Break O'Day
COUNCIL

COUNCIL MEETING AGENDA

Monday 19 August 2019
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
12 August 2019

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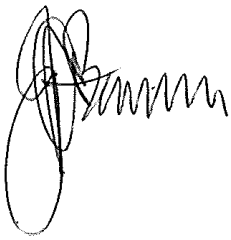
NOTICE OF MEETING

Notice is hereby given that the next meeting of the Break O'Day Council will be held at the St Helens Council Chambers on Monday 19 August 2019 commencing at 10.00am.

CERTIFICATION

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



JOHN BROWN
GENERAL MANAGER
Date: 12 August 2019

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OPENING

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

ACKNOWLEDGEMENT OF COUNTRY

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

08/19.1.0 ATTENDANCE

08/19.1.1 Present

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

08/19.1.2 Apologies

Nil.

08/19.1.3 Leave of Absence

Nil.

08/19.1.4 Staff in Attendance

General Manager, John Brown
Executive Assistant, Angela Matthews

08/19.2.0 PUBLIC QUESTION TIME

08/19.3.0 DECLARATION OF PECUNIARY INTEREST OF A COUNCILLOR OR CLOSE ASSOCIATE

Section 48 or 55 of the Local Government Act 1993 requires that a Councillor or Officer who has an interest in any matter to be discussed at a Council Meeting that will be attended by the Councillor or Officer must disclose the nature of the interest in a written notice given to the General Manager before the meeting; or at the meeting before the matter is discussed.

A Councillor or Officer who makes a disclosure under Section 48 or 55 must not preside at the part of the meeting relating to the matter; or participate in; or be present during any discussion or decision making procedure relating to the matter, unless allowed by the Council.

08/19.4.0 CONFIRMATION OF MINUTES

08/19.4.1 Confirmation of Minutes – Council Meeting 15 July 2019

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 15 July 2019 be confirmed.

08/19.5.0 COUNCIL WORKSHOPS HELD SINCE 15 JULY 2019 COUNCIL MEETING

There was a Workshop held on Monday 5 August 2019 – the following items were listed for discussion.

- Review of HR Policies
- Draft Waste Action Plan
- Policy Review - EP06 Tree Management
- Policy Review - AM15 Asset Disposal
- Policy Review - AM19 Asset Management
- Wrinklers Proposed Project
- Reconciliation Action Plan
- Pending Development Application Consideration
- Fingal Recreation Ground Public Toilet
- Draft Local Provisions Schedule (LPS) Project JULY
- New Dog Exercise Areas for Binalong Bay, St Marys and St Helens
- DA 085-2019 – Construction of Amenities Addition to Public Hall
- Northern Tasmania Development Corporation Ltd (NTDC) – Receipt of Quarterly Report
- Local Government Act Review – Directions Paper Phase 2
- Binalong Bay Snack Food

08/19.6.0 PLANNING AUTHORITY

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

08/19.6.1 DA 085-2019 – Construction of Amenities Addition to Public Hall – Portland Hall

ACTION	DECISION
PROPONENT	Jake Ihnen obo Break O'Day Council
OFFICER	Chris Triebe, Planner Officer
FILE REFERENCE	DA 085-2019
ASSOCIATED REPORTS AND DOCUMENTS	Written submission Site plan and elevations MapInfo zoning and water infrastructure Google Earth image Site photos

OFFICER'S RECOMMENDATION:

Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Interim Planning Scheme 2013* that the application for **AMENITIES ADDITION TO PUBLIC HALL** on land situated at 39-41 CECILIA STREET, ST HELENS described in Certificate of Title 148071/1 and 164746/1 be **APPROVED** subject to the following conditions:

1. Development must accord with the Development Application DA 085-19 received by Council 11 June 2019, together with all submitted documentation received and forming part of the development application, except as varied by conditions on this Planning Permit.
2. Works on the site must not result in a concentration of flow or cause ponding or other stormwater nuisances to other properties.
3. All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works. Any works to be undertaken within two (2) metres of any Council owned infrastructure must be done in consultation with Council's Manager Infrastructure and Development Services.
4. All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.

ADVICE:

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

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

INTRODUCTION:

Application is made for the construction of a single storey addition to the existing Portland Hall to house the amenities for use by the female patrons of the 617m^2 community building within the General Business Zone of St Helens. The Community Meeting & Entertainment use is an unqualified discretionary use within this Zone.

PREVIOUS COUNCIL CONSIDERATION:

Previous discussion at a recent Council Workshop.

OFFICER'S REPORT:

The development site consists of three (3) Titles: CT 164746 Folio 1 of 139m^2, CT 148071 Folio 1 of 923m^2 housing the publically owned Portland hall and CT 148070 Folio 1 of 923m^2 with the Cenotaph and Memorial Wall. A letter dated 3 June 2019 and application form, both signed by Council's General Manager supported the submitted application. Due to a shortage of secure general storage space, it is understood the existing female toilet located inside the north-eastern building corner will become a store room.

Therefore this application is for the construction of a replacement 7.7m by 2.3m by 4.8m ablution block against the existing northern wall of the Portland Hall. This will include one (1) unisex disabled toilet, one (1) unisex able-bodied toilet and one (1) unisex ambulant toilet, each with hand basins and separated by a room functioning as an airlock.

The property is surrounded by similarly zoned Titles, with an existing commercial building abutting the northern boundary and what is recognised as the 'RSL car park' abutting the western boundary. CT 164746 / 1 is burdened by a 1.5m drainage easement entering through the northern boundary from Lot 2 as well as a 1m wide Water Supply Easement in favour of the Regulated Entity entering through the Cecilia Street frontage.

Applicable Planning Scheme Provision21 General Business Zone;
E6 Car Parking and Sustainable Transport Code;

Referrals
Department of State Growth

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

21.4.1.2 P4 Provision of Infrastructure – stormwater disposal

21 General Business Zone

21.3 Use Standards

21.3.1 Amenity

Acceptable Solutions	Proposed Solutions
A1 Commercial vehicles (except for visitor accommodation and recreation) must only operate between 6.00am and 10.00pm Monday to Sunday.	A1 Commercial vehicles will only operate on the site between 06^{00} and 22^{00}hrs. Acceptable solution met.
A2 Noise levels at the boundary of the site with any adjoining land must not exceed: a) 50dB(A) day time; and b) 40dB(A) night time; and c) 5dB(A) above background for intrusive noise.	A2 Noise levels at the site boundaries will not exceed the acceptable solutions.
A3 Use in the General Business Zone is not to rely on the provision of parking on roads within the General Residential Zone.	A3 The proposed extension will not require the provision of parking on roads within the General Residential Zone. Acceptable solution met.
A4 Use is not to result in an increase in traffic volumes on surrounding residential roads to more than 500 vehicles per day.	A4 The proposed extension will not increase traffic volumes on surrounding residential roads. Acceptable solution met.

21.4 Development Standards

21.4.1.1 Siting, Design and Built Form

Acceptable Solutions	Proposed Solutions
A1 The entrance of a building must be: a) clearly visible from the road or publically accessible areas on the site; and b) provide a safe access for pedestrians.	A1 The proposed addition will not alter or screen the existing building entrance from view and will continue to provide a safe pedestrian access to and from the hall. Acceptable solution met.
A2 Building height must not exceed: a) 8m; or b) 1m greater than the average of the heights of buildings on immediately adjoining lots.	A2 The proposed 3m maximum building height will be below the maximum 9m hall roof and 4.8m height of the existing building on the northern adjoining Title. Acceptable solution met.
A3.1 Buildings must be: a) set back from the front boundary a minimum distance in accordance with Table 21.4.1 below; or **Table 21.4.1 – front setback** Western side of Cecilia Street between Quail Street and Circassian Street: 8m All other areas: 2m	A3 The proposed extension will have a minimum 20m frontage setback. Acceptable solution met.
A4 Existing verandahs, awnings and other building elements located on or over roads must be retained.	A4 Not applicable. The location of the extension will not impact building elements over the road.
A5 Existing building facades must not be covered with metal cladding.	A5 The proposed extension will not be covered in metal cladding and will be finished in the same style and colours of the original building. Acceptable solution met.
A6 Additions or alterations to existing buildings must be in the same style, materials and colours as the existing building.	A6 The proposed extension will be finished in the same style and colours of the original building. Acceptable solution met.

Acceptable Solutions	Proposed Solutions
A7 The sale or display of goods must be within the boundaries of the site.	A7 The extension will not require the sale or display of goods outside of the site boundaries. Acceptable solution met.

21.4.1.2 Provision of Infrastructure

Acceptable Solutions/ Performance Criteria	Proposed Solutions
A1 All development must be connected to the reticulated water supply.	A1 All development will be connected to the reticulated water supply. Acceptable solution met.
A2 All development must be connected to the reticulated wastewater treatment system.	A2 All development will be connected to the reticulated wastewater treatment system. Acceptable solution met.
A3 All power supplies are to be underground.	A3 Not applicable. A new and separate power supply is not required for this proposal.
P4 Run off must be managed through integrated stormwater management techniques by means that will not cause soil erosion or flooding nuisance to adjoining lots.	P4 The application is discretionary on this Clause because stormwater runoff from the extension will be disposed of directly into Council's existing stormwater infrastructure. This will ensure the run off will not cause soil erosion or flooding nuisance to adjoining lots. Performance criterion met.

21.4.2 Subdivision

Not applicable. This application does not propose a subdivision.

E4 Road and Railway Assets Code

Although this application will not require a new access or junction, intensify the use of an existing access or junction point and not alter the existing vehicular access to the building, the application was forwarded to the Department of State Growth for comment. Via an email dated 20 June 2019 Mr Garry Hills, Senior Traffic Engineering Officer advised the Department did not have any comment to make.

E5 Flood Prone Areas Code

Not applicable.

E6 Car Parking and Sustainable Transport Code

This Code applies to all use and development.

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Acceptable Solutions	Proposed Solution
A1 The number of car parking spaces must not be less than the requirements of: a) Table E6.1; or b) a parking precinct plan contained in Table E6.6: Precinct Parking Plans (except for dwellings in the General Residential Zone).	A1 The existing number of car parking spaces will not be altered by the proposed extension and will remain in compliance with Table E6.1. Acceptable solution met.

Representations
This application was advertised Saturday 29 June to Friday 12 July 2019 in the Examiner Newspaper, notices on-site and at the Council Offices and by mail to all adjoining land owners. Although no representations were received during the statutory period, the application is presented to Council for the purpose of transparency.

Mediation
Nil.

Extensions of Time
A single extension of time was requested and accepted to 26 August 2019 to allow time for the proposal to be considered by Council.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2017

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.

LEGISLATION & POLICIES:

Break O'Day Interim Planning Scheme 2013.
Land Use Planning and Approvals Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

BREAK O'DAY COUNCIL

Portland Memorial Hall Upgrade

39 CECILIA STREET ST HELENS TAS 7216

SHEET LIST

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

Site Plans
SITE PLAN A101

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

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

Elevations
ELEVATIONS 1 ..... A301

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

Construction Details
CONSTRUCTION DETAILS 1 ..... A601

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

Revisions

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

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

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

Drawing title
TITLE SHEET

Date created	Checked	Approved
30/10/17	MS	-

Scale
@ A3

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Project number	Drawing number	Revision
16035	A001	A1

Status
APPROVAL

GENERAL NOTES

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

DEMOLITION NOTES

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

DRAINAGE NOTES

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

SLAB NOTES

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

SETOUT NOTES

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

CEILING NOTES

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

ROOFING NOTES

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

ABBREVIATION LEGEND

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

ABBREVIATION LEGEND (CONT'D)

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

DEMOLITION LEGEND

SOLID WALLS GENERALLY INDICATE EXISTING WALLS OR PARTITION TO REMAIN

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

DRAINAGE LEGEND

SAN — SANITARY DRAINAGE LINE

SW — STORMWATER DRAINAGE LINE

• XX — FIXTURE CONNECTION TEXT REFERS TO FIXTURE TYPE

● IO — INSPECTION OPENING

ORG — OVERFLOW RELIEF GULLY

SLAB LEGEND

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

RL XXXX — DENOTES FINISHED SLAB LEVEL

℄ — DENOTES CENTRE LINE

NOTATION LEGEND

EXISTING WALL TO REMAIN

TIMBER STUD WALL

TIMBER STUD WALL WITH CAVITY INSULATION

CONCRETE BLOCK WALL

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

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

NOTATION LEGEND (CONT'D)

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

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

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

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

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

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

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

CEILING LEGEND

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

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

ROOFING LEGEND

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

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

CONCRETE SCHEDULE

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

MASONRY SCHEDULE

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

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

TIMBER ENGINEERING SCHEDULE

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

ROOFING SCHEDULE

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

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

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

CLADDING SCHEDULE

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

WINDOW SCHEDULE

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

DOOR SCHEDULE

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

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

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

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

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

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

Edwards+Simpson Pty Ltd
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Project number: 16035 Drawing number: A002 Revision: A1
Status: APPROVAL

DOOR SCHEDULE (CONT'D)

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

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

PARTITIONS & LININGS SCHEDULE

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

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

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

INSULATION SCHEDULE

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

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

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

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

SKIRTING & TRIM SCHEDULE

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

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

CEILINGS SCHEDULE

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

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

ACCESSORIES SCHEDULE

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

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

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

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

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

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

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

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

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

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

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

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

RESILIENT FINISHES SCHEDULE

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

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

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

PAINTING SCHEDULE

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

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

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

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

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

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

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

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

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

HYDRAULIC SERVICES SCHEDULE

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

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

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

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

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

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

EQUIPMENT SCHEDULE

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

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Notes
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Revisions

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

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

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

Drawing title
GENERAL NOTES 2

Date created	Checked	Approved
06/05/19	MS	-

Scale
1 : 100 @ A3

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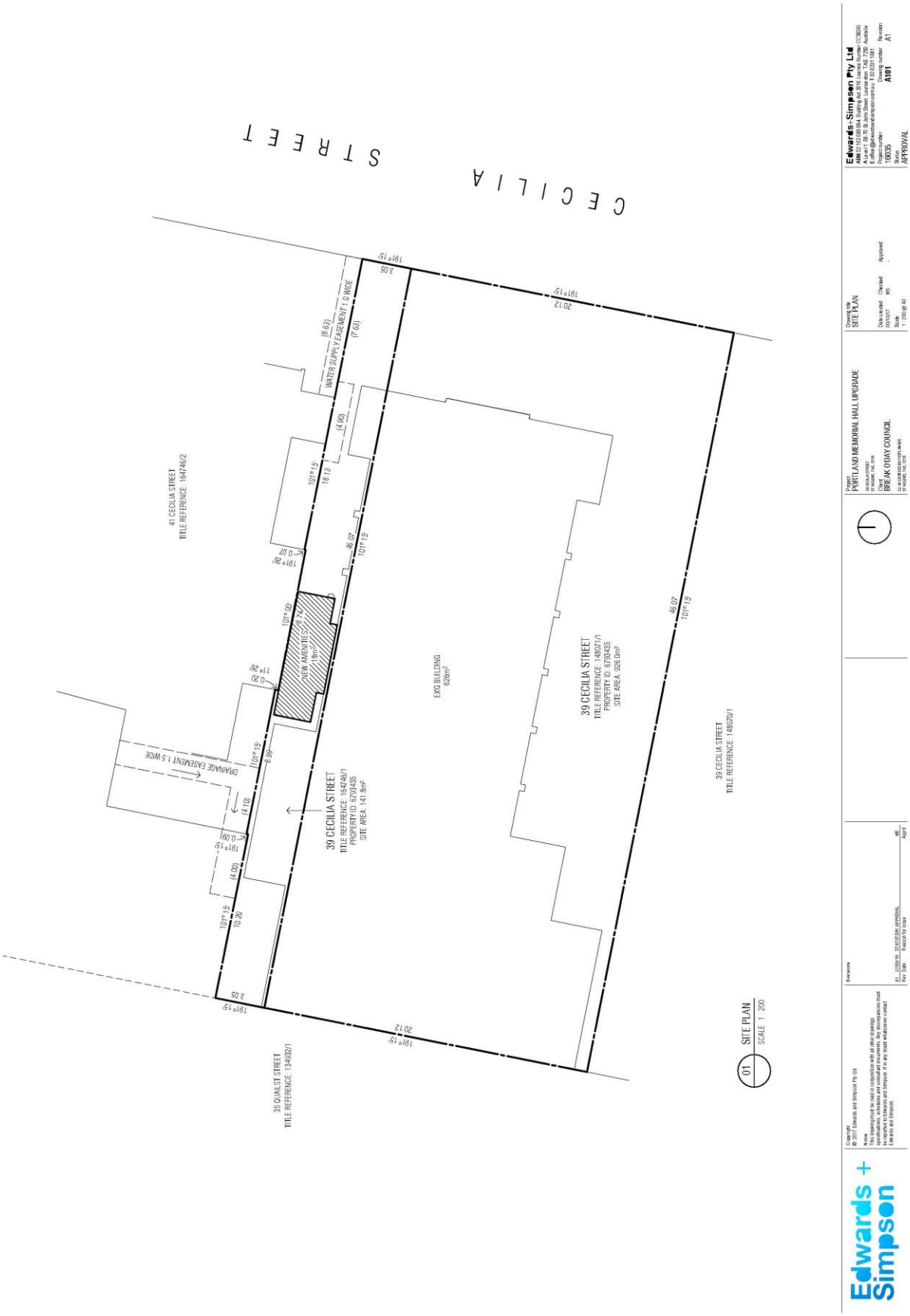
Project number	Drawing number	Revision
10035	A003	A1

Status
APPROVAL


CECILIA STREET
41 CECILIA STREET
TITLE REFERENCE: 1647/46/2
35 QUALIST STREET
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TITLE REFERENCE: 1647/46/1
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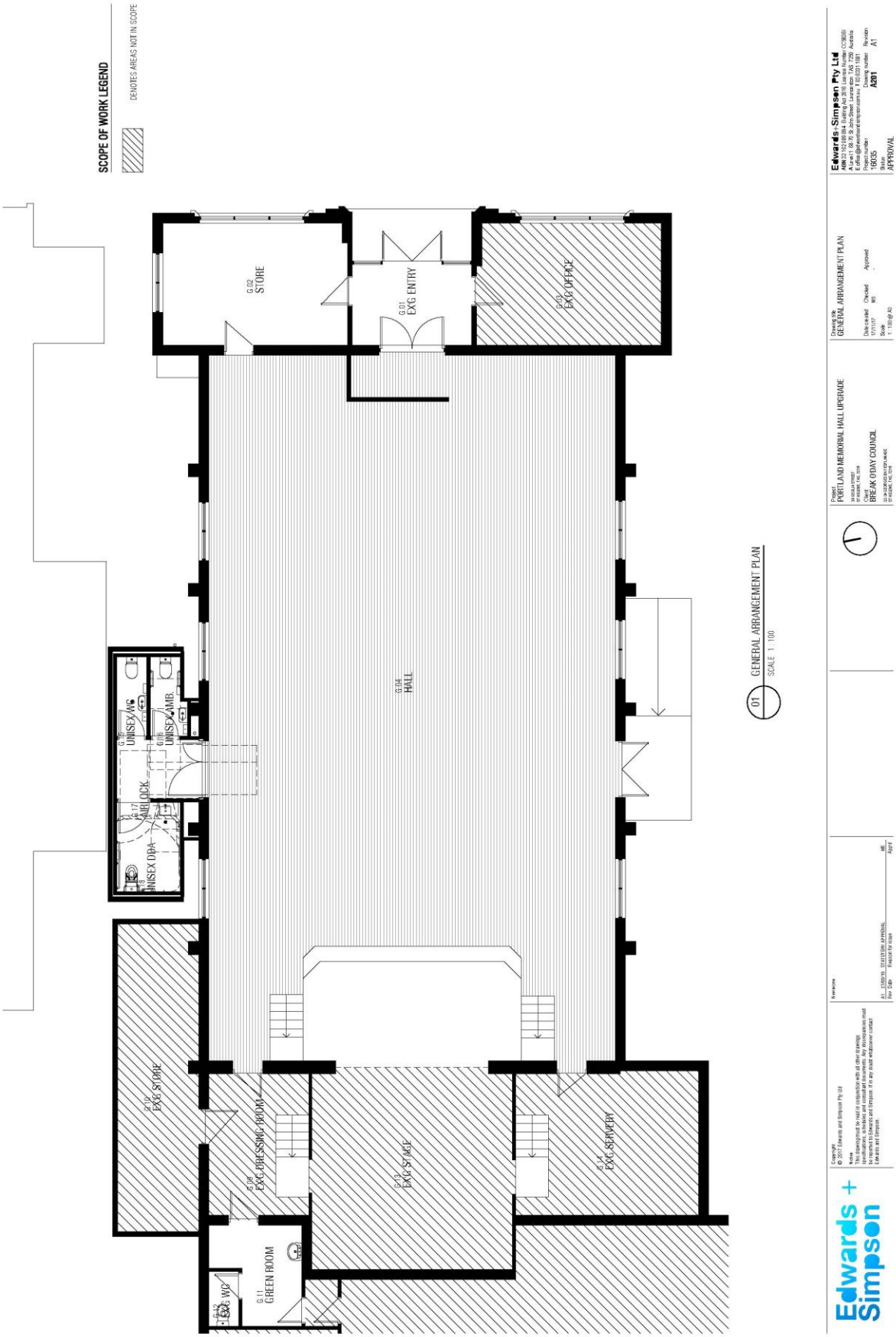
SITE AREA: 141.8m²
39 CECILIA STREET
TITLE REFERENCE: 1480/71/1
PROPERTY ID: 6793435
SITE AREA: 526.0m²
39 CECILIA STREET
TITLE REFERENCE: 1480/70/1
EXG BUILDING
626m²
NEW AMENITIES
19m²
WATER SUPPLY EASEMENT 1.0 WIDE
DRAINAGE EASEMENT 1.5 WIDE
01 SITE PLAN
SCALE 1 : 200
Edwards + Simpson
Edwards-Simpson Pty Ltd
PORTLAND MEMORIAL HALL UPGRADE
BREAK O'DAY COUNCIL
SITE PLAN
A101
APPROVAL


SCOPE OF WORK LEGEND
DENOTES AREAS NOT IN SCOPE
G 02 STORE
G 01 EXG ENTRY
G 03 EXG OFFICE
G 04 HALL
G 16 UNISEX WC
G 15 UNISEX AMB
G 17 AIR LOCK
G 18 UNISEX DDA
G 10 EXG STORE
G 09 EXG DRESSING ROOM
G 12 EXG STAGE
G 14 EXG SERVERY
G 11 GREEN ROOM
G 13 EXG WC
01 GENERAL ARRANGEMENT PLAN
SCALE 1 : 100
Edwards + Simpson
Edwards+Simpson Pty Ltd
Project
PORTLAND MEMORIAL HALL UPGRADE
BREAK O'DAY COUNCIL
Drawing title
GENERAL ARRANGEMENT PLAN
Date created 17/11/17
Checked MS
Approved
Scale 1 : 100 @ A3
Project number 19035
Drawing number A201
Revision A1
Status APPROVAL
Revisions
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Notes
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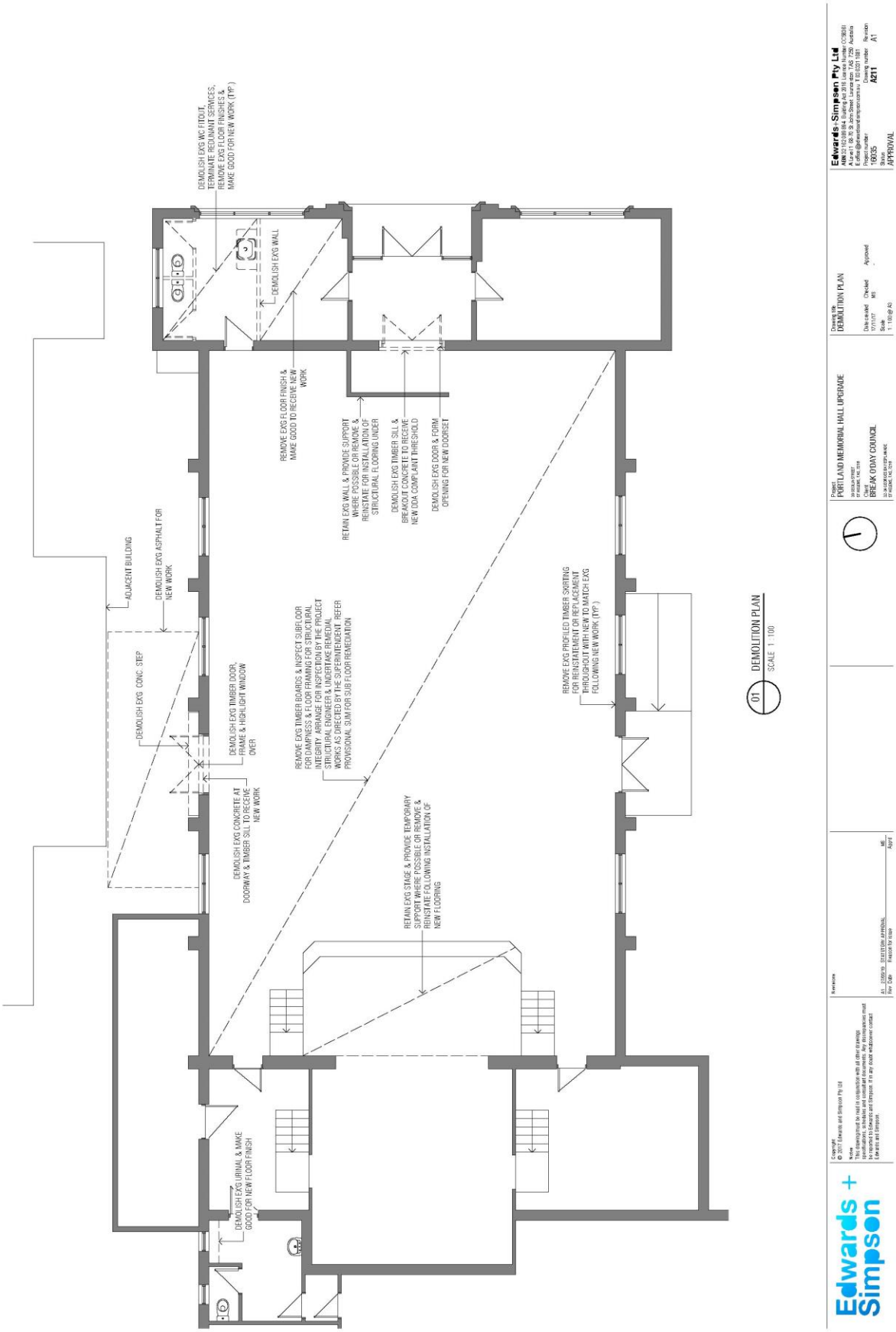
A1 22/05/19 Shell infill for amenities. MS
Rev Date Reason for issue Appr


DEMOLISH EXG WC FITOUT, TERMINATE REDUNANT SERVICES, REMOVE EXG FLOOR FINISHES & MAKE GOOD FOR NEW WORK (TYP.)
DEMOLISH EXG WALL
REMOVE EXG FLOOR FINISH & MAKE GOOD TO RECEIVE NEW WORK
RETAIN EXG WALL & PROVIDE SUPPORT WHERE POSSIBLE OR REMOVE & REINSTATE FOR INSTALLATION OF STRUCTURAL FLOORING UNDER
DEMOLISH EXG TIMBER SILL & BREAKOUT CONCRETE TO RECEIVE NEW DDA COMPLIANT THRESHOLD
DEMOLISH EXG DOOR & FORM OPENING FOR NEW DOORSET
ADJACENT BUILDING
DEMOLISH EXG ASPHALT FOR NEW WORK
DEMOLISH EXG CONC. STEP
DEMOLISH EXG TIMBER DOOR, FRAME & HIGHLIGHT WINDOW OVER
DEMOLISH EXG CONCRETE AT DOORWAY & TIMBER SILL TO RECEIVE NEW WORK
REMOVE EXG TIMBER BOARDS & INSPECT SUBFLOOR FOR DAMPNESS & FLOOR FRAMING FOR STRUCTURAL INTEGRITY. ARRANGE FOR INSPECTION BY THE PROJECT STRUCTURAL ENGINEER & UNDERTAKE REMEDIAL WORKS AS DIRECTED BY THE SUPERINTENDENT. REFER PROVISIONAL SUM FOR SUB FLOOR REMEDIATION
RETAIN EXG STAGE & PROVIDE TEMPORARY SUPPORT WHERE POSSIBLE OR REMOVE & REINSTATE FOLLOWING INSTALLATION OF NEW FLOORING
REMOVE EXG PROFILED TIMBER SKIRTING FOR REINSTATEMENT OR REPLACEMENT THROUGHOUT WITH NEW TO MATCH EXG FOLLOWING NEW WORK (TYP.)
DEMOLISH EXG URINAL & MAKE GOOD FOR NEW FLOOR FINISH
01 DEMOLITION PLAN
SCALE 1 : 100
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Notes
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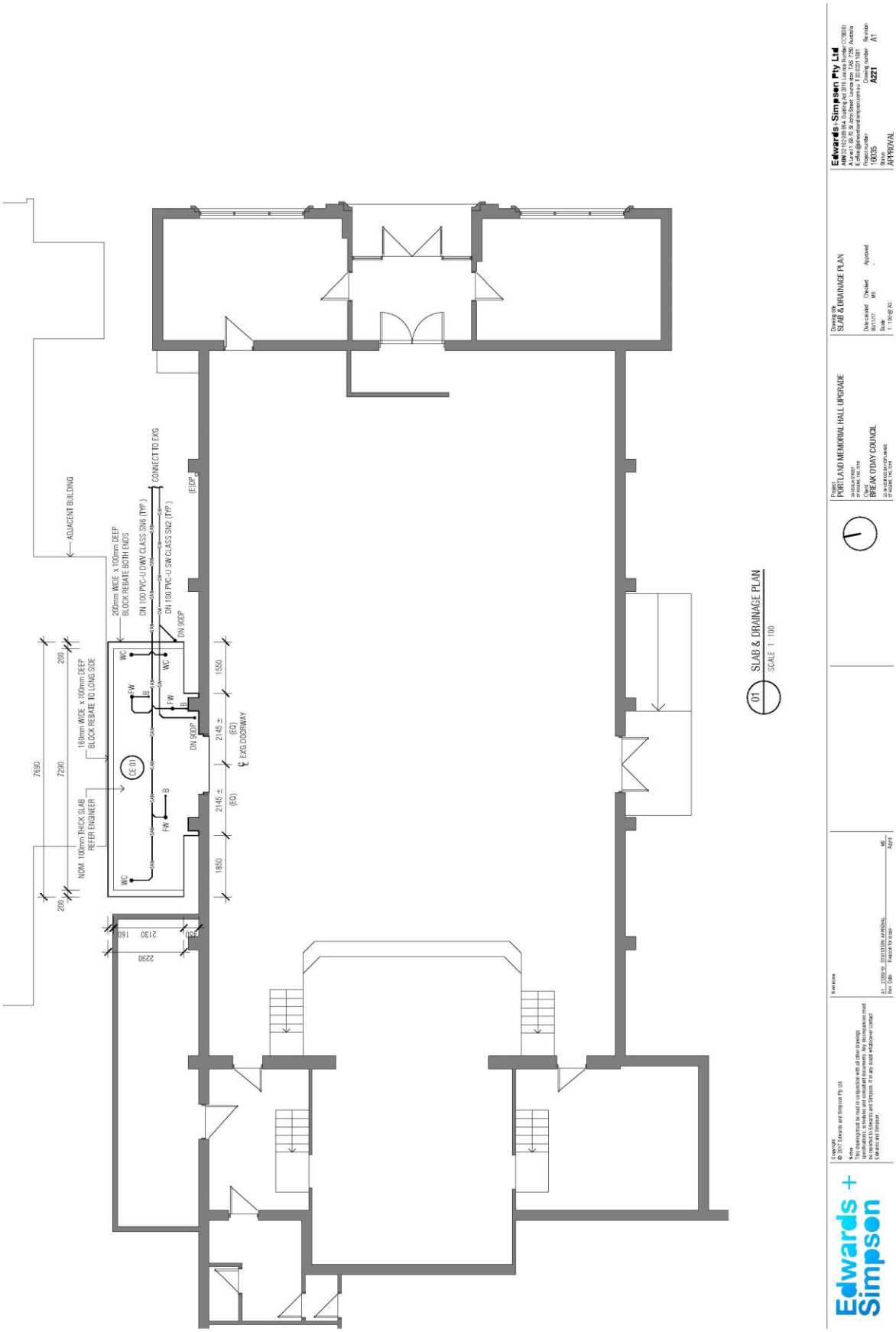
Revisions
A1 22/05/19 Street/Site amendments. MB
Rev Date Reason for issue Appr
Project
PORTLAND MEMORIAL HALL UPGRADE
39 BOLAN STREET
PT 4182(M), FMC 7218
Client
BREAK O'DAY COUNCIL
32-34 GEORGE ST PO BOX 483
PT 4182(M), FMC 7218
Drawing title
DEMOLITION PLAN
Drawn Checked Approved
17/11/17 MB
Scale
1 : 100 @ A3
Edwards+Simpson Pty Ltd
Architects & Interior Designers ACN 009 121 231 ABN 11 009 121 231 Nominated Architect CC3609
A Level 1 88-90 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpsontasmania T 03 6331 1881
Project number
19035
Drawing number
A211
Revision
A1
Status
APPROVAL


ADJACENT BUILDING
200mm WIDE x 100mm DEEP
BLOCK REBATE BOTH ENDS
CONNECT TO EXG
DN 100 PVC-U DWV CLASS SN6 (TYP.)
DN 100 PVC-U SW CLASS SN2 (TYP.)
DN 90DP
(E)DP
160mm WIDE x 100mm DEEP
BLOCK REBATE TO LONG SIDE
NOM. 100mm THICK SLAB
REFER ENGINEER
WC
FW
B
(CE 01)
7590
7290
200
1550
2145 ±
(EG)
EXG DOORWAY
1850
2130
160
250
2290
01 SLAB & DRAINAGE PLAN
SCALE 1 : 100
Edwards + Simpson
Edwards-Simpson Pty Ltd
ABN 37 000 893 667 ACN 000 893 667 (CSBN)
A Level 11 88-90 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpsontasmania.com.au T 03 6331 7881
Project number 19035
Drawing number A221
Revision A1
Status APPROVAL
Drawing title SLAB & DRAINAGE PLAN
Date created 08/11/17
Checked MS
Approved
Scale 1 : 100 @ A3
Project PORTLAND MEMORIAL HALL UPGRADE
39 BEULAH STREET
PT 45286, FAC 7218
Client BREAK O'DAY COUNCIL
32-34 GEORGE ST PO BOX 96 BEAUMARIS
PT 45286, FAC 7218
Revisions
Rev Date Reason for issue Appr
A1 27/09/19 Street profile amendments. MS
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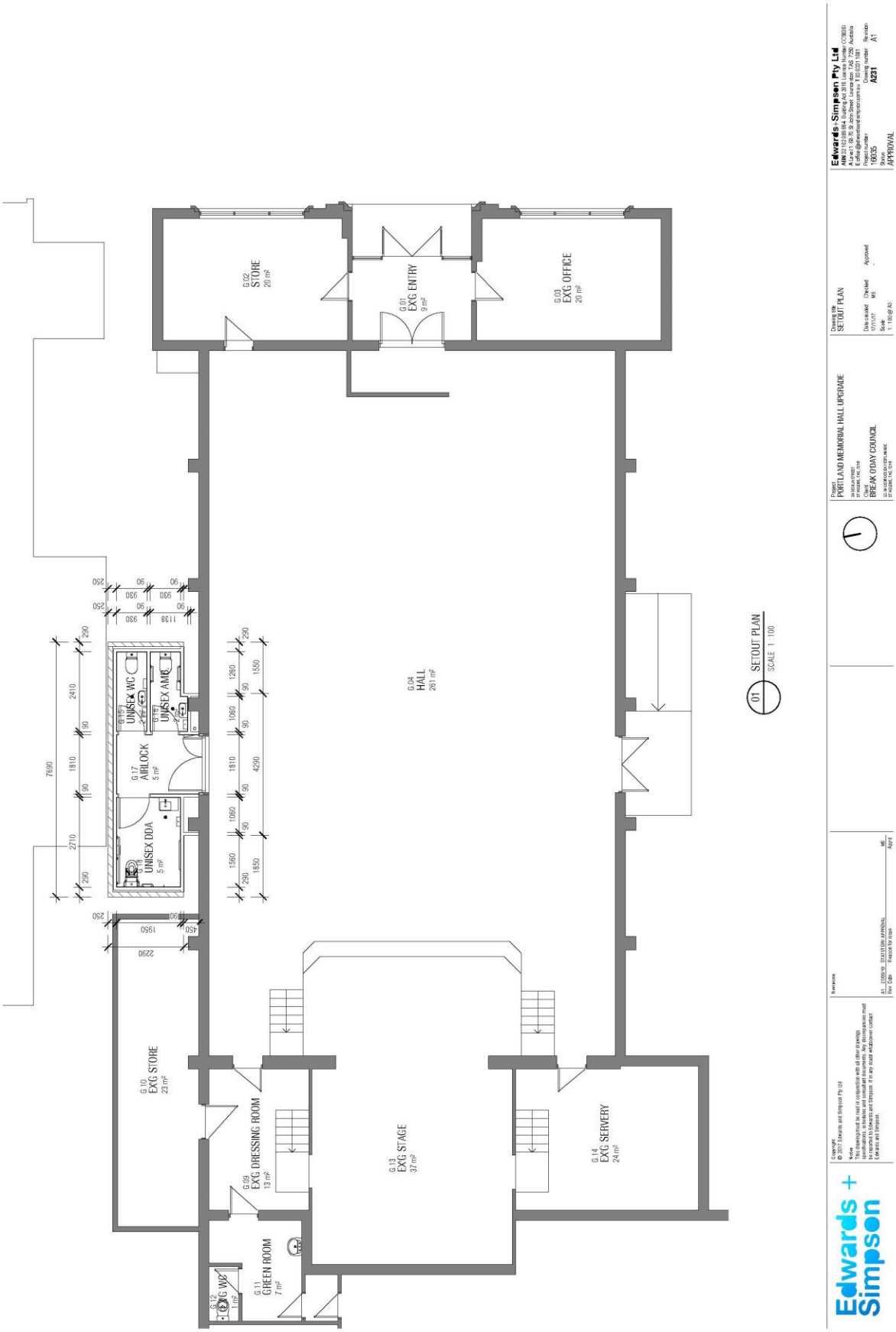
G.02 STORE 20 m²
G.01 EXG ENTRY 9 m²
G.03 EXG OFFICE 20 m²
G.04 HALL 261 m²
G.15 UNISEX WC
G.16 UNISEX AMB
G.17 AIRLOCK 5 m²
G.18 UNISEX DDA 5 m²
G.10 EXG STORE 23 m²
G.09 EXG DRESSING ROOM 13 m²
G.13 EXG STAGE 37 m²
G.14 EXG SERVERY 24 m²
G.11 GREEN ROOM 7 m²
G.12 EXG WC 1 m²
01 SETOUT PLAN
SCALE 1 : 100
Edwards + Simpson
Edwards+Simpson Pty Ltd
ABN 37 000 966 421 ACN 000 966 421 NSW Architects Reg No 3772 (Corporate)
A Level 1 88-90 St John Street Lismore NSW 2480 Australia
P Office@edwardsandsimpsonarchitects.com.au T 02 6621 7881
Project Number 19035
Drawing number A231
Revision A1
Status APPROVAL
Drawing title SETOUT PLAN
Drawn by MS
Checked MS
Approved
Date created 17/11/17
Scale 1 : 100 @ A3
Project PORTLAND MEMORIAL HALL UPGRADE
39 BISLAKI STREET
PT 4 BEGINNING PT 5 PT 6 PT 7 PT 8 BEGINNING PT 9 PT 10 BEGINNING
Client BREAK O DAY COUNCIL
32-34 BEGINNING PT 33 PT 34 BEGINNING
Revisions
Rev Date Reason for issue Agnt
A1 22/05/19 Street Profile amendments MS
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Notes
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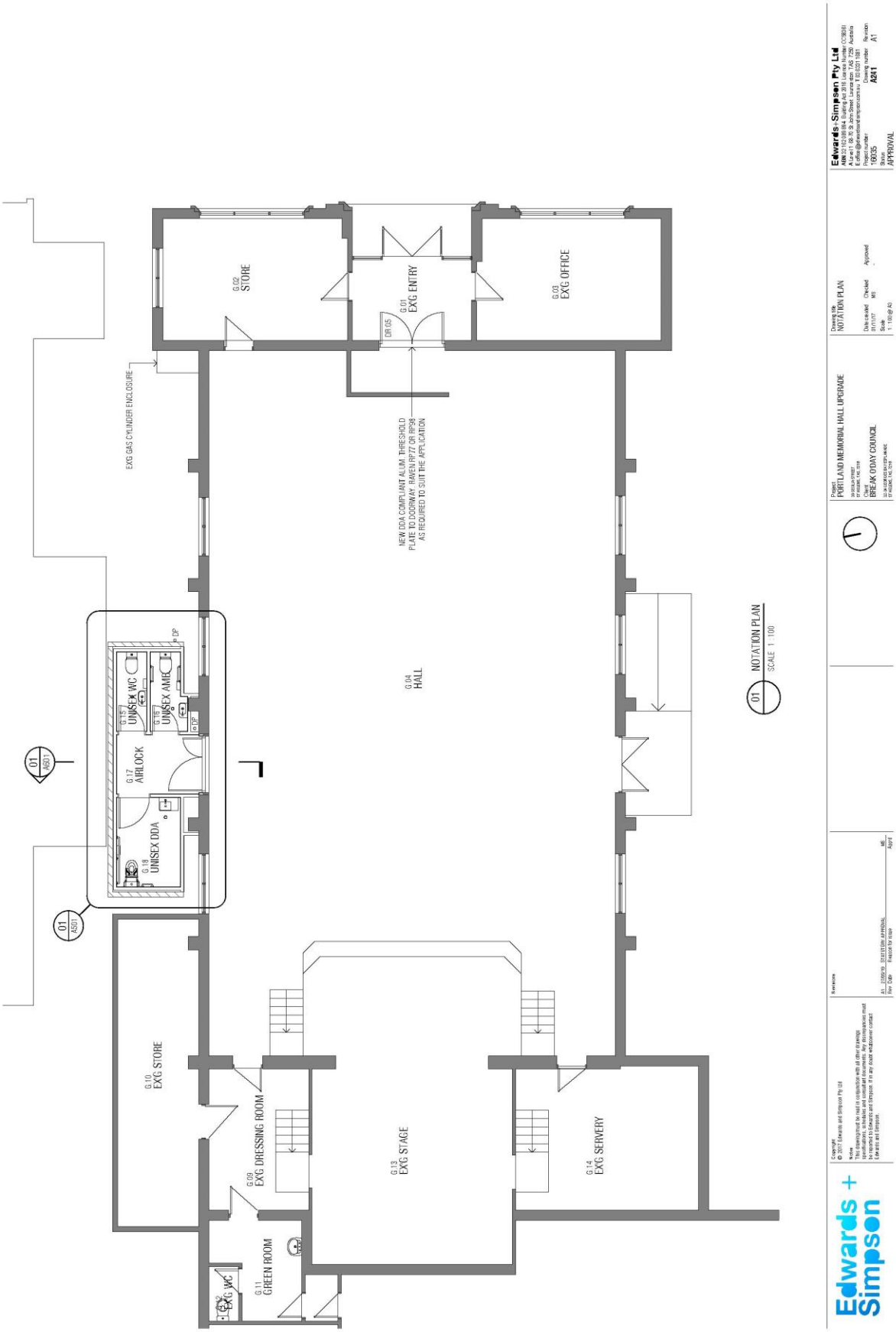
G.02
STORE
G.01
EXG ENTRY
DR.05
G.03
EXG OFFICE
EXG GAS CYLINDER ENCLOSURE
NEW DDA COMPLIANT ALUM. THRESHOLD PLATE TO DOORWAY. RAVEN RP77 OR RP38 AS REQUIRED TO SUIT THE APPLICATION
G.04
HALL
G.15
UNISEX WC
G.16
UNISEX AMB
G.17
AIRLOCK
G.18
UNISEX DDA
DP
01
A501
01
NOTATION PLAN
SCALE 1 : 100
G.10
EXG STORE
G.09
EXG DRESSING ROOM
G.11
GREEN ROOM
G.12
EXG WC
G.13
EXG STAGE
G.14
EXG SERVERY
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Notes
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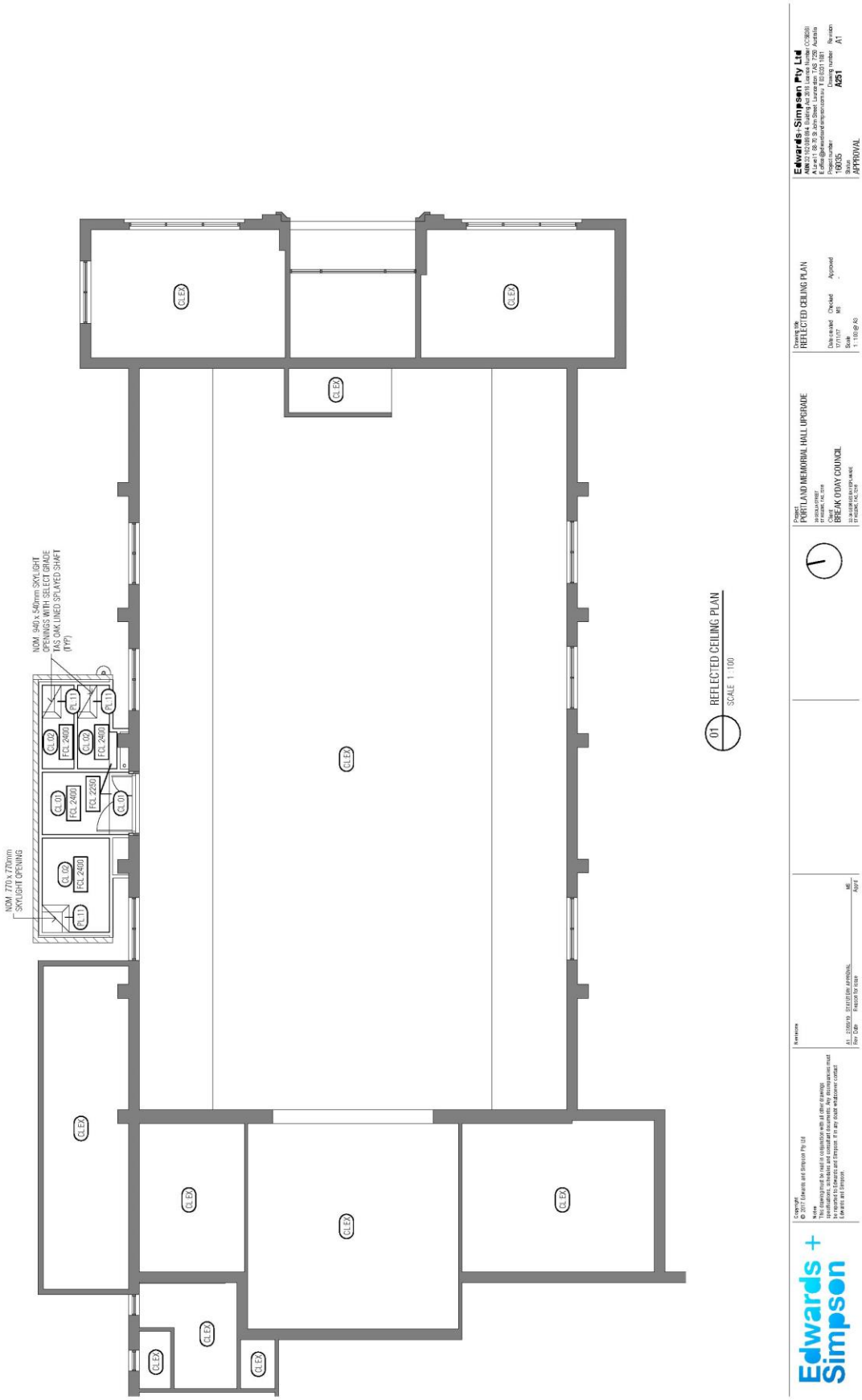
Revisions
A1 22/05/19 Street profile amendments. MB
Rev Date Reason for issue Appr
Project
PORTLAND MEMORIAL HALL UPGRADE
39 BISLEY STREET
PT HEDGE, FAC 7216
Client
BREAK O'DAY COUNCIL
32-34 GEORGE BAY PDR PARADE
PT HEDGE, FAC 7216
Drawing title
NOTATION PLAN
Drawn-date 01/11/17
Checked MB
Approved
Scale 1 : 100 @ A3
Edwards+Simpson Pty Ltd
ABN 27 000 882 142 ACN 000 882 142 Licensed Architects CC3600
A Level 11 88-90 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpsontasmania T 03 6331 7188
Project number 19035
Drawing number A241
Revision A1
Status APPROVAL


NOM. 940 x 540mm SKYLIGHT OPENINGS WITH SELECT GRADE TAS OAK LINED SPLAYED SHAFT (TYP)
NOM. 770 x 770mm SKYLIGHT OPENING
CL.01
CL.02
CL.10
CL.11
FCL 2400
FCL 2250
CLEX
01 REFLECTED CEILING PLAN
SCALE 1 : 100
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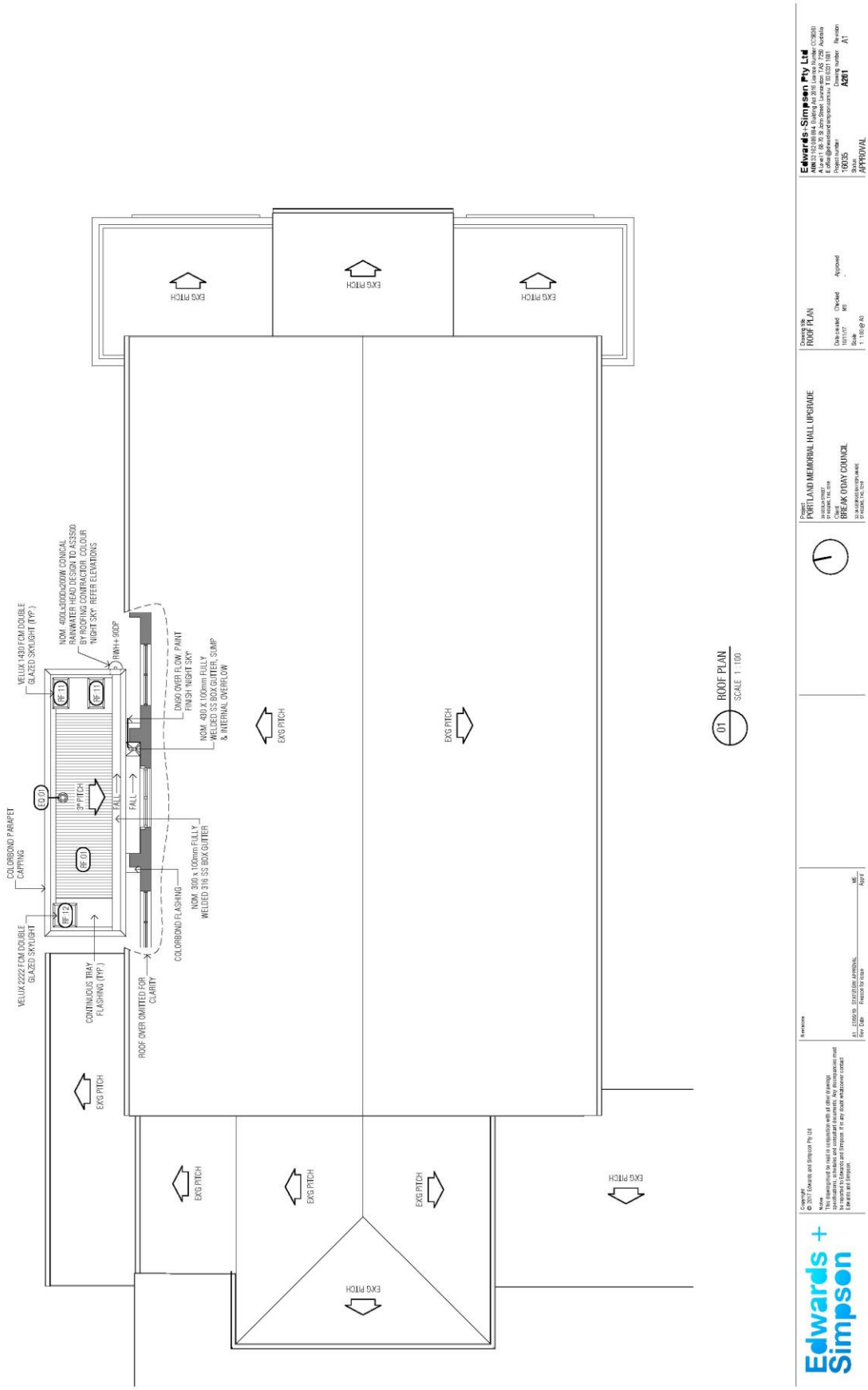
Revisions
Rev Date Reason for issue Agnt
A1 22/05/19 Shed infill to amenities. MB
Project
PORTLAND MEMORIAL HALL UPGRADE
39 BISLAKI STREET
PT HEDGE, TAS, 7216
Client
BREAK O'DAY COUNCIL
32-34 GEORGES BAY ESPLANADE
PT HEDGE, TAS, 7216
Drawing title
REFLECTED CEILING PLAN
Drawn by Checked Approved
17/11/17 MB
Scale
1 : 100 @ A3
Edwards+Simpson Pty Ltd
ABN 27 009 452 317 ACN 009 452 317 (CORPORATE)
A Level 11 88-90 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpsontasmania T 03 6331 7881
Project number
19035
Drawing number
A051
Revision
A1
Status
APPROVAL


EXG PITCH
MELUX 1430 FCM DOUBLE GLAZED SKYLIGHT (TYP.)
NOM. 400LS300Dx200W CONICAL RAINWATER HEAD DESIGN TO AS3500 BY ROOFING CONTRACTOR. COLOUR 'NIGHT SKY'. REFER ELEVATIONS
RWH+ 900P
DN90 OVER FLOW. PAINT FINISH 'NIGHT SKY'
NOM. 400 X 100mm FULLY WELDED SS BOX GUTTER, SUMP & INTERNAL OVERFLOW
COLORBOND PARAPET CAPPING
3° PITCH
FALL
NOM. 300 x 100mm FULLY WELDED 316 SS BOX GUTTER
COLORBOND FLASHING
MELUX 2222 FCM DOUBLE GLAZED SKYLIGHT
CONTINUOUS TRAY FLASHING (TYP.)
ROOF OVER OMITTED FOR CLARITY
01 ROOF PLAN
SCALE 1 : 100
Edwards + Simpson
Edwards+Simpson Pty Ltd
ABN 37 070 882 142 ACN 070 882 142 Nominated Architect CC3620N
A Level 1 88-90 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpsonlaunceston.com.au T 03 6331 7887
Project Number 19035
Drawing Number A201
Revision A1
Status APPROVAL
Drawing title ROOF PLAN
Date created 10/11/17
Checked MS
Approved
Scale 1 : 100 @ A3
Project PORTLAND MEMORIAL HALL UPGRADE
BREAK O'DAY COUNCIL
Revisions
Rev Date Reason for issue Appr
A1 22/05/19 Issued for development application MS
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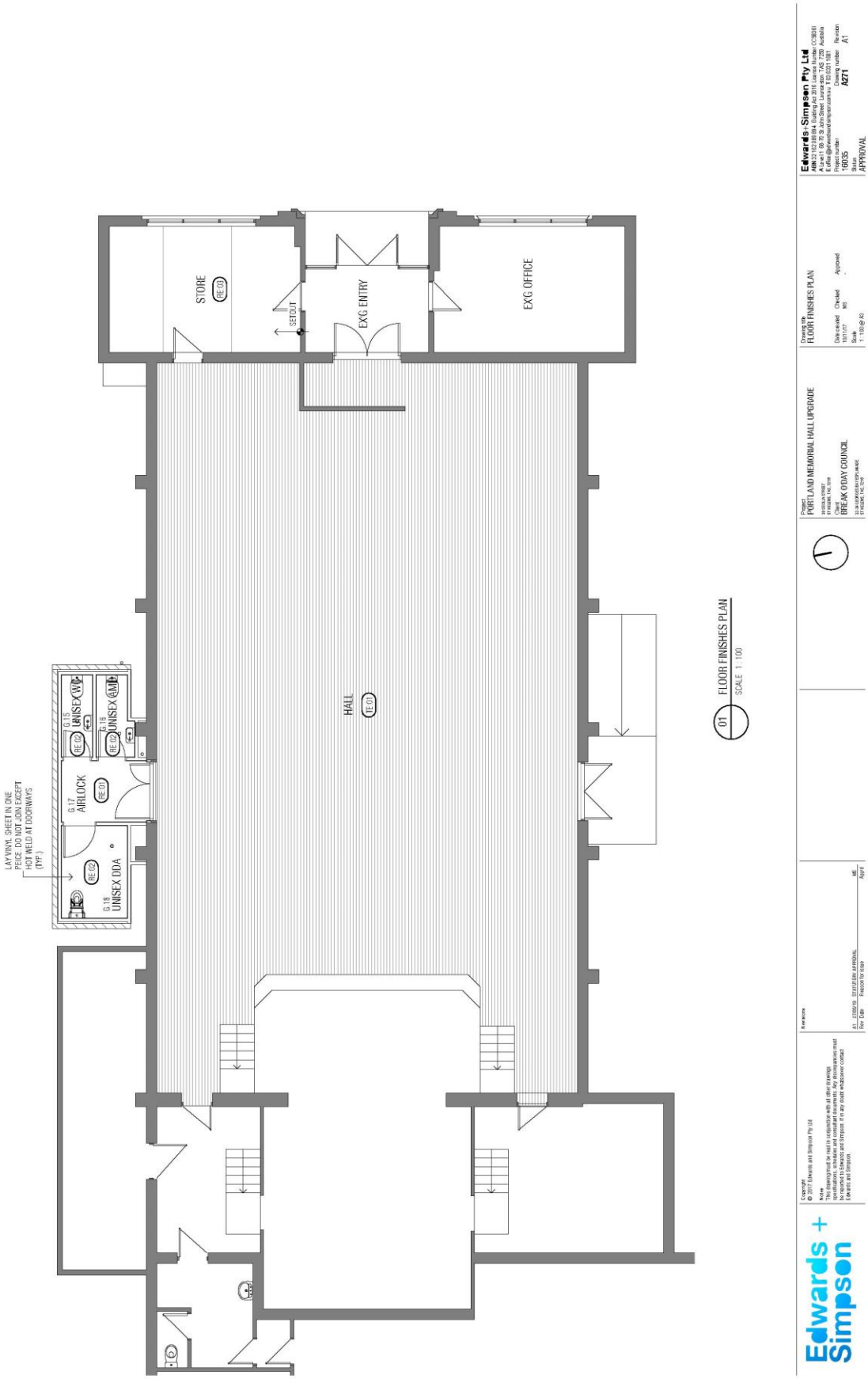
STORE
RE 03
SET OUT
EXG ENTRY
EXG OFFICE
HALL
TE 01
G 15
UNISEX (WC)
RE 02
G 16
UNISEX (AMB)
RE 02
G 17
AIRLOCK
RE 01
G 18
UNISEX DDA
RE 02
LAY VINYL SHEET IN ONE PEICE. DO NOT JOIN EXCEPT HOT WELD AT DOORWAYS (TYP.)
01 FLOOR FINISHES PLAN
SCALE 1 : 100
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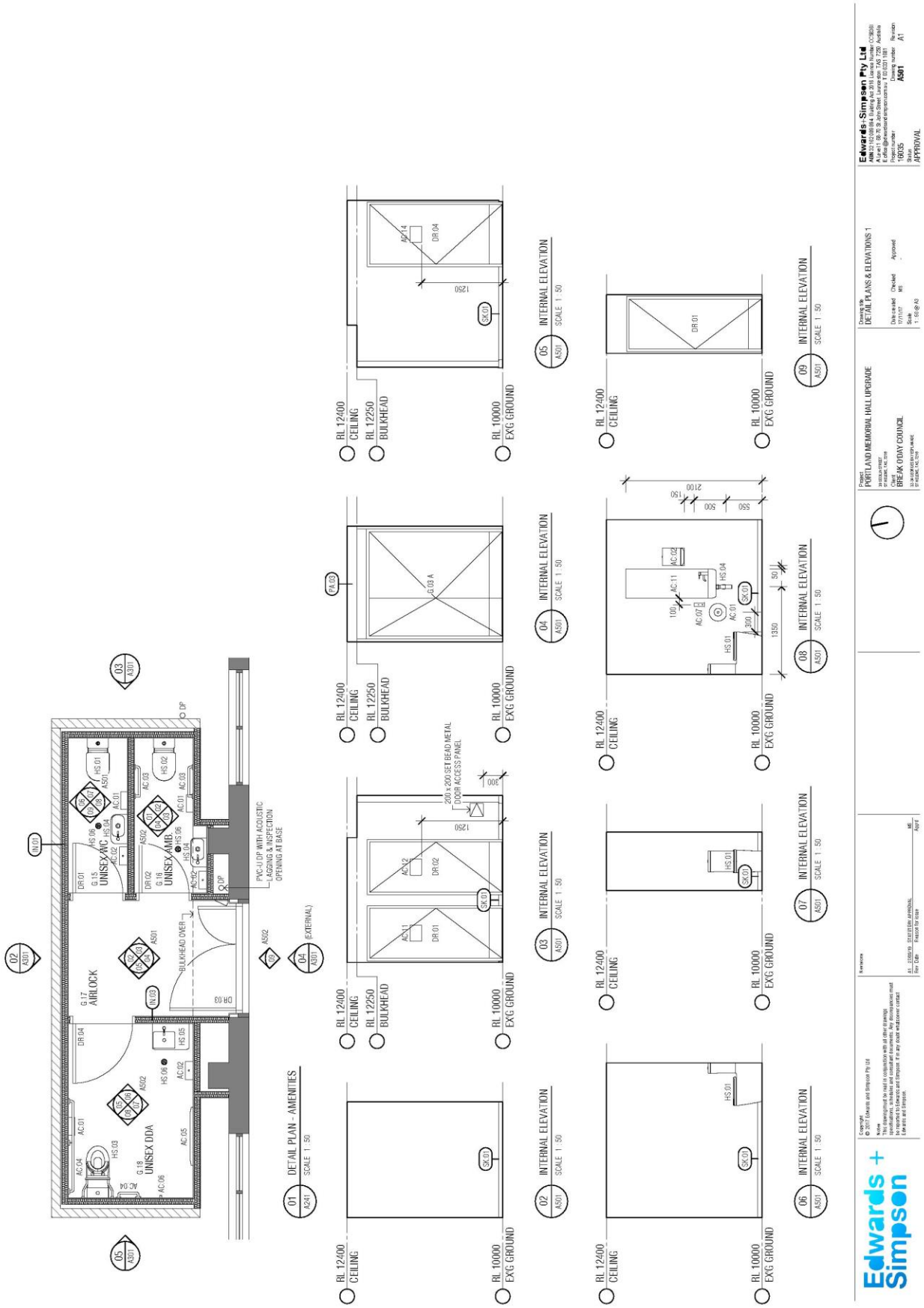
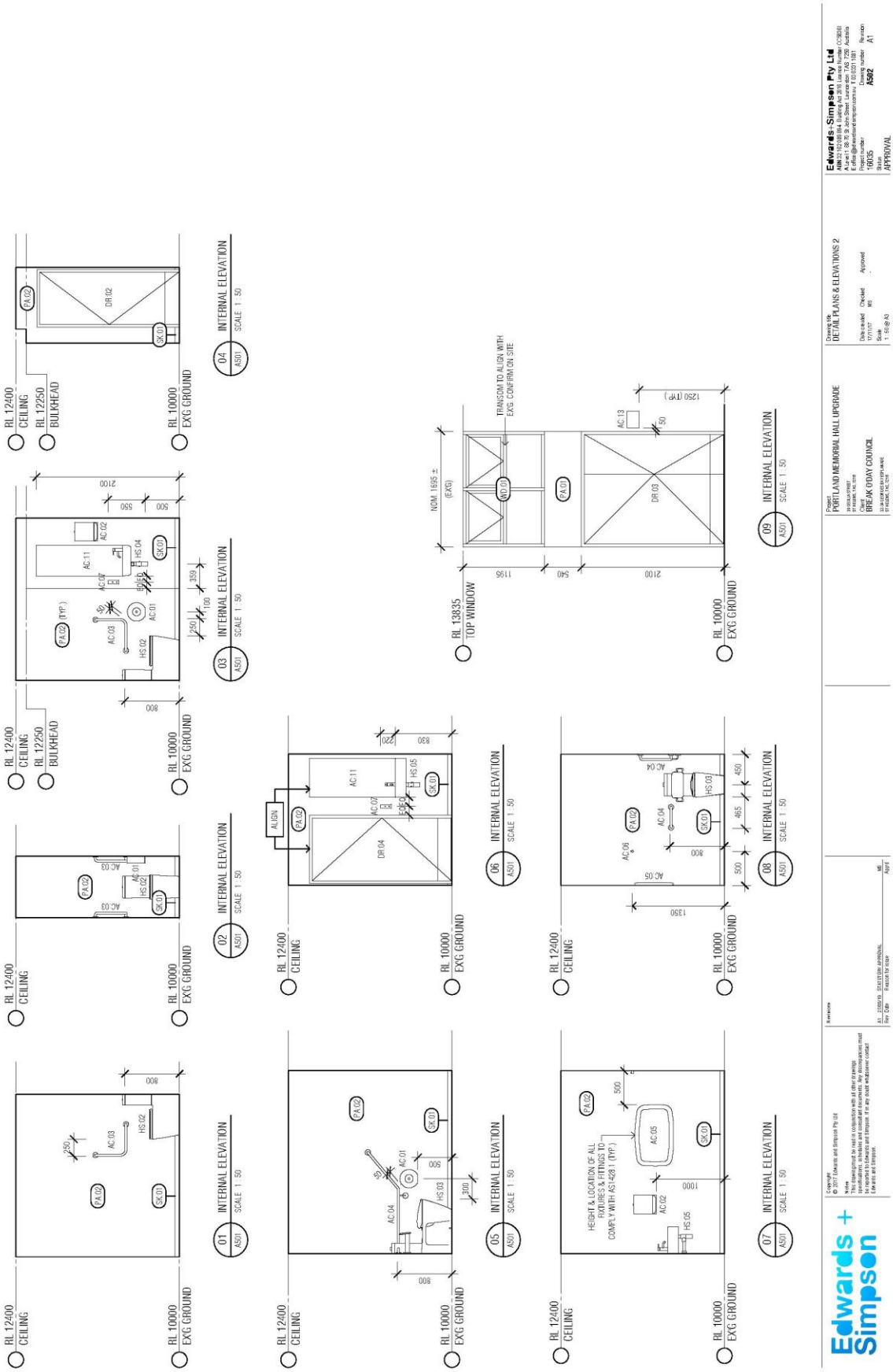
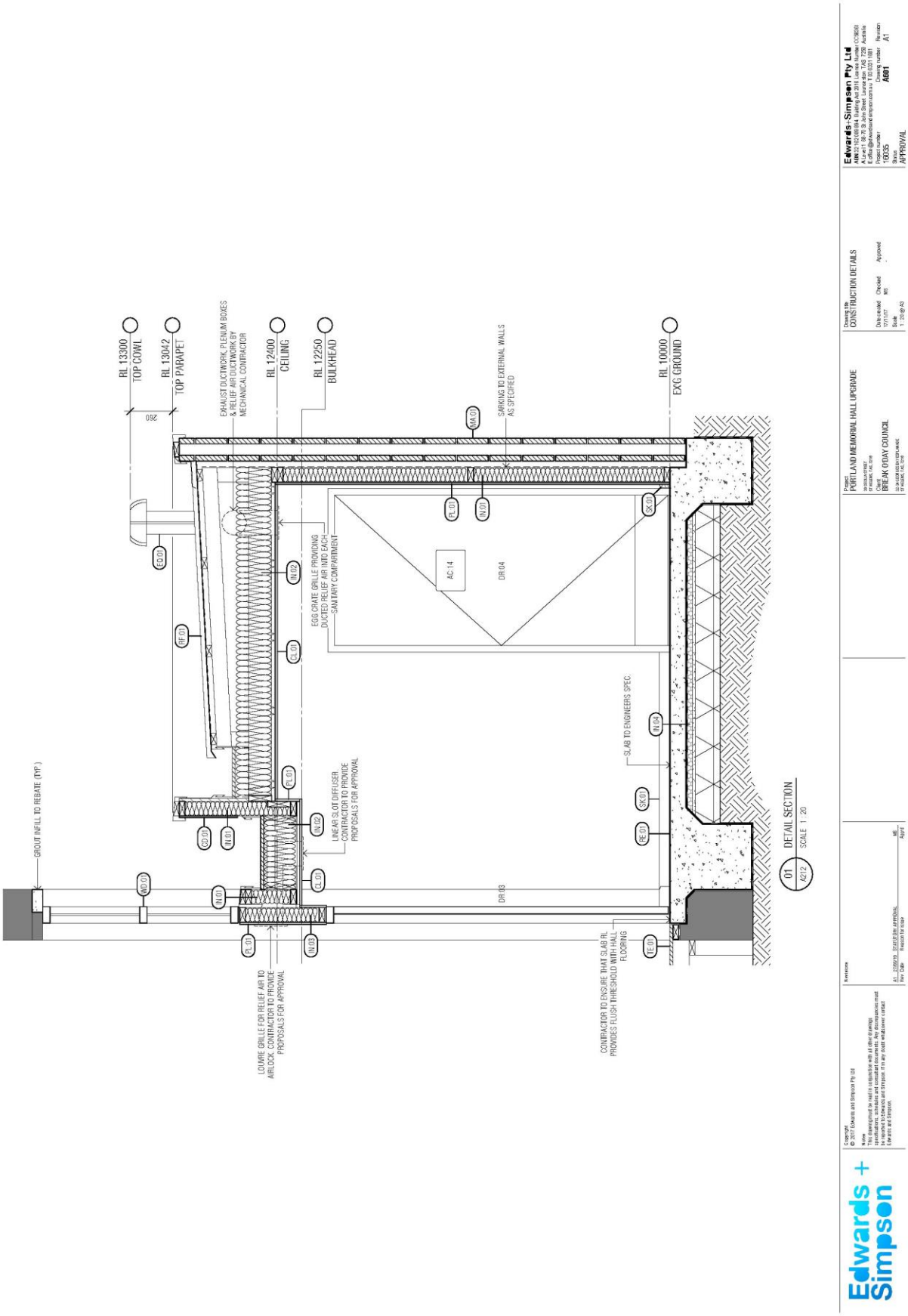
Revisions
Rev Date Reason for issue
A1 22/05/19 Street Furniture amendments. MB Agent
Project
PORTLAND MEMORIAL HALL UPGRADE
39 BISLAKI STREET
PT HEDGE, FAC 7218
Client
BREAK O'DAY COUNCIL
32-34 GEORGE ST PO BOX 46 NOE
PT HEDGE, FAC 7218
Drawing title
FLOOR FINISHES PLAN
Date created 10/11/17
Checked MB
Approved
Scale 1 : 100 @ A3
Edwards+Simpson Pty Ltd
ABN 30 009 436 992 ACN 009 436 992 (CORPORATE)
A Level 1 88-90 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpsontasmania T 03 6331 7881
Project number 19035
Drawing number A271
Revision A1
Status APPROVAL

RL 13042
TOP PARAPET
RL 10000
EXG GROUND
GROUT UP REBATE & PAINT TO MATCH EXG
EQ 01
EQ
ELEVATION - AMENITIES
02 A501 SCALE 1 : 100
ROOF VENT PAINT FINISH DULUX NIGHT SKY (TYP.)
EAST ELEVATION
01 SCALE 1 : 100
COLORBOND CAPPING COLOUR MONUMENT (TYP.)
ELEVATION - AMENITIES
03 A501 SCALE 1 : 100
CULLY WELDED ZINCALUME STEEL RAINWATER HEAD & DOWNPIPE. POWDERCOAT DULUX NIGHT SKY
ELEVATION - AMENITIES
04 A501 SCALE 1 : 100
VELUX SKYLIGHT
COLORBOND CAPPING COLOUR NIGHT SKY (TYP.)
ELEVATION - AMENITIES
05 A501 SCALE 1 : 100
Edwards + Simpson
Edwards-Simpson Pty Ltd
PORTLAND MEMORIAL HALL UPGRADE
BREAK O'DAY COUNCIL
ELEVATIONS 1
A301
APPROVAL


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


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


RL 13300
TOP COWL
RL 13042
TOP PARAPET
260
EXHAUST DUCTWORK PLENUM BOXES & RELIEF AIR DUCTWORK BY MECHANICAL CONTRACTOR
RL 12400
CEILING
RL 12250
BULKHEAD
SARKING TO EXTERNAL WALLS AS SPECIFIED
RL 10000
EXG GROUND
GROUT INFILL TO REBATE (TYP.)
EGG CRATE GRILLE PROVIDING DUCTED RELIEF AIR INTO EACH SANITARY COMPARTMENT
AC.14
DR.04
DR.03
LINEAR SLOT DIFFUSER CONTRACTOR TO PROVIDE PROPOSALS FOR APPROVAL
SLAB TO ENGINEERS SPEC.
LOUVRE GRILLE FOR RELIEF AIR TO AIRLOCK. CONTRACTOR TO PROVIDE PROPOSALS FOR APPROVAL
CONTRACTOR TO ENSURE THAT SLAB RL PROVIDES FLUSH THRESHOLD WITH HALL FLOORING
01 DETAIL SECTION
A212
SCALE 1 : 20
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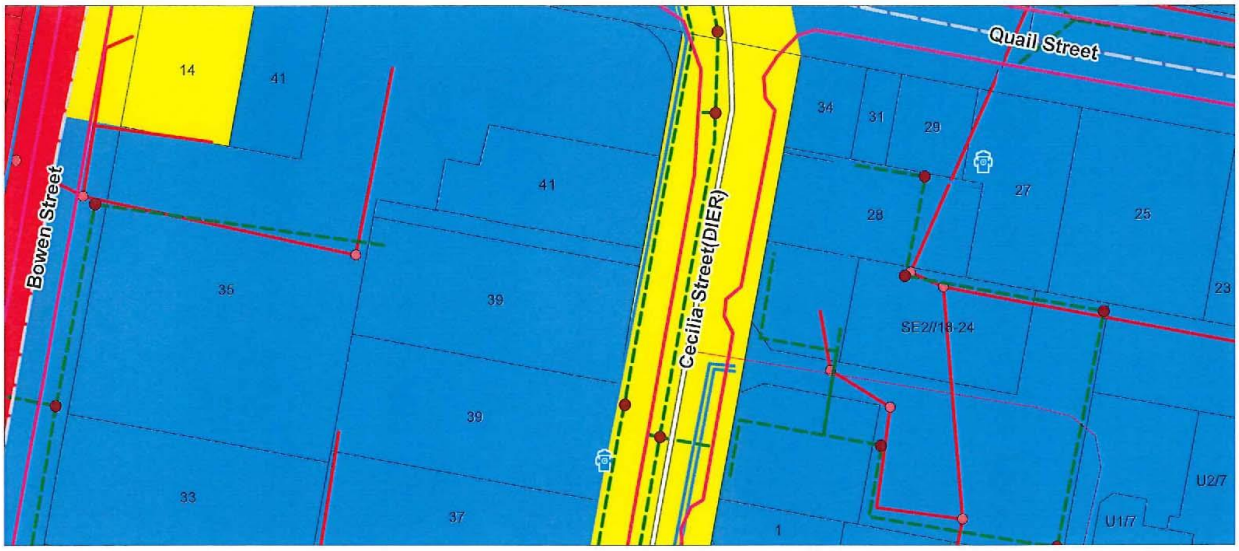
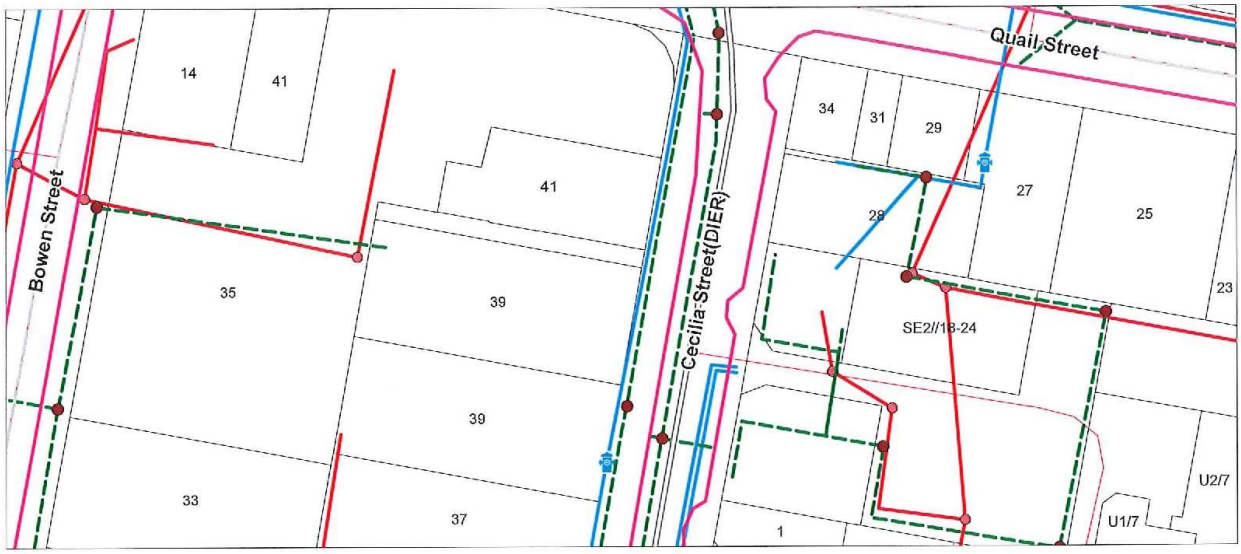
Revisions
A1 22/05/19 Street profile amendments. MB
Rev Date Reason for issue Appr
Project
PORTLAND MEMORIAL HALL UPGRADE
39 BISLAKI STREET
ST HELENS, TAS, 7216
BREAK O'DAY COUNCIL
32-34 GEORGE SIM PERPS AVENUE
ST HELENS, TAS, 7216
Drawing title
CONSTRUCTION DETAILS
Drawn by Checked Approved
17/11/17 MB
Scale
1 : 20 @ A3
Edwards+Simpson Pty Ltd
ABN 27 000 893 667 ACN 000 893 667 Licensed Building Practitioners CC8090
A Level 1 88-90 St John Street Launceston TAS 7250 Australia
E office@edwardsandsimpsontasmania T 03 6331 7881
Project number
19035
Drawing number
A601
Revision
A1
Status
APPROVAL


Bowen Street
14
41
35
33
41
39
39
37
Cecilia Street(DIER)
Quail Street
34
31
29
28
27
25
23
SE2/18-24
1
U2/7
U1/7


Bowen Street
Cecilia Street(DIER)
Quail Street
14
41
41
35
39
39
33
37
34
31
29
28
27
25
23
SE2//18-24
1
U2/7
U1/7

DA 085-19, Portland Hall, 39-41 Cecilia Street, St Helens
Google Earth image dated 29 September 2018
Downloaded 24 July 2019
Legend
Lindsay Parade
Quail St
Pendrigh Pl
C850
A3
Cecilia St
Bowen St
Thompson Ct
Grant St
Cassian St
Google Earth
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100 m
N

ATM
MinT
Gallery

08/19.6.2 DA 096-2019 – Amenities Addition to Existing Building – Brown Street, Fingal

ACTION	DECISION
PROPONENT	Jon Pugh on behalf of Break O'Day Council
OFFICER	Rebecca Green, Planning Consultant
FILE REFERENCE	DA 096-2019
ASSOCIATED REPORTS AND DOCUMENTS	Plans and Details Written Submission General Manager's consent to application

OFFICER'S RECOMMENDATION:

After due consideration of the representation received pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Council Interim Planning Scheme 2013* that the application for **Amenities Addition to Existing Building** on land situated at **Brown Street, Fingal** described in Certificate of Title CT 158145/1 be **APPROVED** subject to the following conditions:

1. Development must be generally in accordance with the Development Application DA 096-19 received by Council 1 July 2019, together with all submitted documentation received and forming part of the development application, except as varied by conditions on this Planning Permit.

2. All stormwater runoff from the proposed development must be detained by on-site water storage systems and overflow contained within the confines of the property by means that will not result in soil erosion or other stormwater nuisance.

3. All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.

4. Any damage that may occur to any Council infrastructure during the construction of the proposed development must be reinstated to the satisfaction of Council and at the cost of the developer.

ADVICE

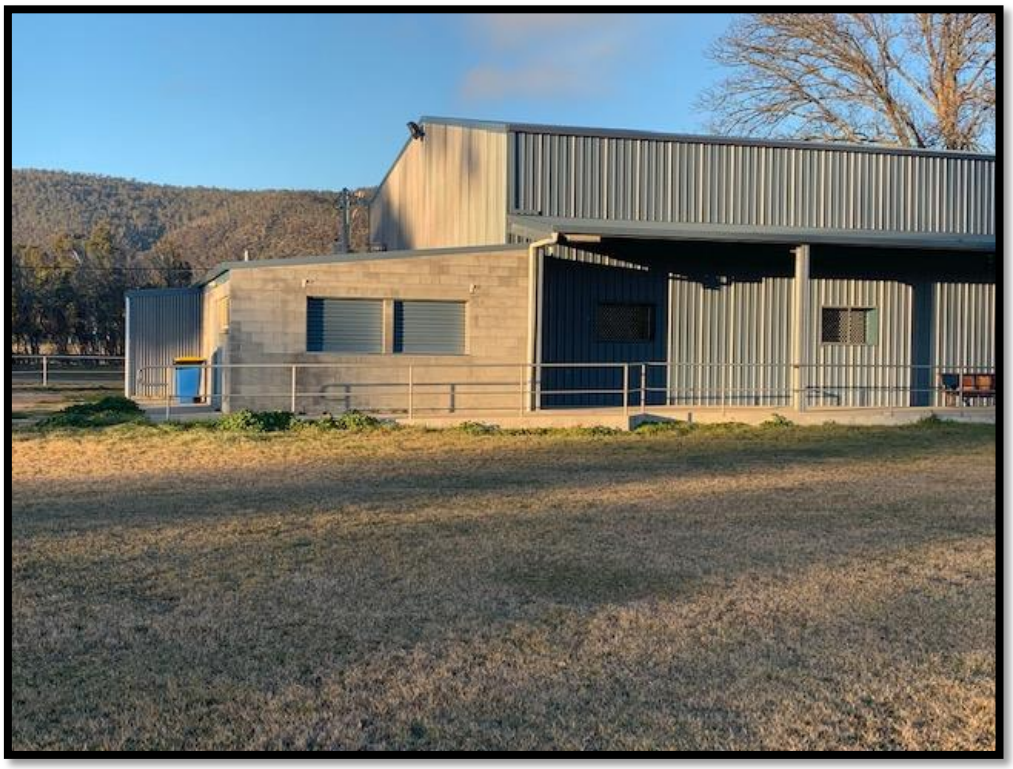
All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and/or construction works. Any works to be undertaken within 2 metres of any Council owned infrastructure must be done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

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

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

INTRODUCTION:

Application is made for the construction of disabled access amenities immediately adjacent to the existing football club building at Brown Street, Fingal. The proposed amenities will be for public users of the sports ground facility. There is no increase in traffic movements anticipated by the proposal or any increase in parking requirements greater than those that are present on site already.



PREVIOUS COUNCIL CONSIDERATION:

Not applicable.

OFFICER'S REPORT:

1. The Proposal

Break O'Day Council received an application on 1 July 2019 from Jon Pugh, who acts on behalf of Break O'Day Council for the development of a disabled access amenities at the Fingal Football Ground. The structure is to be located immediately adjacent and to the east of the football club building. The owner of the land is Break O'Day Council and consent of the General Manager, John Brown was provided with the application.

The proposed amenities will be for public users of the sports ground. The proposed site is almost level and no vegetation removal form part of the proposal. The facility will provide for toilet, basin and baby change facility with access via a disabled access ramp. The proposed development will be connected to the existing sewer line, with stormwater proposed to be collected to a 1000l slimline rainwater storage tank with overflow into the existing stormwater system on site.

2. Applicable Planning Scheme Provisions

Part 18 Recreation Zone
E6 Carparking and Sustainable Transport Code
E7 Scenic Management Code
E8 Biodiversity Code
E9 Water Quality Code

3. Referrals

The application was not required to be referred to any internal or external stakeholder.

4. Assessment

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

1) 18.4.4 Stormwater Disposal P1

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

Planning Assessment
18 Recreation Zone

18.2 Use Table

The proposed use fits the use class of Sports and Recreation, being a sports ground, which is a Permitted use within the Recreation Zone. The application was discretionary due to reliance upon performance criteria only.

Sports and Recreation as defined by the Scheme means:

> "use of land for organised or competitive recreation or sporting purposes including associated clubrooms. Examples include a bowling alley, fitness centre, firing range, golf course or driving range, gymnasium, outdoor recreation facility, public swimming pool, race course and sports ground."

18 Recreation Zone
18.3 Use Standards
18.3.1 Amenity

Acceptable Solutions	Proposed Solutions
A1 Operating hours must be between a) 8.00am and 10.00pm where adjoining residential use; and b) 6.00am and 12.00am midnight where not adjoining residential use.	A1 No alteration is proposed to the existing operating hours of the sports complex.
A2.1 The proposal must not include flood lighting where it adjoins the General Residential, Low Density Residential, Environmental Living, Rural Living, Environmental Management Zone and A2.2 External security lighting must be contained within the boundaries of the site.	A2.1 The proposed development does not include any additional flood lighting. A2.2 External security lighting will be contained within the boundaries of the site.

18.3.2 Recreation Zone Character

Acceptable Solutions	Proposed Solutions
A1 Commercial vehicles for discretionary uses must be parked within the boundary of the property in locations that are not visible from the road or public land.	A1 Not applicable.
A2 Goods or materials storage for discretionary uses must not be outside in locations visible from adjacent properties, the road or public land.	A2 Not applicable.

18.4 Development Standards

18.4.1 Building Design and Siting

Acceptable Solutions	Proposed Solutions
A1 Building height must not exceed 7m.	A1 The proposed structure will be less than 7m above natural ground level, at 2.9m in height.
A2 Buildings must be set back 10m from all boundaries.	A2 The proposed development will be at least 10 metres from a title boundary.

18.4.2 Landscaping

Acceptable Solutions	Proposed Solutions
A1 If for permitted or no permit required uses.	A1 The proposed use is a permitted use, proposal complies.
A2 Plants listed in Appendix 3 must not be used in landscaping.	A2 No landscaping is proposed as part of the application.

18.4.3 Subdivision – not applicable

18.4.4 Stormwater Disposal

Acceptable Solutions/ Performance Criteria	Proposed Solutions
P1 Stormwater must be managed on the site so that it does not cause pollution, soil erosion or flooding to adjacent lots.	P1 Stormwater runoff from the proposed development will be connected to a rainwater storage tank with the overflow disposed into the existing stormwater system on site. The proposal is compliant with the performance criteria.

Codes

E6 Car Parking and Sustainable Transport Code – No changes to existing vehicle access and parking proposed.

E7 Scenic Management Code – The proposed development is 107m from Brown Street frontage and over the 100m requirement away from the scenic corridor.

E8 Biodiversity Code – applicable

E8.6.1 Habitat and Vegetation Management

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1.1 Clearance or disturbance of priority habitat is in accordance with a certified Forest Practices Plan or; A1.2 Development does not clear of disturb native vegetation within areas identified as priority habitat.	A1 Although the Priority Habitat overlay layer is shown across the entirety of this property, the subject site has been significantly cleared of native vegetation. There is no further native vegetation removal proposed as part of the application.
A2 Clearance or disturbance of native vegetation is in accordance with a certified Forest Practices Plan.	Not applicable, A1 is addressed and applicable above.

E9 Water Quality Code

E9.6.1 Development and Construction Practices and Riparian Vegetation

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1 Native vegetation is retained within: a) 40m of a wetland, watercourse or mean high water mark; and b) A Water catchment area – inner buffer.	A1 a) Native vegetation is to be retained within 40m of a watercourse. There is no further native vegetation removal that is part of the application. b) Not applicable.
A2 A wetland must not be filled, drained, piped or channelled.	A2 Proposal complies.
A3 A watercourse must not be filled, piped or channelled except to provide a culvert for access purposed.	A3 Proposal complies.

E9.6.2 Water Quality Management

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1 All stormwater must be: a) Connected to a reticulated stormwater system; or b) Where ground surface runoff is collected, diverted through a sediment and grease trap or artificial wetlands prior to being discharged into a natural wetland or watercourse; or c) Diverted to an on-site system that contained stormwater within the site.	A1 c) The proposed stormwater run off is to be collected to a rainwater storage tank with overflow into the existing stormwater system on site.
A2.1 No new point source discharge directly into a wetland or watercourse. A2.2 For existing point source discharges into a wetland or watercourse there is to be no more than 10% increase over the discharge which existed at the effective date.	A2.1 No point source discharge is proposed. A2.2 Not applicable.
A3 No acceptable solutions. P3 Quarries and borrow pits must not have a detrimental effect on water quality or natural processes.	P3 Not applicable.

E9.6.3 Construction of Roads – not applicable.

E9.6.4 Access

Acceptable Solutions/Performance Criteria	Proposed Solutions
A1 No acceptable solution.	A1/P1 Not applicable.
A2 No acceptable solution.	A2/P2 Not applicable.

5. Representations

The application was advertised 6 July 2019 to 19 July 2019 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. No representations were received prior to the closing date and time.

6. Mediation

Nil.

7. Conclusion

In accordance with 8.10 of the *Break O' Day Interim Planning Scheme 2013*, the application has been assessed against the objectives of the Scheme, in particular the Recreation Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and one (1) Performance Criterion. It is recommended for approval with conditions normally set to this type of development.

LEGISLATION & POLICIES:

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

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Approved in capital works program and pending funding.

VOTING REQUIREMENTS:

Simple Majority.

BUILDING DESIGNER:	JONATHAN PUGH
ACCREDITATION NO.:	CC 6894
TITLE REFERENCE:	CT 158746/1
DESIGN WIND SPEED:	ASSUMED N3
SOIL CLASSIFICATION:	ASSUMED M
CLIMATE ZONE:	7
BUSHFIRE PRONE BAL RATING:	BAL LOW
ALPINE AREA:	N/A
CORROSION ENVIRONMENT:	MODERATE
FLOODING RISK:	UNKNOWN
LANDSLIP:	NO
DISPERSIVE SOILS:	UNKNOWN
SALINE SOILS:	UNKNOWN
SAND DUNES:	NO
MINE SUBSIDENCE:	NO
LANDFILL:	NO
DATUM LEVEL ADJUSTER:	UNKNOWN
GROUND LEVEL:	MIN 150mm BELOW FL
FINISHED FLOOR LEVEL:	AS PER PLANS (OR 100mm ABOVE GL)
OVERFLOW RELIEF GULLY LEVEL:	MIN 150mm BELOW FL

Development Application

June 2019

Fingal Football Club Alterations
Proposed Amenities

Fingal Football & Recreation
Ground, Fingal
TAS 7214

for Break O'Day Council

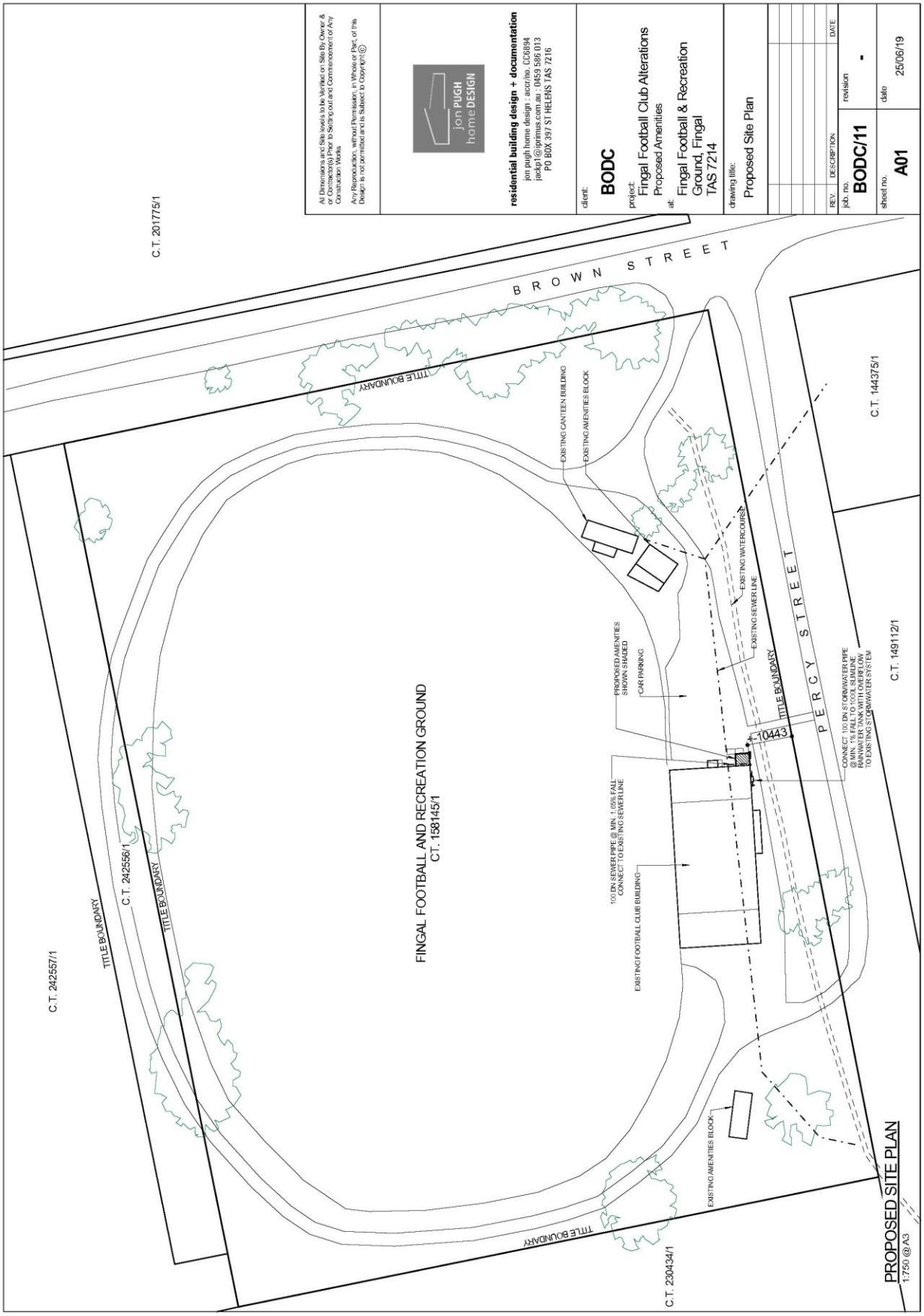
Building Areas

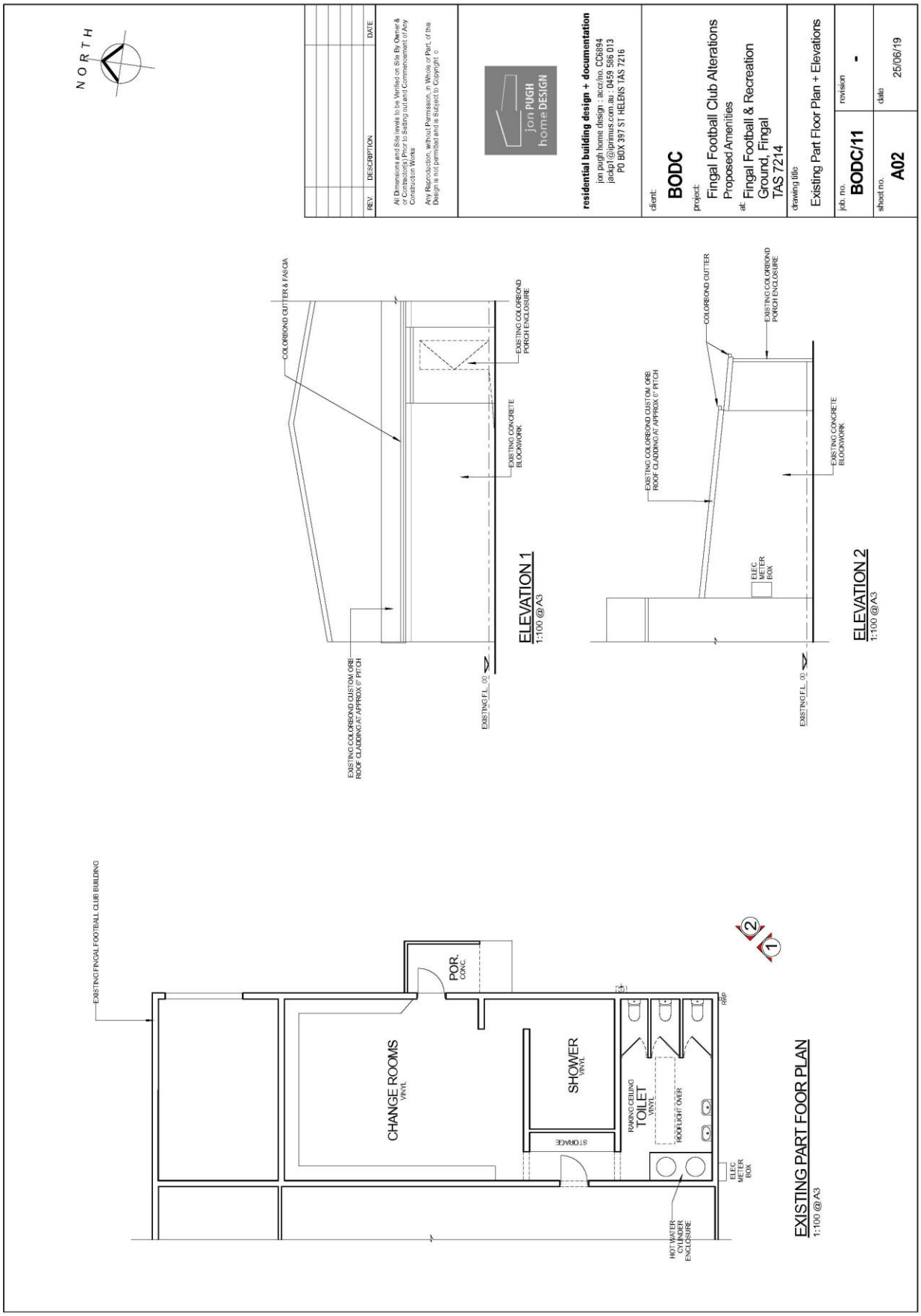
Proposed Amenities	9.93m²

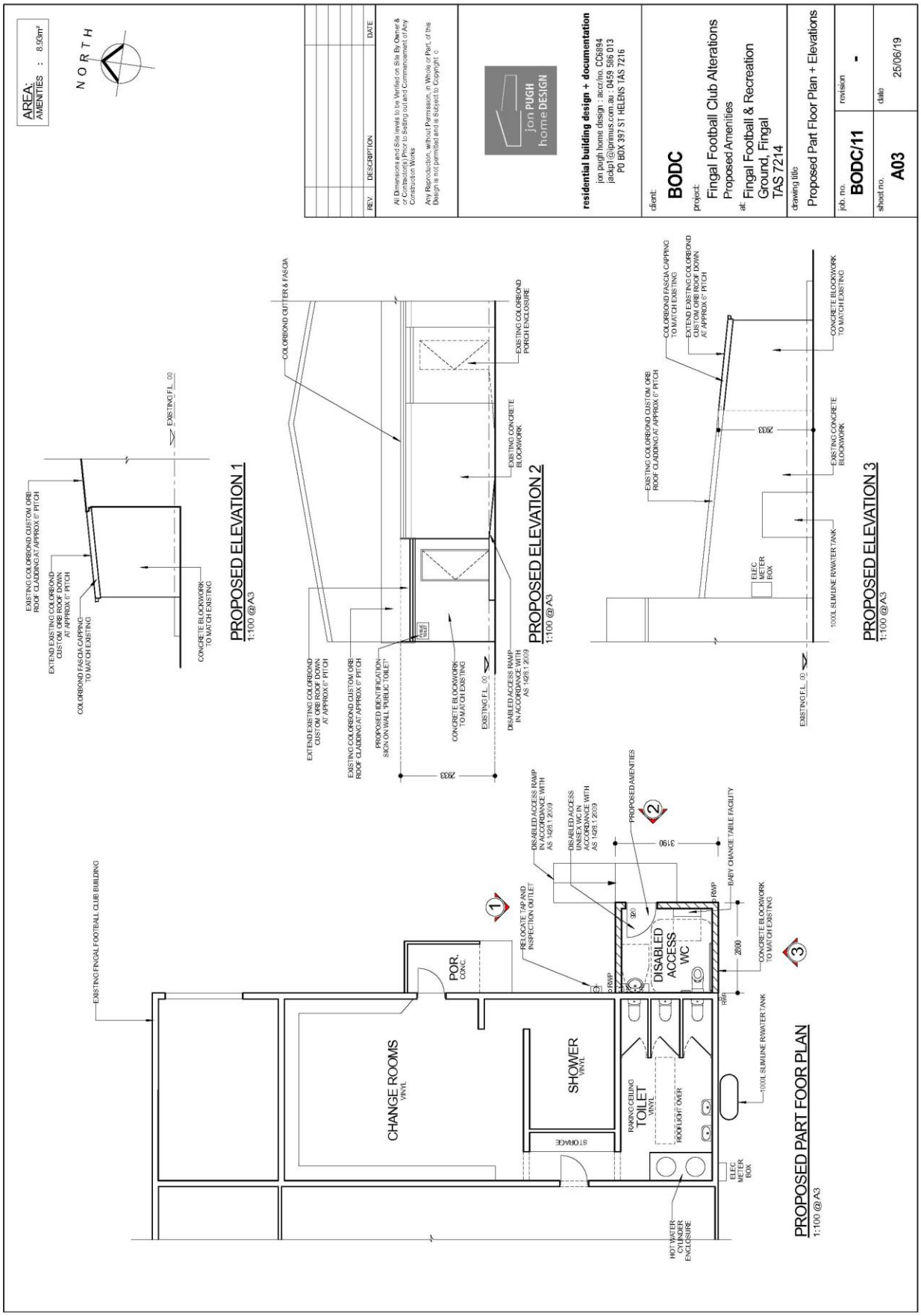
Drawing Schedule

Drg No.	Drawing Name
A01	Proposed Site Plan
A02	Existing Part Floor Plan – Elevations
A03	Proposed Part Floor Plan – Elevations

jon pugh home design : accr'no. CC6894
jackolt@iprimus.com.au 0459 586 013
PO BOX 397 ST HELENS TAS 7216


All Dimensions and Site levels to be Verified on Site By Owner & or Contractor(s) Prior to Setting out and Commencement of Any Construction Works.
Any Reproduction, without Permission, in Whole or Part, of this Design is not permitted and is Subject to Copyright ©
jon PUGH home DESIGN
residential building design + documentation
jon pugh home design : accr.no. CC6894
jackp1@primus.com.au : 0459 586 013
PO BOX 397 ST HELENS TAS 7216
client:
BODC
project:
Fingal Football Club Alterations
Proposed Amenities
at:
Fingal Football & Recreation Ground, Fingal
TAS 7214
drawing title:
Proposed Site Plan
REV DESCRIPTION DATE
job. no.
BODC/11
revision
-
sheet no.
A01
date
25/06/19
C.T. 201775/1
BROWN STREET
TITLE BOUNDARY
EXISTING CANTEEN BUILDING
EXISTING AMENITIES BLOCK
C.T. 144375/1
EXISTING WATERCOURSE
EXISTING SEWER LINE
PERCY STREET
PROPOSED AMENITIES SHOWN SHADED
CAR PARKING
10443
CONNECT 100 DN STORMWATER PIPE @ MIN. 1.0% FALL TO EXISTING STORMWATER SYSTEM
C.T. 149112/1
FINGAL FOOTBALL AND RECREATION GROUND
CT. 158145/1
100 DN SEWER PIPE @ MIN. 1.05% FALL CONNECT TO EXISTING SEWER LINE
EXISTING FOOTBALL CLUB BUILDING
C.T. 242556/1
C.T. 242557/1
EXISTING AMENITIES BLOCK
C.T. 230434/1
PROPOSED SITE PLAN
1:750 @ A3


NORTH
REV. DESCRIPTION DATE
All Dimensions and Site levels to be Verified on Site By Owner & or Contractor Prior to Setting out and Commencement of Any Construction Works
Any Reproduction, without Permission, in Whole or Part, of this Design is not permitted and is Subject to Copyright. ©
jon PUGH home DESIGN
residential building design + documentation
jon pugh home design : accr/no. CC6894
jackp1@iprimus.com.au : 0459 586 013
PO BOX 397 ST HELENS TAS 7216
client: BODC
project: Fingal Football Club Alterations
Proposed Amenities
at: Fingal Football & Recreation
Ground, Fingal
TAS 7214
drawing title: Existing Part Floor Plan + Elevations
job. no. BODC/11
revision -
sheet no. A02
date 25/06/19
COLORBOND GUTTER & FASCIA
EXISTING COLORBOND PORCH ENCLOSURE
EXISTING CONCRETE BLOCKWORK
EXISTING COLORBOND CUSTOM ORB ROOF CLADDING AT APPROX 6° PITCH
EXISTING F.L. 00
ELEVATION 1
1:100 @A3
COLORBOND GUTTER
EXISTING COLORBOND PORCH ENCLOSURE
EXISTING COLORBOND CUSTOM ORB ROOF CLADDING AT APPROX 6° PITCH
EXISTING CONCRETE BLOCKWORK
ELEC METER BOX
EXISTING F.L. 00
ELEVATION 2
1:100 @A3
EXISTING FINGAL FOOTBALL CLUB BUILDING
POR. CONC.
CHANGE ROOMS VINYL
SHOWER VINYL
STORAGE
RAKING CEILING
TOILET VINYL
ROOFLIGHT OVER
ELEC METER BOX
HOT WATER CYLINDER ENCLOSURE
EXISTING PART FOOR PLAN
1:100 @A3



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.

08/19.7.0 PETITIONS

Nil.

08/19.8.0 NOTICES OF MOTION

08/19.8.1 Notice of Motion – Refurbishment of Kitchen in the Wood Craft Guild Building, St Marys – Clr J Drummond

MOTION:

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

That Council consider providing funds to refurbish the kitchen of the Wood Craft Guild Building in St Marys.

SUBMISSION IN SUPPORT OF MOTION:

The Wood craft Guild provides a meeting place for both men and women in St Marys. Good health is based on many factors including feeling good, being productive, contributing to community, connecting with friends and maintaining an active body and mind.

The St Marys Woodcraft Guild provides a safe environment where community members can find many of these things. There is no pressure. In attending the woodcraft guild and community members can just come and have a chat and a cuppa if that is all they're looking for. The kitchen is a very basic facility currently and it would benefit greatly from a low cost refurbishment.

08/19.8.2 Notice of Motion – Annual Celebration for NAIDOC Week – Clr K Wright

MOTION:

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

That Break O'Day Council make a commitment to our indigenous community, to introduce, as from 2020 an annual celebration of NAIDOC week, inviting other community groups to participate. Along the lines of a community BBQ or picnic on the foreshore, including address from local Aboriginal elders, guest speaker, and some traditional dance or other visual display from either local group, school group, or an invited performers.

SUBMISSION IN SUPPORT OF MOTION:

This will further strengthen the relationship with our local Aboriginal community, and encourage further feeling of inclusion within the community.

This is something which is greatly supported by our local community, both indigenous and non-indigenous.

08/19.8.3 Notice of Motion – Bulk-Buying System for Rain-Water Tanks – Clr J Drummond

MOTION:

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

That Council assist the community by organising a bulk-buying system for rain-water tanks in the municipality.

SUBMISSION IN SUPPORT OF MOTION:

There are many benefits that come from harvesting rainwater, benefits to individual home owners as well as to councils, communities and areas. Rainwater harvesting significantly reduces potable water use. A well-designed house will save about 90,000 litres of rainwater each year, particularly in the toilet and washing machine which are year-round uses. Rainwater harvesting is climate change resilient for both droughts and intense rain events. These are events which are forecast to increase in our municipality.

Rain water tanks can be expensive for community members to purchase. A bulk-buying system organized through Council would make tanks more affordable to those people either (a) not connected to mains water, or (b) those who would choose to use a rain water harvesting even if they are connected to mains water.

Council could pay outright for the tanks and then expect to be paid back by the householder either (a) immediately or (b) over a period of time with, repayments added to the householder's council rates.

On the other hand, council may have an arrangement with a provider of rain water tanks to offer residents cheaper than usual prices on tank sales. A council recommended installer would be vetted to make sure they are reputable and offer good service. The tender process could be utilized and this would remove a lot of stress from the decision-making process for residents.

08/19.8.4 Notice of Motion – Tiny Houses – Clr J Drummond

MOTION:

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

That Council consider ways in which "Tiny Houses" can be regulated within the new planning scheme for our municipality.

SUBMISSION IN SUPPORT OF MOTION:

Tiny houses are defined by the Australian Tiny House Association (ATHA) as being moveable dwellings which are capable of being used for permanent accommodation and are less than 50 square metres in size. They are, in effect, miniature and towable versions of typical homes. Some tiny houses are linked to local power and water utility infrastructure, while others work entirely 'off the grid' (say with composting toilets and solar panels).

There is a growing interest in our community with regard to this style of dwelling, as people seek more affordable and/or sustainable housing options. Where there is support for the use of tiny houses, it makes sense to establish uniform standards and rules to ensure the houses are of a high quality while fulfilling the potential social, environmental and economic benefits of the idea

Any potential regulations could provide an opportunity to legitimise and grow the industry in this area, particularly in relation to getting government support for new tiny house villages and allowing these houses to be located on vacant land.

08/19.8.5 Notice of Motion – Binalong Bay Snack Food – Clr B LeFevre

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

Council urgently investigate the provision and advertising of basic snack food at Binalong Bay in preparation for the Summer holiday season. Relevant changes be considered to zoning if required to enable the matter to be quickly progressed.

SUBMISSION IN SUPPORT OF MOTION:

Since the shop shut in 2004 Binalong Bay has basically not had the convenience of basic snack type food ie. sandwiches, wraps, pies etc. This is indeed a unique problem given the size of the township and tens of thousands of visitors each year.

Discussing the provision of these food items at Binalong Bay has been a long and arduous process with even Cabinet identifying the need and saying 'just get it done'. Zoning restrictions have potentially hindered progress.

Residents and visitors surely have the right to purchase basic snack food items at Binalong Bay. The present situation is embarrassing with visitors being told they have to drive to St Helens if they want a sandwich for lunch. The other alternative of course is the local restaurant but some families don't want a sit down restaurant meal. At present the restaurant is shut for an extended period.

Given the advent of the Mountain Bike Trials and thousands of extra visitors the 'no snack food' situation will be even more publicised and embarrassing unless the situation is managed quickly. How many MB riders will ride on to Binalong Bay from Swim Cart to meet their family members or simply take in the breathtaking views only to find they can't get food and a drink?

A common sense location for the provision of the relevant food items needs to be identified and a potential provider found. Appropriate and meaningful advertising should be encouraged to alert our thousands of visitors that 'snack food' is indeed available.

Imagine this situation; the food items and location are meaningfully and suitably advertised, visitors arrive and enjoy a quality food item and drink and continue to enjoy the beautiful natural environment while enhancing their health and wellbeing.

If this sounds familiar it is, it happens in many other areas of Tasmania.

08/19.9.0 COUNCILLOR'S QUESTIONS ON NOTICE

Nil.

08/19.10.0 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Regulation 29 of the Local Government (Meeting Procedures) Regulations 2005 specifies that in putting a Question Without Notice a Councillor must not offer an argument or opinion, draw any inference or make any imputations except so far as may be necessary to explain the question.

The Chairperson must not permit any debate of a Question without Notice or its answer.

08/19.11.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

08/19.11.1 Mayor's Communications for Period Ending 19 August 2019

27.07.2019	**St Helens**	–	Meeting at the St Helens Croquet Club
04.08.2019	**St Helens**	–	St Helens-St Marys RSL Sub Branch – Annual Reunion lunch
05.08.2019	**St Helens**	–	Council Workshop
07.08.2019	**Scamander**	–	Scamander Township Drop in Session
13.08.2019	**St Helens**	–	Thrive Building Project, open day Trade Training Centre
14.08.2019	**Hobart**	–	Premiers Health & Wellbeing Advisory Council
16.08.2019	**St Helens**	–	Meeting with Senator Eric Abetz and John Tucker MP
18.08.2019	**St Helens**	–	Vietnam Veterans Day Service
19.08.2019	**St Helens**	–	Council Meeting

08/19.11.2 Councillor's Reports for Period Ending 19 August 2019

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

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

08/19.12.0 BUSINESS AND CORPORATE SERVICES

08/19.12.1 Corporate Services Department Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
02/19.12.4.26	18 February 2019	That Council petition for the removal of notations relating to Public Open Space/Set Apart for Public Recreation on properties identified for disposal.	Working with Planning Coordinator to progress this.
07/19.12.4.168	15 July 2019	1. That Council receive the minutes of the Audit Panel 24 June 2019, the Annual Report of the Chair of the Audit Panel and the Audit Panel Performance Review, and 2. That Council endorse the Audit Panel Annual Workplan, and 3. That Council request a report on the recommendation that Council a Cyber Security Policy.	Noted. Noted. Report being investigated.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
07/19.13.3.171	15 July 2019	That Council; i) Adopt the amended policy, AM11 Roads Infrastructure. ii) Withdraw policy AM17 Road Dust Suppression.	Completed, Council documentation and website updated.
07/19.13.5.174	15 July 2019	That Council approve an increase to the 2019/2020 bridge replacement capital budget by $150,000 from $675,000 to $825,000 to enable the early replacement of the damaged Bridge 2191 superstructure.	Completed - Information noted, budget adjustment to be undertaken at first budget review.
07/19.16.3.183	15 July 2019	That Policy LG06 – Employee Recognition Policy be cancelled and replaced with a similarly worded Procedure with no change to the number of anniversary dates celebrated.	Completed, Council documentation and website updated.

Staff Movements:

Nil.

Meetings Attended:

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

Internal Audit – procurement systems – meeting with creditors officer and Works & Infrastructure management and staff.

Other Issues:

Investments – Term Deposits

BENDIGO:

$1,025,837.02	2.05%	Maturing 16/09/2019
$1,000,000.00	2.05%	Maturing 16/09/2019
$1,000,000.00	1.90%	Maturing 24/09/2019
$1,049,593.97	1.70%	Maturing 29/10/2019

CBA:

$1,000,000.00	2.37%	Maturing 12/08/2019
$1,000,000.00	2.28%	Maturing 19/08/2019
$1,500,000.00	1.75%	Maturing 04/11/2019

Electric Vehicle Charging Station Grant Status

The results of funding applications were announced and reported on the state government website. The proponents are intending visiting St Helens in the near future to progress arrangements.

Report from the website:

Grants of up to $50,000 support Tasmanian organisations to purchase and install Direct Current (DC) electric vehicle charging stations. The chargers must be available for public use.
Fast chargers provide a high rate of charge and are installed where drivers need to recharge and get back on the road quickly.

Successful grant applicants:

Organisation	Region	Amount
Bennetts Petroleum Supplies Pty Ltd (New Norfolk)	South	$35,000
City of Hobart	South	$50,000
Huon Valley Council	South	$50,000
Evie Networks (Campbell Town)	Central	$50,000
Evie Networks (Elizabeth Town)	Central	$42,000
Electric Highway Tasmania (Swansea)	East	$40,000
Electric Highway Tasmania (St Helens)	North East	$40,000
Energy ROI (Scottsdale)	North East	$48,930
Electric Highway Tasmania (Burnie)	North West	$20,000
Electric Highway Tasmania (Derwent Bridge)	West	$50,000
Electric Highway Tasmania (Queenstown)	West	$50,000
Devonport City Council	North	$50,000

Right to Information (RTI) Requests

Nil.

132 and 337 Certificates

	132	337
July 2019	115	48
June 2019	30	21
July 2018	86	38

Debtors/Creditors @ 6 August 2019

DEBTORS INFORMATION
Invoices Raised

Current		Previous Year	
Month	**YTD 19/20**	**Month**	**YTD 18/19**
80	80	87	87

CREDITORS INFORMATION
Payments Made

Current		Previous Year	
Month	**YTD 19/20**	**Month**	**YTD 18/19**
386	386	391	391

Work Health & Safety Coordinator

The Work Health & Safety Coordinator attended various internal meetings related to risk management, internal customer service charter audit, WHS induction of new trainee and consultation with outdoor workers regarding new safe operating procedure.

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

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

Undertook WHS induction with one (1) new volunteer for St Helens History Room.

Undertook WHS induction with six (6) Drought Communities Program workers.

Performed alcohol and other drug testing with outdoor and indoor workers.

During the period of **17 July to 7 August 2019, no vandalism was reported to Council.**

RATES INFORMATION as at 8 August 2019

This financial Year

2019/2020	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,313,018.65	0.00	7,313,018.65			
Waste	1,186,206.00	0.00	1,186,206.00			
Wheelie	429,934.75	1,443.12	431,377.87	-	5,714.30	58,659.00
Recycling	242,865.00	421.09	243,286.09			
Fire	365,043.55	0.00	365,043.55			
TOTAL	**9,537,067.95**	**1,864.21**	**9,538,932.16**	**-**	**5,714.30**	**58,659.00**

Last Financial Year

2018/2019	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,141,391.88	-5,297.46	7,136,094.42			
Waste	1,151,304.00	3,264.77	1,154,568.77			
Wheelie	411,595.00	-3,682.91	407,912.09	-	5,922.13	54,576.35
Recycling	231,894.00	-117.40	231,776.60			
Fire	346,194.93	-77.92	346,117.01			
TOTAL	**9,282,379.81**	**-5,910.92**	**9,276,468.89**	**-**	**5,922.13**	**54,576.35**

Instalments

2019/2020		Instalment $	Outstanding $	Outstanding %
10 September 2019	Instalment 1	2,382,877.95	1,704,630.35	71.54%
12 November 2019	Instalment 2	2,384,730.00	1,842,625.55	77.27%
4 February 2020	Instalment 3	2,384,730.00	1,855,658.81	77.81%
5 May 2020	Instalment 4	2,384,730.00	1,862,752.13	78.11%
	TOTAL:	**9,537,067.95**	**7,265,666.84**	**76.18%**

2018/2019		Instalment $	Outstanding $	Outstanding %
11 September 2018	Instalment 1	2,308,189.46	1,551,701.82	67.23%
13 November 2018	Instalment 2	2,306,538.00	1,680,887.89	72.87%
5 February 2019	Instalment 3	2,306,538.00	1,693,345.72	73.42%
7 May 2019	Instalment 4	2,306,538.00	1,700,697.34	73.73%
	TOTAL:	**9,227,803.46**	**6,626,632.77**	**71.81%**

Discount

	Discount	No. of	Total Ratable	% of total
2019/2020	49,717.92	1,283	6,461	19.86%
2018/2019	57,697.63	1,282	6,470	19.81%

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.

08/19.12.2 Monthly Financial Report

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

OFFICER'S RECOMMENDATION:

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

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

INTRODUCTION:

Presented to Council are the monthly financial statements.

PREVIOUS COUNCIL CONSIDERATION:

Council considers financial reports on a monthly basis.

OFFICER'S REPORT:

The financial statements as shown below show the financial position of Council as at 31 July 2019.

Trading Account Summary

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

CASH AT BEGINNING OF PERIOD	8,692,181
TOTAL INCOME FOR PERIOD	2,084,498
TOTAL AVAILABLE FUNDS	10,776,679
LESS TOTAL EXPENDITURE	1,501,845
CASH AT END OF PERIOD	9,274,834
OUTSTANDING SUNDRY DEBTORS 60 DAYS & OVER	-

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				
2019-2020				
	2018-2019 Budget	Year to Date Actual	Year to Date Budget	2019-2020 Budget
INCOME				
Rates and Charges	9,234,097	9,504,647	9,570,091	9,635,814
User Charges	825,091	124,634	99,783	833,091
Grants	2,855,798	19,924	20,000	2,927,718
Other Income	152,000	10,900	7,333	152,000
Investment Income	538,000	6,961	7,000	538,000
Total Income	**13,604,986**	**9,667,066**	**9,704,207**	**14,086,623**
Capital Income				
Capital grants	4,949,400	-	-	1,905,000
Profit or Loss on Sale of Assets	40,000	-	-	27,000
Total Income	**18,594,386**	**9,667,066**	**9,704,207**	**16,018,623**
EXPENSES				
Employee Expenses	4,998,145	352,298	389,656	5,063,524
Materials and Services	4,209,874	529,122	497,521	4,386,834
Depreciation and amortisation	3,457,248	293,807	292,016	3,507,593
Other expenses	769,772	30,459	27,416	720,115
Total Expenses	**13,435,039**	**1,205,685**	**1,206,608**	**13,678,066**
FAGs in advance				
Net Operating Surplus\(Deficit)	**169,947**	**8,461,380**	**8,497,599**	**408,556**
Net Surplus\(Deficit)	**5,159,347**	**8,461,380**	**8,497,599**	**2,340,556**

Profit & Loss Statement							
2019-2020							
		Month Actual	Year to Date Actual	Year to Date Budget	2019-2020 Budget	% of Annual Budget used	Comments
1600	**Revenues**						
1611	General Rate	7,313,019	7,313,019	7,368,676	7,368,676	99%	
1612	Waste Charges	1,186,206	1,186,206	1,188,585	1,188,585	100%	
1613	Fire Levy	365,044	365,044	365,186	365,186	100%	
1614	Tips & Transfer Stations	8,255	8,255	14,157	169,880	5%	
1615	Recycling Charges	243,286	243,286	243,216	243,216	100%	
1616	Early Settlement Discounts	(42,525)	(42,525)	(40,000)	(130,000)	33%	
1617	Wheelie Bin Charges	431,363	431,363	430,271	430,271	100%	
	Total Rates	**9,504,647**	**9,504,647**	**9,570,091**	**9,635,814**	99%	
	Environmental Health						
1622	Inspection Fees	-	-	500	6,000	0%	
1623	Health/Food Licence Fees and Fines	(185)	(185)	-	14,000	-1%	
1624	Immunisations	-	-	-	1,000	0%	
	Total Environmental Health	**-185**	**-185**	**500**	**21,000**	-1%	
	Municipal Inspector						
1631	Kennel Licences	70	70	-	1,200	6%	
1632	Dog Registrations	4,777	4,777	2,000	50,100	10%	
1633	Dog Impoundment Fees & Fines	300	300	208	2,500	12%	
1634	Dog Replacement Tags	10	10	-	-		
1635	Caravan Fees and Fines	60,070	60,070	48,000	50,000	120%	
1636	Fire Abatement Charges	-	-	-	2,000	0%	
1637	Infringement Notices	937	937	1,458	17,500	5%	
	Total Municipal inspector	**66,164**	**66,164**	**51,667**	**123,300**	54%	
	Building Control Fees						
1641	Building Fees	4,300	4,300	2,500	30,000	14%	
1642	Plumbing	2,990	2,990	4,167	50,000	6%	
1643	Building Search Fees	60	60	100	1,200	5%	
1644	Permit Administration	3,495	3,495	2,917	35,000	10%	
1645	Building Inspections	5,200	5,200	3,333	40,000	13%	
1647	Certificates of Likely Compliance	3,334	3,334	1,833	22,000	15%	
1651	Development Application Fees	6,990	6,990	4,167	50,000	14%	
1653	Subdivision Fees	-	-	292	3,500	0%	
1654	Advertising Fee	4,800	4,800	4,167	50,000	10%	
1655	Adhesion Orders	-	-	42	500	0%	
1656	Engineering Fees	-	-	167	2,000	0%	

		Month Actual	Year to Date Actual	Year to Date Budget	2019-2020 Budget	% of Annual Budget used	Comments
	Total Planning And Building Control Fees	**31,169**	**31,169**	**23,683**	**284,200**	11%	
	Government Fees Levies						
1661	B.C.I Training Levy	1,952	1,952	2,500	30,000	7%	
1662	Building Permit Levy	976	976	1,417	17,000	6%	
1663	132 & 337 Certificates	10,204	10,204	6,667	80,000	13%	
	Total Government Fees Levies	**13,132**	**13,132**	**10,583**	**127,000**	10%	
	Investment Income						
1671	Interest Income	6,961	6,961	7,000	150,000	5%	
1676	Dividends - TasWater	-	-	-	388,000	0%	
	Total Investment Income	**6,961**	**6,961**	**7,000**	**538,000**	1%	
	Sales Hire and Commission						
1681	Sales	285	285	1,301	130,100	0%	
1682	Commission	69	69	165	16,491	0%	
1683	Equipment Hire	18	18	-	-		
1684	Facilities and Hall Hire	3,007	3,007	550	55,000	5%	
1685	Facilities Leases	10,722	10,722	11,250	75,000	14%	
1686	Public Liability Blanket Cover	18	18	-	-		
1687	History Room Other Income	236	236	83	1,000	24%	
	Total Sales Hire and Commission	**14,354**	**14,354**	**13,349**	**277,591**	5%	
	Other Income						
1761	Late Payment Penalties inc Interest	3,473	3,473	3,000	100,000	3%	
1765	Private Works	2,259	2,259	1,667	20,000	11%	
1766	Cemetery	564	564	2,083	25,000	2%	
	Total Other Income	**6,295**	**6,295**	**6,750**	**145,000**	4%	
	Reimbursements						
1773	Workers Comp. Recoveries	-	-	167	2,000	0%	
1775	Roundings	(375)	(375)	-	-		
1776	Miscellaneous Reimbursements	(285)	(285)	417	5,000	-6%	
1778	GST free reimbursements	5,264	5,264	-	-		
	Total Reimbursements	**4,604**	**4,604**	**583**	**7,000**	66%	
					-		
	Gain or Loss on Sale of Assets				**-**		
1781	Profit or Loss on Sale of Assets	-	-	-	27,000	0%	
	Total Gain or Loss on Sale of Assets	**-**	**-**	**-**	**27,000**	0%	

		Month Actual	Year to Date Actual	Year to Date Budget	2019-2020 Budget	% of Annual Budget used	Comments
	Grant Income						
	Operating Grants			-			
1792	Financial Assistance Grant	-	-	-	2,907,718	0%	0.03
1794	Learner Driver Mentor Grant	19,924	19,924	20,000	20,000	100%	
	Total Operating Grants	**19,924**	**19,924**	**20,000**	**2,927,718**	1%	
	Capital Grants						
1791	Roads to Recovery	-	-	-	650,000	0%	
1791	Old Tasman Hotel			-	500,000		
1791	Blackspot & Other			-	755,000		
	Total Capital Grants	**-**	**-**	**-**	**1,905,000**	0%	
	Total Revenue	**9,667,066**	**9,667,066**	**9,704,207**	**16,018,623**	60%	
	Expenses						
	Employee Costs						
1811	Salaries and Wages	240,932	240,932	268,439	3,489,708	7%	
1812	On Costs	109,138	109,138	119,217	1,549,816	7%	
1813	Overtime Payments	2,229	2,229	2,000	24,000	9%	
	Total Employee Costs	**352,298**	**352,298**	**389,656**	**5,063,524**	7%	
	Energy Costs						
1851	Electricity	10,069	10,069	2,878	143,875	7%	
	Total Energy Costs	**10,069**	**10,069**	**2,878**	**143,875**	7%	
	Materials and Contracts						
1861	Advertising	3,647	3,647	4,029	48,350	8%	
1863	Bank Charges - GST	1,270	1,270	2,017	24,200	5%	
1864	Books Manuals Publications	104	104	399	4,790	2%	
1865	Catering	77	77	1,175	14,100	1%	
1866	Bank Charges - FREE	54	54	83	1,000	5%	
1867	Computer Hardware Purchase	-	-	1,000	12,000	0%	
1869	Computer Internet Charges	382	382	213	2,550	15%	
1870	Computer Licence and Maintenance Fees	68,428	68,428	65,000	203,000	34%	
1872	Corporate Membership	60,227	60,227	60,000	144,790	42%	
1873	Debt Collection	3,522	3,522	1,333	16,000	22%	
1876	Stock Purchases for Resale	7,168	7,168	2,000	45,000	16%	
1890	Equipment Hire and Leasing	2,663	2,663	3,167	38,000	7%	
1891	Equipment Maintenance and Minor Purchases	1,337	1,337	1,475	17,700	8%	

		Month Actual	Year to Date Actual	Year to Date Budget	2019-2020 Budget	% of Annual Budget used	Comments
1893	Internet Billpay Costs	713	713	583	7,000	10%	
1895	Licensing and Licence Costs	15,969	15,969	15,000	39,379	41%	
1896	Land and Building Rental or Leasing Costs	-	-	-	9,000	0%	
1897	Materials	23,875	23,875	23,733	284,800	8%	
1898	Phone Calls Rental Fax	2,978	2,978	3,409	40,906	7%	
1899	Postage/Freight	2,138	2,138	2,001	24,010	9%	
1900	Printing/Laminating	-	-	1,383	16,600	0%	
1901	Property Insurance	94,237	94,237	95,500	95,500	99%	
1902	Room Hire	-	-	58	700	0%	
1904	Royalties and Copyright Licences	-	-	417	5,000	0%	
1905	Stationery	770	770	750	9,000	9%	
1906	Water and Property rates Payable	1,481	1,481	1,500	105,800	1%	
	Total Materials and Contracts	**291,040**	**291,040**	**286,226**	**1,209,175**	24%	
	Contractor Costs						
1971	Contractors	55,180	55,180	52,033	624,400	9%	
1972	Cleaning Contractors	18,006	18,006	15,238	182,850	10%	
1973	Waste Management Contractors	69,378	69,378	85,000	1,249,425	6%	
	Total Contractor Costs	**142,565**	**142,565**	**152,271**	**2,056,675**	7%	
	Professional Fees						
1992	Audit Fees	-	-	-	36,000	0%	
1993	Legal Fees	1,420	1,420	2,375	28,500	5%	
1994	Internal Audit Fees	-	-	1,000	12,000	0%	
1995	Revaluation Fees- Municipal only	-	-	2,333	28,000	0%	
1996	Professional Fees - Grant funded	14,324	14,324	-	-		
1997	Professional Fees - Strategic Projects	-	-	-	150,000	0%	
1998	Other Professional Fees	28,331	28,331	15,583	187,000	15%	
	Total Professional Fees	**44,075**	**44,075**	**21,292**	**441,500**	10%	
	Plant Hire						
2101	Plant Hire - Internal	38,830	38,830	41,750	501,000	8%	
2102	Plant Hire - External	-	-	458	5,500	0%	
2103	Registration and MAIB	-	-	-	34,387	0%	
2104	Insurance Premiums	20,779	20,779	27,830	27,830	75%	
2105	Plant Repairs and Maintenance	9,226	9,226	8,358	100,300	9%	
2140	Plant Hire Recovered	(44,740)	(44,740)	(58,417)	(701,000)	6%	
2141	Fuel	12,441	12,441	12,375	148,500	8%	
2142	Fuel Credit	-	-	(1,250)	(15,000)	0%	

		Month Actual	Year to Date Actual	Year to Date Budget	2019-2020 Budget	% of Annual Budget used	Comments
	Total Plant Hire	**36,536**	**36,536**	**31,105**	**101,517**	36%	
	Government Fees and Levies						
2255	Fire Levy	-	-	-	332,279	0%	
2257	Building Permit Levy	1,143	1,143	1,250	15,000	8%	
2258	Land Tax	1,742	1,742	-	56,813	3%	
2259	Training Levy	1,952	1,952	2,500	30,000	7%	
	Total Government Fees and Levies	**4,837**	**4,837**	**3,750**	**434,092**	1%	
	Depreciation						
2304	Depreciation Historical Assets	-	-	-	-		
2305	Depreciation Buildings	18,253	18,253	18,007	216,088	8%	
2306	Depreciation Roads and Streets	152,167	152,167	152,167	1,826,000	8%	
2307	Depreciation Bridges	36,708	36,708	36,708	440,496	8%	
2308	Depreciation Plant & Equipment	29,488	29,488	27,423	329,075	9%	
2310	Depreciation Stormwater Infrastructure	27,658	27,658	27,658	331,896	8%	
2311	Depreciation Furniture	12,167	12,167	11,710	140,517	9%	
2312	Depreciation Land Improvements	15,566	15,566	16,543	198,521	8%	
2313	Amortisation of Municipal Valuation	1,800	1,800	1,800	25,000	7%	
	Total Depreciation	**293,807**	**293,807**	**292,016**	**3,507,593**	8%	
	Other Expenses						
2401	Interest Payable	-	-	-	335,328	0%	
2404	Grants and Community Support Given	15,227	15,227	12,000	142,800	11%	
2405	Rate Remissions	-	-	-	57,000	0%	
2409	Council Member Expenses	1,229	1,229	1,500	18,000	7%	
2410	Council Member Allowances	14,003	14,003	13,916	166,987	8%	
	Total Other Expenses	**30,459**	**30,459**	**27,416**	**720,115**	4%	
	Total Expenses	**1,205,685**	**1,205,685**	**1,206,608**	**13,678,066**	9%	
	Net Surplus\(Deficit) before Capital amounts	**8,461,380**	**8,461,380**	**8,497,599**	**408,556**		
	Capital Grants	-	-	-	1,905,		
	Profit or Loss on Sale of Assets	-	-	-	27,000		
	Net Surplus\(Deficit)	**8,461,380**	**8,461,380**	**8,497,599**	**2,340,556**		

Profit And Loss Statement				
2019-2020				
	Month Actual	Year to Date Actual	2019-2020 Budget	Comments
Business & Corporate Services				
Total Investment Income	6,961	6,961	538,000	
Total Sales Hire and Commission	273	273	6,000	
Total Reimbursements	2,962	2,962	-	
Total Revenue	**10,197**	**10,197**	**544,000**	
Total Employee Costs	56,621	56,621	771,532	
Total Energy Costs	1,078	1,078	5,800	
Total Materials and Contracts	167,572	167,572	483,650	
Total Contractor Costs	387	387	7,900	
Total Professional Fees	497	497	18,000	
Total Plant Hire	1,909	1,909	12,350	
Total Government Fees and Levies	-	-	180	
Total Depreciation	11,543	11,543	140,905	
Total Expenses	**239,606**	**239,606**	**1,440,318**	
Net Surplus\(Deficit) before Capital Income	**(229,410)**	**(229,410)**	**(896,318)**	
Net Surplus\(Deficit)	**(229,410)**	**(229,410)**	**(896,318)**	
Development Services				
Total Environmental Health	(185)	(185)	21,000	
Total Municipal inspector	60,070	60,070	59,500	
Total Planning And Building Control Fees	31,169	31,169	282,200	
Total Government Fees Levies	13,132	13,132	127,000	
Total Sales Hire and Commission	69	69	1,300	
Total Other Income	200	200	-	
Total Revenue	**104,454**	**104,454**	**491,000**	
Total Employee Costs	68,082	68,082	913,788	
Total Materials and Contracts	2,440	2,440	45,910	
Total Contractor Costs	-	-	20,000	
Total Professional Fees	26,794	26,794	91,500	
Total Plant Hire	960	960	11,802	
Total Government Fees and Levies	3,095	3,095	45,000	
Total Depreciation	1,196	1,196	14,352	
Total Other Expenses	-	-	1,000	
Total Expenses	**102,567**	**102,567**	**1,143,352**	
Net Surplus\(Deficit) before Capital Income	**1,887**	**1,887**	**(652,352)**	
Net Surplus\(Deficit)	**1,887**	**1,887**	**(652,352)**	

	Month Actual	Year to Date Actual	2019-2020 Budget	Comments
Community Services				
Total Operating Grants	19,924	19,924	20,000	
Total Revenue	**19,924**	**19,924**	**20,000**	
Total Employee Costs	21,166	21,166	307,619	
Total Materials and Contracts	467	467	26,450	
Total Contractor Costs	-	-	30,000	
Total Professional Fees	4,825	4,825	8,000	
Total Plant Hire	2,622	2,622	12,640	
Total Depreciation	1,607	1,607	23,780	
Total Other Expenses	15,227	15,227	141,800	
Total Expenses	**45,914**	**45,914**	**550,289**	
			-	
Net Surplus\(Deficit) before Capital Income	**(25,990)**	**(25,990)**	**(530,289)**	
Net Surplus\(Deficit)	**(25,990)**	**(25,990)**	**(530,289)**	
Works and Infrastructure				
Total Rates	1,869,109	1,869,109	2,031,952	
Total Municipal inspector	6,094	6,094	63,800	
Total Planning And Building Control Fees	-	-	2,000	
Total Sales Hire and Commission	13,785	13,785	175,000	
Total Other Income	2,622	2,622	45,000	
Total Reimbursements	(285)	(285)	2,000	
Total Gain or Loss on Sale of Assets	-	-	27,000	
Total Operating Grants	-	-	1,569,650	
Total Capital Grants	-	-	1,905,000	
Total Revenue	**1,891,326**	**1,891,326**	**5,821,402**	
Total Employee Costs	155,662	155,662	2,219,761	
Total Energy Costs	7,914	7,914	133,075	
Total Materials and Contracts	47,598	47,598	454,399	
Total Contractor Costs	141,669	141,669	1,993,925	
Total Professional Fees	2,929	2,929	94,000	
Total Plant Hire	29,492	29,492	59,350	
Total Government Fees and Levies	1,742	1,742	52,354	
Total Depreciation	277,612	277,612	3,301,335	
Total Other Expenses	-	-	335,328	
Total Expenses	**664,617**	**664,617**	**8,643,527**	
			-	
Net Surplus\(Deficit) before Capital Income	**1,226,709**	**1,226,709**	**(4,727,125)**	
Net Surplus\(Deficit)	**1,226,709**	**1,226,709**	**(2,822,125)**	

	Month Actual	Year to Date Actual	2019-2020 Budget	Comments
Visitor Information Centre, History Room and Tourism				
Total Sales Hire and Commission	227	227	82,000	
Total Revenue	**227**	**227**	**82,000**	
Total Employee Costs	10,670	10,670	149,804	
Total Energy Costs	1,078	1,078	5,000	
Total Materials and Contracts	7,375	7,375	49,700	
Total Contractor Costs	509	509	4,850	
Total Professional Fees	47	47	9,000	
Total Plant Hire	40	40	-	
Total Government Fees and Levies	-	-	1,600	
Total Depreciation	706	706	8,472	
Total Expenses	**20,424**	**20,424**	**228,426**	
			-	
Net Surplus\(Deficit) before Capital Income	**(20,197)**	**(20,197)**	**(146,426)**	
Net Surplus\(Deficit)	**(20,197)**	**(20,197)**	**(146,426)**	
Governance and Members Expenses				
Total Rates	7,635,537	7,635,537	7,603,862	
Total Sales Hire and Commission	-	-	13,291	
Total Other Income	3,473	3,473	100,000	
Total Reimbursements	1,927	1,927	5,000	
Total Operating Grants	-	-	1,338,068	
Total Revenue	**7,640,938**	**7,640,938**	**9,060,221**	
Total Employee Costs	40,097	40,097	701,019	
Total Materials and Contracts	65,589	65,589	149,066	
Total Professional Fees	8,983	8,983	221,000	
Total Plant Hire	1,514	1,514	5,375	
Total Government Fees and Levies	-	-	334,958	
Total Depreciation	1,143	1,143	18,749	
Total Other Expenses	15,231	15,231	241,987	
Total Expenses	**132,557**	**132,557**	**1,672,154**	
			-	
Net Surplus\(Deficit) before Capital Income	**7,508,380**	**7,508,380**	**7,388,067**	
Net Surplus\(Deficit)	**7,508,380**	**7,508,380**	**7,388,067**	

	Month Actual	Year to Date Actual	2019-2020 Budget	Comments
Council Total				
Total Rates	9,504,647	9,504,647	9,635,814	
Total Environmental Health	(185)	(185)	21,000	
Total Municipal inspector	66,164	66,164	123,300	
Total Planning And Building Control Fees	31,169	31,169	284,200	
Total Government Fees Levies	13,132	13,132	127,000	
Total Investment Income	6,961	6,961	538,000	
Total Sales Hire and Commission	14,354	14,354	277,591	
Total Other Income	6,295	6,295	145,000	
Total Reimbursements	4,604	4,604	7,000	
Total Gain or Loss on Sale of Assets	-	-	27,000	
Total Operating Grants	19,924	19,924	2,927,718	
Total Capital Grants	-	-	1,905,000	
Total Revenue	**9,667,066**	**9,667,066**	**16,018,623**	
Total Employee Costs	352,298	352,298	5,063,524	
Total Energy Costs	10,069	10,069	143,875	
Total Materials and Contracts	291,040	291,040	1,209,175	
Total Contractor Costs	142,565	142,565	2,056,675	
Total Professional Fees	44,075	44,075	441,500	
Total Plant Hire	36,536	36,536	101,517	
Total Government Fees and Levies	4,837	4,837	434,092	
Total Depreciation	293,807	293,807	3,507,593	
Total Other Expenses	30,459	30,459	720,115	
Total Expenses	**1,205,685**	**1,205,685**	**13,678,066**	
Net Surplus\(Deficit) before Capital Income	**8,461,380**	**8,461,380**	**408,556**	
Capital Income	-	-	1,932,000	
Net Surplus\(Deficit)	**8,461,380**	**8,461,380**	**2,340,556**	

Financial Position					
2019-2020					
	2018-2019 Budget	Year to Date Actual	Year to Date Budget	2019-2020 Budget	Comments
Current Assets					
Cash	3,644,755	9,274,834	3,845,672	2,776,249	
Receivables	600,000	8,672,153	7,575,799	600,000	
Inventories	120,000	147,902	120,000	120,000	
Other Current Assets	30,000	192,879	30,000	30,000	
Total Current Assets	**4,394,755**	**18,287,767**	**11,571,470**	**3,526,249**	
Non Current Assets					
Property Plant and Equipment	141,267,981	145,142,110	141,613,863	144,161,102	
Investment in TasWater	33,285,899	33,717,915	33,717,915	33,717,915	
Other Non Current Assets	74,000	63,800	74,000	74,000	
Total Non -Current Assets	**174,627,880**	**178,923,825**	**175,405,778**	**177,953,017**	
Total Assets	**179,022,635**	**197,211,592**	**186,977,248**	**181,479,266**	
Current Liabilities					
Payables	850,000	2,035,884	615,023	850,000	
Interest Bearing Liabilities	326,296	340,941	340,941	326,296	
Provisions	664,164	856,684	664,164	664,164	
Total Current Liabilities	**1,840,460**	**3,233,510**	**1,620,128**	**1,840,460**	
Non Current Liabilities					
Interest Bearing Liabilities	7,651,610	8,484,374	8,484,374	7,651,610	
Provisions	520,964	569,414	520,964	520,964	
Total Non Current Liabilities	**8,172,574**	**9,053,788**	**9,005,338**	**8,172,574**	
Total Liabilities	**10,013,034**	**12,287,297**	**10,625,466**	**10,013,034**	
Net Assets	**169,009,601**	**184,924,295**	**176,351,782**	**171,466,232**	
EQUITY					
Accumulated surplus	24,815,980	39,173,196	30,600,683	25,715,133	
Asset revaluation reserve	143,813,516	145,330,713	145,330,713	145,330,713	
Other reserves	380,105	420,386	420,386	420,386	
TOTAL EQUITY	**169,009,601**	**184,924,295**	**176,351,782**	**171,466,232**	
Other Reserves - detailed separately	380,105	420,386	420,386	420,386	
Employee Provisions	967,735	1,426,098	1,185,128	1,185,128	
Unallocated accumulated surplus	2,253,139	7,428,350	2,240,158	1,170,735	
Total cash available	**3,600,979**	**9,274,834**	**3,845,672**	**2,776,249**	
Note: This reflects the cash position and does not include Payables and Receivables					

Other Reserves				
2019-2020				
	Other Reserves 1/7/2019	Reserves new 2019-2020	Reserves used 2019-2020	Remaining 30/6/2019
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	23,398			23,398
St Marys	32,509			32,509
Stieglitz	6,752			6,752
Total Public Open Space	**76,907**	**-**	**-**	**76,907**
General Reserves				
Community Development	12,500			12,500
137 Trust Seizures	261,080	12,179		273,259
Total General Reserves	**273,580**	**12,179**	**-**	**285,759**
Grant Proceeds Reserve				
Roads to recovery	-		-	-
Projectors for Stadium	14,000		-	14,000
Regional Workforce Development	15,710		-	15,710
Community Infrastructure Fund Grant	28,010		-	28,010
Total Grant Reserves	**57,720**	**-**	**-**	**57,720**
Total Other Reserves	**408,207**	**12,179**	**0**	**420,386**

Estimated Cash Flow					
2019-2020					
	2018-2019 Budget	Year to Date Actual	Year to Date Budget	2019-2020 Budget	Comments
CASH FLOWS FROM OPERATING ACTIVITIES					
RECEIPTS					
Operating Receipts	13,604,986	2,084,498	1,682,699	14,086,623	
Less FAGs received in advance	(1,462,513)				
PAYMENTS					
Operating payments	(9,977,791)	(863,947)	(847,539)	(10,170,473)	
NET CASH FROM OPERATING	**2,164,682**	**1,220,551**	**835,160**	**3,916,150**	
CASH FLOWS FROM INVESTING ACTIVITIES					
RECEIPTS					
Proceeds from sale of Plant & Equipment	182,000	-	-	52,000	
PAYMENTS					
Payment for property, plant and equipment	(12,989,934)	(637,898)	(634,243)	(10,665,215)	
Capital Grants	4,949,400	-	-	1,905,000	
Payments for financial assets					
NET CASH FROM INVESTING ACTIVITIES	**(7,858,534)**	**(637,898)**	**(634,243)**	**(8,708,215)**	
CASH FLOWS FROM FINANCING ACTIVITIES					
RECEIPTS					
Proceeds from borrowings	-	-	-	-	
PAYMENTS					
Repayment of borrowings	(326,296)	-	-	(340,941)	
NET CASH FROM FINANCING ACTIVITIES	**(326,296)**	**-**	**-**	**(340,941)**	
NET INCREASE (DECREASE) IN CASH HELD	(6,020,148)	582,653	200,917	(5,133,006)	
CASH AT BEGINNING OF YEAR	9,664,903	8,692,181	3,644,755	7,909,255	
CASH AT END OF PERIOD	**3,644,755**	**9,274,834**	**3,845,672**	**2,776,249**	

Capital Expenditure							
2019-2020							
Project Code	Details	Month Actuals	Year to Date Actual	2018-2019 Budget C/F	2019-2020 Budget	Total New Budget + C/f	Comments
	PLANT & EQUIPMENT						
	Replacement of the following vehicles						
CH015	1339 General Managers Vehicle	-	-		45,000	45,000	
CH020	1322 Pool Car - Forester wagon	-	-		20,000	20,000	
CH025	Garbage truck	-	-		280,000	280,000	
CH030	1307 Toro Mower 42in	-	-		16,000	16,000	
CF012	1040 Dual Cab Ute 4WD	-	-		38,000	38,000	Disposal Jan 2020
CH035	1041 Ute 2WD Tipper	-	-		27,000	27,000	
CH010	Mitsubishi Trtion Ute GLX 2.4L	9,343	9,343		38,000	38,000	Disposal Jan 2020
CH005	Mitsubishi Trtion Ute GLX 2.4L with Canopy	-	-		38,000	38,000	1294 Dual Cab Ute 4WD - Disposal in 2020/21
CG049	HiperVR Base & Rover Kit (Surveying Equip)	42,512	42,512			-	
CH040	Hi-Ab truck crane for #1270	-	-			-	
	TOTAL PLANT & EQUIPMENT	**51,856**	**51,856**	**-**	**502,000**	**502,000**	
						-	
	FURNITURE & IT					-	
CH075	Town Christmas Decorations	-	-		5,000	5,000	
CD730	Hall Furniture Replacement	-	-		10,000	10,000	
CE085	Additional sit down/stand up desks	-	-		2,500	2,500	
CG070	IT - Server Upgrades	-	-		17,500	17,500	Wifi & remote server upgrades
CG060	IT - Major Software Upgrades	-	-		28,000	28,000	Office 2019 for 50 computers
CH060	IT - Server Upgrades	2,958	2,958		-	-	Wifi & remote server upgrades 2019/20
CH055	Desktop/Laptops/Monitors	13,950	13,950		20,000	20,000	Desktops/laptop/monitors 2019/20
CH070	Printers/Copiers History Room 2019/20	-	-		6,500	6,500	History Room
CH065	Audio visual equip	-	-		20,000	20,000	Chamber
	TOTAL FURNITURE & IT	**16,908**	**16,908**	**-**	**109,500**	**109,500**	
						-	
	BUILDINGS					-	
CH705	Install 1 X Bus Shelter - High St, Mathinna	-	-		15,000	15,000	As per community consultation in April 2018
CH710	St Helens Waste Transfer Station Tip Shop	-	-		45,000	45,000	New Addition to Tip Shop
CH715	Fingal Sports Complex - Toilet Addition (FB)	-	-		60,000	60,000	As per community consultation in April 2018

Project Code	Details	Month Actuals	Year to Date Actual	2018-2019 Budget C/F	2019-2020 Budget	Total New Budget + C/f	Comments
CH720	Four Mile Creek Community Hub	-	-		58,690	58,690	FOFMC
CH725	Break O Day Community Stadium - Upgrades	-	-		30,000	30,000	Roof Replacement to original amenities section
CC730	Old Tasmanian Hotel Upgrades in Accordance with Conservation Management Plan	-	-		600,000	600,000	Annual commitment to Heritage upgrades and renovations
CH730	Portland Hall Upgrades	1,200	1,200		100,000	100,000	2019/20 Upgrades
CG725	Scam Sports Complex Disabled Toilet & Improvements	3,094	3,094				
	TOTAL BUILDINGS	**4,294**	**4,294**	**-**	**908,690**	**908,690**	
						-	
	PARKS, RESERVES & OTHER					-	
CH805	St Marys Cemetery Master Plan	-	-		20,000	20,000	
CH810	St Helens Cemetery Master Plan	-	-		50,000	50,000	
CH815	Dog exercise area St Helens Improvements	-	-		10,000	10,000	
CH820	Medeas Cove & Annie St intersection	-	-		15,000	15,000	Installation of crash barrier
CE715	Break O Day Community Stadium - External Upgrades	-	-		150,000	150,000	Construction Phase
CH825	Cornwall Playground Upgrade (Slide Only)	-	-		5,000	5,000	Cornwall - Slide Only
CH830	Binalong Bay Playground site improvements	-	-		25,000	25,000	
	Jetty upgrades - TBA	-	-		155,000	155,000	Grant funded
CD830 B	Jetty Upgrades - Cunningham Street	31,890	31,890				
CH835	St Helens Rec ground - Football Grounds	-	-		35,000	35,000	Irrigation
	Break O Day Community Stadium	-	-		45,000	45,000	Completed
CH840	St Helens Croquet Playing Field	-	-		30,000	30,000	
CF810	Fingal Cemetery Master Plan	-	-	40,000		40,000	
CE815	Mathinna Cemetery Master Plan	-	-	20,000		20,000	
CF805	Parnella/Foreshore Walkway	6,279	6,279	285,000		285,000	Moved from Footpaths
CH845	Street banner pole refurbishment St Helens	-	-		25,000	25,000	
CF820	Mountain Bike Trails - Poimena to Bay of Fires	48,155	48,155	600,000		600,000	
CF820 A	Mountain Bike Trails - Stacked Loops-St Helens	297,599	297,599	2,707,500	100,000	2,807,500	
	TOTAL PARKS, RESERVES & OTHER	**383,922**	**383,922**	**3,652,500**	**665,000**	**4,317,500**	
						-	

Project Code	Details	Month Actuals	Year to Date Actual	2018-2019 Budget C/F	2019-2020 Budget	Total New Budget + C/f	Comments
	ROADS					-	
	STREETSCAPES					-	
CE110	Scamander entrance at Wrinklers	-	-	95,000	100,000	195,000	
CG120	Fingal Streetscape - Stage 3	3,229	3,229			-	
	TOTAL STREETSCAPES	**3,229**	**3,229**	**95,000**	**100,000**	**195,000**	
						-	
	FOOTPATHS					-	
CG115	Annual replacement of damaged footpaths	-	-		30,000	30,000	
CH105	Binalong Bay Footpath - Main Road	-	-		30,000	30,000	as per foreshore masterplan
CH110	Binalong Bay - Pacific to Bevan Streets	-	-		3,000	3,000	Replace gravel
CH115	Fingal - Talbot Street	-	-		30,000	30,000	Avoca end near old town hall to PO.
CH120	Scamander - Scamander Ave	-	-		58,000	58,000	Part A
CH125	Stieglitz - Chimney Heights	-	-		3,000	3,000	Replace gravel
CF125	Medea Cove Footpath/Road options	-	-	43,000	32,000	75,000	
CF135	Cycleway/Walkway - St Helens - Upgrade	2,628	2,628			-	
	TOTAL FOOTPATHS	**2,628**	**2,628**	**43,000**	**186,000**	**229,000**	
						-	
	KERB & CHANNEL					-	
CH155	Byatt Court, Scamander	-	-		46,000	46,000	Stormwater management plan
	Replacements TBA	-	-		22,000	22,000	to be allocated
CG155	Cameron St, St Helens (south of Quail St intersection) (0.16km)	-	-	9,000	11,000	20,000	width to be checked for onstreet parking options
CG160	Penelope St St Helens	2,051	2,051	30,000		30,000	replace 50mt kerb & channel on western side of Penelope St, St Helens - starting at intersection of Lawry Heights
CG165	Helen Grove, St Helens (Northern Side)	20,521	20,521			-	
CG170	Aerodrome Road, Stieglitz	23,014	23,014			-	
	TOTAL KERB & CHANNEL	**45,586**	**45,586**	**39,000**	**79,000**	**118,000**	
						-	
	RESHEETING					-	
	2054 - Brooks Rd	-	-		10,046	10,046	
	2138 - Franks St Fingal	-	-		3,795	3,795	
CH305	2161 - Groves Rd	-	-		15,288	15,288	
CH305	2160 - Groves Rd				15,288	15,288	

Project Code	Details	Month Actuals	Year to Date Actual	2018-2019 Budget C/F	2019-2020 Budget	Total New Budget + C/f	Comments
CH310	2285 - North Ansons Bay Rd	-	-		5,528	5,528	
CH310	2286 - North Ansons Bay Rd				16,517	16,517	
	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	
	2015 - Ansons Bay Rd (Priory Rd)	-	-		4,277	4,277	
	2016 - Ansons Bay Rd (Priory Rd)	-	-		7,287	7,287	
	2008 - Ansons Bay Rd (Priory Rd)	-	-		20,093	20,093	
	2011 - Ansons Bay Rd (Priory Rd)	-	-		11,717	11,717	
	2012 - Ansons Bay Rd (Priory Rd)	-	-		11,652	11,652	
	2013 - Ansons Bay Rd (Priory Rd)	-	-		8,328	8,328	
	2014 - Ansons Bay Rd (Priory Rd)	-	-		8,234	8,234	
	2017 - Ansons Bay Rd (Priory Rd)	-	-		20,300	20,300	
	2176 - Honeymoon Point Rd	-	-		1,401	1,401	
	2331 - Reids Rd	-	-		5,528	5,528	
	- Reids Rd	-	-	10,000	10,000	20,000	
	2332 - Reids Rd	-	-		5,405	5,405	
	2333 - Reids Rd	-	-		4,641	4,641	
	Ansons Bay Road, Ansons Bay	-	-	80,000		80,000	
CH310	North Ansons Bay Road, Ansons Bay	63,154	63,154	80,000		80,000	
	TOTAL RESHEETING	**63,154**	**63,154**	**170,000**	**239,326**	**409,326**	
						-	
	RESEALS					-	
	799 - Acacia Dve	-	-		11,135	11,135	
	731 - Aerodrome Rd	-	-		17,514	17,514	
	673 - Akaroa Ave	-	-		29,225	29,225	
	683 - Cannell Pl	-	-		15,734	15,734	
	434 - Circassian St	-	-		15,585	15,585	
	433 - Circassian St	-	-		8,789	8,789	
	788 - Coffey Ct	-	-		12,680	12,680	
	379 - Douglas Crt (turning circle only)	-	-		50,000	50,000	
	526 - Fresh Water St	-	-		6,726	6,726	
	525 - Fresh Water St	-	-		2,178	2,178	
	564 - Hodgman St	-	-		12,049	12,049	
	792 - King St Binalong Bay	-	-		3,695	3,695	
	791 - King St Binalong Bay	-	-		3,743	3,743	
	58 - Lottah Rd	-	-		9,346	9,346	

Project Code	Details	Month Actuals	Year to Date Actual	2018-2019 Budget C/F	2019-2020 Budget	Total New Budget + C/f	Comments
	760 - Main Rd Binalong Bay	-	-		8,658	8,658	
	766 - Main Rd Binalong Bay	-	-		81,648	81,648	
	762 - Main Rd Binalong Bay	-	-		13,498	13,498	
	670 - Maori Pl	-	-		3,934	3,934	
	389 - Medeas Cove Esp	-	-		8,579	8,579	
	1257 - Melaleuca St	-	-		2,004	2,004	
	- Quail St parking	-	-		25,000	25,000	
	951 - Reids Rd	-	-		7,290	7,290	
	947 - Reids Rd	-	-		6,210	6,210	
	758 - Reserve St	-	-		5,138	5,138	
	549 - Rest Area C/P	-	-		9,339	9,339	
	541 - Scamander Ave	-	-		5,055	5,055	
	543 - Scamander Ave	-	-		22,810	22,810	
	540 - Scamander Ave	-	-		1,320	1,320	
	512 - Seaview Ave (turning circle only)	-	-		43,750	43,750	
	71 - St Columba Falls Rd	-	-		4,311	4,311	
	69 - St Columba Falls Rd	-	-		26,760	26,760	
	380 - Susan Crt (turning circle only)	-	-		50,000	50,000	
	St Marys - Esk Main Road Story to Groom Street	-	-		50,000	50,000	To coincide with DSG Road Sealing Program
	Scamander Ave - Bridge to IGA	-	-		120,000	120,000	To coincide with DSG Road Sealing Program
	TOTAL RESEALS	**-**	**-**	**-**	**693,699**	**693,699**	
						-	
	ROADS OTHER					-	
	Reconstruction & Dig Outs - Roads to be specified	-	-		300,000	300,000	
	St Helens Pt Rd	-	-		800,000	800,000	Part B - Requires Grant Finding
	Atlas Drive - Retaining Wall Anchor	-	-		40,000	40,000	
	Ansons Bay Road - Gravel Stabilisation	-	-		75,000	75,000	
	Gardens Road - Sight Distance Works	-	-		400,000	400,000	Subject to successful Black Spot funding application
	Road Intersection Upgrade Works	-	-		50,000	50,000	
	Talbot St, Fingal - Off Hwy Reconstruction/DigOut	-	-		100,000	100,000	Gleadow St to Brown St
	Crash Barrier - Fingal Bridge	-	-		150,000	150,000	
	ROAD ASSET MANAGEMENT	-	-			-	
	Sealed Roads - Condition Assessments	-	-		32,500	32,500	

Project Code	Details	Month Actuals	Year to Date Actual	2018-2019 Budget C/F	2019-2020 Budget	Total New Budget + C/f	Comments
	Road Network - Sign Replacement	-	-		25,000	25,000	
CG520	Beaumaris Ave	-	-	15,000		15,000	
	TOTAL ROADS OTHER	**-**	**-**	**15,000**	**1,972,500**	**1,987,500**	
						-	
	ROADS TOTAL	**114,597**	**114,597**	**362,000**	**3,270,525**	**3,632,525**	
						-	
	BRIDGES					-	
CG205	B185 Gillies Road, St Marys	-	-		25,000	25,000	Replace Deck
CG220	B2293 Cecilia St, St Helens	-	-		22,000	22,000	Replace Deck
CH220	B2006 - Reids Rd, Priory	-	-		90,000	90,000	Replace Deck
CH225	B2809 - Argyle St, Mangana	-	-		30,000	30,000	Replace Deck
CG240	B7004 Richardson Road, St Marys	-	-		38,000	38,000	Replace Deck
CH230	B7005 - Tims Ck Rd	-	-		30,000	30,000	Replace Deck
CH235	B2242 - Hodges Rd	-	-		60,000	60,000	Replace Deck
CH215	B2191 - Fletchers Creek, Reids Rd	63,890	63,890		150,000	150,000	Extra Budget Approved $130K Bridgepro $20 Variation
CH205	Footpath Bridge at Fingal Culvert	-	-		30,000	30,000	New bridge - footpath
CG225	B2792 Four Mile Creek Road	-	-	30,000	220,000	250,000	renew coating
	Install/upgrade traffic barriers	-	-	100,000		100,000	
CH210	B7043 Mathinna Road, Fingal (DSG)	-	-	-		-	
	TOTAL BRIDGES	**63,890**	**63,890**	**130,000**	**695,000**	**825,000**	
.						-	
	STORMWATER					-	
CE655	Minor stormwater Jobs	-	-		50,000	50,000	
CD655	Implement SWMP priorities	-	-		80,000	80,000	
CG665	Freshwater Street / Lade Court (Beaumaris)	-	-		40,000	40,000	Install new stormwater pipe rear of Freshwater Street properties to prevent Lade Court properties flooding.
CG670	Medea St - Opposite Doepel St	-	-	40,000	5,000	45,000	115m of open drain
CH655	Beaumaris Ave	-	-		25,000	25,000	New Stormwater main
	TOTAL STORMWATER	**-**	**-**	**40,000**	**200,000**	**240,000**	
						-	
	WASTE MANAGEMENT					-	
CH605	St Helens WTS - Polystyrene Densifier	-	-		30,000	30,000	

Project Code	Details	Month Actuals	Year to Date Actual	2018-2019 Budget C/F	2019-2020 Budget	Total New Budget + C/f	Comments
CH610	Scamander WTS - Reseal entrance road	-	-		20,000	20,000	
CG605	Reconstruction & seal entrance to St Helens WTS	2,431	2,431			-	
CF610	Fingal WTS Retaining Wall Replacement	-	-	80,000		80,000	
	WASTE MANAGEMENT TOTAL	**2,431**	**2,431**	**80,000**	**50,000**	**130,000**	
						-	
	Total Capital expenditure	**637,898**	**637,898**	**4,264,500**	**6,400,715**	**10,665,215**	

08/19.12.3 Visitor Information Centre Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

Staff Movements:

Nil.

Meetings Attended/Other information:

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

The History Room Curator provided the following additional information:

- **'Changing Face of St Helens' exhibition.** This is currently on display. This will be taken down at the end of August and our forthcoming exhibition will be on 'Private Collections' that will incorporate local collecting, collectors and their collections.
- **Guest speaker for Friends' AGM.** Tracy Puklowski, Director of the QVMAG has been confirmed as guest speaker for the Friends' forthcoming AGM.
- **Shearer Seed Drill.** A letter was forwarded to the Pyengana Hall committee regarding this equipment. Have had discussions with Carol Le Fevre regarding the item but nothing further to report as yet.
- **Backroom Extension**. Costings have been obtained with a figure of $218,000 required for the proposed floor plan. Consultancies are being sourced through Design East.
- **CCAT (Chinese Community Association of Tasmania).** Volunteer genealogists and Curator attended the CCAT 50th celebration in Hobart on 29/30th July 2019. Very productive contacts made.

- **Hirst Collection.** This is being checked for David Hirst and a complete inventory will be forwarded to them at their request.
- **Valley Voice archive -** Valley Voice Archive has been handed over and is currently in storage at the Depot container. In due course it will be quarantined, sorted, digitised and stored. We were also presented with a cheque for $2000 from the previous incorporated body to cover the costs of preserving the archive.
- **Fire Drill.** Held on 3rd July 2019 at the centre at 9am.
- **Channel Museum.** Secretary Peter, with Marie, committee member from this museum visited. We discussed various things 'museum' and I completed an array of questions from them. I agreed to forward them some of our documentation (Collection Policy; Interpretation Plan; Disaster Preparation Plan; Oral History Manual; Significance Assessment) so that they look at these things themselves. Would be worth visiting them at some stage as they are open seven (7) days a week with only voluntary staff. They have about 50 volunteers.
- **Statistics**: June 2019: 86.75 volunteer hours for the month; 59 visitors comprising of 27 Families/Couples and 31 concessions (second best result for the month since taking data); $297.50 in takings which is on a par with previous years.

Annual Customer Survey

St Helens VIC participates in the Visitor Information Network (VIN) annual survey with 86 surveys completed. Results for St Helens include:

Satisfaction:

VERY DISSATISFIED	DISSATISFIED	NEITHER SATISFIED NOR DISSATISFIED	SATISFIED	VERY SATISFIED	TOTAL
0.00% 0	0.00% 0	0.00% 0	27.91% 24	72.09% 62	86

Age:

under 25	16.28%	14
25 - 34	16.28%	14
35 - 44	5.81%	5
45 - 54	15.12%	13
55 - 64	20.93%	18
65+	25.58%	22
TOTAL		86

Reason for visiting VIC (more than one response allowed):

Find out about accommodation	17.44%	15
Find out about attractions/activities in the area	47.67%	41
Pick up maps	50.00%	43
Pick up printed brochures	26.74%	23
Get transport advice	13.95%	12
Make a booking	3.49%	3
Get directions	27.91%	24
Purchase souvenirs, maps, Parks Passes	30.23%	26
Use facilities (e.g. toilets, internet)	9.30%	8
Other (please specify)	8.14%	7
Total Respondents: 86		

Statistics:

Door Counts:

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

Revenue 2018/2019:

Month	VIC Sales	HR Entry	HR Donations
July	$2,065.20	219.00	79.10
August	2,418.45	176.00	76.15
September	5,711.75	352.00	121.00
October	5,759.40	478.00	136.75
November	6,182.01	560.00	200.00
December	6,938.21	490.00	45.60
January	10,386.85	799.00	106.45
February	10,940.75	881.00	55.65
March	10,480.35	1,125.50	70.85
April	5,855.70	547.50	555.30
May	2,869.50	400.00	51.40
June	1,580.86	227.00	70.50

Revenue 2019/2020:

Month	VIC Sales	HR Entry	HR Donations
July	1,531.55	209.00	236.20

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Goal
Economy - To foster innovation and develop vibrant and growing local economies which offer opportunities for employment and development of businesses across a range of industry sectors.

Strategies
Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses' to live and work in BOD.

Annual Plan 2018-2019

Goal
Economy - To foster innovation and develop vibrant and growing local economies which offer opportunities for employment and development of businesses across a range of industry sectors.

Key Focus Area 2.1.2
Tourism – Broadening, lengthening and improving the visitor experience through development of attractions and activities; promotion and signage; and great customer service.

Action 2.1.2.9
Assess and improve the customer experience delivered through the St Helens Visitor Information Centre.

LEGISLATION & POLICIES:

Nil.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

08/19.12.4 Request for Rate Remission – St Helens Sailing Squadron

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

OFFICER'S RECOMMENDATION:

That in accordance with the provisions of s.129 of the *Local Government Act 1993*, Council:

1. Approve a remission of the general rate for 2019/2020 as requested.

   Or

2 Approve an ongoing annual remission of the general rate for the property known as Licence 111322 Tasman Highway, St Helens identified as PID 3548370 by an addition to Schedule A of Policy LG11 whilst the property is under lease to the St Helens Sailing Squadron.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

Remission for 2018/2019 previously approved at the Council meeting of 15 April 2019.

OFFICER'S REPORT:

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

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

Council's Rate Remissions and Exemptions Policy allows for the option of remitting the general rate if Council believes that the property provides a community benefit. Policy LG11 (4).

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

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

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

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

LEGISLATION & POLICIES:

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

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

An amount of $842.40 for 2019/2020, plus the general rate amount for future years until such time as the lease is no longer in place if approved.

VOTING REQUIREMENTS:

Absolute Majority.

RECEIVED
15 JUL 2019
BY:

General Manager

Break O'Day Council

32-34 Georges Bay Esplanade

St Helens TAS 7216

12 July 2019

Dear John,

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

I refer to the above and note that Council's policy LG11- Rating Exemptions and Remissions allows for a Section 2 discretionary exception for charitable organisation.

I confirm that our organisation:

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

As an example of how the squadron is achieving these objectives, we have competed in the last two years in the Stonehaven Cup, and in January 2020 we are holding this event locally. This has meant that a team of Break O'Day youths have been trained each year to compete and then funded to compete in this national event. Twelve to fourteen youths, male and female have participated, with the age limit of 19, new youths join each year.

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

Council's positive consideration of this matter, to ensure the ongoing sustainability of our organisation now and in the future, is appreciated

Wayne Cubitt

Rear Commodore

Break O'Day COUNCIL
from the mountains to the sea

32-34 Georges Bay Esplanade
St Helens TAS 7216

Phone: 03 6376 7900
ABN 96 017 131 248

Email: admin@bodc.tas.gov.au
Web: www.bodc.tas.gov.au

RATES NOTICE 2019/2020

St Helens Sailing Squadron Inc.
Level 1, 48 Cecilia Street
ST HELENS TAS 7216

I005008
R1_11071

VALUATION DETAIL

Land Value:	82,500
Capital Value:	260,000
AAV:	10,400
Property No.:	3548370

Rated Property Address: Tasman Highway, St Helens

Date of Issue: 01/07/2019

RATES & CHARGES	DESCRIPTION	
	Balance Brought Forward	$0.00
General	Standard 8.1000 cents * $10,400 (AAV) = $842.40	$842.40
Waste	Infrastructure 1 charge @ $183.00 = $183.00	$183.00
Waste	Waste Collection 140lt 1 charge @ $94.50 = $94.50	$94.50
Waste	Recycling Collection 240lt 1 charge @ $54.00 = $54.00	$54.00
Fire Levy	Urban 0.465033 cents * $10,400 (AAV) = $48.36	$48.36

Rates for 2019/2020	$1,222.26
Total	$1,222.26
Pension Remission (if applicable)	$0.00
TOTAL PAYABLE (Less Pension Remission)	$1,222.26
Discount if paid by 10/09/2019	$36.67
***DISCOUNTED AMOUNT if paid in full	$1,185.59

PAYMENT MUST BE RECEIVED ON OR BEFORE THE DUE DATE TO AVOID PENALTY AND INTEREST BEING APPLIED (see over)
Penalty 6% on an unpaid instalment + Interest at 0.0221311% charged daily
Please note it can take up to three (3) days for electronic payments to be received by Council

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

INSTALMENT PAYMENTS

Instalment due on 10/09/2019	$304.26	Instalment due on 04/02/2020	$306.00
Instalment due on 12/11/2019	$306.00	Instalment due on 05/05/2020	$306.00

For emailed notices:
bodc.enotices.com.au
Reference No: F033727AFZ

PAYMENT SLIP

NAME St Helens Sailing Squadron Inc.

Break O'Day COUNCIL

PROPERTY No. 3548370

ARREARS $0.00 **DUE NOW**
(interest accrues daily on amounts over $20)

INSTALMENT $304.26 **DUE** 10/09/2019
or
DISCOUNTED AMOUNT $1,185.59 **DUE** 10/09/2019

PAYMENT AMOUNT **RECEIPT REQUIRED**

BPOINT BPAY
Biller Code: **737304**
Ref: **99783359**

BPAY® this payment via Internet or phone banking.
BPAY View® – View and pay this bill using internet banking.
BPAY View Registration No.:99783359

Post Billpay
Billpay Code: **2703**
Ref: **99783359**

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

*2703 99783359

08/19.12.5 Request for Rate Remission – Esk Main Road, St Marys

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	1720421
ASSOCIATED REPORTS AND DOCUMENTS	Request from Ratepayer

OFFICER'S RECOMMENDATION:

That in accordance with the provisions of s.129 of the *Local Government Act 1993*, Council **approve a remission totalling $148.50** being the waste collection charges, levied on the property known as Esk Main Road, St Marys, identified as PID 1720421.

INTRODUCTION:

Council has received correspondence from the property owner requesting a remission for the waste collection charges levied on their rates for 2018/2019. Due to the nature of the charge, a request is required annually to remit this charge.

PREVIOUS COUNCIL CONSIDERATION:

Previous remissions granted for 2009/2010 to 2018/2019.

OFFICER'S REPORT:

One of the boundaries for this property is situated on the Esk Main Road, which is located within a garbage collection zone. On these grounds, the garbage and recycling collection charges have been levied on the rates.

The property owner has advised that their house site is located at the other end of the property and any access to the Esk Main Road is prevented by the St Marys rivulet, which runs through their property. As a result, the property owner is requesting a remission for the garbage and recycling collection charges, as they are unable to access this service.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

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

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

LEGISLATION & POLICIES:

Section 129 of the *Local Government Act 1993.*

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

An amount of $145.50 to rates remissions.

VOTING REQUIREMENTS:

Absolute Majority.

RECEIVED
19 JUL 2019
BY: 11.55am

To the General Manager
Break O'Day Council
P.O Box 21 St Helens
Tas. 7216

Date:

RE: Wheelie Bin charge on PID 1720421

Dear Sir,

As can be seen in the attached copy my property boundary is on the southern side of the St Marys Rivulet and my home is further south.

My property's access is via a road reserve off the Esk Main Road.

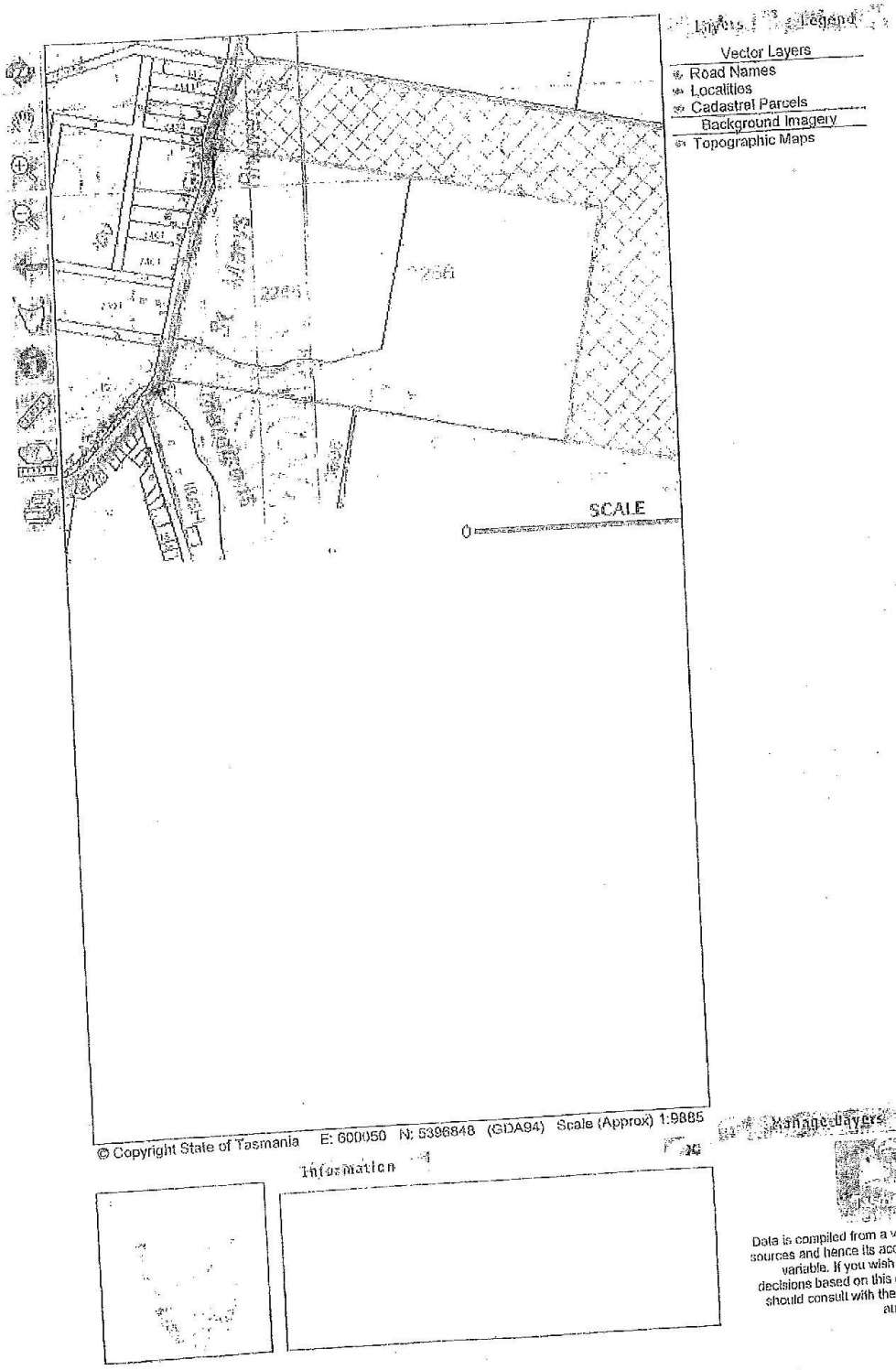
It is quite obvious that it would be impossible for a wheelie bin to be placed anywhere near the Esk Main road kerbside as I would have to cross the Rivulet.

As I have never been issued a wheelie bin and if so I could not get the bin to the Esk Main Road and there is no service to my property's point of entry I would like to apply to have the amount of $[illegible]-00, the charge of a wheelie bin remitted.
$148-50

Yours truly

.....D J McKeown.....

LISTmap version 1.2



Data is compiled from a variety of sources and hence its accuracy is variable. If you wish to make decisions based on this data you should consult with the relevant authorities.

08/19.12.6 Request for Rate Remission – 14 Mangana Road, Fingal

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

OFFICER'S RECOMMENDATION:

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

INTRODUCTION:

Council has received correspondence from Malahide Golf Club requesting a remission for the general rate 2019/2020. Due to the nature of the charge, a request is required annually to remit this charge.

PREVIOUS COUNCIL CONSIDERATION:

Previous remission of general rate granted from 2015/2016 to 2018/2019.

OFFICER'S REPORT:

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

A remission has previously been approved for the general rate from 2015/2016 to 2018/2019 due to financial hardship. The Club endeavours to keep the facility up and running as a benefit to Fingal and neighbouring communities by providing recreational and social options. However, due to limited membership the Club continues to experience financial difficulties.

No additional financial reports or information has been provided.

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

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

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

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

LEGISLATION & POLICIES:

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

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

An amount of $842.40 to rates remissions.

VOTING REQUIREMENTS:

Absolute Majority.

Malahide Golf Club Inc.

PO.Box 31, Fingal 7214.

Ms. Marilyn Keenan

Payroll and Rates Coordinator

Break O'Day Council

RECEIVED
24 JUL 2019
BY: 2 pm

Re – Council Rates - 2019/2020

Dear Ms Keenan,

I write to you on behalf of the Malahide Golf Club as we have just received our rates notice for the coming year and the assistance you have extended to us in the way of rates reduction in the past has been greatly appreciated.

As a Club we offer not only a sporting venue but a social facility for the residents in the surrounding area and this is achieved by volunteers not only from within our membership but also the local community and yourselves BODC.

The financial situation is always a struggle to meet/ cover our operating costs, maintenance on machinery as well as the Clubrooms etc. and we as a Club ask yourself and the Board of Directors to consider a reduction in our Rates for this current year.

Thank you and we await your valued response.

W (Bill) Swann - Malahide Golf Club

M: 0408568678

E: oneswann@bigpond.com

08/19.12.7 Review of HR Policies

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	Policies LG10 Salary Packaging LG14 Computer Use and Internet LG15 Confidentiality LG21 Employee Promotion LG23 Employee Personal Development Appraisal LG34 Smoking LG36 Staff Development LG39 Workers Rehabilitation LG44 UV Protection

OFFICER'S RECOMMENDATION:

That Policies:

- LG10 Salary Packaging;
- LG14 Computer Use and Internet;
- LG15 Confidentiality;
- LG21 Employee Promotion;
- LG23 Employee Personal Development Appraisal;
- LG34 Smoking; LG36 Staff Development;
- LG39 Workers Rehabilitation; and
- LG44 UV Protection

be deleted as Policies and adopted as identical Procedures.

INTRODUCTION:

Management are progressively reviewing Policies and, where relevant, segments or whole Policies are being converted to Procedures. The Audit Panel has recommended that HR Policies that are operational in nature be converted to Procedures and be reviewed as Procedures, instead.

PREVIOUS COUNCIL CONSIDERATION:

Various – each Policy has been adopted by Council, some have never been reviewed by Council. Some have been reviewed and amended by Council more recently

OFFICER'S REPORT:

Management are progressively reviewing Policies and, where relevant, segments or whole Policies are being converted to Procedures. The Audit Panel has recommended that HR Policies that are operational in nature be converted to Procedures and be reviewed as Procedures, instead.

Council's HR Manager has identified all Policies that are operational in nature and therefore are more appropriately treated as Procedures rather than Policies. Many of these have not been reviewed, some have been reviewed more recently but all are recommended for similar treatment.

Some minor suggested amendments were noted during Council Workshop review, these will be undertaken during the review of the Procedures.

On that basis, it is recommended that Council delete the Policies identified and adopt identical Procedures.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

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

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

LEGISLATION & POLICIES:

No relevant legislation, Policies as listed.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO LG10
SALARY PACKAGING POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
LINK TO STRATEGIC PLAN:	Promote Council as Employer of Choice
STATUTORY AUTHORITY:	Income Tax Assessment Act 1936 and 1997 Fringe Benefits Tax Assessment Act 1986 Superannuation Industry (Supervision) Act 1993 Taxation Laws Amendment Act (No 8) 2000 Australian Taxation Office Guidelines
OBJECTIVE:	To offer Break O'Day Council employees the option of Salary Packaging as an added benefit to assist in recruiting and retaining employees. Salary Packaging allows for remuneration flexibility enabling eligible staff to receive at least part of their salary in a form other than take home pay if they wish to do so.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 20 May 2019 – Minute No 05/19.16.6.121

POLICY

1. PURPOSE

Salary Packaging allows an eligible staff member to either purchase items or pay for particular items in a more tax-effective manner than if they just paid for those items from their after tax income.

This policy allows eligible employees the flexibility to request a combination of cash salary and benefits to suit their individual and personal needs and provides an opportunity to increase disposable income.

2. SCOPE

This policy applies to all permanent staff employed by Break O'Day Council, although eligibility for packaging options varies depending on employment contract conditions.

3. POLICY STATEMENT

Break O'Day Council is endeavouring to attract suitably qualified employees by offering additional financial benefits to attract existing residents or possibly entice new residents to move to the area and work. Council recognises that employees need to have access to flexible remuneration planning which suits their individual needs and financial circumstances. Salary sacrificing is one way to provide this flexibility.

Break O'Day Council has implemented Salary Packaging to provide a financial benefit to staff and also as a recruitment and retention strategy. Salary packaging arrangements will be conducted to ensure a cost neutral outcome for Council.

The following rationale underpins the salary packaging provisions offered by Break O'Day Council:

- This Salary Packaging Policy and practices are guided by the provisions of the Fringe Benefit Tax, Tax Office Rulings, Superannuation Legislation and other relevant Australian Legislation and certified agreements and will be modified from time to time to maintain alignment with the changes to the Legislation.

- Continuing and fixed term employees are able to salary package benefits offered by Council, however Break O'Day Council may exercise its discretion to limit the extent of packaging available to staff depending on the items requested to be packaged.

- Salary packaging is not mandatory. Employees are free to negotiate only for those benefits that best satisfy their financial and personal needs from the list of benefits offered by Council. Alternatively an employee may continue to take 100% of his/her remuneration in the form of normal cash salary and compulsory superannuation.

- There is an administration fee associated with salary packaging of most benefits which is reviewed from time to time and adjusted.

- The benefit items that are available for salary packaging purposes are limited to those items that are totally exempt from the payment of Fringe Benefits Tax (FBT) or those that are concessionally taxed.

- Benefits that are able to be claimed as an income tax deduction (otherwise deductible) are not available for salary packaging (with some noted exceptions) as there is no tax advantage to this arrangement.

- All arrangements for commencing or ceasing salary packaging of benefits must be prospective and not retrospective.

- Break O'Day Council will always decide the salary and benefits to be made available to staff.

- The cost of an employee's remuneration package should be no more than the total cost of employment prior to salary packaging occurring. In the event of any increase in taxation payable by the Council, including FBT or any state tax equivalent, the Council will pass on such costs to the employee.

- Break O'Day Council does not impose a limit on the amount that can be Salary Packaged.

- The Australian Taxation Office has, for a number of years, accepted remuneration packaging arrangements as a bona fide way of remunerating staff. However, should there be any Legislative changes in the future in relation to salary packaging; the Council reserves the right to make alterations to the salary packaging policies and procedures which currently apply (as stated in this policy or the Salary Packaging Procedure).

- Participation in Salary Packaging must be with the Council Salary Packaging Provider.

- Break O'Day Council strongly encourages staff to seek independent financial advice on all financial aspects of salary packaging prior to participating in the program.

Employees contemplating participating in the salary packaging are strongly advised to read the policy and the supporting procedures carefully.

4. DEFINITIONS

Key word or acronym	Definition
ATO	Australian Taxation Office
Benefits	Any non-cash benefit and cash payment (other than salary) made or expected to be made for the benefit of the staff member and cash payment made or expected to be made to the staff member by way of reimbursement of expenses incurred by the staff member
Break O'Day Council	Represented by General Manager or delegated Responsible Officer
Fringe Benefits Tax (FBT)	Tax payable by Break O'Day Council to the Commonwealth on some categories of benefits provided to employees.
FBT Year	Runs from 1 April to 31 March.
Otherwise deductible	A legitimate expense incurred in the course of earning assessable income which could otherwise be claimed by the staff member at the time of submitting an income tax return if not salary packaging.
PAYG	'Pay As You Go' taxation
Remuneration	Salary plus benefits
Salary	Remuneration in accordance with relevant workplace agreement paid by way of regular periodical cash payments subject to PAYG tax.
Salary Sacrifice	Allocating an amount of money to be deducted from gross earnings before PAYG tax deductions are calculated.

5. MONITORING AND REVIEW

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

POLICY NO LG14
COMPUTER USE, INTERNET AND EMAIL POLICY

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Manager Corporate Services
LINK TO STRATEGIC PLAN:	Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs
STATUTORY AUTHORITY:	N/A
OBJECTIVE:	The primary objective of the policy is to ensure that employees of Break O'Day Council use information technology resources in an appropriate manner. Information technology resources such as equipment, software, email and internet access are provided to improve productivity in the employee's conduct of Break O'Day Council operations. This policy provides direction and guidelines to ensure appropriate use of the resources provided.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 17 March 2014 – Minute No 03/14.11.12.057 Amended 20 April 2015 – Minute No 04/15.11.13.96 Amended 19 February 2018 – Minute No 02/18.12.4.29

POLICY

1. INTRODUCTION

The purpose of this policy is to reflect the ideals and values by which the Break O'Day Council manages:

- Access and use of information technology and communication equipment and software.
- Access to and distribution of information.
- The use of email and internet technology in the workplace.

It is intended that this policy will encompass the whole of Break O'Day Council's activities including the operations at works depots and other business areas that are/may become operational. This policy shall apply to all users of internet and email systems provided by Break O'Day Council, including Break O'Day Councillors, all permanent, temporary and casual staff and any contractors and volunteers who are given access to Break O'Day Council's technology, equipment and systems.

2. COMPUTER EQUIPMENT

Computer equipment and technology items are provided by Break O'Day Council to assist employees in the performance of their duties. Each employee is responsible for using this equipment in an appropriate manner. Incidental use of computer equipment for personal purposes is understandable, and all such use should be undertaken in a manner that does not negatively affect the equipment's use for their operational purposes.

3. SOFTWARE

Unauthorised installation of software is strictly prohibited. Only the General Manager and Corporate Services Manager or Council's contracted IT Support organisation are permitted to install software or authorise the installation of software by non-IT personnel. Software includes application programs, screensavers, desktop backgrounds, utilities, shareware, games and all other executable files.

4. INTELLECTUAL PROPERTY

The computer systems developed or used by Break O'Day Council have been designed and developed at a cost to the Break O'Day Council. Such systems, and all ancillary documentation and information in relation to them constitute intellectual property owned by Break O'Day Council or the person who has authorised Break O'Day Council to use them. Employees, volunteers and contractors are required to protect the intellectual property of Break O'Day Council and where a system is being used under license from another person, the requirements of the licensor must be observed.

5. SYSTEMS' SECURITY/STORAGE

Employees must not delete, rearrange, access or otherwise use stored information in the Break O'Day Council's computer systems other than within the scope and course of the proper and diligent performance of the employee's duties. Where an employee has been provided with a password to facilitate access to the Break O'Day Council's computer systems or computer stored data, the employee shall not disclose the password or allow it to become known to any person, including Break O'Day Council's employees and agents.

Data and information is stored on Council's servers and records system in a systematic format. Shared organisation information and data should be filed according to this system. Information and data on the hard drives of individual work stations (eg "c drives") is not backed up and should not be used for organisationally important information.

6. EMAIL TECHNOLOGY

Email is an important productivity tool for business, as well as a personal communication medium. Care should be taken to avoid email overload, which wastes time by the recipient and places a burden on the technical network resources used to deliver email. Each employee is accountable for using email in a responsible manner. Respective Managers are also accountable for ensuring that employees are aware of their accountabilities and that these guidelines are adhered to as far as practicable.

Break O'Day Council is committed to effective and efficient email use, encompassing creation, retention and deletion of all relevant emails. Email is not to be used for inappropriate purposes. All email received and sent on the Break O'Day Council computer networks is owned by the Break O'Day Council and not individual users.

Non-adherence to this policy or abuse of the email system and/or the internet is not acceptable behaviour and will be dealt with under the Break O'Day Council's Performance Appraisal/disciplinary process. This may involve disciplinary action and in extreme cases, may lead to termination of employment.

This policy identifies rules and guidelines relating to the use of the Break O'Day Council's email system and general good email practice.

7. RULES FOR USE OF EMAIL

All email stored on the Break O'Day Council computer networks is owned by the Break O'Day Council and is not considered private. As such, the Break O'Day Council may access and monitor employee's email to evaluate content or for other purposes.

Email messages must not contain defamatory, disparaging or disrespectful comments about people or organisations.

Email must not be used for any form of harassment. Employees must not transmit any data that is or could be conceived as threatening, obscene, pornographic, offensive, defamatory or sexually explicit. Whilst employees cannot be held accountable for receiving such emails, they will be held accountable for forwarding or storing such messages.

The email system is provided for work use to advance the business interests of the Break O'Day Council. It is recognised that personal emails will be received and sent but this should be kept to a minimum. Individuals are able to use the internet and email facilities in their own time providing that it does not impact adversely on the normal running of the computing systems.

Email, such as chain letters or similar "junk" email must not be originated by, or forwarded to anyone internal or external to the Break O'Day Council.

Any warnings about viruses received from any source should be referred to the Corporate Services Manager or Council's contracted IT Support organisation as soon as possible.

All emails sent to recipients outside the Break O'Day Council should include the most recent official email confidentiality footer.

Emails are correspondence and need to be recorded in Council's Record Management system. It is the responsibility of the employee receiving and/or sending correspondence by email to ensure that this is recorded in an appropriate and timely fashion.

8. EMAIL PRACTICE GUIDELINES

The following provide guidelines for good practice when using e-mail:

Sending e-mail messages

- Only send email messages to those who need them
- Refer to relevant Procedures/Communication Guides/Style Guides for the format of emails
- Using email to deliver external documents is not secure and confidentiality cannot be guaranteed. Therefore, discretion must be exercised when sending emails externally. Where feasible, confidential information should not be sent via email to external organisations – alternative arrangements, such as DropBox or the courier of hard copy should be utilised
- Refer to Council's procedure for large attachments
- Avoid sending large attachments to a large distribution list, as it multiplies the system resources required to deliver the mail
- Be aware that large attachments may take a large amount of time to deliver, and may not be accepted by the recipients system

- Do not "reply with history" to emails that had attachments in the original email
- Be aware that the downloading of video and audio across the internet has the potential to significantly affect the performance of the computer network
- You should ensure that your password and user accesses are kept confidential. Remember that it is your individual name, as well as that of the Break O'Day Council that will be broadcast on the internet
- Users who use the internet to make electronic purchases should ensure that data they submit is adequately protected and secure
- Please note the procedure for official communications by email and how it must be recorded in the Central Filing System
- Ensure all emails are appropriately flagged for delivery receipt and read receipt

Receiving email messages

- DO NOT forward inappropriate emails you have received to others, delete immediately
- Unsolicited email from unidentified sources should be treated as hostile, and should be deleted without opening
- Be wary of attachments from untrusted sources. Request that the Corporate Services Manager or Council's contracted IT Support organisation run a virus check on the email and the attachments before opening
- Do not "reply to all" unless everyone has to see the reply
- If the incoming email is a formal communication from an external source please ensure the email is forwarded to the Break O'Day Council's records management area or saved directly in HPE Content Manager
- Regularly delete messages that are no longer required
- Where requested by the sender, dispatch read receipts

9. INTERNET TECHNOLOGY

This policy provides rules and guidelines on using the Break O'Day Council gateway to the internet within the Break O'Day Council Facility.

The Internet is a tool that can be used for information gathering and research. It can also be a time waster, impacting on personal productivity, and overuse may hinder normal business activities which rely on the internet gateway. As such, each employee is individually accountable for using the internet in a responsible manner. Respective managers are also accountable for ensuring that employees are aware of their accountabilities and that these guidelines are adhered to as far as practicable.

10. RULES FOR THE USE OF THE INTERNET

Employees can use the Internet for gathering information or research related to Break O'Day Council business activities.

The Break O'Day Council may monitor use of the internet by its employees.

Under no circumstances are web-sites known to contain offensive or potentially offensive material to be visited.

Under no circumstances is threatening, obscene, pornographic, offensive or sexually abusive material to be viewed or down loaded from the internet.

Employees are prohibited from downloading any type of software from the internet without the permission of the Corporate Services Manager or the Council's contracted IT Support organisation.

Any files downloaded from the Internet should be checked automatically by the system for viruses.

The internet is not to be used for "chat" lines for personal purposes.

11. 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.

POLICY NO LG15
CONFIDENTIALITY POLICY

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Manager Human Resources
LINK TO STRATEGIC PLAN:	Maintain workforce standards and procedures that ensure that the occupational health safety and welfare of employees, contractors and public is protected and enhanced.
STATUTORY AUTHORITY:	N/A
OBJECTIVE:	To ensure the preservation of • Confidential business information. • Personal information. • Trade secrets. in the custody or possession of Break O'Day Council.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 19 May 2014 - Minute No. 05/14.15.5.146

POLICY

1. INTRODUCTION

In times where ideas, concepts and suggestions can be transformed into major campaigns and income streams, we encourage employee input and suggestions. At the same time, the preservation of confidential business information and trade secrets is vital to protect the interests and growth of the Break O'Day Council and municipality.

2. CONFIDENTIALITY EXPECTATIONS

During employment or thereafter, an employee will not, without Break O'Day Council's prior authorisation, divulge to any person, business or corporation any information concerning the affairs of the Break O'Day Council, which may reduce the position or standing of the Break O'Day Council. Employees will not make use of such information for their own benefit or the benefit of others.

It is a condition of employment that information concerning the Break O'Day Council is kept confidential by employees both during and after their employment with the Council. This condition does not apply to information which is in the public domain unless the information is in the public domain as a result of a breach of any obligation of confidence to the Break O'Day Council where the employee was directly or indirectly involved.

Such confidential information includes, but is not limited to the following:

- Computer processes and data.
- Computer programs and codes.
- Member/client lists and preferences.
- Financial information of the Break O'Day Council and/or members/clients.
- Marketing strategies and data.

- New product research and research and development strategies.
- Manuals, policies and procedures.
- Technological data and processes.

All employees may be required to sign a confidentiality covenant as a condition of employment. Even where this statement is not specifically and separately prepared and signed, the condition remains enforceable for all staff members. It also forms part of their conditions of employment and the business ethics of the Break O'Day Council.

3. PENALTIES

Employees who disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment. In addition, where any 'reasonable doubt' exists, contacts with the police and other relevant organisations may be made to lodge claims for damages incurred, even if the employee does not actually benefit from the disclosed information.

4. 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.

POLICY NO LG21
EMPLOYEE PROMOTION POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
LINK TO STRATEGIC PLAN:	Promote Council as Employer of Choice
STATUTORY AUTHORITY:	Municipal Officers (Tasmania) Award 2002 Municipal Employees (Country Councils Tasmania) Award 2003 Local Government Act 1993 Anti-Discrimination Act 1998 Human Rights and Equal Opportunity Commission Act 1986 Fair Work Act 2009 Workplace Health & Safety Act 1995
OBJECTIVE:	The promotion policy of Break O'Day Council is based on three main principles: 1. Whenever possible, vacancies shall be filled by the most effective people available from within Break O'Day Council, subject to the right of Break O'Day Council to recruit from outside. 2. The excellence of an employee's performance in his or her present job within Break O'Day Council or the absence of a suitable replacement shall not be a valid reason for refusing promotion to a suitable position. 3. Promotion is in accordance with Equal Opportunities legislation and principles.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069

POLICY

1. INTRODUCTION

The purpose of this policy is to provide employees with an understanding of promotion opportunities within the Council.

2. PROCEDURE

1. When a vacancy arises, the manager of the department concerned shall obtain the necessary authority from the General Manager, who will notify the Business and Corporate Service Manager, who is then responsible for sourcing suitable candidates, in accordance with the selection criteria. The General Manager has the final decision in accepting or rejecting a candidate.
2. The Business and Corporate Service Manager shall advertise positions on noticeboards for at least five days unless it is deemed appropriate to advertise the post externally.
3. The Business and Corporate Service Manager, with the agreement of the departmental manager, may advertise the vacancy outside the Break O'Day Council.

4. Applications from employees should be sent to the Business and Corporate Service Manager, who will carry out the following actions:
   (b) notify the manager of the department in which the vacancy occurs of all applications received;
   (c) notify candidates whether they have been successful in obtaining an interview;
   (d) notify candidates of the result of the interview.
5. Internal advertising can be dispensed with where the General Manager considers that there is a natural successor (who may have been specifically trained to fill the vacancy)

POLICY NO LG23
EMPLOYEE PERSONAL DEVELOPMENT APPRAISAL POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
LINK TO STRATEGIC PLAN:	Promote Council as Employer of Choice
STATUTORY AUTHORITY:	Local Government Act 1993 Anti-Discrimination Act 1998 Human Rights and Equal Opportunity Commission Act 1986 Fair Work Act 2009 Workplace Health & Safety Act 1995
OBJECTIVE:	To ensure that Break O'Day Council's most valuable asset, our employees, are treated in an equitable and non-discriminatory manner and that all staff are aware of the requirements of their position. In addition, that all staff are able to identify training needs and any issue(s) that they may have can be raised regularly and formally. Equally, managers are able to highlight performance and provide feedback to each employee.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 20 April 2014 – Minute No 04/15.11.17.100

POLICY

1. RESPONSIBILITIES

The responsibility of this policy rests with Departmental Managers.

Monitoring compliance with this policy is the responsibility of the Human Resources Manager.

2. INTRODUCTION

The maintenance of effective staff relations and communication channels is vitally important if the Break O'Day Council's goals and objectives are to be achieved.

Employees need to be satisfied with their jobs and their positions within the organisation. They need to be trained to handle the changing requirements of their work. They should also be encouraged to develop themselves to be able to effectively meet the challenges of the future workplace.

A Personal Development Appraisal process is to apply to all employees, annually.

The overall goal is an effective coordination of employee needs with those of the organisation. It is believed that increased job satisfaction can result from this policy. This will only be achieved, however, if everyone supports the aims of the scheme.

The aims of the assessment scheme are as follows:

- To allow free and confidential discussions about work between employee and manager

- To discuss the employee's progress and review job performance, compared with set job standards
- To discuss any work problems which have arisen, and search for a solution
- To offer and discuss means of improving work performance, such as training or development needs, to enable all employees to make full use of their potential and keep the organisation informed of their needs and aspirations

3. ROLES AND RESPONSIBILITIES

It is recognised that each employee's manager is the person in the best position to handle an assessment, because of close contact with the employee, familiarity with the work performed, and in the interests of strengthening the very important relationship between manager and their staff. In the interests of uniformity, this procedure will apply throughout the organisation to all employees. Break O'Day Council will provide appropriate training to ensure that all managers are adequately prepared to carry out this important task.

The departmental manager is required to complete an assessment form annually for each employee. After discussion with the employee, who is invited to make any comments he/she wishes, the form will be forwarded to the General Manager for comment and review, and then it will be placed on the employee's personnel file. Some issues which require further action may arise out of this discussion, such as aspects of job design or training and development. In such cases, the departmental manager will investigate and review the matter, and report back to the employee concerned.

Although it is hoped that where an employee is unable to meet targets or has problems with the annual review they would approach their manager informally, the annual review should be followed up not less than every 6 months to review progress. A note of this review should likewise be placed upon the employee's personnel file.

4. ADMINISTRATIVE DETAILS

Development of the scheme, as well as review of its progress, will be undertaken by the Senior Management Team. Forms are to be obtained from the Human Resources Manager, who will assist with any enquiries or problems with the scheme which managers may encounter.

The Human Resources Manager will also discuss the scheme with all new managers, to advise them as to what is required and how to conduct an appraisal.

5. MONITORING AND REVIEW

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

POLICY NO LG34
SMOKING POLICY

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Manager Human Resources
LINK TO STRATEGIC PLAN:	Maintain workforce standards and procedures that ensure that the occupational health safety and welfare of employees, contractors and public is protected and enhanced.
STATUTORY AUTHORITY:	Work Health & Safety Act 2012 Public Health Act 1997
OBJECTIVE:	This policy applies to employees whilst at work and to members of the public who are visiting Break O'Day Council premises, the purpose is to ensure all Break O'Day Council areas offer a safe and healthy smoke free environment.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 19 May 2014 – Minute No. 05/14.15.6.147

POLICY

1. RESPONSIBILTIES

- The responsibility for ensuring that this policy and associated procedures are adhered to rests with all employees of Break O'Day Council, Break O'Day Council and Break O'Day Council's Management.
- The Human Resources Manager is responsible for these procedures on an operational / administrative basis.

2. INTRODUCTION

This policy is to advise of the Break O'Day Council's position on smoking.

3. SMOKING PROHIBITIONS

Smoking is not permitted

- In Break O'Day Council offices.
- In Break O'Day Council motor vehicles.
- In or whilst operating Break O'Day Council plant.
- While representing Break O'Day Council.
- Any work place enclosed or open including depots, tip site etc.
- Public buildings.
- An area within 3 metres of any window, entrance to or an exit from any non-domestic building.
- Any area in view of the general public during work hours.
- An area within 10 metres of any air intake for ventilation equipment.
- Any area within 5 meters of a hazardous area (see definitions)

Hazardous areas include, but are not limited to:

- Flammable liquid storage tanks (e.g. fuel cans)
- Small plant that has a fuel tank (e.g. brush cutters)
- Gas storage tanks
- Flammable liquid and gas dispensing equipment (e.g. fuel bowsers, LPG filling stations)
- Storage areas for flammable liquids
- Landfill gas (e.g. methane) sewerage treatment and sewage pumping plants

4. OTHER CONSIDERATIONS

Any staff wishing to smoke during working hours will be requested to make up the time taken.

Council will support staff who wish to be free of smoking habits by advocating participation through appropriate programs such as the "QUIT" Programme.

5. MONITORING AND REVIEW

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

Any staff who do not comply with this policy will be subject to the Council's Disciplinary Policy (LG19).

POLICY NO LG36
STAFF DEVELOPMENT POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
LINK TO STRATEGIC PLAN:	Ensure Council members have the resources and skills development opportunities to effectively fulfil their responsibilities.
STATUTORY AUTHORITY:	Local Government Act 1993 Anti-Discrimination Act 1998 Human Rights and Equal Opportunity Commission Act 1986 Fair Work Act 2009 Workplace Health & Safety Act 1995
OBJECTIVE:	Break O'Day Council is committed to maximising opportunities for all staff to improve their levels of skills and knowledge in order to improve workplace productivity and staff satisfaction.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069

POLICY

1. INTRODUCTION

Staff development is an integral part of the working life of each staff member. It is associated with the development needs of the individual, of teams and the achievement of Break O'Day Council's overall strategy. It seeks to reconcile the needs and aspirations of individual employees with those of Break O'Day Council.

Break O'Day Council is committed to maximising opportunities for all staff to improve their levels of skills and knowledge in order to improve workplace productivity and staff satisfaction.

In order for staff to meet the challenges of a rapidly changing environment, it is vital that staff be not only committed to Break O'Day Council's objectives, but also equipped with the necessary skills to achieve them. To ensure this, Break O'Day Council will continue to support staff development, which involves all staff equally as partners in achieving the aims of Break O'Day Council.

Staff development is a joint responsibility shared by individual staff members, managers and supervisors. Individual staff members are encouraged to seek appropriate development opportunities both within Break O'Day Council and externally. Managers and supervisors are to ensure that staff have access to relevant staff development activities.

It is Break O'Day Council's policy that all staff have equal opportunity for development opportunities regardless of age, disability, health, marital status, race or sex.

Staff development is designed around a range of development and skill building activities. Organisational support is provided for all staff by the Business and Corporate Services Manager.

2. EMPLOYEE EXPECTATIONS

Employees may expect

- Upon joining Break O'Day Council receive an induction that incorporates the way Break O'Day Council operates, including what contribution the employee is expected to make.
- To receive support to develop the competence and capability for which staff have been employed.
- To have the opportunity to develop new competencies and capabilities relevant to staff's employment with Break O'Day Council, which enhances career prospects and lifelong learning within Break O'Day Council.
- To participate in Break O'Day Council's personal development appraisal process with the departmental manager, including identifying opportunities for on-going support, an annual review of previous development programs and identification of plans for the future.
- To receive an exit interview upon leaving Break O'Day Council, so that these comments may be incorporated into the development programs of other members of staff.

3. BREAK O'DAY COUNCIL EXPECTATIONS

That the employee will

- Develop skills and capabilities that are aligned to the strategic plan at the appropriate level, eg team or individual.
- In partnership with the employee's manager, participate in Break O'Day Council's personal development appraisal process, including an annual review of past development and identification of future plans.
- Take personal responsibility to update specific expertise on a regular basis, as appropriate to the nature of your position.
- Contribute to team staff development where appropriate.
- Keep a record of staff development activity.

4. MONITORING AND EVALUATION

The overall staff development policy and its effectiveness in achieving its goals will be regularly reviewed at all levels of Break O'Day Council. Each employee's responsibility in this process is as follows:-

- Staff member keeps a record of staff development activity, which is monitored and evaluated in partnership with their departmental manager.
- The Business and Corporate Services Manager in consultation with the departmental manager are responsible for managing staff induction, training, staff development review and team and individual staff development plans, including the monitoring and evaluation of the outcomes.
- The Business and Corporate Services Manager is responsible for managing the implementation of the staff development policy within Break O'Day Council.
- The Business and Corporate Services Manager controls the management of systems and processes to support the planning, promotion, co-ordination and review of staff development.

POLICY NO LG39
WORKERS REHABILITATION POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
LINK TO STRATEGIC PLAN:	Maintain workforce standards and procedures that ensure that the occupational health safety and welfare of employees, contractors and public is protected and enhanced.
STATUTORY AUTHORITY:	Workers Rehabilitation and Compensation Act 1988
OBJECTIVE:	Council believes that occupational rehabilitation is of benefit to everyone and should commence as soon as possible following injury or illness. Furthermore, no person being rehabilitated will suffer financial loss or be prejudiced in any way. Early reporting of injury and illness is encouraged. Ensure access to good first-aid and high quality medical care.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 20 July 2015 – Minute No 07/15.11.5.190

POLICY

1. INTRODUCTION

Break O'Day Council is committed to preventing illness and injuries at the workplace by providing a safe and healthy working environment for all our people. It is recognised that injury or illness may still occur and therefore all incidents will be reviewed and steps will be taken to prevent recurrence.

2. INJURY AT WORK

Where there has been a work-related injury or illness, the policy aims to manage the process of rehabilitation to ensure the early and safe return to meaningful and productive work by:

- Ensuring that a return to work as soon as possible is a normal expectation
- Ensuring early access to rehabilitation services for all who need them
- Consulting with employees and, where applicable, an employee's representative, to ensure that the rehabilitation program operates smoothly and effectively
- Informing employees of their rights in relation to a workers' compensation claim, including the choice of doctor

3. REHABILITATION PROGRAM

The objectives of Break O'Day Council's Rehabilitation Program are to:

- To assist with an early and safe return to meaningful and productive work following illness or injury
- To establish that rehabilitation is the usual course of action and should begin at the time when treatment first started

- To integrate the injured or ill employee successfully back into the workplace, and will include these essential components:
    a. All employees will be encouraged to return to full employment as soon as practicable following injury or illness
    b. Where possible, employees will be returned to their usual work or some alternate work within their capacity, if suitable duties can be accommodated
    c. Restricted hours of work may be available for those employees who are unable to perform a full day's duties
- Where no suitable work can be found, Council will provide for the early referral to a rehabilitation unit
- The injured or ill employee always retains the right to receive treatment from their primary treating medical practitioner. No person will be returned to a job which will potentially aggravate the work-related injury or condition
- Adequate training for such alternative duties will be given and safe working practices followed

4. PROCEDURES FOR OCCUPATIONAL REHABILITATION

Notification
Work related injury or illness shall be reported through completion of the appropriate forms. (Incident/Accident report forms and Workers Compensation Claim forms)

Recovery and Return to Work
Where appropriate, Council will arrange for a suitable person (eg occupational physician, medical officer of health, rehabilitation coordinator, physiotherapist) to assist the worker in the return to work process, following consultation with the primary treating medical practitioner.

Consultation
Consultation will take place between the employer, the injured worker and the treating doctor when developing a return to work plan.

Disputes
Rehabilitation disputes which cannot be resolved by mediation in the workplace may be referred to the Rehabilitation and Compensation Tribunal.

Confidentiality
The confidentially of the rehabilitation records shall be maintained.

5. REHABILITATION PROCEDURES

Return to Work
Council will hold the same job open for the injured worker for a period of 12 months, except if the job no longer exists or where it is not reasonably practicable to make that employment available.

Council will prepare a return to work plan for any employee who is incapacitated for more than 14 days. This plan will be completed in consultation with the injured worker and within five days of the 14 day limit being reached.

A program for graduated return to work will be established to meet the individual needs of the injured employee.

Council's rehabilitation provider will liaise with the primary treating medical practitioner and therapists to establish a suitable rehabilitation program with short and long term goals.

It will be ensured that employees and their supervisors understand any work restrictions and physical limitations and to whom problems should be reported.

Appropriate training will be provided for any alternative duties that are unfamiliar to the employee.

Alternative Duties
Council will provide suitable alternative duties for a period of up to 12 months where there is reasonable expectation that the injured employee will thereafter be able to return to their former or equivalent occupation, except where it is not reasonably practical to provide such work, or no such meaningful work exists. Specific tasks will be allocated on a short term basis and duties will incorporate regular upgrading of activities together with a timetable for monitoring progress.

The duties will be meaningful and contribute to production and task variety. Alternative duties will take into consideration the workers skills, experience, age and status. The primary treating medical practitioner, injured staff member and other relevant persons will be part of the decision making process for identifying alternative duties. If alternative duties do not result in the expected goal, then other options will be explored including redeployment or re-training

Counselling
All injured employees will be counselled on their return to work. This counselling will include a review of causes of the accident or injury and the preventative actions that are necessary to prevent a re-occurrence.

The employee's supervisor or team leader will undertake the counselling in the first instance. Depending on the nature and severity of the accident or illness, or where a return to work plan has been implemented, the counselling may be undertaken with the assistance of the rehabilitation provider or the Human Resource Manager, or their delegate.

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.

POLICY NO LG44
UV PROTECTION POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
LINK TO STRATEGIC PLAN:	Maintain workforce standards and procedures that ensure that the occupational health safety and welfare of employees, contractors and public is protected and enhanced
STATUTORY AUTHORITY:	Workplace Health and Safety Act 2012
OBJECTIVE:	Council is committed to taking an active approach to the prevention of skin and eye damage and disease that may occur to workers due to exposure to the sun when working outdoors
POLICY INFORMATION:	Adopted 19 August 2013 – Minute 08/13.15.5.230 Amended 20 October 2014 – Minute 10/14.11.6.296 Amended 20 May 2019 – Minute 05/19.16.8.123

POLICY

1. SCOPE

This policy applies to all workers and volunteers of Break O' Day Council.

2. POLICY

This policy will apply during the months of **October to March** (spring and summer months) when the average UV Index levels are high and workers are required to use a combination of sun protection measures (hat, sunglasses and sunscreen) when working outdoors.

To assist with well-being and Vitamin D levels, UV PPE measures do not apply - from **May to August** (autumn and winter months) unless UV incidence is noticeably high.

In **April and September** (transition months) Team Leaders will utilise the Cancer Council's SunSmart App or website to identify the UV forecast. This information will be communicated so that workers can respond accordingly and protect themselves against UV radiation by applying/wearing UV Personal Protective Equipment (UV PPE).

All workers and volunteers will have access to UV PPE, available in Council vehicles and at relevant worksites.

Workers will receive instruction about sun protection and must acknowledge that it is an essential condition of employment that sun protection measures must be taken when appropriate.

UV PPE will be replaced on the authority of the appropriate Manager/Coordinator as required, subject to fair wear and tear or reasonable damage.

UV PPE will include (but is not limited to):

- long sleeved and collared shirts – sleeves not to be rolled up
- sunscreen to be applied every 2½ hours or in accordance with product recommendations
- long trousers
- **wide brim and/or bucket hats**
- sunglasses – for Outdoor workers these must be safety sunglasses that comply with Australian Standard AS 1067

3. RESPONSIBILITIES

Managers/ Coordinators/Team Leaders must ensure that:

- the appropriate use of UV PPE is enforced
- workers are educated about sun protection during the induction process and reminders are given on a regular basis
- UV PPE is readily available and used correctly

Workers and Volunteers must:

- use UV PPE in accordance with any information, training or instruction in the use of the equipment they have received
- store and maintain personal UV PPE in suitable, clean and hygienic condition
- report to their supervisor any damage to, defect in or need for replacement of UV PPE that has been issued to them
- not intentionally misuse or damage any of the UV PPE provided by Council
- not take or use Council provided UV PPE for any other use other than Council work related activities

4. RELATED LEGISLATION, REGULATIONS & POLICIES

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
BODC Health & Safety Induction Manual
PPE Policy LG47

5. MONITORING AND REVIEW

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

08/19.13.0 WORKS AND INFRASTRUCTURE

08/19.13.1 Works and Infrastructure Report

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
04/18.16.4.102	16 April 2018	1. Pursuant to section 14 of the *Local Government (Highways) Act* 1982 (the **Act**), for the Council to discuss and consider the closure of the following assets for the public benefit due to "lack of use". (i) The closure of Bridge 3462 over the George River providing current access to Yosts Flat. (ii) The closure of Grimstones Road from chainage 910m to end of road at chainage 4,680m. resolves that the part of Grimstones Road, Goshen as marked on the plan annexed and marked "A" should be closed to all traffic for the public benefit. 2. Council delegates its functions and powers pursuant to section 14(1)(b) of the Act to the General Manager and authorises the General Manager to take such steps as may be necessary to comply with each of the requirements of that section in relation to the closure of Bridge 3462 over the George River providing current access to Yosts Flat and the closure of Grimstones Road from chainage 910m to end of road at chainage 4,680m.	In-progress. Refer to Closed Council Resolution 11/18.17.3.

Motion Number	Meeting Date	Council Decision	Comments
11/18.8.5.247	19 November 2018	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice as required from relevant State Agencies:* That Council explore opportunities of providing 2 - 6 free rubbish vouchers or something similar to every ratepayer to be used throughout that rateable year.	In progress. Item linked to 07/19.13.4.173.
04/19.8.2.68	15 April 2019	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:* i. That Council allocate money to replace the picnic table at the river area in Fingal in front of the old Magistrates House. ii. That Council consider tidying up the area which residents use to access a swimming place in the river. This could include cutting back or removing vegetation and improving the steps down to the area.	In Progress Customer Service Request raised and will be addressed before summer.
04/19.13.5.84	15 April 2019	That Council receive this report and the recommendation made to develop a policy position for the provision of Water Refill Stations (WRS's) in public open spaces that include a clear set of performance criteria that must be satisfied before a decision is made to install a WRS.	The intention is to expand scope to include provision of any new infrastructure in public open spaces to avoid the writing of multiple policies.
06/19.8.2.132	24 June 2019	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:* That Council consider the establishment and fund allocation for the creation of a disabled parking bay, and relevant signage, at the rear of the toilets at the Fingal public toilet facility, and a new pathway into the toilet block.	To be actioned.
07/19.8.3.163	15 July 2019	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:* That Council install a small playground in front of the toilet block that is to be replaced at the St Helens Sports Complex and that we do this out of public open space money - St Helens.	To be actioned.

Motion Number	Meeting Date	Council Decision	Comments
07/19.8.4.164	15 July 2019	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:* That out of our budget for foreshore playground we buy a swing for children with disabilities.	To be actioned.
07/19.13.4.173	15 July 2019	That Council do not extend the free green waste days to all year-round at all waste disposal sites that are set up to accept green waste at this time and to review this decision at the end of the trial that is being undertaken by the Manager Infrastructure and Development Services.	Green waste shredding and ageing trial in progress until October 2019. Item linked to 11/18.8.5.247.

COMPLETED REPORTS:

Nil.

Facilities Maintenance

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

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

Towns and Parks Maintenance

- Mowing/ground maintenance – all areas.
- Garden/tree maintenance and weeding where required.

Road Maintenance

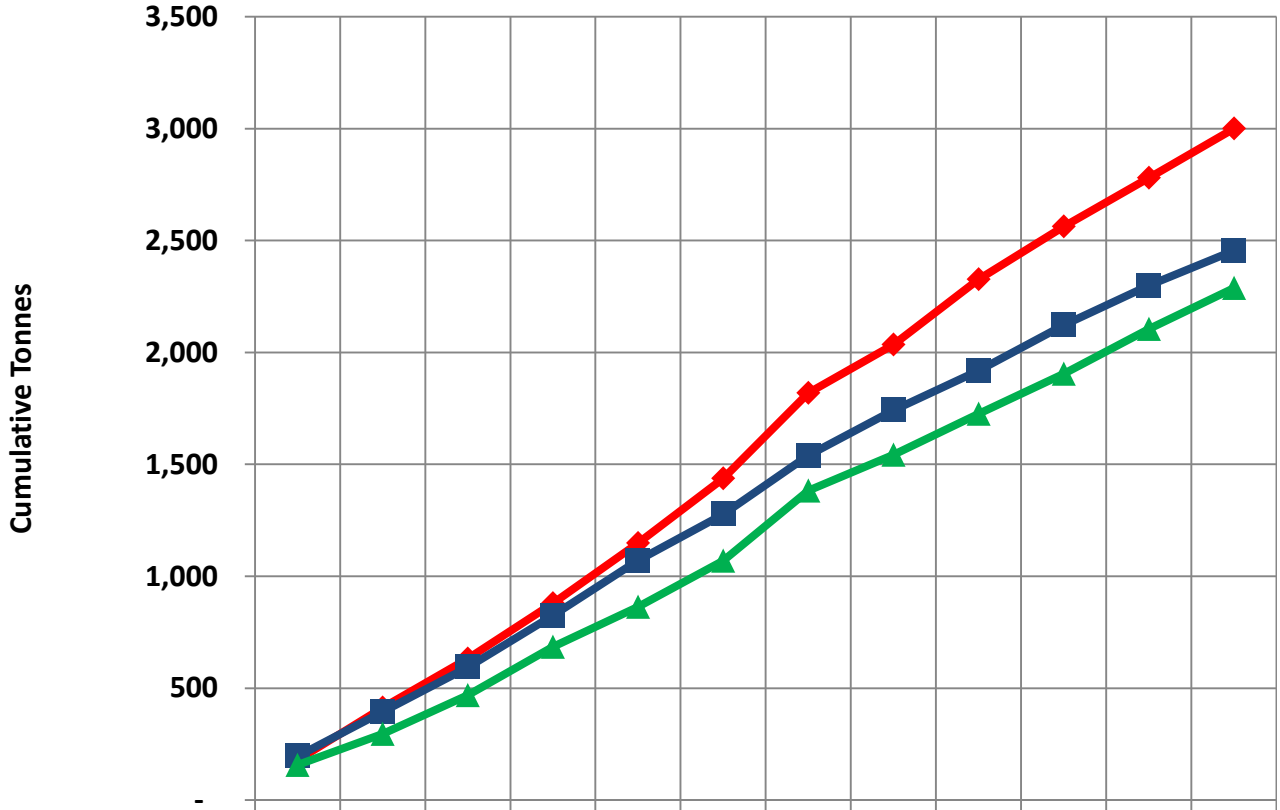
- Sealed road patching – all areas.
- Traffic Signage replacement – damaged and removed signs.

Bridge Maintenance

- Bridge 2191 at Fletchers Creek on Reid's Road. Contract award by the Council to BridgePro Engineering to replace a damaged superstructure. Bridge works scheduled from 12 to 16 August.
- Bridge 2684, Pedder Street, Fingal – bridge maintenance.

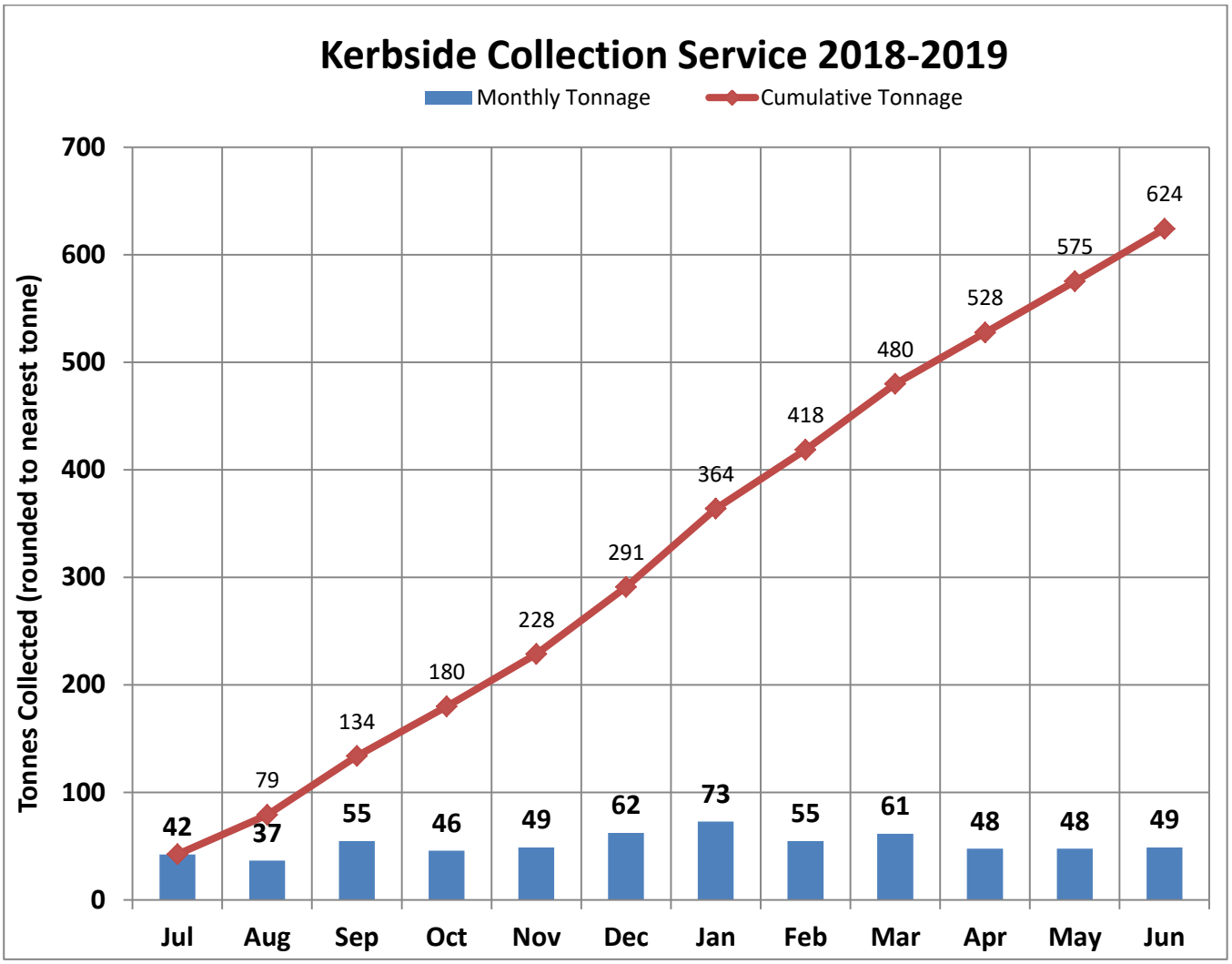
Waste Management

Municipal General Waste to Copping Landfill



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2016/17 Base Year	178	413	633	880	1,148	1,437	1,818	2,035	2,327	2,563	2,780	3,000
2017/18	195	394	594	825	1,071	1,277	1,540	1,741	1,919	2,122	2,299	2,455
2018/19	156	296	468	685	863	1,070	1,382	1,543	1,726	1,905	2,105	2,289

Collected Kerbside Recyclables



CAPITAL WORKS

Project Code	Details	Budget	Project Update
	Garbage Truck	280,000	Tender Process
	1335 Works Ute	**38,000**	**Vehicle Replaced**
	Toro Mower	16,000	Request for Quotes in progress
	Medeas Cove, Annie Street Intersection Crash Barrier	15,000	Engineering design stage
CF805	Parnella/Foreshore Walkway	285,000	Engineering design stage
	Scamander Avenue Footpath Part A	58,000	Works schedule to commence August 2019
CG165	Helen Grove northern side kerb	25000	In-progress
CG170	Aerodrome Road Kerb	35,000	In-progress
	Re-sheeting: North Ansons Bay Road	102,045	In-progress
	Crash Barrier – Fingal Bridge	150,000	Engineering Design in progress
CD655	Implement SWMP priorities	80,000	In progress.
CG215	**Bridge 1675 – Lower German Town**		**Completed – Deck replaced**
CG245	**Bridge 7032 – Davis Gully Road**		**Completed – Deck replaced**
	Bridge 185 - Gillies Rd	25,000	Deck timbers on order
	Bridge 2293 - Cecilia St	22,000	Deck timbers on order
	Bridge 2006 - Reids Rd	90,000	Deck timbers on order
	Bridge 2809 - Argyle St	30,000	Deck timbers on order
	Bridge 7004 - Richardson Rd	38,000	Deck timbers on order
	Bridge 7005 - Tims Ck Rd	30,000	Deck timbers on order
	Bridge 2242 - Hodges Rd	60,000	Deck timbers on order
	Footpath Bridge at Fingal Culvert	30,000	Engineering Design in progress
CD830B	Jetty Upgrade – Cunningham Street	150,000	Construction Phase – MAST funded. Expected July completion
CF610	Fingal WTS Retaining Wall	80,000	Works scheduled to commence August 2019

END OF REPORT

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

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

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

08/19.13.2 Animal Control Report

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

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

5 July 2019

- Animal Control Officer met with people on behalf of the resident from Elephant Pass Road, St Marys to discuss the hoarding and dogs wandering issues. Discussed the dogs wandering at large and being a nuisance and the possibility of the dogs being responsible for stock attacks and that all evidence suggests it was but there were no witnesses. It was also discussed having too many dogs on the property, unregistered, no microchipping and no kennel licence. It was agreed they had until the 5 September to remove all new dogs (10), apply for a kennel licence and ensure the original eight (8) dogs are registered, microchipped and de-sexed. All fences are to repaired or renewed and an additional fence to be constructed internally in and around the back door area – monitor progress.
- St Marys Patrol.
- Scamander Patrol.
- Spoke to the owners of dogs from a property in Tasman Highway, St Helens that are wandering and making their way down to the beach. Owners are trying hard to keep them in but they are still escaping. They are going to order an electric collar containment system.
- Animal Control Officer received a report from Dorset Council of two (2) Rottweilers shot on a farm between Ansons Bay and Musselroe Bay. The dogs were in poor condition and near stock. The owners are unknown and no one has contacted Council looking for them.
- St Helens Patrol.
- Animal Control Officer followed up on outstanding registration for a dog from Peron Street, Stieglitz. The residents have moved and are believed to also have a new pup which would be six (6) month old and also need registering. Once found infringements to be issued.

- Second dog from a property in Penelope Street, St Helens is now registered after numerous warnings and infringement issued.
- Animal Control Officer received a report of a Staffordshire Bull Terrier being kept on a chain and not walked at a property in Florence Court, Beaumaris. The adjoining neighbours fence is in poor condition and the dog got through and scared the neighbours son so the dog is being kept on a chain and placed inside when the owner gets home from work until the fence is replaced – monitor.

17 July 2019

- Animal Control Officer had a meeting with RSPCA Officer to discuss dog issue at property in Elephant Pass Road, St Marys. Officer has been to the property a couple of times now and on his last visit the owner was present. The RSPCA Officer was happy with the health of the dogs apart from a couple which needed a heavy clip (matted long thick fur) but stated owner had too many dogs and would need to reduce the numbers down to 6-8 dogs. The owner had agreed to give the RSPCA the four (4) pups in the coming weeks as soon as they are weaned and they may take a few of the adults as well. It was advised that the RSPCA will be undertaking random property inspections.
- Animal Control Officer received a complaint from a resident in Moriarty Road, Stieglitz about her neighbours dogs being out again trying to attack her dog through the front gate. She was asked if she took any photos of the dogs whilst out, she replied that she was too busy trying to get her dogs away from the gate and inside and that one of her dogs got bitten on the paw. There was a witness present and they were both asked to fill out a Statutory Declaration and will catch up with her tomorrow morning.

18 July 2019

- Animal Control Officer investigated a dog attack in Newman Street, St Marys from the 16 July. Council reception received a call just after 11am from a very distressed woman from Aulichs Lane, St Marys who advised her toy Poodle had been attacked by a German Shepherd. The attack was witnessed by two (2) people from a neighbouring property who attempted to stop the attack. The Poodle's throat was punctured and the pet passed away. The owner of the Poodle had been previously issued verbal warnings regarding the dog wandering. Animal Control Officer spoke with the owner of the German Shepherd who advised the Poodle wandered most days up and down Newman Street inciting all dogs to bark and would come over to her gate most days as well. She wasn't home when the attack occurred, however her neighbours heard the Poodle yelp and went out to investigate and saw it inside the front gate of her property. It was agreed by both parties that nothing will be done and the situation will be left as it is due to the fact there had been previous issues with the dog wandering and the attack occurred inside the secure yard of the German Shepherd. The owner was unsure how the Poodle got into the yard and has now placed an additional bar under the front gate to stop even the smallest animal entering.
- Animal Control Officer investigated another dog attack this time on a postman in Targett Street, Scamander. The complainants wife had called the Council office on the previous Friday afternoon to report her husband was bitten by a dog while on his post run in Scamander. The complainant came into the office and completed a Statutory Declaration and had photos of his bite. The dog was confirmed to belong to a property in Targett Street, Scamander. Messages were left for the owner to call but they did not. A Council worker went to the property shortly after the attack around 2.30pm and when she got there the dogs were contained behind a lattice fence and the gate was shut. You could hear the dogs but they could not be seen and it appeared that no one was home. There was another message left for

the dog owner to call as soon as possible regarding her dog attacking a person. Animal Control Officer went to the property about 12.50pm and found the owner home and discussed the incident with her. Since 2013 she has received verbal cautions and infringements regarding her dogs wandering. She claimed that the dogs escaped through the shed. The lattice doors on the shed need replacing which she advised she will do straight away. It was discussed with her dangerous dog orders and said that if there is another incident minor or major the dog will be declared dangerous. She was issued with a $504 infringement for dog at large and dog attacking a person causing serious injury – monitor.

- Scamander Patrol.
- Animal Control Officer took Statutory Declaration forms to a resident from Moriarty Road, Stieglitz for her and a witness to fill out about issue the previous day with dogs from Peron Street. She advised she is renewing her section of the fence in the next two (2) weeks. Went to the property in Peron Street and discussed the issue of the dogs still getting out and harassing with the owner. Owner advised he is still waiting for the landlord to renew fence which has been promised now for nine (9) months. He is patching it up each time where dogs are get out and trying hard. Animal Control Officer advised him he can't keep giving verbal warnings and its up to them to keep dogs in regardless of the situation. Issued infringements for $504 and will revoke if they keep dogs in until new fences go up however if they get out after that the original infringement will apply and another will be issued.
- Steiglitz/Akaroa Patrol.
- A complainant from Scamander came into the office about a Staffordshire Bull Terrier from Targett Street, Scamander being at large. Complainant advised the dog is very friendly and has been visiting everyone. Spoke to the dogs owner who advised he is doing all he can but as soon as he turns his back the dogs makes a run for it and they are having real troubles rectifying his behaviour. They are going to try a training collar and may purchase an electronic containment unit.
- St Helens Patrol.
- Animal Control Officer received a complaint of barking dogs from a property in Annie Street, St Helens. The dogs have had spells of barking for a few months now but have been getting worse in the last moth especially at night and on the 13 July they barked for a few hours. It is believed that the owners were not home. Went to the property and found two (2) dogs present a cream Labrador and a cream/tan Labrador X with a muzzle on – no one was home. Animal Control Officer called dog owner at 3.15pm and left a voice message regarding the dogs barking when no one home and options including electronic bark collars. Will call again tomorrow.
- Still receiving complaints about barking dogs at a property in Halcyon Grove, St Helens. Had spoken with the dog owner on the 8 July and let her know that Council was receiving complaints about her dogs barking excessively mostly when she is not home and neighbouring residents will be keeping bark diaries and abatement notices maybe issued if the barking continues and will touch base again with her in a fortnight. Barking stopped from 11 to 14 July and started again the Monday, Tuesday and Wednesday. Complaints received again on the Wednesday 17 July. Called into the property about 2pm and discussed the issue with the owner. She stated that the only time the dogs really bark is when the postie goes by. She is going to purchase bark collars and will have them within a fortnight. It was noted that the dogs did not bark whilst present at the property but other dogs barked around the neighbourhood.

19 July 2019

- St Helens Patrol.
- Animal Control Officer followed up on a complaint about barking dogs from a property in Annie Street, St Helen and spoke with the dog's owner and explained the process and what needs to happen. Owner advised he has a bark collar somewhere and if he can't find it will purchase another. He currently has a muzzle on the problem dog which minimizes the barking – monitor.
- Council office staff received a report of golden and black Retrievers wandering Tasman Highway, Beaumaris. The possible owner of the dogs was contacted and confirmed they are her dogs and that they took off whilst she was walking them and she was out looking for them. She will now retrieve them.
- Animal Control Officer issued infringement/caution of $504 valid for three (3) months to a resident in Peron Street, Stieglitz. If the dogs escape and are at large anytime in the next three (3) months the infringement will be lodged plus additional infringements. The landlord of the property was supposed to build new fences two (2) months ago but still hasn't. The tenants have been patching the fence up after every escape and have done a lot of work however the dogs are still getting out. Dog owners mother has gone to Launceston today to get an electric training collar to place on the main problem dog – monitor.
- Akaroa/Stieglitz Patrol.
- Animal Control Officer received a report of pigs wandering the Gardens area, rooting up nature strips and being a traffic hazard. Organised a meeting with the farm hand and advised him that if pigs are out and Council is called to attend the farm's owner will be sent an invoice for stock control at a minimum of $150 each time and any damage to nature strips will be repaired and also billed to the farm owners.
- Received a complaint of a dog howling constantly in Kismet Place, St Helens. Conducted a drive by and couldn't hear anything will revisit next week.
- Inspected a property in Lade Court, Beaumaris. No barking dogs at 12.40pm and suitable property for a kennel licence.
- Conducted a property inspection for a Mastiff in Gardiners Creek Road, St Marys after complaints about excessive barking coming from the property. Found the Mastiff present at the property and the barking was excessive whilst at the property and also when away from the property. No one was home at the property and Animal Control Officer went to the gate and yelled out a few times and was met at the gate by the Mastiff that the owner had claimed was deceased when Council had requested he apply for a kennel licence when he had purchased his third dog. Infringements of $168 issued.

26 July 2019

- St Helens Patrol.
    - Halcyon Grove – no barking 8.35am to 8.45am.
- Animal Control Officer had a further meeting with the farm hand from the Gardens who explained there had been a couple of issues with workers who no longer work on the farm and the fences have been fixed and the rogue pigs have been destroyed – monitor.
- Animal Control Officer received a complaint about mistreatment of dogs in Fingal. RSPCA inspector was going to inspect the property on Tuesday.
- Patrol Kismet Place, St Helens – no barking or howling heard.

- Conducted a bark monitor at a property in Halcyon Grove, St Helens from 11.25am to 11.56am – no barking. When owner left the dogs started barking constantly for 10 minutes. Spoke with the owner and discussed issues. She advised she would order a bark collar that night – monitor.
- Goshen Patrol.
- Falmouth Patrol.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

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

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

08/19.13.3 Policy Review - EP06 Tree Management

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy Revision – EP06 Tree Management

OFFICER'S RECOMMENDATION:

That Policy EP06 Tree Management, as amended, is adopted.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy has not been reviewed since being amended on 25 June 2012.

PREVIOUS COUNCIL CONSIDERATION:

Amendment of EP06 Tree Management Policy 25 June 2012 – Minute No 06/12.12.3.153.
Discussion at the August 2019 Council Workshop.

OFFICER'S REPORT:

The policy has been reviewed by the Manager Infrastructure and Development Services and subsequently by Councillors at the 5 August 2019 Councillor workshop. The revised draft policy incorporates a number of proposed wording changes.

It is recommended that Policy EP06 Tree Management, as amended, is adopted.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

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

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

LEGISLATION & POLICIES:

As identified in the policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO EP06
TREE MANAGEMENT POLICY

DEPARTMENT:	Works and Infrastructure
RESPONSIBLE OFFICER:	Manager ~~Works and~~ Infrastructure and Development Services
LINK TO STRATEGIC PLAN:	~~Ensure sustainable management of natural and built resources is respectful to our unique location.~~ To balance our use of the natural environment to ensure that it is available for future generations to enjoy as we do.
STATUTORY AUTHORITY:	Best practice approach - Australian Standard for Tree Pruning AS 4373
OBJECTIVE:	~~This policy is t~~To provide a practical and balanced approach to tree management that seeks to maximise the abundance and ~~abundance and~~ health of trees on Council land while ensuring public safety and allowing controlled development. ~~Council acknowledges that trees may come into conflict with other elements of the streetscape, particularly hard structures and services, but recognises that all are essential components of a pleasant and functional landscape~~
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 25 June 2012 – Minute No 06/12.12.3.153

POLICY

1. INTRODUCTION

~~Council is committed to providing a quality living environment for its residents, ratepayers and visitors and recognises the importance of trees to the quality of the Municipal Environment.~~

Break O'Day Council has ~~the~~ responsibility for the planning, establishment and maintenance of all street trees in the municipality. The Council is committed to providing a quality living environment for its residents, ratepayers and visitors and recognises the significance of street trees in creating streetscapes with purpose and appeal.

~~2. TREE INVENTORY~~

~~Council recognises that the fundamental component of the management of Council's tree assets is the development of a comprehensive Tree Inventory. Priority will be given to the identification of trees in high-risk areas that which Council is responsible for and the condition of these trees. Council has identified the high-risk areas as the main streets, playgrounds, recreation grounds, parks and reserves within Town boundaries. In addition, new plantings and tree removals will be documented in the Tree Inventory.~~

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2. STREET TREE MANAGEMENT

Street tree management is a Council responsibility.

Council recognises that all trees have a finite lifespan and aims to remove and replace trees at a point in time before they start to pose management risks.

A whole of life risk-based approach shall be adopted so as to effectively manage the physical risks associated with street trees and covers tree selection, planting, maintenance, risk management and removal.

Ongoing risk assessment in accordance with ISO31000 will form the basis of all decisions relating to the planting, maintenance and removal of trees with the objective of ensuring that the benefits of trees can be enjoyed by current and future generations.

Council shall maintain a "Tree Inventory" as a fundamental component in the management of tree assets. The inventory shall record trees greater than five (5) meters in height that are planted within urban road reserves, recreation grounds, parks and reserves. The inventory shall include Trees of Significance that have been assigned on the basis of horticultural, cultural and/or historical significance to the community.

Councils Works ~~Operations d~~Department is to be consulted prior to any works occurring in the vicinity of any tree, including all infrastructure works.

3. STREET TREE PRUNING

Street tree pruning is determined through proactive tree asset maintenance based on a known needs basis, tree species and habit, by customer request or resulting from an emergency situation.

3.1 Tree Pruning Objectives

Council trees shall be pruned to:

- Maintain public safety through the removal of structurally unsound limbs;
- Maintain tree health through the removal of dead or diseased or pest infected material;
- Maintain prescribed clearances from services
- Maintain prescribed clearances over roads, footpaths and driveways;
- Ensure traffic safety and visibility of street signs
- Minimise future work requirements through the removal of potential problems at an early stage

3.2 Tree Pruning & Inspection Programme

An essential component of the management of Council's tree assets is the maintenance of individual trees in a safe and visually appealing condition. Once established, the major maintenance requirement of a tree is pruning.

The council will not undertake unnecessary pruning works where there is no good arboricultural reason to do so.

As a general rule, the pruning of trees should be minimised as all pruning cuts are potentially injurious and trees look more appealing when left to develop into their natural shape. Trees should only be pruned to achieve specific goals.

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Scheduled inspections should be carried out on an annual basis and shall be inspected for the following:

- Overhanging Limbs
- Structural damage
- Exposed tree roots
- Root rot
- Disease and pest infestation

3.3 Pruning Programs

Pruning within the Municipality shall be carried out on a programmed basis by qualified personnel. Tree that are located within higher-risk areas will be assessed and pruned at least once every three (3) years. In addition, individual trees shall be pruned as deemed necessary in response to legitimate complaints from residents or reporting of faults by Council Staff or external authorities.

TasNetworks is the relevant Tasmanian agency responsible for undertaking the pruning of street trees in the vicinity of overhead power lines in cConsultation with Council.

3.4 Pruning of Council Trees by Residents

Pruning of Council owned trees by anyone other than Council Staff or contractors engaged by Council shall not be permitted.

3.5 Pruning for Views

Pruning of Council owned trees to provide or maintain views from private properties shall not be permitted.

3.6 Pruning for Solar Access

Pruning of Council owned trees to provide or maintain solar access will not be permitted without due consideration of the ongoing health and ecological importance of the tree. Any costs associated with arborist activities for private solar access will be undertaken by Council but at the cost of the person making the request.

Council will consider each request for tree pruning/removal in line with a report and recommendation from a qualified arborist. Council will consider this request at the first ordinary Council Meeting following the receipt of the report from the arborist.

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4 TREE REMOVAL

Removal of trees from nature strips and parks is potentially the greatest source of conflict in the management of Council's trees. Prudent tree management requires Council to assume that every tree, no matter how significant it may appear, is important to someone.

~~Unfortunately, it sometimes becomes necessary to remove trees, either because of a problem with the tree itself, to facilitate development of adjacent properties or installation of infrastructure. Experience has shown that the concern associated with the removal of trees can be minimised through proper consultation with residents and demonstration of respect for the importance of trees by Council.~~

Decisions regarding tree removal, however, do become necessary in response to applications by residents, developers and external authorities or through observation of problem trees by Council staff.

Council will consider removing a street tree only in the instances where:

- A tree is dead
- A tree is in a state of decline and to a point that survival advised by a qualified arborist is unlikely, e.g. typically as a result of structural failure, disease, pest damage or other human interference,
- A tree is causing a proven level of invasive damage to infrastructure or services, as well as presenting an unacceptable level of risk to surrounding infrastructure
- The retention of a tree is not possible due to an approved development

It is Councils desire to maximise the possibility of retaining any street tree.

All requests received for the removal of street trees will be assessed in accordance with an independent arborists assessment and written report.

Council will not remove a tree or undertake unnecessary pruning works where there is no sound arboricultural reason to do so.

5 PUBLC CONSULTATION

Council will consult with affected stakeholders during the planning stages of specific streetscape replanting programs.

Notification will provide written notification to the adjoining resident/stakeholders in cases where a tree is required to be removed and replaced, unless in an emergency situation.

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3.6 TREE PLANTING

~~Tree planting is an essential component of the management of Council's tree assets. Continued tree planting by Council is required to maintain and increase the number of trees on public land throughout the Municipality.~~

~~Management issues associated with street tree planting are prioritisation of planting sites, planting location, species selection and post planting maintenance.~~

Tree planting by Council is required to provide a quality living environment and to create functional and aesthetic streetscapes, parks and reserves.

Council will consult with the community on the broader strategic or specific project or development plans relating to the planting of trees on Council owned land and reserves under management by the Council.

Individual tree planting will be undertaken by Council's Works Department.

6.1 Species Selection

The following applies to Council ~~O~~operations and submissions received from local residents, community and land care/environmental groups.

The overarching principle in the selection of a tree species is the *'right tree for the right location'*.

Tree species will be assessed on the basis of being appropriate to the local environmental conditions and the constraints of the planting location with specific consideration given to the following:

Streetscape character

The maintenance of existing streetscape character or in alignment with a new desired streetscape character (e.g. a streetscape reconstruction or new subdivision).

Public Safety

Species that have an inherent potential to develop structural flaws shall not be selected for planting near roads, footpaths, recreational areas or any building or any other location deemed to present an unsatisfactory level of public risk, such as in a position that restricts sight distance for pedestrians or motorists.

Impact on Infrastructure

Species with invasive root systems that have an inherent potential to damage underground infrastructure and private property will not be selected.

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Tall street trees with large canopies are not permitted to be planted in the vicinity of overhead power lines.

Environmental Compatibility

Species must be able to grow in the local environment. Selected species must have a demonstrated ability:

- to withstand known weather elements and events. Given the long life of street trees, consideration shall also be given to a species capacity to survive with longer term changing climatic conditions.
- to not have a detrimental effect on native flora and fauna populations. Consideration shall be given to the impact of berries, and seed germination, invasive and competitive root systems and fruit and leaf toxicity. Noxious & Invasive Species (trees and plants) are not permitted to be planted at any time
- to grow in the available space. Species that require large amounts of space to maintain a strong root system or canopy will not be selected for planting in areas of existing condensed trees or adjacent or in close proximity to any infrastructure.
- Species requiring excessive maintenance such as pruning and watering will not be selected

Native Trees & Plants

The planting of native trees and plants (including rare or endangered species) in urban public areas that are endemic to a local area is encouraged.

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4. SPECIES SELECTION

Species selection shall be based on:-

- Existing streetscape character
- Submissions from local residents
- Environmental conditions
- Growing space and conditions
- Traffic conditions
- Effect on native fauna
- Existing streetscape plans (if available)
- Preference for the use of native species

5. PLANTING BY RESIDENTS

6.2 Planting by Residents

Planting of street and park trees by residents should only be undertaken with in consultation with Council Officers. Unauthorised planting of street trees by residents shall be discouraged, but recently planted trees shall be allowed to remain provided that they are:

- Of a suitable species which is that are compatible with the surrounding streetscapestated species selection criterion
- Good quality specimens
- In a suitable location
- Planted to Council standards
- Planted correctly

Where a tree does not meet these conditions, the resident shall receive a written request to be asked to remove the tree. If this request is not complied with, within 10 working days of a letter being sent to the resident Council staff will act to remove the tree.

6. RESIDENT OPPOSITION TO TREE PLANTING

6.3 Resident Opposition to Tree Planting

The establishment or maintenance of a consistent planting theme can sometimes require Council to plant a tree in a nature strip against the wishes of the resident immediately adjacent. This is a difficult situation that calls for Council to make a judgement regarding the rights of the wider community over the individual resident.

When making such a decision, it should be borne kept in mind that a major factor in the survival of a newly planted street tree is the cooperation of the nearest resident in maintaining that tree.

The decision on planting shall be made by the Works Department in consultation with local residents. Manager or their representative.

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~~7.~~ ~~PLANTING IN PARKS~~

6.4 Planting Parks

Where a community group or resident has requested tree planting in a particular park, the park will be assessed and prioritised according to:

- Existing tree cover;
- A demonstrated lLevel of community interest and support for a requested/proposed planting
- Level of park usage

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~~8. TREE REMOVAL~~

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~~Removal of trees from nature strips and parks is potentially the greatest source of conflict in the management of Council's trees. Prudent tree management requires Council to assume that every tree, no matter how significant it may appear, is important to someone.~~

~~Unfortunately, it sometimes becomes necessary to remove trees, either because of a problem with the tree itself, to facilitate development of adjacent properties or installation of infrastructure. Experience has shown that the concern associated with the removal of trees can be minimised through proper consultation with residents and demonstration of respect for the importance of trees by Council.~~

~~Decisions regarding tree removal become necessary in response to applications by residents, developers and external authorities or through observation of problem trees by Council staff.~~

~~9. TREE PRUNING AND INSPECTION PROGRAM~~

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~~An essential component of the management of Council's tree assets is the maintenance of individual trees in a safe and visually appealing condition. Once established, the major maintenance requirement of a tree is pruning.~~

~~As a general rule, the pruning of trees should be minimised as all pruning cuts are potentially injurious and trees look more appealing when left to develop into their natural shape. Trees should only be pruned to achieve specific goals.~~

~~Scheduled inspections should be carried out on an annual basis and should be inspected for the following:~~

- ~~Overhanging Limbs~~
- ~~Exposed tree roots~~
- ~~Damaged Limbs~~
- ~~Root rot~~
- ~~Dead or Diseased trees~~

~~10. TREE PRUNING GOALS~~

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~~Council trees shall be pruned to:~~

- ~~Maintain public safety through the removal of structurally unsound limbs;~~
- ~~Maintain tree health through the removal of dead or diseased material;~~
- ~~Maintain prescribed clearances from services~~
- ~~Maintain prescribed clearances over roads, footpaths and driveways;~~
- ~~Ensure traffic safety and visibility of street signs~~
- ~~Minimise future work requirements through the removal of potential problems at an early stage~~

~~11. PRUNING PROGRAMS~~

~~Pruning within the Municipality shall be carried out on a programmed basis, with each tree within the high-risk areas (as identified in section 2) tree being visited and pruned at least once every three (3) years. In addition, individual trees shall be pruned as deemed necessary in response to complaints from residents or reporting of faults by Council Staff or external authorities.~~

~~12. PRUNING OF COUNCIL TREES BY RESIDENTS~~

~~Pruning of Council owned trees by anyone other than Council Staff or contractors engaged by Council shall not be permitted.~~

~~13. PRUNING FOR VIEWS~~

~~Pruning of Council owned trees to provide or maintain views from private properties shall not be permitted.~~

~~14. PRUNING FOR SOLAR ACCESS~~

~~Pruning of Council owned trees to provide or maintain solar access will not be permitted without due consideration of the ongoing health and ecological importance of the tree. Any costs associated with arborist activities for private solar access will be undertaken by Council but at the cost of the person making the request.~~

~~Council will consider each request for tree pruning/removal in line with a report and recommendation from a qualified arborist. Council will consider this request at the first ordinary Council Meeting following the receipt of the report from the arborist.~~

~~15.~~ 7. DAMAGE CAUSED BY TREES

The response by Council to damage caused by trees will vary according to the type and extent of the damage. ~~The most commonly reported types of damage and Council's response to each are detailed in the work procedures for insurance claims management.~~

~~16.~~ 8. MONITORING AND REVIEW

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

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Comment [KF2]: The tree register will be removed from the policy as it is a stand alone working document which needs to be maintained separate to this policy.

SIGNIFICANT TREE REGISTER			
TREES	LOCATION	SPECIES	REASON
Tea Tree & Blue Gums	Binalong Bay Gulch (Crown Land)	Melaleuca ericifolia Eucalyptus globulus	• Blue swift parrot breeding area • Tea trees act as filter for storm water • Final stand of gums on foreshore
Flowering Gums Oak Tree	Cameron Street, St Helens (Council)	Eucalyptus ficifolia Quercus robur	• Avenue thought to have been planted by children during the 1930's
Flowering Gums	Seamander Avenue, Seamander (Council)	Eucalyptus ficifolia	• Main avenue through Seamander
Pine Trees	Union Church, Goulds Country (Private)	Cypress	• Planted in memory of Gordon & Norman Steel, killed in WW1. Sons of Percival Steel
Oak Tree	Beauty Bay, St Helens (Council)	Quercus robur	• Prime example of unpruned species
Horizontal Gum Tree	Parkside Jetty, St Helens (Crown Land)	Eucalyptus spp	• Listed with National Trust – fell over and has stub in water
Avenue Trees	Cecilia Street, St Helens (Council)	Ulmus procera	• Main avenue of trees in various stages
Avenue Trees	Tully Street, St Helens (Council)	Ulmus procera	• Long continuous avenue of trees on both sides of road
Avenue Trees Palm Trees	Main Street, St Marys (Council) Memorial Park, St Helens (Council)	Tillias and Quercus Phoenix spp	• Main avenue of trees I two stages of life • Planted to commemorate WW1 battles
Magnolia	Medea Park, St Helens (Private)	Magnolia grandiflora	• One of three large magnolias • Covenant on title protecting tree from removal or lopping

Magnolia	St Helens Secretariat (Private)	Magnolia grandiflora	• One of three large magnolias
Oak Tree	Catholic Church, St Helens (Private)	Quercus robur	• Best example of species
Bunya Pine Tree	Tully Street Cemetery, St Helens (Private)	Araucaria bidwillii	• Good example of species oddity
Walnut Tree	Enstone Park, Falmouth (Private)	Juglans spp	• Believed to be largest walnut tree in southern hemisphere

Tree_No	Location	Genus	species	Com_Name	Est_Plant_Date	Age_Class	Useful_Life	Inspector	Date	comments
20	Top Pub Garden	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2008	S Park	22/06/2004	ok
22	Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2008	SP	22/06/2004	ok
23	55 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2008	SP	22/06/2004	ok
25	67 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2018	SP	22/06/2004	ok
26	71 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1936	Mature	01/12/2028	SP	22/06/2004	ok
27	73 Cecilia St	Quercus	robur	English Oak	01/01/1896	Mature	01/12/2028	SP	22/06/2004	ok
28	73 Cecilia St	Platanus	x hispanica	London Plane	01/01/1896	Mature	01/12/2028	SP	22/06/2004	ok
29	75 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1896	Mature	01/12/2028	SP	22/06/2004	ok
30	77 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2000	SP	22/06/2004	ok
31	Catholic Church	Quercus	robur	English Oak	01/01/1896	Mature	01/12/2028	SP	22/06/2004	ok
32	77 Cecilia St	Ulmus	procera	English Elm	01/06/2000	New Planting	01/12/2070	SP	22/06/2004	ok
33	81 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1985	Established	01/12/2028	SP	22/06/2004	ok
34	81 Cecilia St	Fraxinus	oxycarpa Raywood i	Claret Ash	01/01/1936	Mature		SP	22/06/2004	ok
35	83 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	removed	01/12/2028			
36	85 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2018	SP	22/06/2004	ok
37	87 Cecilia St	Platanus	x hispanica	London Plane	02/06/2004	New Planting		SP	22/06/2004	ok
38	88 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1956	Mature	01/12/2028	SP	22/06/2004	ok
39	Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1988	Established	01/12/2018	SP	22/06/2004	ok
72	Foreshore Res	Eucalyptus	species	Gum	01/01/1936	Mature	01/12/2018	SP	22/06/2004	ok
73	Foreshore Res	Populus	species	Silver Poplar	01/01/1936	Mature	01/12/2018	SP	22/06/2004	ok
74	Foreshore Res	Eucalyptus	species	Gum	01/01/1896	Mature	01/12/2006	SP	22/06/2004	ok
75	19 Quail St	Prunus	x Blireiana	Double Cherry Plum	01/01/1956	Mature	01/12/2013	SP	22/06/2004	removed
76	21 Quail St	Prunus	x Blireiana	Double Cherry Plum	01/01/1956	Mature	01/12/2013	SP	22/06/2004	ok
77	21 Quail St	Prunus	x Blireiana	Double Cherry Plum	01/01/1956	Mature	01/12/2013	SP	22/06/2004	ok
78	23 Quail St	Prunus	cerasifera Atropurpurea	Plum	01/01/1956	Mature	01/12/2013	SP	22/06/2004	ok
79	34 Quail St	Ulmus	x hollandica	Dutch Elm	01/01/1936	Mature	01/12/2028	SP	22/06/2004	ok
80	36 Quail St	Ulmus	x hollandica	Dutch Elm	01/01/1936	Mature	01/12/2018	SP	22/06/2004	ok
81	38 Quail St	Cordyline	australis	Cabbage Tree	01/01/1986	Mature	01/12/2013	SP	22/06/2004	ok
82	Quail St	Ulmus	species	Elm	01/01/1896	Mature	01/12/2003	SP	22/06/2004	ok
83	Quail St	Fraxinus	excelsior	Common Ash	01/01/1896	Mature	01/12/2000	SP	22/06/2004	ok
84	Circassian St	Platanus	x hispanica	London Plane	01/01/1926	Mature	01/12/2018	SP	22/06/2004	ok
85	Circassian St	Platanus	x hispanica	London Plane	01/01/1926	Mature	01/12/2023	SP	22/06/2004	rec prune
86	Circassian St	Platanus	x hispanica	London Plane	01/01/1926	Mature	01/12/2023	SP	22/06/2004	ok
87	Circassian St	Platanus	x hispanica	London Plane	01/01/1926	Mature	01/12/2023	SP	22/06/2004	ok
88	Circassian St	Ulmus	x hollandica	Dutch Elm	01/01/1936	Mature	01/12/2023	SP	22/06/2004	ok
89	Circassian St	Liquidamber	styraciflua	Liquidamber	01/01/1971	Mature	01/12/2028	SP	22/06/2004	ok
90	15 Circassian St	Salix	Chrysocoma	Weeping Willow		Tree Removed				
91	8 Cecilia St	Platanus	x hispanica	London Plane	01/01/1896	Mature	01/12/2013	SP	22/06/2004	ok
92	2 Circassian St	Platanus	x hollandica	London Plane	01/01/1896	Mature	01/12/2000	SP	22/06/2004	ok
152	Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
153	1 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
154	3 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok

Tree_No	Location	Genus	species	Com_Name	Est_Plant_Date	Age_Class	Useful_Life	Inspector	Date	comments
155.	5 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
157	9 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
158	7 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
159	11 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
160	13 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
161	Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
162	15 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
163	15a Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
164	17 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
165	19 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
166	21 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
167	21 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
168	23 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
169	25 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
170	25 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
171	25 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
172	25 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
173	27 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
174	29 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
175	31 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
176	33 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
177	35 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
178	37 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
179	39 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
93	43 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
94	45 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
95	47 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
96	49 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
97	51 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
98	53 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
99	57 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
100	59 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
101	59 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
102	63 Tully St	Fraxinus	excelsior	Common Ash	01/01/1976	Mature	01/12/2013	SP	23/06/2004	ok
103	63 Tully St	Fraxinus	excelsior	Common Ash	01/01/1976	Mature	01/12/2013	SP	23/06/2004	ok
104	67 Tully St	Fraxinus	excelsior	Common Ash	01/01/1976	Mature	01/12/2008	SP	23/06/2004	ok
105	69 Tully St	Fraxinus	excelsior	Common Ash	01/01/1976	Mature	01/12/2008	SP	23/06/2004	ok
106	71 Tully St	Fraxinus	excelsior	Common Ash	01/01/1970	Mature	01/12/2008	SP	23/06/2004	ok
107	73 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1976	Mature	01/12/2008	SP	23/06/2004	ok
108	75 Tully St	Ulmus	g ab'e Luteecens	Golden Wych Elm	01/01/1998	Established	01/12/2018	SP	23/06/2004	ok
109	79 Tully St	Ulmus	g ab'e Luteecens	Golden Wych Elm	01/01/1998	Established	01/12/2018	SP	23/06/2004	ok

Tree_No	Location	Genus	species	Com_Name	Est_Plant_Date	Age_Class	Useful_Life	Inspector	Date	comments
110	86 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
111	84 Tully St	Ulmus	procera	English Elm	01/06/2000	Transplanted	01/12/2070	SP	23/06/2004	ok
112	84 Tully St	Ulmus	procera	English Elm	01/06/2000	Tree Removed	01/12/2070	SP	23/06/2004	ok
113	82 Tully St	Ulmus	procera	English Elm	01/06/2000	Tree Removed	01/12/2070	SP	23/06/2004	ok
114	80 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2008	SP	23/06/2004	ok
115	76 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
116	76 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
117	74 Tulyy St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2013	SP	23/06/2004	ok
118	72 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2023	SP	23/06/2004	ok
119	72 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
120	66 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
121	64 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2008	SP	23/06/2004	ok
122	62 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2023	SP	23/06/2004	ok
123	60 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
124	58 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
125	56 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
126	56 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
127	54 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
128	52 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
129	46 Tully St	Callistemon	citrinus	Bottle brush	01/01/1986	Established	01/12/2008	SP	23/06/2004	ok
130	46 Tully St	Eucalyptus	ficifolia	Flowering Gum	01/01/1986	Established	01/12/2016	SP	23/06/2004	ok
131	44 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
132	Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
133	Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
134	Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
135	Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2013	SP	23/06/2004	ok
136	28 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2013	SP	23/06/2004	ok
137	28 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
138	28 Tully St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1992	Tree Removed				
139	28 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
140	Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	rec removal
141	24 Tully st	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2008	SP	23/06/2004	ok
142	22 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2023	SP	23/06/2004	ok
143	18 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2013	SP	23/06/2004	ok
144	14 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2013	SP	23/06/2004	ok
145	12 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2013	SP	23/06/2004	ok
146	10 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2013	SP	23/06/2004	ok
147	8 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2013	SP	23/06/2004	ok
148	6 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2028	SP	23/06/2004	ok
149	4 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
150	2 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok
151	2 Tully St	Ulmus	x hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/06/2004	ok

Tree_No	Location	Genus	species	Com_Name	Est_Plant_Date	Age_Class	Useful_Life	Inspector	Date	comments
1	Police Park	Ulmus	x hollandica	Dutch Elm group	01/01/1896	Over Mature	01/12/2013	SP	23/08/2004	ok
2	Police Park	Populus	species			Tree Removed				
3	C Chambers Cecili	Ulmus	x hollandica	Dutch Elm	01/01/1896	Mature	01/12/2043	SP	23/08/2004	ok
4	1 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2043	SP	23/08/2004	ok
5	3 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2043	SP	22/08/2004	ok
6	5 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Mature	01/12/2028	SP	22/08/2004	ok
7	7 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Mature	01/12/2028	SP	22/08/2004	rec removal
8	9 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Mature	01/12/2018	SP	22/08/2004	ok
9	11 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1990	Established	01/12/2018	SP	22/08/2004	ok
10	Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1946	Mature	01/12/2010	SP	22/08/2004	rec removal
11	Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1946	Mature	01/12/2028	SP	22/08/2004	ok
12	Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/10/1987	Established	01/12/2018	SP	22/08/2004	ok
13	29 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2028	SP	22/08/2004	ok
15	Carpark Cecilia St	Quercus	robur	English Oak	01/01/1946	Mature	01/12/2028	SP	22/08/2004	rec removal
14	Carpark Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2028	SP	22/08/2004	ok
16	Carpark Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2028	SP	22/08/2004	ok
17	Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Mature	01/12/2018	SP	22/08/2004	ok
18	Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2018	SP	22/08/2004	ok
40	80 Cecilia St	Prunus	species	Plum	01/01/1986	Established	01/12/2018	SP	22/08/2004	ok
42	78 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Mature	01/12/2018	SP	22/08/2004	ok
43	74 Cecilia St	Fraxinus	oxycarpa Raywood i	Claret Ash	01/01/1926	Mature	01/12/2008	SP	22/08/2004	ok
44	74 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1936	Mature	01/12/2008	SP	22/08/2004	ok
45	70 Cecilia St	Fraxinus	excelsior	Common Ash	01/01/1946	Mature	01/12/2008	SP	22/08/2004	ok
46	68 Cecilia St	Ulmus	glabra Lutescens	GoldenWych Elm	01/01/1938	Established	01/12/2028	SP	22/08/2004	ok
47	66 Cecilia St	Platanus	x hispanica	London Plane	01/01/1946	Mature	01/12/2018	SP	22/08/2004	ok
48	64 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Mature	01/12/2018	SP	22/08/2004	ok
49	62 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2008	SP	22/08/2004	ok
50	62 Cecilia St	Fraxinus	oxycarpa Raywood i	Claret Ash	01/01/1936	Mature	01/12/2013	SP	22/08/2004	ok
51	56 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Tree Removed	01/12/2018	SP	22/08/2004	ok
52	54 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2018	SP	22/08/2004	ok
53	50 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Mature	01/12/2018	SP	22/08/2004	ok
54	48 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2013	SP	22/08/2004	ok
56	44 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2008	SP	22/08/2004	ok
57	36 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2018	SP	22/08/2004	ok
55	46 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2008	SP	22/08/2004	ok
58	32 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	18/08/2004	New Planting		SP	22/08/2004	ok
59	32 Cecilia St	Magnolia	grandiflora	Bull Bay	01/01/1896	Tree Removed				
60	20 Cecilia St	Magnolia	grandiflora	Bull Bay	01/01/1896	Mature	01/12/2008	SP	22/08/2004	ok
61	18 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2008	SP	22/08/2004	ok
62	16 Cecilia St	Ulmus	procera	English Elm	01/08/2000	New Planting	01/12/2070	SP	22/08/2004	ok
63	14 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1987	Established	01/12/2018	SP	22/08/2004	ok
64	12 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Mature	01/12/2008	SP	22/08/2004	ok

Tree_No	Location	Genus	species	Com_Name	Est_Plant_Date	Age_Class	Useful_Life	Inspector	Date	comments
65	10 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Mature	01/12/2008	SP	22/03/2004	ok
66	8 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Mature	01/12/2018	SP	22/03/2004	ok
67	6 Cecilia St	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1887	Established	01/12/2018	SP	22/03/2004	ok
68	Cecilia St	Quercus	palustris	Pin Oak	01/01/1936	Mature	01/12/2013	SP	22/03/2004	ok
69	Bayside Garden Be	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1887	Established	01/12/2018	SP	22/03/2004	ok
70	Bayside Garden Be	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1887	Established	01/12/2018	SP	22/03/2004	ok
71	Bayside onr Garde	Ulmus	species	Elm		Tree Removed				
188	MacMichael Res	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1887	Established	01/12/2018	SP	22/03/2004	ok
189	MacMichael Res	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1887	Established	01/12/2008	SP	22/03/2004	ok
190	2 Georges Bay Esp	Acmena	smithii	Lilly Pilly	01/01/1975	Mature	01/12/2008	SP	22/03/2004	ok
191	2 Georges Bay Rd	Magnolia	grandiflora	Bull Bay	01/01/1976	Established	01/12/2038	SP	22/03/2004	ok
192	2 Georges Bay Esp	Eucalyptus	ficifolia	Flowering Gum	01/01/1967	Mature	01/12/2018	SP	22/03/2004	ok
193	1 Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1965	Mature	01/12/2013	SP	22/03/2004	ok
194	3 Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1965	Mature	01/12/2013	SP	22/03/2004	ok
195	3 Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1965	Mature	01/12/2013	SP	22/03/2004	ok
196	5 Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1965	Mature	01/12/2018	SP	22/03/2004	ok
197	7 Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1991	Established	01/12/2028	SP	22/03/2004	ok
198	7 Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1946	Mature	01/12/2008	SP	22/03/2004	ok
199	7 Cameron St	Acmena	smithii	Lilly Pilly	01/01/2075	Mature	01/12/2013	SP	23/03/2004	ok
200	Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1946	Mature	01/12/2023	SP	23/03/2004	ok
201	Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1946	Mature	01/12/2013	SP	23/03/2004	ok
202	Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1946	Mature	01/12/2023	SP	23/03/2004	ok
203	Cameron St	Quercus	robur	Oak	01/01/1946	Mature	01/12/2048	SP	23/03/2004	ok
204	Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1967	Mature	01/12/2023	SP	23/03/2004	ok
205	Cameron St	Acmena	smithii	Lilly Pilly	01/01/1967	Mature	01/12/2018	SP	23/03/2004	ok
206	Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1946	Mature	01/12/2018	SP	23/03/2004	ok
207	Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1967	Mature	01/12/2008	SP	23/03/2004	ok
208	Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1967	Mature	01/12/2008	SP	23/03/2004	ok
209	Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1982	Mature	01/12/2023	SP	23/03/2004	ok
210	Cameron St	Eucalyptus	ficifolia	Flowering Gum	01/01/1949	Mature	01/12/2010	SP	23/03/2004	ok
211	16 Quail St	Acacia	dealbata	Silver Wattle	01/01/1976	Mature	01/12/2008	SP	23/03/2004	ok
212	14 Quail St	Prunus	x Blirieana	Dble Cherry Plum	01/01/1976	Tree Removed		0		
213	12 Quail St	Prunus	x Blirieana	Dble Cherry Plum	01/01/1976	Mature	01/12/2000	SP	23/03/2004	ok
214	10 Quail St	Prunus	x Blirieana	Dble Cherry Plum	01/01/1993	Tree Removed		0		
216	Quail St	Eucalyptus	species	Yellow Gum	01/01/1976	Senescent	01/12/1998	SP	23/03/2004	ok
217	Nettrip	Eucalyptus	leucoxylon rosea	Yellow Gum	01/01/1976	Mature	01/12/2008	SP	23/03/2004	ok
218	Quail St	Eucalyptus	leucoxylon rosea	Yellow Gum	01/01/1976	Mature	01/12/2008	SP	23/03/2004	ok
219	Quail St	Eucalyptus	leucoxylon rosea	Yellow Wood	01/01/1976	Mature	01/12/2008	SP	23/03/2004	ok
229	Quail St	Prunus	cerasifera	Plum	01/01/1976	Tree Removed	01/12/2003			
230	Quail St	Prunus	x Blirieana	Plum	01/01/1976	Mature	01/12/2003	SP	23/03/2004	ok
228	Quail St	Acacia	pycnantha	Golden Wattle	01/01/1976	Tree Removed		0		
227	Quail St	Acacia	pycnantha	Golden Wattle	01/01/1976	Tree Removed		0		

Tree_No	Location	Genus	species	Com_Name	Est_Plant_Date	Age_Class	Useful_Life	Inspector	Date	comments
225	Quail St	Acacia	pycnantha	Golden Wattle	01/01/1976	Mature	01/12/2003	SP	23/03/2004	removed
224	Quail St	Acacia	pycnantha	Golden Wattle	01/01/1976	Senescent	01/12/1998	SP	23/03/2004	removed
222	Quail St	Acacia	pycnantha	Golden Wattle	01/01/1976	Tree Removed		D		
221	Quail St	Acacia	pycnantha	Golden Wattle	01/01/1976	Tree Removed		D		
220	Quail St	Acacia	pycnantha	Golden Wattle	01/01/1976	Senescent	01/12/1998	SP	23/03/2004	ok
223	Quail St	Acacia	pycnantha	Golden Wattle	01/01/1976	Senescent	01/12/2000	SP	23/03/2004	removed
225	Quail St	Acacia	pycnantha	Golden Wattle	01/01/1976	Tree Removed		D		
215	8 Quail St	Prunus	x Blirieana	Dble Cherry Plum	01/01/1976	Mature	01/12/2008	SP	23/03/2004	ok
242	N/strip	Quercus	palustris	Oak		Tree Removed		D		
232	70 Quail St	Callistemon	citrinus	Bottlebrush	01/01/1976	Tree Removed		D		
233	68 Quail St	Acacia	pravissima	Owens Wattle	01/01/1976	Mature	01/12/1999	SP	23/03/2004	dead
234	56 Quail St	Crataegus	spp.		01/01/1976	Semi-mature	01/12/2003	SP	23/03/2004	ok
235	55 Quail St	Sorbus	aucuparia	Rowan	01/01/1976	Semi-mature	01/12/2001	SP	23/03/2004	ok
231	70 Quail St	Sorbus	aucuparia	Rowan	01/01/1975	Mature	01/12/2018	SP	23/03/2004	ok
236	54 Quail St	Sorbus	aucuparia	Rowan	01/01/1976	Semi-mature	01/12/2013	SP	23/03/2004	ok
237	50 Quail St	Acer	spp		01/01/1975	Semi-mature	01/12/2018	SP	23/03/2004	ok
238	43 Quail St	Sorbus	aucuparia	Rowan	01/01/1976	Tree Removed		D		
239	45 Quail St	Sorbus	aucuparia	Rowan	01/01/1976	Tree Removed		D		
240	49 Quail St	Sorbus	aucuparia	Rowan	01/01/1976	Dead/dying	01/12/1999	SP	23/03/2004	ok
241	55 Quail St	Callistemon	citrinus	Bottlebrush	01/01/1976	Established	01/12/2013	SP	23/03/2004	ok
242	53 Quail St	Eucalyptus	leucoxylon rosea	Yellow Gum	01/01/1976	Mature	01/12/2013	SP	23/03/2004	ok
243	61 Quail St	Eucalyptus	pulchella	White Peppermint	01/01/1970	Tree Removed		D		
244	63 Quail St	Callistemon	citrinus	Bottlebrush	01/01/1975	Semi-mature	01/12/2013	SP	23/03/2004	ok
245	69 Quail St	Grevillea	robusta	Silky Oak	01/01/1975	Tree Removed		D		
246	69 Quail St	Sorbus	aucuparia	Rowan	01/01/1975	Semi-mature	01/12/2008	SP	23/03/2004	ok
247	69 Quail St	Grevillea	robusta	Silky Oak	01/01/1975	Tree Removed		D		
248	19 Thomson Crt	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1975	Semi-mature	01/12/2008	SP	23/03/2004	ok
249	19 Thomson Crt	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1975	Semi-mature	01/12/2008	SP	23/03/2004	ok
250	19 Thomson Crt	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1975	Semi-mature	01/12/2008	SP	23/03/2004	ok
51	0 Thompson Crt	Ulmus	glabra Lutescens	Golden Wych Elm	01/01/1975	Tree Removed	01/12/2008	SP	23/03/2004	ok
252	43 Quail St	Prunus	x Blirieana	Double Cherry Plum	01/01/1975	Tree Removed		D		
253	12 Bowen St	Eucalyptus	leucoxylon Rosea	Yellow Gum	01/01/1975	Semi-mature	01/12/2018	SP	23/03/2004	ok
254	10 Bowen St	Eucalyptus	ficifolia	Flowering Gum	01/01/1975	Tree Removed		D		
255	6 Bowen St	Eucalyptus	leucoxylon Rosea	Gum	01/01/1975	Semi-mature	01/12/2013	SP	23/03/2004	ok
256	Bowen St	Prunus	cerasifera	Cherry Plum	01/01/1975	Semi-mature	01/12/2008	SP	23/03/2004	ok
257	Bowen St	Prunus	x blirieana	Double Cherry Plum	01/01/1975	Tree Removed		D		
258	45 Quail St	Prunus	cerasifera	Cherry Plum	01/01/1975	Tree Removed		D		
259	53 Quail	Eucalyptus	gunnii	Cider Gum	01/01/1975	Semi-mature	01/12/2013	SP	23/03/2004	ok
260	12 Grant St	Eucalyptus	gunnii	Cider Gum	01/01/1975	Semi-mature	01/12/2013	SP	23/03/2004	ok
261	8 Grant St	Eucalyptus	perriniana	Spinning Gum	01/01/1975	Semi-Mature	01/12/2001	SP	23/03/2004	ok
19	Top Pub Garden	Ulmus	species	Elm		Tree Removed		D		
21	Top Pub Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1896	Tree Removed		D		

Tree_No	Location	Genus	species	Com_Name	Est_Plant_Date	Age_Class	Useful_Life	Inspector	Date	comments
24	58 Cecilia St	Ulmus	x hollandica	Dutch Elm	01/01/1996	Tree Removed		0		
41	78 Cecilia St	Ulmus	species	Elm	01/01/1987	Tree Removed		0		
187	1 Tully St	Ulmus	x Hollandica	Dutch Elm	01/01/1916	Mature	01/12/2018	SP	23/03/2004	ok
267	81 Quail St	Sorbus	aucuparia	Rowan	01/01/1975	Established	01/12/2015	SP	23/03/2004	ok
262	1 Portland Crt	Acacia	baileyana	Cootamundra Wattle	01/01/1975	Tree Removed		0		
263	4 Grant St	Eucalyptus	gunnii	Cider Gum	01/01/1975	Mature		SP	23/03/2004	ok
265	55 Quail St	Eucalyptus	amygdalina	Black Peppermint	01/01/1975	Mature		SP	23/03/2004	ok
264	7 Grant St	Eucalyptus	leucoxylon rosea	Yellow Gum	01/01/1975	Tree Removed		0		
268	15 Quail St	Eucalyptus	ficifolia	Flowering Gum	01/01/1980	Semi-mature	01/12/2020	SP	23/03/2004	ok
269	13 Quail St	Eucalyptus	ficifolia	Flowering Gum	01/01/1980	Semi-mature	01/12/2020	SP	23/03/2004	ok
270	73 Quail St	Grevillea	robusta	Silky Oak	01/01/1980	Tree Removed		0		
271	73 Quail St	Eucalyptus	leucoxylon	Yellow Gum	01/01/1980	Tree Removed		0		
272	73 Quail St	Betula	pendula	Silver Birch	01/01/1980	Semi-mature	01/12/2010	SP	23/03/2004	ok
273	12 Medea St	Callistemon	citrinus	Bottlebrush	01/01/1985	Semi-mature	01/12/2010	SP	23/03/2004	ok
274	8 Medea St	Acacia	howittii	Sticky Wattle	01/01/1985	Semi-mature	01/12/2005	SP	23/03/2004	ok
275	6 Medea St	Abies	nordmanniana	Caucasian Fir	01/01/1993	Tree Removed		0		
276	30 Circassian St	Eucalyptus	spp.	Gum	01/01/1980	Semi-mature	01/12/2010	SP	23/03/2004	ok
277	9 Medea St	Eucalyptus	ficifolia	Flowering Gum	01/01/1980	Semi-mature	01/12/2010	SP	23/03/2004	ok
278	9 Medea St	Eucalyptus	ficifolia	Flowering Gum	01/01/1980	Semi-mature	01/12/2010	SP	23/03/2004	ok
1001	43 Main St	Tilia	cordata	Linden	01/11/1996	New Planting	01/12/2099	SP	24/03/2004	ok
1002	43 Main St	Tilia	cordata	Linden	01/11/1996	New Planting	01/12/2099	SP	24/03/2004	ok
1003	43 Main St	Tilia	cordata	Linden	01/11/1998	New Planting	01/12/2099	SP	24/03/2004	ok
1004	1004	Tilia	cordata	Linden	01/11/1998	New Planting	01/12/2099	SP	24/03/2004	ok
1005	43 Main St	Tilia	cordata	Linden	01/11/1998	New Planting	01/12/2099	SP	24/03/2004	ok
1006	43 Main St	Tilia	cordata	Linden	01/11/1998	New Planting	01/12/2099	SP	24/03/2004	ok
1007	43 Main St	Tilia	cordata	Linden	01/11/1998	New Planting	01/12/2099	SP	24/03/2004	ok
1008	41 Main St	Tilia	cordata	Linden	01/11/1998	New Planting	01/12/2099	SP	24/03/2004	ok
1009	35 Main St	Tilia	cordata	Linden	01/11/1998	New Planting	01/12/2099	SP	24/03/2004	ok
1010	33 Main St	Tilia	cordata	Linden	01/11/1998	New Planting	01/12/2099	SP	24/03/2004	ok
1011	St Marys Park	Tilia	cordata	Linden	01/11/1998	New Planting	01/12/2099	SP	24/03/2004	ok
1012	St Marys Park	Tilia	cordata	Linden	01/11/1998	New Planting	01/12/2099	SP	24/03/2004	ok
1013	29 Main St	Ulmus						SP	24/03/2004	ok
1022	27 Main St	Quercus						SP	24/03/2004	ok
1021	27 Main St	Prunus						SP	24/03/2004	ok
1020	27 Main St	Prunus						SP	24/03/2004	ok
1019	29 Main St	Quercus						SP	24/03/2004	ok
1018	29 Main St	Quercus						SP	24/03/2004	ok
1017	29 Main St	Quercus						SP	24/03/2004	ok
1023	25 Main St	Fraxinus						SP	24/03/2004	ok
1024	25 Main St	Quercus						SP	24/03/2004	ok
1025	25 Main St	Quercus						SP	24/03/2004	ok
1027	23 Main St	Quercus						SP	24/03/2004	ok

Tree_No	Location	Genus	species	Com_Name	Est_Plant_Date	Age_Class	Useful_Life	Inspector	Date	comments
1026	23 Main St	Quercus						SP	24/06/2004	ok
1028	21 Main St	Quercus						SP	24/06/2004	ok
1029	19 Main St	Quercus						SP	24/06/2004	ok
1030	17 Main St	Fraxinus						SP	24/06/2004	ok
1031	17 Main St	Quercus						SP	24/06/2004	ok
1032	17 Main St	Quercus						SP	24/06/2004	ok
1033	17 Main St	Ulmus						SP	24/06/2004	ok
1034	17 Main St	Quercus						SP	24/06/2004	ok
1035	17 Main St	Quercus	robur					SP	24/06/2004	ok
1016	29 Main St	Quercus						SP	24/06/2004	ok
1014	29 Main St	Fraxinus						SP	24/06/2004	ok
1015	29 Main St	Quercus						SP	24/06/2004	ok
280	Cenotaph	Phoenix	canariensis	Date Palm	01/01/1925	Mature	01/12/2040	SP	24/06/2004	ok
279	Cenotaph	Phoenix	canariensis	Date Palm	01/01/1925	Mature	01/12/2040	SP	24/06/2004	ok
282	Cenotaph	Chamaecypar	lawsoniana	Lawson Cypress	01/01/1925	TreeRemoved	01/12/2005	0		ok
281	Cenotaph	Chamaecypar	lawsoniana	Lawson Cypress	01/01/1925	Tree Removed	01/12/2005	0		ok
1097	Esk Main Road	Pinus	radiata	Monterey Pine	01/01/1900	Over-Mature	01/12/2005	SP	24/06/2004	ok
1095	Esk Main Road	Cupressus	macrocarpa	Monterey Cypress	01/01/1900	Over-Mature	01/12/2005	SP	24/06/2004	ok
1100	Esk Main Rd	Pinus	radiata	Monterey Pine	01/01/1900	Over-Mature	01/12/2005	SP	24/06/2004	ok
1096	Esk Main Rd	Pinus	radiata	Monterey Pine	01/01/1900	Over-Mature	01/12/2005	SP	24/06/2004	ok
1098	Esk Main Road	Pinus	radiata	Monterey Pine	01/01/1900	Over-Mature	01/12/2005	SP	24/06/2004	ok
1099	Esk Main Road	Pinus	radiata	Monterey Pine	01/01/1900	Over-Mature	01/12/2005	SP	24/06/2004	ok
1050	Gray Rd	Quercus	coccinea	Scarlet Oak	01/07/2000	New Planting	01/12/2099	SP	24/06/2004	ok
1051	Gray Rd	Quercus	coccinea	Scarlet Oak	01/07/2000	New Planting	01/12/2099	SP	24/06/2004	ok
1101	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/06/2004	ok
1127	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1102	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1103	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1104	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	dead
1105	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1106	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1107	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1108	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1109	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	dead
1111	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1112	Railway Park	Quercus	coccinea	Scarlet oak	11/04/2001	New Planting		SP	24/03/2004	ok
1113	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1114	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1115	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1116	Railway Park	Quercus	coccinea	Scarlet oak	11/04/2001			SP	24/03/2004	ok
1117	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/03/2004	ok
1118	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001			SP	24/03/2004	ok

Tree_No	Location	Genus	species	Com_Name	Est_Plant_Date	Age_Class	Useful_Life	Inspector	Date	comments
1119	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/08/2004	ok
1120	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/08/2004	ok
1122	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/08/2004	ok
1123	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/08/2004	dead
1124	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/08/2004	ok
1125	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/08/2004	ok
1126	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/08/2004	ok
1121	Railway Park	Quercus	coccinea	Scarlet oak	11/04/2001	New Planting		SP	24/08/2004	ok
1128	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/08/2004	ok
1129	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/08/2004	ok
1110	Railway Park	Quercus	coccinea	Scarlet Oak	11/04/2001	New Planting		SP	24/08/2004	ok
1130	Railway Park	Populus	simonii	Simon Poplar	23/04/2001	New Planting		SP	24/08/2004	ok
1133	Railway Park	Populus	simonii	Simon Poplar	12/04/2001	New Planting		SP	24/08/2004	ok
1132	Railway Park	Populus	simonii	Simon Poplar	23/04/2001	New Planting		SP	24/08/2004	ok
1131	Railway Park	Populus	simonii	Simon Poplar	23/04/2001	New Planting		SP	24/08/2004	ok
1134	Railway Park	Populus	simonii	Simon Poplar	23/04/2001	New Planting		SP	24/08/2004	ok

08/19.13.4 Policy Review - AM15 Asset Disposal

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy Revision – AM15 Asset Management

OFFICER'S RECOMMENDATION:

That Policy AM15 Asset Disposal, as amended, is adopted.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy has not been reviewed since being last amended at 21 November 2016.

PREVIOUS COUNCIL CONSIDERATION:

Amendment of AM15 Asset Disposal Policy 21 November 2016 – Minute No 11/16.12.6.256.
Discussion at the August 2019 Council Workshop.

OFFICER'S REPORT:

The policy has been reviewed by the Manager Infrastructure and Development Services and subsequently by Councillors at the 5 July 2019 Councillor workshop.

The updated draft policy includes the following proposed changes:

Section 6 – Community Groups

- Sentence addition, "*A check shall be made to ensure the group is non-profit and that the intended use of the asset is non-commercial (i.e. non-profit)*"

Section 6 - Methods of disposal of assets

- Deletion of expressions of interest process – to avoid any possible claim of bias

Section 6 - Disposal Conditions

- A change from *"Council Members and employees of the Council will not be permitted to purchase minor major plant/equipment"* to *"Council Members and employees of the Council will not be permitted to purchase minor plant/equipment unless through public auction only".*
- Deletion of the sentence "*Community groups should receive equitable treatment to avoid possible claims of bias*"
- Deletion of the sentence "*A check shall be made to ensure the group is non-profit and that the intended use of the asset is non-commercial (i.e. non-profit)*"
- Deletion of the sentence "*The charity/community must remove the asset themselves and at no cost to the Council*"

- Deletion of the sentence *"Where items remain unsold or no interest is received by community groups, they are to be disposed by public auction to the general public".*
- Inclusion of the sentence "*Where items remain unsold through public auction or no interest is received by a community group(s) the item shall be either scrapped or dismantled for component recycling".*
- minor wording correction.

It is recommended that Policy AM15 Asset Disposal, as amended, is adopted.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

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

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

Annual Plan 2019 – 2020

Strategy
Policy review Schedules

Action 6.2.1.8
Review Asset Management Policy - AM15 Asset Disposal.

LEGISLATION & POLICIES:

As identified in the policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO AM15
ASSET DISPOSAL

DEPARTMENT:	Works and Infrastructure
RESPONSIBLE OFFICER:	Manager ~~Works and~~ Infrastructure and Development Services
LINK TO STRATEGIC PLAN:	~~Build capacity to improve community spirit and enhance a sense of wellbeing~~
STATUTORY AUTHORITY:	Nil.
OBJECTIVE:	The objectives of this policy are to ensure Council's processes for calling of tenders for the sale and disposal of assets are fair and transparent, and define those circumstances with reasons for sale and disposal methods other than by tender.
POLICY INFORMATION:	Adopted 21 August 2014 - Minute No. 08/14.12.4.239 Amended 21 November 2016 – Minute No. 11/16.12.6.256

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POLICY

1. PURPOSE

The purpose of this policy is to provide a systematic and accountable method for the disposal of surplus assets, excluding real property, and to ensure the process is transparent and complies with Council's Code of Conduct.

Council aims to achieve advantageous disposal outcomes by:

a) enhancing value for money by encouraging competition in disposal practices and using competitive disposal processes
b) promoting the use of resources in an efficient, effective and ethical manner
c) ensuring fair and equitable process and decisions
d) making decisions with probity, accountability and transparency
e) advancing and/or working within Council's economic, social and environmental policies and/or Agreements in accord with Council's Strategic Management Plan
f) appropriately managing risk
g) promoting compliance with all relevant legislations and regulations

2. SCOPE

This policy applies to all assets owned and maintained by Council, except real property (land and buildings).

~~Examples of assets owned, leased or controlled by Council and therefore covered by this policy include but are not limited to; artworks, IT equipment, pavers, motor vehicles, office furniture, machinery etc.~~

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3. DEFINITIONS

"Asset" means any item that Council owns and that is recognised by the Council's accounting system as an asset. This includes plant, machinery, equipment, tools, furniture and all other physical objects. In this policy, it does not include land, buildings, financial investments or finance related activities.

"Major plant / equipment" are assets that include trucks, graders, other operating machinery, motor vehicles and small plant items.

"Minor plant / equipment" are assets that include loose tools, store items, furniture, old computers, second hand items removed from other assets (such as air conditioners, bricks, pavers and exercise equipment), where the individual value of each plant or equipment is less than $2,000.

"Beyond economical repair" means a classification given to an asset where that asset requires repairs likely to be more expensive than its replacement value.

4. PRINCIPLES

Delegation
The following staff have authority to approve the disposal of assets under their control that are surplus to requirements:

- General Manager
- Senior Managers

Disposal rules
At all times, surplus assets or materials should be disposed of in a way that maximises returns whilst maximising open, transparent and effective competition. Most commonly this will be through publicly competitive process of public auction, public tender or through a secure electronic tendering/auctioning facility.
Prior to disposal, a reasonable effort is to be made to ensure no other Council area has a need for the asset.
Items of historical or cultural significance should be given special regard and any dangerous goods disposed of only in an authorised and safe manner.
No warranty is to be offered on assets sold.

Conflict of Interest
The officer responsible for the disposal of any Council asset and the relevant Manager must ensure that no conflict of interest occurs in or as a result of the asset disposal process.

Reasons for disposal
A decision to dispose of an asset may be based on one or more of the following:

- Obsolescence
- Non-compliance with occupational health and safety standards
- No use expected in the foreseeable future
- No usage in the previous 6 months (Stores Stock items)
- Optimum time to maximise return
- Discovery of hazardous chemicals or materials present in the asset
- Uneconomical to repair

Preparing assets for sale
A check must be carried out to ensure assets do not contain:
- Additional items not intended for sale
- Confidential documents (records, files, papers)
- Documents on Council letterhead or which may be used for fraudulent purposes
- Software (which could lead to a breach of licence or contain confidential data)
- Hazardous materials

As much as is practical, any "Break O'Day Council" identifying mark should be removed or obliterated. Spare parts held for a particular item sh~~ould~~all be disposed of in one parcel with the asset.

Destruction of assets classified as beyond economical repair
Where an asset is classified as beyond economical repair and council is unable to dispose of it through normal processes, the asset may be destroyed or removed to a waste disposal facility.

Sale of Information Technology (IT)/computer equipment
Council is bound to wipe all Council data and software applications from all hard drives, and remove external asset tags and labels connecting a machine to the Council.

5. MAJOR PLANT / EQUIPMENT DISPOSAL

Methods of disposal of assets
As appropriate, any of the following methods may be used for the sale or disposal of major plant/equipment:
a) trade in - trading in goods to equipment suppliers
b) expressions of interest - seeking expressions of interest from buyers
c) select tender - seeking tenders from a selected group of persons or companies
d) open tender - openly seeking, through advertisement, tenders or buyers
e) public auction - by appointment of a suitably qualified auctioneer with an established reserve price

Selection of a suitable option will include consideration of:
- the public demand and interest in the asset
- the method most likely to return the highest revenue
- the value of the asset
- the costs of the disposal method compared to the expected return
- compliance with statutory and other obligations

Disposal Conditions
- The reasons for selecting the method of sale, including the reasons for using anything other than a tender process, will be documented in Council's records management system
- Council Members and employees of the Council will not be permitted to purchase major plant/equipment unless the purchase is through public auction or open tender
- Where relevant, purchasers will be required to acknowledge in writing that no warranty is given in respect of the suitability and condition of the item before purchasing any item of major plant/equipment

6. MINOR PLANT / EQUIPMENT DISPOSAL

Community Groups

Council is often approached by many charities, community groups and schools who are seeking excess computer equipment or other Council property for their use.
Council authorises the sale or gifting of minor plant and equipment to these organisations.
A check shall be made to ensure the group is non-profit and that the intended use of the asset is non-commercial (ie non-profit)

Methods of disposal of assets

~~As appropriate, the following methods will be used for~~ Tthe sale ~~or disposal~~ of minor plant/equipment shall be by ~~:~~

~~a)~~ *public auction* - sale of goods through public open process (for example for items grouped into lots such as IT equipment, phones, etc)

~~b) *expressions of interest* - seeking expressions of interest~~

Disposal Conditions

- The reserve pPrice of individual items ~~is~~ to be auctioned shall be determined by the relevant Manager
- The reasons for selecting the method of sale will be documented in Council's records management system
- Council Members and employees of the Council will not be permitted to purchase minor major plant/equipment unless through public auction only.
- Where relevant, purchasers will be required to acknowledge in writing that no warranty is given in respect of the suitability and condition of the item before purchasing any item of minor plant/equipment
- ~~Community groups should receive equitable treatment to avoid possible claims of bias~~
- ~~A check should be made to ensure the group is non-profit and that the intended use of the asset is non-commercial (ie non-profit)~~
- ~~The charity/community group must remove the asset themselves and at no cost to the Council~~
- ~~Where items remain unsold or no interest is received by community groups, they are to be disposed by public auction to the general public~~
- Where items remain unsold through public auction or no interest is received by a community group(s) the item shall be either scrapped or dismantled for component recycling.

Donations

- Scrap materials salvaged from works e.g. pavers which are unsuitable for new Council projects may be "donated" to charities/sporting bodies with the authority of the General Manager
- Donations of other old assets may only be made with the authority of the General Manager and only after exploring all avenues for recouping a fair value for the Council. Council should only consider donations in response to a formal written request.

7. MONITORING AND REVIEW

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

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08/19.13.5 Policy Review - AM19 Asset Management

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Manager Infrastructure and Development Services
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy Revision – AM19 Asset Management

OFFICER'S RECOMMENDATION:

That Policy AM19 Asset Management, as amended, is adopted.

INTRODUCTION:

Council has a schedule for regular review of Policies. This Policy has not been reviewed since adoption at 15 August 2016.

PREVIOUS COUNCIL CONSIDERATION:

Adoption of AM19 Asset Management Policy 15 August 2016 – Minute No 08/16.12.6.90.
Discussion at the August 2019 Council Workshop.

OFFICER'S REPORT:

The policy has been updated to include the maintenance of a Strategic Asset Management Plan and minor wording correction.

It is recommended that Policy AM19 Asset Management, as amended, is adopted.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

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

Strategies
- Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area.
- Develop and maintain infrastructure assets in line with affordable long-term strategies.

Annual Plan 2019 – 2020

Strategy
Policy review Schedules
Action 6.2.1.12
Review Asset Management Policy - AM19 Asset Management.

LEGISLATION & POLICIES:

As identified in the policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO AM19
ASSET MANAGEMENT

DEPARTMENT:	Works & Infrastructure
RESPONSIBLE OFFICER:	Manager ~~Works &~~ Infrastructure & Development Services
LINK TO STRATEGIC PLAN:	Asset Management *Goal:* Ensure the efficient and effective provision of appropriate community assets
STATUTORY AUTHORITY:	Local Government Act 1993 Local Government (Content of Plans and Strategies) Order 2014
OBJECTIVE:	To manage Council's aAssets in accordance with relevant legislation
POLICY INFORMATION:	Adopted 15 August 2016 – Minute No.

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POLICY

1. SCOPE OF POLICY

The following classes of assets which are to be managed by Council through this Policy are:

(a) roads, bridges (including culverts) and traffic infrastructure

(b) stormwater infrastructure

(c) buildings

(d) any other class of assets, except land, where the total value of all assets within that class held by council is 5% or more of the total asset base of council

(e) any other class of assets Council chooses to manage over and above the requirements of legislation

2. GOALS

(a) To develop and maintain detailed Asset Registers of all assets owned or under Council's control and Long term Asset Management Plans.

(b) To ensure Councils assets are managed in an appropriate and financially sound manner, enabling the provision of appropriate levels of service delivery and maximising the sustainable use of available resources

(c) To seek innovative and cost effective means of improving work practices and processes to ensure Council's assets are managed in accordance with best practice principles.

(d) To minimise Council's exposure to risk in regard to asset failures.

3. ~~PRINCIPALS OF~~ ASSET MANAGEMENT PLANNING

3.1 Strategic Asset Management Plan

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Council will maintain a Strategic Asset Management Plan.

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The purpose of the plan is to document the relationship between the organisational objectives set out in the Break O'Day Council Long Term Strategic Plan and the asset management (or service) objectives and define the framework required to achieve asset management objectives. The Strategic Asset Management Plan shall encompass the following services:

1. Transport
2. Storm water
3. Building and facilities

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3.2 Asset Management Plans

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Asset Management Plans for Break O'Day Council will include, or will have developed for inclusion:

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(a) agreed service levels

(b) information on those assets

(c) resourcing for those assets

(d) compliance with all applicable legislation

(e) continual improvement in~~of~~ the management of those assets

(f) the promotion of sustainability and community resilience

(g) planning for climate change adaptation and mitigation

(h) the adoption of whole of life costing and linking to Council's Long Term Financial Plan

(i) the assignment of responsibility for service delivery and for the management of relevant assets

~~Council's Asset Management Plans will be reviewed and updated every four (4) years and within one (1) year of the election of a new Council.~~

4. MONITORING AND REVIEW

Council's Asset Management Plans will be reviewed and updated at least every four (4) years and within two ~~one~~ (2~~1~~) years after~~of~~ the election of a new Council.

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

08/19.14.0 COMMUNITY DEVELOPMENT

08/19.14.1 Community Services Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
05/15.13.4.135	18 May 2015	1. Increase General Manager's delegation for waiver of fees from $350 to $750. 2. That a review of the leased facilities is undertaken within the next financial year with a view to charges being applied.	Delegations updated. To be reviewed in 2018.
06/17.14.3.139	26 June 2017	That Council extend their current lease area of the Binalong Bay Foreshore to include Grants Lagoon and Skeleton Bay to the high tide water mark.	Awaiting signed lease from Crown Law.
05/18.14.2.117	21 May 2018	Council to take over ownership of the toilet block to be built at The Gardens with Council entering into an agreement with Parks & Wildlife (PWS) who will maintain and service the toilet block.	PWS to locate a temporary structure at The Gardens for upcoming summer season.

Motion Number	Meeting Date	Council Decision	Comments
08/18.8.2.182	20 August 2018	A report is sought providing advice in accordance with the requirements of *Section 65 of the Local Government Act 1993* for the information of Council at a future meeting and consider any advice as required from relevant State Agencies: That Council work with the Fingal Valley Neighbourhood House, the SES, local police and others to establish a Driver Reviver Site in Fingal at the Council owned Park and Public Toilet Facility on the Esk Highway. This site ideally should be operational before Christmas and operate through until after the Easter long weekend.	Awaiting a response from SES as to why this did not occur and when they intend to commence this project in our Municipality.
11/18.14.5.268	19 November 2018	That Council consider defining areas of Georges Bay Foreshore for specific purposes eg Beauty Bay swimming activities, grassed area in front of the Bayside – event space. The current jetty project which has been funded by the State Government is separate to this proposal.	Community feedback was sought during the two sessions held re St Helens Township forums – notes currently being compiled.
02/19.14.2.31	18 February 2019	The following areas have been identified as possible sites that could be suitable to house a basic toilet and shelter amenity to visitors whilst also creating an unexpected and memorable experience: • The Gardens • Scamander • Four Mile Creek (north of entry point) • South of Little Beach • St Helens • Burns Bay	Students have completed the project, currently waiting on receipt of final wrap up of all projects for future workshop.
03/19.8.2.47	18 March 2019	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:* That Council look at building a mountain bike and walking tracks in the Fingal Valley, and have it shovel ready for funding at the next State election.	Workshop agenda to look at options.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
12/18.14.5.308	17 December 2018	1. That Council work with the Facilitator for this group to seek funding through the Community Funding Program which closes in February, 2019. 2. That Council sponsors this program by donating seed funding in the sum of $5,200 to St Helens Neighbourhood House to auspice this program in 2019-2020 with a condition imposed that there is an increase in participation within this program. 3. That Council supports the Coordinator to apply for additional funding through the Tasmanian Community Fund to extend the scope and longevity of the program using the Council contribution to leverage these additional funds.	Completed.
07/19.14.2.176	15 July 2019	That Council support the St Helens Point Progress Association and provide a financial contribution of $1,000 to support the community group in undertaking a project to re-gravel the footpath along the Stieglitz Foreshore.	Completed.
07/19.14.3.178	15 July 2019	1. For the first three (3) years, Council waive all fees associated with the hire of infrastructure to support this event, that being stadium and banner hire fees for this event. 2. That Council provide a one (1) off financial payment of $1,500 for the creation of a Perpetual Trophy made by a local community group. 3 That Council provide a financial cash sponsorship $6,500 to engage Flow Mountain Bike.	Completed.

Council Community Grants/Sponsorship 2019-2020:

Council Community Grants/Sponsorship	**2019-20**
Community Services	
Community Grants	30,000
Youth Services	8,000
Misc Donations & Events	7,500
School Prizes	1,000
Council Sponsorship	
Funding for BEC Directory	2,000
Community car donation	2,500
St Helens Girl Guides - Sangaree	2,500
St Helens Marine Rescue	3,000
Suicide Prevention Golf Day	1,000
BEC	28,000

Community Event Funding	
Seniors Day	3,000
Australia Day Event	4,000
Swimcart	1,000
St Helens Athletic Carnival	2,500
Carols by Candlelight	1,600
St Helens Car Show (including Woodchopping)	7,000
Fingal Valley Coal Festival	2,000
Pyengana Endurance Ride -	500
Game Fishing	2,000
Marketing Greater Esk Tourism	2,500
Volunteer Week	2,500
Break O'Day Woodcraft Guild	2,500
Bay of Fires Winter Arts Festival	14,000
St Marys Memorial Service funding	500
St Marys Community Car & Bike show	2,000
East Coast Masters Golf Tournament	1,500
Fun in the Sun	500
Triathlon	2,000

Updates on current projects being managed by Community Services:

Safer Community Meeting & Network Meeting- Standing Item

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

St Helens Mountain Bike Network

Construction activity

Construction of trail has progressed well with four (4) crews working on these trails the majority of the time with a total of 23km trails in this network completed.

The construction of the Boardwalk in Boggy Creek was completed in July but as reported last month will not be commissioned until closer to the opening of the trail network.

Construction of the Trail Head on Flagstaff Road continued with electrical, Stormwater drainage and plumbing infrastructure installed. The design for the toilet block and shelter is finalized with construction commencing in early August 2019.

The completion of the prototype Phytophthora cinnamomi hygiene station has been delivered to council with testing occurring over the coming weeks prior to producing the remaining units.

The development of the MTB Safety Plan has been progressing with engagement with local and regional Emergency Services representatives ensuring best practice support will be provided to community members riding the trails.

Program of works

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

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

Also reported last month the upgrade of the intersections of the Tasman Highway at Flagstaff Road and intersection of Tasman Highway and Basin Creek Road are being programmed by State Growth.

Branding and Marketing

We are now putting together a schedule of Business Information sessions which will cover off on topics such as: Trail construction updates, Trail Ambassador program, Where to access MTB imagery Social media and website skills, Customer service development and more. Topics such as Social Media and web skill development will be headed up by Rob King from Kingthing Marketing who will discuss the Digital Ready Program which will be running programs in St Helens early September. Information on Customer Service will be provided by Jo Waldron from the Tasmanian Hospitality Association.

Members of the MTB planning team met with Nick Crawford from BEC to give him an update on information for him to pass on to his clients. We also used this opportunity to discuss with Nick the most asked questions so we can make sure these are covered off in the Business sessions.

The third MTB newsletter went out on 1 August to a list of 132 people.

Website development for the trails is underway with the Communications Coordinator currently developing content for the site.

A survey was sent out to 132 Break O'Day businesses on 2 August aimed at determining a bench mark of visitation information before the MTB boom hits. The survey features a number of general questions before asking respondents what sort of business they are, those that select Accommodation or Food and Accommodation are sent off to another section to answer questions related to overnight stays etc.

The aim is to send this survey out quarterly to capture seasonal data. The data collection aims of the survey are to collect data on: Visitor numbers, Bed nights, Employment rates, Economic impact on BODC, occupancy rates, economic impact on the region. This is just one facet of the data collection plan that has been developed.

We are now working on developing information for the official opening. The Communications Coordinator will be meeting with Tourism Tasmania and ECRTO on 7 August to flesh out ideas and get a collaborative approach underway considering the other two (2) major MTB events taking place in November. A save the date invite has already gone out to politicians and other VIPs to ensure they will be available for the event.

We are also working through the large amount of signage required for the network. A list of State Growth signage has been developed and sent to State Growth for them to work through and offer feedback. A list of on trail signage which, includes educational and wayfinding signage, has also been sent to Kingthing to determine sizes as this signage will have to be approved by Crown Land Services. Designs for this signage has already been completed so we just need approval and content to proceed.

Poimena to Bay of Fires Trail

Program of works

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

Council approved at the June council meeting the planning application to modify sections of trail at Poimena. Works will commence over the coming months once the permit process and approvals are attained and weather allows.

Negotiations and a site visit with Parks and Wildlife Tasmania and Friends of the Blue Tier representatives at Poimena in regards to the proposed new carpark. Conversations are ongoing with Parks and Wildlife Tasmania on the user facilities at Anson Bay Road, half way crossing point and the termination point of the trail at Swimcart Beach.

Trail opening is still on target for November 2019.

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

Council was not successful in their application for a multi-day walking experience – feedback received was that there were already commercial walks along the East Coast of Tasmania.

Community Events

2019

Delivery

- 6 July - St Marys Community Space Bush Dance

2020

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

Township Plans

A drop in session was held in Scamander –on Wednesday 7 August, 2019 from 3.00pm to 6.00pm.

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

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

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

Leaner Driver Mentor Program
Get In 2 Gear Statistics for July 2019.

This program has continued to support our youth and disengaged, unlicensed drivers in not only gaining their licences, but also addressing issues of social isolation, lack of self-confidence and self-worth. There are three (3) new Mentors who have commenced driving hours for the month of June. A big thank you to those in our community who volunteer their valuable time to assist with this program:

We currently have two (2) active Mentors on the books.

There were 16 active Leaners and one (1) now on the waiting list, with driving hours for July sitting at 88 hours.

Bendigo Bank Community Stadium Activity

Regular Use For the month of July the users included:

Mondays
- St Helens Basketball Association

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

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

Thursdays

- Georges Bay Netball Club
- Pain & Gain Fitness session

Fridays

- St Helens Netball Association matches

Saturday

Sundays

- Pain & Gain Fitness session

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

08/19.14.2 Reconciliation Action Plan

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community Services
FILE REFERENCE	011\002\002\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council work with Reconciliation Tasmania to develop a Reconciliation Action Plan.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

Previous Council Workshop discussion.

OFFICER'S REPORT:

Some background in relation to Reconciliation Tasmania (RT) - are a not for profit organisation which has been established to provide a safe and friendly place where the aim us to be build relationships, respect and trust between Aboriginal and non-Aboriginal Tasmanians:

- RT was launched in Tasmania on 9 August 2017 by the Premier and Governor in front of more than 700 Tasmanians who gave up their lunch hours to attend.
- RT now has over 300 members located statewide operating out of regional groups in the N, NW and S.
- RT is a registered 'not for profit' company limited by guarantee with a Board of 12 comprised of six (6) Aboriginal and six (6) non-Aboriginal Directors drawn equally from the three regional groups.
- RT is working to create a safe and open environment in which all Tasmanians can come together in a spirit of friendship and truth.
- RT is wholly neutral and independent with no ties to any political, religious or Aboriginal group but in dialogue with all.

Reconciliation Tasmania work with organisations to develop a Reconciliation Action Plan which is a framework to support organisations to achieve positive reconciliation outcomes. The plan may address but not limited to the following:

Relationships
Building relationships between Aboriginal and Torres Strait Islander peoples, communities, organisations and the broader Tasmanian community.

Respect
Fostering and embedding respect for the world's longest surviving cultures and communities.

Opportunities
Develop opportunities within Tasmanian organisations or services to improve socio-economic outcomes for Aboriginal and Torres Strait Islander peoples and communities.

The General Manager has had discussions with Bill Lawson in relation to Reconciliation Tasmania where Mr Lawson spoke about how the development of a Reconciliation Action Plan could benefit our community. As a follow up to this initial discussion, Mr Lawson would like to present to Council – and we are currently trying to arrange for a presentation at the September, 2019 workshop – this is yet to be confirmed.

LEGISLATION & POLICIES:

Strategic Plan 2017-2027

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

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

STRATEGIC PLAN & ANNUAL PLAN:

Not Applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

No cost to Council at this stage.

VOTING REQUIREMENTS:

Simple Majority.

08/19.15.0 DEVELOPMENT SERVICES

08/19.15.1 Development Services Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
01/19.6.2.3	21 January 2019	DA021-2018 – Planning Scheme Amendment and Subdivision – Parkside Farm – St Helens Point Road, St Helens	Additional submissions requested of all parties by TPC. Compilation of information in progress.
01/19.8.3.6	21 January 2019	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:* Council to investigate and consult with relevant agencies (including but not limited to Parks & Wildlife, State Government and neighbouring Councils) to explore options for both educating the public about, and enforcing, the new 'Dog Management Policy'. This would include greater hours for the Animal Control Officer and increased signage.	Research and PWS consultation underway.
04/19.15.5.91	15 April 2019	That Council write to the State Government to seek an increase in its staffing and resources for undertaking weed control on public land.	To be actioned, following the LGAT annual meetings in July.

Motion Number	Meeting Date	Council Decision	Comments
05/19.6.2.102	20 May 2019	DA040-2019 – Application to Amend the Break O'Day Interim Planning Scheme 2013 – Draft Amendment 02/2019	TPC has requested information from the representor in relation to whether a hearing shall be heard. Representor raised a number of questions seeking clarification. TFS has responded to query and awaiting advice from TPC whether a hearing is to be held.
05/19.8.2.105	20 May 2019	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:* That Council investigate the feasibility of reducing the cost to community members who use the sharp container disposal service.	An investigation is progressing into the numbers and risks involved in providing bins. Further work required.
05/19.15.5.114	20 May 2019	That Council write to the Tasmanian Parks and Wildlife Service to support its fire bans this summer to manage camp fire risks in Break O'Day reserves and its campground signage communicating the bans.	A letter has been drafted and will be sent within 14 days.
05/19.15.7.116	20 May 2019	That Council receive the draft 'Environment and NRM Strategy' and 'Environment and NRM Action Plan' (v2.2) and seek community comment on them, for the NRM Committee to consider in preparing final plans for Council.	The community consultation period ended on 14 July 2019. Comments received will be collated and presented to the NRM Committee for consideration.
07/19.8.2.162	15 July 2019	*A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:* That Council establish a working group, comprised of interested councillors, to form a review panel. This review panel will review the report *"Responding to Climate Change" Municipal Management Plan September 2013*. Further, and most importantly, to revise the action plan to take account of the changed climate landscape in which we now find ourselves and to bring a new and revised action plan back to Council for consideration.	To be actioned.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
07/19.6.1.158	15 July 2019	DA124-2017 – Legalisation of Studio, Shed and New Dwelling – 585 Elephant Pass Road, St Marys	Completed – Permit issued.
07/19.6.2.159	15 July 2019	DA260-2018 – Community Park Facility and Associated Car Parking – Groom Street, St Marys	Completed – Permit issued.
07/19.15.4.180	15 July 2019	That Council approve the attached design for the Portland Hall Amenities addition and internal alterations (excluding floor replacement).	Completed – Works to be scheduled on receipt of regulatory approvals.

RMPAT and TPC Cases:

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

Projects Completed in the 2019/2020 financial year

Description	Location	Updates
Nil	-	-

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

Description	Location	Updates
Amenities & Shelter Building	Flagstaff	• Building Application submitted at time of writing this report. • Works to commence immediately.
Old Tasmanian Hotel Redevelopment & Refurbishment	Fingal	• Proposed Plans Endorsed for Stage 1 & 2 by Council; • Planning Permit Approved 16 April 2019; • Building Application and Tendering Documentation 90 % complete.
Design Works for Future Upgrades to Portland Hall	Portland Hall, St Helens	• Planning Application Submitted 11 June 2019; • Building Application also pending.
St Helens Aerodrome Hanger Door Extensions	St Helens Aerodrome	• Works Authorised to Proceed; • Pending commencement date from contractor.
Community Notice Board	Cecilia Street, St Helens	• Proposed location confirmed and owners permission received; • Design currently being finalised with contractor; • Works yet to be scheduled.

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

Description	Location	Updates
New Amenities building	Wrinklers lagoon carpark	• Works scoping underway.
New Public Toilet Facility	The Gardens	• Further Investigations underway. • Temporary Amenity Solution currently being considered by Parks & Wildlife Service.
New Bus Shelter	Mathinna	• Consultation held with Mathinna Community Group and decision was made on location at Mathinna Recreation Complex. • Works to be scheduled.
Recycling Shed Additions	St Helens Waste Transfer Station	• Quotations currently being finalised; • Preparation works progressed onsite which include earthworks and relocation of fence.
Fingal Sports Complex Amenities Addition	Fingal Recreation Complex	• Planning Application submitted 28th June 2019; • Pending Planning Approvals & Council Decision.
Re Roof of Amenities Section	Bendigo Bank Community Stadium	• Quotations currently being sought.
Design Plans for External Upgrades to Car park	St Helens Sports Complex	• Estimates and further details currently being completed by Councils Engineer prior to consideration by Council.
Fingal Park Shelter	Fingal Park	• Proposed project as part of Fingal Drought Communities Funding Package.

NRM

Meetings

10 July 2019	**Mangana**	• Upper South Esk landcare and Productivity group Tasmanian Weed Action Fund project (Patersons curse) and funding application.
24 May 2019	**St Helens**	• Coordination with PWS of new dog signage.
7 August 2019	**St Helens**	• NRM Committee Meeting.

St Marys Rivulet flood management

- Awaiting feedback from the Australian Government's the Community Development Grants Programme on plans for St Marys Rivulet flood mitigation works and a funding contract. The project includes a new rain gauge and communications for a flash flood warning system, reducing flood risks by lifting The Flat Bridge and with a levee bank to protect housing behind Story Street upstream of Groom Street.

Break O'Day Council NRM Strategy review

- Three submissions were received on the draft Environmental and Natural Resource Management Strategy and Action Plan. The NRM Committee considered the comments made and changes for final drafts at its recent meeting and these will be considered by Council next.

Dog Management

- The Parks and Wildlife Service has completed installation of new signage for changed dog zones.
- Initial discussions have been held with PWS longer term arrangements with for cooperative dog management including further signage, enforcement and education. Both PWS and Council staff are considering the operational aspects of joint dog management opportunities.

On–going on the NRM desk

- Lower George flood management and support to Lower George Riverworks Trust with priorities from their Action Plan.
- larapuna Community Weekend held 2-4 August (Community Grant and promotions support)
- Council Weed Plan update, 'Tree Guide'.

Environmental Health

No Report available.

Weed Management Progress Report

Follow up treatments this month included:

- Various isolated occurrences of Spanish heath on St. Helens Point Road
- Blackberry at O'Connors beach
- Spanish heath in Binalong Bay
- Manual removal of Spanish heath, Lynn Court, Fourmile Creek
- Spanish heath on parts of Reids Road
- Spanish heath on Argonaut road

A new isolated occurrence of Spanish heath in the Stieglitz area was found and removed.

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

Weed of the month – Bridle creeper.

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	2018/2019		2019/2020	
	Persons	Vaccinations	Persons	Vaccinations
July - December	49	51	0	0
January - June	124	124	0	0
TOTAL	**173**	**175**	**0**	**0**

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.

08/19.15.2 Planning Approvals Issued

INFORMATION

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
064-2019	St Helens	Realignment of Stages 1-3 Poimena to Bay of Fires MTB Trail, Carpark & Temporary Toilet	S57	59	59
088-2018	Akaroa	Dwelling & Carport	S57	39	39
048-2019	Binalong Bay	Second Storey Addition to Dwelling	S57	102	38
077-2019	Binalong Bay	Construction of Shed	S57	55	26
089-2019	Scamander	Roof Over Deck & Shipping Containers	S57	28	28
079-2019	Falmouth	Carport	S57	47	30
124-2017	St Marys	Legalisation of Studio & Shed & New Dwelling	S57	109	109
260-2018	St Marys	Community Park & Associated Car Parking	S57	61	61
076-2019	Scamander	Shed	S57	65	29
278-2018	St Helens	Legalisation of Change of Use - Yoga & Wellness Studio	S57	45	45
088-2019	St Helens	Roof Over Player's Shelters	S57	41	41
069-2019	Scamander	Multiple Dwelling, Carport & New Access	S57	82	40
070-2019	Scamander	Dwelling & New Access	S57	68	34
103-2019	Stieglitz	Change of Use - Dwelling to Visitor Accommodation	S58	5	5
029-2019 AMEND	Gray	Shed Size Reduction	S56	14	14
104-2019	St Helens	Carport	NPR	13	13
060-2019	Akaroa	Dwelling	S57	107	36
118-2019	Goshen	Stacked LOOP MTB Trailhead Amenities & Kiosk	NPR	4	4
114-2019	Binalong Bay	Awning Over Existing Deck & New Internal Bathroom	S58	10	10
080-2019	St Marys	Dwelling Additions & Alterations	S58	42	15
095-2019	St Helens	Washdown Bay	S57	28	28
090-2019	Goulds Country	Dwelling & Shed	S57	49	25
PLANNING APPROVALS			**2018-2019**		226
PLANNING APPROVALS			**2019/2020**	YTD	22
COU Visitor Accommodation				YTD	1

08/19.15.3 Planning Approvals

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	EOFY 2018/ 2019
NPR	2												**2**	
Permitted	3												**3**	
Discretionary	16												**16**	
Amendment	1												**1**	
Total applications	22												**22**	226

Ave Days to Approve Nett (1)	33.13												**33.13**

Note (1) - Ave Days to Approve Nett - Calculated as Monthly Combined Nett Days to Approve/Total Applications

08/19.15.4 Building Services Approvals

Building Services Approvals Report
July 2019

Date of Approval	BA No.	Town	Development	Value
05-Jul-19	2019 / 00045	Scamander	Transportable Ancillary room to Dwelling	$12,500.00
08-Jul-19	2019 / 00061	St Helens	New Shed	$14,500.00
08-Jul-19	2019 / 00016	Akaroa	Additions to Dwelling - Garage with Amenities	$16,800.00
08-Jul-19	2019 / 00066	St Helens	New (Shed) & Additions to Dwelling (Deck & Veranda)	$32,000.00
09-Jul-19	2018 / 00183	Falmouth	New Dwelling	$500,000.00
18-Jul-19	2018 / 00291	St Helens	New Two Story Dwelling incorporating Deck, Garage & Carport	$330,000.00
22-Jul-19	2018 / 00061	Seymour	New Dwelling with attached Deck & Carport & New Shed	$180,000.00
23-Jul-19	2019 / 00076	Scamander	New Shed	$19,200.00
25-Jul-19	2019 / 00037	Beaumaris	Addition to Dwelling - Pergola	$19,146.00
25-Jul-19	2019 / 00014 - STAGE 2	Scamander	New Shed & Carport	$16,500.00
26-Jul-19	2019 / 00078	Goulds Country	Addition to Dwelling - Upper Floor Deck & Ground Floor Extension to Carport	$10,000.00
29-Jul-19	2019 / 00101	St Helens	New Roof Mounted Solar Panels on Tilt Frame (7.7KW)	$5,000.00
29-Jul-19	2018 / 00215 - AMEND	Scamander	New (Amended for Roofed Deck/Veranda) - Dwelling, Veranda, Deck & Storage Container	$71,000.00
30-Jul-19	2019 / 00039	Mathinna	Additions - Accessible Toilet & Carport	$30,000.00

ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE		**2018/2019**	**2019/2020**
		$920,100.00	$1,256,646.00
ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	**MONTH**	**2018**	**2019**
	July	$920,100.00	$1,256,646.00
NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	**MONTH**	**2018/2019**	**2019/2020**
	July	10	14

08/19.15.5 New Dog Exercise Areas for Binalong Bay, St Marys and St Helens

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

OFFICER'S RECOMMENDATION:

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

INTRODUCTION:

Council adopted a revised Dog Management Policy in December 2018 that foreshadowed new Exercise Areas, following input from the community and the Parks and Wildlife Service.

PREVIOUS COUNCIL CONSIDERATION:

12/18.15.5.315 *Moved: Clr G McGuinness / Seconded: Clr J Drummond*
1. That Council adopt the amended and revised Dog Management Policy 2018.
2. That Council declare the Declared Areas in the revised Dog Management Policy 2018, to apply for a period of six (6) years, in accordance with the Dog Control Act 2000.
CARRIED UNANIMOUSLY

01/19.8.3.6 *Moved: Clr J Drummond / Seconded: Clr J Tucker*
A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:
Council to investigate and consult with relevant agencies (including but not limited to Parks & Wildlife, State Government and neighbouring Councils) to explore options for both educating the public about, and enforcing, the new 'Dog Management Policy'. This would include greater hours for the Animal Control Officer and increased signage.
CARRIED UNANIMOUSLY

August Council Workshop.

OFFICER'S REPORT:

Community submissions on the draft dog policy in 2018 called for more fenced facilities to provide off-lead opportunities for dog exercise.

Council foreshadowed in the revised policy that it will consider new fenced Exercise Areas for Binalong Bay, St Marys and other locations and declare them for off-lead access when built. The existing St Helens Dog Exercise Area is well-used facility worthy of increased capacity.

Facilities

Fencing dog exercise areas in urban area reduces the risk of active dogs running free harming people, property, livestock and wildlife. It also means the risks are reduced for owners you have a space they are entitled to use for exercising their dogs in.

Active dogs should have clean water available. Shade, seating, exercise equipment/features and bags for cleaning up after dogs and waste disposal bins may also be appropriate.

Development and Declaration process

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

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

Council should propose and seek community comment the following new Dog Exercise Areas (shown in red on the maps) as fenced areas for off lead dog exercise and consider submissions before deciding to build and declare them.

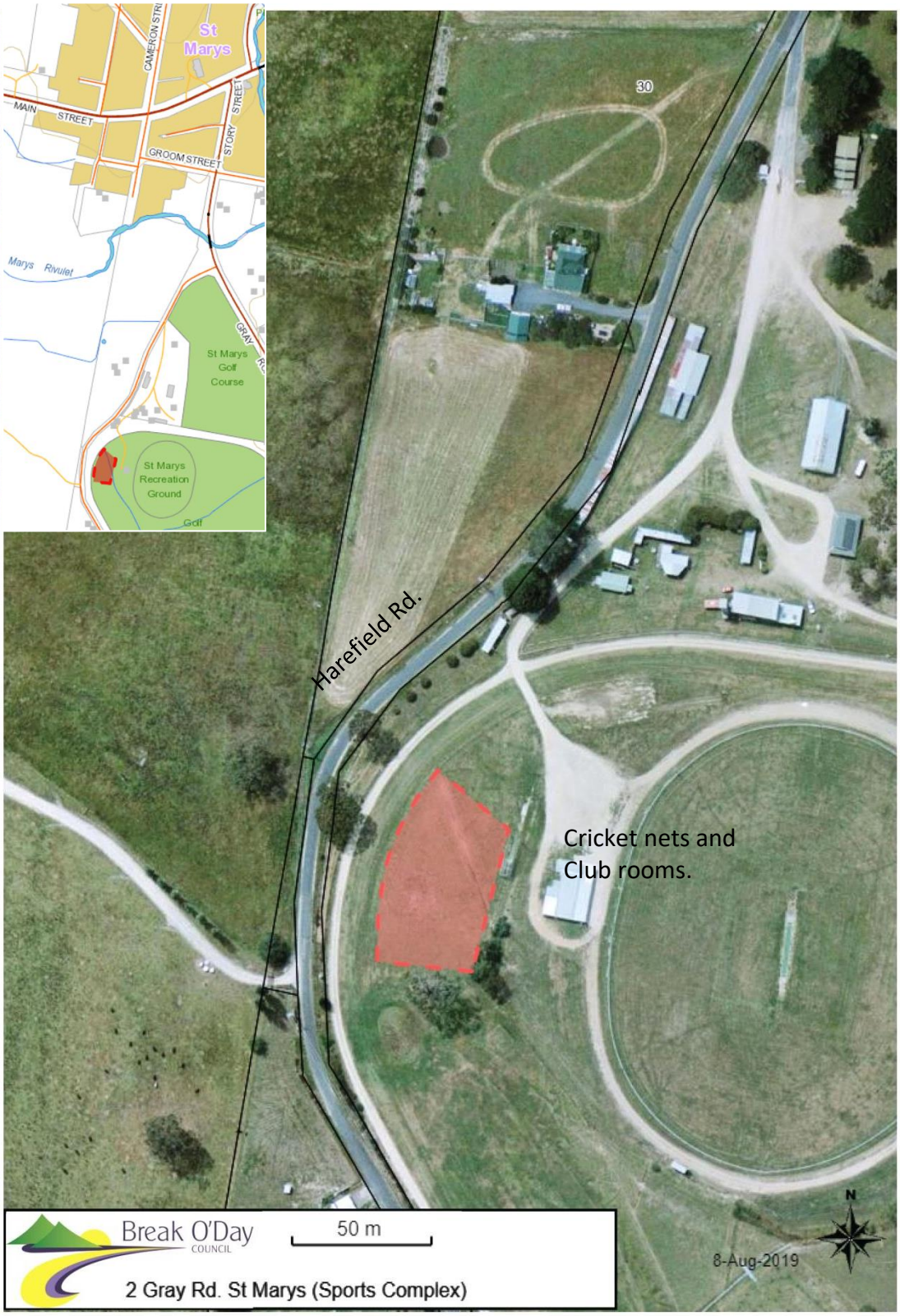
Reserve Street Binalong Bay – Humbug Point Nature Recreation Area

This area would be located on *Humbug Point Nature Recreation Area* and require a Crown Lease.

It provides a 0.6ha area and 170m long run and has a 25m off-set from nearby private properties. Associated car parking and access off the end of Reserve Street would need to be developed. No off-lead dog exercise opportunities are currently available from Binalong Bay to The Gardens.

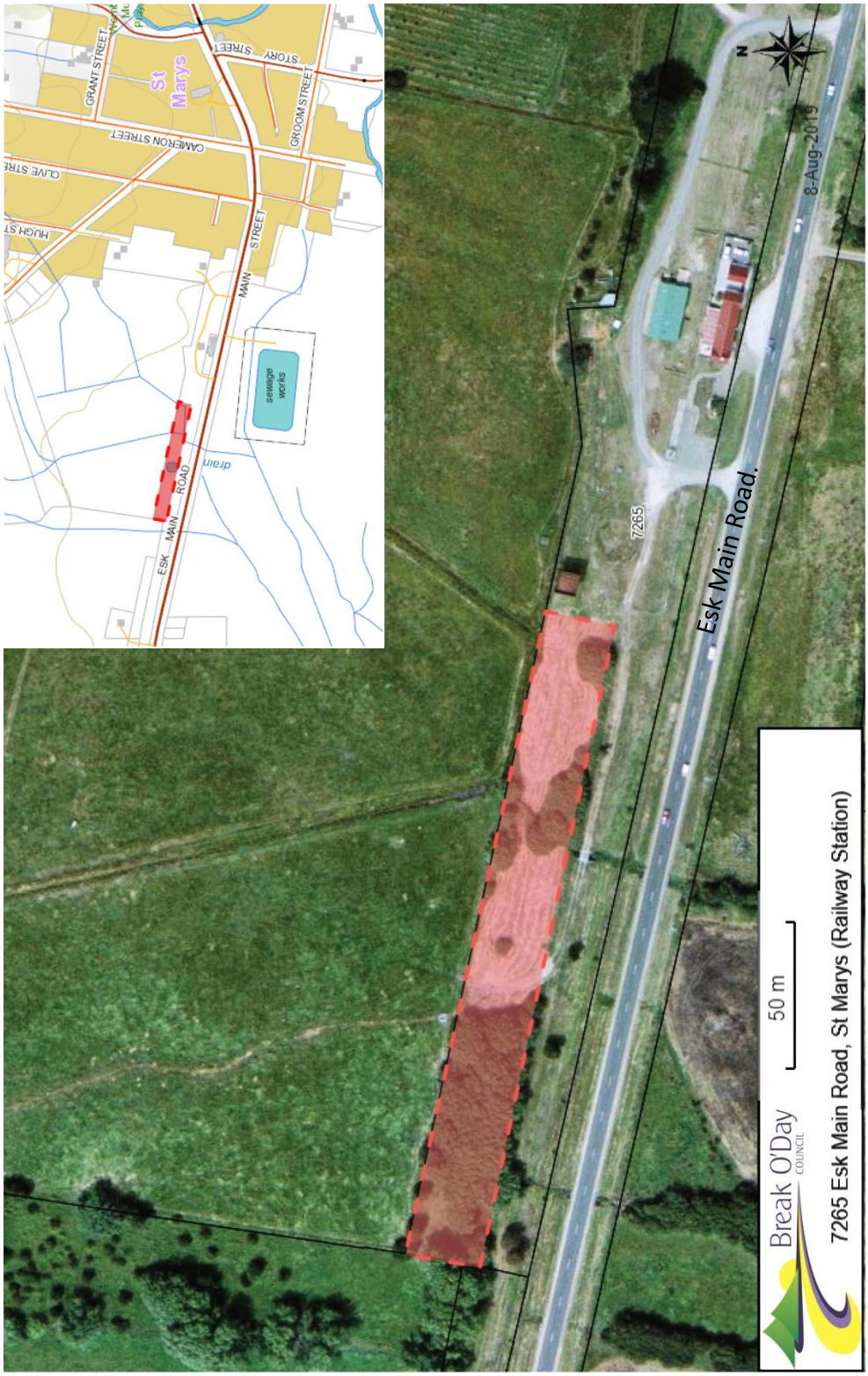
St Marys Sports Complex - Harefield Rd. (2 Gray Road, St Marys)

Much of the St Marys Sports Complex comprises sports fields and playing areas on which dogs are currently prohibited at all times. This area is located on remaining available space and while not large (0.2ha and a run of 70m) a second longer exercise area is also proposed for St Marys.



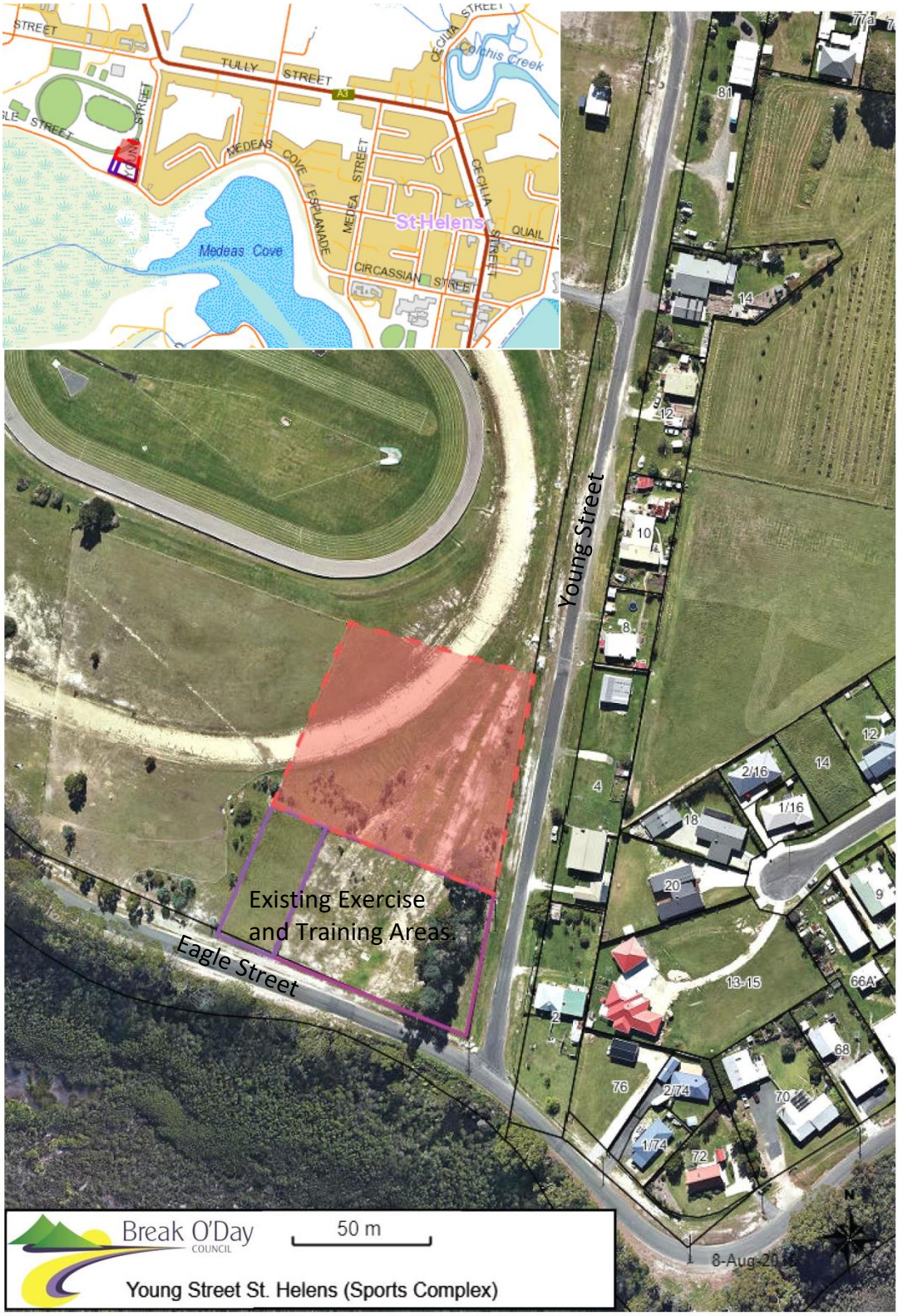
Old St Marys Railway Station (7265 Esk Main Road St Marys)

Dogs are walked at this site and the new exercise area proposed is behind the railway embankment and away from the Esk Main Road. It provides a long run of 220m on a 0.5ha area. Safe access around the old railway turntable would be needed.



Extension - St Helens Sports Complex - Young Street, St Helens

This area would add 0.6ha to the existing fenced Exercise and Training Areas and includes part of the old trotting track and embankment. Access off Young Street and dog exercise equipment/features may be provided at this popular facility. A Declaration for this area would also replace on the new area the current Declaration that prohibits dogs from St Helens Sports Complex (except the current dog exercise areas).



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

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

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

Annual Plan 2017 – 2018

Action 3.3.1.13
Dog Management Policy - Implement revised Dog Management Policy - signage, education, compliance and new dog exercise facilities.

LEGISLATION & POLICIES:

Dog Control Act 2000.
Dog Management Policy (EP05).

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Broadly, each of the new dog exercise areas may cost upwards of $3000 to establish. Costings would depend on final areas chosen, facilities and works required.

The 2019-2020 Budget includes $10,000 for development of the St Helens Dog Exercise Area which can accommodate the expansion proposed. The other new dog exercise facilities sites, if not within current budget allocations, the cost of establishing them will be bought to Council to consider.

VOTING REQUIREMENTS:

Simple Majority.

08/19.15.6 Fingal Recreation Ground Public Toilet

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Jake Ihnen, Building Services Coordinator
FILE REFERENCE	004\008\004\
ASSOCIATED REPORTS AND DOCUMENTS	Proposed Plans & Specifications

OFFICER'S RECOMMENDATION:

That Council approve the proposed design for the Fingal Toilet Addition at the Fingal Recreation Complex.

INTRODUCTION:

Council have previously considered the installation of public amenities to the Fingal Recreation Ground. Subsequent to public consultation the attached proposal has been developed.

PREVIOUS COUNCIL CONSIDERATION:

09/13.14.6.259 – Fingal Sports Complex Toilet Block.
August Council Workshop.

OFFICER'S REPORT:

The old Fingal Recreation Ground amenities block was demolished in October 2018. Since this time community consultation has been held to develop the attached proposal which involves a small addition to the eastern side of the existing building including an accessible unisex toilet facility.

Other options that were explored included a standalone public facility and internal alterations to the existing facility, however, the addition to the existing building proved to be the most suitable and economical solution.

The improvements have been designed to meet community needs and feedback received in relation to the current and future needs for the recreation complex.

The construction of the facility has been included in the 2019/2020 budget.

STRATEGIC PLAN & ANNUAL PLAN

Strategic Plan 2017-2027

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

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

LEGISLATION & POLICIES

Nil.

BUDGET AND FINANCIAL IMPLICATIONS:

The maximum cost to Council is $60,000 and is listed in the 2019/2020 Capital Works Budget.

VOTING REQUIREMENTS

Simple Majority.

BUILDING DESIGNER:	JONATHAN PUGH
ACCREDITATION NO.:	CC 6894
[illegible]	CC [illegible]
DESIGN WIND SPEED:	ASSUMED N3
SOIL CLASSIFICATION:	ASSUMED M
CLIMATE ZONE:	7
BUSHFIRE PRONE BAL RATING:	BAL LOW
ALPINE AREA:	N/A
CORROSION ENVIRONMENT:	MODERATE
FLOODING RISK:	UNKNOWN
LANDSLIP:	NO
DISPERSIVE SOILS:	UNKNOWN
SALINE SOILS:	UNKNOWN
SAND DUNES:	NO
MINE SUBSIDENCE:	NO
LANDFILL:	NO
DATUM LEVEL AHD KERB:	UNKNOWN
GROUND LEVEL:	MIN 150mm BELOW FL
FINISHED FLOOR LEVEL:	AS PER PLANS (OR 100mm ABOVE GL)
OVERFLOW SURFACE GULLY LEVEL:	MIN 150mm BELOW FL

Development Application

June 2019

Fingal Football Club Alterations
Proposed Amenities

Fingal Football & Recreation
Ground, Fingal
TAS 7214

for Break O'Day Council

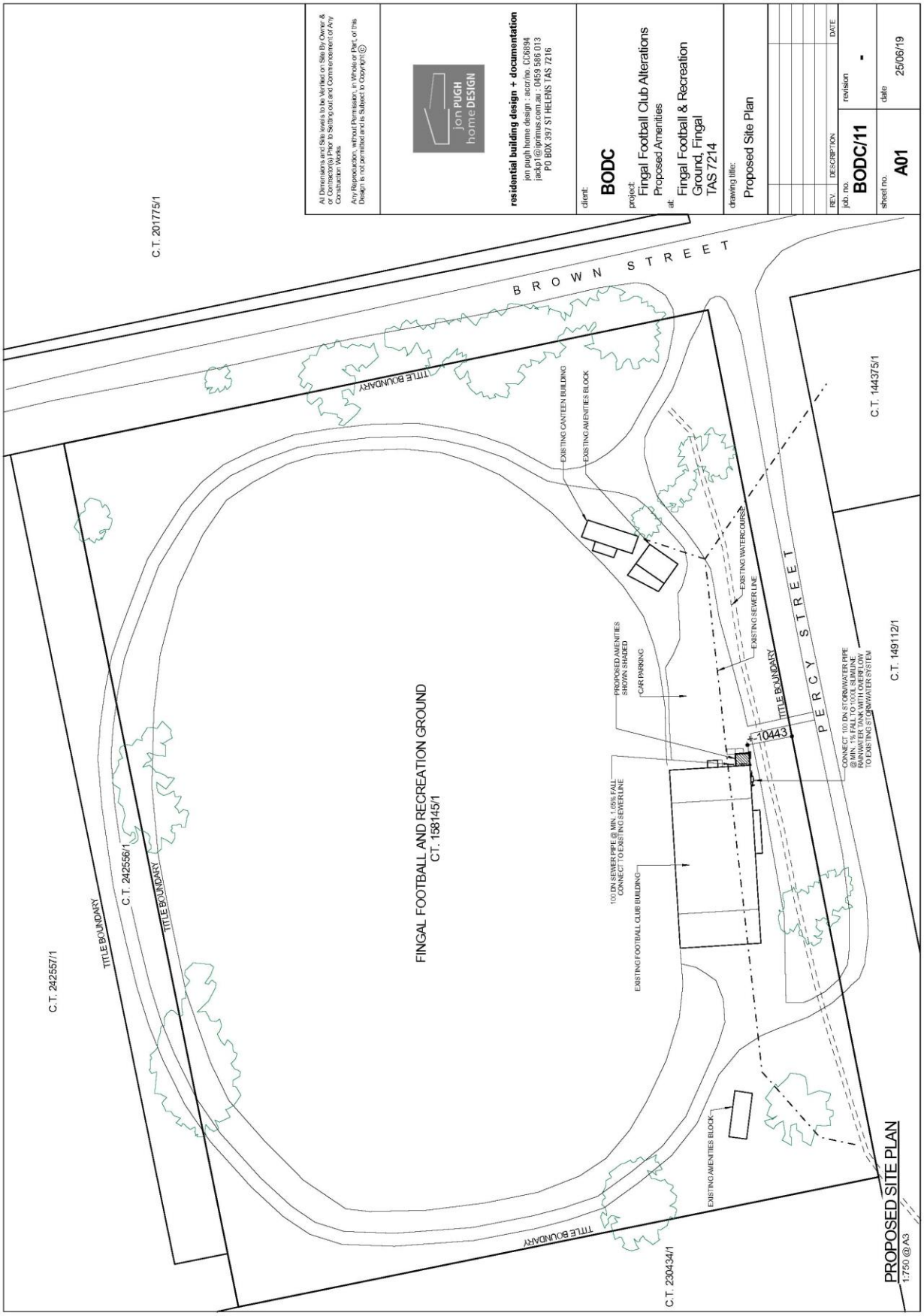
Building Areas

Proposed Amenities	9.93m²

Drawing Schedule

Drg No.	Drawing Name
A01	Proposed Site Plan
A02	Existing Part Floor Plan – Elevations
A03	Proposed Part Floor Plan – Elevations

jon pugh home design : accr'no. CC6894
jackolt@iprimus.com.au 0459 586 013
PO BOX 397 ST HELENS TAS 7214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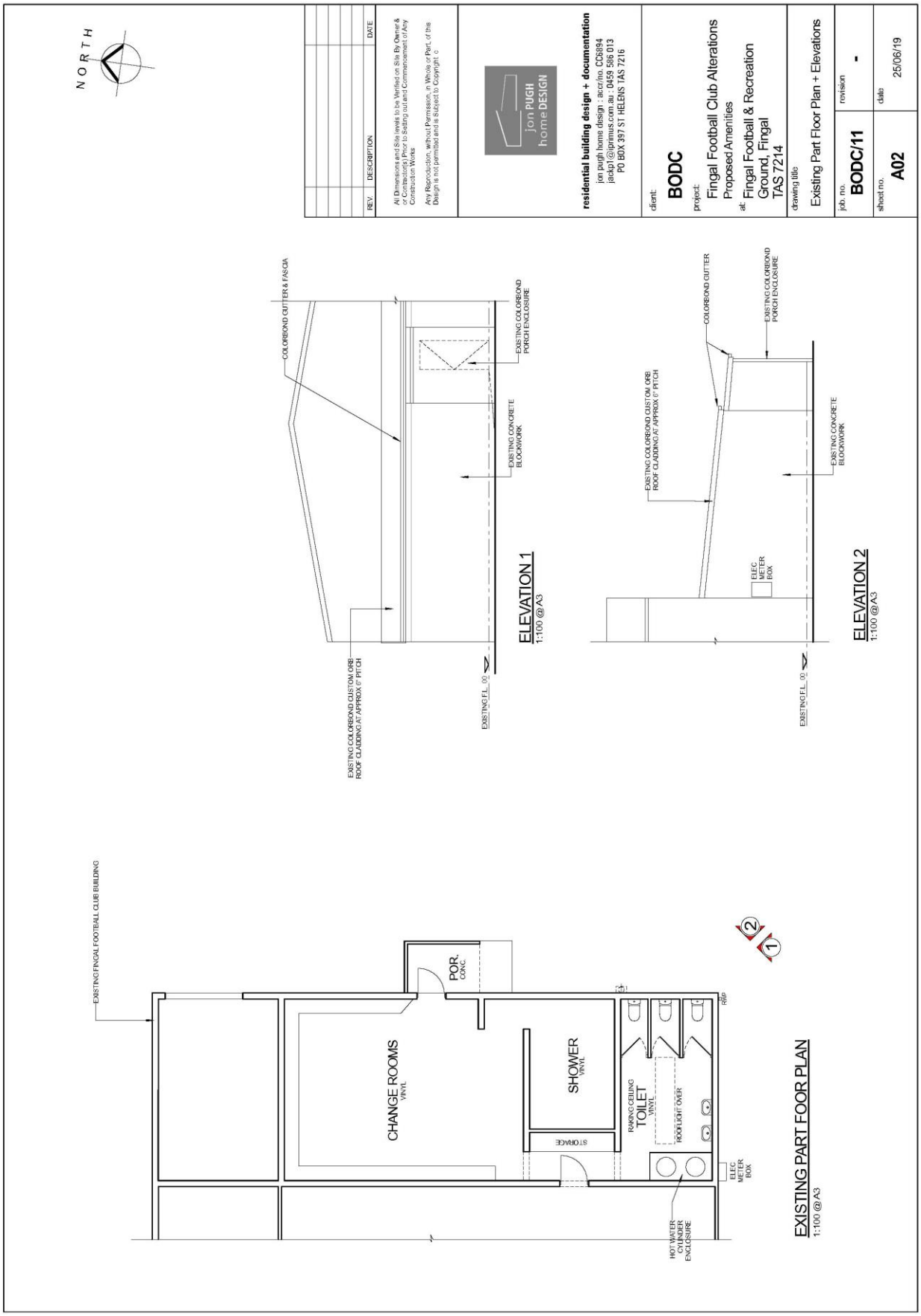
residential building design + documentation
jon pugh home design : accr.no. CC6894
jackp1@primus.com.au : 0459 586 013
PO BOX 397 ST HELENS TAS 7216
client:
BODC
project:
Fingal Football Club Alterations
Proposed Amenities
at:
Fingal Football & Recreation Ground, Fingal
TAS 7214
drawing title:
Proposed Site Plan
REV DESCRIPTION DATE
job. no.
BODC/11
revision
-
sheet no.
A01
date
25/06/19
C.T. 201775/1
BROWN STREET
TITLE BOUNDARY
EXISTING CANTEEN BUILDING
EXISTING AMENITIES BLOCK
C.T. 144375/1
EXISTING WATERCOURSE
EXISTING SEWER LINE
PERCY STREET
PROPOSED AMENITIES SHOWN SHADED
CAR PARKING
10443
CONNECT 100 DN STORMWATER PIPE @ MIN. 1.65% FALL TO EXISTING STORMWATER SYSTEM
C.T. 149112/1
100 DN SEWER PIPE @ MIN. 1.65% FALL CONNECT TO EXISTING SEWER LINE
EXISTING FOOTBALL CLUB BUILDING
FINGAL FOOTBALL AND RECREATION GROUND
CT. 158145/1
C.T. 242556/1
C.T. 242557/1
EXISTING AMENITIES BLOCK
C.T. 230434/1
PROPOSED SITE PLAN
1:750 @ A3


NORTH
REV. DESCRIPTION DATE
All Dimensions and Site levels to be Verified on Site By Owner & or Contractor Prior to Setting out and Commencement of Any Construction Works
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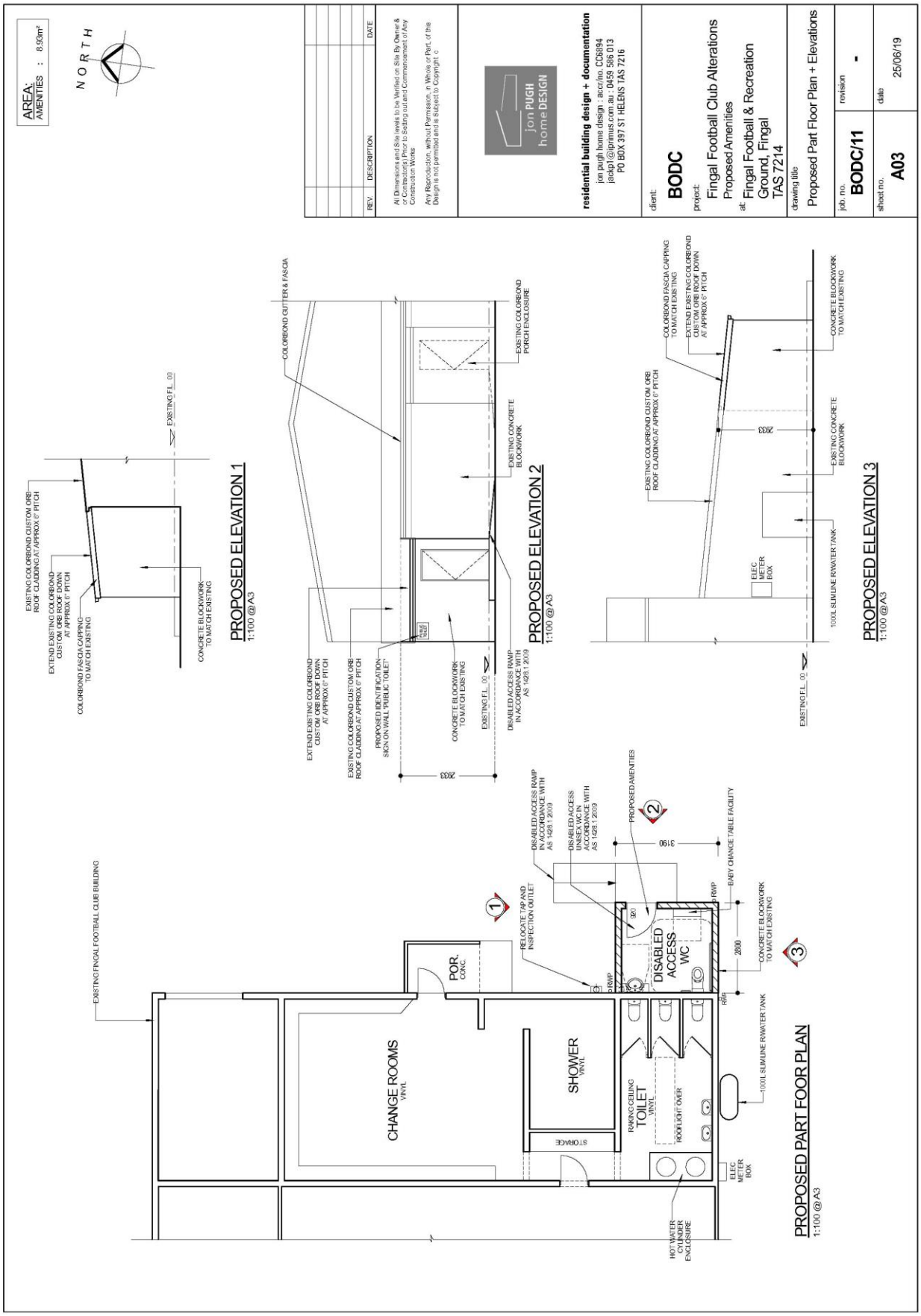
PO BOX 397 ST HELENS TAS 7216
client:
BODC
project:
Fingal Football Club Alterations
Proposed Amenities
at:
Fingal Football & Recreation
Ground, Fingal
TAS 7214
drawing title
Existing Part Floor Plan + Elevations
job. no.
BODC/11
revision
-
sheet no.
A02
date
25/06/19
COLORBOND GUTTER & FASCIA
EXISTING COLORBOND PORCH ENCLOSURE
EXISTING CONCRETE BLOCKWORK
EXISTING COLORBOND CUSTOM ORB ROOF CLADDING AT APPROX 6° PITCH
EXISTING F.L. 00
ELEVATION 1
1:100 @A3
COLORBOND GUTTER
EXISTING COLORBOND PORCH ENCLOSURE
EXISTING COLORBOND CUSTOM ORB ROOF CLADDING AT APPROX 6° PITCH
EXISTING CONCRETE BLOCKWORK
ELEC METER BOX
EXISTING F.L. 00
ELEVATION 2
1:100 @A3
EXISTING FINGAL FOOTBALL CLUB BUILDING
POR. CONC.
CHANGE ROOMS VINYL
SHOWER VINYL
STORAGE
RAKING CEILING
TOILET VINYL
ROOFLIGHT OVER
ELEC METER BOX
HOT WATER CYLINDER ENCLOSURE
EXISTING PART FOOR PLAN
1:100 @A3


AREA:
AMENITIES : 8.93m²
NORTH
REV. DESCRIPTION DATE
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PO BOX 397 ST HELENS TAS 7216
client:
BODC
project:
Fingal Football Club Alterations
Proposed Amenities
at: Fingal Football & Recreation Ground, Fingal TAS 7214
drawing title
Proposed Part Floor Plan + Elevations
job. no. BODC/11
revision -
sheet no. A03
date 25/06/19
PROPOSED ELEVATION 1
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PROPOSED ELEVATION 2
1:100 @A3
PROPOSED ELEVATION 3
1:100 @A3
PROPOSED PART FOOR PLAN
1:100 @A3
EXISTING FINGAL FOOTBALL CLUB BUILDING
CHANGE ROOMS
VINYL
POR.
CONC.
SHOWER
VINYL
STORAGE
TOILET
VINYL
DISABLED ACCESS WC
RAKING CEILING
ROOFLIGHT OVER
RELOCATE TAP AND INSPECTION OUTLET
DISABLED ACCESS RAMP IN ACCORDANCE WITH AS 1428.1 2009
DISABLED ACCESS UNISEX WC IN ACCORDANCE WITH AS 1428.1 2009
PROPOSED AMENITIES
BABY CHANGE TABLE FACILITY
CONCRETE BLOCKWORK TO MATCH EXISTING
1000L SLIMLINE RWATER TANK
ELEC METER BOX
HOT WATER CYLINDER ENCLOSURE
EXISTING F.L. 00
EXISTING COLORBOND CUSTOM ORB ROOF CLADDING AT APPROX 6° PITCH
EXTEND EXISTING COLORBOND CUSTOM ORB ROOF DOWN AT APPROX 6° PITCH
COLORBOND FASCIA CAPPING TO MATCH EXISTING
CONCRETE BLOCKWORK TO MATCH EXISTING
COLORBOND GUTTER & FASCIA
EXISTING COLORBOND PORCH ENCLOSURE
EXISTING CONCRETE BLOCKWORK
PROPOSED IDENTIFICATION SIGN ON WALL 'PUBLIC TOILET'
DISABLED ACCESS RAMP IN ACCORDANCE WITH AS 1428.1 2009
2933
3190
2800

08/19.16.0 GOVERNANCE

08/19.16.1 General Manager's Report

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

OFFICER'S RECOMMENDATION:

That the General Manager's report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
06/19.8.1.131	24 June 2019	a) That Council recognises with serious concern Climate Change and requests bilateral support with all forms of Government; and b) That Council write to the State and Federal Governments seeking action.	Response being developed.
07/19.16.2.182	15 July 2019	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.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
04/19.16.3.95	15 April 2019	That Council implement Audio Recording of Council Meetings at an approximate cost of between $15,000 - $17,000 ex GST with a provision to be made in the 2019/2020 budget. AND That Council authorise the General Manager following consultation with Council's IT provider to request firm quotes, appoint a preferred company and proceed with implementation following adoption of the 2019/2020 budget.	Completed. Equipment ordered installation and training will take place in due course.
04/19.16.7.99	15 April 2019	That Council's management team progress the development of an application based on the potential priorities identified by Council.	Drought Communities Program Application (2) submitted for identified projects.
07/19.8.1.161	15 July 2019	That Council include the St Marys Community Space Project in the application for the Drought Relief Funding Package for the Fingal Valley.	Completed.

Meeting and Events attended:

17.07.19	**Orford**	–	David Metcalf Retirement, attended the function to thank the former Glamorgan-Spring Bay Council General Manager for his service to the communities of the East Coast and Local Government in general
18.07.19	**St Helens**	–	Old St Helens Hospital, participated in the community consultation undertaken by Department of Communities Tasmania regarding the future use of this site. – Future Use for Old St Helens Hospital
22.07.19	**Weldborough**	–	Weldborough Waste Transfer Station, attended the community meeting held by Council to discuss the issues we are experiencing in relation to the illegal dumping at the site and access not operating the way it was intended. Positive meeting with those in attendance understanding the situation and the implications if it isn't resolved
25.07.19	**St Helens**	–	Esk Main Road Shoulder Widening, meeting with Pitt & Sherry regarding the next stage of this project.
25.07.19	**St Helens**	–	Destination Action Plan (DAP), participated in the meeting which discussed the projects which are being worked on, waste reduction/compostable items being used by businesses and a potential 'Ask a Local Campaign'.
26.07.19	**Launceston**	–	Northern Tasmania Development Corporation, Mayor and myself met with NTDC Executive Officer to discuss a range of matters including Council's views in relation to the benefit being received by BODC; Regional Economic Development Plan; Population Attraction program; and NTDC current projects in general. Discussion also occurred in relation to the forthcoming Board member recruitment process and the linkage with Local Government.
30.07.19	**Campbell Town**	–	St Helens Mountain Bike Project, meeting with Sustainable Timbers Tasmania (STT) to discuss the Lease and operational arrangements for the MTB trails with a particular focus on the Flagstaff Trailhead and road infrastructure.

31.07.19	**Poimena**	–	Poimena Car Park, site visit involving Parks and Wildlife Services and the Friends of the Blue Tier to review the plans for the proposed new car park and how it could fit within the site constraints. Quite positive meeting with general agreement on how it could come together including timing of the proposed Blue Tier trail alignment becoming operational.
01.08.19	**Fingal**	–	Fingal Valley Tourism, meeting of interested individuals to see whether a group could be established to work on tourism projects in the Fingal Valley following the cessation of the Greater Esk Tourism Committee. Tourism Northern Tasmania attended the meeting and discussion occurred on the Fingal Valley DAP and what had been achieved in this regard. New group is forming and leadership has been established.
05.08.19	**St Helens**	–	Council Workshop
09.08.19	**St Helens**	–	Basin Creek Road, meeting with Timberlands to discuss their use of this road and the future interaction with MTB shuttle operations. Meeting also discussed their road maintenance activities in this area.
12.08.19	**St Helens**	–	Jobs Action Package, phone conference with Kim Evans (Department of State Growth) and Jenny Gale (Department of Premier & Cabinet)

Meetings & Events Not Yet Attended:

14.08.19	**St Helens**	–	Local Government Association of Tasmania (LGAT), webinar regarding 21st Century Councils conversation
14.08.19	**St Helens**	–	Drought Communities Programme, project commencement meeting with PWS to finalise management and operational arrangements for the PWS Fingal Valley Tracks Project
16.08.19	**St Helens**	–	Senator Eric Abetz and John Tucker MP
16.08.19	**Launceston**	–	Northern Region General Managers Meeting
19.08.19	**St Helens**	–	Council Meeting

General – regular meetings with Departmental Managers and individual staff when required addressing operational issues and project development. Meeting with community members and organisations included Nigel Collette & John Brakey, Brett Woolcott (Woolcott Surveying), Buck Gibson (Vertigo), Kerry & Joanne Franklin, Luc Gilmore, Glen Jacobs (World Trail).

Brief Updates:

Drought Communities Program

The second application under the Drought Communities Programme focussed on the St Marys community Space Project has been lodged with the Department of Industry, Innovation and Science. The initial Application has now progressed past the Programme Delegate and we are now in a position to commence the project. During the Application process recruitment for the projects was undertaken and six people have been engaged and inducted for the project and they will form the basis of two teams working on elements of the project, Building projects and the Fingal Valley Walking track project.

Jobs Action Package

Following the development of a project proposal based around a number of identified projects in the community, the proposal has been under consideration by the Jobs Action Program Partnership Steering Committee comprising State Government representatives over the last month. The proposal sought funding over a three year period which would enable the project to become well established and to demonstrate success in addressing the barriers to employment. Initial feedback is that this time period is going to be outside the amount which can be provided. The next stage is to meet with the Steering Committee representatives to develop the Expression of Interest (proposal). It is intended that the project will be managed by a representative cross-sectoral steering group under the umbrella of a local community group. Council's role would be to provide support systems as well as to potentially manage the funds. Council staff would continue to play a role but we need to ensure that leadership and ownership within the local community is generated.

Review of Local Government Legislation Framework

The State Government have released the Reform Directions Paper seeking comments on the matters raised in the paper. Following the discussion at the last Council workshop, Councillors will provide their comments which will be collated for discussion by Council to determine whether a consensus position can be communicated. Those matters where there are no consensus will be covered off through individual submissions by Councillors

Esk Main Road Shoulder Widening

Department of State Growth have initiated the next stage of the shoulder widening project on the Esk Main Road by engaging Pitt & Sherry to prepare the project design and undertake community consultation. The project will address the remaining sections between St Marys and Fingal; St Marys to Cornwall Road; and Break O'Day River to Fingal. The General Manager has raised the need to upgrade the Cornwall Road intersection with both the Department and Pitt & Sherry and has been advised that these works would be outside the scope of the project. The General Manager has also drawn the increasing prevalence of ice on the road through the section of plantation east of Cornwall Road to the attention of both the Department and Pitt & Sherry noting that this will only get worse as this plantation grows and suggested that consideration be given to using the high anti-skid rated sealing metal if a reseal in this area is required.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
Humbug Point Recreation Area, Binalong Bay	Affixing Common Seal	Crown Lease	Number 12 – Miscellaneous Powers and Functions to the General Manager

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

01.07.2019	337 Certificate	80 Kohls Road, Pyengana	2755140
02.07.2019	337 Certificate	10 Lindsay Parade, St Helens	7731762
02.07.2019	337 Certificate	7 Akaroa Avenue, Akaroa	7610522
05.07.2019	337 Certificate	23 Grant Street, Fingal	6410887
05.07.2019	337 Certificate	88 Tasman Highway, St Helens	6780183
08.07.2019	337 Certificate	18 Cameron Street, St Marys	1559279
08.07.2019	337 Certificate	11 Penelope Street, St Helens	6809185
08.07.2019	337 Certificate	7 Sunnybank Close, St Helens	3195624
08.07.2019	337 Certificate	5 Cobrooga Drive, St Helens	6780378
08.07.2019	337 Certificate	29 Tully Street, St Helens	7731527
09.07.2019	337 Certificate	38 Steel Street, Scamander	6406431
10.07.2019	337 Certificate	1 Fletchers Court, Binalong Bay	6796564
10.07.2019	337 Certificate	3 Moriarty Road, Stieglitz	6785101
11.07.2019	337 Certificate	17 Thomas Street, Scamander	3230506
11.07.2019	337 Certificate	1329 Tower Hill Road, Mangana	6417499
11.07.2019	337 Certificate	23369 Tasman Highway, Scamander	6409130
11.07.2019	337 Certificate	66 Quail Street, St Helens	6795342
11.07.2019	337 Certificate	4 Mimosa Street, St Helens	6781768
11.07.2019	337 Certificate	39 Lawry Heights, St Helens	6781346
12.07.2019	337 Certificate	3 Karaka Close, Stieglitz	2800853
12.07.2019	337 Certificate	2 Medea Street, St Helens	7950615
12.07.2019	337 Certificate	4 High Street, Scamander	6783165
17.07.2019	337 Certificate	1 Ocean Drive, Beaumaris	6788193
17.07.2019	337 Certificate	24 Parnella Drive, Stieglitz	7147937
17.07.2019	337 Certificate	18 Grant Street, Fingal	6410940
17.07.2019	337 Certificate	4 Nautilus Place, St Helens	2537485
19.07.2019	337 Certificate	5 Halcyon Grove, St Helens	7950703
22.07.2019	337 Certificate	2 Sunrise Court, Scamander	3017131
24.07.2019	337 Certificate	22 Franks Street, St Marys	6402238
25.07.2019	337 Certificate	U13, 41-43 Beaulieu Street, St Helens	3078823
26.07.2019	337 Certificate	1896 Mathinna Road, Mathinna	2789105
26.07.2019	337 Certificate	3/17 Wedge Court, Binalong Bay	2953921
29.07.2019	337 Certificate	108 Grant Street, Falmouth	7208365
29.07.2019	337 Certificate	41 Scamander Avenue, Scamander	6783966
31.07.2019	337 Certificate	11/41-43 Beaulieu Street, St Helens	3078807
31.07.2019	337 Certificate	10 Stieglitz Street, Fingal	6412137

Tenders and Contracts Awarded:

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

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

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

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

08/19.16.2 Northern Tasmania Development Corporation Ltd (NTDC) – Receipt of Quarterly Report

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

OFFICER'S RECOMMENDATION:

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

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

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

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

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

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal
Economy - To foster innovation and develop vibrant and growing local economies which offer opportunities for employment and development of businesses across a range of industry sectors.

Strategy
- Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses' to live and work in BOD.

- Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focussed service delivery.

LEGISLATION & POLICIES:

Section 21 Enterprise Powers - Local Government Act 1993.

21. Enterprise powers

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

(a) at least once every three (3) months in respect of the performance of any activities carried out pursuant to subsection (1) and any strategic issues related to those activities; and

(b) any adverse developments that significantly affect or are likely to significantly affect the financial viability, the operating viability or any other aspect of any of those activities.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

NORTHERN TASMANIA DEVELOPMENT CORPORATION LTD
NTDC

Quarterly Progress Report to Council Members – April - June 2019

1. Regional Economic Development Plan (REDP) – Update

Two meetings have occurred with Council General Managers and the Mayors on next steps for the Draft REDP after feedback from the State Government. NTDC has also coordinated a private sector/stakeholder meeting on 18 April to gain other regional feedback. This was a positive meeting that reinforced the key themes and feedback to date.

At this stage the revised Draft REDP will primarily be a 'strategic document'. It will be accompanied by a rolling 3-Year Implementation Plan. It should be noted that there is no change to the strategic intent of the REDP (as previously considered by all councils). It is more an issue of what is included in the REDP Strategy document, versus what will be undertaken in the 3-year Implementation Plan in collaboration with the State Government and other key action agencies like UTAS.

The State Government officers have indicated that a workshop is required with State Government departments before the region settles on KPI's and measures where the State is involved.

Next Steps:

a) July – Draft REDP (no 4) is finalized for State Government consideration
b) End of July – circulation of the Draft REDP to Council GM's and Mayors for noting
c) August – release of the Draft REDP for consultation
d) August – State Government workshops
e) October – review/circulation to Councils and other stakeholders for final sign off of the REDP and consideration of the Draft 3 Year Implementation Plan
f) November – release of the endorsed REDP and the Draft 3 Year Implementation Plan

2. Population Strategy

The Population Taskforce met, and the Final Population Strategy was endorsed in April by the taskforce and the NTDC Council Members. The request for a $50,000 contribution by Council Members for one year was supported.

Edward Obi, Population Coordinator was appointed in February 2019. Over the past three months the key activities have been as follows:

- Develop case studies of successful migrants that have settled in Northern Tasmania (both international and interstate migrants).
- Liaised with Department of State Growth to tailor their Statewide 'Make It Tasmania' to better meet the needs of Northern Tasmania.
- Meet stakeholders interested in the population challenge including the various multi-cultural community leaders.
- Started a database of migrants to Northern Tasmania that cannot find suitable work and started linking them to NTDC's networks.
- Developed an article about Northern Tasmania to feature in the UK Magazine for potential emigrants called 'Australia Magazine' (at invitation of the Dept of State Growth).
- Presented at a Roundtable discussion at the Population Symposium in June in Launceston.

Now that Edward has been in the role for a few months, he is in a position to recommend the priorities for the next 12 months. The key elements of the Population 12 Month Plan are as follows:

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1. **Optimise a 'Launceston and the North East' new section on the Tasmanian (Make It Tasmania) website** - to assist migrants to select our region based on as much information as possible.
2. **Publish more profiles of successfully settled migrants** - to create positive awareness of Northern Tasmania.
3. **Develop a new 'Welcome Region' program** – to include linking people and skills already in the region to the job opportunities. At the moment the region has frustrated migrants (from interstate and international) and businesses that need to fill jobs/skills – but the two aren't connecting. This program will include cultural training, opportunities to connect business with skilled people, and overall encourage a more welcoming environment for new arrivals to the region. The program is based on a funding request to the Regional Jobs Trial which is still in development.
4. **One on one engagement with Council General Managers** - to ensure each LGA is aligned and receiving value from the Population Plan and the services available including finding ways to identify job vacancies at the LGA level and maximize the Tasmanian Employment Networking Service (TENS) in the Northern Region to get people working.
5. **Population Implementation Taskforce** – to extend the Population Taskforce into an implementation network to ensure all parties in this area of expertise are aware of what others are doing and are better able to fine-tune services to be more effective. It is envisaged for this group to meet twice per year.

3. Mayors Unite on Northern Region Economic Priority Projects

On 8 May all Mayors (or acting Mayors) attending a media opportunity to promote the regional priority projects in the lead up to the Federal Election.

4. NTDC Project Involvement Update

1 **Mobile Blackspot Working Group** – NTDC (through John Pitt) has been working with Simon Cowling from DPIPWE (Agri Scorecard custodian) on a project to advocate for the elimination of mobile blackspots in agri production areas. The main reason is to improve the productivity in regional areas particularly for: precision agriculture; seasonal workforce attraction and retention; safety; farm family resilience; and ag tech applications.

At this time, the State Government prioritises blackspot round bids on SES grounds only but are potentially open to an argument based on the economic opportunity cost to agriculture.

NTDC has helped to form a group and commence a pilot in Northern Midlands which will:

- Identify blackspots in existing and potential high productivity areas and;
- Assess the economic opportunity cost associated with this.

The plan is to then:

- Extend the methodology across other NTDC member municipalities to form a regional set of priorities and;
- Brief DSG and relevant Ministers in time for the priorities to be considered (including co-investment arguments) in the recently announced $160M funding round.

2 **Lamb Tasmania** – NTDC is working with stakeholders to look at how farmers may be better able to add value to their meat by improving the processing options and the provenance/marketing. NTDC and RDA Tasmania continue to host the Northern Tasmania Food Network events.

3 **UNESCO Creative Cities (Gastronomy)** – NTDC is supporting an industry-led group that are investigating the potential for bidding for a UNESCO Creative City in the next two years. The value for the bid needs to be identified and preferably be extended value to the region.

4 **Hydrogen Energy Plant (Bell Bay)** – NTDC has met with various proponents interested in the potential of hydrogen energy production at the Bell Bay Industrial Precinct. To date NTDC has also secured six letters of support from industry stakeholders to fully scope out the opportunity. Funding for the Hydrogen Scoping Study was not secured through the Federal Election process; however, the Federal Government are continuing to progress their Hydrogen Energy Roadmap

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Strategy for Australia. NTDC's lobbying of the State Government has ensured there is now a working group considering Hydrogen Energy and a Tasinvest proposal has been developed to encourage private-sector proponents to make contact with the State Government. NTDC is now working closely with the State Government to meet with visiting international and interstate proponents and work through the likely challenges in securing a potential demonstration project for Bell Bay.

5 **Extension of the LoRA Network throughout Northern Tasmania** – NTDC is working with Definium Technologies in Launceston, to consider how we might extend the LoRA network from covering Launceston, and a few other regional centres, to becoming available throughout our region. The opportunities for this would mean:

- Councils can use sensors to monitor aspects of their operations cost effectively (for example, monitor the usage of public toilets to schedule cleaning effectively).
- Allow schools and community organization to use the LoRA network for free (therefor exposing children and others to better understand the technology and applications).
- Encourage businesses to use the technology to improve their agricultural production, manufacturing, and other applications (for example: to be advised of the water levels in a dam or river).

NTDC will work with each Council to ensure opportunities to learn how LoRA might work in each municipality.

6 **UTAS Transformation** – NTDC continue to work closely with UTAS senior executives to ensure the areas of education excellence align with the Regional Economic Development Plan sector opportunities – for example in Food Systems. Also providing more opportunities for the Launceston Institute for Applied Science and Design to better engage with business via our projects, so they become a gateway into UTAS and provide greater business access to the research and development resources available.

5. NTDC Funding Extension

NTDC will be preparing information for each Council Member by the end of this calendar year, to consider extending the current three-year funding agreement for another three years.

The proposal to be considered by Member Councils will be aligned with the finalized Regional Economic Development Plan and the Three-Year Implementation Plan. It is anticipated that NTDC will have a greater idea of how State and Federal Government (potentially through the extended City Deal) can assist to resource the priorities identified in the REDP.

6. **Next Council Members Meeting** –

The next meeting is the AGM of NTDC. All councilors as well as Mayors are welcome. There will be a guest speaker, so please hold from 1pm on the 6 November for the meeting.

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If any elected or Council staff members have any questions please contact us.

Contact Details;
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Website: www.ntdc.org.au

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Rikki-lee Ross	Executive Support and Communications Officer	Office number	rikki-lee@ntdc.org.au
John Pitt	NTDC Chair	0417 310 490	jpitt@uhuru.com.au

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

IN CONFIDENCE

08/19.17.0 CLOSED COUNCIL

08/19.17.1 Confirmation of Closed Council Minutes – Council Meeting 15 July 2019

08/19.17.2 Outstanding Actions List for Closed Council

08/19.17.3 Tender – 2019/2020 Bituminous Surfacing Program - Closed Council Item Pursuant To Section 15(2)D Of The Local Government (Meeting Procedures) Regulations 2015

08/19.17.4 Tender – Waste Management Service Tenders - Closed Council Item Pursuant To Section 15(2)D Of The Local Government (Meeting Procedures) Regulations 2015

Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2005 that Council move out of Closed Council.