



COUNCIL MEETING AGENDA

Monday 17 May 2021
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
10 May 2021

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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 May 2021 commencing at 10.00am.

CERTIFICATION

Pursuant to the provisions of Section 65 of the *Local Government Act 1993*, I hereby certify that the advice, information and recommendations contained within this Agenda have been given by a person who has the qualifications and / or experience necessary to give such advice, information and recommendations or such advice was obtained and taken into account in providing the general advice contained within the Agenda.

A handwritten signature in black ink, appearing to read 'John Brown', with a large, stylized initial 'J'.

JOHN BROWN
GENERAL MANAGER

Date: 10 May 2021

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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.

05/21.1.0 ATTENDANCE

05/21.1.1 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

05/21.1.2 Apologies

Nil

05/21.1.3 Leave of Absence

Nil

05/21.1.4 Staff in Attendance

General Manager, John Brown
Executive Assistant, Angela Matthews

05/21.2.0 PUBLIC QUESTION TIME

05/21.3.0 DECLARATION OF INTERESTS 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.

05/21.4.0 CONFIRMATION OF MINUTES

05/21.4.1 Confirmation of Minutes – Council Meeting 19 April 2021

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 19 April 2021 be confirmed.

05/21.5.0 COUNCIL WORKSHOPS HELD SINCE 19 APRIL 2021 COUNCIL MEETING

There was a Workshop held on Monday 3 May 2021 – the following items were listed for discussion as well as a presentation provided by the CEO of East Coast Tasmania Tourism (ECTT).

- Reduced Facility Hire Fees
- Animal Control Report
- Policy Review – AM06 – Footpath Construction
- Policy Review – AM07 – Playground Management
- Policy Review – AM10 – Reserves Management
- Disability Access Committee – Disability Action Plan 2021 – 2024
- Request for Funds – St Helens Scouts Group
- Application for Break O'Day Drought Weeds Grant 2021
- St Marys Flood Risk Mitigation Project

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.

05/21.6.1

DA061 – 2021 – Retrospective Approval – Deck Additions, Fenced Spa and Water Tank and New Installation of Tank – 13 Hilltop Drive, Binalong Bay

ACTION	DECISION
PROPONENT	Design to Live obo A.E. Goldsworthy
OFFICER	Rebecca Green, Planning Consultant
FILE REFERENCE	DA 061-2021
ASSOCIATED REPORTS AND DOCUMENTS	Site Plan (30 March 2021) Cover letter (30 March 2021) Site photographs provided by applicant Representation (1) Applicants Response to Representation

OFFICER'S RECOMMENDATION:

After due consideration of the representations received pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Council Interim Planning Scheme 2013* that the application for **Retrospective approval of Deck Additions, Fenced Spa & Water Tank and New Installation of Tank** on land situated at **13 Hilltop Drive, Binalong Bay** described in Certificate of Title CT 177066/1 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) Site Plan, Design to Live, Job No.: HLLT13, Rev. 4, Dated: 30 March 2021;
 - b) Planning Cover Page, Design to Live, Dated: 30 March 2021; and
 - c) Existing site photographs provided by Design to Live.
2. All stormwater overflow from the water tanks must be disposed of to the Council's stormwater network, via one connection for the subject property.
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. 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 costs of the developer.

ADVICE

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

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

Monday - Friday 7 am to 6 pm

Saturday 9 am to 6 pm

Sunday and public holidays 10 am to 6 pm

PROPOSAL SUMMARY:

Application is made for the retrospective approval of deck extension, fenced spa and water tank addition and new installation of water tank at 13 Hilltop Drive, Binalong Bay. Residential use in the Low Density Residential Zone is a permitted use without qualifications, under Table 12.2 of the *Break O'Day Interim Planning Scheme 2013*.











PREVIOUS COUNCIL CONSIDERATION:

DA 2010-276 – Dwelling additions, deck, carport and garage

DA 2013-272 – Studio and deck

DA 2018-235 – 2 Lot Boundary Adjustment

OFFICER'S REPORT:

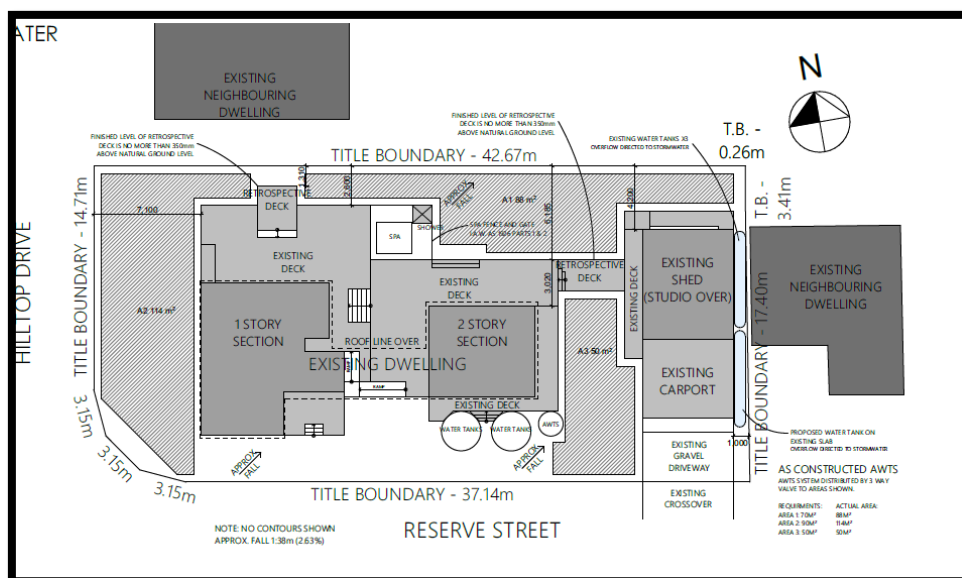
1. The Proposal

Break O'Day Council received a valid application on 12 April 2021 from Design to Live on behalf of the owner of the subject land, Anne Goldsworthy for the retrospective approval of deck additions, fenced spa and water tank and new installation of tank at 13 Hilltop Drive, Binalong Bay.

The 886m² rectangular development site abuts similarly zoned properties with existing dwellings on the properties abutting the northern and eastern boundaries. Hilltop Drive is located to the west with Reserve Street to the south.

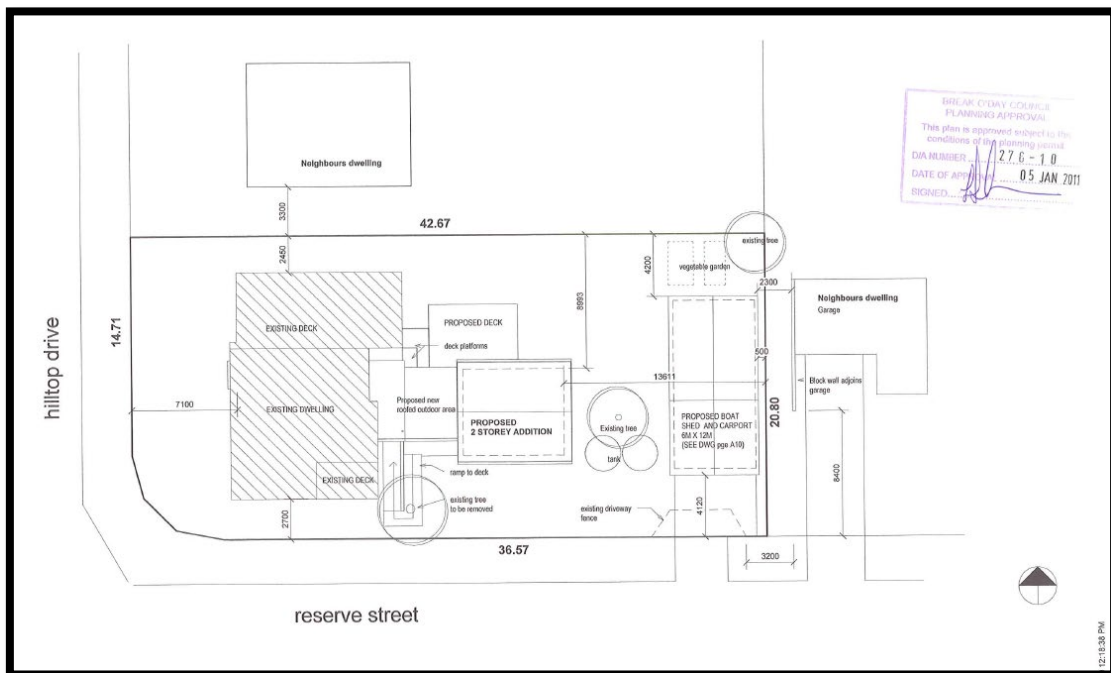
The application has come about as part of an ongoing building permit and inspections (BA276-2010) and it was found that there are decks on site that are not shown on either the 2010 or 2013 approval for the subject site. The owners were of the understanding that due to the deck height above natural ground level (350mm) that no approvals were required, however as the decks are adjoining other structures (decks and / or dwellings), this does not meet the exemption 5.3.4 for unroofed decks as they are attached or abutting a habitable building. The water tanks through this process were also considered necessary to have approval due to them being within 1m of the boundary (slimline tanks).

Proposed Site Plan

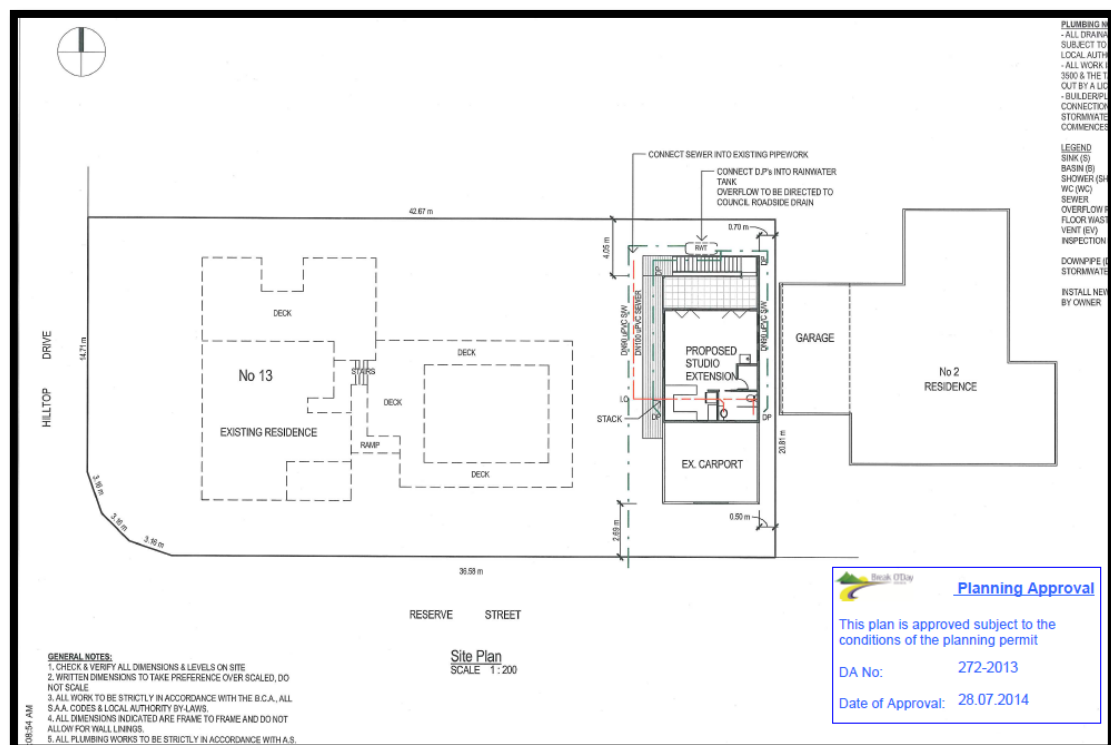


The decking seeking retrospective approval is only a maximum of 350mm above natural ground level. The proponent has advised that the three existing slimline water tanks between the shed, carport/studio and the boundary are approximately 7,000L each. The two proposed slimline water tanks also to be located between the shed, carport/studio and the boundary are also approximately 7,000L each. DA 272-2013 (Studio & Deck) approved planning plans and DA 276-2010 (Dwelling Additions, Deck, Carport and Garage) do not indicate any water tanks approved along this property boundary, however it is noted that DA 235-2018 (boundary adjustment) was undertaken due to the location of encroachment of 3 x water tanks over the property boundary at the time. Approved plans also indicate two circles in front of the two-storey addition section of the dwelling, one would assume they are symbolic of water tanks. Nevertheless, the two round water tanks located in front of the 2-storey section of the dwelling are located at least 1.0m from a boundary and meet exemption in Clause 5.6.7, requiring no further consideration.

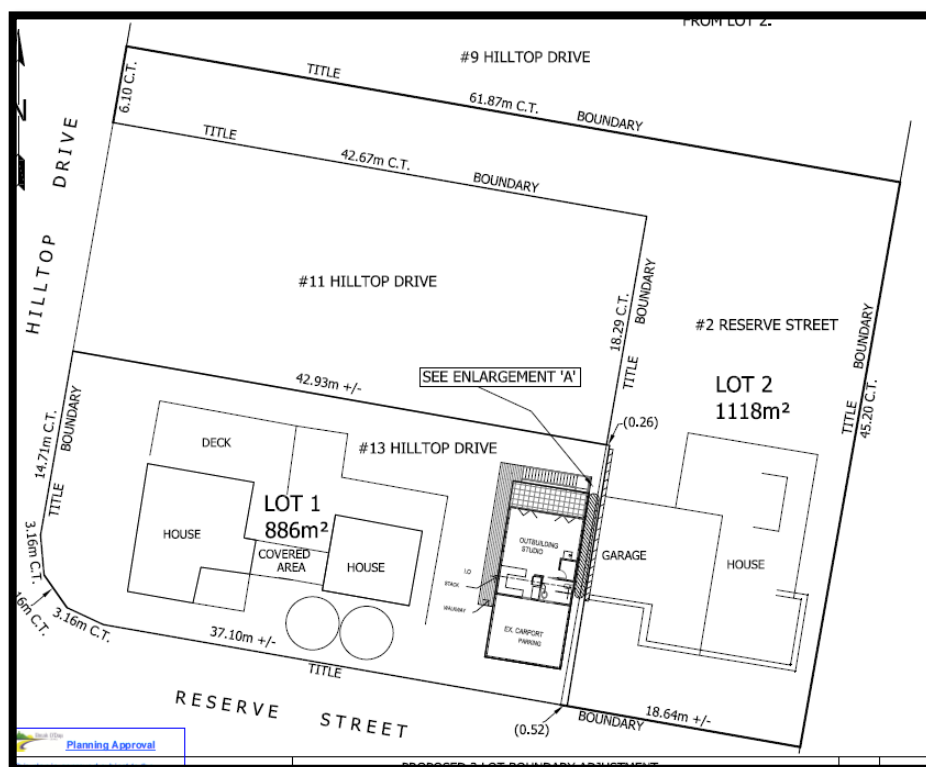
DA 276-2010 Stamped Approved Site Plan



DA 272-2013 Stamped Approved Site Plan



DA 235-2018 Stamped Approved Plan



Following receipt of the representation and to complete the assessment of the application, Council requested and received an extension of time to 24 May 2021.

2. Applicable Planning Scheme Provisions

Part 12 Low Density Residential Zone
E4 Road and Railway Assets Code
E6 Car Parking and Sustainable Transport Code
E16 On-Site Wastewater Management Code

3. Referrals

The application was referred to Council's Consultant Environmental Health Officer for comment, who provided the following comment on 5 May 2021:

"There are no issues from an EHO perspective providing the overflow from the rainwater tanks is connected to stormwater."

4. Assessment

The advertised application relied upon the following seven (7) performance criteria as detailed below;

- 1) 12.4.1.2 Site Coverage P1
- 2) & 3) 12.4.1.5 Rear and Side Setbacks P1 & P2
- 4), 5), 6) & 7) E16.7.1 Onsite wastewater management P1.1, P1.2, P1.3 & P2

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.**

Table 5.6 Miscellaneous Exemptions

5.6.7 Minor Structures

If:

- (a) They are at least 1m from any boundary, minor attachments to the side or rear of a building that are incidental to any use or development such as heat pumps, rain water tanks with a capacity of less than 45 kilolitres and on a stand no higher than 1.2m, and air-conditioners; or*
- (b) They are incidental to any use or development including:*
 - (i) A maximum of 2 masts for telecommunications or flagpoles provided each are no more than 6m in height;*
 - (ii) One satellite dish no more than 2m in diameter,*

Unless there is a code in this planning scheme which lists a heritage site or precinct and requires a permit for the use or development that is to be undertaken.

Comment:

The two round water tanks in front of the two-storey dwelling section meet the exemption, however the existing 3 slimline tanks and proposed 2 additional slimline tanks along the eastern boundary between the garage and boundary are within 1m of the boundary and do not meet the exemption and must be considered against the zone provisions.

12 Low Density Residential Zone

12.1 Zone Purpose

12.1.1 Zone Purpose Statements

12.1.1.1 To provide for residential use or development on larger lots in residential areas where there are infrastructure or environmental constraints that limit development.

12.1.1.2 To provide for non-residential uses that are compatible with residential amenity.

12.1.1.3 To ensure that development respects the natural and conservation values of the land and is designed to mitigate any visual impacts of development on public views.

12.2 Use Table

The proposed use fits the use class of Residential, being a single dwelling and which is a Permitted use within the Low Density Residential Zone.

Residential as defined by the Scheme means:

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

12.3 Use Standards

12.3.1 Amenity

Acceptable Solutions	Proposed Solutions
A1 If for permitted or no permit required uses.	A1 The proposed use is for a single dwelling which is permitted. The proposal complies with the Acceptable Solution.

Acceptable Solutions	Proposed Solutions
A2 Commercial vehicles for discretionary uses must only operate between 7.00am and 7.00pm Monday to Friday and 8.00am to 6.00pm Saturday and Sunday.	A2 Not applicable.
A3 If for permitted or no permit required uses.	A3 The proposed use is for a single dwelling which is permitted. The proposal complies with the Acceptable Solution.

12.3.2 Low Density Residential Character

Acceptable Solutions	Proposed Solutions
A1 Commercial vehicles for discretionary uses must be parked within the boundary of the property.	A1 Not applicable. The proposed use is a permitted use.
A2 Goods or material storage for discretionary uses must not be stored outside in locations visible from adjacent properties, the road or public land.	A2 Not applicable. The proposed use is a permitted use.
A3 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. 	A3 Not applicable. The proposed use is a permitted use.
A4 The gross floor area for General Retail and Hire use does not exceed 100m ² .	A4 Not applicable.

12.4 Development Standards

12.4.1 Clauses 12.4.1.1.- 12.4.1.7 only apply to development within the Residential Use Class.

12.4.1.1 Residential Density for Multiple Dwellings – Not applicable, the proposal is not for multiple dwellings, but rather a single dwelling.

12.4.1.2 Site Coverage

Acceptable Solutions/ Performance Criteria	Proposed Solutions
<p>A1 The site coverage must not exceed 20%, unless the existing lot is less than 1000m², in which case maximum site coverage is 30%.</p> <p>P1 The site coverage must have regard to the:</p> <ul style="list-style-type: none"> a) Size and shape of the site; and b) Existing buildings and any constraints imposed by existing development or the features of the site; and c) Site coverage of adjacent properties; and d) Effect of the visual bulk of the building and whether it respects the neighbourhood character; and e) Capacity of the site to absorb runoff; and f) Landscape character of the area and the need to remove vegetation to accommodate development. 	<p>A1 The proposal states that the site coverage of the 886m² lot is 405m² (45.7%). Technically the decking does not meet the definition of site coverage within the Scheme, as they are not roofed. Therefore, as much as 45.7% the site has been developed, the site coverage is only taken up by the existing dwelling and two storey section and existing shed, carport and studio building, which is less than 30% of the site, meaning that the proposal would meet the acceptable solution.</p>

12.4.1.3 Building Height

Acceptable Solutions	Proposed Solutions
A1 Building height must not exceed 8 metres.	A1 The decking that is seeking retrospective approval for is only a maximum of 350mm from the natural ground level and the retrospective tanks and proposed slimline water tanks are less than 8.0m in height. The proposal complies with the Acceptable Solution.

12.4.1.4 Frontage Setbacks

Acceptable Solutions	Proposed Solutions
<p>A1.1 Primary frontage setbacks must be a minimum:</p> <ul style="list-style-type: none"> a) Of 5m; and b) For infill lots, within the range of the frontage setbacks of buildings on adjoining lots, indicated by the hatched section in Figure 12.4.1.3 below; and <p>A1.2 Buildings must be set back a minimum of 3m from any other frontage.</p>	<p>A1 The proposed setback of the retrospective decks and proposed slimline water tanks are located in line or behind the existing dwelling from the frontage, and complies with A1.1 b) and A1.2. The proposal complies with the Acceptable Solution.</p>

12.4.1.5 Rear and Side Setback

Acceptable Solutions/ Performance Criteria	Proposed Solutions
<p>A1 Buildings must be set back 5m from the rear boundary.</p> <p>P1 Building setback to the rear boundary must be appropriate to the location, having regard to the:</p> <ul style="list-style-type: none"> a) Ability to provide adequate private open space for the dwelling; and b) Character of the area and location of dwellings on lots in the surrounding area; and c) Impact on the amenity and privacy of habitable room windows and private open space of existing and adjoining dwellings; and d) Impact on the solar access of habitable room windows and private open space of adjoining dwellings; and e) Locations of existing buildings and private open space areas; and f) Size and proportions of the lot. 	<p>P1 The eastern boundary is considered to be the rear boundary in this case of the corner allotment, as this is opposite the primary frontage. The slimline water tanks to be located between the existing two storey garage, carport and studio section of the existing single dwelling and the property boundary and located on an existing concrete slab. The tanks are located between the building and fence/vegetation and will not impact on the character of the area. The neighbouring dwelling garage is located on this property boundary together with vegetation and does not have any habitable rooms or private opens space that would be impacted by the proposal. The water tanks will not impact on solar access due to its location which is positioned to make use of an existing unusable space. The proposal is compliant with the performance criteria.</p>

Acceptable Solutions/ Performance Criteria	Proposed Solutions
<p>A2 Buildings must be set back from side boundaries 3m.</p> <p>P2 Building setback to the side boundary must be appropriate to the location, having regard to the:</p> <ul style="list-style-type: none"> a) Ability to provide adequate private open space for the dwelling; and b) Character of the area and location of dwellings on lots in the surrounding area; and c) Impact on the amenity and privacy of habitable room windows and private open space of existing and adjoining dwellings; and d) Impact on the solar access of habitable room windows and private open space of adjoining dwellings; and e) Locations of existing buildings and private open space areas; and f) Size and proportions of the lot; and g) Extent to which the slope and retaining walls or fences reduce or increase the impact of the proposed variation. 	<p>P2 The additional area of decking that is seeking retrospective approval for is within 3m of the side boundary. The decking has a maximum height of 350mm above natural ground level. The decking provides for additional private open space off the existing dwelling with a large pizza oven providing a centre point of the backyard. The character of the area provides for areas for outdoor living and the additional deck areas utilises and enhances the space for that purpose. The decking is suitably screened by timber screens and native shrubs which provide privacy between the neighbouring properties and the deck. The low height of the deck above natural ground level also protects privacy between neighbours and due to the orientation will not impact solar access of adjoining dwellings or private open space.</p> <p>The proposal is compliant with the performance criteria.</p>

12.4.1.6 Location of Car Parking

Acceptable Solutions	Proposed Solutions
<p>A1 A garage or carport must be located:</p> <ul style="list-style-type: none"> a) Within 20 metres of the dwelling it serves; and b) With a setback equal to or greater than the setback of the dwelling from the primary road frontage. 	<p>A1 Not applicable.</p>

12.4.1.7 Outbuildings and Ancillary Structures

Acceptable Solutions	Proposed Solutions
<p>A1 Outbuildings must not have a:</p> <ul style="list-style-type: none"> a) Combined gross floor area of greater than 81m²; and b) Maximum wall height of greater than 4m; and c) Maximum height greater than 5m. 	<p>A1 Not applicable.</p>
<p>A2 A swimming pool for private use must be located:</p> <ul style="list-style-type: none"> a) Behind the primary frontage setback; or b) In the rear yard. 	<p>A2 The spa is located behind the primary frontage and is in the rear yard. The proposal complies with the Acceptable Solution.</p>

12.4.1.8 Filling of Sites

Acceptable Solutions	Proposed Solutions
<p>A1 Fill must be:</p> <ul style="list-style-type: none"> a) No more than 50m³; and b) Clean fill, uncontaminated by weeds, disease or toxic materials. c) Located more than 2m from any boundary. 	<p>A1 There is not fill proposed. The proposal complies with the Acceptable Solution.</p>

12.4.2 Clause 12.4.2.1 only applies to development other than the Residential Use Class – Not applicable.

12.4.3 Subdivision – Not applicable.

12.4.4 Clause 12.4.4.1 and 12.4.4.2 applies to all development other than subdivision.

12.4.4.1 Frontage Fences for Single Dwellings

Acceptable Solutions	Proposed Solutions
A1 The maximum building height of fences on and within 4.5m of a frontage must be: a) 1.2m if solid; or b) 1.8m provided that the part of the fence above 1.2m has openings which provide a minimum 50% transparency.	A1 Not applicable.

12.4.4.2 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 Stormwater from existing and proposed water tanks will have the overflow directed into the existing stormwater connection. The proposal complies with the Acceptable Solution.

Part E Codes

E6 Car Parking and Sustainable Transport Code

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Acceptable Solutions	Proposed Solutions
A1 The number of car parking spaces must not be less than the requirements of: a) Table E6.1; or b) A parking precinct plan contained in Table E6.6: Precinct Parking Plans (except for dwellings in the General Residential Zone).	A1 Table E6.1 requires: <i>Residential use in any other zone or any other residential use in the General Residential zone – 1 space per bedroom or 2 spaces per 3 bedrooms + 1 visitor space for every 5 dwellings.</i> There are no changes to the existing car parking provision on site, no additional bedrooms are proposed as part of this application. The proposal complies with the Acceptable Solution.

6.7 Development Standards

E6.7.1 Construction of Car Parking Spaces and Access Strips

Acceptable Solutions	Proposed Solutions
A1 All car parking, access strips manoeuvring and circulation spaces must be: a) Formed to an adequate level and drained; and b) Except for a single dwelling, provided with an impervious all weather seal; and c) Except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces.	A1 No changes to existing car parking provisions. Not applicable.

E6.7.2 Design and Layout of Car Parking

Acceptable Solutions	Proposed Solutions
A1.1 Where providing for 4 or more spaces, parking areas (other than for parking located in garages and carports for a dwelling in the General Residential Zone) must be located behind the building line; and A1.2 Within the general residential zone, provision for turning must not be located within the front setback for residential buildings or multiple dwellings.	A1 No changes to existing car parking provisions. Not applicable.
A2.1 Car parking and manoeuvring space must: a) Have a gradient of 10% or less; and b) Where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction; and c) Have a width of vehicular access no less than prescribed in Table E6.2; and d) Have a combined width of access and manoeuvring space adjacent to parking spaces not less than as prescribed in Table E6.3 where any of the following apply: i) There are three or more car parking spaces; and ii) Where parking is more than 30m driving distance from the road; or iii) Where the sole vehicle access is to a category 1, 2, 3 or 4 road; and A2.2 The layout of car spaces and access ways must be designed in accordance with Australian Standards AS 2890.1-2004 Parking Facilities, Part 1: Off Road Car Parking.	A2.1 No changes to existing car parking provisions. Not applicable. A2.2 No changes to existing car parking provisions. Not applicable. The proposal complies with the Acceptable Solution.

E6.7.3 Parking for Persons with a Disability – not applicable

E6.7.4 Loading and Unloading of Vehicles, Drop-off and Pickup – not applicable

E6.8 Provisions for Sustainable Transport

E6.8.1- E6.8.4 – Not used in this Planning Scheme.

E6.8.5 Pedestrian Walkways

Acceptable Solutions	Proposed Solutions
A1 Pedestrian access must be provided for in accordance with Table E6.5.	A1 No separate access is required given the car parking space number. The proposal complies with the Acceptable Solution.

E16 On-Site Wastewater Management Code

E16.6 Use Standards

E16.6.1 Use and Lot Size – not applicable, no change to existing use or increase in bedrooms.

E16.7 Development Standards

E16.7.1 Onsite Wastewater Management

Acceptable Solutions/Performance Criteria	Proposed Solutions
<p>A1 A minimum horizontal separation of 3m must be provided between onsite wastewater management infrastructure and buildings and structures.</p> <p>P1.1 Buildings and structures must not be placed over onsite wastewater infrastructure; and</p> <p>P1.2 Buildings and structures within 3m of onsite wastewater infrastructure must not have a detrimental impact on the operation or integrity of the onsite wastewater management infrastructure; and</p> <p>P1.3 Onsite wastewater management must not have a detrimental impact on the foundations or footings of buildings or structures.</p>	<p>P1.1 There are no buildings or structures over onsite wastewater infrastructure on the site.</p> <p>P1.2 & P1.3 The existing onsite wastewater system has been sufficiently operational and servicing the property since the last installation in 2010. The addition of a small piece of deck, the fenced spa area and water tanks will not further impact on the operation or integrity of the infrastructure or have a detrimental impact on any foundations or footings.</p> <p>The proposal is compliant with the performance criteria.</p>
<p>A2 A minimum horizontal separation of 3m must be provided between onsite wastewater management infrastructure and the following:</p> <ul style="list-style-type: none">a) Hardstand and paved areas;b) Car parking and vehicle manoeuvring areas; andc) Title or lot boundaries. <p>P2 Hardstand, paved areas car parking and vehicle manoeuvring areas must:</p> <ul style="list-style-type: none">a) Not be located above or below each other; andb) Have no detrimental impact on the operation or integrity of the onsite wastewater management infrastructure.	<p>P2 All hardstand areas are not located above or below each other. The proposal will have no detrimental impact on the operation or integrity of the existing onsite wastewater management infrastructure.</p> <p>The proposal is compliant with the performance criteria.</p>
<p>A3 Private Open Space must not be used for surface irrigation of treated wastewater.</p>	<p>A3 The proposed Private Open Space areas will not be used for surface irrigation of treated wastewater.</p> <p>The proposal complies with the Acceptable Solution.</p>
<p>A4 Onsite wastewater management infrastructure must be on lots with an average slope of 10% or less.</p>	<p>A4 The areas for Onsite Wastewater System have a slope of less than 10%.</p> <p>The proposal complies with the Acceptable Solution.</p>

E16.7.2 Surface and Ground Water Impacts

Acceptable Solutions	Proposed Solutions
<p>A1 Onsite wastewater management infrastructure must have a minimum separation distance of 100m from a wetland or watercourse or coastal marine area.</p>	<p>A1 The onsite wastewater treatment system and the wastewater disposal area is greater than 100m from a wetland or watercourse or coastal marine area. The proposal complies with the Acceptable Solution.</p>
<p>A2 Onsite wastewater management infrastructure must have a minimum separation distance of 50m from a downslope bore, well or other artificial water supply.</p>	<p>A2 There are no known bores within 50 metres of the existing location of the wastewater infrastructure. The proposal complies with the Acceptable Solution.</p>

Acceptable Solutions	Proposed Solutions
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 is 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 is not less than 1.5m. The proposal complies with the Acceptable Solution.

5. Representations

The application was re-advertised 17th April 2021 to 30th April 2021 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. One (1) representation was received prior to the closing date and time. The issues raised within the representation are as follows:-

Representation 1	Response
Concerns regarding the installation of the new water tank adjacent to the property boundary. The main concerns are in relation to the installation of the tank and that there is a possibility that the tree line on the boundary will suffer severely and be damaged.	<p>As detailed within the assessment, the water tanks along the eastern boundary seek a variation to the rear boundary setback as they do not meet the exemption 5.6.7 as less than 1.0m from a boundary.</p> <p>The tanks are to be wholly contained within the property boundary and on an existing concrete slab. An inspection of the subject site and as demonstrated within supplied photographs, show that the trees in question will not impose on the concrete slab and therefore the tank installation and existing tanks will not affect the trees.</p> <p>The potential impact on the trees is not a relevant consideration of the performance criteria in deciding whether to exercise the discretion and grant a permit.</p> <p>Not a relevant consideration under the planning scheme is that disputes between neighbours about plants on or near a boundary are dealt with under the <i>Neighbourhood Disputes About Plants Act 2017</i> (Tas).</p> <p>Under this Act the representor has an obligation to cut their trees back to the boundary line, if they did overhang the boundary (section 10(1)). The proponent however assures Council within the application documentation that no vegetation removal is proposed.</p> <p>On this basis the issues raised within the representation have no merit in terms of the relevant provisions of the planning scheme, and no further consideration of the issues is necessary.</p>

The recommendation for approval has been made following due consideration of the representation 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 Low Density Residential Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and seven (7) Performance Criterion; the received representation has 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.

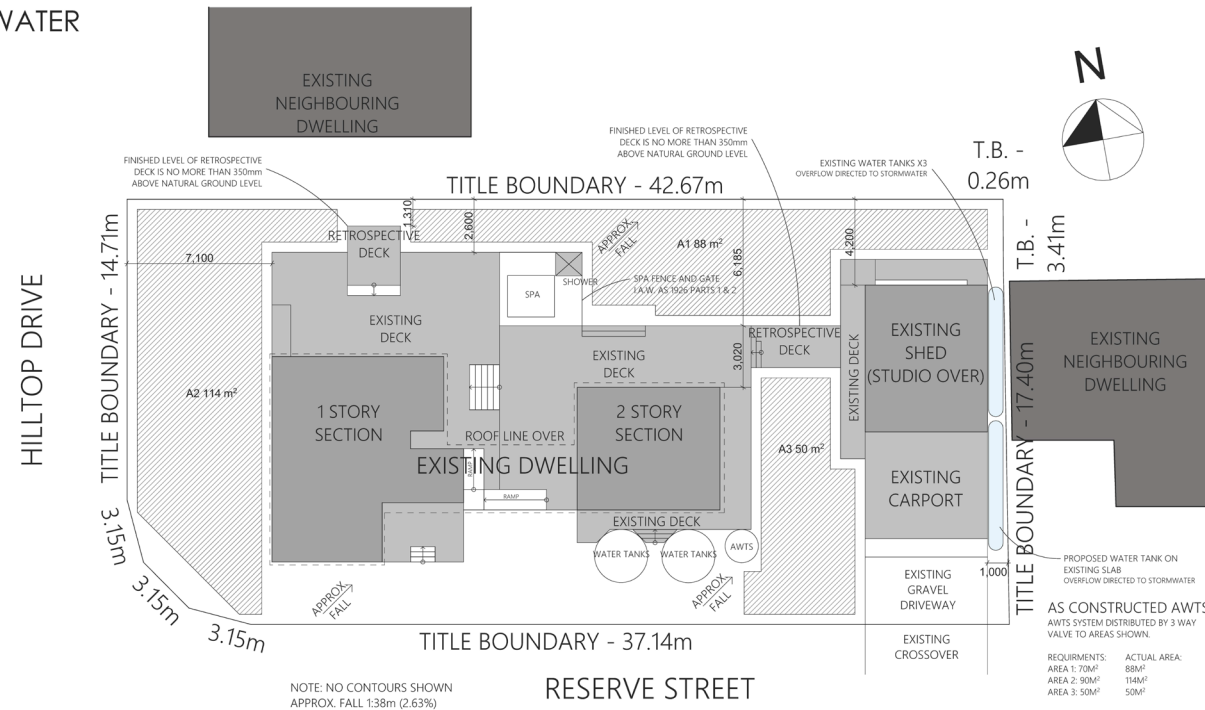
BUDGET AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority

RETROSPECTIVE DECK EXTENSION,
FENCED SPA AND WATER TANK
ADDITION. PROPOSED WATER
TANK INSTALL.
13 HILLTOP DRIVE,
BINALONG BAY, 7216.



COUNCIL	BREAK O'DAY	ZONE	LOW DENSTY RES
LAND TITLE REFERENCE	177066/1	PROPERTY ID	9393390
GROUND FLOOR (M²)	193	DECK/PORCH (M²)	140
DESIGN WIND SPEED	40M/S	LOT SIZE (M²)	886



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Client/s:
ANNE GOLDSWORTHY

Site Address:
13 HILLTOP DRIVE,
BINALONG BAY, 7216.

DRAWING
SITE PLAN

I/WE APPROVE THESE DRAWING TO BE
CORRECT PER CONTRACT.

SIGNATURE: **DATE:**
SIGNATURE: **DATE:**

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REV.	DATE	DESCRIPTION	DESIGNER	M.L.	JOB NUMBER	HLT13
R1	29/05/2018	AS CONSTRUCTED	DRAWN CHECKED	L.S.	DRAWING	1/1
R2	11/07/2018	AS CONSTRUCTED		M.L.	SCALE (@A3)	1:200
R3	16/03/2021	AS CONSTRUCTED				
R4	30/03/2021	AS CONSTRUCTED				

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.

05/21.7.0

COUNCIL MEETING ACTIONS

05/21.7.1

Outstanding Matters



COUNCIL RESOLUTIONS - MEETINGS - PUBLIC

07/05/2021

44

GOALS

41%

GOAL COMPLETION

COUNCIL RESOLUTIONS PLAN PLAN

COUNCIL RESOLUTIONS 2021

Current Co...	Meeting D...	Due Date	Goal	Resolution / Action	Update	Owner
100%	18/01/2021	30/04/2021	01/21.13.3.22 - Local Roads & Community Infrastructure Program Extension	<p>That Council endorse the following projects for nomination for funding under the Local Roads and Community Infrastructure Program (extension):</p> <ul style="list-style-type: none"> - St Helens Point Road (Parnella Stormwater Catchment 2) - O'Connors Beach – Shared Pathway - Footpath Upgrade – Beaumaris - Footpath Upgrade – St Marys <p>That Council engage in community consultation with the Falmouth Community for the sealing of Franks Street and Morrison Street, Falmouth.</p>	<p>At the 18 January 2021 Council meeting, the council endorsed the following projects for nomination for funding. Project nominations were subsequently submitted to the Australian Government for approval and which included project description, estimated cost and project schedule as endorsed by the Council. Projects have been approved by the Australian Government for construction between July and December 2021.</p> <p>Community consultation (Falmouth Community) for the sealing of Franks Street and Morrison Street has been acted upon and a report prepared for information and discussion at the April 2021 Councilor Workshop. Council made a decision to seal these Falmouth Streets.</p> <p>A project nomination form has been submitted to the Australian Government for funding approval.</p>	Manager Infrastructure and Development Services

0%	15/02/2021	31/05/2021	02/21.8.1.30 - Notice of Motion - Update St Helens Main Street - Cllr M Osborne	<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 the Council consider an update of the St Helens Main Street as a project for the Community Infrastructure Program Extension.</p>		Manager Infrastructure and Development Services
100%	15/02/2021	31/03/2021	02/21.13.3.39 - Speed Limit Reduction - Lower Germantown Road and Denneys Road, St Marys	<p>That Council adopt the TCS Assessment Recommendations as stated:</p> <ul style="list-style-type: none"> • "Use relevant Warning signs and advisory speed signs where there are hazards in the road alignment rather than post speed limit signs. • Install a W5-102 Gravel Road – Drive Carefully Warning sign (W5-102) at the start of Lower German Town Road". 	<p>David Jolly:</p> <p>Item Closed. At the February Council meeting, the Council endorsed the following recommendations.</p> <p>1. That Council receive traffic-engineering advice prepared by Traffic Civil Services (TCS) "German Town Road and Denney's Road Speed Limit Review, Lower German Town". 2. That Council does not support the case for the installation of a posted speed limit of less than 80km/hr on Lower German Town Road or Denneys Road as guided by AS1742.4 Speed Controls or Austroads Guide to Traffic Management Part 5. 3. That Council adopt the TCS Assessment Recommendations as stated: □ "Use relevant Warning signs and advisory speed signs where there are hazards in the road alignment rather than post speed limit signs. □ Install a W5-102 Gravel Road – Drive Carefully Warning sign (W5-102) at the start of Lower German Town Road".</p> <p>19/02/2021</p>	Manager Infrastructure and Development Services
75%	15/02/2021	31/08/2021	02/21.14.2.41 - Bay of Fires Master Plan	<p>That Council in conjunction with Parks & Wildlife (PWS) establish a Steering Committee to undertake the Bay of Fires Master Plan project with priority given to the finalisation of the Project Scope and development of Terms of Reference for the Steering Committee.</p>	<p>Letter forwarded to identified partners seeking their interest in being part of the Steering Committee for the Bay of Fires Master Plan. Expressions of interest have been called for 3 positions - 1 local environmental member and 2 community members</p>	Manager Community Services
10%	15/02/2021	31/08/2021	02/21.16.4.50 - Draft Policy LG55 – Use of Conferencing Technology to Attend Council Meetings and Workshops Policy	<p>That Council note the draft Policy LG55 – Use of Conferencing Technology to Attend Council Meetings and Workshops Policy and await the outcome of the Local Government Act review.</p>	<p>On hold until the Local Government Act Review is completed.</p>	Executive Assistant

50%	15/03/2021	30/06/2021	03/21.9.1.59 - Notice of Motion - Invitation to World Trail - Cllr M Tucker	<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>	Request discussed with World Trail and scope of review developed to guide the process. Council officers have reviewed feedback from operators and users and discussed evolution of the network with World Trail who are now reviewing the suggestions/options for further consideration.	General Manager
				Council to invite Glen Jacobs from World Trail to do an overview and investigate the existing trails providing any thoughts on lengthening / improving the existing network and the need to investigate new trails to complement what is existing at the Flagstaff Trailhead.		
35%	15/03/2021	30/06/2021	03/21.16.2.68 - Velvet Worm NRM Action Awards for 2021	That Council recognise achievements in the community for the Break O'Day environment and natural resource management in 2021 by offering 'Velvet Worm NRM Action Awards' with a focus on youth and supporting activities and action.	The Velvet Worm NRM Action Awards 2021 are being promoted with a focus on youth and supporting activities and action. Applications will be received until the end of April and awards determined in May.	NRM Facilitator
50%	15/03/2021	31/03/2021	03/21.16.3.69 - Applications for Break O'Day Drought Weeds Grant	<ol style="list-style-type: none"> 1. That Council grant \$941 of Drought Weeds funding to an application for support of ragwort and thistle control on the Pyengana Dairy farm, Pyengana. 2. That Council grant \$990 of Drought Weeds funding to an application for support of cape weed, ragwort and thistle control at Hodges Road Goshen. 	Grant claims to be made by the recipient farms and processed.	NRM Facilitator
40%	15/03/2021	30/04/2021	03/21.16.4.70 - Review of Tasmanian Government Climate Change Act and Action Plan	Council provide to the Tasmanian Government's review of the state's <i>Climate Change Act</i> and <i>Climate Action 21</i> implementation plan, relevant priorities in its <i>Climate Change Action Plan 2020</i> as consultation input, and encourages the Break O'Day community to participate in the review.	Tasmanian Climate Change Office has called for input by end of April - a Council submissions based on it's <i>Climate Change Action Plan 2020</i> is being prepared.	NRM Facilitator
43%	15/03/2021	30/06/2021	03/21.17.4.74 - St Helens Neighbourhood House Community Garden	That Council enter into a Lease with the St Helens Neighbourhood House for an area of approximately 8,000 m2 at the St Helens Sports Complex based on the former Equestrian Club lease area for a period of five (5) years with an option to renew for a further two (2) terms of five (5) years.	Decision of Council communicated to Manager of the St Helens Neighbourhood House. Discussions are ongoing with representatives of the Community garden in relation to process of moving and support Council can provide. Initial step is to finalise the boundary of the site and move fencing.	General Manager
45%	15/03/2021	30/06/2021	03/21.17.4.74 - St Helens Neighbourhood House Community Garden	That Council reaffirm its previous commitment to assist the Neighbourhood House with relocation of the existing community garden.	Discussions are ongoing with representatives of the Community Garden in relation to assistance they may require from Council	General Manager

100%	19/04/2021	30/04/2021	04/21.6.1.76 - DA016 - 2021 - Community Hub - Lot 29 Four Mile Creek Road, Four Mile Creek	DA016 - 2021 - Community Hub - Lot 29 Four Mile Creek Road, Four Mile Creek	Planning Permit issued 26th April 2021	Development Services Coordinator
100%	19/04/2021	30/04/2021	04/21.6.2.77 - DA159 - 2020 - 46 Lot Subdivision and Roads - Staged - P2382 Tully Street, St Helens	DA159 - 2020 - 46 Lot Subdivision and Roads - Staged - P2382 Tully Street, St Helens	Planning Permit issued 23rd April 2021	Development Services Coordinator
100%	19/04/2021	30/04/2021	04/21.6.3.78 - DA019 - 2021 - Partial Demolition and Extension and Pool - 1 Jetty Road, Stieglitz	DA019 - 2021 - Partial Demolition and Extension and Pool - 1 Jetty Road, Stieglitz	Planning Permit issued 23rd April 2021	Development Services Coordinator
0%	19/04/2021	30/06/2021	04/21.9.3.79 - Notice of Motion - Live Music Precinct - Clr K Wright	<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>To declare the area of the CBD encompassing the cross section of roads, (Quail Street and Cecilia Street) including both sides of each road, from 59 Cecilia Street (Morty's on the Bay) to 39 Cecilia Street (Portland Hall), and from 32 Quail Street (The Social) to 37 Quail Street (St Helens RSL Services Club), as an official "Live Music Precinct".</p>		Development Services Coordinator
25%	19/04/2021	31/05/2021	04/21.9.4.80 - Notice of Motion - Barway Committee - Clr J McGiveron	That Council disband the Barway Committee.	Letters will be sent to the Barway Committee members advising of Councils decision to disband the Committee.	Executive Assistant
0%	19/04/2021	30/06/2021	04/21.13.4.85 - Adoption of 2021 / 2022 Schedule of Fees & Charges	That Council adopt the Schedule of Fees & Charges 2021/2022 as presented.		Manager Corporate Services
0%	19/04/2021	30/06/2021	04/21.14.3.88 - St Marys Recreation Ground Lighting	That Council consider the logistics and validity of relocating the St Helens lights with particular attention paid to the ongoing cost of maintaining and running the lights.		Manager Infrastructure and Development Services
0%	19/04/2021	30/06/2021	04/21.14.3.88 - St Marys Recreation Ground Lighting	That Council continues to work with Hub4Health in relation to potential upgrades to the gym building and surrounding areas.		Manager Infrastructure and Development Services
15%	19/04/2021	30/06/2021	04/21.14.4.91 - Road Sealing at Falmouth and Nomination of Local Roads and Community Infrastructure Program (LRCIP) Extension Projects	That Council does nominate road-sealing projects at Falmouth for funding under the Local Roads and Community Infrastructure Programme – Extension (LRCIP-Extension).	<p>Project nomination prepared and submitted to the Australian Government for approval.</p> <p>No response received from the AG at 07 May 2021</p>	Manager Infrastructure and Development Services

100%	19/04/2021	31/05/2021	04/21.15.2.93 - Request for Sponsorship - Free2bgirls - Youth Support	That Council again support the Free2B program with a financial contribution of \$5,200 towards the running costs of the Free2bgirls program for the next 12 months.	Provided written advice to Free2b girls facilitator that Council will provide \$5,200 towards the running of this program for this year.	Manager Community Services	
0%	19/04/2021	31/05/2021	04/21.15.3.94 - Community Grants Program 2020 - 2021	That Council fund the following projects through the Community Grants Program 2020-2021:		Manager Community Services	
				Organisation or Group name	Description of Project		Amount Requested from Council
				Friends of Four Mile Creek Inc (FOFMC)	Sculpture installation of two (2) silhouettes of children, a boy and a girl enjoying activities at Four Mile Creek		2,025.00
				Youth Collective North East Coast Tasmania	To purchase youth workers mobile phones, computers and data plans to assist in the running of their programs		5,000.00
				Break O'Day Woodcraft Guild & Men's Shed Inc	Lining out kitchen area, plaster walls & ceiling , insulate walls and paint		1,625.00
			\$8,650.00				
100%	19/04/2021	31/05/2021	04/21.16.2.97 - Naming of Road - Annie Street Subdivision	That Council approve the use of the name "Annabel Drive" for the new road currently un-named off Annie Street, St Helens (Subdivision Reference – DA266-2005).	Name change officially actioned.	Development Services Coordinator	

COUNCIL RESOLUTIONS 2020

Current Co...	Meeting D...	Due Date	Goal	Resolution / Action	Update	Owner
25%	17/02/2020	31/05/2020	02/20.8.1.13 - Notice of Motion - St Helens Foreshore Playground Sun Shade - Clr M Osborne	A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation: That a Sun-shade for this playground be costed and the installation of it be included in our 2020-2021 Budget deliberations.	Refers to the St Helens foreshore playground. The playground and other foreshore infrastructure will be considered as part of the Marine Facilities Strategy (Georges Bay) and has not being included in the 2020-2021 budget.	Manager Infrastructure and Development Services

25%	17/02/2020	31/05/2020	02/20.14.2.22 - Marine Facilities Master Plan - Georges Bay	That Council develop a brief and call for Expressions of Interest to develop a Marine Facilities Master Plan for Georges Bay.	Currently waiting on authorisation to proceed with the Expression of Interest process.	Manager Community Services
60%	20/04/2020	31/07/2020	04/20.14.3.63 - St Helens Sports Complex - Amendments to Master Plan	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.	Users session held where the project was discussed. Plan is currently being redrawn with changes as discussed at this session.	Manager Community Services
50%	20/04/2020	31/07/2020	04/20.15.3.66 - 'Future Potential Production Forest' Land in Break O'Day	That Council ask the Tasmanian Government to provide it with information including the economic and social implications for Break O'Day community of possible changes to Future Potential Production Forest Land in Break O'Day municipality.	After a follow-up requests no specific information has been gained to date from government or industry bodies. Research shall be conducted to inform Council, as best as can be, at a future Workshop - so Council can consider its position in the meantime, regarding the future of FPPF Land in Break O'Day.	NRM Facilitator
90%	16/11/2020	28/02/2021	11/20.8.1.203 - Notice of Motion - Tasman Highway Speed Limit Reduction - Clr K Chapple	That Council approach the Department of State Growth to investigate the possibility of reducing the speed limit on the Tasman Highway heading northwest towards Scottsdale from 80km per hour to 60 km per hour to View Street.	<p>Councils Manager Infrastructure & Development Services Manager has discussed this item with the Department of State Growth.</p> <p>A preliminary response provided is that the proposed change is only marginal with respect to access density to extend the 60km/hr speed zone to View Street and subsequently there is not a justification to recommend such a change to the Transport Commissioner.</p> <p>Consideration is however being given to extending the 60km/hr speed zone as far as the Ansons Bay Road intersection.</p> <p>The Department will advise in writing the outcome of this consideration within the next few weeks. The response will be included in an agenda report to the Council.</p>	Manager Infrastructure and Development Services

46%	16/11/2020	31/08/2021	11/20.13.3.215 - Improvement of the Intersection of Upper Scamander Road and Tasman Highway	That Council make submission for a Safety Audit of the intersection of Upper Scamander Road and the Tasman Highway under the 2021/2022 Black Spot program at cost to the programme.	Council resolution 11/20.13.3.215 of 16 November is that Council make submission for a Safety Audit of the intersection of Upper Scamander Road and the Tasman Highway under the 2021/2022 Black Spot program at cost to the programme. Nominations for Black Spot funded projects is expected to occur at the next funding submission round during the period July to August 2021, at which time a submission will be made. No further action will be taken until the next funding round is advised.	Manager Infrastructure and Development Services
80%	16/11/2020	28/02/2021	11/20.15.2.219 - Implementation of Dog Management Policy	That Council seek commitment from the Parks and Wildlife Service to work cooperatively with Council to implement consistent and coordinated management of dogs in the municipality through Council's public processes for Dog Management Policy and Declared Areas, while recognising our different roles, objectives and responsibilities, and means for achieving them.	Tasmanian Parks and Wildlife Service has agreed to formalize joint dog management, inviting Council to do so with it at Regional PWS level.	NRM Facilitator
56%	21/12/2020	31/03/2021	12/20.12.7.233 - Reduced Facility Hire Fee - St Helens Little Athletics	That Council approve waiving the facility hire fee by amending the lease agreement to include use of the stadium toilets without charge.	Lease agreement has been reviewed, yet to be forwarded to Little Athletics	Manager Corporate Services

COUNCIL RESOLUTIONS 2019

Current Co...	Meeting D...	Due Date	Goal	Resolution / Action	Update	Owner
0%	18/03/2019	30/06/2019	03/19.8.2.47 - Notice of Motion - Mountain Bike Track in the Fingal Valley - Cllr J Tucker	A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation: That Council look at building a mountain bike and walking tracks in the Fingal Valley, and have it shovel ready for funding at the next State election.	This to be developed further as part of the Recreational Trails Strategy.	Manager Community Services
25%	15/07/2019	31/10/2019	07/19.16.2.182 - Intention to Make New By-Law - Trail Network By-Law	In accordance with section 156 of the Local Government Act 1993, Council resolves to make a by-law for the regulation of the Trail Networks.	Draft By-Law currently being prepared.	Executive Assistant
0%	16/09/2019	31/12/2019	09/19.14.3.229 - Kings Park	That Council replace the fence and fix the steps on the Medea Cove side of Kings Park.	Advised the Works Department of Council decision to replace the fence and fix the steps.	Manager Community Services

0%	16/09/2019	31/12/2019	09/19.14.3.229 - Kings Park	That Council work with Tasmania Fire Service to undertake an assessment as to whether Kings Park is currently a fire risk to adjoining properties.		Manager Community Services
0%	16/09/2019	31/12/2019	09/19.14.3.229 - Kings Park	That Council 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.	Walking trails to be discussed during the development of the Recreational Trails Strategy.	Manager Community Services
0%	18/11/2019	29/02/2020	11/19.8.1.266 - Notice of Motion - Bike / Pedestrian Track, Swimcart to Binalong Bay Road - Cllr G McGuinness	A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation: 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.	Investigations commenced and potential route(s) are in initial stages of discussion with PWS.	Manager Infrastructure and Development Services
20%	18/11/2019	31/12/2021	11/19.8.1.266 - Notice of Motion - Bike / Pedestrian Track, Swimcart to Binalong Bay Road - Cllr G McGuinness	That Council seeks funding to enable this track to be built as soon as practical.	Discussions and investigations have occurred with PWS and private landowner in relation to the potential alignment. Information presented to Council workshop in relation to the alignment	Manager Infrastructure and Development Services
100%	18/11/2019	29/02/2020	11/19.13.3.274 - St Marys Recreation Ground Lighting	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.	Item addressed at the Ordinary meeting of Council on 19 April 2021.	Manager Infrastructure and Development Services
0%	18/11/2019	29/02/2020	11/19.14.3.277 - Disability Action Plan	That Council seek community feedback in relation to the draft Disability Action Plan.		Manager Community Services
50%	16/12/2019	31/03/2020	12/19.14.2.303 - Old Hospital - Community Feedback	That Council support the Department of Communities Tasmania to undertake an examination of the feasibility of the key options identified.	The old St Helens Hospital is currently being used as a Respiratory Clinic for COVID 19 testing. All discussions are on hold whilst the need is still there to undertake the testing for Covid.	Manager Community Services
25%	16/12/2019	31/03/2020	12/19.14.2.303 - Old Hospital - Community Feedback	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.	Hospital currently being used by Ochre as a Respiratory Clinic.	Manager Community Services

COUNCIL RESOLUTIONS 2018

Current Co...	Meeting D...	Due Date	Goal	Resolution / Action	Update	Owner
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0%	21/05/2018	31/08/2018	05/18.14.2.117 - The Gardens Toilet Block	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.	Manager Community Services
50%	20/08/2018	30/11/2018	08/18.8.2.182 - Notice of Motion - Driver Reviver Site in Fingal - Cllr J Drummond	<p>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice as required from relevant State Agencies:</p> <p>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.</p>	Awaiting a response from SES as to why this did not occur and when they intend to commence this project in our Municipality.	Manager Community Services

05/21.8.0

PETITIONS

Nil.

05/21.9.0

NOTICES OF MOTION

05/21.9.1

Notice of Motion – Investigations into a Swimming Pool and Hydra-Therapy Pool – Cllr M Tucker

MOTION:

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

Council to start undertaking another look into an indoor swimming pool and hydra-therapy pool at the sports complex whilst updating our St Helens Sports Complex Master Plan.

Council Officers/Managers go to Circular Head Council and look at the new swimming pool complex they have built and work with their Council on understanding the costs of running the complex now it has been running for a while.

SUBMISSION IN SUPPORT OF MOTION:

It is clear that the need for an indoor swimming pool complex with a hydra therapy pool needs to be revisited, we need to do a business case and work out a design and work out how it can be funded through government grants, both State and Federal and any other grants that may be available through health and wellbeing.

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 upgrade the St Marys Town Hall, including, but not limited to, solar panels and improved heating facilities, with a view to making the Hall more user friendly and cost efficient.

SUBMISSION IN SUPPORT OF MOTION:

The loneliness epidemic is challenging social resilience throughout Australia. Local government play a critical role in building resilient and sustainable communities. Making the St Marys Town Hall more accessible for community, is vital to continue to build community resilience and wellbeing. Reducing or offsetting running costs is one step towards a better future for the functioning of the hall, which is currently very under utilised.

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 work with State govt. and other agencies as necessary, to secure and make available funding for a simple toilet block at the St Marys Community Space.

SUBMISSION IN SUPPORT OF MOTION:

The community have expressed a need for a toilet block at the St Marys Community Space. The space is exceptionally well utilised and often families with young, and multiple, children are using the space. This makes it difficult for a young mother or father to take a young child to the toilets in St Marys without packing up the family for safety reasons.

At the recent opening of the St Marys Community Space there was discussion between parties representing State govt., the Tas. Comm. Fund and elected members, as to the potential for funding for a toilet block to be established on the site. This was referred to on the day during a speech and this has heightened the community calls for a public toilet block.

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 seek a report providing information regarding the viability of dredging the entrance to the Stieglitz Boat Ramp enabling boats to once again successfully utilise the facility and appropriate signage be placed limiting the size of vessels launching.

SUBMISSION IN SUPPORT OF MOTION:

There has been considerable discussion about the shallow water in front of the Stieglitz Boat Ramp. Complaints regarding not being able to use the ramp on low tides are frequent and during the recent extreme tides the problem was even more visible.

Boat users are having difficulty launching on anything less than a .5 metre tide. In early May two (2) boats ran aground in succession trying to access the jetty.

The Stieglitz Boat Ramp is frequently used and provides an ideal launching site for those living in the St Helens Point area. In busy times up to 30 boat trailers are parked there.

If this situation isn't improved boaters will launch from the main boat ramp on the wharf area thus causing additional crowding and further exacerbated problems.

Clear and appropriate signage is needed at Stieglitz addressing the maximum size of vessels allowed to launch. There is a community belief that larger vessels should not launch there as they contribute to the sand movement.

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.

25.04.2021	St Helens	– Anzac Day Service
28.04.2021	Launceston	– Northern Tasmania Development Corporation (NTDC) – Regional Collaboration Forum
03.05.2021	St Helens	– Council Workshop
04.05.2021	St Helens	– Opening of the New Lawn – St Helens Croquet Club
12.05.2021	Launceston	– Local Government Association of Tasmania (LGAT) – General Management Committee (GMC) Meeting and Premiers Local Government Committee (PLGC) Meeting
12.05.2021	St Helens	– St Helens Little Athletics - Annual General Meeting
14.05.2021	St Helens	– St Helens Bowls Club – Annual Presentation Dinner
17.05.2021	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
- East Coast Tasmania Tourism (ECTT) – Clr Glenn McGuinness
- Mental Health Action Group – Clr Barry LeFevre
- Disability Access Committee – Clr Janet Drummond

05/21.13.0 BUSINESS AND CORPORATE SERVICES

05/21.13.1 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:

Corporate Services Staffing and Other Activities:

Recruitment of Administration Officers for reception and records management are close to completion.

The Communications Officer and other staff members have updated the "Welcome to Break O'Day" letter for new residents and the associated "New Resident Kit" of information. This is provided as we become aware of new property owners as well as from contacts to our office as new residents seek information. A slightly modified version has been developed and provided to real estate agents to give to new rental residents and additional packs have already been requested by at least one (1) agent.

The Tasmanian Government's Cyber Security team sent through a Cyber Hygiene Improvement Program (CHIP) report identifying potential cyber security risk areas and opportunities for improvement. Our contracted IT support team reviewed and responded to the few issues identified.

Meetings Attended:

UTAS has final year IT students undertaking projects as part of their assessment and asked if Council would assist a small group of students with their project. The students undertake their own analysis of our public information and through email and video-conference interviews sought a greater understanding of our processes and opportunities for improvements – in the context of their studies. UTAS is appreciative of the assistance and the final report may offer interesting insights.

Other Issues:

Investments – Term Deposits

BENDIGO:

\$1,004,364.91	0.30%	Maturing 10/05/2021
\$1,010,277.46	0.15%	Maturing 09/06/2021
\$1,010,357.54	0.15%	Maturing 09/06/2021

CBA:

\$1,000,000.00	0.23%	Maturing 17/05/2021
\$1,015,092.62	0.23%	Maturing 25/05/2021
\$2,007,713.72	0.15%	Maturing 25/05/2021
\$1,000,000.00	0.17%	Maturing 02/06/2021
\$1,000,000.00	0.18%	Maturing 08/06/2021

Right to Information (RTI) Requests

No new requests have been received.

132 and 337 Certificates

	132	337
April 2021	90	46
March 2021	107	62
April 2020	36	26

April showed a significant increase in requests from the previous year. This is showing that the municipality is still receiving high sales.

Debtors/Creditors @ 6 May 2021

DEBTORS INFORMATION

Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD 20/21	Month	YTD 19/20
67	\$ 39,020.00	610	65	752

CREDITORS INFORMATION

Payments Made

Current			Previous Year	
Month	Mth Value	YTD 20/21	Month	YTD 19/20
420	\$ 1,100,712.00	3667	244	3740

Work Health & Safety Coordinator

The Work Health & Safety Coordinator focused on various internal meetings and discussions concerning risk management and work health and safety (WHS) issues.

Aided fortnightly restoring mobility and movement sessions with St Marys and St Helens Depots workers, as well as with indoor workers at the Council Chambers.

Assisted with COVID enquires and continuous liaised with the Community Services Department concerning compliance with COVID safety plans, risk assessment plans and QR Codes for upcoming events supplied by community groups or event organisers.

Revisited worksite of a contractor company to establish if they have remedied on the Provisional Improvement Notice that was issued one month ago.

Performed an internal audit of ratings with the responsible Council worker.

The Work Health & Safety Coordinator was not informed of any vandalism during the period of **20 April and 4 May 2021**.

RATES INFORMATION as at 6 May 2021						
This financial Year						
2020/2021	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,388,664.92	66,592.82	7,455,257.74	37,191.99	19,145.96	157,035.27
Waste	1,226,004.00	4,856.08	1,230,860.08			
Wheelie	452,119.20	5,868.38	457,987.58			
Recycling	253,536.00	1,255.77	254,791.77			
Fire	364,983.85	939.27	365,923.12			
TOTAL	9,685,307.97	79,512.32	9,764,820.29	37,191.99	19,145.96	157,035.27
Last Financial Year						
2019/2020	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,313,018.65	102,075.50	7,415,094.15	38,594.28	28,596.77	169,621.97
Waste	1,186,206.00	5,399.50	1,191,605.50			
Wheelie	429,934.75	5,343.67	435,278.42			
Recycling	242,865.00	1,812.64	244,677.64			
Fire	365,043.55	2,753.55	367,797.10			
TOTAL	9,537,067.95	117,384.86	9,654,452.81	38,594.28	28,596.77	169,621.97
Instalments						
2020/2021		Instalment \$	Outstanding \$	Outstanding %		
8 September 2020	Instalment 1	2,422,220.97	34,055.73	1.41%		
10 November 2020	Instalment 2	2,421,029.00	41,590.95	1.72%		
2 February 2021	Instalment 3	2,421,029.00	67,578.76	2.79%		
4 May 2021	Instalment 4	2,421,029.00	274,943.49	11.36%		
	TOTAL:	9,685,307.97	418,168.93	4.32%		
2019/2020						
		Instalment \$	Outstanding \$	Outstanding %		
10 September 2019	Instalment 1	2,382,877.95	37,263.27	1.56%		
12 November 2019	Instalment 2	2,384,730.00	46,973.27	1.97%		
4 February 2020	Instalment 3	2,384,730.00	70,405.65	2.95%		
5 May 2020	Instalment 4	2,384,730.00	324,182.28	13.59%		
	TOTAL:	9,537,067.95	478,824.47	5.02%		
Discount						
	Discount	No. of	Total Ratable	% of total		
2020/2021	158,056.57	3,480	6,476	53.74%		
2019/2020	145,784.41	3,273	6,461	50.66%		

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	Manager Corporate Services, Bob Hoogland
FILE REFERENCE	018\018\001\
ASSOCIATED REPORTS AND DOCUMENTS	Financial Reports

OFFICER'S RECOMMENDATION:

That the following reports for the month ending 30 April 2021 be received:

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

INTRODUCTION:

Presented to Council are the monthly financial statements.

PREVIOUS COUNCIL CONSIDERATION:

Council considers financial reports on a monthly basis.

OFFICER'S REPORT:

The financial statements as shown below show the financial position of Council as at 30 April 2021.

Trading Account Summary

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

CASH AT BEGINNING OF PERIOD	10,648,846
TOTAL INCOME FOR PERIOD	870,296
TOTAL AVAILABLE FUNDS	11,519,142
LESS TOTAL EXPENDITURE	1,683,559
CASH AT END OF PERIOD	9,835,583
OUTSTANDING SUNDRY DEBTORS 60 DAYS & OVER	21,202

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				
	2019-2020 Actual	Year to Date Actual	Year to Date Budget	2020-2021 Estimate
INCOME				
Rates and Charges	9,850,188	9,766,039	9,701,775	9,730,958
User Charges	1,099,845	782,165	679,507	830,591
Grants	3,078,651	1,312,185	1,140,389	3,000,411
Other Income	420,306	289,851	133,333	152,000
Investment Income	406,309	131,196	266,000	344,000
Total Income	14,855,299	12,281,436	11,921,004	14,057,960
Capital Income				
Capital grants	5,220,216	4,027,096	767,000	4,091,000
Profit or Loss on Sale of Assets	(318,269)	11,706	10,000	25,000
Total Income	19,757,246	16,320,238	12,698,004	18,173,960
EXPENSES				
Employee Expenses	4,539,148	4,086,523	4,583,853	5,512,396
Materials and Services	4,215,435	4,126,456	3,779,307	4,561,591
Depreciation and amortisation	3,732,684	2,631,486	3,046,411	3,659,093
Other expenses	1,584,106	618,303	644,242	857,586
Total Expenses	14,071,373	11,462,768	12,053,813	14,590,665
FAGs in advance				
Net Operating Surplus\ (Deficit)	783,926	818,668	(132,809)	(532,705)
Net Surplus\ (Deficit)	5,685,873	4,857,469	644,191	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	-	7,455,258	7,389,216	7,389,216	101%	
1612	Waste Charges	-	1,230,860	1,226,004	1,226,004	100%	
1613	Fire Levy	-	365,923	364,927	364,927	100%	
1614	Tips & Transfer Stations	18,039	160,837	145,917	175,100	92%	
1615	Recycling Charges	-	254,474	253,592	253,592	100%	
1616	Early Settlement Discounts	-	(158,029)	(130,000)	(130,000)	122%	
1617	Wheelie Bin Charges	30	456,716	452,119	452,119	101%	
	Total Rates	18,069	9,766,039	9,701,775	9,730,958	100%	
	Environmental Health						
1622	Inspection Fees	-	-	5,000	6,000	0%	
1623	Health/Food Licence Fees and Fines	50	1,322	1,000	14,000	9%	
1624	Immunisations	-	-	-	1,000	0%	
	Total Environmental Health	50	1,322	6,000	21,000	6%	
	Municipal Inspector						
1631	Kennel Licences	-	40	-	1,200	3%	
1632	Dog Registrations	63	8,845	9,000	50,100	18%	
1633	Dog Impoundment Fees & Fines	73	786	2,083	2,500	31%	
1634	Dog Replacement Tags	15	160	-	-		
1635	Caravan Fees and Fines	160	64,790	50,000	50,000	130%	
1636	Fire Abatement Charges	-	-	2,000	2,000	0%	
1637	Infringement Notices	-	1,937	14,583	17,500	11%	
	Total Municipal inspector	310	76,557	77,667	123,300	62%	
	Building Control Fees						
1641	Building Fees	3,062	11,835	25,000	30,000	39%	
1642	Plumbing	4,365	37,610	41,667	50,000	75%	
1643	Building Search Fees	60	180	1,000	1,200	15%	
1644	Permit Administration	3,900	35,425	29,167	35,000	101%	
1645	Building Inspections	4,964	48,191	33,333	40,000	120%	
1647	Certificates of Likely Compliance	4,568	37,345	18,333	22,000	170%	
1651	Development Applic Fees	11,226	83,777	41,667	50,000	168%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
1653	Subdivision Fees	-	1,370	2,917	3,500	39%	
1654	Advertising Fee	6,825	73,650	41,667	50,000	147%	
1655	Adhesion Orders	-	-	417	500	0%	
1656	Engineering Fees	642	7,704	1,667	2,000	385%	
1657	Public Open Space	-	42,250		-		
	Total Planning & Building Control Fees	39,611	379,337	236,833	284,200	133%	
	Government Fees Levies						
1661	B.C.I Training Levy	5,328	38,243	25,000	30,000	127%	
1662	Building Permit Levy	2,664	19,121	14,167	17,000	112%	
1663	132 & 337 Certificates	16,289	117,085	66,667	80,000	146%	
1664	Sect 137 Property Sales	-	781	-	-		
1666	Right to Information	-	81	-	-		
	Total Govt Fees Levies	24,282	175,311	105,833	127,000	138%	
	Investment Income						
1671	Interest Income	108	34,196	124,000	150,000	23%	
1676	Dividends - TasWater	-	97,000	142,000	194,000	50%	
	Total Investment Income	108	131,196	266,000	344,000	38%	
	Sales Hire & Commission						
1681	Sales	6,776	40,048	118,668	127,600	31%	
1682	Commission	-	12,075	16,022	16,491	73%	
1683	Equipment Hire	-	245	-	-		
1684	Facilities and Hall Hire	7,017	31,535	51,150	55,000	57%	
1685	Facilities Leases	10,909	65,734	66,500	75,000	88%	
1687	History Room Other Inc	-	-	833	1,000	0%	
	Total Sales Hire & Commission	24,702	149,638	253,173	275,091	54%	
	Other Income						
1761	Late Payment Penalties inc Interest	1,932	55,044	90,000	100,000	55%	
1763	Heavy Vehicle Contribut	-	48,822	-	-		
1765	Private Works	6,607	87,498	16,667	20,000	437%	Construction of Cunningham St Jetty
1766	Cemetery	1,627	12,836	20,833	25,000	51%	
1767	Contributions	5,455	24,814	-	-		
1768	Miscellaneous Income	-	52	-	-		
	Total Other Income	15,621	229,066	127,500	145,000	158%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
	Reimbursements						
1772	Insurance Recoveries	909	909	-	-		
1773	Workers Comp. Recoverie	-	1,952	1,667	2,000	98%	
1775	Roundings	(0)	(85)	-	-		
1776	Misc Reimbursements	678	24,553	4,167	5,000	491%	
1778	GST free reimbursements	1,066	33,457	-	-		
	Total Reimbursements	2,653	60,785	5,833	7,000	868%	
	Gain or Loss on Sale of Assets						
1781	Profit or Loss on Sale of Assets	-	11,706	10,000	25,000	47%	
	Total Gain or Loss on Sale of Assets	-	11,706	10,000	25,000	47%	
	Grant Income						
	Operating Grants						
1792	Financial Assistance Grant	-	1,065,053	1,120,389	2,980,411	36%	
1794	State Grants - Other	176,000	247,132	-	20,000	1236%	
	Learner Driver Mentor Grant		-	20,000	-		
	Total Operating Grants	176,000	1,312,185	1,140,389	3,000,411	44%	
	Capital Grants						
1791	Roads to Recovery	(1,260,000)	3,868,846	267,000	971,000	398%	
	DCF Round 2 Projects	-	-	500,000	1,000,000	0%	
	CDG Georges Bay Walking Trail	1,260,000	-		2,100,000	0%	
	Turf Mower	-	-	-	20,000	0%	
1793	Skyline Drive Junction	-	158,250				
	Total Capital Grants	-	4,027,096	767,000	4,091,000	98%	
	Total Revenue	301,406	16,320,238	12,698,004	18,173,960	90%	
	Expenses						
	Employee Costs						
1811	Salaries and Wages	267,170	2,832,985	3,167,779	3,791,012	75%	
1812	On Costs	97,398	1,190,620	1,384,791	1,683,844	71%	
1813	Overtime Payments	7,775	62,919	31,283	37,540	168%	
	Total Employee Costs	372,343	4,086,523	4,583,853	5,512,396	74%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
	Energy Costs						
1851	Electricity	9,223	108,540	135,047	143,875	75%	
	Total Energy Costs	9,223	108,540	135,047	143,875	75%	
	Materials and Contracts						
1861	Advertising	516	69,323	40,417	48,500	143%	
1863	Bank Charges - GST	904	21,716	20,167	24,200	90%	
1864	Books Manuals Publication	111	1,459	3,408	4,090	36%	
1865	Catering	517	11,013	12,000	14,400	76%	
1866	Bank Charges - FREE	33	566	833	1,000	57%	
1867	Computer Hardware Purchase	3,038	17,398	10,000	12,000	145%	
1869	Computer Internet Charges	-	-	1,667	2,000	0%	
1870	Computer Licence & Maintenance Fees	4,279	178,297	174,650	205,000	87%	
1872	Corporate Membership	2,438	128,741	137,790	144,790	89%	
1873	Debt Collection	-	11,428	13,333	16,000	71%	
1876	Stock Purchases for Resale	1,922	11,828	42,000	45,000	26%	
1890	Equipment Hire & Leasing	-	19,200	32,083	38,500	50%	
1891	Equipment Maintenance & Minor Purchases	1,975	5,172	9,750	11,700	44%	
1893	Internet Billpay Costs	-	5,694	5,833	7,000	81%	
1895	Licensing & Licence Costs	1,210	47,041	15,000	39,379	119%	
1896	Land & Building Rental or Leasing Costs	3,625	47,454	9,000	9,000	527%	
1897	Materials	15,432	266,017	279,537	335,445	79%	
1898	Phone Calls Rental Fax	3,099	29,226	32,575	39,090	75%	
1899	Postage/Freight	214	21,310	19,175	23,010	93%	
1900	Printing/Laminating	-	-	4,167	5,000	0%	
1901	Property Insurance	-	131,831	100,000	109,300	121%	
1902	Room Hire	-	1,093	1,042	1,250	87%	
1904	Royalties & Production Lic	-	-	4,167	5,000	0%	
1905	Stationery	1,390	14,245	13,750	16,500	86%	
1906	Water and Property rates Payable	88	77,479	97,325	105,800	73%	
	Total Materials & Contracts	40,789	1,117,531	1,079,669	1,262,954	88%	
	Contractor Costs						
1971	Contractors	37,605	837,800	660,250	792,300	106%	
1972	Cleaning Contractors	3,808	171,461	158,108	189,730	90%	
1973	Waste Mgt Contractors	45,490	791,444	977,894	1,135,788	70%	
	Total Contractor Costs	86,904	1,800,706	1,796,252	2,117,818	85%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
	Professional Fees						
1992	Audit Fees	-	16,040	22,672	40,000	40%	
1993	Legal Fees	3,552	60,396	21,667	26,000	232%	
1994	Internal Audit Fees	-	12,247	5,417	6,500	188%	
1995	Revaluation Fees- Municipal only	200	9,050	23,333	28,000	32%	
1997	Professional Fees - Strategic Projects	-	-	-	70,000	0%	
1998	Other Professional Fees	11,077	315,280	212,250	254,700	124%	
	Total Professional Fees	14,829	413,013	285,339	425,200	97%	
	Plant Hire						
2101	Plant Hire - Internal	56,133	637,908	430,250	516,300	124%	
2102	Plant Hire - External	-	2,416	4,583	5,500	44%	
2103	Registration and MAIB	-	40,546	39,672	39,672	102%	
2104	Insurance Premiums	-	26,341	41,773	41,773	63%	
2105	Plant Repairs & Maint	18,057	253,364	93,333	112,000	226%	
2140	Plant Hire Recovered	(61,685)	(705,270)	(600,000)	(720,000)	98%	
2141	Fuel	11,000	66,988	137,083	164,500	41%	
2142	Fuel Credit	-	(7,163)	(12,500)	(15,000)	48%	
	Total Plant Hire	23,505	315,129	134,195	144,745	218%	
	Government Fees & Levies						
2255	Fire Levy	-	273,695	273,825	365,186	75%	
2257	Building Permit Levy	-	15,084	12,500	15,000	101%	
2258	Land Tax	871	48,716	37,480	56,813	86%	
2259	Training Levy	-	34,042	25,000	30,000	113%	
	Total Government Fees & Levies	871	371,537	348,805	466,999	80%	
	Depreciation						
2305	Depreciation Buildings	-	99,159	196,936	236,323	42%	
2306	Deprec Roads & Streets	152,167	1,521,670	1,521,667	1,826,000	83%	
2307	Depreciation Bridges	38,050	380,500	380,500	456,600	83%	
2308	Deprec Plant & Equipment	-	178,082	342,390	410,868	43%	
2310	Deprec Stormwater Infrast	27,658	276,580	276,580	331,896	83%	
2311	Depreciation Furniture	-	60,446	131,171	157,405	38%	
2312	Deprec Land Improvements	1,750	97,048	179,168	215,001	45%	
2313	Amortisation of Municipal Valuation	1,800	18,000	18,000	25,000	72%	
	Total Depreciation	221,425	2,631,486	3,046,411	3,659,093	72%	

		Month Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	% of Annual Budget used	Comments
	Other Expenses						
2401	Interest Payable	-	183,938	214,177	335,328	55%	
2403	Bad & Doubtful Debts	-	249		-		
2404	Grants and Community Support Given	14,000	89,236	118,100	179,100	50%	
2405	Rate Remissions	-	157,035	156,000	156,000	101%	Includes \$99k Covid19 rate relief
2407	Waiver of Fees and Lease etc	(423)	5,658	-	-		
2408	Refunds/Reimbursements	-	30,019	-	-		
2409	Council Member Expenses	575	7,035	15,000	18,000	39%	
2410	Council Member Allowances	14,643	145,132	140,965	169,158	86%	
	Total Other Expenses	28,795	618,303	644,242	857,586	72%	
	Total Expenses	798,684	11,462,768	12,053,813	14,590,665	79%	
	Net Surplus\ (Deficit) before Capital amounts	(497,278)	818,668	(132,809)	(532,705)		
	Capital Grants	-	4,027,096	767,000	4,091,000		
	Profit or Loss on Sale of Assets	-	11,706	10,000	25,000		
	Net Surplus\ (Deficit)	(497,278)	4,857,469	644,191	3,583,295		

Profit and Loss Statement By Department			
2020 - 2021			
	Month Actual	Year to Date Actual	2020-2021 Budget
Business and Corporate Services			
Total Government Fees Levies		81	-
Total Investment Income	108	131,196	344,000
Total Sales Hire and Commission		34	6,000
Total Other Income	-	1,933	-
Total Reimbursements		1,933	-
Total Revenue	108	135,178	350,000
Total Employee Costs	45,193	538,430	817,408
Total Energy Costs	-	-	5,800
Total Materials and Contracts	10,656	391,009	497,450
Total Contractor Costs	360	4,501	7,900
Total Professional Fees	3,305	20,532	10,500
Total Plant Hire		11,794	13,573
Total Government Fees and Levies	-	-	180
Total Depreciation	1,800	62,466	157,064
Total Other Expenses		1,480	-
Total Expenses	61,314	1,030,212	1,509,875
Net Surplus\ (Deficit) before Capital Income	(61,205)	(896,968)	(1,159,875)
Net Surplus\ (Deficit)	(61,205)	(895,035)	(1,159,875)
Development Services			
Total Environmental Health	50	1,322	21,000
Total Municipal inspector	160	64,790	59,500
Total Planning And Building Control Fees	38,969	371,419	282,200
Total Government Fees Levies	24,282	174,449	127,000
Total Sales Hire and Commission		1,060	1,300
Total Operating Grants		25,000	-
Total Revenue	63,461	638,040	491,000
Total Employee Costs	55,933	613,914	841,637
Total Materials and Contracts	441	36,202	50,910
Total Contractor Costs		19,042	10,000
Total Professional Fees	10,369	170,948	142,700
Total Plant Hire		6,729	8,807
Total Government Fees and Levies		49,126	45,000
Total Depreciation		7,711	19,740
Total Other Expenses		14,392	34,500
Total Expenses	66,743	918,063	1,153,293
Net Surplus\ (Deficit) before Capital Income	(3,282)	(280,023)	(662,293)
Net Surplus\ (Deficit)	(3,282)	(280,023)	(662,293)

	Month Actual	Year to Date Actual	2020-2021 Budget
Community Services			
Total Sales Hire and Commission		218	-
Total Other Income		1,177	-
Total Reimbursements		2,008	-
Total Operating Grants		40,032	20,000
Total Capital Grants		241,094	2,100,000
Total Revenue		284,529	2,120,000
Total Employee Costs	17,949	188,354	281,043
Total Energy Costs		61	-
Total Materials and Contracts	332	9,996	26,950
Total Contractor Costs		25,000	30,000
Total Professional Fees			10,000
Total Plant Hire	195	12,445	12,744
Total Depreciation		5,897	16,212
Total Other Expenses	14,000	106,593	144,600
Total Expenses	32,475	348,346	521,549
Net Surplus\ (Deficit) before Capital Income	(32,475)	(304,911)	(501,549)
Net Surplus\ (Deficit)	(32,475)	(63,817)	1,598,451
Works and Infrastructure			
Total Rates	18,069	2,102,887	2,106,815
Total Municipal inspector	150	11,768	63,800
Total Planning And Building Control Fees	642	7,918	2,000
Total Sales Hire and Commission	17,926	98,037	175,000
Total Other Income	13,689	172,845	45,000
Total Reimbursements	1,587	17,743	2,000
Total Gain or Loss on Sale of Assets		11,706	25,000
Total Operating Grants		622,164	1,608,892
Total Capital Grants		2,883,023	1,991,000
Total Revenue	52,063	5,928,091	6,019,507
Total Employee Costs	184,856	2,037,146	2,682,349
Total Energy Costs	9,160	103,515	133,075
Total Materials and Contracts	22,994	452,315	493,444
Total Contractor Costs	86,005	1,739,947	2,065,068
Total Professional Fees		30,178	44,000
Total Plant Hire	23,290	276,523	99,978
Total Government Fees and Levies	871	45,272	52,354
Total Depreciation	219,625	2,540,399	3,442,005
Total Other Expenses	(423)	189,815	335,328
Total Expenses	546,378	7,415,110	9,347,600
Net Surplus\ (Deficit) before Capital Income	(494,314)	(4,370,043)	(5,319,094)
Net Surplus\ (Deficit)	(494,314)	(1,487,020)	(3,328,094)

	Month Actual	Year to Date Actual	2020-2021 Budget
Visitor Information Centre			
Total Sales Hire and Commission	6,776	38,873	79,500
Total Revenue	6,776	38,873	79,500
Total Employee Costs	12,655	132,702	138,312
Total Energy Costs	64	4,965	5,000
Total Materials and Contracts	2,607	95,325	51,700
Total Contractor Costs	539	10,041	4,850
Total Professional Fees		300	-
Total Plant Hire	20	645	-
Total Government Fees and Levies		1,378	1,600
Total Depreciation		8,513	8,472
Total Expenses	15,885	253,868	209,934
Net Surplus\ (Deficit) before Capital Income	(9,109)	(214,994)	130,434
Net Surplus\ (Deficit)	(9,109)	(214,994)	130,434
Governance and Members Expenses			
Total Rates		7,663,152	7,624,143
Total Government Fees Levies		781	-
Total Sales Hire and Commission		11,415	13,291
Total Other Income	1,932	55,044	100,000
Total Reimbursements	1,066	39,101	5,000
Total Operating Grants	176,000	624,989	1,371,520
Total Capital Grants		902,979	-
Total Revenue	178,997	9,297,460	9,113,954
Total Employee Costs	55,757	575,977	751,646
Total Materials and Contracts	3,760	132,684	142,500
Total Contractor Costs		2,175	-
Total Professional Fees	1,155	191,055	218,000
Total Plant Hire		6,994	9,645
Total Government Fees and Levies		275,761	367,865
Total Depreciation		6,500	15,600
Total Other Expenses	15,218	306,023	343,158
Total Expenses	75,890	1,497,169	1,848,414
Net Surplus\ (Deficit) before Capital Income	103,108	6,897,312	7,265,539.19
Net Surplus\ (Deficit)	103,108	7,800,291	7,265,539

	Month Actual	Year to Date Actual	2020-2021 Budget
Council Total			
Total Rates	18,069	9,766,039	9,730,958
Total Environmental Health	50	1,322	21,000
Total Municipal inspector	310	76,557	123,300
Total Planning And Building Control Fees	39,611	379,337	284,200
Total Government Fees Levies	24,282	175,311	127,000
Total Investment Income	108	131,196	344,000
Total Sales Hire and Commission	24,702	149,638	275,091
Total Other Income	15,621	229,066	145,000
Total Reimbursements	2,653	60,785	7,000
Total Gain or Loss on Sale of Assets		11,706	25,000
Total Operating Grants	176,000	1,312,185	3,000,411
Total Capital Grants		4,027,096	4,091,000
Total Revenue	301,406	16,320,238	18,173,960
Total Employee Costs	372,343	4,086,523	5,512,396
Total Energy Costs	9,223	108,540	143,875
Total Materials and Contracts	40,789	1,117,531	1,262,954
Total Contractor Costs	86,904	1,800,706	2,117,818
Total Professional Fees	14,829	413,013	425,200
Total Plant Hire	23,505	315,129	144,745
Total Government Fees and Levies	871	371,537	466,999
Total Depreciation	221,425	2,631,486	3,659,093
Total Other Expenses	28,795	618,303	857,586
Total Expenses	798,684	11,462,768	14,590,665
Net Surplus\ (Deficit) before Capital Income	(497,278)	830,373	(532,705)
Capital Income	-	4,027,096	4,116,000
Net Surplus\ (Deficit)	(497,278)	4,857,469	3,583,295

Financial Position					
2020-2021					
	2019-2020 Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget	Comments
Current Assets					
Cash	10,256,813	9,835,583	3,372,881	3,737,243	
Receivables	1,093,391	1,080,985	1,638,420	750,000	
Inventories	63,905	255,805	120,000	120,000	
Other Current Assets	60,433	107,563	45,000	45,000	
Total Current Assets	11,474,542	11,279,936	5,176,301	4,652,243	
Non-Current Assets					
Property Plant and Equipment	154,921,761	159,165,447	158,760,343	148,149,134	
Investment in TasWater	34,537,566	29,582,956	29,582,956	38,672,525	
Other Non-Current Assets	176,326	63,800	95,000	95,000	
Total Non -Current Assets	189,635,653	188,812,203	188,438,299	186,916,659	
Total Assets	201,110,195	200,092,139	193,614,600	191,568,902	
Current Liabilities					
Payables	1,548,015	1,535,011	1,068,362	950,000	
Interest Bearing & Other Liabilities	368,056	156,242	156,242	356,256	
Contract Liabilities	344,516	-	-		Grants & Rates in advance
Provisions	829,258	758,562	853,572	853,572	
Total Current Liabilities	3,089,845	2,449,815	2,078,175	2,159,828	
Non-Current Liabilities					
Interest Bearing & Other Liabilities	8,169,452	8,169,452	8,169,452	8,128,118	
Provisions	549,757	549,756	569,414	569,414	
Total Non-Current Liabilities	8,719,209	8,719,208	8,738,866	8,697,532	
Total Liabilities	11,809,054	11,169,023	10,817,041	10,857,360	
Net Assets	189,301,141	188,923,116	182,797,559	180,711,542	
EQUITY					
Accumulated surplus	38,895,988	36,972,093	30,846,536	34,862,149	
Asset revaluation reserve	149,925,764	151,471,634	151,471,634	145,384,764	
Other reserves	479,389	479,389	479,389	464,629	
TOTAL EQUITY	189,301,141	188,923,116	182,797,559	180,711,542	
Other Reserves - detailed separately	479,389	479,389	479,389	464,628	
Employee Provisions	1,379,015	1,308,317	1,422,986	1,422,986	
Unallocated accumulated surplus	8,398,409	8,047,877	1,470,506	1,849,629	
Total cash available	10,256,813	9,835,583	3,372,881	3,737,243	
Note: This reflects the cash position and does not include Payables and Receivables					

Other Reserves				
2020-2021				
	Other Reserves 1/7/20	Reserves new 2020-2021	Reserves used 2020-2021	Remaining 30/6/2021
Public Open Space				
Binalong Bay	3,362			3,362
Ansons Bay	4,907			4,907
Beaumaris	2,229			2,229
Scamander	3,750			3,750
St Helens	26,242			26,242
St Marys	32,509			32,509
Stieglitz	6,752			6,752
Total Public Open Space	79,751	-	-	79,751
General Reserves				
Community Development	12,500			12,500
Fingal Tennis Court	14,500			14,500
137 Trust Seizures	372,638	-		372,638
Total General Reserves	399,638	-	-	399,638
Total Other Reserves	479,389	-	-	479,389

Estimated Cash Flow				
2020-2021				
	2019-2020 Actual	Year to Date Actual	Year to Date Budget	2020-2021 Budget
CASH FLOWS FROM OPERATING ACTIVITIES				
RECEIPTS				
Operating Receipts	14,993,252	13,387,984	10,630,529	14,057,960
PAYMENTS				
Operating payments	(10,478,245)	(10,776,993)	(9,109,643)	(10,931,572)
NET CASH FROM OPERATING	4,515,007	2,610,991	1,520,886	3,126,388
CASH FLOWS FROM INVESTING ACTIVITIES				
RECEIPTS				
Proceeds from sale of Plant & Equipment	18,363	11,706	10,000	25,000
PAYMENTS				
Payment for property, plant and equipment	(8,021,282)	(6,884,993)	(8,995,788)	(10,794,945)
Capital Grants	5,405,286	4,027,096	767,000	4,091,000
Payments for financial assets	-			
NET CASH FROM INVESTING ACTIVITIES	(2,597,633)	(2,846,191)	(8,218,788)	(6,678,945)
CASH FLOWS FROM FINANCING ACTIVITIES				
RECEIPTS				
Proceeds from borrowings	-	-	-	-
PAYMENTS				
Repayment of borrowings	(340,941)	(200,014)	(200,014)	(356,256)
Repayment of Lease Liabilities	(11,800)			
NET CASH FROM FINANCING ACTIVITIES	(352,741)	(200,014)	(200,014)	(356,256)
NET INCREASE (DECREASE) IN CASH HELD	1,564,633	(435,214)	(6,897,916)	(3,908,813)
CASH AT BEGINNING OF YEAR	8,692,180	10,270,797	10,270,797	7,646,056
CASH AT END OF PERIOD	10,256,813	9,835,583	3,372,881	3,737,243

Capital Expenditure						
2020 – 2021						
Project Code	Details	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
	PLANT & EQUIPMENT					
	Replacement of the following vehicles					
CI010	John Deere Turf Mower	4,873		40,000	40,000	Requires co-funding from SHFC
CH020	Skoda Karoq SL 2.01 TSI	38,866				Purchased Dec 2020 No trade
CH048	Garbage truck	-	(370,000)	370,000	-	Purchased June 2020
CH049	2nd hand back up garbage truck	131,735		120,000	120,000	Budget workshop 1/6/20
CI015	1226 Ute 2WD Tipper	-		30,000	30,000	
CI020	1316 Maintenance Van - Building Mtce Officer	50,424		45,000	45,000	
CI025	1294 Dual Cab Ute 4WD	-		40,000	40,000	
CI005	Small Plant - VARIOUS	41,825		42,000	42,000	
	TOTAL PLANT & EQUIP	267,722	(370,000)	687,000	317,000	
	FURNITURE & IT					
CI070	Additional sit down/stand up desks	-		2,500	2,500	
CI055	IT Server Upgrades 20/21	28,826		25,000	25,000	
CI085	Trophy Cabinet	3,500				
CI075	Council Chambers New Furniture	-		15,000	15,000	\$8700 to CI065 as advised 12 Aug 2020
CI060	Desktop/Laptops/Monitors 2020/21	12,063		10,000	10,000	
CI065	Printers/Copiers Main Office	10,485		12,000	12,000	
	History Room acquisition reserve	-		1,000	1,000	
CI090	Ubiquiti UniFi IW-HD In Wall - Portland Hall	4,253			-	
CH075	Town Christmas Decorations	4,959			-	
CD730	Hall Furniture Replace	-	3,000		3,000	
CI080	Microwave Tower	16,865			-	
CH065	Audio visual equip	14,285			-	Chamber
	TOTAL FURNITURE & IT	95,236	3,000	65,500	68,500	
	BUILDINGS					
CC730A	Old Tasmanian Hotel - Lift	305,467		213,000	213,000	DCF Round 2 Potential Project
CC730	Old Tas Hotel Upgrades in Accordance with Conservation Mgt Plan	22,800	50,000	25,000	75,000	Annual commitment to Heritage upgrades and renovations
CI705	St Helens Works Depot	20,421		20,000	20,000	New 6mX6m store bldg for Community Services

Project Code	Details	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
CI710	St Marys Railway Station Upgrades	-		25,000	25,000	Upgrades to Building to be scoped out
CI715	BBQ Shelter - St Marys Community Space	11,343			-	as requested by JI & JB
CI720	Marine Rescue Building - Renovations	716			-	No budget - see Jake Ihnen
CH730	Portland Hall Upgrades	43,067	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 City Hub	560	57,880		57,880	FOFMC
CH725	BOD Cty Stadium Upgrades	22,788	30,000		30,000	Roof Replacement to original amenities section
	TOTAL BUILDINGS	427,160	324,160	333,000	657,160	
	PARKS, RESERVES & OTHER					
CX805*	St Marys Sports Complex (DA 129-20)	34,249		45,000	45,000	DCF Funding - New Implement and Buggy Shed exCI805
CX810*	St Marys Sports Centre (Bowls/Golf Clubhouse)	65,010		45,000	45,000	DCF Funding - Internal Alterations
CX815*	Scamander Surf Life Saving Club	20,273		19,745	19,745	DCF Funding - Fitout of Amenities
CX820*	St Marys Football Ground	141,998		110,020	110,020	DCF Funding - Irrigation System
CX825*	St Marys Community Space	35,112		35,000	35,000	DCF Round 2 Potential Project
CX830*	Mathinna Cemetery Master Plan	51,530		50,000	50,000	DCF Round 2 Potential Project
CX835*	Fingal Cemetery Master Plan	69,317		100,000	100,000	DCF Round 2 Potential Project
CX840*	Fingal Valley Tracks	44,269		139,500	139,500	DCF Round 2 Potential Project
CX870*	Wombat Walk - Footpath Upgrade	13,976		-	-	DCF Round 2 Potential Project
CX845*	Drought Protection Plan	10,000		10,000	10,000	DCF Round 2 Potential Project
CI810	St Helens Sports Complex	899		50,000	50,000	Reroof and Repaint& waterproof - Athletics Building
CH870	Shade structure - Flagstaff trail head	24,942		25,000	25,000	TBC
CI815	Shade Structures - Scamander Reserve	80		25,000	25,000	TBC
CI805	Street furniture & signage	6,540		20,000	20,000	
CI820	Playground equipment replacement program	-		20,000	20,000	St Helens Foreshore - Playground Fence replacement
CI825	Playground equipment replacement program	-		50,000	50,000	10 sites at \$5K each

Project Code	Details	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
CI845	St Helens rec ground - Carpark Area	-		15,000	15,000	
CI830	Resheet airport runway	-		100,000	100,000	
	Pyengana Rec ground	-		40,000	40,000	Cancel. Budgeted twice
CI835	St Helens Boat Ramp Project	20,000			-	\$98308.60 total - Council \$20000 Contribution ex GST
CF135*	Georges Bay Walking Trail/St Helens Foreshore Path	2,001,195		2,223,510	2,223,510	Community Development Grant Funded \$2.1M
CH865	Swimcart to Binalong Bay - MTB Trail	5,509			-	
CH810	St Helens Cemetery Master Plan	-	50,000		50,000	
CH815	Dog exercise area St Helens Improvements	8,255	10,000		10,000	
CH530	Car Parking & MTB Hub - Cecilia St Carpark	237,610			-	as per Council decision 10/19.17.3
CH825	Cornwall Playground Upgrade (Slide Only)	5,690	5,000		5,000	Cornwall - Slide Only
CD815	Wrinklers Lagoon Redevelopment Design & Planning - Amenities Building	-	89,400		89,400	
CE820	Street furniture & signage	-	8,860		8,860	New Code created for 20/21
	Jetty upgrades - TBA	-			-	Grant funded
CH840	St Helens Croquet Playing Field	-	30,000		30,000	
CF810	Fingal Cemetery Master Plan	-	40,000		40,000	
CE815	Mathinna Cemetery Master Plan	-	20,000		20,000	
CF825	Parnella foreshore protection works	46,247			-	C/f to CF805
CF805	Parnella/Foreshore Walkway	1,500	249,010		249,010	Moved from Footpaths
CH855	Flood Levee - Groom Street, St Marys Flood Mit.	186,564				Flood Mitigation Funding
CH860	Flood Warning System - St Marys Flood Mitigation	15,551				Flood Mitigation Funding
CI850	Bike Racks Multiple Locations	409				Funding AC/810
CF820*	MTB - Poimena to BOF	- 11,717			-	
CF820A*	MTB Stacked Loops St Helens	446,826			-	
CI840	Flagstaff MTB Carpark Sealing	92,987			-	Funding Aust Govt Nov 2020 \$100K

Project Code	Details	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
CI855	Shared Pathway Binalong Bay	487			-	Funding Aust Govt Nov 2020 \$40239
CI860	Shared Pathway - Kirwans Beach	36,249			-	Funding Aust Govt Nov 2020 \$35K
CI865	Shared Pathway Scamander	5,430			-	Funding Aust Govt Nov 2020 \$108167
CI870	Shared Pathway Foreshore to Circassian	4,930			-	Funding Aust Govt Nov 2020 \$185K
CI875	Pavement Rehabilitation - St Helens Pt Rd	350			-	Funding Aust Govt Nov 2020 \$170K
CI880	Tourism Information Signage - Multiple	350			-	Funding Aust Govt Nov 2020 \$9K
CI885	Shared Pathway - O'Connors Beach	2,385				LRCI Round 2
CI890	Shared Pathway - Tasmn H'Way, Beaumaris	-				LRCI Round 2
CI895	Shared Pathway - Esk Main Road, St Marys	-				LRCI Round 2
	TOTAL PARKS, RESERVES & OTHER	3,622,615	502,270	3,122,775	3,625,045	
	ROADS					
	STREETSCAPES					
CX850*	Mathinna Streetscape Improvements	155,339		208,035	208,035	DCF Round 2 Project Grant
CE110	Scamander entrance at Wrinklers	-	193,500		193,500	
CF105	Fingal Streetscape - Stage 2	-	40,000		40,000	Outstand Construction in 20/21 - Can we make a new project code so as to close out the streetscape project?
	TOTAL STREETSCAPES	155,339	233,500	208,035	441,535	
	FOOTPATHS					
CG115	Annual replacement of damaged footpaths	16,097	30,000	15,000	45,000	Covid 19 restrictions - defer work
CI110	Akaroa - Akaroa Ave	-		7,200	7,200	
CI115	Akaroa - Carnnell Place	-		6,300	6,300	
CI120	Binalong Bay - Coffey Drive	-		13,000	13,000	
CI125	Binalong Bay - Barnett Cl	-		7,000	7,000	
CI105	Scamander Ave	34,676		60,000	60,000	
	St Helens - Existing Sub-division	-		125,000	125,000	southern side of GF Bridge.
CI135	St Helens Point Road Pavement Remediation	7,727				which will be funded by the \$650,000 bucket from the LRCI Program. This funding has not been finalized yet

Project Code	Details	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
CI140	Cobrooga (Mimosa/Jason) Drive - Footpath	7,767				LRCI Round 2
CH105	Binalong Bay Footpath - Main Road	-	30,000		30,000	Covid 19 restrictions - defer work
CF130	Parkside Foreshore Footpath	3,500			-	
CH110	Binalong Bay - Highcrest to Bevan Streets	1,458	3,000		3,000	Covid 19 restrictions - defer work
CH115	Fingal - Talbot Street	-	30,000		30,000	completed
CH120	Scamander - Scamander Ave	16,882	41,118		41,118	completed
CH125	Stieglitz - Chimney Heights	2,384	3,000		3,000	completed
CF125	Medea Cove Footpath/Road options	375	70,265		70,265	Covid 19 restrictions - defer work
CG110	Storey St, St Marys	59,723	50,000		50,000	Covid 19 restrictions - defer work
	TOTAL FOOTPATHS	150,589	257,383	233,500	490,883	
	KERB & CHANNEL					
CI160	St Helens Point Road (Parnella SW Catchment 2)	190,052		160,000	160,000	LRCI Round 2
CI155	Atlas Drive - Landslip Control	-		40,000	40,000	
CH155	Byatt Court, Scamander	-	46,000		46,000	Covid 19 restrictions - defer work
	Replacements TBA	-	22,000		22,000	Covid 19 restrictions - defer work
CI165	Jason Street, St Helens	11,582			-	
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	201,634	138,360	200,000	338,360	
	RESHEETING					
	2285 - Nth Ansons Bay Rd	-		30,000	30,000	
	2286 - Nth Ansons Bay Rd	-		30,000	30,000	
	40 - Anchor Rd	-		10,100	10,100	
	39 - Anchor Rd	-		10,800	10,800	
	41 - Anchor Rd	-		16,400	16,400	
CI305	906 - Ansons Bay Rd (Priory Rd)	52,368		9,400	9,400	
CI305	903 - Ansons Bay Rd (Priory Rd)	-		44,900	44,900	
CI305	910 - Ansons Bay Rd (Priory Rd)	-		25,800	25,800	

Project Code	Details	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
CI305	909 - Ansons Bay Rd (Priory Rd)	-		25,700	25,700	
CI305	908 - Ansons Bay Rd (Priory Rd)	-		18,300	18,300	
CI305	907 - Ansons Bay Rd (Priory Rd)	-		18,100	18,100	
CI305	904 - Ansons Bay Rd (Priory Rd)	-		16,000	16,000	
	46 - Church Hill Rd	-		2,800	2,800	
	1081 - Sorell St	-		6,700	6,700	
	1024 - Franks St Fingal	-		3,400	3,400	
	1187 - Honeymoon Pt Rd	-		6,200	6,200	
	1178 - Jeanerret Beach Rd	-		800	800	
	47 - Johnston Rd	-		8,100	8,100	
	1053 - Louisa St	-		2,800	2,800	
	1051 - Louisa St	-		3,700	3,700	
CI310	948 - Reids Rd	20,070		23,800	23,800	
CI310	946 - Reids Rd	-		20,400	20,400	
CI310	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			-	
	2138 - Franks St Fingal	-	3,795		3,795	
CH310	2285 - Nth Ansons Bay Rd	271			-	
	2258 - McKerchers Rd	-	8,190		8,190	
	2259 - McKerchers Rd	-	9,623		9,623	
	2260 - McKerchers Rd	-	2,662		2,662	
	2380 - Tims Creek Rd	-	6,880		6,880	
	2392 - Tyne Rd	-	6,370		6,370	
	2393 - Tyne Rd	-	7,262		7,262	
	2394 - Tyne Rd	-	6,166		6,166	
	2303 - Old Roses Tier Rd	-	6,848		6,848	
CH320	2015 - Ansons Bay Rd (Priory Rd)	2,903			-	
	2176 - Honeymoon Point Rd	-	1,401		1,401	
CG310	Reids Rd	3,579	20,000		20,000	Only c/f \$20k
	Fingal Streets	-	6,500		6,500	
CG345	German Town Rd, St Marys	-	6,980		6,980	
CG350	Dublin Town Rd, St Marys	-	15,000		15,000	
CH315	Ansons Bay Rd, Ansons Bay	1,082	-		-	
	TOTAL RESHEETING	80,446	107,677	364,260	471,937	

Project Code	Details	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
	RESEALS					
	Cornwall Alexander & William Sts (Nth of Lennox)	-		12,000	12,000	
CI490	1013 - Stieglitz St S/R Fingal	-		5,400	5,400	
CI455	266 - Upper Esk Rd	543		33,800	33,800	
CI440	1092 - Legge St Fingal	5,648		13,900	13,900	
	263 - Upper Esk Rd	-		47,000	47,000	CI455
	253 - Upper Esk Rd	-		22,000	22,000	CI455
	256 - Upper Esk Rd	-		34,000	34,000	CI455
	254 - Upper Esk Rd	-		20,500	20,500	CI455
	258 - Upper Esk Rd	-		36,500	36,500	CI455
	271 - Upper Esk Rd	-		7,000	7,000	CI455
	260 - Upper Esk Rd	-		4,000	4,000	CI455
CI435	Wrinklers Lagoon Carpark	-				
CI460	Giblin Street, Mathinna	4,565			-	
CI480	Barnett Cl, Binalong Bay	866			-	
CI410	370 - Penelope St	3,619		3,200	3,200	
CI445	1071 - Grant St Fingal	13,896		18,500	18,500	
CI465	635 - Butler St	2,107		1,100	1,100	
CI470	634 - Dunn St	23,526		8,000	8,000	
CI475	615 - High St Mathinna	1,405		4,500	4,500	
CI405	653 - Thomas St Scamander	16,088		5,500	5,500	
CI450	303 - Mangana Rd	37,213		50,000	50,000	
CI420	The Gardens Road	6,060		52,000	52,000	
CH485	951 - Reids Rd	15,961	7,290		7,290	Bridge approaches - new seal
	947 - Reids Rd	-	6,210		6,210	Bridge approaches - new seal
CH495	St Marys - Esk Main Rd Storey to Groom St	-	50,000		50,000	Deferred by DSG to coincide with DSG Road Sealing Prog in 20/21
	TOTAL RESEALS	131,495	63,500	378,900	442,400	
	ROAD RECONSTRUCTION / DIGOUTS					
CI505	Walker Street, St Helens	19,183		20,000	20,000	
CI510	Mangana Road	61,816		60,000	60,000	
CI515	Upper Esk Road	172,090		120,000	120,000	
CI520	Upper Scamander Road	32,813		25,000	25,000	
CI525	Gardens Road	11,396		15,000	15,000	
CI530	Medeas Cove Esp Reconst	77,910		250,000	250,000	
CI540	Skyline Dr Intersection Upgrade	59,256			-	Funding Audt Govt \$220000.00 Contribution

Project Code	Details	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
	ROAD CONSTRUCTION (NEW)					
CI485	St Marys - Car Park Sealing behind St Marys Hall	784		45,000	45,000	
CI425	Pyenganna Rec Ground Entrance Road	12,819		45,000	45,000	
CI545	216 - Mathinna Plains Rd	19,554		185,000	185,000	
CH515	Ansons Bay Rd Gravel Stabilisation	-		30,000	30,000	
	Road Intersection Upgrade Works	-	50,000	50,000	100,000	
CI590	Alexander/William Sts Cornwall - Intersection Upgrade	9,118				
CI595	Lawry Heights/Doric Grove - Intersection Upg.	17,835				
CI597	John & Crosby St, Cornwall Intersection	13,700				
	Crash Barrier - Multiple Culverts	-		50,000	50,000	
CI550	Mathinna Rd Barriers B0846	24,405			-	
CI555	Mathinna Rd Barriers B1845	29,940			-	
CI560	Mangana Rd Culvert SW3637	26,709			-	Rural Roads funding
CX860*	Cornwall - Gravel Road Sealing - CAMPBELL	24,409		75,100	75,100	DCF Round 2 Potential Project ex CI540
CX865*	Cornwall - Gravel Road Sealing - LENNOX	46,045			-	DCF Round 2 Potential Project ex CI541
	Road Sealing Program	-		350,000	350,000	
CI495	Pavement Investigations Ansons Bay Rd	92,086			-	
CI430	Lottah Rd, Goulds Country /Lottah - 200m	21,130		240,000	240,000	
CI431	Lottah Road, Goulds Country/Lottah - 400m	47,047			-	
CI432	Lottah Rd - Sealing & Guard Rails	197			-	rural roads funding
CH565	Lottah Rd-Part 1-CH2.3-3.1	564			-	
CH570	Lottah Rd-Part 2-CH3.5-3.7	-				
CH575	Lottah Rd - Part 3 - CH 4.8	49			-	
CH580	Lottah Rd-Part 4-CH6.8-6.95	26,733	20,000		20,000	In progress RTR funded CFWD \$20K for sealing in late Spring 2020
CG545	Rex Ct St Helens dig out	20,483	27,540		27,540	
CG550	St Helens Pt Rd dig out	36,394	50,000		50,000	

Project Code	Details	Year to Date Actual	Budget expected to be C/F	2020-2021 Estimate	Total New Budget + C/f	Comments
CH505	St Helens Pt Rd (Parkside)	10,163	789,838		789,838	Project to be rescope and requires grant funding \$375K
CH510	Atlas Dr-Retaining Wall Anchor	-	40,000		40,000	Deferred to coincide with bridge works at Georges Bay sharedway - Spring 2020
CI535	Gardens Rd - Sight Distance Works	206,806	400,000		400,000	Subject to successful \$200k Black Spot funding application
CH546	Grant St Falmouth Sealing	-				
CH555	Talbot to Percy Street, Fingal - Reconstruction	94				
	ROAD ASSET MANAGEMENT					
CH560	Road Network - Sign Replacement	11,120		15,000	15,000	
CG520	Beaumaris Ave	24			-	
CG505	St Helens Pt Rd, between Cunningham and Talbot St	11,217			-	
	TOTAL ROADS OTHER	1,143,889	1,377,378	1,575,100	2,952,478	
	ROADS TOTAL	1,863,392	2,177,798	2,959,795	5,137,593	
	BRIDGES					
CI210	B2398 - Intake Bridge, Pyengana	134,937		245,100	245,100	Replace structure with 25T load limit
CI205	B3617 - Mt Elephant Rd	16,910		18,000	18,000	Replace Deck - brought forward from 2021-22
CG220	B2293 Cecilia St, St Helens	- 9,671	31,671		31,671	Reallocate to another bridge in 2020/2021
CG250	B7027 Mathinna Plains Rd	-	15,000		15,000	Culvert Extension - CFWD to 2020/2021
CH205	Footpath Bridge at Fingal Culvert	16,874			-	completed
CG225	B2792 Four Mile Creek Rd	323,665	240,000		240,000	Contract awarded in April 2020 to be completed before end Sep 2020
CH240	B2117 The Flat Road Bridge, St Marys	3,395			-	Flood Mitigation Funding Due December 2019
	Install/upgrade traffic barriers	-	-		-	
	TOTAL BRIDGES	486,109	286,671	263,100	549,771	
	STORMWATER					
CI660	Minor stormwater Jobs	32,477		50,000	50,000	
CI655	Falmouth St St Helens	-		30,000	30,000	Penelope to Halcyon
CX855*	Alexander St Cornwall	63,629		61,950	61,950	DCF Round 2 Potential Project ex CI660
CI685	Treloggens Track	-		30,000	30,000	
CD655	Implement SWMP priorities	264			-	

Project Code	Details	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 St properties to prevent Lade Crt properties flooding
CG670	Medea St - Opposite Doepel St	-	45,000		45,000	115m of open drain
CF665	Beauty Bay Access track improvements	289			-	completed
CH655	Beaumaris Ave	6,540	25,000		25,000	New Stormwater main
	TOTAL STORMWATER	103,199	140,000	171,950	311,950	
	WASTE MANAGEMENT					
CI630	Rehabilitation of former Binalong Bay Tip	-		5,000	5,000	
CI620	Scamander waste oil facility	3,966		13,000	13,000	
CI605	St Helens WTS - test Bore	-		15,000	15,000	
CI610	Scamander WTS - Test Bores (2)	455		45,000	45,000	
CI635	Scamander WTS - Leachate Retention pond	1,120		20,000	20,000	
CI615	Scamander WTS - Inert Landfill	2,690		20,000	20,000	
CI625	St Marys WTS Oil Station	3,512		13,000	13,000	
CI640	Waste Shredder	-	30,000	20,000	50,000	
CH610	Scamander WTS - Reseal entrance road	5,430			-	
CE615	Scamander WTS retaining wall replacement	-	52,000		52,000	Contingency for potential future site modification
	WASTE MANAGEMENT TOTAL	17,174	82,000	151,000	233,000	
	Total Capital expenditure	6,884,993	3,145,899	7,754,120	10,900,019	

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:**

Visitor numbers are reducing, as expected at this time of year and daily numbers are becoming much more variable. Earlier in the month, there were three days in a row with well over 100 visitors and later in the month a day with fewer than 20 visitors. There are still occasional busy days, though.

Meetings Attended/Other information:

VIC staff noted:

- Numbers for April were nearly on par with 2019, down around 22%. Although there are intra-state visitors around, many of these do not come in to the VIC. Most of the visitors to the centre are therefore inter-state and, although we do not specifically seek post code data, where they come from often comes up in conversations and it seems most are from NSW, Victoria and Queensland – in that order
- Still getting many phone calls regarding available camp sites, can we book etc. Although we can't always assist in the way a visitor may want due to the way the free camping works, the VIC and Parks & Wildlife Services have a reasonable working relationship and most callers are assisted with their enquiries
- Have had a few comments from tourists that it is nice to come into an Information Centre as there doesn't seem to be too many and also great to be able to talk to someone who can give them firsthand information regarding what there is to do, what is open and also to provide them with maps of this area and other areas, also to be able to ask questions that google can't always provide the answers to.

The History Room Curator provided the following additional information:

- St Helens District High School visit: Had a nice write up with images from the recent school visit in the school newsletter.
- Checkin Tas App: This becomes mandatory requirement from 1 May 2021 but has previously been implemented.
- New Volunteer: A new volunteer has joined the back room team
- AMaGA 'Label Writing and Designing for Museums and Galleries': This training session was held on Thursday 11 March 2021 by video conference.
- Nomenclature proposal to Placenames Tasmania: A proposal has been submitted by Mrs Peggy Bogar for 'Pikes Point' (second slipway heading south) on Georges Bay. Assistance was provided by both the St Helens History Room and appropriate Council staff.
- Cultural Capability Training: This is ongoing and the Curator is now through to Module 6.
- Wreath laid at cenotaph from St Helens History Room on ANZAC Day
- Had 33 people attend 'German Settlement in the Fingal Family' research presentation on Monday 3 May 2021. Good interest from across the municipal area with a number of follow up appointments with Michael Watt.
- Had a visit from Detective Senior Constable Joshua Hayes regarding firearms displays at the museum. This was a follow up from the Curator's licence renewal. Was given 28 days notice to upgrade display arrangements as per current regulations. The displays have been taken down and are now with depot staff for modification. They should be completed next week.
- Long term loan of lectern and glass/wood display case from St Helens Library that has been moved from the local Library to the St Helens History Room. This is a formal loan arrangement between Libraries Tasmania and the St Helens
- SHHR Takings look to be back on track given previous years. Although still down from past revenue, not such a shortfall apparent.
- Far better numbers with lots of interstate visitation so it is heartening to see some return of numbers.
- Volunteer hours are up due to new backroom staff doing Centrelink obligation hours (15 hours per week) taking the average hours per week for this reporting period up to 38.1 hours per week.

Statistics:

Door Counts:

Month/Year	Visitor Numbers	Daily Average	History Room
April 2010	3,007	100.23	
April 2011	3,625	120.83	
April 2012	2,770	92.33	69
April 2013	3,297	109.90	115
April 2014	3,344	115.31	152
April 2015	4,030	138.97	149
April 2016	2,847	94.90	100
April 2017	2,849	94.96	87
April 2018	2,958	98.60	114
April 2019	2,850	98.28	123
April 2020	NIL	NIL	NIL
April 2021	2,224	76.69	111

Revenue 2019/2020:

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

Revenue 2020/2021:

Month	VIC Sales	HR Entry	HR Donations
July	2,335.55	194.00	121.65
August	1,774.39	111.00	78.05
September	1,642.36	216.00	83.10
October	1,791.61	372.00	73.45
November	2,022.22	137.00	105.05
December	3,963.18	217.00	65.15
January	3,922.85	420.00	113.25
February	5,078.95	456.00	237.90
March	6,599.42	662.00	233.40
April	6,002.76	451.00	174.15

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.

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.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\007\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – LG20 Public Interest Disclosure Letter of approval from the Ombudsman

OFFICER'S RECOMMENDATION:

That Policy LG30 Public Interest Disclosure be amended as recommended.

INTRODUCTION:

This policy has to be reviewed every three (3) years in line with requirements of the Ombudsman.

PREVIOUS COUNCIL CONSIDERATION:

Last amendment approved 18 September 2017 – Minute No 09/17/12.7.210.

OFFICER'S REPORT:

Notification was received from the office of the Ombudsman that the policy needed to be amended and submitted for approval by 26 February 2021, and in accordance with the current guidelines.

The document was submitted and approval, with some minor changes required, was received on 30 March 2021. The minor changes have been made apart from a change to the email address for submissions as it is felt those that have access to the admin email address are more than aware of their responsibility for privacy and confidentiality.

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.

LEGISLATION & POLICIES:

As listed above.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority.



POLICY NO LG30 PUBLIC INTEREST DISCLOSURE POLICY

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Manager Corporate Services
LINK TO STRATEGIC PLAN:	Continuously strive for quality, responsive customer service and enhancement of image of Council.
STATUTORY AUTHORITY:	Public Interest Disclosures Act 2002
OBJECTIVE:	The <i>Public Interest Disclosures Act 2002</i> commenced operation on 1 January 2004. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection to persons who make disclosures in accordance with the Act, and establishes a system for the matters disclosed to be investigated and rectifying action to be taken while providing all parties involved with natural justice.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 17 March 2014 – Minute No 03/14.11.15.060 Amended 21 August 2014 – Minute No 08/14.11.8.233 Amended 19 April 2017 – Minute No 04/17.12.6.90 Amended 18 September 2017 – Minute No 09/17.12.7.210

POLICY

1 STATEMENT OF SUPPORT

Break O'Day Council is committed to the aims and objectives of the *Public Interest Disclosures Act 2002* (the Act). It does not tolerate improper conduct by its employees, officers or members, or the taking of detrimental action against those who come forward to disclose such conduct.

Break O'Day Council recognises the value of transparency and accountability in its administrative and management practices, it supports and encourages the making of disclosures that reveal the type of conduct at which the Act is directed.

Break O'Day Council will take all reasonable steps to protect people who make such a disclosure from any detrimental action in reprisal for making the disclosure, and to protect their welfare. It will also afford natural justice to all parties involved in the investigation of a disclosure and provide for matters disclosed to be properly investigated and dealt with.

2 PURPOSE OF THESE PROCEDURES

These procedures set out how:



- public officers and contractors can make disclosures about improper conduct or reprisal action;
- disclosures are assessed;
- public interest disclosures are investigated; and
- Break O'Day Council protects disclosers and affords procedural fairness to those being investigated.

These procedures are designed to complement normal communication channels between supervisors and employees. Employees are encouraged to continue to raise appropriate matters at any time with their supervisors, and to use existing grievance procedures within the organisation where appropriate. (see LG25 Grievance Policy, LG03 Councillors Code of Conduct Policy, LG35 Staff Code of Conduct Policy)

The procedures have been prepared in accordance with Guidelines and Standards published by the Ombudsman under s 38(1)(c) of the Act. These Guidelines and Standards can be seen on the Ombudsman's website at www.ombudsman.tas.gov.au.

3 THE PURPOSE OF THE ACT

The Act commenced operation on 1 January 2004. It was substantially amended by the *Public Interest Disclosures Amendment Act 2009*, following a major review of the Act, and these procedures reflect those amendments. The amendments took effect on 1 October 2010.

The purposes of the Act are contained in its long title. These are:

- to encourage and facilitate disclosures of improper conduct by public officers and public bodies;
- to protect persons making those disclosures, and others, from detrimental action;
- to provide for the matters disclosed to be properly investigated and dealt with; and
- to provide all parties involved in the disclosures with natural justice.

The public interest is served by providing an avenue for persons to report improper conduct and be protected for doing so.

4 HOW THE ACT WORKS

Briefly, the Act works in this way:

- it gives certain people – “public officers” and “contractors” – the right to make a disclosure about “improper conduct” or “detrimental action” to certain integrity agencies, other persons and bodies (Part 2 of the Act, particularly s 6);
- it provides certain statutory protections for *protected disclosures*, even if the discloser does not reference the Act (Part 3);
- it dictates how the recipient of the disclosure is to deal with it (Parts 4 to 8);
- it treats the Ombudsman as the oversight agency in relation to the operation of the Act, including the default investigator, monitor of investigations by public bodies, and setter of standards under the Act;



- where the disclosure is handled by the Ombudsman or a public body, it requires a determination as to whether the protected disclosure is a *public interest disclosure* (ss 30 and 33);
- subject to exceptions, it requires investigation by the Ombudsman or public body of any protected disclosure which is found to be a public interest disclosure (ss 39 and 63);
- it requires such investigation to be conducted as soon as practicable, but if it is being conducted by a public body, not more than six months from the date of the determination that the disclosure is a public interest disclosure (ss 39A and 77A);
- it controls the manner in which a disclosure is investigated, and provides powers in this respect;
- in the case of an investigation by a public body which results in a finding that the alleged conduct occurred, it obliges the public body to take action to prevent that conduct from continuing or recurring, and to take action to remedy any harm or loss which may have arisen (s 75).

A flow chart, which depicts the way in which a public body should deal with a disclosure made to it under the Act, is at Attachment 4 to this document.

5 COMPARISON WITH THE INTEGRITY COMMISSION ACT

The Act and the *Integrity Commission Act 2009* (IC Act) work very differently.

Perhaps the most important difference is that the IC Act does not contain any provisions which protect a person who makes a complaint under that Act from detrimental action by way of reprisal. The provision of such protection is a key feature of the Act.

Other important differences are:

- the fact that anyone can make a complaint under the IC Act, whereas the right to make a disclosure under the Act is given only to a current public officer and a contractor;
- in the types of conduct to which the Act applies;¹ - the fact that a disclosure may be made under the Act about proposed conduct, whereas the IC Act only concerns past conduct;
- the fact that a disclosure under the Act may be oral, whereas a complaint under the IC Act must be in writing; and
- the different processes which each Act applies to a matter brought forward under it.

A person who is trying to decide which Act to proceed under should consider seeking legal advice on what is the best course for them to take.

¹ The Act concerns "improper conduct", which embraces "corrupt conduct". The IC Act concerns "misconduct" only and it is unclear as to the extent to which corrupt conduct would be able to be investigated. The definitions of these expressions used in the two Acts do not align.



It is possible for a disclosure which is made under the Act to be dealt with under the IC Act – see Part 4A of the Act.

6 ROLES AND RESPONSIBILITIES

This part explains the roles and responsibilities of individuals within Break O'Day Council under the Act.

6.1 Members, officers and employees

Members, officers and employees of Break O'Day Council are encouraged to report known or suspected incidences of improper conduct or detrimental action under the Act, in accordance with these procedures.

All members, officers and employees of the Break O'Day Council have an important role to play in supporting those who have made a legitimate disclosure. They must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.

6.2 Principal Officer

The Principal Officer has primary responsibility for ensuring that the provisions of the Act are implemented by the public body. Section 62A of the Act provides that the Principal Officer has responsibility for:

- preparing procedures for approval by the Ombudsman;
- receiving public interest disclosures and ensuring they are dealt with in accordance with the Act;
- ensuring the protection of witnesses;
- ensuring the application of natural justice in the public body's procedures;
- ensuring the promotion of the importance of public interest disclosures and general education about the Act to all staff, and ensuring easy access to information about the Act and the public body's procedures, and
- providing access to confidential employee assistance programs and appropriately trained internal support staff for those involved in the process.

The Principal Officer may delegate many of his or her functions to a Public Interest Disclosure Officer.

6.3 Public Interest Disclosure Officer

A Public Interest Disclosure Officer is appointed by the Principal Officer under s 62A(2) of the Act, and holds a delegation from the Principal Officer which enables him or her to exercise the statutory powers and functions given to the Principal Officer by the Act which are listed in their instrument of delegation.

These procedures frequently give responsibilities or functions to a Public Interest Disclosure Officer. Not all of these are referable to specific statutory powers or functions bestowed on



the Principal Officer by the Act, and so some of them represent things which the Public Interest Disclosure Officer is expected to do on a purely administrative basis.

Subject to the terms of their delegation, the responsibilities of a Public Interest Disclosure Officer generally include:

- acting as a contact point for general advice about the operation of the Act for any person wishing to make a disclosure about improper conduct or detrimental action;
- making arrangements for a disclosure to be made privately and discreetly and, if necessary, away from the workplace;
- receiving any disclosure made orally or in writing (from internal and external disclosers);
- recording in writing the details of any disclosure which is made orally;
- impartially assessing the allegation and determining whether it is a disclosure made in accordance with Part 2 of the Act (that is, "a protected disclosure");
- impartially assessing under s 33 of the Act whether a disclosure is a "public interest disclosure"; and
- taking all necessary steps to ensure that the identity of the discloser and the identity of the person who is the subject of the disclosure are kept confidential.

6.4 Investigator

Where the Break O'Day Council has determined that a disclosure is a public interest disclosure, or where the Ombudsman has referred a disclosed matter to Break O'Day Council for investigation, the Principal Officer will appoint an investigator to investigate the matter in accordance with the Act. An investigator may be a person from within the public body or a consultant engaged for that purpose.

6.5 Welfare manager

The welfare manager will be appointed by the Principal Officer or by a Public Interest Disclosure Officer, and is responsible for looking after the general welfare of the discloser. The welfare manager will:

- examine the immediate welfare and protection needs of a person who has made a disclosure, and seek to foster a supportive work environment;
- advise the discloser of the legislative and administrative protections available to him or her;²
- listen and respond to any concerns of harassment, intimidation, victimisation or other detrimental action which may be occurring in reprisal for making the disclosure; and
- so far as is practicable, protect the identity of the discloser in the course of carrying out these responsibilities.

A welfare manager may be a person from within the public body or a consultant engaged for that purpose

² See part 12 below for details of the legislative protections.



7 WHO CAN MAKE A DISCLOSURE?

7.1 Public officers

Any current public officer can make a disclosure to Break O'Day Council under the Act. This includes:

'all employees and councillors of Break O'Day Council. Council volunteers are not considered public officers, but could make a disclosure to the Ombudsman or Integrity Commission about a public body as a member of the public.'

7.2 Contractors

Current or past contractors and sub-contractors can make disclosures about public bodies, not public officers, but they can only make a disclosure to the Ombudsman or the Integrity Commission not to Break O'Day Council. Public Interest Disclosure officers should refer any contractors wanting to make a disclosure to either of these bodies.

7.3 Members of the public

Members of the public can make a disclosure about a public body, and may be treated in the same way as a contractor if it is in the public interest to do so, but they can only make the disclosure to the Ombudsman or Integrity Commission. The Ombudsman or Integrity Commission determines whether it is in the public interest to treat the discloser as a contractor, not the discloser. Public interest disclosure officers should refer any members of the public wanting to make a disclosure to either of these bodies.

7.4 Anonymous persons

An anonymous disclosure may be accepted if the person receiving it is satisfied that the disclosure is being made by a public officer or contractor (see s 8 of the Act). If the person is satisfied that an anonymous disclosure is from a contractor it should be referred to the Ombudsman.

8 WHAT CAN A DISCLOSURE BE MADE ABOUT?

A disclosure can be made about one or more public officers or a public body itself. If a disclosure relates to Break O'Day Council as a whole or the Principal Officer of Break O'Day Council, it should be referred to the Ombudsman or Integrity Commission as internal investigation would not be appropriate.

8.1 Improper conduct

Disclosures about public officers need to relate to improper conduct by that officer, in the past, present or future (proposed action). Section 3 of the Act defines improper conduct as:

(a) conduct that constitutes an illegal or unlawful activity; or



- (b) *corrupt conduct; or*
- (c) *conduct that constitutes maladministration; or*
- (d) *conduct that constitutes professional misconduct; or*
- (e) *conduct that constitutes a waste of public resources; or*
- (f) *conduct that constitutes a danger to public health or safety or to both public health and safety; or*
- (g) *conduct that constitutes a danger to the environment; or*
- (h) *misconduct, including breaches of applicable codes of conduct; or*
- (i) *conduct that constitutes detrimental action against a person who makes a public interest disclosure under this Act –*

that is serious or significant as determined in accordance with guidelines issued by the Ombudsman;

Examples of improper conduct include:

- to avoid closure of a town's only industry, an environmental health officer ignores or conceals evidence of illegal dumping of waste;
- an agricultural officer delays or declines imposing quarantine to allow a financially distressed farmer to sell diseased stock; and
- a building inspector tolerates poor practices and structural defects in the work of a leading local builder, giving rise to a risk to public health or safety.

8.2 Corrupt conduct

Corrupt conduct is further defined in s3 of the Act as:

- a. conduct of a person (whether or not a public officer) that adversely affects, or could adversely affect, either directly or indirectly, the honest performance of a public officer's or public body's functions; or
- b. conduct of a public officer that amounts to the performance of any of their functions as a public officer dishonestly or with inappropriate partiality; or
- c. conduct of a public officer, a former public officer or a public body that amounts to a breach of public trust; or
- d. conduct of a public officer, a former public officer or a public body that amounts to the misuse of information or material acquired in the course of the performance of their functions as such (whether for the benefit of that person or body or otherwise); or
- e. a conspiracy or attempt to engage in conduct referred to in paragraph (a), (b), (c) or (d).

Examples of corrupt conduct include:

- a public officer takes a bribe in exchange for the discharge of a public duty;
- a public officer favours unmeritorious applications for jobs or permits by friends and relatives; and
- a public officer sells confidential information.

8.3 Detrimental action

Detrimental action, or reprisal action, against a discloser can be a form of improper conduct. It is defined in s 3 of the Act, as including:

- a. action causing injury, loss or damage; and
- b. intimidation or harassment; and
- c. discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action; and
- d. threats of detrimental action.

Examples of detrimental action include:

- refusal of a deserved promotion;
- demotion, transfer, isolation in the workplace or changing a person's duties to their disadvantage;
- threats, abuse or other forms of harassment directly or indirectly against the discloser, their family or friends; and
- discrimination against the discloser or their family and associates in applications for jobs, permits or tenders.

9 WHERE TO MAKE A DISCLOSURE

For the protections in the Act to apply, a disclosure must be made to the right person or body. The following table sets this out, in accordance with s 7 of the Act.

Officer or public body to which the disclosure relates	Person to whom the disclosure may be made
a member, officer or employee of Break O'Day Council	that public body; or the Integrity Commission; or the Ombudsman
a councillor, within the meaning of the <i>Local Government Act 1993</i>	the Ombudsman
the Ombudsman	the Joint Standing Committee on Integrity
if the disclosure is about a public body as opposed to an individual public officer	the Ombudsman; or the Integrity Commission

A contractor, or a member of the public under s7A of the Act, can only make a disclosure about a public body, so they must make it to the Ombudsman or the Integrity Commission.



10 HOW TO MAKE A DISCLOSURE

Public officers can make a disclosure about other public officers of Break O'Day Council orally or in writing to the following officers:

- The General Manager – who is the Principal Officer of the public body, for the purposes of the Act; and
- a Public Interest Disclosure Officer.
- It is preferable that a disclosure be made in writing. It should be addressed to the public body, marked for the attention of the Principal Officer or Public Interest Disclosure Officer. A disclosure can be sent, delivered or left at 32-34 Georges Bay Esplanade, St Helens or emailed to admin@bodc.tas.gov.au.
- A public officer can also make an oral disclosure over the phone or in person to a Public Interest Disclosure officer. An oral disclosure should be made in private. If a public officer is concerned about making a disclosure in person in the workplace, they can call or email the Public Interest Disclosure Officer to request a meeting in a location away from the workplace.
- It is not a requirement that the person contemplating making a disclosure refers to the Act, or is aware of the Act.

10.1 Disclosure to persons within Break O'Day Council

Disclosures of improper conduct or detrimental action by a member, officer or employee of Break O'Day Council may be made to the following officers:

- the General Manager – who is the “Principal Officer” of the public body, within the terms of the Act; and
- a Public Interest Disclosure Officer.

Each person who holds or acts in any of the following positions within Break O'Day Council has been appointed by the Principal Officer to act as a Public Interest Disclosure Officer, and holds a delegation which enables them to receive public interest disclosures under the Act.

Manager Corporate Services – Public Interest Disclosure Officer
Manager Human Resources – Public Interest Disclosure Officer

Where a person is contemplating making a disclosure and is concerned about approaching the Principal Officer or a Public Interest Disclosure Officer in the workplace, he or she can call the relevant officer and request a meeting in a discreet location away from the workplace.

A disclosure about the Principal Officer or Break O'Day Council should be immediately referred to the Ombudsman or the Integrity Commission.

10.2 Disclosure to the Ombudsman

A disclosure about improper conduct or detrimental action by Break O'Day Council or any of its members, officers or employees may also be made directly to the Ombudsman. The contact details for the Ombudsman are:



The Ombudsman
GPO Box 960
HOBART TAS 7001

or at

Level 6, 86 Collins Street
HOBART TAS 7000

Website: www.ombudsman.tas.gov.au
Email: ombudsman@ombudsman.tas.gov.au
Phone: 1800 001 170 (Freecall, though charges for mobile phones may apply)

10.3 Disclosure to the Integrity Commission

A disclosure may also be made directly to the Integrity Commission. The Commission can deal with a protected disclosure about individuals under the *Integrity Commission Act 2009* or refer it to a public body or the Ombudsman. A protected disclosure about a public body would be referred to the Ombudsman. The contact details for the Integrity Commission are:

Integrity Commission
GPO Box 822
HOBART TAS 7001

or at

Surrey HOUse
199 Macquarie Street
HOBART TAS 7000

Website: www.integrity.tas.gov.au
Email: contact@integrity.tas.gov.au
Phone: 1300 720 289

11 CONFIDENTIALITY

Break O'Day Council will take all reasonable steps to protect the identity of a discloser. Maintaining confidentiality is crucial to ensure that detrimental action is not taken against the discloser in reprisal for making the disclosure.

All reasonable care should also be taken to protect the privacy of witnesses and of the person against whom the disclosure has been made.

Section 23 of the Act requires any person who receives information in the course of or as a result of a protected disclosure or its investigation, not to disclose that information except in certain limited circumstances. Disclosure of information in breach of this section constitutes an offence that is punishable by a maximum fine of 60 penalty units or six months imprisonment, or both.



The circumstances in which a person may disclose information obtained about a protected disclosure include:

- where exercising their functions or the functions of the public body under the Act;
- when making a report or recommendation under the Act;
- when publishing statistics in the annual report of a public body; and
- in proceedings for certain offences under the Act.

The Act, however, prohibits the inclusion of particulars in any report or recommendation that is likely to lead to the identification of the discloser. The Act also prohibits the identification of the person who is the subject of the disclosure in any particulars included in an annual report made in accordance with Part 9 of the Act.

It may be necessary to consider disclosing information where:

- it is essential, having regard to the principles of natural justice, that the identifying information be disclosed to the person who is the subject of the disclosure;
- the investigating body believes that the disclosure of the identifying information is necessary for the matter to be effectively investigated; or
- the identity of the discloser is likely to be guessed from the circumstances of the disclosure and the risks for the discloser are better managed if their identity is known and specific warnings or risk management actions can be taken.

In these circumstances, the person who made the disclosure should first be consulted before any action is taken. Consider obtaining permission in writing from the discloser prior to identifying them.

The Break O'Day Council will ensure that all relevant files, whether paper or electronic, are kept securely and can only be accessed by the Principal Officer, Public Interest Disclosure Officer/s, the investigator, and (in relation to welfare matters only) the Welfare Manager.

All printed and electronic material will be kept in files that are clearly marked as confidential, and all materials relevant to an investigation, such as interview recordings, will also be stored securely with the files. Electronic files should have access restricted to the relevant officers.

Care should also be taken to ensure that all relevant phone calls and meetings are conducted in private.

Section 90 exempts documents from release under the *Right to Information Act 2009* to the extent that:

- they contain information regarding a disclosure; or
- information that is likely to lead to the identification of the person who:
 - ~ made the disclosure; or
 - ~ the person who is the subject of the disclosure.

12 ASSESSING THE DISCLOSURE

The Act requires the taking of two distinct steps when assessing a disclosure. It first needs to be determined whether or not it qualifies as a protected disclosure, and thus attracts the protections contained in the Act. In order to do so it must satisfy the following prerequisites:



- has it been made to the correct person or body; and
- if it has been correctly made to Break O'Day Council
 - ~ has it been made by a public officer (or, if the disclosure is anonymous, is the person receiving it satisfied that it is being made by a public officer);
 - ~ is it about the conduct of a public officer;
 - ~ does the discloser believe the public officer has, is or is proposing to engage in improper conduct;
 - ~ is it about conduct that could objectively fall within the definition of improper conduct; and
 - ~ does it concern conduct that occurred on or after 1 January 2001?

The next step is to determine if it is a public interest disclosure. This requires an assessment of the evidence provided by the discloser to determine if it shows or tends to show a public officer has, is or is proposing to engage in improper conduct.

12.1 What should the recipient of the disclosure do upon receipt of the disclosure?

If the disclosure is oral, the recipient should make a file note as soon as possible. The note should record the time the disclosure was made, the circumstances under which it was made and, so far as is possible, the exact words used by the discloser. The recipient should ask the discloser to consider putting the disclosure in writing as soon as possible.

Unless the recipient is the Principal Officer (or the disclosure is about the Principal Officer), the recipient should immediately inform the Principal Officer of the disclosure, and should provide the Principal Officer with a copy of the disclosure, or record of the disclosure, and any accompanying documents. If the disclosure is about the Principal Officer, contact the Ombudsman for advice.

If the disclosure is from a contractor, a member of the public or about the Principal Officer or Break O'Day Council, it should be immediately referred to the Ombudsman or the Integrity Commission.

A file should be created for the disclosure, marked clearly as being a *Public Interest Disclosures Act 2002* matter

12.2 Is it a protected disclosure?

The protections for disclosers, provided in Part 3 of the Act, only apply where the disclosure is a *protected disclosure* made in accordance with Part 2 of the Act.

The Principal Officer or a Public Interest Disclosure Officer should assess whether a disclosure has been made in accordance with Part 2 as soon as possible after it has been received. The assessment of disclosure form at Attachment 1 should be completed as part of this process. It contains a series of questions going to the essential elements of a protected disclosure, raised at Assessing the disclosure, and what is needed to be established before a disclosure can be a protected disclosure. A separate assessment of disclosure form will usually need to be completed for each disclosure. This means, for example, that if a discloser is complaining about three different public officers, this constitutes three disclosures and three assessments should be completed.



If it is determined that it is a protected disclosure, the discloser should be given information about the protections in the Act (such as a copy of Part 3 of the Act). These protections should be explained to the discloser if necessary. The discloser should also be informed of the process which will be followed with respect to the disclosure.

The Principal Officer or a Public Interest Disclosure Officer should also immediately appoint a Welfare Manager to protect the interests of the discloser and ensure that the discloser is advised of the name and contact details of that person. A risk assessment should also be completed.

12.3 Mixed content disclosures

Many disclosures will also contain personal grievances. When conducting assessments of complaints or grievances the assessor needs to be alert to identifying those aspects that could constitute a protected disclosure.

It is not a requirement that a discloser specify they are making a disclosure, the onus rests on Break O'Day Council to identify whether or not the Act applies. Consider discussing with the person whether they wish to make a public interest disclosure if it appears their concerns would meet the threshold.

Those matters that can be dealt with under a grievance process and those that are more appropriately dealt with under these procedures should be dealt with separately where possible.

12.4 Risk Assessment

A risk assessment should occur as soon as possible after the disclosure has been assessed as being a protected disclosure under the Act. The risk assessment template at Attachment 2 should be completed by the Principal Officer or Public Interest Disclosure Officer and any appropriate risk mitigation action required be implemented. A single assessment can be made of all relevant risks, or you may prefer to undertake separate assessments of the different risks relating to a particular disclosure, such as the risks to the discloser, the subject of the disclosure, any witnesses, or Break O'Day Council. The discloser is usually the most able to identify potential reprisal risks, so input should be sought from the discloser and the Welfare Manager in completing the risk assessment. All reasonable steps to reduce risks of reprisal to the discloser should be taken.

12.5 Referral of the protected disclosure to the Ombudsman

The Break O'Day Council may refer a public interest disclosure to the Ombudsman if it believes that it is not able to complete the investigation satisfactorily (see s 68 of the Act).

The Act does not provide for other relevant circumstances in which a public body may refer a protected disclosure to the Ombudsman before commencing an investigation, but an alternative way of achieving the same result would for the public body to encourage the discloser to make their disclosure direct to the Ombudsman, such that there is no need for the public body to continue to investigate the matter.



12.6 Referral of a protected disclosure to the Integrity Commission

The Break O'Day Council may refer a protected disclosure, as distinct from a public interest disclosure, to the Integrity Commission where it considers that the disclosure relates to misconduct as defined in s 4(1) of the *Integrity Commission Act 2009*. Consideration should also be given to:

- whether independent investigation of the subject matter of the disclosure by the Integrity Commission is preferable; and
- the views of the discloser and the Integrity Commission about whether the matter should be referred.

Break O'Day Council must notify the discloser of the referral under s 29D of the Act within a reasonable time (unless the disclosure was made anonymously).

The Integrity Commission may deal with the disclosure under its legislation, or it may refer the disclosure to the Ombudsman or a public body, as the case may require, for action in accordance with the Act.

12.7 Referral of criminal conduct to the Police

It is possible that, before or during an investigation, facts are uncovered that reveal the possibility of a criminal offence. If this happens, the Break O'Day Council will not commence, or will suspend, the investigation and will consult with the Ombudsman as to the future of the matter. Under section 41 of the Act, the Ombudsman has the power to refer a disclosed matter to the Commissioner of Police for investigation.

If the Ombudsman is satisfied that the disclosed matter should be referred to the Commissioner, the Break O'Day Council should consider whether the disclosure should be referred to the Ombudsman under s 68 of the Act.

Early referral of the matter may avoid interference with the evidentiary trail. Referral to the police through the Ombudsman will also avoid any question of a breach of confidentiality under s 23 of the Act. Once a disclosure is referred to the Commissioner of Police through the Ombudsman, the investigation under the Act ceases. However, there may still be administrative or operational issues which have been identified during the disclosure process or investigation that should be dealt with under other internal processes of the Break O'Day Council. The Principal Officer, or the Public Interest Disclosure Officer acting in consultation with the Principal Officer, will decide how the matter should be dealt with.

12.8 Further assessment - Is the disclosure a public interest disclosure?

Where the Principal Officer or Public Interest Disclosure Officer has received a disclosure that has been assessed to be a protected disclosure, the Principal Officer or Public Interest Disclosure Officer must make a determination under s 33 of the Act as to whether the disclosure is a public interest disclosure. This assessment must be made within forty five (45) days of the receipt of the disclosure. (Use the Assessment of disclosure form at Attachment 1)

For a disclosure to be a public interest disclosure, the Principal Officer, or their delegated Public Interest Disclosure Officer, must be satisfied that the disclosure shows or tends to show that the public officer to whom the disclosure relates:



- has engaged, is engaging or proposes to engage in improper conduct in his or her capacity as a public officer, or
- has taken, is taking or proposes to take detrimental action in reprisal for the making of the protected disclosure.

A disclosure must be more than a mere allegation without substantiation to meet this threshold. A disclosure must include an indication of the existence of evidence that, if substantiated, would show or tend to show that the alleged improper conduct occurred.

Where the Principal Officer or Public Interest Disclosure Officer determines that the disclosure amounts to a public interest disclosure, he or she must: -

- advise the Principal Officer (if not the person receiving the disclosure);
- notify the Ombudsman within fourteen (14) days of the decision using the notification template at Attachment 3;
- notify the person making the disclosure within fourteen (14) days of the decision (unless it is an anonymous disclosure and uncontactable); and
- proceed to investigate the disclosed matter under s 34 of the Act.

If the Principal Officer or Public Interest Disclosure Officer determines that the disclosure is not a public interest disclosure, he or she must: -

- advise the Principal Officer (if not the person receiving the disclosure);
- notify the Ombudsman within fourteen (14) days of the decision using the notification template at attachment 3; and
- notify the person making the disclosure within fourteen (14) days of the decision (unless it is an anonymous disclosure and uncontactable) – see s 35.

The Ombudsman must then review this decision under s 35(2).

If, on review of the matter, the Ombudsman decides that the disclosure is not a public interest disclosure, the matter does not need to be dealt with under the Act. The Principal Officer, or the Public Interest Disclosure Officer in consultation with the Principal Officer, will then decide how the disclosure should be dealt with.

If the Ombudsman determines on review that the disclosure is a public interest disclosure, it may be referred back to the public body under s 42 for investigation under the Act or the Ombudsman will deal with the disclosed matter.

13 PROTECTION

13.1 When does protection commence?

Where Break O'Day Council receives a disclosure which complies with the requirements of Part 2 of the Act, the disclosure immediately attracts the protections set out in Part 3 of the Act. This is so whether or not the disclosure is factually correct (although one of the requirements of Part 2 is that the discloser genuinely believes that the alleged improper conduct or detrimental action in fact occurred).



The protection can also extend to a person who intends to make a disclosure - see s19 of the Act.

13.2 What protection does the Act provide?

Part 3 of the Act gives various types of protection to a person who makes a protected disclosure. Below is a summary of some elements of Part 3.

A person who makes a protected disclosure:

- is not subject to any civil or criminal liability, or to any liability arising by way of administrative process, for making the protected disclosure (s 16);
- does not by doing so commit an offence under a provision of any other Act that imposes a duty to maintain confidentiality, or which imposes any other restriction on the disclosure of information (s 17(1)(a)); and
- does not by doing so breach an obligation by way of oath, or rule of law or practice, or under an agreement, which requires the discloser to maintain confidentiality or otherwise restricts the disclosure of information (s 17(1)(b)).

If a disclosure is not made to the correct entity, the protections may not apply. For example, a discloser will not be protected if otherwise confidential information is disclosed to the media.

Part 3 also contains various provisions which are intended to protect a discloser from detrimental action by way of reprisal for a protected disclosure. These are:

- section 19, which makes it an offence to take such detrimental action;
- section 20, which creates a liability to pay damages for such detrimental action; and
- section 21, which gives a person who believes that detrimental action has been taken against them the right to apply to the Supreme Court for an order requiring the person who has taken the detrimental action to remedy that action, or for an injunction.

14 14 INVESTIGATION

14.1 Introduction

Any disclosure Break O'Day Council determines to be a public interest disclosure under s 33 must be investigated under the Act, unless there is a good reason not to do so pursuant to s 64.

Break O'Day Council must investigate every disclosure referred to it for investigation by the Ombudsman under s 63(b).

The Principal Officer will appoint an investigator to carry out the investigation. The investigator may be a person from within an organisation or a consultant engaged for the purpose.

The objectives of an investigation are to:



- collate information relating to the allegation as quickly as possible, which may involve taking steps to protect or preserve documents, materials and equipment;
- consider the information collected and to draw conclusions objectively and impartially; and
- maintain procedural fairness in the treatment of witnesses and generally to all parties involved in the disclosure.

14.2 Matters that do not have to be investigated

Before starting an investigation, the Principal Officer or Public Interest Disclosure Officer must first consider whether the disclosed matter needs to be investigated. Section 64 specifies certain circumstances under which a public body may legitimately decide not to investigate. Use the disclosure assessment template at Attachment 1 to assist in assessing whether any of the grounds in s64 apply.

Any decision not to proceed with an investigation on a ground specified in s 64 must be made by the Principal Officer.

If it is decided that the disclosed matter is not to be investigated, written notice must be given within 14 days of this decision to both the Ombudsman and (except in the case of an uncontactable anonymous discloser) the person who made the disclosure. Reasons for the decision must accompany the notice. Use the notification template at Attachment 3 to provide notice to the Ombudsman.

The Ombudsman will review the decision. If the Ombudsman agrees that the disclosure should not be investigated, the matter does not need to be dealt with under the Act. Importantly, the discloser still retains the protections. The Principal Officer, or the Public Interest Disclosure Officer in consultation with the Principal Officer, will decide how the matter should be dealt with.

If the Ombudsman determines that the disclosure should be investigated, they will advise the Principal Officer.

Section 64 may be reconsidered at a later time during the investigation.

14.3 Appointment of investigator and framing of terms of reference

The Principal Officer – not a Public Interest Disclosure Officer - will determine who is to carry out the investigation. As earlier indicated, this may be an officer within the Break O'Day Council or an external consultant.

The investigator will be given formal terms of reference, signed by the Principal Officer.

The terms of reference will specify:

- the matters to be investigated;
- the date by which the investigation is to be concluded;
- the requirement for regular reports to be made to the Principal Officer, including details of compliance with any measures identified in the risk assessment; and
- the resources available to the investigator for the purposes of the investigation.



The completion date should be as soon as practicable but, in any event, not more than six (6) months from the date of the determination that the disclosure is a public interest disclosure under s 77A(1). If at any stage before or during the investigation it appears that the investigation cannot be completed within six (6) months, Break O'Day Council may apply to the Ombudsman for an extension of up to a further six (6) months

14.4 Investigation plan

The investigator should prepare an investigation plan for approval by the Principal Officer. The plan should list the issues which are to be investigated and describe the steps which the investigator intends to take in investigating each of those issues.

The risk assessment should be considered as part of the investigation planning and appropriate steps taken to reduce identified risks during the investigation. The plan should be updated as necessary during the course of the investigation.

14.5 Procedural Fairness

The principles of procedural fairness must be carefully observed in the course of the investigation, with respect to all parties involved. These principles are sometimes referred to as natural justice under the Act

The principles are a set of procedural standards which need to be met in order to satisfy a person's right to a fair hearing. If natural justice is not provided, the investigation findings may be questionable and could be challenged.

The Break O'Day Council will comply with the following requirements in ensuring that procedural fairness is accorded to all parties involved.

No one is to be involved in the investigation:

- who is known to be biased against any person who is potentially subject to an adverse finding;
- who is known to hold any biases which are relevant to the subject matter of the investigation; or
- against whom there is reasonable ground for apprehending or suspecting bias.³

If the investigator is aware of any reason why they may be susceptible to an allegation of bias on the basis of these principles, they should immediately inform the Principal Officer. It is best to err on the side of caution and to consider an external investigator if there might be a perception of bias over the investigation.

Any person who is potentially subject to an adverse finding or comment must be told of:

- the allegations made against them, or which have arisen against them as a result of the investigation;

³The test for establishing the existence of apprehended bias is whether a fair minded lay observer, taking into account all relevant circumstances, might reasonably apprehend that the decision-maker might not bring an impartial mind to the resolution of the questions that they are required to decide.



- all of the information which is adverse to their interests and which is, on an objective basis, credible, relevant and significant to the investigation; and
- the proposed adverse findings and their possible consequences.

This must be done before any final conclusions are formed by the investigator. The person subject to the potential adverse finding must be given a reasonable time to respond.

Despite the above, there is no requirement to inform the person who is subject to the disclosure as soon as it is received, or as soon as the investigation has commenced.

The final investigation report should be drafted in a way that demonstrates that procedural fairness has been afforded. For instance, it should record and deal with all submissions and evidence which a person has put in their defence.

14.6 Conduct of the investigation

The Integrity Commission's Guide to Managing Misconduct in the Tasmanian Public Sector is a useful guide on the conduct of a public interest disclosure investigation.

The investigator should make contemporaneous notes of all discussions and phone calls, and consideration should be given to the desirability of audiotaping significant interviews with witnesses

All information gathered in the course of the investigation must be securely stored.

Interviews should be conducted in private, and the investigator should take all reasonable steps to protect the identity of the discloser. The name of the discloser or any particulars which might identify that person must not be revealed unless necessary, and then only with the discloser's knowledge.

14.7 Referral of an investigation to the Ombudsman

Under s 68 of the Act, a public body may refer the investigation of a disclosed matter to the Ombudsman where the public body considers that its own investigation is being obstructed or that it is otherwise not within the capacity of the public body to complete the investigation.

Any decision as to whether the investigation should be referred to the Ombudsman will be taken by the Principal Officer.

See also part 11.3.3, concerning referral of an investigation to the Ombudsman, with a view to referral by the Ombudsman to the Commissioner of Police of suspected criminal conduct.

14.8 Provision of information about the investigation

The Principal Officer or the Public Interest Disclosure Officer must ensure that the discloser is kept regularly informed concerning the handling of a protected disclosure and an investigation.

The Principal Officer must report to the Ombudsman about the progress of an investigation.



Section 74 of the Act requires a public body, at the request of the Ombudsman or the person who made the disclosure, to give the Ombudsman or that person reasonable information about the investigation. The information must be given within 28 days of the request.

However, as provided in s 74(3), such information does not have to be given to the discloser if:

- it has already been given to the person; or
- the giving of the information would endanger the safety of another or may prejudice the conduct of the investigation.

15 ACTION TAKEN AFTER AN INVESTIGATION

15.1 Investigator's final report

At the conclusion of the investigation, the investigator must submit a written report of his or her findings to the Principal Officer. The report should contain:

- the allegation/s;
- a description of the manner in which the investigation was conducted, with sufficient detail to demonstrate that procedural fairness was observed;
- an account of all relevant information received;
- details of the evidence and submissions supplied by any person against whom an adverse finding is made, and the evaluation of that material by the investigator; and
- the findings made and conclusions reached, and the basis for them.

Note in particular that the report should not include any comment adverse to any person unless that person has been given an opportunity to be heard in the matter and their defence is fairly set out in the report (see part 13.5 of these procedures).

With a view to potential action by the public body under s 75 of the Act, if the investigator has found that conduct disclosed by the discloser has occurred, the investigator may wish to include recommendations as to:

- any steps that need to be taken by the Break O'Day Council to prevent the conduct from continuing or occurring in the future; and
- any action that should be taken by the Break O'Day Council to remedy any harm or loss arising from that conduct.

The steps to be taken may include bringing disciplinary proceedings against the person responsible for the conduct, and referring the matter to an appropriate authority for further consideration. For example, if the investigation has revealed conduct that may constitute a criminal offence, consideration should be given to whether the matter should be referred to Tasmania Police, unless this has previously occurred.

The report must be accompanied by:

- the transcript or other record of any oral evidence taken, including tape recordings; and



- all documents, statements or other exhibits received by the officer and accepted as evidence during the course of the investigation.

The report must not disclose particulars likely to lead to the identification of the discloser under s 23(2).

15.2 Action to be taken

If the Principal Officer is satisfied that the conduct which was the subject of the investigation has occurred, he or she must consider the recommendations in the investigator's report and decide upon the steps which are to be taken to prevent the conduct from continuing or occurring in the future under s 75(1)(a). Again taking into consideration any recommendations in the investigator's report, the Principal Officer must also consider whether any action should be taken to remedy any harm or loss arising from the conduct under s 75(1)(b).

Where the Public Interest Disclosure Officer is responsible for the progress of the investigation and is satisfied that the disclosed conduct has occurred, he or she will recommend to the Principal Officer the action that must be taken.

The Principal Officer will provide a written report to either the Minister for Local Government or Break O'Day Council and the Ombudsman, setting out the findings of the investigation and any remedial steps taken.

Where the investigation concludes that the disclosed conduct did not occur, the Principal Officer will report these findings to the Ombudsman and to the discloser.

As required by s 77 of the Act, the Principal Officer will also inform the discloser of the findings of the investigation, and of any steps taken under s 75 as a result of the findings made.

16 MANAGING THE WELFARE OF THE DISCLOSER

16.1 Commitment to protecting disclosers

The Break O'Day Council is committed to the protection of genuine disclosers against detrimental action taken in reprisal for the making of protected disclosures. The Principal Officer is responsible for ensuring that disclosers and witnesses are protected from detrimental action, and that the culture of the workplace is supportive of protected disclosures being made.

The Principal Officer or the Public Interest Disclosure Officer must appoint a Welfare Manager to support all persons who have made a protected disclosure. This must occur within five (5) working days of the protected disclosure being received.

The Welfare Manager must contact the discloser as soon as possible and not more than five (5) working days after being appointed. The Welfare Office will also provide advice about what the discloser should do if they believe that a colleague/s or a relative/s is being subjected to detrimental action. The advice will include what level of information it is necessary for them to provide.

All employees will be advised that it is an offence for a person to take detrimental action in reprisal for a protected disclosure (s 19). The maximum penalty is a fine of 240 penalty units



or two years imprisonment, or both. The taking of detrimental action in breach of this provision can also be grounds for making a disclosure under the Act and can result in an investigation.

A discloser who believes that they are being subjected to detrimental action should report it to the Principal Officer or a Public Interest Disclosure Officer. If they believe that the reprisal is not being effectively dealt with by the Break O'Day Council, they may report the matter to the Ombudsman. A report of detrimental action may qualify as a protected disclosure under the Act.

16.2 Keeping the discloser informed

The Principal Officer or the Public Interest Disclosure Officer must ensure that the discloser is kept informed of action taken in relation to his or her disclosure, and the time frames that apply. The discloser must be informed of the objectives of any investigation that takes place, the findings of the investigation, and the steps taken by the Break O'Day Council to address any improper conduct that has been found to have occurred.

The discloser must be given reasons for all decisions made by the Break O'Day Council in relation to a disclosure. All communication with the discloser must be in plain English.

16.3 Occurrence of detrimental action

If a discloser reports an incident of detrimental action allegedly taken in reprisal for the making of a disclosure, the Welfare Manager must:

- record details of the incident;
- advise the discloser of his or her rights under the Act; and
- advise the Principal Officer of the detrimental action.

The taking of detrimental action in reprisal for the making of a disclosure can be an offence against the Act as well as grounds for making a further disclosure. Where such detrimental action is reported, the Public Interest Disclosure Officer or the Principal Officer will assess the report as a new disclosure under the Act, and it will be dealt with accordingly.

16.4 Discloser implicated in improper conduct

Where a person who makes a disclosure is implicated in misconduct, the Break O'Day Council will handle the disclosure and protect the discloser from reprisals in accordance with the Act, the Ombudsman's guidelines and these procedures. At the same time the Break O'Day Council acknowledges that the act of disclosing should not shield disclosers from the reasonable consequences flowing from any involvement in improper conduct. Section 18 of the Act specifically provides that a person's liability for his or her own conduct is not affected by the person's disclosure of that conduct under the Act. In some circumstances, however, an admission may be a mitigating factor when considering disciplinary or other action.

The Principal Officer will make the final decision as to whether disciplinary or other action will be taken against a discloser. Where disciplinary or other action relates to conduct that is the subject of the person's disclosure, the disciplinary or other action will only be taken after the disclosed matter has been appropriately dealt with.

In all cases where disciplinary or other action is being contemplated, the Principal Officer must be satisfied that it has been clearly demonstrated that:



- the intention to proceed with disciplinary action is not causally connected to the making of the disclosure (as opposed to the content of the disclosure or other available information);
- there are good and sufficient grounds that would fully justify action against any non-discloser in the same circumstances; and
- there are good and sufficient grounds that justify exercising any discretion to institute disciplinary or other action.

The Public Interest Disclosure Officer or Principal Officer will thoroughly document the process, including recording the reasons why the disciplinary or other action is being taken, and the reasons why the action is not in retribution for the making of the disclosure. The Public Interest Disclosure Officer or Principal Officer will clearly advise the discloser of the proposed action to be taken, and of any mitigating factors that have been taken into account.

They should advise the discloser that they can raise any concerns about the action taken being a potential reprisal with the Ombudsman.

17 MANAGEMENT OF THE PERSON AGAINST WHOM A DISCLOSURE HAS BEEN MADE

Break O'Day Council recognises that employees against whom disclosures are made must also be supported during the handling and investigation of disclosures. When a person who is the subject of the disclosure is made aware of the allegations or of an investigation, they should be provided with an appropriate contact person to whom to direct queries. Information about employee assistance programs or other supports should also be provided, if appropriate.

Break O'Day Council will take all reasonable steps to ensure the confidentiality of the person who is the subject of the disclosure during the assessment and investigation process. Where an investigation does not substantiate a disclosure, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the disclosure will remain confidential.

The Public Interest Disclosure Officer or Principal Officer will ensure that the person who is the subject of any disclosure investigated by or on behalf of Break O'Day Council is afforded procedural fairness in accordance with these procedures.

Where the allegations in a disclosure have been investigated, and the person who is the subject of the disclosure is aware of the allegations or of the investigation, the Public Interest Disclosure Officer or Principal Officer will formally advise the person who is the subject of the disclosure of the outcome of the investigation.

Break O'Day Council will give its full support to a person who is the subject of a disclosure where the allegations contained in a disclosure are clearly wrong or unsubstantiated. If the matter has been publicly disclosed, the Principal Officer of Break O'Day Council will consider any request by that person to issue a statement of support setting out that the allegations were wrong or unsubstantiated.

18 OFFENCES

The Break O'Day Council will ensure officers appointed to handle protected disclosures and all other employees are aware of the following offences created by the Act:



- Section 19(1)
This provision makes it an offence for a person to take detrimental action against a person in reprisal for a protected disclosure being made. The section provides for a maximum penalty of a fine of 240 penalty units or two years imprisonment, or both.
- Section 23(1)
This provision makes it an offence for a person to disclose, except under specified circumstances, information which they have obtained or received in the course of or as a result of a protected disclosure or the investigation of a disclosed matter under the Act. The section provides for a maximum penalty of 60 penalty units or six months imprisonment, or both.
- Section 54
This section creates various offences relating to obstructing the work of the Ombudsman under the Act, including offences relating to misleading the Ombudsman. The section provides for a maximum penalty of 240 penalty units or two years imprisonment, or both.
- Section 87(1)
This provision makes it an offence for a person to knowingly provide false information under the Act to certain officers (including the Ombudsman) with the intention that it be acted on as a disclosed matter. The provision provides for a maximum penalty of 240 penalty units or two years imprisonment, or both.
- Section 87(2)
This section makes it an offence for a person to knowingly provide false information to a person conducting an investigation under the Act. The provision provides for a maximum penalty of 240 penalty units or two years imprisonment, or both.

The value of a penalty unit varies from time to time in accordance with movements in the Consumer Price Index. For more information, see the Department of Justice website.

19 APPROVAL AND REVIEW OF THESE PROCEDURES

These procedures were approved by the Ombudsman under s 60(3) of the Act on 29 March 2021.

The procedures will be submitted to the Ombudsman for review at least once in each three (3) year period to ensure they meet the objectives of the Act and accord with the Guidelines and Standards published by the Ombudsman under s 38(1)(c) of the Act.

The date by which the procedures must be submitted to the Ombudsman for review is 29 March 2024.



Assessment of disclosure form (Attachment 1)

Public Interest Disclosures Act 2002

File number:

Date of assessment:

Name of assessing officer:

Summary of disclosure:

Include details of how the disclosure was received, the subject of the disclosure and details of the allegations.

An assessment of disclosure form will usually need to be completed for each disclosure. This means, for example, that if a discloser is complaining about three different public officers, this constitutes three disclosures and three assessments may be required.

Part I: Is the disclosure a protected disclosure?

Question 1: Is the discloser a public officer?

The discloser needs to be a current public officer. See s4(2) and s4(4) of the Act for the definition of a public officer. If the discloser is anonymous, it is enough to be satisfied that the discloser is a public officer.

If the discloser is a contractor, member of the public or no longer a public officer at the time the disclosure is made, refer them to the Ombudsman or Integrity Commission.

☐ Yes

☐ No

Please provide details if relevant:

Question 2: Is the disclosure about a public officer?

A disclosure can be made even if the discloser cannot identify the public officer – see s9 of the Act. If a disclosure is about the principal officer or the public body itself, refer the discloser to the Ombudsman or Integrity Commission.

☐ Yes

☐ No

Question 3: Has the disclosure been made to the right person or body?

See s7 of the Act and reg 8 of the Public Interest Disclosures Regulations 2013.

☐ Yes

☐ No

Please provide details:



Question 4: Does the discloser believe that a public officer has, is or proposes to engage in improper conduct?

☐ Yes ☐ No

If no, provide details:

Question 5: Does the disclosure relate to improper conduct?

Is the disclosure about conduct that could objectively fall within one of the categories of improper conduct, i.e:

- conduct that constitutes an illegal or unlawful activity; or
- corrupt conduct; or
- conduct that constitutes maladministration; or
- conduct that constitutes professional misconduct; or
- conduct that constitutes a waste of public resources; or
- conduct that constitutes a danger to public health or safety or to both public health and safety; or
- conduct that constitutes a danger to the environment; or
- misconduct, including breaches of applicable codes of conduct; or
- conduct that constitutes detrimental action against a person who makes a public interest disclosure under this Act –

that is serious or significant as determined in accordance with guidelines issued by the Ombudsman?

For example, a discloser may believe that taking a non-confidential work file home is serious or significant improper conduct but it may not objectively fall within that definition.

☐ Yes ☐ No

Please provide details:

Question 6: Does the disclosure concern conduct that occurred on or after 1 January 2001?

This is the only time limitation that is relevant when assessing if a disclosure is a protected disclosure. Delays in making a disclosure any time on or after 1 January 2001 can be relevant when deciding whether to investigate a public interest disclosure under s64 of the Act.

☐ Yes ☐ No



- **Assessment of Answers to Part 1 Questions**

If **ALL** the answers to the above are yes, the disclosure is a protected disclosure.

The discloser should be notified as soon as possible, if the disclosure is a protected disclosure and the assessment of whether it is a public interest disclosure has not been undertaken simultaneously.

If **ANY** of the answers to the above are no, the disclosure is not protected and the Act does not apply. Refer the discloser to the appropriate body and/or handle the matter under complaint or grievance policies.

In either case, the discloser should be given reasons in writing. A copy of the assessment should be given to the Principal Officer without delay, where the person who carried out the assessment is not the Principal Officer.

Part 2: Should the protected disclosure be referred to the Integrity Commission?

Does the disclosure relate to misconduct, as defined in the *Integrity Commission Act 2009*?

☐ Yes ☐ No

If yes, should the disclosure be referred to the Integrity Commission under section 29B of the Act?

☐ Yes ☐ No

If yes, please provide details

If the disclosure is referred, the assessment process is complete after the discloser is notified of the referral.

Part 3: Is the protected disclosure a public interest disclosure?

Are you satisfied that the protected disclosure shows, or tends to show, that the public officer to whom the disclosure relates –

- a) has engaged, is engaged or proposes to engage in improper conduct in his or her capacity as a public officer; or
- b) has taken, is taking or proposes to take detrimental action in contravention of s 19 of the Act?

A mere allegation without substantiation is not sufficient – the disclosure must contain evidence or point to its existence (name documents, refer to potential witnesses etc) that shows or tends to show that the public officer is, has, or is proposing to engage in improper conduct.

This determination under s33 of the Act must be made within 45 days of the disclosure being received.

☐ Yes ☐ No

Provide reasons for your decision and attach evidence if available



- **Next steps**

Notify the discloser and the Ombudsman of the assessment determination. Use the notification template attached to the public interest disclosure procedures when notifying the Ombudsman.

If the answer is no, the assessment is complete and Part 4 does not need to be completed. The Ombudsman will review the determination.

If the answer is yes, the public interest disclosure must be investigated unless a ground exists not to under s64 of the Act.

Part 4 - Is there a ground under s64 not to investigate the public interest disclosure?

Question 1: Is the public interest disclosure trivial, vexatious, misconceived or lacking in substance?

☐ Yes ☐ No

If yes, provide details. Compelling reasons will be required to justify not investigating on this ground:

Question 2: Has the subject matter of the public interest disclosure already been adequately dealt with by the Ombudsman or a public body, statutory authority, Commonwealth statutory authority, commission, court or tribunal?

☐ Yes ☐ No

If yes, please provide details

Question 3: Has the discloser commenced proceedings in a commission, court or tribunal in relation to the same matter, and does that commission, court or tribunal have power to order remedies similar to those available under this Act?

☐ Yes ☐ No

If yes, please provide details



Question 4: Did the discloser:

- have knowledge for more than 12 months of the public interest disclosure matter before making the disclosure; and
- fail to give a satisfactory explanation for the delay in making the disclosure?

☐ Yes ☐ No

If yes, provide details of this issue being put to the discloser and analysis concerning why any explanation provided was not satisfactory:

Question 5: Does the public interest disclosure relate solely to the personal interests of the discloser?

☐ Yes ☐ No

Most disclosures will contain some element of personal interest. This should only be used as a basis to not investigate in clear circumstances.

If yes, please provide details:

Question 6: Is the public interest disclosure based on false or misleading information?

☐ Yes ☐ No

If yes, please provide details and consider whether an offence may have been committed under s87 of the Act.

Question 7: Has the matter the subject of the public interest disclosure already been determined AND this additional disclosure fails to provide significant or substantial new information?

☐ Yes ☐ No

If yes, please provide details



- **Assessment of Answers to Part 4 Questions**

If the answers to **ALL** the questions in Part 4 are no, the disclosure **must** be investigated in accordance with the public interest disclosure procedures. Referral to the Ombudsman can occur if internal investigation is not possible or appropriate.

If the answer is yes to **one or more of the above questions**, will the public interest disclosure be investigated?

Although the public interest disclosure may not need to be investigated if an answer to any of the Part 4 questions is yes, it may still be appropriate to investigate in some circumstances.

☐ Yes ☐ No

Provide reasons for your decision:

Notify the discloser and the Ombudsman if it is decided not to investigate. The Ombudsman will review the decision. Use the notification template attached to the public interest disclosure procedures when notifying the Ombudsman.

Summary

Part	Question	Answer
Part 1	Is the disclosure a protected disclosure?	
Part 2	Should the protected disclosure be referred to the Integrity Commission?	
Part 3	Is the protected disclosure a public interest disclosure?	
Part 4	Should the public interest disclosure be investigated?	

Approval

Approved by:

Name of Public Interest Disclosure Officer or Principal Officer:

Date of approval:



Risk assessment template (Attachment 2)

Public Interest Disclosures Act 2002

File number:

Date of assessment:

Name of assessing officer:

Risk assessed to:

Please select all relevant options

- | | |
|--|--|
| <input type="checkbox"/> Discloser | <input type="checkbox"/> Other employees including potential witnesses |
| <input type="checkbox"/> Your public body | <input type="checkbox"/> Other (e.g. Tasmanian Government, the general public) |
| <input type="checkbox"/> The subject of the disclosure | |

Type of risk / possible harm

Such as:

- Adverse employment action
- Workplace injury
- Physical violence
- Verbal abuse
- Stress
- Untenable work environment
- Withdrawal of cooperation due to fear of reprisal/lack of support
- Reputational damage
- Risk to public safety
- Misuse of public funds
- Disruption to functioning of public body

Please provide details:

Likelihood risk/s will occur

- ☐ Unlikely
- ☐ Possible
- ☐ Likely



- **Considerations:**

- Can confidentiality be maintained?
- Is the discloser (or others) concerned about reprisals?
- How many public officers are involved in the alleged improper conduct?
- What is their level of seniority?
- What is the seriousness of the alleged conduct?
- Is there a history of conflict in the workplace?

Please provide your reasons:

Seriousness of consequences if risk/s occurs

- ☐ Minor
- ☐ Moderate
- ☐ Major

- **Considerations:**

- What is the potential impact if the risk occurs?
- Will the impact be limited, with the person able to readily deal with it?
- Will the impact have consequences which will affect the person's work or their personal and home life?
- Will the consequences be short-term, medium-term or long-term?

Please provide your reasons:



Evaluation of level of risk

Risk occurrence	Minor consequence	Moderate consequence	Major consequence
Unlikely	Low	Low	Medium
Possible	Low	Medium	High
Likely	Medium	High	High

Determine your level of risk:

Steps needed to mitigate risk

Consult with discloser and other parties as required. Possible strategies include:

- maintaining confidentiality as much as possible
- ensuring all parties are aware of their obligations
- when the identity of the discloser will be known or guessed by the subject of the disclosure and/or associates, proactively identifying the discloser (with their written permission) and advising relevant parties of the consequences of taking reprisal action and that their actions are being monitored
- altering reporting structures
- increasing monitoring of the work environment
- standing down the subject of the disclosure
- temporarily relocating the subject of the disclosure or the discloser to a different location/ role
- independently verifying the work performance of the discloser
- providing access to specialist support services if required
- making a statement to all staff or the media to address concerns

Please provide details:



Action to be taken

- **Considerations:**

- risk rating
- ease or difficulty of mitigating risk
- financial cost of taking action
- consequences of not taking action should risk occur

Please provide details of your risk action plan:

Approval

Approved by:

Public Interest Disclosure Officer or Principal Officer – Type Name

Date of approval

Risk assessment review

Risk assessment to be reviewed on (date) or when (event) occurs.

Name of reviewing officer:

Date of assessment:

- **Notes on changes to risk since last assessment**

- **Review outcome**

☐ No change to action plan

☐ Further action required

Please provide details:



Ombudsman notification template (Attachment 3)

Public Interest Disclosures Act 2002

Public body name:

Date of disclosure:

Contact person: *(include telephone and email contact details)*

Date of s 33 determination: *(to be made within 45 days of date of disclosure)*

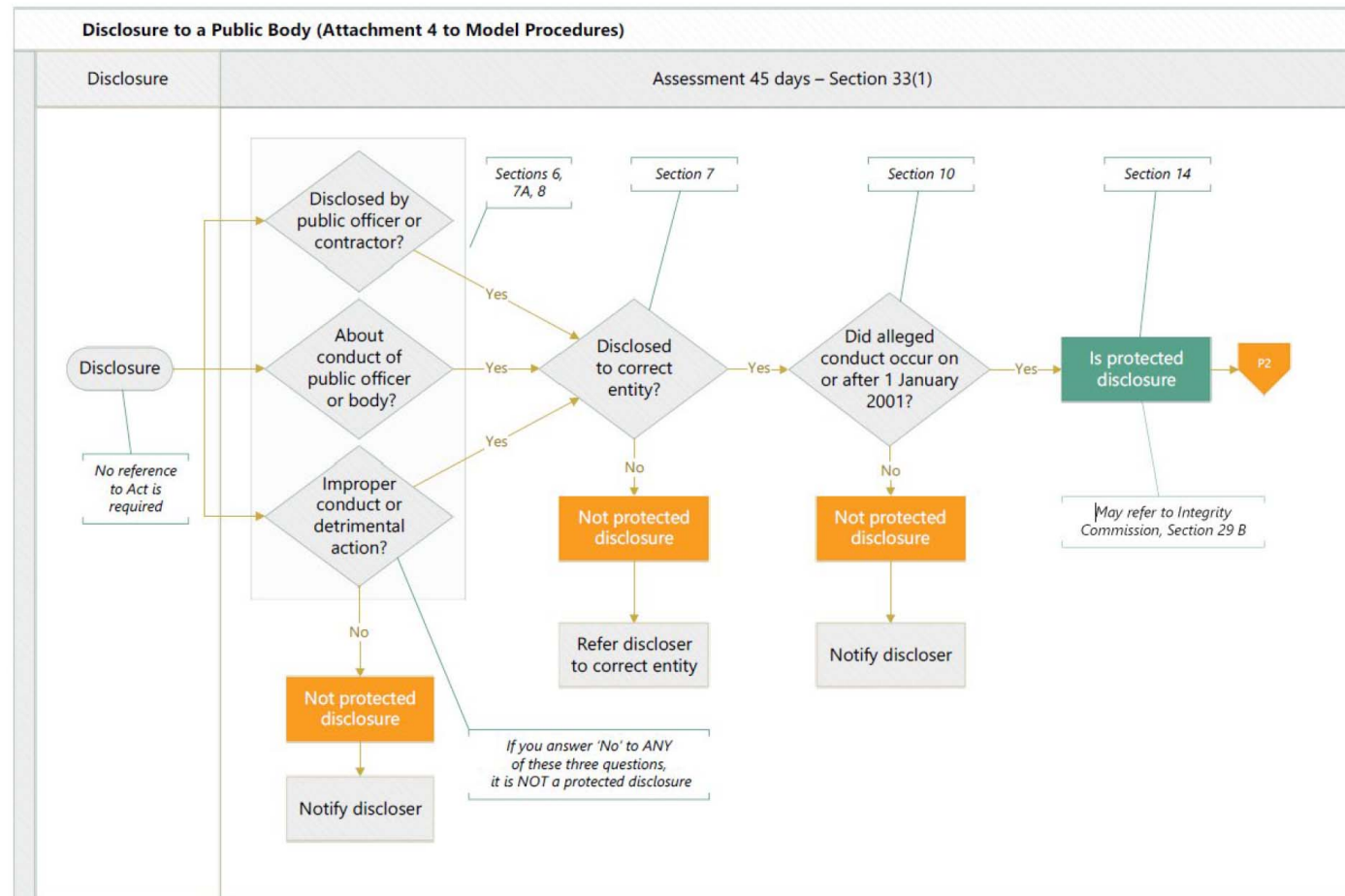
Date of notification:

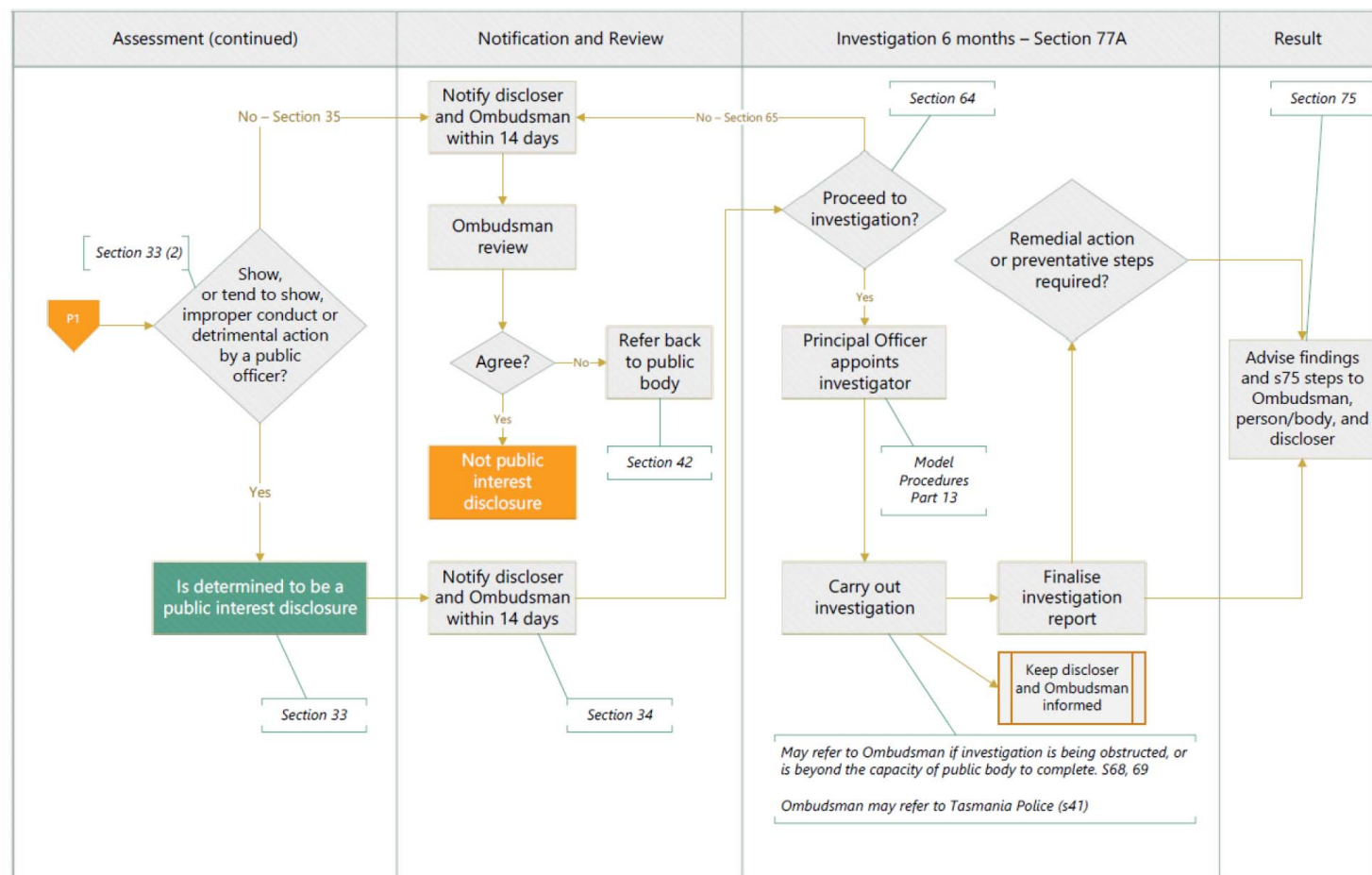
Notification type

- ☐ Section 34 – Determination that disclosure is a public interest disclosure
Notification to be made within 14 days of decision
- ☐ Section 35 – Determination that disclosure is not a public interest disclosure
Notification to be made within 14 days of decision
- ☐ Section 65 – Decision not to investigate public interest disclosure under s 64
Notification to be made within 14 days of decision
- ☐ Section 76 – Findings of investigation and steps taken under s 75
Investigation to be completed within 6 months unless Ombudsman extension granted

Evidence attached

- ☐ Copy of original disclosure or record of oral disclosure
- ☐ Disclosure assessment
- ☐ Risk assessment/s
- ☐ Investigation report including:
 - the transcript or other record of any oral evidence taken, including audio or video recordings; and
 - all documents, statements or other exhibits received by the investigator and accepted as evidence during the course of the investigation.
- ☐ Any other material used to make determination (list):





Ombudsman Tasmania

Level 6, 86 Collins Street, Hobart
GPO Box 960, Hobart Tas 7001
Phone: 1800 001 170
Email: ombudsman@ombudsman.tas.gov.au
Web: www.ombudsman.tas.gov.au



29 March 2021

Ms Marilyn Keenan
Rates and Payroll Coordinator
Break O'Day Council

Via email: Marilyn.Keenan@bodc.tas.gov.au

Dear Ms Keenan

Public Interest Disclosure procedures approval

Thank you for your email sent 16 February 2021 attaching Break O'Day Council's draft public interest disclosure procedures and outlining the steps it is taking to meet its obligations under s62A(1)(e) and (4) of the *Public Interest Disclosures Act 2002* (the Act).

I approve the procedures subject to changes below occurring. Please insert today's date in the section 'Approval and review of these procedures' in your procedures.

Section 7.1 contains explanatory text, rather than content, from the model procedures. I suggest you delete the explanatory text and/or amend the formatting.

I suggest you tailor the first line of the table in section 9 to simply refer to a member, officer or employee of Break O'Day Council. The final line of the table is not strictly correct when all the specific requirements for officers, such as the Auditor-General, have been removed from the table. I suggest you amend the text in the first column of the last line of the table to read 'If the disclosure is about a public body as opposed to an individual public officer'.

The sentence at section 9, 'Hence, disclosures which relate to improper conduct or detrimental action by a member, officer or employee of Break O'Day Council must be made as explained in parts 6.1 to 6.3' is unclear. This sentence was from the previous model procedures and the updates to the model procedures now mean that this reference is confusing. I suggest you delete this sentence.

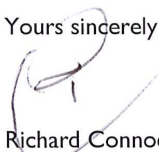
The first sentence at section 10.4, 'As can be seen from part 7.1 of these procedures, there are some situations in which a disclosure may only be made to a single entity' is also unclear. Part 7.1 makes no reference to a disclosure only being able to be made to a single entity. Again, this appears to be due to Council merging the old and new model procedures and the numbering and content changing. Please correct this reference or consider deleting 10.4 in its entirety.

You have provided the email address admin@bodc.tas.gov.au for the electronic delivery of written disclosures. You may wish to consider if the use of this general email address is appropriate. For example, review who has access to this inbox and whether it is an appropriate place for confidential disclosures to be sent to. Some councils have created a specific email address to receive disclosures and the staff able to access the inbox is strictly limited to protect potential disclosers' identities. Others have provided the direct email addresses of the public interest disclosure officers to ensure greater confidentiality.

An error has been brought to my attention in the model procedures. Please change 'attachment three' under the section titled 'Risk Assessments' to 'attachment two'.

Please do not hesitate to contact me or Sam Christensen, Senior Investigation Officer, if you have any questions.

Yours sincerely



Richard Connock
OMBUDSMAN

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:

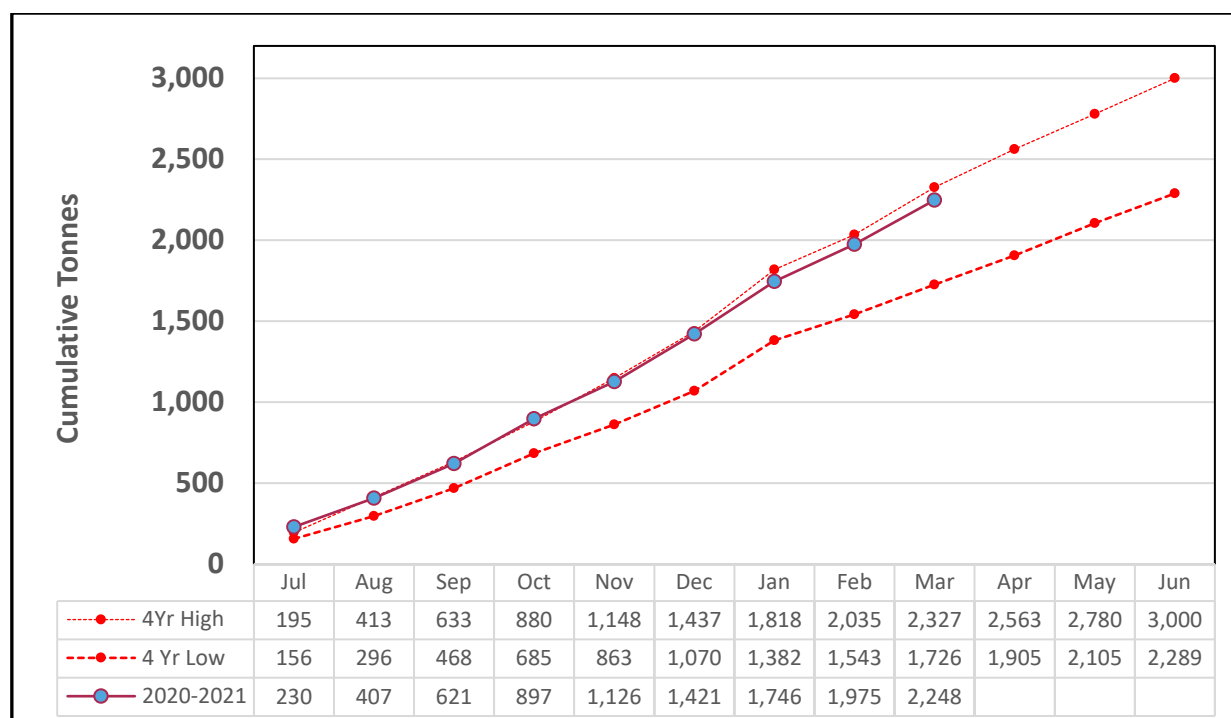
Provided as a monthly report – Council consideration at previous meetings.

OFFICER'S REPORT:

Asset Maintenance	
Facilities	<ul style="list-style-type: none"> Preventative Maintenance Inspections (PMI) of Council owned buildings and playgrounds. Maintenance identified during inspection and managed via TRIM record.
Town & Parks	<ul style="list-style-type: none"> Mowing/ground maintenance – all areas. Garden/tree maintenance and weeding where required. Footpath maintenance and repairs where required. Boat Ramp – monthly inspections and cleaning undertaken
Roads	<ul style="list-style-type: none"> Sealed road patching – all areas Tree maintenance pruning Stormwater system pit cleaning and pipe unblocking Road side slashing is continuing throughout the municipality Several roads received damage from the recent floods in March. Council and contractors are working to rectify the damaged network.
MTB	<ul style="list-style-type: none"> Routine track maintenance

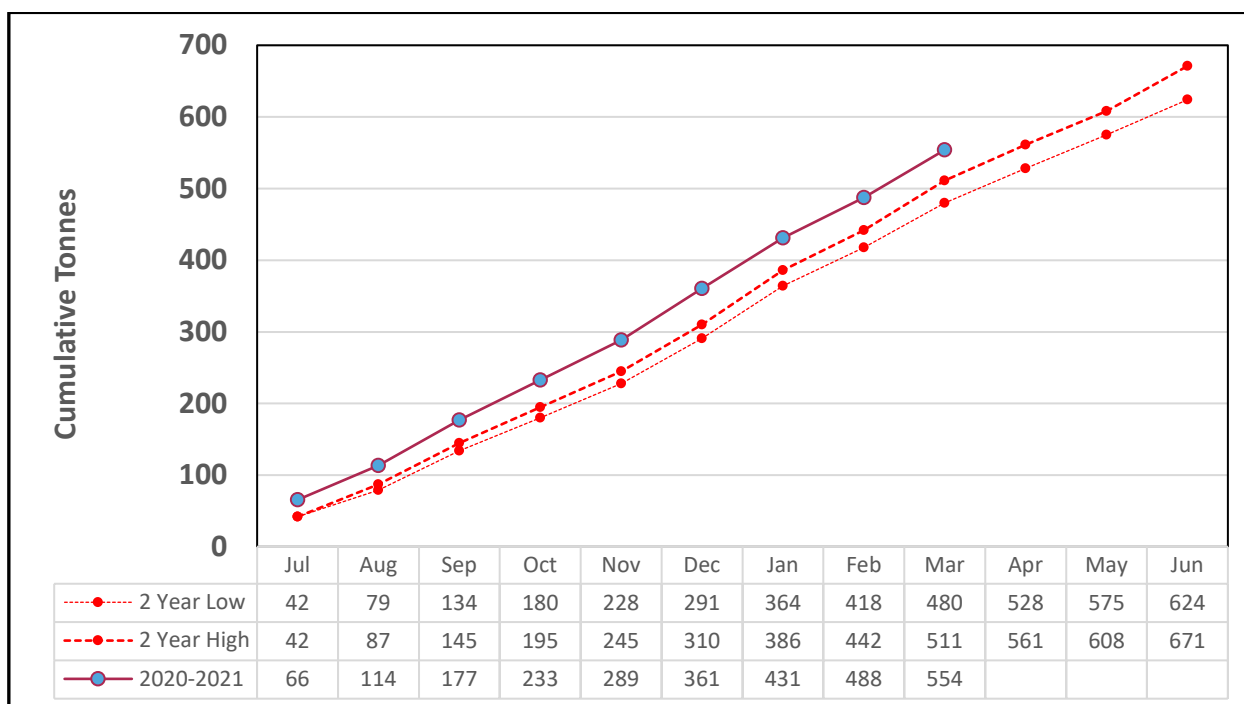
Weed Management – Targeted weeds	
Ansons Bay WTS	• Thistles, Butterfly Bush, Caper Spurge, Mignonette
Ansons Bay Road	• Broadleaf, Spanish Heath, Thistles
Beaulieu Street	• Spanish Heath
Gardens Road	• Kunzea Ericoides
Goulds Country	• Blackberry, Gorse, Ragweed
Irish Town Road Quarry	• Pampas Grass, Gorse, Broom, Mignonette, Thistles, Spanish Heath
Pyengana Quarry	• Spanish Heath, Hemlock, Blackberry, Fox Glove, Thistles
Scamander WTS	• Thistles, Pampas, Swan Plant, Caper Spurge
St Marys Football Field	• Broadleaf

Waste Management - Municipal general waste to Landfill



April tonnage unavailable at the time of report preparation.

Waste Management - Municipal kerbside co-mingled recyclables collected by JJ's Waste.



April tonnage unavailable at the time of report preparation.

CAPITAL WORKS SUMMARY

Details	Update
Ansons Bay Road – stabilization works	In-progress
Ansons Bay Road – Segment reconstruction	In-progress (construction - end of existing seal at Priors to Bosses Creek) 600 m in length is prepared for sealing.
Bridge 2398 Intake Bridge at Pyengana (Replacement)	In-progress with on-site replacement occurring May 2021. Minor delay due to need to address landslip near bridge site.
Safer Rural Roads Programme	
Mangana Road – Major Culvert Crash Barriers	Contractor engaged – Installation June 2021
Lottah Road – Crash Barriers	Completed
North Ansons Bay Road and Culvert Wall Remediation	Contractor engaged – Installation June 2021
Signage Improvements – Ansons Bay Road	Completed
Drought Community Projects	
• DCP Mathinna Streetscape Improvements	Completed
• DCP Mathinna Cemetery Master Plan	Completed
• DCP Fingal Valley Tracks	Completed
• DCP Fingal Cemetery Master Plan	Completed
Flood Levee – Groom Street, St Marys	Completed

Foreshore Shared Way – Possum Tom (Parkside)	In-progress – Development application lodged.
Footpath – Cabrooga Drive	In-progress (construction)
Gardens Road – Sight Distance Improvements	In-progress (construction).
Local Roads & Community Infrastructure Projects	
• Binalong Bay Footpath	In-progress – consent/approvals stage
• O’Connors Beach Pathway	Works scheduled – June/July 2021
• Scamander Footpath	In-progress - consent/approvals stage
• St Helens Foreshore Shared Way	Construction 90% complete. Some minor sealing on one section to complete project
• St Helens Point Road Upgrade	In-progress (construction)
• Tourism Information Signage (Scamander, St Marys, Fingal)	In-progress
Lottah Road, Goulds Country	Sealing to be completed by end of May
Mathinna Plains Road Reconstruction Stage 1	Construction in progress. Sealing to be completed by end of May
Road Re-sealing program	Completed.
Road Re-sheeting program	In-progress.
Scamander Waste Transfer Station (WTS) – Inert Landfill	In-progress.
Skyline Drive/Tasman Highway Intersection Upgrade	Construction on main component complete. Minor works in progress.

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:

Dog control – activity summary available for April 2021.

Area	Ansons Bay	Binalong	Cornwall	Fingal	Falmouth	Four Mile Ck	Mathinna	Beaumaris	Scamander	Seymour/Denison	Stieglitz	Goshen/Pye	St Helens	St Marys	TOTALS
Dogs Impounded				2									1		3
Dogs in Prohibited Area															
Dogs Rehomed or sent to Dogs Home															
Livestock Complaints															
Barking Dog				1				1			1		2		5
Bark Monitor								1					2		3
Bark Abatement Notice															
Wandering Dog or Off Lead		1													1

Area	Ansons Bay	Binalong	Cornwall	Fingal	Falmouth	Four Mile Ck	Mathinna	Beaumaris	Scamander	Seymour/Denison	Stieglitz	Goshen/Pye	St Helens	St Marys	TOTALS
Verbal Warnings		1		1				1			1		2		6
Letter/Email warnings and reminders				2				1			1		3	4	11
Patrol		2		1	1	1		2	2		2		3	2	16
Dog Attack - on another animal (Serious)													1	1	2
Dog Attack/Harassment - on another animal (Minor)													1		1
Dog Attack - on a person (Serious)															
Dog Attack/Harassment - on a person (Minor)															
Dog - chasing a person															
Declared Dangerous dogs															
Dangerous Dogs Euthanised													1	1	2
Unregistered Dog - Notice to Register				1							1		1	2	5
Dogs Registered															1529
Infringement Notice Issued															
Pending Dog Registration Checks															
Caution Notice Issued															
Verbal Warnings /Education Sheets Maps															
Infringement Notice - Disputes in Progress															
Infringement - Time Extension request															
Infringement Notice - Revoked															
Kennel Licence - No Licence															
Kennel Licence - Issued														1	1

Area	Ansons Bay	Binalong	Cornwall	Fingal	Falmouth	Four Mile Ck	Mathinna	Beaumaris	Scamander	Seymour/Denison	Stieglitz	Goshen/Pye	St Helens	St Marys	TOTALS
Rooster Complaints															
Other															
Cat Complaints															
Lost Dogs													1	1	2
Illegal Camping															
TOTALS	0	4	0	8	1	1	0	6	2	0	6	0	18	12	1587

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.

05/21.14.3 Policy Review – AM10 – Reserves Management Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\003\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – AM10 Reserves Management

OFFICER’S RECOMMENDATION:

That Policy AM10 Reserves Management, as amended, be adopted.

INTRODUCTION:

Council has a schedule for regular review of Policies and this Policy is now due for revision.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069

Amended 16 April 2018 – Minute No 04/18313.5.89

OFFICER’S REPORT:

This Policy was previously reviewed in April 2018 and is therefore due for revision.

Only minor amendments have been recommended to the policy.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 -2027

Goal

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

Strategy

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

LEGISLATION & POLICIES:

As identified in the policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

IPOLICY NO AM10 RESERVES MANAGEMENT POLICY

DEPARTMENT:	Works & Infrastructure
RESPONSIBLE OFFICER:	Manager Infrastructure and Development Services
LINK TO STRATEGIC PLAN:	To provide quality infrastructure which enhances the liveability and viability of our communities for residents and visitors.
STATUTORY AUTHORITY:	N/A
OBJECTIVE:	It is Councils objective to ensure that all its reserves whether used for general use or as sporting facilities are maintained to a high standard and are safe for all users.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 16 April 2018 – Minute No 04/18313.5.89

POLICY

1. INTRODUCTION

Council is committed to providing quality reserves for all residents and visitors to the Break O'Day Municipality to enjoy.

2. RESERVES CLASSES

All reserves are classed in accordance with the following criteria:

- Class 1 - High use reserves in towns with population above 250. Inspected every 3 months
- Class 2 – Medium use reserves in towns with populations below 250. Inspected every 12 months
- Class 3 – Low use reserves inspected every 12 Months.

3. MOWING INTERVENTIONS LEVELS

- Class 1 - Grass level greater than 50mm excluding daisies.
- Class 2 – Grass level greater than 100mm.
- Class 3 – Grass level greater than 200mm.

4. INSPECTION PROGRAM

An essential component of the management of Council's reserves is the regular and thorough inspections of all its individual reserves. The frequency of inspections will be determined by the reserve class. The following criteria will be used to inspect all reserves.

- **Lawn Areas**
 - Potholes
 - Loose stones

- Broken glass
- Sprinklers
- Water ponding/Poor drainage
- Suitable coverage of the cricket pitch during football season.
- Line markings – safe distance between marked edge of ground and other structures such as seating, fencing, ditches etc.
- **Walkways/Footpaths**
 - Lifting
 - Cracking
 - Exposed edges
 - Potholes
 - Excessive slipperiness
 - Trip hazards
- **Trees & Shrubs**
 - Broken limbs
 - Hanging limbs
 - Raised/Exposed roots
 - Excessive leaning
 - Trunk rot or splitting
- **Litter**
 - Around bins
 - Under shrubs
 - General areas
- **Vandalism**
- **Fencing**
 - Damage/Vandalism
 - Exposed nails
- **Signage/Advertising**
 - Appropriate
 - Damage/Vandalism
 - Sharp edges
 - Finger holes

Sporting and other associations which use Council's reserves are required to undertake inspections prior to using Council facilities as outlined in individual lease agreements.

5. MAINTENANCE PROGRAMS

The type of maintenance carried out depends on what the reserves are used for.

Buildings or structures on Council reserves will be inspected and maintained through the building maintenance program.

- High use reserves (class 1) shall be inspected every 3 months It is the responsibility of all sporting organisations who use any reserve to do inspections before each game played. Any maintenance issues arising from these inspections will be rectified as



soon as practicable and any serious defects with a high priority should be fixed within 24 hours of finding the defect.

- Medium use reserves (class 2) shall be inspected every 12 months and defects from these inspections will be rectified as soon as practicable.
- Low use reserves (class 3) shall be inspected every 12 months and any defect arising from these inspections will be completed as soon as practicable.

6. ASSESSMENT OF SUITABILITY

Sports fields shall be assessed for suitability before each season or prior to the lease agreement being signed for a new lease. Each assessment will be done by Council staff in consultation with the sporting clubs.

Any signs erected, including advertising/sponsorship signage must first have planning approval from Council. All signage must be in clean tidy condition and free from sharp edges/protrusions and any finger entrapments. Signage will be included in the inspection regime and included in the lease agreement. These must be inspected by the lessee prior to each game.

7. GROUND MARKINGS

Ground markings are the responsibility of the organisation with assistance of Council supplying the correct line marking paint. Organisations must not use lime under any circumstance in marking lines as it is banned for this purpose.

Distances from fences shall be in accordance with the affiliated association's rules. For example different distances are required for different sports and are currently determined by national bodies for each sport rather than an Australian Standard. Council is to complete spot inspections to ensure that these lines stay at the correct distance and do not creep closer to fences, ditches or other structures.

8. USE OF RESERVES

Reserves are there to be used by everyone but must be controlled to maintain safety and enjoyment by all. Sporting and other organisations using Council's reserves on a regular basis will be required to enter into a lease agreement with Council. Organisations who wish to hold one off events on Council's reserves must hold their own public liability insurance and follow the guidelines set out by Council in the permit issued by Council.

9. 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.

05/21.14.4 Policy Review – AM07 – Playground Management Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\003\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – AM07 Playground Management

OFFICER'S RECOMMENDATION:

That Policy AM07 Playground Management, as amended, be adopted.

INTRODUCTION:

Council has a schedule for regular review of Policies and this Policy is now due for revision.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069

Amended 16 April 2018 – Minute No 04/18.13.4.88

OFFICER'S REPORT:

This Policy was previously reviewed in April 2018 and is therefore due for revision.

Only minor amendments have been recommended to the policy.

The policy has been updated to include the consideration of Access & Inclusion into the design of playground upgrades, renewals and new works to ensure the provision of inclusive Disabled Access and Positive Ageing approaches and functionality.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 -2027

Goal

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

Strategy

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

LEGISLATION & POLICIES:

As identified in the policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO AM07 PLAYGROUND MANAGEMENT POLICY

DEPARTMENT:	Works & Infrastructure
RESPONSIBLE OFFICER:	Manager Infrastructure and Development Services
LINK TO STRATEGIC PLAN:	To provide quality infrastructure which enhances the liveability and viability of our communities for residents and visitors.
STATUTORY AUTHORITY:	N/A
OBJECTIVE:	Council's objective is to provide a practical and balanced approach to playground management that seeks to maximise the use of playgrounds on Council land whilst ensuring public safety.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 16 April 2018 – Minute No 04/18.13.4.88

POLICY

1. INTRODUCTION

Council recognises the importance of Playgrounds in its commitment to provide high quality infrastructure for our community and visitors to enjoy.

2. CONSTRUCTION STANDARDS

Australian Standard AS4685 - Playground Equipment & Surfacing should be used to assist playground design, layout and inspection requirements.

3. INVENTORY

Council should maintain an inventory of all playground equipment.

The inventory will:

- Identify different pieces of play apparatus.
- Identify the manufacturer for each piece of play equipment.
- Record the age of individual pieces of play equipment.
- Discern the physical location of play pieces located within the playground.
- Record playground surfacing data.
- Identify the remaining life.
- Record the Written Down Value of each equipment item.

Council shall also keep the following records for each playground:

- Capital & Maintenance works .
- Capital replacement program and forward capital expenditure estimates
- Maintenance cost and planned/reactive maintenance budgets.

-
- Equipment and site inspections – inspection schedules, asset condition detail and defect notices.
- All correspondence including user complaints, service requests and archived records.

4. AUDIT

An independent audit should be carried out on all Council playgrounds every 2 years.

5. INSPECTIONS

Routine safety inspections are conducted at every playground every 2 weeks and any required maintenance is conducted in conjunction with the inspection.

Operational inspections of all playground equipment shall be carried out every 6 months to proceed times of expected heavy use e.g. Christmas and Easter holidays.

Playground inspections include inspection for:

- Damaged, broken, bent or missing components.
- Loose or poorly fitted components.
- Excessive wear of components.
- Damage to protective coating of components.
- Exposed rail or accessory ends that should be protected with caps.
- Worn or deformed 'S' hooks.
- Lack of lubrication on moving parts.
- Loose fasteners, nuts or bolts.
- Sharp or dangerous protruding bolt ends.
- Perished or damaged rubber components.
- Worn swing bearings, swing chains or swing chain mounts.

Site inspections shall include inspection for:

- Exposed, cracked or loose concrete footings.
- Worn, scattered or compressed surface material.
- Exposed roots, rocks or other environmental obstacles that form potential trip hazards.
- Broken glass, refuse or foreign objects around and on play equipment.
- Poor drainage areas.
- Vandalism.

6. EVALUATION OF EQUIPMENT

Criteria should be developed and established in the playground safety and maintenance plan to prioritise the levels of safety hazard discovered during the inspections.

(a) High level of hazard

- i. Life or limb threatening hazard.
- ii. Falls from heights.
- iii. Inadequate soft fall.
- iv. Head or neck entrapment.

(b) Medium level of hazard- injury potential but not life threatening:

- i. Dynamic functions integrated with static items.
- ii. Finger, toe and limb entrapment.
- iii. Irregular and extended step distances.
- iv. Lack of grab bars on platforms.



v. Lack of guard rails for dynamic equipment.

- (c) Low level of hazard -minor injury from ground level activities that usually involve single users, such as:
- i. Rockers,
 - ii. Roll over bars,
 - iii. Climbing apparatus,
 - iv. Tripping and blind spots, and
 - v. Unguarded tunnels.

All High levels of safety hazard shall be removed from play immediately and replaced or repaired as the first or emergency priority of the playground provider.

Those areas or apparatus that scored a medium level of safety should be repaired or replaced as second priority of the provider and receive primary emphasis when budgeting for capital improvements, with in the financial year.

The lowest level of safety hazard should be repaired or replaced as third priority and receive secondary emphasis for capital improvement funds.

7. DESIGN FOR DIFFERENT AGE GROUPS

Playgrounds should be designed to facilitate activities from each of the four categories. These will need to be provided in different forms for different age groups, as children's play activities, their interests and their abilities change dramatically as they develop. Play areas need to cater for this range of interests and to facilitate the gradual development of skills.

Young children are generally unable to cope with the same challenges as older children, due to their smaller physical stature, lower level of skill development and because their conceptual ability does not enable them to anticipate danger. They are common victims to injury on playground equipment which is designed for older children. Play activities for junior children (between three and seven years) and play activities for senior children (between seven and fifteen years) should be designed within the one play space to ensure appropriate supervision and participation of children of all ages and abilities.

Toddlers

The kinds of environments which these age groups will enjoy will be small scaled and detailed environments with friendly surfaces and a familiar adult close by. These age groups cannot perceive danger and must be protected from hazards. Play areas for young children must be sited away from traffic.

Junior children

The ages from three to six years, cover a wide range of development in children. Coordination and physical skill development is relatively proficient by the age of 5 years. Equipment and spaces for these activities need to be designed to take into account that the skills of these age groups are still not fully developed and realistic limits to challenge and hazards must be set.

Although playgrounds may not be the main focus of activity for some older children, they are still likely to be used for certain activities.

Teenagers

Areas specifically designed to meet the needs of teenagers are rare in open space systems.

Teenagers need to be consulted about the ways that they would like to use open space. Any opportunities for their involvement in the design and construction of their own spaces are worth exploring, as a means for positive contribution into their environment and for social and skill development. The assistance of Council or other local youth workers should be sought regarding such consultation processes with the young people.

Adults

Adult use of parks and playgrounds has already been referred to in this paper, but mainly in the role as supervisors of children. It should also be noted that there is no good reason why adults should be excluded from using playgrounds and suitable play equipment in their own right. This topic will not be addressed in any detail here, but suffice to say that it is a good idea to ensure that some items of equipment in a play area are suitable for adult use.

The provision of swing seats which can accommodate adults, for example, is a pleasant way of encouraging adults to use park facilities either on their own or with their children.

Access & Inclusion

Legislative standards will be incorporated into the design of playground upgrades, renewals and new works to ensure the provision of inclusive Disabled Access and Positive Ageing approaches and functionality.

8. SIGNAGE

Signage at each playground will outline basic "rules" of use, a phone number for reporting hazards and an emergency contact number (112 from mobile telephone).

9. COMMUNITY

A 'genuine' participation in planning opens up the real decision-making processes to members of the community. Such processes can be challenging, will take time and may be costly. However, there are many good reasons for including members of a community in planning, and for seeking detailed information from them about their play and recreation behaviour and preferences.

Some benefits of involving the community are the processes of discussion, research and decision-making, which tend to empower people and result in 'community building' benefits, this can have a positive effect on many aspects of participants lives. The benefits of these processes often seem to outweigh the benefits of the final 'product'.

The sharing of local people's personal observations and local information with designers is also a useful and important part of the design process. As an outsider, a designer is rarely aware of all the details that affect a site. Careful observations of how and why people use parts of a site, and discussions with users reveal information that would otherwise be unavailable.

Participatory planning processes do also make good economic sense, in spite of the time needed to be spent on them. Through such a process, there is likely to be a better match between community needs and recreation or play provision, and the community's investment of limited resources is less likely to be wasted or underutilised.

10. MONITORING AND REVIEW



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

05/21.14.5 Policy Review – AM06 – Footpath Construction Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\003\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – AM06 Footpath Construction

OFFICER'S RECOMMENDATION:

That Policy AM06 Footpath Construction, as amended, be adopted.

INTRODUCTION:

Council has a schedule for regular review of Policies and this Policy is now due for revision.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069

Amended 16 April 2018 – Minute No 04/18.13.3.87

OFFICER'S REPORT:

This Policy was previously reviewed in April 2018 and is therefore due for revision.

Only minor amendments have been recommended to the policy.

Design & Construction Standards have been extended to reference the following:

- Tasmanian Municipal Standard Specifications – Part 8
- AS/NZS 1428.1 and 4.1

and to strengthen the requirement for Traffic Management Plans including pedestrian management plans to be designed.

Alternative construction materials has been altered to allow the consideration for use of 'green' concrete and materials containing recyclable components.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 -2027

Goal

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

Strategy

1. Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area.

2. Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle.
3. Develop and maintain infrastructure assets in line with affordable long-term strategies.

LEGISLATION & POLICIES:

As identified in the policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO AM06 FOOTPATH MANAGEMENT POLICY

DEPARTMENT:	Works & Infrastructure
RESPONSIBLE OFFICER:	Manager Infrastructure and Development Services
LINK TO STRATEGIC PLAN:	To provide quality infrastructure which enhances the liveability and viability of our communities for residents and visitors.
STATUTORY AUTHORITY:	Local Government Act 1993 Local Government Highways Act 1982
OBJECTIVE:	It is Councils objective to provide infrastructure that is equitable to all in relation to the construction and maintenance of pedestrian footpaths, within recognised urban areas throughout the municipality.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 16 April 2018 – Minute No 04/18.13.3.87

POLICY

1. DESIGN & CONSTRUCTION STANDARDS

AS/NZS 1428.1 (2009) design for access and mobility, general requirements for access is to be considered and applied where relevant to new building works

AS/NZS 1428.4.1 means to assist the orientation of people with vision impairment—tactile ground surface indicator and will be applied where relevant to new building works.

Footpath construction shall be in accordance with IPWEA / LGAT Tasmanian Standard Drawings (current version) and the Tasmanian Municipal Standard Specifications – Part 8.

All footpaths are to be constructed in a professional manner with proper attention being given to all aspects of the construction phases including excavation, bedding material used, bedding compaction, finished surface placement, profile and finish

All overhead and underground infrastructure locations (DBYD Dial Before You Dig) must be determined before work commences.

A traffic management plan (including pedestrian management) shall be designed by a suitably qualified person in accordance with AS1742 “*Manual of uniform traffic control devices*” and implemented in accordance with the plan for the duration of works.

2. ALTERNATIVE CONSTRUCTION MATERIALS

Alternative construction materials such as an alternative gravel, green concrete, materials containing recyclable components may be used subject to engineering assessment and risk assessment ~~standards may be varied to allow alternative construction materials to be used such as gravel.~~ Standard footpath dimensions may be varied for aesthetic reasons, to fit into the landscape where space is limited or to ensure integration with existing surroundings ~~ensuring safety is never compromised~~ and without compromising on safety and disability access.

Any such variation shall be approved by the Manager Infrastructure and Development Services or his delegate prior to construction.

3. SCHEDULING OF WORKS

All construction or major reconstruction of footpaths shall be in accordance with the capital works program as adopted by Council's budget.

4. EXTRAORDINARY REQUESTS

Any requests received for footpath construction not included in the capital works program will be listed for consideration by Council for inclusion in a future capital works program.

5. CLASSIFICATIONS / INTERVENTION LEVELS / INSPECTIONS

All footpaths (walkways) in the municipality are classified according to usage, standard of construction and location. This allows maintenance planning and compliance with risk management requirements. Intervention levels refer to the degree of unserviceability that needs to exist to trigger remedial action. This recognises that it is neither possible nor necessary to have perfect conditions everywhere at all times. Scheduled footpath inspection and corrective action will be based on the intervention levels, tabled.

*—Class 1

High-use urban shopping zone
Hard surface

Intervention Level

- ~~—Maximum joint deflection 15mm~~
- ~~—Maximum edge drop off 50mm~~
- ~~—Pothole width 200mm~~
- ~~—Pothole depth 20mm~~

*—Class 2

~~Feeder paths to shops / Schools / Low medium use~~
~~Hard surfaces~~

Intervention Level

- ~~—Maximum joint deflection 20mm~~
- ~~—Maximum edge drop off 50mm~~
- ~~—Pothole width 200mm~~
- ~~—Pothole depth 30mm~~

*—Class 3

~~General urban path / Moderate Use~~
~~Hard surface~~

Intervention Level

~~—Maximum joint deflection 20mm~~

~~—Maximum edge drop off 50mm~~

~~—Pothole width 200mm~~

~~—Pothole depth 30mm~~

- ~~–Maximum joint deflection 30mm~~
- ~~–Maximum edge drop 75mm~~
- ~~–Pothole width 300mm~~
- ~~–Pothole depth 30mm~~

~~• Class 4~~

~~Gravel Path low use~~

~~***Intervention Level***~~

- ~~–Maximum surface irregularity 50mm~~
- ~~–Pothole width 400mm~~
- ~~–Pothole depth 75mm~~
- ~~–Edge drop 100mm~~
- ~~–Surface washout 75mm~~

~~*—Class 5~~

~~Natural surface paths / Low use
Intervention Level
—Roots/unevenness 100mm rise
—Depression width 500mm
—Depression depth 150mm~~

6. —INSPECTIONS

~~Council inspections of all footpaths shall be carried out in accordance with the following regime:~~

- ~~*—Class 1 every 4 months~~
- ~~*—Class 2 every 6 months~~
- ~~*—Class 3 every 12 months~~
- ~~*—Class 4 every 6 months~~
- ~~*—Class 5 every 12 months~~

~~All footpaths regardless of classification will be inspected for the following:~~

- ~~*—Raised section~~
- ~~*—Broken areas / bits missing~~
- ~~*—Pot holes~~
- ~~*—Loose materials or pavement~~
- ~~*—Loose surface (gravel paths)~~
- ~~*—Edge washouts~~
- ~~*—Width reduced with grass~~
- ~~*—Weeds~~
- ~~*—Overhanging limbs~~
- ~~*—Slippery surface~~
- ~~*—Other trip hazards~~
- ~~*—Service openings/lids~~
- ~~*—Other~~

<i>Attribute</i>	<i>Class 1</i>	<i>Class 2</i>	<i>Class 3</i>	<i>Class 4</i>	<i>Class 5</i>
Pedestrian Use	High	Medium to Low	Moderate	Low	Low
Area/Type	Urban Shopping zone	Feeder Paths (to shops, schools)	General Urban Footpath	Gravel	Natural surface footpaths
Surface Material	Hard	Hard	Hard	Gravel	Natural surfaces
Intervention Level					
<ul style="list-style-type: none"> Maximum joint deflection 	15mm	20mm	30mm		

<ul style="list-style-type: none"> • Maximum edge drop • Pothole Width • Pothole depth • Maximum surface irregularity • Surface wash-out • Roots/unevenness • Depression width • Depression Depth 	50mm	50mm	75mm	100mm	
	200mm	200mm	300mm	400mm	
	20mm	30mm	30mm	75mm	
				50mm	
				75mm	
					100mm rise
					500mm
					150mm
Inspection Schedule (required)	Every 4 months	Every 6 months	Every 12 months	Every 6 months	Every 12 months
All footpaths regardless of classification will be inspected for the following:	<ul style="list-style-type: none"> • Broken areas (missing surface) • Edge damage/washouts • Loose materials or pavement • Loose surface (gravel paths) • Overhanging Limbs • Pot holes • Raised sections • Service openings • Slippery surface • Trip hazards • Weeds • Width reduced by grass growth 				

6. 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.

05/21.15.0 COMMUNITY DEVELOPMENT

05/21.15.1 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:

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
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

Program and Initiatives	2020-2021
Community Event Funding	
Seniors Day	3,000
Australia Day Event	5,000
Swimcart	1,000
St Helens Athletic Carnival	2,500
Carols by Candlelight	1,600
St Helens Car Show (including Woodchopping	10,000
Fingal Valley Coal Festival	2,000
Pyengana Endurance Ride -	500
Game Fishing	2,000
Marketing Greater Esk Tourism	2,500
Volunteer Week	2,500
Bay of Fires Winter Arts Festival	14,000
St Marys Car & Bike Show	2,000
East Coast Masters Golf Tournament	2,000
Triathlon	2,000
World Supermodel	500
Mental Health Week	500
Mountains to the Sea Trail Fest	3,000

Updates on current projects being managed by Community Services:

St Helens Mountain Bike Network

With the excellent weather over the last month the trail network has attracted excellent visitor numbers in April. The Trailhead (Flagstaff) figures of 7,142 were greater than the holiday period in July 2020 school holidays and higher than November and December 2020 combined. The only higher visitation month was in January 2021 with 11,686 movements on the Trailhead trail.

The Town Link Trail is also really popular with 3,763 movements recorded which again was only visited greater in January 2021 with 5,649 movements

With the fine weather with some sporadic rain over the month the trails are all running really well.

The Bay of Fires Trail

Visitor numbers on this trail through April were excellent with 1,318 riding from Poimena. The figures of people riding from Poimena to Swimcart is trending similar to previous periods with slightly half of riders doing the whole trail from top to bottom.

Weather and trail conditions are looking favourable in the coming weeks so we will aim to keep the top section open for as long as possible before the winter closure of this section of trail. The section of trail from Anson Bay Road to Swimcart will remain open all year.

Brand and Marketing

A MTB newsletter will go out this month to the email database of over 500. Included in the newsletter is a link to a Winter in St Helens blog which is located in the news section of the website.

A Social Communications Plan has been drafted and the Communications Coordinator has been working with the content creator to ensure this is implemented. Each post created must fit with tone of the key messages:

- Emotive – Freedom and exhilaration
- Inspirational “I want to try that”, “I want to go there”
- Educational – Product focus – include trail ambassadors

Another focus of the Plan is to give more value to our trail Ambassadors.

A new page has also been added to the website which is a Trail Status page. This page at a glance shows riders which trails are open or closed.

Community Events

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

April

- 3-4 – Pyengana Easter Carnival
- 11 – St Marys Scooter Competition - YCNECT
- 25 – ANZAC Day services – St Helens, St Marys and Fingal
- 30 – Tasmanian Symphony Orchestra ‘Symphony and Sweets’ at the Portland Memorial Hall

May

- 1 – Tasmanian Government Election
- 1 – East Coast Swans Football Match at Pyengana
- 1 – Tas. Netball State League Match at the Bendigo Bank Community Stadium
- 2 – SCAM-JAM – Tasmanian Youth Week event at St Marys Community Space (report below)

June

- 12-14 – Bay of Fires Winter Arts Festival, including:
 - \$20,000 Arts Prize
 - Youth Art Prize
 - Locals Art Prize
 - Arts Trail – Secret People, Secret Places
 - Terrapin Puppet Theatre
 - Dawn, Dash & Splash
- 13 – St Marys Community Car & Bike Show
- 27 – Marine Debris Clean-up

Free2b Girls Report 2021/22



FREE2B ST HELENS/ST MARYS
2020/21 Report
August 2020 - April 2021

St Helens

Post COVID, August 2020, re - starting the 2 Free2b Girls programs in BOD area has been interesting! Volunteers in St Marys and St Helens maintained threads of connections with the girls in their groups during lockdown via gifts and online communication, however no one was sure what starting up would look like again.

In St Helens, navigating and educating volunteers and girls around Neighbourhood House COVID regulations was the first hurdle, especially when faced with the teenage logic, 'but we sit together at school and share food!'. We put all our focus on hand sanitizing and separate plates and did a pretty good job!

Within weeks, our St Helens Group had HEAPS of girls coming along – up to 24 by the end of 2020 and rarely less than 15 each week. (see attendance sheets in photos)

Managing the logistics of this extra influx has been challenging too. Fortunately in St Helens we have some amazing volunteers (5 in total) and the weather has been good, so the outside space of the Neighbourhood house has been very well used.

Keeping up with food needs has been interesting too. At one stage, girls were saying ' we're always soo hungry' so we suggested they think of ways to get more money so we can buy more food to feed 20 or so pre- teen/teen bellies.

The photos show a list of ideas...with market stalls being the most successful so far. We've done 4 market stalls since September 2020 and raised nearly \$500 which is being used ongoingly to pay for extra food when required.

St Marys

Lack of venue availability in St Marys made it very challenging, post COVID to start the group up and run it as it used to be (running from

Falmouth and Fingal). Both venues were not available for use due to COVID so we used the Hub4Health rooms which could only accommodate a small number of girls.

Letters were sent out to parents re the possibility of running 2 groups on separate days and/or finding transport for girls to get to the St Helens group, however logistically it was all too complicated. No volunteers put their hands up, so we just kept a thread of the group for older girls in the Hub4Health rooms and the skate park on nice days.

It is hoped we can re-invigorate St Marys Free2b this year with extra support from Fingal Neighbourhood House and the local community.

Council Funding – What it's used for.

In July last year, council funded me for \$2,600 – for 6 months 3hrs/week @\$100 to continue running and organizing Free2b Girls in St Helens and St Marys. This funding enables me to cover the admin and organizational aspects of running Free2b in St Helens and St Marys as well as creating connections between girls and their community and vice versa.

Last years funding was used to -

- Update and organize permission forms/attendance sheets
- Write coastal column articles and maintain a StarFm presence
- Arrange events and experiences outside of Free2b group for girls – markets, THRIVE Scarecrow competition, Christmas afternoon tea, organising medea park gifts for residents, tie dye workshop , acrylic nail workshop
- apply for small grants to enable girls to do extra things like camps excursions and reimburse volunteers for fuel etc.
- write reports, make short films with girls
- liase with youth support organisations to broaden network of support for girls/youth in our community
- liase with parents as needed
- meet with volunteers as required
- attend professional supervision as required
- develop "Free2b Time" (1:1 time with girls)
- Organise Christmas holiday activities for girls in need.

Last years council funding finished in January this year and I've been working voluntarily on all the above since then.

Annual funding for this role would assist me to continue developing and managing Free2b in the community and maintain the focus of enabling the dreams and visions of our young women to manifest where possible.

At a Christmas afternoon tea we had last year, some of the girls did an ad hoc speech and one of my favourite moments was when one of the girls said ' It's amazing....it's like I have an idea one week and the next week, it hasn't been forgotten and someone is helping me make it happen!'

Some of the girls current visions' for 2021/22 include -

- Movie night
- Sleep over
- Archery
- Serpentarium visit
- More markets
- Digital free day
- Beach art trip
- Camp
- Launcetson trip

Making these things happen is always a collaborative effort between the girls themselves, volunteers and myself , however it does take time and a lot of energy.

\$5,200 per year for 3hrs /week work has been adequate for this coordination role so far, however could be increased, especially to begin the process of creating an equivalent model of youth engagement for boys.

I will be based in Scamander for at least 2 years now while my own boys attend boarding school in Hobart and have the long term vision of being able to pass this co-ordination role onto someone else in the future if need be, so that Free2b can continue in the BOD area.

Council support has been pivotal in Free2b's sustainability so far and I look forward to that continuing and developing.

Tani Langoulant – f2bgirls@gmail.com

Market Stalls



Medea Park gifts and tie dye workshop



Scarecrow competition and crochet and the Free2b garden



Constant craft and fundraising ideas



Fundraising
making ~~cakes~~ And sell
them.
A Market ~~gives~~ gives jelly beans
Baking
buy and sell.
Community fun day.
force them to pay you LOL!!
~~LOL!!~~
A JOKE Stall - they tell us a
joke if we laugh they walk away
we tell them a joke if they
laugh they give us a \$1
Lucky Dips. | slime.

Youth Collective North East Coast Tasmania (YCNECT)

Background

Youth Collective North East Coast Tasmania (YCNECT) was founded as a not for profit incorporated association in August 2020 in response to the need of supporting young people (aged 10-15) on the East Coast of Tasmania. The YCNECT approach follows “nothing for us, without us” in that all decisions, activities, grants and programming is decided and determined by the young people. As part of this process, YCNECT completed incursions to both St Helens and St Marys schools to engage with the young people around what is missing from their community for their cohort, what they would like to see and what they would like a youth worker to look like. This last activity supported our TCF Grant application for our Mobile Outreach Project. This application was successful, and YCNECT is implementing a Mobile Outreach Project, staffed by youth workers and managed by a program manager to engage, connect and support young people throughout the Break O’Day region by meeting where they are at – including regional and rural areas (i.e. Fingal, Scamander, Falmouth, Mathinna etc). We are awaiting to hear back from other grants completed to support this project including a van to provide transportation and digital infrastructure to support communication and connectivity.

To ensure that we are driven by the current needs and wants of young people, we hold Youth Collective Meet Ups once a month in St Marys and St Helens to engage with and converse with the young people around what they would like to see in their community. A large portion of this is planning youth-focused events – thus far we have held a Movie Night in St Marys and a Games Day in St Helens.

March Activities and Events

YCNECT has been very busy over the past few weeks supporting the young people in planning events in both St Marys and St Helens. At our March meet up in St Marys there were about 14 attendees whom have been engaging with YCNECT members to plan our Scooter Comp in St Marys. Our March meet up in St Helens had about 12 attendees whom we are supporting to plan a Tea Party Event. The young people have supported by contacting stakeholders, writing letters asking for donations, designing posters and most importantly telling us what they would like these events to look like!

Our Scooter Comp will be held on the 11th of April at the St Marys Community Space, and our Tea Party on the 24th of April at the Bungalow St Helens Neighbourhood House. Both of these events have been very much supported by the local community and local business.

Additionally, the committee has been busy in the background planning a Community Solutions Series of Discussions to chat with parents, carers and family members of young people around the supports required in the community for this cohort. We have received funding from Healthy Tasmania to support these events. This is a detrimental process to ensure that we are supporting and engaging with individuals, families and communities to provide the best services and supports for young people.

Looking forward

Additionally, in the background our committee has been working diligently to prepare for recruitment of staff for our Mobile Outreach Project and are working closely with the Neighbourhood House around this. We will be partnering with local organisation Break O'Day Employment Connect to aid in our recruitment needs.

We will continue to hold our monthly Meet Ups in St Helens and St Marys for the young people to provide feedback and ideas and to maintain ongoing engagement with this group. We are also in the process of planning a big event in July to present to the community and external stakeholders what YCNECT has completed in our first 12 months of existence.

Challenges Presented

Ongoing challenges for YCNECT are communicating with the young people, especially during school holidays. We are looking ongoing for funds or support to develop a website and app for YCNECT to better improve communication to the young people in a way which best suits their needs.

Another challenge is sourcing suitable spaces, particularly in St Marys to hold YCNECT events and our Community Solutions Forum. We have been lucky to be well supported by Hub4Health yet their space is small and has restrictions on the number of people allowed in the space due to Covid. Ideally, YCNECT would have access to a larger space regularly to best support the young people residing there.

YCNECT is always working on sourcing funds to provide robust events for young people. We have obtained some funds through grants but are actively seeking donations and fundraising opportunities to meet this need.

Youth Events in Break O'Day





Break O'Day Celebrates Youth Week Tasmania 2021 with SCAM-JAM

On Sunday 2 May Break O'Day Council, members from Youth Collective North East Coast Tasmania (YCNECT), Scooter Stop Hobart and young people who planned SCAM-JAM over the past year, partnered with the Tasmanian Government and Youth Network of Tasmania (YNOT) to deliver SCAM-JAM at the St Marys Community Space - Skate Park.

The event was well attended with 80+ community members and 30 boys and girls who competed in three different age groups showing off their best 90 second routines and tricks, utilising as much of the park as possible.

Every single participant won a voucher that they could spend onsite at the Scooter Stop merchandise tent. There were over \$1,000 worth of prizes and giveaways, as well as four Pro Scooters who put on demo's for our community.

A free BBQ was supplied cooked for all attendees and of course plenty of water for hydration.

YNOT supplied us with a survey for the young people to complete around events in Tasmania for Youth Week around the state and with 50% of those who completed the survey, 100% said they would attend again, 80% said they heard about SCAMJAM via word of mouth and the two best things that meant the most to them was the free food and the prizes.

Some suggestions for next year were, more competitors, more prizes, more people and more Pro Scooter Demos.

From an Organisers perspective, it was pleasing to see that there were 5 young girls who were confident enough to also enter the competition against their male opposition, with one young girl coming second in the Under 12's Scooter competition, with a skate board!

Below are some photos from the day:







Driver Reviver Program

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

Proposed Binalong Bay Swimcart trail

A conceptual design is currently being worked up in relation to trail alignment. This project is currently on hold whilst some issues are worked through with relevant Government agencies.

Bay of Fires Master Plan

PWS and Council are currently reviewing the applications received for the positions of Community Representatives and local environmental representative. It is proposed to hold the first meeting of the Steering Committee in May, 2021 subject to everyone's availability.

Wrinklers Toilet Replacement and car park

Council has received an approved Environmental Assessment – Level 1 for the Wrinklers Project – first step in the planning approval for this project. A Development Application is currently being prepared.

Leaner Driver Mentor Program

On Road Hours:	65 Hours
Learners in the car:	9
Learners on waiting list:	3
Mentors:	4

Exciting news this month for Get In2 Gear, as our new Program Coordinator has managed to recruit a new mentor this month. The mentor's availability is open and he is happy to do as many hours as required, which will be a big help to this program.

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.

05/21.15.2 Disability Access Committee – Disability Action Plan 2021 - 2024

ACTION	Decision
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community Services
FILE REFERENCE	011\011\002\
ASSOCIATED REPORTS AND DOCUMENTS	Disability Action Plan 2021 - 2024

OFFICER'S RECOMMENDATION:

That Council adopts the Disability Action Plan 2021 - 2024 developed by the Disability Access Committee.

INTRODUCTION:

One of the standing agenda items for the Disability Access Committee was to review the Disability Access Plan that had been in place for a number of years to bring it into line with current practices.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop held on the 3 May 2021.

OFFICER'S REPORT:

The Disability Access Committee has revamped the Disability Action Plan to bring it into line with current practices. The committee held an event in late 2019 where a focal point of the event was to talk through the revamped Plan with community members. The Plan was put out for community feedback but none was received. Covid hit and the Disability Access Committee went into recession, hence the delay in bringing this document back to Council for consideration and adoption.

The Disability Action Plan aims to remove barriers and build opportunities for people with disabilities to participate fully in their local communities. The plan has been informed by the Disability Access Committee, and will go out to public consultation, the plan will identify many of the priorities and challenges faced by the individuals, carers and families who live with disability across our community. We would like to thank the numerous individuals that have contributed to the development of this plan. This plan will enable Council to continue to realise its responsibility to advocate for, promote and protect the human rights of all our citizens.

This Disability Action Plan aims to build on the work of the previous plan, moving on from successive actions that have now been integrated into the core business of Council, to prioritise the issues of current importance of people with disabilities.

The plan makes four explicit commitments to:

1. inclusive communities;
2. good health, housing and wellbeing for people with disabilities
3. respect, equity and safety for all
4. contributory community living as a right for all regardless of ability.

The Disability Action Plan will be reviewed every 12 months by the committee to ensure that it is line with changes as they occur in relation to disability access.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategy

Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There is currently no budget for any of the issues that are identified through the attached report.

VOTING REQUIREMENTS:

Simple Majority.

Break O'Day Disability Action Plan 2021 – 2024 – Reviewed April, 2021 – to be reviewed yearly

Welcome to the Break O'Day Disability Action Plan 2021-2024. This is Council's second Disability Action Plan, continuing our commitment to an inclusive municipality where people of all abilities are encouraged and enabled to lead fulfilling and contributory lives.

The Disability Discrimination Act 1992 (Cth) defines disability as:

- total or partial loss of the person's bodily or mental functions
- total or partial loss of a part of the body
- the presence in the body of organisms causing disease or illness
- the malfunction, malformation or disfigurement of a part of the person's body
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction
- a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment, or that results in disturbed behaviour; and includes disability that:
 - presently exists
 - previously existed but no longer exists
 - may exist in the future
 - is imputed to a person (meaning it is thought or implied that the person has disability but does not).

The Disability Action Plan aims to remove barriers and build opportunities for people with disabilities to participate fully in their local communities. The plan has been informed by the Disability Access Committee, and will go out to public consultation, the plan will identify many of the priorities and challenges faced by the individuals, carers and families who live with disability across our community. We would like to thank the numerous individuals that have contributed to the development of this plan. This plan will enable Council to continue to realise its responsibility to advocate for, promote and protect the human rights of all our citizens.

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1. inclusive communities;
2. good health, housing and wellbeing for people with disabilities
3. respect, equity and safety for all
4. contributory community living as a right for all regardless of ability.

This document is to be reviewed at regular intervals – 12 months - and progress on individual items should be noted. In this way the of review policies, plans and strategies will assist in fostering equitable access and participation of those living with disability and their carers'.

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Commitment 1: Inclusive Communities – Social connectedness and citizenship

Inclusive communities will not merely remove physical, social and procedural barriers to equity of access but will also create and promote the concept that non-inclusive communities are incomplete.

Strategy	Goal	Actions	Measure
1.1 Ensure that public infrastructure is accessible to all into the future.	The public built environment is barrier free and accessible to all	<p>1.1.1 Develop a priorities process for the Disability Discrimination Act (DDA) compliant upgrade of existing Council public buildings. With reference to the National Construction Code and Australian Standards Design for Access & Mobility A1428.</p> <p>1.1.2 Develop and establish a standardised whole of Council approach and process for use of Tactile Ground Surface Indicators (TGSI)- non slip surface - in reference to new footpaths and refurbishment of footpaths. Provide staff training where required.</p> <p>1.1.3 Develop a Public Toilets Provision Guide that will inform the work on public toilets across the municipality, including accessible toilet roll and soap dispensers and wash basins.</p> <p>1.1.4. Develop a policy statement on the level of enhanced accessibility, to</p>	<p>1.1.1 Ongoing and working with Council officers to achieve this</p> <p>1.1.2 Chairperson had a recent discussion with Works Manager in regard to using Tactile Ground Surface Indicators.</p> <p>1.1.2 (b) There is a need to develop into a procedure</p> <p>1.1.3 Presentation from Jake to understand how the public toilets meet the DDA requirements</p> <p>1.1.4 Policy Statement to be developed. Practically this is happening at the Portland Hall redevelopment.</p>

2

		<p>be incorporated into the design and construction of new and redeveloped Council facilities.</p> <p>1.1.5 Develop an online list of public toilets and accessible changing rooms managed by Break O'Day Council.</p>	<p>1.1.5 See City of Hobart hosted list of public toilets online @ https://www.hobartcity.com.au/City-services/City-of-Hobart-public-toilets</p>
<p>1.2 Take a leadership role in promoting inclusiveness</p>	<p>People with disability are able to access and join their communities as freely as do people without disabilities. Break O'Day Council will lead by example in improving community attitudes towards the disabled and their carers'.</p>	<p>1.2.1 Support local events for International Day of People with Disability, and encourage nominations for other events.</p> <p>1.2.2 Increase awareness among and cooperation between community groups and community members of local disability needs and encourage more activities to occur that meet the social needs of people with disabilities; example social card games, bowling for those with disability. Link to integration with the wider community.</p> <p>1.2.3 Engage with the quarterly networking meetings run through Hub4Health.</p> <p>1.2.4 Advocate to local event organisers for the provision of a quiet room to support families with sensory issues.</p> <p>1.2.5 Develop internal and external funding proposals (including the investigation of other funding</p>	<p>1.2.1 Council hosts a yearly International Day of People with Disability Event.</p> <p>1.2.2</p> <p>1.2.3 Chairperson or member(s) of Disability Access Committee to attend the networking meetings.</p> <p>1.2.4 Provide a "Quiet Tent" with a table and sofa at Council hosted events, or in Council leased venues.</p> <p>1.2.5 Community Services Officer is to look for possible grant funding opportunities.</p>

		sources) for the development of a regionally accessible playground in the municipality. Work with local groups to make this happen.	
1.3 Advocate for disability matters among community, Regional Tourism Activities, businesses and Chamber of Commerce; lobby State and Federal governments.	To expand inclusiveness to all areas of civic life.	<p>1.3.1 To ensure disability matters are considered throughout employment practices and the council workplace, and to develop pathways through skill acquisition for equity of employment.</p> <p>1.3.2 Businesses are encouraged to be disability aware. Encourage businesses to provide equitable access and participation.</p> <p>1.3.3 Council will be a lead or partner agency in advocacy action and coordinating services.</p> <p>1.3.4 Actively pursue more state and federal government grant funding in our municipality.</p> <p>1.3.5 Be a voice on matters of concern for groups of local people with disabilities and their carers</p>	<p>1.3.3 Utilise the Economic Development Officer to identify employment and economic opportunities in the area.</p> <p>1.3.4 To obtain funding for hydrotherapy pool; rehabilitation gym.</p>
1.4 Enable maximum participation in all areas of civic life	Increased participation of people living with disability in all areas of civil life.	1.4.1 Encourage empowerment through consultation and involvement in issues that concern people with disabilities and their carers'. Identify skills gaps.	1.4.1 Hold regular community consultation with people living with disability and their carers'.

		<p>1.4.2 Encourage services that support the disabled by tapping into existing resources; work with Trade Training Centre, medical assistance dogs, arts, culture and cooking programs utilising Neighbourhood Houses and other community resources.</p> <p>1.4.3 Encourage young people with a disability and young carers to be involved with the Break O'Day Council's Community Services Project Officer to identify their needs.</p> <p>1.4.4 Encourage people with disability to nominate for committees.</p>	<p>1.4.2 Established programs utilising existing community resources.</p> <p>1.4.3 Involvement of youth living with disability in Youth Week activities.</p> <p>1.4.4 This can be done through Council information sharing.</p>
1.5 Ensure information and communication occurs in accessible formats and venues	Ensure that community information and consultation occurs in suitable or adaptable venues and formats	<p>1.5.1 Attract and utilise technology that is supportive of disability needs.</p> <p>1.5.2 Make available relevant Council information through alternative means and technology.</p> <p>1.5.3 Increased council web-based information and service access.</p> <p>1.5.4 Lobby for better communication coverage/facilities within the Municipality to increase access to e-health; improve emergency communication; and improve access to assistive technologies</p>	<p>1.5.2 Large-print versions of documents, and dyslexic-friendly fonts. Picture/symbol- based signage.</p> <p>1.5.3 Council to host an online directory of available local services.</p>

Commitment 2: Good health, housing and wellbeing for people with disabilities

People with disabilities and their carers' are among the most socially and economically disadvantaged groups in Australia. The social and economic disadvantage in which they live is a major contributor to their poor health.

Strategy	Goal	Actions	Measure
2.1 The improved provision of accessible, affordable and well-designed housing, with choice for people with disability, about where they live.	Ensure that people with disability have a range of accessible and affordable housing choices in their chosen community.	<p>2.1.1 Build the evidence for the need for accessible and adaptive housing in the municipality.</p> <p>2.1.2 Advocate for increased accessible housing for those living with disability and their carers in the municipality. This should include respite accommodation and supported accommodation facilities</p>	<p>2.1.1 A body of evidence to be provided to potential developers of accessible and adaptive housing.</p> <p>2.1.2 Increased levels of accessible housing being provided in the municipality.</p>
2.2 The health, safety and well-being of those living with disability and carers is addressed.	To ensure that people living with disability, and their carers', feel healthy and safe within our community	<p>2.2.1 Ensure that disability issues are considered in making decisions on community safety matters.</p> <p>2.2.2 People with disabilities and their carers are educated about making emergency plans.</p> <p>2.2.3 To be in communication with the police in regard to emerging community issue.</p>	<p>2.2.1 Education of staff and councillors, for example, in planning and infrastructure and with regard to adequate street lighting</p> <p>2.2.2 Workshops to be held, where Community members will design their own emergency plan (similar to bushfire planning)</p> <p>2.2.3 Continued liaison with local agencies police services.</p>

Commitment 3: Respect, equity and safety

The universal rights of all people are to be treated with respect, equality and dignity.

Strategy	Goal	Actions	Measure
3.1 People with a disability are respected within their community and the wider municipality	People with disability and carers are safe and free from family violence	3.1 Council and committee members become mandatory reporters	
3.2 That people living with disability, and their carers', have equal and equitable opportunities to services, events & facilities within their community.	Council understands and responds to the disadvantage and needs of citizens with disabilities in the municipality.	3.2.1 Council to acknowledge concession cards, particularly for entry to the History Room and Council organised events. 3.2.2 Transport needs and associated costs are identified and where change is necessary Council along with lead agencies can act as an advocate	
3.3 Ensure council's own services and facilities promote equitable access and participation	All new and upgraded commercial/public access infrastructure is built with consideration given to access arrangements.	3.3.1 Recognition is given of the need to adapt or replace council infrastructure. Specific locations utilised frequently by people with disabilities should be identified as priority locations for upgrades. 3.3.2 Improved acoustics in halls/buildings as upgrades are undertaken.	3.3.1 Portland Hall upgrade as an example. Along with recent streetscape developments in Fingal and St Marys. New toilet blocks are all compliant 3.3.1 (a) Doors to be manageable for those in wheelchairs 3.3.1 (b) Indoor and built amenities, such as (halls, toilets and BBQs/BBQ shelters) to be designed and constructed compliant with disability access

		<p>3.3.3 Consistent and coherent signage throughout the municipality</p> <p>3.4.4 Provide sufficient, suitable and safe disabled parking areas</p>	<p>3.3. Look at colours of signs (blue on white); toilet signs in Braille; the use of consistent toilet symbols throughout the municipality</p> <p>3.34 Toilet block at Fingal, designated disabled parking space.</p>
<p>3.4 Engage with community groups, business operators, developers and service providers to encourage equitable access to existing and new services, events and facilities and the community in general</p>	<p>Service providers bringing new or expanded services to the municipality</p> <p>Increased access/participation opportunities to local places of cultural, heritage, scenic or environmental value</p> <p>Better informed and responsive community and businesses</p>	<p>3.4.1 Council to offer facilities/incentives to attract services (such as reduced rates for Not For Profit service providers).</p> <p>3.4.2 Liaise with agencies (such as Parks and Wildlife Services) to increase access/participation opportunities to local places of cultural, heritage, scenic or environmental value</p> <p>3.4.3 Provide mobility mapping for council's facilities (indoors and outdoors) that community events' organisers can utilise when planning their events</p> <p>3.4.4 Informative and practical articles in council's newsletter.</p> <p>3.4.5 Council to acknowledge and where possible, promote medi-alert, Acquired Brain Injury (ABI) cards and similar</p>	<p>3.5.1 Tim Gowans can assist here and the business prospectus should include incentives for not for profits</p> <p>3.4.4 Educate the community of the impact of overhanging vegetation on footpaths; of cars parked over driveway entrances/overhanging footpaths; and the purpose of allocated disabled parking spaces</p>

Commitment 4: Contributory lives

There is equity of access to education and training to enable appropriate and valued employment opportunities, and access to inclusive communities through cultural, sporting and leisure activities.

Strategy	Goal	Actions	Measure
4.1 Volunteer opportunities	<p>Acknowledge and ensure that volunteers with disabilities and carers can contribute to a healthy and diverse workplace</p> <p>Council acknowledge that people with disabilities and carers can contribute to a healthy and diverse volunteer workforce. Council recognises that flexibility may be required for people with disabilities and carers which can be catered for with minimal disruption to normal volunteer work routines</p>	<p>4.1.1 Endeavour to ensure that community events, activities, sporting, recreation and cultural opportunities are inclusive of people with disabilities as participants, leaders / organisers and / or volunteers.</p> <p>4.1.2 People with disability are actively involved in communities as leaders and / or volunteers.</p> <p>4.1.3 Recognise that flexibility may be required for people with disabilities and carers.</p> <p>4.1.4 Ensure recruitment practices are not discouraging people with disabilities and carers from applying to be a volunteer. Recognise and utilise the assistance which can be obtained from disability employment agencies (such as providing large print versions of dyslexia-friendly fonts for selection criteria)</p> <p>4.1.5 Ensure the culture of the volunteer workplace is inclusive of people with a disability</p>	

05/21.16.0 DEVELOPMENT SERVICES

05/21.16.1 Development Services Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

KEY DEPARTMENT STRATEGIC OR OPERATIONAL MATTERS:

- ✓ Building Surveyor Position Filled.
- ✓ Development Services Staff attended Aboriginal Heritage Training.
- ✓ Council officers attended Regional Land Use Northern Planners Group Meeting regarding progression of amendments to Regional Land Use Strategy (RLUS) framework.
- ✓ Development Services Staff attended Tasmanian Flood Hazard Mapping and Code Development Training – SES.

PLANNING REPORT

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

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	EOFY 2019 / 2020
NPR	2	3	6	8	2	2	3	1	4	3			34	
Permitted	3	3	4	2	2	6	2	1	3	2			28	
Discretionary	10	13	22	20	27	16	26	10	20	10			174	
Amendment		1	1	2	1	3	2						10	
Strata		1				1	1	1					4	
Final Plan				4	1	1	1		1				8	
Adhesion	1												1	
Petition to Amend Sealed Plan					1		1						2	
Exemption									1				1	
Total applications	16	21	33	36	34	29	36	13	29	15			262	259

Ave Days to Approve Nett *	29.3	32.47	31.33	30.5	30.67	23.0	54.05	40	37.72	36.9 3			34.61	
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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:



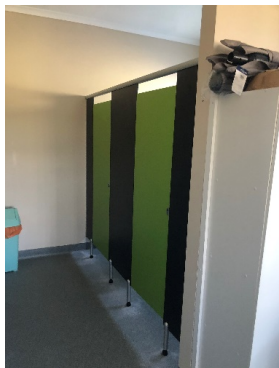
April 2021



DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
002-2021	Binalong Bay	Telecommunications Tower	S57	100	42
313-2020	Ansons Bay	Dwelling (Manager's Residence)	S57	122	29
004-2021	Scamander	Dwelling & Shed	S57	74	42
053-2021	Scamander	Change of Use to Visitor Accommodation	S58	11	11
324-2020	St Helens	Dwelling	S57	61	37
013-2021	Beaumaris	Change of Use to Visitor Accommodation	S57	85	42
066-2021	Scamander	Dwelling Additions & Alterations	NPR	2	2
318-2020	Ansons Bay	Dwelling Extension & Partial Demolition	S57	100	42
068-2021	St Helens	Carport	NPR	25	25
019-2021	Stieglitz	Partial Demolition & Extension & Pool	S57	73	73
159-2020	St Helens	46 Lot Subdivison	S57	80	79
041-2021	Scamander	Dwelling, Shipping Container, Front Fence & Pool & Change of Use of Approved Dwelling to Ancillary Dwelling	S57	43	42
016-2021	Four Mile Creek	Community Hub	S57	70	70
090-2021	St Helens	Dwelling Additions	NPR	2	2
063-2021	Four Mile Creek	Change of Use to Visitor Accommodation	S58	22	16

TOTAL: 15

BUILDING REPORT

Projects Completed in the 2020/2021 financial year

Description	Location	Updates
Re-Roof of Amenities Section	Bendigo Bank Community Stadium	Completed August 2020.
New Shade Structure	Flagstaff Trail Head	Completed November 2020. 
Internal Fit-out	Scamander Surf Life Saving Club	Completed December 2020 
Internal Alterations (Renovation of Men's Toilet & Change rooms)	St Marys Sports Centre	Completed March 2021 

BBQ Shelter	St Marys Community Space	Completed March 2021
<p>Old Tasmanian Hotel Restoration Project</p> <p>Stage 1 – Complete First Floor Restoration, Reroof, External Repaint, New Access.</p> <p>Stage 2 – New Lift, Accessible Toilet & Rear Veranda</p>	Fingal	<p>Completed April 2021</p> 
Demolish Existing Buggy Shed & Install New	St Marys Sports Centre	<p>Completed April 2021</p> 

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

Description	Location	Updates
Additions & Upgrades to Portland Hall	Portland Hall, St Helens	<ul style="list-style-type: none"> • Works almost completed, minor electrical works outstanding. • Scoping of works commenced for new budget allocation.
Marine Rescue Additions	St Helens Foreshore	<ul style="list-style-type: none"> • Works now commenced and scheduled for Completion end July 2021.
Community Services Storage Shed	St Helens Works Depot	<ul style="list-style-type: none"> • Building approvals obtained; • Works commenced and scheduled to be completed prior to end June 2021.
Re-Roof and Weatherproofing of athletics building	St Helens Sports Complex	<ul style="list-style-type: none"> • Works Commenced.
New Shade Structure	Scamander Reserve	<ul style="list-style-type: none"> • Concept plans completed; • Development Application Approved; • Pending Engineers certification for commencement.

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"> • Design concept finalised; • Regulatory approvals required.
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.
Four Mile Creek Community Hub	Four Mile Creek Reserve	<ul style="list-style-type: none"> • Design work now finalised; • Development Application Approved; • Pending further community feedback.



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

No.	BA No.	Town	Development	Value
1	2020 / 00297	Cornwall	New Dwelling & Carport	\$439,893.00
2	2020 / 00305	Stieglitz	Demolition, Alterations/Additions, Change of Use & New - Dwelling (Part Demolition/Alterations/Additions), Guest Room (COU), Pergola & Carport (New)	\$136,000.00
3	2020 / 00284	St Helens	Addition - Shed	\$20,000.00
4	2020 / 00340	St Helens	New Dwelling	\$325,135.00
5	2020 / 00335	Beaumaris	New Shed	\$16,000.00
6	2020 / 00244	Binalong Bay	Additions & Alterations - Dwelling	\$55,000.00
7	2020 / 00171	St Helens	Additions & Alterations - Dwelling incorporating Patio, Conservatory & Pergola	\$27,000.00
8	2021 / 00027	St Helens	New Dwelling & Outbuilding	\$360,000.00
9	2019 / 00080	St Marys	Additions & Alterations - Rumpus Room, Bedroom & Deck	\$170,000.00
10	2020 / 00272	Akaroa	New Dwelling incorporating Garage, Deck & Shed	\$333,000.00
11	2020 / 00242	Scamander	New Dwelling incorporating Deck	\$174,000.00

ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2019/2020	2020/2021
	\$16,227,357.00	\$17,305,843.00

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2020	2021
	April	\$845,250.00	\$2,056,028.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2019/2020	2020/2021
	April	116	129

Description	Updates
Weed Management	<p>The Break O'Day Drought Weed Project is progressing well, with several new grant applications being considered (including a landholder-group coordinating efforts for local eradication of Spanish heath) and two (2) well-attended serrated tussock and Nassella grasses workshops. An extension of the project is being sought so the Drought Weeds Officer can provide further support farmers.</p> <p>An application has been made to the Tasmanian Weed Action Fund by Council and landholders for a three (3) year \$50,000 project to ensure the two small serrated tussock infestations in Break O'Day are eradicated.</p> <p>Council joined a round-table discussion with representatives from other land management agencies and the community to share information, issues and coordinate weed management programs in the region. The 'East Coast Weed Strategy meeting' was organised by the NE Bioregional Network.</p> 
Climate Change	<p>A submission was made to reviews of the Tasmanian Climate Change Act and its implementation action plan based on current priorities in Council's Action Plan for climate change.</p>  <p>A PhD project into climate change adaptation and community 'place' values and is being supported to collect data. It has a survey running asking east coast communities about the places important for their lifestyle and livelihood. Those values will then be mapped against future coastal risks to support climate change adaptation decision making.</p>
Velvet Worm Action Award	<p>The NRM Committee reviewed at its recent meeting the one nomination received for Council's award in 2021, to recognize and support community achievements for Break O'Day' environment and natural resource management.</p>

PUBLIC HEALTH REPORT

Recreational Water Quality

The *Public Health Act 1997* requires that Councils to monitor recreational waters (including public pools and spars) using the Tasmanian Recreational Water Quality Guidelines.

The 2021/2022 sampling season has now ended. Runoff from heavy rain affected some sampling sites initially in January but all locations returned good water quality results with confirmation follow-up tests.

Recreational water	9 Dec. 2020		5&11 Jan. 2021		8&15 Feb. 2021		9&15 Mar. 2021	
	Ente*	Rec. WQ [#]	Ente*	Rec. WQ [#]	Ente*	Rec. WQ [#]	Ente*	Rec. WQ [#]
Grants Lagoon mouth A	N/A		31	Good	30	Good	<10	Good
Grants Lagoon mouth B	N/A		10	Good	N/A		N/A	
Grants Lagoon footbridge	<10	Good	10	Good	10	Good	<10	Good
Grants Lagoon (camp ground)	N/A		20	Good	10	Good	<10	Good
Beauty Bay	<10	Good	10	Good	20	Good	<10	Good
Yarmouth Creek	<10	Good	30	Good	41	Good	41	Good
Wrinklers Lagoon	10	Good	41	Good	195	Moderate	41	Good
Scamander River mouth	<10	Good	<10	Good	98	Good	<10	Good
Henderson Lagoon	<10	Good	10	Good	20	Good	<10	Good
Denison Rivulet	10	Good	86	Good	41	Good	109	Good

* Enterococci /100ml # Recreational Water Quality class (from Tas. Guidelines)

The results for water samples indicate conditions for all these waters are safe for swimming according to the Tasmanian Recreational Water Quality Guidelines. All natural waters may be subject to local poorer water quality from time to time due to weather or other conditions.

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	58	50	53
January - June	90	90	72	98
TOTAL	140	148	122	151

Sharps Container Exchange Program as at 6 May 2021

Current Year

Previous Year

YTD 2020/2021	YTD 2019/2020
19	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	NRM Facilitator, Polly Buchhorn
FILE REFERENCE	017\014\004\
ASSOCIATED REPORTS AND DOCUMENTS	Guidelines for municipal Drought Weeds Grants 2020, and Break O'Day Drought Weeds Grants 2020 – Application form.

OFFICER'S RECOMMENDATION:

1. That Council grant \$3,818 of Drought Weeds funding to an application for support of gorse and Californian thistle control on 'Kooringa', Esk Main Road, Fingal.
2. That Council grant \$8,470 of Drought Weeds funding to an application for support of Spanish heath control by a landholder group at Whalers Watch Lane, St Helens.

INTRODUCTION:

Council's Drought Weeds Project is underway with its Drought Weeds Officer working with farmers in the field supporting farmers to access Council's \$30,000 of Drought Weeds grants funding.

PREVIOUS COUNCIL CONSIDERATION:

08/20.15.2.147

Moved: Clr J Drummond / Seconded: Clr L Whittaker

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.

CARRIED UNANIMOUSLY

Council has subsequently decided to make Drought Weeds Grants to five farmer projects in October 2020, January 2021 and March 2021, totalling \$10,558.

OFFICER'S REPORT:

Council's Drought Weeds grants assessment panel has reviewed two additional applications against the grants guidelines, application conditions and criteria.

The panel's assessment is that priority criteria for the Drought Weeds grants are met by both projects. They are recommended by the panel to be funded by Council.

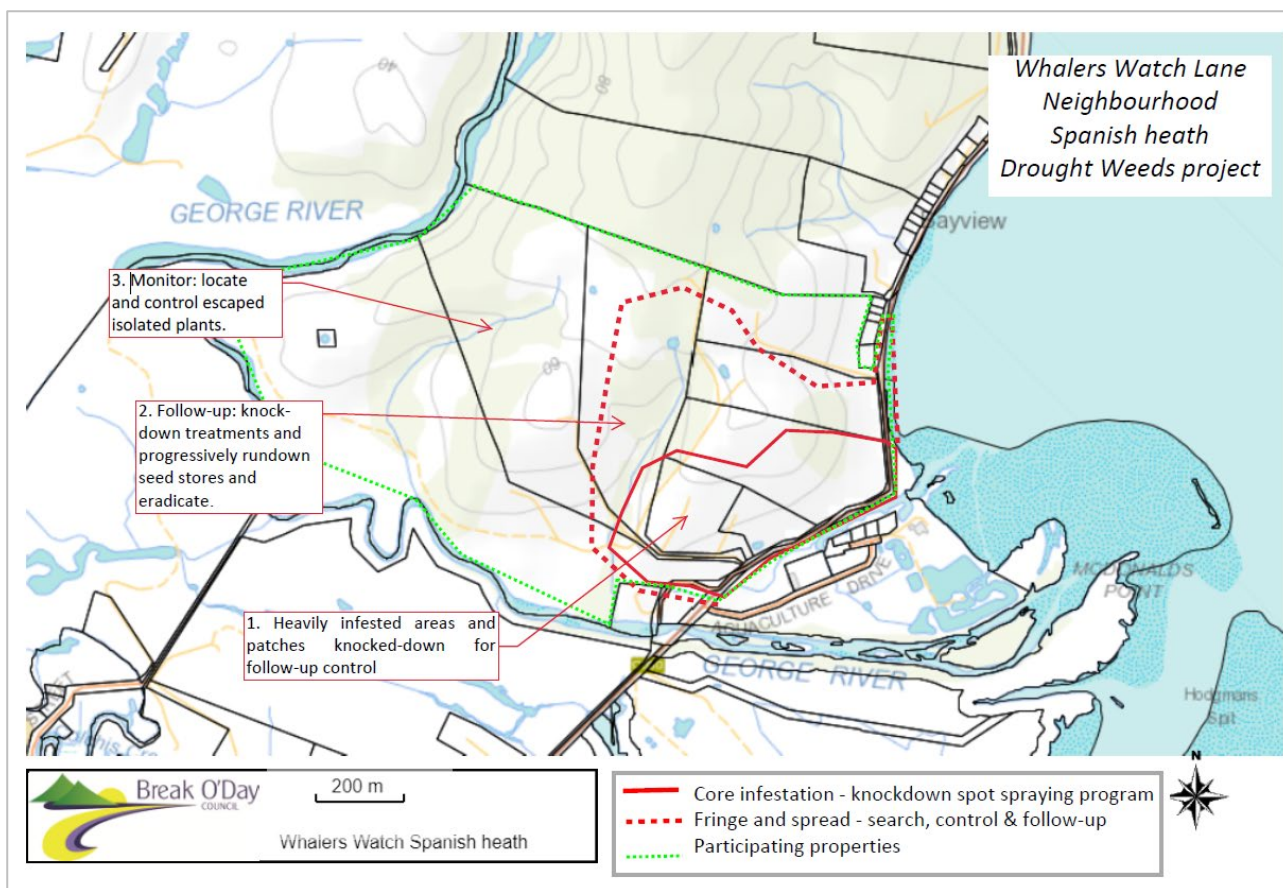
Details of the two drought weed grants projects are:

1. 'Kooringa', Esk Main Road

Weed/s	gorse & Californian thistle
Weed plan	Extend gorse program to tackle Break O'Day Rivulet infestation, and follow-up previous control efforts elsewhere on property. Eradicate Californian thistle invading low lying areas.
Weed/s & works	Farmer machinery to heap gorse and contractor spot spraying of isolated gorse plants and regrowth (taking care near water). Spot spray thistles.
Funding use	Contractor and materials, plus farm machinery & labour costs.
Project budget	\$7,500
Funding sought	<u>\$3,818 (inc GST)</u>

2. Whalers Watch Lane Neighbourhood Spanish Heath Control Project - multiple landholders (203-217 Binalong Bay Road)

Weed/s	Spanish heath, blackberry, thistles
Weed plan	Landholders (7, including Council/road) cooperate for strategic Spanish heath control across their properties (100ha), building on a start by a few landholders to include all in initial knockdown treatment and then follow-up over several years for eradication.
Weed/s & works	Contract spot spraying of main Spanish heath infested area (35ha), coordinated by lead landholder. Landholders treat isolated plants and do follow-up control, together to cover whole neighbourhood. Blackberry as secondary target.
Funding use	Contractor spot spraying and shared equipment and materials for follow-up. Council facilitates group project by managing grant funds (purchasing) and governance.
Project budget	\$18,770
Funding sought	<u>\$8,470 (inc GST)</u>



The *Whalers Watch Lane Neighbourhood Spanish Heath Control* is a larger project and significant for being a landholder-group project, mobilising a coordinated effort to control Spanish heath across several property boundaries. It involves Council in supporting the coordinated weed control effort.

- It covers adjacent sections of Binalong Bay Road (1% of project area), to treat Spanish heath on the roadsides
- Since there is no financial entity to represent the landholder group the project relies on Council to provide financial management of the grant funds on behalf of the landholders – funds would be managed separately in Council with reporting back to project parties and Council.

Council should also note that Agreements for its Drought Weeds project - with the Tasmanian Weed Action Fund (DIPWE) funding the Break O'Day Council Drought Weeds Project and subsequently with NRM North for the Break O'Day Drought Weeds Officer - are being extended. Extensions are being sought with both to continue the project to make full use of remaining funds.

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.

Annual Plan 2020/21

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 Weed Action Fund grant from the Tasmanian Government is included in Council's Budget for 2020/2021.

An extension has been requested and will mean remaining funds are carried over. And require some operational input using routine staff time for delivery and management of the project continue in 2021/2022, including for the *Whalers Watch Lane Neighbourhood Spanish Heath Control* project.

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

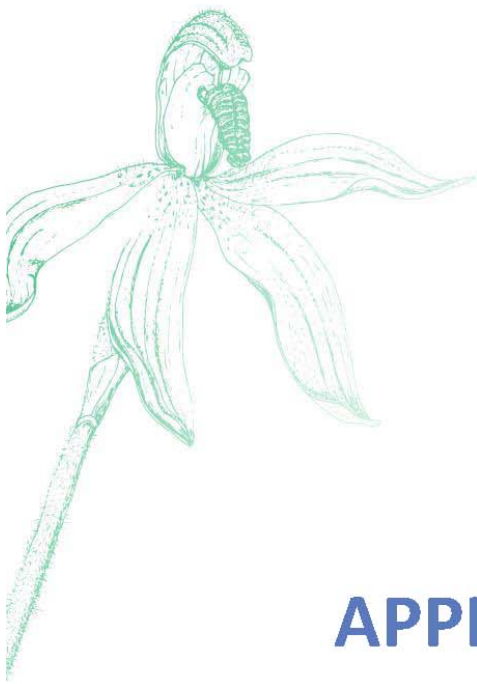
Due to the limited amount of funds available, priority will be given to projects that demonstrate:

- 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*.





APPLICATION FORM

Break O'Day Council Drought Weeds Grant 2020



Ver.2 Date: Jan. 2021

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



Support for farmers to combat weeds during and after drought

Farmers in the Break O'Day have access to support to manage weed issues related to drought, as part of the Tasmanian Government's Weed Action Fund *Drought and Weed Management Program*. The **Break O'Day Drought Weeds Project** will run over 2020-2021. It includes this offer of grants to farmers in Break O'Day impacted by drought to support targeted weed management of species that limit agricultural production.

Before filling out this form please be sure to

- read the *Municipal Drought Weeds Grants 2020 - Guidelines and Eligibility*
- contact the Drought Weeds Officer, Peter Heading (see below), to discuss your weed issues, solutions and the project you are seeking funding for.

Applications

Until the grant funds run out you can submit your application anytime to admin@bodc.tas.gov.au, or to the Break O'Day Council office at 32-34 Georges Bay Esplanade St Helens. Completed applications will be assessed in monthly batches and prioritised by a local assessment panel using the *Guidelines and Eligibility* document. Break O'Day Council will determine its grants, until all the available grant funds have been allocated.

Activity location and weeds

Any recognised weed/s advantaged by drought threatening agricultural production in Break O'Day may be the subject of funding support. They could be on the applicant's or another person's land and pose a threat from farmland or non-farmland. Some weeds not currently known in Break O'Day are also a serious threat should they arrive here (requiring biosecurity and planning measures or awareness raising activities to reduce the risk). Applications from groups of landholders for cooperative activities and projects are encouraged.

Project size

The Break O'Day Drought Weeds Project has \$30 000 available in total for grants. Projects needing any amount of funding support, large or small, are encouraged and will be considered on their merits. Projects using up to \$3000 of funding support are desirable.

Contacts

For questions or to discuss your application, please contact:

- Break O'Day Drought Weeds Officer, Peter Heading on pheading@nrmnorth.org.au, 0400 737 253 (Thursdays preferably).
- Or Break O'Day Council's NRM Facilitator, Polly Buchhorn, polly.buchhorn@bodc.tas.gov.au, 0459 678 200.

Use the Drought Weeds Project as an opportunity

Even if you are unsure if your project will succeed in getting funded, you are encouraged to still use the Break O'Day Drought Weeds Project as an opportunity to investigate your weed issues and management and plan future weed projects.

The Tasmanian Government's Weed Action Fund has opened its substantial *2nd round of Weed Action Fund Grants* in 2020 with a wider scope of eligibility and a small grants round to start. Contact NRM North, who are helping deliver the second round of WAF grants: phone 6333 7777 or nrmnorth.org.au.



PART A: Applicant, Property and Project background

Applicant name:	
Project Address:	
Project Property ID (PID)	
Applicant Postal Address:	
Contact person	
Phone Number:	
Email:	
ABN	
Registered for GST	Yes <input type="checkbox"/> No <input type="checkbox"/>
* Insurance or Incorporation	Copy of current Public Liability Insurance attached Yes <input type="checkbox"/> No <input type="checkbox"/> or, Incorporated Public Association number:
Declaration	<input type="checkbox"/> All the information I have provided in and with this application is true and complete.
	<input type="checkbox"/> More than 50% of my gross income is from primary production and have evidence of being a primary producer.
	Name: _____ Date _____
	Signature: _____

*Copies/Details must be provided if application is successful.



Title of the Project

Drought weed issues and impacts

What are the drought weed issues you intend to address? Check any boxes and add other comments/details.

Weeds favoured by drought

- ☐ gorse ☐ briar rose ☐ Spanish heath ☐ boxthorn ☐ brooms ☐ other woody
- ☐ Patersons curse ☐ Cape weed ☐ ragwort ☐ thistles (incl.....
- ☐ other non-woody
- ☐ weeds you don't have or want to get

Comments:

Farm productivity impact and threats

- ☐ lost production during drought ☐ productivity threat post-drought
- ☐ while in drought, livestock and farm production had to take priority and weed management efforts were reduced
- ☐ increased weed growth/seeding ☐ reduced pasture/crop growth
- ☐ new weed incursion, or increased biosecurity threat
- ☐ post-drought, need extra resources to control 'rebounding' weed growth or recover progress lost
- ☐ good awareness, knowledge and skills to manage weeds over the long-term, including planning and strategy

Comments (summarise how your ability to manage weeds and/or farm production have been diminished by drought)



PART B: Project Details

Project Plan

Describe your project. For 'Aims/Design': what change in weed in extent, spread or risk do you need? What impact on farm production do you expect that will lead to? Think about the follow-up weed management required to get there now. Aims/Designs may have several activities, locations and methods.

Include the individual locations/activities on the Project Map and Budget (below). If possible, attach photographs of the activity sites and note them on the Project Map.

Aims/Design	Location	Activity	Method/s



Project Plan

Describe your project. For 'Aims/Design': what change in weed in extent, spread or risk do you need? What impact on farm production do you expect that will lead to? Think about the follow-up weed management required to get there now. Aims/Designs may have several activities, locations and methods.

Include the individual locations/activities on the Project Map and Budget (below). If possible, attach photographs of the activity sites and note them on the Project Map.

Aims/Design	Location	Activity	Method/s



Project Map

Attach or insert one or more maps with annotations showing farm/project area, activity locations and other relevant details. Include things like weed infestation and activity/treatment areas, farm infrastructure such as fencing, access and crops (existing or planned), values and assets such as nearby bush and wetland or waterway habitat, and other landowners nearby. This ListMap may useful as a base map: maps.thelist.tas.gov.au/listmap/app/list/map?bookmarkId=522507



Project Budget

Detail for each project activity (from project plan). Itemise tasks and items involved (e.g. works, equipment, materials etc.), noting costing rates used or contractor quotations, who undertakes the work and contributing source. Funding sought must not exceed 66% of total project costs. Applicant contributions can include cash and in-kind (materials, machine time, labour etc.) valued at reasonable rates and at the discretion of the assessment panel. Council accounts for GST and it must be included where applicable (a Tax Invoice is required to claim the funding).

Some drought weed management works by the applicant or project partner may be reimbursed, provided they are not day-to-day or required operational costs of a business. They must be itemised separately in the 'Funding sought' column and not exceed 50% of funding sought. Evidence, such as copies of machinery or labour time logs, must be collected and provided to substantiate such expenditure before it will be reimbursed.

Activities and Works			Funding sought (gst excl.)	Applicant contribution
Activity and location	Timing	Tasks, expenditure items and supplier/source		



Activities and Works			Funding sought (gst excl.)	Applicant contribution
Activity and location	Timing	Tasks, expenditure items and supplier/source		

Subtotal of applicant work costs, for reimbursement		
Total (GST exclusive)		
Total GST applicable		
Total Project Values (GST inclusive)		



PART D: Best Practice

Pesticide use

Contractors undertaking spraying should hold a Commercial Operator's License for spraying. If using chemicals, the applicant agrees to read the label instructions and use only as directed. It is the user's responsibility to check that the registered label or an off-label permit covers the proposed use for the chemical.

☐ Yes ☐ No Will the project make use of pesticides?

Technical Advice

List sources technical information, knowledge, advice and guidance from others have you used to develop and plan your project. (EG. Drought Weeds officer, a licensed weed control contractor, agronomist, Weed Inspector, Biosecurity Tas., etc.)

Source (publication, name/org.)	Information/technical support gained

Follow-up weed management

How you maintain the weed management gains in the future? Mention relevant farm weed management, biosecurity or property management plans you have already.

Activity & location	Next season	Five year plan



PART E: Other Important Information

Property Ownership

Are there multiple owners of property/s where the proposed activities will occur?

Yes ☐ No ☐ If yes please provide a letter of consent from all the relevant landowners or land managers approving the proposed activities on their land. (Signed note or email from landholder.)

Public Assets, Values and Approvals

Are there public infrastructure, social, natural or cultural heritage values nearby? EG. wetlands and waterways, threatened flora, nearby residences and publicly accessible areas.

Yes ☐ No ☐ If Yes please show on Project map/s and provide details of how are you managing ways your project might affect any of them.

It is the landowner's responsibility to meet any legislative responsibilities for works on the property. Are there any works or planning approvals or permits needed for the activities?

Yes ☐ No ☐ If Yes please provide details.

Past Funding Projects

Do you have any NRM, Landcare, Weed Action Fund or similar grants projects current or not yet completed?

Yes ☐ No ☐ If yes, please provide a brief explanation, funding source and amount, completion status.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	028\010\005\
ASSOCIATED REPORTS AND DOCUMENTS	Flood Study - Vegetation Management below Story St - St Marys (20010502 R01v02_St Marys) Flood Study Maps - Vegetation Management below Story St - St Marys

OFFICER'S RECOMMENDATION:

That Council receive the report *St Marys Vegetation Management Investigation* (Flood Study - Vegetation Management below Story St - St Marys and associated flood study maps) documenting an examination of the influence of vegetation downstream of Story Street bridge on flood risk.

INTRODUCTION:

Council's St Marys Flood Mitigation project is nearing completion using the \$400,000 grant from the Australian Government to implement priorities of the St Marys Flood Risk Management Plan. The *St Marys Vegetation Management Investigation* was undertaken as part of the project.

PREVIOUS COUNCIL CONSIDERATION:

02/19.15.4.33 Moved: Clr J McGiveron / Seconded: Clr J Drummond

That Council adopt the St Marys Flood Risk Management Plan 2018-2027.

That Council develop the priority actions of the St Marys Flood Risk Management Plan according to availability of external funding and resources and allocation of Council resources.

CARRIED UNANIMOUSLY

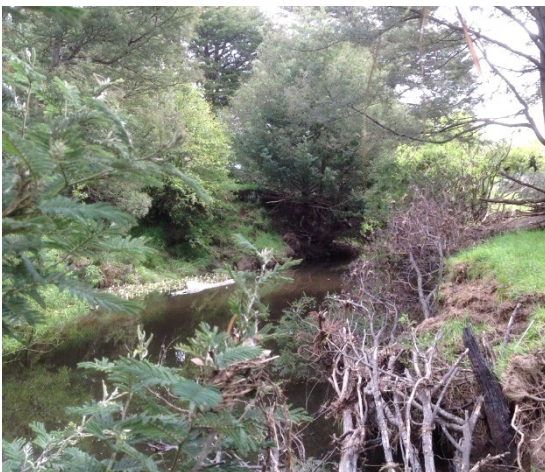
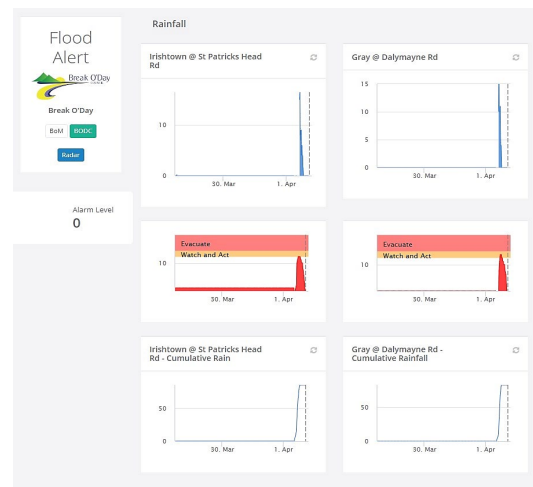
Community Development Grants Programme funding was offered to Council in April 2019 and secured in November 2019 after acceptance of proposals for flood mitigation works including raising of The Flat bridge, a levee bank and a flood warning system.

Council discussed the *St Marys Vegetation Management Investigation* report and findings at its May 2021 Workshop.

OFFICER'S REPORT:

The St Marys Flood Mitigation project has progressed to complete raising of The Flat bridge, and construction of a levee bank at Groom Street and a Flash Flood Warning System. Final property survey and access work for the levee bank at Groom Street, and testing of the automated messaging system for the Flash Flood Warning System are being completed.

The covid pandemic has led to some delays to the project, while cost savings provided an opportunity to look at further priorities in the *St Marys Flood Risk Management Plan 2018-2027*. The federal funder agreed to extending the project in 2020 to ensure the intended benefits for the community were achieved. As flood mitigation works were being implemented during 2020/21 they experienced several significant but moderate rain events over a wet spring-summer period.



St Marys Vegetation Management Investigation

The *St Marys Flood Risk Management Plan 2018-2023* identified as a potential flood mitigation opportunity managing floodplain roughness and stream stability and health (vegetation). As part of the St Marys Flood Mitigation projects extension an investigation was conducted to analyze the influence of vegetation and 'blockages' (roughness) on flood risks below Story Street and the potential for reducing flood risks further.

The subsequent *Flood Study - Vegetation Management below Story St - St Marys* (report and associated maps document) is attached to the Agenda.

The investigation involved assessing the 'roughness' (friction) stream flows experience under current conditions in the channel and over the flood plain using drone photography and ground surveys. Reducing vegetation and blockage levels was tested mathematically by applying a reduced roughness factor to a 1% AEP flood (1:100 year event) and smaller 'bank-full' flows (staying within the channel, 1:2 and 1:5 year events – 39% and 18% AEP). The vegetation management scenarios tested were to: reduce some in-stream blockages found during the survey, reducing channel vegetation levels generally, and doing both.

Findings of this study are that current vegetation and blockages along the stream channel below Story Street, where the stream levels out over the valley floor, have little influence on flood depth or extent. Current levels of vegetation and debris only affect stream flows in a small way – not enough to cause flooding, or enough to manipulate confidently to avoid flooding.

- Reducing vegetation cover below Story Street increases flow velocities in the channel, including in smaller flows, but does not significantly reduce flood levels or extents
- The vegetation along the stream keeps the bed and banks from eroding and the Rivulet's aquatic systems healthy
- The Rivulet is already 'incised' and unstable, likely due to past channel modifications, and reducing levels of vegetation along the channel further would aggravate this instability.

The findings imply current vegetation levels are generally a fair balance between the risks of flood and protecting the stream from streambank and bed erosion and siltation. And only minor vegetation and debris management, to maintain stabilizing benefits of vegetation cover and current 'roughness' levels, may be justified from the analysis.

Council should formally receive this latest report by it's St Marys Flood Mitigation project. This latest investigation will then be shared with the community and landholders; providing a basis for considering with them possible minor channel vegetation management works to maintain a balance between flood risk management and the stability and health of St Marys Rivulet.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategy

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

Key Focus Area - Water

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

LEGISLATION & POLICIES:

Urban Drainage Act 2013
State Policy on Water Quality Management 1997
State Stormwater Strategy 2010

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The St Marys Flood Mitigation project has expended most of its \$400,000 from The Australian Government's Community Development Grants program.

VOTING REQUIREMENTS:

Simple Majority.

St Marys Rivulet

Vegetation Management Investigation

Break O'Day Council

12 February 2021





Document Status

Version	Doc type	Reviewed by	Approved by	Date issued
V01	Report	Julian Martin	Julian Martin	15/12/2020
V02	Report	Polly Buchhorn	Julian Martin	12/02/2021

Project Details

Project Name	Vegetation Management Investigation
Client	Break O'Day Council
Client Project Manager	Polly Buchhorn
Water Technology Project Manager	Lachlan Inglis
Water Technology Project Director	Julian Martin
Authors	Julian Martin, Lachlan Inglis, Tom Atkin
Document Number	20010502 R01v02_St Marys.docx

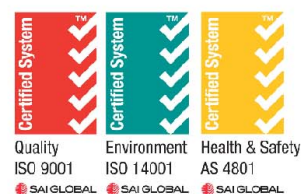


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Maps of flood modeling results available separately from Break O'Day Council: three vegetation management scenarios X 2yr ARI, 5yr ARI and 1% AEP events.

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1 INTRODUCTION

1.1 Overview

Water Technology has been commissioned by Break O'Day Council to investigate the influence of waterway and floodplain management on flood behaviour within St Marys Rivulet, downstream of the Story Street Bridge, St Marys. The investigation has been initiated following several flood modelling investigations within St Marys following the 2016 flood events.

1.2 Project Scope

This investigation seeks to identify the influences of flood behaviour within the St Marys Rivulet, a tributary of the Break O'Day River, downstream of the Story Street Bridge over a stream length of approximately 4.5km (Figure 1-1 and Figure 1-2). The investigation shall be used to guide waterway and floodplain management works within the reach, including exotic vegetation management. Specifically, the project seeks to answer the following questions:

- What are current influences on flood behaviour within St Marys Rivulet downstream of the Story Street Bridge?
- How does vegetation influence flooding within St Marys Rivulet?
- What are the implications to stream stability, river health and flood behaviour associated with vegetation management within this reach?
- Can we provide a link between the hydraulic roughness parameter within the hydraulic model to inform future vegetation and debris management within the St Marys Rivulet?

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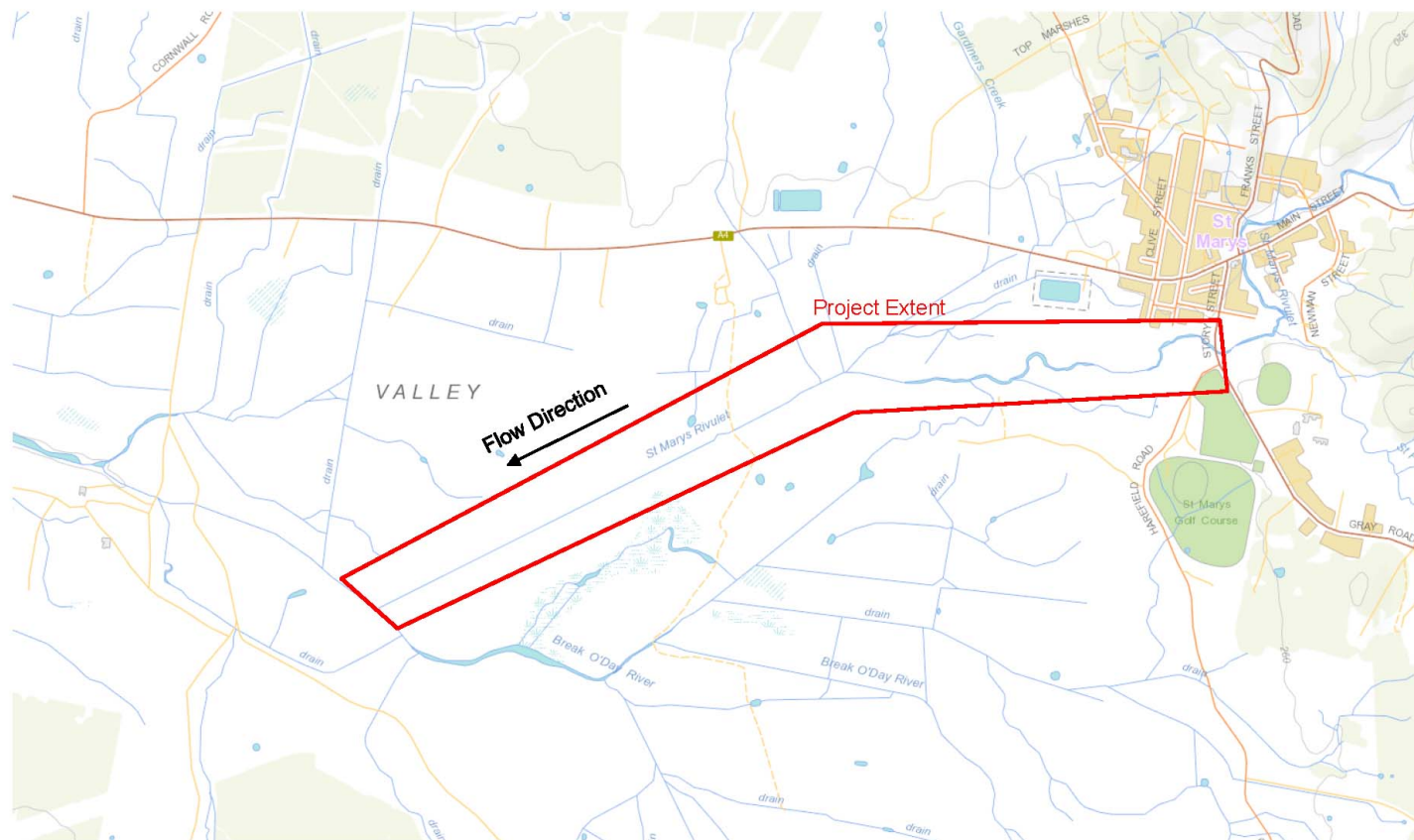


FIGURE 1-1 LOCALITY PLAN.

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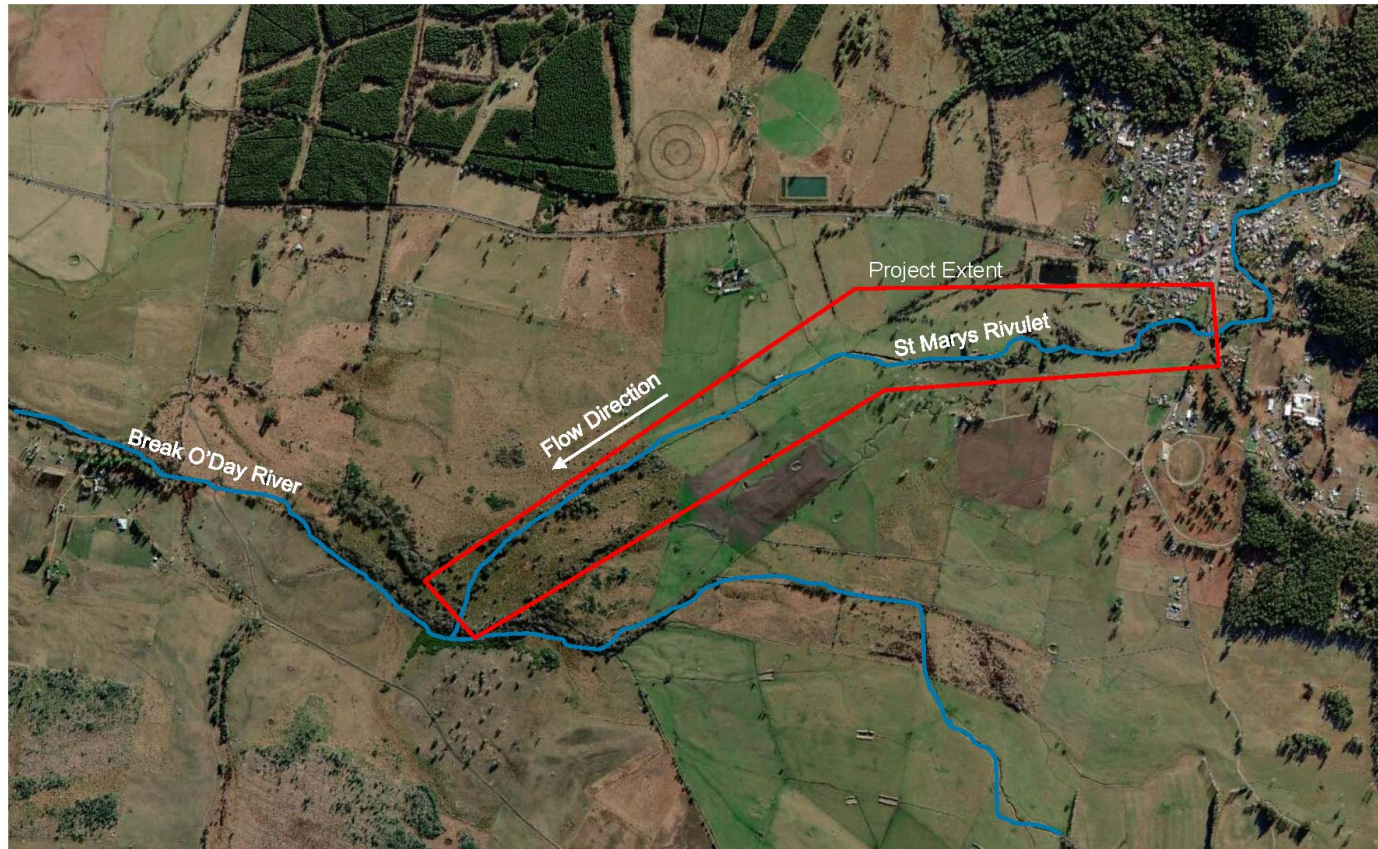


FIGURE 1-2 PROJECT EXTENT.

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1.3 Project Method

The following key project tasks were undertaken as part of this investigation:

- A desktop assessment of the subject reach, informed through available aerial imagery, LiDAR and photographs of key locations along St Marys Rivulet supplied by Polly Buchhorn. The desktop assessment focussed on:
 - The riparian vegetation condition and extent, used to inform the hydraulic modelling assumptions and testing of management scenarios.
 - Potential contributing influences on flood behaviour within the project area.
 - Identification of potential management scenarios to be tested in the hydraulic model.
- Updating of the existing TUFLOW hydraulic model to:
 - Accurately represent channel geometry and the hydraulic variables to be tested.
 - Include a bank-full flood event (i.e. 1-2 year ARI).
- Simulating the selected potential management scenarios, focussing on riparian vegetation management, specifically, the removal of exotic species (e.g. willow, hawthorn and blackberry) and willow debris blockages.
- The preparation of a report (this report), outlining the project method and findings.

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2 CURRENT CONDITION AND INFLUENCES ON FLOOD BEHAVIOUR

2.1 Overview

In most instances, the flood behaviour of a stream operates under the collective influence and response to a range of factors and events. In context of the St Marys Rivulet, there are no significant water storages within the contributing catchment area. Hence, the hydrologic regime of the Rivulet through the subject reach is mostly natural. Therefore, the flow rate (discharge) that passes through the subject site at any point in time will be dependent upon a number of hydrological factors including:

- Rainfall intensity, duration and distribution.
- Catchment characteristics and controls including geology, soils, topography.
- Antecedent conditions including soil moisture, groundwater, snow melt, vegetation growth etc.
- More long-term pre-existing conditions such as fire affected areas and systematic land-use change and disturbance (e.g. floodplain clearing, mining, channel modifications, bridge crossings etc.).

This section broadly describes some of the factors that influence the flood behaviour and channel stability within St Marys Rivulet, downstream of the Story Road Bridge and relevant to the project scope.

2.2 Geomorphic Summary

2.2.1 Catchment Overview

The St Marys Rivulet catchment commences around St Patricks Head, east of the St Marys township. The contributing headwaters are largely positioned in a steep and forested catchment, separated by discrete pockets of cleared farmland. Named tributaries of the Rivulet include Margisons Creek and St Patricks Creeks, which enter St Marys Rivulet from the south and Newmans Creek and Gardiners Creek, which enter the Rivulet from the north. The Rivulet is prone to flashy flows, which are generally associated with the relatively small and steep catchment upstream of St Marys.

In broad terms, the St Marys Rivulet stream network transitions from a confined waterway system upstream of St Marys, where the channel planform is largely controlled by the valley alignment and floodplains are either absent or small and discontinuous into a partly confined waterway setting within the St Marys township. That is, the river channel regularly abuts the adjoining valley margin/hill slopes, however discrete floodplain pockets are present within the township that are both larger and more frequent compared to upstream of the township. It is these floodplain pockets that are vulnerable to flooding during high flow events.

Downstream of St Marys, the Rivulet changes again, whereby the stream transitions from a partly confined waterway setting into a broad, continuous and low energy alluvial (floodplain) surface that extends through to and beyond the confluence with the Break O'Day River. Evidence of a prior channel course can be seen in the aerial photography. The St Marys Rivulet floodplain transitions into the Break O'Day floodplain towards the downstream end of the project extent.

Following European settlement, St Marys Rivulet downstream of the Story Street Bridge has been artificially straightened (as identified in Figure 1-2). It is believed that the channel was straightened to increase conveyance efficiency and reduce flooding across St Marys and the surrounding floodplain. The historic channel straightening works extended beyond St Marys Rivulet to incorporate numerous waterways, wetlands and floodplains across the Fingal Valley including the Break O'Day River and numerous named and unnamed waterways.

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2.3 Geomorphic Responses to Channelisation

It is evident that the physical form of the St Marys Rivulet has responded to the post European influences and changes to the creek, which have included channel straightening and vegetation clearing works. An overview of each relevant erosion process, including its potential influence upon flood behaviour is given in the following sections.

2.3.1 Bed Level Lowering

Commonly, bed level lowering (incision) occurs through a process called head-cut migration (or knickpoint regression) and is a common response to the artificial channelisation of a watercourse. Head-cut migration presents as an abrupt change in channel slope, similar to small waterfalls or cascades within the channel (Schumm, 1977) (Figure 2-1). A small plunge pool may be present at the base of the head-cut due to the higher energy of falling water. This is particularly common in steeper channels.

Head-cut erosion occurs in an upstream direction. In general, after a head-cut forms, it will continue to migrate upstream until it reaches either the head of the catchment or a solid barrier (e.g. a rock bar, road crossing). That is, without physical intervention within the watercourse, the head-cut will continue to migrate, and the watercourse will continue to deepen and subsequently cause channel widening (Booth, 1990). This has the potential to impact on infrastructure that is aligned with the current bed elevation.

As channels deepen, the water flowing into the watercourse from overland flow paths (tributaries or concentrated runoff) must fall greater distances into the watercourse. This creates a break in slope and leads to the formation of a head-cut into the floodplain. Head-cuts can retreat into the floodplain rapidly, particularly during high rainfall events. This process, commonly referred to as alluvial gulying, will continue to erode into the floodplain until it meets an erosional barrier (e.g. erosion resistant substrate such as bedrock).

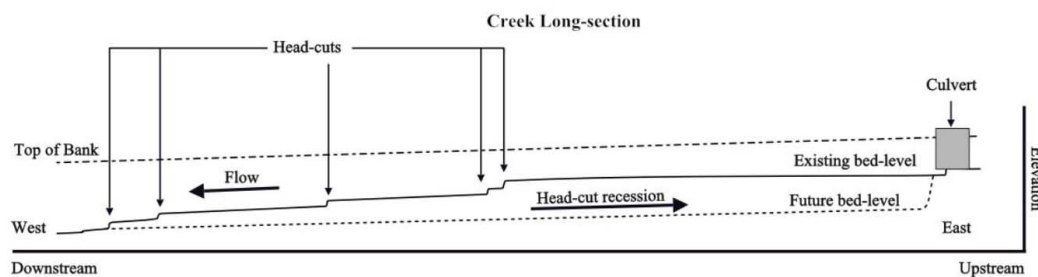


FIGURE 2-1 CONCEPTUAL DIAGRAM OF KNICKPOINT RECESSION SHOWING HEAD-CUTS MOVING UPSTREAM.

Bed level lowering is a means by which a stream channel reduces its bed slope and thus its erosive power. Bed level lowering can occur for many reasons and can have several effects on bank stability, in-stream geomorphic diversity and floodplain hydrology. It is almost always accompanied by channel widening as the steepening banks collapse. Hence, bed level lowering combined with channel widening results in the enlargement of the overall channel area. As a consequence of the increased channel capacity:

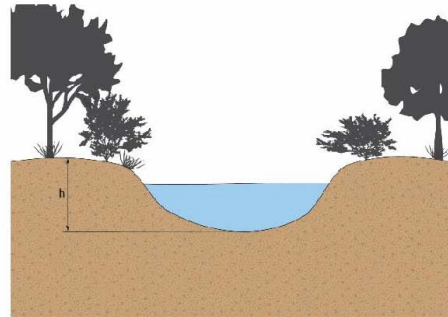
- Larger flow events are able to remain in-channel, thus reducing the flow connectivity with the surrounding floodplain surface.
- The channel is subject to increased hydraulic forces (stream powers and shear stresses) that are expended as erosive energy on the channel bed and banks, thus increasing the erosion potential within the channel.

In context of St Marys Rivulet downstream of the Story Street Bridge, the bed level lowering and associated channel widening was likely initiated by the artificial straightening of the channel.

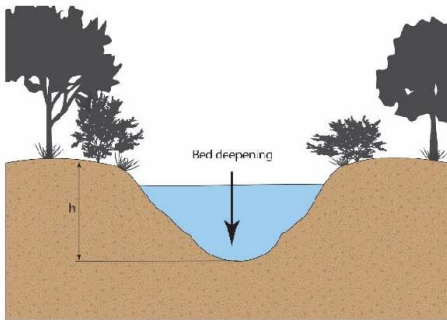


Over time, it is expected that the St Marys Rivulet channel network will reach a state of quasi-equilibrium. Schumm *et al.* (1984) derived a model of channel evolution relating to incised streams (Figure 2-2). The model suggests that over time (decades to centuries) the channel is expected to form a modified channel shape and reattain bed and bank stability. It is also expected that the inset floodplains formed within the macro channel will capture and retain sediments transported by the stream from upstream reaches (Stages 4 and 5 in Figure 2-2). These physical changes to the channel will also have implications for in-channel and overbank (flood) flow conditions.

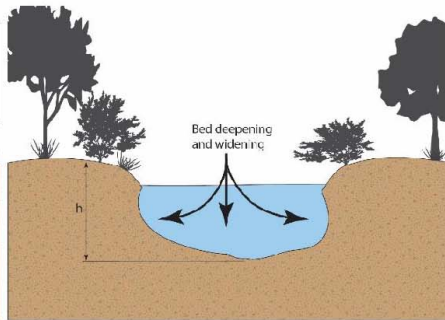
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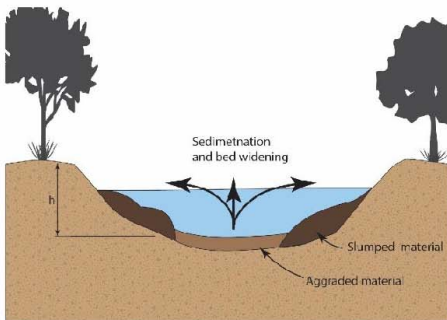
1. Natural stream prior to degradation



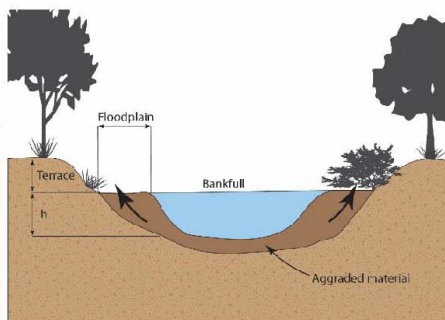
2. Deepening (degradation) of bed



3. Deepening and widening of channel



4. Sedimentation (aggradation) and widening of channel



5. Quasi-equilibrium

FIGURE 2-2 THE EVOLUTION OF AN INCISED CHANNEL DEVELOPED BY SCHUMM *ET AL.* (1984).

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2.4 Riparian Vegetation and Large Wood

Both riparian vegetation and in-stream wood provide an important function and contribute to complex interactions within a waterway setting. These influences and interactions can occur on both a site and reach scale. In context of the project scope, the key influences of both riparian vegetation and large wood include:

- Providing frictional resistance as flows pass over/through the riparian vegetation and large wood.
- Contributing to channel stability through frictional resistance, absorption of erosive forces and sediment binding (associated with vegetation roots).

The riparian vegetation condition along St Marys Rivulet has been highly modified. The following points summarise the riparian and in-stream vegetation condition across the project extent, informed through both the desktop review and site assessment undertaken by Polly Buchhorn:

- The riparian vegetation is continuous across both banks, extending approximately 1300m downstream from the Story Street Bridge. The riparian vegetation is typically contained to a narrow corridor, extending from the channel banks to approximately ten metres back from the water's edge (Figure 2-3).
- The riparian vegetation comprises of a mixture of both native and exotic species within the approximate 1300m corridor downstream of the Story Street Bridge. Willows have established within the creek bed in isolated locations within this reach, which have allowed large wood (most commonly willow debris) to catch and form a partial blockage to flow (Figure 2-4 and Figure 2-5).
- Approximately 1300m downstream of Story Bridge, the riparian vegetation condition transitions such that the woody vegetation is almost completely absent. At this point, the vegetation cover appears to be dominated by exotic pasture grasses, which also appear to dominate the surrounding floodplain surface.

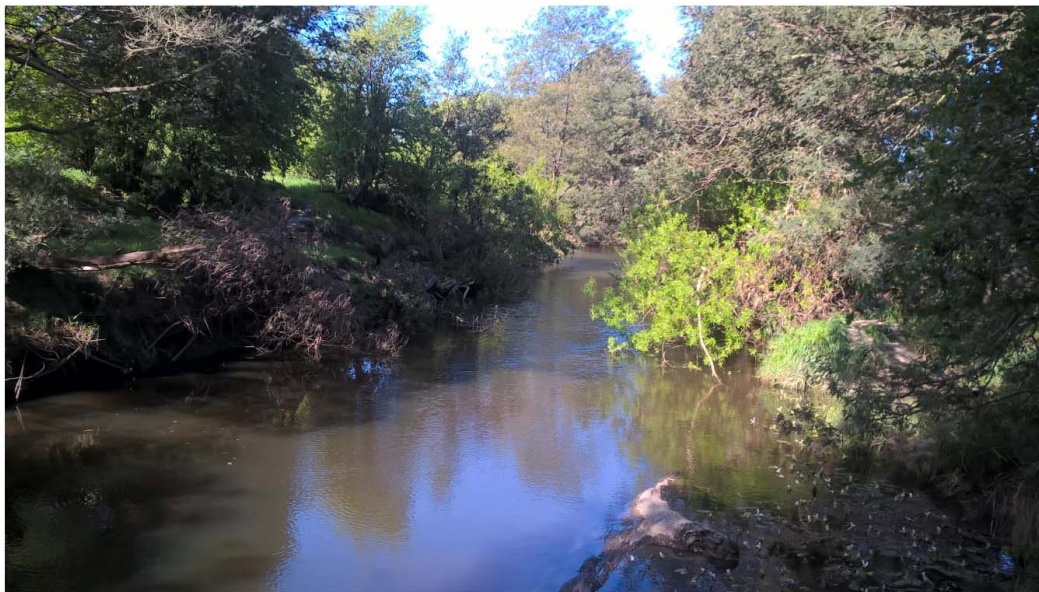


FIGURE 2-3 UPSTREAM VIEW OF ST MARYS RIVULET SHOWING THE DISTRIBUTION OF RIPARIAN VEGETATION WITHIN THE CHANNEL.

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FIGURE 2-4 DOWNSTREAM VIEW OF A SMALL WILLOW THAT HAS COLONISED THE STREAM BED.



FIGURE 2-5 DOWNSTREAM VIEW OF AN IN-STREAM WILLOW SHOWING WILLOW DEBRIS CAUGHT ON THE UPSTREAM SIDE OF THE WILLOW.

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3 HYDRAULIC MODELLING CASE STUDY

3.1 Overview

An existing TUFLOW hydraulic model developed for the St Marys Flood Study was adapted to investigate potential waterway and flood management works within the reach, including exotic vegetation management. Three management scenarios were selected for analysis. These scenarios were selected in conjunction with Polly Buchhorn. The scenarios are:

- **Scenario One:** The removal of three specific existing willow debris blockages.
- **Scenario Two:** Reducing the riparian vegetation density downstream of Story St for a distance of 1000m. This scenario simulates potential woody weed management works, targeting specific invasive weed species (e.g. willow and hawthorn) within the riparian zone.
- **Scenario Three:** A combination of the above two scenarios.

Each scenario was modelled for the bank full, 20% and 1% annual exceedance probability (AEP) flow events. An existing conditions scenario was also modelled to establish a base case scenario for each AEP. Whilst the use of the modelling software allows for the theoretical testing of management scenarios, it is important to understand the limitations of the 2D-hydraulic modelling program. Some of the limitations of the modelling include:

- The reliance upon LiDAR data for the development of the model topography.
- The modelling of the existing conditions is a snap-shot in time and changes to land form, antecedent conditions and vegetation growth are all likely to contribute to changes in flood behaviour.
- Limitations in grid cell size.
- Design modelling may not replicate exact flooding conditions.

The methodology used and the results of the three scenarios are provided in the following sections and hydraulic modelling results are provided as a separate deliverable due to file size.

3.2 Revised Existing Conditions

The existing TUFLOW model developed as part of the St Marys Flood Study was re-established with a focus on providing specific detail around the material/land use roughness parameters along the waterway, riparian zone and floodplain within the study area.

A particular focus on the existing vegetation described in Section 2.4 was utilised along with the site photography provided by Polly Buchhorn. This allowed for a revised roughness map to be developed and used as the base case for an assessment of the impact on flood levels and velocity under differing management scenarios. The updated roughness map along with the Manning's n values adopted is shown in Figure 3-1. This led to the identification a suitable Manning's roughness co-efficient that represents the current distribution and density of vegetation across the entire model extent, including the riparian vegetation corridor. These values are based on early hydraulic works by Chow (1959)¹ and within the range of hydraulic values used within the flood modelling industry. It is also noted that the initial St Marys hydraulic model was calibrated to historic flood events. The use of Manning's n values plays a major role in the calibration of hydraulic models.

Three debris blockages that were identified by Polly Buchhorn were incorporated into the existing condition model by blocking 2-3 metres of the channel by around 40% of the conveyance area. These blockages were modelled conservatively (e.g. the existing blockages are likely to block less than 40% of the conveyance area)

¹ Chow, V.T. (1959) Open Channel Hydraulics. McGraw-Hill, New York.



based on the assumption that there is potential for additional vegetation/debris to be captured by the blockages during a flood event.

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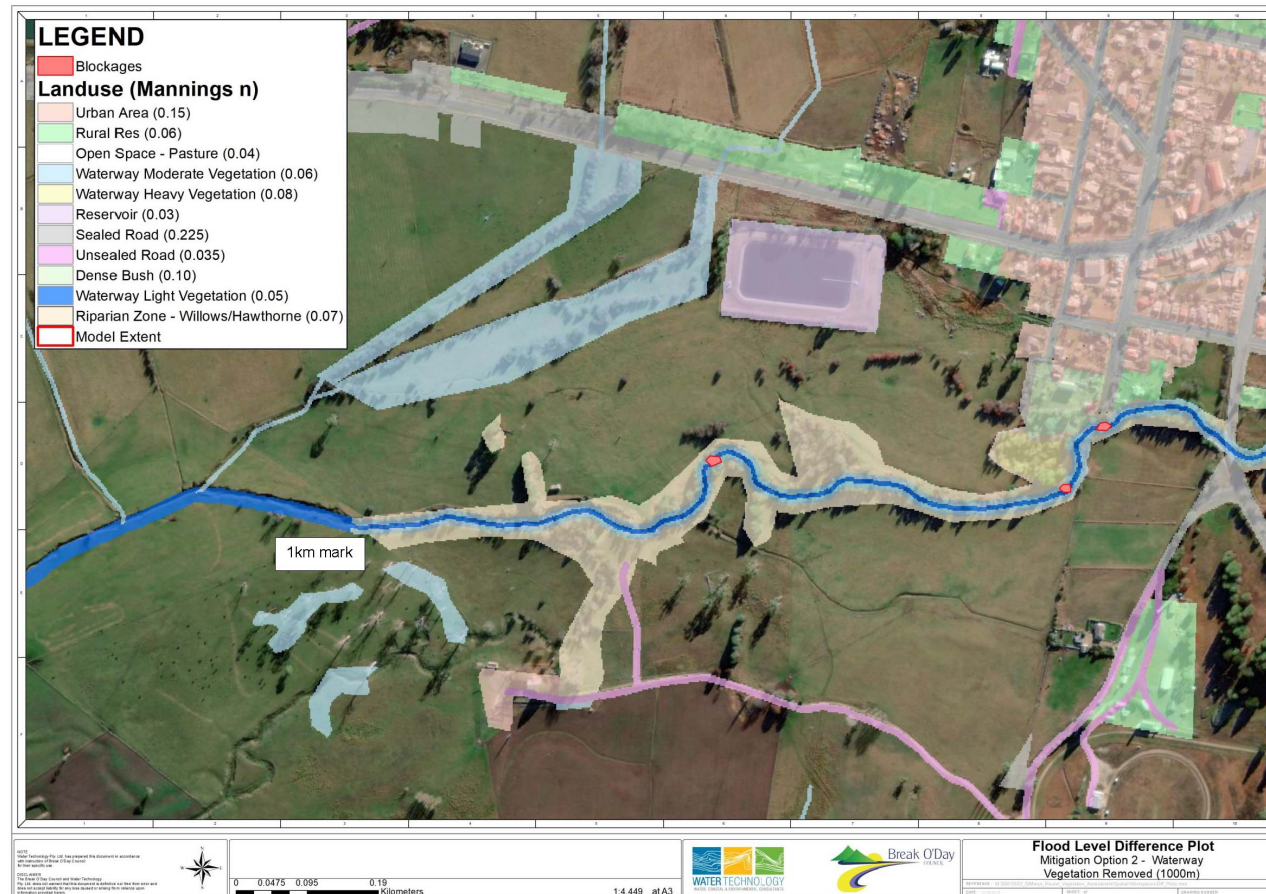


FIGURE 3-1 EXISTING CONDITIONS ROUGHNESS MAP

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3.3 Scenario One – Removal of Existing Debris Blockages

This scenario involved the removal of the three discrete debris blockages within St Marys Rivulet to investigate the changes in flood hydraulics. The three locations were identified during the site visit and incorporated into the existing conditions/base case model by blocking 2-3 metres of the channel by around 40% of the conveyance area. These were modelled conservatively upon the assumption that there is potential for additional vegetation to be captured by the willows during a flood event. The modelling identified that the removal of large discrete blockages can play a minor localised role in the management of flood levels.

The modelling results (provided in Appendix A) quantify the changes in the levels. An analysis of the results has identified that the removal of the blockages:

- Has the greatest influence on flood levels during the bank full (approximate 50% AEP or 2 Year ARI) flow event compared to the larger flood events.
- Results in a minor (less than 300mm) decrease in flood levels upstream of the blockage. For the bank full event this extends upstream to the Story Street.
- Results in a minor (less than 300mm) increase in flood levels downstream of the blockages. For the bank full event this extends downstream of the blockages by approximately 600m.
- The changes in flood levels and extent on the floodplain is governed by the location of the breakout. That is, if flow breaks out upstream of the blockages then the flood depth and extent is decreased. Conversely, if flow breaks out downstream of the blockages, the flood depth and extent is increased.
- Results in an increase in instream flow velocity for all three events modelled events. Whilst this suggests that the removal of large woody vegetation has the potential to increase erosion risk, in reality the potential for this to occur will be dependent of multiple factors, not just flow velocity. As with the flood depth, the influence of the blockages on floodplain flow velocity is dependent on whether the breakout occurs upstream or downstream of the blockages.

3.4 Scenario Two – Reduction in Riparian Vegetation Density

This scenario involved simulating a uniform reduction in riparian vegetation density over a 1000m stream length downstream of the Story Street to investigate the changes in flood hydraulics. The scenario simulates potential woody weed management works, targeting specific invasive weed species (e.g. willow and hawthorn) within the riparian zone.

In order to model a decrease in the reduction in riparian vegetation density, it was necessary to establish a suitable Manning's roughness co-efficient within the hydraulic model to represent the hydraulic effect of the riparian vegetation across the entire model extent. Specifically, for this scenario, the process involved:

- Identifying a suitable Manning's roughness co-efficient that represents the current distribution and density of vegetation across the entire model extent, including the riparian vegetation corridor.
- Determining the decrease in Manning's roughness that would result from the potential woody weed management works.

Notably, the application of a suitable Manning's roughness co-efficient requires professional judgement from the hydraulic modeller, informed through the desktop review and supplied photographs. For this scenario:

- The adopted Manning's roughness co-efficient that represents the **current** distribution and density of riparian vegetation (i.e. defined as Riparian Zone – Willows/Hawthorn (0.07) in Figure 3-1) across the 1000m stream length downstream of the Story Street was selected as **0.07**.
- The adopted Manning's roughness co-efficient that represents the **reduced** distribution and density of riparian vegetation across the 1000m stream length downstream of the Story Street was selected as **0.06**.



For this scenario the hydraulic modelling results shows:

- A minor reduction in flood levels (e.g. 5cm) in the bank full and 20% AEP (5 Year ARI) events for the 250m downstream of Story St. Downstream of this there is no noticeable change in flood levels for these events.
- That for the 1% AEP (100 Year ARI) event there is almost no noticeable change in flood levels.
- That instream flow velocities increase for all modelled events. Again, whilst this suggests that the removal of large woody vegetation has the potential to increase erosion risk, in reality the potential for this to occur will be dependent of multiple factors, not just flow velocity.

3.5 Scenario Three - Reduction in Riparian Vegetation Density and Removal of Existing Debris Blockages

This scenario involved a combination of:

- The removal of discrete log jams within St Marys Rivulet (Scenario One).
- Simulating a uniform reduction in riparian vegetation density over a 1000m stream length downstream of the Story Street (Scenario Two).

The flood modelling results are similar to that discussed in Scenario One.

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4 DISCUSSION

4.1 Overview

The results from this study provide an insight into several influences of flood behaviour within the St Marys Rivulet and how the selected management scenarios may influence flood behaviour for the tested flow events. However, it is important to consider the broader implications and influences of specific interventions to avoid unintended consequences. This section briefly summarises the findings of the investigation relative to the key questions to be answered in the project scope, namely:

- What are current influences on flood behaviour within St Marys Rivulet downstream of the Story Street Bridge?
- How does riparian vegetation influence flooding within St Marys Rivulet?
- What are the implications to stream stability, river health and flood behaviour associated with vegetation management within this reach?
- Can we provide a link between the hydraulic roughness parameter within the hydraulic model to inform future vegetation and debris management within the St Marys Rivulet?

4.2 What are current influences on flood behaviour within St Marys Rivulet downstream of the Story Street Bridge?

Broadly, the primary influences on flood behaviour within St Marys Rivulet downstream of the Story Street Bridge can be categorised into:

- Hydrologic influences (upstream of the project area) that dictate the timing and volume of water. These hydrologic variables include:
 - Rainfall intensity, duration and distribution.
 - Catchment characteristics and controls including geology, soils, topography.
 - Antecedent conditions including soil moisture, groundwater, snow melt, vegetation growth etc.
 - More long-term pre-existing conditions such as fire affected areas and systematic land-use change and disturbance (e.g. floodplain clearing, mining, channel modifications, bridge crossings etc.).

In context of the current project scope and the tested management scenarios, these hydrologic influences cannot be controlled.

- Flow conveyance and storage (within and downstream of the project area), that is influenced by physical characteristics of the channel and floodplain, including:
 - Topography (e.g. channel and floodplain geometry and slope).
 - Frictional resistance, influenced by features such as vegetation, large wood, channel planform, flow blockages, bed form etc.
 - Downstream boundary conditions (e.g. flow levels within Break O'Day River).

The identified management scenarios have focussed on increasing flow conveyance through modifying frictional resistance through removing blockages and a reduction in riparian vegetation density. A selection of key relevant principles, influences and considerations on flood behaviour relevant to the project scope and the selected management scenarios are summarised in the following points:

- The removal of debris blockages can reduce flood levels upstream of the blockage. However, it is important to note that:

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- This also increases instream flow velocities which may result in an increase in bed and bank erosion.
- The effects of removing debris blockages reduces the larger the flood event is.
- The effect of reducing the flood level at one site/reach also has the effect of increasing flood levels at another site.
- As a general rule, adding or removing riparian vegetation has limited influence on flooding, particularly during larger flood events that exceed bank full capacity. However, the removal of riparian vegetation results in an increase in instream flow velocity.
- Downstream of St Marys, the Rivulet is characteristically a low energy alluvial environment, influenced by a relatively flat longitudinal gradient and broad floodplain surface. These topographic characteristics strongly influence the flow conveyance and flood storage downstream of St Marys and also likely led to the artificial channelisation of the Rivulet.
- The St Marys Rivulet channel capacity has progressively enlarged through bed level lowering and associated channel widening due to the artificial channelisation of the Rivulet (Section 2.3). It is likely that the channel will continue to enlarge in the medium to long term as the channel adjusts to this intervention. Whilst not analysed within the project scope, it is likely that this channelisation and associated enlargement has increased the channel capacity thus reducing the flow connectivity with the surrounding floodplain surface. The influence of the channelisation on channel capacity/flooding is likely to far exceed the influence of riparian vegetation.

4.3 How does riparian vegetation influence flooding within St Marys Rivulet?

In context of flood behaviour, riparian vegetation provides frictional resistance to flows as water passes through and around the vegetation. In turn, the frictional resistance typically reduces flow energy (erosive forces) and increases in water depth. The Scenario Two modelling simulation, involving a uniform reduction in riparian vegetation density over a 1000m stream length downstream of the Story Street found:

- That water surface elevations decreased by up to 50 mm for a localised area for the bank full flow scenario.
- Had no influence on water surface elevations or flood extent during the larger modelled flow events. That is, the influence of the riparian vegetation on flooding will decline as the flow events become larger as the percentage of flow across the floodplain increase.

Notably, the vegetation structure and composition on the broader floodplain, including pasture grass is likely to have a larger impact in large flood events (i.e. 100 Year ARI). This includes whether the paddocks have been grown for cropping or hay, resulting in the slower movement of flows across the floodplain.

Therefore, as previously noted, the addition or removal of riparian vegetation directly has limited influence on flooding, particularly during flood events that exceed bank full capacity. It is also apparent that the in-stream debris blockages are forming through the establishment instream willows and willow debris catching on these instream willows. As such, the presence of woody weeds such as willows have the potential to have a larger influence on flood levels compared to native riparian vegetation (e.g. local riparian species such as woolly tea tree and manuka, tussock grasses and sedges and yellow bottle brush). It is also important to note that invasive woody weed species have the potential to negatively impact upon river health values for multiple reasons other than flooding.

4.4 What are the implications to stream stability, river health and flood behaviour associated with vegetation management within this reach?

Vegetation in the channel, on the banks and on the floodplain is, in most cases, the most effective long-term solution to positively influence channel stability, flood resilience, aquatic habitat and water quality. In context of the subject reach, the channel form is still responding to post European influences and changes to the creek,

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which have included channel straightening and vegetation clearing works (Section 2). As such, a reduction in riparian vegetation density and extent has the potential to exacerbate erosion rates within the project area.

A considerable proportion of the existing vegetation within the riparian corridor is comprised of exotic species, including invasive weed species such as willow and hawthorn. As discussed in Section 4.3 woody weeds will likely have a greater influence on flood level than native vegetation. As such the management of these invasive weed species is recommended for multiple reasons aimed at improvements to river health and flood management. However, it is important to consider the role the current exotic vegetation is having on channel stability prior to undertaking weed management works. It is therefore recommended that weed management works be undertaken as a staged activity to maintain channel stability. As part of the staged removal of woody weeds, it is critical the native vegetation is established along the riparian zone including on the banks of the rivulet.

4.5 Can we provide a link between the hydraulic roughness parameter within the hydraulic model to inform future vegetation and debris management within the St Marys Rivulet?

The application of a suitable hydraulic roughness parameter (the Manning's roughness coefficient) is a subjective process and requires professional judgement from the hydraulic modeller, which in this case was informed through the desktop review and supplied photographs. There is confidence from the previous flood studies undertaken in St Marys that the roughness parameters adopted are able to replicate flood behaviour through the township and surrounding areas. Further assessment of the roughness parameters of the Rivulet channel, riparian zone and floodplain allows for a theoretical assessment (like for like comparison) of management options. The results from this study provide a valuable insight into how the selected management scenarios may influence flood behaviour for the tested flow events. However, it is generally not considered suitable or possible to accurately link specific Manning's roughness coefficients to the existing or future riparian areas. Despite the limitations of the modelling, the theoretical modelling exercise does confirm that the impact of riparian and floodplain management downstream of Story Street bridge has little to no influence on flooding upstream of the bridge.

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5 SUMMARY

In broad terms, the St Marys Rivulet stream network transitions from a confined waterway system upstream of St Marys, where the channel planform is largely controlled by the valley alignment and floodplains are either absent or small and discontinuous into a partly confined waterway setting within the St Marys township. Downstream of St Marys, the Rivulet changes again, whereby the stream transitions from a partly confined waterway setting into a broad, continuous and low energy alluvial surface that extends through to and beyond the confluence with the Break O'Day River. Modifications to the lower section of the Rivulet since European Settlement have resulted in significant changes to the lower floodplain behaviour. It is believed that the channel was straightened to increase conveyance efficiency and reduce flooding across St Marys and the surrounding floodplain. Evidence of a prior channel course can be seen in the aerial photography. The St Marys Rivulet floodplain transitions into the Break O'Day floodplain towards the downstream end of the project extent.

There are a number of influences on flood behaviour within the St Marys Rivulet catchment as well as downstream of the Story Street Bridge. These can be broadly categorised into two key factors:

- Hydrologic influences (upstream of the project area) that dictate the timing and volume of water.
- Flow conveyance that is influenced by physical characteristics of the channel and floodplain.

This study concentrates on the flow conveyance of the St Marys Rivulet channel and specifically the influence of debris jams and riparian vegetation density on flow conveyance and flood behaviour.

The results from this study provide an insight into several influences of flood behaviour within the St Marys Rivulet and how the selected riparian vegetation and in-stream management scenarios may influence flood behaviour for the tested flow events. Flood modelling results using a previously developed model suggest that:

- The removal of debris blockage can have a minor influence on flood behaviour. However, the removal of blockages resulted in a shift in flood waters rather than an overall reduction in flood extent and depth.
- The impacts of riparian vegetation management are not likely to have significant impacts to flood behaviour or flood levels during large flood events.
- The removal of the blockages and/or the removal of riparian vegetation resulted in increased in-stream velocities.

As such, it is not considered an effective investment in time or money to undertake woody weed management works if the management objectives are to reduce flooding within St Marys Rivulet.

In the context of the subject reach it is likely that channelisation has had the greatest influence on conveyance. However, channelisation has also led to ongoing management issues including stability issues (e.g. channel deepening and widening).

Whilst the scope of this project has focussed on the potential influences of flood behaviour within the St Marys Rivulet and how riparian vegetation and in-stream management scenarios may influence flood behaviour, it is considered important to highlight the following points:

- An integrated approach to waterway, riparian vegetation and floodplain management for the subject reach is recommended. Future investment in the reach should be determined in line with an integrated management plan that considers the broader objectives of the reach.
- It is important to consider the broader implications and influences of specific interventions to avoid unintended consequences. For example:
 - The effect of reducing the flood level at one site/reach also has the potential to increase flood levels at another site/reach.



- The removal of riparian vegetation, including woody weeds has the potential to reduce channel stability.
- Woody weeds, including willows have a number of adverse impacts on waterways. These impacts are well documented and include:
 - Contributing to channel instabilities (acknowledging that they can also contribute to channel stability).
 - Reduction in flora and fauna habitat and condition.
 - Reduced water quality.
 - Reduced in-channel geomorphic diversity.

Hence, woody weed management works within the subject reach are justified where the management objectives aim to improve waterway health.

- The most effective way of building flood resilience in river systems is to establish and maintain a continuous native riparian vegetation corridor on the channel banks and the immediately adjacent floodplain. The theoretical modelling exercise does confirm that the impact of riparian and floodplain management downstream of Story Street bridge has little to no influence on flooding upstream of the bridge. A healthy riparian vegetation corridor generally comprises a mixture of species including, grasses, sedges, reeds, shrubs in addition to trees.

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St Marys Rivulet

Vegetation Management Investigation

Break O'Day Council

12 February 2021

Flood Difference Maps - HYDRAULIC MODELLING CASE STUDY

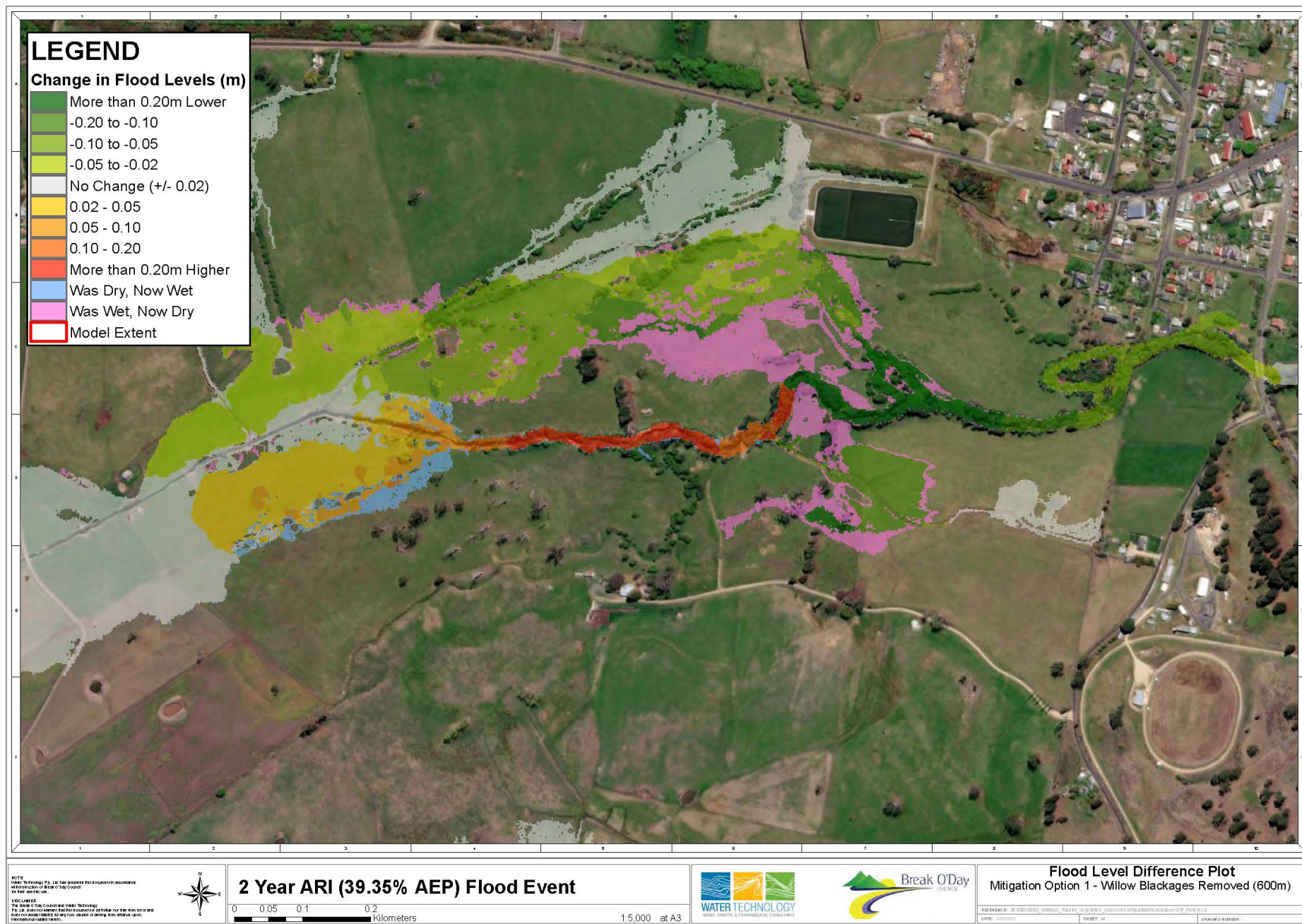
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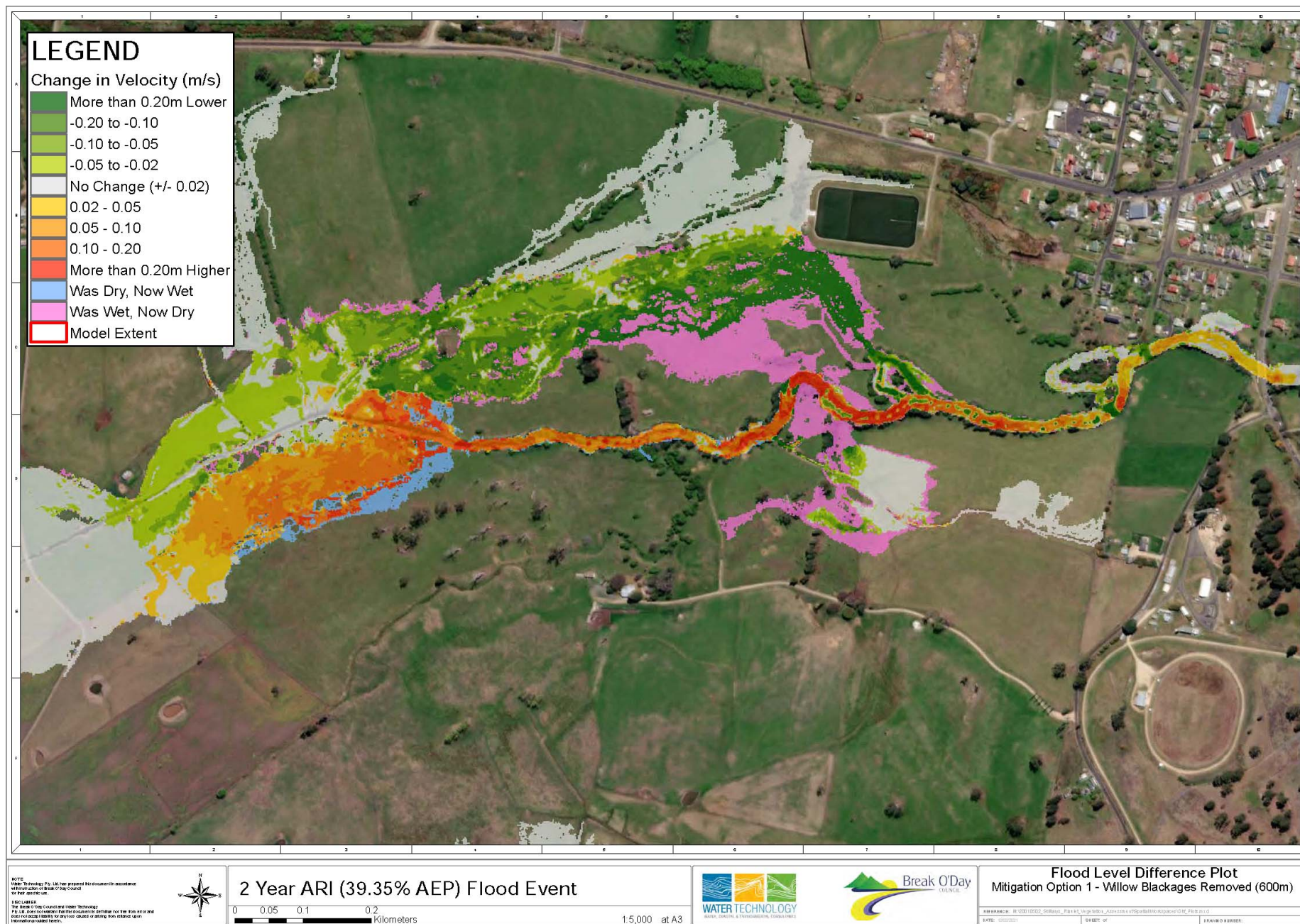
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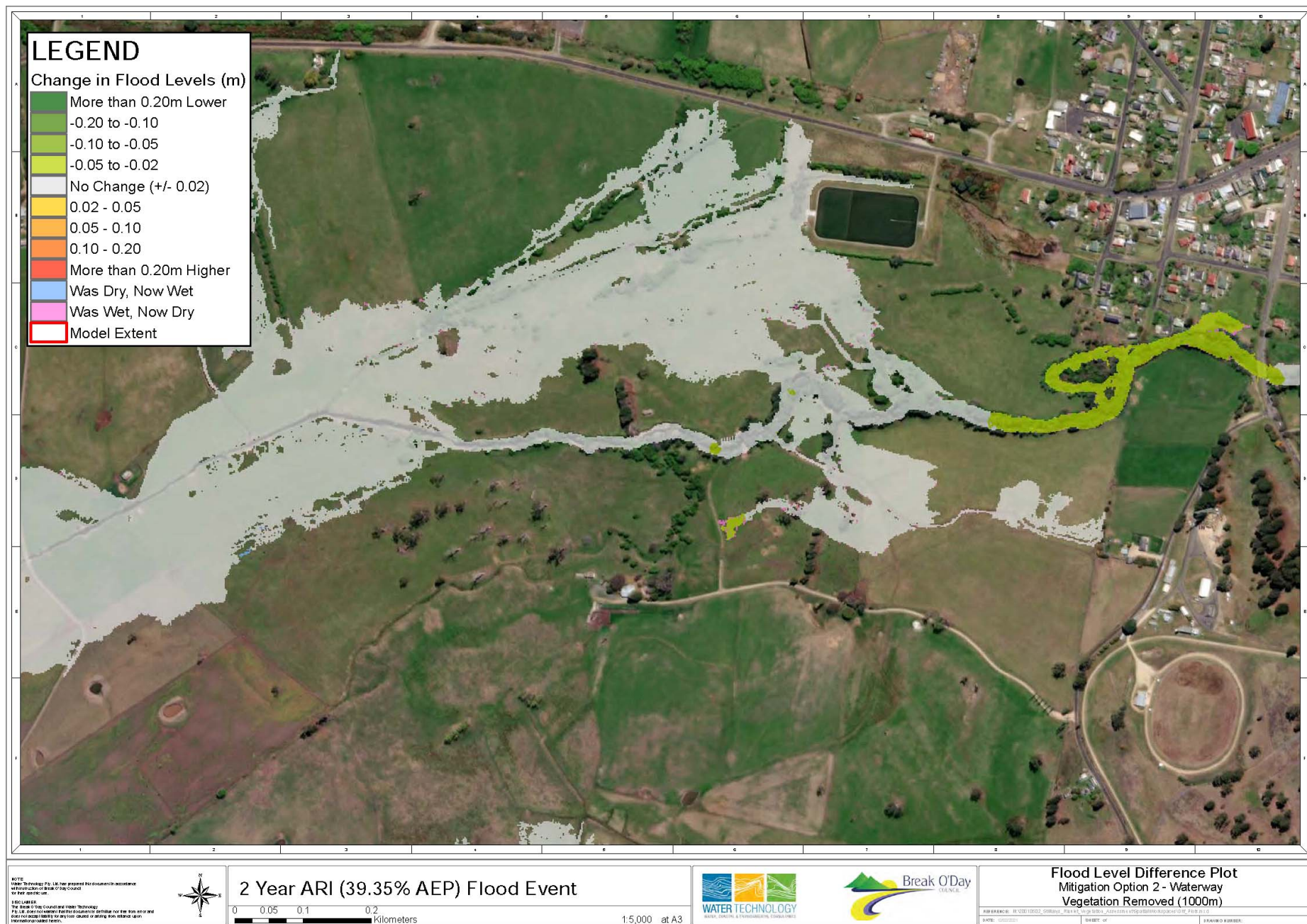
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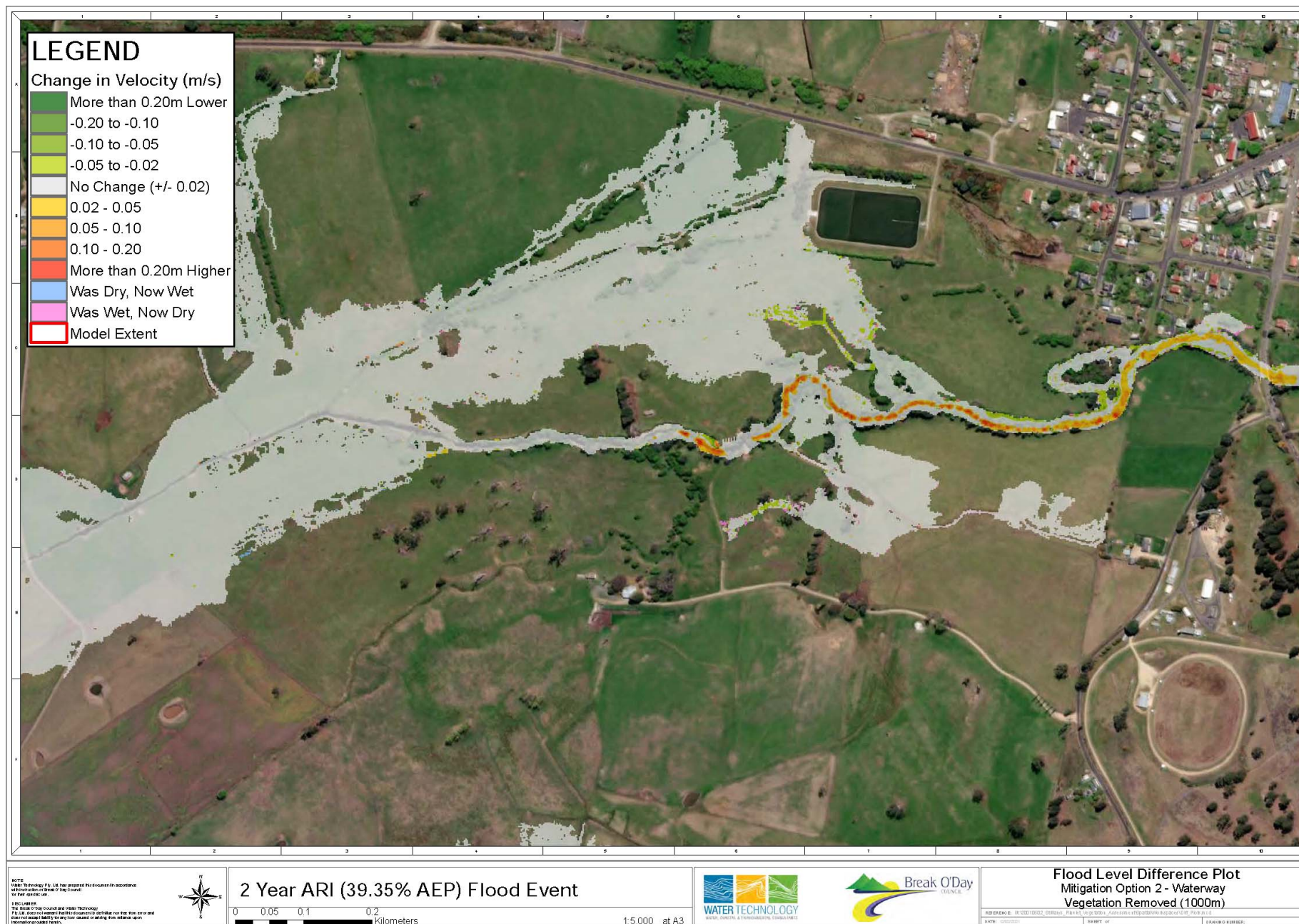
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2. Reduction in Riparian Vegetation Density
3. Reduction in Riparian Vegetation Density and Removal of Existing Debris Blockages

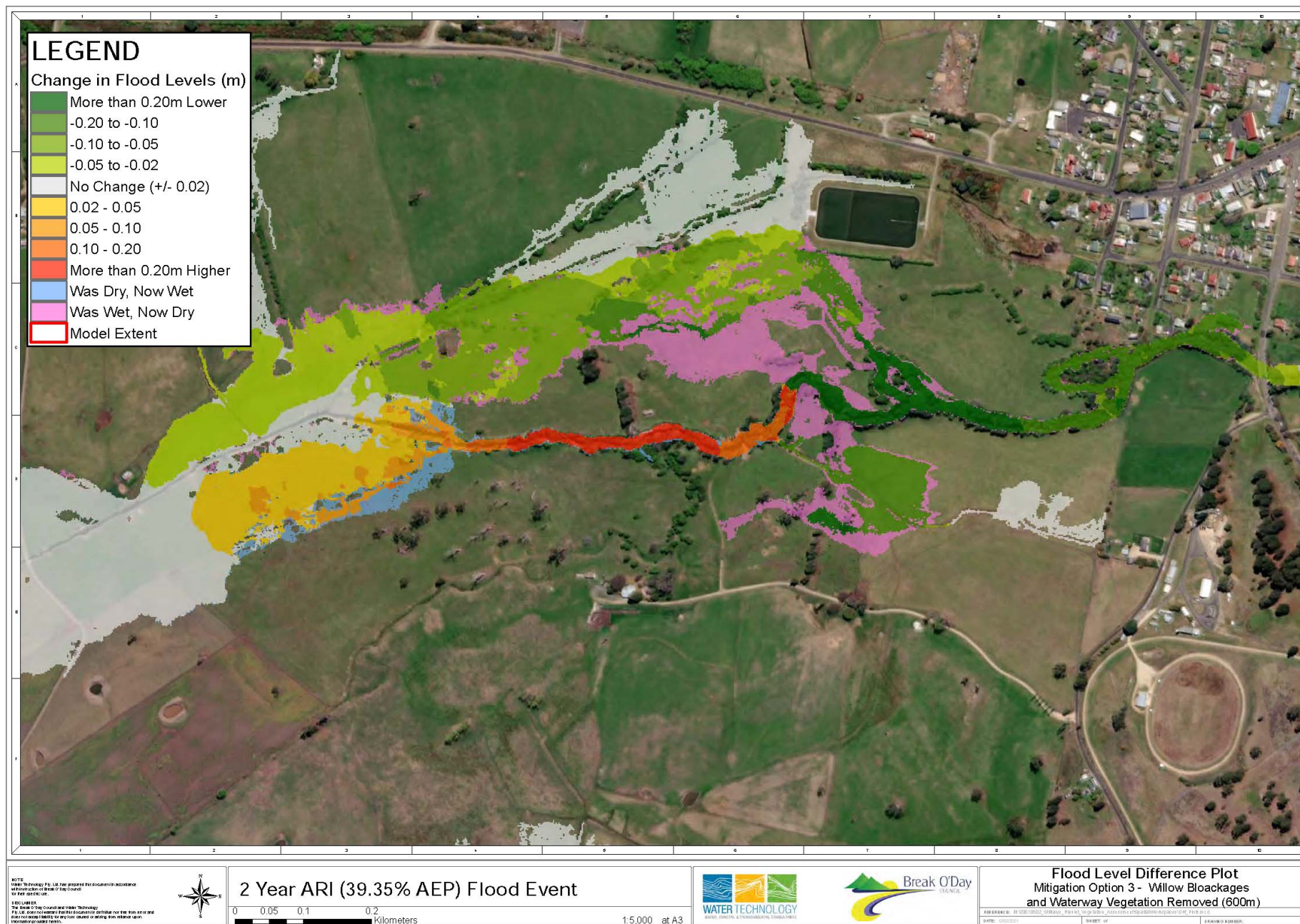


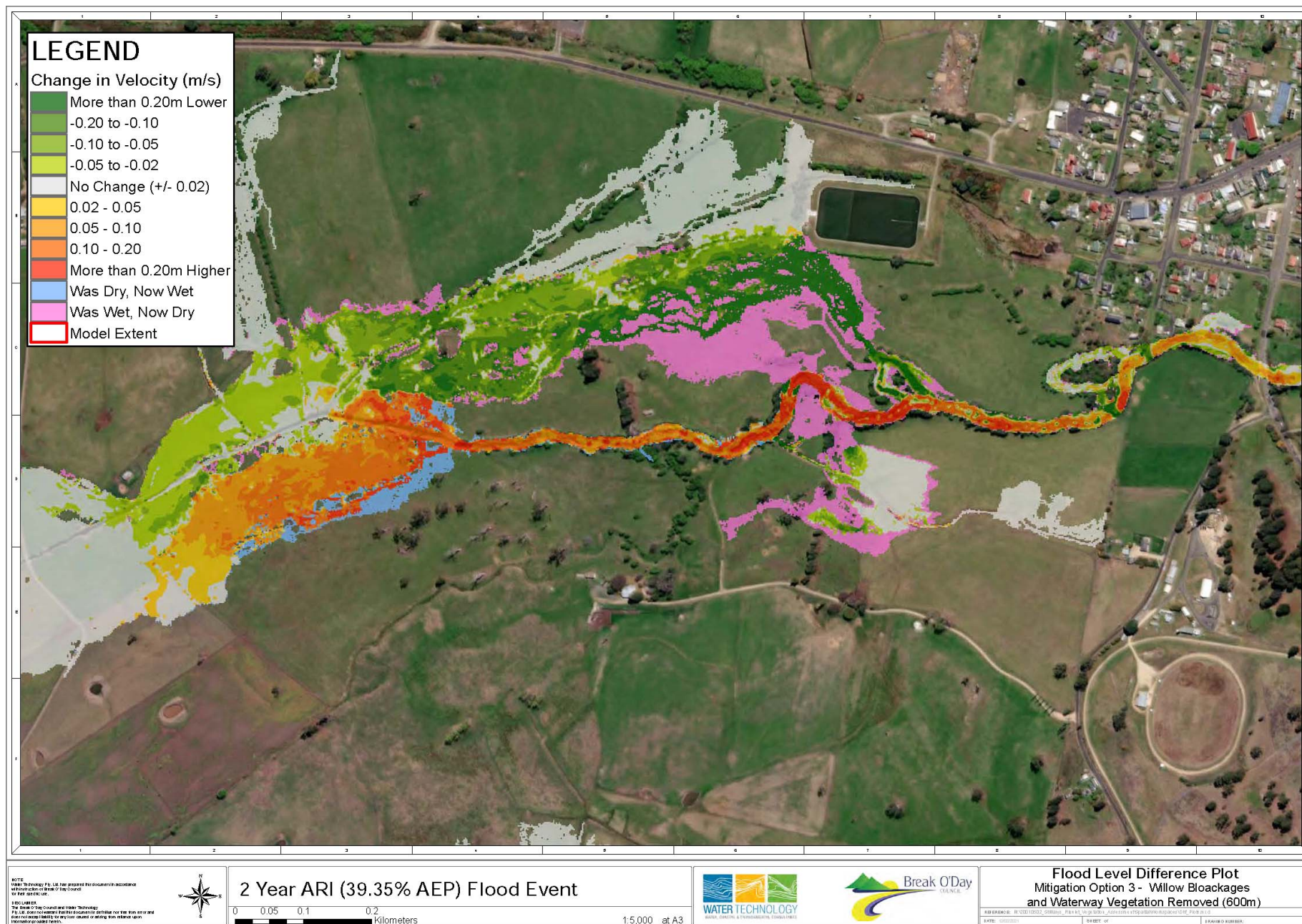


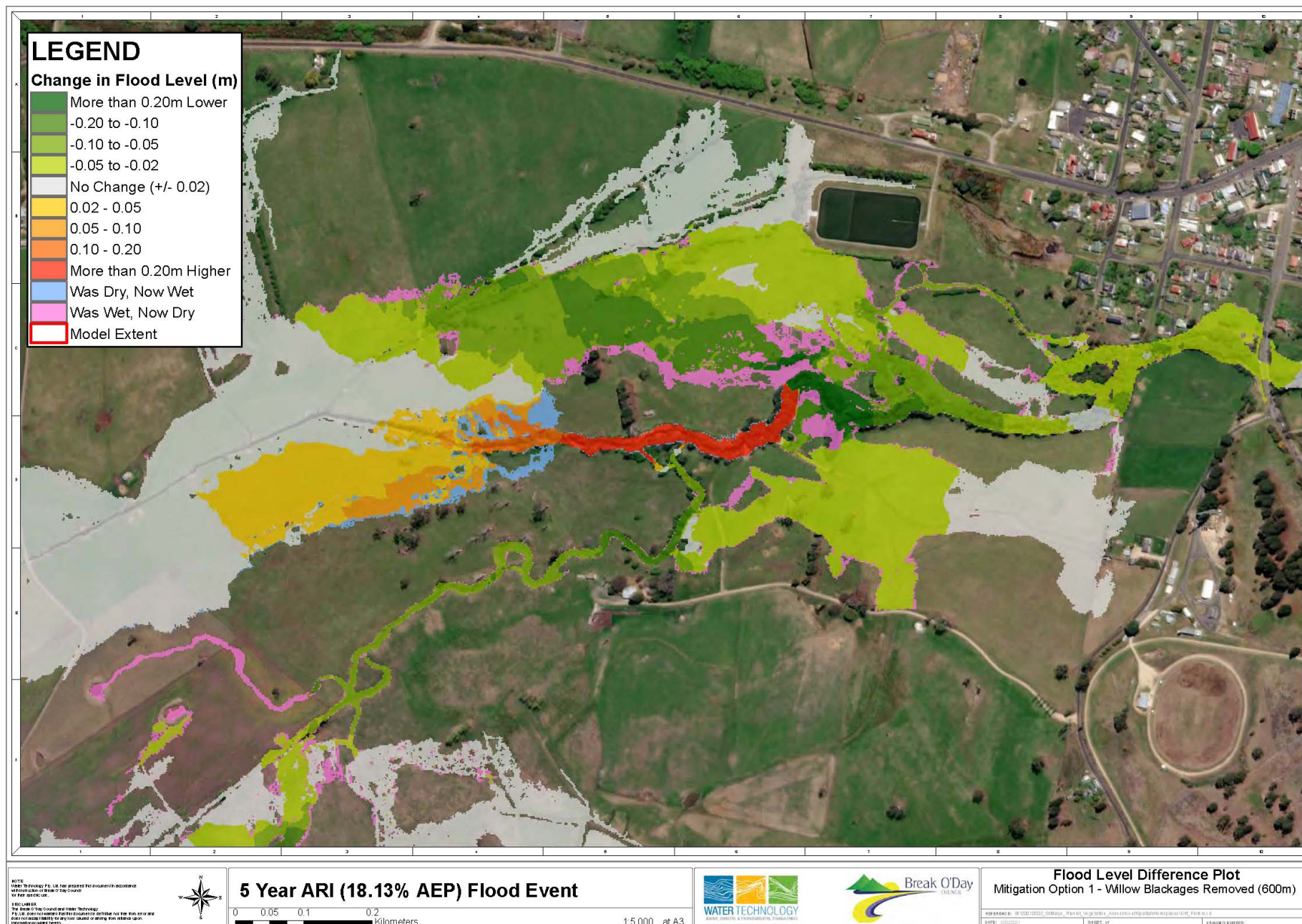


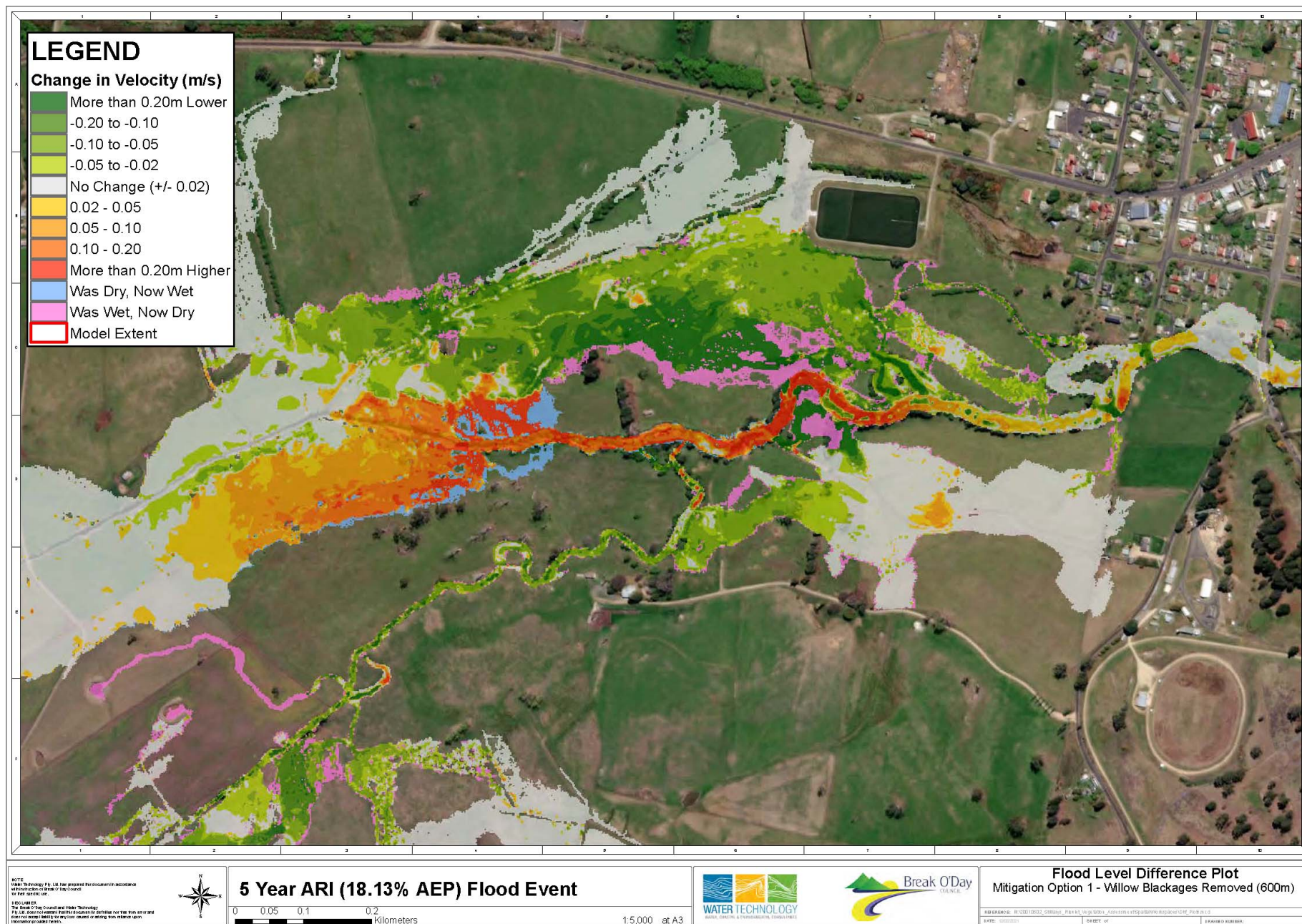


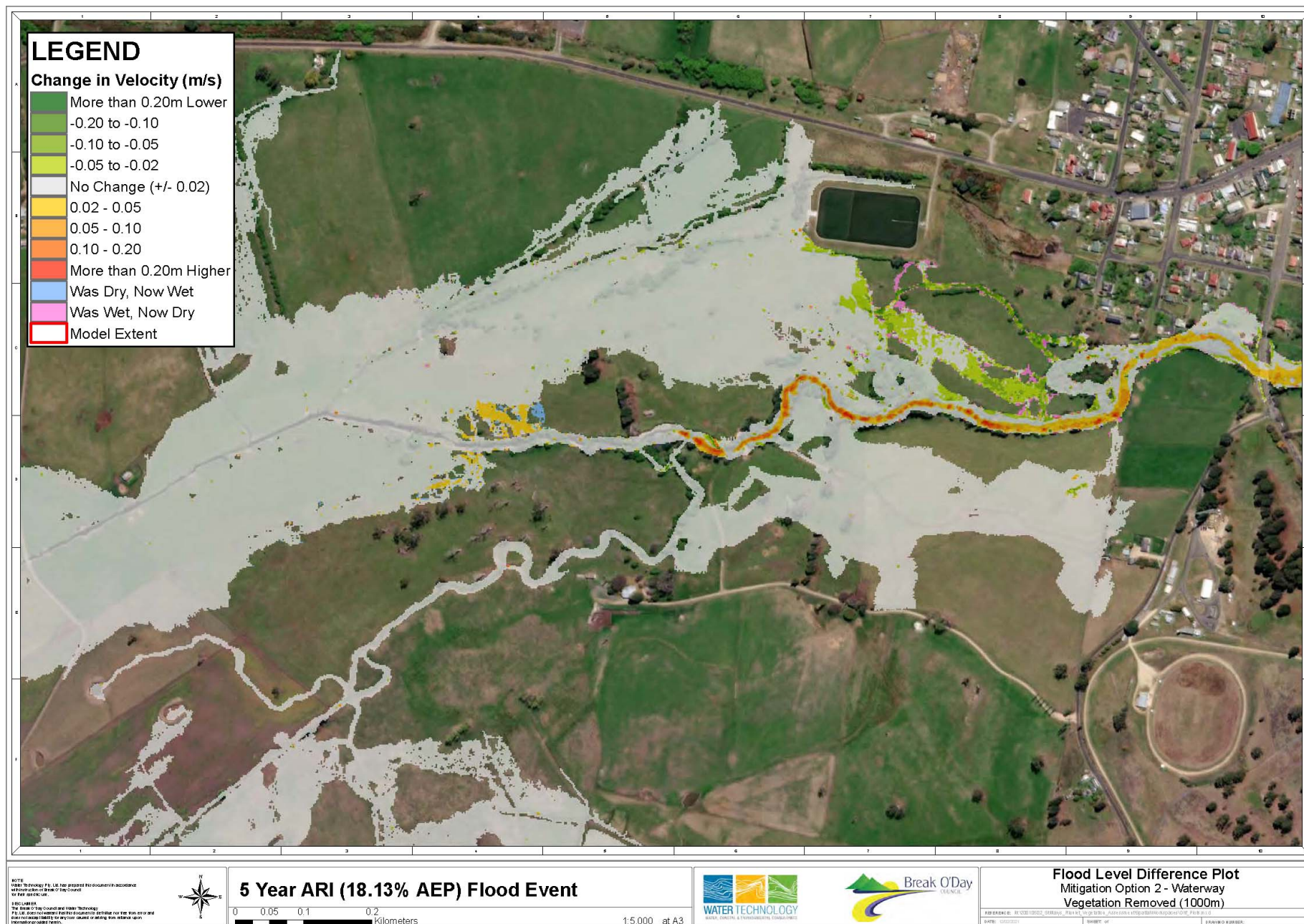


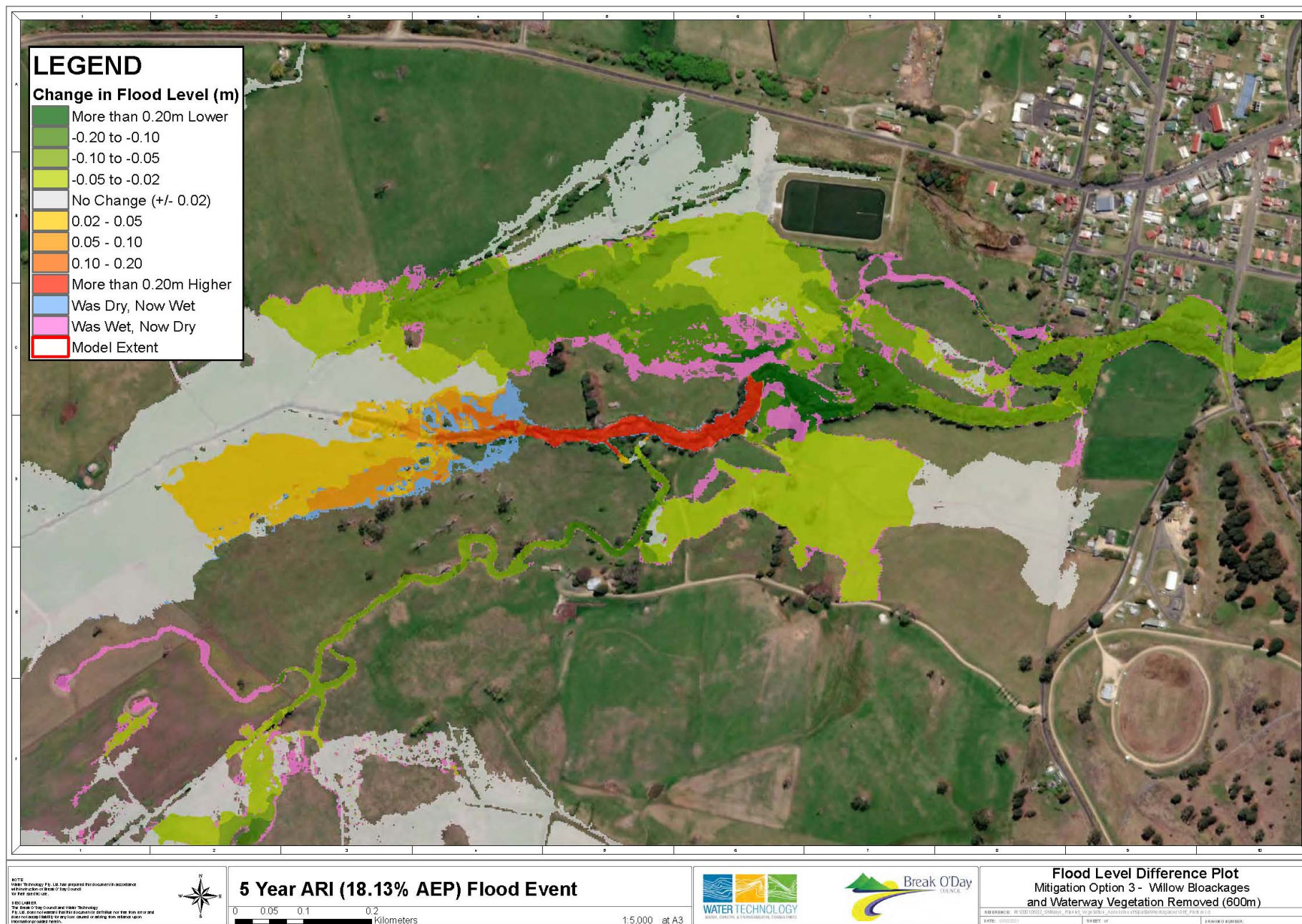


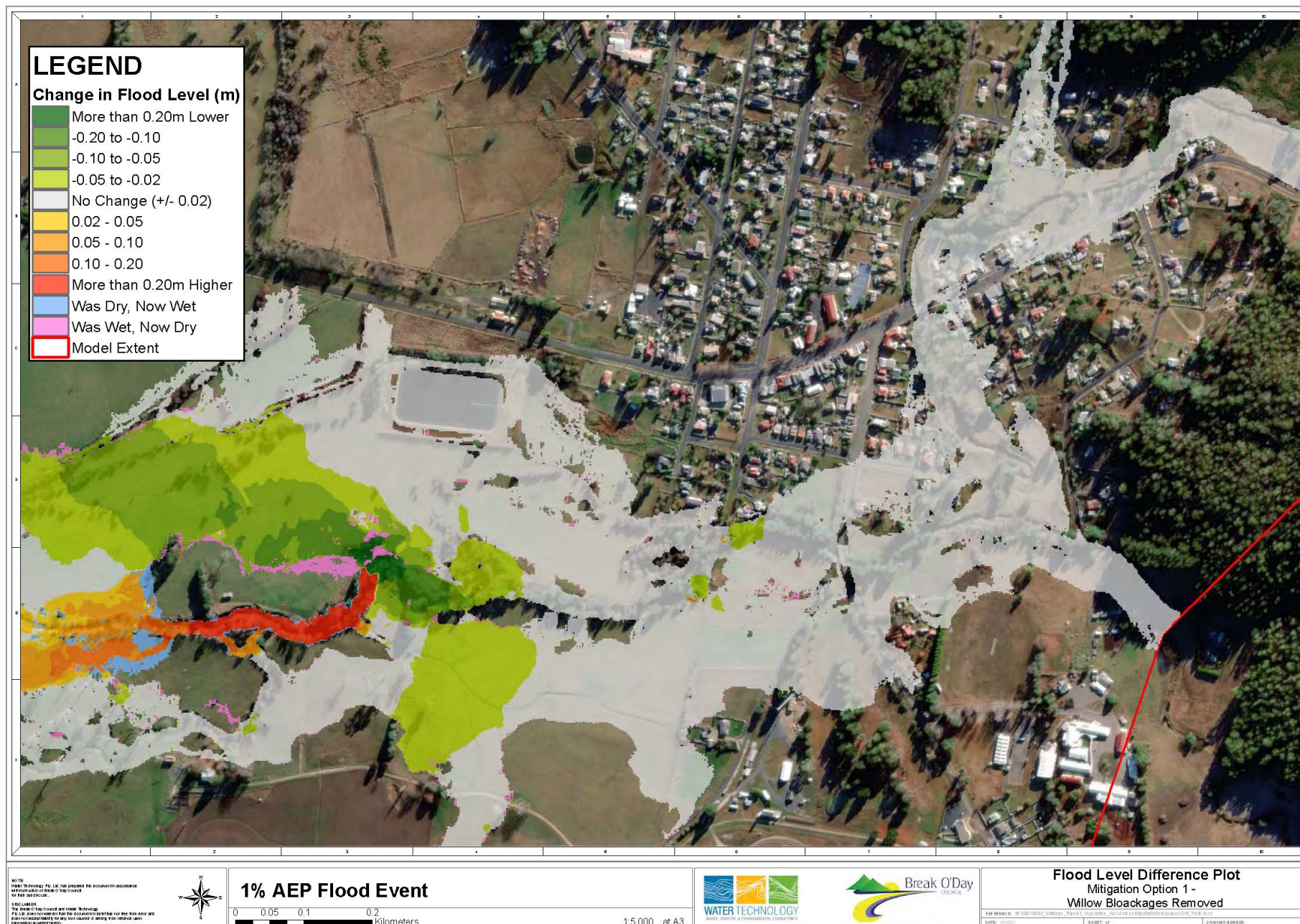


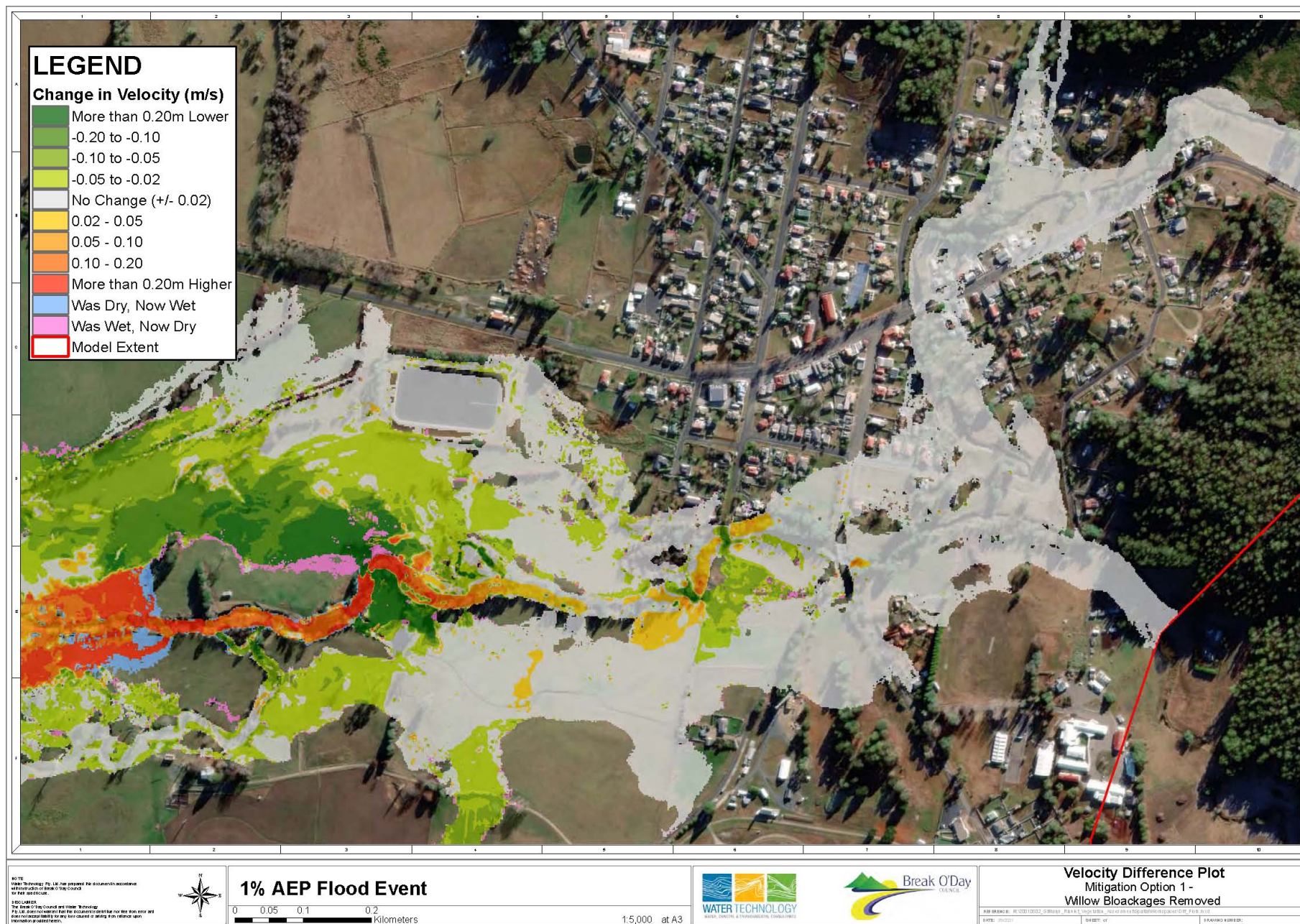


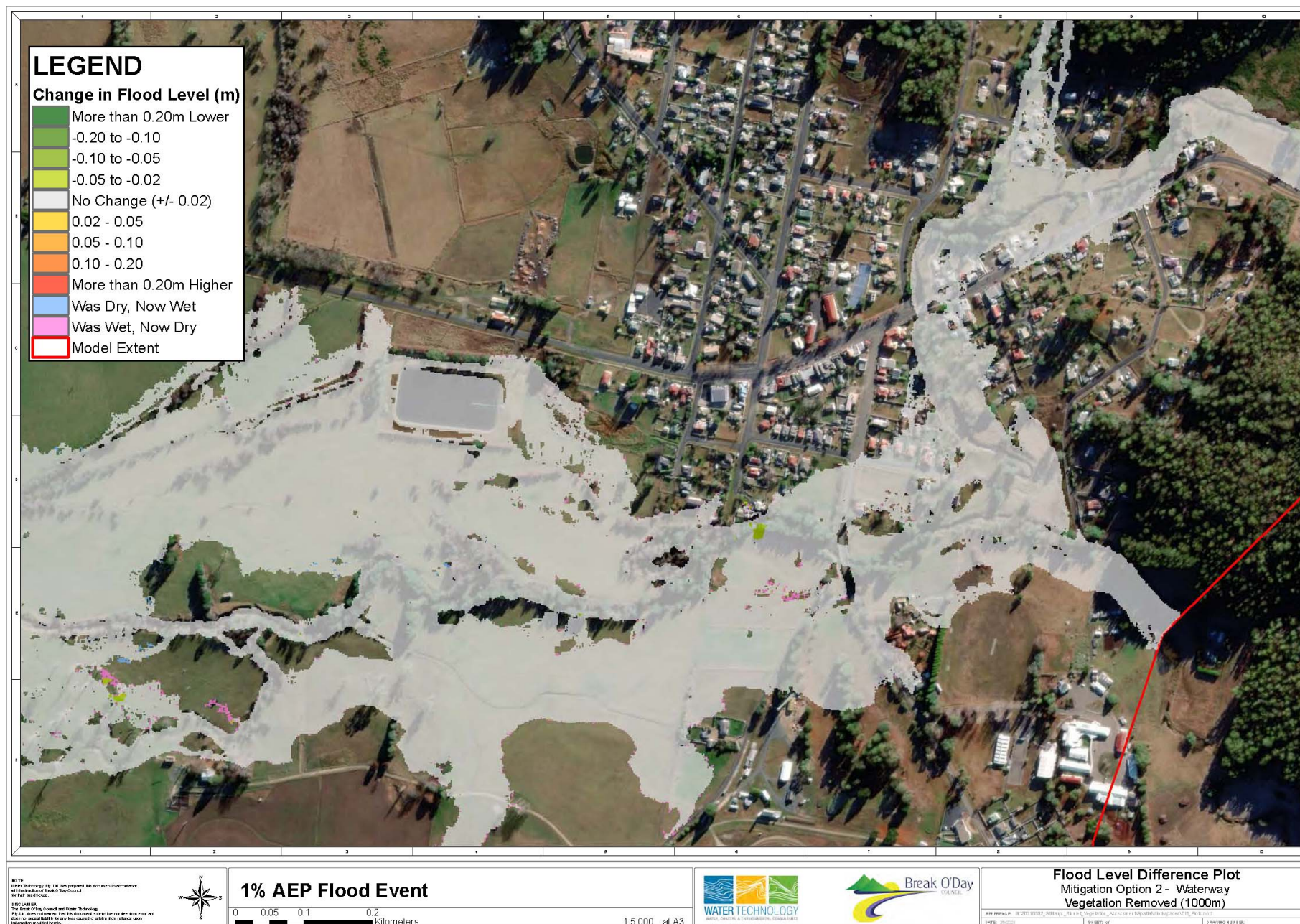


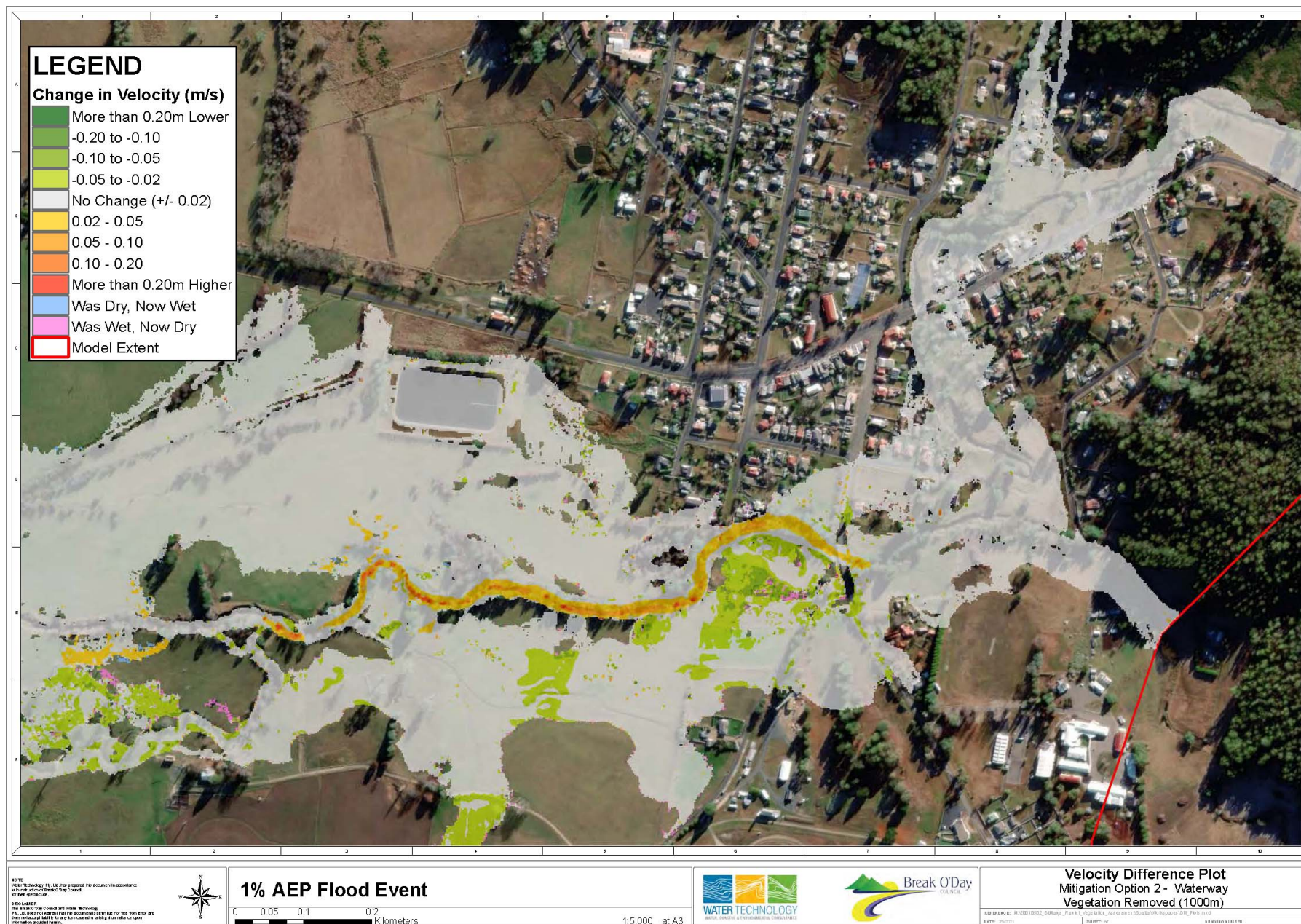


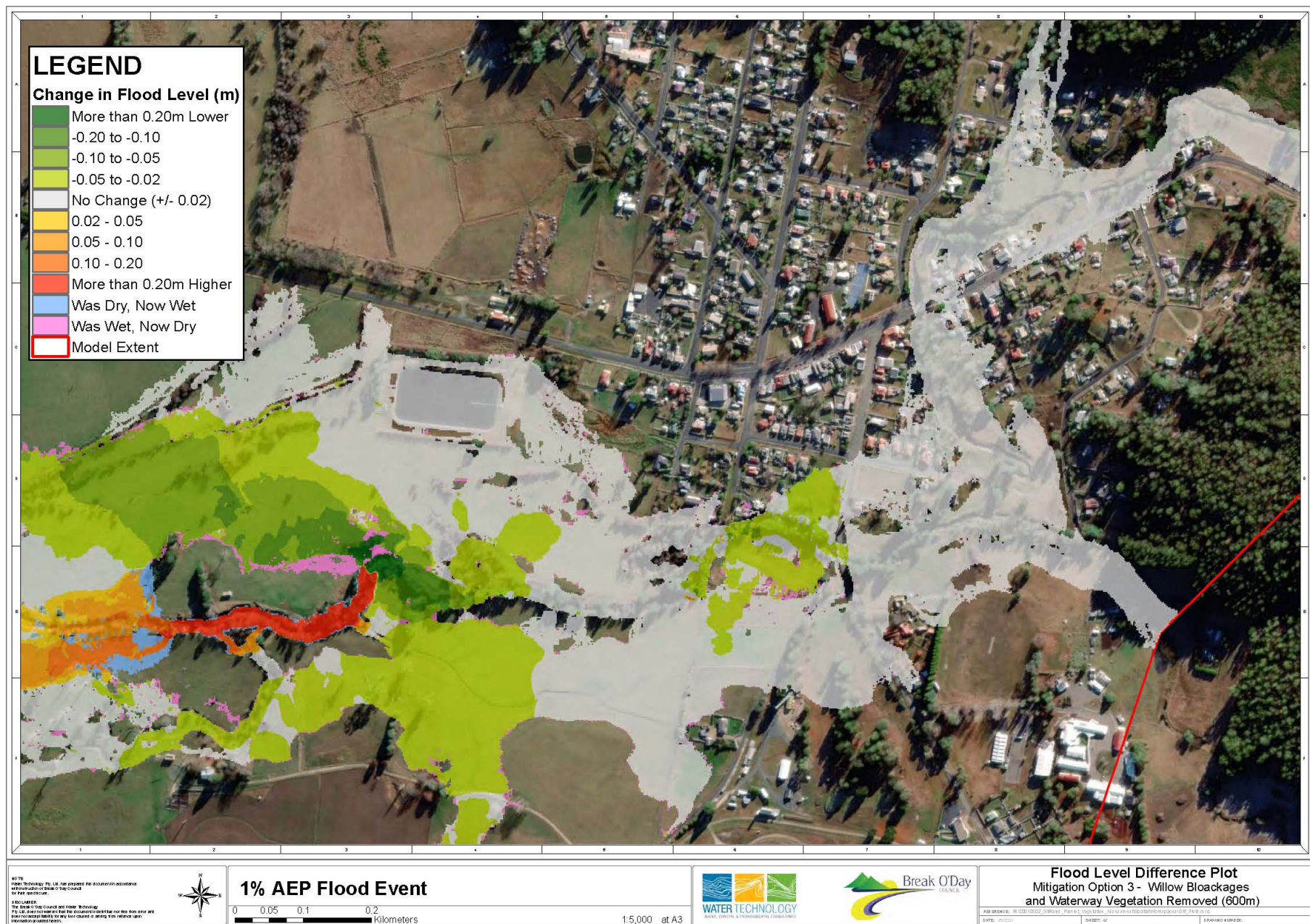


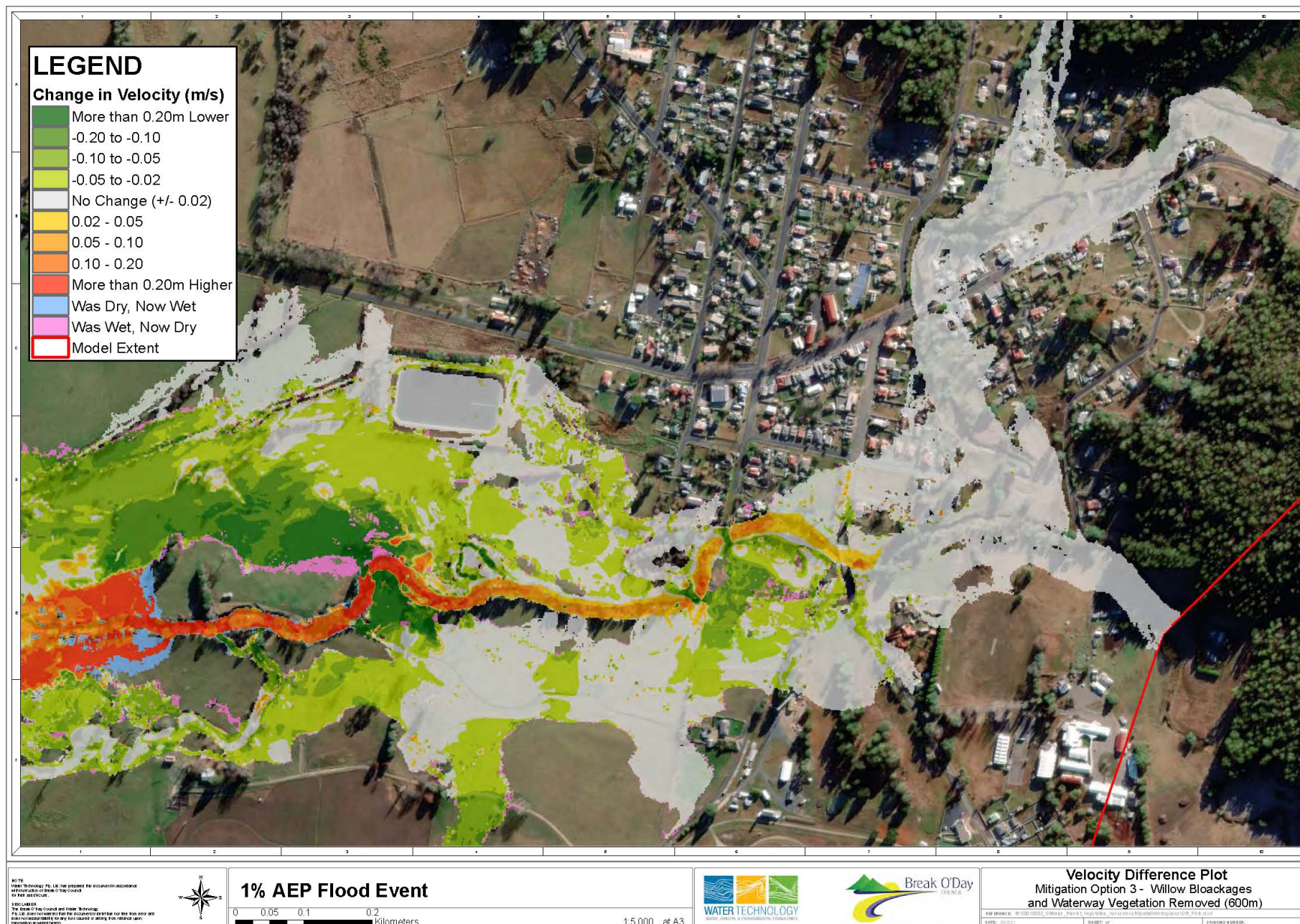












ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\012\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

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:**Meeting and Events attended:**

21.04.2021	St Helens	– Tasmanian Liberals – attended a visit by the Premier and Tasmanian Liberal Candidates for Lyons to St Helens as part of the State Election where they announced the construction of a new Police Station and a helicopter landing area at St Helens.
22.04.2021	Bicheno	– East Coast Tasmania Tourism (ECTT) – participated in the initial workshop to develop a Destination Management Plan for the East Coast. This is part of a state wide project involving each individual region to guide activities over the next four (4) years.
28.04.2021	Launceston	– Northern Tasmania Development Corporation (NTDC) – A very valuable exercise which will further strengthen the way we work together as a region.
29 & 30.04.2021	Port Arthur	– Local Government Association of Tasmania (LGAT) – General Managers Workshop
03.05.2021	St Helens	– Council Workshop

Meetings & Events Not Yet Attended:

12.05.2021	St Helens	– Break O’Day Employment Connect (BODEC) Meeting
17.05.2021	St Helens	– Council Meeting

General – The General Manager held regular meetings with Departmental Managers and individual staff when required addressing operational issues and project development. Meetings with members of the community included Adam Campbell, Steve Walley (BODEC and St Helens Football Club), Jason Martin (MDG Contracting), John Brakey, Don & Robyn Irving.

Brief Updates:

State Election

Whilst the State Election result has not been finalised it is likely that the Tasmanian Liberals will achieve a majority in the Tasmanian Parliament leading to the eventual realisation of the commitments made to this area as part of the state Election process. During the election it was apparent that the electorate of Lyons was of lesser importance than some other electorates, particularly the southern electorates of Clark and Franklin which meant that we saw less local financial commitments than we would have liked. The key outcomes so far are:

- *Replacement of the St Helens Police Station*
- *Construction of a helicopter landing area at the St Helens Hospital*
- *Funding for a jobs hub at St Helens*

PESRAC – Local Government Reform Recommendations

On a broader note the outcome of the State Election is bringing into play the recommendations of the PESRAC Report and in particular the recommendations contained within that Report:

47.	<i>The Tasmanian Parliament should sponsor a process to drive structural reform of Tasmania’s local government sector.</i>
48.	<i>Parliament should own the local government reform process, including by:</i> <ul style="list-style-type: none">• <i>setting the terms of reference for the process;</i>• <i>setting a timeframe of about 18 months for completion; and</i>• <i>committing to implementing the recommendations without material modification.</i>
49.	<i>The process should be undertaken by an expert panel and supported by an appropriately resourced secretariat.</i>
50.	<i>The process must be designed to deliver a reform outcome capable of being implemented and include detailed recommendations on implementation and transitional arrangements.</i>

From previous comments made by the Premier the election outcome will be seen as a mandate to pursue structural reform of local government (amalgamations). The General Manager believes that this process will be initiated in the near future and the nature of the process and the terms of reference will be imposed with little opportunity for consultation with the sector. The opportunity for a logical look at the structure of Local Government in the State is something which we need to participate in and support and it should be a process which considers a broad range of factors. There is a very real danger that the forthcoming process will be driven from an ‘economic rationalist’ perspective with no regard to what might be logical and in the best interests for the future.

Break O'Day Employment Connect (BODEC)

As noted above, during the State Election campaign the Tasmanian Liberals committed \$10.6 million to establish four new Jobs Hubs in Huonville, Burnie, Brighton, St Helens and expand the regional coverage of the Northern Employment and Business Hub. From the detail available this will effectively extend the funding term of BODEC for a two year period which is important from the perspective of developing financial sustainability. The funding also seems to come with an increased area to be covered, the Greater East Coast and north-east, it is yet to be clarified what this actually means but will commence from about 1 January 2022.

NTDC Regional Collaboration Forum

The Regional Collaboration Forum brought together member Councils and a range of key stakeholders and individuals to receive presentations on regionally significant projects and through a facilitated discussion led by Anton Kriz to discuss what are the projects which we need to work together as a region. It underlined the importance of communication and information sharing as part of everyone being on the same page. Once further information is received from the Forum it will be shared with Councillors.

Federal Budget

An initial scan of the Federal budget announcement doesn't reveal any major new initiatives focussed on Local Government:

- The 2021-22 Budget maintains the system of payments to support local government, through Financial Assistance Grants. In 2021-22 the Australian Government will provide \$2.6b in Financial Assistance Grants funding. This includes \$1.3b which was brought forward from the 2021-22 estimate and paid to State and Territory Governments in 2020-21. The Financial Assistance Grants as a proportion of Commonwealth Tax Revenue in 2021-22 is therefore estimated to be 0.6%. This is unchanged from 2020-21.
- Roads to Recovery appears to have remained unchanged
- The Local Roads and Community Infrastructure program appears to be continuing but we are not sure whether this is an extension beyond the current funding.

Communications Report – April 2021

TOPIC	ACTIVITY	PROGRESS
COMMUNITY CONSULTATION	Business Survey – Summer 2020	Due to a slow uptake the Business Survey is now being advertised in the Coastal Column and Valley Voice with a QR code directing businesses direct to the survey link.
	Falmouth Road Sealing	The Falmouth community via the Council's Falmouth database has been notified of Council's decision to seal Frank and Morrison Streets. This has also been updated on our website.

MEDIA/OTHER	St Helens MTB Winter Blog	A blog around winter on and off the trails has been written and published to The St Helens MTB website. This will be promoted through social media. It will also be promoted in the St Helens MTB newsletter and shared with East Coast Tourism and Tourism Tas.
	Recycling St Helens DHS	After receiving correspondence from students at the school we have been working with the school to see if and how recycling could be implemented.
	Destination Action Plan (DAP)	Working with the DAP group to organise a smoking ceremony to kick-off the Bay of Fires Winter Arts Festival on Friday 11 June.
	New Resident Kits	The new resident kit has been tweaked for renters. Copies have been made available to Real Estate Agents.
	BODC Newsletter	Published 29 April. Promoted on Facebook, website at Post Offices, supermarkets, newsagents as well as to a direct database of 261.
SOCIAL	St Helens MTB	Developed a Social Media Plan for the trails which aims to provide more value to our Trail Ambassadors as well as ensure aspirational content.
PROSPECTUS	Develop and implement prospectus	This has been distributed to local Real Estate Agents and sent to East Coast Tas Tourism, Northern Tasmania Development Corporation, Regional Development Australia and Office of the Coordinator General.
TOURISM	Tourism Mushrooms	Almost complete.
COMMUNICATIONS REVIEW	Plain English – DC material	Working with Development Services to produce easy to understand planning FAQ sheets and Flow charts.
	Outgoing correspondence	Reviewing outgoing communications to ensure it is in line with our values.
2021 - 2022	Priorities and budget requirements	Looking at activities for next Financial Year and whether these require budgetary requirements

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
Lot 1 High Street, Mathinna	Affixing Common Seal	Title Transfer	Number 12 – Miscellaneous Powers and Functions to the General Manager

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

01.04.2021	337 Certificate	U2, 74 Medeas Cove Esplanade, St Helens	2627931
07.04.2021	337 Certificate	39 Erythos Grove, St Helens	2147647
07.04.2021	337 Certificate	9 Susan Court, St Helens	2282590
07.04.2021	337 Certificate	72 Tully Street, St Helens (CT180693/10)	1966261
07.04.2021	337 Certificate	72 Tully Street, St Helens (CT180693/14)	1966261
09.04.2021	337 Certificate	19 Mimosa Street, St Helens	6781645
12.04.2021	337 Certificate	96 Tasman Highway, Beaumaris	6790998
12.04.2021	337 Certificate	83 Cecilia Street, St Helens (CT180644-3)	2988817
12.04.2021	337 Certificate	83 Cecilia Street, St Helens (CT180644-4)	2988817
13.04.2021	337 Certificate	318 St Helens Point Road, Stieglitz	6786454
14.04.2021	337 Certificate	72 Tully Street, St Helens (CT180693-11)	1966261
14.04.2021	337 Certificate	6 Lindsay Parade, St Helens	7731746
14.04.2021	337 Certificate	27742 Tasman Highway, Pyengana	6806849
14.04.2021	337 Certificate	39 Erythos Grove, St Helens	2147647
14.04.2021	337 Certificate	54 Medeas Cove Esplanade, St Helens	6794833
14.04.2021	337 Certificate	83 Cecilia Street, St Helens	2988817
16.04.2021	337 Certificate	13 Heather Place (CT180548/3)	3138056
16.04.2021	337 Certificate	5 Cherrywood Drive, Scamander	3212703
16.04.2021	337 Certificate	47 Banticks Creek Road, Four Mile Creek	2249053
16.04.2021	337 Certificate	5 Penelope Street, St Helens	6809214
16.04.2021	337 Certificate	21 Cameron Street, St Marys	6401534
16.04.2021	337 Certificate	23 Oberon Place, Scamander	2948575
16.04.2021	337 Certificate	8 Doepel Place, St Helens	2605660
16.04.2021	337 Certificate	4 Cameron Street, St Marys	6401665
16.04.2021	337 Certificate	4 Cameron Street, St Marys	6401665
16.04.2021	337 Certificate	252 St Helens Point Road, Stieglitz	6786817
19.04.2021	337 Certificate	724 Tyne Road, Mathinna	7720182
19.04.2021	337 Certificate	21506 Taman Highway, Four Mile Creek	7754905
19.04.2021	337 Certificate	5-7 Heath Street, Scamander	2965527
20.04.2021	337 Certificate	73 Pedder Street, Fingal	6411724
20.04.2021	337 Certificate	16 Susan Court, St Helens	2282654
20.04.2021	337 Certificate	2 Boronia Street, Ansons Bay	7155435
20.04.2021	337 Certificate	72 Tully Street, St Helens (CT180693-9)	1966261
21.04.2021	337 Certificate	3 Erythos Grove, St Helens	6808641
21.04.2021	337 Certificate	62 Main Street, St Marys	6404022

21.04.2021	337 Certificate	8 Story Street, St Marys	6405324
21.04.2021	337 Certificate	9 Alexander Street, Cornwall	6399497
22.04.2021	337 Certificate	13 Annie Street, St Helens	6793064
22.04.2021	337 Certificate	41 Lawry Heights, St Helens	6781338
22.04.2021	337 Certificate	18-24 Falmouth Street, St Helens	6780415
22.04.2021	337 Certificate	Mangana Road, Mangana (CT247427-2)	6413391
22.04.2021	337 Certificate	325 Lottah Road, Goulds Country	6805678
22.04.2021	337 Certificate	7 Grant Street, St Helens	6794286
22.04.2021	337 Certificate	70 Cecilia Street, St Helens	2885201
23.04.2021	337 Certificate	Tasman Highway, Pyengana (CT208853-1)	6807171
26.04.2021	337 Certificate	15 Susan Court (CT181006-1)	2282769
26.04.2021	337 Certificate	83 Cecilia Street, St Helens (CT180644-5)	2988817
28.04.2021	337 Certificate	155 Upper Scamander Road, Scamander	6409851
29.04.2021	337 Certificate	6 Simeon Place, Akaroa	6788580
29.04.2021	337 Certificate	40 Forest Lodge Road, Pyengana (CT210448-1, CT215054-1, CT227845-1, CT228820-1)	7559675
29.04.2021	337 Certificate	12-14 Main Street, St Marys	6403775
30.04.2021	337 Certificate	40 Erythos Grove, St Helens	7097730
30.04.2021	337 Certificate	192 Scamander Avenue, Scamander	6405738

Tenders and Contracts Awarded:

Nil.

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	040\082\005\
ASSOCIATED REPORTS AND DOCUMENTS	Correspondence from the BEC

OFFICER'S RECOMMENDATION:

1. That Council agree to provide the Break O'Day Business Enterprise Centre (BEC) with funding of \$28,000 per annum to support the delivery of services.
2. That the current Service Agreement with the BEC be amended to align the provision of funding with the funding arrangements which are in place with the State Government.

INTRODUCTION:

Council has received a written request from the Break O'Day (BEC) seeking continuation of the funding assistance which Council provides.

PREVIOUS COUNCIL CONSIDERATION:

Council approved a request for the 2020 / 2021 financial year in June 2020.

OFFICER'S REPORT:

The BEC has provided a funding request to Council for consideration as the current arrangement concludes on 30 June 2021. The BEC Board have noted in their request that Council's contribution is relied on heavily for the BEC's operations but also notes that the funding is important in attracting funding from the State Government for the service.

The General Manager notes that the State Government funding is generally provided on a two (2) yearly basis and it would seem logical that Council should align its ongoing financial support with the term that funding is provided by the State Government providing a degree of certainty for the BEC Board in planning for the ongoing operations of the service.

Funding for the Break O'Day (BEC) provided by Council is to assist with service provision costs to ensure that the BOD BEC can provide potential new businesses and those that require assistance with fee free service. In summary the core services provided by the BOD BEC are:

1. Business information;
2. Training programs;
3. Business referrals;
4. Workshops/seminars;
5. Mentoring support;
6. Business analysis; and
7. General management.

The importance of this service was highlighted to Council officers during the COVID period. As Councillors would recall, the 'Business Care Call' program which Council officers undertook to support the business community during this period gave us a good picture of how our business community was travelling and who might be struggling. During the program we became aware of some businesses which were struggling and were in danger of closing. Being able to guide them to accessing the BEC services proved invaluable as those businesses have worked through the challenges and have remained open, and in one case they have employed a number of additional staff. The availability of the BEC in this situation is not really understood by the business community in general but 'business rescue' is in some ways more valuable than 'business start-ups'.

Council's Service Agreement with the BOD BEC requires six (6) monthly reporting of:

1. Number of clients attended to by quarter;
2. Number of services provided to clients;
3. Split of services by location;
4. Main industry groups serviced (using the ASIC industry codes);
5. Breakdown of the core services delivered;
6. Any other statistics that the BOD BEC determines may assist in assessing the BOD economy.

The service delivery model of the BOD BEC which involves a physical office presence results in some significant overheads but is considered vital to connecting with 'business intenders' as is the local presence of this service. A number of years ago the Department of State Growth decided to change the service delivery model from the physical bricks and mortar model to a mobile service covering fairly large areas including Break O'Day. They seemed to figure that this would make the service more accessible and meet the needs of the community. It proved to be an abject failure resulting in reverting to the tried and true model which we now have. Whilst BOD BEC have an office the Manager spends significant amounts of time throughout our area meeting people in the businesses or homes, it provides a mixed approach which meets the needs of our community.

STRATEGIC PLAN:

Strategic Plan 2017 – 2027

Goal

Economy - To foster innovation and develop vibrant and growing local economies which offer opportunities for employment and development of businesses across a range of industry sectors.

Strategy

- Provision of relevant training and skills development programs to create a workforce for the future that meets the changing needs of business.
- Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focussed service delivery.

LEGISLATION & POLICIES:

Not Applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Funding for the Break O'Day Business Enterprise Centre is included in Council's draft 2021/2022 budget.

VOTING REQUIREMENTS:

Absolute Majority.



April 23rd, 2021

Mr John Brown
General Manager
Break O'Day Council
32-34 Georges Bay Esplanade
St Helens
Tasmania 7216

Dear John

Following a recent meeting with my Board I am writing to you to formally seek ongoing Council assistance in funding the Business Enterprise Centre.

Over the past year we have utilised that funding support to maintain our office and to continue to provide a high quality, face to face service for small business start-ups and operators across the Break O'Day municipality. I have just run the twelve-month data report for our centre and am pleased to report some exciting findings across was what a very trying year by any measure.

Break O'Day is coping with the new Covid environment in a very positive and professional fashion. Business growth is strong and closures minimal, a far different story from many other areas. We are very confident that we, like the Council, have done our part to help the SMEs of Break O'Day. That said the coming year will also have its share of challenges and will require us all to redouble our efforts.

Our Staff manage the funds that we generate and receive very carefully, always prioritising on ground service and being here for our clients 24/7.

Our funding agreement with Council concludes this June 30. As Nick mentioned when he attended the Council workshop we rely heavily on this funding and without doubt our State funding is based on that cofounding arrangement. With that in mind and in the hope that Council can again see its way clear to assist the BEC our Board request that Council consider aligning their funding with the State Government funding that is renewed every two years.

This commitment will go a long way to securing that ongoing funding from the State as well as allowing us to seek Commonwealth funding that very much prefer local assistance for these Centres.

Attached is a twelve-month snapshot of the work we have been able to do with the assistance of the Council for that period.

Kind Regards

Dina McGuinness

Board President & Chair
Break O'Day Business Enterprise Centre

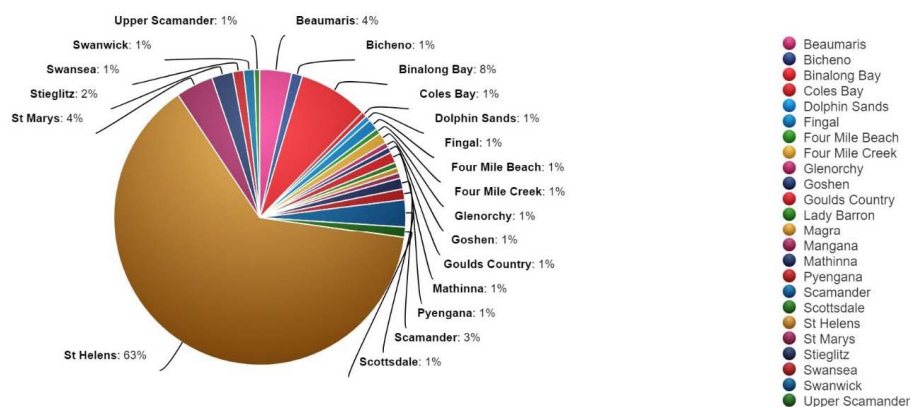


1/34 Quail Street, St Helens, Tasmania 7216 • P. 03 6376 2044 • E. admin@smallbusiness.org.au
www.smallbusiness.org.au

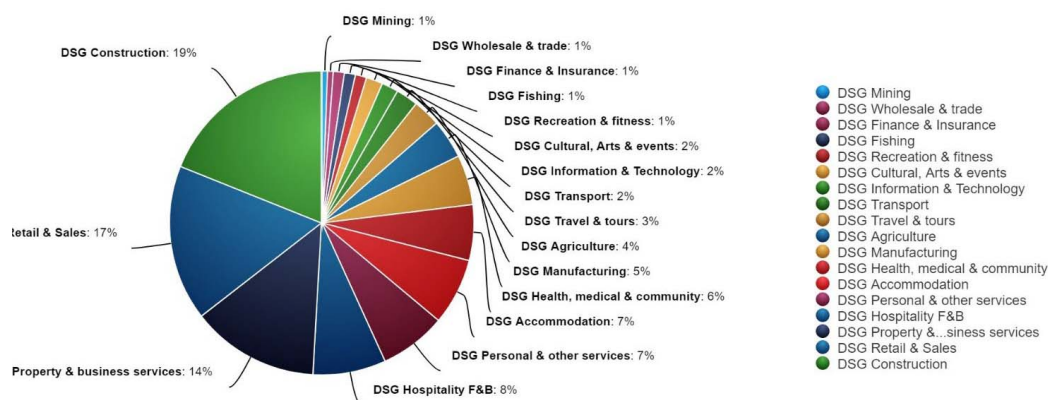


The Coast is Open for Business

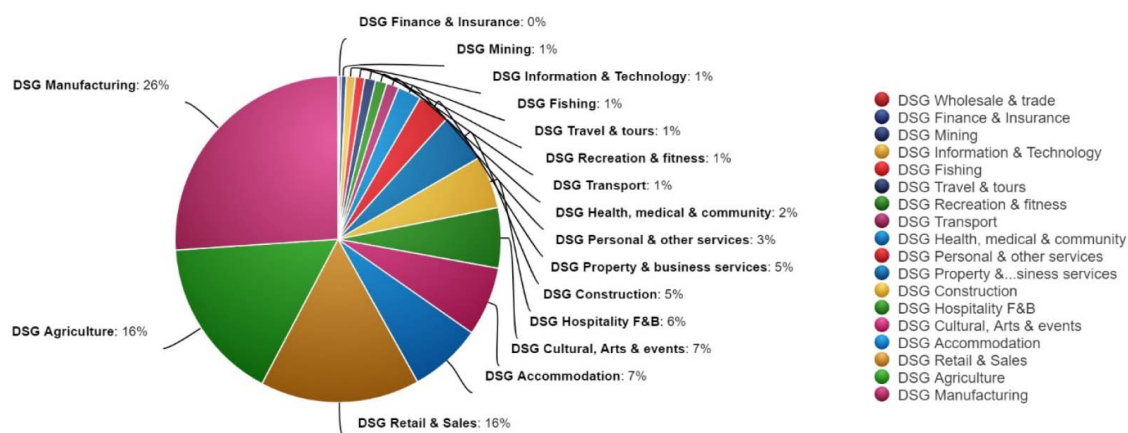
G1 Clients by Business Town
Period April 2020 March 2021



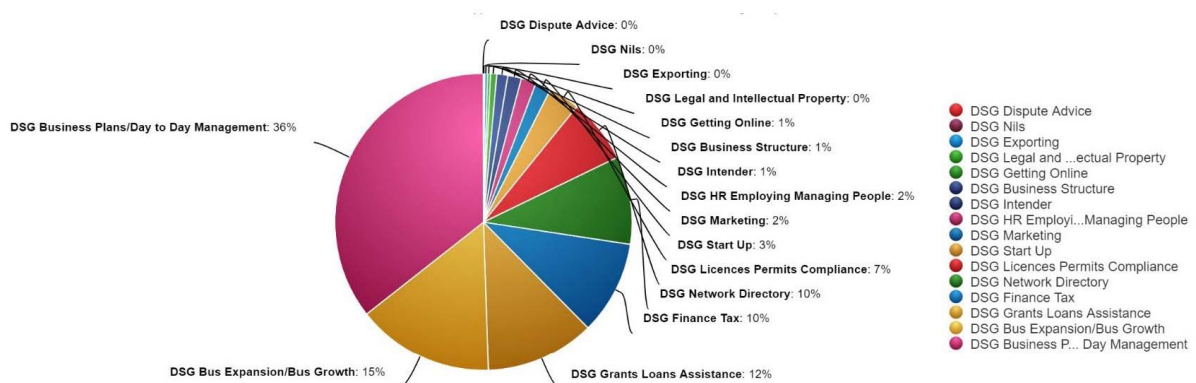
G2 Clients by Industry Mix
Period April 2020 March 2021



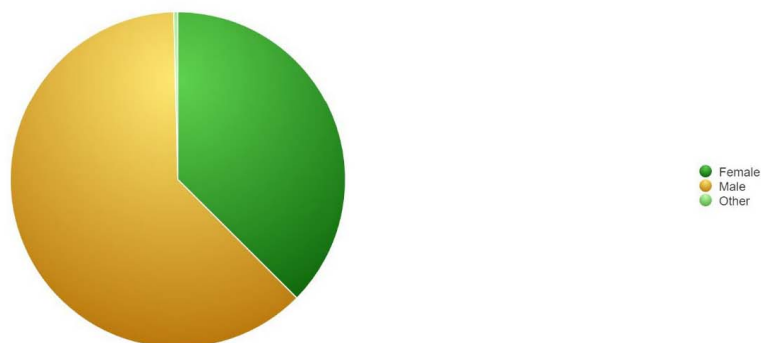
G3 Clients by time spent per sector
Period April 2020 March 2021



G4 Clients by time spent per subject
Period April 2020 March 2021



G5 Clients by time spent per Gender
Period April 2020 March 2021



In this time, we have directly assisted and achieved meaningful outcomes for 177 established Break O'Day clients.

We have seen 15 new business start-ups in year that has clearly been less than conducive to business establishment. We have provided 16% increased works directly attributed to businesses significantly impacted by Covid in addition to an increased workload around more general Covid assistance, planning and regulations.

We again published the Your List Business directory in a very trying year.

In addition to this we have provided general business promotion, connection to other resources, provided an important conduit to Break O'Day Council, worked for a number of local not for profits and provide an important confidential place for businesspeople to have a chat and see the light at the end of the tunnel.

This translates directly to a strong local community, resilient business sector, minimal closures and strong growth projections.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	018\033\007\
ASSOCIATED REPORTS AND DOCUMENTS	Report on Outcomes of Annual Plan 2020/2021 as at 31 March 2021

OFFICER'S RECOMMENDATION:

That Council receive the Review as at the 31 March 2021 of the Break O'Day Council Annual Plan 2020/2021.

INTRODUCTION:

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

An Annual Plan is to –

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

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

Progress with achieving the adopted activities is managed through reporting software, Cascade, and attached is the Report for the period 1 July 2020 to 31 March 2021.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategies

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

Goal

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

Strategies

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

LEGISLATION & POLICIES:

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

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The financial implications of the 2020 - 2021 Annual Plan are detailed in Council adopted budget but are summarised in the Plan.

VOTING REQUIREMENTS:

Simple Majority.



● Draft
● Not started
● On Track
● Behind
● Overdue
● Complete
→ Direct Alignment
→ Indirect Alignment

BREAK O'DAY COUNCIL PLAN COMMUNITY

Current Co...	Goal	Update
93%	Strategy 1.1 Create an informed and involved community by developing channels of communication.: 30 to 100	
93%	→ Key Focus Area 1.1.1 Communication: Improve and develop communication processes that lead to the community feeling more informed and involved.	<p>A focus on 'Plain English' communication has been a focus over the last three months with the Communications Coordinator updating a number of outward facing documents. The Communications Coordinator has continued working with the Development Services team around plain English educational material around processes which has progressed well. This has included the development of flow charts and other material.</p> <p>A number of Community Surveys were initiated during the period to support the activities of the Works Department.</p> <p>Overall activity is progressing as planned in this Key Focus Area.</p>

75%	<p>→ Actions 1.1.1.1 Online Surveys - Increase the use of surveys in community consultation regarding Council activities including a focus on comparative information.: 100%</p>	<p>The Communications Coordinator has been working with the Infrastructure and Development Services Manager to use surveys as a community engagement tool. Survey projects to date include:</p> <ul style="list-style-type: none"> • Whether residents would like Council to seal Franks and Morrison Street, Falmouth - Sent to Falmouth residents • Location of Bike Racks in St Helens - sent to businesses • Whether lighting should be installed at the St Marys Rec. Ground - Sent to User groups of the area • Usage of Terrys Hill Road - sent to MTB shuttle operators <p>The Summer 2021 Business Survey was also sent out to businesses at the beginning of March</p> <p>The use of surveys as a consultation tool is ongoing.</p> <p>The implementation of the Community Engagement Strategy will provide more clarity around process in this space.</p> <p>Surveys currently underway include:</p> <ul style="list-style-type: none"> • Business Survey collation August 2019 - 2020 • Business Survey collection of data - December 2020 - February 2021 <p>Both the collation and the new surveys will be sent out in the first week of March</p>
90%	<p>→ Actions 1.1.1.2 Plain English Communication - Develop a 'Plain English' approach to Council communications in line with the new Communications Guide.: 100%</p>	<p>Over the last few months this activity has been stalled to an extent due to other priorities/workload and other staff availability. Activity this year has included:</p> <ul style="list-style-type: none"> • Re-writing the New Resident Letter • Meeting with Managers to reinforce the guidelines for good, plain English language found in the BODC Communications Guide • Working with Managers to re-draft outgoing correspondence in line with the Communications Guide • Drafting Responsible Dog Ownership Flyer to be sent out with the the Dog registrations <p>The Communications Coordinator worked with the Customer Service team to redevelop the new resident letter and the New Resident Kit. The old letter no longer fitted with the values of Council or our Communications and Style Guide. The letter has now been rewritten so it is more welcoming as well as starts directing the audience to the BODC website for further information. This is an ongoing task.</p>
100%	<p>→ Actions 1.1.1.3 Community Survey - Develop a community survey to determine the most effective methods of communication.: 100%</p>	<p>During the Park Snack and Chat sessions and the survey used for these, the CC added in a question regarding what methods and media community members used to get Council information. This question found that digital methods, ie direct email and Facebook were the two best platforms for communicating with our community. The second part of the question asked respondents if they would like to added to our newsletter list, through this we gathered an additional approx. 100 email addresses to be added to the newsletter list. Now that we have this understanding the CC plans on reviewing the need for monthly newsletters in consideration of the fact that facebook has now become a major source of information.</p>
100%	<p>→ Actions 1.1.1.4 Break O'Day Council (BODC) Website - Review and develop the BODC website for relevance and accessibility.: 100%</p>	<p>This is an ongoing task. At the end of the financial year the Communications Coordinator will be checking all data has been uploaded and no old documentation remains in the media library.</p> <p>Council's website has been reviewed and updated. Changes included:</p> <ul style="list-style-type: none"> • Making items alphabetical so they were easier to find • Updating the Community Services page so that information was collated and easier to find • Old files removed from the archive to ensure they could not be searched • Departmental updates. <p>Remaining is the revision of the Planning and Building pages</p>

100%	<p>→ Actions 1.1.1.5 Communication Activities - Review and improve the quality of outward Council communications ensuring consistency with the Communications Guide with particular reference to tone.: 100%</p>	<p>The Communications Coordinator continues to work with various departments on their outward communication. The focus for this financial year will be working with both the Development Services and Works Departments on their communication methods.</p>
77%	<p>Strategy 1.2 Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.: 30 to 100</p>	
77%	<p>→ Key Focus Area 1.2.1 Events and Activities: Creates a culture of volunteering and support to enable vibrant and sustainable events, activities and community groups: 100%</p>	<p>Even though Covid is still impacting on some events within our community, Dragon Trail 2021 went ahead utilising a number of volunteers who assisted in set up or provided food for the many riders who were part of the event. The forthcoming Pyengana Easter Competition will also utilise a number of new volunteers assisting with events. Council staff are continuing to work with event organisers to work through Covid restrictions to ensure that they have support and connect them to volunteering organisations to assist with their events</p>
79%	<p>→ Actions 1.2.1.1 Increasing Volunteers - Work with community groups and interested parties to hold activities in our Municipality focused on strengthening and increasing our volunteer base.: 100%</p>	<p>Community Services Project Officer and Manager, Community Services attended a Local Government Professionals forum where Volunteering Tasmania presented trends for volunteers in Tasmania 2019 (pre COVID-19). It is evident that Volunteers in Tasmania (post COVID-19) have re-assessed their personal lives and the reasons they are now choosing to volunteer, which are generally more values and outcome based. Volunteers now prefer to volunteer for organisations and community groups/events where they feel they are helping people or achieving outcomes and mentoring individuals, rather than attending meetings.</p> <p>Locally, the Dragon Trail MTB event relied on Council Officers to source local volunteers for the event. There were 12 volunteers sourced for the duration of the event with various supporting roles. There will be an ongoing requirement for an increase in local volunteers on an annual basis with the Dragon Trail MTB event.</p>
79%	<p>→ Actions 1.2.1.2 Event Capacity Building - Assist community groups with event planning through mentoring, supporting and facilitating a pathway for event planning.: 100%</p>	<p>Dragon Trail MTB was held 18-20 March 2021 with 308 competitors and was a huge success. Council is currently undertaking an event review period with GEOCENTRIC Outdoors and Tasmania Police. There is also currently an economic impact survey being completed.</p> <p>Ten Days on Island had 180 attendees over two days where Portland Memorial Hall, St Helens was transformed into a portal blending present and past through this live multimedia event.</p> <p>Van Diemen's Fiddles performed, who are three of lutruwita/ Tasmania's finest musicians – Julia Fredersdorff, Emily Sheppard and Rachel Meyers. They made music inspired by dances, stories, people and the land, alongside electronics and visuals from Mac40Media's Caleb Miller. This world premiere was curated in response to the communities of St Helens and its surrounds.</p>
79%	<p>→ Actions 1.2.1.3 Community Event Support - Work with event organisers to strengthen their capacity to deliver events including events cancelled due to COVID-19 by supporting them through planning for the future events including Public Health requirements.: 100%</p>	<p>Dragon Trail MTB was held 18-20 March 2021 with 308 competitors and was a huge success. Council is currently undertaking an event review period with GEOCENTRIC Outdoors and Tasmania Police. There is also currently an economic impact survey being completed.</p> <p>Ten Days on Island had 180 attendees over two days where Portland Memorial Hall, St Helens was transformed into a portal blending present and past through this live multimedia event.</p> <p>Van Diemen's Fiddles performed, who are three of lutruwita/ Tasmania's finest musicians – Julia Fredersdorff, Emily Sheppard and Rachel Meyers. They made music inspired by dances, stories, people and the land, alongside electronics and visuals from Mac40Media's Caleb Miller. This world premiere was curated in response to the communities of St Helens and its surrounds.</p>
70%	<p>→ Actions 1.2.1.4 Event Attraction - Work with event organisers and organisations to develop and attract new events to the area.: 100%</p>	<p>Council staff are continuing to work with external event organisers, an example of this was the new format for the Pyengana Easter Competition. This event had been held on a small scale but with a new organiser, numbers attending were a lot higher than previous years. Council staff assisted the organiser with planning and completion documentation due to Covid.</p>

58%	Strategy 1.3 Foster and support leadership within the community to share the responsibility for securing the future we desire.: 30 to 100	
58%	→ Key Focus Area 1.3.1 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.: 100%	The primary activity in this area is completion of the Community engagement Framework, as noted in the updates this is dependent on greater clarification in relation to future Local government Act requirements. In the meantime Council continues to refine and undertake engagement activities. Communication in relation to Township Plans is ongoing with a further update due during the forthcoming period.
75%	→ Actions 1.3.1.1 Community Engagement Framework - Based on feedback received and involving community consultation, develop and adopt a Community Engagement Framework to support Council activities.: 100%	The Community Engagement Framework has been drafted and has been placed on hold until the Local Government Act Review has been completed as will contain guidelines on the content required in Community Engagement Frameworks.
35%	→ Actions 1.3.1.2 Framework Integration - Embed the Community Engagement Framework within Council activities.: 100%	We are still waiting on the findings from the recent Local Government Review. Once these findings have been published, we will be able to finalise this document in line with the findings from this review
76%	→ Actions 1.3.1.3 Local Township Plans - Develop and review Township Plans; ensure items listed are considered in future budget decisions or source grant funding; report back on a six (6) monthly basis to communities on Township Plan progress.: 100%	Updates in relation to progress of actions listed in the Township Plans have been requested from relevant Council officers in line with the term of the current Township Plans. Once those updates have been provided, Township Plans will be updated and available for community members by June 2021. An update was provided in relation to Township Plans in the late part of 2020.
45%	→ Actions 1.3.1.4 Arts & Cultural Strategy - Work with the Bay of Fires Arts Committee to review the Strategy and reflect changes in an update of the document.: 100%	A request to meet with members of the committee has not as yet been actioned by the members of the Bay of Fires Arts committee. Council staff will continue to try and work with the Bay of Fires Arts Committee to develop a strategy in line with current and future ideas.
0%	Strategy 1.4 Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community.: 30 to 100	
0%	→ Key Focus Area 1.4.1 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.	
75%	→ Actions 1.4.1.1 Implementation of the Break O'Day Community Wellbeing Pilot Project	Implementation of the Community Wellbeing Project commenced during this period. Key activities have included finalisation of arrangements relating to delivery of the Wellbeing Certificate and the process for community members to participate in the project. Following an Expression of Interest process, 30 members were selected with the first Workshop occurring on Saturday 20/3/2021.

ECONOMY

Current Co...	Goal	Update
74%	Strategy 2.1 Develop and highlight opportunities which exist and can be realised in a manner that respects the natural environment and lifestyle of the Break O'Day area.: 30 to 100	

69%	→ Key Focus Area 2.1.1 Opportunities: Prepare and maintain an economic prospectus which details opportunities; infrastructure and land availability; and local resources.: 100%	Activity in this Area has generally been focussed on responding to opportunities and activities which relate to the work of other organisations and whilst the Economic Development Officer role has been vacant we have still been making progress in this area. Completion and publication of the Prospectus has been important achievement. The focus on understanding Break O'Day population challenges is now underway with a workshop presentation planned for June 2021.
100%	→ Actions 2.1.1.1 Economic Prospectus - Promote availability of the Economic Prospectus and maintain relevance as additional or updated information becomes available.: 100%	The Prospectus is now complete and has been uploaded to our website. Availability has been promoted to key stakeholders and State Government agencies.
75%	→ Actions 2.1.1.2 Irrigation Projects - Support the investigations by Tas Irrigation for construction of infrastructure servicing the eastern end of the Fingal Valley.: 100%	Council participation in this project is ongoing with the General Manager attending the public launch of the proposed project at Avoca on 18/9/2020 which outlined the nature of the project. Option for a briefing to Councillors will be considered once the project progresses to the next stage of commitment to proceed. Project involves the establishment of a large dam north of Fingal off the Fingal- Mathinna valley with transmission via streams to cover the area through to Epping Forest.
0%	→ Actions 2.1.1.3 Agriculture Opportunities - Research and examine potential opportunities to develop agriculture and horticulture within the Break O'Day Council area with a particular focus on the Fingal Valley.: 100%	No activity at this stage, linked to Irrigation project
75%	→ Actions 2.1.1.4 Circular Economy - Participate in projects focused on developing the Circular Economy at the regional and local level.: 100%	Council is actively participating in the Aspire Circular Economy project being facilitated through NTDC. Local businesses are being referred to the ASPIRE project or in the situation where there is a substantial opportunity they are being referred to NTDC. Council continues to focus on integrating its recycling activities where possible in circular economy initiatives.
75%	→ Actions 2.1.1.5 Population Strategy - Provide funding support and participate in the regional approach being delivered by Northern Tasmania Development Corporation (NTDC):. 100%	Participation in NTDC Population Attraction program continues with the GM participating in meetings of the working group. Population attraction is linked to the Northern Tas jobs project which is a key part of attracting people to the State. Break O'Day Employment Connect project will feed into this project as well. Contact made with Demographer, Lisa Denny and tentative workshop for early June for Councillors and staff.
75%	→ Actions 2.1.1.6 Growing the Population - Work with UTas, Institute for the Study of Social Change to develop a clear understanding of the Break O'Day (BOD) situation and potential strategies Council can focus on to meet the challenges of population change.: 100%	<p>Following contact being made with the Institute of Social Change and Lisa Denny who is a demographer previously working with UTas, it has been decided to work with Lisa Denny on this project focussed on developing a greater understanding of the situation regarding our population. The focus is on:</p> <ul style="list-style-type: none"> · Discussion about the Silver and White Economies and how we might address this · Impact on and potential changes in Infrastructure and Services we deliver · Potential impact of Covid · Strategies to address population decline · Opportunities which may exist for us. <p>Due to existing commitments it is likely that a workshop will not occur until June 2021</p>
75%	→ Actions 2.1.1.7 Aged Housing - Pursue investment in construction of Independent Living Units in the area.: 100%	No direct action at this stage. Monitoring the situation regarding Council land at Annie Street and what opportunity may exist as this land is developed.
75%	→ Actions 2.1.1.8 Public Housing - Lobby and work with the State Government and housing providers to build new public housing.: 100%	No direct action at this stage. Council is aware of project being pursued by Centacare Evolve housing in relation to affordable housing

80%	→ 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.: 100%	<p>A broad range of activities is underway in this Area which reflects the important role that Tourism plays in the Break O'Day area. Sound progress is being made on the majority of the activities with the exception of the review of visitor information provision. Council officers continue to push this with East Coast Tasmania Tourism though it is unlikely that we will see an outcome in the current reporting year.</p> <p>Commencement of the Bay of Fires Master Plan process has occurred and this will be a major focus during the balance of this year through to the end of 2021.</p>
50%	→ Actions 2.1.2.1 Visitor Information Provision - Work with East Coast Tasmania Tourism (ECTT) to strategically review the provision of visitor information services on the East Coast.: 100%	<p>Progress with this matter continues to be a source of some frustration due to the reliance on Tasmanian Government strategy for visitor information provision and need for East Coast Tasmania Tourism (ECTT) to provide leadership. BODC have included the item as a KPI within the Memorandum of Understanding with ECTT. In the first part of the year, discussions with ECTT have centered on a solution being brought into place to address the situation with Glamorgan-Spring Bay Council closing Visitor Information Centres. Tourism Tasmania engaged consultants to undertake an analysis and to develop a solution.</p>
100%	→ Actions 2.1.2.2 Marketing - Develop a winter marketing strategy for the area which aligns with Tourism Tasmania and East Coast Tasmania Tourism (ECTT) activities.: 100%	<p>Communications coordinator has been working with the Chamber of Commerce on implementing a winter TV campaign that uses the idea and footage from the Top Tassie Town Campaign.</p> <p>They also continue to work with East Coast Tourism Tasmania and Tourism Tasmania in identifying topics and campaigns for promotion through their channels.</p> <p>Both East Coast Tasmania Tourism and Tourism Tasmania have their own winter campaigns running that promote our region. The Communications Coordinator has been keeping abreast of these and looking for ways to leverage off of these.</p> <p>The Communications Coordinator has also been working on more promotion of the MTB trails in winter to continue growing our winter market in order to flatten the trough our local businesses experience at this time of the year.</p> <p>The local Destination Action Plan group and the Bay of Fires Winter Arts Festival is also being supported by Council both in funding and resourcing to enhance the Winter Arts Festival.</p>
91%	→ Actions 2.1.2.3 Mountain Bike (MTB) Data - Collate Tourism data to develop a report on the impact that the MTB trails are having and identify gaps.: 100%	<p>We have just sent out our Summer visitation survey to businesses. This year there has been a slow take up so the Communications Coordinator is working through ways that we could increase this.</p> <p>We have also asked the Dragon Trail organisers to add some questions to their event survey regarding the trails and look forward to seeing this information back.</p> <p>Next financial year the MTB specific survey will be revisited in terms of delivery.</p> <p>The Business Survey for the winter months has just been collated and includes a comparison year on year.</p> <p>The summer survey will be sent out at the end of February to our business data base and will include key findings and a copy of the winter data.</p> <p>The New resident survey has been sent to 532 people and has returns 148 surveys. The data to date reveals:</p> <ul style="list-style-type: none"> • 59% of people moving to the area are from Tasmania • Around 50% of people move to our area for lifestyle • The majority of people moving to our area are over the age of 45 • 51% have bought their property as a residence • 27% were influenced by the MTB trails to move here
63%	→ Actions 2.1.2.4 Bay of Fires Master Plan - Liaise with the State Government and other stakeholders to develop a Master Plan for the Bay of Fires area.: 100%	<p>Invitations have been sent to identified Steering Group Committee members. Expressions of interest have been called for 2 community members, a local environmental group member. We have also requested a local indigenous person to be part of the Steering Committee as well. Once positions are filled, a member will be set up. A chair has been appointed, that being Annette Hughes</p>

92%	→ Actions 2.1.2.5 Visitor Information Sites - Redevelop information for tourism sites.: 100%	Information has been developed for the three sites, Scamander, Fingal and St Marys. This is now with a graphic designer. One hurdle that we have hit is the lack of photography available in the Valley area. The Communications Coordinator is working this through addressing this with East Coast Tourism. Updated Information for the static visitor information sites is currently in development. The Communications Coordinator is working with East Coast Tasmania Tourism to ensure the information at each site is consistent with messaging that they have been promoting.
64%	→ Actions 2.1.2.6 Fingal Valley Tourism - Support Fingal Valley Community groups to undertake tourism activities and projects.: 100%	Expressions of interest have been called from organisations to develop a Recreational Trails Strategy. As part of this process, communities will be consulted as to how they see recreational spaces developed and what they will look like.
100%	→ Actions 2.1.2.7 St Helens Destination Action Plan (DAP) - Review involvement with the DAP Committee.: 100%	Support for the St Helens Destination Action Plan (DAP) committee has been provided during the initial part of the year and at the October DAP meeting the Communications Coordinator stood down as Scribe for the group and reiterated the need for Council to support and facilitate rather than lead the group. The October meeting was a positive meeting that saw 12 new members at the table bringing fresh ideas and renewed enthusiasm The group has been stepping up in recent months and they are currently working closely with the Bay of Fires Winter Arts Festival committee in order to help them grow their annual event.
0%	Strategy 2.2 Provision of relevant training and skills development programs to create a workforce for the future that meets the changing needs of business.: 30 to 100	
57%	→ Key Focus Area 2.2.1 Employment: Create a variety of jobs that will reduce the seasonality of the local economy and provide ample opportunities for youth to remain in the area.: 100%	Solid progress is being made in this area with the Break O'Day Employment Connect project proving to be very successful in unlocking and facilitating employment opportunities in the Break O'Day area. Business support is another key related area with Council continuing to provide support in a number of areas. Due to resourcing availability researching and examining opportunities to create jobs in Break O'Day in a proactive manner has not been progressing as planned.
75%	→ Actions 2.2.1.1 Economic Development Assistance - Provide direct support for new and existing businesses wishing to establish or expand activities.: 100%	Assistance to new and existing businesses is ongoing through Council officers pending recruitment of a new Economic Development Officer as well as the Break O'Day Business Enterprise Centre. Additional support was provided to existing businesses through the Care Call activities which occurred as part of Council's response to COVID 19. The St Helens VIC has been offering assistance to businesses to list on the Australian Tourism Data Warehouse.
75%	→ 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%	Ongoing support is being provided to the Business Enterprise Centre through referrals to the BEC and assisting their clients with information. BEC will provide a presentation to Council in March 2021 regarding activities and to secure ongoing support.

79%	<p>→ Actions 2.2.1.3 Jobs Action Package - Participate actively in the project being facilitated by the Fingal Valley Neighbourhood House FVNH) which focuses on addressing barriers to employment.: 100%</p>	<p>Project Team: The Break O'Day Employment Connect (BODEC) project team attended the UTAS funded Project review for 'Informing Key Influencers: Education and Career Pathway Choices'. The project has been running for 18 months (extended from the initial 12 months because of the COVID restrictions) and Council's Community Services Project Officer is on the local Working Party, along with 7 other locally identified 'Key Influencers'.</p> <p>The findings that were presented were that there is an identified need for Careers Expo type events to be held, where young people and their parents can attend to learn about potential pathways and supports that are available for accessing higher education.</p> <p>Job Seekers - There has been an increase in profession and experienced jobseekers walking into the BODEC office seeking employment locally. Over a third of the Jobseekers have been successfully matched to valuable employment.</p> <p>90% of Jobseekers are not registered with Centrelink and therefore now able to access local information on what is available for employment.</p> <p>Training - The Project team are actively seeking training solutions to fit local need and on an individual basis. They have secured training for Equine Husbandry, Traffic Control, Retail Cert III and Sport and Recreation Certificate III. All are now permanently employed with businesses in the specified industries.</p> <p>Key Barriers to Employment - It has been identified throughout both the project planning and delivery phases that the two main barriers to employment are lack of available childcare and very limited transport options.</p> <p>The Project team are currently working closely with local Childcare providers to try and promote Family Day Care education on training and promoting within the Break O'Day community.</p>
0%	<p>→ Actions 2.2.1.4 Business Opportunities - Research and examine opportunities that could create jobs in Break O'Day (BOD): 100%</p>	<p>No direct activity in this area during the period</p>
86%	<p>Strategy 2.3 Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses to live and work in Break O'Day.: 30 to 100</p>	
86%	<p>→ 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.: 100%</p>	<p>Brand development for our region has been extremely positive and is reflected in visitation data collated as part of the Business Surveys. The Communications Coordinator worked with the Break O'Day Chamber of Commerce to develop St Helens as our Tassie's Top Tourism Town entry which we won. This has resulted in significant marketing of our area through the Spirit of Tasmania's networks. We will not see the benefits of this however until borders fully re-open.</p> <p>Marketing of the St Helens MTB trails has also resulted in a significant increase in visitation to the trails. Most recently Tourism Tasmania has funded FLOW MTB to develop two videos on our trails which will reach tens of thousands of viewers through FLOW's Channels. The Trails have also featured in numerous publications including Australian Mountain Bike, Revolution and MTB Australia magazines</p>
0%	<p>Strategy 2.4 Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focused service delivery.: 30 to 100</p>	
75%	<p>→ Key Focus Area 2.4.1 Support: Integrate and simplify processes and services to facilitate the development and growth of businesses.: 100%</p>	<p>Improvements in this area of service delivery are closely linked to a major State Government project, iPLAN and as such we have no control over progress. It is anticipated it will come on line this reporting year.</p>
75%	<p>→ Actions 2.4.1.1 I-PLAN - Participate with the State Government I-PLAN project to enable online development queries and online submission of development applications. Result - simplified Council processes and integration with I-PLAN.: 100%</p>	<p>Meeting held with State Government Representatives on 23rd July 2020 who provided an update and confirmed that trial platform is planned to be ready early 2021. Council staff have prepared Flow Charts for Approval Processes which are currently in Draft Format and soon to be Implemented.</p>

75%	<p>→ Actions 2.4.1.2 Business Community Leadership - Support the development of strong leadership in the community to facilitate overall development and growth.: 100%</p>	Focus has been on supporting the Break O'Day Chamber of Commerce and Tourism as well as encouraging the growth of the St Helens Destination Action Plan Committee
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ENVIRONMENT

Current Co...	Goal	Update
67%	Strategy 3.1 Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.: 30 to 100	
67%	<p>→ Key Focus Area 3.1.1 Appropriate Development: Encourage sensible and sustainable development through sound land use planning, building and design.: 100%</p>	Work in this area continues to progress steadily and generally relates to more strategic level work relating to the Break O'Day Planning Scheme and related documents. Due to the reliance on other agencies and stakeholders we don't have a high degree of control over timeframes. It is anticipated that some of this work will flow through into the next reporting year given the nature of the work and involvement of other parties.
60%	<p>→ Actions 3.1.1.1 Communication Improvements - Increase communication with local industry to continue to build an understanding of the critical changes in land use planning and other Development Services activities.: 100%</p>	Agenda for the training forums have now been developed. Council staff have prioritised working on some Fact Sheets for Frequently asked questions which will for part of our presentations to industry. Once these are finalised dates will be scheduled for these information sessions to take place.
75%	<p>→ Actions 3.1.1.2 Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy.: 100%</p>	Council officers have been actively involved in the Text Amendments to the Regional Land Use Strategy being coordinated through the northern region Planners which has been submitted to the Planning Commission. A review of Councils strategic planning documents remains high priority which will feed into Stage 2 - Mapping Amendments to the Regional Land Use Strategy. A Brief for this project is close to finalisation.
75%	<p>→ Actions 3.1.1.3 Tasmanian Planning Scheme - Work with the Tasmanian Planning Commission regarding approval of the Local Provisions Schedule (LPS) which have been developed.: 100%</p>	The further information required by the Tasmanian Planning Scheme has been a significant body of work, this is now being finalised by Councils Consultant - GHD. The time taken to prepare the submission to the TPC has been disrupted due to GHD availability as well as the Senior Planner Vacancy.
75%	<p>→ Actions 3.1.1.4 Strategic Land Use Review - Commence review of strategic land use strategy with focus on population, township expansion and industrial land availability.: 100%</p>	Final Brief Completed - Preparing document for sending to Select Consultants
50%	<p>→ Actions 3.1.1.5 Climate Change Action - Secure financial and human resources for priorities in the Break O'Day Climate Change Action Plan 2020.: 100%</p>	Councillor Working Group priority to review 2013 MMP risk assessments. Funding opportunities to implement Council's Climate Change Action Plan 2020 continue to be sought.
79%	Strategy 3.2 Increase the community's awareness of the natural environment, the pressures it faces and actions we can take to sustain it and what it provides.: 30 to 100	
79%	<p>→ 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.: 100%</p>	Good progress continues to be made raising environmental awareness and appreciation of the environment. This is occurring across issue areas such as waste reduction, weed and pest threats, climate change and more, and in collaboration with Tasmanian Government and other stakeholders.

83%	→ Actions 3.2.1.1 Community Activation - Undertake activities which increase awareness and participation in Natural Resource Management and recognition of achievements.: 100%	Community and landholders continue to be provided with information and advice on natural values, issues and their management, such as European wasps, weeds, threatened species and river and flood management. 'Velvet Worm NRM Action Awards' are being offered to recognize the community's contributions, particularly the youth of Break O'Day.
75%	→ Actions 3.2.1.2 Waste Reduction - Undertake community education and activities focused on waste reduction and minimisation.: 100%	<p>A focus on waste reduction is a key part of Council activities in a number of areas:</p> <ul style="list-style-type: none"> · A full page advert in the Local Break O'Day Directory which features what CAN go in your recycle bin as well as WTS open hours · Campaign of KNOW YOUR WASTE posts were featured on our Facebook page over the Dec-January period - These posts pointed back to our website and waste info as well as the Recycle Coach App. <p>After this campaign we have seen an increase in users of the App.</p> <p>Primary school students at St Helens District High School have written asking us to:</p> <ol style="list-style-type: none"> 1. Replace the yellow lids of their general waste bins with Red lids, and 2. Introduce recycling to the school, <p>The education campaign at the school will ensure that students understand the "Good Sort" message and the importance of not contaminating recycling. The overall goal from Council's perspective will be to empower the students to educate their parents and grandparents around this messaging.</p>
50%	Strategy 3.3 Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.: 30 to 100	
50%	→ 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.: 100%	Good progress continues to be made in this area with a range of activities for weed management, implementing Dog Policy and securing resources for land management priorities.
80%	→ Actions 3.3.1.1 Land Management Activities - Secure financial and human resources for projects to rehabilitate degraded land and sustain soil productivity.: 100%	An extension of the Break O'Day Drought Weeds project is being planned to provide further support to the farming sector. New funding opportunities continue to be monitored and landholders referred to opportunities such as TFGA Landcare Action Grants Program, Weed Action Fund large grants. Projects for Weed Action Fund grants are being developed.
15%	→ 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.: 100%	Development and works cases still to be identified to establish baselines for planned soil and water management, for future action to assess outcomes and issues after commissioning and initial use stages.
73%	→ Actions 3.3.1.3 Weed Action Plan - Implement activities within the plan including control measures; education and compliance.: 100%	Weeds are being controlled on Council's properties, such as Spanish heath and burghan control at Jeanneret Beach at St Helens Aerodrome. Public information and communications ('Weed of the Month') produce positive outcomes with support from compliance work (serrated tussock). Landholders and community volunteers are also tackling weeds on their land and public land.
35%	→ 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.: 100%	Weed and disease hygiene and management information to be included in Development Services Dept. training sessions for stakeholders in building, development/planning and real estate sectors, later in the year.
70%	→ Actions 3.3.1.5 Dog Management Policy - Secure a formal cooperative dog management arrangement with Parks and Wildlife Services.: 100%	<p>A joint campaign with the PWS over the October school holiday period included coordination of public communications to raise awareness and increased compliance patrols. While dog owners were found to be generally aware and responsible, several Caution and Infringement Notices were issued. This will continue and also with collaboration from community volunteer efforts and NRM North's 'Defending the hood' project.</p> <p>Parks & Wildlife Service has responded to Council's request and invited discussion at regional PWS level to develop formal arrangements for ongoing cooperation. These are to be initiated in May.</p>

25%	→ Actions 3.3.1.6 Urban Green Infrastructure - Develop a street guide and survey further "Green Infrastructure" issues and opportunities (ie St Marys as the first township): 100%	Work remains and is still expected for second half of year, to develop street tree guide for townships and review Green Infrastructure opportunities.
37%	Strategy 3.4 Recognise and alleviate the issues and risks to the environment from our use and the risk to us from a changing environment (for example flood and fire): 30 to 100	
37%	→ Key Focus Area 3.4.1 Water: Develop and implement strategies and activities to reduce the risk of flooding, inundation and erosion within our rivers, estuaries and coastal areas.: 100%	Progress on Actions for priorities from the Break O'Day Environment and NRM Action Plan in this Area is less than planned. However the St Marys Flood Risk Mitigation project has made good progress and is nearly complete and the George River floodplain Impact Assessment project with the Lower George Riverworks Trust activities will start in the last quarter.
20%	→ Actions 3.4.1.1 George River Catchment and Bay - Review catchment, water quality and riparian issues and management priorities - action and collaboration on pollution issues and catchment water quality priorities.: 100%	Review of previous catchment management studies and issues to update priorities remains to be done.
25%	→ Actions 3.4.1.2 South Esk River - Review catchment, water quality and riparian issues and management priorities - action and collaboration on pollution issues and catchment water quality priorities.: 100%	Previous catchment management studies and issues not yet reviewed.
20%	→ Actions 3.4.1.3 Catchment Riverworks - Facilitate projects to stabilise and protect priority stream reaches; identify critical sites threatening the natural stability of river systems from 'rivercare' programs and plans and the status of streams.: 100%	Follows review of priorities for the George and South Esk catchments river systems (3.4.1.1 & 3.4.1.2), with actions to follow later in the year.
80%	→ Actions 3.4.1.4 St Marys Flood Mitigation - Complete construction of the St Marys Rivulet Flood Levee and update St Marys Flood Management Plan priorities.: 100%	Flood gate installed to complete construction Groom Street flood levee, testing of the Flood Warning System has revealed several programming bugs, and modelling of channel vegetation management options indicates little flood mitigation benefit and significant waterway health risks. The project has suffered continuing delays and be reviewed to plan completion, possibly with an extension to mid-year.
40%	→ Actions 3.4.1.5 Manage Lower George Flood Risk - Implement Lower George Floodplain Action Plan with Riverworks Trust and secure funding for flood and river management works as well to undertake flood studies to quantify the risks.: 100%	George River floodplain 'Impact Assessment' project has been initiated with operational planning by Council and Lower George Riverworks Trust officers and planning first stage of work to define likely river channel 'break-out' scenarios with consultants. Launch of project activities has been delayed but can begin in the next quarter, for completion by the end of 2021.

INFRASTRUCTURE

Current Co...	Goal	Update
88%	Strategy 4.1 Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area.: 30 to 100	

88%	→ Key Focus Area 4.1.1 Community Facilities: Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers.: 100%	Activities in this area are generally progressing as planned towards completion following some delays from COVID.
75%	→ Actions 4.1.1.1 St Helens Sports Complex Master Plan - Carry out user consultation, review current land use and future land use demands - drafting of concept site plans for future proposals and develop costings for prioritised projects.: 100%	Initial draft conceptual master plans developed for consultation which occurred in February 2021 resulting in good feedback for Council officers to work with. Information provided to drafts person to update the plans.
100%	→ Actions 4.1.1.2 Old Tasmanian Hotel - Complete Stage 2 Capital Upgrades to the Old Tasmanian Hotel - lift, disabled access and entrance way):. 100%	Works completed installing the Lift access to the upper floor in February 2021 which has completed the project. Official opening scheduled for 15/04/2021.
64%	Strategy 4.2 Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle.: 30 to 100	
65%	→ Key Focus Area 4.2.1 Towns: Create townships that are vibrant and welcoming through improvements to infrastructure such as streetscapes, parking, safety and signage.: 100%	Good progress continues to be made with improving the streetscapes of our townships through a number of construction projects. Important work relating to car parking in St Helens and St Marys continues to lag behind due to the extremely large construction program we have had to deliver this Financial Year. Potentially they will not be completed as planned.
75%	→ Actions 4.2.1.1 Streetscapes - Prepare a detailed plan and costings for the next stage of the St Helens Streetscape Project, including the upgrade of the intersection of the Esplanade and Cecilia Street.: 100%	<p>A plan has been developed for the next stage of the St Helens Streetscape Project (eastern side of Cecilia Street, between Circassian Street and Georges Bay Esplanade). The project is listed in Council's four year capital projects budget with proposed construction in the 2021-2022 financial year.</p> <p>Works include the renewal of footpath, kerb & channel and the reconfiguration of parking bays and the Cecilia Street/ Georges Bay Esplanade intersection to improve sight distance for motorists. The design also includes the provision of pedestrian crossing points that coincide with access points on the western side of Cecilia Street.</p> <p>Item to be considered by the Council in preparing the 2021-2022 capital works budget.</p>
62%	→ Actions 4.2.1.2 St Marys Parking Strategy - Develop a car parking strategy for St Marys providing a long term plan for off-street parking.: 100%	<p>David Jolly: Strategy development is yet to be addressed, Priority action as other priority works close.</p> <p>Car parking upgrade works that include the extension, sealing and line marking the area behind the St Marys Community Hall, bounded by the hall, the tennis court and the op-shop commenced in late March 2021, with an expected completion at end April 2021. 14/04/2021</p>
59%	→ Actions 4.2.1.3 St Helens Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for off-street parking.: 100%	<p>Strategy development is yet to be addressed.</p> <p>Works undertaken in November 2020 on the the development of the car park on the corner of Cecilia and Quail Streets which had been prior to November been progressing through approvals process. The main part of the car park has been sealed and line marked and new decorative concrete pedestrian areas constructed. Further work is planned between April and end of June.</p> <p>Strategy development is yet to be addressed.</p>

62%	<p>→ Key Focus Area 4.2.2 Telecommunications: Ensure residents and visitors can access telecommunication services such as NBN and mobile phone coverage where they are living and visiting.: 100%</p>	<p>Activity in this area is driven by the actions of the major Telcos. Council officers continue to work with both Telstra and Optus on communications upgrades particularly along the Tasman Highway.</p>
62%	<p>→ Actions 4.2.2.1 Telecommunications - Monitor the roll-out of the Mobile Black Spot Program and advocate for the installation of small cell technology to service Mangana and the surrounding area.: 100%</p>	<p>The following Key mobile Black Spots in the Break O'Day Council area have been identified and include:</p> <ol style="list-style-type: none"> 1. Tasman Highway west of St Helens to Weldborough. Placement of a Tower at Little Plain would greatly improve coverage and would not need to be a high tower 2. Tasman Highway around Chain of Lagoons 3. Ansons Bay, resolution of the tower siting issue. <p>Council is also examining an opportunity for Bushfire relief funding to establish a small cell at Mangana.</p>
56%	<p>Strategy 4.3 Develop and maintain infrastructure assets in line with affordable long-term strategies.: 30 to 100</p>	
50%	<p>→ Key Focus Area 4.3.1 Waste Management: Provide access to services and facilities which support a sustainable lifestyle.: 100%</p>	<p>Council continues to focus on a range of Waste Management and minimisation activities which are important to developing a sustainable approach for Council. Progress is proceeding as planned. Council also assumed the responsibility for the collection of household (general waste) kerbside collection service at 1 July 2020.</p>
75%	<p>→ Actions 4.3.1.1 Green Waste Recycling - Produce weed-free green mulch for sale on a cost recovery basis at the Scamander and St Helens Waste Transfer Stations.: 100%</p>	<p>Annually council receives in the order of 6,000 cubic metres of bulk green waste at its waste transfer stations, predominantly at St Helens. Composted green waste produced at St Helens (double shredded and aged) during 2020 has been made available to the public on a cost recovery basis. Composting temperatures reached are sufficient to sterilise weed and plant seeds and prevent later re-germination. Material pricing was considered by the Council at the October ordinary meeting of Council.</p> <p>Green waste received at Scamander and St Marys waste transfer stations is single shredded and allowed to compost. Further processing to a fine mulch is not financially viable given the lower volume of green waste received at these transfer stations. The option of screening stockpiled mulch to separate composted material by screening for later sale is to be considered further.</p>
79%	<p>→ Actions 4.3.1.2 Inert Landfill Resource Recovery - Investigate re-use/recovery options and sales opportunities for concrete, soil and other non-asbestos containing builders waste currently placed at the St Helens Waste Transfer Station.: 100%</p>	<p>Council has limited inert landfill space available.</p> <p>Investigations are continuing to assess the financial viability to recovery of concrete, bricks, ceramics and non-asbestos cement sheeting. In the short term these materials are being stockpiled. Potential uses as clean landfill, drainage fill and road base are under investigation and in alignment with environmental regulation.</p> <p>Other materials, such as soil, clays and gravels can be used as clean fill. Options are being considered for internal re-use by the Council for old land-fill site remediation and possibly some civil projects.</p> <p>Pilot trials to incorporate gyprock (plaster board) and untreated/unpainted construction timber collected and stored at waste transfer stations will be undertaken during 2021.</p>

75%	<p>→ Actions 4.3.1.3 Waste Management - Participate in the Northern Tasmania Waste Management Group (NTWMG) activities to achieve improvements in waste reduction and resource recovery;: 100%</p> <p>Break O Day Council is an active member of the Northern Waste Management Group (NTWMG) contributing to the Waste Minimisation Levy which fund NTWMG activities.</p> <p>1 January to 31 March 2021</p> <ul style="list-style-type: none"> • Tender advertised and tender submissions received for the Regional Waste Composition Audits. The audit scope is limited to the assessment of kerbside, transfer station and landfill waste streams. The objective is to measure material type and quantity. Data will be useful for future planning in the processes and infrastructure required to remove valuable resources being landfilled and for waste minimisation information campaigns. • Successful contractor to be advised, with audit activity tentatively scheduled to occur over the period April to June 2021. More information to be provided once audit schedule is advised. <p>1 October to 31 Dec 2020</p> <ul style="list-style-type: none"> • Waste Minimisation Grants 2020 - Funding was allocated to 12 regional projects that demonstrated innovation and measurable outcomes in waste reduction and re-use. • Conducted Kerbside Co-mingled Recycleable bin audits across the region including the Break O'Day municipality.
79%	<p>→ Actions 4.3.1.4 Inert Waste Landfill - Develop Scamander Waste Transfer Station as an Inert Landfill Site - address environmental regulatory requirements to enable progression to the design and costing of Inert Waste Cells.: 100%</p> <p>Break O'Day Council submitted an Environmental Effects Report to the Tasmanian EPA in 2016 by which it was proposed to establish an inert landfill at the Scamander Waste Transfer Station. The Scamander site is considered suitable for the proposed activity considering: the current activity and the ease of operation it provides; its historical use as a putrescible landfill; and the appropriate distance from surrounding sensitive land use areas.</p> <p>The proposal is for the site to continue being used as a waste transfer station. The proposed extension of activity includes accepting inert waste to be landfilled on top of an area previously used for putrescible landfilling. The EPA tabled four (4) matters for resolution that relate to</p> <ol style="list-style-type: none"> i) Leachate management from an inert landfill site; ii) Groundwater and surface water monitoring program; iii) The consideration of landfill gas, in relation to the likelihood of occurrence and any risk management measures proposed, if deemed necessary. iv) The consideration of subsidence of the underlying putrescible landfill from placing inert materials on top of older waste cells. The current matters for resolution are being addressed and no delay in responding to the regulator are anticipated <p>Each item is in the process of being assessed and includes the need for additional water sampling to be undertaken. Additional sampling bores were installed and commissioned during January 2021. Ground water quality assays will be reviewed by the EPA after follow-up sampling (May 2021). The EPA has not committed to a definitive timeframe to provide the Council with additional advice or requirements at this time and the project remains on track.</p>

100%	<p>→ Actions 4.3.1.5 Glass Reuse - Investigate options and verify by Cost Benefit Analysis the separation and re-use opportunities for glass collected in Kerbside Co-mingled Recyclables waste stream and glass collected at Municipal Waste Transfer Stations.: 100%</p>	<p>Glass collected by Council follows two paths:</p> <p>i) In the Kerbside Comingled Recyclables waste stream, that is efficiently transported and separated at JJ's Waste recovery facility at Launceston. Typically glass contributes about 40% by weight of kerbside co-mingled recyclables or up to 240tonnes per annum.</p> <p>ii) Through placement in glass bins at Council's Waste Transfer Stations. This material is transported to the Scamander WTS and stockpiled. At the present time it is not cost effective to recover the low volumes of material collected and stockpiled.</p> <p>The Tasmanian Government has announced its intention to introduce a Container Deposit Scheme. The scheme was announced in June 2019 and is intended to be operational by 2022. The scheme will change the way glass containers are currently collected and is likely to serve to somewhat lower waste handling costs to the Council.</p> <p>Glass recovery and re-use will remain an ongoing activity for the council.</p>
0%	<p>→ Actions 4.3.1.6 Single Use Plastics - Single-use Plastics Policy approval and implementation.: 100%</p>	<p>A Single Use Plastics Policy is yet to be developed with a draft to be provided to Council for discussion and subsequent endorsement.</p>
54%	<p>→ Key Focus Area 4.3.2 Roads and Streets: Develop a well-maintained road network that recognises the changing demands and requirements of residents and visitors.: 100%</p>	<p>Progress in this area relating to State Government projects has finally started to accelerate in recent months which is pleasing. Frustrations in relation to progression of the Wrinklers project are starting to ease.</p>
79%	<p>→ Actions 4.3.2.1 State Road Network - Pursue upgrades to State Government road infrastructure assets (Tasman Highway) to improve safety and reliability. Result, network quality.: 100%</p>	<p>As an ongoing activity, discussions are held with State Growth on network and upgrade projects.</p> <ul style="list-style-type: none"> • In response to Safety and Maintenance concerns raised for the Esk Main Road between Fingal, St Marys township and St Marys Pass, the department has recently commenced pavement remediation works that will continue until May 2021. • The Great Eastern Drive - multiple projects including the need to seal the road shoulders between Scamander and the bottom of the St Marys Pass. • Binalong Bay Road Upgrade and handover to State Growth. The department commenced road shoulder widening works in late March. Road handover is in progress but a proclamation date is yet to be advised to Council. • Tasman Highway Upgrade (Diana's Basin to St Helens). The department commenced upgrade works in March 2021.
79%	<p>→ Actions 4.3.2.2 Municipal Road Network - Complete transfer of the responsibility of Binalong Bay Road to the State Government.: 100%</p>	<p>The Department of State Growth have commenced shoulder widening works on Binalong Bay Road from Tuckers Arm to Cray Court. Road widening comprises: 3.1m lane width, 1m sealed shoulder and 0.5m gravel verge.</p> <p>The Department has not yet formally taken over the control of Binalong Bay Road. A proclaimed date is yet to be advised.</p>
0%	<p>→ 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%</p>	<p>No action in the quarter ending March 2021, due to resourcing other priorities.</p>

59%	<p>→ 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.: 100%</p>	<p>Design of toilet block finalised and provided to nearby residents for feedback which was supportive of the design. Substantial delays experienced with Parks & Wildlife Service advice and processing of Reserve Activity Assessment application.</p> <p>At the Ordinary Meeting of Council July 2020, the Council endorsed the following officer recommendations:</p> <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. <p>Community comment was incorporated into the final layout design.</p>
63%	<p>→ Key Focus Area 4.3.3 Recreational Facilities: Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure.: 100%</p>	<p>This is a very substantial Area of activity and there has been good solid progress. A number of large construction projects have now been completed and whilst there is now a focus towards operation and maintenance of the MTB trails there is also an increased focus on developing the pipeline of projects through strategic work such as the Recreational Trails Strategy.</p>
100%	<p>→ Actions 4.3.3.1 Georges Bay Foreshore Trail - Undertake construction of the trail from St Helens Wharf to Homelea (rock walkway and bridge structures):. 100%</p>	<p>The \$2.1 million project fully funded by the Australian Government through the Community Development Grants Programme was completed at the end of October 2020 followed by a 'soft' opening for public use prior to the November long weekend.</p> <p>Liberal Senator for Tasmania Claire Chandler officially opened the new trail on 19 November 2020, which she said enhances the already strong appeal of the coastal town as one of Tasmania's best holiday destinations.</p>
70%	<p>→ 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%</p>	<p>Expressions of interest have been called from interested parties to develop a Recreational Trails Strategy. Documents are currently being received and once the period has closed, assessment of the applications will be undertaken.</p> <p>This process will identify all trails across the municipality and provide guidance in future funding and prioritisation for resourcing across all land managers for maintenance of existing trails and future developments.</p>
50%	<p>→ Actions 4.3.3.3 St Helens to Binalong Bay Link - Complete the project to a shovel ready stage and pursue funding.: 100%</p>	<p>Scope of project and detail is being developed by Council's Works Department as part of preparation of information for future lobbying activities.</p>
100%	<p>→ Actions 4.3.3.4 St Helens MTB Network - Complete construction of the Network including support infrastructure.: 100%</p>	<p>All trails completed and open for public use as November 21 2020.</p> <p>Trail network now in maintenance program status and managed by council staff.</p>
100%	<p>→ Actions 4.3.3.5 Bay of Fires Trail - Complete trail head infrastructure and re-route of the Blue Tier Trail.: 100%</p>	<p>Trail works completed with new carpark and BlueTier Trail realignment trail completed and open for public use as of 21 November 2020.</p> <p>Bay of Fires Trail and Blue Tier Trail both now commence at the new carpark (Poimena) with the original Blue Tier Trail start has been reverted back to walking trail only under Parks and Wildlife control.</p> <p>Mountain Bike trails and affiliated infrastructure are under maintenance status by council staff.</p>

36%	→ Actions 4.3.3.6 Skills Track / Pump Track - Examine options to establish a skills / pump track in the St Helens area.: 100%	<p>The establishment of a PumpTrack in St Helens has been prioritised highly as infrastructure that would enhance the experience of users and provide activation of the location with the financial gain to businesses.</p> <p>A document has been created to be used for funding opportunities at all levels of Government</p>
75%	→ Actions 4.3.3.7 St Helens MTB Network - Increase the engagement of the businesses and the community in the development and operation of the trails.: 100%	<p>The Collective will be a community organisation established to enable the community to guide and influence the activation and future development of the MTB network. Key community members have been identified and an initial meeting to be arranged by council staff before end of 2020/21. AGM meeting is being arranged to happen prior to end of May 2021.</p>
75%	→ Actions 4.3.3.8 MTB Events - Identify ongoing opportunities for activation of the MTB Network by identifying Local / State / National / International events.: 100%	<p>The Dragon Trail MTB multi day race was held over 18 to 20 March 2021. Over 340 competitors competed in the event and was the first event to be held predominately on the St Helens MTB Network.</p> <p>The success of the event will ensure it is held again in 2022.</p> <p>The Collective, once established will be focus on identifying and attracting other events for the network.</p>
16%	→ Actions 4.3.3.9 Fingal to St Marys Trail - Develop a Master Plan for a rail trail between St Marys and Fingal.: 100%	<p>This project will form part of the Recreational Trails Strategy which is currently in the early stages the process.</p>
43%	→ Actions 4.3.3.10 St Marys Trail - Undertake a Feasibility Study for a walking / bike trail between Mt Nicholas and Elephant Pass subject to receipt of external funding.: 100%	<p>This project will be incorporated into the Recreational Trails Strategy where expressions of interest from relevant bodies has been requested.</p>
75%	→ Actions 4.3.3.11 MTB Network Operation - Develop and implement operational / maintenance plan for the MTB trail networks.: 100%	<p>Continuing to revise the maintenance plan from lessons learned and understanding resourcing required now that the whole network is complete. Focus on dealing with weather events such as high rainfall and winds has now been added to the documentation being prepared</p>
15%	→ Actions 4.3.3.12 Recreational Trails Strategy - Develop a strategy encompassing walking and bike trails for the Break O'Day area.: 100%	<p>Expressions of interest have been called from interested parties to develop a Recreational Trails Strategy. Documents are currently being received and once the period has closed, assessment of the applications will be undertaken.</p>

SERVICES

Current Co...	Goal	Update
71%	Strategy 5.1 Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.: 30 to 100	
70%	→ Key Focus Area 5.1.1 Health: Retain and expand local provision of disability, preventative, chronic and acute health care services including pursuing innovative healthcare delivery options.: 100%	<p>Activity in this Area is generally focussed around Council supporting service delivery where required. Resolution of the situation with the old St Helens hospital continues to be a source of frustration which is unlikely to change for a significant period due to use of the site.</p>
55%	→ Actions 5.1.1.1 Local Services - Strengthen relations with Royal Flying Doctor Service (RFDS) to increase the number of services to be delivered within our community.: 100%	<p>Due to staff changes at the Royal Flying Doctors Service - Council staff have been unable to commence discussions about continuation of funding. Council staff continue to work with the local counsellors on the ground with regard to how the current projects are working. Feedback to date is that delivering these services locally is working well and accepted well by those using the services.</p>

75%	→ Actions 5.1.1.2 Old St Helens Hospital - Lobby and work with the Department of Communities Tasmania to review the outcomes of the community engagement process and to determine the future use of this site.: 100%	The old St Helens Hospital is currently being used for Covid purposes. Unfortunately whilst the roll out of the vaccine is taking place, this venue will be utilised for this purpose - so no timeframes are currently available. The community feedback was provided to the Department of Communities Tasmania and they had requested that Council support the development of a business plan based on the feedback but Council declined to contribute any funds to this project on the basis that it was a Government owned facility. Council has asked that the Department undertake a high level feasibility assessment of the ideas put forward by the community to determine which might be examined further.
75%	→ Actions 5.1.1.3 Local Service Delivery - Works with the NGO's on the Mental Health Directory and to undertake a community wide survey to understand the needs of health service delivery within Break O'Day (BOD) along with identified gaps.: 100%	The Mental Health Directory is undertaken as part of the Trial Site Prevention program - funding has been extended for an additional period of time so St Helens Neighbourhood House will continue to update directory every 2 months.
75%	→ Actions 5.1.1.4 Doctors - Build on the relationship with OCHRE Health to ensure consistency of Medical Practitioners and service delivery.: 100%	Council staff continue to engage with Ochre Health to ensure that a working partnership is in place when Council's services are required for anything.
73%	→ Key Focus Area 5.1.2 Youth: 100%	Activity in this Area continues to develop as opportunities arise.
79%	→ Actions 5.1.2.1 Local Government - Work with St Helens District High School (SHDHS) and St Marys District School (SMDS) with support of a video conferencing format, to guide them on the functions of Local Government and empower them to engage in workshops and Council Meetings.: 100%	This item has not been redirected as there is now a local community lead project called Youth Collective North East Coast (YCONNECT) and Community Services Project Officer is on the committee. YCONNECT is an Incorporated Body, formed by community members who care about our young people, to enable them to have a voice. YCONNECT has young representatives from both local Schools and Council's Community Services Project Officer will be working with the young people in both enabling them with Local Government functions and responsibilities, as well as reviewing the BODC Youth Strategy.
79%	→ Actions 5.1.2.2 Work Experience - Support the development of a work experience program for young people through the Employment Partnership Project.: 100%	Project Team: The Break O'Day Employment Connect (BODEC) project team attended the UTAS funded Project review for ' <i>Informing Key Influencers: Education and Career Pathway Choices</i> '. The project has been running for 18 months (extended from the initial 12 months because of the COVID restrictions) and Council's Community Services Project Officer is on the local Working Party, along with 7 other locally identified 'Key Influencers'. The findings that were presented were that there is an identified need for Careers Expo type events to be held, where young people and their parents can attend to learn about potential pathways and supports that are available for accessing higher education. Job Seekers - There has been an increase in profession and experienced jobseekers walking into the BODEC office seeking employment locally. Over a third of the Jobseekers have been successfully matched to valuable employment. 90% of Jobseekers are not registered with Centrelink and therefore now able to access local information on what is available for employment. Training - The Project team are actively seeking training solutions to fit local need and on an individual basis. They have secured training for Equine Husbandry, Traffic Control, Retail Cert III and Sport and Recreation Certificate III. All are now permanently employed with businesses in the specified industries. Key Barriers to Employment - It has been identified throughout both the project planning and delivery phases that the two main barriers to employment are lack of available childcare and very limited transport options. The Project team are currently working closely with local Childcare providers to try and promote Family Day Care education on training and promoting within the Break O'Day community.

60%	<p>→ Actions 5.2.1.1 THRIVE - Maintain working relationship with THRIVE and participate in their activities.: 100%</p>	<p>Projects which sit under THRIVE are continuing, the Community Garden committee is working with Council to move to a new site at the St Helens Recreation Ground. The Mentoring program is continuing with a number of new mentors coming on board. The committee are currently reviewing the benefits of the THRIVE build project.</p>
78%	<p>Strategy 5.2 Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community.: 30 to 100</p>	
76%	<p>→ Key Focus Area 5.2.1 Mental Health: Improve the mental health of our community through stability in service delivery and a holistic approach to the provision of services locally.: 100%</p>	<p>Limited activity in this Area.</p>
76%	<p>→ Actions 5.2.1.2 Suicide Prevention - Maintain involvement in the Suicide Prevention Trial and continue to work with the committee on delivering the programs for a further 12 months.: 100%</p>	<p>This project has received another 6 months of funding - finishing now in December, 2020. Other funding options are currently being looked at to ensure the sustainability of projects like the Safe Café and the Mental Health Directory once this funding is no longer available.</p>
79%	<p>→ Key Focus Area 5.2.2 Education & Skills Training: Improve education and skills training opportunities and encourage greater personal development through delivery of programs locally which meet the needs of industry and the community. Implement outcomes of the BDO Report.: 100%</p>	<p>The primary focus on education and skills training is happening through Break O'Day Employment Connect. Conversations have occurred with the Principal of the St Helens District High School regarding concerns with the lack of VET courses in 2021 and the operation of the Trade Training Centre. This is an increasing source of frustration.</p>
79%	<p>→ Actions 5.2.2.1 Employment Partnership Project - Participate in the project being facilitated by the Fingal Valley Neighbourhood House (FVNH) including supporting the operations of the local steering committee.: 100%</p>	<p>Project Team: The Break O'Day Employment Connect (BODEC) project team attended the UTAS funded Project review for 'Informing Key Influencers: Education and Career Pathway Choices'. The project has been running for 18 months (extended from the initial 12 months because of the COVID restrictions) and Council's Community Services Project Officer is on the local Working Party, along with 7 other locally identified 'Key Influencers'.</p> <p>The findings that were presented were that there is an identified need for Careers Expo type events to be held, where young people and their parents can attend to learn about potential pathways and supports that are available for accessing higher education.</p> <p>Job Seekers - There has been an increase in profession and experienced jobseekers walking into the BODEC office seeking employment locally. Over a third of the Jobseekers have been successfully matched to valuable employment.</p> <p>90% of Jobseekers are not registered with Centrelink and therefore now able to access local information on what is available for employment.</p> <p>Training - The Project team are actively seeking training solutions to fit local need and on an individual basis. They have secured training for Equine Husbandry, Traffic Control, Retail Cert III and Sport and Recreation Certificate III. All are now permanently employed with businesses in the specified industries.</p> <p>Key Barriers to Employment - It has been identified throughout both the project planning and delivery phases that the two main barriers to employment are lack of available childcare and very limited transport options.</p> <p>The Project team are currently working closely with local Childcare providers to try and promote Family Day Care education on training and promoting within the Break O'Day community.</p>
79%	<p>→ Key Focus Area 5.2.3 Transport: Facilitate a range of transport options that support movement within and outside the Break O'Day area.: 100%</p>	<p>Transport barriers are becoming of increasing concern and something which the BODEC team are focussed on</p>

79%	<p>→ Actions 5.2.3.1 Local Transport Network - Work with young people through the Employment Partnership Project to address transport barriers.: 100%</p> <p>Project Team: The Break O'Day Employment Connect (BODEC) project team attended the UTAS funded Project review for 'Informing Key Influencers: Education and Career Pathway Choices'. The project has been running for 18 months (extended from the initial 12 months because of the COVID restrictions) and Council's Community Services Project Officer is on the local Working Party, along with 7 other locally identified 'Key Influencers'.</p> <p>The findings that were presented were that there is an identified need for Careers Expo type events to be held, where young people and their parents can attend to learn about potential pathways and supports that are available for accessing higher education.</p> <p>Job Seekers - There has been an increase in profession and experienced jobseekers walking into the BODEC office seeking employment locally. Over a third of the Jobseekers have been successfully matched to valuable employment.</p> <p>90% of Jobseekers are not registered with Centrelink and therefore now able to access local information on what is available for employment.</p> <p>Training - The Project team are actively seeking training solutions to fit local need and on an individual basis. They have secured training for Equine Husbandry, Traffic Control, Retail Cert III and Sport and Recreation Certificate III. All are now permanently employed with businesses in the specified industries.</p> <p>Key Barriers to Employment - It has been identified throughout both the project planning and delivery phases that the two main barriers to employment are lack of available childcare and very limited transport options.</p> <p>The Project team are currently working closely with local Childcare providers to try and promote Family Day Care education on training and promoting within the Break O'Day community.</p>
79%	<p>→ Actions 5.2.3.2 Transport Gap Analysis - Examine the outcomes of previous engagement activities and work with young people through the Employment Partnership Project to address transport barriers.: 100%</p> <p>Project Team: The Break O'Day Employment Connect (BODEC) project team attended the UTAS funded Project review for 'Informing Key Influencers: Education and Career Pathway Choices'. The project has been running for 18 months (extended from the initial 12 months because of the COVID restrictions) and Council's Community Services Project Officer is on the local Working Party, along with 7 other locally identified 'Key Influencers'.</p> <p>The findings that were presented were that there is an identified need for Careers Expo type events to be held, where young people and their parents can attend to learn about potential pathways and supports that are available for accessing higher education.</p> <p>Job Seekers - There has been an increase in profession and experienced jobseekers walking into the BODEC office seeking employment locally. Over a third of the Jobseekers have been successfully matched to valuable employment.</p> <p>90% of Jobseekers are not registered with Centrelink and therefore now able to access local information on what is available for employment.</p> <p>Training - The Project team are actively seeking training solutions to fit local need and on an individual basis. They have secured training for Equine Husbandry, Traffic Control, Retail Cert III and Sport and Recreation Certificate III. All are now permanently employed with businesses in the specified industries.</p> <p>Key Barriers to Employment - It has been identified throughout both the project planning and delivery phases that the two main barriers to employment are lack of available childcare and very limited transport options.</p> <p>The Project team are currently working closely with local Childcare providers to try and promote Family Day Care education on training and promoting within the Break O'Day community.</p>
79%	<p>→ Actions 5.2.3.3 Learner Driver Mentor Program - Recruit and train additional mentors to support the program.: 100%</p> <p>A promotion calling for volunteers has been implemented and promoted via community group channels, BODC facebook page and both of the community Neighbourhood Houses.</p>
65%	<p>Strategy 5.3 Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.: 30 to 100</p>

65%	→ Key Focus Area 5.3.1 Service Delivery: Improvement: 100%	A number of service delivery improvements have been implemented in Development Services which will not only streamline processes but free up resources. Other improvements are coming through the 'Plain English' activities of the Communications Coordinator.
60%	→ Actions 5.3.1.1 Service Delivery Improvements - Review and implement business process improvements to existing planning and building processes with an aim to improving customer service delivery and timeframes for processing.: 100%	<p>ct 09, 2020 - Jake Ihnen - Various internal improvements implemented to date includes:</p> <p>A) Implementation of Pre Lodgement Assessment Process, incorporating referral processes and increased customer service;</p> <p>B) Implementation of Formalised Review & Delegate authorisation process;</p> <p>C) Implementation of Formalised Customer Enquiry Procedure & Formalised approach to Customer Service Enquiries;</p> <p>D) Draft flowcharts for Pre Lodgement Advice & Planning Approval process underway</p> <p>;E) Draft flowcharts underway for Building approval processes (Notifiable and Permit works);</p>
80%	→ Actions 5.3.1.2 Development Information - Review and simplify information relating to undertaking development including Fact Sheets and Website information for re-occurring enquiries.: 100%	Process improvements have been a focus for Development Services staff, a substantial review is underway fact sheets are being developed along with continual process improvements.
50%	→ Actions 5.3.1.3 Emergency Management Volunteers - Undertake training with people who have responded to Council's call out for volunteers with regard to emergency situations.: 100%	Council has worked with Red Cross to offer a training session at the Fingal Valley Neighbourhood House to train up volunteers in recovery. The session has been offered across the North of the State so that information and learnings can be shared amongst those who wish to volunteer during an emergency event.
70%	→ Actions 5.3.1.4 Municipal Emergency Management Plan - Review and adopt the Plan in line with the Tasmanian Emergency Management Plan.: 100%	The Break O'Day Municipal Management Plan is currently under review in line with the legislative requirements. The current document will expire later in 2021.

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

IN CONFIDENCE

05/21.18.0 **CLOSED COUNCIL**

05/21.18.1 **Confirmation of Closed Council Minutes – Council Meeting 19 April 2021**

05/21.18.2 **Outstanding Actions List for Closed Council**

05/21.18.3 **Velvet Worm NRM Action Awards for 2021 - Closed Council Item Pursuant to Section 15(2)G 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.