the December 2019 Council meeting. Review of NTDC operations as part of considering ongoing funding has been undertaken and a number of recommendations to be implemented as council is examining the value for money being received. Mayor and General Manager participating in development of Regional Collaboration Framework. NTDC provided a presentation to Councillors on 24/2/2020 relating to activities. New CEO, Mark Baker, has provided a new direction and focus on NTDC activities and performance. Council considered its position in relation to ongoing membership of NTDC and agreed to a further 3 years at the May 2020 Council meeting.

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. (100% completed)

LGAT Conference attended by Mayor, 2 Councillors and General Manager, BODC received the Award for Excellence in Service Delivery for Small Councils.

Participation in legislative reviews and policy development has included:

- Local Government Act Review (ongoing including Technical and Working Groups)
- State Government Draft Waste Action Plan

Mayor represents smaller Councils in the northern region on the LGAT General Management Committee.

Motions prepared for LGAT and ALGA Annual Conferences, both of which were cancelled due to the Covid-19 impact.

Key Focus Area 6.1.16

Progress 100%

Improvements to Council's Systems and Processes

Owner: Bob Hoogland

Actions: 1

Update provided by John Brown on Jul 27, 2020 02:29:57

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. (100% completed)

Regular consideration by organisation teams and management team. Development Services have commenced refining systems following the new Town Planners commencing who are bringing ideas from outside the organisation. The impact of COVID-19 on our systems and processes is now under active consideration. Ongoing option of flexible working arrangements (working from home) procedure adopted and being implemented

	%	#
Completed	100.0	1

Key Focus Area 6.2.1

Progress 100%

Asset Management Policy

Owner: Bob Hoogland

Actions: 2

Update provided by John Brown on Jul 27, 2020 02:30:13

Actions 6.2.1.1: Review AM15 Asset Disposal Policy Review Period: 3 years Adopted: 21.08.2014 Date last amendment: 21.03.2016 Renewal Due: November 2019 Source: Policy Review Schedule (100% completed)

Council adopted the amended update to AM15 Disposal Policy at the August 2019 Council Meeting after discussion at the August 2019 Councillor Workshop.

Actions 6.2.1.2: Review AM19 Asset Management Policy Review Period: 3 years Adopted: 15.08.2016 Renewal Due: August 2019 Source: Policy Review Schedule (100% completed)

	%	#
Completed	100.0	2

Council adopted the amended update to AM19 Asset Management Policy at the August 2019 Council Meeting after discussion at the August 2019 Councillor Workshop.

Key Focus Area 6.2.2



Progress 15%

Community Building Policy

Owner: Bob Hoogland



● On Track	%	#
	100.0	1

Actions: 1

Update provided by John Brown on Jul 27, 2020 02:30:29

Actions 6.2.2.1: Review CB04 Youth Policy and Strategy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: April 2020 Source: Policy Review Schedule (15% completed)

No action to date - contact made with Schools to work with SRC committees and invite ScamJam members to be part of the review

Key Focus Area 6.2.3

Economic Development Policy

Owner: John Brown

Update provided by John Brown on Jul 27, 2020 02:30:45

No Actions in this KFA for the 2019-20 year.

Key Focus Area 6.2.4

Progress 100%

Environment & Planning Policy

Owner: David Jolly



● Completed	%	#
	100.0	1

Actions: 1

Update provided by John Brown on Jul 27, 2020 02:31:00

Actions 6.2.4.1: Review EP03 Conservation Covenant Support Policy Review Period: 3 years Adopted: 25.06.2012 Date last amendment: 21.03.2016 Renewal Due: December 2019 Source: Policy Review Schedule (99% completed)

Reviewed at March 2020 Council meeting

Key Focus Area 6.2.5

Progress 91%

Leadership & Governance Policy

Owner: Bob Hoogland

Actions: 11

	%	#
On Track	9.09	1
Some Disruption	9.09	1
Completed	81.82	9

Update provided by John Brown on Jul 27, 2020 02:31:20

Actions 6.2.5.1: Review LG08 Employees Voluntary Emergency Services Policy Review Period: 3 years Adopted: 25.06.2012 Date last amendment: 21.03.2016 Renewal Due: April 2020 Source: Policy Review Schedule (0% completed)

Last amendment March 2017 due for review March 2020, no action in the later part of the year. Will be dealt with in the first 3 months of 2020-21.

Actions 6.2.5.2: Review LG01 Elected Member Allowances and Support Policy Review Period: 4 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: August 2019 Source: Policy Review Schedule (100% completed)

Status updated to "On Track"

Actions 6.2.5.3: Review LG03 Councillors Code of Conduct Policy Review Period: 4 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: May 2020 Source: Policy Review Schedule (100% completed)

Councillors Code of Conduct Policy was reviewed following the Ordinary General Election in November 2018 and adopted at the 18 March 2019 Council Meeting.

Actions 6.2.5.4: Review LG07 Procurement Policy (Code for Tenders and Contracts) Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: November 2019 Source: Policy Review Schedule (100% completed)

Policy LG07 reviewed at Council Workshop and amendments prepared; amendments reviewed by Audit Panel at December 2019 meeting and recommended to Council; amended LG07 Policy adopted by Council at the December meeting, matter is complete

Actions 6.2.5.5: Review LG11 Rating Exemptions and Remissions Policy Review Period: Yearly Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: February 2020 Source: Policy Review Schedule (100% completed)

Policy was reviewed in August 2018, not due until August 2021

Actions 6.2.5.6: Review LG16 Corporate Credit Card Policy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: May 2020 Source: Policy Review Schedule (100% completed)

Policy amended and adopted July 2019

Actions 6.2.5.7: Review LG18 Debt Collection Policy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: February 2020 Source: Policy Review Schedule (100% completed)

Policy was converted to a Procedure, no longer subject to Policy review.

Actions 6.2.5.8: Review LG20 Distribution of Unclaimed Funds Policy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: February 2020 Source: Policy Review Schedule (100% completed)

Updated Policy adopted at the March Council Meeting, matter is complete

Actions 6.2.5.9: Review LG27 Information Management Policy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: February 2020 Source: Policy Review Schedule (100% completed)

Updated Policy adopted at the March Council Meeting, matter is complete

Actions 6.2.5.10: Review LG29 Privacy Policy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: February 2020 Source: Policy Review Schedule (100% completed)

Updated Policy adopted at the March Council Meeting, matter is complete

Actions 6.2.5.11: Review LG51 Related Party Disclosures Policy Review Period: 3 years Adopted: 19.03.2012 Date last amendment: 21.03.2016 Renewal Due: April 2020 Source: Policy Review Schedule (98% completed)

Policy can not be amended until Policy details provided by Ombudsman office. Initial consultation received from Ombudsman. No further action possible.

Key Focus Area 6.2.6

By Laws

Owner: Bob Hoogland

Update provided by John Brown on Jul 27, 2020 02:31:31

No Actions in this KFA for 2019-20 year.

Key Focus Area 6.3.1

Progress 100%

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

Actions: 2

Update provided by Bob Hoogland on Jan 07, 2020 23:41:11

Actions 6.3.1.1: Risk Updates and Activities - Risk updates and activities are regularly reported to management, Council and Audit Panel. (50% completed)

Risk activities are up to date half way through 2019/2020

Reports have been provided to and received by Council and managers, and the Audit Panel

Risk register reviews have been completed as expected except for a couple of very minor delays which are expected to be addressed early in 2020

	%	#
Completed	100.0	2

Key Focus Area 6.4.1

Progress 95%

Grant Submissions

Owner: Angela Matthews

Actions: 1

Update provided by Angela Matthews on Dec 20, 2019 00:46:45

	%	#
On Track	100.0	1

Actions 6.4.1.1: Grant Funding Opportunities - Actively seek and 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. (50% completed)

Applications have been submitted for the following:

Drought Communities Programme Extension - \$1,000,000

Building Better Regions Fund (BBRF) - Infrastructure for Events - \$20,000

Building Better Regions Fund (BBRF) - Break O'Day Trails Strategy - \$30,000

\$2,100,000 received from the Federal Government for the Georges Bay Multi-User Track.

Grant Deeds have been received for the Old Tasmanian Hotel Restoration Project - \$500,000 and the St Marys Flood Mitigation Project - Flood Proofing St Marys - \$400,000

Drought Communities Programme - \$1,000,000 - Grant Deeds Executed and works commenced for Enhancing the Fingal Valley

Recreational Boating Fund for Proposed upgrade to the Scamander Boat Ramp was successful - \$125,000

Key Focus Area 6.5.1



Progress 92%

Capital Works and Projects Program

Owner: Bob Hoogland

		%	#
● On Track	16.67	1	
● Completed	83.33	5	

Actions: 6

Update provided by David Jolly on Jul 10, 2020 05:14:34

Actions 6.5.1.1: Township Plans - Delivery of funded Township Plan infrastructure projects. (100% completed)

Township plan items are being addressed through the 4 year capital programme with current operational and maintenance budgets and government funded grants.

Actions 6.5.1.2: Drought Communities Programme - Delivery of Drought Communities Programme infrastructure projects. (100% completed)

The following infrastructure projects were delivered under the Drought Communities Programme in the 2019/2020 year.

- Fingal Valley Track Upgrades - Grey Mares Trail Upgrade, St Patricks Head Trail Works, - Mathinna Falls Trail that includes the required upgrade of parts of the access road, the replacement of a vehicle bridge and walking track repair and upgrade.
- St Marys Cemetery Master Plan
- Fingal Streetscape Stages 2 and 3
- Fingal Park Shelter
- Fingal Recreational Complex Toilet
- Mathinna Township Bus Shelter

Actions 6.5.1.3: St Marys Flood Mitigation - Delivery of St Marys Flood Mitigation infrastructure projects. (85% completed)

Council submitted an application for Australian Government funding to enable the implementation of priorities from the St Marys Flood Risk management Plan for the St Marys community. The objective of the flood mitigation projects is to reduce the area of St Marys that is flood prone, reducing flood hazards and impacts for households (including public housing), businesses and public infrastructure and improving.

Flood Warning System - installation completed.

The Flat Road Bridge (Completed) - The bridge has been raised to provide an additional 1m of invert and providing a larger waterway opening.

Flood Levee Bank - Engineering work associated with the design of the Levee is complete. The design took into account flood modelling data for a 1 in a 100 year flood event. All affected landowners have given their consent for the levee to be constructed with regulatory approvals pending. Construction materials have been purchased, with planned construction to commence during July and completed by September (subject to regulatory approval being granted in early July).

Actions 6.5.1.4: Re-sheeting and Re-sealing Programs - Re-sheeting and re-sealing programs completed as per budget allocations.

Scheduled road resealing and resheeting works completed

Actions 6.5.1.5: Bridges - Bridge part or full replacement works completed as per budget allocation. (75% completed)

Scheduled Bridge works completed with the exception of the Cecelia Street bridge. The asset was condition assessed and a decision made to defer works to 2022/2023.

Actions 6.5.1.6: Kerb and Channel and Footpaths - Kerb and channel and footpath replacement works completed as per budget allocation. (50% completed)

Due to Covid-19 social distancing restrictions K/C and footpath works have been deferred, year to date we have completed 50% of works. With the easing of physical distancing restrictions outstanding works have been rescheduled to occur across July and August 2020.

08/20.16.3 Community Care and Recovery Package – COVID-19 - Update

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	020\002\005\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council receive the latest Community Care and Recovery Package Update.

INTRODUCTION:

During the COVID-19 Pandemic Break O'Day Council is working with Tasmanian Councils and other levels of Government to address the impact of this Pandemic with one area of focus being a Community Care and Recovery Package. With an evolving situation, it is important that Council continually review the package to address the emerging needs in the community where possible.

PREVIOUS COUNCIL CONSIDERATION:

This report is provided as a monthly update for Council Workshops and Council Meetings since Council adopted the Community Care and Recovery Package at the 20 April 2020 Council Meeting.

OFFICER'S REPORT:

The need for ongoing review of Councils Community Care & Recovery Package (CCRP) was a key part of the decision which Council made at its April 2020 meeting. The review process focuses on the implementation of the agreed measures as well as addressing emerging needs we may be seeing.

The following is an update of progress and the effect:

1. Provision of rates relief for businesses impacted by closure as a result of the pandemic.

The Community Care & Recovery Package impact on Councils financial situation for the rates remission will be approximately \$200,000 as described in the following table subject to additional properties being identified:

	19/20 Financial Year	20/21 Financial Year
Commercial Rate Remission	\$98,908	\$102,430

The affected property owners were identified in accordance with Council's decision and a letter was sent advising of Council's decision and how it was being implemented. Subsequent application have been considered on a case-by-case basis.

2. Waiving of penalties and interest on the 4th Instalment of the 2019-2020 Rates.

A covering letter has been provided with the notice in part due to the situation and also to explain that we have hardship provisions available for people to contact Council in relation to. We have had a small number of hardship applications and we continue to work with property owners on how we can provide assistance

The Community Care & Recovery Package impact on Councils financial situation for the waiving of penalties and interest are dependent on the number of ratepayers unable to pay the instalment and is difficult to judge. A comparison of rate collections for the 4th Instalment in 2019 and 2020 reveals:

	18/19 Financial Year	19/20 Financial Year
Rates Outstanding at 30 June	\$269,984.55	\$199,613.01

Resulting in the following impact:

	19/20 Financial Year	20/21 Financial Year
Penalty Waiving Remission	\$18,201	N/A
Interest Waiving Remission	\$10,000	N/A

3. Deliver a Budget for 2020/21 based on a General Rate increase of 0%

The proposed Budget is based on a 0% General Rate increase. Rate notices have now been issued with the 0% general rate increase and only a 3% waste charge increase. We now understand that there will be no Dividend from TasWater over a 12 month period split across the two (2) Financial Years.

The Community Care & Recovery Package impact on Councils financial situation for the 2020-2021 Budget with a 0% General Rate increase will be approximately \$175,000 as described in the following table:

	19/20 Financial Year	20/21 Financial Year
0% General Rate increase	\$nil	\$175,000
TasWater Dividend loss	\$194,000	\$194,000

4. Waiving fees for Food Premise Registrations.

The current situation has had a significant impact on the vast majority of these businesses. We have written to the registered businesses advising of Council's decision. Almost all food business registrations have now been renewed.

	19/20 Financial Year	20/21 Financial Year
Food Premise Fee Waiver	\$14,000	\$nil

5. Waiving Lease fees for Commercial premises leased from Council.

We are currently in the process of implementing this assistance and the following amounts have been identified as assistance being provided.

	19/20 Financial Year	20/21 Financial Year
Premises lease fee waiver	\$2,269.60	\$1,361.76

6. Fee reduction for Development Applications for a six (6) month period.

A fee reduction of 50% has been introduced for new Planning and Building Applications for the next six (6) months. Council officers are tracking the impact and providing updates as it progresses. We are still seeing above average level of enquiries flowing through and a steady flow of Applications:

	19/20 Financial Year	20/21 Financial Year
Planning & Building Application Fee Reduction	Actual: \$5737.50	Estimated: \$10,000

7. Community Support through this period.

Council's Community Development team are working with the Mental Health & Well-being Coordinator on implementing initiatives and they are continually assessing new ideas whilst communicating with other organisations to ensure the communities of Break O'Day feel supported. A particular focus is on our volunteers who rely on the activities they undertake for social interaction and who gain immense satisfaction from what they do.

Council Officers have been working with community groups to assist them with developing their Safety Plans in line with Worksafe Tasmania. Once these plans have been developed, community groups are able to access Council facilities and re-engage their members in line with current Covid-19 restrictions.

Additional resources will be applied to this area through the re-tasking of existing employees as their workload ceases or diminishes.

As part of Council's response to COVID-19, we were required to develop a Social Recovery Action Plan to guide the work of Council when responding to the social recovery needs of the community through COVID-19.

Objectives of the Social Recovery Action Plan are:

1. To ensure information relevant to the COVID-19 situation is shared effectively and in a timely manner between members of Break O'Day and the NRSRC;
2. To identify ways to support local programs that improve recovery outcomes for communities;
3. To develop consistent and co-ordinated messaging to local communities about the COVID-19 situation; especially for people at risk during an emergency, those who are isolated and those who do not have access to the internet;
4. To identify localised health and wellbeing services who can be called upon to assist with recovery needs resulting from the COVID-19 situation; and
5. To develop long-term responses to support social recovery from the COVID-19 situation.

6. To support existing local business and industry during COVID-19 and the pathway to recovery.

This is a living document as impacts of COVID-19 are changing every day. One of the actions from this plan is the Park, Snack and Chat project.

Park Snack & Chat

This project commenced on Wednesday 15 July 2020. Community members were asked to complete a small survey which will identify issues that have impacted them during COVID-19.

The community sessions were well attended with a lot of information gained from talking with our community members. Some of the feedback received from the community was that they were grateful that we had met with them face to face and in some cases, we received requests that this occur on a more regular basis.

The survey can still be completed up until the 24 August, 2020 on line but those who do not have access to the internet can obtain a hard copy from Council.

The objectives of the project are:

1. Strategic Plan 2017-2027

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

2. Break O'Day Social Recovery Action Plan

Objective 2.

Identify ways to support local programs that improve recovery outcomes for communities

Objective 5.

Development of long-term responses to recovery from COVID-19:

3. Enhance Council's brand in the community by providing an opportunity to show that Council cares.
4. Kindness launch – encourage the use of Kindness cards by the community.

	19/20 Financial Year	20/21 Financial Year
Community Support	Existing officer time	\$to be determined

8. Support for event organisers.

Of the 13 events sponsored by the Council and scheduled through to June 2020, 11 events have been cancelled, two (2) have been postponed. Sponsorship for the annual events totals \$46,100. Given the economic benefits of hosting events within the Municipal Area, and the number of attendees these attract. Council staff have been working closely with external events organisers to reschedule their events for 2021 which had been set down for later this year. Four (4) external events have successfully rescheduled for 2021.

Conversations have commenced with event organisers locally. Two (2) events for the month of July were held and feedback was that everyone was aware of the physical distancing requirements and there were no issues reported to Council.

Council staff have met with interested community groups to look at an event that can be held over the Australia Day Long weekend. Wheels Wine and Dine, the event which has been held on this weekend for the last few years, has decided to not proceed this year so we are working with interested community groups to deliver an event which will encompass the whole municipality at some time over the weekend.

	19/20 Financial Year	20/21 Financial Year
Event Organisers Support	\$to be determined	\$to be determined

9. Infrastructure Projects

As mentioned previously there is a focus by the Federal and State Governments on infrastructure projects which are ready to be commenced in the short term, the next 3 – 6 months. It is intended that these 'shovel ready' projects will stimulate employment and underpin the rebound in the economy.

	19/20 Financial Year	20/21 Financial Year
Infrastructure Projects	\$to be determined	\$to be determined

10. Business Support

The impact on the local business community has been substantial, Council's program of 'care calls' has been extended from the food based businesses to include tourism industry businesses. This additional work is being undertaken by Visitor Information Centre staff as part of discussing with operators the opportunity to place brochures at no cost into the St Helens VIC for 2020/2021. It is expected this will affect 75 to 100 businesses.

Further attention in this area is required and we will continue to work through what this might look like.

	19/20 Financial Year	20/21 Financial Year
St Helens VIC Brochure Display Fees	\$0	\$5,000

11. Community Care & Recovery Package Review

As the situation has been moving at a rapid pace this required Council to react quickly to the situation as it evolved. In light of the evolving and continually changing situation Council will review the Community Care & Recovery Package on a monthly basis.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

The whole Plan.

2020-2021 Annual Plan

Action 1.2.1.3 Community Event Support

Action 1.3.1.3 Local Township Plans

LEGISLATION & POLICIES:

Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The financial impact of the Pandemic is going to be very significant on the Break O'Day Council now and over future years.

	19/20 Financial Year	20/21 Financial Year
Commercial Rate Remission	\$98,908	\$102,430
Penalty Waiving Remission	\$18,201	Yet to be determined
Interest Waiving Remission	\$10,000	
0% General Rate increase	\$nil	\$175,000
TasWater Dividend loss	\$194,000	\$194,000
Food Premise Fee Waiver	\$14,000	\$nil
Premises lease fee waiver	\$2,270	\$1,362
Planning & Building Application Fee Reduction	\$5737.50	\$10,000est
Community Support	\$to be determined	\$to be determined
Event Organisers Support	\$to be determined	\$to be determined
Infrastructure Projects	\$to be determined	\$to be determined
Waiving of VIC Brochure Display	\$0	\$5,000
Total Estimated	\$343,116.50	\$487,792

VOTING REQUIREMENTS:

Absolute Majority.

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

IN CONFIDENCE

08/20.17.0

CLOSED COUNCIL

08/20.17.1

Confirmation of Closed Council Minutes – Council Meeting 20 July 2020

08/20.17.2

Outstanding Actions List for Closed Council

08/20.17.3

Request for Council Sponsorship – Ten Days on the Island 2021 - Closed Council Item Pursuant to Section 15(2)C 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.