



COUNCIL MEETING AGENDA

Monday 24 June 2019
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
17 June 2019

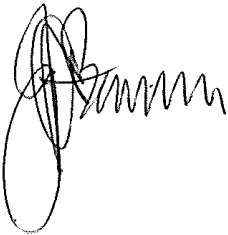
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NOTICE OF MEETING

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 24 June 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.

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

JOHN BROWN
GENERAL MANAGER

Date: 17 June 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.

06/19.1.0 ATTENDANCE

06/19.1.1 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

06/19.1.2 Apologies

Nil.

06/19.1.3 Leave of Absence

Clr M Osborne has requested a leave of absence from 20 August to 13 September 2019.

RECOMMENDATION:

That Council endorse Clr M Osborne's requested leave of absence from 20 August 2019 to 13 September 2019.

06/19.1.4 Staff in Attendance

General Manager, John Brown
Executive Assistant, Angela Matthews

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.

CONFIRMATION OF MINUTES

Confirmation of Minutes – Council Meeting 20 May 2019

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 20 May 2019 be confirmed.

06/19.5.0 COUNCIL WORKSHOPS HELD SINCE 20 MAY 2019 COUNCIL MEETING

There was a Workshop held on Monday 3 June 2019 – the following items were listed for discussion.

- 2019-2020 Annual Plan
- Adoption of 2019-2020 Budget Estimates
- Electric Vehicle Charging Station Proposal
- Traffic Monitoring – Binalong Bay Road
- Draft Playgrounds Asset Management Plan
- St Helens Football Club – Sport & Recreation Grant Application for Grounds Irrigation System
- Council Leases
- NRM Committee Meeting Minutes
- Amendment of the Charter for the Natural Resource Management Committee
- Appointment of Break O'Day Council Natural Resource Management Committee Representatives
- Draft Local Provisions Schedule (LPS) Project
- Review – Break O'Day Council Meeting Procedures
- NTDC – Population Growth Program
- NTDC – Recurrent Funding Commitment
- Review – LG01 – Elected Members Allowances and Support Policy
- Policy – LG06 Employee Recognition Policy
- Marine and Safety Tasmania (MAST) Infrastructure Plan

06/19.6.0

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*.

06/19.6.1

DA 064-2019 - Proposed New Trail Alignments Stages 1-3 Mountain Bike Trail between Poimena and Bay of Fires, Car Park and Temporary Toilet

ACTION	DECISION
PROPONENT	Rebecca Green and Associates
OFFICER	Chloe Lyne, Planning Consultant
FILE REFERENCE	DA 064-19
ASSOCIATED REPORTS AND DOCUMENTS	Rebecca Green and Associates Planning Submission (17 April 2019) including Appendices as listed below: Appendix B: World Trail Report Appendix C: Ecological Assessment Appendix D: Aboriginal Heritage Desktop Review Appendix E: Reserve Activity Assessment Appendix F: Variation of Certified Forest Practices Plan Appendix G: Traffic Impact Assessment Appendix H: Plans and Details Certified Forest Practices Plan (dated 29 November 2017)

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 **PASSIVE RECREATION (MOUNTAIN BIKE TRAIL)** on land situated at POIMENA, ST HELENS be **APPROVED** subject to the following conditions:

1. Development must accord with the Development Application DA 064-2019 received by Council 23 April 2019 together with all submitted documentation received and forming part of the development application, except as varied by conditions on this Planning Permit.
2. Prior to works commencing, a full copy of the Certified Forest Practices Plan dated 29 November 2017 shall be lodged with Council and will form part of the endorsed plans.
3. Prior to the use commencing, road signage must be installed as detailed in the Traffic Impact Assessment by Midson Traffic submitted with the application.
4. Prior to works commencing, a *Soil and Water Management Plan* must be submitted to Council for approval by the Planning Coordinator. When approved, the plan will be endorsed and will then form part of the permit. It must be prepared in accordance with *Guidelines for Soil and Water Management*, published by Hobart City Council and available on Council's website: ([http://www.bodc.tas.gov.au/webdata/resources/files/Guidelines for Soil and Water Management.pdf](http://www.bodc.tas.gov.au/webdata/resources/files/Guidelines%20for%20Soil%20and%20Water%20Management.pdf)). All works associated with the development must be conducted in accordance with the approved *Soil and Water Management Plan*.

5. Works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.
6. All works must be conducted in accordance with *Environmental Best Practice Guidelines for Undertaking Works in Waterways and Wetlands in Tasmania* as outlined in the Department of Primary Industries, Parks, Water and Environment publication 'Waterways and Wetlands Works Manual 2003'.
7. Site benching through cut and fill must be in keeping with the physical and environmental capabilities of the site.
8. Prior to any works commencing, a Weed and Disease Management Plan must be submitted for approval by the Planning Coordinator. When approved, the plan will be endorsed and will then form part of the permit. The plan must include:
 - a. Details of how standard *Phytophthora* hygiene measures are to be implemented on an ongoing basis.
 - b. Be in accordance with and using the *Weed and Disease Planning and Hygiene Guidelines - Preventing the spread of weeds and diseases in Tasmania* (DPIPWE 2015, Eds. K. Stewart & M. Askey-Doran. DPIPWE, Hobart, Tas).
9. Prior to any works commencing, a construction management plan must be submitted for approval by the Planning Co-ordinator. When approved, the plan will be endorsed and will then form part of the permit. The plan must detail:
 - a. Site induction for all workers and visitors to the site. This must cover the hygiene protocols as detailed below.
 - b. Hygiene protocols in accordance with the latest edition of the *Tasmanian Washdown Guidelines for Weed and Disease Control* (DPIPWE). All construction vehicles and machinery must be washed down and disinfected to prevent the introduction and/or spread of weeds or pathogens, specifically *Phytophthora Cinnamomi* (root rot).
 - c. A site supervisor that must inspect vehicles and machinery according to the sample washdown register at Appendix 2 in the latest edition of the *Tasmanian Washdown Guidelines for Weed and Disease Control* (DPIPWE).
10. Native vegetation must not be removed outside that necessitated by the proposed development (this includes the clearing of vegetation to retain or expand views or vistas) unless consented to by Council.

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

NOTES

- a) Use or development which may impact on Aboriginal cultural heritage is subject to the *Aboriginal Relics Act 1975*. If Aboriginal relics are uncovered during works then an Aboriginal site survey is required to determine the level of impact and the appropriate mitigation procedures.
- b) This property contains threatened species. Permits are required under the Threatened Species Protection Act 1995 for any activities that may impact those species. Information on applying for a permit, including application forms, can be found on the DPIPWE website.

PROPOSAL SUMMARY:

Approval is sought to realign stages 1-3 of the previously approved (3 September 2018) Mountain Bike Trail which extends from Poimena to Swimcart Beach over a distance of approximately 46km.

The increased visitation to Poimena that the new trail has brought with it has created some problems, namely:

- A walking track to the summit of Mt Poimena, while not part of the Blue Tier MTB trail, has become popular with mountain bikers as a warm-up before starting the Blue Tier.
- The available car parking and pick-up/drop-off areas are not large enough to cater to the number of vehicles now visiting the site.

In order to alleviate the above issues, it has been determined that a reconfiguration of trails to provide a separate trail for MTB riders towards the summit of Mt Poimena and connect to both the existing Blue Tier Trail and the approved new Poimena Bay of Fires trail, effectively becoming the start of both of these trails.

It is also proposed to construct a new car park/visitor area to cater for the increased demand on parking space.

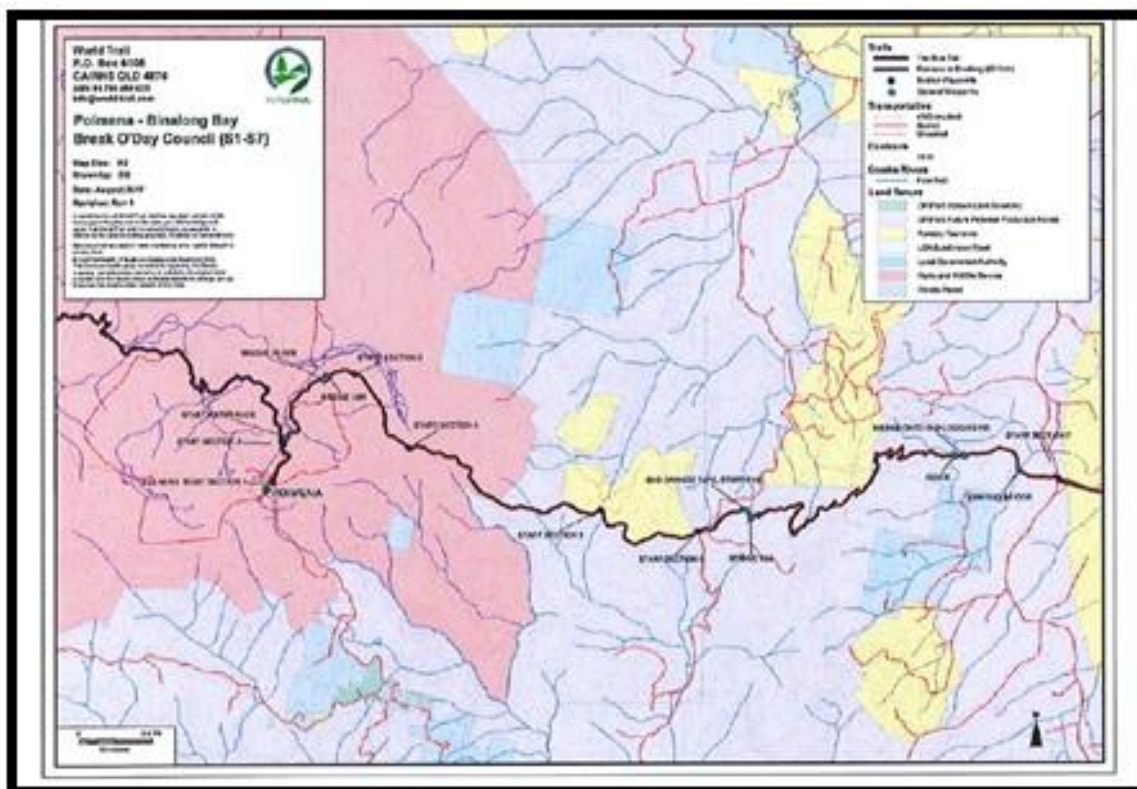


Figure 1: Poimena to Bay of Fires Section 1-7 (original alignment from master plan)

The following table provides a comparison of the previously approved sections 1-3 to the new sections 1-3:

Section Number	Previously approved	Proposed
1	Commences at the trailhead at Poimena, at an altitude of around 750m above sea level and follows Blue Tier mountain bike trail (part of the Blue Derby trail network) for 500m. No works proposed. Estimated length is 0.57km.	Starts at the proposed new car park at Poimena and traverses around Poimena in an anti-clockwise direction, climbing gently for approximately 1.5km. After 1.5km it begins to descend, continuing in a north-east direction. This is a completely new section of trail with a length of 2.33km.
2	Is a section of new single track starting at the end of section 1. After the first 50-100m of the trail, the alignment merges onto an existing water race, which it follows for the remainder of the section. Estimated length of section is 1.57m.	Will commence at the intersection of Blue Tier and Poimena to Bay of Fires trail. It continues to traverse around Mt Poimena in an anti-clockwise direction, heading north, then west, then southwest, descending overall. This section combines sections 2 and 3 of the original master plan but in reverse. The original alignment was located on Sun Flats road, whilst the new alignment is off Sun Flats Road for its entire length, providing a single track experience. Estimated length of the section is 2.64km.
3	A section of new single track, starting at the end of Section 2. It runs parallel to the existing Sun Flats Road on the southern side, ideally staying within 10m of the road, which is fairly flat and accessible to vehicles in this area. Estimated length of section is 1.12km.	Starts at the intersection of the Blue Tier and the Poimena to Bay of Fires trail. This section is to run parallel to a portion of Section 3 of the original masterplan, but with its alignment off Sun Flats Road (to the south). Estimated length of Section 3 is 0.27km.

Trail Construction

The construction of the trail will take advantage of the existing terrain as much as practicable and minimise the need for changes to the topography. The trail primarily runs adjacent to existing vehicle tracks to minimise the need for vegetation clearance.

The track alignment has been designed to avoid threatened species identified through the flora and fauna assessments. There will be flora and fauna experts on site during construction to ensure that no threatened species are impacts which may result in minor changes to the track alignment. Where this is not possible and threatened species need to be removed, relevant permits will be required to be obtained.

Car Park

The proposal includes the construction of a new car park at the northern end of Poimena Road, to be situated on the eastern side of the road. The car park will comprise 16 spaces with dimensions of 6m in depth and 3.0m wide, surrounded by a 9m wide access road with traffic circulating in a clockwise direction. The car park will include a parking area for 4 buses.

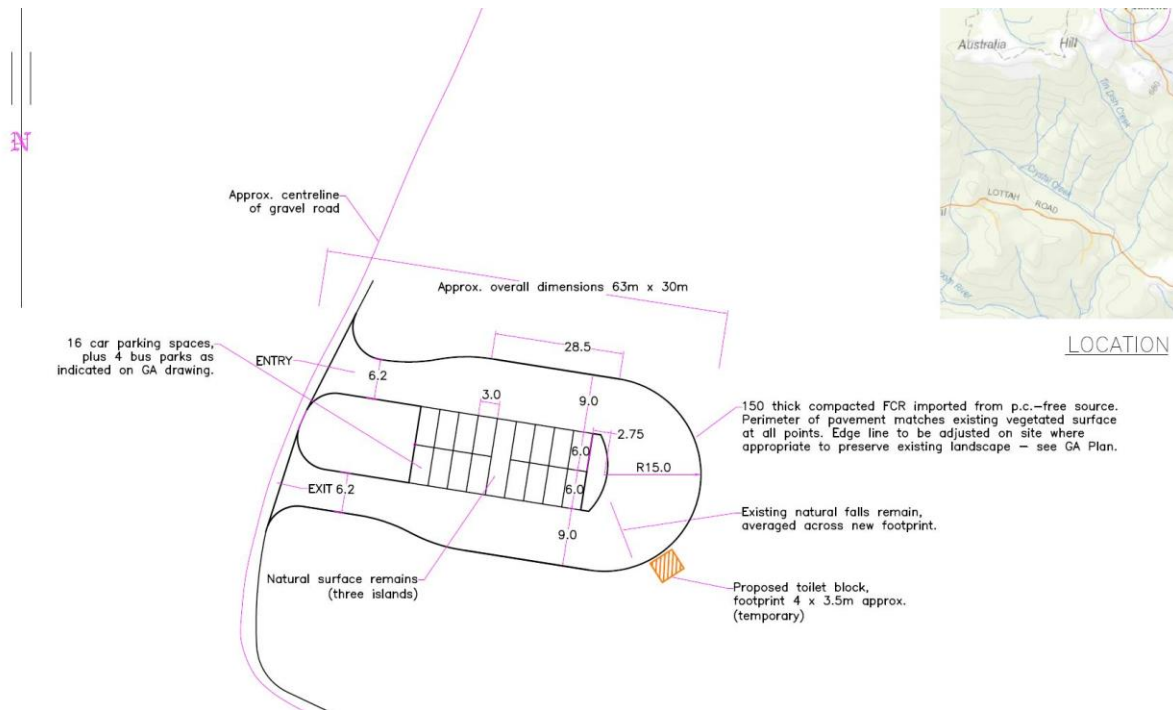


Figure 2: Proposed car park

Temporary Toilet

A temporary toilet is to be installed at the south-eastern corner of the car park. As this toilet is temporary in nature, it does not require a planning permit.

2. Applicable Planning Scheme Provisions

Clause 5.6 Temporary Buildings and Works
Part 29 Environmental Management Zone
E4 Road and Railway Assets Code
E6 Car Parking and Sustainable Transport Code
E8 Biodiversity Code
E9 Water Quality Code

3. Referrals

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

4. Assessment

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

- 1) 24.9.2 Landscaping P2
- 2) 3) 29.4.4 Provision of Infrastructure P1, P2
- 4) E4.6.1 Use of Road or Rail Infrastructure P3
- 5) E4.7.2 Management of Road accesses and junctions P2
- 6) E4.7.4 Sight distance at access junctions, & level crossings P1
- 7) E6.7.1 Construction of car parking spaces & access strips P1
- 8) E6.8.5 Pedestrian walkways P1
- 9) E9.6.1 Development and Construction Practices and Riparian Vegetation P1
- 10) E9.6.3 Construction of roads P1
- 11) Access 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.**

Clause 5.6 Temporary Buildings or Works

In accordance with clause 5.6.1 the erection of temporary buildings in association with works for which a permit has been granted is exempt from requiring a planning permit under the planning scheme.

The proposed toilet block to be situated to the south-east of the new car park is considered to meet the requirements of Clause 5.6. The tanks are full capture and will be pumped out as required. There will be no hand washing facilities. Parks and Wildlife are working towards a permanent solution that will be considered in the future.

29 Environmental Management Zone

29.3 Use Standards

29.3.1 Reserved Land

Acceptable Solutions	Performance Criteria
A1 Use on reserved land is in accordance with a Reserve Activities Assessment approved under the <i>National Parks and Reserves Management Act 2002</i> or <i>Nature Conservation Act 2002</i> . Complies with A1. The application is accompanied by a Reserve Activities Assessment which was updated on the 18 March 2019 to address the new alignment and works.	P1 No performance criteria.

29.4 Development Standards

29.4.1 Building Design and Siting

Acceptable Solutions	Performance Criteria
<p>A1 The curtilage for development must:</p> <p>a) not exceed 20% of the site; or</p> <p>b) be in accordance with a Reserve Activities Assessment approved under the <i>National Parks and Reserves Management Act 2002</i> or <i>Nature Conservation Act 2002</i>..</p> <p>Not applicable There are no building works proposed.</p>	<p>P1 An area greater than 20% of the site may be used where the development is for a driveway or for the management of natural hazards.</p>
<p>A2 Building height must:</p> <p>a) not exceed 6m; or</p> <p>b) be in accordance with a Reserve Activities Assessment approved under the <i>National Parks and Reserves Management Act 2002</i> or <i>Nature Conservation Act 2002</i>..</p> <p>Not applicable There are no building works proposed.</p>	<p>P2 Building height must blend with the surrounding landscape and not be individually prominent.</p>
<p>A3 Buildings must be set back</p> <p>a) a minimum of 10m to all boundaries; or</p> <p>b) in accordance with a Reserve Activities Assessment approved under the <i>National Parks and Reserves Management Act 2002</i> or <i>Nature Conservation Act 2002</i>..</p> <p>Not applicable There are no building works proposed.</p>	<p>P3 Building setback must protect the natural values of the site or reduce the risk from natural hazards.</p>
<p>A4 Buildings for a sensitive use must be set back a minimum of 200m to the rural resource zone.</p> <p>Not applicable There are no building works proposed.</p>	<p>P4 Buildings for sensitive use must be designed and sited to protect uses in the rural resource zone from likely constraint, having regard to the:</p> <p>a) locations of existing buildings; and</p> <p>b) size and proportions of the lot; and</p> <p>c) nature of the rural resources that are, or may potentially be conducted; and</p> <p>d) extent to which the topography or existing vegetation screening may reduce or increase the impact of the proposed variation.</p>
<p>A5 The colours of external surfaces must be the same shades and tones of the surrounding landscape and vegetation elements.</p> <p>Not applicable There are no building works proposed.</p>	<p>P5 No Performance criteria</p>
<p>A6 Reflective materials, excluding windows, must not be used as visible external elements in buildings.</p> <p>Not applicable There are no building works proposed.</p>	<p>P6 Reflective materials, excluding windows, with a high initial reflectivity must become non reflective within a period of 12 months from the date of installation or that the reflective materials will not be visible from off the site.</p>

Acceptable Solutions	Performance Criteria
<p>A7 On sites with a slope greater than 1:10, site benching through cut and fill must be less than 20% of the site coverage of the proposed building(s).</p> <p>Not applicable There are no building works proposed.</p>	<p>P7 On sites with a slope greater than 1:10, site benching through cut and fill greater than 20% of the site coverage of the proposed building(s) must ensure the site works are appropriate to the physical and environmental capabilities of the site having regard to:-</p> <ul style="list-style-type: none"> a) The risk of erosion, and b) The stability of the land, and c) The visual impact of the building on adjoining sites.
<p>A8 Rainwater runoff from roofs must be collected by means of roof guttering, downpipes and rainwater tanks.</p> <p>Not applicable There are no building works proposed.</p>	<p>P8 Alternative methods of dealing with rainwater runoff from roofs must avoid erosion, flooding, siltation, pollution or contamination of ground or surface waters.</p>
<p>A9 Exterior building lighting is limited to that necessary to allow safe and secure movement of pedestrians and to allow movement around the building at night. Lighting must not be used as a means of displaying the presence of buildings to be visible from outside the site.</p> <p>Not applicable There are no building works proposed.</p>	<p>P6 Additional lighting must be in a location and an amount that is appropriate to the needs of pedestrians and other building users and does not make the building visible from outside the site boundaries.</p>
<p>A10 Where a development is part of a larger complex, each component of the development must be connected by walking tracks.</p> <p>Complies with A10 The purpose of the proposal is to provide walking and cycling tracks.</p>	<p>P7 No performance criteria.</p>
<p>A11 Single unbroken walls are not to exceed 15m in length.</p> <p>Not applicable There are no building works proposed.</p>	<p>P8 The horizontal scale of elements must not dominate natural landscapes.</p>
<p>A12 Roofs must be:</p> <ul style="list-style-type: none"> a) pitched at an angle of less than 30 degrees and can be either hipped or gabled, or b) curved at radius no greater than 12.5m. <p>Not applicable There are no building works proposed.</p>	<p>P9 Rooves pitched at angles greater than 30 degrees or curved at a radius greater than 12.5m must have a roof form that is appropriate to the features of the site and surrounding landscape and is compatible with the overall design concept of the development.</p>

29.4.2 Landscaping

Acceptable Solutions	Performance Criteria
<p>A1 If for permitted or no permit required uses.</p> <p>Complies with A1 Passive recreation is a no permit required use under the Environmental Management Zone.</p>	<p>P1 Development must be accompanied by a landscape and site management plan that sets out how the entire site will be managed having regard to:</p> <ul style="list-style-type: none"> a) any retaining walls; and b) retaining any existing native vegetation where it is feasible to do so or required to be retained by another provision of this scheme; and c) the locations of any proposed buildings, driveways, car parking, storage areas, signage and utility services; and d) any fencing; and e) vegetation plantings to be used and where; and f) any pedestrian movement paths; and g) ongoing treatment of the balance of the lot, if any, including maintenance of plantings, weed management and soil and water management.
<p>A2 Development must be located on land on which the natural vegetation cover has been removed or significantly disturbed.</p> <p>Relies on Performance Criteria The track will be constructed through areas which have not been removed or disturbed previously.</p>	<p>P2 New development must be located in a manner that minimises vegetation removal.</p> <p>Complies with P2 The application is accompanied by both a Flora and Fauna assessment undertaken by ECOtas and a certified Forest Practices Plan.</p> <p>The Flora and Fauna assessment determined that none of the vegetation types found along the route are classified as threatened species.</p> <p>The track has been designed to mitigate vegetation removal where possible.</p> <p><i>A management requirement of the FPP is that 'care will be taken when constructing trails so that the roots and trunks of large trees are not damaged by machinery or earthworks, all excavation works will be at least 2m distance from any trees (or preferably further away).</i></p> <p>The ability to micro manage the exact route during the construction phase will ensure the route results in as minimal vegetation removal as possible.</p>

Acceptable Solutions	Performance Criteria
<p>A3 All new plantings must be undertaken with seeds or rootstock derived from provenance taken within the boundaries of the site, or the vicinity of the site</p> <p>Complies with A3 Given the nature of the proposed works, there are no indications of new plantings included in the DA. It is recommended that a condition of permit ensure that any new plantings that may occur in the future are undertaken with rootstock derived from provenance taken within the vicinity of the site.</p>	<p>P3 Where seeds or rootstock derived from provenance taken within the boundaries of the site is insufficient for the landscaping needs, seeds or rootstock may be used from other lots within the municipal area.</p>
<p>A4 Plants listed in Appendix 3 must not be used in landscaping.</p> <p>Complies with A4 No new plantings are proposed.</p>	<p>P5 No performance criteria</p>

29.4.3 Subdivision

As subdivision does not form part of the proposal, assessment against the provisions has not been provided.

29.4.4 Provision of Infrastructure

Acceptable Solutions	Performance Criteria
<p>A1 No acceptable solution</p>	<p>P1 New roads must be designed to ensure safe movement of vehicles and pedestrians and that native wildlife is protected.</p> <p>Complies with P1. There are no new vehicular roads proposed.</p>
<p>A2 Footpaths and trails must be a minimum of:-</p> <p>a) 1m wide for walking trails.</p> <p>b) 1.5m wide where required for wheelchair access</p>	<p>P2 Footpaths and trails must be sensitively located to take advantage of landscape features without interfering with natural drainage patterns or water catchment areas.</p> <p>Complies with P2 Whilst the majority of the track will likely be 1m wide, there may be sections where it is necessarily wider.</p> <p>The track will follow the general alignment in the proposal plans, however changes to the exact alignment may be made during construction to ensure areas of a sensitive nature are largely avoided.</p>

29.4.5 Tourist Operations

Not applicable – the proposal is for a trail which is classified as Passive Recreation.

E4 Road and Railway Assets Code

E4.6 Use Standards

E4.6.1 Use of road or rail infrastructure

<p>Objective To ensure that the safety and efficiency of road and rail infrastructure is not reduced by the creation of new accesses and junctions or increased use of existing accesses and junctions.</p>	
Acceptable Solutions	Performance Criteria
<p>A1 Sensitive use on or within 50m of a category 1 or 2 road, in an area subject to a speed limit of more than 60km/h, a railway or future road or railway, must not result in an increase to the annual average daily traffic (AADT) movements to or from the site by more than 10%.</p> <p>Not applicable. The site is not within 50m of a category 1 or 2 road nor is passive recreation a sensitive use.</p>	<p>P1 Sensitive use on or within 50m of a category 1 or 2 road, in an area subject to a speed limit of more than 60km/h, a railway or future road or railway must demonstrate that the safe and efficient operation of the infrastructure will not be detrimentally affected.</p>
<p>A2 For roads with a speed limit of 60km/h or less the use must not generate more than a total of 40 vehicle entry and exit movements per day</p> <p>Not applicable.</p>	<p>P2 For roads with a speed limit of 60km/h or less, the level of use, number, location, layout and design of accesses and junctions must maintain an acceptable level of safety for all road users, including pedestrians and cyclists.</p>
<p>A3 For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic (AADT) movements at the existing access or junction by more than 10%.</p> <p>Does not comply with A3. Relies on P3 It is estimated the car park will generate 50 movements per day which is greater than 10% of the existing volume of traffic on Poimena Road which is currently 40 vehicles per day north of the Lottah Road junction.</p>	<p>P3 For limited access roads and roads with a speed limit of more than 60km/h:</p> <p>a) access to a category 1 road or limited access road must only be via an existing access or junction or the use or development must provide a significant social and economic benefit to the State or region; and</p> <p>b) any increase in use of an existing access or junction or development of a new access or junction to a limited access road or a category 1, 2 or 3 road must be for a use that is dependent on the site for its unique resources, characteristics or locational attributes and an alternate site or access to a category 4 or 5 road is not practicable; and</p> <p>c) an access or junction which is increased in use or is a new access or junction must be designed and located to maintain an adequate level of safety and efficiency for all road users.</p> <p>Complies with P3 The TIA that accompanies the application has been used in the assessment against the Performance Criteria.</p> <p>An assessment against the matters to be considered under the Performance Criteria is outlined below:</p> <p>a) Not applicable. Poimena Road is not a Category 1 Road or a limited access road</p> <p>b) Not applicable. Poimena Road is not a Category 1, 2 or 3 road.</p> <p>c) The proposed car park will have separate access and egress points onto Poimena Road in a location that has adequate sight distance in both directions which will provide an adequate level of safety and efficiency to all road users.</p>

Acceptable Solutions	Performance Criteria
<p>A4 Use serviced by a side road from a deficient junction (refer E4 Table 2) is not to create an increase to the annual average daily traffic (AADT) movements on the side road at the deficient junction by more than 10%.</p> <p>Not applicable. Use is not serviced by a deficient junction.</p>	<p>P4 Use serviced by a side road from a deficient junction (refer E4 Table 2) must ensure the safety and performance of the road junction will not be reduced.</p>

E4.7 Development Standards

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

<p>Objective To ensure that development on or adjacent to category 1 or 2 roads (outside 60km/h), railways and future roads and railways is managed to:</p> <ul style="list-style-type: none"> a) ensure the safe and efficient operation of roads and railways; and b) allow for future road and rail widening, realignment and upgrading; and c) avoid undesirable interaction between roads and railways and other use or development. 	
Acceptable Solutions	Performance Criteria
<p>A1 The following must be at least 50m from a railway, a future road or railway, and a category 1 or 2 road in an area subject to a speed limit of more than 60km/h:</p> <ul style="list-style-type: none"> a) new road works, buildings, additions and extensions, earthworks and landscaping works; and b) building areas on new lots; and c) outdoor sitting, entertainment and children's play areas <p>Not applicable. The car park is not located within 50m of a railway, a future road or railway, and a category 1 or 2 road</p>	<p>P1 Development including buildings, road works, earthworks, landscaping works and level crossings on or within 50m of a category 1 or 2 road, in an area subject to a speed limit of more than 60km/h, a railway or future road or railway must be sited, designed and landscaped to:</p> <ul style="list-style-type: none"> a) maintain or improve the safety and efficiency of the road or railway or future road or railway, including line of sight from trains; and b) mitigate significant transport-related environmental impacts, including noise, air pollution and vibrations in accordance with a report from a suitably qualified person; and c) ensure that additions or extensions of buildings will not reduce the existing setback to the road, railway or future road or railway; and d) ensure that temporary buildings and works are removed at the applicant's expense within three years or as otherwise agreed by the road or rail authority.

E4.7.2 Management of Road Accesses and Junctions

<p>Objective To ensure that the safety and efficiency of roads is not reduced by the creation of new accesses and junctions or increased use of existing accesses and junctions.</p>	
Acceptable Solutions	Performance Criteria
<p>A1 For roads with a speed limit of 60km/h or less the development must include only one access providing both entry and exit, or two accesses providing separate entry and exit.</p> <p>Not applicable. Poimena Road has a speed limit of 80km/hr</p>	<p>P1 For roads with a speed limit of 60km/h or less, the number, location, layout and design of accesses and junctions must maintain an acceptable level of safety for all road users, including pedestrians and cyclists.</p>

E4.7.3 Management of Rail Level Crossings

Objective To ensure that the safety and the efficiency of a railway is not unreasonably reduced by access across the railway.	
Acceptable Solutions	Performance Criteria
A1 Where land has access across a railway: a) development does not include a level crossing; or b) development does not result in a material change onto an existing level crossing.	P1 Where land has access across a railway: a) the number, location, layout and design of level crossings maintain or improve the safety and efficiency of the railway; and b) the proposal is dependent upon the site due to unique resources, characteristics or location attributes and the use or development will have social and economic benefits that are of State or regional significance; or c) it is uneconomic to relocate an existing use to a site that does not require a level crossing; and d) an alternative access or junction is not practicable.
Not applicable	

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

Acceptable Solutions	Performance Criteria
A1 Sight distances at a) an access or junction must comply with the Safe Intersection Sight Distance shown in Table E4.7.4; and b) rail level crossings must comply with <i>AS1742.7 Manual of uniform traffic control devices - Railway crossings</i> , Standards Association of Australia; or c) If the access is a temporary access, the written consent of the relevant authority has been obtained.	P1 The design, layout and location of an access, junction or rail level crossing must provide adequate sight distances to ensure the safe movement of vehicles.
Does not comply with A1. Relies on Performance Criteria. In accordance with Table 4.7.4 of the Planning Scheme a sight distance of 90 metres is required on a road with a speed limit of 60km/h with a vehicle speed of 50km/h. The sight available sight distance to the north is 90 metres and therefore complies with A1. The available sight distance to the south is 65 metres and therefore the proposal relies on P1 in relation to the southern sight distance.	Complies with P1 The TIA has concluded that the Safe Intersection Sight Distance (SISD) provided for in Table 4.7.4 are for road junctions. The sight distances required for car park accesses under the Australian Standards is significantly less being a minimum of 35 metres. The proposal therefore complies with the Australian Standards and therefore considered to be acceptable in terms of safe movement of vehicles.

E5 Flood Prone Areas Code

E6 Car Parking and Sustainable Transport Code

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Objective To ensure that an appropriate level of car parking is provided to service use.	
Acceptable Solutions	Performance Criteria
<p>A1 The number of car parking spaces must not be less than the requirements of:</p> <ul style="list-style-type: none">a) Table E6.1; orb) a parking precinct plan contained in Table E6.6: Precinct Parking Plans (except for dwellings in the General Residential Zone). <p>Complies with A1. There is no requirement for provision of car parking for Sports and Recreation use class under Table E6.1 of the Planning Scheme.</p>	<p>P1 The number of car parking spaces provided must have regard to:</p> <ul style="list-style-type: none">a) the provisions of any relevant location specific car parking plan; andb) the availability of public car parking spaces within reasonable walking distance; andc) any reduction in demand due to sharing of spaces by multiple uses either because of variations in peak demand or by efficiencies gained by consolidation; andd) the availability and frequency of public transport within reasonable walking distance of the site; ande) site constraints such as existing buildings, slope, drainage, vegetation and landscaping; andf) the availability, accessibility and safety of on-road parking, having regard to the nature of the roads, traffic management and other uses in the vicinity; andg) an empirical assessment of the car parking demand; andh) the effect on streetscape, amenity and vehicle, pedestrian and cycle safety and convenience; andi) the recommendations of a traffic impact assessment prepared for the proposal; andj) any heritage values of the site; andk) for residential buildings and multiple dwellings, whether parking is adequate to meet the needs of the residents having regard to:<ul style="list-style-type: none">i) the size of the dwelling and the number of bedrooms; andii) the pattern of parking in the locality; andiii) any existing structure on the land.

6.7 Development Standards

E6.7.1 Construction of Car Parking Spaces and Access Strips

Objective To ensure that car parking spaces and access strips are constructed to an appropriate standard.	
Acceptable Solutions	Performance Criteria
<p>A1 All car parking, access strips manoeuvring and circulation spaces must be:</p> <ul style="list-style-type: none">a) formed to an adequate level and drained; andb) except for a single dwelling, provided with an impervious all weather seal; andc) except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces. <p>Does not comply with A1. Relies on P1. The car park and access will be finished in gravel and therefore do not comply with b).</p>	<p>P1 All car parking, access strips manoeuvring and circulation spaces must be readily identifiable and constructed to ensure that they are useable in all weather conditions.</p> <p>Complies with P1 Whilst the car park won't be finished with an impervious seal, the finish is appropriate for a car park in this location with the expected use and fits in with the surrounding environment.</p>

E6.7.2 Design and Layout of Car Parking

Objective To ensure that car parking and manoeuvring space are designed and laid out to an appropriate standard.	
Acceptable Solutions A1.1 Where providing for 4 or more spaces, parking areas (other than for parking located in garages and carports for a dwelling in the General Residential Zone) must be located behind the building line; and A1.2 Within the general residential zone, provision for turning must not be located within the front setback for residential buildings or multiple dwellings. Not applicable. The site is not located within the General Residential Zone.	Performance Criteria P1 The location of car parking and manoeuvring spaces must not be detrimental to the streetscape or the amenity of the surrounding areas, having regard to: a) the layout of the site and the location of existing buildings; and b) views into the site from the road and adjoining public spaces; and c) the ability to access the site and the rear of buildings; and d) the layout of car parking in the vicinity; and e) the level of landscaping proposed for the car parking.
A2.1 Car parking and manoeuvring space must: a) have a gradient of 10% or less; and b) where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction; and c) have a width of vehicular access no less than prescribed in Table E6.2; and d) have a combined width of access and manoeuvring space adjacent to parking spaces not less than as prescribed in Table E6.3 where any of the following apply: i) there are three or more car parking spaces; and ii) where parking is more than 30m driving distance from the road; or iii) where the sole vehicle access is to a category 1, 2, 3 or 4 road; and A2.2 The layout of car spaces and access ways must be designed in accordance with <i>Australian Standards AS 2890.1 - 2004 Parking Facilities, Part 1: Off Road Car Parking</i> . Complies with A2.1 and A2.2 The proposed car park will: a) Have a gradient of 10% or less; b) Vehicles can enter and exit the side in a forward direction. c) Table E6.2 requires a minimum access width of 5.5 metres for a car park of more than 21 parking spaces. In this instance the minimum access width is 6.2 metres. d) The proposed parking spaces widths are 3.0m with an aisle width of 9.0 metres. The car park is not located more than 30m from Poimena Road. The car park has been designed in accordance with Australian Standards. In fact the parking spaces are longer and wider than required to facilitate the parking of vehicles fitted with a tow bar mounted with bicycles and to enable ease of unloading of bicycles with roof racks.	P2 Car parking and manoeuvring space must: a) be convenient, safe and efficient to use having regard to matters such as slope, dimensions, layout and the expected number and type of vehicles; and b) provide adequate space to turn within the site unless reversing from the site would not adversely affect the safety and convenience of users and passing traffic.

E6.7.3 Parking for Persons with a Disability

Objective To ensure adequate parking for persons with a disability.	
Acceptable Solutions	Performance Criteria
A1 All spaces designated for use by persons with a disability must be located closest to the main entry point to the building. Not applicable. In accordance with BCA Table D3.5 there is no requirement to provide accessible parking within a car park in a visitor area and none have been shown on the proposal plans. However, it is considered that there are a number of parks at either end of the car park and adjacent to the centre aisle that would provide satisfactory width to be considered an accessible space.	P1 No performance criteria.
A2 Accessible car parking spaces for use by persons with disabilities must be designed and constructed in accordance with AS/NZ2890.6 – 2009 Parking facilities – Off-street parking for people with disabilities. Not applicable.	P2 No performance criteria.

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

Objective To ensure adequate access for people and goods delivery and collection and to prevent loss of amenity and adverse impacts on traffic flows.	
Acceptable Solutions	Performance Criteria
A1 For retail, commercial, industrial, service industry or warehouse or storage uses: a) at least one loading bay must be provided in accordance with Table E6.4; and b) loading and bus bays and access strips must be designed in accordance with <i>Australian Standard AS/NZS 2890.3 2002</i> for the type of vehicles that will use the site. Not Applicable	P1 For retail, commercial, industrial, service industry or warehouse or storage uses, adequate space must be provided for loading and unloading the type of vehicles associated with delivering and collecting people and goods where these are expected on a regular basis.

E6.8 Provisions for Sustainable Transport

E6.8.5 Pedestrian Walkways

Objective To ensure pedestrian safety is considered in development	
Acceptable Solutions	Performance Criteria
A1 Pedestrian access must be provided for in accordance with Table E6.5. Does not comply with A1. Relies on P1	P1 Safe pedestrian access must be provided within car park and between the entrances to buildings and the road. Complies with P1. The wide aisle widths of 9 metres means that there is sufficient pedestrian access provided from the car park to the proposed trail. As the toilet is a temporary facility, access to this amenity is not required to be considered.

E8 Biodiversity Code

E8.6 Development Standards

E8.6.1 Habitat and Vegetation Management

<p>Objective</p> <p>To ensure that:</p> <p>a) vegetation identified as having conservation value as habitat has priority for protection and is appropriately managed to protect those values; and</p> <p>b) the representation and connectivity of vegetation communities is given appropriate protection when considering the impacts of use and development.</p>	
Acceptable Solutions	Performance Criteria
<p>A1.1 Clearance or disturbance of priority habitat is in accordance with a certified Forest Practices Plan or;</p> <p>A1.2 Development does not clear or disturb native vegetation within areas identified as priority habitat.</p> <p>Complies with A1.1 The application is accompanied by a certified Forest Practices Plan</p>	<p>P1 Clearance or disturbance of native vegetation within priority habitat may be allowed where a flora and fauna report prepared by a suitably qualified person demonstrates that development does not unduly compromise the representation of species or vegetation communities in the bioregion having regard to the:</p> <p>a) quality and extent of the vegetation or habitat affected by the proposal, including the maintenance of species diversity and its value as a wildlife corridor; and</p> <p>b) means of removal; and</p> <p>c) value of riparian vegetation in protecting habitat values; and</p> <p>d) impacts of siting of development (including effluent disposal) and vegetation clearance or excavations, , in proximity to habitat or vegetation; and</p> <p>e) need for and adequacy of proposed vegetation or habitat management; and</p> <p>f) conservation outcomes and long-term security of any offset in accordance with the <i>General Offset Principles</i> for the RMPS, Department of Primary Industries, Parks, Water and Environment.</p>
<p>A2 Clearance or disturbance of native vegetation is in accordance with a certified Forest Practices Plan.</p> <p>Complies with A1.1 The application is accompanied by a certified Forest Practices Plan</p>	<p>P2.1 Clearance or disturbance of native vegetation must be consistent with the purpose of this Code and not unduly compromise the representation of species or vegetation communities of significance in the bioregion having regard to the:</p> <p>a) quality and extent of the vegetation or habitat affected by the proposal, including the maintenance of species diversity and its value as a wildlife corridor; and</p> <p>b) means of removal; and</p> <p>c) value of riparian vegetation in protecting habitat values; and</p> <p>d) impacts of siting of development (including effluent disposal) and vegetation clearance or excavations, , in proximity to habitat or vegetation; and</p> <p>e) need for and adequacy of proposed vegetation or habitat management; and</p> <p>f) conservation outcomes and long-term security of any offset in accordance with the <i>General Offset Principles</i> for the RMPS, Department of Primary Industries, Parks, Water and Environment.</p>

E9 Water Quality Code

E9.6 Development Standards

E9.6.1 Development and Construction Practices and Riparian Vegetation

Objective

To protect the hydrological and biological roles of wetlands and watercourses from the effects of development.

Acceptable Solutions	Performance Criteria
<p>A1 Native vegetation is retained within:</p> <p>a) 40m of a wetland, watercourse or mean high water mark; and</p> <p>b) a Water catchment area - inner buffer.</p> <p>Does not comply with A2. Relies on P1. The mountain bike track does cross watercourses and therefore will necessitate vegetation removal within 40m of these watercourses.</p>	<p>P1 Native vegetation removal must submit a soil and water management plan to demonstrate:</p> <p>a) revegetation and weed control of areas of bare soil; and</p> <p>b) the management of runoff so that impacts from storm events up to at least the 1 in 5 year storm are not increased; and</p> <p>c) that disturbance to vegetation and the ecological values of riparian vegetation will not detrimentally affect hydrological features and functions.</p> <p>Complies with P1.</p> <p>A condition of permit will require a soil and water management plan to be prepared and approved by Council prior to the commencement of any works which will ensure compliance with P1.</p> <p>It is also noted that both the Forest Practices Plan and Flora and Fauna report make a number of recommendations in relation to soil and water management during the construction phase of the mountain bike trail.</p> <p>Part 2 of the FPP outlines drainage management measures to be used along the track. These include stabilising areas of potential vulnerability, directing drainage onto vegetation and away from exposed fill, and installation of cross drains where required.</p> <p>The FPP also requires that any felling of trees must be undertaken away from streams where possible, and where unavoidable, the heads are to be pulled completely clear of the watercourse.</p> <p>Weeds will be controlled through machinery wash-down, with procedures to follow DPIPW guidelines. The wash-down should take place on a well-drained hard surface.</p> <p>All stream crossings and work undertaken near streams shall be done with the utmost care to avoid sediment and chemical input and to minimise disturbance to creek bed and bank. Where any permanent stream crossings are required, engineered plans are prepared by a qualified designer and signed off by Parks and Wildlife Service for approval.</p>

Acceptable Solutions	Performance Criteria
<p>A2 A wetland must not be filled, drained, piped or channelled.</p> <p>Complies with A2. There are no identified wetlands within the mountain bike vicinity.</p>	<p>P2 Disturbance of wetlands must minimise loss of hydrological and biological values, having regard to:</p> <ul style="list-style-type: none"> (i) natural flow regimes, water quality and biological diversity of any waterway or wetland; (ii) design and operation of any buildings, works or structures on or near the wetland or waterway; (iii) opportunities to establish or retain native riparian vegetation; (iv) sources and types of potential contamination of the wetland or waterway.
<p>A3 A watercourse must not be filled, piped or channelled except to provide a culvert for access purposes.</p> <p>Complies with A3. No watercourses will be filled, piped or channelled during the construction of the trail. The FPP outlines required management measures for works adjacent to watercourses to ensure that excavated material does not block natural drainage.</p>	<p>P3 A watercourse may be filled, piped, or channelled:</p> <ul style="list-style-type: none"> a) within an urban environment for the extension of an existing reticulated stormwater network; or b) for the construction of a new road where retention of the watercourse is not feasible.

E9.6.2 Water Quality Management

<p>Objective</p> <p>To maintain water quality at a level which will not affect aquatic habitats, recreational assets, or sources of supply for domestic, industrial and agricultural uses.</p>	
Acceptable Solutions	Performance Criteria
<p>A1 All stormwater must be:</p> <ul style="list-style-type: none"> 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 contains stormwater within the site. <p>Not applicable. There are no buildings that require planning approval. The toilet block is a temporary structure that does not require approval.</p>	<p>P1 Stormwater discharges to watercourses and wetlands must minimise loss of hydrological and biological values, having regard to:</p> <ul style="list-style-type: none"> (i) natural flow regimes, water quality and biological diversity of any waterway or wetland; (ii) design and operation of any buildings, works or structures, on or near the wetland or waterway; (iii) sources and types of potential contamination of the wetland or waterway; (iv) devices or works to intercept and treat waterborne contaminants; (v) opportunities to establish or retain native riparian vegetation or continuity of aquatic habitat.

Acceptable Solutions	Performance Criteria
<p>A2.1 No new point source discharge directly into a wetland or watercourse.</p> <p>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.</p> <p>Complies with A2.1 and A2.2 Not applicable. There will be no new point source discharges nor are there existing point source discharges.</p>	<p>P2.1 New and existing point source discharges to wetlands or watercourses must implement appropriate methods of treatment or management to ensure point sources of discharge:</p> <p>a) do not give rise to pollution as defined under the <i>Environmental Management and Pollution Control Act 1994</i>; and</p> <p>b) are reduced to the maximum extent that is reasonable and practical having regard to:</p> <p>i) best practice environmental management; and</p> <p>ii) accepted modern technology; and</p> <p>c) meet emission limit guidelines from the Board of the Environment Protection Authority in accordance with the <i>State Policy for Water Quality Management 1997</i>.</p> <p>P2.2 Where it is proposed to discharge pollutants into a wetland or watercourse, the application must demonstrate that it is not practicable to recycle or reuse the material.</p>
<p>A3 No acceptable solution.</p>	<p>P3 Quarries and borrow pits must not have a detrimental effect on water quality or natural processes.</p> <p>Not applicable.</p>

E9.6.3 Construction of Roads

<p>Objective</p> <p>To ensure that roads, private roads or private tracks do not result in erosion, siltation or affect water quality.</p>	
Acceptable Solutions	Performance Criteria
<p>A1 A road or track does not cross, enter or drain to a watercourse or wetland.</p> <p>Does not comply with A1. Relies on P1.</p>	<p>P1 Road and private tracks constructed within 50m of a wetland or watercourse must comply with the requirements of the <i>Wetlands and Waterways Works Manual</i>, particularly the guidelines for siting and designing stream crossings.</p> <p>Complies with P1. The FPP outlines required management measures for works adjacent to watercourse. The track will cross watercourses them and the provisions of the FPP have taken into account the requirements of the Wetlands and Waterways Works Manual.</p> <p>A condition of permit will require a soil and water management plan to be prepared and submitted to Council prior to works commencing.</p>

E9.6.4 Access

Objective To facilitate appropriate access at suitable locations whilst maintaining the ecological, scenic and hydrological values of watercourses and wetlands.	
Acceptable Solutions	Performance Criteria
A1 No acceptable solution.	<p>P1 New access points to wetlands and watercourses are provided in a way that minimises:</p> <ul style="list-style-type: none">a) their occurrence; andb) the disturbance to vegetation and hydrological features from use or development. <p>Complies with P1. There are several identified stream crossings for the proposed mountain bike trail. The FPP has made a number of recommendations regarding the construction of these crossings, to ensure vegetation is minimally disturbed and hydrological features are not damaged. Tracks and crossings will be constructed in such a way that users are encouraged to stay on the paths and follow the designated tracks.</p>
A2 No acceptable solution.	<p>P2 Accesses and pathways are constructed to prevent erosion, sedimentation and siltation as a result of runoff or degradation of path materials.</p> <p>Complies with P1. The FPP stipulates general construction principles to improve drainage and prevent erosion and manage all track run off.</p>

E9.6.5 Sediment and Erosion Control – Not applicable.

E9.6.6 Water Catchment Areas – Not applicable

E15 Signs Code

Not applicable – Any signage to be erected as part of the development will either be identifications or directional signage, both of which are exempt under Clause 15.4.1 of the Scheme.

6. Advertising

The S57 application was advertised for the statutory 14 day period with signs placed on site, in the Examiner Newspaper and Council offices. No representations were received during this period.

This application is deemed to comply with all relevant acceptable solutions and the above performance criteria of the *Break O'Day Interim Planning Scheme 2013*.

7. Mediation

Nil.

8. 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 Environmental Management Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and eleven Performance Criterion. It is therefore recommended for approval with conditions normally set to this type of development.

LEGISLATION / STRATEGIC PLAN & POLICIES:

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

BUDGET AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority

Planning Submission

Proposed New Trail Alignments Stages 1-3 Mountain Bike
Trail between Poimena and Bay of Fires, Car Park and
Temporary Toilet, Poimena, North East Region, Tasmania

Break O'Day Council

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1. Executive Summary

1.1 Proposal Overview

In late 2016, the Blue Tier Mountain Bike Trail was opened to the public. This trail starts at Poimena and descends over approximately 20 kilometres to Weldborough to the west.

An application for the development and use of some 46 kilometres of world class mountain bike trail descending between Poimena and Bay of Fires (Swimcart Beach area) which whilst not quite pristine, is nevertheless considered able to offer a magnificent forest experience for visitors. The trail consists of 8 defined stages. While this project presents a whole new trail network around St Helens and Binalong Bay, it could also be considered as an extension of the Blue Derby trail network, as it would actually connect with the Blue Derby trail network via Poimena and utilise a small portion of the Blue Derby trail infrastructure. The trail is single direction only, appealing to cross-country and some gravity/endure riders. The trail is rated More Difficult. This proposal was approved by the Break O'Day Council 5th September 2018.

With this increased visitation to Poimena, some problems have become apparent:

1. A walking track to the summit of Mt Poimena, while not part of the Blue Tier MTB trail, has become popular with mountain bikers as a warm-up before starting the Blue Tier.
2. The available car parking and pick-up / drop-off areas are not large enough to cater to the number of vehicles now visiting the site.

The best way to achieve the conflicting issues on the Mt Poimena walking track was to reconfigure the trails to reconfigure the trails and to utilise the new car parking/visitor area. The proposal is to provide separate trail for MTB riders towards the summit of Mt Poimena and connect to both the existing Blue Tier trail and the approved new Poimena to Bay of Fires trail, effectively becoming the start for both of these trails.

The proposal has been prepared in accordance with the provisions of the *Break O'Day Interim Planning Scheme 2013* and the objectives of the *Land Use Planning and Approvals Act 1993*.

1.2 Proposal Compliance Assessment

Element	Compliance requirement
Use	
Passive Recreation	<ul style="list-style-type: none"> • No Permit Required use
Development	
29.4.2 Landscaping	<ul style="list-style-type: none"> • P2
29.4.4 Provision of Infrastructure	<ul style="list-style-type: none"> • P1 and P2
E4.6.1 Use and Road or Rail Infrastructure	<ul style="list-style-type: none"> • P3
E4.7.2 Management of Road Access and Junctions	<ul style="list-style-type: none"> • P2
E4.7.4 Sight Distance at Accesses, Junctions and Level Crossings	<ul style="list-style-type: none"> • P1
E6.7.1 Construction of Car Parking Spaces and Access Strips	<ul style="list-style-type: none"> • P1
E6.8.5 Pedestrian Walkways	<ul style="list-style-type: none"> • P1

E9.6.1 Development and Construction Practices and Riparian Vegetation	<ul style="list-style-type: none"> • P1
E9.6.4 Access	<ul style="list-style-type: none"> • P1 and P2

2. Subject Land and Locality

2.1 Subject Land Description

Sections 1-3 of the trail were largely located within the sub-alpine, flatter terrain around Poimena. Sections 4-8 are not impacted at all by this proposed redevelopment of the Poimena visitor area. The land tenure affected is Crown Land (Parks & Wildlife Service).

The original alignments were as follows:

Section 1 commences at the trailhead at Poimena, at an altitude of around 750m above sea level (Parks and Wildlife Service land) and follows the Blue Tier mountain bike trail (part of the Blue Derby trail network) for 500m. No works are proposed. Estimated length of Section 1 is 0.57km.

Section 2 is a section of new single track, starting at the end of Section 1. Within the first 50-100m of trail, the alignment merges onto an existing water race, which is then followed for the entire remained of this section. The water race is in moderately good condition in most areas, although it is very overgrown. The outer wall of the water race would be used as a 'raised causeway' on which the trail would be placed. Estimated length of Section 2 is 1.57km.

Section 3 is a section of a new single track, starting at the end of Section 2. It runs parallel to the existing Sun Flats Road on the southern side, ideally staying within 10m of the road, which is fairly flat and accessible to vehicles in this area. Estimated length of Section 3 is 1.12km.

The proposed alternative alignments are as follows:

Section 1 starts at the new car park at Poimena and traverses around Mt Poimena in an anti-clockwise direction, climbing gently for approximately 1.5km, reaching a number of excellent vantage points to the coast. After 1.5km it begins to descend, continuing in a northeast direction. Completely new section of trail is proposed. Estimated length of the alternative alignment of Section 1 is 2.33km.

Section 2 is to start at the intersection of the Blue Tier and the Poimena to Bay of Fires trail. It continues to traverse around Mt Poimena in an anti-clockwise direction, heading north, then west, then southwest, descending overall, although gently undulating. This section combines Sections 2 and 3 of the original master plan, but in reverse. The original alignment for Section 3 was located on Sun Flats Road, but this new alignment is off Sun Flats Road (to the south) for its entirety, providing a complete single-track experience. Estimated length of Section 2 is 2.64km.

Section 3 starts at the intersection of the Blue Tier and the Poimena to Bay of Fires trail. It provides a short link eastward to connect to the start of Section 4 of the Poimena to Bay of Fires trail. This section is to run parallel to a portion of Section 3 of the original master plan, but with this alignment off Sun Flats Road (to the south). Estimated length of Section 3 is 0.27km.

A proposed new trail, a short section, that starts at the northern end of the Mt Poimena Walking Track is proposed and heads south to link into the existing Blue Tier Trail. Alternative Sections 1, 2 and 3

will create a new entry to the Blue Tier, making approximately 900m of the current trail obsolete. Of this 900m, the 650m lying to the east of Sun Flats Road can be repurposed as a continuation of the Mt Poimena Walking Track, thus creating (with the proposed new link) a continuous loop all the way back to the visitor area without using any roads. This section runs parallel to a small portion of Section 2 in the original master plan. The Mt Poimena walking track link is estimated to be 0.11km in length.

2.2 Locality Description

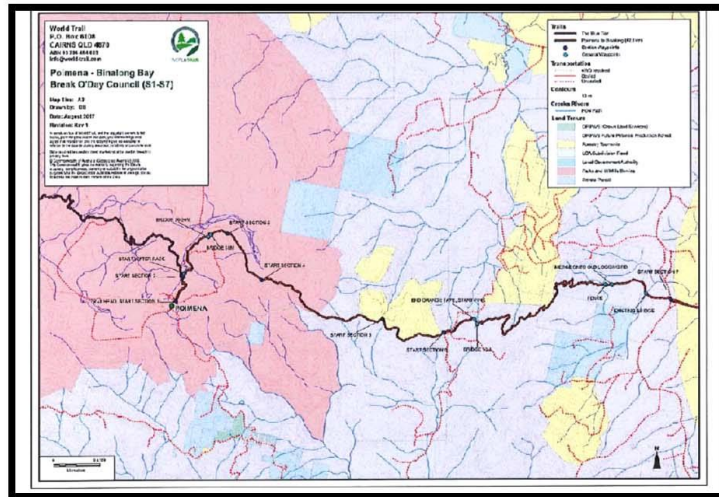


Figure 1: Poimena to Bay of Fires Trail Section 1-7 (Original Alignment from Master Plan)

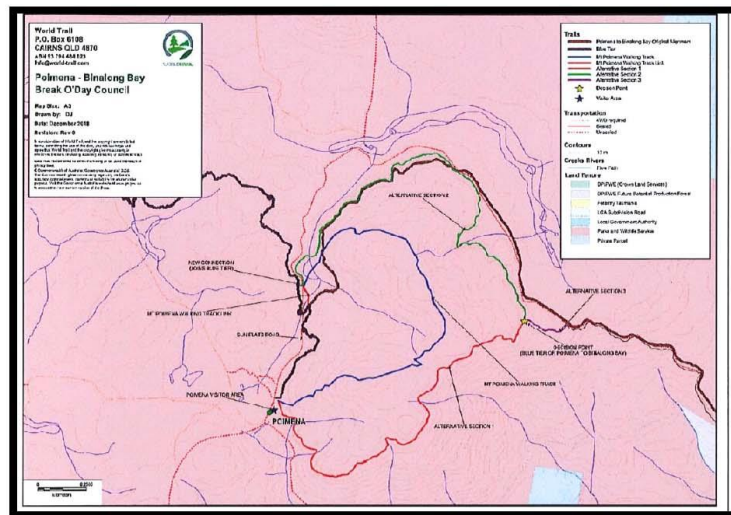


Figure 2: Proposed New Trail Alignments Associated with the Redevelopment of Poimena Visitor Area

3. Proposal

3.1 Development Proposal

The original approved sections 1-3 provided for a distance of 3.26km. The new alternative alignments for sections 1-3 will provide for a distance of 5.35km. Standard trail construction is proposed.

The proposal includes for further car parking and toilet facilities that are required in the Poimena area to account for increased visitation with the opening of the new trail.

The proposed trail will be constructed to take maximum advantage of the existing terrain and to minimise physical intervention such as armouring or cuts and batters. The proposed trail alignment runs adjacent or parallel to existing vehicle tracks and therefore there will be minimal requirements for the clearing of vegetation and soil disturbance. Given the nature of the proposal the specific need for cuts, the angle of battering and the requirement for armouring will be identified during the construction process and undertaken in accordance with the specified principles and requirements of the Forest Practices Plan.

A number of threatened species have been identified through flora and fauna searches, the trail alignments have been modified to avoid any impact on identified threatened species. During construction, professionals in their respective fields will be onsite to ensure that no threatened species are impacted during this phase – micro sighting will occur. Should the project involve the removal or damage to a threatened species, a permit will be required for the activity under the *Threatened Species Protection Act 1995* and the *Environment Protection and Biodiversity Conservation Act 1999*.

Hygiene issues are of ever increasing concern for the sustainability of our forests and bush. Strict machinery, equipment and personnel hygiene protocols will be implemented within the trail alignment to minimise the risk of introducing or spreading of any pathogens.

All of the trail construction will be undertaken by an operator experienced in the construction of world class trails through sensitive areas. The design guidelines and the Forest Practices Plan provide for appropriate construction safeguards when dealing with slope, erodibility, drainage and stream crossings. The requirement for engineering designs for permanent crossings to be prepared by a qualified engineer is reasonable and expected.

The development may typically result in up to 30 vehicle trips per day on weekends during peak seasonal periods. Of these trips, 2 to 4 may be buses (buses with bicycle trailers and the like). These movements will be split between the Poimena and Swimcart Beach ends of the trail.

A new car park to be located at the northern end of Poimena Road is proposed. The car park will have capacity for 16 car parking spaces as well as 4 buses. A temporary toilet block is proposed for the site.

The car parking spaces will measure 3.0m x 6.0m with a 9.0m aisle. The car park measures approximately 63 metres x 30 metres. Separate entry and exit driveways connect to Poimena Road with a clockwise circulation through the car park.

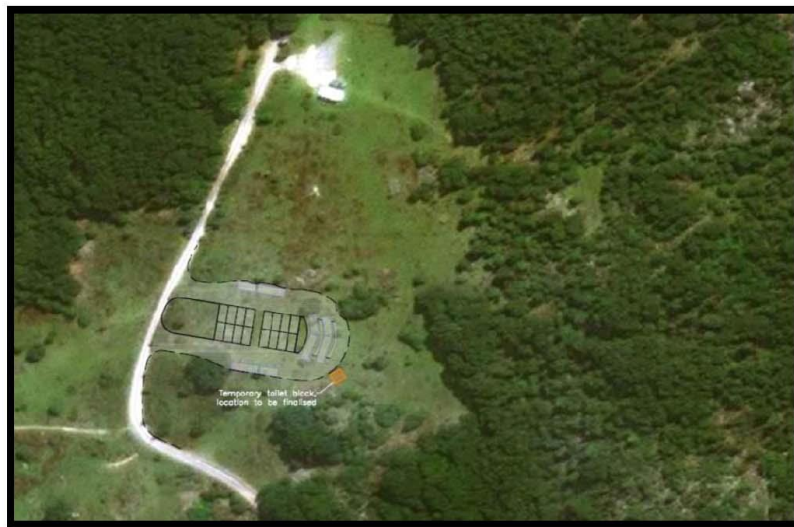


Figure 3: Proposed Car Park and Temporary Toilet Location

Sections 1-3 pass through PWS land, with no private land being encroached. There are limited parcels of land, and the relevant land owner has provided consent for application lodgement.

4. Planning Assessment

4.1 Break O'Day Interim Planning Scheme 2013

Use:

Passive Recreation

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

Zone:

The subject lands are zoned Environmental Management within the *Break O'Day Interim Planning Scheme 2013*.

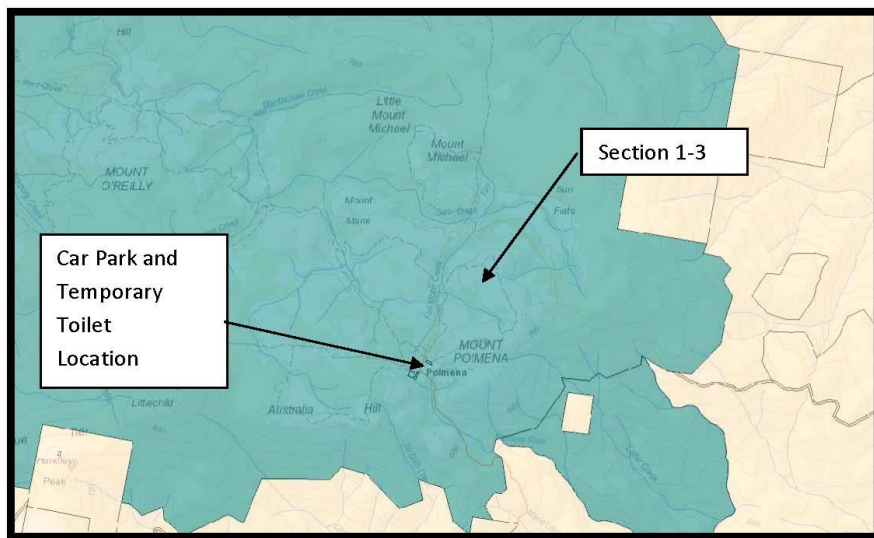


Figure 4: Zoning Map

(Cream = Rural Resource Zone, Teal = Environmental Management Zone)

5.4 Maintenance and Repair of Linear and Minor Utilities and Infrastructure

5.4.1 Maintenance and repair by or on behalf of the State Government, a Council, a statutory authority, or a corporation all the shares of which are held by or on behalf of the State or by a statutory authority, of:

....

c) minor infrastructure such as footpaths and cycle paths, playground equipment, seating and shelters, telephone booths, post boxes, bike racks, fire hydrants, drinking fountains, rubbish bins, public art, traffic control devices and markings, and the like on public land.

5.6 Temporary Buildings or Works

5.6.1 The erection of temporary buildings or works to facilitate development for which a permit has been granted or for which no permit is required provided they are not occupied for residential use and are removed within 14 days of completion of development.

Proposal Response

The toilet block is proposed to be temporary would not be subject to planning approval due to the exemptions provided above. The temporary toilet location has been decided by Parks and Wildlife Service. The selection of this type of toilet was made so that no on ground impacts are proposed,

provided it is placed on reasonably flat ground. The tanks are full capture and would be pumped out as required. There will be no hand washing facilities provided as this is not required for a temporary structure. Parks and Wildlife Service are working towards a permanent solution that would be considered in the future.

29 Environmental Management Zone

29.1 Zone Purpose

29.1.1 Zone Purpose Statements

29.1.1.1 To provide for the protection, conservation and management of areas with significant ecological, scientific, cultural or aesthetic value, or with a significant likelihood of risk from a natural hazard.

29.1.1.2 To only allow for complementary use or development where consistent with any strategies for protection and management.

Proposal Response

The proposal furthers the purpose of the zone. The proposal is to for a complementation use and development consistent with any strategies for protection and management.

29.2 Use Table

The proposed use best fits the use class of Passive Recreation of which is a No Permit Required use within the Environmental Management Zone, with the car park being subservient and incidental to the mountain bike trails.

29.3 Use Standards

29.3.1 Reserved Land

Objective

To ensure that development recognises and reflects relevant values of land reserved under the National Parks and Reserves Management Act 2002 or Nature Conservation Act 2002.

Acceptable Solution	Performance Criteria	Proposal Response
A1 Use on reserved land is in accordance with a Reserve Activities Assessment approved under the <i>National Parks and Reserves Management Act 2002</i> or <i>Nature Conservation Act 2002</i> .	P1 No performance criteria.	<i>A PWS Reserve Activity Assessment (level 3) has been provided as part of the application (refer to Appendix E to this submission). This meets the acceptable solution.</i>

29.4 Development Standards

29.4.1 Building Design and Siting

Objective To ensure that the design and siting of buildings responds appropriately to the natural values of the site and causes minimal disturbance to the environment.		
Acceptable Solution	Performance Criteria	Proposal Response
<p>A1 The curtilage for development must:</p> <ul style="list-style-type: none"> a) not exceed 20% of the site; or b) be in accordance with a Reserve Activities Assessment approved under the <i>National Parks and Reserves Management Act 2002</i> or <i>Nature Conservation Act 2002</i>. 	<p>P1 An area greater than 20% of the site may be used where the development is for a driveway or for the management of natural hazards.</p>	<p><i>Not applicable. There are no proposed buildings. The temporary toilet meets the General Exemptions of the Planning Scheme.</i></p>
<p>A2 Building height must:</p> <ul style="list-style-type: none"> a) not exceed 6m; or b) be in accordance with a Reserve Activities Assessment approved under the <i>National Parks and Reserves Management Act 2002</i> or <i>Nature Conservation Act 2002</i>. 	<p>P2 Building height must blend with the surrounding landscape and not be individually prominent.</p>	<p><i>Not applicable. There are no proposed buildings. The temporary toilet meets the General Exemptions of the Planning Scheme.</i></p>
<p>A3 Buildings must be setback</p> <ul style="list-style-type: none"> a) a minimum of 10m to all boundaries; or b) in accordance with a Reserve Activities Assessment approved under the <i>National Parks and Reserves Management Act 2002</i> or <i>Nature Conservation Act 2002</i>. 	<p>P3 Building setback must protect the natural values of the site or reduce the risk from natural hazards.</p>	<p><i>Not applicable. There are no proposed buildings. The temporary toilet meets the General Exemptions of the Planning Scheme.</i></p>
<p>A4 Building for a sensitive use must be set back a minimum of 200m to the rural resource zone.</p>	<p>P4 Buildings for sensitive use must be designed and sited to protect uses in the rural resource zone from likely constraint, having regard to the:</p>	<p><i>Not applicable. There are no proposed buildings. The temporary toilet meets the General Exemptions of the Planning Scheme.</i></p>

	<ul style="list-style-type: none"> a) locations of existing buildings; and b) size and proportions of the lot; and c) nature of the rural resources that are or may potentially be conducted; and d) extent to which the topography or existing vegetation screening may reduce or increase the impact of the proposed variation. 	
A5 The colours of external surfaces must be the same shades and tones of the surrounding landscape and vegetation elements.	P5 No performance criteria.	<i>Not applicable. There are no proposed buildings. The temporary toilet meets the General Exemptions of the Planning Scheme.</i>
A6 Reflective materials, excluding windows, must not be used as visible external elements in buildings.	P6 Reflective materials, excluding windows, with a high initial reflectivity must become non reflective within a period of 12 months from the date of installation or that the reflective materials will not be visible from off the site.	<i>Not applicable. There are no proposed buildings. The temporary toilet meets the General Exemptions of the Planning Scheme.</i>
A7 On sites with a slope greater than 1:10, site benching through cut and fill must be less than 20% of the site coverage of the proposed building(s).	P7 On sites with a slope greater than 1:10, site benching through cut and fill greater than 20% of the site coverage of the proposed building(s) must ensure the site works are appropriate to the physical and environmental capabilities of the site having regard to:- <ul style="list-style-type: none"> a) the risk of erosion, and b) the stability of the land; and c) the visual impact of the building on adjoining sites. 	<i>Not applicable. There are no proposed buildings. The temporary toilet meets the General Exemptions of the Planning Scheme.</i>
A8 Rainwater runoff from roofs must be collected by means of	A9 Alternative methods of dealing with rainwater runoff from roofs must avoid erosion,	<i>Not applicable. There are no proposed buildings. The temporary toilet meets the</i>

roof guttering, downpipes and rainwater tanks.	flooding, siltation, pollution or contamination of ground or surface waters.	<i>General Exemptions of the Planning Scheme.</i>
A9 Exterior building lighting is limited to that necessary to allow safe and secure movement of pedestrians and to allow movement around the building at night. Lighting must not be used as a means of displaying the presence of buildings to be visible from outside the site.	P9 Additional lighting must be in a location and an amount that is appropriate to the needs of pedestrians and other building users and does not make the building visible from outside the site boundaries.	<i>Not applicable. There are no proposed buildings. The temporary toilet meets the General Exemptions of the Planning Scheme.</i>
A10 Where a development is part of a larger complex, each component of the development must be connected by walking tracks.	P10 No performance criteria.	<i>Complies. The purpose of the development is to provide tracks between various components, including in this proposal a walking track link.</i>
A11 Single unbroken wall are not to exceed 15m in length.	P11 The horizontal scale of elements must not dominate natural landscapes.	<i>Not applicable. There are no proposed buildings. The temporary toilet meets the General Exemptions of the Planning Scheme.</i>
A12 Roofs must be: a) pitched at an angle or less than 30 degrees and can be either hipped or gabled; or b) curved at radius no greater than 12.5m.	P12 Rooves pitched at angles greater than 30 degrees or curved at a radius greater than 12.5m must have a roof form that is appropriate to the features of the site and surrounding landscape and is compatible with the overall design concept of the development.	<i>Not applicable. There are no proposed buildings. The temporary toilet meets the General Exemptions of the Planning Scheme.</i>

29.4.2 Landscaping

Objective:

To ensure that the natural values of the site are retained in a manner that contributes to the broader landscape of the area.

Acceptable Solution	Performance Criteria	Proposal Response
A1 If for permitted or no permit required uses.	P1 Development must be accompanied by a landscape and site management plan that sets out how the entire	<i>The use of passive recreation is classed as a 'no permit required'.</i>

	<p>site will be managed having regard to:</p> <ul style="list-style-type: none"> a) any retaining walls; and b) retaining any existing native vegetation where it is feasible to do so or required to be retained by another provision of this scheme; and c) the locations of any proposed buildings, driveways, car parking, storage areas, signage and utility services; and d) any fencing; and e) vegetation planting to be used and where; and f) any pedestrian movement paths; and g) ongoing treatment of the balance of the lot, if any, including maintenance of plantings, weed management and soil and water management. 	
<p>A2 Development must be located on land on which the natural vegetation cover has been removed or significantly disturbed.</p>	<p>P2 New development must be located in a manner that minimises vegetation removal.</p>	<p><i>The proposal relies upon assessment against the performance criteria. The track will be constructed through areas which have been untouched. ECOtas has provided a flora and fauna report - addendum (Ecological Assessment).</i></p> <p><i>The application also includes a forest practices plan (variation) carried out by Scott Livingstone (Appendix F). The plan includes detailed requirements in relation to on site management of vegetation.</i></p>

A3 All new plantings must be undertaken with seeds or rootstock derived from provenance taken within the boundaries of the site, or the vicinity of the site.	P3 Where seeds or rootstock derived from provenance taken within the boundaries of the site is insufficient for the landscaping needs, seeds or rootstock may be used from other lots within the municipal area.	<i>There are no proposed new plantings as part of the application. It is recommended that this form one of the conditions of approval, ensuring that any potential future plantings are derived from the site vicinity.</i>
A4 Plants listed in Appendix 3 must not be used in landscaping.	P4 No performance criteria.	<i>No proposed plantings, however recommended that this be included as a condition of approval on the permit.</i>

29.4.3 Subdivision – Not applicable.

29.4.4 Provision of Infrastructure

Objective: To ensure that development is provided with adequate and appropriate infrastructure and that the cost of providing infrastructure is not unnecessarily borne by the wider community.		
Acceptable Solution	Performance Criteria	Proposal Response
A1 No acceptable solution.	P1 New roads must be designed to ensure safe movement of vehicles and pedestrians and that native wildlife is protected.	The proposal relies upon assessment against the performance criteria. There are no new roads being constructed as part of the application.
A2 Footpaths and trails must be a minimum of:- a) 1m wide for walking trails. b) 1.5m wide where required for wheelchair access.	P2 Footpaths and trails must be sensitively located to take advantage of landscape features without interfering with natural drainage patterns or water catchment areas.	The proposal relies upon assessment against the performance criteria. The application cannot guarantee that a minimum width of 1m will be followed for all sections of the track. The track design has been tailored to ensure sensitive areas are avoided, and changes will be made on site should area of a sensitive nature be encountered.

29.4.5 Tourist Operations – Not applicable. The use is classified as passive recreation, not tourist operations.

4.2 Other Planning Considerations

E1.0 Bushfire Prone Areas Code – Not applicable, the proposal is exempt from the Code.

E2.0 Potentially Contaminated Land Code – Not applicable, the subject site is not known to be potentially contaminated land.

E3.0 Landslip Code – Not applicable, the subject site is not known to be potentially subject to a landslip hazard.

E4.0 Road and Railway Code

E4.6.1 Use of Road or Rail Infrastructure

Objective

To ensure that the safety and efficiency of road and rail infrastructure is not reduced by the creation of new accesses and junctions or increased use of existing accesses and junctions.

Acceptable Solutions	Performance Criteria	Proposal Response
A1 Sensitive use on or within 50m of a category 1 or 2 road, in an area subject to a speed limit of more than 60km/h, a railway or future road or railway, must not result in an increase to the annual average daily traffic (AADT) movements to or from the site by more than 10%.	P1 Sensitive use on or within 50m of a category 1 or 2 road, in an area subject to a speed limit of more than 60km/h, a railway or future road of railway must demonstrate that the safe and efficient operation of the infrastructure will not be detrimentally affected.	<i>It is argued that the proposed passive recreation use does not qualify as a sensitive use.</i>
A2 For roads with a speed limit of 60km/h or less the use must not generate more than a total of 40 vehicle entry and exit movements per day.	P2 For roads with a speed limit of 60km/h or less, the level of use, number, location, layout and design of accesses and junctions must maintain an acceptable level of safety for all road users, including pedestrians and cyclists.	<i>Not applicable.</i>
A3 For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic (AADT) movements at the existing access or junction by more than 10%.	P3 For limited access roads and roads with a speed limit of more than 60km/h: a) Access to a category 1 road or limited access road must only be via an existing access or junction or the use or development must provide a significant social and economic	<i>In this case, the car park will generate approximately 50 vehicles per day, which is greater than 10% of the existing traffic volume on Poimena Road.</i> <i>The proposal relies upon assessment against the performance criteria.</i> <i>a) N/A. Poimena Road is not a Category 1</i>

	benefit to the State or region; and	<i>Road or limited access road.</i>
	b) Any increase in use of an existing access or junction or development of a new access or junction to a limited access road or a category 1, 2 or 3 road must be for a use that is dependent on the site for its unique resources, characteristics or locational attributes and an alternate site or access to a category 4 or 5 road is not practicable; and	b) <i>N/A. Poimena Road is not a Category 1, 2 or 3 road.</i>
	c) An access or junction which is increased in use or is a new access or junction must be designed and located to maintain an adequate level of safety and efficiency for all road users.	c) <i>The car park accesses the road via separate entry and exit driveways. Adequate sight distance is available in both directions along Poimena Road.</i>
		<i>A Traffic Impact Assessment demonstrating compliance is contained at Appendix G to this submission.</i>
A4 Use serviced by a side road from a deficient junction (refer E4 Table 2) is not to create an increase to the annual average daily traffic (AADT) movements on the side road at the deficient junction by more than 10%.	P4 Use serviced by a side road from a deficient junction (refer E4 Table 2) must ensure the safety and performance of the road junction will not be reduced.	<i>The use is not serviced by any of the side roads listed in Table 2.</i>

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

Objective

To ensure that development on or adjacent to class 1 or 2 roads (outside 60km/h), railways and future roads and railways is managed to:

- a) Ensure the safe and efficient operation of roads and railways; and
- b) Allow for future road and rail widening, realignment and upgrading; and
- c) Avoid undesirable interaction between roads and railways and other use or development.

Acceptable Solution	Performance Criteria	Proposal Response
A1 The following must be at least 50m from a railway, a future road	P1 Development including buildings, road works, earthworks,	a) <i>The landscaping of the track is not within 50m of a future road or</i>

or railway, and a category 1 or 2 road in an area subject to a speed limit of more than 60km/h:	landscaping works and level crossings on or within 50m of a category 1 or 2 road, in an area subject to a speed limit of more than 60km/h, a railway or future road or railway must be sited, designed and landscaped to:	<i>railway of an existing railway or a category 1 or 2 roads. It is noted there are no category 1 or 2 roads within the municipality.</i>
<ul style="list-style-type: none"> a) New road works, buildings, additions and extensions, earthworks and landscaping works; and b) Building envelopes on new lots; and c) Outdoor sitting, entertainment and children's play areas. 	<ul style="list-style-type: none"> a) Maintain or improve the safety and efficiency of the road or railway or future road or railway, including line of sight from trains; and b) Mitigate significant transport-related environmental impacts, including noise, air pollution and vibrations in accordance with a report from a suitably qualified person; and c) Ensure that additions or extensions of buildings will not reduce the existing setback to the road, railway or future road or railway; and d) Ensure that temporary buildings and works are removed at the applicant's expense within three years or as otherwise agreed by the road or rail authority. 	<ul style="list-style-type: none"> b) <i>The application does not contain any buildings or building envelopes.</i> c) <i>The application will not have any sitting, entertainment, or children's play areas within 50m of a future road or railway, or a category 1 or 2 road.</i>

E4.7.2 Management of Road Accesses and Junctions

Objective		
To ensure that the safety and efficiency of roads is not reduced by the creation of new accesses and junctions or increased use of existing accesses and junctions.		
Acceptable Solutions	Performance Criteria	Proposal Response
A1 For roads with a speed limit of 60km/h or less the development must include only one access providing both entry and exit, or two accesses	P1 For roads with a speed limit of 60km/h or less, the number, location, layout and design of accesses and junctions must maintain an acceptable level of safety for	<i>Not applicable.</i>

providing separate entry and exit.	all road users, including pedestrians and cyclists.	
A2 For roads with a speed limit of more than 60km/h the development must not include a new access or junction.	<p>P2 For limited access roads and roads with a speed limit of more than 60km/h:</p> <ul style="list-style-type: none"> a) Access to a category 1 road or limited access road must only be via an existing access or junction or the development must provide a significant social and economic benefit to the State or region; and b) Any increase in use of an existing access or junction or development of a new access or junction to a limited access road or a category 1, 2 or 3 road must be dependent on the site for its unique resources, characteristics or locational attributes and an alternate site or access to a category 4 or 5 road is not practicable; and c) An access or junction which is increased in use or is a new access or junction must be designed and located to maintain an adequate level of safety and efficiency for all road users. 	<p><i>The development does include new access onto Poimena Road. A Traffic Impact Assessment demonstrating compliance is attached at Appendix G.</i></p> <ul style="list-style-type: none"> a) N/A b) N/A c) Details are provided in relation to adequate sight distances, and the access has been engineered to comply.
A3 Accesses must not be located closer than 6m from an intersection nor within 6m of a break in a median strip.	P3 Accesses must not be located so as to reduce the safety or efficiency of the road.	<i>Proposal complies with the acceptable solution.</i>

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

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

Objective		
To ensure that use and development involving or adjacent to accesses, junctions and level crossings allows sufficient sight distance between vehicles and between vehicles and trains to enable safe movement of traffic.		
Acceptable Solutions	Performance Criteria	Proposal Response
<p>A1 Sight distances at</p> <ul style="list-style-type: none"> a) An access or junction must comply with the Safe 	<p>P1 The design, layout and location of an access, junction or rail level crossing must provide adequate sight</p>	<p><i>The available sight distance to the north of the car park access is estimated to be 90 metres to the north and 65</i></p>

Intersection Sight distances to ensure the safe movement of vehicles.	<i>metres to the south. The available sight distance does not comply with the requirements of the acceptable solution to the south.</i>
b) Rail level crossings must comply with AS1742.7 Manual of uniform traffic control devices – Railway crossings, Standards Association of Australia; or	<i>The access complies with the performance criteria as detailed in the Traffic Impact Assessment, provided by Midson Traffic Pty Ltd which recommends warning signage be installed.</i>
c) If the access if a temporary access, the written consent of the relevant authority have been obtained.	

E5.0 Flood Prone Areas Code – Not applicable.

E6.0 Car Parking and Sustainable Transport Code

Table E6.1: Parking Space Requirements

Use	Parking Requirement		
	Vehicle	Bicycle	Required
Passive Recreation	No requirements set	No requirements set	No requirement

Proposal Response

16 additional parking spaces and 4 bus spaces is provided as part of the proposal.

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Objective		
To ensure that an appropriate level of car parking is provided to service use.		
Acceptable Solutions	Performance Criteria	Proposal Response
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).	P1 The number of car parking spaces provided must have regard to: a) The provisions of any relevant location specific car parking plan; and b) The availability of public car parking spaces within	<i>The proposal complies with the acceptable solution. 16 car parking spaces and 4 bus spaces.</i>

- reasonable walking distance; and
- c) Any reduction in demand due to sharing of spaces by multiple uses either because of variations in peak demand or by efficiencies gained by consolidation; and
 - d) The availability and frequency of public transport within reasonable walking distance of the site; and
 - e) Site constraints such as existing buildings, slope, drainage, vegetation and landscaping; and
 - f) The availability, accessibility and safety of on-road parking, having regard to the nature of the roads, traffic management and other uses in the vicinity; and
 - g) An empirical assessment of the car parking demand; and
 - h) The effect on streetscape, amenity and vehicle, pedestrian and cycle safety and convenience; and
 - i) The recommendations of a traffic impact assessment prepared for the proposal; and
 - j) Any heritage values of the site; and
 - k) For residential buildings and multiple dwellings, whether parking is adequate to meet the needs of the residents having regard to:

i)	The size of the dwelling and the number of bedrooms; and
ii)	The pattern of parking in the locality; and
iii)	Any existing structure on the land.

6.7 Development Standards

E6.7.1 Construction of Car Parking Spaces and Access Strips

Objective

To ensure that car parking spaces and access strips are constructed to an appropriate standard.

Acceptable Solutions	Performance Criteria	Proposal Response
<p>A1 All car parking, access strips manoeuvring and circulation spaces must be:</p> <ul style="list-style-type: none"> a) Formed to an adequate level and drained; and b) Except for a single dwelling, provided with an impervious all weather seal; and c) Except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces. 	<p>P1 All car parking, access strips manoeuvring and circulation spaces must be readily identifiable and constructed to ensure that they are useable in all weather conditions.</p>	<p><i>The proposed car parking and access strips, manoeuvring and circulation spaces are readily identifiable and will be constructed to ensure that they are useable in all weather conditions.</i></p> <p><i>The proposal complies with the performance criteria.</i></p>

E6.7.2 Design and Layout of Car Parking

Objective

To ensure that car parking and manoeuvring space are designed and laid out to an appropriate standard.

Acceptable Solutions	Performance Criteria	Proposal Response
<p>A1.1 Where providing for 4 or more spaces, parking areas (other than for parking located in garages and carports for a dwelling in the</p>	<p>P1 The location of car parking and manoeuvring spaces must not be detrimental to the</p>	<p><i>Not applicable. The subject sites are not within the General Residential zone.</i></p>

General Residential Zone) must be located behind the building line; and	streetscape or the amenity of the surrounding areas, having regard to:	
A1.2 Within the general residential zone, provision for turning must not be located within the front setback for residential buildings or multiple dwellings.	<ul style="list-style-type: none"> a) The layout of the site and the location of existing buildings; and b) Views into the site from the road and adjoining public spaces; and c) The ability to access the site and the rear of buildings; and d) The layout of car parking in the vicinity; and e) The level of landscaping proposed for the car parking. 	
A2.1 Car parking and manoeuvring space must:	P2 Car parking and manoeuvring space must:	<i>The proposal will comply with A2.1.</i>
<ul style="list-style-type: none"> a) Have a gradient of 10% or less; and b) Where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction; and c) Have a width of vehicular access no less than prescribed in Table E6.2; and d) Have a combined width of access and manoeuvring space adjacent to parking spaces not less than as prescribed in Table E6.3 where any of the following apply: <ul style="list-style-type: none"> i) There are three or more car parking spaces; and ii) Where parking is more than 30m driving distance from the road; or 	<ul style="list-style-type: none"> a) Be convenient, safe and efficient to use having regard to matters such as slope, dimensions, layout and the expected number and type of vehicles; and b) Provide adequate space to turn within the site unless reversing from the site would not adversely affect the safety and convenience of users and passing traffic. 	<ul style="list-style-type: none"> a) <i>The gradient within the car park is less than 10%.</i> b) <i>Vehicles can enter and exit the site in a forward direction.</i> c) <i>Proposal complies.</i> d) <i>Typical space widths are 3.0m, with an aisle width of 9.0m. The spaces are angled at 90-degrees.</i> <p><i>The proposal will comply with A2.2.</i></p>

- iii) Where the sole vehicle access is to a category 1, 2, 3 or 4 road; and

A2.2 The layout of car spaces and access ways must be designed in accordance with Australian Standards AS 2890.1-2004 Parking Facilities, Part 1: Off Road Car Parking.

E6.7.3 Parking for Persons with a Disability

Objective

To ensure adequate parking for persons with a disability.

Acceptable Solutions	Performance Criteria	Proposal Response
A1 All spaces designated for use by persons with a disability must be located closest to the main entry point to the building.	P1 No performance criteria.	<i>Proposal complies. Refer to Layout Plan, Appendix H to this submission.</i>
A2 One of every 20 parking spaces or part thereof must be constructed and designated for use by persons with disabilities in accordance with Australian Standards AS/NZ 2890.6 2009.	P2 No performance criteria.	<i>Not applicable.</i>

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

Objective

To ensure adequate access for people and goods delivery and collection and to prevent loss of amenity and adverse impacts on traffic flows.

Acceptable Solutions	Performance Criteria	Proposal Response
A1 For retail, commercial, industrial, service industry or warehouse or storage uses; a) At least one loading bay must be provided in accordance with Table E6.4; and	P1 For retail, commercial, industrial, service industry or warehouse or storage uses, adequate space must be provided for loading and unloading the type of vehicles associated with delivering and collecting people and goods where	<i>Not applicable.</i>

- b) Loading and bus bays and access strips must be designed in accordance with Australian Standard AS/NZ 2890.3 2002 for the type of vehicles that will use the site. these are expected on a regular basis.

E6.8 Provisions for Sustainable Transport

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

E6.8.5 Pedestrian Walkways

Objective

To ensure pedestrian safety is considered in development.

Acceptable Solutions	Performance Criteria	Proposal Response
A1 Pedestrian access must be provided for in accordance with Table E6.5.	P1 Safe pedestrian access must be provided within car park and between the entrances to buildings and the road.	<i>Pedestrian access between the car park and temporary toilet and walking trails is available.</i> <i>The proposal complies with the performance criteria.</i>

E8.0 Biodiversity Code

E8.6 Development Standards

E8.6.1 Habitat and Vegetation Management

Objective

To ensure that:

- Vegetation identified as having conservation value as habitat has priority for protection and is appropriately managed to protect those values; and
- The representation and connectivity of vegetation communities is given appropriate protection when considering the impacts of use and development.

Acceptable Solutions	Performance Criteria	Proposal Response
A1.1 Clearance or disturbance of priority habitat is in accordance with a certified Forest Practices Plan or:	P1 Clearance or disturbance of native vegetation within priority habitat may be allowed where a flora and fauna report prepared by a suitably qualified person	<i>Clearance of priority habitat areas will be in accordance with the Forest Practices Plan provided by Scott Livingstone</i>

<p>A1.2</p> <p>Use or development does not clear or disturb native vegetation within the area of the site identified as priority habitat.</p>	<p>demonstrates that development does not unduly compromise the representation of species or vegetation communities in the bioregion having regard to the:</p> <ul style="list-style-type: none"> a) Quality and extent of the vegetation or habitat affected by the proposal, including the maintenance of species diversity and its value as a wildlife corridor; and b) Means of removal; and c) Value of riparian vegetation in protecting habitat values; and d) Impacts of siting of development (including effluent disposal) and vegetation clearance or excavations, in proximity to habitat or vegetation; and e) Need for and adequacy of proposed vegetation or habitat management; and f) Conservation outcomes and long-term security of any offset in accordance with the General Offset Principles for the RMPS, Department of Primary Industries, Parks, Water and Environment. 	<p>(refer to Appendix F to this submission).</p>
<p>A2 Clearance or disturbance of native vegetation is in accordance with a certified Forest Practices Plan.</p>	<p>P2 Clearance or disturbance of native vegetation must be consistent with the purpose of this Code and not unduly compromise the representation of species or vegetation communities in the bioregion having regard to the:</p> <ul style="list-style-type: none"> a) Quality and extent of the vegetation or habitat affected by the proposal, including the maintenance of species diversity and its 	<p><i>Clearance of all native vegetation will be in accordance with the Forest Practices Plan provided by Scott Livingstone.</i></p>

- value as a wildlife corridor;
and
- b) Means of removal; and
- c) Value of riparian vegetation in protecting habitat values; and
- d) Impacts of siting of development (including effluent disposal) and vegetation clearance or excavations, in proximity to habitat or vegetation; and
- e) Need for and adequacy of proposed vegetation or habitat management; and
- f) Conservation outcomes and long-term security of any offset in accordance with the General Offset Principles for the RMPS, Department of Primary Industries, Parks, Water and Environment.

E9.0 Water Quality Code – Applicable.

E9.5 Use Standards

Not used in this Scheme.

E9.6 Development Standards

E9.6.1 Development and Construction Practices and Riparian Vegetation

Objective

To protect the hydrological and biological roles of wetlands and watercourses from the effects of development.

Acceptable Solutions	Performance Criteria	Proposal Response
A1 Native vegetation is retained within:	P1 Native vegetation removal must submit a soil and water management plan to demonstrate:	Both the Forest Practices Plan (Appendix F) and the ECOtas Flora and Fauna report (Appendix C) make numerous recommendations

- a) 40m of a wetland, watercourse or mean high water mark; and
- b) A Water catchment area – inner buffer.

- a) Revegetation and weed control of areas of bare soil; and
- b) The management of runoff so that impacts from storm events up to at least the 1 in 5 year storm are not increased; and
- c) That disturbance to vegetation and the ecological values of riparian vegetation will not detrimentally affect hydrological features and functions.

in regard to soil and water management during the construction phase of the mountain bike trail.

Page 2 of the Original FPP states drainage management approaches which must be used along the proposed track. This includes stabilising areas of potential vulnerability, directing drainage onto vegetation and away from exposed fill, and installing of cross drains when required.

The FPP also states that any felling of trees must be undertaken away from streams where possible, and where unavoidable, the heads are to be pulled completely clear.

Weeds will be controlled through machinery wash-down, with procedures to follow DPIPWE guidelines. The wash-down should take place on a well-drained hard surface.

Stream crossings and work near streams is to be done with utmost care, to avoid sediment and chemical input and to minimise disturbance to creek bed and banks. Where any permanent stream crossings area required, engineered plans are to be prepared by a qualified designer and signed off by Parks and Wildlife Service for approval.

It is recommended if Council require any further soil and water management plans that a condition be placed on the permit requiring that

		<i>prior to any works taking place, a plan be provided and approved to Councils satisfaction. This will ensure works undertaken within 40m of a waterway will comply with sound soil and water management guidelines.</i>
A2 A wetland must not be filled, drained, piped or channelled.	P2 No performance criteria.	<i>There are no identified wetlands within the mountain bike vicinity.</i>
A3 A watercourse must not be filled, piped or channelled except to provide a culvert for access purposes.	P3 A watercourse may be filled, piped, or channelled: <ul style="list-style-type: none"> a) Within an urban environment for the extension of an existing reticulated stormwater network; or b) For the construction of a new road where retention of the watercourse is not feasible. 	<i>No watercourse will be filled as part of the proposed works. The FPP identifies several permanent crossings which are required for the works. These are outlined in page 3 and page 4 of the original report.</i>

E9.6.2 Water Quality Management

Objective		
To maintain water quality at a level which will not affect aquatic habitats, recreational assets, or sources of supply for domestic, industrial and agricultural uses.		
Acceptable Solutions	Performance Criteria	Proposal Response
A1 All stormwater must be: <ul style="list-style-type: none"> 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 	P1 No performance criteria.	<i>Not applicable. There are no buildings that require planning approval as part of the application and no reticulated stormwater system. All ground water runoff will be controlled and directed towards existing vegetation, away from potential areas of erosion.</i>

c) Diverted to an on-site system that contains stormwater within the site.		
A2.1 No new point source discharge directly into a wetland or watercourse.	P2.1 New and existing point source discharges to wetlands or watercourses must implement appropriate methods of treatment or management to ensure point sources of discharge:	<i>There will be no new point source discharge into existing watercourses.</i>
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.	<ul style="list-style-type: none"> a) Do not give rise to pollution as defined under the <i>Environmental Management and Pollution Control Act 1994</i>; and b) Are reduced to the maximum extent that is reasonable and practical having regard to: <ul style="list-style-type: none"> i) best practice environmental management; and ii) accepted modern technology; and c) Meet emission limit guidelines from the Board of the Environment Protection Authority in accordance with the <i>State Policy for Water Quality Management 1997</i>. <p>P2.2 Where it is proposed to discharge pollutants into a wetland or watercourse, the application must demonstrate that it is not practicable to recycle or reuse the material.</p>	
A3 No acceptable solution.	P3 Quarries and borrow pits must not have a detrimental	<i>Not applicable.</i>

effect on water quality or natural processes.

E9.6.3 Construction of Roads – Not applicable.

E9.6.4 Access

Objective

To facilitate appropriate access at suitable locations whilst maintaining the ecological, scenic and hydrological values of watercourses and wetlands.

Acceptable Solutions	Performance Criteria	Proposal Response
A1 No acceptable solution.	<p>P1 New access points to wetlands and watercourses are provided in a way that minimises:</p> <ul style="list-style-type: none"> a) Their occurrence; and b) The disturbance to vegetation and hydrological features from use or development. 	<p><i>There will be several identified stream crossings for the proposed mountain bike trail. The FPP has made a number of recommendations regarding the construction of these crossings, to ensure vegetation is minimally disturbed, and hydrological features are not damaged. Tracks and crossings will be constructed in such a way that users are encouraged to stay on the paths and follow the designated track.</i></p>
A2 No acceptable solution.	<p>P2 Accesses and pathways are constructed to prevent erosion, sedimentation and siltation as a result of runoff or degradation of path materials.</p>	<p><i>The FPP stipulates general construction principals to improved drainage and prevent erosion and manage all track run off.</i></p>

E9.6.5 Sediment and Erosion Control – Not applicable, the proposal is not for a subdivision.

E9.6.6 Water Catchment Areas – Not applicable, water catchment areas are not mapped.

E10.0 Recreation and Open Space Code – Not applicable, the proposal is not for a subdivision.

E11.0 Environmental Impacts and Attenuation Code – Not applicable.

E12.0 Airports Impact Management Code – Not applicable.

E13.0 Local Historic Heritage Code – Not applicable.

E14.0 Coastal Code – Not applicable. The proposal is exempt under E14.4.1 b) as the development undertaken is on behalf of public authorities to provide infrastructure for unrestricted general public use.

E15.0 Signs Code – Not applicable. Any signage to be erected as part of the development will either be identification or directional signage, exempt under Clause E15.4.1 of the Scheme.

E16.0 On-Site Wastewater Management Code – Not applicable.

4.3 State Policies

4.3.1 State Coastal Policy 1996

The State Coastal Policy was created under the *State Policies and Projects Act 1993*. This Policy applies to the Coastal Zone, which is defined as the area within State waters and all areas within one kilometre of the coast.

Proposal Response

This proposed development is located at least 1km from the coast. The Policy does not therefore apply to the works proposed.

4.3.2 State Policy on Water Quality Management 1997

This Policy applies to all surface waters, including coastal waters, and ground waters, other than:

- i. Privately owned waters that are not accessible to the public and are not connected to, or flow directly into, waters that are accessible to the public; or
- ii. Waters in any tank, pipe or cistern.

The purpose of the Policy is to achieve the sustainable management of Tasmania's surface water and groundwater resources by protecting or enhancing their qualities while allowing for sustainable development in accordance with the objectives of Tasmania's Resource Management and Planning System (Schedule 1 of the *State Policies and Projects Act 1993*).

The objectives of this Policy are to:

1. *Focus water quality management on the achievement of water quality objectives which will maintain or enhance water quality and further the objectives of Tasmania's Resource Management and Planning System;*
2. *Ensure that diffuse source and point source pollution does not prejudice the achievement of water quality objectives and that pollutants discharged to waterways are reduced as far as is reasonable and practical by the use of best practice environmental management;*
3. *Ensure that efficient and effective water quality monitoring programs are carried out and that the responsibility for monitoring is shared by those who use and benefit from the resource,*

including polluters, who should bear an appropriate share of the costs arising from their activities, water resource managers and the community;

- 4. Facilitate and promote integrated catchment management through the achievement of objectives (1) to (3) above; and*
- 5. Apply the precautionary principle to Part 4 of this Policy.*

Proposal Response

All ground water runoff will be controlled and directed towards existing vegetation, away from potential areas of erosion. The proposal is consistent with the policy.

4.3.3 State Policy on Protection of Agricultural Land 2009

Those areas of the lands subject to the application that have been mapped, are identified as Class E land capability. The land is therefore not prime agricultural land.

4.4 Land Use Planning and Approvals Act 1993

The *Land Use Planning and Approvals Act 1993* provides objectives for all development considered under this Act. The proposal has been considered against the objectives of this Act. The proposal has been prepared to be consistent with the provisions of the *Break O'Day Interim Planning Scheme 2013*. The proposal is therefore considered to be consistent with the objectives of the Act.

4.5 National Environment Protection Measures

A series of National Environment Protection Measures (NEPMs) have been established by the National Environment Protection Council. These measures are:

- Ambient air quality;
- National pollutant inventory;
- Movement of controlled waste;
- Use packaging materials;
- Assessment of site contamination; and
- Diesel vehicle emissions.

Proposal Response

It is considered that the NEPMs are not relevant to the proposed development.

5. Conclusion

The proposal is for the re-alignment of Sections 1, 2 and 3, a walking link and car park and temporary toilet at Poimena.

The proposal complies with the development standards prescribed by the Scheme and can be approved under the *Break O'Day Interim Planning Scheme 2013*.

The proposal is consistent with the relevant State and local policies, Planning Scheme objectives and considerations and objectives of the *Land Use Planning and Approvals Act 1993*. It is therefore recommended that the proposal be considered for planning approval.

Author	Version	Date
Rebecca Green	2	17 April 2019

Appendix A: Land Owners Consent
(under separate cover)

Appendix B: World Trail Report

Appendix C: Ecological Assessment

Appendix D: Aboriginal Heritage Desktop Review

Appendix E: Reserve Activity Assessment

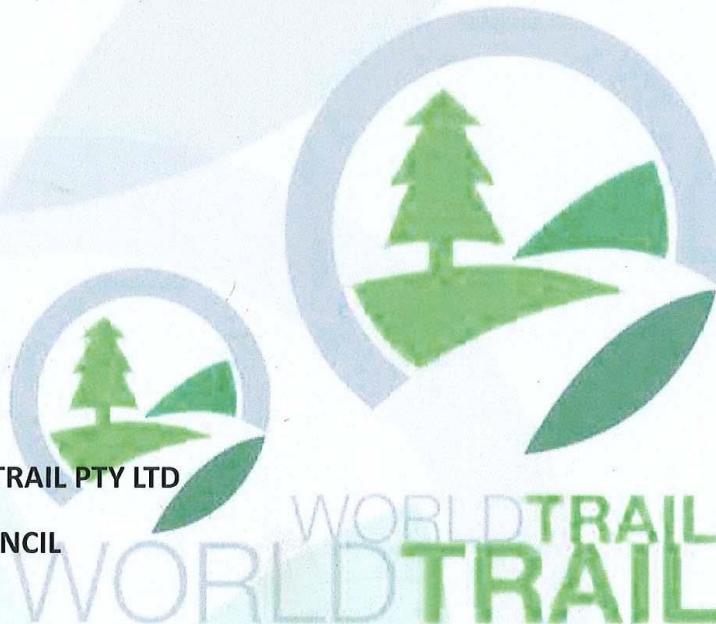
Appendix F: Variation of Certified Forest Practices Plan

Appendix G: Traffic Impact Assessment

Appendix H: Plans and Details

**PROPOSED NEW TRAIL ALIGNMENTS ASSOCIATED WITH
REDEVELOPMENT OF POIMENA VISITOR AREA**

**PREPARED BY WORLD TRAIL PTY LTD
FOR BREAK O'DAY COUNCIL
DECEMBER 2018**



Disclaimer:

This document, *Proposed New Trail Alignments Associated with Redevelopment of Poimena Visitor Area*, has been prepared by World Trail Pty Ltd for Break O'Day Council. This document is the work of World Trail and does not necessarily reflect the final views or opinions of all of stakeholders.



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Document Name: *Proposed New Trail Alignments Associated with Redevelopment of Poimena Visitor Area*

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1 INTRODUCTION

In late 2015, Break O'Day Council (BODC) commissioned World Trail (WT) to undertake the preparation of a Master Plan for a proposed mountain bike trail from Poimena to Binalong Bay. Fieldwork for this work was undertaken in the months from December 2015 through to March 2016. The outcome of this was the completed master plan, '*Break O'Day Mountain Bike Trail Master Plan: Poimena (Blue Tier) to Binalong Bay (Swimcart Beach)*'. In 2017 and 2018 a number of amendments and changes were made to the proposed trail network, in response to issues identified during flora and fauna investigations, with subsequent amendments made to the report.

In late 2016, the Blue Tier MTB trail was opened to the public. Since then it has become extremely popular, attracting hundreds of riders per day in the busiest periods. This trail starts at Poimena and descends over approximately 20km to Weldborough to the west.

With this increased visitation to Poimena, some problems have become apparent:

1. A walking track to the summit of Mt Poimena, while not part of the Blue Tier MTB trail, has become popular with mountain bikers as a warm-up before starting the Blue Tier, due to the spectacular views from the summit of Mt Poimena towards the coast to the east and north. Many riders are respectful of the walkers, and walk up to the summit, but concerns about conflict and overcrowding persist;
2. The available car parking and pick-up/drop-off areas are not large enough to cater to the number of vehicles now visiting the site.

BODC and the Parks and Wildlife Service (PWS) began discussing solutions to these issues, including a new car parking area and other visitor facilities. BODC engaged WT to investigate new trail alignments that would solve the conflict issue on the Mt Poimena walking track and reconfigure the trails to utilise the new car parking/visitor area.

It was determined that the best way to achieve this was to provide a separate trail for MTB riders that would climb up towards the summit of Mt Poimena, thus offering similar views towards the coast and removing the motivation driving MTB riders to use the walking track. This trail would then connect to both the existing Blue Tier trail and the proposed new Poimena to Binalong Bay trail. It would effectively become the start for both of these trails, taking riders out of Poimena on a new alignment away from the main visitor areas used by walkers.



2 REVIEW OF MASTER PLAN

The original Master Plan for the Poimena to Binalong Bay Trail broke down the entire trail into eight sections.

Sections 1-3 of the trail were largely located within the sub-alpine, flatter terrain around Poimena and as such are key considerations in this proposed redevelopment of the Poimena visitor area. Sections 4-8 drop off the edge of the tier to the east and are not impacted at all by this proposed redevelopment of the Poimena visitor area.

Table 1 below shows Sections 1-3 of the trail as outlined in the original Master Plan.

Table 1. Original Master Plan

Alignment	Section	Description	Distance (km)	Construction Type
Original alignment via Sun Flats Rd	Section 1	Existing Blue Tier MTB Trail	0.57	Existing trail - No works required
	Section 2	New singletrack to Sun Flats Rd	1.57	Standard trail construction
	Section 3	Sun Flats Rd - top section	1.12	Existing road - No works required
	Totals		3.26	

Map 1 on the next page shows a map from the original Master Plan, showing Sections 1-7.



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Poimena - Binalong Bay Break O'Day Council (S1-S7)

Map Size: A3
Drawn by: DB
Date: August 2017
Revision: Rev 1

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Legend:

- Trails**
 - The Blue Trail
 - Poimena to Binalong (62.1km)
 - Section Waypoints
 - General Waypoints
- Transportation**
 - 4WD required
 - Unsealed
- Contours**
 - 10m
- Creeks Rivers**
 - Flow Path
- Land Tenure**
 - CROWN (Crown Land Services)
 - UPPER Future Potential Production Forest
 - Private Land
 - Local Government Authority
 - Parks and Wildlife Service
 - Private Forest

Scale: 0 to 0.189 Kilometres

North Arrow: N

3 OUTCOMES OF FIELDWORK

Fieldwork was undertaken over a period of two days – 11th – 12th September 2018.

A proposed new trail alignment was identified, flagged with coloured flagging tape and mapped with GPS.

After flagging and mapping the proposed new trail alignment, World Trail was accompanied by a representative from the ecological consulting firm EcoTAS. EcoTAS' recommendations are contained in a separate report, but, in summary, there were no new flora, fauna or historical issues identified on this new alignment than had been identified in previous reports.



4 MT POIMENA ALTERNATIVE ALIGNMENT

A total of 5.3km of new trails were identified, flagged and mapped with GPS. These new trails can be classified into four sections/components as shown in Table 2 below. Named Alternative Section 1, 2 and 3, this naming reflects the names used in the original Master Plan (Section 1, 2 and 3). These new alternative alignments, if approved, would replace the original alignments described in the Master Plan.

Table 2. Summary of Proposed New Trail Alignments Associated with the Redevelopment of Poimena Visitor Area

Name of Section	Length (km)	Description	Relationship to Original Master Plan Sections
Alternative Section 1	2.33	This section starts at the new car park at Poimena and traverses around Mt Poimena in an anti-clockwise direction, climbing gently for approximately 1.5km, reaching a number of excellent vantage points with views to the coast. After 1.5km it begins to descend, continuing in a northeast direction.	Not applicable – completely new section of trail.
Alternative Section 2	2.64	This section starts at the intersection of the Blue Tier and the Poimena to Binalong Bay Trail (key decision point for riders). It continues to traverse around Mt Poimena in an anti-clockwise direction, heading north, then west, then southwest, descending overall, although gently undulating.	This section combines Sections 2 and 3 in the original master plan, but in reverse. The original alignment for Section 3 was located on Sun Flats Rd, but this alignment is located off Sun Flats Rd (to the south) for its entirety, providing a complete singletrack experience, far more in keeping with the proposed world class quality aspired to.
Alternative Section 3	0.27	This section starts at the intersection of the Blue Tier and the Poimena to Binalong Bay Trail (key decision point for riders). It provides a short link eastward to connect to the start of Section 4 of the Poimena to Binalong Bay Trail.	This section runs parallel to a portion of Section 3 in the original master plan. Again, the original alignment for Section 3 was on Sun Flats Rd, but this alignment is located off Sun Flats Rd (to the south).
Mt Poimena Walking Track Link	0.11	This short section of proposed new trail starts at the northern end of the Mt Poimena Walking Track and heads south to link into the existing Blue Tier Trail. Alternative Sections 1, 2 and 3 will create a new entry to the Blue Tier, making approximately 900m of the current trail obsolete. Of this 900m, the 650m lying to the east of Sun Flats Rd can be repurposed as the continuation of the Mt Poimena Walking Track, thus creating (with the new link described here) a continuous loop all the way back to the visitor area without using any roads.	This section runs parallel to a small portion of Section 2 in the original master plan.
Total	5.35		

Map 2 on the next page shows the proposed Alternate / new trails.

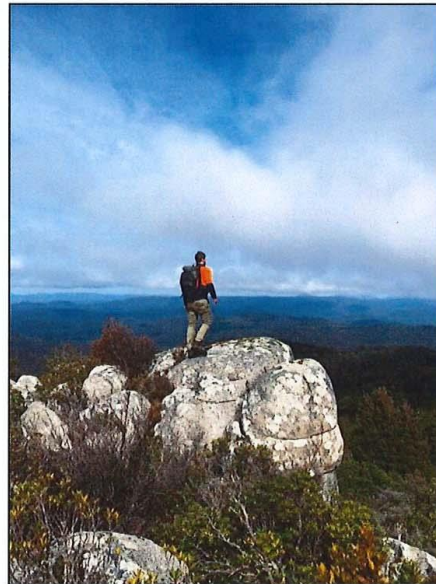
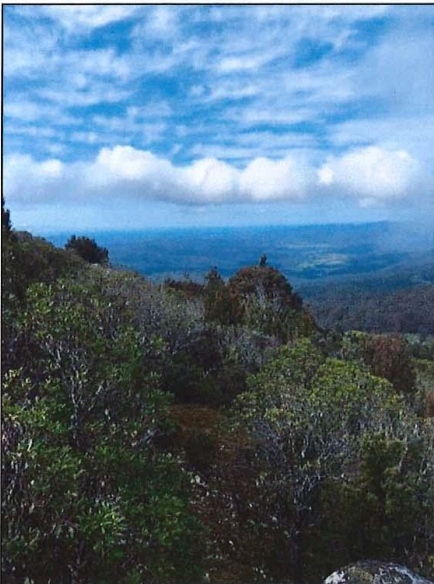
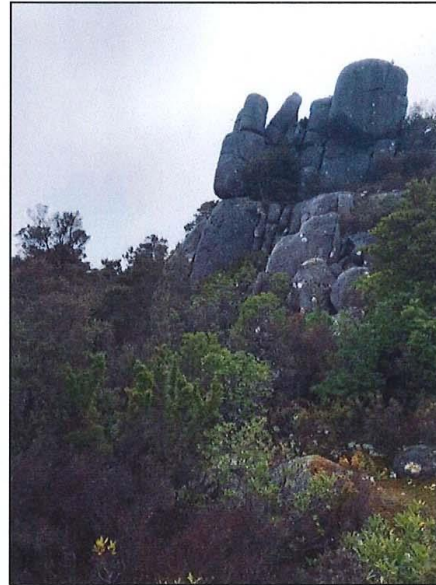
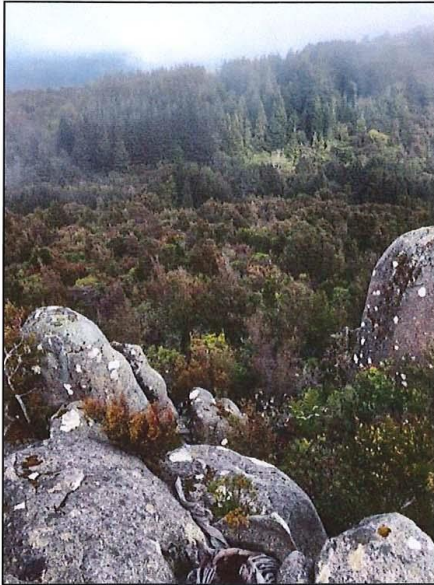


Map 2. Proposed New Trail Alignments Associated with the Redevelopment of Poimena Visitor Area



5 PHOTOS

One of the key objectives in designing this trail was to ensure that the trail included some great lookouts eastward over the coast where the trail ultimately finishes. This objective was achieved, with the trail climbing up towards the summit and numerous excellent viewing locations incorporated into the alignment, as shown in the images below.



6 ELEVATION PROFILE

Figure 1 below shows the elevation profile of Alternative Section 1 and Alternative Section 2 when combined in sequence as the new entry to the Blue Tier.

Figure 2 below shows the elevation profile of Alternative Section 1 and Alternative Section 3 when combined in sequence as the entry to the Poimena to Binalong Bay Trail.

Figure 1. Elevation Profile for Alternative Section 1 and Alternative Section 2 in sequence



Figure 2. Elevation Profile for Alternative Section 1 and Alternative Section 3 in sequence



7 TRAIL DISTANCE AND COST COMPARISON

Table 3 below contrasts the distances and costs for the original alignment (Sections 1-3) and the proposed new alternative alignment (Alternative Sections 1-3).

Table 3. Distance for Original and Alternative Alignments

Alignment	Section	Description	Distance (km)	Construction Type
Original alignment via Sun Flats Rd	Section 1	Existing Blue Tier MTB Trail	0.57	Existing trail - No works required
	Section 2	New singletrack to Sun Flats Rd	1.57	Standard trail construction
	Section 3	Sun Flats Rd - top section	1.12	Existing road - No works required
	Totals		3.26	
Proposed New Alternative Alignment	Alternative Section 1	New singletrack via south-eastern slopes of Mt Poimena	2.33	Standard trail construction
	Alternative Section 2	New singletrack adjacent to Sun Flats Rd	2.64	Standard trail construction
	Alternative Section 3	New singletrack linkage to Section 4	0.27	Standard trail construction
	Mt Poimena Walking Track Link	New singletrack linkage between existing walking track and existing Blue Tier trail	0.11	Standard trail construction
	Totals		5.35	



8 WORLD TRAIL CONTACT DETAILS

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126 067 847

ABN:

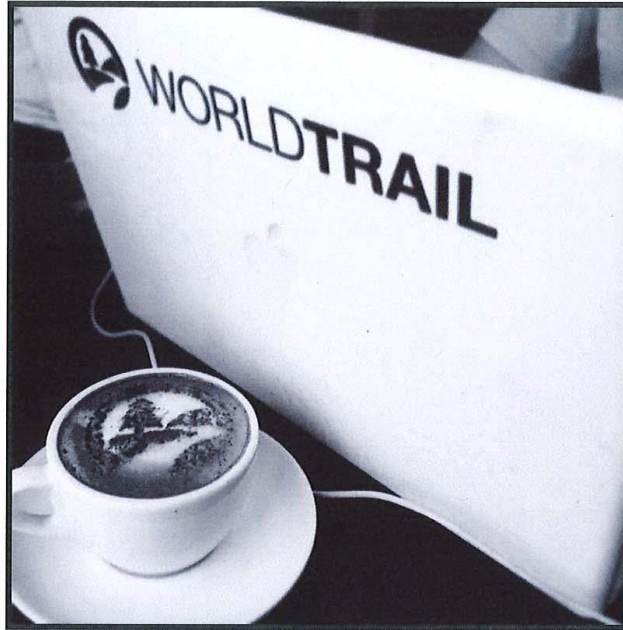
93 794 484 623

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ADDENDUM D. Poimena to Murdochs Road variation

Preamble

Following presentation of the original report (unaltered preceding these addenda), discussions between Break O'Day Council, World Trail Pty Ltd and ECOtas (and other parties) determined an alternative route between Poimena (Blue Tier) to Murdochs Road area (near junction with New England Road and Sun Flats Road) needed to be considered. The primary reason for the alternative route is that Sun Flats Road is used by recreational vehicles (4WDs, motorbikes, etc.), which potentially increases risk to mountain bike riders.

The new alternative trail sections are initiated at the former Poimena township area with the eastern route flanking the southern and eastern upper slopes of Blue Tier (Alternative Section 1), intersecting with a junction Sun Flats Road on the northeastern flank of Blue Tier and follows Sun Flats Road within 5-10 m of the southern side of the road to the Sun Flats/Murdochs roads intersection (Alternative Section 3 and Section 4). An alternative trail route to the north of Blue Tier is to be considered that avoids any of the walking tracks and roads in the area and will provide a loop of the "Tier" as an alternative route that links into other mountain bike trails in the area (Alternative Section 2). Figure AddD-1 indicates the alternative trail routes in the Poimena/Blue Tier area.

Further to the above, it was identified that further car parking space and toilet facilities are required in the Poimena area to account for increased visitation with the opening of the new trails. Figure AddD-2 below identifies the location of the proposed carpark/toilet area, which is located on the site of the old Poimena township.

Part of the proposed route in the Poimena area has been assessed previously (ECOtas 2014) and the Sun Flats Road area (preceding report) have both been assessed with respect to ecological values. Break O'Day Council further engaged ECOtas to undertake further assessment and reporting of sections not previously assessed.

Assessment

Previous database interrogations remain valid and have not been re-run.

Two site assessments were undertaken by Brian French (ECOtas) on 12 September 2018 (in the company of Ryan De La Rue and Rhys Atkinson, World Trail Pty Ltd) and 8 November 2018 (in the company of Ben Pettman, Break O'Day Council). The proposed routes were pre-marked in their entirety (flagged) prior to the present assessments.

All other methods are as per the preceding report.

Findings

Vegetation types

The proposed routes and carpark area support the following TASVEG mapping units (Figures Add D2-5):

- extra-urban miscellaneous (TASVEG code: FUM)
FUM is the mapping unit used to describe disturbed and unvegetated areas associated with miscellaneous human activities. FUM was noted in the preceding report describing a quarry area, and in this addendum is used to describe Poimena Road, the existing car park and toilet facilities at Poimena.
- regenerating cleared land (TASVEG code: FRG)
FRG is the mapping unit used to describe the previously cleared areas associated with the Poimena township and areas subject to past mining disturbance. This mapping unit is used to describe the vegetation in the vicinity of the proposed carpark and toilet area. FRG was not described previously in the preceding report, however, it was described in ECOTas (2014) and included below (Table 1). Table 1 is to be used in conjunction with Appendix A above.
- subalpine heathland (TASVEG code: SHS)
As previously described.
- *Leptospermum lanigerum* scrub (TASVEG code: SLL)
As previously described.
- *Leptospermum* with rainforest scrub (TASVEG code: SRF)
As previously described.
- *Eucalyptus obliqua* forest with broad-leaf shrubs (TASVEG code: WOB)
As previously described.
- *Eucalyptus obliqua* forest over rainforest (TASVEG code: WOR)
As previously described.
- *Eucalyptus regnans* forest (TASVEG code: WRE)
As previously described.
- *Nothofagus-Leptospermum* short rainforest (TASVEG code: RML)
As previously described.
- *Nothofagus – Atherosperma* rainforest (TASVEG code: RMT)
As previously described.
- *Acacia melanoxylon* forest on rises (TASVEG code: NAR)
As previously described.
- *Leptospermum* forest (TASVEG code: NLE)
As previously described.

None of the vegetation types identified from the proposed alternative route are classified as threatened under Schedule 3A of the Tasmanian *Nature Conservation Act 2002* or equate to threatened ecological communities under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999*.

In specific relation to rainforest fernland (TASVEG code: RFE) raised as a matter of concern, the presence of this community along the original surveyed route was noted in the original report as being present on TASVEG 3.0 vegetation mapping. However, it was clearly indicated that the track did not pass through any actual patches of RFE and this remains the case for the revised routes. As part of previous assessments, we walked into and skirted patches of vegetation mapped as RFE and all could be re-classified as other vegetation types such as *Acacia dealbata* forest (TASVEG code: NAD), broad-leaf scrub (TASVEG code: SBR) or simply subsumed into surrounding vegetation such as WOB or WRE.

Refer to preceding reports for further details but in summary, no special management is recommended in relation to the vegetation types identified from the proposed alternative route.

Threatened flora

No threatened flora detected.

Threatened fauna

Several sites were searched for the Simsons stag beetle (*Hoplogonus simsoni*). The mature regrowth forests of this part of the range are recognised as generally of medium predicted frequency of occurrence, which was borne out of previous surveys in the area. No evidence of the species was noted from c. 10 1 x 1 m plots searched. Refer to preceding report for management recommendations.

Old scats of the Tasmanian devil were noted on Sun Flats Road, which the species uses opportunistically for foraging and travelling.

No other evidence of threatened fauna species was noted.

Weeds

Minor occurrences of foxglove (*Digitalis purpurea*), english bluebell (*Hyacinthoides non-scripta*) and blackberry (*Rubus fruticosus* agg.) are present close to the proposed route, mainly associated with Sun Flats Road and scattered on the Blue Tier plateau. These species are generally sparse along the proposed routes – refer to preceding report for management recommendations.

ECOtas (2014), which included the assessment of the route skirting Mount Poimena, detected two isolated but locally dense patches of gorse (*Ulex europaeus*) from the then proposed route. The revised route is c. 120 m from the patches and as such, special management is not recommended. However, as per ECOtas (2014), we encourage treatment of these sites by the appropriate land manager to minimise the risk of further spread (although this is expected to continue to be very slow in the absence of direct disturbance to the sites).

Plant disease

No additional issues identified – refer to preceding report for management recommendations.

Animal disease

No additional issues identified – refer to preceding report for management recommendations.

Sites of special ecological management

No additional issues identified – refer to preceding report for management recommendations.

Table 1. Description of regenerating cleared land to be used in conjunction with the vegetation community descriptions in Appendix A of the preceding report (from ECotas 2014)

Regenerating cleared land (TASVEG code: FRG)		
<p>The open vegetation on the plateau surface of Blue Tier around Poimena is difficult to allocate to current TASVEG communities. The vegetation is mapped as "highland <i>Poa</i> grassland" (on the basis of a relatively high presence of native grasses and herbs), but <i>Poa</i> species were not recorded in the community. In State-wide assessments of native grasslands (e.g. Kirkpatrick & Duncan 1987) the native grassland-herbland community on Blue Tier was identified as a distinct community, dominated by species of <i>Rytidosperma</i> and lacking the diversity of most highland grasslands. Its distribution is largely restricted to Blue Tier. It would have been created by clearing in the mining period and maintained by fire and grazing by stock and native animals. Now only the latter maintains the grassland-herbland, and this vegetation is becoming less open as it is being colonised by associated shrubs – particularly <i>Leptospermum lanigerum</i> and <i>Tasmannia lanceolata</i> – both effective pioneer species in upland areas in Tasmania. This loss of structural diversity is an important conservation issue because it provides habitat for some species; it contributes to landscape diversity and recreational activities (e.g. camping); and it is an artefact of the area's history and land use. FRG occurs in a mosaic with other upland communities described below – notably heath (SHS), various scrubs (SLL, SRF), forest (RMT, RMS, NLE) and <i>Sphagnum</i> peatland (MSP). Because of the tight nature of the mosaic, some areas of these TASVEG communities are inevitably incorporated into more open vegetation for the purposes of our mapping. The summary table for FRG given below mainly refers to the open grassland-herbland component of FRG – though the main species of closely associated vegetation types (including pioneer shrubs) are also given.</p> <p>Under the current TASVEG classification, the Blue Tier grassland-herbland cannot be allocated to "highland <i>Poa</i> grassland" (GPH). The only reasonable match is "regenerating cleared land" (FRG). It is important to recognise that the FRG on Blue Tier has much greater conservation value than most areas that are allocated to FRG – such areas often comprise vegetation recovering from more recent clearance and frequently have a high proportion of exotic species.</p> <p>FRG is in good condition, and has high conservation, landscape and historical value. Maintenance of these open areas in the mosaic of native vegetation is one of the most important management issues facing managers of Blue Tier Regional Reserve (and some other reserves in Tasmania's northeast highlands).</p>		
Stratum	Height (m) Cover (%)	Species (underline = dominant, parentheses = sparse or occasional)
Taller shrubs	1-3+ m <5-10%	<i>Leptospermum lanigerum</i> , <i>Tasmannia lanceolata</i> , (<i>Phyllocladus aspleniifolius</i>)
Low shrubs	<1 m <5-10%	<i>Leptospermum lanigerum</i> , <i>Tasmannia lanceolata</i> , <i>Monotoca glauca</i> , <i>Leptecophylla juniperina</i> , <i>Cyathodes glauca</i> , <i>Acrothamnus hookeri</i>
Grasses/graminoids	10-25%	<i>Rytidosperma</i> spp., <i>Deyeuxia monticola</i> , <i>Dichelachne inaequiglumis</i> , <i>Agrostis</i> spp., <i>Microlaena stipoides</i> , <i>Aira</i> spp., <i>Juncus bassianus</i>
Herbs	10-25%	<i>Hydrocotyle sibthorpioides</i> , <i>Hypericum japonicum</i> , <i>Euchiton japonicus</i> , <i>Pterostylis scabrida</i> , <i>Leptinella filicula</i> , <i>Acaena novae-zelandiae</i> , <i>Ranunculus nanus</i> , <i>Trachymene humilis</i> , <i>Gonocarpus</i> spp., <i>Lagenophora</i> spp., <i>Carex</i> sp.
Ground ferns	<1 m <10%	<i>Polystichum proliferum</i> , <i>Lycopodium fastigiatum</i> , (<i>Blechnum pennamarina</i>)
Non-vascular	20-40%	

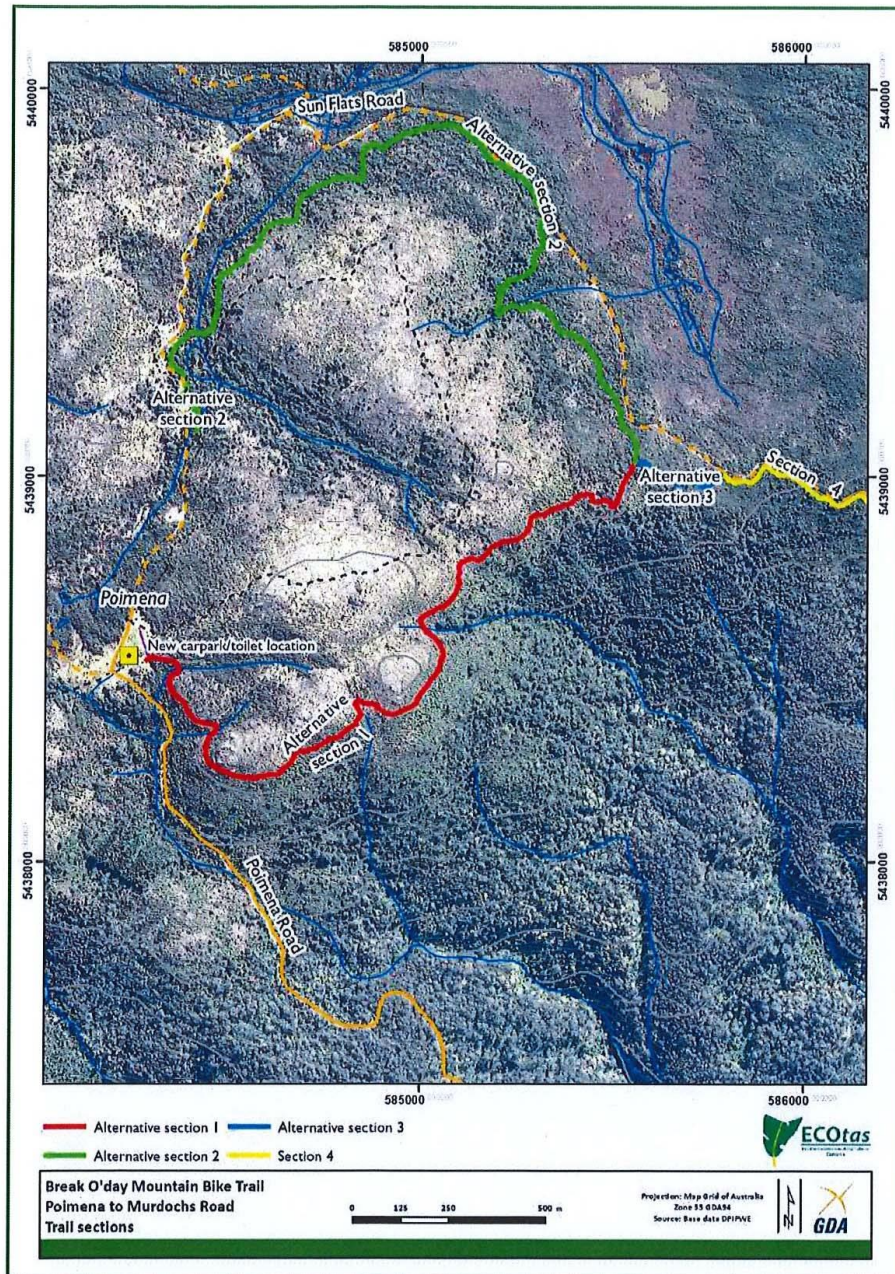


Figure AddC-1. Poimena/Blue Tier area indicating location of proposed car park/toilet and the alternative trail sections in the area

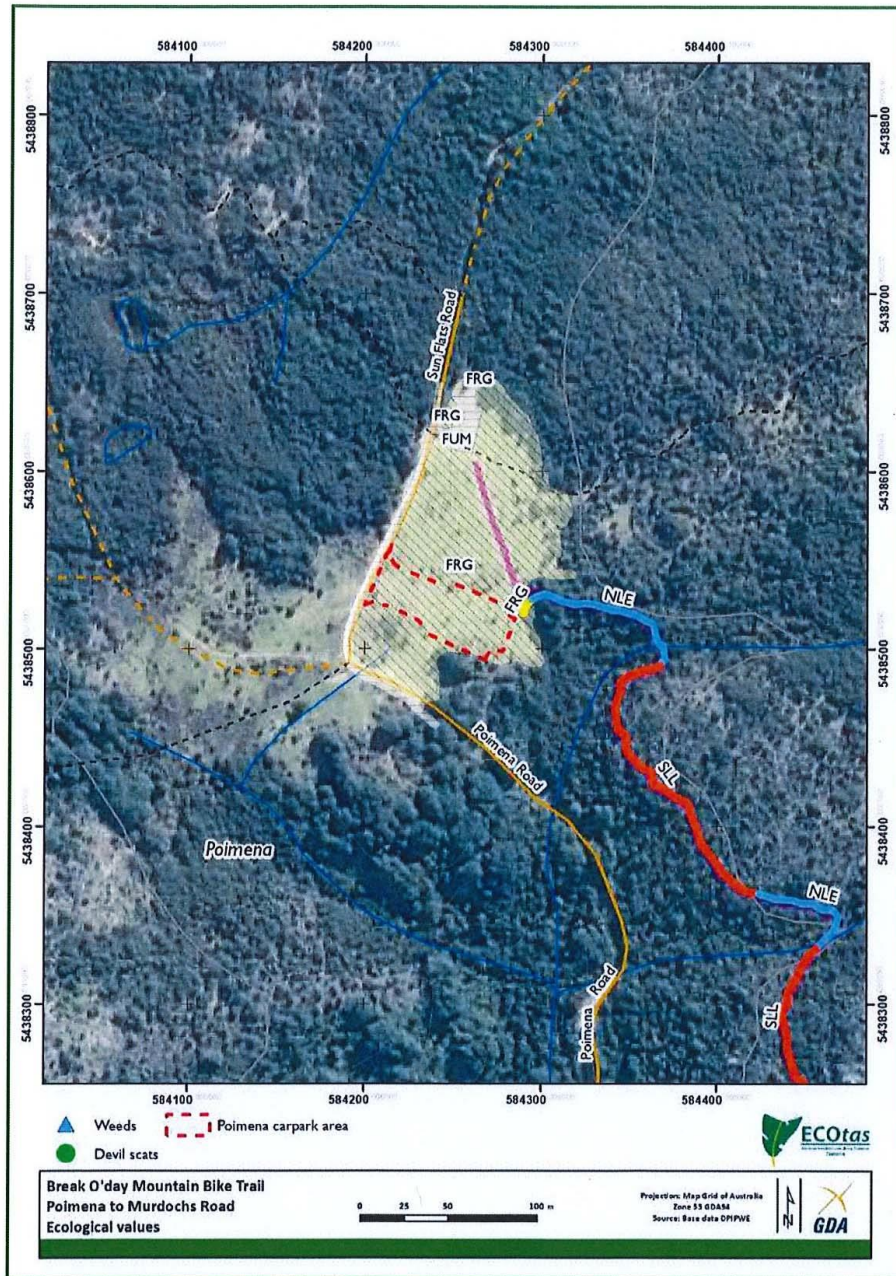


Figure AddC-2. Vegetation types, weeds and threatened fauna associated with the Poimena proposed carpark area

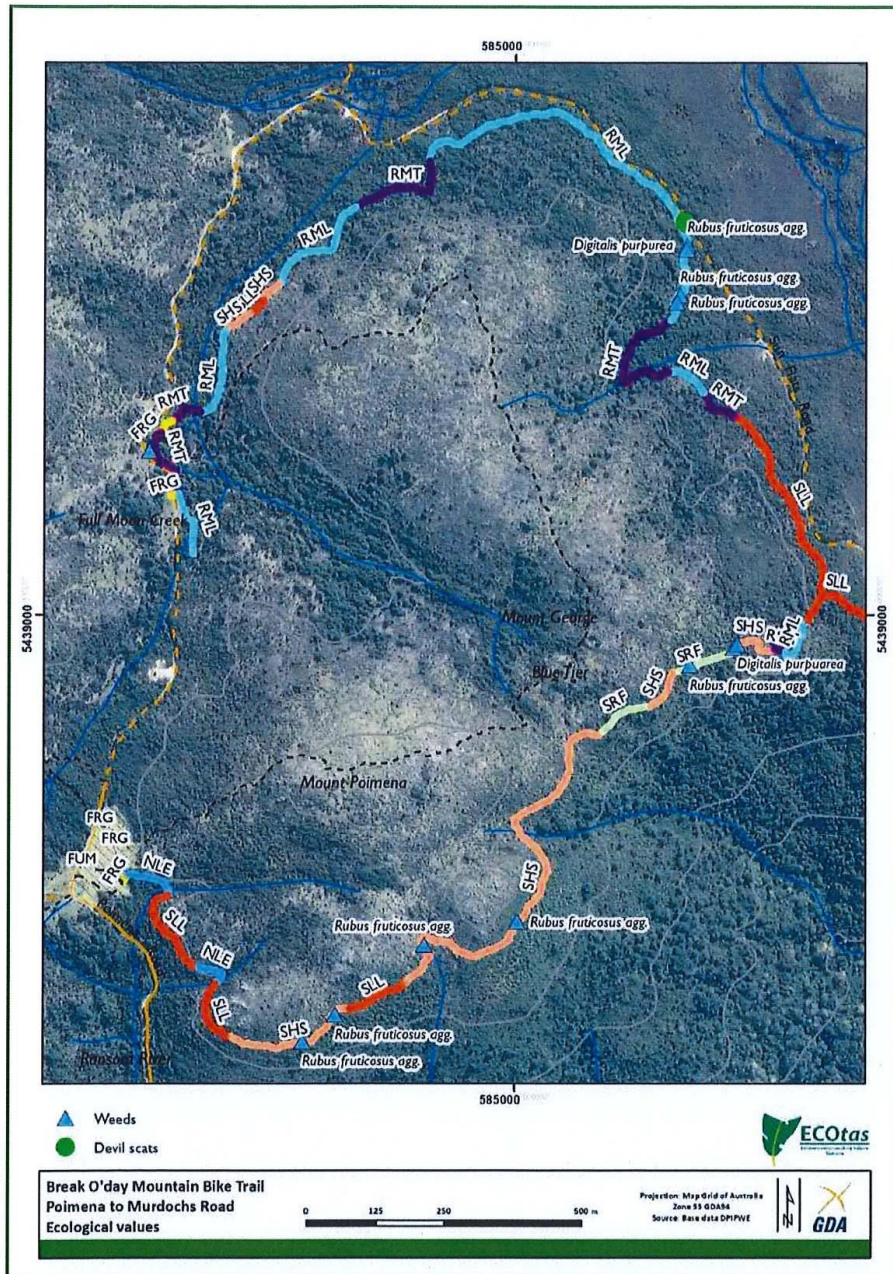


Figure AddC-3. Vegetation types, weeds and threatened fauna associated with the Blue Tier alternative routes

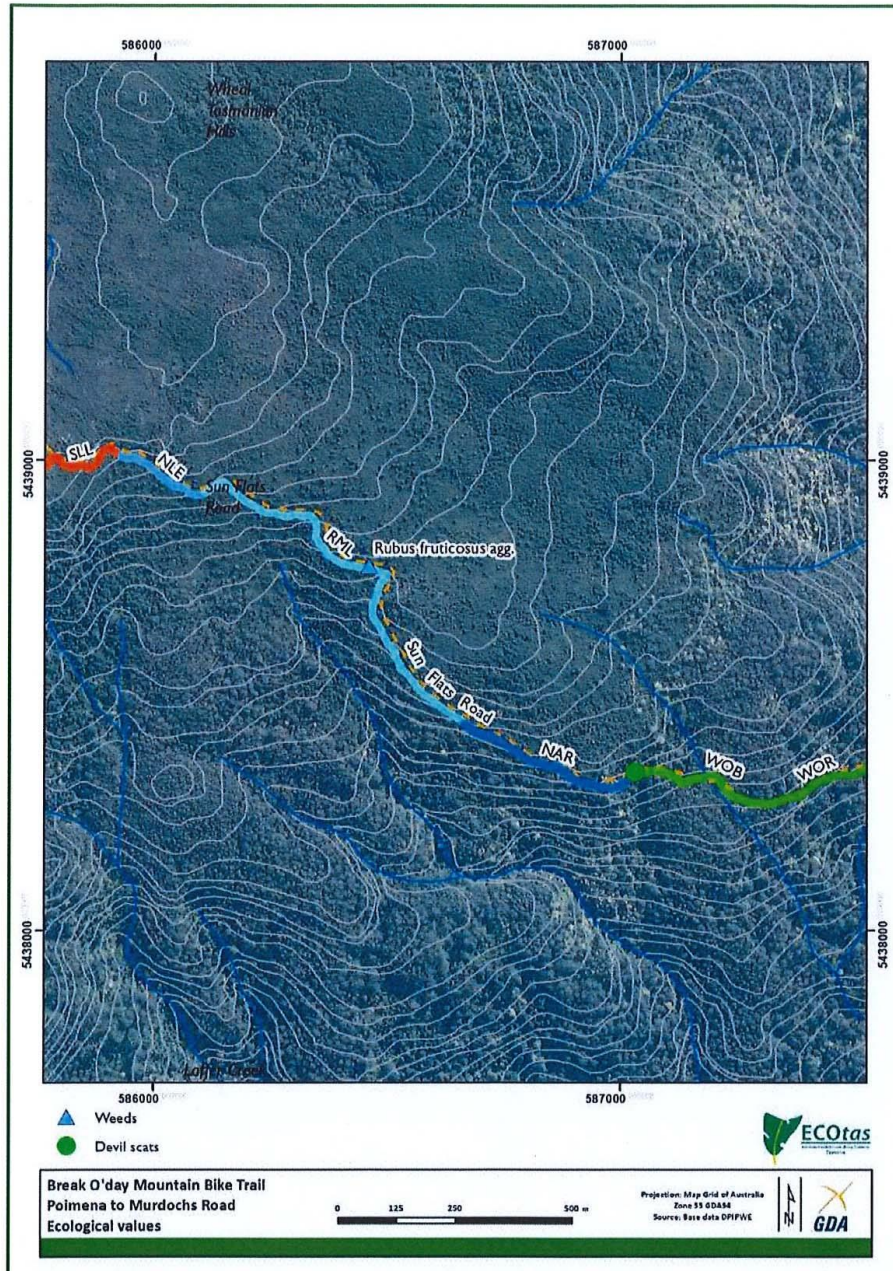


Figure AddC-4. Vegetation types, weeds and threatened fauna associated with the Blue Tier to Murdochs Road realignment

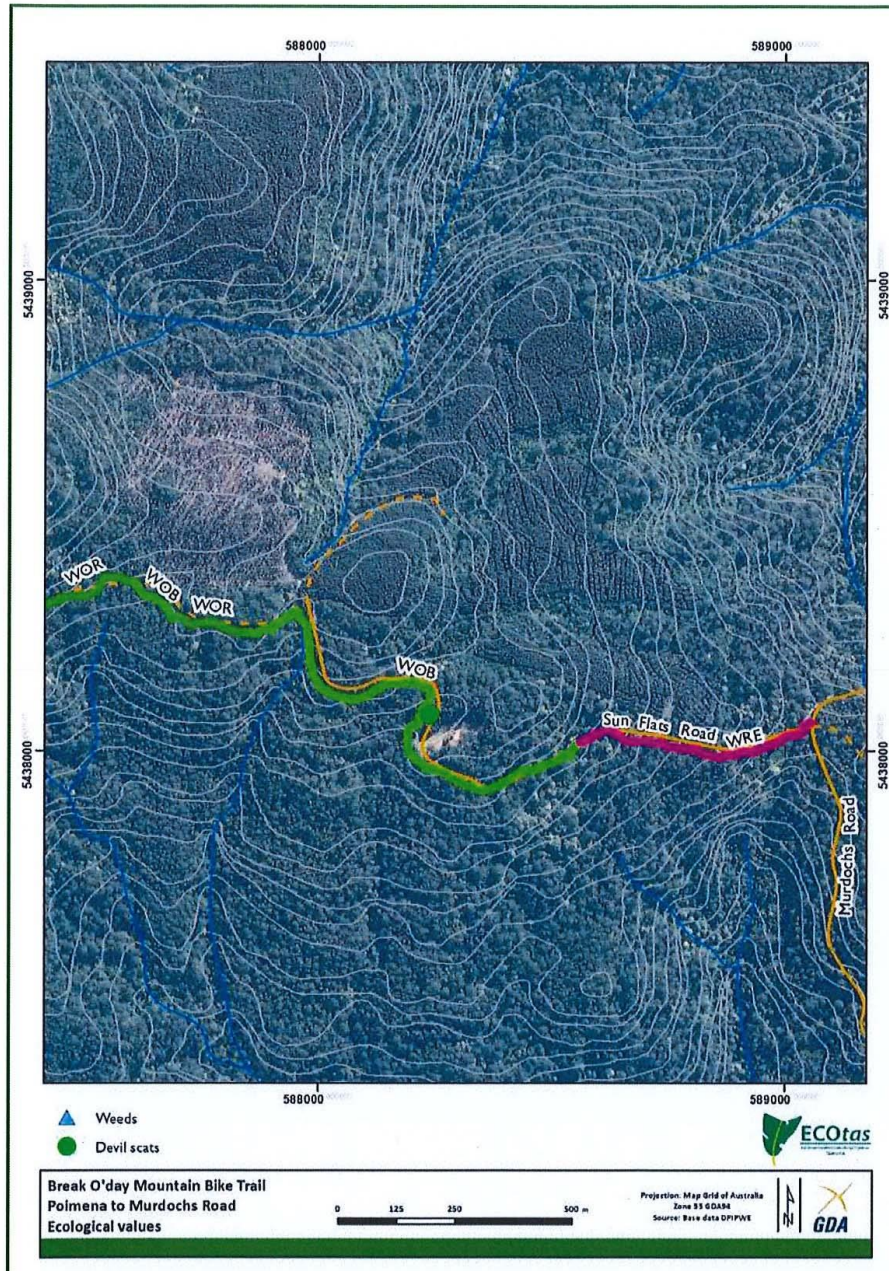


Figure AddC-5. Vegetation types, weeds and threatened fauna associated with the Blue Tier to Murdochs Road realignment

Myers, Jenna A (Parks)

From: aboriginal@heritage.tas.gov.au
Sent: Tuesday, 5 February 2019 9:19 AM
To: Myers, Jenna A (Parks)
Subject: Application for an Aboriginal Heritage AH Desktop Review
Attachments: Unanticipated Discovery Plan.PDF

RE: ABORIGINAL HERITAGE DESKTOP REVIEW

AHDR2084 - Poimena Development- Blue Tier

Dear Jenna,

Aboriginal Heritage Tasmania (AHT) has completed a search of the Aboriginal Heritage Register (AHR) regarding the proposed Poimena Development at the Blue Tier (the car park at E584430 N5439004, and the re-routing of 150m of the Moon Valley Rim Walking Track and 4km of the Blue Derby Mountain Bike Trail) and can advise that there are no Aboriginal heritage sites recorded within or close to the development areas. Due to a review of previous reports it is believed the work areas have a low probability of Aboriginal heritage being present.

Accordingly there is no requirement for an Aboriginal heritage investigation and AHT have no objection to the project proceeding provided works are guided by the Unanticipated Discovery Plan.

Please be aware that all Aboriginal heritage is protected under the *Aboriginal Heritage Act 1975*. If at any time during works you suspect Aboriginal heritage, cease works immediately and contact AHT for advice. Attached is an Unanticipated Discovery Plan, which you should have on hand during ground disturbing works, to aid you in meeting your requirements under the Act.

If you have any queries please do not hesitate to contact AHT.

Kind Regards,

Cindy Thomas

Aboriginal Heritage Tasmania

Department of Primary Industries, Parks, Water and Environment
3rd Floor, Lands Building, 134 Macquarie Street, Hobart
GPO Box 44, Hobart, TAS, 7001

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www.aboriginalheritage.tas.gov.au



PWS Reserve Activity Assessment - Level 1



Activity Title:

Poimena Mountain Bike Carpark and Toilet Development

RAA No. 3543

RAA Administration and Tracking

Important Dates and Information

Start Date: (date RAA submitted)	28 March 2019	File Number:	11-27-69 PRO"3
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1. Activity Summary

1.1 Contact Details (who)

Initiating Organisation	Break O'Day Council		
Initiating Person	Ben Pettman	Phone contact:	03 6376 7900
Initiating Person Email	Ben.Pettman@bodc.tas.gov.au		
Initiating Person Address	BOD Council Office, 34 Georges Bay Esplanade, St Helens, Tas, 7216		
PWS Contact Officer	Reece Colman	Phone contact:	03 6777 2255
PWS Contact Officer Email	Reece.Colman@parks.tas.gov.au		

1.2 Location Information (where)

Location of Activity	Poimena Road, Poimena		
Reserve Name & Tenure	Blue Tier Regional Reserve, Parks and Wildlife Service		
Grid Ref (GDA): Easting	584222	Northing	5438518
PWS Field Centre	St Helens	PWS Region	North
AMS/RSF Site Number	SNSTH41916	AMS/RSF Site Name	Sun Flats Road Corridor
Map. Number (1:25000)	5843	Map Name (1:25000)	Blue Tier

1.3 Description (what the activity is and why it is being proposed)

Background

The Blue Tier Regional Reserve, located in Tasmania's North East (Attachment 1), is an exposed sub-alpine plateau 600m above sea level. The area has a rich cultural heritage, magnificent natural values and provides a series of recreational experiences for walkers and mountain bikers.

The Poimena township is located at the top of the Blue Tier (Attachment 1) and is the site of a once thriving mining town. While there is not much evidence of the former town left, the site provides homage to the history of the area as well as access to a series of short walks.

In 2016 the Blue Tier Descent was launched as part of the Derby Trail network. The track commences at Poimena and provides 20km of world class mountain biking trails to Weldborough. No additional car parking infrastructure was provided at Poimena as the riders were expected to use shuttle buses only.

RAA Form Level 1 – Nov 2010 – V1e
Dept of Primary Industries, Parks, Water and Environment



In 2017 PWS funded a new single cubicle Gough hybrid toilet to service the increased visitors in place of the existing pit toilet.

Following the success of the Blue Tier Descent and Derby Trail network, Break O'Day Council (BODC) is planning to construct 46km of trail between Poimena and the Bay of Fires. A separate RAA has been completed for the track construction.

Issue

The infrastructure at Poimena is not sufficient to cover the current level of visitors which has resulted in increased parking on the vegetation (expanding the disturbed footprint), congestion, risk of collision between walkers and mountain bikers and bush toileting. The hybrid toilet system is also over capacity requiring regular pumping out. The addition of the Poimena to Bay of Fires Descent is likely to result in additional usage of the area, requiring additional infrastructure to meet the demand and help protect the values of the site.

Options Analysis

In the planning of the carpark the following options were considered:

Expand the existing carpark and toilet

- This option was considered due to its already disturbed footprint and its proximity to the existing Blue Tier Descent and walking tracks.
- This option was deemed not feasible as the current carpark cannot be expanded due its proximity to the existing drainage lines, vegetation and footprint of the Kirwin property. It also fails to meet Objective 2 (outlined below) to provide for separation of mountain bikers and walkers. Furthermore the toilet cannot be easily expanded without significant cost.

Construct a new carpark at the old quarry site

- This option was considered due to the already disturbed footprint and separation from the existing carpark.
- It was proposed that this area would be used for overflow car parking for mountain bikers and provide a turning area for the buses.
- This option was deemed impractical due to the location of the carpark past the existing trail head and toilet facilities. Furthermore it would provide disturbance for walkers or visitors at the picnic area with buses driving past. It also fails to adequately meet Objective 2.

Construct a new carpark, trail head and temporary toilet – Preferred Option

- This option was considered as it will provide separation of the mountain bikers from the existing walkers and would provide an additional toilet at the site to cater for increased visitors.
- It is proposed to construct the new carpark south of the existing carpark as per the concept plan (Attachment 2).
- The construction of a permanent toilet was deemed not feasible at this stage due to funding constraints and a lack of understanding surrounding the usage requirements generated from the new trails. The construction of a temporary toilet was considered as it will help PWS to determine the waste load for the increased visitors which will help determine the best long term solution.
- This option is preferred as it will result in a positive recreational experience for different types of visitors (mountain bikers, walkers, local community members). The new carpark would help reduce existing congestion and conflict between the user groups. The temporary toilet will cater to the immediate visitor needs whilst providing minimal onsite impacts. This will also allow for waste data to be tracked which will inform the best long term solution when funding becomes available.

Scope of Works

New Carpark

The carpark works will involve the scraping back of the surface vegetation (grass land), formalising drainage and importing gravel to create the carpark. Due to the landscape only minimal excavation will be undertaken with the carpark surface being built up using gravel. The final carpark layout will be determined by PWS on site prior to the commencement of works. Existing screening vegetation and prominent rocks will be left in situ as far as practicable. Boundaries of the carpark will be formed using existing natural site features and large rocks. Any cleared vegetation may be utilised for rehabilitation of existing trails within the Poimena area if required. As part of the works additional vegetation buffers may also be installed to retain the aesthetics of the Poimena township.

Toilet

The proposed toilet is a temporary toilet which will be comprised of a portable waste tank with cubicles mounted on top (see Attachment 5 for concept design). If a suitable area of flat ground can be found then there will likely be no on ground works required. The tank is mounted on two full length skids which should provide minimal on-ground impacts.

Additional Infrastructure

As well as the construction of the toilet, BODC will also construct a new trailhead. This will likely involve new signage and branding of the two mountain bike trails on offer. It is expected that this will be in keeping with what was previously installed at the current trailhead of the Blue Tier Descent.

Out of Scope

Changes to the beginning of the Blue Tier Descent and Moon Valley Rim walking track will be managed in accordance with RAA 3258 (amendment).

1.4 Objective/s (the aim/s, including Outcome/s [aimed for change])

There are three primary objectives for this project.

1. To provide suitable infrastructure to service the current and planned levels of recreational mountain biking in the area within the constraints of the site.
2. To provide a separation of mountain bikers from walkers and other recreational visitors.
3. To ensure the preservation of the environmental and cultural values of the site.

2. Alternatives

Other options that were considered to meet the objective/s and why they were not preferred? State why the preferred option is supported.

Options		Comments
Do nothing	Utilise the existing carpark and toilet to service the new mountain bike trail.	Not an option – the current carpark and toilet is not sufficient to cater for the current demand let alone increased demand.
Eliminate	Prohibit the construction of the new trail.	Not an option – federal funding has been committed to the trail project and works have already commenced.
Isolate/Substitute	Relocate the parking to the old quarry site and provide alternate access to the trail.	Not the preferred option – this was explored during the planning however is not preferred due to the interference between walkers and mountain bikers.
Engineer	Construct a new carpark and toilet suitable for the expected level of visitors.	Preferred option. This will provide suitable infrastructure for the current and new mountain bike trails as well as provide separation of bike riders and walkers.

Page 3

RAA Level 1 – Nov 2010 – V1e

Administrative	Provide additional instruction and signage to commercial operators and visitors.	This option has already been attempted however the constraints of the current carpark and toilet are no longer able to be managed via administration.
Preferred Option	Construct a new carpark and toilet suitable for the expected level of visitors.	Preferred option. This will provide suitable infrastructure for the current and new mountain bike trails as well as provide separation of bike riders and walkers.

3. Legislation, Management Planning and Policies

3.1 Legislation and Management Plans

Is the proposed activity compliant and consistent with all legislative requirements, management plans, management zoning and other approved strategies?

☒ Yes ☐ Potentially yes, with controls ☐ No

Are any legislative approvals required? ☒ Yes → ☐ No

List:

Land Use Planning and Approvals Act 1993

The proposed activity is subject to the provisions of the LUPAA. The RAA will be referred to BODC upon completion of the PWS assessment for development application assessment.

List any management plan, site plan, maintenance plan or other planning document, strategy or policy relevant to the activity below.

Plan/Document Name	Details State relevant sections and page numbers.
PWS I/C (or proponent for initial draft)	PWS I/C (or proponent for initial draft)

Legislation, Plan, Policy Comment

PWS I/C

3.2 Recreation Zoning - Reserves Standards Framework (RSF)

Current RSF Category	Not Managed for Visitor Services (NMVS)	Aspirational RSF Category	Day Use Comfort (Mid)
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Does the activity conform with the Aspirational RSF category, or, if this has not been determined, the current RSF category? (Use the [PWS Site Register](#) to find RSF information)

☐ Yes ☒ No

If No, state the proposed new category below and detail the business case for the change:

The site for the new carpark and toilet is currently classified as Not Managed for Visitor Services (NMVS). The existing carpark and toilet is classified as Day Use Comfort (Mid). It is recommended that a new site be created for the new carpark and also classified as Day Use Comfort (Mid). It is recommended that this be classified as a different site to the existing carpark to determine the difference between the two areas.

4. Impact Assessment and Proposed Management					
General description and existing conditions. List values/assets of significance, surveys completed (by whom and when), specialist staff consulted and relevant refs.	Potential impact / benefit on values / assets	Risk level (no controls)	List management actions/controls proposed to avoid or minimise any likely negative impacts.	Risk level (controls)	X Ref. Action Plan
4.1 Natural Assets (flora, fauna, geology, landforms, soils, water, air, marine, wilderness [change headings / add rows as required])					
<p>FLORA</p> <p>NVA Report (Attachment 4) states that no threatened flora species are reported within 500m of the works area.</p> <p>The area is classified as <i>poa highland grassland</i> under the TASVEG communities. The ECO Tas assessment (Attachment 3) advised that there is no 'poa' present and classified the area as <i>regenerating cleared land</i> (FRG).</p> <p>The ECO Tas assessment advises that the "FRG on the Blue Tier has high conservation, landscape and historical value. Maintenance of these open area in the mosaic of native vegetation is one of the most important management issues facing managers of the Blue Tier Regional Reserve."</p>	<p>The impact of the works will be the clearing of 2400sqm of grassland vegetation. This will be a significant clearing of the FRG compared to the existing disturbed footprint. Depending on the final layout of the carpark there may also be some removal of other established vegetation and large rocks.</p>	MOD	<p>PWS will approve the final design and layout of the carpark. The works area will be clearly marked out prior to works commencing. Start-up meetings will be required with all contractors to clearly explain what they can and can't do on site.</p> <p>Site sheds and equipment storage will be restricted to existing disturbed footprints to prevent further disturbance (the old quarry site is recommended).</p> <p>Ongoing inspections will be undertaken by PWS during the works to ensure contractors comply with the requirements of the activity plan.</p> <p>Cleared vegetation will be used for rehabilitation works at the site where possible.</p>	LOW	1.1
<p>FAUNA</p> <p>NVA Report (Attachment 4) states that no threatened fauna species are reported within the works area.</p> <p>Seven observations of the <i>Hologonius simsoni</i> (Simson's stag beetle) have been recorded within 500m of the works area.</p>	<p>The habitat of the Simson's stag beetle is on the floor of mature wet eucalypt forest, damp forest, rainforest living in amongst the leaf litter.</p> <p>As the site of the carpark and toilet are open grassland it is highly unlikely that this species will be effected.</p>	LOW	<p>Contractors working at the site will be provided the Tasmanian Threatened Species Listing Statement for the Simson's stag beetle. In the event that a species is uncovered during the excavation works will cease and the St Helens Field Centre will be contacted.</p>	LOW	2.1

GEOCONSERVATION NVA Report (Attachment 4) states that there are no geoconservation sites within 1000m of the works area.	N/A	N/A	N/A	N/A	N/A
4.2 Biosecurity (weeds, disease, introduced animals, pests)					
WEED & DISEASE The works will involve the use of earth moving machinery such as excavators, graders and rollers. It will also require gravel to be delivered to the site.	As the carpark works will involve machinery and importation of gravel there is a risk that weeds and disease could be introduced.	MOD	The successful contractor will be required to prepare their machinery in accordance with the current DPI/PWE Weed and Disease Guideline prior to entering the site. Gravel will need to be sourced from a supplier with a phytophthora- free certification.	LOW	1.5
4.3 Cultural / Social Assets (Aboriginal, historic heritage, recreational)					
ABORIGINAL HERITAGE AHT have confirmed that there is no recorded Aboriginal Heritage Sites within the works area. (Attachment 6)	The works will involve excavation to establish the carpark and construct the toilet. This may result in the unintentional uncovering of Aboriginal artefacts.	LOW	An Unanticipated Discovery Plan (UDP) will be given to the contractor as part of the briefing.	LOW	2.1
HISTORICAL HERITAGE The works area is located directly within the old Poimena Township. Whilst there is very little left of the town the remaining cleared site provides remnants of the old landscape.	The site has no registered heritage sites and has local heritage significance only. The known local heritage values will not be impacted however the cultural heritage landscape will be impacted. The excavation works may result in the unintentional uncovering of historical artefacts.	MOD	The PWS Heritage Section will be offered the opportunity to be onsite for the excavation works. If anything of historical significance is discovered: * cease all construction activities within 100m; * arrange for PWS Heritage staff or a qualified specialist to assess the finds significance and determine appropriate actions; * notify Heritage Tasmania of the find and the proposed course of action; and * seek guidance on the measures that should be taken.	LOW	2.1

<p><u>RECREATIONAL</u></p> <p>The area is currently used for recreational activities such as bushwalking, prospecting, 4 wheel driving and mountain biking. The existing carpark is the beginning of multiple walking tracks and the Blue Tier Descent mountain biking trail.</p>	<p>The development will have a positive impact on the different classes of recreational users by providing them with their own specific infrastructure. The provision of a separate carpark and toilet for the mountain biking will mitigate the current congestion issues between mountain bikers and walkers. Furthermore this development combined with the trail changes in RAA 3258 (amendment) will ensure that biking riding is separated completely from walks within the area. The development will be visible from Mount Poimena (via the Moon Valley Rim Track) however this is expected to have minimal visual impact against the existing cleared areas of Poimena.</p>	<p>LOW</p>	<p>Stakeholders will continue to be updated throughout the project to ensure that the interests of the difference categories of recreational users are represented.</p> <p>The development should have minimal impact on the existing recreational uses as the existing carpark and toilet will still be available during the works.</p>	<p>LOW</p> <p>1.3, 2.2, 3.1</p>
<p>4.4 Stakeholders (lease and licence holders, neighbours, recreational user groups, volunteer groups, local community)</p> <p>PWS Heritage Division</p>	<p>PWS Heritage highlighted concerns that the development would have visual impacts for non-mountain bike users. While acknowledging that the development misses most of the known features of the old township but were concerned about the scale of the development against the landscape. There was also concern that the development may uncover artefacts. They also highlighted that any proposed vegetation screening of the carpark must take into consideration the impact on the valued cultural heritage landscape of the open non-forested area that currently demonstrates the extent of the old township.</p> <p>PWS Heritage did however acknowledge that Poimena is of 'local' heritage</p>	<p>HIGH</p>	<p>The size and layout of the carpark will be determined by PWS staff taking into consideration site constraints of existing rocks and vegetation. Where possible existing vegetation screening will be retained rather than additional added.</p> <p>PWS Heritage will be notified of the works schedule and will have the opportunity to be onsite during excavations.</p> <p>PWS Heritage will be consulted with during the final planning and development.</p>	<p>MOD</p> <p>1.1, 2.1, 2.3</p>

	significance, not state or national significance. If the local community groups (below) are supportive of the proposal then it is supported by PWS heritage.				
Friends of the Blue Tier	The Friends of the Blue Tier (FoBT) are very supportive of this development as it results in the separation of walkers and mountain bikers. It also relieves pressure on the current toilet infrastructure.	LOW	FoBT will be consulted on the works prior to the Development Application being submitted and throughout the works.	LOW	1.3, 2.2, 3.1
Break O'Day Council	BODC require this development to support the Poimena to Bay of Fires Descent that is currently under construction. Council require the carpark and additional toilet to be in place prior to the opening of the track in November 2019. During consultation BODC advised that the toilet can be constructed as non-ambulant access providing that signage is provided to direct disabled persons to the existing toilet.	LOW	The project will be jointly funded between PWS and BODC so continued consultation regarding final carpark layout, procurement and contractor management will be undertaken throughout the project.	LOW	1.3, 2.2, 3.1
Primary Commercial Operators: Vertigo and Mad MTB.	The commercial operators are very supportive of this development as it relieves current congestion issues and promotes opportunity for them to expand their services.	LOW	The commercial operators will be consulted on the final layout of the carpark and throughout the works.	LOW	1.3, 2.2, 3.1
Local 4WD and Motorbike Clubs	The members of these clubs are supportive of this development as it reduces bike riders sharing the road with vehicles.	LOW	The clubs will be consulted throughout the works.	LOW	1.3, 2.2, 3.1
4.5 Activity Hazards (OHS, dangerous goods, controlled waste, fire, material hazards)					
WORK HEALTH AND SAFETY The onsite works will involve the use of heavy machinery in a reserve environment. The access to the site is via an unsealed and	There is a risk to contractors that collisions may occur during accessing the site as well as a risk of operating around moving plant.	HIGH	Licensed or appropriately qualified contractors will be required to undertake the works. A safety plan will be required by the	LOW	1.5

narrow road with limited passing opportunities.			contractor prior to undertaking the works.		
<u>VISITOR RISK</u> Depending on when the works are undertaken the site will continue to be accessible by members of the public.	While the works site will be separate from the existing carpark and toilet, visitors will be required to pass it which may result in collisions on the access road.	HIGH	The contractor will be required to have a traffic management plan in place and appropriate signage to ensure that visitors are warned of the works prior to entering the site. PWS and BODC will undertake public messaging to ensure all stakeholders are aware of the risks. Machinery movements will be scheduled in consultation with the commercial operators to avoid conflict.	MOD	1.5, 2.1
<u>BUSHFIRE</u> The vegetation type and location of the works make this a bushfire prone area. The area is identified as an extreme risk under the BRAM Model.	The works will involve machinery that could potentially cause a fire in the right conditions.	HIGH	Works will be scheduled on days with a low/moderate fire danger index to reduce the risk of accidental ignition. Machinery will be stored in a previously disturbed site to reduce the risk.	LOW	1.5, 2.3
<u>WASTE MANAGEMENT</u> There are two primary types of waste which will need to be managed during construction. 1. Material waste from the excavation 2. Waste from contractors.	The risk of waste management issues during this development is low.	LOW	Material waste generate from the excavation will be utilised for rehabilitation or removed from site. Contractors will be responsible for removing their own rubbish from the works site in accordance with the Tasmanian Reserve Code of Practice. Contractors may use the existing toilet onsite for human waste management during the development.	LOW	1.5
<u>OTHER HAZARDS</u> • There are no dangerous goods associated with these works.	N/A	N/A	N/A	N/A	N/A

<ul style="list-style-type: none"> • While the works involve minor modifications to roadside drainage and are adjacent to an existing drainage line there is no flooding risk associated with this development. • The site is a relatively flat area of previously disturbed land. There is no landslip risk and the site is not a coastal area. 					
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5. Economic Assessment – Impacts, benefits and management

5.1. Economic Assessment	Current Management Regime (\$)	Estimated New Management Regime (\$)
TOTAL CAPITAL COST (project management, planning, pre-works, works/construction etc)		\$80,000 (carpark) \$30,000 (toilet)
TOTAL ANNUAL OPERATING COSTS (PWS and other labour, consultants/contractors, materials and/or supplies etc)	\$2,000 (toilet pump out) \$1,000 (site management)	\$2,500 (toilet pump out) \$1,000 (site management)
TOTAL COSTS	\$3,000	\$114,500

5.2. Economic Questions

Will the project create a new asset or alter/upgrade an existing asset?	Create a new asset.
Does the project require PWS or other Government funding for infrastructure upgrades/changes?	Yes. The current understanding is that Council will contribute to part of the cost of the carpark but will not provide funding for the toilet.
Who is / will be responsible for annual operating costs?	PWS
What is the fund source for capital and maintenance works?	RLL and recurrent FC budget
Is there any requirement for PWS involvement in ongoing management?	Yes PWS will be responsible for maintaining and servicing the toilet. Depending on the outcome of the road maintenance arrangement PWS may also be responsible for maintaining the carpark surface.
What are the implications of not implementing the project (in terms of assets and finance):	If this project is not implemented it will place additional pressure on existing assets. This will result in increased surfacing and maintenance costs. It may also reduce the life cycle of the carpark and toilet.

Economic Comment

PWS I/C

6. Additional Information/Attachments

No.	Description/Details of Attachment eg. maps, photos, reports
1	Map of the Area
2	Site Plan
3	ECO Tas Amended Report
4	Natural Values Atlas
5	Temporary Toilet draft design
6	Response from Aboriginal Heritage Tasmania

7. Activity Plan

The Activity Plan shows the core activities and activity controls that are required at each stage of the activity's implementation. These are the activities that are critical to implement to achieve the environmental, social and economic outcomes sought. Unlike a project implementation plan it does not include all steps in completing the project but does include every step where an activity control is in place and any further activity details that are important to achieve the outcomes.

Action Ref.	Action [Examples – delete what is not relevant]	Responsible Officer	Date Completed	Notes
Activity initiation and planning prior to works				
1.1	<u>Detailed Design of Carpark</u> This will involve site meetings with PWS and BODC to review the concept carpark layout as pegged out by BODC. PWS will identify any key vegetation areas or rocks which are not to be impacted by the development. Council will then be required amend the concept and submit a final detailed design for PWS approval prior to undertaking procurement.	PWS & BODC		Detailed design will form part of the specification for quotation.
1.2	<u>Detailed Design of Temporary Toilet</u> Engage an engineer to finalise the detailed design for the temporary toilet structure. Incorporate potential locations for the temporary toilet into the final site plan (needs to be accessible by the existing waste removal services).	PWS		BODC will be provided opportunity to comment on the design however the temporary structure will not require approval from BODC.
1.3	<u>Consultation with key stakeholders</u> Undertake consultation with the FoBT and primary commercial operators prior to the Development Application being submitted for public consultation. Develop a communications plan outlining who is responsible for tasks and messages.	PWS		Designs for carpark and toilet will need to be completed for this consultation.
1.4	<u>Grant of Authority</u> Prepare a grant of authority to permit council to undertake the carpark development within the Blue Tier Regional Reserve.	PWS		Will need to be approved by the Regional Operations Manager prior to procurement.
1.5	<u>Carpark Procurement</u> Prepare detailed specification and scope of works for carpark development. Coordinate competitive request for quotation process for the carpark development. The specification will need to include the following management actions from Step 4 of this RAA for contractors consideration when quoting:	BODC in consultation with PWS		PWS will need to approve the specification prior to seeking quotations. PWS will finalise the locations for rehabilitation

	<ul style="list-style-type: none"> Site shed and equipment storage to be restricted to existing disturbed footprints (old quarry site recommended) Sediment control (mesh or silt traps) should be used during the works to prevent run off prior to the gravel surfacing. Works within wet periods should be avoided. Licensed or appropriately qualified contractors will be required to undertake the works. A safety plan will be required by the contractor prior to undertaking the works. The contractor will be required to have a traffic management plan in place and appropriate signage to ensure that visitors are warned of the works prior to entering the site. Machinery movements will be scheduled in consultation with the commercial operators to avoid conflict. Equipment and machinery used for the works will need to be cleaned in accordance with the current DPI/PWE Weed and Disease Guidelines. Gravel will need to be sourced from a supplier with a phytophthora- free certification. Natural rock barriers are preferred as the carpark boundary. Gravel and rock imported into the site needs to be approved by PWS (this relates to size and colouration to ensure providence with the site). The existing carpark and toilet are not to be impacted by the works. Contractors may utilise the existing toilet during the works instead of supplying portable toilets. The contractor will be required to remove all rubbish (including cleared vegetation if not able to be re-used on site) and remediate the works area in accordance with the Tasmanian Reserve Code of Practice. Works will be scheduled on days with a low/moderate fire danger index to reduce the risk of accidental ignition. Machinery will be stored in a previously disturbed site to reduce the risk. The contract will need to include a maintenance schedule for the carpark. 			prior to the procurement being undertaken.
1.6	<p><u>Toilet Procurement</u></p> <p>Coordinate the procurement of the waste tank and plumbing components.</p> <p>Seek quotations from multiple fabricators for the construction of the toilet cubicles.</p> <p>Seek quotations for installation to the site.</p>	PWS		Where possible local contractors will be utilised for as much of these works and supplies as possible.

Activity Delivery			
2.1	<u>Onsite Briefing – Carpark Development</u> Provide an onsite briefing and induction into the site. Briefing to include the following management actions from Step 4 of this RAA: <ul style="list-style-type: none"> • Explanation of the AHT Unanticipated Discovery Plan and procedures. • Explanation that the PWS Heritage Section may be onsite for the excavation works. • Information relating to the Simson's Stag Beetle and protocols to follow if discovered during the development. • Confirmation of equipment and machinery storage locations. • Confirmation of traffic management plans to ensure visitor risk is managed. • Confirmation of areas for rehabilitation utilising cleared vegetation. 	BODC & PWS	BODC will be the project manager and superintendent for the carpark but PWS will provide staff to assist in the briefing.
2.2	<u>Consultation</u> Undertake consultation with key stakeholders once works schedule has been confirmed. Utilise existing BODC and PWS public messaging protocols to ensure residents and visitors are aware of the works.	BODC & PWS	Roles and responsibilities are to be identified in the Communications Plan from Item 1.3
2.3	<u>Monitoring of Works</u> Undertake inspections of the works to ensure compliance with the specifications and conditions of this activity plan.	BODC & PWS	Site meeting schedule to be established following onsite briefing.
<u>Activity Closure (including evaluation and reporting)</u>			
3.1	<u>Consultation</u> Advise all stakeholders of the completion of the works. Advise PWS Media Unit of completion of works.	BODC & PWS	
3.2	<u>Asset Management System</u> Capture the new carpark and toilet in the Asset Management System (AMS) Establish inspection and maintenance schedule in the AMS (this includes defects period) Update the RSF Zone in ListMap	PWS	
3.3	<u>Monitoring</u> Undertake regular monitoring of the site following the completion of works.	PWS & BODC	

8. Final Determination

☒ **Activity Approved** (No additional conditions, activity can be implemented immediately in accord with the Activity Plan)

☐ **Activity Approved with additional conditions** (Can be implemented subject to the conditions in the Activity Plan and any additional or changed conditions listed below)

Condition Title	Condition details
PWS I/C	PWS I/C

☐ **Activity Not Approved** (Activity cannot be implemented)

Why not approved	Details
<input type="checkbox"/> The proposed activity is likely to cause unacceptable environmental impacts.	PWS RM
<input type="checkbox"/> The proposed activity is likely to cause unacceptable social impacts.	PWS RM
<input type="checkbox"/> The proposed activity is likely to cause unacceptable economic impacts.	PWS RM
<input type="checkbox"/> Other	PWS RM

Any Further Comment:
PWS I/C or PWS RM

Authorised by:

Signed (RM): PWS RM

Name: PWS RM CHRIS COLLEY.

Date: PWS RM

Position: PWS RM

28/3/19.

NORTH.

9. Notification and Implementation

PWS proposals: An approved RAA indicates to staff the proposal can be implemented, subject to any conditions stated in the approval at Section 8.

External proposals: the PWS provides written authority including any conditions to external proponents. Following notification and the fulfilment of any pre-conditions the activity proceeds.

10. Report and Evaluation

At completion of works a final report and evaluation of the project is completed. This is to be completed within three months of the project finishing using the table below:

Final Report and Evaluation

Report Elements	Report Details
Start Date	PWS I/C
Finish Date	PWS I/C
Estimated Cost	PWS I/C
Actual Cost	PWS I/C
Were all conditions of approval complied with? Detail and explain any variations.	PWS I/C
Were all control actions successfully implemented? Detail and explain any variations.	PWS I/C
Were the objectives and outcomes achieved or are they on track to be achieved?	PWS I/C
Are any additional works or monitoring required?	PWS I/C
Maintenance schedule developed? (Yes/No)	PWS I/C
Maintenance requirements loaded on IMS? (Yes/No) Include date	PWS I/C
Further Comment	PWS I/C

Evaluation of project by Regional Manager/Branch Manager

- ☐ Project Complete
☐ Project Successful
☐ Further Action Required:

Signed (RM): PWS RM

Date: PWS RM

Name: PWS RM

Position: PWS RM

To: (Relevant FPO) Scott Livingston

APPLICATION FOR VARIATION TO CERTIFIED FOREST PRACTICES PLAN
(SECTION 23 OF THE FOREST PRACTICES ACT)

I, John Brown for Break O'Day Council, as the original applicant for certified FPP No.

SRL005, hereby apply for the plan to be varied.

Signature:  Date: 1/3/19

VARIATION OF CERTIFIED FOREST PRACTICES PLAN No. SRL0055

(PURSUANT TO SECTION 22 OF THE FOREST PRACTICES ACT)

After consultation with the applicant and landowner, it has been decided to make the following variation(s) to certified FPP No. SRL0055

1. Extend the FPP area to 15m either side of proposed track centreline. A 1.2 wide area to be shown as road construction and the balance area to be shown as reserved from Harvesting. On the cover page.
2. Amend the RFA Communities table on the coversheet for changes in alignment of sections 1-4 and extended FPP Boundary.

Current RFA Forest Community	Operational Area - Road Construction	Non operational area- Reserved from harvest
Eucalyptus amygdalina coastal forest and woodland	0.64	12.9
Eucalyptus obliqua dry forest	0.09	1.8
Eucalyptus sieberi forest and woodland on granite	0.01	28.0
Regenerating cleared land	0.01	0.2
Acacia melanoxylon forest on rises	0.17	3.4
Leptospermum forest	0.06	1.2
Nothofagus-Leptospermum short rainforest	0.36	7.2
Nothofagus-Leptospermum rainforest	0.33	2.6
subalpine heathland	0.41	4.1

Leptospermum with rainforest scrub	0.20	4.1
Leptospermum lanigerum scrub	0.03	0.6
Coastal scrub	0.01	0.3
Eucalyptus obliqua forest with broad-leaf shrubs	0.30	6.1
Eucalyptus obliqua forest over Leptospermum	0.03	0.7
Eucalyptus obliqua forest over rainforest	0.07	1.4
Eucalyptus regnans forest	0.75	15.0
Eucalyptus viminalis wet forest	0.01	0.2
	4.48	89.66

3. Amend the following sections of the FPP with these additions:

A. GENERAL:

Add the following clauses:

Discrete Operational Phases (DOP)

Where construction is delayed, and operations are expected to not resume for more than 6 months on any trail a compliance report for completed sections should be undertaken.

FPP Boundaries

FPP area/corridor for construction is shown approximately on the FPP maps. This corridor allows a 15m buffer from either side of the previously marked route. Where the proposed final location of trails/trailhead, deviates greater than 20m (to allow some GPS error) from the previously marked route or agreed variation to the route, an FPO must be provided with a GPS tracklog of the proposed revised route and make a determination on whether:

- The new route may be classed as a minor change, the new location map must be retained as a file note with the FPP or
- the variation is considered significant and requires a variation to the FPP. Note a variation to the FPP may trigger a need to revise Natural and Cultural Evaluations and other approvals for the operation.

No clearing of vegetation is to occur outside the mapped FPP boundary (+5m) without the above being complied with.

Where track locations are relocated by a suitably qualified botanist or FPO, clearing and construction must follow the marked alignment.

Boundary Marking

A marked centre line may be used for track construction, where previously marked track routes are no longer clearly evident, these must be retaped prior to any construction utilising GPS tracklogs as a guide to location.

B. BUILDING ACCESS TO THE FOREST (ROADING)

Add the following clauses;

Clearing and Formation:

- Care will be taken when constructing trails so that the roots and trunks of large trees are not damaged by machinery or earthworks, all excavation works will be at least 2m distance from any trees (or preferably further away).

C. Streamside management and special water quality protection measures

add the following omitted clause:

Class 3: 20m

Revised FPP Maps Attached



3

Landowners Consent 1

I am the owner of the land or the authorised agent of the owner of the land referred to in Forest Practices Plan No SRI., and hereby give my approval for the proposed variation to be submitted for certification.

Name CHRIS COLLEY

Company or other entity: Parks and Wildlife Service

Signature [Signature]

Date 12/3/19

Landowners Consent 2

Name John McNamara

Company or other entity: Sustainable Timber Tasmania

Signature [Signature]

Date 01/03/2019



4

This application for variation of certified Forest Practices Plan no. SRL0055 has been granted/refused (cross out if not applicable).

The reasons for the refusal are as follows (*3)

.....
.....
.....
.....

Signed (FPO) Date

Name of FPO: Scott Livingston

(*3 Notice of refusal to be sent to landowner and applicant).

If aggrieved by the refusal, the applicant has the right to appeal to the Forest Practices Tribunal. Appeals must be made in writing, and be sent within 14 days to:

The Registrar
Forest Practices Tribunal
GPO Box 2036
HOBART 7001

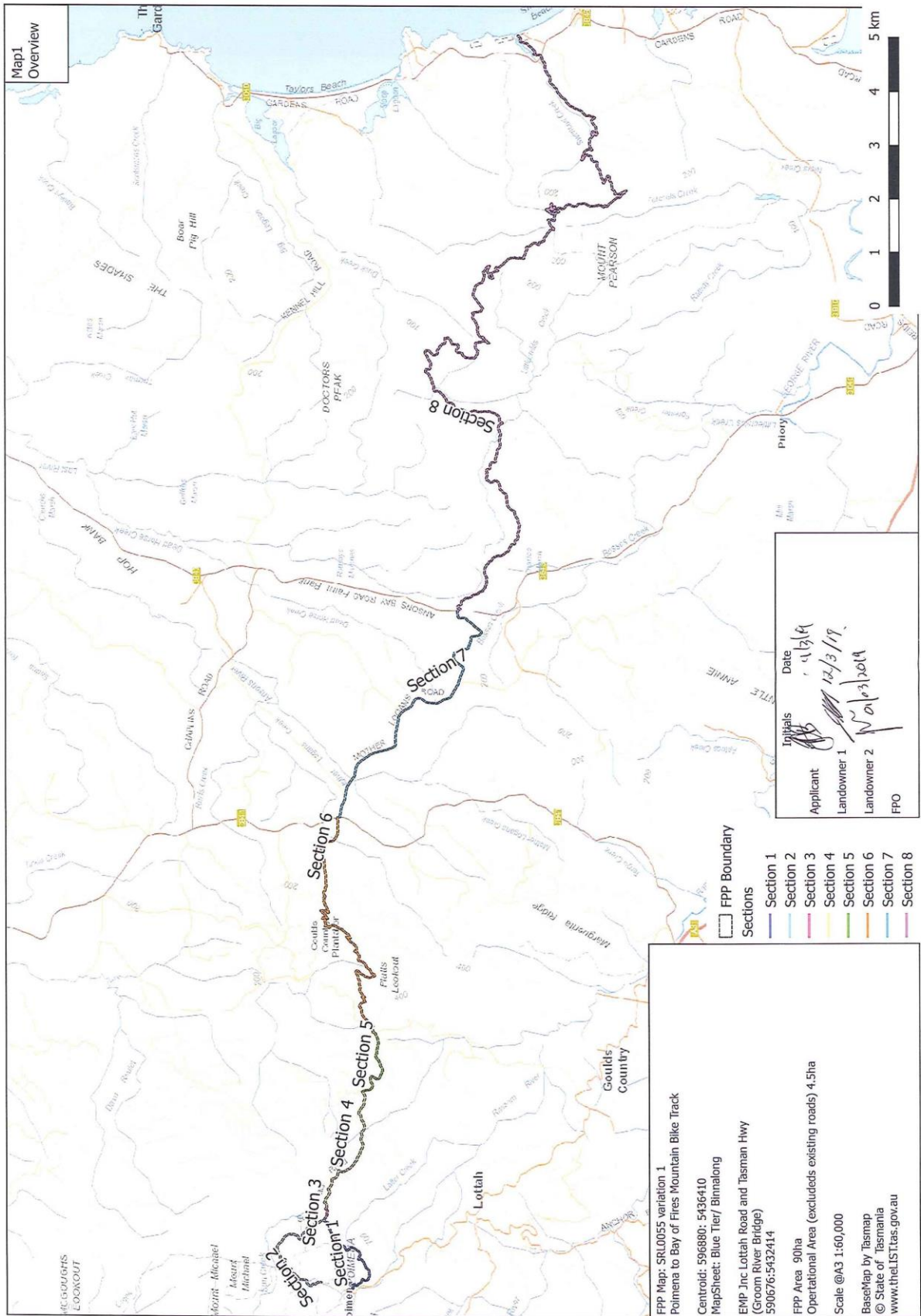
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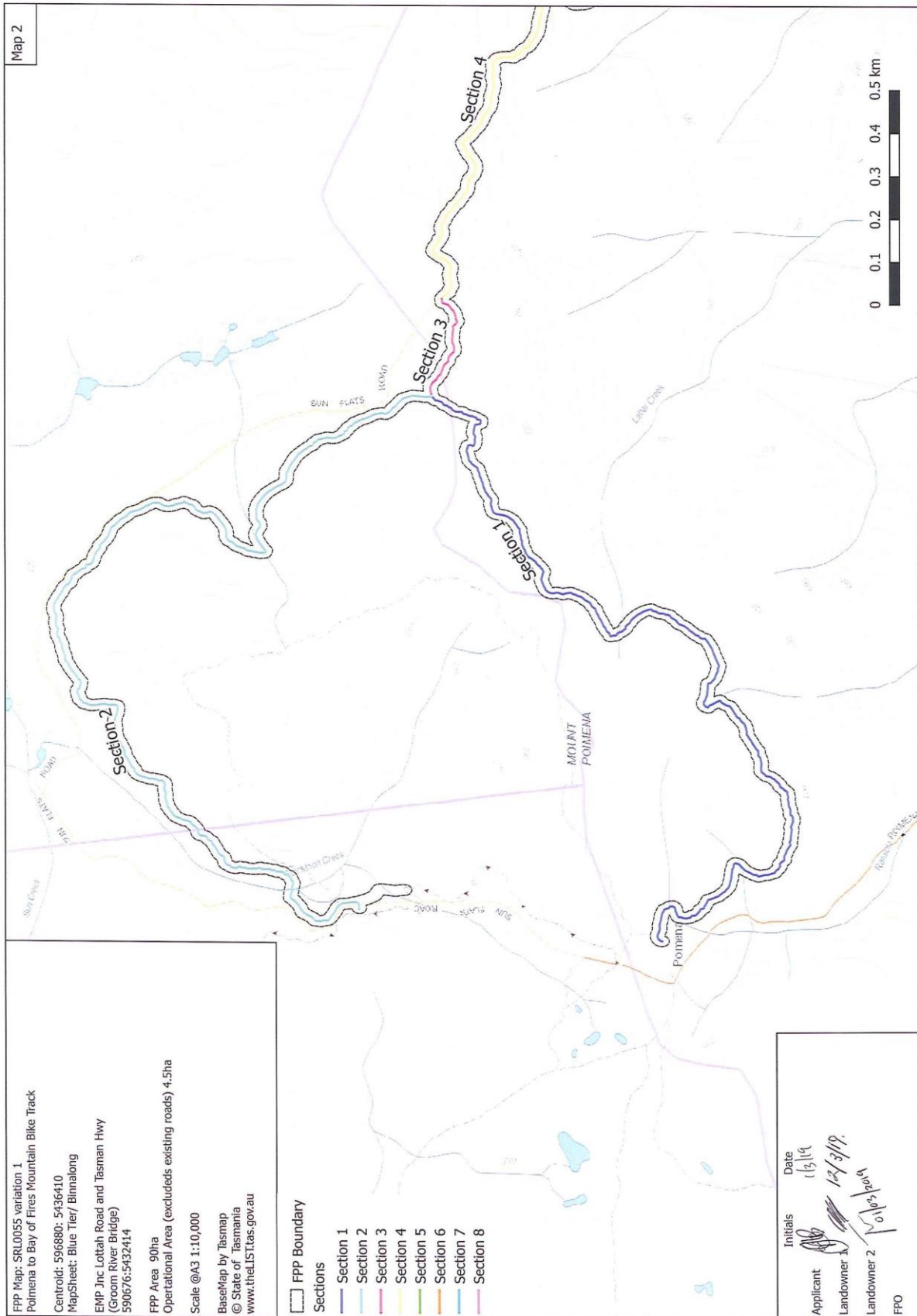
Forest Practices Authority- Cover page database
Break O'Day Council
Parks & Wildlife Service
Sustainable Timber Tasmania

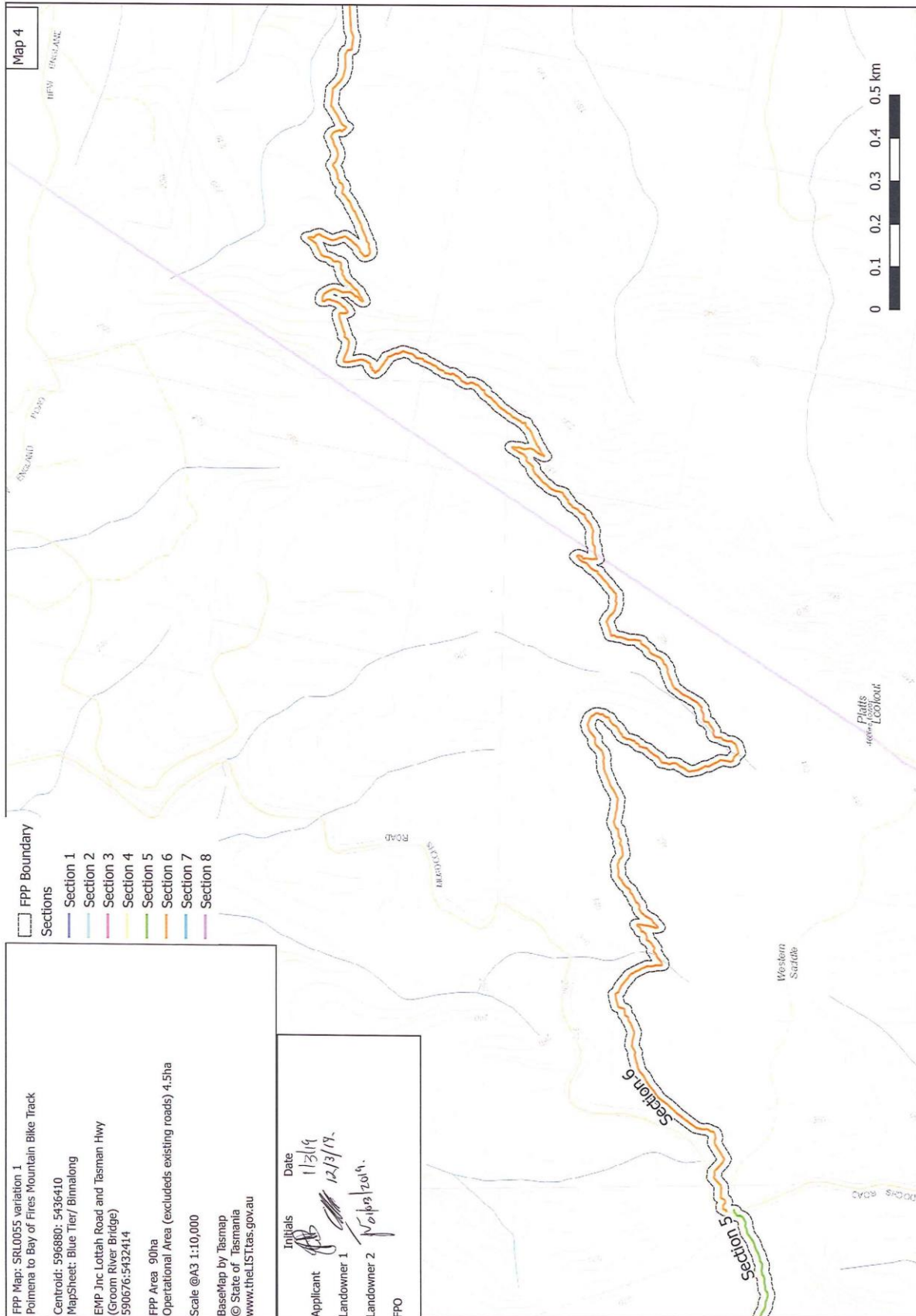
This FPP may be made available to members of the public and other government departments in accordance with the provisions of the *Right to Information Act 2009* and the FPA's policy available at - http://www.fpa.tas.gov.au/_data/assets/pdf_file/0005/58118/FPA_policy_on_communication_of_information_relatina_to_FPPs.pdf - Information in FPPs for private property is supplied to Private Forests Tasmania.

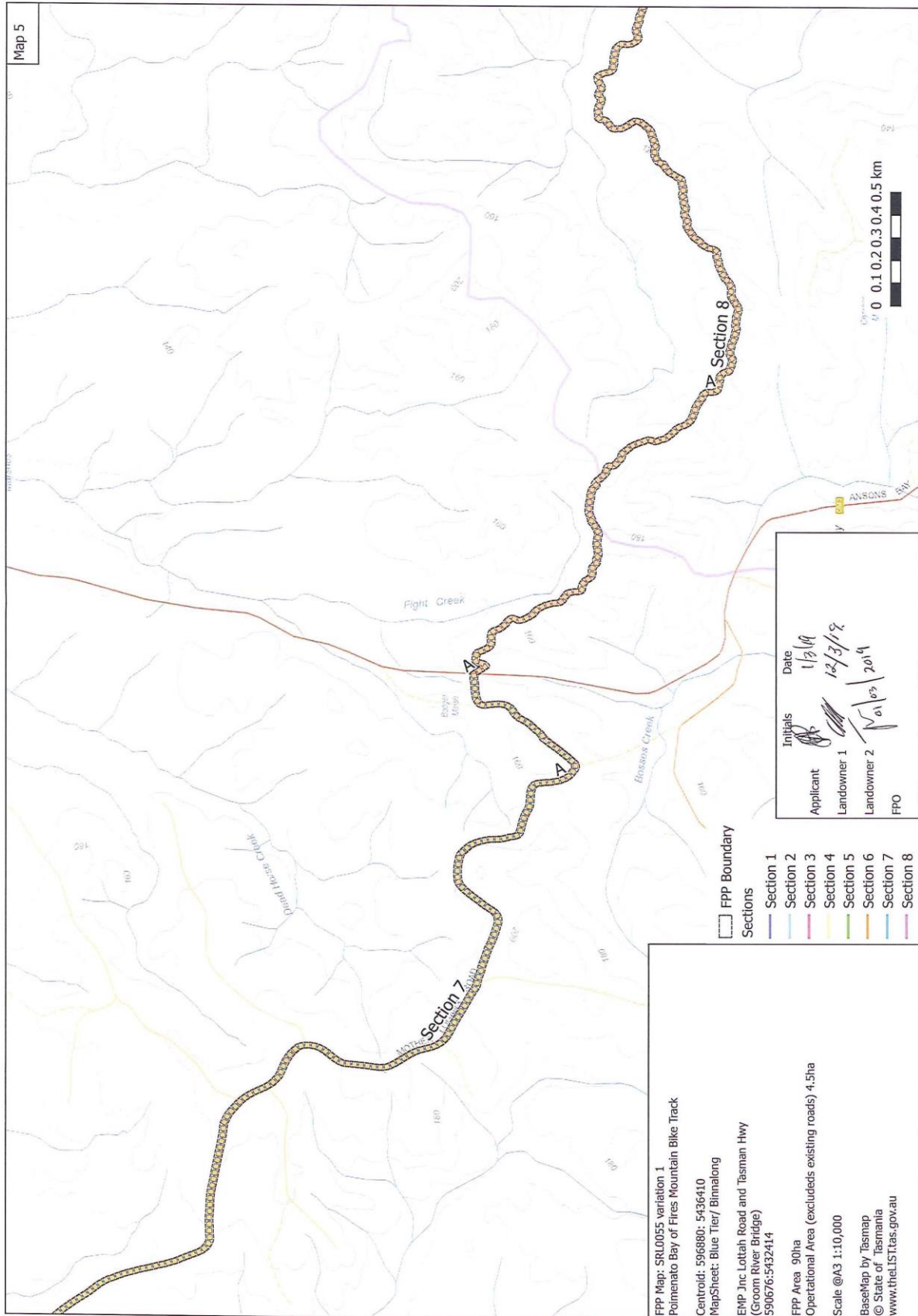


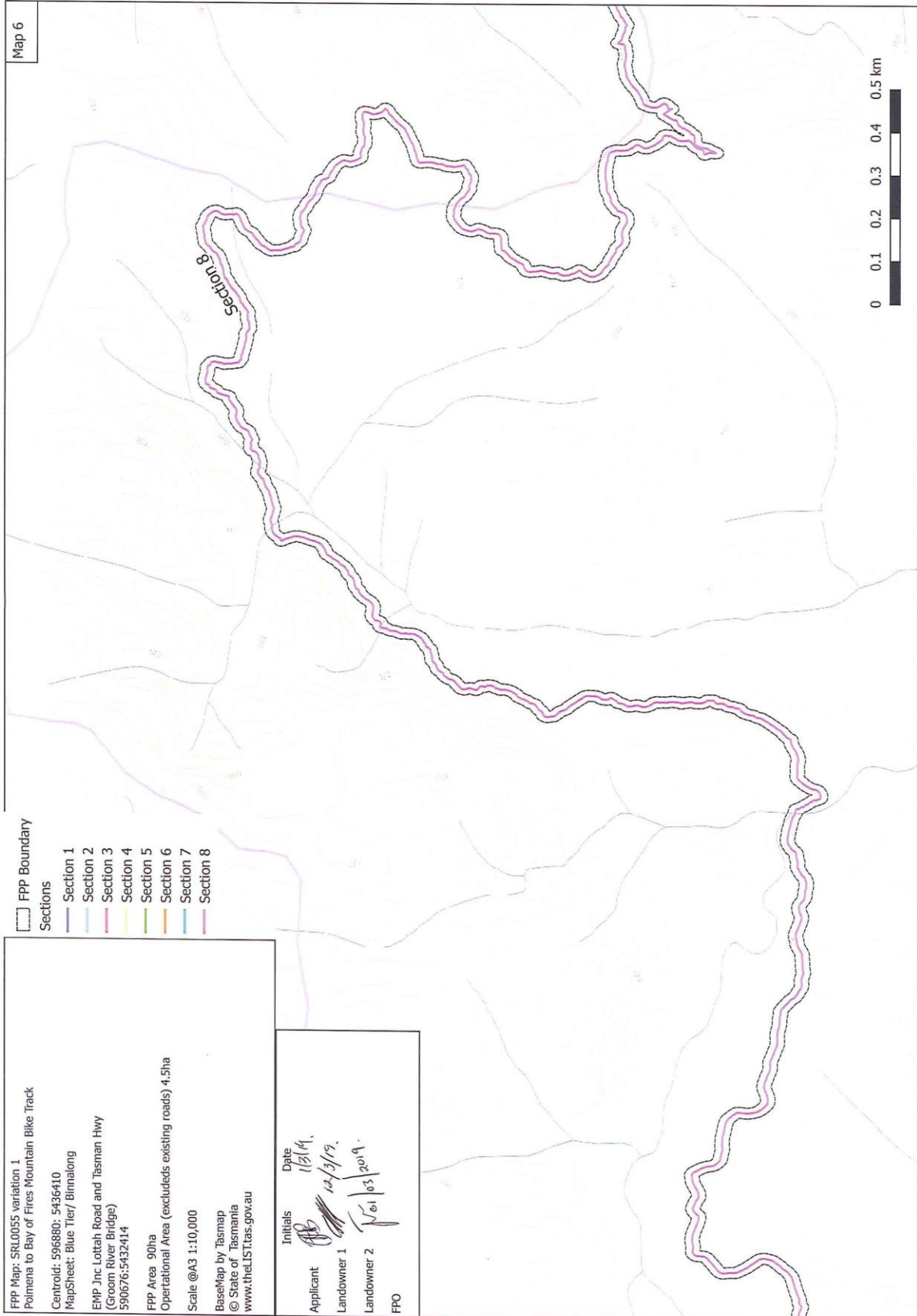
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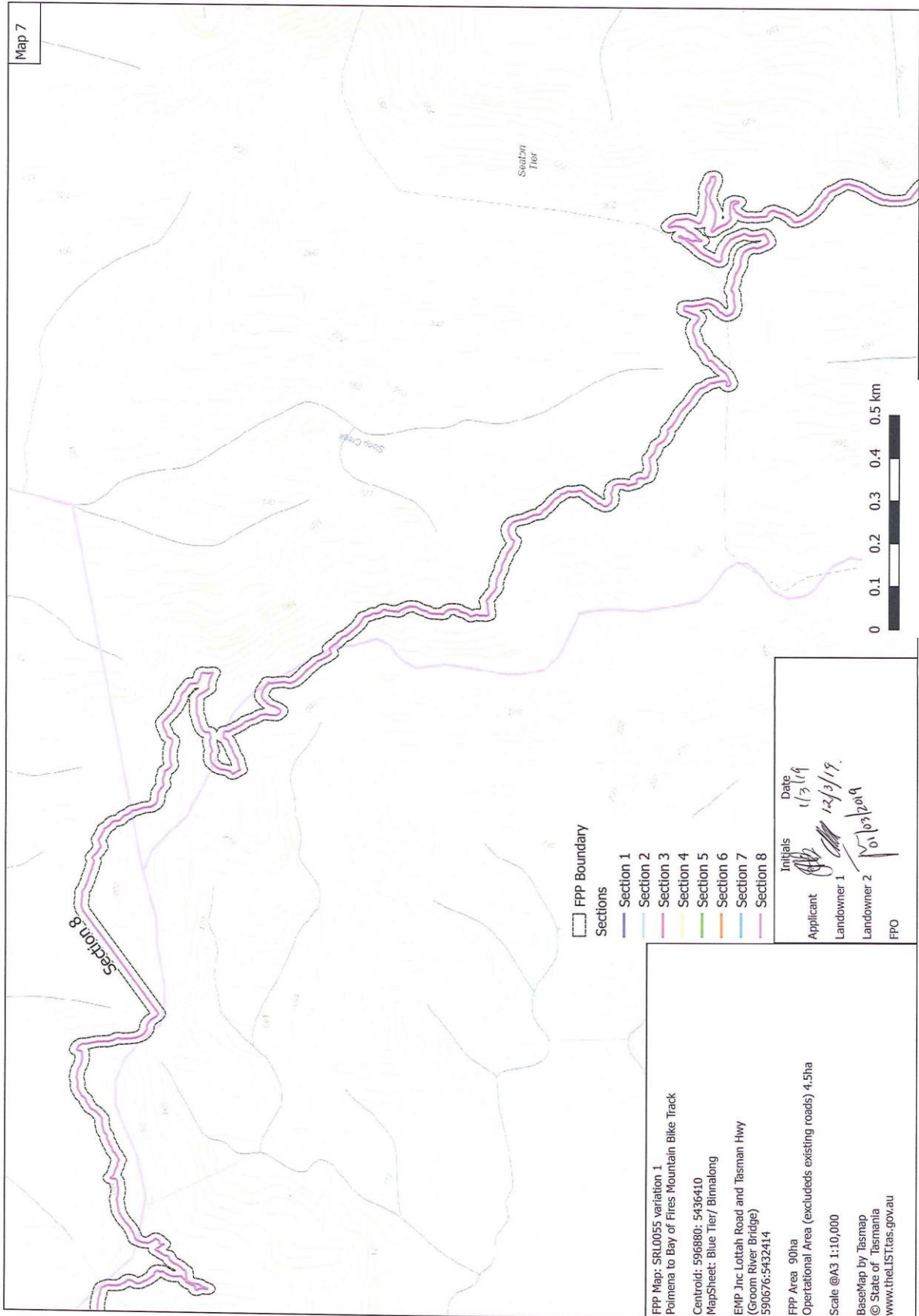


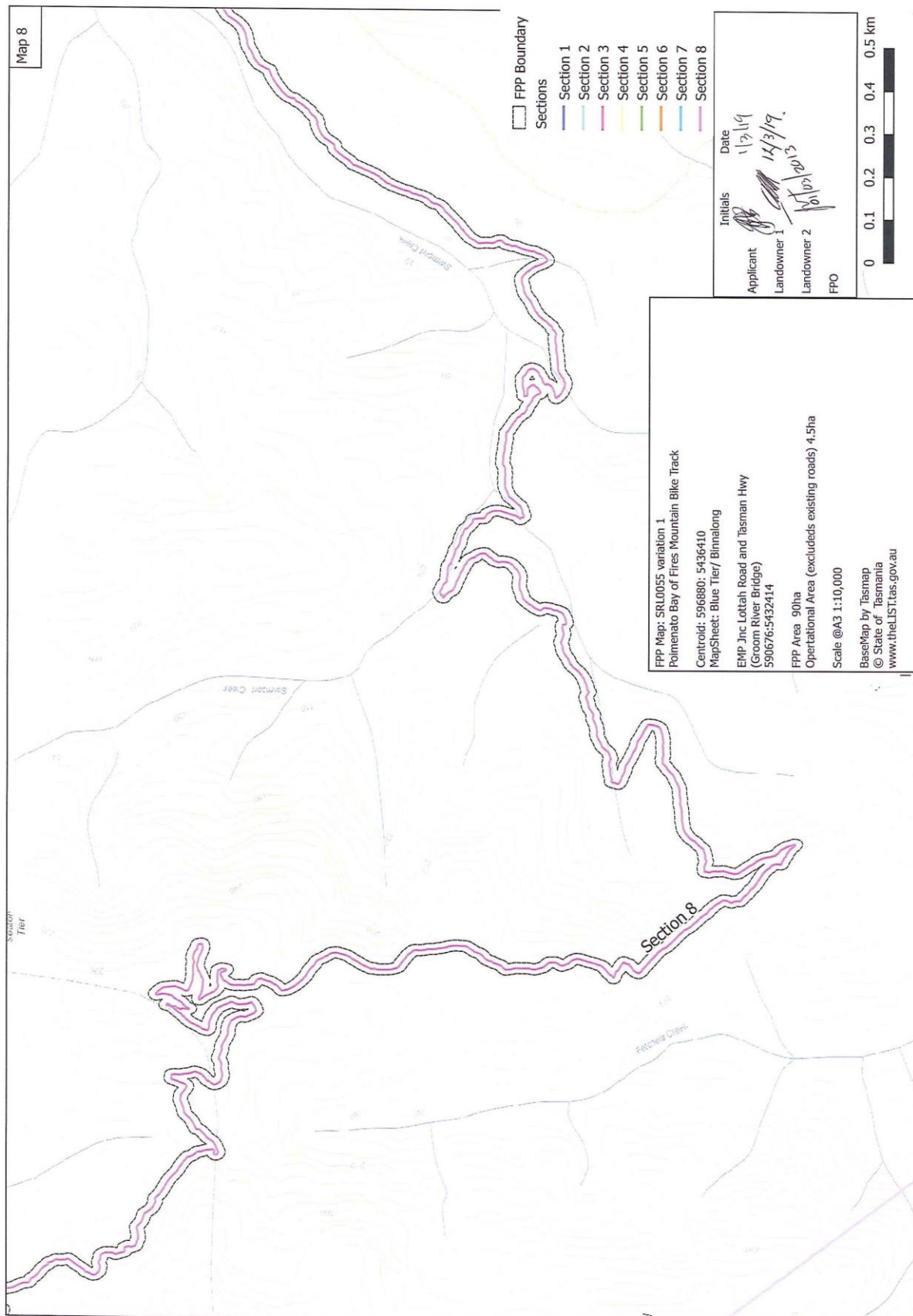




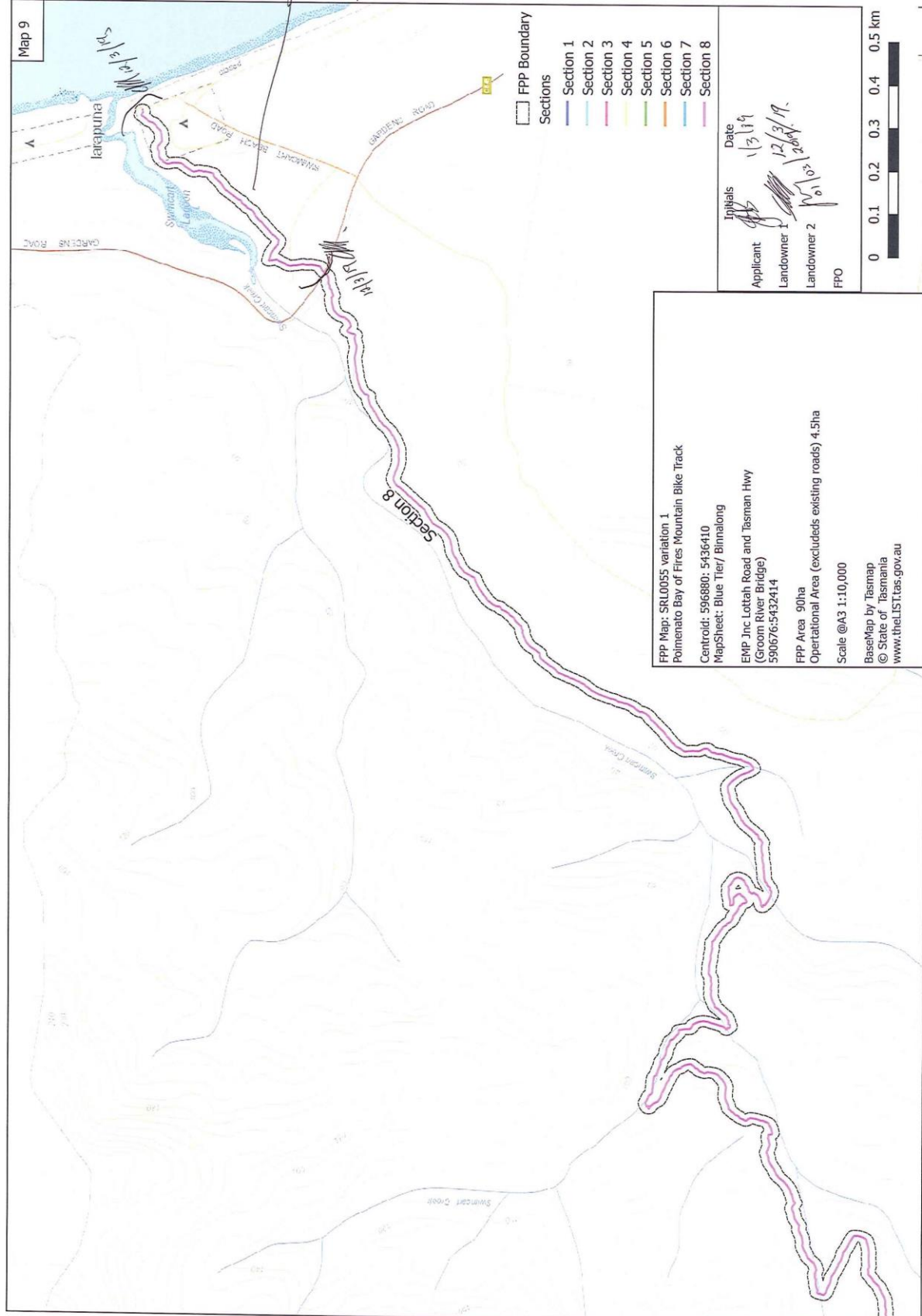








Not suggested. Route to be determined 2/12/19





Break O'Day Council
Poimena Mountain Bike Car Park
Traffic Impact Assessment
April 2019



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1. Introduction

1.1 Background

Midson Traffic were engaged by Break O'Day Council to prepare a traffic impact assessment for a proposed car park in Poimena. The car park is part of the infrastructure associated with the Poimena to Bay of Fires Mountain Bike trail.

1.2 Traffic Impact Assessment (TIA)

A traffic impact assessment (TIA) is a process of compiling and analysing information on the impacts that a specific development proposal is likely to have on the operation of roads and transport networks. A TIA should not only include general impacts relating to traffic management, but should also consider specific impacts on all road users, including on-road public transport, pedestrians, cyclists and heavy vehicles.

This TIA has been prepared in accordance with the Department of State Growth (DSG) publication, *A Framework for Undertaking Traffic Impact Assessments*, September 2007. This TIA has also been prepared with reference to the Austroads publication, *Guide to Traffic Management*, Part 12: *Traffic Impacts of Developments*, 2009.

Land use developments generate traffic movements as people move to, from and within a development. Without a clear understanding of the type of traffic movements (including cars, pedestrians, trucks, etc), the scale of their movements, timing, duration and location, there is a risk that this traffic movement may contribute to safety issues, unforeseen congestion or other problems where the development connects to the road system or elsewhere on the road network. A TIA attempts to forecast these movements and their impact on the surrounding transport network.

A TIA is not a promotional exercise undertaken on behalf of a developer; a TIA must provide an impartial and objective description of the impacts and traffic effects of a proposed development. A full and detailed assessment of how vehicle and person movements to and from a development site might affect existing road and pedestrian networks is required. An objective consideration of the traffic impact of a proposal is vital to enable planning decisions to be based upon the principles of sustainable development.

This TIA also addresses relevant clauses of the Road and Railway Code and Car Parking and Sustainable Transport Code of the Break O'Day Interim Planning Scheme, 2013.

1.3 Statement of Qualification and Experience

This TIA has been prepared by an experienced and qualified traffic engineer in accordance with the requirements of Council's Planning Scheme and The Department of State Growth's, *A Framework for Undertaking Traffic Impact Assessments*, September 2007, as well as Council's requirements.

The TIA was prepared by Keith Midson. Keith's experience and qualifications are briefly outlined as follows:

- 23 years professional experience in traffic engineering and transport planning.
- Master of Transport, Monash University, 2006
- Master of Traffic, Monash University, 2004
- Bachelor of Civil Engineering, University of Tasmania, 1995
- Engineers Australia: Fellow (FIEAust); Chartered Professional Engineer (CPEng); Engineering Executive (EngExec); National Engineers Register (NER)

1.4 Project Scope

The project scope of this TIA is outlined as follows:

- Review of the existing road environment in the vicinity of the site and the traffic conditions on the road network.
- Provision of information on the proposed development with regards to traffic movements and activity.
- Identification of the traffic generation potential of the proposal with respect to the surrounding road network in terms of road network capacity.
- Review of the parking requirements of the proposed development. Assessment of this parking supply with Planning Scheme requirements.
- Traffic implications of the proposal with respect to the external road network in terms of traffic efficiency and road safety.

1.5 Subject Site

The subject site is located at Poimena, at the northern end of Poimena Road. The subject site and surrounding road network is shown in Figure 1.

1.6 Reference Resources

The following references were used in the preparation of this TIA:

- Break O'Day Interim Planning Scheme, 2013 (Planning Scheme)
- Department of State Growth, *A Framework for Undertaking Traffic Impact Assessments*, 2007
- Austroads, *Guide to Traffic Management*, Part 12: *Traffic Impacts of Developments*, 2009
- Austroads, *Guide to Road Design*, Part 4A: Unsignalised and Signalised Intersections, 2009
- Austroads, *Guide to Road Design*, Part 6A: *Paths for Walking and Cycling*, 2017
- Australian Standards, AS1742.9, *Manual of Uniform Traffic Control Devices, Part 9: Bicycle Facilities*, 2000
- Australian Standards, AS2890.1, *Off-Street Parking*, 2004 (AS2890.1:2004)

2. Existing Conditions

2.1 Transport Network

For the purpose of this report, the transport network consists of Poimena Road, Sun Flats Road and Lottah Road.

Poimena Road connects between Lottah and Poimena, a distance of approximately 3.7 kilometres. Poimena Road is unsealed and has a typical road width of 3 to 4 metres with occasional widened areas for vehicle passing bays. Poimena Road carries approximately 40 vehicles per day north of the Lottah Road junction.

Warning signage has been installed at the southern end of Poimena Road to warn motorists of the narrow and winding conditions of the road. The signage is shown in Figure 3.

Poimena Road is shown in Figure 2.

Figure 2 Poimena Road



Figure 3 Poimena Road Advisory Signage



Lottah Road connects between Tasman Highway at its eastern and western ends. It is approximately 16 kilometres long and provides an important link from the arterial road network to Lottah, Goulds Country and Poimena. It is unsealed with typical pavement width varying between 3 and 5 metres along its length. Lottah Road connects to Poimena Road at a T-junction with Lottah Road having priority.

Lottah Road carries approximately 26 vehicles per day either side of Poimena Road.

Sun Flats Road extends from Poimena Road to the north. It is a narrow and very low volume road that provides access to the Blue Tiers region. An existing car park is located at the southern end of Sun Flats Road. This car park currently services several walking tracks in the area. This carpark also services the Blue Tier descent Mountain Bike trail.

2.2 Road Safety Performance

Crash data can provide valuable information on the road safety performance of a road network. Existing road safety deficiencies can be highlighted through the examination of crash data, which can assist in determining whether traffic generation from the proposed development may exacerbate any identified issues.

Crash data was obtained from the Department of State Growth for a five-year period between 1st January 2014 to 31st December 2018 for the full length of Poimena Road. During this time a total of 2 crashes were reported:

- Both crashes occurred in 2015 (April and December).

- One crash involved a single vehicle losing control on the carriageway resulting in property damage only; and the other crash involved 'Other-Same-Direction' crash between two vehicles (similar to a 'rear-end' crash) resulting in minor injury.

The crashes are consistent with what would be expected on a narrow rural unsealed road. The crash history does not provide an indication that there are any pre-existing road safety deficiencies in the network.

3. Proposed Development

3.1 Development Proposal

The proposed development involves the construction of a car park at the northern end of Poimena Road. The car park will have capacity for 16 car parking spaces as well as 4 buses. A new toilet block is proposed for the site.

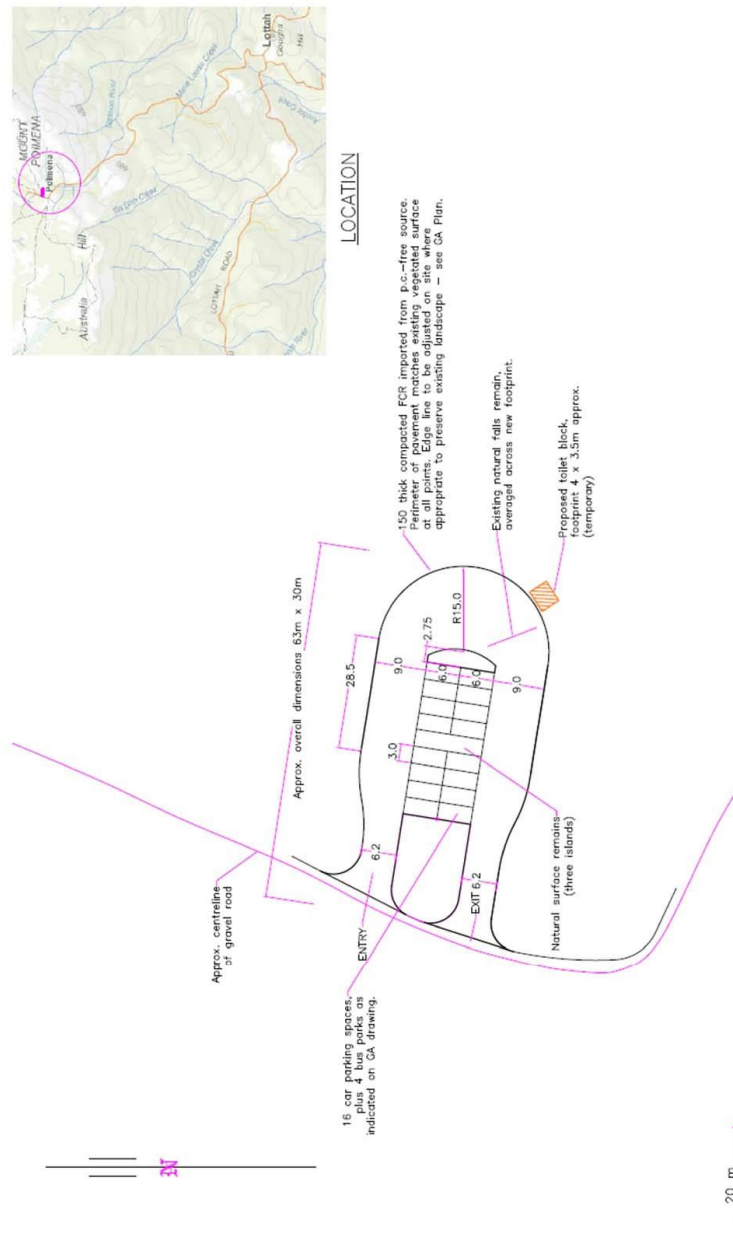
The car parking spaces will measure 3.0m x 6.0m with a 9.0m aisle. The car park measures approximately 165 metres x 30 metres. Separate entry and exit driveways connect to Poimena Road with a clockwise circulation through the car park.

The proposed development is shown in Figure 4 and Figure 5.

Figure 4 Proposed Development Layout Plan



Figure 5 Proposed Development Detail Plan



4. Traffic Impacts

4.1 Traffic Generation

The construction of the Poimena to Swimcart Beach mountain bike trail will generate traffic at the proposed car park in Poimena.

The traffic generation is difficult to determine due to the relatively unique nature of the development, however the following assumptions have been made:

- The use of the track will be seasonal, with peak activity in the summer months, weekends and holiday periods.
- The development will result in the use of buses and private cars for the drop-off and pick-up of cyclists at the car park. The use of tourism groups is likely to result.

On this basis, the development may typically result in up to 50 to 60 vehicle trips per day on weekends during peak seasonal periods. Of these trips, 2 to 4 may be buses (buses with bicycle trailers and the like).

4.2 Trip Distribution

All traffic will access the site using Poimena Road.

4.3 Access Impacts

4.3.1 Traffic Generation Impacts

The Acceptable Solution A3 of Clause E4.6.1 of the Planning Scheme states that *"For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic (AADT) movements at the existing access or junction by more than 10%"*.

In this case, the car park will generate approximately 50 vehicles per day, which is greater than 10% of the existing traffic volume on Poimena Road. The development therefore does not comply with the requirements of Acceptable Solution A3 of Clause E4.6.1 of the Planning Scheme.

The Performance Criteria P3 of Clause E4.6.1 of the Planning Scheme states:

"For limited access roads and roads with a speed limit of more than 60km/h:

a) access to a category 1 road or limited access road must only be via an existing access or junction or the use or development must provide a significant social and economic benefit to the State or region; and

b) any increase in use of an existing access or junction or development of a new access or junction to a limited access road or a category 1, 2 or 3 road must be for a use that is dependent on the site

for its unique resources, characteristics or locational attributes and an alternate site or access to a category 4 or 5 road is not practicable; and

c) an access or junction which is increased in use or is a new access or junction must be designed and located to maintain an adequate level of safety and efficiency for all road users."

The following is relevant with respect to the development proposals:

- N/A. Poimena Road is not a Category 1 Road or limited access road.
- N/A. Poimena Road is not a Category 1, 2, or 3 Road.
- The car park accesses the road via separate entry and exit driveways in a low speed environment. Adequate sight distance is available in both directions along Poimena Road (refer to Section 4.3.2). The accesses are located appropriately and provide an adequate level of safety and efficiency for all road users.

Based on the above assessment the development meets the requirements of Performance Criteria P3 of Clause E4.6.1 of the Planning Scheme.

4.3.2 Sight Distance Assessment

Acceptable Solution A1 of Clause E4.7.4 of the Planning Scheme states: "*an access or junction must comply with the Safe Intersection Sight Distance shown in Table E4.7.4*".

The requirements of Table E4.7.4 of the Planning Scheme are reproduced in **Error! Reference source not found..** The "Vehicle Speed" in Table E4.7.4 is the actual or recorded speed of traffic passing along the road and is the speed at or below which 85% of passing vehicles travel. Table E4.7.4 of the Planning Scheme is reproduced in Table 1.

Table 1 Planning Scheme SISD Requirements

Vehicle Speed km/h	Safe Intersection Sight Distance in metres, for speed limit of:	
	60 km/h or less	Greater than 60 km/h
50	80	90
60	105	115
70	130	140
80	165	175
90		210
100		250
110		290

In this case, Poimena Road is an unsealed rural road and therefore the default speed limit of 80-km/h applies. The 85th percentile speed near the subject site is approximately 30-km/h however. The technical Planning Scheme SISD requirement is 90 metres, based on the minimum Vehicle Speed of 50-km/h and the speed limit of 80-km/h (noting that the Planning Scheme does not provide SISD values for vehicle speeds lower than 50-km/h).

The available sight distance exceeds 90 metres to the north of the access and is approximately 65 metres to the south. The available sight distance to the south is shown in Figure 6. The sight distance therefore technically does not comply with the requirements of Acceptable Solution A1 of Clause E4.7.4 of the Planning Scheme.

The Performance Criteria P1 of Clause E4.7.4 of the Planning Scheme states:

"The design, layout and location of an access, junction or rail level crossing must provide adequate sight distances to ensure the safe movement of vehicles."

In this case the 85th percentile speed is estimated to be 30-km/h due to the geometry and narrow width of the road. The SISD values in Table E4.7.4 are based on Austroads sight distance for road junctions. The development is a car park however, and the appropriate sight distance requirements are provided in Australian Standard AS2890.1 for car park accesses. AS2890.1 requires a desirable sight distance of 55 metres for a frontage road speed of 40-km/h (noting that 40-km/h is the lowest speed provided, further noting that the absolute minimum sight distance for 40-km/h is 35 metres). This sight distance is exceeded from the access of the car park development. The available sight distance is therefore considered to be acceptable.

Based on the above assessment, the access sight distance meets the requirements of Performance Criteria P1 of Clause E4.7.4 of the Planning Scheme.

Figure 6 Access Sight Distance




4.4 Pedestrian and Cyclist Impacts

The development proposal will generate pedestrian and cyclist movements within the car park and on Poimena Road near the site. Whilst the mountain bike trails will connect to the site away from the road, it is likely that some activity may occur on the road due to the low speed and low volume traffic environment. It is likely that some pedestrian and cyclist movements may occur to/from the existing car park to the north of the site.

It is therefore recommended that warning signage be installed to increase awareness of cyclists and pedestrians for approaching motorists. The recommended signage is summarised as follows:

- Advisory signage. Advanced warning signage of the car park and mountain bike trails on the approach to the car park on Poimena Road. This signage should clearly indicate that the car park is associated with the mountain bike trails.
- Cyclist warning signage. 'Bicycles' warning signage on the approach to the car park on Poimena Road (W6-7A). This is shown in Figure 7.
- Additional UHF Advisory signage. Provision of repeater signage within the car park and at key locations on Poimena Road advising buses to utilise UHF radio to notify other users of bus traffic. "Shuttle Buses Operate on UHF Channel 40".

Figure 7 Cyclist Warning Signage

	<p><i>Australian Standards, AS1742.9: W6-7A. This sign shall be used to warn motorists of the presence of bicycles on the road where cyclists are likely to come into conflict with motor traffic and are potentially at risk.</i></p>
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4.5 Road Network Impacts

The site is accessed via Poimena Road which is narrow, winding and unsealed. The existing traffic volumes and vehicle volumes are very low which results in a relatively safe traffic environment.

The additional traffic generation of the development is likely to be in the order of 50 vehicles per day. Some of this traffic will be buses with bicycle trailers which have limited ability to pull over or reverse to enable a vehicle travelling in the opposite direction to pass.

Whilst the additional traffic generation from the development can be readily absorbed by the network, it is recommended that a strategy be put into place to ensure the ongoing safety of Poimena Road with the additional traffic associated with the mountain bike trails. The following is recommended:

- Review of road widening opportunities along the full length of Poimena Road. Whilst the geometry of Poimena Road is restrictive for full length road widening, it would be possible to provide localised widening to provide passing bays at key locations. This can be undertaken over a period of years as funding is available and popularity of the mountain bike trail increases.
- Signage strategy for Poimena Road. Consideration of additional warning signage along Poimena Road at key locations where forward sight distance is restricted, limited pullover area is available, and narrow road widths are present.

4.6 Road Safety Impacts

There are no significant detrimental road safety impacts foreseen for the proposed development. This is based on the following:

- The surrounding road network is able to adequately absorb the small amount of traffic generated by the development proposal. The existing traffic volume on Poimena Road is very low and can absorb the additional traffic generation.
- The existing road safety performance of the road network does not indicate that there are any current road safety deficiencies that might be exacerbated by the proposed development.
- Adequate sight distance is available in accordance with Australian Standards requirements in relation to the prevailing vehicle speeds at the car park access.

5. Parking Assessment

5.1 Parking Provision

The development provides a total of 16 car parking spaces as well as provision for 6 mini-buses.

5.2 Planning Scheme Requirements

Acceptable Solution A1 of E6.6.1 of the Planning Scheme states that "*the number of car parking spaces must not be less than the requirements of Table E6.1*".

Table E6.1 of the Planning Scheme states that there is no requirement for 'Sports and Recreation/ race course, firing range and other outdoor recreation' land use. The development therefore meets the requirements of Acceptable Solution A1 of Clause E6.6.1 of the Planning Scheme.

5.3 Car Parking Layout

Acceptable Solution A2.1 of Clause E6.7.2 states:

Car parking and manoeuvring space must:

- (a) Have a gradient of 10% or less*
- (b) Where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction*
- (c) Have a width of vehicular access no less than prescribed in Table E6.2*
- (d) Have a combined width of access and manoeuvring space adjacent to parking spaces not less than as prescribed in Table E6.3 where any of the following apply*
 - (i) There are three or more car parking spaces*
 - (ii) Where parking is more than 30m driving distance from the road*
 - (iii) Where the sole vehicular access is to a category 1, 2, 3 or 4 road*

In this case, the following is applicable to the development:

- a. The gradient within the car park is less than 10%.
- b. Vehicles can enter and exit the site in a forward direction. Separate entry and exit driveways are provided at the interface with Poimena Road.
- c. Table E6.2 requires a minimum access width of 5.5 metres for a car park with more than 21 parking spaces. The minimum access width is 6.2 metres, thereby complying with this requirement.

- d. The parking space widths are 3.0m, with an aisle width of 9.0m. The spaces are angled at 90-degrees. The available aisle width, space length and space width generally complies with the requirements of Table E6.3.

Based on the above assessment, the development complies with the requirements of Acceptable Solution A2.1 of Clause E6.7.2 of the Planning Scheme.

The Acceptable Solution A2.2 of Clause E6.7.2 of the Planning Scheme states:

"The layout of car spaces and access ways must be designed in accordance with Australian Standards AS 2890.1 - 2004 Parking Facilities, Part 1: Off Road Car Parking."

AS2890.1 classifies the car park as User Class 2 ("Long term city and town centre parking, sports facilities, entertainment centres, hotels, motels, airport visitors"). User Class 2 parking requires the following minimum parking space dimensions for 90-degree parking:

- Space width 2.5m
- Space length 5.4m
- Aisle width 5.8m

The parking space dimensions exceed these requirements and therefore the car park design complies with the requirements of Acceptable Solution A2.2 of Clause E6.7.2 of the Planning Scheme.

It is noted that the spaces are wider and longer to facilitate the parking of vehicles that have bicycles on tow bars or roof mounted. The larger spaces enable bicycle unloading without interfering with neighbouring parking spaces.

6. Conclusions

This traffic impact assessment (TIA) investigated the traffic and parking impacts of a proposed car park development at the northern end of Poimena Road for a mountain bike trail development (Poimena to Swimcart Beach).

The key findings of the TIA are summarised as follows:

- The car park is located in a very low volume and low speed environment. The traffic generation of the development is likely to be in the order of 50 vehicles per day during peak seasonal periods.
- To improve pedestrian and cyclist safety near the car park site, it is recommended that signage be installed on the southern approach on Poimena Road. This signage should consist of information signage and cyclist warning signage.
- Provision of repeater signage within the car park and at key locations on Poimena Road advising buses to utilise UHF radio to notify other users of bus traffic. *"Shuttle Buses Operate on UHF Channel 40"*.
- The site is accessed via Poimena Road which is narrow, winding and unsealed. It is recommended that a signage strategy and a localised road widening strategy be considered.

Based on the findings of this report and subject to the recommendations above, the proposed development is supported on traffic grounds.

Midson Traffic Pty Ltd ABN: 26 133 583 025

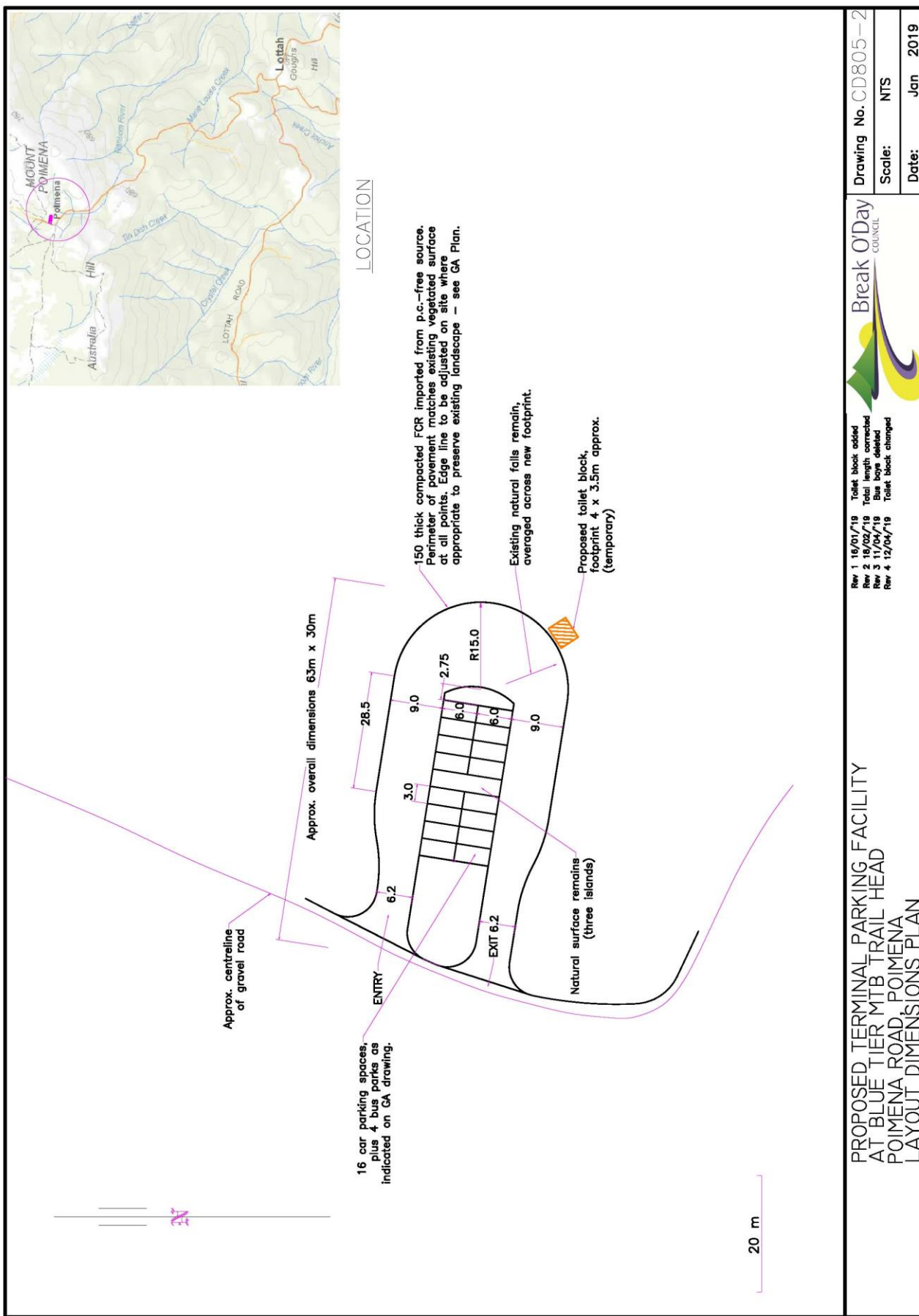
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Sandy Bay TAS 7005
T: 0437 366 040 E: admin@midsontraffic.com.au W: www.midsontraffic.com.au

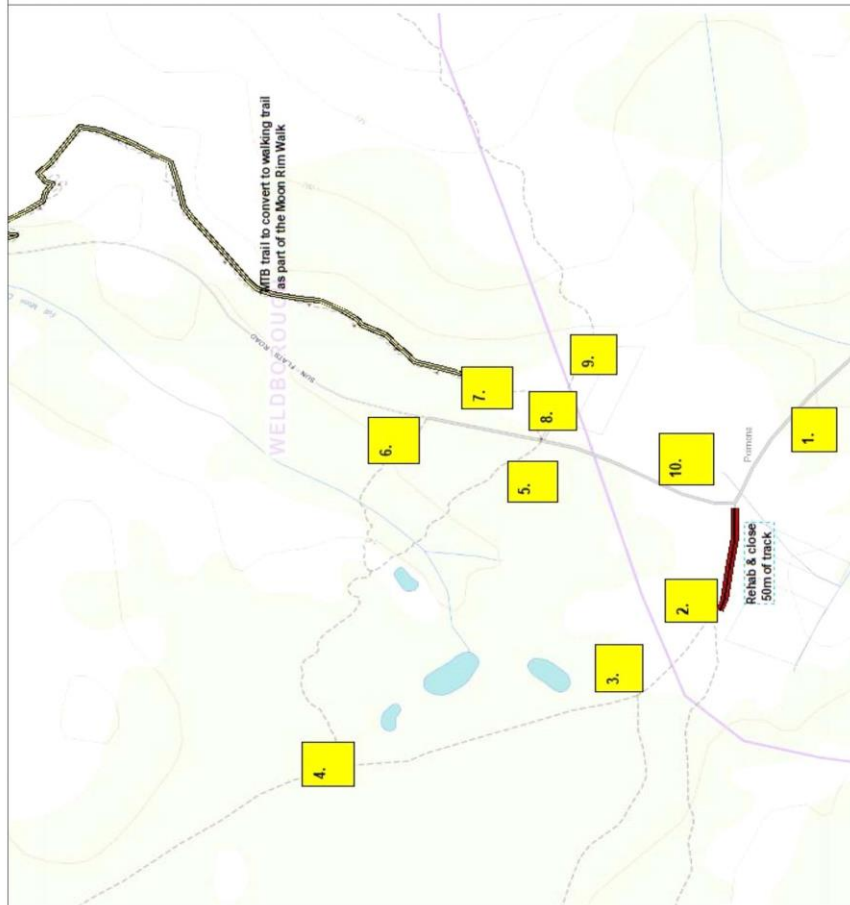
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Document Status

Revision	Author	Review	Date
0	Keith Midson	Zara Kacic-Midson	21 February 2019
1	Keith Midson	Zara Kacic-Midson	1 March 2019
2	Keith Midson	Zara Kacic-Midson	14 April 2019





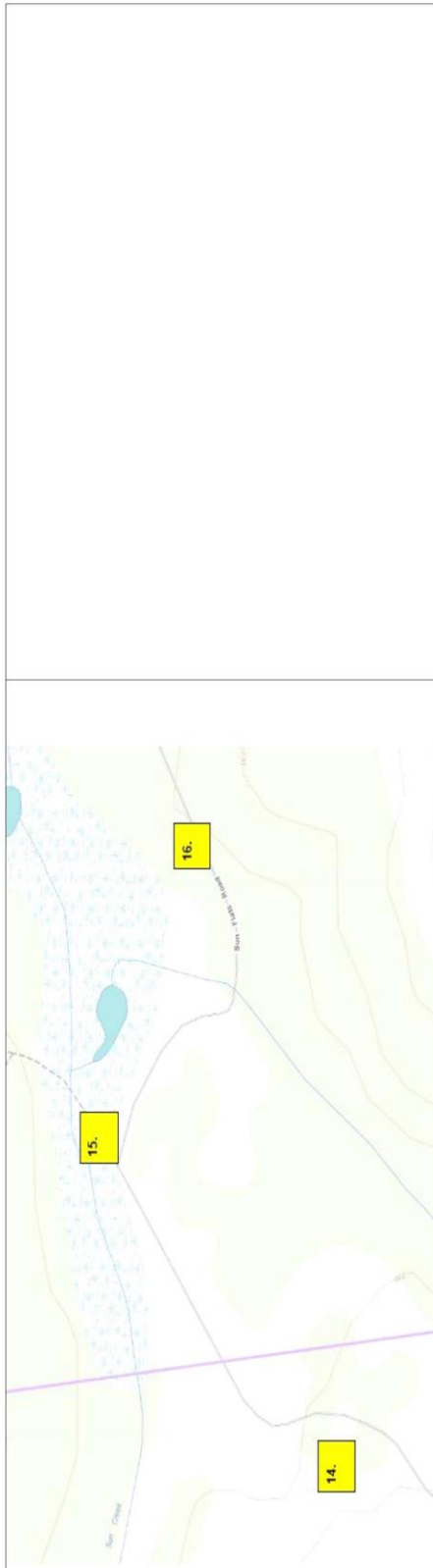
Signs

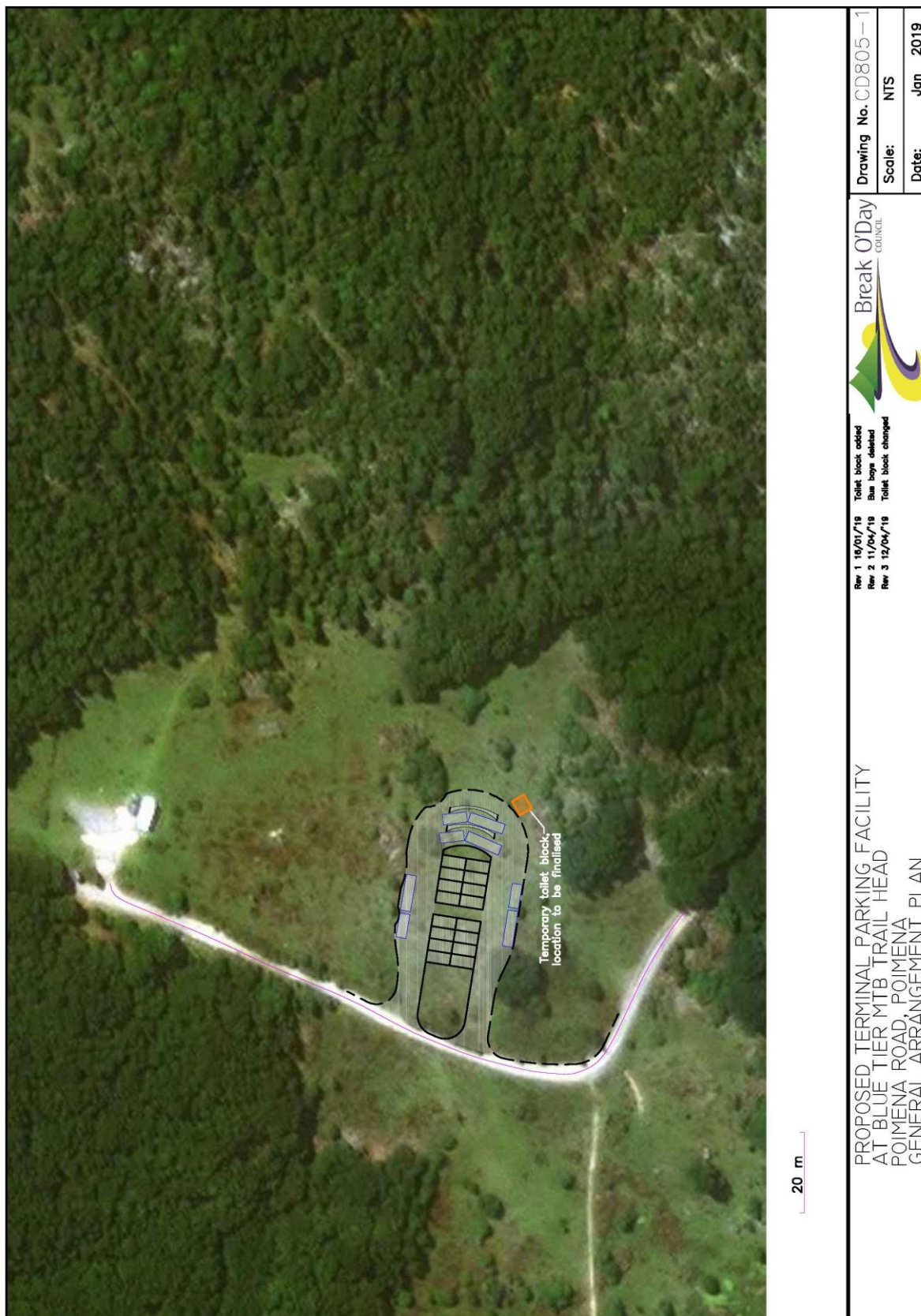
Please refer to the numbers on the map to the numbers below. Brackets () indicate individual blade.

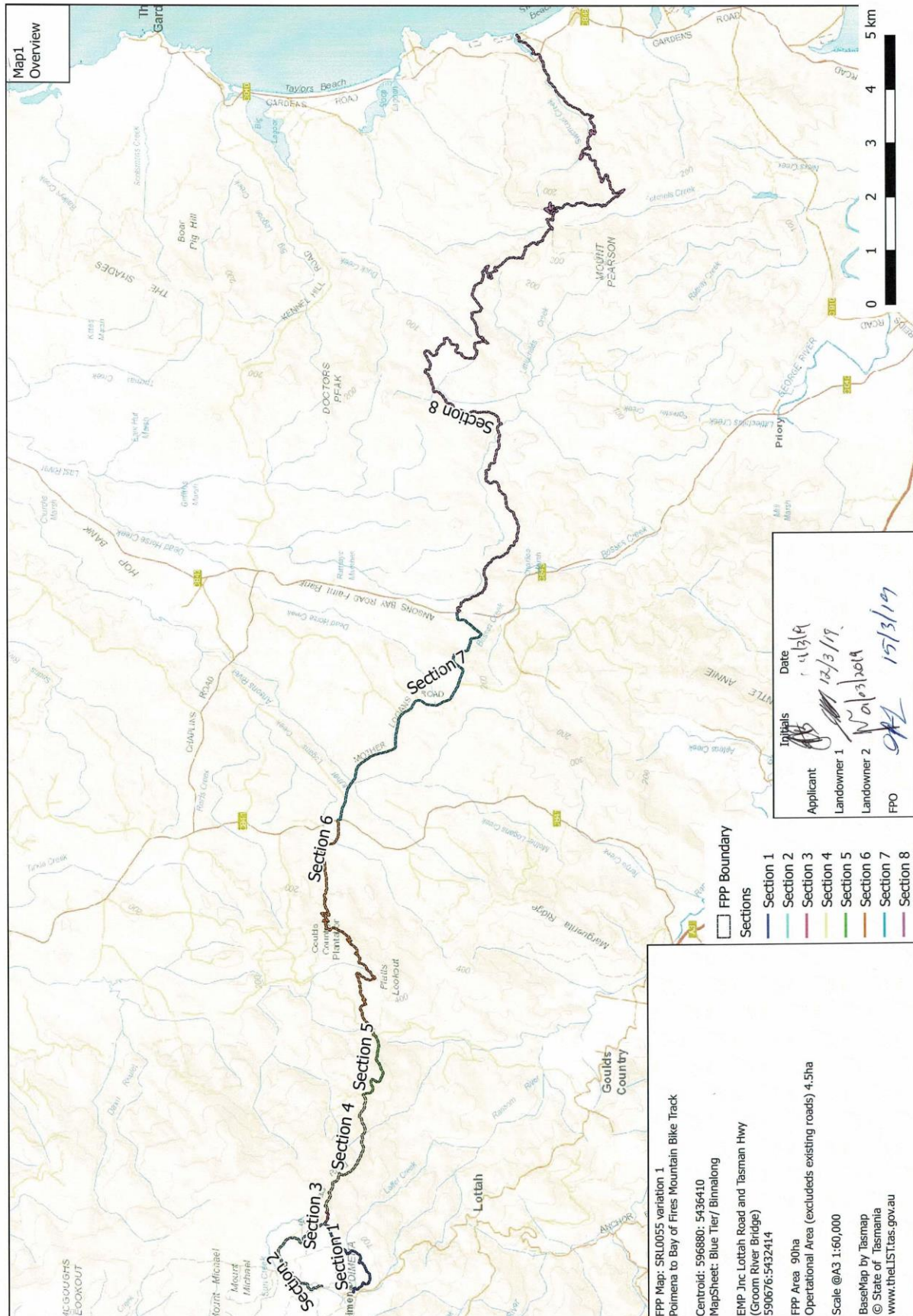
1. Entry Sign: (Welcome to the Blue Tier) (MTB carpark and drop off 50m ahead) (Walker carpark 70m)
2. Walk directional sign: (Australia Hill Circuit **arrow) (Walker carpark **arrow) (Blue Tier Descent **arrow)
3. Walker directional sign: (Australia Hill Circuit **arrow) (Walker carpark **arrow) (Wellington Creek Circuit **arrow) (Blue Tier Descent **arrow)
4. Walker directional sign: (Australia Hill Circuit **arrow) (Walker carpark **arrow) (Wellington Creek Circuit **arrow) (Blue Tier Descent **arrow)
5. Walker track node sign with area map and distances/times of walks: Goblin Forest Walk, Australia Hill, Wellington Creek and Blue Tier Descent
6. Walker directional sign: (carpark **arrow)
7. Walker track node sign with area map and distances/times of walks: Moon Rim walk, Mount Michael and Three Notch Track
8. Walker carpark sign – improve the information board at location with overall walks in the area.
9. Walker directional sign: (Moon Rim Valley walk **arrow)
10. MTB carpark and drop off area *** arrow

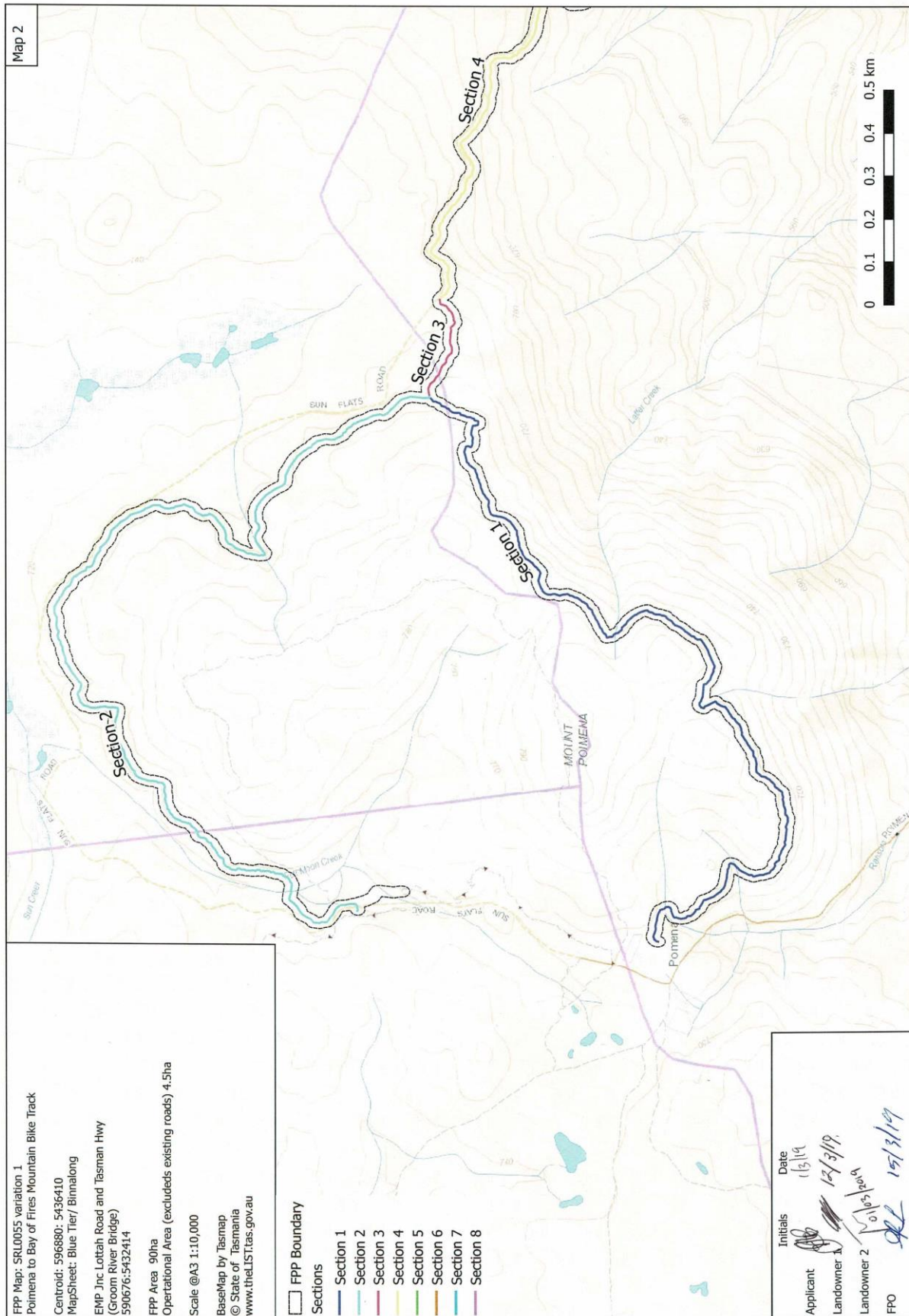
Please note that all walks will leave from the walker carpark to separate the two recreations. Product from the carpark will rehabilitate the 50m of track that can be seen from the road at Poimena please refer to map.

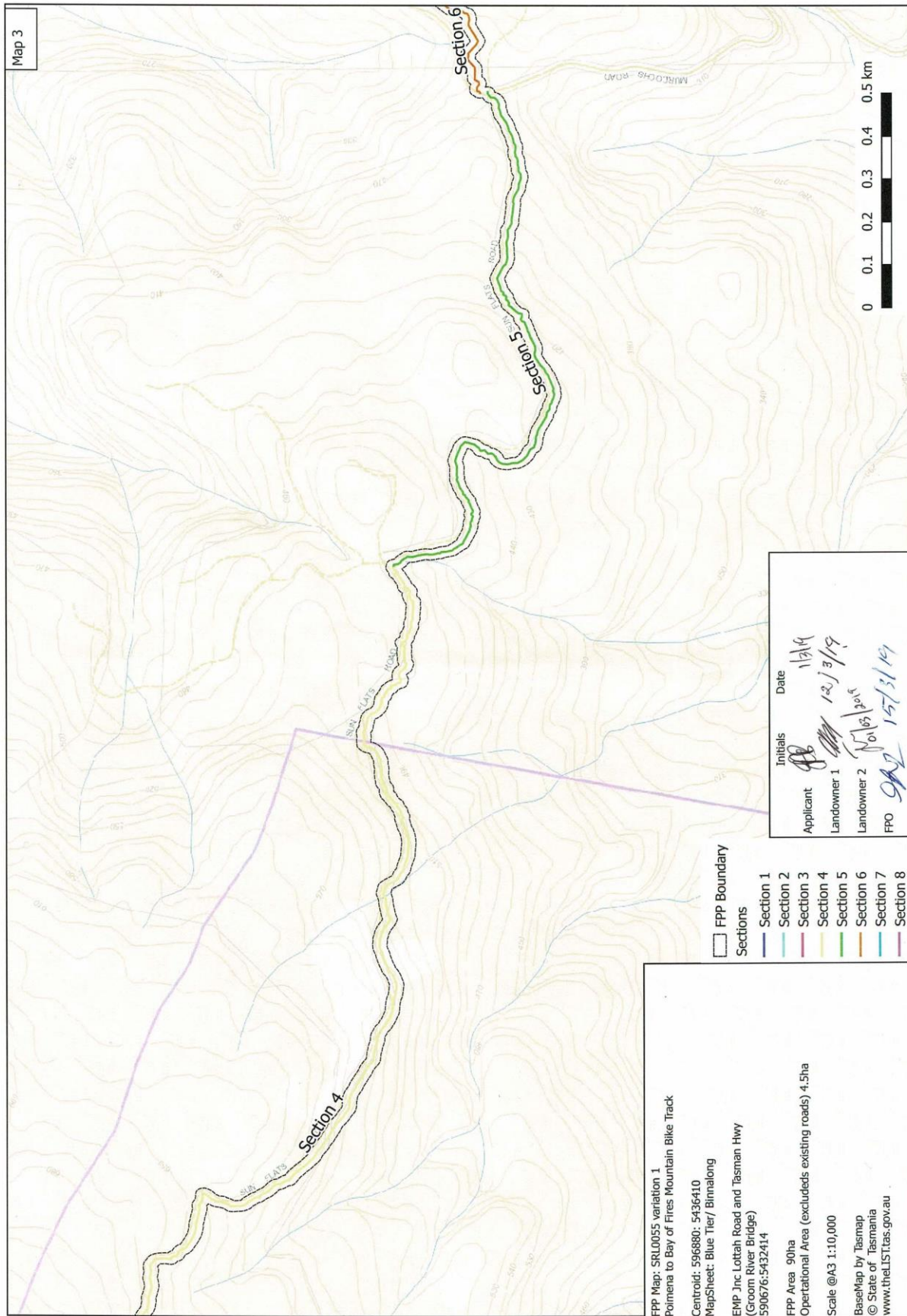
	<p>11. Walker directional sign: (Moon Rim Valley walk **arrow)</p> <p>12. track node signage – (MTB directional **arrow) (Moon Rim Valley Walk **arrow) Mount Michael **arrow) (Three Notch Track **arrow)</p> <p>Compliance signs – work with BODC and Friends of Blue Tier with concept at this location.</p> <p>13. MTB trail head gates</p>
	<p>14. Walker directional sign: (Mount Michael **arrow) (Three Notch Track **arrow) (Walker Carpark **arrow)</p> <p>15. Walker directional sign: (Mount Michael **arrow) (Three Notch Track **arrow) (Walker Carpark **arrow)</p> <p>16. (Sun Flats Road) (4WD only- Very Difficult)</p> <p>16. Shared Use Trail sign from BODC.</p>

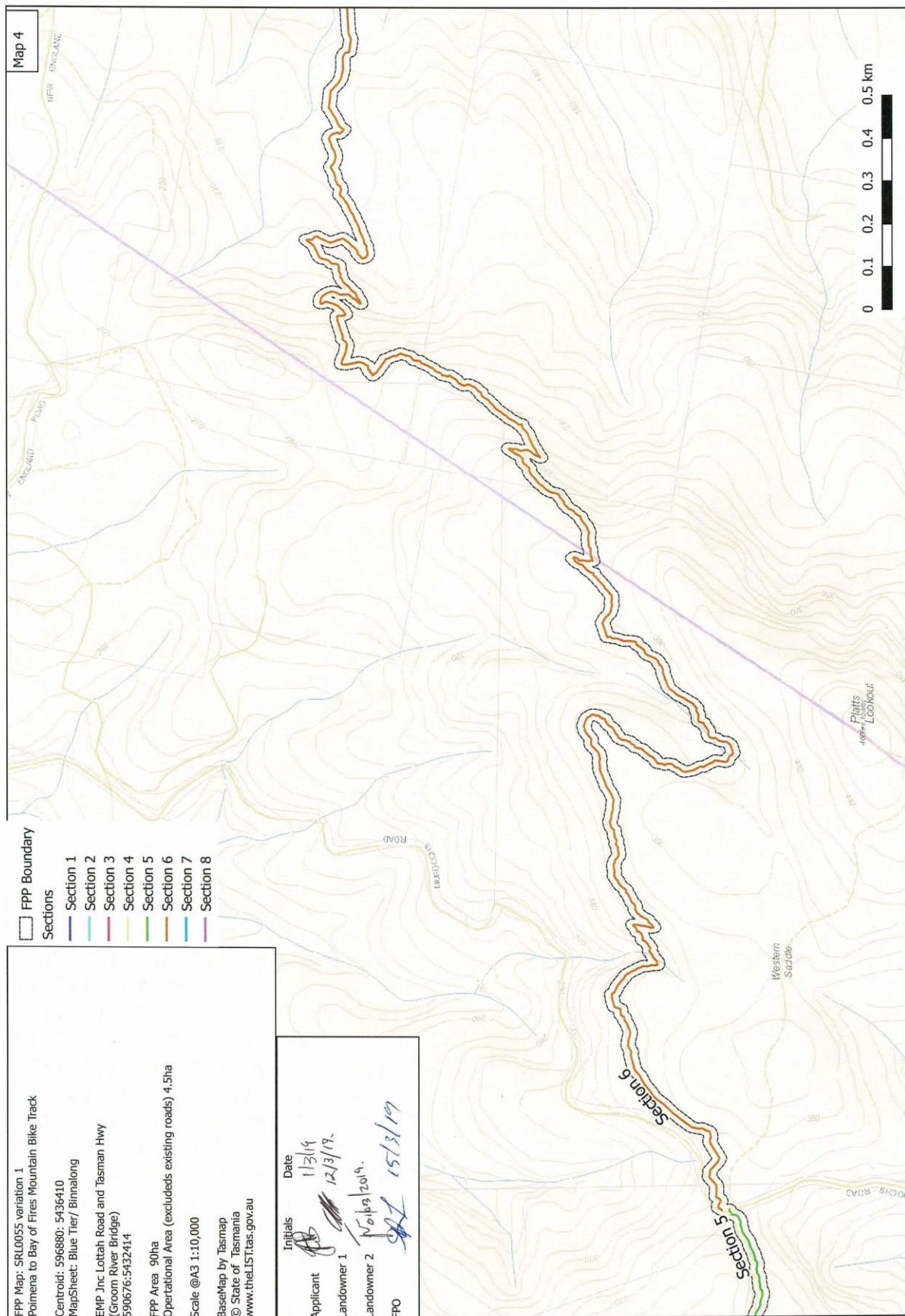


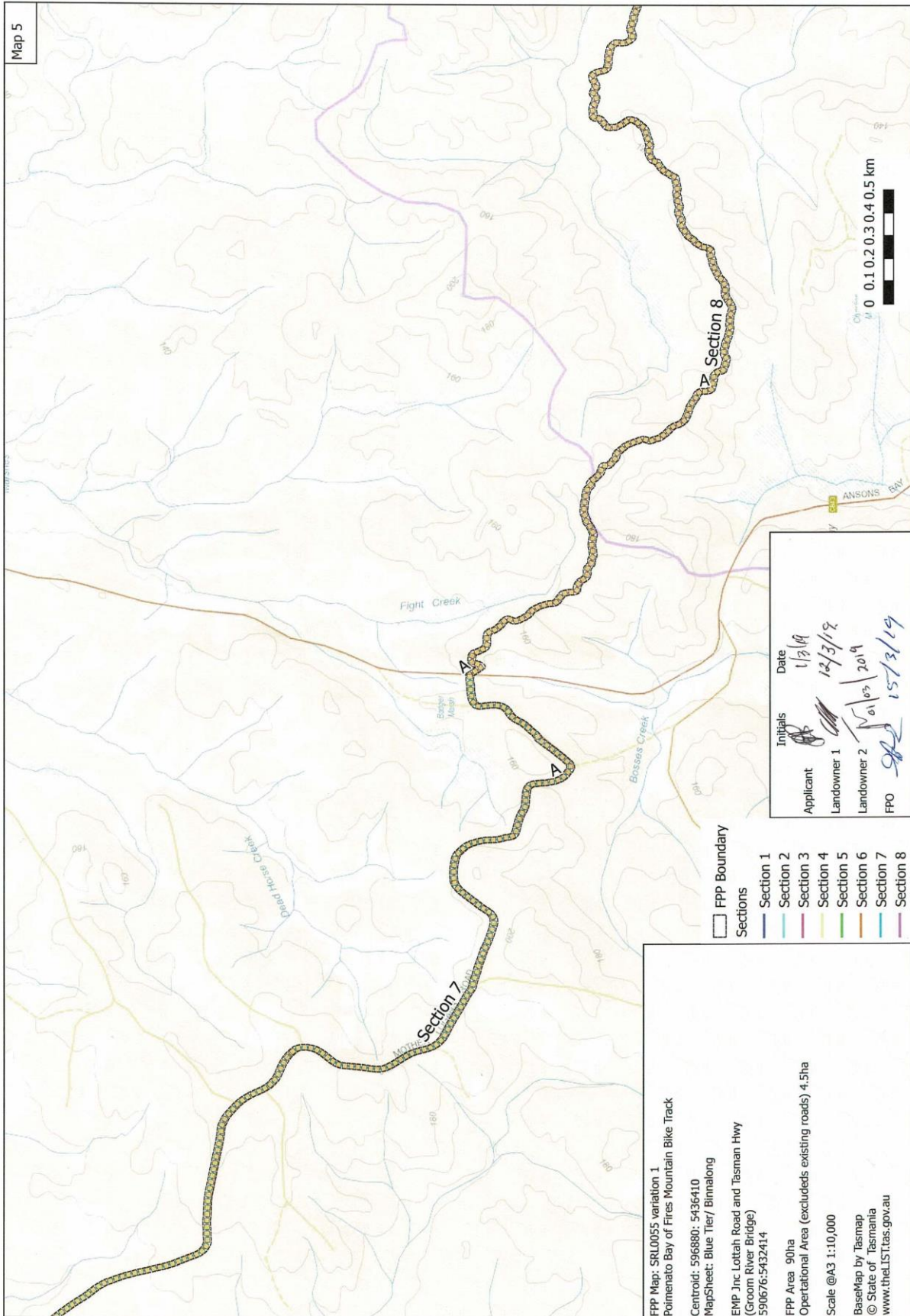


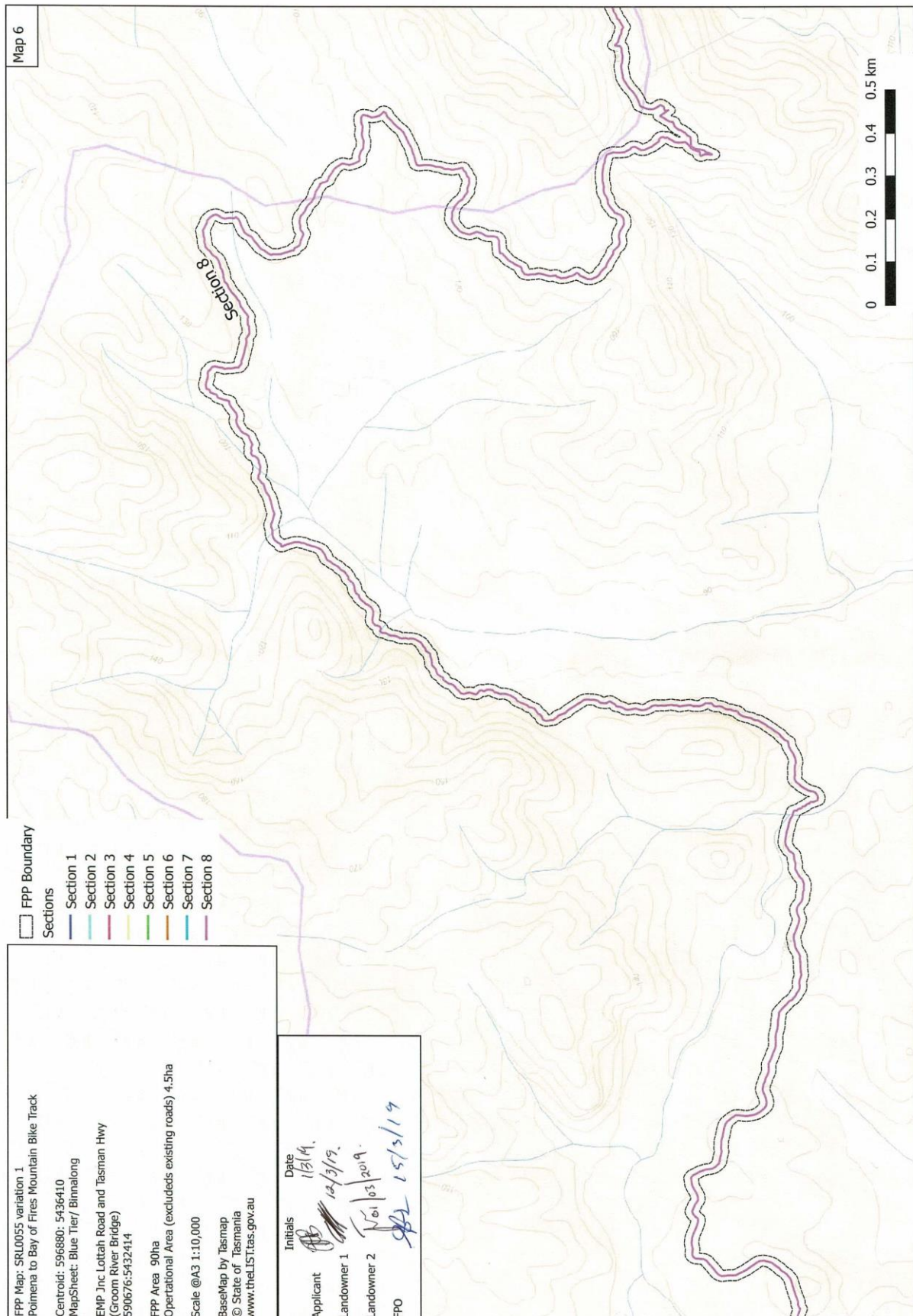


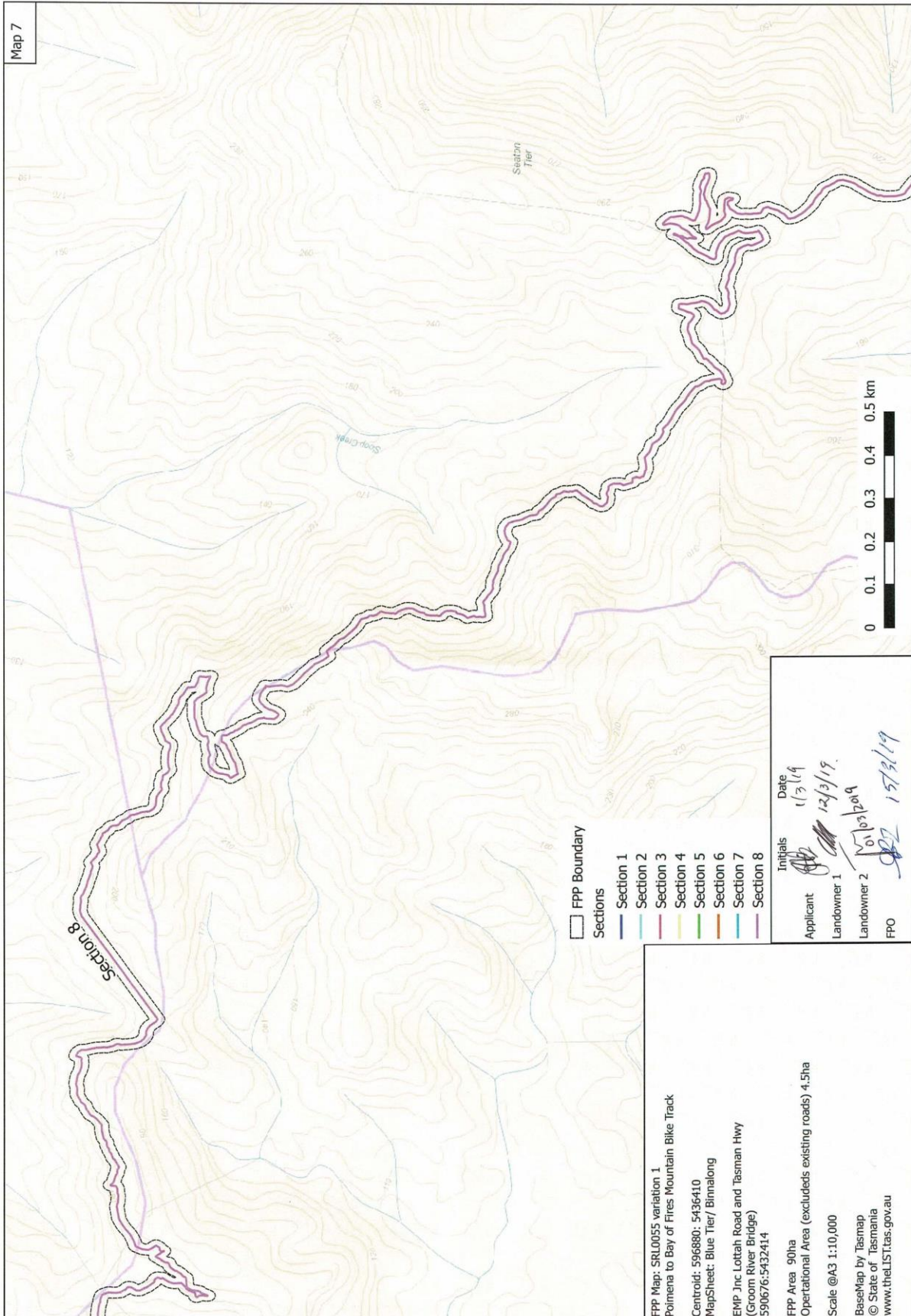


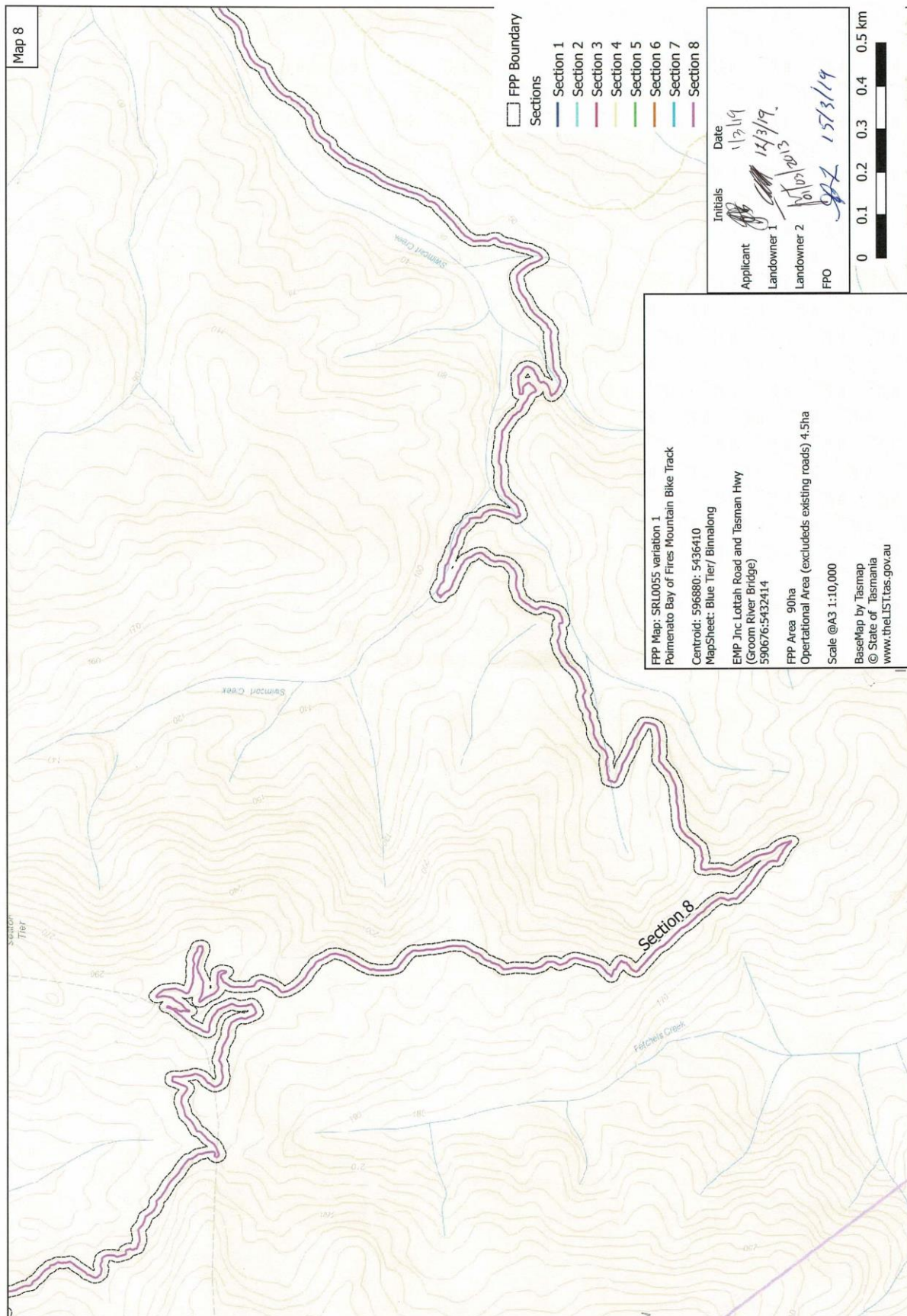












Forest Practices Act 1985		Forest Practices Plan		FPP No.: SRL0055-01	
Certification Number: 2018-0026				Local File ID: -	
Update Type: Initial	Last edit by: SRL - Livingston S R	Created on: 29/11/2017	Updated on: 19/01/2018		
<p><i>It is necessary to read this Forest Practices Plan in its entirety for the specifications required by Section 18(2) of the Forest Practices Act 1985. This Forest Practices Plan authorises forest practices and operations to which it refers on the land specified in the Plan and during the period specified in the Plan, provided that the operations are carried out in accordance with the Plan.</i></p> <p><i>This authority is given for the purposes of the Forest Practices Act 1985 only. Those carrying out the operations under the Plan should ensure that they comply with all relevant laws including the conditions of licences, permits and other authorities issued under other laws.</i></p>					
Coupe Name: Poimena to Bay of Fires MBT	Location: Poimena to Swimcart Beach	PTR Number: -			
Tenure: Other state administered land	IBRA 4 region: Ben Lomond	UPI or PID Numbers: 3385639			
District: Bass	Municipality: Break O'Day	Landowners: Parks and Wildlife Service, DPIPW, Crown Land Services			
Map Sheet: BLUE TIER : 5843	Grid reference: 596880mE, 5436410mN	Principal Processors:			
Applicant: Break O'Day Council, PO Box 21, St Helens Tas 7216, c.hughes@bodc.tas.gov.au, 03 6376 7900					
Parent Rock 1: Devonian Granite & derived Tertiary deposits (DGT)	Soil Description 1: Coarse sandy over clayey (CSC)	Stoniness 1: M			
Parent Rock 2: Jurassic Dolerite (JDL)	Soil Description 2: Clayey (CLA)	Stoniness 2: M			
Erodibility Class 1: High (H)	Erodibility Class 2: Moderate (M)	Majority Slope: 10 deg.	Maximum Altitude: 750 m		
Within town water catchment: No	Within a landscape zone in a Municipal Planning Scheme: No				
Water Intake: 42 - George River - St. Helens	Known Domestic Water Supply Intake within 2km: No				
Distance to Intake: 25.0 km	Net Area of Crown Land Reserve: 0.0 ha				
Public Safety Risk Assessment: Not Required					
Emergency meeting Point: 22 - GOULDS COUNTRY - JCN LOTTAH RD AND TASMAN HWY (GROOM RIVER BRIDGE)					
Plan certified by: SRL - Livingston S R	Date certified: 19/01/2018	Plan lifetime: 19/01/2018 - 31/12/2022	Date notice of intent sent: 29/11/2017		

Discrete Operational Phase	Estimated Start Date	Estimated End Date	Details	
Roading	19/01/2018	31/12/2018	Main Road Outlet	No
			Road lengths (km)	1: <not defined> 2: <not defined> 3: <not defined> 4: 10.0
Roading	01/01/2019	31/12/2019	Main Road Outlet	No
			Road lengths (km)	1: <not defined> 2: <not defined> 3: <not defined> 4: 10.0
Roading	01/01/2020	31/12/2020	Main Road Outlet	No
			Road lengths (km)	1: <not defined> 2: <not defined> 3: <not defined> 4: 10.0
Roading	01/01/2021	31/12/2021	Main Road Outlet	No
			Road lengths (km)	1: <not defined> 2: <not defined> 3: <not defined> 4: 10.0
Roading	01/01/2022	31/12/2022	Main Road Outlet	No
			Road lengths (km)	1: <not defined> 2: <not defined> 3: <not defined> 4: 10.0
Current RFA Forest Community and/or Land Use			Prescription	Ha
Coastal E. amygdalina dry sclerophyll forest (AC)			Road Construction (RC)	0.60
Dry E. obliqua forest (O)			Road Construction (RC)	0.20
E. sieberi forest on granite (SG)			Road Construction (RC)	1.80
Acacia melanoxylon forest on rises (BR)			Road Construction (RC)	0.10
Callidendrous and thamnic rainforest on fertile sites (M+)			Road Construction (RC)	0.10
Tall E. obliqua forest (OT)			Road Construction (RC)	0.10
E. regnans forest (R)			Road Construction (RC)	0.60
Wet E. viminalis forest on basalt (VW)			Road Construction (RC)	0.10
Non forest : Heath/scrub (NFH)			Road Construction (RC)	0.10
Non forest : Other non forest (NFO)			Road Construction (RC)	2.30
Net Operational Area: 6.00			Total Area to be Reforested: 0.00	Total Area to be Harvested: 6.00
			Total Area of Operation:	6.00

A. GENERAL

Forest practices shall be carried out in accordance with the principles and approaches specified in the *Forest Practices Code*. All *Forest Practices Code* mandatory statements ('will' statements) apply, whether or not they are referred to below. The specific requirements set out below are also mandatory.

- A copy of this Forest Practices Plan should be present on site whenever harvesting operations are occurring.
- All forest operations are to comply with the Fire Services Act 1979 – Regulation 13 (1996), in relation to firefighting equipment on site. Fire weather monitoring and shutdown procedures for all hazardous forest activities during a Fire Permit Period should be adhered to as per the annually updated Forest Industry Protocols. Hazardous forest activities are defined as any work involving chainsaws, cable machinery, vehicles or tools that come into contact or are close to forest fuels.
- To reduce the risk of weed invasion and disease spread, all earth moving equipment entering this operational area will be washed down before leaving their previous location and prior to moving from this operation. Washdown procedures are to follow the "Tasmanian *Washdown Guidelines for Weed and Disease Control – Machinery, Vehicles & Equipment*".
 - All contractors are to maintain a logbook of machinery movements to and from the site and washdowns.

Discrete Operational Phases (DOP)

Discrete Operational Phases are each trail section (1-8). Compliance reports are to be lodged within 30 days after the completion of each DOP, including a map showing the location of track as constructed.

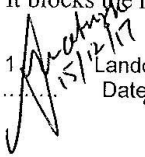
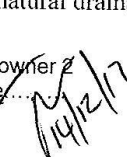
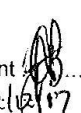

B. BUILDING ACCESS TO THE FOREST (ROADING)

(See also section D. Conservation of Natural and Cultural Values and section F. Management of Fuels, Oils, Rubbish and Emissions.)

Person or organisation assuming primary responsibility for management of forest practices under this section of the plan: Break O'Day Council

General

- Where bench construction is used, removed soil is to be spread downslope of the track with regard to minimising damage to adjacent vegetation.
- Within stream side reserves (SSR) (see reserve widths section C) excavated soils must be removed from the SSR whenever practical and at all times within 10m of the watercourse.
- Where the trail runs alongside a watercourse or drainage depression, excavated material should not be placed such that it blocks the natural drainage.

Initials of parties to the Plan: Landowner 1  Date... 15/12/17 Landowner 2  Date... 14/12/17 Applicant  Date... 12/12/17 FPO  Date... 14/1/18

FPP No SRL0055

- No borrow pits to be established within stream side reserves, or in areas of significant vegetation, (see FPP maps)
- Rock or other armouring shall be placed in forded stream crossings, steep chutes, and boggy ground.

Clearing and Formation

- Clearing width to be minimised,
- Topsoils to be retained on any clearing where not required for construction of carriage way and batter slopes.
- "Slash" (removed vegetation), to be spread on cleared areas where possible, where not possible cut into small pieces and distributed within surrounding areas, avoiding the creation of large piles and away from retained vegetation.
- In areas of high erodibility soils, eg white gravels, sands, cut batters must be near vertical, and where possible retained by logs or rock facing, cut batters may also be armoured with low erodibility soils.
- Cut batters to be less than 2m in vertical height.
- Vegetation removed from the track to be distributed into adjoining land, noting in areas in close proximity to threatened and significant vegetation care must be taken to avoid disturbance of existing vegetation. (See FPP Maps)
- Where logs are cross cut and a section removed, where possible place the cut section back against the original log to maintain the local habitat.

Drainage

- Drainage may be by culvert (piped), grade dips (reversals) or water bars.
- If areas of high erodible soils are found in track surface or table drains the area must be armoured with rock, gravel or low erodibility soils.
- Drainage must be installed on approaches to watercourse crossings so that where possible a 30m buffer of vegetation is achieved to act as a filter strip.
- All drainage must direct water onto vegetation and not exposed fill material
- Unless the carriage way is out sloped, that is drains to the lower side of the track and no table drain is required on the upper side, cross drains must be installed at no greater distance apart than shown in per Table 2, Forest Practices Code 2000 for very high erodibility regardless of the site erodibility.

- Road Grade Maximum drain spacing
- 1-5% 70 m
- 6-10% 40 m
- 11-12% 30 m

Initials of parties to the Plan: Landowner 1

Date.....

Landowner 2

Date.....

Applicant

Date.....

FPO.....

Date.....

FPP No SRL0055

Stream Crossings

- Where permanent structures are required for stream crossings, engineering designs prepared by a qualified engineer are to be submitted to Parks and Wildlife Service (PWS) for approval, prior to any work commencing on the structures.
- Structures will be designed to cope with peak flows for the catchment they are located in.
- Structures will be BCA compliant.

Surfacing

- Surfacing is not required, except where exposed high erodibility soils form the surface, these must be surfaced with, rock, gravel or low erodibility soils.

C. HARVESTING OR CLEARING OF TIMBER

(See also section D. Conservation of Natural and Cultural Values and section F. Management of Fuels, Oils, Rubbish and Emissions.)

Person or organisation assuming primary responsibility for management of forest practices under this section of the plan: **Break O'Day Council**

General : clearfall using mechanical or hand felling techniques.

Landings : na

Snig tracks: na

Felling prescriptions: felling by hand or machine, including pushing

- Trees to be felled away from all reserves (ie streams etc) where possible. If unavoidably felled into such reserves, then the heads are to be pulled completely clear.

Streamside management and special water quality protection measures

Stream Side Reserve Widths (from watercourse bank to outer edge of reserve)

Class 1: 40m

Class 2: 30m


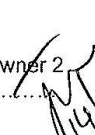
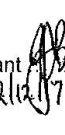
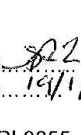




Class 4: 10m

The following streams have been *identified* within or in close proximity to the operation area:

Section 2

Class 3 stream crossing, tributary of Full Moon Creek, Bridge or in stream rocking required- unimpeded flow

Section 3

Initials of parties to the Plan: Landowner 1  Landowner 2  Applicant  FPO 
 Date...  Date...  Date...  Date... 

FPP No SRL0055

Class 4 stream crossing, tributary of Swan Rivulet-existing -Sun Flats Road

Section 4

Class 3 stream crossing, tributary of Swan Rivulet-existing -Sun Flats Road

Section 6

Class 4 stream crossing x2 north of Platts Lookout- Bridge or in stream rocking required- unimpeded flow

Class 1 stream (Ansons River), Wet E viminalis forest 30m either side of river,

Section 7

Class 2 stream crossing, Mother Logans Creek- existing -Mother Logans Road

Class 2 stream crossing, tributary of Littlechids Creek

-Bridge or in stream rocking required- unimpeded flow

Class 3 stream crossings, tributary of Littlechids Creek

-Bridge or in stream rocking required- unimpeded flow

Class 4 stream crossings x3, tributary of Littlechids Creek

-Bridge or in stream rocking required- unimpeded flow

All streams and drainage depressions

- No machinery to cross any watercourse or enter stream side reserves except at designated crossing points.
- Approaches to stream crossings should as much as possible be at right angles to the watercourse and minimise the length of track within the stream side reserve (SSR).
- Overburden from cuttings in SSR must be deposited on uphill side of cuttings and where possible outside the SSR.
- **Other Water courses and Drainage Lines**, crossings should minimise disturbance to drainage lines, wet soaks and stream banks and provide a solid carriageway.
- Stream crossings and drainage depressions– “take special care at creek crossings (and minor drainage depression features) to reduce the chance of sediment/chemical input, and to minimise damage/disturbance to creek bed and banks (special advice should be sought if creek crossings cannot be installed in a manner that will not result in long-term changes to the creek bed).
- Where permanent structures are required for stream crossings, engineering designs prepared by a qualified engineer are to be submitted to Parks and Wildlife Service (PWS) for approval, prior to any work commencing on the structures.
 - Structures will be designed to cope with peak flows for the catchment they are located in.
 - Structures will be BCA compliant.

Initials of parties to the Plan: Landowner 1

Date.....

Landowner 2

Date.....

Applicant

Date.....

FPO.....

Date.....

FPP No SRL0055

Streamside reserve and harvesting boundaries to be marked by:

Person or organisation nominated: **Break O'Day Council**

How marked: Blue Tape

Harvesting restoration

NA.

Roads

- Road surface is restored to its original shape.
- Table drains are to be left clear of debris.
- Culvert outlets are to be left operational

D. CONSERVATION OF NATURAL & CULTURAL VALUES

Prescriptions to manage, flora, fauna, geomorphic, cultural heritage, landscape, and soil and water values.

Flora:

Machinery washdown: All earthmoving machinery (e.g. dozers, excavators, loaders) must be washed down prior to entering the FPP area.

The washdown should follow the procedures detailed in the Washdown guidelines (Department of Primary Industries, Water and Environment 2004). Washdown should be done either at the point of departure from the previous operation, or at a designated washdown facility with a well drained hard surface.

- Any imported materials must be from Phytophthor free facilities. Machinery, vehicle, equipment and personal hygiene protocols must be observed prior to entering and prior to leaving patches of either *Conospermum hookeri* (Tasmanian smokebush) or *Xanthorrhoea australis* (southern grass tree). Indicative locations are areas shown on attached maps (between Fire Road and Swimcart Beach, Section 8).
- *Conospermum hookeri* (tasmanian smokebush), Swimcart Creek Area, Section 8.
 - Avoid all plants, flagged with yellow and blue tape where close to track route
 - Track to be constructed downslope of patches of *Conospermum hookeri*, as flagged in the field.
 - Reroute to avoid, revised track location flagged with yellow and blue tape.
- *Caustis pentandra* (thick twigsedge) wet heathland saddle of Duck and Littlechilds Creeks, Section 8.
 - Reroute to avoid, revised track location flagged with yellow and blue tape

Initials of parties to the Plan: Landowner 1

Date...

Landowner 2

Date...

Applicant

Date...

FPO

Date...

FPP No SRL0055

Sites of special ecological management

- *Large trees*, where practical route the track to maximise viewing opportunity, with minimal disturbance to understorey around their bases.
- *Old logs*: particularly large myrtle logs on Blue Tier Plateau, avoid cutting through where practical, where cut [lace cut portion against original log.
- *Sphagnum* peatland : Where practical, reroute track to avoid distinctive patches of mounds of Sphagnum, minimise disturbance
- *Lichen, moss and filmy fern*: treat exposed rocks with care to minimise stripping, avoid placement of material against rock faces.
- *Sarcochilus australis* (*guns tree orchid*): avoid removal of shrubs supporting species if detected during works.
- Wet *Eucalyptus viminalis* forest, Ansons River, track width to be minimised, understory removal only.
- *Dockrilla strolata* subsp. *Chrysantha* (yellow rock-orchid) avoid disturbance to large rock faces supporting this species, careful management of rock ledges around Swimcart Falls.

Myrtle wilt

Installation of the network of mountain bike tracks has the potential to damage mature individuals of myrtle beech by mechanical damage of the bark and/or root system by machinery and hand tools. Where practical, the following should be applied to mature myrtles (e.g. any over c. 60 cm diameter at breast height and encrusted with a diverse assemblage of epiphytic ferns, bryophytes and/or lichens), thereby reducing the risk of myrtle wilt establishing in the area:

- "stepping back" with machinery at least 3 m from the base of the tree to minimise risk of machinery contacting the trunk of the tree (if unavoidable, consider wrapping the trunk with a temporary protector such as hessian/tarpaulin to minimise damage to bark);
- locate the route downslope of mature myrtles, to minimise risk of changes to surface and subsoil drainage to the large trees;
- avoid damaging low hanging branches of mature myrtles;
- avoid using mature myrtles as braces for infrastructure (e.g. bridges, etc.);
- avoid long-term storage of materials against mature myrtles; and
- avoid temporary camping (including tie-offs) around the base of mature myrtles, unless damage can be minimised to the surface soil only.

Fauna:

Wedge Tailed Eagle:

- If a nest is discovered during the management constraint period (i.e. discovered during July to February inclusive), cease all forestry activity within 500 m of the nest, or within 1 km if in line-of-sight of the nest. The Forest Practices Authority may need to inspect the nest site and will provide advice on appropriate further action. If it is **not** a late eagle breeding season, activities may resume in February. The FPA or DPIPW will notify all planners as early in the season as possible if the breeding season is late.

Initials of parties to the Plan: Landowner 1

Date...

Landowner 2

Date...

Applicant

Date...

FPO

Date...

FPP No SRL0055

SRL0055

- If a nest is discovered outside the management constraint period (i.e. discovered during March to June inclusive), cease all forestry activities within 500 m of the nest. The Forest Practices Authority/Parks and Wildlife may need to inspect the nest site and will provide advice on appropriate further action. At this time of year, in most situations the operation can resume outside the agreed 10 ha nest boundary.
- In addition, apply the following recommendations
 - It is recommended that the precise location (co-ordinates) of any nest found is confirmed on the ground, outside of the breeding season.
 - Surround all known nests with an undisturbed reserve of at least 10 ha (which is approximately a circle with a diameter of 360 m, although a circular reserve is rarely appropriate).
 - More protection on the uphill side is important to shelter the nest from prevailing winds (i.e. the nest need not be in the middle of the reserve but should be at least 100 m from any edge).
 - Design of an eagle nest reserve should only be carried out by those who have been trained and accredited by the FPA and DPIPW.
 - Reserve design will need to take account of various factors including topography, forest type, current and future land use, and operational considerations (e.g. location of existing roads and plantations).
 - A copy of the proposed reserve design must be provided to the FPA for endorsement.
- Note that if the potential reserve has been compromised by forestry activities, specialist advice must be obtained.
-

Other Fauna

- Frogs: the hygiene protocols advocated in *Keeping It Clean: A Tasmanian Field Hygiene Manual to Prevent the Spread of Freshwater Pests and Pathogens* must be applied to all machinery and equipment used adjacent to watercourses and water bodies on the site.
- Grey Goshawk: If suspected nesting activity (e.g. displaying male birds) is observed or a nest is found, operations must cease within 100 m of the suspected nest site and advice sought from the Forest Practices Authority prior to operations continuing closer to the suspected nest site. A specialist survey may be required to confirm the identity of the nest and determine the area of habitat surrounding the nest site that should be considered for long-term retention ('nesting location reserve').
- Hydrobiid snails: (stream crossings) "take special care at creek crossings (and minor drainage depression features) to reduce the chance of sediment/chemical input, and to minimise damage/disturbance to creek bed and banks (special advice should be sought if creek crossings cannot be installed in a manner that will not result in long-term changes to the creek bed).

• **Reporting new sites for threatened fauna and flora**

If new sites for threatened fauna (e.g., raptor nests, devil dens etc.) or flora are found during the implementation of a Forest Practices Plan, the sites must be reported to the Forest Practices Authority as soon as practical.

Initials of parties to the Plan: Landowner 1 *[Signature]* Landowner 2 *[Signature]* Applicant *[Signature]* FPO *[Signature]*
Date... 15/11/17 Date... 14/12/17 Date... 12/12/17 Date... 19/11/18

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FPA – FPP body V.1.1 (Oct 2012)

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Geoscience: no additional prescriptions required

Cultural heritage:

If suspected aboriginal cultural heritage sites are found during operations all earth disturbance works cease immediately and Aboriginal Heritage Tasmania's Unanticipated Discovery Plan must be adhered to.

If suspected historic heritage found during construction works must stop in the vicinity of the site until advice and approval to proceed is gained from PWS.

Person or organisation responsible for organising Aboriginal archaeological survey : NA

Landscape: no additional prescriptions required

Soil and Water: no additional prescriptions required

E1. ESTABLISHING AND MAINTAINING FORESTS

(See also section D. Conservation of Natural and Cultural Values and section F. Management of Fuels, Oils, Rubbish and Emissions.)

Person or organisation responsible for reforestation and having primary responsibility for management of forest practices under this section of the plan: **Break O'Day Council**

Site preparation procedures (eg. clearing, windrowing, ripping, cultivation, mounding, catch drains, areas to be treated differently etc)

- Vegetation removed from the track to be distributed into adjoining land, noting in areas in close proximity to threatened and significant vegetation must be taken to avoid disturbance of existing vegetation.
- No burning of residues should be undertaken.

Fire Service Regulation 13 (1996) requires the following equipment to be maintained on site in working condition and ready for immediate use in case of fire:

- ☐ A tank of a least 300 litre capacity, full of water and designed to be transported within the area of operation.
- ☐ A motorised pump complete with hose and fittings
- ☐ Two (2) rake hoes
- ☐ In addition a filled knapsack or charged air - water fire extinguisher of a least 9 litre capacity will be kept within 30 metres of chainsaw operations and carried on each snagging, felling and processing machinery on site.

Initials of parties to the Plan: Landowner 1

Date...

Landowner 2

Date...

Applicant

Date...

FPO

Date...

FPP No SRL0055

Severe Weather Closure

Severe Weather Suspension of Hazardous Activities - as per the Fire Service Regulations and current industry standards

Sowing or planting treatments (artificial sowing, seed zone, natural regeneration, retained growing stock, planting etc) :

- Not applicable, track construction only

Weed control (describe method(s) to be used) :

Weeds should be controlled along the trail corridor both during construction and post construction

Blackberry, verges of Sun flats Road,
control during construction, monitor and control post construction.

Foxglove, localised patches

during construction "grub out" where encountered, bagging and removing where fertile,
Monitor weeds post construction and undertake control to minimise spread.

Restoration (e.g. drainage of fire breaks and access tracks) :

- Road surfaces are restored to original shape.
- Table drains are to be left clear of debris
- Culvert outlets are to be left operational.

Protection of growing stock

Fire protection (e.g. fire breaks and fire management on adjoining land) : NA, existing road network provides adequate access.

Browsing (eg monitoring and control treatments) Browsing of regeneration to be monitored

Is there a fire management plan for this area? **YES** – PWS Management Plan

E2. ASSESSMENT OF REFORESTATION

Stocking standards (specify survey method and stocking standard to be achieved

NA: clearing for track construction only.

Survey to be organised by: not required

Initials of parties to the Plan: Landowner 1 *AS* Date... *15/12/17* Landowner 2 *MT* Date... *14/12/17* Applicant *AB* Date... *12/12/17* FPO *SR* Date... *19/11/18*

FPP No SRL0055

F. MANAGEMENT OF FUELS, OILS, RUBBISH AND EMISSIONS*Use of fuels, oil and grease:*

- All fuel, oil or grease will be stored in a bunded area. This bund is to be constructed so that it can contain any spill (up to 1000 l) and prevent and reduce the flow and/or movement of the substance. For example a bund 2.5m x 2.5m x 0.2m deep would be adequate.
- Bunded areas and sites for equipment refuelling will be located at least 40 metres from any watercourse to minimise the adverse effects on water quality in the event of any spillage.
- Equipment will be maintained so that fuel and oil leaks are minimised.
- Any spill will be contained as soon as possible.
- Spills that cause or threaten to cause serious environmental harm will be reported to the DPIPW (phone: 1800 005 171) as soon as practical but within 24 hours of the spill occurring. The landowner will also be contacted as soon as possible.
- Any machinery maintenance should be undertaken in a bunded location, at least 40 metres from any water course, if it is possible that fuel, oil or grease could be spilt.

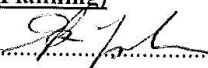
Rubbish

- All rubbish to be removed from the site to an approved council refuse disposal site

Other


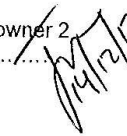


- All forest operations are to comply with the Fire Services Act 1979 – Regulation 13 (1996), in relation to firefighting equipment on site. Fire weather monitoring and shutdown procedures for all hazardous forest activities during a Fire Permit Period should be adhered to as per the annually updated Forest Industry Protocols. Hazardous forest activities are defined as any work involving chainsaws, cable machinery, vehicles or tools that come into contact or are close to forest fuels.
- To reduce the risk of weed invasion and disease spread, all earth moving equipment entering this operation area will be washed down before leaving their previous location and prior to moving from this operation. Washdown procedures are to follow the “**Tasmanian Washdown Guidelines for Weed and Disease Control – Machinery, Vehicles & Equipment**”.

Forest Practices Officer (Planning)

Certified by (signature):  Date: 19/11/18

Name: Scott Livingston

Pursuant to a delegation from the Forest Practices Authority under section 43 of the *Forest Practices Act 1985*.

Initials of parties to the Plan: Landowner 1  Date: 15/12/17 Landowner 2  Date: 14/12/17 Applicant  Date: 12/12/17 FPO  Date: 16/11/18

FPP No SRL0055

**PERSONS/ORGANISATIONS IN RELATION TO FOREST PRACTICES PLAN No
SRL0055**

1. Landowners consent -1

I am the owner of the land or the authorised agent of the owner of the land referred to in the attached Forest Practices Plan No. **SRL0055** and have given my approval for the plan to be submitted to the Forest Practices Authority for certification under section 19 of the *Forest Practices Act 1985*. I understand that, under section 25C of the *Private Forests Act 1994*, if I am a private landowner, I may be required to pay a levy to Private Forests Tasmania based on the net area of forest operations under the plan.

Name	Stan Matuszek
Company or other entity	Parks and Wildlife Service
Australian Business Number (ABN)	58 259 330 901
Address	PO Box 46 Kings Meadows, 7249
Phone	0367 772 180

Signature



Date

15th December 2017

Acknowledgement form 4
ACKNOWLEDGEMENT OF PERSONS/ORGANISATIONS IN RELATION TO FOREST
PRACTICES PLAN No SRL0055

1. Landowners consent -1

I am the owner of the land or the authorised agent of the owner of the land referred to in the attached Forest Practices Plan No. **SRL0055** and have given my approval for the plan to be submitted to the Forest Practices Authority for certification under section 19 of the *Forest Practices Act 1985*. I understand that, under section 25C of the *Private Forests Act 1994*, if I am a private landowner, I may be required to pay a levy to Private Forests Tasmania based on the net area of forest operations under the plan.

Name
Company or other entity Parks and Wildlife Service
Australian Business Number (ABN)
Address PO Box 180
Kingsmeadows, 7249
Phone 0363 36 52 78
Signature
Date

Landowners consent-2

I am the owner of the land or the authorised agent of the owner of the land referred to in the attached Forest Practices Plan No. **SRL0055** and have given my approval for the plan to be submitted to the Forest Practices Authority for certification under section 19 of the *Forest Practices Act 1985*. I understand that, under section 25C of the *Private Forests Act 1994*, if I am a private landowner, I may be required to pay a levy to Private Forests Tasmania based on the net area of forest operations under the plan.

Name JOHN MCNAMARA
Company or other entity Crown Land Services SUSTAINABLE TIMBER TASMANIA
Australian Business Number (ABN) 91 628 769 359
Address 134 Macquarie Street 15966 MIDLAND HWY PERTH
Hobart 7000 7300
Phone 0458 948 089
Signature [Signature]
Date 14/12/17

Initials of parties to the Plan: Landowner 1 [Signature] Landowner 2 [Signature] Applicant [Signature] FPO [Signature]
Date 15/12/17 Date 14/12/17 Date 12/12/17 Date 14/1/18

FPP No SRL0055

Acknowledgement form 4

2. Acknowledgement of applicant

I submit the attached Forest Practices Plan No. **SRL0055** to the Forest Practices Authority and apply for its certification. I acknowledge that I understand the provisions of the plan, and that I am responsible for ensuring that the plan is complied with unless otherwise stated in the plan. I understand that I am responsible for the lodgement of interim compliance reports with the Forest Practices Authority within 30 days of the completion of each discrete operational phase* under the plan; and further, for the lodgement of a final compliance report with the Forest Practices Authority within 30 days of the expiry of the plan. I understand that under sections 18(4A) and 18(4B) of the Forest Practices Act 1985, I must pay a prescribed application fee at a time, and in a manner, determined by the Authority.

Name

Company or other entity

Break O'Day Council

Australian Business Number (ABN)

Address

32-34 Georges Bay Esplanade

ST HELENS TAS 7216

Phone

03 63 76 7900

Signature

Date

12/12/17

*Discrete operational phases under this plan include (tick box against each forest practice proposed):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Roading | <input type="checkbox"/> Reforestation assessment (i.e. stocking survey) |
| <input type="checkbox"/> Tree fern harvesting | <input type="checkbox"/> Non commercial clearing (i.e. tree clearing; non-commercial thinning) |
| <input type="checkbox"/> Timber harvesting | <input type="checkbox"/> Quarrying |
| <input type="checkbox"/> Reforestation i.e. re-stocking land with trees) | |

This FPP may be made available to members of the public and other government departments in accordance with the provisions of the *Right to Information Act 2009* and the FPA's policy available at - http://www.fpa.tas.gov.au/data/assets/pdf_file/0005/58118/FPA_policy_on_communication_of_information_relating_to_FPPs.pdf.

Information in FPPs for private property is supplied to Private Forests Tasmania.

Initials of parties to the Plan: Landowner 1

Date.....

Landowner 2

Date.....

Applicant

Date.....

FPO

Date.....

FPP No SRL0055

2011/27909

FPA - FPP body V.1.1 (Oct 2012)

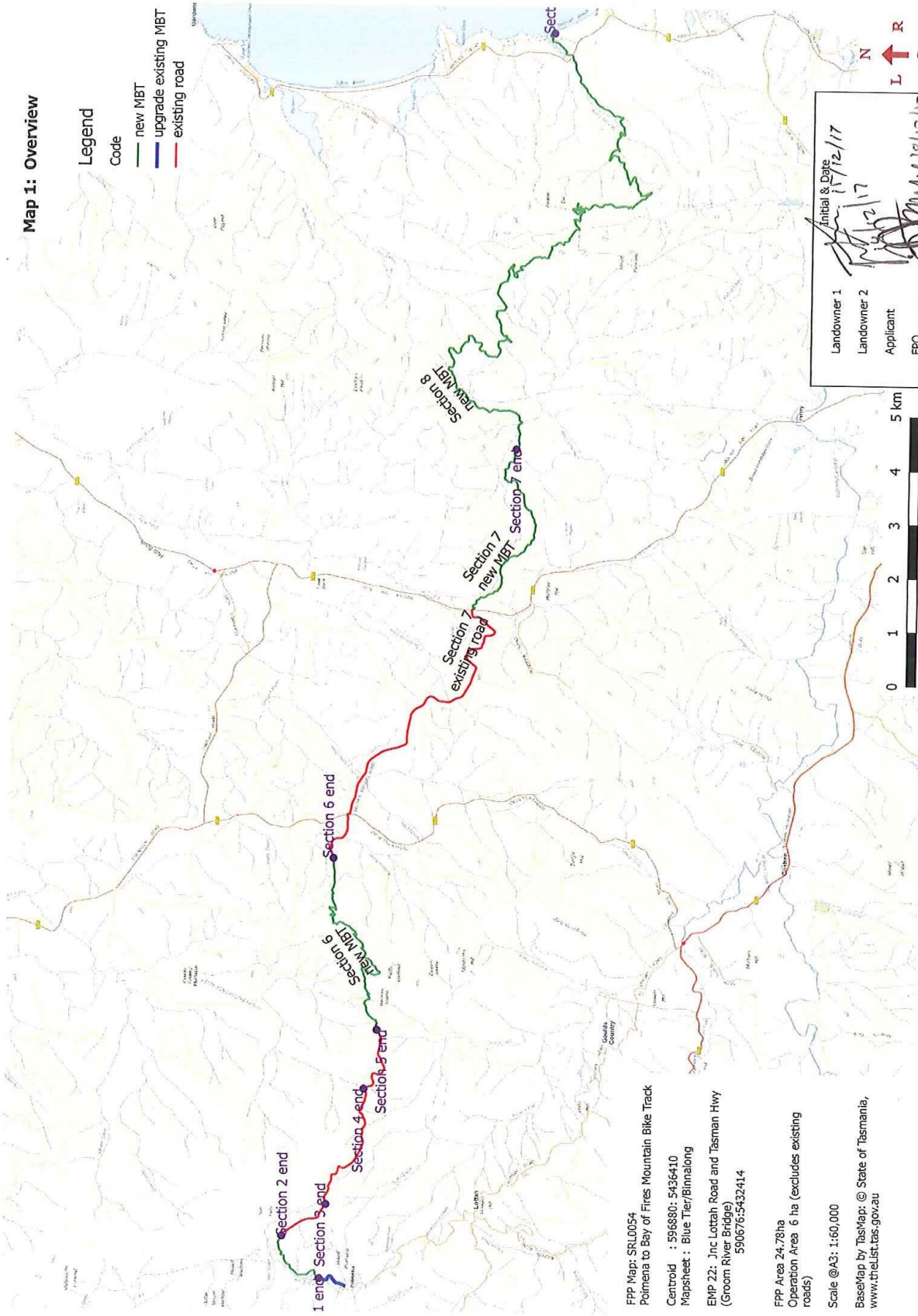
Page 12 of 12

Map 1: Overview

Legend

Code

- new MBT
- upgrade existing MBT
- existing road



FPP Map: SRL0054

Poimena to Bay of Fires Mountain Bike Track

Centroid : 596880; 5436410

Mapsheet : Blue Tier/Binalong

EMP 22: Jnc Lotah Road and Tasman Hwy
(Groom River Bridge)

590676;5432414

FPP Area 24.78ha

Operation Area 6 ha (excludes existing roads)

Scale @A3: 1:60,000

BaseMap by TasMap: © State of Tasmania,
www.thelisttas.gov.au

BaseMap by TasMap: © State of Tasmania,
www.theList.tas.gov.au



Map 3: Section 5

FPP Map: SRL0055
Poimena to Bay of Fires Mountain Bike Track

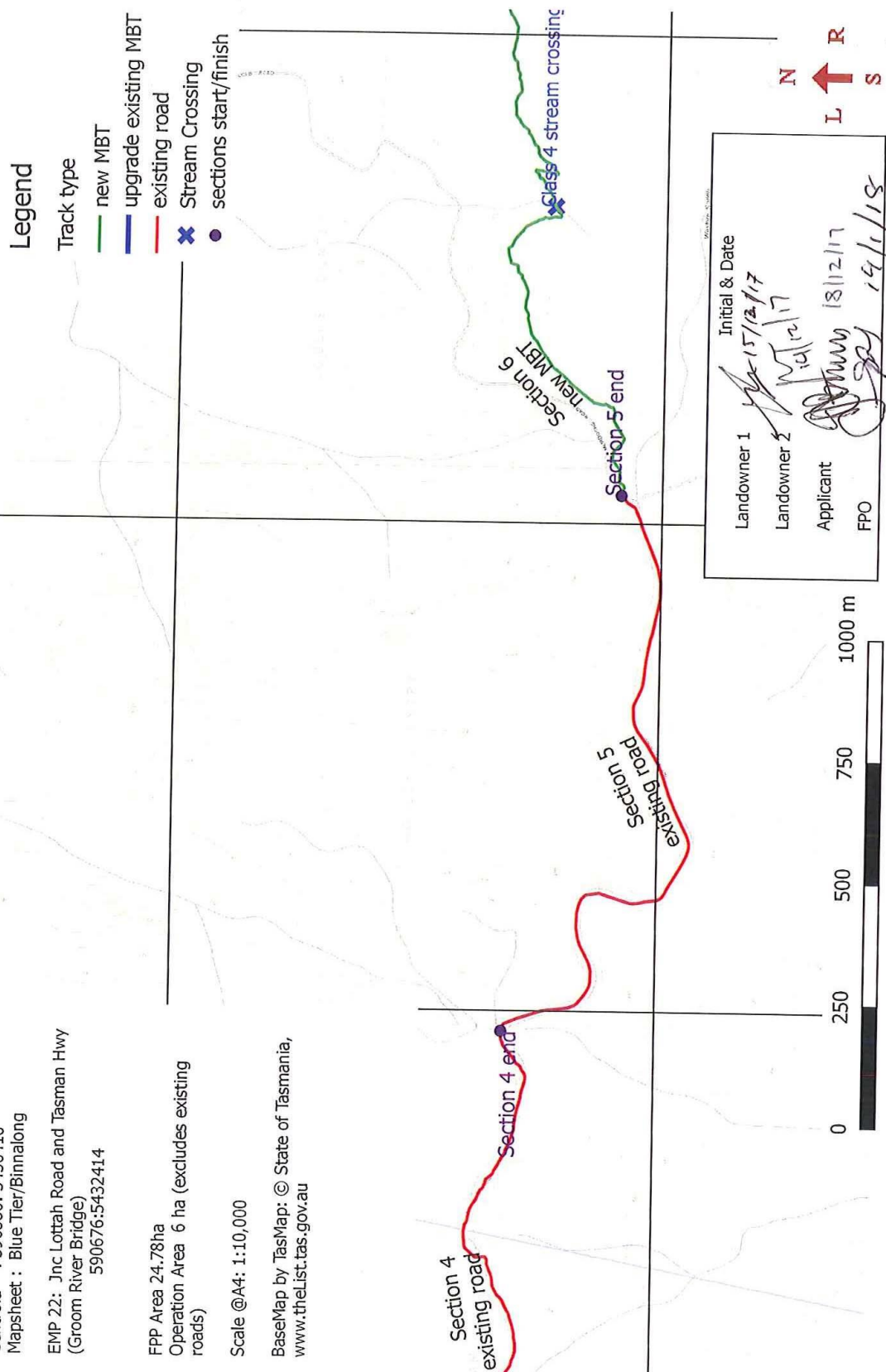
Centroid : 596880: 5436410
Mapsheet : Blue Tier/Binnalong

EMP 22: Jnc Lottah Road and Tasman Hwy
(Groom River Bridge)
590676:5432414

FPP Area 24.78ha
Operation Area 6 ha (excludes existing roads)

Scale @A4: 1:10,000

BaseMap by TasMap: © State of Tasmania,
www.thelist.tas.gov.au



Map 4: Section 6

FPP Map: SRL0055
Poimena to Bay of Fires Mountain Bike Track

Centroid : 596880; 5436410
Mapsheet : Blue Tier/Binnalong

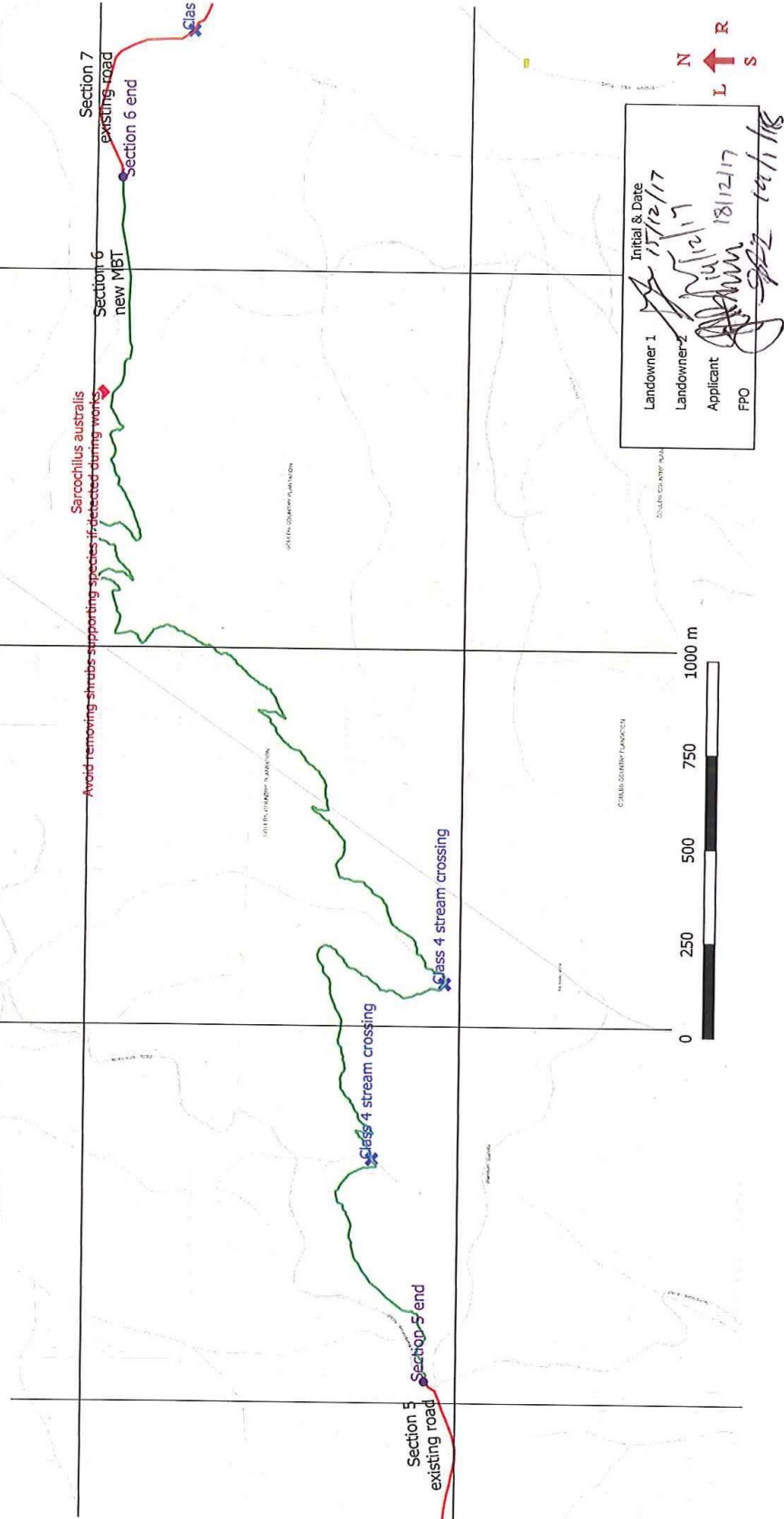
EMP 22: Jnc Lottah Road and Tasman Hwy
(Groom River Bridge)
590676;5432414

FPP Area 24.78ha
Operation Area 6 ha (excludes existing roads)

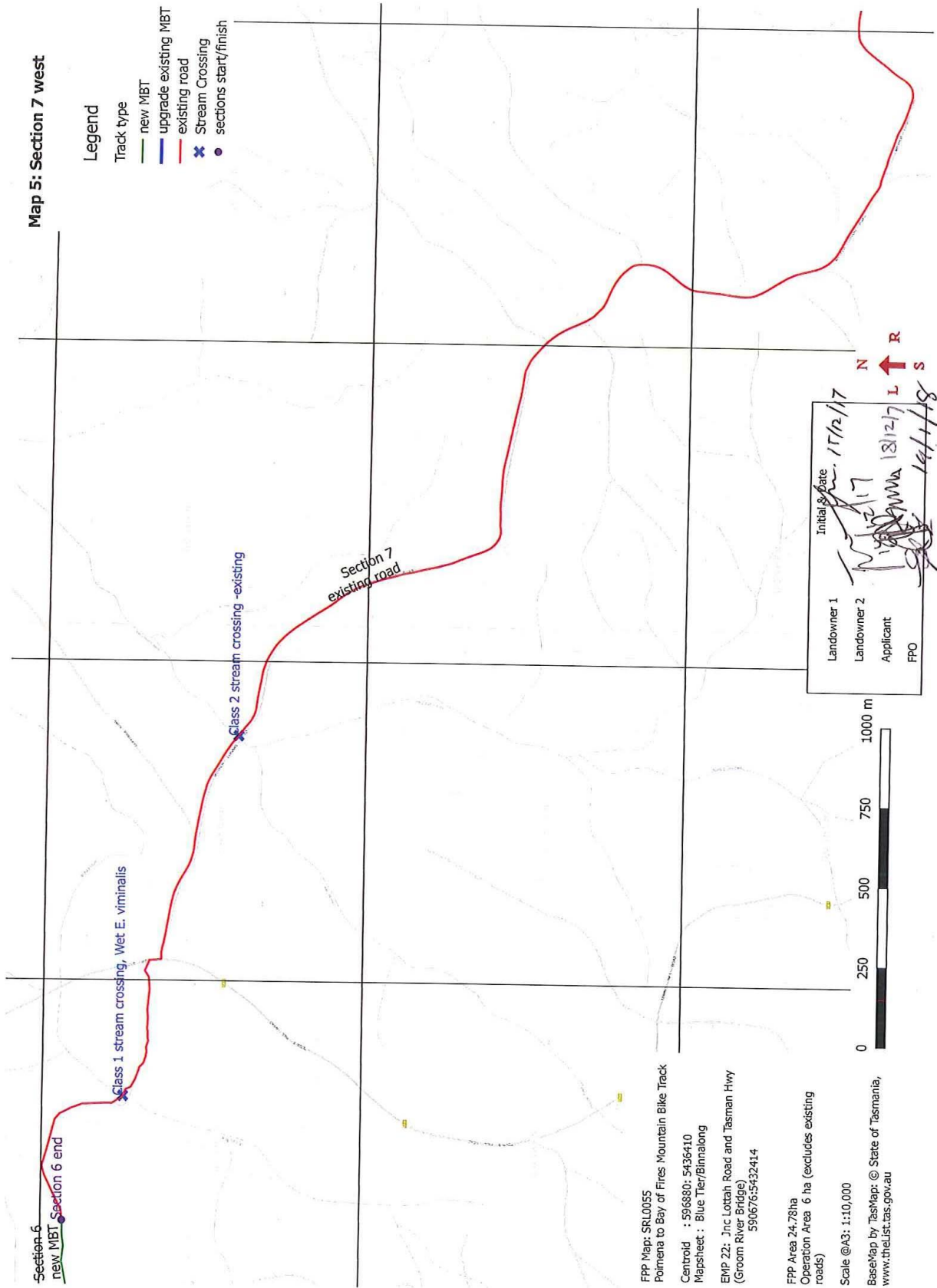
Scale @A3: 1:10,000

BaseMap by TasMap: © State of Tasmania,
www.theList.tas.gov.au

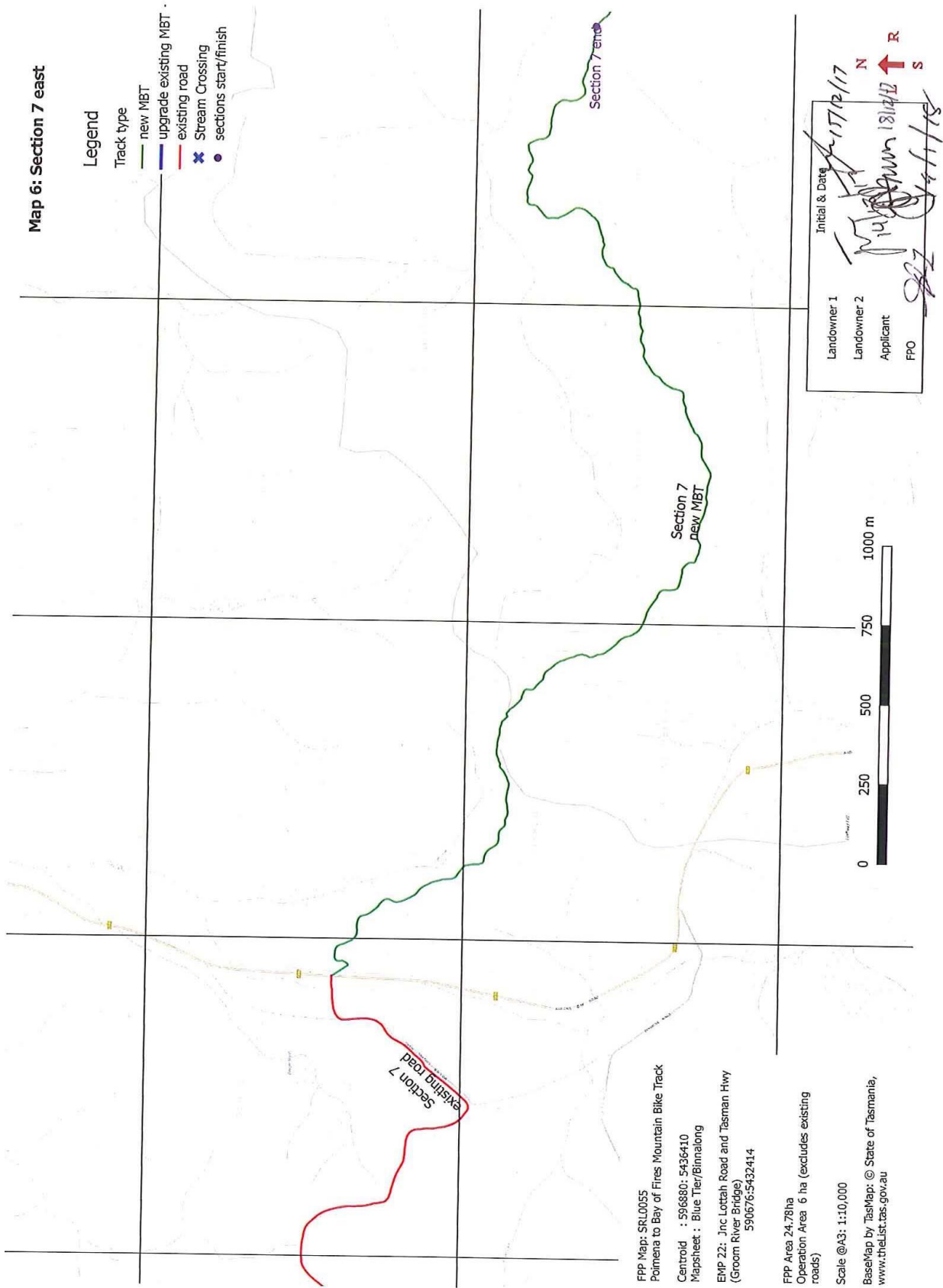
- Legend**
- Track type
 - new MBT
 - upgrade existing MBT
 - existing road
 - Stream Crossing
 - sections start/finish



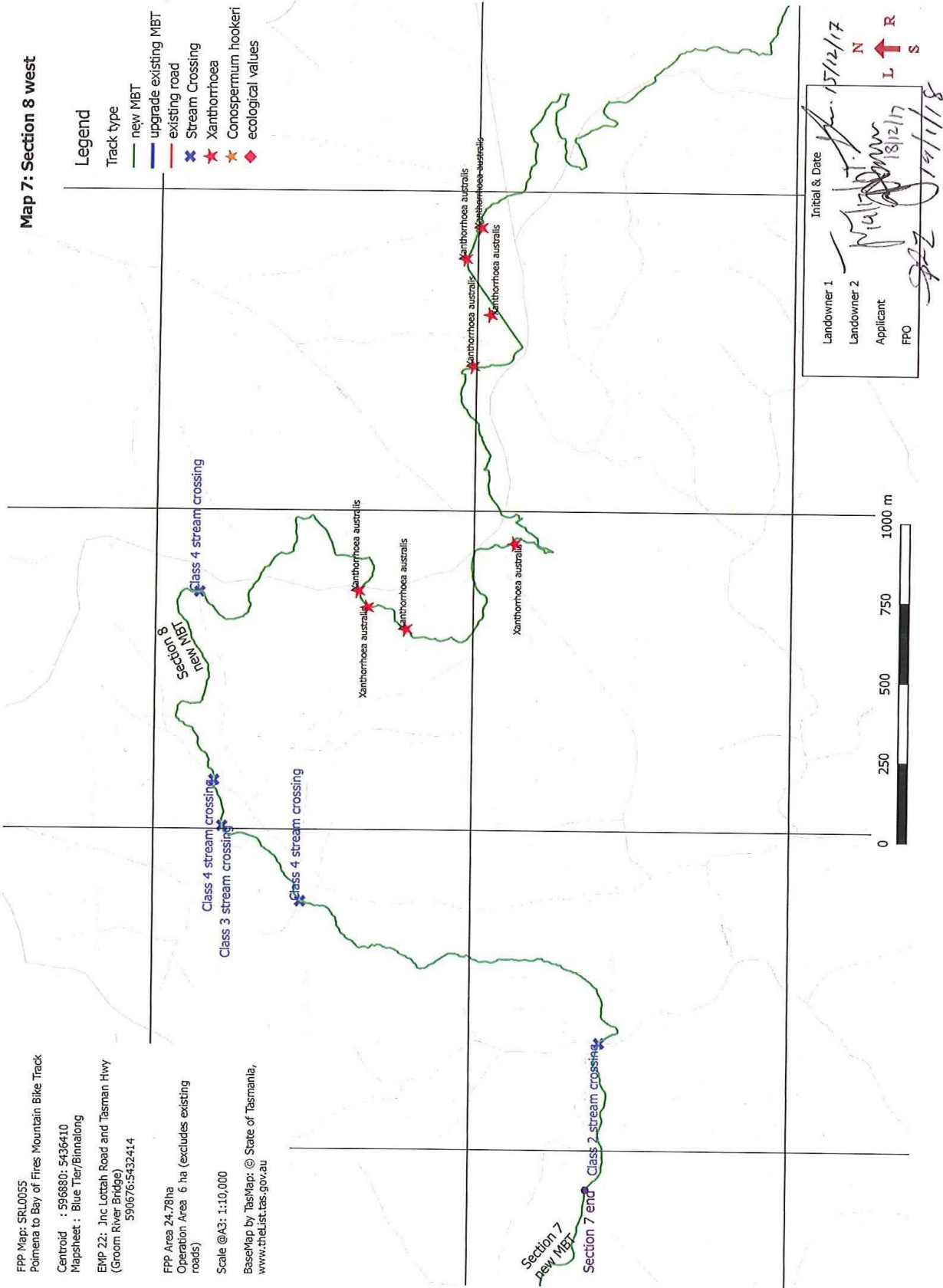
Map 5: Section 7 west



Map 6: Section 7 east



Map 7: Section 8 west



FPP Map: SRL0055
Poimena to Bay of Fires Mountain Bike Track

Centroid : 596880: 5436410
Mapsheet : Blue Tier/Binnalong

EMP 22: Jnc Lottah Road and Tasman Hwy
(Groom River Bridge)
590676:5432414

FPP Area 24.78ha
Operation Area 6 ha (excludes existing roads)

Scale @A3: 1:10,000

BaseMap by TasMap: © State of Tasmania,
www.thelist.tas.gov.au

Map 8: Section 8 mid

Legend

Track type

- new MBT
- upgrade existing MBT
- existing road

Stream Crossing

Xanthorrhoea

Conospermum hookeri

ecological values

Class 3 stream crossing

Class 4 stream crossing

Triple flagged re-alignment point to avoid patch of Conospermum hookeri

Conospermum hookeri

Xanthorrhoea australis

Section 8 new MBT

0 250 500 750 1000 m

FPP Map: SRLD055
Poinena to Bay of Fires Mountain Bike Track

Centroid : 596880: 5436410
Mapsheet : Blue Tier/Binnalong

EMP 22: Jnc Lottah Road and Tasman Hwy (Groom River Bridge)
590676:5432414

FPP Area 24.78ha
Operation Area 6 ha (excludes existing roads)

Scale @A3: 1:10,000

BaseMap by TasMap: © State of Tasmania,
www.thelist.tas.gov.au

Initial & Date

Landowner 1

Landowner 2

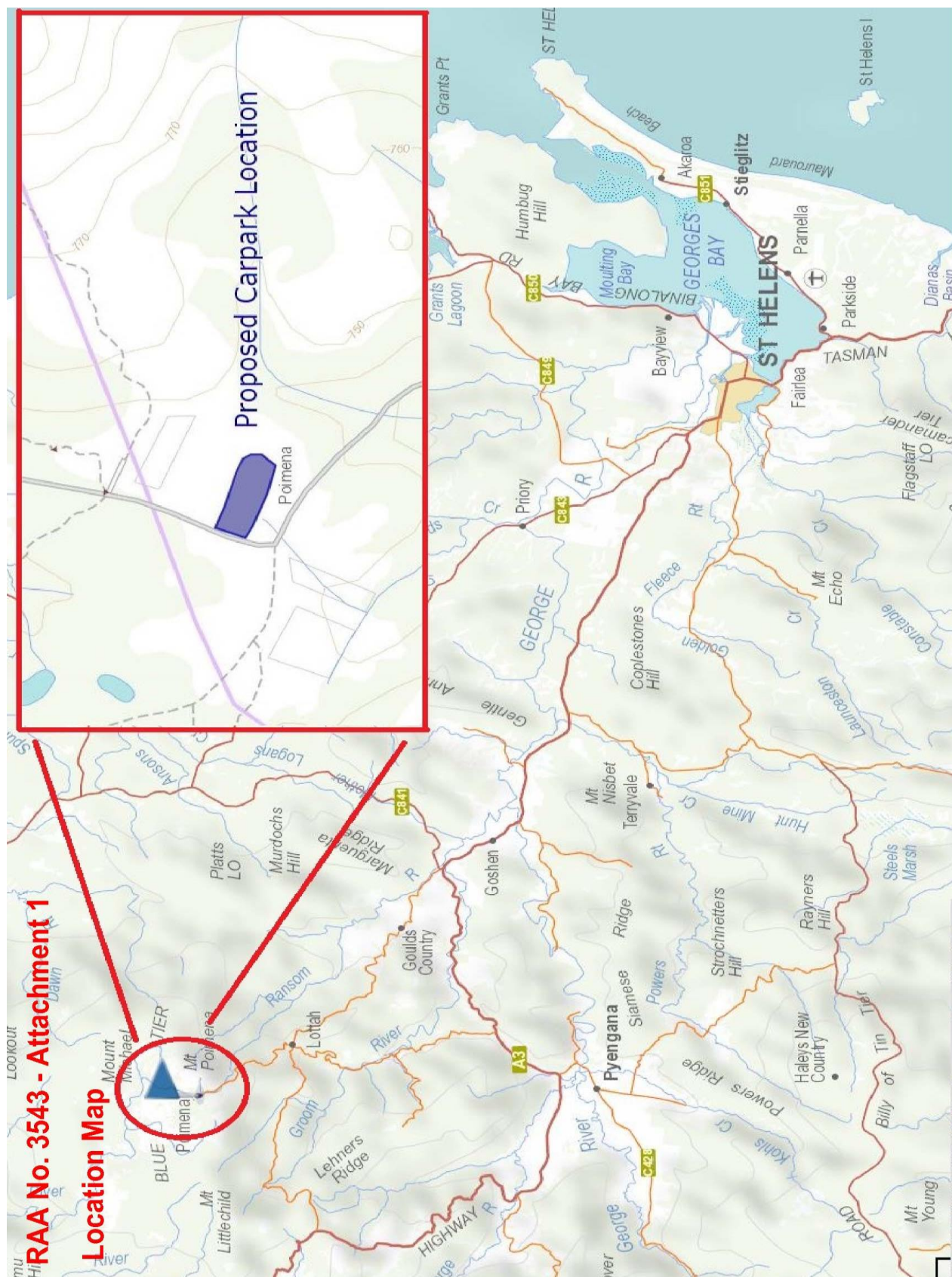
Applicant

FPO

17/12/17

18/12/17

19/1/18



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

Nil.

MOTION:

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

- (1) Council recognises that we are in a state of climate emergency that requires urgent action by all levels of government, including by local councils.
- (2) Council establishes an Energy and Environment Working Group. The Working Group will comprise all Councillors who wish to participate and will be supported by relevant Council officers.

The Working Group will meet on a regular basis over coming months to develop proposals for Council's consideration at a meeting in six (6) months-time.

SUBMISSION IN SUPPORT OF MOTION:

By declaring a climate emergency that includes a call for immediate and urgent action to reverse global warming, council can add its voice to over [400 councils](http://www.caceonline.org/councils-that-have-declared.html) that have already declared a climate emergency. 15 of those Councils are within Australia and represent a total of 915,487 people.

<http://www.caceonline.org/councils-that-have-declared.html>

The Working Group could review and revise the "Responding to Climate Change" actions outlined in the document "Responding to Climate Change. Break O'Day Council Municipal Management Plan. September 2013", as the starting point of its policy considerations.

Council can also:

- **Educate** on the climate emergency using existing or low-cost communication channels, while building support for a broader climate emergency response at the state, national and international levels.
- **Mitigation - reduce emissions and drawdown** previous emissions.
- **Build community resilience** against some global warming impacts.
- **Exert pressure:**
 - **Upwards:** Lobbying state and national governments to adopt and fund a climate emergency response.

- **Sideways:** Encouraging other councils to implement a climate emergency response through networks and by leading by example.
- **Inwards:** Educating the council staff about the climate emergency and what a council can do to respond from the General Manager down.
- **Downwards:** Local action through education, mitigation and resilience building.

06/19.8.2

Notice of Motion – Disabled Parking Bay, Fingal – 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 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.

SUBMISSION IN SUPPORT OF MOTION:

During one of the recent walking tours of the towns in the Municipality, the Disability Access Committee, identified a problem with disabled access into the public toilet facility in Fingal. If you have a disability and need to access these public toilets and a vehicle is parked near the access ramp – the only other way is to gain entry is to cut across the grass from the driveway leading into this area.

The location of the ramp possibly needs some signage, this may address the issue of vehicles parking over it – when Committee members were onsite – holiday makers were parked over the ramp as they will filling their vehicles with water from the toilet block.

06/19.9.0 COUNCILLOR'S QUESTIONS ON NOTICE

06/19.9.1 Questions on Notice – Online Food Safety Training – Clr J Drummond

Will Break O'Day considering offering free online food safety training via the programme called 'I'm Alert' to community based organisations?

<https://www.imalert.com.au/foodsafety/>

Reply

No plans at this stage as informal consultation with cohort Council Dorset, was that uptake didn't justify the cost.

06/19.10.0 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.

06/19.11.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

06/19.11.1 Mayor's Communications for Period Ending 24 June 2019

22.05.2019	St Helens	– National Storytime with St Helens District School kids
30.05.2019	Launceston	– Local Government Associations of Tasmania (LGAT) Mayors Professional Development
03.06.2019	St Helens	– Council Workshop
15.06.2019 to 19.06.2019	Canberra	– Australian Local Government Association (ALGA) National General Assembly
24.06.2019	St Helens	– Council Meeting

06/19.11.2 Councillor's Reports for Period Ending 24 June 2019

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

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

06/19.12.0 BUSINESS AND CORPORATE SERVICES

06/19.12.1 Corporate Services Department Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
02/19.12.4.26	18 February 2019	That Council petition for the removal of notations relating to Public Open Space/Set Apart for Public Recreation on properties identified for disposal.	Working with Planning Coordinator to progress this.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
03/19.16.3.60	18 March 2019	That Policy LG03 Councillors Code of Conduct as amended, be adopted.	Policy updated in documentation and website, matter is complete.
04/19.12.6.76	15 April 2019	That Policy LG40 – Rates and Charges as amended be adopted.	Policy updated in documentation and website, matter is complete.

Motion Number	Meeting Date	Council Decision	Comments
04/19.12.7.77	15 April 2019	That Policy LG41 Customer Service Charter be adopted without amendment.	Policy updated in documentation and website, matter is complete.
04/19.12.9.79	15 April 2019	That in accordance with the provisions of s.129 of the <i>Local Government Act 1993</i> , Council <u>approve a remission</u> as requested for the property known as Licence 111322 Tasman Highway, St Helens identified as PID 3548370.	Rates adjusted and applicant advised, matter is complete.
04/19.15.4.90	15 April 2019	That Council adopt Policy AM02 as amended.	Policy updated in documentation and website, matter is complete.
05/19.16.5.120	20 May 2019	That Council review and adopt the amended Social Media Policy LG05.	Policy updated in documentation and website, matter is complete.
05/19.16.6.121	20 May 2019	That Draft Policy LG10 – Salary Packaging Policy be accepted as the reviewed policy.	Policy updated in documentation and website, matter is complete.
05/19.16.7.122	20 May 2019	That Draft Policy LG19 – Disciplinary Policy be accepted as the reviewed policy.	Policy updated in documentation and website, matter is complete.
05/19.16.8.123	20 May 2019	That Draft Policy LG44 – UV Policy be accepted as the reviewed policy.	Policy updated in documentation and website, matter is complete.
05/19.16.9.124	20 May 2019	That Policy LG50 – Gifts and Benefits Policy as amended, be adopted.	Policy updated in documentation and website, matter is complete.

Staff Movements:

Nil.

Meetings Attended:

- Regular meetings with corporate service team members, individually and together.
- Various meetings with managers with respect to capital and operational budget.
- Various meetings with audit staff as part of on-site Tasmanian Audit Office visit.
- With GM, met with an alternative IT support company representatives with respect to a proposal.

Other Issues:

Investments – Term Deposits

BENDIGO:

\$1,019,356.43	2.55%	Maturing 17/06/2019
\$1,043,480.32	2.35%	Maturing 29/07/2019
\$1,000,000.00	2.30%	Maturing 05/08/2019

CBA:

\$1,006,484.93	2.51%	Maturing 17/06/2019
\$1,000,000.00	2.37%	Maturing 12/08/2019
\$1,000,000.00	2.28%	Maturing 19/08/2019

Right to Information (RTI) Requests

One (1) – Completed.

132 and 337 Certificates

	132	337
May 2019	63	40
April 2019	56	30
May 2018	61	39

Debtors/Creditors @ 11 June 2019

DEBTORS INFORMATION

Invoices Raised

Current		Previous Year	
Month	YTD 18/19	Month	YTD 17/18
89	843	77	837

CREDITORS INFORMATION

Payments Made

Current		Previous Year	
Month	YTD 18/19	Month	YTD 17/18
393	3969	398	3997

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 worker and consultation with outdoor workers regarding new safe operating procedure. Three (3) new contractor WHS inductions were also undertaken during the period.

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

Two (2) remedial exercise sessions were attended with the St Marys and St Helens Depot workers.

Five (5) WHS site inspections and discussions took place with Waste Transfer Stations attendants regarding Safe Operating Procedure Asbestos Management at Waste Transfer Stations.

As Return to Work Coordinator managed one (1) workers' compensation claim and attended three (3) GP appointments with the injured worker.

During the period of **7 May to 13 June 2019 the following vandalism was reported to Council:**

Discovered Friday 24 May 2019

Attempted break in at the St Marys Exhibition building which is used by Hub4Health as community gym. The electronic fob system installed by Hub4Health was damaged.

Discovered Sunday 2 June 2019

Two (2) picnic table seats at Falmouth Reserve were cut off from where they were bolted to the concrete slab and require replacement. In addition, one (1) toilet cistern was damaged and requires replacement. Estimated cost of material replacement, call out time and handyman time amounts to approximately \$1,600.

RISK REGISTER QUARTERLY REPORT – JUNE 2018

In accordance with **Council's six (6) monthly** (HIGH/EXTREME) and **12 monthly** (MEDIUM/LOW) review schedule, the risk register was reviewed in **March, May and June 2018.**

- **109 risks listed on the risk register as per 2/4/2019.**
- 4 climate change risks were referred to Council's workshop on 1/7/2019 due to the formation of a Climate Change Group;
- 1 risk was reviewed by the Manager Human Resources on 8/4/2019;
- 3 risks were reviewed by the Manager Community Development Services on 8/4/2019;
- 13 risks were reviewed by the Manager Corporate Services on 16/4/2019;
- 28 risks were reviewed by the Manager Infrastructure & Development Services on 2/5/2019;
- 3 risks were **deleted** by the Manager Development Services & Infrastructure on 2/5 & 13/5/2019;
- 13 risks were reviewed by the Works Department on 13/5/2019;
- 1 risk was **added** to the Works Department relating to asbestos in WTS on 1/6/2019;
- **11 risks are scheduled to be reviewed by the Works Department by 28/6/2019;** and
- **107 risks are now listed on the risk register as per 13/6/2019.**

PIVOT TABLES

The following pivot tables provide a snap shot of various areas that have changed:

All Active Risk Groups/Categories and their associated risk rating

Status	Risk Group	Low	Medium	High	Grand Total
Active	Assets/Property & Infrastructure	4	3		7
	Business Continuity	4	1		5
	Climate Change	1	2	1	4
	Commercial & Legal Relationships	1	2		3
	Customer Service		1		1
	Environmental Conditions	1	1		2
	Financial Management	1			1
	Information Technology & Use of Social Media	1	2	1	4
	Project Management		6		6
	Public Liability / Professional Indemnity	7	18		25
	Reputation / Consultation / Communication	6	1		7
	Social Inclusion	1	1		2
	Strategy & Governance	8	7		15
	Technical Issues	1	2		3
	Workers / Industrial Relations		6		6
	Workplace Health & Safety	10	5	1	16
	Grand Total	46	58	3	107

Responsible Persons and associated risk rating

Count of Risk Id		Risk Rating			
Status	Responsible Person	Low	Medium	High	Grand Total
Active	Building Services Coordinator		3		3
	General Manager	5	8		13
	Manager Community Services	2	1		3
	Manager Corporate Services	10	3		13
	Manager HR	6	9	1	16
	Planning Services Coordinator	2	12		14
	Manager Development Services		1		1
	Communications Coordinator		1	1	2
	Manager Infrastructure & Development Services	21	19	1	41
	EHO Coordinator		1		1
	Grand Total	46	58	3	107

KPI Data Counter calculates how many days a particular manager is overdue to update the risk review date.

Status	Active	Status	Active
KPI Data Counter	(All)	Row Labels	Count of Risk No.
Community Services	0	Community Services	3
Corporate Services	0	Corporate Services	13
Development Services	0	Development Services	31
Governance	0	Governance	21
Human Resources	0	Human Resources	10
Works & Infrastructure	0	Works & Infrastructure	29
Grand Total	0	Grand Total	107

RATES INFORMATION as at 13 June 2019						
This financial Year						
2018/2019	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,141,391.88	22,015.58	7,163,407.46	66,402.51	38,781.04	65,097.28
Waste	1,151,304.00	4,257.69	1,155,561.69			
Wheelie	411,595.00	873.79	412,468.79			
Recycling	231,894.00	1,188.33	233,082.33			
Fire	346,194.93	994.55	347,189.48			
TOTAL	9,282,379.81	29,329.94	9,311,709.75	66,402.51	38,781.04	65,097.28
Last Financial Year						
2017/2018	Rates Levied	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	6,847,751.29	7,860.44	6,855,611.73	60,764.89	31,817.71	62,625.04
Waste	1,101,260.00	-1,859.26	1,099,400.74			
Wheelie	391,067.10	-17,556.40	373,510.70			
Recycling	103,225.00	3,836.92	107,061.92			
Fire	333,669.22	2,653.18	336,322.40			
TOTAL	8,776,972.61	-5,065.12	8,771,907.49	56,082.25	31,817.71	62,625.04
Instalments						
2018/2019		Instalment \$	Outstanding \$	Outstanding %		
11 September 2018	Instalment 1	2,321,833.55	51,145.75	2.20%		
13 November 2018	Instalment 2	2,320,182.09	70,490.25	3.04%		
5 February 2019	Instalment 3	2,320,182.09	93,146.86	4.01%		
7 May 2019	Instalment 4	2,320,182.08	205,089.02	8.84%		
	TOTAL:	9,282,379.81	419,871.88	4.52%		
2017/2018						
		Instalment \$	Outstanding \$	Outstanding %		
12 September 2017	Instalment 1	2,192,572.61	46,987.31	2.14%		
14 November 2017	Instalment 2	2,194,800.00	59,539.91	2.71%		
6 February 2018	Instalment 3	2,194,800.00	73,911.89	3.37%		
1 May 2018	Instalment 4	2,194,800.00	142,303.02	6.48%		
	TOTAL:	8,776,972.61	322,742.13	3.68%		
Discount						
	Discount	No. of	Total Ratable	% of total		
2018/2019	140,287.28	3,232	6,470	49.95%		
2017/2018	131,291.14	3,176	6,444	49.29%		

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	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 May 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 May 2019.

Trading Account Summary

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

CASH AT BEGINNING OF PERIOD	7,782,161
TOTAL INCOME FOR PERIOD	1,424,553
TOTAL AVAILABLE FUNDS	9,206,714
LESS TOTAL EXPENDITURE	1,409,004
CASH AT END OF PERIOD	7,797,709
OUTSTANDING SUNDRY DEBTORS 60 DAYS & OVER	23,232

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

Income Statement				
2018-2019				
	2017-2018 Actual	Year to Date Actual	Year to Date Budget	2018-2019 Budget
INCOME				
Rates and Charges	8,913,111	9,326,907	9,223,589	9,234,097
User Charges	959,093	814,617	735,402	825,091
Grants	3,052,197	1,567,342	1,472,536	2,855,798
Reimbursements	38,997	54,768	6,417	7,000
Other Income	140,673	248,092	139,583	145,000
Investment Income	852,137	396,760	336,833	538,000
Total Income	13,956,208	12,408,485	11,914,359	13,604,986
Capital Income				
Capital grants	2,300,487	1,155,067	1,134,865	5,059,400
Profit or Loss on Sale of Assets	(252,588)	87,850	40,000	40,000
Total Income	16,004,107	13,651,401	13,089,224	18,704,386
EXPENSES				
Employee Expenses	4,314,353	4,001,615	4,533,527	4,998,145
Materials and Services	4,479,416	4,456,816	3,826,674	4,209,874
Depreciation and amortisation	3,546,098	3,151,374	3,166,028	3,457,248
Other expenses	729,092	558,695	532,884	769,772
Total Expenses	13,068,959	12,168,500	12,059,112	13,435,039
FAGs in advance	(85,425)			
Net Operating Surplus\ (Deficit)	801,824	239,985	(144,753)	169,947
Net Surplus\ (Deficit)	2,849,723	1,482,901	1,030,112	5,269,347

Profit & Loss Statement							
2018-2019							
		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
1600	Revenues						
1611	General Rate	(1)	7,163,407	7,105,820	7,105,820	101%	
1612	Waste Charges	-	1,155,562	1,150,592	1,150,592	100%	
1613	Fire Levy	-	347,189	344,585	344,585	101%	
1614	Tips & Transfer Stations	15,239	155,484	115,589	126,097	123%	
1615	Recycling Charges	50	233,082	230,256	230,256	101%	
1616	Early Settlement Discounts	(0)	(140,287)	(130,000)	(130,000)	108%	
1617	Wheelie Bin Charges	303	412,469	406,747	406,747	101%	
	Total Rates	15,590	9,326,907	9,223,589	9,234,097	101%	
	Environmental Health						
1622	Inspection Fees	-	-	5,500	6,000	0%	
1623	Health/Food Licence Fees and Fines	210	1,347	1,000	14,000	10%	
1624	Immunisations	1,458	1,982	1,000	1,000	198%	
1626	Place of Assembly Licence	-	50	-	-		
	Total Environmental Health	1,668	3,379	7,500	21,000	16%	
	Municipal Inspector						
1631	Kennel Licences	1,570	1,580	1,200	1,200	132%	
1632	Dog Registrations	8,157	24,665	23,020	50,100	49%	
1633	Dog Impoundment Fees & Fines	150	2,108	2,292	2,500	84%	
1634	Dog Replacement Tags	25	145	-	-		
1635	Caravan Fees and Fines	(250)	56,563	50,000	50,000	113%	
1636	Fire Abatement Charges	-	-	2,000	2,000	0%	
1637	Infringement Notices	(520)	7,892	16,042	17,500	45%	
	Total Municipal inspector	9,132	92,954	94,553	123,300	75%	
	Building Services						
1641	Building Fees	5,300	39,410	27,500	30,000	131%	
1643	Building Search Fees	-	480	1,100	1,200	40%	
1644	Permit Administration	3,600	44,241	32,083	35,000	126%	Change in legislation resulted in conservative budget estimates
	Total Building Services	8,900	84,131	60,683	66,200	127%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Plumbing Services						
1642	Plumbing	2,130	39,765	45,833	50,000	80%	
	Total Plumbing Services	2,130	39,765	45,833	50,000	80%	
	Building Surveying						
1645	Building Inspections	3,309	45,245	36,667	40,000	113%	
1647	Certificates of Likely Compliance	2,529	31,162	20,167	22,000	142%	Change in legislation resulted in conservative budget estimates
	Total Building Surveying	5,838	76,407	56,833	62,000	123%	
	Planning Services						
1651	Development Application Fees	9,183	70,754	45,833	50,000	142%	
1653	Subdivision Fees	-	1,910	3,208	3,500	55%	
1654	Advertising Fee	5,650	48,850	38,500	42,000	116%	
1655	Adhesion Orders	210	630	458	500	126%	
1656	Engineering Fees	428	5,136	1,833	2,000	257%	
1657	Public Open Space	-	2,843		-		
	Total Planning Services	15,471	130,123	89,833	98,000	133%	
	Total Planning and Building Control Fees	32,339	330,426	253,183	276,200	120%	
	Government Fees Levies						
1661	B.C.I Training Levy	1,598	28,754	27,500	30,000	96%	
1662	Building Permit Levy	691	14,461	15,583	17,000	85%	
1663	132 & 337 Certificates	13,604	108,340	73,333	80,000	135%	
1664	Section 137 Property Sales	-	12,179		-		
	Total Government Fees Levies	15,893	163,735	116,417	127,000	129%	
	Investment Income						
1671	Interest Income	16,428	229,267	130,500	150,000	153%	
1674	Guarantee Fees - TasWater	-	25,903	13,000	20,000	130%	
1675	Tax Equivalents - TasWater	-	132,110	73,333	73,333	180%	Higher Tax Equivalents but dividends will be lower
1676	Dividends - TasWater	-	9,480	120,000	294,667	3%	
	Total Investment Income	16,428	396,760	336,833	538,000	74%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Sales Hire and Commission						
1681	Sales	6,402	86,410	123,595	130,100	66%	Gravel sales are recognised at end of year
1682	Commission	3,546	15,056	16,187	16,491	91%	
1683	Equipment Hire	(445)	322	-	-		
1684	Facilities and Hall Hire	9,797	51,121	52,800	55,000	93%	
1685	Facilities Leases	4,537	69,750	70,250	75,000	93%	
1686	Public Liability Blanket Cover	18	18	-	-		
1687	History Room Other Income	555	1,447	917	1,000	145%	
	Total Sales Hire and Commission	24,411	224,123	263,748	277,591	81%	
	Other Income						
1761	Late Payment Penalties inc Interest	20,114	101,142	98,333	100,000	101%	
1763	Heavy Vehicle Contributions	-	72,642	-	-		Not budgeted for as we were advised that no payment was due
1765	Private Works	1,637	30,446	18,333	20,000	152%	
1766	Cemetery	1,027	20,404	22,917	25,000	82%	
1767	Contributions	2,273	2,273	-	-		
1768	Miscellaneous Income	-	21,185	-	-		ONS event funding
	Total Other Income	25,051	248,092	139,583	145,000	171%	
	Reimbursements						
1772	Insurance Recoveries	-	4,923	-	-		
1773	Workers Comp. Recoveries	-	1,437	1,833	2,000	72%	
1775	Roundings	2	(653)	-	-		
1776	Miscellaneous Reimbursements	7,254	36,196	4,583	5,000	724%	Various including reimbursement of Cat Tracker contribution
1778	GST free reimbursements	2,877	12,866	-	-		
	Total Reimbursements	10,133	54,768	6,417	7,000	782%	
					-		
	Gain or Loss on Sale of Assets						
1781	Profit or Loss on Sale of Assets	-	87,850	40,000	40,000	220%	
	Total Gain or Loss on Sale of Assets	-	87,850	40,000	40,000	220%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Grant Income						
	Operating Grants			-			
1792	Financial Assistance Grant	363,073	1,452,292	1,453,536	2,836,798	51%	To be adjusted at end of year due to prepayment of grant
1794	State Grants - Other	-	784	-	-		
1794	Regional Workforce Development Plan	-	12,500				
1794	Youth Week Tasmania Grant	-	2,000				
1794	Learner Driver Mentor Grant	-	19,311	19,000	19,000	102%	
1794	2018-19 26TEN Communities Grant Program	-	45,455				
1794	Event Funding - Triple J One Night Stand	-	35,000				
	Total Operating Grants	363,073	1,567,342	1,472,536	2,855,798	55%	
	Capital Grants						
1791	Roads to Recovery	360,376	761,900	761,900	761,900	100%	
1791	Old Tasman Hotel			-	25,000	0%	c/f from 2017/18
1791	Mountain Bike Trails - Federal			-	1,600,000	0%	c/f from 2017/18
1791	Mountain Bike Trails - RJIP	-	23,044	22,965	1,537,500	1%	
1793	LDMP vehicle grant	-	20,123	-	-		
1793	Mountain Bike Trails - State	350,000	350,000	350,000	1,000,000	35%	c/f \$500k from 2017/18
1795	MAST funding of Cunningham St Jetty Upgrade	-	-	-	110,000		
1795	Medea Cove Footpath - Community Contribution	-	-		25,000		
	Total Capital Grants	710,376	1,155,067	1,134,865	5,059,400	23%	
	Total Revenue	1,224,093	13,651,401	13,089,224	18,704,386	73%	
	Expenses						
	Employee Costs						
1811	Salaries and Wages	228,913	2,757,432	3,145,857	3,451,345	80%	
1812	On Costs	86,995	1,219,156	1,366,862	1,524,100	80%	
1813	Overtime Payments	1,361	25,027	20,808	22,700	110%	Response to floods early in financial year
	Total Employee Costs	317,269	4,001,615	4,533,527	4,998,145	80%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Energy Costs						
1851	Electricity	17,988	124,742	166,219	160,375	78%	
	Total Energy Costs	17,988	124,742	166,219	160,375	78%	
	Materials and Contracts						
1861	Advertising	4,563	55,858	36,988	40,350	138%	
1863	Bank Charges - GST	897	22,549	22,183	24,200	93%	
1864	Books Manuals Publications	106	3,961	4,391	4,790	83%	
1865	Catering	436	20,349	12,925	14,100	144%	ONS costs
1866	Bank Charges - FREE	46	615	1,833	2,000	31%	
1867	Computer Hardware Purchase	962	10,185	11,000	12,000	85%	
1868	Computer Software Purchase	-	918	-	-		
1869	Computer Internet Charges	-	10,105	2,338	2,550	396%	ONS costs
1870	Computer Licence and Maintenance Fees	24,630	173,597	159,050	203,000	86%	
1872	Corporate Membership	-	123,074	138,790	147,990	83%	
1873	Debt Collection	86	29,502	14,667	16,000	184%	Higher than budgeted activity
1876	Stock Purchases for Resale	-	41,779	42,000	45,000	93%	
1890	Equipment Hire and Leasing	1,914	72,824	34,833	38,000	192%	ONS costs
1891	Equipment Maintenance and Minor Purchases	4,402	12,507	16,225	17,700	71%	
1893	Internet Billpay Costs	368	5,441	6,417	7,000	78%	
1895	Licensing and Licence Costs	392	35,398	21,150	39,379	90%	
1896	Land and Building Rental or Leasing Costs	-	4,628	7,100	17,600	26%	
1897	Materials	14,642	282,023	248,233	270,800	104%	ONS costs and new lock system
1898	Phone Calls Rental Fax	3,072	35,485	36,947	40,306	88%	
1899	Postage/Freight	2,047	27,520	22,009	24,010	115%	
1900	Printing/Laminating	-	13,859	16,317	17,800	78%	
1901	Property Insurance	-	94,071	83,500	83,500	113%	
1902	Room Hire	-	868	642	700	124%	
1904	Royalties and Copyright Licences	-	-	4,583	5,000	0%	
1905	Stationery	2,107	9,289	7,333	8,000	116%	
1906	Water and Property rates Payable	2,956	90,222	54,400	54,400	166%	
	Total Materials and Contracts	63,625	1,176,625	1,005,854	1,136,175	104%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comment s
	Contractor Costs						
1971	Contractors	90,872	826,670	592,783	619,400	133%	ONS costs and MTB track maintenance
1972	Cleaning Contractors	18,381	186,588	167,613	182,850	102%	
1973	Waste Management Contractors	98,826	1,201,450	1,059,667	1,156,000	104%	
	Total Contractor Costs	208,079	2,214,708	1,820,063	1,958,250	113%	
	Professional Fees						
1991	Analysis Fees	-	168	-	-		
1992	Audit Fees	15,000	37,670	30,664	36,000	105%	
1993	Legal Fees	1,168	24,452	26,125	28,500	86%	
1994	Internal Audit Fees	-	4,198	6,417	7,000	60%	
1995	Revaluation Fees- Municipal only	-	14,850	23,333	28,000	53%	
1996	Professional Fees - Grant funded	11,000	39,509	15,000	-		
1997	Professional Fees - Strategic Projects	-	2,000	25,000	100,000	2%	
1998	Other Professional Fees	10,751	237,341	181,137	197,604	120%	ONS costs, website development and asset management project
	Total Professional Fees	37,919	360,189	307,676	397,104	91%	
	Plant Hire						
2101	Plant Hire - Internal	14,790	339,052	880,458	960,500	35%	
2102	Plant Hire - External	-	2,243	5,042	5,500	41%	
2103	Registration and MAIB	-	30,589	34,378	34,378	89%	
2104	Insurance Premiums	-	20,607	23,200	23,200	89%	
2105	Plant Repairs and Maintenance	12,884	106,857	91,483	99,800	107%	
2140	Plant Hire Recovered	(26,000)	(459,925)	(1,038,125)	(1,132,500)	41%	
2141	Fuel	8,226	132,625	135,667	148,000	90%	
2142	Fuel Credit	-	(14,183)	(13,750)	(15,000)	95%	
	Total Plant Hire	9,899	157,865	118,353	123,878	127%	
	Government Fees and Levies						
2255	Fire Levy	86,145	344,578	332,279	332,279	104%	
2257	Building Permit Levy	1,543	13,833	13,750	15,000	92%	
2258	Land Tax	871	37,549	34,980	56,813	66%	
2259	Training Levy	1,010	26,727	27,500	30,000	89%	
	Total Government Fees and Levies	89,568	422,687	408,509	434,092	97%	

		Month Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	% of Annual Budget used	Comments
	Depreciation						
2304	Depreciation Historical Assets	-	-	154	168	0%	
2305	Depreciation Buildings	17,991	198,048	195,444	213,211	93%	
2306	Depreciation Roads and Streets	143,882	1,582,702	1,582,702	1,726,584	92%	
2307	Depreciation Bridges	36,708	403,788	403,788	440,496	92%	
2308	Depreciation Plant & Equipment	29,488	299,030	303,077	330,629	90%	
2310	Depreciation Stormwater Infrastructure	27,658	304,238	304,238	331,896	92%	
2311	Depreciation Furniture	12,801	189,498	195,622	213,406	89%	
2312	Depreciation Land Improvements	13,887	154,270	161,203	175,858	88%	
2313	Amortisation of Municipal Valuation	1,800	19,800	19,800	25,000	79%	
	Total Depreciation	284,215	3,151,374	3,166,028	3,457,248	91%	
	Other Expenses						
2401	Interest Payable	-	197,276	214,177	335,328	59%	
2403	Bad & Doubtful Debts	-	234		-		
2404	Grants and Community Support Given	-	112,819	96,100	196,600	57%	
2405	Rate Remissions	8,757	65,097	55,000	55,000	118%	
2407	Waiver of Fees and Lease etc	210	1,903	-	-		
2408	Refunds/Reimbursements	-	2,888	-	-		
2409	Council Member Expenses	1,373	26,353	16,500	18,000	146%	
2410	Council Member Allowances	14,003	152,124	151,107	164,844	92%	
	Total Other Expenses	24,343	558,695	532,884	769,772	73%	
	Total Expenses	1,052,906	12,168,500	12,059,112	13,435,039	91%	
	FAG's received prior year in advance						
	Net Surplus\ (Deficit) before Capital amounts	(539,188)	239,985	(144,753)	169,947		
	Capital Grants	710,376	1,155,067	1,134,865	5,059,400		
	Profit or Loss on Sale of Assets	-	87,850	40,000	40,000		
	Net Surplus\ (Deficit)	171,188	1,482,901	1,030,112	5,269,347		

Profit And Loss Statement				
2018-2019				
	Month Actual	Year to Date Actual	2018-2019 Budget	Comments
Business & Corporate Services				
Total Investment Income	16,428	396,760	538,000	
Total Sales Hire and Commission	1,116	7,090	6,000	
Total Reimbursements	2,879	6,843	-	
Total Operating Grants	-	484	-	
Total Capital Grants	-	123	-	
Total Revenue	20,424	411,300	544,000	
Total Employee Costs	51,851	668,019	847,646	
Total Energy Costs	959	4,714	5,800	
Total Materials and Contracts	36,621	442,554	475,450	
Total Contractor Costs	579	6,578	7,900	
Total Professional Fees	370	31,580	13,000	
Total Plant Hire	40	10,739	12,200	
Total Government Fees and Levies	-	136	180	
Total Depreciation	13,032	186,828	219,712	
Total Expenses	103,452	1,351,147	1,581,888	
Net Surplus\ (Deficit) before Capital Income	(83,028)	(939,970)	(1,037,888)	
Net Surplus\ (Deficit)	(83,028)	(939,848)	(1,037,888)	
Development Services				
Total Environmental Health	1,668	3,379	21,000	
Total Municipal inspector	(552)	57,939	59,500	
Total Planning And Building Control Fees	31,911	325,290	274,200	
Total Government Fees Levies	15,893	151,556	127,000	
Total Sales Hire and Commission	(381)	973	1,300	
Total Reimbursements	-	3,661	-	
Total Revenue	48,539	572,679	483,000	
Total Employee Costs	55,365	626,038	941,191	
Total Materials and Contracts	2,605	41,280	37,910	
Total Contractor Costs	2,300	16,615	20,000	
Total Professional Fees	20,473	114,871	87,100	
Total Plant Hire	90	10,581	14,128	
Total Government Fees and Levies	2,553	40,560	45,000	
Total Depreciation	1,196	13,156	20,148	
Total Other Expenses	-	2,858	1,000	
Total Expenses	84,582	865,960	1,166,477	
Net Surplus\ (Deficit) before Capital Income	(36,043)	(293,281)	(683,477)	
Net Surplus\ (Deficit)	(36,043)	(293,281)	(683,477)	

	Month Actual	Year to Date Actual	2018-2019 Budget	Comments
Community Services				
Total Sales Hire and Commission	-	240	-	
Total Other Income	-	13,285	-	
Total Reimbursements	-	5,830	-	
Total Operating Grants	-	102,066	19,000	
Total Capital Grants	-	43,044	-	
Total Revenue	-	164,464	19,000	
Total Employee Costs	12,837	180,877	294,166	
Total Energy Costs	-	419	-	
Total Materials and Contracts	300	96,712	18,950	
Total Contractor Costs	-	41,472	30,000	
Total Professional Fees	-	13,197	8,000	
Total Plant Hire	244	12,163	10,750	
Total Depreciation	1,565	20,964	24,311	
Total Other Expenses	-	112,819	195,600	
Total Expenses	14,946	478,623	581,776	
Net Surplus\ (Deficit) before Capital Income	(14,946)	(357,203)	(562,776)	
Net Surplus\ (Deficit)	(14,946)	(314,159)	(562,776)	
Works and Infrastructure				
Total Rates	15,592	1,956,597	1,913,692	
Total Municipal inspector	9,684	35,014	63,800	
Total Planning And Building Control Fees	428	5,136	2,000	
Total Sales Hire and Commission	14,361	135,851	175,000	
Total Other Income	4,937	125,565	45,000	
Total Reimbursements	6,101	19,076	2,000	
Total Gain or Loss on Sale of Assets	-	54,305	40,000	
Total Operating Grants	199,044	796,176	1,531,366	
Total Capital Grants	710,376	1,111,900	5,059,400	
Total Revenue	960,523	4,239,619	8,832,258	
Total Employee Costs	135,245	1,757,316	2,076,787	
Total Energy Costs	16,129	115,495	149,575	
Total Materials and Contracts	21,088	413,426	405,099	
Total Contractor Costs	204,768	2,144,807	1,895,500	
Total Professional Fees	122	40,123	109,004	
Total Plant Hire	9,485	119,127	81,500	
Total Government Fees and Levies	871	34,144	52,354	
Total Depreciation	266,573	2,910,480	3,170,330	
Total Other Expenses	210	202,887	335,328	
Total Expenses	654,492	7,737,807	8,275,477	
Net Surplus\ (Deficit) before Capital Income	(404,345)	(4,610,087)	(4,502,619)	
Net Surplus\ (Deficit)	306,031	(3,498,187)	556,781	

	Month Actual	Year to Date Actual	2018-2019 Budget	Comments
Visitor Information Centre, History Room and Tourism				
Total Sales Hire and Commission	5,869	66,187	82,000	
Total Reimbursements	-	864	-	
Total Revenue	5,869	67,051	82,000	
Total Employee Costs	9,204	111,405	119,523	
Total Energy Costs	900	4,114	5,000	
Total Materials and Contracts	618	45,309	49,700	
Total Contractor Costs	432	5,237	4,850	
Total Professional Fees	-	9,718	9,000	
Total Plant Hire	40	87	-	
Total Government Fees and Levies	-	1,226	1,600	
Total Depreciation	706	7,766	10,446	
Total Expenses	11,899	184,861	200,119	
			-	
Net Surplus\ (Deficit) before Capital Income	(6,030)	(117,810)	(118,119)	
Net Surplus\ (Deficit)	(6,030)	(117,810)	(118,119)	
Governance and Members Expenses				
Total Rates	(1)	7,370,310	7,320,405	
Total Government Fees Levies	-	12,179	-	
Total Sales Hire and Commission	3,446	13,783	13,291	
Total Other Income	20,114	101,315	100,000	
Total Reimbursements	1,152	18,494	5,000	
Total Operating Grants	164,029	668,616	1,305,432	
Total Revenue	188,739	8,184,697	8,744,128	
Total Employee Costs	52,768	657,959	718,832	
Total Materials and Contracts	2,393	137,343	149,066	
Total Professional Fees	16,954	150,700	171,000	
Total Plant Hire	-	5,170	5,300	
Total Government Fees and Levies	86,145	346,621	334,958	
Total Depreciation	1,143	12,180	12,302	
Total Other Expenses	24,133	240,130	237,844	
Total Expenses	183,535	1,550,103	1,629,302	
			-	
Net Surplus\ (Deficit) before Capital Income	5,204	6,634,595	7,114,826	
Net Surplus\ (Deficit)	5,204	6,634,595	7,114,826	

	Month Actual	Year to Date Actual	2018-2019 Budget	Comments
Council Total				
Total Rates	15,590	9,326,907	9,234,097	
Total Environmental Health	1,668	3,379	21,000	
Total Municipal inspector	9,132	92,954	123,300	
Total Planning And Building Control Fees	32,339	330,426	276,200	
Total Government Fees Levies	15,893	163,735	127,000	
Total Investment Income	16,428	396,760	538,000	
Total Sales Hire and Commission	24,411	224,123	277,591	
Total Other Income	25,051	248,092	145,000	
Total Reimbursements	10,133	54,768	7,000	
Total Gain or Loss on Sale of Assets	-	87,850	40,000	
Total Operating Grants	363,073	1,567,342	2,855,798	
Total Capital Grants	710,376	1,155,067	5,059,400	
Total Revenue	1,224,093	13,651,401	18,704,386	
Total Employee Costs	317,269	4,001,615	4,998,145	
Total Energy Costs	17,988	124,742	160,375	
Total Materials and Contracts	63,625	1,176,625	1,136,175	
Total Contractor Costs	208,079	2,214,708	1,958,250	
Total Professional Fees	37,919	360,189	397,104	
Total Plant Hire	9,899	157,865	123,878	
Total Government Fees and Levies	89,568	422,687	434,092	
Total Depreciation	284,215	3,151,374	3,457,248	
Total Other Expenses	24,343	558,695	769,772	
Total Expenses	1,052,906	12,168,500	13,435,039	
Net Surplus\ (Deficit) before Capital Income	(539,188)	239,985	169,947	
Capital Income	710,376	1,242,917	5,099,400	
Net Surplus\ (Deficit)	171,188	1,482,901	5,269,347	

Financial Position					
2018-2019					
	2017-2018 Actual	Year to Date Actual	Year to Date Budget	2018-2019 Budget	Comments
Current Assets					
Cash	9,664,903	7,797,709	4,850,925	3,514,755	
Receivables	552,207	1,107,058	846,383	600,000	
Inventories	92,540	147,563	120,000	120,000	
Other Current Assets	75,699	-10,671	30,000	30,000	
Total Current Assets	10,385,349	9,041,659	5,847,308	4,264,755	
Non Current Assets					
Property Plant and Equipment	141,085,812	144,137,131	144,084,322	141,267,981	
Investment in TasWater	33,717,915	33,717,915	33,717,915	33,285,899	
Other Non Current Assets	44,392	63,800	74,000	74,000	
Total Non -Current Assets	174,848,119	177,918,846	177,876,237	174,627,880	
Total Assets	185,233,468	186,960,505	183,723,545	178,892,635	
Current Liabilities					
Payables	880,114	1,356,047	1,411,356	850,000	
Interest Bearing Liabilities	326,296	139,964	139,964	326,296	
Provisions	765,525	730,881	664,164	664,164	
Total Current Liabilities	1,971,935	2,226,892	2,215,484	1,840,460	
Non Current Liabilities					
Interest Bearing Liabilities	8,825,315	8,825,315	8,825,315	7,651,610	
Provisions	537,805	537,805	520,964	520,964	
Total Non Current Liabilities	9,363,120	9,363,119	9,346,279	8,172,574	
Total Liabilities	11,335,055	11,590,012	11,561,763	10,013,034	
Net Assets	173,898,413	175,370,493	172,161,782	168,879,601	
EQUITY					
Accumulated surplus	30,216,738	29,936,087	26,727,376	25,007,526	
Asset revaluation reserve	142,659,838	145,025,360	145,025,360	143,813,516	
Other reserves	1,021,837	409,047	409,047	58,559	
TOTAL EQUITY	173,898,413	175,370,493	172,161,782	168,879,601	
Other Reserves - detailed separately	1,021,837	409,047	409,047	58,559	
Employee Provisions	1,303,330	1,268,686	1,185,128	1,185,128	
Unallocated accumulated surplus	7,339,736	6,119,976	3,256,751	2,271,068	
Total cash available	9,664,903	7,797,709	4,850,925	3,514,755	
Note: This reflects the cash position and does not include Payables and Receivables					

Other Reserves				
2018-2019				
	Other Reserves 1/7/2018	Reserves new 2018- 2019	Reserves used 2018- 2019	Remaining 30/6/2018
Public Open Space				
Binalong Bay	3,362			3,362
Ansons Bay	2,229			2,229
Beaumaris	4,907			4,907
Scamander	23,398			23,398
St Helens	32,510			32,510
St Marys	3,750			3,750
Stieglitz	6,752			6,752
Total Public Open Space	76,908	-	-	76,908
General Reserves				
Community Development	12,500			12,500
137 Trust Seizures	261,080			261,080
Total General Reserves	273,580	-	-	273,580
Grant Proceeds Reserve				
Roads to recovery	568,242		(568,242)	-
Regional Workforce Development Plan	36,720		(23,510)	13,210
Learner Driver	22,387		(19,048)	3,339
Projectors for Stadium	14,000			14,000
Community Infrastructure Fund Grant	30,000		(1,990)	28,010
Total Grant Reserves	671,349	-	(612,790)	58,559
Total Other Reserves	1,021,837	-	(612,790)	409,047

Estimated Cash Flow

2018-2019

	2017-2018 Actual	Year to Date Actual	Year to Date Budget	Revised 2018-2019 Budget	Comments
CASH FLOWS FROM OPERATING ACTIVITIES					
RECEIPTS					
Operating Receipts	15,020,889	12,560,830	12,471,237	13,604,986	
Less FAGs received in advance				(1,462,513)	Received June 2018
PAYMENTS					
Operating payments	10,627,090	9,234,260	9,146,308	9,977,791	
NET CASH FROM OPERATING	4,393,799	3,326,570	3,324,929	2,164,682	
CASH FLOWS FROM INVESTING ACTIVITIES					
RECEIPTS					
Proceeds from sale of Plant & Equipment	155,926	87,850	40,000	182,000	
Capital Grants	2,300,487	1,155,067	1,134,865	5,059,400	
PAYMENTS					
Payment for property, plant and equipment	5,604,078	6,250,349	9,127,440	13,229,934	
Payments for financial assets					
NET CASH FROM INVESTING ACTIVITIES	(3,147,665)	(5,007,433)	(7,952,575)	(7,988,534)	
CASH FLOWS FROM FINANCING ACTIVITIES					
RECEIPTS					
Proceeds from borrowings	1,500,000	-	-	-	
PAYMENTS					
Repayment of borrowings	312,292	186,332	186,332	326,296	
NET CASH FROM FINANCING ACTIVITIES	1,187,708	(186,332)	(186,332)	(326,296)	
NET INCREASE (DECREASE) IN CASH HELD	2,433,842	(1,867,194)	(4,813,978)	(6,150,148)	
CASH AT BEGINNING OF YEAR	7,231,061	9,664,903	9,664,903	9,664,903	
CASH AT END OF PERIOD	9,664,903	7,797,709	4,850,925	3,514,755	

Capital Expenditure							
2018-2019							
Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
	PLANT & EQUIPMENT						
	Replacement of the following vehicles						
CG005	White Kia Sportage Si Premium	-	32,358		36,000	36,000	
CG007	Hyundai I30 PD Hatch 2.0 Auto - Learner Driver	-	19,538				Grant funded \$22,000
CG010	1013 Bomag Roller	-	138,500		160,000	160,000	
CF023	Renault Traffic LWB 103Kw Manual	-	38,197	27,000	33,000	60,000	#1226 no action on this vehicle @ 7/3/19
CG015	D-Max 4x4 Crew Cab Manual SX	-	38,353		40,000	40,000	
CG017	Captiva LTZ AWD 7 Seat A2.2D	-	32,214			-	
CG020	White Kia Sportage Si Premium with Tow Bar	-	33,467		36,000	36,000	
CF022	Holland Backhoe	-	146,773	155,000		155,000	
CF011	1019 Stirling 10 Yrd	-	179,757	180,000		180,000	
	Other plant	-	-				
CG025	4" Water Pump	-	1,855		3,500	3,500	
CG026	Hydraulic Unit & Post Rammer	-	14,391			-	
CG045	GM360 Toro Mower 72in	-	35,445		34,000	34,000	
CG046	Ferris IS 3200Z Mower	-	18,885		34,000	34,000	
CG030	Small plant	-	5,252		6,500	6,500	
CG035	Vacuum Excavator	-	47,808		75,000	75,000	
CG040	Steam Weeder	-	26,335		26,000	26,000	
CG047	RoadPod VT 5900 Plus Inc RC (x2)	-	8,175			-	
CF030	Virtual Fence	-	1,438			-	
CF032	Loader for St Helens WTS	-	-	180,000		180,000	
CG048	ABR - Airband Broadcast Recorder	-	2,074			-	Receiver & Antenna Aerodrome Avdata
	TOTAL PLANT & EQUIPMENT	-	818,741	542,000	484,000	1,026,000	
	FURNITURE & IT						
CG055	Ricoh MP4055SP A3 Copier/Printer	-	5,392		7,000	7,000	
CD730	Hall Furniture Replacement	-	9,228	4,000	6,000	10,000	
CE085	Additional sit down/stand up desks	-	1,916		2,500	2,500	
CG070	IT - Server Upgrades	-	32,193		32,500	32,500	Replace server and NAS
CG060	IT - Major Software Upgrades	-	19,577		17,500	17,500	Exchange and Mail Marshall upgrades

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CE098	IT - Major Software Upgrades	-	8,480		-	-	Cloud Endpoint with Intercept X Promo 3 Year
CG065	Desktop/Laptops/Monitors	-	14,562		20,000	20,000	
CF060	St Marys Hall Projector System	-	-	10,000		10,000	
CE075	Asset Management Software	-	-	35,000		35,000	
CG075	Dakin Heat Pump - Depot Office	2,793	2,793	-		-	SKA \$2793
CE056	Break O'Day Community Stadium - Projectors	-	-	14,000		14,000	
	TOTAL FURNITURE & IT	2,793	94,141	59,000	85,500	148,500	
						-	
	BUILDINGS						
CE755	BBQ Shelter at St Marys Rec Ground & Demolition Conceptual considerations for existing buildings that have reached end of useful life	-	86,812	35,000	50,000	85,000	Design, Construct BBQ and Storage Facility, Power Improvements etc.
	Pacing Club Shed - St Marys Rec Ground		6,000		6,000	6,000	\$6k contribution from Pacing Club
CG720	St Marys Sports Centre - Roof Over Deck	-	10,342		20,000	20,000	
CG740	St Helens Aerodrome - Airport Hangers	-	6,000		6,000	6,000	Alterations to Hanger as per Tim Gowans Quote provided
CG725	Scamander Sports Complex Disabled Toilet & Improvement Works	990	11,849		30,000	30,000	New Disabled Toilet, Baby Change table and Exit doors as proposed by Committee
CG705	Fingal Online Access Centre - Floor Covering Replacements	-	5,000		5,500	5,500	Replace Carpet at Online Access Centre - \$500 contribution offered
CG730	St Helens Foreshore Toilet Block	258	35,771		50,000	50,000	Renovation
CE710	Break O Day Community Stadium - Renovation of Existing Changerooms/Kiosk Fit Out	-	3,783			-	
CE720	Break O Day Community Centre - Kiosk Design	-	753			-	
CG715	St Marys Toilet Block BBQ Shelter	-	32,447		35,000	35,000	Design & Construct New BBQ
CC730	Old Tasmanian Hotel Upgrades in Accordance with Conservation Management Plan	9,000	39,269	25,000	25,000	50,000	Annual commitment to Heritage upgrades and renovations
CE705	Portland Hall Upgrades	960	960	13,959		13,959	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CG735	Replacement Fence Scamander Sports Complex - Bowls Green	-	7,431		8,000	8,000	
CF705	Weldborough Amenities	-	-	110,000		110,000	
CD815	Wrinklers Lagoon, Scamander - toilet block	-	-	89,400		89,400	
CE735	Fingal Sports Complex Toilet Block Demolition	-	194			-	
CE740	Council & Depot - Solar Panels Installation	-	27,459	27,000		27,000	
CE770	Workspace Renovations - History Rooms	1,990	1,990	30,000		30,000	Grant funded
	TOTAL BUILDINGS	13,198	276,059	330,359	235,500	565,859	
						-	
	PARKS, RESERVES & OTHER						
CE715	Break O Day Community Stadium - External Upgrades	-	56	10,000		10,000	Construction Phase
CF810	Fingal Cemetery Master Plan	-	-	20,000	20,000	40,000	
CE815	Mathinna Cemetery Master Plan	-	-		20,000	20,000	
CE820	Street furniture & signage	-	11,149		20,000	20,000	
CG835	St Helens Foreshore Playground	-	9,470		50,000	50,000	
CF815	Scamander Reserve Playground - Replacement	-	968		-	-	
CG805	Falmouth Playground equipment replacement program	-	49,878		50,000	50,000	Falmouth
CG810	St Helens rec ground	15,490	48,409		50,000	50,000	Water Systemwater system & mains upgrade - possibly grant \$35k
CG820	Foreshore Power Upgrade	-	-		12,000	12,000	
CG815	Reseed lawn at St Helens foreshore BBQ	-	7,321		7,500	7,500	
CG825	Streetlighting - LED Implementation - SOLAR 2018/19	-	13,801	36,500		36,500	
CF820	Mountain Bike Trails - Poimena to Bay of Fires	31,821	901,213	1,600,000		1,600,000	
CF820A	Mountain Bike Trails - Stacked Loops-St Helens	187,509	240,761	750,000	2,407,500	3,157,500	
CD805	Blue Derby Mountain bike trail - minor works	-	4,838			-	
CE805	Jetty Upgrades - Kirwans	-	7,705	7,500		7,500	
CG830	Jetty Upgrades - Beauty Bay	-	7,030			-	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CD830A	Jetty Upgrades - Talbot Street	-	1,292	13,500		13,500	
CD830B	Jetty Upgrades - Cunningham Street	-	62,031		110,000	110,000	MAST funded
CF825	Parnella foreshore protection works	-	-		50,000	50,000	
1088	St Marys Rivulet Flood Prevention Works near Flat Bridge		1,156				Included in operating expenditure
	TOTAL PARKS, RESERVES & OTHER	234,820	1,367,079	2,437,500	2,797,000	5,234,500	
	ROADS						
	STREETSCAPES						
CC140	Cecilia Street (St Helens)	-	1,256	15,000		15,000	Bayside section (Circassian St down) and intersection with esplanade
CE140	Main Street & Story Street St Marys	-	27,435		30,000	30,000	
CF105	Fingal	75,292	262,443	20,000	480,000	500,000	
CE110	Scamander entrance at Wrinklers	-	200	95,000		95,000	
	TOTAL STREETSCAPES	75,292	291,333	130,000	510,000	640,000	
	FOOTPATHS						
CG105	Binalong Bay - Main Road (Cray Court to link with existing path 146 Main Road) (0.52km)	-	98,507		100,000	100,000	Listed last year but not included. Estimated 520m of 1.5m wide concrete footpath.
CG115	Annual replacement of damaged footpaths	-	-	8,000	7,000	15,000	
CG110	Story St, St Marys	-	-		50,000	50,000	widen footpath to school
CF110	Stieglitz - St Helens Point Road (Chimney Heights to Jetty Road link) (0.08km)	-	12,636	14,000		14,000	
CF115	St Helens - Penelope Street (Tasman Highway to Big4 Caravan Park)	-	1,511	13,000		13,000	
CF125	Medea Cove Footpath/Road options	-	-	18,000	25,000	43,000	
CF805	Parnella/Foreshore Walkway	-	-503		250,000	250,000	
CF135	Cycleway/Walkway - St Helens - Upgrade	1,350	1,350			-	Funding due \$2.1M
CF130	Parkside Foreshore Footpath	-	2,052			-	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
	TOTAL FOOTPATHS	1,350	115,552	53,000	432,000	485,000	
						-	
	KERB & CHANNEL						
CG155	Cameron St, St Helens (south of Quail St intersection) (0.16km)	-	-		9,000	9,000	width to be checked for onstreet parking options associated with Hospital
CF660A	Annie Street, St Helens	-	136,554		287,000	287,000	
CE165	Treloggen Drive, Binalong Bay	-	46	50,400	-	50,400	Install K&G on high-side to stop stormwater flow across road and damaging road pavement - Stage 3
CG160	Penelope St St Helens	-	-		30,000	30,000	replace 50mt kerb & channel on western side of Penelope St, St Helens - starting at intersection of Lawry Heights
CG165	Helen Grove - northern side	-	-		25,000	25,000	100m of new Kerb
CG170	Aerodrome Rd	-	-		35,000	35,000	extend K&C
CD165	Tully St, St Helens Kerb	-	1,667	5,000		5,000	
	TOTAL KERB & CHANNEL	-	138,267	55,400	386,000	441,400	
						-	
	RESHEETING						
CF310	Anchor Road, Pyengana	-	7,798			-	
CF315	Ansons Bay Township Roads	-	5,940	30,000		30,000	
CF305	Ansons Bay Road, Ansons Bay	-	-		80,000	80,000	
CF320	North Ansons Bay Road, Ansons Bay	-	-		80,000	80,000	
CF325	Upper Scamander Road, Scamander	-	-		40,000	40,000	
CF335	Old Highway, Seymour	-	-	4,600	20,000	24,600	
CG305	Champ St, Seymour	-	16,971			-	
	Falmouth Streets	-	-		40,000	40,000	
CF355	Lottah Road, Pyengana	-	3,726	37,500		37,500	
CG310	Reids Road	-	1,188		10,000	10,000	
CG315	Medeas Cove Road	-	11,031		10,000	10,000	
CG320	Deals Road, Seymour	-	-		15,000	15,000	
CG325	Matsons Road, Seymour	-	-			-	
	Fingal Streets	-	-		23,000	23,000	
CG355	Marriot Street, Fingal	-	4,761			-	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CG360	Sorrell Street, Fingal	-	8,021			-	
CG365	Pedder Street, Fingal	-	3,676			-	
	St Marys Roads	-	-			-	
CG340	Gardiners Creek Road, St Marys	-	7,591		25,000	25,000	
CG345	German Town Road, St Marys	-	8,027		15,000	15,000	
CG350	Dublin Town Road, St Marys	-	1,040		15,000	15,000	
	Mathinna Plains/Upper Esk/Roses Tier/Tyne Roads	-	-			-	
CF330	Upper Esk Road, Mathinna	-	18,437			-	
CD305	Mathinna Plains Road	-	-	9,000	30,000	39,000	
CD310	Tyne River Road	-	29,745	49,770		49,770	
CD315	Roses Tier Road	-	79,001	15,000	50,000	65,000	
	TOTAL RESHEETING	-	206,952	145,870	453,000	598,870	
						-	
	RESEALS						Segment ID
CG405	Byatt Crt	-	3,557		7,059	7,059	522
CG410	Cherrywood Dve	-	15,380		6,380	6,380	555
CG410	Cherrywood Dve				5,289	5,289	572
CG410	Cherrywood Dve				9,237	9,237	554
CG415	Coach Rd	-	10,554		2,947	2,947	1224
CG415	Coach Rd				7,317	7,317	532
CG420	Falmouth St	-	3,191		2,423	2,423	339
CG420	Falmouth St	-	-		7,468	7,468	340
CG425	Gardens Rd	-	8,586		5,790	5,790	941
CG430	Grant St Falmouth	-	9,633		5,507	5,507	591
CG430	Grant St Falmouth				4,571	4,571	592
CG435	Hammond St	-	3,454		2,894	2,894	586
CG435	Hammond St				1,984	1,984	585
CG440	Highcrest Ave	-	6,907		8,845	8,845	767
CG445	Kirwans Beach C/P	-	4,207		8,570	8,570	355
CG450	Medeas Cove Esp	-	18,927		4,627	4,627	393
CG450	Medeas Cove Esp	-	-		12,284	12,284	388
CG455	Parnella Dr	7,444	7,444		10,644	10,644	752
CG460	Powers Rd	-	3,882		1,637	1,637	106
CG465	Reids Rd	-	9,822		8,372	8,372	942
CG470	Rossarden Rd	-	73,866		32,346	32,346	318
CG470	Rossarden Rd				19,117	19,117	314
CG470	Rossarden Rd				9,603	9,603	313
CG470	Rossarden Rd				15,722	15,722	1246
CG475	Scamander Ave	-	9,963		17,004	17,004	544
CG480	Silver St	-	3,615		7,890	7,890	566

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
CG485	St Columba Falls Rd	-	73,721		37,311	37,311	67
CG485	St Columba Falls Rd	-			36,065	36,065	68
CG490	Steel St	-	7,820		752	752	556
CG490	Steel St				7,667	7,667	557
CG495	Tasman Hwy S/R	-	6,798		10,302	10,302	399
CF485	Medeas Cove Esp/Annie Street Intersection	-	34,310			-	
CG496	Viney Court, St Helens	-	3,602			-	
	TOTAL RESEALS	7,444	315,640	-	317,625	317,625	
	ROADS OTHER						
	Reconstruction/Dig Outs	-	-	-		-	
CG515	Annie Street, St Helens Water Mains	-	-	-		-	
CG520	Beaumaris Ave	-	-		15,000	15,000	
CG525	St Helens Pt Rd, between Egret St & Treloggens Dr	3,840	3,840		64,000	64,000	500m widen & seal shoulders on both sides between Egret St & Treloggens Dr
CG530	Kismet Place	-	89,559		85,000	85,000	
CF510	West Street	-	54,904	40,000	15,000	55,000	
CF520	St Helens Pt Rd Upgrade inc Stabilisation	-	2,505				
CG505	St Helens Pt Rd, between Cunningham and Talbot Street	281	23,769		200,000	200,000	Road & drainage Works between Cunningham and Talbot Street
CG510	St Helens Pt Rd, Cunningham St Intersection	-	78		-	-	Sight distance improvement - Cunningham St Intersection
CF505	Atlas Drive Retaining Wall	-	4,400	5,500		5,500	
CF515	The Gardens Road RTR	88,338	425,961	200,000	231,000	431,000	RTR
CC555	Parnella Landslip	1,013	27,311			-	
CG535	Parnella Drive - Additional Dig out Works	-	29,760		30,000	30,000	
CG540	Ansons Bay Road - dig out	-	16,128		30,000	30,000	
CG545	Rex Court - dig out	-	2,462		30,000	30,000	
CG550	St Helens Point Road - dig out	-	-		50,000	50,000	
	TOTAL ROADS OTHER	93,472	632,326	245,500	610,000	995,500	
						-	
	ROADS TOTAL	177,559	1,752,023	629,770	2,848,625	3,478,395	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
	BRIDGES						
CG205	B185 Gillies Road, St Marys	-	-		25,000	25,000	replace deck & runners
CG210	B760 Bent St, Mathinna	-	-		5,500	5,500	replace failed abutment & pothole approaches
CG215	B1675 Lower Germantown Road, St Marys	6,396	6,396		18,000	18,000	renew deck & runners
CG220	B2293 Cecilia St, St Helens	-	-		22,000	22,000	renew deck & runners & pothole approaches
CG225	B2792 Four Mile Creek Road	113	450		30,000	30,000	renew coating
CG230	B2809 Argyle St, Mangana	-	-		30,000	30,000	renew deck & runners, replace asphalt to both approaches
CG235	B3765 Argonaut Road, St Helens (Upper Golden Fleece)	6,189	6,189		18,000	18,000	repair erosion to road shoulder Abutment A (50 tonne of large rock)
CG240	B7004 Richardson Road, St Marys	-	-		38,000	38,000	renew deck & runners
CG245	B7032 Davis Gully Road, Four Mile Creek	5,968	5,968		31,000	31,000	renew deck & runners, repair erosion to road shoulder and bedlogs Abutment A (10 tonne of rock)
CG250	B7027 Mathinna Plains Road	-	-		15,000	15,000	extend upstream headwall to retain gravel road shoulder
CF220	B2805 Otway Ck, Rossarden Road	91	183,765		212,000	212,000	R2R funded
CF205	B1244 Ransons River (Fitzgeralds Rd, Goulds Country) RTR	137	190,674	210,700	8,300	219,000	
CF215	B4650 - Forester Creek (Ansons Bay Road) RTR	-	223,084	287,000	(60,000)	227,000	R2R funded
	Install/upgrade traffic barriers to 3 bridges	-	-	130,000		130,000	
CG260	B2434 Gardens Road - Installation of W-Beam	-	28,347			-	
CG265	B7041 South Esk River (DSG) Bridge - Mathinna Rd, - Bridge Barriers	-	5,549			-	Value of Barriers \$73404.90 - DSG BRIDGE Barriers will be councils asset
	TOTAL BRIDGES	18,894	644,874	627,700	392,800	1,020,500	

Project Code	Details	Month Actuals	Year to Date Actual	2017-2018 Budget C/F	2018-2019 Budget	Total Budget New + C/f	Comments
	STORMWATER						
CG660	High Street Mathinna (Main St)	-	-		50,000	50,000	
CG665	Freshwater Street / Lade Court (Beaumaris)	-	-		30,000	30,000	Install new stormwater pipe rear of Freshwater Street properties to prevent Lade Court properties flooding.
CG670	Hall St to Medea St (runs parallel to Doepel PI)	-	-		40,000	40,000	115m of open drain
CG655	St Columbia Falls Rd, Pyengana	-	6,293		-	-	0
CE655	Minor stormwater Jobs	-	2,400	34,000		34,000	
CF665	Beauty Bay Access Track Improvements	-	-	6,000		6,000	
CF657	Parnella Stormwater Stage 2	4,298	1,023,905	1,000,000		1,000,000	
CF660	Annie St, St Helens Stormwater	-	16,567			-	
CE660	Alexander St, Cornwall (installation of main & connection of side entry pits)	-	9,955	15,000		15,000	
CD655	Implement SWMP priorities	-	23,901	37,500	125,000	162,500	
	TOTAL STORMWATER	4,298	1,083,021	1,092,500	245,000	1,337,500	
	WASTE MANAGEMENT						
CG605	Reconstruction & seal entrance to St Helens WTS	-3,219	54,523		60,000	60,000	
CG610	Recycling facilities	-	5,573		20,000	20,000	
CF610	Fingal WTS Retaining Wall Replacement	-	49,918	130,000		130,000	
CE610	St Marys WTS Retaining Wall Replacement	-	96,774	154,000		154,000	
CE615	Scamander WTS Retaining Wall Reinforcement	-	-	52,000		52,000	
CE625	Rehabilitation of former Binalong Bay Tip	-	-	2,680		2,680	
	WASTE MANAGEMENT TOTAL	-3,219	206,788	338,680	80,000	418,680	
						-	
	Total Capital expenditure	448,342	6,250,349	6,061,509	7,168,425	13,229,934	

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:

Visitor numbers and revenue are very low, as expected at this time of year. There are two (2) training/professional development opportunities ahead in June for the part time VIC staff, customer service/selling essentials workshop in Campbell Town and the annual Visitor Information Network conference in Launceston.

The History Room Curator provided the following additional information (from April, May not yet available):

- **Bay of Fires Winter Arts Festival:** The May 'Scouting' exhibition was taken down to make way for this. There are four (4) paintings to be displayed that will follow the theme 'Changing Face of St Helens.' Have made up approximately 70 Heritage Walk booklets in preparation for the Festival.
- **Shearer Seed Drill:** This piece of farming equipment is still housed at Binalong Bay. I have approached Carol Le Fevre regarding it finding a suitable home at the Pyengana Recreation Ground. Formal letter to the Hall Committee will be sent.

- **'The Chinese Experience':** This was down for at least a week from end of April through to start of May 2019. The technician Scott Adams came down from Devonport and dealt with the equipment. This has finally been tidied up as requested and the movie is up and running, however, the hologram projection is not 100% now with a small green line on display and lights not as bright as they should be.
- **Fletcher Donation:** A substantial maritime donation has been received at the St Helens History Room from the Fletcher family of St Helens. The Fletchers were an original settler family with links to the whaling and sealing industry in the mid 1850s with an original land holding at Dora's Point. The items are all in quarantine currently and will be processed in due course.
- **New Plan for Backroom Extension:** These have been received from Monty the architect from Hobart and will now be formally costed. Consulting Engineers will be contacted regarding this.
- **Office of Rebecca White MHA (Tasmania) visiting:** Was contacted by Ms White's office and met at the St Helens History Room for a tour on Friday 17 May 2019.
- **Curator on Annual Leave:** Leave is from 4 June - 17 June 2019. Returning to work on Tuesday 18 June 2019.
- **Statistics:**
April 2019 – Total of \$1,102.80 (\$547.50 History Room entry; \$ 555.30 Donations); 123 visited the museum (99 Families/couples/1624 Concessions) which is still quite busy.

The Curator also received a thank you letter from the Labor Member for Lyons:

Dear Kym

Thank you for taking the time to show me the exhibition at the St Helens History Museum.

I have so much admiration for the work done to put together such a comprehensive display and particularly loved the video about the Trail of the Tin Dragon you took the time to share with me.

I was so impressed that I took the opportunity to mention the Museum in the Parliament as part of a short contribution I made to recognise National Volunteers Week.

I enclose it for your records and remind you that if I can ever do anything to assist the Museum in the future please don't hesitate to get in contact.

Kind regards



Rebecca White MP
TASMANIAN LABOR LEADER
MEMBER FOR LYONS

23 May 2019

Statistics:**Door Counts:**

Month/Year	Visitor Numbers	Daily Average	History Room
May 2007	1,876	60.52	
May 2008	1,937	62.48	
May 2009	1,677	50.61	
May 2010	1,569	54.10	
May 2011	1,288	41.55	99
May 2012	1,155	37.26	58
May 2013	1,449	46.74	129
May 2014	1,605	53.50	139
May 2015	1,889	60.93	105
May 2016	1,818	58.64	95
May 2017	1,856	59.87	77
May 2018	1,460	47.09	77
May 2019	1,267	40.87	92

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

Revenue 2017/2018:

Month	VIC Sales	HR Entry	HR Donations
July	\$2,892.45	176.00	0.00
August	1,519.80	119.00	59.70
September	3,917.25	334.00	59.65
October	6,234.31	479.00	64.65
November	6,716.31	403.00	84.70
December	6,300.25	276.00	96.30
January	10,817.80	518.00	112.05
February	10,908.30	831.00	620.45
March	11,484.50	930.00	278.30
April	6,217.10	508.00	135.00
May	2,765.00	357.00	90.45
June	1,486.86	213.00	51.40

LEGISLATION / STRATEGIC PLAN & POLICIES:

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.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	018\007\001\
ASSOCIATED REPORTS AND DOCUMENTS	Budget Estimates 2019-2020 (Circulated under separate cover)

OFFICER'S RECOMMENDATION:

That Council adopt the 2019-2020 Budget Estimates document inclusive of:

1. Budget Income Statement
2. Budgeted Statement of Financial Position
3. Budgeted Cash Flow Statement

and,

That in accordance with the provisions of the *Local Government Act 1993*, Council adopts the rates and charges for the period 1 July 2019 to 30 June 2020 in accordance with the resolutions which follow.

1. General Rate:

- 1.1 Pursuant to Section 90 of the *Local Government Act 1993*, Council makes the following general rate on all rateable land (excluding land which is exempt pursuant to the provisions of Section 87) within the Municipal area of Break O'Day for the period commencing 1 July 2019 and ending 30 June 2020, namely a rate of 8.10 cents in the dollar on the assessed annual value (as adjusted) of the land.
- 1.2 Pursuant to Section 90(4) of the *Local Government Act 1993*, Council sets a minimum amount payable in respect of the general rate of \$551.00.
- 1.3 Pursuant to Section 107(1)(a) of the *Local Government Act 1993*, Council declares by absolute majority, that the general rate is varied as follows:
 - (a) for land which has the defined use, of primary production forestry, in accordance with the list provided by the Valuer General, a varied general rate of 16.60368 cents in the dollar of the assessed annual value (as adjusted) of the land

2. Service Charges:

Pursuant to Sections 93, 93A, 94, and 95 of the *Local Government Act 1993*, Council makes the following service rates and service charges on all rateable land within the municipal area of Break O'Day (including land which is otherwise exempt from rates pursuant to Section 87 but excluding Crown Land to which Council does not supply any of the following services) for the period commencing 1 July 2019 and ending on the 30 June 2020, namely:

2.1 **Waste Management:**

Service charges for different waste management services as follows;

2.1.1 Waste Infrastructure

for the making available of waste management services to all land within the municipal area comprising waste disposal areas, waste transfer stations and related waste management facilities, \$183.00;

2.1.2 Waste Collection Services

- (a) for making available the service of a 140 litre mobile waste bin collection within each collection area, \$94.50 per bin; and
- (b) for making available the service of a 240 litre mobile waste bin collection within each collection area, \$154.00 per bin; and
- (c) additional 140 litre waste bin will be \$94.50 per service, and 240 litre waste bin will be \$154.00 per service.
- (d) for making available the service of a 240 litre mobile recycling collection within each collection area, \$54.00 per bin; and
- (e) for each 240 litre mobile recycling collection bin supplied, in addition to the first, \$54.00 per bin.

2.1.3 Waste Collection Services – Exceptions

Pursuant to Section 94(3) Council declares, by absolute majority, that the service charges for waste management are each varied within the municipal area according to each of the following factors;

- (a) where land is within a collection area pursuant to sub-paragraph (a), (b) or (d) but is vacant and is not used for any purpose, vary the collection service charge to nil;
- (b) where improved land is within a collection area pursuant to sub-paragraph (a) (b) or (d) but either of the following two conditions apply (i) the capital value is \$3,000 or less above the land value; or (ii) is considered to not be habitable; vary the collection service charge to nil;
- (c) where land to which sub-paragraphs (a), (b) or (d) apply is used as a sporting or recreational facility and is a jetty, boat shed, boat ramp or slipway, vary the service charges to nil.

2.2 **Fire Protection (fire service contribution):**

Pursuant to Section 93A of the *Local Government Act 1993* Council makes the following service rates in respect of the fire service contributions it must collect under the Fire Service Act 1979 for the rateable parcels of land within the Municipal area as follows:

<i>District</i>	<i>Cents in the Dollar of AAV</i>
Volunteer brigade rating district	.465033
General land	.336364

Pursuant to Section 93(3) of the *Local Government Act 1993* Council sets a minimum amount payable in respect of this service rate of \$41.00.

3. Separate Land:

For the purposes of these resolutions the rates and charges shall apply to each parcel of land which is shown as being separately valued in the valuation list prepared under the Valuation of Land Act 2001.

4. Adjusted Values:

For the purposes of each of these resolutions any reference to assessed annual value includes a reference to that value as adjusted pursuant to Section 89 of the *Local Government Act 1993*.

5. Instalment Payment:

Pursuant to Section 124 of the *Local Government Act 1993*, Council:

- (a) decides that all rates are payable by all rate payers by four (4) instalments which must be of approximately equal amounts.
- (b) determines that the dates by which instalments are to be paid shall be as follows:
 - (i) The first instalment on or before 10 September 2019;
 - (ii) The second instalment on or before 12 November 2019;
 - (iii) The third instalment on or before 4 February 2020; and
 - (iv) The fourth instalment on or before 5 May 2020.
- (c) where a ratepayer fails to pay any instalment within 21 days of the date on which the rates are due, the full amount owing becomes due and payable in accordance with Section 124 (5) of the *Local Government Act 1993*.

6 Discount:

Pursuant to Section 130 of the *Local Government Act 1993* Council offers to all of the ratepayers who are liable to pay rates and charges a discount of 3% of the rates and charges if they are paid, and received by Council, by one payment on or before 10 September 2019.

7. Penalty and Interest:

Pursuant to Section 128 of the *Local Government Act 1993*, if any rate or instalment is not paid, and received by Council, on or before the date it falls due then:

- (a) there is payable a penalty of 6% of the unpaid rate or instalment; and
- (b) there is payable a daily interest charge of 0.0221311% (8.10% per annum) in respect of the unpaid rate or instalment for the period during which it is unpaid.

8. Words and Expressions:

Words and expressions used both in these resolutions and in the *Local Government Act 1993* or the *Fire Service Act 1979* have in these resolutions the same respective meanings as they have in those Acts.

INTRODUCTION:

The Budget Estimates and Rates Resolution are considered annually in accordance with Section 82 of the *Local Government Act 1993* and are prepared in accordance with Council's Long Term Financial Plan.

PREVIOUS COUNCIL CONSIDERATION:

Council adopts its budget every financial year. The Budget Estimates and Rates Resolution 2019-2020 has been considered by individual managers and the management team and preliminary rating was considered at the previous Council Workshop.

OFFICER'S REPORT:

Council adopted, in principle, its Long Term Financial Plan, with the intent of:

- Ideally aiming to generate a small operational accounting surplus each year.
- Ensuring the maintenance and renewal of existing assets and services.
- Funding new assets and services as identified as priorities by Council.
- Having a long term plan for levels of rates and charges.

The Estimates have been prepared in line with the Long Term Financial Plan as it relates to the 2019-2020 Financial Year.

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:

In accordance with Sections 71 and 82 of the *Local Government Act 1993*.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The financial implications to Council for the 2019-2020 financial year are outlined in the Budget Estimates document.

VOTING REQUIREMENTS:

Absolute Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Bob Hoogland, Manager Corporate Services
FILE REFERENCE	018\019\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council contribute up to \$10,000 towards the site establishment and reinstatement to facilitate the installation of an electric vehicle fast charging station and associated funding proposal, and that management be authorised to enter into a joint funding agreement for the installation and operation of such a charging station

INTRODUCTION:

Council received information relating to a funding program for electric vehicle fast charging stations and a proposal for applying for, and if successful, installing, developing and operating such a station in St Helens

PREVIOUS COUNCIL CONSIDERATION:

A report was presented to the November 2018 Council Workshop with respect to a submission to the state government in conjunction with the Electric Vehicle Association of Tasmania, encouraging a funding program for a state wide network of electric vehicles (EV). Time limitations meant that this could not be considered at a Council meeting and therefore there was no decision of Council but the Workshop indicated general support for facilitating an EV charging station as part of such a network.

This specific matter was also considered at a recent Council Workshop.

OFFICER'S REPORT:

Council received information relating to a funding program for electric vehicle fast charging stations and a proposal for applying for, and if successful, installing, developing and operating such a station in St Helens.

Management had previously investigated options for EV charging stations sites with Mr Clive Attwater of the Tasmanian Electric Vehicle Association of Tasmania (TEVAT). Mr Attwater, and fellow members of TEVAT, formed Electric Highway Tasmania P/L (EHT) to implement such a network if and when a funding opportunity arose.

On receipt of the funding guidelines, management reviewed options for suitable sites, based on attributes associated with comfort/attractiveness of the site to potential users but also costs associated with developing such a site, particularly cost effective access to TasNetworks infrastructure.

Following his previous visit, Mr Attwater took away a great deal of site information and followed this up with prospective property owners and TasNetworks, which, unfortunately eliminated some high potential sites (for example, existing fuel retail outlets). With a genuine funding opportunity, further clarification of potential sites was undertaken and a specific site agreed upon for the purpose of a funding application – the section of land beside the road adjacent to the back of Supa IGA in Bowen Street, currently used as parking for Supa IGA staff. This will not preclude more detailed cost-benefit analysis of other sites, prior to construction.

GM did query the potential for sites in multiple townships in the municipality, for example, another station in St Marys. EHT advised that, at this stage, there is limited funding, sufficient for a network of fast chargers spaced through Tasmania at a distance to encourage EV travel. The gaps in other townships will be filled organically by private enterprise, driven by demand/opportunity for profit.

EHT requested support from Council in terms of:

- Making available suitable land
- Inkind contribution towards the site preparation and rehabilitation
- Ongoing assistance of monitoring and if necessary enforcing restricted parking
- Ongoing assistance with site (not equipment) maintenance

Management have suggested and EHT have agreed that Council's contribution would be limited to a maximum of \$10,000. EHT have been advised that Council undertakes very limited parking enforcement but adequate signage will mitigate against the need for this. Site maintenance is similar to the type of maintenance Council undertakes on kerbside/footpath infrastructure.

On that basis, it is recommended that Council endorse management's offering of support for the project and authorise the entering into a funding/operating agreement, should an application for funding be successful.

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

- Increase the community's awareness of the natural environment; the pressures it faces; and actions we can take to sustain it and what it provides.
- Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.

Goal

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

Strategies

- Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.
- 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; FUNDING AND FINANCIAL IMPLICATIONS:

As identified in the report.

VOTING REQUIREMENTS:

Absolute Majority.

06/19.13.0 WORKS AND INFRASTRUCTURE

06/19.13.1 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	<ol style="list-style-type: none">Pursuant to section 14 of the <i>Local Government (Highways) Act 1982</i> (the Act), for the Council to discuss and consider the closure of the following assets for the public benefit due to "lack of use".<ol style="list-style-type: none">The closure of Bridge 3462 over the George River providing current access to Yosts Flat.The closure of Grimstones Road from chainage 910m to end of road at chainage 4,680m.resolves that the part of Grimstones Road, Goshen as marked on the plan annexed and marked "A" should be closed to all traffic for the public benefit.Council delegates its functions and powers pursuant to section 14(1)(b) of the Act to the General Manager and authorises the General Manager to take such steps as may be necessary to comply with each of the requirements of that section in relation to the closure of Bridge 3462 over the George River providing current access to Yosts Flat and the closure of Grimstones Road from chainage 910m to end of road at chainage 4,680m.	In-progress. Refer to Closed Council Resolution 11/18.17.3.

Motion Number	Meeting Date	Council Decision	Comments
11/18.8.5.24 7	19 November 2018	<i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice as required from relevant State Agencies:</i> 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.
11/18.13.5.2 60	19 November 2018	That Council defer a decision to extending the free green waste days to all year-round at all waste disposal sites that are set up to accept green waste until green waste composting is validated and a cost benefit model determined and reported to Council.	In-progress.
04/19.8.2.68	15 April 2019	<i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i> 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 in the new budget year.
04/19.13.5.8 4	15 April 2019	That Council receive this report and the recommendation made to develop a policy position for the provision of Water Refill Stations (WRS's) in public open spaces that include a clear set of performance criteria that must be satisfied before a decision is made to install a WRS.	To be actioned.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
03/18.8.1.51	19 March 2018	A report is sought providing advice in accordance with the requirements of <i>Section 65 of the Local Government Act 1993</i> for the information of Council at a future meeting and consider any advice as required from relevant State Agencies: That Council investigate all options for the walking path at Fingal.	Completed Project to replace the pedestrian bridge has been proposed in the 2019-2020 capital budget.
11/18.13.8.2 63	19 November 2018	1. That Council provides in-principle support to the St Helens Football Club to seek external funding to install an in-ground irrigation system at the St Helens Football Ground. 2. That Council give consideration to confirming a financial commitment for the installation of an in-ground irrigation system and the St Helens Football Ground in the 2019 – 2020 financial year, subject to favourable asset life-cycle cost modelling and receipt of a report on the health of playing field.	Item 1. Completed. Item 2. Completed. Discussed with Councillors at the 3 June 2019 Councillor Workshop. Agenda report to be submitted at the June 2019 Council meeting.

Facilities Maintenance

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

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

Towns and Parks Maintenance

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

Road Maintenance

- Sealed road patching – all areas.
- Unsealed road Maintenance – St Marys area, St Helens area, Upper Scamander Road.
- Traffic Signage replacement – damaged and removed signs.
- Roadside tree maintenance.
- Shoulder maintenance – Gardens Road.

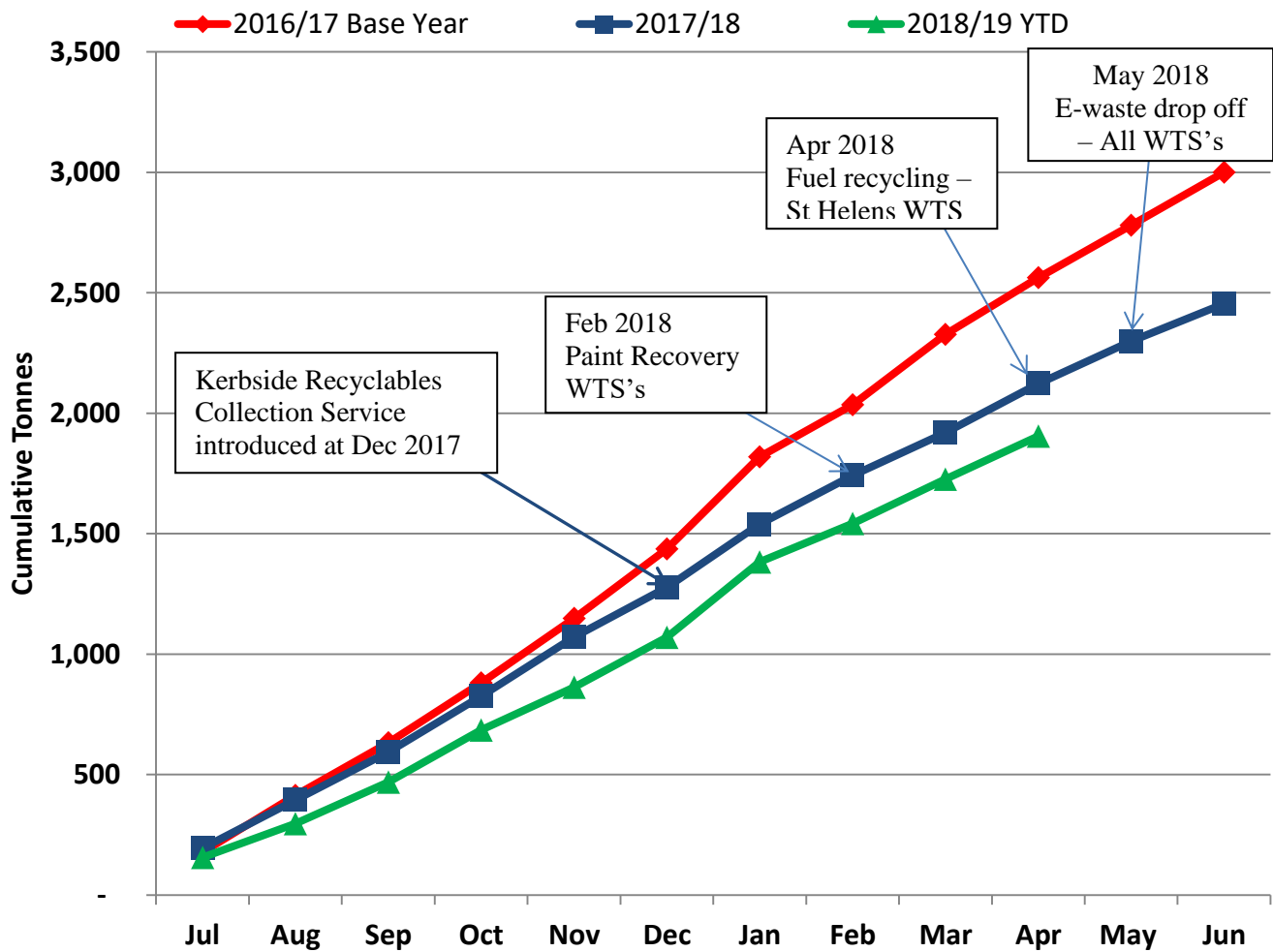
St Helens Aerodrome

- CASA audited the site and Councils management systems and processes during May.
- Runway maintenance grading undertaken.

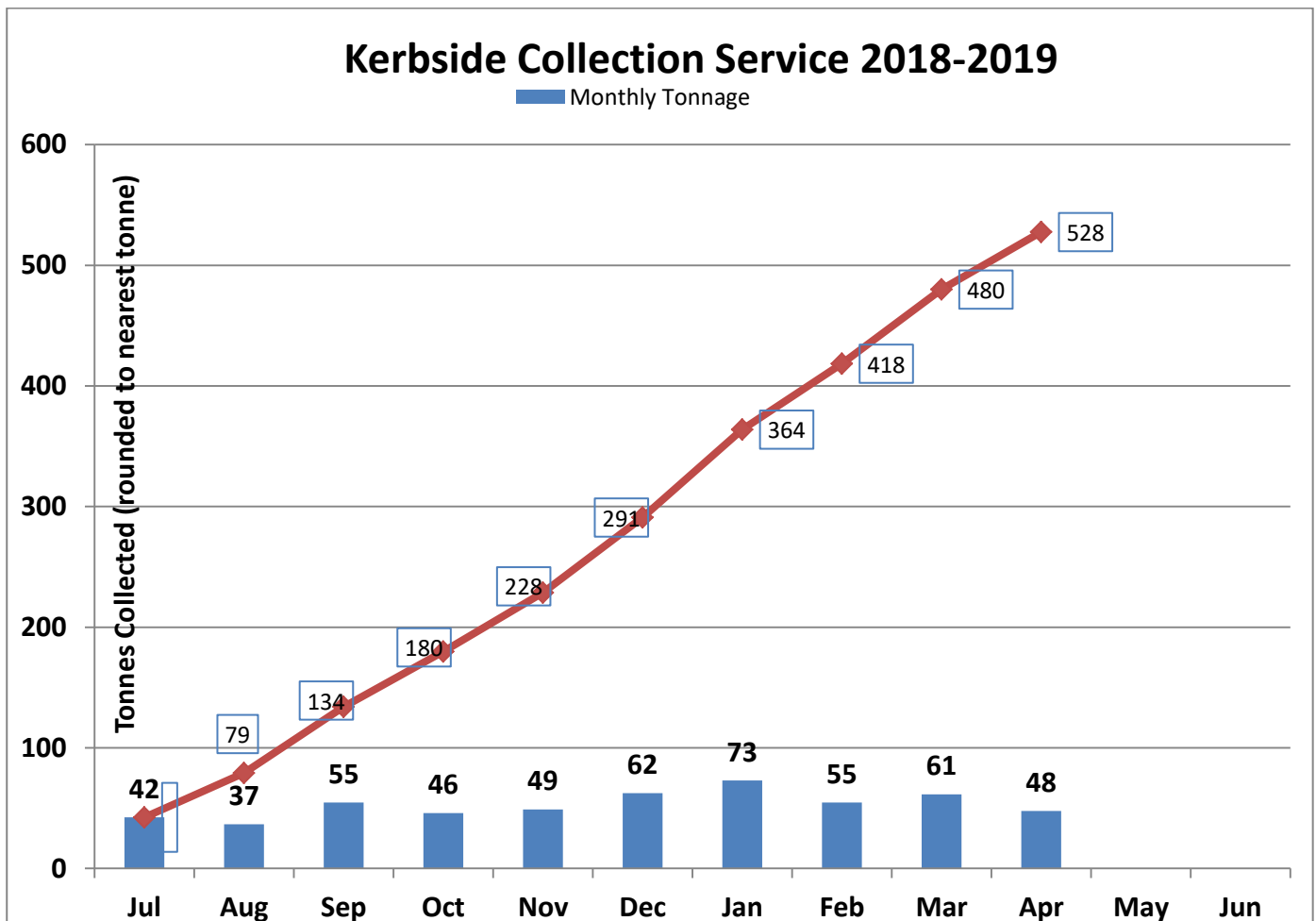
Waste Management

- St Helens WTS, a new incident of asbestos containing material illegally dumped at the inert landfill area. Material was hidden under other inert waste and not declared to the WTS attendants. There is a cost burden to ratepayers to recover and dispose of asbestos containing materials and an unacceptable health and safety risk to Council staff in the handling of these materials.
- St Helens WTS – Pilot trial: double shredding of green waste completed. Contamination continues to be an obstacle in allowing the resale of the material as mulch and includes plastic, rubber matting, steel, general and putrescible waste, chemically treated timber and chemical containers.

General Waste to Copping Landfill – Year to Date April 2019



Collected Kerbside Recyclables transported to JJ Richards, Launceston
Year to Date April 2019



CAPITAL WORKS

Project Code	Details	2018-2019 Budget	Project Update
CC140	Cecilia Street - Streetscape	15,000	Completed. Project limited to design and costing only.
CD655	Implement SWMP priorities	162,500	In progress.
CD830B	Jetty Upgrade – Cunningham Street		Construction Phase – MAST funded.
CE160	St Helens Point Road (Parkside)	200,000	Design Phase Completed. Funding opportunities being sought to progress project.
CF105	Fingal Streetscape	500,000	Construction Stage – 98% completed. Footpath sealing to be completed in Spring. Installation of garden outstands deferred to enable the replacement of Talbot Street road-base and seal in front of the Fingal Park during the next summer period.
CF515	The Gardens Road	431,000	Construction Stage – 98% completed. Crash barrier installation pending.
CF610	Fingal WTS Retaining Wall Replacement	130,000	Materials in Stock – Construction activity carried forward to 2019/20.
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.

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 May 2019:

3 May 2019

- St Helens Patrol.
- Animal Control Officer received another report of a man walking his Kelpie off lead again at 8.17am on the 2 May and the dog ran out onto the edge of the road stopping traffic and dropped to the ground waiting for his owner. Eventually the owner got the dog to move off the road. Animal Control Officer went to the owners home but he was not home again but was able to locate him at a local café. They discussed walking his dog on and off the lead and it was agreed that the dog is responsive to his commands but it must be on a lead when being walked during business hours and busy periods when there are lots of people present. It was also discussed the previous incidents where a stick was thrown for the dog and it hit the bridge bouncing out into traffic and the incident the previous day where the dog ran onto the road edge. He advised that he doesn't throw the stick anymore after that incident as it also frightened him – monitor.
- Went to a property in Terryvale Road, Goshen to deliver infringements but no one was home so called into the owners fathers property in Tully Street, St Helens but he stated his daughter no longer has dogs as the last one got shot about six (6) weeks ago and he confirmed that his daughter still lived at the property in Goshen – revisit next week.
- Conducted property inspections at two (2) properties in Argonaut Road, St Helens. The first property no one home and no dog sighted. The second property found a small black & white X breed and a medium grey Smithfield Terrier X.

- Animal Control Officer received a call from a resident in the Gardens Road, Binalong Bay complaining about pigs and turkeys getting into his yard from a neighbouring property. He advised he had placed a letter in the neighbours letter box asking them to keep their animals on their land. Animal Control Officer spoke to the complainant who advised the neighbour came to see him after she had received the letter and apologised saying that she will try really hard to confine the animals. The complainant asked the Animal Control Officer to leave it at this stage and if he has further problems he will contact.
- Animal Control Officer had a meeting with the St Marys Police who advised no real problems in the town at the moment and most dog owners are doing the right thing.
- St Marys Patrol.
 - A small black Poodle wandering in Newman Street, St Marys belonging to a property in Aulichs Lane, St Marys issued owner with a verbal warning. There was a new fence half built on the property – check registration.
 - Check registration of a British Bull Dog in Newman Street, St Marys.
- Scamander/Beaumaris Patrol.
- Animal Control Officer received a complaint about two (2) barking dogs at a property in Florence Court, Beaumaris that bark when the owner is not home. Conducted a small bark monitor and confirmed that there are two (2) dogs present. There was no barking and owners were home.
- Animal Control Officer received a complaint about a young dog from Medea Cove Esplanade, St Helens being walked with lead on but not being held. It was discussed with the owner that he must have hold of the lead when walking his dog and also discussed registration now the dog is 7 ½ months old. Given until 1 June before infringements will be issued.
- Fingal property check. Revisited a property in Grant Street to follow up on multiple dogs present. Visited the property at 5.10pm and found three (3) dogs present. There was a rescue dog previously at the property that was being trained and has now been rehomed. The third dog that the owner is looking after should have been collected but his friend is still overseas dealing with some family issues. He was advised if his friends dog is still there next month he would need to register and apply for a kennel licence (the dog is currently registered with Kingborough Council) – monitor and inspect property in June for update.

10 May 2019

- St Helens Patrol of Cecilia Street/Shopping Centre.
- Conducted more bark monitors at properties in St Helens:
 - Tully Street from 10.00am to 10.20am, dog asleep in the sun near front gate - no barking.
 - Argonaut Road 10.25am to 10.50am – no barking.
- Delivered infringements to a resident from Terryvale Road, Goshen for no micro-chip (as she had signed a previous agreement to micro-chip the dog when collected from the pound previously). No dogs present on the property, the dog was shot by a farmer. Animal Control Officer explained that to have the infringement revoked she would need to provide evidence the dog was dead before infringement was issued.
- Animal Control Officer received another complaint of a man walking his Kelpie off lead again in the St Helens CBD area on 6 May at 8.07am. Animal Control Officer again went to the owners property twice finally finding him home on the third time. It was explained that he can no longer walk his dog off lead as it is a 'built up area'. The owner stated that he had the dog under effective control by voice commands and although this was acknowledged it was explained that in a 'built up area' and under 'the 2000 Dog Control Act a dog is under effective

control if it is on a lead not exceeding 2 metres'. It was also explained that Council has received further complaints so he will now need to exercise his dog on a lead to avoid infringements. The owner agreed that he would do the right thing but was not happy about it. He believes his dog is under effective control and wouldn't hurt a fly. Animal Control Officer did agree last week that he told the owner he could walk his dog off lead early hours of the morning when no one is about but this is being biased and he can't bend the rules for some and not for others so he would need to comply like the rest of the community and apologised for his mistake.

- Animal Control Officer received a complaint of three (3) dogs on a chain throughout the day when no one is home and one (1) howls, at a property in Bel-Air Crescent, Beaumaris. The dogs are inside at night. There has been previous caution notices and infringements issued to the owner in 2017 and 2018. Visited the property at 12.20pm but no one home and the dogs were locked inside the house. Left a written letter stating the owner needs to contact Council immediately to sort out registration and if she continues to ignore the warnings Council will have no other option other than to seize the dogs and issue summons to court.
- Beaumaris Patrol.
- Scamander Patrol.
- Animal Control Officer was patrolling Erythos Grove, St Helens when approached by a lady who told him he didn't need to worry about the black Labrador from her address anymore as the guy that was staying there had moved back to Bicheno with the dog and definitely won't be back.
- St Helens Patrol.
- Animal Control Officer received a call to report ducks, turkeys, geese and chicken that continually roam from a property in Frank Street, St Marys and were in his yard and on the road pretty much daily. Went to the property at 4.30pm but no one was home and all birds were on their own property. The property is an acreage on the outskirts of town – revisit next week to discuss with the owners.

16 May 2019

- Animal Control Officer spoke with complainant about barking dog from Tully Street, St Helens and she advised dog has been barking badly in the mornings at front gate facing Tully Street for 2-3 hours when the owner isn't home. Went to the property at 10.35am and found the dog asleep near the front gate.
- St Helens Patrol.
- Animal Control Officer issued a caution notice to a man who continually walks his Kelpie off lead in town centre.
- St Marys Patrol.
- Animal Control Officer went to a property in Franks Street, St Marys as chickens wandering neighbours property and out on the road. No one home again.
- St Marys Patrol.
- Animal Control Officer received an anonymous call last week stating a little girl was bitten by an old dog when walking past a property in Main Road, St Marys. The caller wouldn't leave their name or any other details. Information to be put on file – monitor.
- Cornwall Patrol.
- Animal Control Officer went to a property in Bel Air Court, Beaumaris and spoke to the resident who stated that original dogs that his partner had are now gone and two (2) of the dogs that were on the property last week have been surrendered to the pound in Launceston

due to being aggressive. Resident was given seven (7) days to register the Mastiff X he has left.

- Animal Control Officer received a call from Devonport Council as they had a Chinese tourist in their office wanting to make a complaint about getting bitten by a dog at the viewing platform in Binalong Bay. Owner of the dog was also visiting from interstate. The incident a small bite on the arm occurred around midday 14 May. Contacted the dog owner who was now travelling to Hobart who explained that her dog has never shown any aggression before and she was unsure if the complainant had tried to pat him although the dog has been a bit timid around people of late. She had attended to the complainant and took him to the St Helens hospital to get a tetanus injection and ensured that he was alright and also left her details with him. She further advised she had purchased a muzzle for the dog and has booked it in for training when she gets back home in ten days.
- Fingal Patrol – no dogs present anywhere.

24 May 2019

- Animal Control Officer received a report that the barking dog from Tully Street, St Helens had been really bad in the mornings at the street front gate every day when the owner was not present. Went to the property at 7.20am, no dog or barking. Continued to monitor on and off up until 8.30am and still no dog or barking.
- Issued a verbal warning to two (2) ladies walking an older Border Collie off lead in Annie/Tully Street, St Helens.
- Animal Control Officer had reports of man walking his Kelpie again off lead in Cecilia Street, St Helens on the 21 & 22 May – issued an infringement of \$163.
- Animal Control Officer received a complaint from a resident in Moriarty Road, Stieglitz about three (3) dogs coming over/through the fence and showing signs of aggression. Conducted a site visit and spoke to both complainant and dogs owner. Complainant was advised to take photos next time and forward to Council with dates and times and infringements will be issued. Dogs owner claims he has fixed the problem and repaired the fence. The house is rented and the property owner is reluctant to do anything. Dog owner also advised he is getting male dog de-sexed to help curb dogs behaviour – monitor.
- Animal Control Officer found a Kelpie X wandering in Moriarty Road, Stieglitz chased the dog which went back to its home in Peron Street, Stieglitz. No one was home and a neighbour came over and said that the owners are in hospital with their baby and will be there for about 10 days and a lady up the road is supposedly looking after the dogs (another young Mastiff X chained up in the back yard). Animal Control Officer spoke to the person who was looking after the dogs who stated she would go and grab the dogs and place in a pen at her place. The dogs owner called Animal Control Officer later that day wanting to know why he was parked at her house as a neighbour had sent a message to say that the dog catcher is parked in her driveway and wandering around the property. It was explained that the dog was out wandering and she explained that a neighbour had been looking after the dogs for them until they get home from hospital which could be another 5-6 days – monitor.
- Stieglitz/Akaroa Patrol.
- Animal Control Officer conducted a property inspection in Penelope Street, St Helens and dog owner present again not at Glenorchy as claimed last time and that he resides here only sometimes. Dog owner still unable to prove that the dogs are registered at Glenorchy – issued infringement \$163 for unregistered dog.

- Dog owner from Bel-Air Crescent, Beaumaris registered the dog he has left after site visit from the previous week (he advised he had surrendered the other two (2) dogs to the dogs home in Launceston). Animal Control Officer was staying with his sister who is the Animal Control Officer for Northern Midlands Council and she said in conversation about two (2) dogs being abandoned and left tied up near a property in Epping Forest/Conara area. Animal Control Officer asked to look at a picture of the dogs and said he may know where the owners are and explained what had happened at Bel-Air Crescent. After a little more discussions with property owners around the Beaumaris area it was confirmed that the dogs are the ones from Bel-Air Crescent. This was reported to the RSPCA who are unable to do anything about the incident – property to be monitored closely.
- Received a report of sheep out on the road in the main street of Fingal. The owner from Sorell Street, Fingal was contacted but he was interstate at the moment but would get someone straight away to put the back in the paddock.
- Poultry still out on the road in Frank Street, St Marys heading over to the neighbouring property. Spoke with the owner and explained that they are a traffic hazard at times wandering up onto the neighbours property. The owner advised he is going to reduce numbers.
- Conducted a property inspection in Main Road St Marys for 3rd dog – no one present will re-visit.
- Animal Control Officer revisited property in Grant Street, Fingal as advised five (5) dogs were present. The owner explained he had a lady looking after the property whilst he was away for a week and she had bought her two (2) dogs with her. There were only three (3) dogs present in yard with one (1) still waiting for his friend to come back from UK to take. It was agreed that if he still has the dog on 1 July he will apply for a kennel licence.
- Animal Control Officer received a complaint from a lady about dogs coming out from properties in Horne & Seymour Streets. Fingal. She advised the property in Horne Street has a greyhound type dog that comes out at her when she is walking past and although it only wants to play her dog is older and usually gets bowled over and hurt. She advised she had spoken to the owners about securing the fencing but they don't do anything. The Seymour Street property has three (3) dogs there with the same issues of coming out from the property and she has pretty well had enough as she is 69 and could get hurt herself. Animal Control Officer called into the Horne Street property and spoke to the dog owner. She is doing all she can and building new fences as they can afford to. The dog is now kept on a running lead. Then went to the Seymour Street property but no one was home. There were three (3) dogs present, all registered – revisit.
- Conducted a property inspection in Legge Street, Fingal. No one home and a black & white Staffordshire Bullterrier X present in the back yard. Caution notice issued to register in 14 days before infringements.

30 May 2019

- Monitored property in Tully Street, St Helens.
 - 7.50am no sign of dog and no barking.
 - 10.52am still no sign of dog and no barking.
 - 11.12am dog at front Tully Street gate laying down in the sun – no barking.
- St Helens Patrol.
- Received a complaint of a dog coming out from a property in Peron Street, Stieglitz and harassing a lady walking past with her dog. Owners are in hospital with their baby and a neighbour is supposed to be looking after the dog – monitor.

- Caution Notices issued.
 - Legge Street, Fingal unregistered Staffordshire Bullterrier X – 14 days to register.
 - Peron Street, Stieglitz unregistered Kelpie X – 14 days to register.
- Conducted a property inspection in Main Street, St Marys for 3rd dog at 12.25pm. Two (2) Labradors on property housed outside and a third dog (Chihuahua) housed inside. The Chihuahua is owned by the daughter who will be moving to Bicheno very soon. Owners were advised that if dog stays longer than a couple of weeks it will need to be registered with Council – monitor.
- Animal Control Officer received a call from Derwent Valley Council who advised he believed a lady had moved to Story Street, St Marys with her declared dangerous Rottweiler and not advised them she had moved out of the area. Went to the property and spoke to the owner and met the dog who is an older inside dog. The property is well fenced and gated and the owner also has another cross breed dog which is not aggressive or dangerous. The owner also gave her side of the dangerous dog story. Animal Control Officer was happy with explanation and owner has been living at address for 15 months with no issues. She has been given to 20 July to register the dog with Council as a dangerous dog.
- Animal Control Officer received a report of a dog attack at approximately 10.40am 30 May in Main Street, St Marys on the footpath out front of town hall precinct. Complainant from Launceston stopped for a coffee and gave his Labradoodle a quick walk on a lead. On the opposite side of the street a man was walking his dog also on a lead, however on seeing the other dog on the opposite side of the road the dog slipped its collar and ran straight across the road. The complainant quickly grabbed his dog and tried to pick it up but the other dog latched onto the dogs left thigh whilst the complainant tried to kick it off but it wouldn't let go. The dog owner quickly ran over and helped remove his dog and got it back under control. Contact details were exchanged and dog owner advised he would pay all vet costs. Animal Control Officer found the dog owner at the St Marys recreation ground living in his caravan. He has been living around the municipality for the last 14 months staying at caravan parks and free camping sites. The attack was discussed and also another attack at Scamander six (6) months ago which saw his second dog euthanized due to being too aggressive and uncontrollable. It was explained that the dog will be declared dangerous and fines will be issued and that he will need to pay \$110 vet bill. He also gave him the option of having the dog put down instead of the fines and dangerous dog order to which he declined. Animal Control Officer advised he would be back at 5pm with orders and fines of \$652.
- St Marys Patrol.
- Scamander Patrol.
- 5pm meet with dog owner at St Marys recreation ground camping area and went through dangerous dog order to ensure he understood and issued infringements.

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.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Infrastructure & Development Services Manager
FILE REFERENCE	004\008\017\
ASSOCIATED REPORTS AND DOCUMENTS	Playgrounds Asset Management Plan 2018-2027

OFFICER'S RECOMMENDATION:

That Council receive the Draft Playgrounds Asset Management Plan that has been prepared for use as an internal operational planning document referencing Council's:

- Asset Management Strategic Plan 2017-2026.
- Annual Plan.

INTRODUCTION:

The purpose of this report is to inform Council of a stand-alone Playgrounds Asset Management Plan. The Plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost effective manner while outlining associated risks. The Plan defines the services to be provided, how the services are provided giving consideration to design for access and mobility and the funding requirements to provide the services over a 10-year planning period, 2018-2019 to 2027-2028.

The plan was reviewed by Councillors at the May & June 2019 Council Workshops.

PREVIOUS COUNCIL CONSIDERATION:

Council adopted the 2018-2019 Annual Plan at the June 2018 Ordinary Meeting of Council. The writing of a Playgrounds Asset Management Plan falls under;

Goal 6	Corporate Planning Activities
Strategy 6.1	Corporate Planning Functions
Key Focus Area 6.1.11	Asset Management
Action 6.1.11.8	Playground Equipment – Develop an Asset Management Plan for town playgrounds and equipment.

OFFICER'S REPORT:

Break O'Day Council manages 21 playground sites and recognises that like other infrastructure asset classes, the management of playground assets must be conducted appropriately and responsibly.

The scope of the plan is limited to Council owned or managed public playgrounds only. Playgrounds that are within non-council community facilities such as education centres, kindergartens, pre-schools, playgroups or privately owned facilities are not included in this plan.

The plan is to be read with the Break O'Day Council planning documents. This should include Council's Asset Management Policy and Asset Management Strategy where these have been developed along with other key planning documents:

- Break O'Day Council Strategic Plan.
- Break O'Day Council Annual Report.
- Break O'Day Council Annual Plan.
- Break O'Day Council Playground Policy (AM07).

The plan covers the following assets with a total asset replacement value of \$825,705.

Asset Category	Dimension	Replacement Value (\$)
Playgrounds	14	524,727
Playground fences	4	58,977
Skate-parks	2	159,187
BMX track	1	82,814
TOTAL	21	825,705

This plan is a means of outlining the asset management principles and processes such that Council may work towards a more sustainable system of management and service delivery to the community.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Goal

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

Strategies

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

Key Focus Area

Recreational Facilities - Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure.

LEGISLATION & POLICIES:

- Local Government Act 1993.
- Disability Discrimination Act 1992 (Federal).
- AM01 Asset Recognition and Depreciation Policy.
- AM07 Playground Policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Playground operational, maintenance and capital expenditures are managed via Council's annual budget process.

VOTING REQUIREMENTS:

Simple Majority.



Playgrounds



Asset Management Plan

2018 to 2027



Version 1 2019

BREAK O'DAY COUNCIL PLAYGROUNDS ASSET MANAGEMENT PLAN

Document Control	<div><div><div><div>IPWEA</div><div>INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA</div></div></div><div></div></div>				
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1	Apr 2019	First draft	EB	DJ	DJ

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BREAK O'DAY COUNCIL PLAYGROUNDS ASSET MANAGEMENT PLAN

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1 EXECUTIVE SUMMARY

1.1 The Purpose of the Plan

Asset management planning is a comprehensive process to ensure delivery of services from infrastructure is provided in a financially sustainable manner.

This Plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost effective manner while outlining associated risks.

The purpose of this Plan is to:

- Demonstrate responsible management of Council's playground, BMX Track and skate park assets.
- Meet expectations outlined in Council's Vision, policies and strategies.
- Ensure that the community is provided an appropriate and consistent level of asset service.
- Communicate and justify sustainable funding requirements

It is anticipated that implementation of this AMP will lead to improved management of Council's playgrounds; BMX Track and skate park assets and demonstrates Council's improving maturity with respect to core asset management knowledge and documentation.

1.2 Asset Description

Playground assets include:

- 14 Playgrounds
- 2 Skate parks
- 1 BMX track

These infrastructure assets have significant value estimated at \$825,705.

1.3 Levels of Service

Current levels of service have generally been based on what it is assumed that the customer expects and these assumptions in part have been tested through various community consultation processes. They are driven by available budget funding.

The levels of service will be refined over a period of time in an endeavour to match the expectation of customers, which requires a clear understanding of customer needs, expectations, preferences and their willingness to pay for any increase in the levels of service that they require.

1.4 Future Demand

The main demands for new services are created by:

- Population/visitor growth
- Climate change
- Increasing equipment costs

These will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures.

1.5 Lifecycle Management Plan

What does it Cost?

The projected outlays necessary to provide the services covered by this Plan (Plan) includes operations, maintenance, renewal and upgrade of existing assets over the 10-year planning period is \$1,413,000 or \$141,000 on average per year.

1.6 Financial Summary

What we will do

Estimated available funding for this period is \$1,430,000 or \$143,000 on average per year as per the long term financial plan or budget forecast. This is 101% of the cost to sustain the current level of service at the lowest lifecycle cost.

Available playground infrastructure funding is guided by Council's long term financial plan.

An emphasis of this Plan is to communicate the consequences that this will have on the service provided and risks, and to ensure that decision making is "informed".

Current allocated funding leaves a shortfall of \$2,000 on average per year of the projected expenditure required to provide services in the Plan compared with planned expenditure currently included in the Long Term Financial Plan.

Projected operating and capital expenditure for the ten year period 2018 to 2027 is summarised below.

Projected Operating and Capital Expenditure

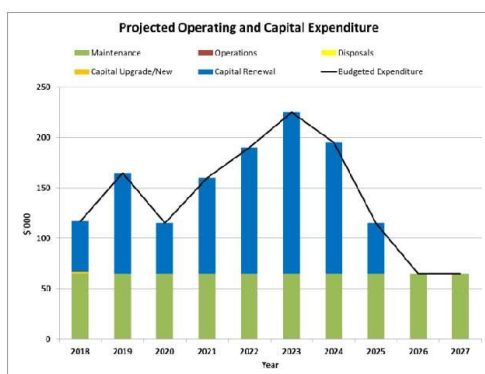


Figure Values are in current (real) dollars.

To meet required service levels, Council allocates funding in its annual budgets to address the required operational, maintenance and upgrade of assets, required to meet required service levels.

Council adopts a risk-based approach when considering the replacement or upgrade of play equipment and associated ancillary assets.

Council also continues to engage with asset users prior to asset replacement or upgrade. Community consultation remains an important step in the process of considering asset replacement or upgrade and subsequent delivery and management of playground assets.

1.7 Asset Management Practices

Council maintains asset registers and has processes in place for asset renewal/upgrade and maintenance and include consideration of:

- Useful operational life in a specific environment (i.e. seaside salt air environments).
- Asset condition monitoring through an established inspection schedule.
- Assets maintenance and defect repair costs.

1.8 Monitoring and Improvement Program

The next steps resulting from this Plan to improve asset management practices are:

- Create asset sub-classes for individual playground items within a playground.
- To review the appropriateness of current performance measures associated with both Customer and Technical Levels of Service.
- Customer levels of service – review soft-fall maintenance approach to ensure non defective sites
- To incorporate future demand analysis when considering asset replacement or upgrade and community consultation process.

2. INTRODUCTION

2.1 Background

The purpose of this Playground Asset Management Plan (Plan) is to establish clear management processes that Break O'Day Council uses to effectively manage the playgrounds under its control, for the benefit of the community.

This Plan communicates the actions required for the responsive management of assets (and services provided from assets), compliance with regulatory requirements, and funding needed to provide the required levels of service over a 10-year planning period; 2018 to 2027. The plan incorporates the need for Council to give consideration to design for access and mobility for new playgrounds and the retrofitting/upgrade of existing playgrounds.

The scope of the Plan is limited to Council owned and managed public playgrounds only. Playgrounds that are within non-council community facilities such as education centres, kindergartens, pre-schools, playgroups or privately owned facilities are not included in this plan.

The plan is to be read with the Break O'Day Council planning documents. This should include Council's Asset Management Policy and Asset Management Strategy where these have been developed along with other key planning documents:

- Break O'Day Council Strategic Plan
- Break O'Day Council Annual Report
- Break O'Day Council Annual Plan
- Break O'Day Council Playground Policy (AM07)

The infrastructure assets covered by this Plan are shown in Table 2.1.

Table 2.1: Assets covered by this Plan

Asset Category	Dimension	Replacement Value (\$)
Playgrounds	14	524,727
Playground fences	4	58,977
Skate-parks	2	159,187
BMX track	1	82,814
TOTAL		825,705

2.2 Goals and Objectives of Asset Ownership

Council's goal in managing infrastructure assets is to meet the defined level of service in the most cost effective manner for present and future consumers. Levels of service maybe amended from time to time.

The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance.
- Managing the impact of growth through demand management and infrastructure investment.
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service.
- Identifying, assessing and appropriately controlling risks, and Linking to a long-term financial plan which identifies required, affordable expenditure and how it will be allocated.

Other references to the benefits, fundamentals principles and objectives of asset management are:

- International Infrastructure Management Manual 2015¹
- ISO 55000²

2.3 Core and Advanced Asset Management

This Plan is prepared as a 'core' asset management plan over a 10 year planning period in accordance with the International Infrastructure Management Manual³. Core asset management is a 'top down' approach where analysis is applied at the system or network level. An 'advanced' asset management approach uses a 'bottom up' approach for gathering detailed asset information for individual assets.

¹ Based on IPWEA 2015 IIMM, Sec 2.1.3, p 2 | 13

² ISO 55000 Overview, principles and terminology

³ IPWEA, 2015, IIMM.

3. LEVELS OF SERVICE

3.1 Community Research and Expectations

This 'core' asset management plan is prepared to facilitate consultation prior to adoption by the Break O'Day Council. Future revisions of the Plan will incorporate community consultation on service levels and costs of providing the service. This will assist the Break O'Day Council and stakeholders in matching the level of service required, service risks and consequences with the community's ability and willingness to pay for the service.

3.2 Strategic and Corporate Objectives

This Plan is prepared under the direction of the Break O'Day Council vision and objectives.

Our vision is:

A naturally beautiful environment that speaks to our heart

A diverse and thriving community; a place of opportunity

A place where everyone feels safe, welcome and connected

Relevant objectives and how these are addressed in this Plan are:

Table 3.2: Objectives and how these are addressed in this Plan

Objectives	How Goal and Objectives are addressed in Plan
To ensure that the standard of existing services and assets are maintained and comply with relevant statutory requirements.	Maintain playground assets in accordance with manufacturer's specifications and Australian Standards, <ul style="list-style-type: none"> AS4685 Playground equipment and surfacing AS 4422 Playgrounds and Playground Equipment AS 4486 Playgrounds and Playground Equipment
To develop programs to address the upgrading and maintenance of infrastructure assets.	Develop and implement programmed upgrade and maintenance activity in accordance with Australian Standards, <ul style="list-style-type: none"> AS4685 Playground equipment and surfacing AS 4422 Playgrounds and Playground Equipment AS 4486 Playgrounds and Playground Equipment
Design playgrounds and equipment for access and mobility.	Adoption of AS1428.2-1992 Design for Access and Mobility and which applies for all new and retrofitted playgrounds.
To ensure playground maintenance and renewals receive an appropriate level of funding.	Establish 10 year plans and realistic budgets that adequately meet the resource demands of future requirements.

Break O'Day Council will exercise its duty of care to ensure public safety in accordance with the infrastructure risk management plan prepared in conjunction with this plan. Management of infrastructure risks is covered in Section 6.

3.3 Legislative Requirements

Legislative requirements relating to the management of playground assets (but not limited to). These include:

Table 3.3: Legislative Requirements

Legislation	Requirement
Local Government Act	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.
Disability Discrimination Act 1992 (Federal)	Provides protection for everyone in Australia against discrimination based on disability.
The Human Rights and Equal Opportunity Commission	Convention on the Rights of the Child Declaration of the Rights of the Child Declaration on the Rights of Disabled Persons Declaration on the Rights of Mentally Retarded Persons
All relevant Australian Standards and Codes of Practice	<p>AS4685.0: Playgrounds and Playground equipment – Development, installation, inspection, maintenance and operation.</p> <p>AS4685.1: General safety requirements and test methods</p> <p>AS4685.2: Additional safety requirements and test methods for swings</p> <p>AS4685.3: Additional safety requirements and test methods for slides</p> <p>AS4685.4: Additional safety requirements and test methods for runways</p> <p>AS4685.5: Additional safety requirements and test methods for carousels</p> <p>AS4685.6: Additional safety requirements and test methods for rocking equipment</p> <p>AS/NZS4422:2016: Playground surfacing – Specifications, requirements and test methods</p> <p>AS1428.2:1992: Enhanced and additional requirements – Buildings and facilities – refers to walkways, ramps, landings and reach ranges for wheelchairs</p> <p>AS1428.1:2009: Design for Access & Mobility Part 1, General requirements for access – New building work</p> <p>AS1428.2:1992: Design for Access & Mobility Part 2, Enhanced and additional requirements – Buildings and facilities</p> <p>AS1428.4.1:2009: Design for Access & Mobility Part 4.1, Means to assist the orientation of people with vision impairment – Tactile ground surface indicators.</p> <p>AS1428.4.2:2018: Design for Access & Mobility Part 4.2, Means to assist the orientation of people with vision impairment – Wayfinding signs.</p> <p>AS1428.5:2010: Design for Access & Mobility Part 5, Communications for people who are deaf or hearing impaired.</p> <p>Note:</p> <p><i>Australian Standards for playground equipment are not mandatory (that is, not legislated) they are viewed as the minimum benchmark required for playground equipment, design, compliance, installation, maintenance and inspection. In a litigation case, they may be upheld as the minimum necessary requirements. It is, therefore, imperative that all playground providers adhere to these guidelines.</i></p>

BREAK O'DAY COUNCIL PLAYGROUNDS ASSET MANAGEMENT PLAN

3.4 Community Levels of Service

Service levels are defined service levels in two terms, community levels of service and technical levels of service. These are supplemented by organisational measures.

Community Levels of Service measure how the community receives the service and whether value to the community is provided.

The current and expected community service levels are detailed in Tables 3.4 and 3.5. Table 3.4 shows the expected levels of service based on resource levels in the current long-term financial plan.

Table 3.4: Community Level of Service

Key Performance Indicator	Level Of Service	Performance Measure Used	Current Performance	Target Performance
Legislative Compliance	To ensure that all playgrounds comply with all relevant legislative provisions and Australian Standards.	Annual compliance audit/inspections.	General compliance. Periodic defects in soft-fall maintenance.	0 defects.
Service Quality	Community satisfaction with quality of playgrounds and equipment as a user experience, including persons with access and/or mobility restrictions.	Determine satisfaction requirements as part of community consultation process, including the seeking of expert advice as may be required from time-to-time.	Implemented for all playgrounds.	Maintain practice.
User Safety	To ensure that all playgrounds and equipment are maintained in a safe/sound working condition.	Fortnightly routine inspections. Six monthly operational inspections.	Compliance with Council's playground policy, AM07.	Compliance with Council's playground policy, AM07.
Capacity and Use	Provide appropriate capacity and access for users.	CSR's relating to capacity.	0 per annum received.	0 per annum received.

3.5 Technical Levels of Service

Technical Levels of Service - Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities to best achieve the desired community outcomes and demonstrate effective performance.

Technical service measures are linked to the following activities:

- Operations – the regular activities to provide services (e.g. asset inspection).
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (e.g. structural & mechanical repair and application of corrosion coatings).
- Renewal – the activities that return the service capability of an asset up to that which it had originally (e.g. recoating and component replacement).
- Upgrade/New – the activities to provide a higher level of service (e.g. provision of larger or more complex play equipment) or a new service that did not exist previously (e.g. a new climbing tower).

Service and asset managers plan, implement and control technical service levels to influence the community service levels.⁴

Table 3.5 shows the technical levels of service expected to be provided under this Plan. The 'Desired' position in the table documents the position being recommended in this Plan.

Table 3.5: Technical Levels of Service

Service Attribute	Service Activity Objective	Activity Measure Process	Current Performance	Desired for Optimum Lifecycle Cost
TECHNICAL LEVELS OF SERVICE				
Operations				
	Playgrounds meet Standards.	New playground audit and annual comprehensive inspections.	All playgrounds comply with Standards.	All playgrounds comply with Standards.
Maintenance				
	Respond to service requests and inspection defect audit.	Defective equipment identified during regular inspections and service requests.	Defective equipment isolated immediately and repaired.	Defective equipment isolated immediately and repaired.
Renewal				
	Playgrounds meet user's needs.	Useful life of playground assets.	Coastal: 15 years Inland: 20 years.	All: 20 years.
Upgrade/New				
	Redesign of playgrounds.	To align with current standards and local demand.	Replaced every 15-20 years adopting a risk based approach to replacement.	Replaced as required.

Note: It is important to monitor the service levels provided regularly as these will change. The current performance is influenced by work efficiencies and technology, and community priorities will change over time. Review and establishment of the agreed position which achieves the best balance between service, risk and cost is essential.

⁴ IPWEA, 2015, IIMM, p 2 | 28.

4. FUTURE DEMAND

4.1 Demand Drivers

Drivers affecting demand include things such as, but not limited to population change, regulations, changes in demographics, seasonal factors, community preferences and expectations, technological changes, economic factors, service environment.

4.2 Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets are identified and are documented in Table 4.3.

4.3 Demand Impact on Assets

The impact of demand drivers that may affect future service delivery and use of assets are shown in Table 4.3.

Table 4.3: Demand Drivers, Projections and Impact on Services

Demand drivers	Present position	Projection	Impact on services
Tourism & Population Growth Changes in age demographics over time.	55,883 visitors 04/17 to 03/18 (source Tas Visitor Statistics analyser website). Population projections: 2011 Census - 6,194 2021 - 7,269 2030 - 7,908 Note: These figures generally double during summer holiday periods.	Anticipated to grow. Changing age demographics across the municipality.	Greater use of playground equipment and demand for variety. External expert advice may be required from time-to-time to assist in the interpretation of demand drivers and to provide advice in relation to the selection of appropriate equipment.
Access & Mobility	Identified need to retrofit existing playgrounds and develop a policy position.	Incorporate design for access and mobility into the development of new playgrounds and retrofitting existing playgrounds.	Provision of recreational opportunity for all people where facilities are established for disabled persons, and their carers can freely access play equipment and which are ideally integrated with facilities catering for a range of abilities.
Environmental	By design consideration is given operational environment, form and function, disability access materials of construction, maintenance, equipment longevity and security.	Climate change including increased UV levels.	Equipment may require shading and/or increased maintenance.
Increasing equipment costs	Changing hazards and risk management requirements and the costs to construct, maintain and renew infrastructure is increasing at a rate greater than Council's revenue.	Anticipated to grow.	Of increasing importance is the need for the Council to carefully consider and adopt a balanced approach to the renewal, purchase of new and upgrading playground equipment. The intent is to maximise the service that can be delivered within funding limitations.

4.4 Asset Programs to meet Demand

New assets required to meet demand can be acquired, donated or constructed. Additional assets are discussed in Section 5.5. The summary of the cumulative value of additional asset is shown in Figure 1.

Figure 1: Upgrade and New Assets to meet Demand – (Cumulative)

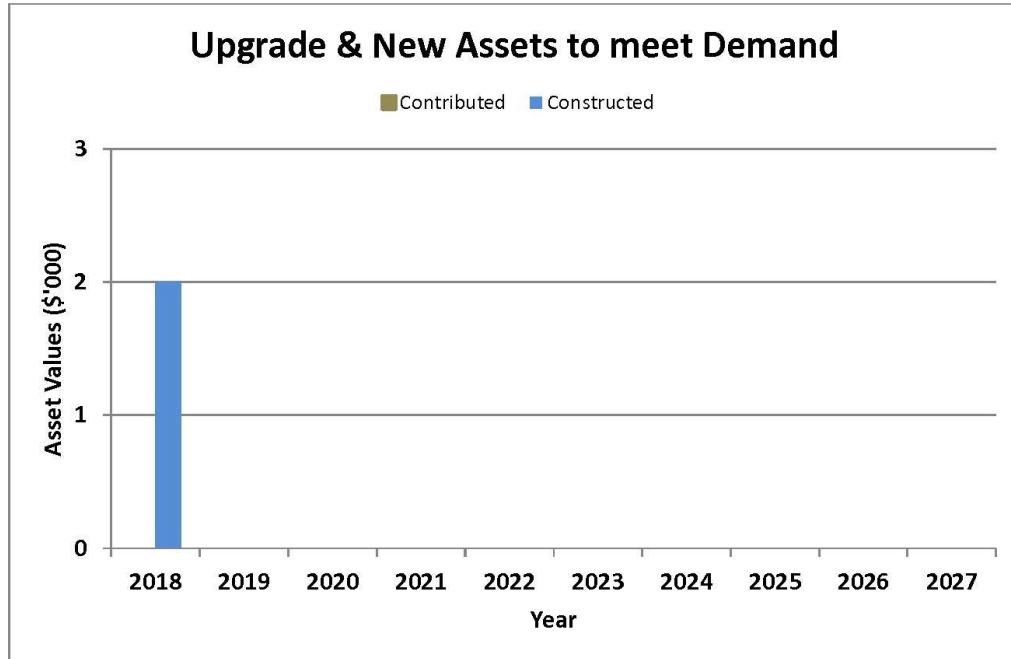


Figure Values are in current (real) dollars.

Acquiring new assets will commit ongoing operations, maintenance and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs for inclusion in the long term financial plan further in Section 5.

5. LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the Break O'Day Council plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while managing life cycle costs.

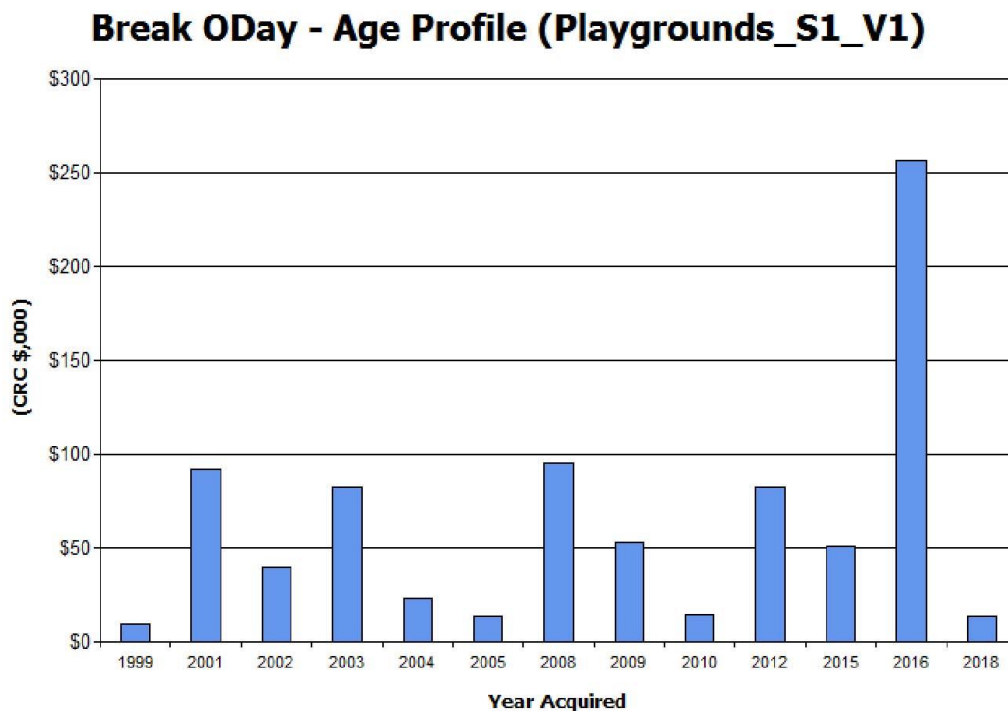
5.1 Background Data

5.1.1 Physical parameters

The assets covered by this plan are shown in Table 2.1.

The age profile of the assets included in this Plan are shown in Figure 2.

Figure 2: Age Profile - Playgrounds



Notes:

- 2016 expenditure is due to the replacement/upgrade of the Stieglitz and Lions Parks playground equipment and associated fence replacements as well as a new fence for the Four Mile Creek playground.
- Figure Values are in current (real) dollars.

5.1.2 Asset condition

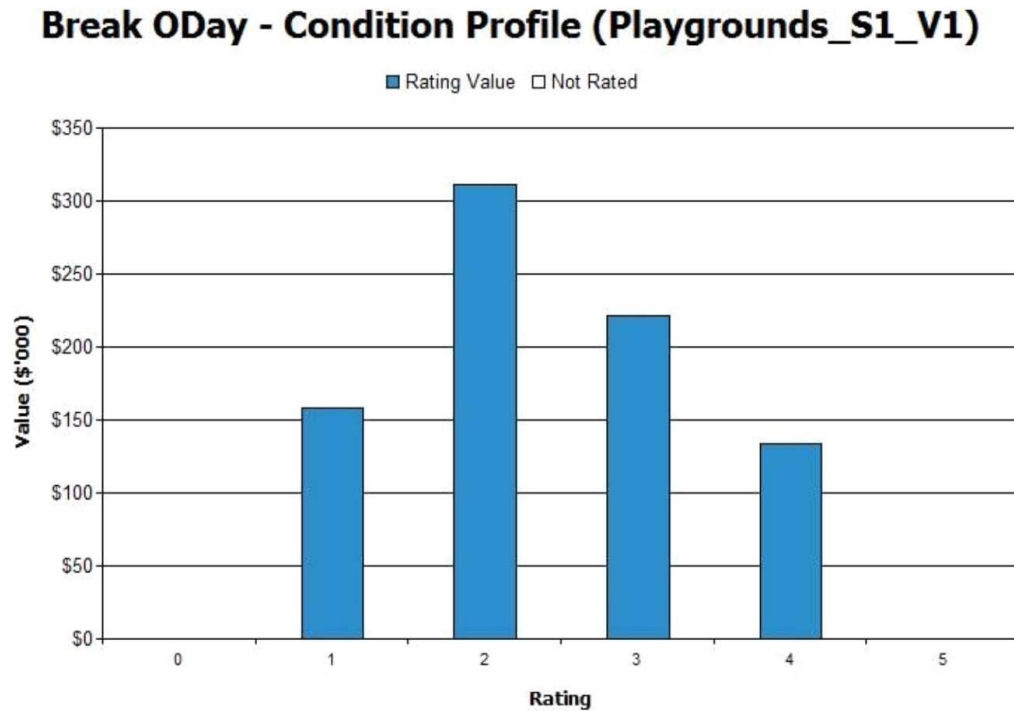
Condition is monitored by way of regular inspections using current Australian Standards which include:

- AS4685.0:2017 Playground equipment and surfacing
- AS4685.1-6 2014 Playground equipment and surfacing
- AS4422:2016 Playground surfacing
- AS/NZS4486:1997 Playground development, installation, inspection
- Earlier versions of these standards apply dependent on installation date of equipment

BREAK O'DAY COUNCIL PLAYGROUNDS ASSET MANAGEMENT PLAN

The condition profile of our assets is shown in Figure 3.

Figure 3: Asset Condition Profile



This graph indicates that although the majority of equipment is in very good to good condition (Condition 1 to 3). Condition 4 assets valued at \$135,000 require a significant degree of renewal or rehabilitation. Assets at Condition 4 and 5 will be addressed through a risk-based approach to planned asset renewals and/or upgrades by location.

Figure Values are in current (real) dollars.

Condition is measured using a 1 – 5 grading system⁵ as detailed in Table 5.1.2.

Table 5.1.2: Simple Condition Grading Model

Condition Grading	Description of Condition
1	Very Good: only planned maintenance required
2	Good: minor maintenance required plus planned maintenance
3	Fair: significant maintenance required
4	Poor: significant renewal/rehabilitation required
5	Very Poor: physically unsound and/or beyond rehabilitation

⁵ IPWEA, 2015, IIMM, Sec 2.5.4, p 2 | 80.

5.2 Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity, e.g. Cleaning and inspection levels.

Routine maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again, e.g. Moving parts maintenance.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition including regular ongoing day-to-day work necessary to keep assets operating.

Maintenance expenditure is shown in Table 5.2.1.

Table 5.2.1: Maintenance Expenditure Trends

Year	Maintenance Budget \$
2016/17	\$68,410
2017/18	\$63,738
2018/19	\$64,000

Maintenance expenditure levels are considered to be adequate to meet projected service levels, which may be less than or equal to current service levels. Where maintenance expenditure levels are such that they will result in a lesser level of service, the service consequences and service risks have been identified and highlighted in this Plan and service risks considered in the Infrastructure Risk Management Plan.

Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to trend in line with the value of the asset stock as shown in Figure 4. Note that all costs are shown in current 2018/19 dollar values (i.e. real values).

Figure 4: Projected Operations and Maintenance Expenditure

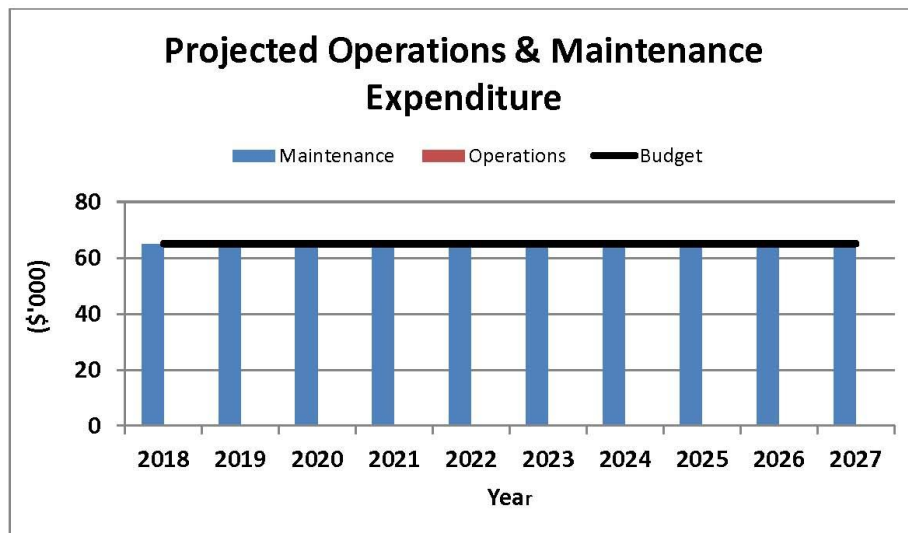


Figure Values are in current (real) dollars.

Note: Maintenance costs are based on 'like for like' playground equipment replacement only. Community preference swing towards 'nature based playgrounds' will affect maintenance costs and are significantly higher than traditional playgrounds.

Deferred maintenance, i.e. works that are identified for maintenance and unable to be funded are to be included in the risk assessment and analysis in the infrastructure risk management plan.

Maintenance is funded from the operating budget where available. This is further discussed in Section 7.

5.3 Renewal/Replacement Plan

Renewal and replacement expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered to be an upgrade/expansion or new work expenditure resulting in additional future operations and maintenance costs.

Assets requiring renewal/replacement are identified from one of three methods.

- Method 1 uses Asset Register data to project the renewal costs using acquisition year and useful life to determine the renewal year.
- Method 2 uses capital renewal expenditure projections from external condition modelling systems.
- Method 3 uses a combination of average network renewals plus defect repairs in the Renewal Plan and Defect Repair Plan.

Combinations of the three methods were used in preparing this Plan.

5.3.1 Renewal ranking criteria

Asset renewal and replacement is typically undertaken to either:

- Ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate.
- To ensure the infrastructure is of sufficient quality to meet the service requirements

It is possible to get some indication of capital renewal and replacement priorities by identifying assets or asset groups that:

- Have a high consequence of failure.
- Have high use and subsequent impact on users would be greatest.
- Have a total value representing the greatest net value.
- Have the highest average age relative to their expected lives.
- Are identified in the Plan as key cost factors.
- Have high operational or maintenance costs.
- Have replacement with a modern equivalent asset that would provide the equivalent service at a savings.⁶

The ranking criteria used to determine priority of identified renewal and replacement proposals is detailed in Table 5.3.1.

⁶ Based on IPWEA, 2015, IIMM, Sec 3.4.5, p 3|97.

Table 5.3.1: Renewal and Replacement Priority Ranking Criteria

Criteria	Weighting
Utilisation	25%
Strategic Plan	25%
Risk	25%
Condition	25%
Total	100%

5.3.2 Summary of future renewal and replacement expenditure

Projected future renewal and replacement expenditures are forecast to increase over time when the asset stock increases. The expenditure is required is shown in Fig 5. Note that all amounts are shown in current (real) dollars.

The projected capital renewal and replacement program is shown in Appendix B.

Figure 5: Projected Capital Renewal and Replacement Expenditure

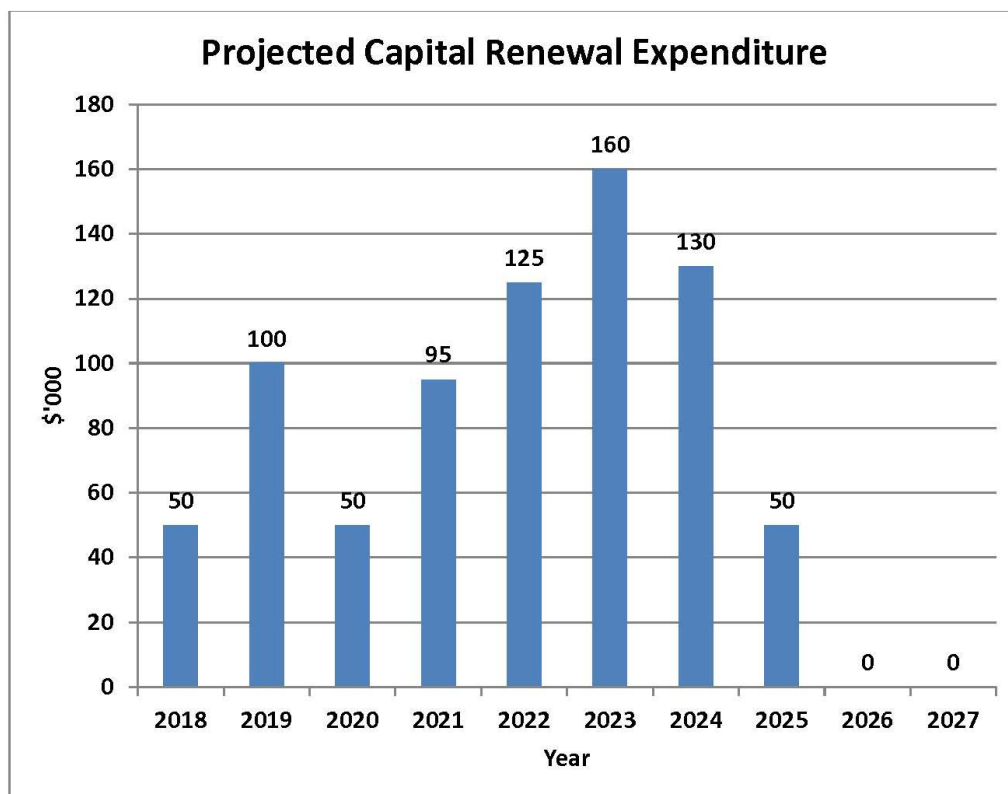


Figure Values are in current (real) dollars. See Appendix A for detail.

Deferred renewal and replacement, i.e. those assets identified for renewal and/or replacement and not scheduled in capital works programs are to be included in the risk analysis process in the risk management plan.

Renewals and replacement expenditure in the capital works program will be accommodated in the long term financial plan. This is further discussed in Section 7.

5.4 Creation/Acquisition/Upgrade Plan

New works are those that create a new asset that did not previously exist, or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs.

To strategically control the provision of new and upgraded assets, Break O'Day Council has a Capital Works evaluation process to ensure that funding allocations are made in line with its strategic plan and within its long term funding capacity to fund the maintenance, operation and renewal of both existing assets and new and upgraded assets.

Evaluation assessment of proposed capital works address issues such as:

- Relevance to corporate goals.
- Alignment to core business.
- Community need including Design for access and mobility.
- Anticipated benefits.
- Environmental impacts.
- Risk identification and treatment.
- Total life cycle costs.
- Impact on existing services/infrastructure.
- Forecasting usage rates.
- Construction, materials and design standards.
- Value for money.

In order for the Council to have confidence that it is delivering services on a sustainable basis any decision to create or upgrade new Playground assets undergo a critical 'whole-of-life' (Lifecycle) analysis that will consider the impact of longer term maintenance, as well as operating costs of the asset on Council's financial viability in the medium to long term.

5.4.1 Summary of future upgrade/new assets expenditure

Projected upgrade/new asset expenditures are summarised in Fig 6. The projected upgrade/new capital works program is shown in Appendix C. All amounts are shown in real values.

Fig 6: Projected Capital Upgrade/New Asset Expenditure

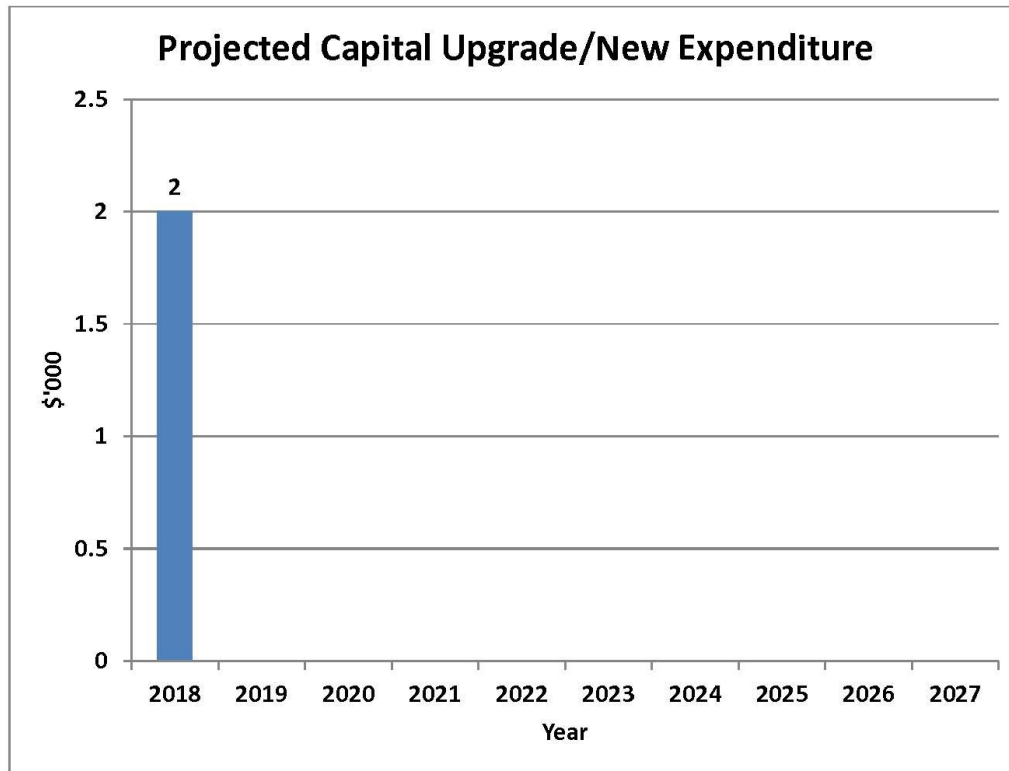


Figure Values are in current (real) dollars.

Expenditure on new assets and services in the capital works program will be accommodated in the long term financial plan but only to the extent of the available funds

Capital upgrades have only been noted for rubber soft-fall under the basket swings at Scamander playground in 2018 (2018/2019 financial year). Future upgrade needs may be identified each year and will be considered in each annual budget planning cycle.

5.4.3 Summary of asset expenditure requirements

The financial projections from this asset plan are shown in Fig 7 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). Note that all costs are shown in real values.

The bars in the graphs represent the anticipated budget needs required to achieve lowest lifecycle costs, the budget line indicates what is currently available. The gap between these informs the discussion on achieving the balance between services, costs and risk to achieve the best value outcome.

Fig 7: Projected Operating and Capital Expenditure

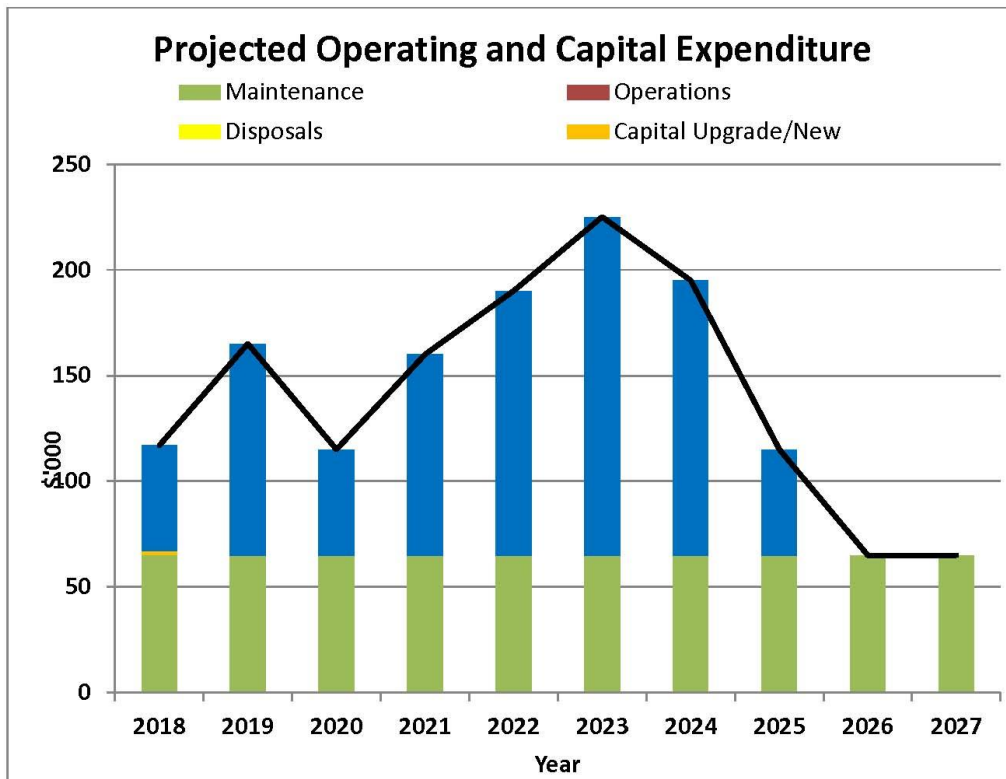


Figure Values are in current (real) dollars.

This graph shows Council to be fully funding playground renewals and maintenance costs.

5.5 Disposal Plan

A Disposal Plan outlines the strategies and actions for the disposal of assets. Disposal of an asset refers to its decommissioning, whether by sale, demolition or relocation. This is the end phase of a playground's life-cycle.

All playgrounds age with usage, no matter how well they are maintained, and also they may no longer serve their intended purpose. This may be because:

- the playground has gone beyond its economic life;
- the playground is considered dangerous and does not comply with the present safety standards - the cost of compliance is too onerous;
- children no longer find the playground exciting compared to new and innovative designs;
- the costs associated with operating and maintaining the playground are soaring due to the high cost of obtaining appropriate spare parts or the high frequency of equipment component failure.

Before any playgrounds are identified for decommissioning it must be ensured that the area has alternative playground provision, unless the playground is a risk to the health and safety of the users.

Rather than immediately removing these playgrounds it may be necessary to instead remove pieces of equipment when they fall below safety compliance. By the time the playground is completely removed alternative facilities in the area would be provided. In spaces where removal of play equipment has occurred, and the location is not ideal for

renewal, it may be best in the long-term community interest for the site to remain as open space or if the site is inappropriate for such a use it will be assessed against the open space criteria for alternative uses.

At some point a decision has to be made to decommission and plan for the playground replacement. It is best made some time (years) before the decommissioning occurs. The decision needs to be in a proactive and not reactive manner for the good of the community being serviced by it. It needs to take into consideration the existing and projected needs of the local community. The decommissioning and disposal phase needs to be planned just like any other phase in the life of the playground.

Finally, the playground equipment and the playground surfacing need to be disposed of in an environmentally sustainable manner. Associated works could include any necessary site rehabilitation.

6. RISK MANAGEMENT PLAN

The purpose of infrastructure risk management is to document the results and recommendations resulting from the periodic identification, assessment and treatment of risks associated with providing services from infrastructure, using the fundamentals of International Standard ISO 31000:2009 Risk management – Principles and Guidelines.

Risk Management is defined in ISO 31000:2009 as: ‘coordinated activities to direct and control with regard to risk’⁷.

An assessment of risks associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a ‘financial shock’. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Similarly, critical failure modes are those which have the highest consequences.

Critical assets have been identified and their typical failure mode and the impact on service delivery are as follows:

Table 6.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Soft-fall	Insufficient depth	User injury and possible legal implications
Swing-sets	Chain/seat failure	User injury and possible legal implications
All equipment	Component failure/vandalism	User injury and possible legal implications

By identifying critical assets and failure modes investigative activities, condition inspection programs, maintenance and capital expenditure plans can be targeted at the critical areas.

6.2 Risk Assessment

The application of sound risk management allows for continual improvement in decision making and processes and is an essential consideration in the determination of appropriate levels of service.

The only practicable means of identifying risk is by implementing an inspection regime of the various Playgrounds and facilities. This process should enable significant risks to be identified and remedied in advance of possible injury, damage or inconvenience to the public.

AS 4685.0:2017 [8.5] specifies three levels of playground inspection, namely:

- routine visual inspection;
- operational inspection; and
- comprehensive annual inspection

A four-tier inspection regime is recommended covering routine for obvious hazards, operational maintenance, safety & compliance (2 types) and incidents. This covers the 3 levels specified by AS 4685.0:2017 plus the Incident Inspection process.

Routine Visual Inspection - to identify obvious hazards that may result from vandalism, use or weather conditions (e.g. damaged parts, broken bottles, loss of under surfacing and storm damage).

Operational Inspection - a more detailed inspection to check the operation and stability of the equipment, to check for excessive wear, damage, safety and under surfacing.

⁷ ISO 31000:2009, p 2

Comprehensive Annual Inspection – a comprehensive inspection conducted on an annual basis to establish the overall safety of equipment, the site and compliance with relevant standards. These inspections relate to current facilities and new installations.

Incident Inspection – enable an incident condition report to be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of property management and safety measures.

All incidents should be reported to Council and an inspection undertaken as soon as possible following the incident.

All defects and/or hazards that are detected by any of these inspections should be rectified immediately where possible/practicable. If not, the defective equipment should be closed off to use or removed completely until rectified.

Table 6.2: Inspection Type & Frequency

Inspection type	Frequency
Post Installation Safety & Standards Compliance Audit	To be undertaken at time new equipment is installed by a certified playground auditor who is at arm's length from the equipment manufacturers and/or suppliers to verify compliance against the relevant Australian playground Standards
Routine Hazard/Safety (visual)	To be undertaken on a regular basis. This is gazetted in Council's playground inspection policy as fortnightly
Operational (maintenance)	To be undertaken every six months by trained Council staff
Comprehensive (safety & standards compliance)	To be undertaken at intervals not exceeding 12 months by trained Council staff and also by certified external auditor every three years
Incident	To be undertaken as and when required at the time of an incident to comply with requirements of Council's Risk Management process.

7. FINANCIAL SUMMARY

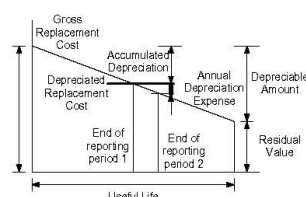
This section contains the financial requirements resulting from all the information presented in the previous sections of this Plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

7.1 Financial Statements and Projections

7.1.1 Asset valuations

The best available estimate of the value of assets included in this Plan are shown below.

Gross Replacement Cost	\$826,000
Depreciable Amount	\$826,000
Depreciated Replacement Cost ⁸	\$516,000
Annual Average Asset Consumption	\$46,000



7.1.1 Sustainability of service delivery

Two key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the:

- asset renewal funding ratio, and
- medium term budgeted expenditures/projected expenditure (over 10 years of the planning period).

Asset Renewal Funding Ratio

Asset Renewal Funding Ratio⁹ 100%

The Asset Renewal Funding Ratio is the most important indicator and indicates that over the next 10 years of the forecasting that we expect to have 98% of the funds required for the optimal renewal and replacement of assets.

Medium term – 10 year financial planning period

This Plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is \$141,000 on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is \$141,000 on average per year giving a 10 year funding shortfall of \$0 per year. This indicates 100% of the projected expenditures needed to provide the services documented in the Plan. This excludes upgrade/new assets.

¹⁰ Also reported as Written Down Value, Carrying or Net Book Value.

¹¹ AIFMM, 2015, Version 1.0, Financial Sustainability Indicator 3, Sec 2.6, p 9.

Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 1.0 for the first years of the Plan and ideally over the 10-year life of the Long Term Financial Plan.

7.1.2 Projected expenditures for long term financial plan

Table 7.1.2 shows the projected expenditures for the 10 year long term financial plan.

Expenditure projections are in 2018 real values.

Table 7.1.2: Projected Expenditures for Long Term Financial Plan (\$000)

Year	Operations (\$000)	Maintenance (\$000)	Projected Capital Renewal (\$000)	Capital Upgrade/ New (\$000)	Disposals (\$000)
2018	0	65	50	2	0
2019	0	65	100	0	0
2020	0	65	50	0	0
2021	0	65	95	0	0
2022	0	65	125	0	0
2023	0	65	160	0	0
2024	0	65	130	0	0
2025	0	65	50	0	0
2026	0	65	0	0	0
2027	0	65	0	0	0

Note: Council does not currently fund operations budgets for each individual class of assets therefore Operations budget is shown as \$0

7.2 Funding Strategy

Funding for assets is provided from the budget and long term financial plan.

The financial strategy of the Break O'Day Council determines how funding will be provided, whereas the asset management plan communicates how and when this will be spent, along with the service and risk consequences of differing options.

7.3 Valuation Forecasts

Asset values are forecast to increase as additional assets are added.

Additional assets will generally add to the operations and maintenance needs in the longer term, as well as the need for future renewal. Additional assets will also add to future depreciation forecasts.

7.4 Key Assumptions Made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this plan. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.

Key assumptions made in this plan are:

- All expenditure is stated in current dollars with no allowance made for inflation or other escalations over this 10 year period.

- Maintenance costs are based largely on historical industry expenditure and assume there is no significant change in cost rates.
- Continued use of current construction techniques and materials.
- Maintenance and isolated failure replacement is generally 'like for like'

7.5 Forecast Reliability and Confidence

The expenditure and valuations projections in this Plan are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a 5 level scale¹⁰ in accordance with Table 7.5.

Table 7.5: Data Confidence Grading System

Confidence Grade	Description
A Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E Unknown	None or very little data held.

The estimated confidence level for and reliability of data used in this Plan is considered to be Uncertain

¹⁰ IPWEA, 2015, IIMM, Table 2.4.6, p 2|71.

8. PLAN IMPROVEMENT AND MONITORING

8.1 Status of Asset Management Practices¹¹

8.1.1 Accounting and financial data sources

Navision Accounting Package

8.1.2 Asset management data sources

BODC Asset Register 2017/18

8.2 Improvement Plan

The asset management improvement plan generated from this Plan is shown in Table 8.1.

Table 8.1: Improvement Plan

Task No	Task	Responsibility	Resources Required
1	Revise Asset Register for accuracy and currency of asset data	Corporate (Technical & Financial)	Staff Time
2	Investigate purchase and implementation of Asset Management software package	Corporate (Technical & Financial)	Staff Time/Council decision
3	Improve record and reporting on expenditures, with separate costs for operations, maintenance and capture capital expenses as renewal or upgrade/new	Corporate (Technical & Financial)	Staff Time
4	Review the appropriateness and effectiveness of current Levels of Service performance	Technical	Staff Time
5	Policy Development – Playground Access & Mobility	Operational	Staff Time

¹¹ ISO 55000 Refers to this the Asset Management System

9. REFERENCES

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- IPWEA, 2012 LTFP Practice Note 6 PN Long Term Financial Plan, Institute of Public Works Engineering Australasia, Sydney
- Break O'Day Council Strategic Plan 2017-2027,
- Break O'Day Council 10 Year Financial Plan.

10. APPENDICES

Appendix A Projected 10 year Capital Renewal and Replacement Works Program

Appendix B Projected 10 year Capital Upgrade/New Works Program

Appendix C LTFP Budgeted Expenditures Accommodated in Plan

Appendix A: Projected 10-year Capital Renewal and Replacement Works Program

Break O'Day Council

Projected Capital Renewal Works Program - Playgrounds

(\$000)

Year	Item	Description	Estimate
2018		Network Renewals	
	1	Falmouth play equipment renewal	\$50
2018		Defect Repairs	
	1	Nil Defect Repairs identified	
2018		Total	\$50

2019		Network Renewals	
	1	Cornwall play equipment renewal - swing	\$5
	2	St Helens foreshore playground fence replacement	\$35
	3	St Helens foreshore skate-park renewal	\$60
2019		Defect Repairs	
	1	Nil Defect Repairs identified	
2019		Total	\$100

(\$000)

Year	Item	Description	Estimate
2020		Network Renewals	
	1	Four Mile Creek play equipment renewal	\$50
2020		Defect Repairs	
	1	Nil Defect Repairs identified	
2020		Total	\$50

BREAK O'DAY COUNCIL PLAYGROUNDS ASSET MANAGEMENT PLAN

Year	Item	Description	Estimate
2021		Network Renewals	Estimate
	1	Beaumaris play equipment renewal	\$50
	2	Cornwall play equipment renewal as remainder	\$45
2021		Defect Repairs	
	1	Nil Defect Repairs identified	
2021		Total	\$95

(\$000)

Year	Item	Description	Estimate
2022		Network Renewals	
	1	St Helens foreshore play equipment renewal - partial	\$125
2022		Defect Repairs	
	1	Nil Defect Repairs identified	
2022		Total	\$125
2023		Network Renewals	
	1	Mathinna play equipment renewal	\$35
	2	St Helens foreshore play equipment renewal - partial	\$125
2023		Defect Repairs	
	1	Nil Defect Repairs identified	
2023		Total	\$160

(\$000)

Year	Item	Description	Estimate
2024		Network Renewals	
	1	St Marys play equipment renewal	\$65
	2	Fingal play equipment renewal	\$65
2024		Defect Repairs	
	1	Nil Defect Repairs identified	
2024		Total	\$130

Year	Item	Description	Estimate
2025		Network Renewals	
	1	Replace Four Mile Creek playground fence	\$20
	2	Replace Lions Park fence	\$30
2025		Defect Repairs	
	1	Nil Defect Repairs identified	
2025		Total	\$50

(\$000)

Year	Item	Description	Estimate
2026		Network Renewals	
	1	Nil Renewal identified at this stage	
2026		Defect Repairs	
	1	Nil Defect Repairs identified	
2026		Total	\$0

2027		Network Renewals	
	1	Nil Renewal identified at this stage	
2027		Defect Repairs	
	1	Nil Defect Repairs identified	
	10		
2027		Total	\$0

Appendix B: Projected Upgrade/Exp/New 10-year Capital Works Program

Break O'Day Council Projected Capital Upgrade/New Works Program - Playgrounds

(\$000)

Year	Item	Description	Estimate
2018	1	Rubber soft-fall under basket swings (Scamander)	\$2
2018		Total	\$2

(\$000)

Year	Item	Description	Estimate
2019	1	Nil Upgrade/New Works identified	
2019		Total	\$0

(\$000)

Year	Item	Description	Estimate
2020	1	Nil Upgrade/New Works identified	
2020		Total	\$0

(\$000)

Year	Item	Description	Estimate
2021	1	Nil Upgrade/New Works identified	
2021		Total	\$0

(\$000)

Year	Item	Description	Estimate
2022	1	Nil Upgrade/New Works identified	
2022		Total	\$0

(\$000)

Year	Item	Description	Estimate
2023	1	Nil Upgrade/New Works identified	
2023		Total	\$0

(\$000)

Year	Item	Description	Estimate
2024	1	Nil Upgrade/New Works identified	
2024		Total	\$0

BREAK O'DAY COUNCIL PLAYGROUNDS ASSET MANAGEMENT PLAN

(\$000)

Year	Item	Description	Estimate
2025	1	Nil Upgrade/New Works identified	
2025		Total	\$0

(\$000)

Year	Item	Description	Estimate
2026	1	Nil Upgrade/New Works identified	
2026		Total	\$0

(\$000)

Year	Item	Description	Estimate
2027	1	Nil Upgrade/New Works identified	
2027		Total	\$0

Appendix C: Budgeted Expenditures Accommodated in LTFP

NAMS.PLUS3 Asset Management		Break O'Day								
© Copyright. All rights reserved. The Institute of Public Works Engineering Australasia										
Playgrounds_S1_V3		Asset Management Plan								
First year of expenditure projections		(financial yr ending)								
Asset values at start of planning period Current replacement cost Depreciable amount Depreciated replacement cost Annual depreciation expense		Calc CRC from Asset Register \$826 (000) This is a check for you.								
2018 \$826 (000) \$826 (000) \$516 (000) \$46 (000)		Operations and Maintenance Costs for New Assets Additional operations costs Additional maintenance Additional depreciation Planned renewal budget (information only)								
		% of asset value 0.00% 7.87% 5.57%								
Planned Expenditures from LTFP		You may use these values calculated from your data or overwrite the links.								
20 Year Expenditure Projections		Note: Enter all values in current 2018 values								
Financial year ending	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Expenditure Outlays included in Long Term Financial Plan (in current \$ values)										
Operations										
Operations budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AM systems budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance										
Reactive maintenance budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Planned maintenance budget	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65
Specific maintenance items budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total maintenance	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65
Capital										
Planned renewal budget	\$50	\$100	\$50	\$95	\$125	\$160	\$130	\$50	\$0	\$0
Planned upgrade/new budget	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2
Non-growth contributed asset value	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Asset Disposals										
Est Cost to dispose of assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Carrying value (DRC) of disposed assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Expenditure Outlays Requirements (e.g from Infrastructure Risk Management Plan)										
Additional Expenditure Outlays required and not included above	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Renewal	to be incorporated into Forms 2 & 2.1 (where Method 1 is used) OR Form 2B Defect Repairs (where Method 2 or 3 is used)									
Capital Upgrade	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
User Comments #2										
Forecasts for Capital Renewal using Methods 2 & 3 (Form 2A & 2B) & Capital Upgrade (Form 2C)										
Forecast Capital Renewal from Forms 2A & 2B	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Forecast Capital Upgrade from Form 2C	\$50	\$100	\$50	\$95	\$125	\$160	\$130	\$50	\$0	\$0

BREAK O'DAY COUNCIL PLAYGROUNDS ASSET MANAGEMENT PLAN

06/19.13.4 St Helens Football Club – Sports & Recreation Grant Application for Grounds Irrigation System

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	David Jolly, Infrastructure & Development Services Manager
FILE REFERENCE	004\008\025\
ASSOCIATED REPORTS AND DOCUMENTS	Council Agenda Report 11/18.13.8 Council Minutes 11/18.3.8 Nutrient Recommendation

OFFICER'S RECOMMENDATION:

That Council confirm a financial commitment not exceeding \$35,000 towards the installation of an in-ground irrigation system for the St Helens Football Ground in the 2019-2020 financial year.

INTRODUCTION:

The purpose of this report is to provide Councillors with information on the:

1. Life-cycle cost for the proposed grounds irrigation system and;
2. Health of the playing field, assessed through soil sampling and analysis.

PREVIOUS COUNCIL CONSIDERATION:

11/18.13.8.263 Moved: Clr B LeFevre / Seconded: Clr K Chapple

1. *That Council provides in-principle support to the St Helens Football Club to seek external funding to install an in-ground irrigation system at the St Helens Football Ground.*
2. *That Council give consideration to confirming a financial commitment for the installation of an in-ground irrigation system and the St Helens Football Ground in the 2019 – 2020 financial year, subject to favourable asset life-cycle cost modelling and receipt of a report on the health of playing field.*

CARRIED UNANIMOUSLY

June Council Workshop discussion.

OFFICER'S REPORT:

Asset Life Cycle Cost

The total project estimate for the project is \$90,000. The estimated annual costs to depreciate, maintain and manage the proposed irrigation system (infrastructure only) are shown in in Table 1. The estimate adopts the following useful component lives, an annual CPI cost increase of 3% and periodic end-of-life component disposal costs.

- Pipework, Control wiring and valve containers - 40 years.
- Electronic controller and valve solenoid components – 12 years.
- Sprinkler heads – 15 years.

Table 1: Life-cycle cost summary – based on annual CPI increases of 3%.

Life-cycle Cost Component	Estimate of Annual Cost Year 1	Estimate of Annual Cost Year 10	Estimate of Annual Cost Year 20	Estimate of Annual Cost Year 30	Estimate of Annual Cost Year 40	Cumulative Cost over 40 years
Depreciation - Infrastructure	2,456	2,456	2,456	2,456	2,456	98,240
Asset Maintenance	1,500	1,957	2,630	3,535	4,751	113,102
Asset Management	500	652	877	1,178	1,584	37,701
End-of Life Component Disposal						15,300
Totals	4,456	5,065	5,963	7,169	8,791	264,343

Figure 1: Life-Cycle Component Costs by Year

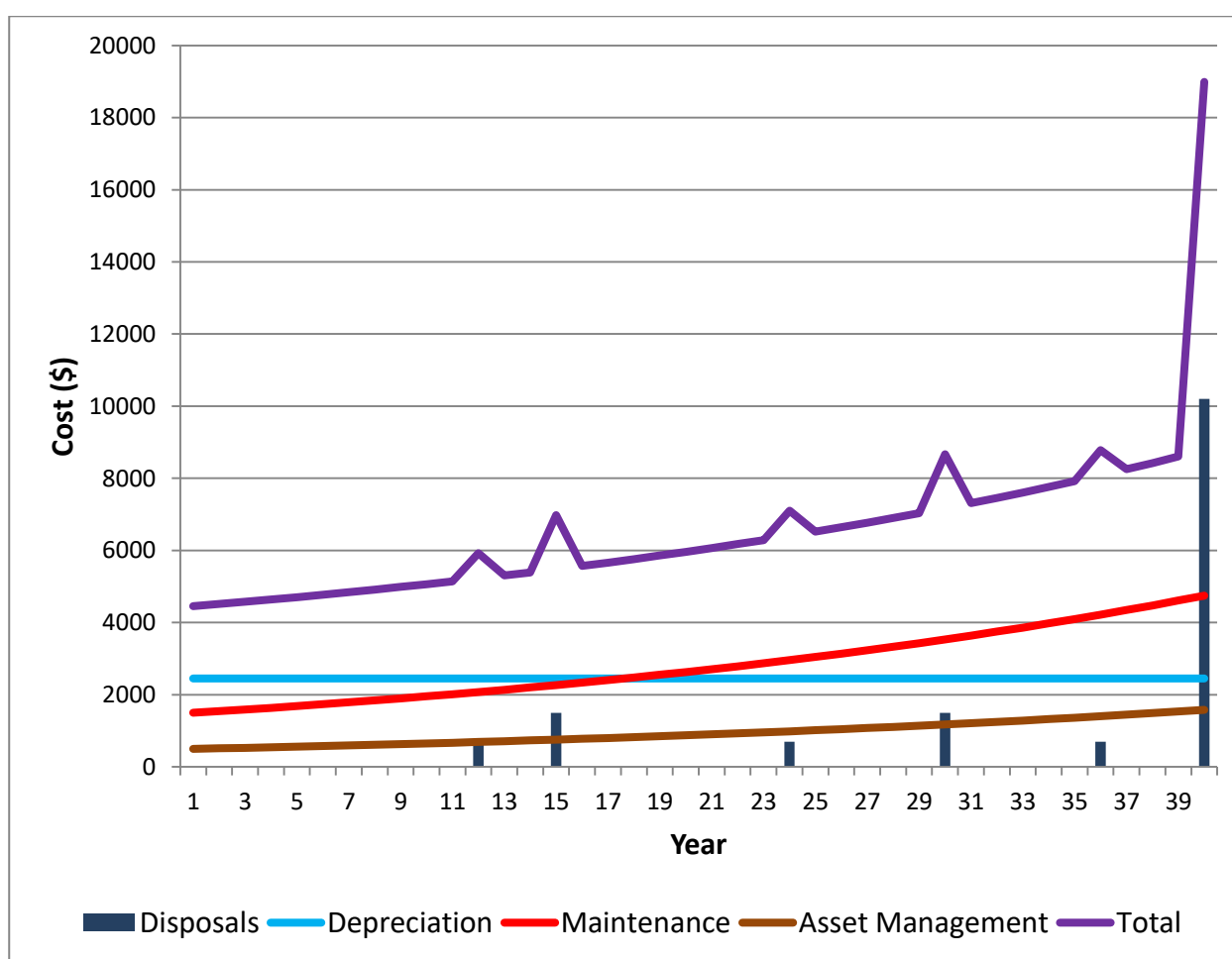
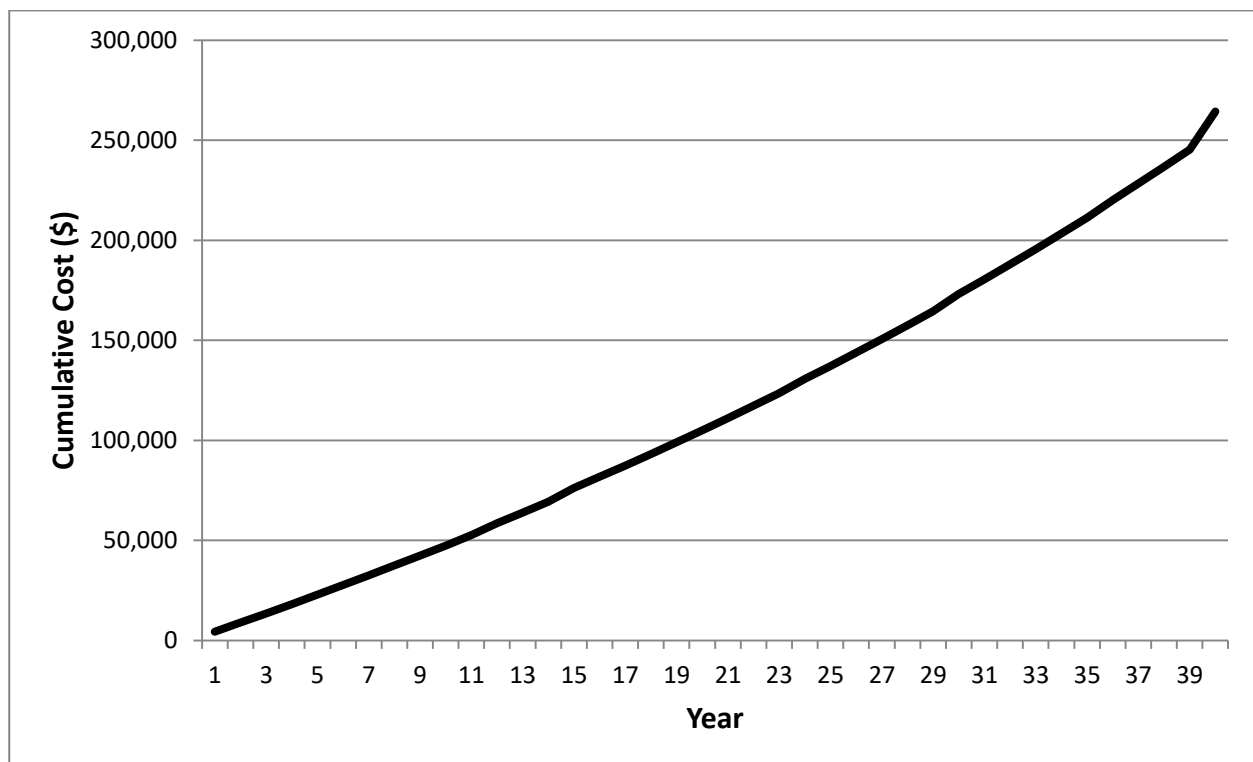


Figure 2: Cumulative Cost to Council for a new Irrigation System over 40 years.



Health of the Playing Field

Nutrient Advantage was engaged to undertake soil sampling and nutrient assay during November 2018. Refer to the attached report.

The grounds management plan includes recommendations made by Nutrient Advantage.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategy

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

Key Focus Area

Recreational Facilities - Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure.

LEGISLATION & POLICIES:

Nil.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The total cost of the project is \$90,000. The proposed funding breakdown is:

• Tasmanian Government:	\$45,000
• Break O'Day Council (2019-2020):	\$35,000
• The Club as "East Coast Swans":	\$10,000
TOTAL COST	\$90,000

A \$20,000 fencing allocation for the recreational grounds exists in Councils four (4) year capital plan.

Council may consider re-allocating this funding towards the proposed irrigation system.

To support the project Council need to assign a capital budget allocation of \$35,000 in the 2019 – 2020 financial years.

VOTING REQUIREMENTS:

Absolute Majority.



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Nutrient Advantage Advice®

Recommendation Report

LJ Rainbow

Report Print Date: 29/11/2018
Agent/Dealer:
Advisor/Contact: Lester Rainbow
Phone: 03 6354 2286
Purchase Order No: pctarain

Grower Name: LJ Rainbow
Sample No: 022015573
Paddock Name: St Helens Footy ground
Sample Name:
Sample Depth (cm) 0 To 10

Nearest Town: WINNALEAH
Test Code: E23
Sample Type: Soil
Sampling Date: 16/11/2018

Analyte / Assay	Unit	Value	Very Low	Marginal	Optimum	High	Excess	Optimal
Soil Colour		Brown						
Soil Texture		Sand						
pH (1:5 Water)		7.2	Slightly alkaline					6.0 - 7.0
pH (1:5 CaCl ₂)		6.4	Suitable for for proposed plant species					5.1 - 6.5
Electrical Conductivity (1:5 water)	dS/m	0.07	Not saline.					< 0.17
Electrical Conductivity (Sat. Ext.)	dS/m	0.9						
Chloride	mg/kg	19	Low and harmless to plant growth.					< 120
Organic Carbon (W&B)	%	1.8						2.3 - 5.3
Nitrate Nitrogen	mg/kg	4						
Ammonium Nitrogen	mg/kg	2						
Phosphorus (Olsen)	mg/kg	3						
Phosphorus (Colwell)	mg/kg	11						27 - 35
Phosphorus Buffer Index		33	Very low phosphorus fixation capacity					
Phosphorus Environmental Risk Index		0.33	Low risk of P loss to the environment					
Potassium (Colwell)	mg/kg	72						125 - 165
Sulphur (KCl40)	mg/kg	5						9 - 12
Cation Exch. Cap. (CEC)	cmol(+)/kg	4.7						
Calcium (Amm-acet.)	cmol(+)/kg	3.7						3 - 5
Magnesium (Amm-acet.)	cmol(+)/kg	0.7						1 - 2
Sodium (Amm-acet.)	cmol(+)/kg	0.12	Low risk of being harmful to plant growth					< 0.7
Potassium (Amm-acet.)	cmol(+)/kg	0.10						
Aluminium (KCl)	cmol(+)/kg	0.1						
Aluminium % of Cations	%	2.2	There are no problems with Aluminium toxicity					<= 15
Grass Tetany Risk Index		0.02						



Analyses conducted by **Nutrient Advantage Laboratory Services**

For a copy of Laboratory Methods of Analysis please go to www.nutrientadvantage.com.au

NATA Accreditation No: 11958

Certificate of Analysis is available upon request.

8 South Road, Werribee VIC 3030

Tel: 1800 803 453

Email: lab.feedback@incitecpivot.com.au





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Test Code: E23
Sample Type: Soil
Sampling Date: 16/11/2018

Analyte / Assay	Unit	Value	Very Low	Marginal	Optimum	High	Excess	Optimal
Calcium % of Cations	%	78.0	Satisfactory for soil structure, check sodici					60 - 85
Magnesium % of Cations	%	15.0	Stable soil structure likely, check sodicity					< 25
Sodium % of Cations (ESP)	%	2.60	Non sodic soil, stable soil structure likely					< 6.0
Potassium % of Cations	%	2.10						
Calcium/Magnesium Ratio		5.2	Stable soil structure likely, check sodicity					> 2.0
Zinc (DTPA)	mg/kg	1.30						0.4 - 5
Copper (DTPA)	mg/kg	0.43						0.3 - 5
Iron (DTPA)	mg/kg	93.0						
Manganese (DTPA)	mg/kg	4.2						2.0 - 50
Boron (Hot CaCl2)	mg/kg	0.4						1 - 4

The results reported pertain only to the sample submitted.
 Analyses performed on soil dried at 40 degrees Celsius and ground to <2mm (excluding moisture assay)
 * One or more components of this test are below their detection limit. The value used is indicative only.





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Nearest Town: WINNALEAH
Test Code: E23
Sample Type: Soil
Sampling Date: 16/11/2018

Sample Details:

Enterprise (Crop): PASTURE
Pasture: Existing
Proposed Sowing Method:
Dairy Stocking Rate (cows/ha):
Other Stock Type:
Cuts per year:
Seed Production Type:
Sample Depth (cm) From: 0

Activity (enterprise): Beef/Sheep
Lucerne:
Time of Sowing:
Beef/sheep Stocking Rate (dse/ha): 20.00
Other Stocking Rate (dse/ha):
Yield per Cut (t/ha) :
Fodder Crop Type:
To: 10

Recommendations

Product Recommendation	Application Rate (kg/ha) (Unless Stated)	Timing	Application Method	N kg/ha	P kg/ha	K kg/ha	S kg/ha
SuPerfect Pot 5&1	275.00	Autumn	Spread fertiliser when rain is not forecast for 4 - 7 days.	0.0	20.2	22.9	25.2
Total Nutrient Applied				0.0	20.2	22.9	25.2

Legend: N : Nitrogen P : Phosphorus K : Potassium S : Sulphur Ca : Calcium
 Mg : Magnesium Cu : Copper Zn : Zinc Mo : Molybdenum Co : Cobalt
 B : Boron Fe : Iron Mn : Manganese Si : Silicon





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Comments

What is the soil "Phosphorus Environmental Risk Index"?

The Phosphorus Environmental Risk Index (PERI) is defined as the ratio between the amount of P present in the soil (Colwell P) and the capacity of that soil to retain P (PBI). As a soil becomes increasingly "saturated" with P two things will occur. First, the quantity of soluble P that can be lost from soils by surface runoff and by leaching through internal drainage into shallow groundwaters increases. Second, eroding soil particles are increasingly enriched in biologically available P and thus more likely to release P into waters when they are deposited as sediments in creeks, rivers, dams, and lakes.

PERI - (Phosphorus Environmental Risk Index): This information is based on early research findings for a limited range of soils and climates and should be used as a guide only. Soil solution losses of P from this soil via internal drainage or run-off are not likely to negatively impact the environment. However, precautions need to be taken to prevent soil water draining directly to water bodies such as creeks, rivers, dams and lakes. If the Phosphorus Environmental Risk Index is approaching 0.65, monitor by soil testing again after 2 - 3 more P applications particularly if P applied is significantly greater than P removed in produce. Extra care should be taken on soils with a PBI of less than 15.

Boron is very mobile in the soil and tests levels can vary widely with soil moisture, texture, pH, organic matter and depth of sampling. Plant requirements also vary significantly from high demand to low demand. It is suggested that plant status be confirmed through tissue testing before applying boron. It is important to follow sampling guidelines as plant growth stage and plant part are important for accurate tissue analysis interpretation and recommendations.

Best practice fertiliser application to pastures can minimise nutrient loss and reduce the impact on the environment. Current best practices for phosphorus fertiliser for dryland and irrigated pastures are:

- Avoid applying fertiliser when ground cover is less than 70%, or land is overgrazed or affected by drought.
- Prevent fertiliser entering waterways and water storages by keeping well clear during application.
- Avoid applying fertiliser to waterlogged soils or soils likely to flood soon after application.
- On dryland pastures do not apply fertiliser if heavy rain is forecast within 7 days.
- On irrigated pastures apply after watering as soil moisture will be adequate to move P into the topsoil.
- For the first irrigation after P application, short water to minimise losses in drainage water
- The more time between application and the next runoff event the smaller the amount of phosphorus lost
- Locate fertiliser storage areas away from potential run-off areas.

Keep phosphorus on the farm - phosphorus fertilisers (with no nitrogen) do not need to be washed in. Even in dry conditions (eg summer), phosphorus fertiliser granules absorb moisture from the soil and air. As water moves in, phosphorus moves out of the granules and into the soil, where it locks onto the soil particles. Within a week most of the phosphorus has moved into the soil, leaving the granule carrier material and a bit of insoluble phosphorus on the soil surface.





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Sample Type: Soil
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Guideline Consideration for Nitrogen Use on Pastures

1. Grazing Management (mature pasture) is critical in maintaining a good grass density - graze to a minimum of 1200kgDM/ha (or 5cm in height) - over grazing will cause ryegrass decline, lax grazing will cause shading, tiller death, lower feed quality and density decline. The optimal time for nitrogen application is immediately following a grazing. Ryegrass should be grazed at 2.5-3 leaf stage (spring graze at 2.5 leaf stage) which corresponds with optimal white clover grazing. Phalaris grazing is set at 4-5 leaf stage.

Following a nitrogen application stock should be excluded from the paddock for a 3 week period to avoid nitrate poisoning.

Grazing Management (establishing pasture). Phosphorus should be applied close to the seed at sow, maximum nitrogen safe seed rate is 10kgN/ha with the seed. Lightly graze pasture 4-6 weeks post emergence (or when seedlings won't pull from soil) and then apply an application of nitrogen to encourage tillering.

2. Pasture Composition plays a part in determining nitrogen responses - generally pastures with a high composition of improved grasses ie ryegrass and low to moderate composition of clover (up to 30%) will provide the better pasture response, as will pastures with minimal weeds, disease and insect pest activity.

3. Paddock fertility is very important in supporting a healthy pasture - ensure major nutrients, trace elements and soil ameliorates are addressed to improve dry matter responses to nitrogen applications.

4. Moisture is probably the major limiting factor to nitrogen responses - ensure the soil has adequate soil moisture to sustain production and following a broadcast nitrogen application at least 5mm (light soil) or 10mm (heavy soil) rainfall event or irrigation follows within 2 days of application. Green Urea can be consider if volatilisation is considered to be an issue.

5. Application Rates should be in a range of 30-50kgN/ha.

6. Time of year (season) causes variation in responses to nitrogen. Responses to perennial ryegrass can be as low as 5 kgDM/ha/kgN in the winter and up to 25 kgDM/ha/kgN in the spring. Italian type ryegrasses tend to be more responsive to nitrogen than perennials. Forward thinking in predicting future gaps will allow nitrogen applications to be used to maximum efficiency ie. Aug 15 calving herd should have nitrogen applied on 1st July assuming leaf emergence every 15 days.

Don't apply nitrogen if soil temperatures are below 5°C as ryegrass has stopped growing.

7. Cost of Dry Matter is the key consideration in determining whether nitrogen should be applied or not. Estimates on expected dry matter responses and utilisation coupled with the cost of nitrogen will provide a dry matter cost, this can then be compared to other feed alternative to see the value (or not) in using nitrogen. These costs will vary during the year with winter feed the most expensive.

8. Environment can be negatively impacted by poor nitrogen management. Don't apply close to waterways, or to paddocks that are waterlogged and grasses are not growing.

9. Utilisation - If the additional pasture Dry Matter grown as a result of applying Nitrogen can not be utilised, do not apply Nitrogen.

Follow the points listed above for best practice management.

The Phosphorous recommendation on this report includes a requirement for building up the soil Phosphorous level to the target. It is assumed that buildup will occur over 3 years. This value is added on top of any maintenance recommended just to replace the phosphorous that will be removed.

Disclaimer: Laboratory analyses and fertiliser recommendations are made in good faith, based on the best technical information available as at the date of this report. Incitec Pivot Limited, its officers, employees, consultants, Agents and Dealers do not accept any liability whatsoever arising from or in connection with the analytical results, interpretations and recommendations provided, and the client takes the analytical results, interpretations and recommendations on these terms. In respect of liability which cannot be excluded by law, Incitec Pivot's liability is restricted to the re-supply of the laboratory analysis or the cost of having the analysis re-supplied.



06/19.14.0 COMMUNITY DEVELOPMENT

06/19.14.1 Community Services Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

OUTSTANDING REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
05/15.13.4.135	18 May 2015	1. Increase General Manager's delegation for waiver of fees from \$350 to \$750. 2. That a review of the leased facilities is undertaken within the next financial year with a view to charges being applied.	Delegations updated. To be reviewed in 2018.
06/17.14.3.139	26 June 2017	That Council extend their current lease area of the Binalong Bay Foreshore to include Grants Lagoon and Skeleton Bay to the high tide water mark.	Verbal approval has been received currently waiting on written confirmation of lease approval.
05/18.14.2.117	21 May 2018	Council to take over ownership of the toilet block to be built at The Gardens with Council entering into an agreement with Parks & Wildlife (PWS) who will maintain and service the toilet block.	PWS currently looking at temporary toilet facility whilst a new facility is further investigated.

Motion Number	Meeting Date	Council Decision	Comments
08/18.8.2.182	20 August 2018	A report is sought providing advice in accordance with the requirements of <i>Section 65 of the Local Government Act 1993</i> for the information of Council at a future meeting and consider any advice as required from relevant State Agencies: That Council work with the Fingal Valley Neighbourhood House, the SES, local police and others to establish a Driver Reviver Site in Fingal at the Council owned Park and Public Toilet Facility on the Esk Highway. This site ideally should be operational before Christmas and operate through until after the Easter long weekend.	Site was not set up at Easter site – was advised by Northern Region that they were not ready in relation to staffing and purchase of goods.
11/18.14.5.268	19 November 2018	That Council consider defining areas of Georges Bay Foreshore for specific purposes eg Beauty Bay swimming activities, grassed area in front of the Bayside – event space. The current jetty project which has been funded by the State Government is separate to this proposal.	Community feedback was sought during the two sessions held re St Helens Township forums – notes currently being compiled.
12/18.14.5.308	17 December 2018	<ol style="list-style-type: none"> 1. That Council work with the Facilitator for this group to seek funding through the Community Funding Program which closes in February, 2019. 2. That Council sponsors this program by donating seed funding in the sum of \$5,200 to St Helens Neighbourhood House to auspice this program in 2019-2020 with a condition imposed that there is an increase in participation within this program. 3. That Council supports the Coordinator to apply for additional funding through the Tasmanian Community Fund to extend the scope and longevity of the program using the Council contribution to leverage these additional funds. 	Meeting held – Council working with Facilitator in relation to this program and also working together generally.
02/19.14.2.31	18 February 2019	The following areas have been identified as possible sites that could be suitable to house a basic toilet and shelter amenity to visitors whilst also creating an unexpected and memorable experience: <ul style="list-style-type: none"> • The Gardens • Scamander • Four Mile Creek (north of entry point) • South of Little Beach • St Helens • Burns Bay 	Project to be completed by the end of June, 2019.
03/19.8.2.47	18 March 2019	A report is sought providing advice in accordance with the requirements of <i>Section 65 of the Local Government Act 1993</i> for the information of Council at a future meeting and consider any advice 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:

Nil.

Council Community Grants/Sponsorship 2018-2019:

Council Community Grants/Sponsorship	2018-19
Community Services	
Community Grants	30,000
Youth Services	8,000
Misc Donations & Events	7,500
School Prizes	1,000
Community Event Funding	
Seniors Day	3,000
Australia Day Event	4,000
Swimcart	1,000
St Helens Athletic Carnival	2,500
Carols by Candlelight	1,600
St Helens Car Show (including Woodchopping)	7,000
Fingal Valley Coal Festival	2,000
Pyengana Endurance Ride -	500
Game Fishing	2,000
Marketing Greater Esk Tourism	2,500
Volunteer Week	2,500
Break O'Day Woodcraft Guild	2,500
Bay of Fires Winter Arts Festival	14,000
St Marys Memorial Service funding	500
St Marys Community Car & Bike show	2,000
East Coast Masters Golf Tournament	1,500
Fun in the Sun	500
Triathlon	2,000
Council Sponsorship	
Funding for BEC Directory	2,000
Community car donation	2,500
St Helens Girl Guides - Sangaree	2,500
St Helens Marine Rescue	3,000
Suicide Prevention Golf Day	1,000
BEC	28,000

Updates on current projects being managed by Community Services:

Safer Community Meeting & Network Meeting- Standing Item

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

St Helens Mountain Bike Network

Construction activity

Trail construction has progress as planned with favorable weather conditions enabling good progress. To date there has been no lost days due to rain, and the recent rains in June have been excellent assisting in bedding in the trail surfaces.

Several of the smaller loop trails near the trail head are complete and one (1) of the longer descent trails from Loila Tier (5.3km) is over half complete. A total of 11km of trails in this network has been constructed.

The construction of the Town Link trail is also well underway with the majority of that trail on target to be completed by the end of June. The construction of the Boardwalk in Boggy Creek is programmed to commence at the end of June 2019 with a 6 to 8 week construction period. The Boardwalk will not be commissioned until closer to the opening of the trail network which is still on target for November 2019.

Construction of the Trail Head on Flagstaff Road commenced on 29 April 2019 with vegetation clearance and the construction of the roads, car parking and hard stand areas. The design for the toilet block and shelters is currently being finalised and works planned to commence in coming months.

Program of works

November 2019 is the planned opening for the majority of the trails with a firm date and events being finalised. Total completion of the trails is likely March 2020 so there will be several opportunities for staging events to optimise the exposure of the trail network.

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. These upgrades are scheduled to go to Tender in April 2019 and funding has been provided in the 2019/20 financial year budget allocations.

Branding and Marketing

Kingthing in collaboration with BODC staff have formulated a Brand and Marketing strategy which is now in the design phase. We are now formulating a Content Strategy which will inform how we develop content, what this will look like and how it will be rolled out; a content strategy is very similar to a communication strategy.

Since the last report the video developed with Kingthing has been launched and has been viewed more than 21,000 times. This has been pushed out through Facebook and Instagram with engagement high and comments all positive.

In order to generate business and general community engagement we have now organised and started advertising a Public Information Session which will be held on 26 June from 5-7pm at Tidal Waters. This has been advertised in the Coastal Column and Valley Voice and there will be an article in the North East Advertiser; there will also be ads running on StarFM from 15 June – 26 June and posters have been put up around town. The promotional poster was also emailed out to our Community and Business Databases.

As part of our commitment to keeping people informed we have also launched the first of the monthly MTB newsletter which was emailed out with the poster as well as promoted on our Facebook page and website. Since this promotion we have had more than 20 people want to sign up for the MTB newsletter.

The Information Session will be facilitated by Kingthing who are also working on an Industry Toolkit with the Communications Coordinator. The Toolkit will include information like:

- Overview of Visitor Economy in the municipality and how MTB will contribute.
- MTB Project detail including positioning within the MTB product market place in Tasmania.
- Information sources on the local project, website, social media etc which assist with basic operational information.
- Council's role in the project and infrastructure, how businesses can support and assist with operational aspects including infrastructure provision.
- Market Demographics - who the target markets are, maybe a visual representation too.
- Aligning with the STMTB visual brand - brand guidelines, intellectual property, logo versions, usage of logo.
- Themes - articulate key themes to use within their collateral, content, copy and face-to-face with visitors.
- Product development - What bike riders are looking for.
- Social media basics - hashtags to use, sharing user-generated content, sharing fellow operators content, accounts to follow, recommended channels.
- Who's who in the tourism industry/visitor economy - local, regional, state organisations.
- How to leverage off these organisations/campaigns - such as potential tourism Tasmania VIP/VJP, ECT campaigns, DAP group.
- Accreditations - such as TICT ATAP and Bike Friendly.
- Upskilling - such as the Digital Ready Program, where to find out about grants, business.tas.gov.au, business centres, Aus govt business plan resources, awards.
- Customer service tips - how none of this will matter if the visitors have a bad experience and share it with the world (but not in these words!).

A team of staff (Berms to Beaches from the LG Management Challenge) are also developing a Trails Ambassador Program which aims to develop financial sustainability of the trails through a general membership program (Friends of the Trail and Trail BFFs) as well as a tiered Business Sponsorship model. This will not be fully developed by the Info Session but it will be mentioned as a way for people to get involved with, and support the trails.

The Toolkit will also include a piece on data collection which discussed the kind of information we would like to collect (listed below) as well as why this is important and ideas on how businesses may do this.

- Visitor numbers
- Where visitors are coming from
- Purpose for visit
- Bed nights
- Spend – average daily
- Number of employees

Funding for the Toolkit was secured by the General Manager from State Growth.

Kingthing are also developing the St Helens Mountain Bike Trails website which is in the design phase, as well as preliminary signage ideas for the trails themselves.

Poimena to Bay of Fires Trail

Program of works

There is currently a World Trail team working on sections near Poimena with over 28km completed of this trail. The lower sections from Anson Bay Road to the Gardens Road are complete and practical completion issued. This section of trail will remain closed and “over winter” to harden up in preparation for opening in November 2019.

Sections of trail at Poimena required some alignment modification to improve the trail riding experience, provide separation from the walking trails and bike trails and to remove any conflict between riders and vehicles on Sun Flat Road. By aligning these trails off Sun Flat Road and creating new single track that links to a new carpark and toilet block we have achieved the desired objectives and will enhance the experience for all visitors to the Blue Tier.

The planning of these modifications have been undertaken in collaboration with Parks and Wildlife Tasmania who undertook comprehensive consultation with key stakeholders prior to the Development Application submission. The advertising period closed Friday 7 June week with no representations received.

Works will commence over the coming months once all the permit process and approvals are attained with a November 2019 opening still on target as originally planned.

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

Council at the time of writing this report, has received no correspondence in relation to the submission that has been lodged.

Community Events

2019

Planning

- 6 July - St Marys Community Space Bush Dance
- 7 – 10 June - Bay of Fires Winter Arts Festival
- 9 June - St Marys Community Car & Bike Show

Delivery

- 25 May – RACTI State League Netball Matches and Junior Clinic

2020

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

Township Plans

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

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.

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 May 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 May. 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 nine (9) active Leaners and 0 now on the waiting list, with driving hours for May sitting at 67.5 hours.

Bendigo Bank Community Stadium Activity

Regular Use For the month of May 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 sessions

Fridays

- St Helens Netball Association matches

Saturday

- RACT State League Netball Matches and Clinic

Sundays

- Pain & Gain Fitness sessions

Stadium Event Report

Friday 24 May - Saturday 25 May

RACTI State League Netball Matches and Junior Clinic

(report from St Helens Netball Association President Jacqui Lockwood)

What a fabulous weekend of all things netball for our little Association which continues to punch above its weight!

An informative Umpire education session Friday evening was enjoyed by those who attended. We thank [John Fox](#) and Eloise for their continued support in developing our umpiring ranks. Not only did they provide valuable mentoring, they also picked up the whistle to fill gaps on games!

Saturday morning saw in excess of 40 junior members put through their paces by F45 Cavailleurs coaches and players in a fun skills based clinic. Thank you to the F45 Cavaliers for investing in regional netball.

Later in the day, the Cavaliers took on the Glendon Insurance Brokers Kingston Blues in two physical and highly skilled games. We are so privileged to have elite Tasmanian netball on home soil. Thank you to Netball Tasmania and participating Clubs for their continued support of the initiative.

***Congratulations** to local umpires, [Eliza Spykers](#) and [Larissa Tucker](#) who did a fabulous job officiating the fast paced 19U match.*

Amongst all of this, our usual roster was contested and our kiosk was in full swing!

Thank you to everyone who made the weekend such a success!

Special thanks to Road Rocket Couriers who transported the score board from Launceston and return free of charge

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Manager Community Services
FILE REFERENCE	038\004\006\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council authorise management to renew leases for five (5) years with community organisations on the existing basis except that the standard charge for additional wheelie bins be introduced

INTRODUCTION:

Council introduced standardised lease agreements formats and the executed five (5) year agreements are now coming due for renewal.

PREVIOUS COUNCIL CONSIDERATION:

In May 2010, Council approved the new format for standardised lease agreements with community organisations in Council facilities. Prior to adoption Council workshopped terms and whether to implement a user charge for the use of the facilities and subsequent to the adoption there was some consideration of modifications to the format which was rejected.

Recent June Council Workshop discussion.

OFFICER'S REPORT:

Council formalised lease arrangements for community groups using community infrastructure and these leases are now coming up for renewal. The format was agreed to by Council in 2010 which was followed by a lengthy, extensive and intensive consultation process.

Background information – May, 2010 Council Agenda report:

Presently Council leases community facilities at a peppercorn rent if and when demanded. Whilst this effectively means that the community/sporting organisations are not required to pay rent, under the lease arrangement organisations which enter into a lease agreement with Council would be required to meet all recurrent facility costs such as water, sewerage, electricity, land tax (if applicable) and public liability insurance. Council would still be responsible for any structural costs unless they were caused by negligence or misconduct and repairs due to fair wear and tear.

Current situation:

As it would be our intention to enter into new agreements for another five (5) years, we believe it is appropriate for Council to review the approach of:

- (a) whether Council charges a lease fee for use of community facilities or we leave it as it currently stands, \$1 if demanded with Council covering for example property insurance, TasWater access charges and lessees paying consumption charges for example insurance covering their chattels and public liability, water and electricity consumption (where separately metered – St Helens Recreation Ground is not separately metered and Council covers all water costs for this facility.) The advantage of a lease fee would be to more adequately cover the costs associated with the infrastructure provision of these facilities, that is, the user pays principle. The disadvantage is that these costs may hinder these organisations from providing sporting, recreational and social opportunities to the community. Council previously has determined it appropriate for rate payer subsidising this facility use.
- (b) whether Council wishes to impose a fee for additional wheelie bins – the standard wheelie bin number for these community facilities is 1 general waste and 1 recycle. On doing a review of the amount of wheelie bins being used by community groups who currently lease the community facilities virtually all find that one of each is sufficient. There is an exception to this, with those community facilities which are either licenced or hired out to other users which seem to require additional bins. The Management Team have identified concerns around a number of bins at these facilities which when being emptied are only ¼ full – so we end up with for example 15 bins ¼ full. So the current approach of a large number of bins being issued without charge offers no incentive to the efficient management of waste – therefore an option is that we charge for any additional bins over the prescribed allocated number.
- (c) whether Council wishes to undertake a broader consultation with facility users with respect to lease agreements or one or one as lease agreements come up for renewal. As there was significant consultation originally and there have been no complaints or identified concerns with the agreements, it is recommended that leases be confirmed with existing lessees as they fall due for renewal.

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:

There is no cost to Council apart from staff time in relation to new lease agreements.

VOTING REQUIREMENTS:

Simple Majority.

06/19.15.0 DEVELOPMENT SERVICES

06/19.15.1 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	In progress.
01/19.8.3.6	21 January 2019	<i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i> Council to investigate and consult with relevant agencies (including but not limited to Parks & Wildlife, State Government and neighbouring Councils) to explore options for both educating the public about, and enforcing, the new 'Dog Management Policy'. This would include greater hours for the Animal Control Officer and increased signage.	A report will be prepared for Council to consider at a future meeting.

Motion Number	Meeting Date	Council Decision	Comments
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.	
05/19.6.2.102	20 May 2019	DA040-2019 – Application to Amend the Break O’Day Interim Planning Scheme 2013 – Draft Amendment 02/2019	In-progress Supported by Council 15 May 2019. Sent to TPC 29 May 2019. One (1) representation received, so hearing at future date.
05/19.8.2.105	20 May 2019	<i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i> That Council investigate the feasibility of reducing the cost to community members who use the sharp container disposal service.	
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.	
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.	




COMPLETED REPORTS:



Motion Number	Meeting Date	Council Decision	Comments
05/19.6.1.101	20 May 2019	DA032-2019 – Construction of Dwelling, Ancillary Dwelling, Shed with Carport, Shipping Container and Vegetation Clearance – 1284 North Ansons Road, Ansons Bay	Completed Supported by Council 15 May 2019. Permit issued 27 May 2019.
05/19.6.3.103	20 May 2019	DA208-2018 – New Dwelling and Demolition of Existing – 2 Hilltop Drive, Binalong Bay	Completed Supported by Council 15 May 2019. Permit issued 27 May 2019.

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 2018/2019 financial year

Description	Location	Updates
Replacement of Floor Coverings – Fingal Online Access Centre	Fingal Online Access Centre	Completed July 2018
Prioritised Annual Asbestos Removal Program	St Marys Recreation Ground Kiosk, Ladies (old) toilet block and Stewards room & Scamander Sports Complex	Completed August 2018
Solar Panels	Portland Hall & Works Depot, St Helens	<p>Solar Panels completed to Portland Hall</p>  <p>Solar Panels Completed – Works Depot</p> 
New St Marys BBQ Facility	Lions Park (Behind Library and adjacent to New Toilet Block)	<p>Works Completed October 2018</p> 
Demolition Amenities building	Fingal Sports Complex	Works Completed October 2018

Description	Location	Updates
St Marys Recreation Complex Master Planning & New BBQ Facility	St Marys Recreation Complex	Works Completed December 2018 
St Marys Sports Centre – Upgrades (Veranda Roof)	St Marys Sports Centre (Golf/Bowls Clubhouse)	Completed February 2019 
Scamander Sports Complex Internal Alterations	Scamander Sports Complex	Works Completed – April 2019
St Helens Foreshore Toilet Block Renovations	St Helens Foreshore Toilet	Completed late May 2019

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

Description	Location	Updates
Old Tasmanian Hotel Redevelopment (Stage 1 – Re-stabilisation & Renovations)	Fingal	<ul style="list-style-type: none"> Proposed Plans Endorsed for Stage 1 & 2 by Council; Application for Planning Permit submitted 18 February 2019.
Design Works for Future Upgrades to Portland Hall	Portland Hall, St Helens	<ul style="list-style-type: none"> Final Plans Received & Submitted for Planning Approval early June 2019; Budget Decision Pending.
Design Plans for External Upgrades to Car park	St Helens Sports Complex	<ul style="list-style-type: none"> Estimates and further details currently being completed by Councils Engineer prior to consideration by Council.

Description	Location	Updates
St Helens Aerodrome Hanger Door Extensions	St Helens Aerodrome	<ul style="list-style-type: none"> • Works Authorised to Proceed; • Pending commencement date from contractor.
Community Notice Board	Cecilia Street, St Helens	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Works scoping underway.
New Public Toilet Facility	The Gardens	<ul style="list-style-type: none"> • Further Investigations underway. • Temporary Amenity Solution currently being considered by Parks & Wildlife Service.

NRM

Meetings

15 May 2019	St Helens	<ul style="list-style-type: none"> • Coordination of dog management, with PWS
16 May 2019	St Helens	<ul style="list-style-type: none"> • Lower George Flood and River Management Action Plan, with Riverworks Trust

Weed Management

- A successful inter-agency and community weed management meeting was convened by NRM Committee members on 30 May and attended by the Committee Chair and Environmental Services Coordinator. The gathering of weed managers in Break O'Day is intended to be an annual opportunity to coordinate weed management efforts.
- Inspected property at Little Beach seeking support for consistent Spanish heath control on other properties in the neighborhood. Landholders in the Four Mile Creek – Chain of Lagoons area have increased Spanish heath control efforts in recent years.

St Marys Rivulet flood management

- Project planning and a submission to the Australian Government the Community Development Grants Programme are being completed for the \$400,000 of funding announced for implementation of Council's St Marys Rivulet Flood Management Plan. Priorities include a flood warning system, modification of The Flat Bridge and a levee to protect housing behind Story Street upstream of Groom Street.

Break O'Day Council NRM Strategy review

- The draft Environmental and Natural Resource Management Strategy and Action Plan were adopted, released and promoted for community submissions (closing 14 July).

Lower George flood management

- Lower George Riverworks Trust Action Plan for Flood and River Management priorities developed with Trustees.
- First priority is stabilising sediment along the river at Priory and a TFGA Landcare Grants opportunity was followed up with landholders to obtain funding to build stock exclusion fencing.

On-going on the NRM desk

- Dog management with PWS, support for MTD trails project
- 'Tree Guide' for Council street tree management policy.

Environmental Health

No Report available.

Weed Management Progress Report

No Report available.

Immunisations

The *Public Health Act 1997* requires that Councils offer immunisations against a number of diseases. The following table provides details of the rate of immunisations provided by Council through its school immunisation program.

MONTH	2017/2018		2018/2019	
	Persons	Vaccinations	Persons	Vaccinations
July - December	123	123	49	51
January - June	128	174	124	124
TOTAL	251	297	173	175

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Goal

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

Strategy

- Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.
- Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.

LEGISLATION & POLICIES:

Not applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

INFORMATION

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
053-2019	Binalong Bay	3 Lot Boundary Adjustment	S58	30	25
190-2014 AMEND	Scamander	Minor Amendment - Redesign Entry Point & Internal Turning Area - 1st T junction	S56	24	24
058-2019	Binalong Bay	Change of Use - Dwelling to Visitor Accommodation	S58	26	26
091-2018	St Marys	Legalisation of Dwelling & Workshop	S57	140	39
055-2019	Binalong Bay	Change of Use - Dwelling to Visitor Accommodation	S57	35	35
051-2019	St Helens	Dwelling Addition - Ensuite	S57	44	44
065-2019	St Helens	Pergola	NPR	9	9
044-2019	Scamander	Dwelling & Tree Removal	S57	54	44
252-2018 FINAL	Scamander	Final Plan of Survey - 2 Lot Boundary Adjustment	S58	7	7
235- 2018 FINAL	Binalong Bay	Final Plan of Survey - 2 Lot Boundary Adjustment	S58	13	13
208-2018	Binalong Bay	New Dwelling & Demolition of Existing	S57	243	68
032-2019	Ansons Bay	Dwelling, Carport, Shed with Ancillary Dwelling, Shipping Container & Vegetation Clearance	S57	89	65
061-2019	St Helens	Shed	S57	35	27
075-2019	Stieglitz	Change of Use - Dwelling to Visitor Accommodation	S58	17	7

Building Services Approvals Report

May 2019

Date of Approval	BA No.	Town	Development	Value
06-May-19	2019 / 00038	St Marys	New Shed with Amenities	\$50,000.00
17-May-19	2019 / 00014	Scamander	New Dwelling	\$225,000.00
27-May-19	2018 / 00150 - Unit 2	St Helens	New Two Storey Dwelling (Unit 2)	\$226,500.00
27-May-19	2018 / 00150 - Unit 1	St Helens	New Two Storey Dwelling inc. Garage & Deck (Unit 1)	\$273,000.00
30-May-19	2018 / 00137	Binalong Bay	Additions to Dwelling	\$96,000.00
30-May-19	2019 / 00044	Scamander	New Dwelling & Deck	\$309,765.00
31-May-19	2018 / 00262	Four Mile Creek	New Dwelling	\$161,000.00
31-May-19	2018 / 00297 - STAGE 1	Scamander	New Shed	\$21,000.00
ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE			2017/2018	2018/2019
			\$35,186,168.00	\$15,619,401.00
ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH		MONTH	2018	2019
		May	\$1,724,886.00	\$1,362,265.00
NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE		MONTH	2017/2018	2018/2019
		May	125	138

ACTION	DECISION
PROPONENT	NRM Special Committee
OFFICER	Clr Janet Drummond
FILE REFERENCE	010\028\002\
ASSOCIATED REPORTS AND DOCUMENTS	draft Minutes - NRM Special Committee - 1 May 2019

OFFICER'S RECOMMENDATION:

That Council receive the Minutes of NRM Committee Meeting of 1 May 2019 and note advice and recommendations from the Committee.

INTRODUCTION:

The Break O'Day NRM Special Committee held a Meeting on 1 May 2019.

PREVIOUS COUNCIL CONSIDERATION:

05/19.15.4.113 Moved: Clr J Drummond / Seconded: Clr L Whittaker

That Council receive the Minutes of NRM Committee Meetings of 1 March and 20 December 2018 and 20 February 2019 and acknowledges advice and recommendations from the Committee.

CARRIED UNANIMOUSLY

Council considered the NRM Committee's Minutes at its June 2019 Workshop.

OFFICER'S REPORT:

Daft Minutes from the 1 May NRM Committee Meeting are attached for Council consideration.

Most new and outstanding decisions of the Committee in the minutes are already actioned or underway, for example receiving the draft NRM plans for release for community consultation. Two (2) items regarding Committee membership and amendments to its Charter are addressed by separate agenda items.

Others, for Council to note are:

- raising issues around dog management and use and management of beaches at a state level, particularly education (6.1.2 from 16 Nov. 2016).
- reporting on Council trial of alternative weed control treatments (steam weeder and an 'organic herbicide').

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.
- Increase the community's awareness of the natural environment; the pressures it faces; and actions we can take to sustain it and what it provides.
- Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.
- Recognise and alleviate the issues and risks to the environment from our use, and the risk to us from a changing environment.

LEGISLATION & POLICIES:

Local Government Act 1993 – Section 24 Special Committees.

Local Government (Meeting Procedures) Regulations 2015.

Council adopted an amended NRM Special Committee Charter at its March 2016 meeting (03/16.15.4.70).

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



draft Minutes

NRM SPECIAL COMMITTEE MEETING

**Wednesday 1 May 2019
12:30 – 2:25pm**

**BREAK O'DAY CHILD & FAMILY CENTRE,
Meeting room, 1 Groom St. St Helens**

1 Attendance

Councillor Janet Drummond (Break O'Day Council - Chair); Linda Overend and Lionel Poole (Parks and Wildlife Service); Cllr Kristi Chapple (Break O'Day Council); Cllr Lesa Whittaker (Break O'Day Council); Howard Jones (Community Representative); Tim Rhodes (Agriculture Industry); Peter Nichols (Community Representatives)

Attending: Polly Buchhorn (NRM Facilitator)

Meeting note taking: Polly Buchhorn

Apologies:

Todd Dudley (NE Bioregional Network); ; Craig Lockwood (Marine Aquaculture)

Cllr Kristi Chapple was welcomed by Committee members, as the new Council representative replacing Cllr J. Tucker.

2 Confirmation Minutes of Meeting

2.1 Minutes of Meeting

2.1.1 Motion: That the minutes of meeting held on 20 February 2019 be confirmed.

Moved: L. Poole

Seconded: H. Jones

Carried

2 Declaration of interest of a member or close associate

- 2.1.1 Recommendation: Members to declare any interest they or a close associate have in matters on the Agenda.

Nil

3 Business arising from the previous meeting

3.1 Draft Break O'Day Environment and Natural Resource Management Plan

The NRM Facilitator gave an overview of development of the draft plans: *Environment and Natural Resource Management Strategy 2019* and *Environment and Natural Resource Management Action Plan 2018–2023*. He noted it was a big job by the Committee and that much of the effort was in distilling NRM strategy into shorter term NRM operational plans for council and others to implement.

Clr Chapple commented that, as a new member of the Committee her first impression was the scale of the NRM agenda represented by the plans.

Comments by Todd Dudley that he shared with members before the meeting were noted. Howard Jones indicated he supported in response some points made by Todd, but not all; one concern he had was that strategies and management priorities should not be wish lists and need to be developed from expertise and knowledge of the issues.

The NRM Facilitator noted that Howard's and Todd's (NE Bioregional Network) submissions had been recorded as pre-submissions and comments on the draft Plans. The question for the Committee now was: are there any flaws in the tabled draft plans making them unsuitable for Council to ask the public to review and comment on them?

Plans for consultation were discussed and include attending town market days, publicity and Council's website. The drafts would be released after Council receives them, for comment during June and July, closing with time for the Committee to consider submissions and revised drafts at its August meeting. Council would then be able to consider final plans in September.

Peter Nichols queried the issue of 'ribbon development' raised in Todd Dudley's comments. This was discussed and it was noted such measures were a matter for the Planning Scheme, which Council was in the process of revising in accordance with the Tasmanian Planning Scheme state-wide template.

- 3.1.1 Recommendation: Council receive the draft 'Environment and NRM Strategy 2019' and 'Environment and NRM Action Plan 2018–2023' (v2.2) and seek community comment on them, for the NRM Committee to consider in preparing final plans for Council.

Moved: T. Rhodes

Seconded: H. Jones

Carried

3.2 NRM Committee Charter and Membership

The Committee discussed this outstanding action to recommend changes to the NRM Committee Charter: to replace "Forestry Tasmania" with "the forest industry" and a new position for one Education sector; and to require reasonable attendance by members, to least three meetings a year. The Committee has also discussed Aboriginal community representation.

The NRM Facilitator reported that a forest industry representative had been nominated by Timberlands. Charter changes had been held over while possible education sector and Aboriginal community representatives were being approached for interest.

The Committee members agreed the forest industry appointment and Charter changes should be brought to Council to consider.

- 3.2.1 Action: Council consider the Committee's recommendations to amend the NRM Charter, to create places for representation of the 'forest industry' and the education sector and for reasonable attendance by members (three meetings a year), without waiting longer for prospective new education sector and Aboriginal community representatives to be found.

4 Outstanding Committee items

The Committee considered the status of outstanding items noting progress and completed items.

	Item	Status
16 Nov. 2017		
6.1.2	That Council take a motion to LGAT that all Councils join together to fund and establish a process that provides education on managing our beaches. This would include reference to dog management, protection of shorebirds and wildlife and the safe use of our beaches by people in Tasmania. This may include lobbying the State Government for funding.	For Action. Take issue to Council to consider action; associate with implementation of dog policy but don't delay.
25 Oct. 2018		
5.3.1	The Committee supports the aims, goals and strategies in the Break O'Day Council Strategic Plan for the Community and Environment, and in particular their application by Council to support community groups, such as by Council's Community Grants program.	Being actioned.

20 Dec. 2018		
5.4.1	Advise Council that with visitor levels rising significantly in natural areas, the Committee is concerned 'free camping' as it exists in Break O'Day municipality is unsustainable in the long term and Council should engage in free camping issues with other Councils and government agencies who are also experiencing problems and seek discussion and solutions at a state level.	Being actioned.
20 Feb. 2019		
3.2.2	Progress the Committee's decision at its last meeting, recommending Council amend the NRM Charter, to ensure places for representation of the forest industry and education sector are created so appointments can then be made.	For Action. Recommend Charter amendments and appointment of forestry representative.
4.1.2	The Committee is comfortable with the draft 2019/2020 Actions and recommends Council Consider them for inclusion in its 2019/2020 Annual Plan; including operational contingency for the 'On-going Activities' and 'Monitoring/Opportunities'	Being actioned.
5.1.1	The Committee recommend Council write to PWS to support its actions to manage camp fire risks and its campground signage in Break O'Day reserves this summer.	Being actioned.

4.1.1 Recommendation: The Committee receives the report on Outstanding Committee items and updates to their status, and items 6.1.2 (16/11/17) and 3.2.2 (20/02/19) to be taken to Council.

Moved: Kristi Chapple Seconded: Peter Nichols

Carried

5 Issues

5.1 Update of Council Weed Plan

The NRM Facilitator gave an overview the need for review and updating of the 2014 *Council Weed Plan* and possible directions. It currently focuses on Council weed management on its property and principles and strategies to apply when 'follow-up' is critical and limited resources require choices to be made. And prioritizes weed species broadly.

- Since 2014 Council's weed control program has made significant progress and developed a body of Council knowledge and experience on weed control in Break O'Day
- The opportunity with an update was to make it more relevant to others beyond Council to help guide efforts on other land and coordinate tenure-less weed control outcomes

- Develop prioritisation of weeds further, mapping within Break O'Day control areas for the most significant weed species, where the priority is for 'eradication' or 'containment'
- Identify for Council short term targets for weed control operations on its land
- Make 'hygiene' practices and incursion detection and response a high priority – as the most cost effective strategy.

The Committee discussed and raised a range of issues. Mapping weed species priorities within the municipality was generally supported. Biological control should be considered as an acceptable part of integrated control plans and effort when it is effective. Public health and safety concern around using herbicides was discussed as a significant issue related to the Weed Plan and to consider.

Community consultation was also discussed. Plans so far were to start and generate interest by seeking public input on where different weeds are and mapping priority zones within Break O'Day. Cllr. Chapple suggested using an online tool for collecting reports of weeds. The range of land owners, managers and people to be involved was raised by Lionel Poole. Cllr Chapple added that variable levels of awareness of weeds across the community was significant too, making strategies for education and information important. The NRM Facilitator commented that available time and resources would not permit a land survey of weeds and would limit community engagement. Using networks, email/electronic media communication and some local contact, such as market stalls, were all possible options.

The NRM Facilitator would use to members feedback for the review and updating of the Council Weed Plan.

6 NRM staff update

The Committee noted the update by the NRM Facilitator, using the report from Council's Annual Plan 2018/19 included with the Agenda.

7 Committee Members update and Other business

7.1 Progress with Council's 'steam weeder'

A question for the meeting Todd Dudley asked be raised in his absence was: what progress has been made by Council in using a steam weeding machine?

The NRM Facilitator noted Council had also been trialing an 'organic' herbicide alternative and would report back to the Committee at the next meeting.

- 7.1.1 Action: NRM Facilitator to report back on trialling of alternative weed control treatments by Council.

7.2 East Coast Camping Project

Lionel Poole reported back on progress PWS had made with its \$1.5M project to upgrade popular priority camp sites on the east coast.

Consultants had drafted proposals for campgrounds using drone imagery and surveys of users over Easter, which received a good 59% return rate. Stakeholder consultations had been held on initial findings and proposals, including for Council.

Final plans for campground upgrades were expected by the end of June. With upgrades such as new toilets for many sites being expensive the number of sites improved will not be great and depend on how far the project budget stretches across priority sites.

4 Next meeting dates

An error was pointed out in the Agenda: that the next August 2019 date was Wednesday 7 August, not the 2nd.

Committee members agreed the Break O'Day Child and Family Centre was acoustically better and preferred it over the Council Chambers room.

- 4.1.1 Recommendation: The Break O'Day Child and Family Centre be the first preference as venue for Committee Meetings.

Moved: Janet Drummond Seconded: Tim Rhodes Carried

The Committee has determined future Meeting dates for 2019 will be as below (with the August date corrected). Meetings currently start at 12:30pm with a light lunch, with business starting 1pm, or sooner with agreement of those attending.

- Wednesday 7th August
- Wednesday 13th November

- 4.1.2 Recommendation: The first 2020 meeting date for the NRM Committee be Wednesday 12 February.

Moved: Janet Drummond Seconded: Peter Nichols Carried

06/19.15.5 Amendment of the Charter for the Natural Resource Management Committee

ACTION	DECISION
PROPONENT	NRM Committee
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	010\028\003\
ASSOCIATED REPORTS AND DOCUMENTS	Revised Charter for the Break O'Day Council Natural Resource Management Committee - June 2019 Meeting Minutes - NRM Special Committee - 20 February 2019

OFFICER'S RECOMMENDATION:

That Council amend the Break O'Day Council Charter for the Natural Resource Management Committee by: in the NRM Committee composition replacing "Forestry Tasmania" with "the forest industry" and adding a one (1) new representative for the "Education sector" from "schools or early or higher education", and correct the tally of members.

That Council amend the Break O'Day Council Charter for the Natural Resource Management Committee by inserting a new responsibility for members of the Committee "to attend at least three (3) meetings of the Committee per year".

That Council amend the Terms of Reference of the Break O'Day Council Charter for the Natural Resource Management Committee by: replacing "Break O'Day NRM Strategy" with "Break O'Day Environment and NRM Action Plan and Strategy"; and delete the term of reference numbered "3" referring to "NRM North's Regional NRM Strategy".

INTRODUCTION:

The NRM Committee has been considering membership and representation matters and has proposed some changes to its Charter. Some updating of the Terms of Reference may also be appropriate.

PREVIOUS COUNCIL CONSIDERATION:

Council last amended the Charter in March 2016.

03/16.15.4.70 *Moved: Clr B LeFevre / Seconded: Clr J McGiveron*

- 1. That Council adopt the changes to the Charter for the Break O'Day Council Natural Resource Management Committee and increase the Council membership to three (3) Councillor representatives;*
- 2. That Council endorse Clr Margaret Osborne as Chair of the NRM Special Committee of Council; and*
- 3. The requirement of a rotational Chair be removed from the Charter.*

CARRIED UNANIMOUSLY

The Charter was first adopted in 2008.

11/08.15.3.363 Moved Clr D Clement / Seconded Clr M Osborne: That

Council adopt the Charter for the NRM Special Committee.

CARRIED UNANIMOUSLY

June Council Workshop discussion.

OFFICER'S REPORT:

The NRM Committee has been considering membership and representation issues, including renewal of appointments by Council required by the Charter for the Break O'Day Council Natural Resource Management Committee.

Appointments are addressed in a separate Agenda item, including to allow one new appointment for a 'forest industry' representative and to remove an out of date reference to 'Forestry Tasmania'.

The Committee's recommendation, from its December 2018 meeting, is:

5.2.2 Decision: The Committee recommends the Charter for the Break O'Day Council Natural Resource Management Committee be amended:

- In the NRM Committee composition replace "Forestry Tasmania" with "the forest industry".*
- In the NRM Committee composition add a new position for one Education sector representative, from schools and early and higher education.*
- And to include in the membership rules: an expectation representatives will reasonably attend at least three meetings a year.*

Moved: John Tucker Seconded: Janet Drummond Carried

The Terms of Reference in the Charter refer to the "Break O'Day NRM Strategy". It would be appropriate to update this, and refer to the new and revised *Environment and NRM Action Plan* and *Environment and NRM Strategy*, drafts of which are currently out for community review and comment. And with the focus on municipal priorities by Council in these, to also remove reference to NRM North's regional NRM Strategy.

These amendments to the Charter have been incorporated and are shown in the attached *Revised Charter for the Break O'Day Council Natural Resource Management Committee - June 2019*, for Council to consider making.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Achieving the Vision

Working together

We will... build and maintain strong relationships and partnerships through consultation, engagement and collaboration.

Goal

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

Strategy

Foster and support leadership within the community to share the responsibility for securing the future we desire.

Key Focus Areas

Community and Council Collaboration - Work within a community engagement framework which defines the relationship between the community and Council in decision making and project delivery.

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.

Key Focus Areas

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

Appropriate Development - Encourage sensible and sustainable development through sound land use planning, building and design.

LEGISLATION & POLICIES:

The NRM Committee is a Special Committee under Section 24 of the Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



Minutes

NRM SPECIAL COMMITTEE MEETING

Thursday 20 February 2019
12:30 – 2:35pm
ST HELENS COUNCIL CHAMBERS

1 Attendance

Present: Councillor Janet Drummond (Break O'Day Council - Chair); Cllr John Tucker (Break O'Day Council); Howard Jones (Community Representative); Todd Dudley (NE Bioregional Network); Cllr Lesa Whittaker (Break O'Day Council); Tim Rhodes (Agriculture Industry); Craig Lockwood (Marine Aquaculture); Peter Nichols (Community Representatives). Attending: Paula Kloosterman (Environmental Services Coordinator); David Jolly (Manager of Infrastructure and Development Services); Polly Buchhorn (NRM Facilitator).

Meeting note taking: NRM Facilitator.

Apologies:

Linda Overend and Lionel Poole (Parks and Wildlife Service);

2 Confirmation Minutes of Meeting

2.1 Ratification of decisions of previous meeting

The NRM Facilitator noted that the provisions of the NRM Committee's Charter allowed Members to provide support for the decisions in the draft Minutes (where there was less than a quorum attending) or not, but not to amend the draft minutes. The Charter also required "*these decisions are ratified at the next meeting*" and procedurally this should precede the Minutes then being confirmed.

- 2.1.1 Motion: That the Committee ratifies the decisions made at the meeting held on 20 December 2018 by five (5) members in attendance and one (1) other member subsequently indicated their agreement with them by electronic communication.

Moved: T. Dudley

Seconded: H. Jones

Carried

2.2 Minutes of Meeting

- 2.2.2 Decision: That the minutes of meeting held on 20 December 2018 be confirmed.

Moved: T. Dudley

Seconded: H. Jones

Carried

2 Declaration of interest of a member or close associate

Committee was briefed by Angela Matthews, Council's Executive Assistant, who provided a copy of Council's Declaration Of Interest form to members of the Committee. She explained the Local Government requirements applying to the Committee (included with the form), terms such as Pecuniary Interest and Conflict Interest and that declarations were registered, audited and accessible public records.

The requirements were discussed and queried using examples. In conclusion, it was a matter for individuals to decide and act on declaring interests they may have, that open and early declaration of interests was the wise approach to accountability to the legislation and perceptions in the community.

- 2.1.1 Decision: Members to declare any interest in items on the Agenda.

Moved: J. Tucker

Seconded: H. Jones

Carried

There were no declarations made at the meeting.

3 Business arising from the previous meeting

3.1 Draft Break O'Day Environment and Natural Resource Management Plan

The NRM Facilitator circulated an extract of the latest draft of the NRM Plan, Version 2.0, including the introductory Background section which had been recently edited and the Action Plan table. He reported that there had been review and discussion internally, since the agenda for the meeting was set. David Jolly commented that Council's management team had now provided its input on the draft Plan.

The NRM Facilitator regretted that he did not have a final edited version incorporating the changes ready for the Committee to consider. Changes yet to be completed are primarily to emphasis (language) and structure. The strategic and priority actions the Committee has developed to date remain intact.

- reinforce the shared responsibilities and roles for implementing the Plan, emphasising inclusion and the communities role and limitation of Council's
- Reorganise, to reflect the Council's Strategic Plan: an emphasis on land management and degradation for 'Land', and bring flood risk management back into 'Water'
- reduce the size by splitting off the 'Strategic Priorities' section.

The Committee discussed the somewhat confusing situation, of what and where in the plan the changes were and how to proceed. As it could not consider a complete 'version 2' draft it would need to do so at its next meeting, on 1st May. The NRM Facilitator noted that he would be on leave for a period and unable to bring items to Council for consideration at its March meetings.

- 3.1.2 Decision: The NRM facilitator shall complete redrafting of the NRM Plan to incorporate changes after the internal Council review and provide copies for the Committee to review ahead of its next meeting on 1 May 2019.

Moved: H. Jones

Seconded: J. Tucker

Carried

3.2 NRM Committee Charter and Membership

The NRM Facilitator reported Timberlands has welcomed being approached and has offered for a local staff member to join the Committee to represent the forest industry.

The proposed changes to add education sector representation to the Committee and seeking someone for the Aboriginal community were discussed. Howard Jones noted there was interest at St Helens High School, but what would be involved needed to be discussed. Cllr Drummond had rung around current members to clarify commitments to continue on the Committee. However changes to the Charter and appointment/reappointment of members would need further time to prepare for the Committee to determine and recommend to Council.

Cllr. Tucker felt since Timberlands had shown interest this should be acted on and this was supported. However Council would need to modify the Charter – to replace "Forestry Tasmania" with "the forest industry" – before it could appoint the Timberlands nominee. And this also is the case for a new representative for the Education sector, the Charter would need the new position added first.

- 3.2.1 Action: The NRM Facilitator to approach St Helens High School to clarify the potential role for someone to represent the education

sector on the NRM Committee; and follow up leads for representation of the Aboriginal community.

- 3.2.2 Decision: Progress the Committee's decision at its last meeting, recommending Council amend the NRM Charter, to ensure places for representation of the forest industry and education sector are created so appointments can then be made.

Moved: H. Jones

Seconded: T. Dudley

Carried

3.3 Animal Control – increasing Council capacity

The Council's request for a report on implementation of the Dog Management Policy was noted by the Committee.

4 Issues

4.1 NRM Action Plan Priorities for 2019-2020

The Committee reviewed the latest draft of the 'Action Plan' section of the current Draft Break O'Day Environment and Natural Resource Management Plan and in particular the current financial year and anticipated priorities for 2019/20. It was to review the actions proposed for 2019/20 to provide advice to Council for its consideration of the Break O'Day Council Annual Plan for 2019/20.

The NRM Facilitator and David Jolly (Manager of Infrastructure and Development Services) provided background to the discussion.

- Council is responsible for and will make the operational decisions in setting its Annual Plan and budget for 2019/2020; the Committee's role is to consider strategic priorities for activities
- The Committee should be mindful of the constraints of Council's available resources and the necessity to balance its budget
- Actions need to be directed at the strategic aims in the NRM Plan and have a cause/effect logic to progressively achieving them.
- Actions need to state discreet and tangible outcomes that can be (and be seen to be) achieved. They should also relate to sequences and continuity of action over the five year period.
- Given the draft 'Action Plan' table is current, despite the NRM Plan not being finalized, the priorities in it should be fairly appropriate.

Clr. Tucker raised the importance of preventative biosecurity activities, to guard against new incursions. He noted prevention and early detection and eradication was cheaper than the economic, social and environmental consequences if a pest gets away. Resources should be allocated to detection and response. Craig Lockwood noted this issue includes marine pest threats. There was a need for hygiene measures and capacity

for detection of new pests and to be prepared to put resources into early containment and eradication action, likely with state and national agencies leading.

The NRM Facilitator pointed out there were two locations in the Action Plan (1.1.2 and 2.4.1) with actions to guard against new incursions of pests (plant, animal, disease and marine). These were treated as 'On-going Activities' where action would be taken as required. A biosecurity hygiene activity was also scheduled for 2019/2020.

- 4.1.1 Action: The NRM Facilitator to review and consult with members on strengthening the biosecurity preventative strategies in the Action Plan, including resources needed.

The Committee reviewed all the NRM priorities for 2019/2020.

T. Dudley was concerned the work load seemed light (based on the coloured squares in the table indicated estimated nominal and relative work demand or loading). He also queried activities described as 'facilitation'; which the NRM facilitator explained was about bringing concerned interests together to help them resolve issues, not to do on-ground work.

The Manager of Infrastructure and Development Services noted the new approach with the Action Plan table would help focus on reporting progress on specific priorities and measurable outcomes. This was supported by T. Dudley.

- 4.1.2 Decision: The Committee is comfortable with the draft 2019/2020 Actions and recommends Council Consider them for inclusion in its 2019/2020 Annual Plan; including operational contingency for the 'On-going Activities' and 'Monitoring/Opportunities'.

Moved: C. Lockwood

Seconded: J. Tucker

Carried

5 NRM staff update

A report of the current Annual Plan actions for the NRM Facilitator was reviewed by the Committee

5.1 Outstanding Committee items

The Committee considered the outstanding NRM Committee items and decisions to be considered by Council. Peter Nichols proposed that a letter of support regarding the fire bans in reserves was still needed to support this action by PWS.

The Committee otherwise received the report on outstanding items and their updated status.

- 5.1.1 Decision: The Committee recommend Council write to PWS to support its actions to manage camp fire risks and its campground signage in Break O'Day reserves this summer.

Moved: P. Nichols

Seconded: T. Dudley

Carried

	Item	Status
16 Nov. 2017		
5.3.1	That Council undertake the necessary authorisation for Council's Weeds Officer	View acknowledged. Best use of Council resources is an operational decision for Council. Close
5.4.1	That Council managed tree planting projects be well planned and maintained and options such as direct seeding and natural regeneration be considered.	Advice noted.
6.1.2	That Council take a motion to LGAT that all Councils join together to fund and establish a process that provides education on managing our beaches. This would include reference to dog management, protection of shorebirds and wildlife and the safe use of our beaches by people in Tasmania. This may include lobbying the State Government for funding.	Yet to go to Council; coordinate with implementation of dog policy.
7.1.1	That Council also consider the option of making use of or upgrading existing black water disposal infrastructure in St Helens instead of in the Bay of Fires reserve area.	Redundant Close
7.2.1	Regarding the proposed HMAS Darwin dive wreck, that Council acknowledge that at least 3 community groups oppose sinking a large ship near Skeleton Bay. Further, that Council notes the potential conflicts between whales visiting Binalong Bay and a dive wreck project and its exclusion zone	Redundant Close
7.2.2	That Council write to parks and Wildlife Service supporting a permanent summer ban on open fires on all Parks and Wildlife Service controlled land in the Break O'Day municipality	Reaffirmed at 20 Feb. 2019 meeting.
7.5.1	That Council notes the opposition of the NRM Committee to open cut coal mining	Redundant Close
1 March 2018		
4.1.2	Advise Council that with visitor levels rising significantly in natural areas, the Committee is concerned 'free camping' as it exists in Break O'Day municipality is unsustainable in the long term and	Yet to go to Council and updated 25 Oct. 2018. Close (see below)

	Council should engage in free camping issues with other Councils and government agencies who are also experiencing problems and seek discussion and solutions at a state level.	
4.5.1	Recommend Council increase the Weed Officer position from 2.5 days to 3 days per week	Reaffirmed at Oct. and Dec. 2018 meetings; for 2019/20 budget consideration. Close (see below)
25 Oct. 2018		
3.2.1	Advise Council that with visitor levels rising significantly in natural areas, the Committee is concerned 'free camping' as it exists in Break O'Day municipality is unsustainable in the long term. Council should engage in examining free camping issues with other Councils through LGAT and with government agencies and seek solutions at a state level, including the option of licencing or visitor fee structures.	Yet to go to Council for consideration. Updated 20 Dec. 2018. Close (see below)
3.4.1	That Council write to the state government to seek an increase in its staffing and resources for undertaking weed control on public land.	Yet to be addressed.
5.3.1	The Committee supports the aims, goals and strategies in the Break O'Day Council Strategic Plan for the Community and Environment, and in particular their application by Council to support community groups, such as by Council's Community Grants program.	Yet to go to Council, to be noted. Reiterated 20 Dec. 2018
20 Dec. 2018		
5.3.3	The Committee recommends Council increase its weed control by increasing the Weed Officer position from 2.5 days to 3 days per week.	Yet to go to Council, include when considering 2019/20 NRM priorities and for Council's budget consideration.
5.4.1	Advise Council that with visitor levels rising significantly in natural areas, the Committee is concerned 'free camping' as it exists in Break O'Day municipality is unsustainable in the long term and Council should engage in free camping issues with other Councils and government agencies who are also experiencing problems and seek discussion and solutions at a state level.	Reiterated from previous, yet to go to Council. Include suggestions of LGAT as appropriate forum and licensing/booking mechanisms.

6 Committee Members update and Other business

6.1 Presence of Vibrio disease pathogen

Craig Lockwood reported the oyster industry is working with state authorities on two species of Vibrio bacteria that are becoming a concern in Tasmania.

The disease pathogens are associated with warm sea waters, which are becoming more common in Tasmania. Human infection can be serious and can come from eating uncooked seafood. The oyster industry is working on supply chain strategies, such as chilling and handling of produce, and an education program.

6.2 Senate enquiry into fauna extinction

Todd Dudley reported the NE Bioregional Network has presented to the Senate enquiry into fauna extinction recently.

He also noted a education information sign erected at Stieglitz as part of a restoration project had been taken down by Council due to crown land approvals not being in place. He hope to have the issue resolved before long.

6.3 Chair's contact with Committee members

Committee members thanked the Clr. Janet Drummond for her efforts in calling all members by phone to regarding their Committee roles and meetings.

7 Next meeting dates

The Committee determined Meeting dates for 2019 will be as below.

12:30 PM on a Wednesday, starting with light lunch, for meeting business from 1:00 PM.

- Wednesday 1st May
- Wednesday 2nd August
- Wednesday 13th November



CHARTER

FOR THE

BREAK O'DAY COUNCIL NATURAL RESOURCE MANAGEMENT COMMITTEE

This Charter¹ sets out the terms for the establishment and operation of Break O'Day Council's Natural Resource Management (NRM) Committee as *Special Committee of Council* under the Local Government Act 1993, Section 24.

NRM Committee

The composition and representation of the NRM Committee is as follows:

Council	three Councillor representatives	<u>23</u>
Community	two individual or local interest group representatives	2
Community conservation	one local conservation interest representative	1
Aboriginal community	one representative	1
Agricultural sector	two representatives	2
Public land management	one representative from the Parks and Wildlife Service and one representative from <u>the forest industry Forestry Tasmania</u>	2
Marine and aquaculture	one local industry representative	1
Education sector	<u>one representative from schools or early or higher education</u>	<u>1</u>
		<u>1113</u>

Skill base required

- Primary production
- Community group on-ground expertise
- Conservation management
- Public Reserve management and Forestry expertise
- Marine management
- Environmental projects design and implementation

Council representatives appointed for four year terms following normal four yearly Council elections. All other representatives appointed for two year terms. Nominating bodies to review their representation accordingly, every four and two years respectively.

Nominations of proxies for members, that are consistent with their representation on the Committee, may be recommended by the Committee for appointment by Council.

All appointments are at the discretion of Council.

The Chairperson of the Committee shall be a member appointed by Council.

¹ This Charter is based on the *Charter for Meander Valley Council Natural Resource Management Committee*, which Break O'Day Council gratefully acknowledges.

June 2019

Terms of Reference

1. To promote the protection, effective management and sustainable use of Break O'Day Municipality's natural resources, including flora and fauna, coastal and marine assets, soils, water and atmosphere, through implementation of the [Break O'Day Environment and NRM Action Plan and Strategy](#)~~Break O'Day NRM Strategy~~.
2. To evaluate progress towards the objectives of the [Break O'Day Environment and NRM Action Plan and Strategy](#)~~Break O'Day NRM Strategy~~.
- ~~3. To contribute to the implementation and review of NRM North's Regional NRM Strategy and Investment Proposals.~~
- ~~4-3.~~ To provide support and advice to Council on issues referred to the Special Committee by Council.
- ~~5-4.~~ To bring before Council significant matters relating to management of natural resources which require attention and/or are not incorporated in the [Break O'Day Environment and NRM Action Plan and Strategy](#)~~Break O'Day NRM Strategy~~.
- ~~6-5.~~ To represent the views of the Break O'Day community or sections of the community as they relate to social, economic and environmental implications of natural resource management activities.

Natural Resource Management Committee responsibilities

1. To undertake its Terms of Reference
2. To provide timely information to the General Manager, or Council as requested through the General Manager
3. To comply with statutory requirements, State Government policies and Council policies
4. Hold at least three NRM Committee meetings every year unless otherwise determined by the NRM Committee. Additional meetings may be convened if and when required by members;
- ~~5.~~ The business for meetings shall include confirmation of minutes, review of any outstanding business, reports from NRM and relevant officers and to consider NRM projects or issues and recommended actions
- ~~5-6.~~ [Members to attend at least three \(3\) meetings of the Committee each year](#)
- ~~6-7.~~ A quorum for decision-making is six members with one at least being a Councillor member. However in the absence of a quorum being present at a meeting, urgent matters relating to the agenda of that meeting can be determined
 - by at least six (6) members communicating their agreement at that meeting and/or by written or electronic communication subsequently
 - and where these decisions are ratified at the next meeting.

Council responsibilities

1. Provide a meeting venue for the Committee as required to fulfil its functions;
2. Provide support to the Committee;
3. To give appropriate and timely consideration to Committee recommendations;
4. Allow the formation of Subcommittees under Committee guidance where special circumstances warrant it; and
5. Consult prior to and provide reasonable notice of any changes it intends to make with respect to the NRM Committee and Charter.

June 2019

06/19.15.6 Appointment of Break O'Day Council Natural Resource Management Committee Representatives

ACTION	DECISION
PROPONENT	NRM Committee
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	010\028\003\
ASSOCIATED REPORTS AND DOCUMENTS	Revised Charter for the Break O'Day Council Natural Resource Management Committee - June 2019 (<i>with earlier item</i>) Meeting Minutes - NRM Special Committee - 20 February 2019 (<i>circulated with previous item</i>)

OFFICER'S RECOMMENDATION:

That Council reappoint continuing representatives: Mr Howard Jones and Mr Peter Nichols (Community); Mr Todd Dudley (Community conservation); Mr Gerald Nicklason and Mr Tim Rhodes (Agricultural sector); Ms Linda Overend (Public land management - Parks and Wildlife Service); and Mr Craig Lockwood (Marine and aquaculture).

That Council appoint to its Natural Resource Management Committee, as a new member representing the forest industry (Public land management), Mr Hayden Ihnen, of Timberlands Pacific Pty. Ltd.

INTRODUCTION:

The Charter for Council's NRM Committee requires review of representation periodically.

PREVIOUS COUNCIL CONSIDERATION:

Council appointed new Councillor representatives following the last Council Election.

04/19.16.6.98 Moved: Clr J McGiveron / Seconded: Clr L Whittaker

That Council nominate Councillor Kristi Chapple to the NRM Special Committee of Council to fill the vacancy left by John Tucker.

CARRIED UNANIMOUSLY

12/18.15.4.313 Moved: Clr K Wright / Seconded: Clr J Tucker

That Council appoint three (3) Councillors of the following nominees to its Break O'Day Council Natural Resource Management Committee (NRM).

Nominations for Committee Representatives:

- 1. Clr Janet Drummond*
- 2. Clr John Tucker*
- 3. Clr Lesa Whittaker*

CARRIED UNANIMOUSLY

Other members have been appointed by Council at different times between 2008 and 2018.

Included in these NRM Committee Minutes is a recommendation from the December 2018 Committee Meeting.

June Council Workshop discussion.

OFFICER'S REPORT:

The NRM Committee has been considering membership and representation issues, including renewal of appointments by Council required by the Charter for the Break O'Day Council Natural Resource Management Committee.

Amendments of the Charter for the Break O'Day Council Natural Resource Management Committee have been considered in a separate earlier Agenda item. This includes changes to the NRM Committee composition and representation table to provide for a new forest industry representative (recommended to Council now).

Members other than Councillor representatives recently appointed by Council are due or overdue for review, in accordance with the Charter. Each member proposed for reappointment has indicated their interest to continue serving on the NRM Committee. The current member (from Sustainable Timbers Tasmania) representing 'Forestry Tasmania' and the nominee to represent the 'forest industry' have been contacted and are happy with this change.

The NRM Committee is continuing to seek new members to participate in the Committee from the Aboriginal community and a new Education sector representative.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Achieving the Vision

Working together

We will... build and maintain strong relationships and partnerships through consultation, engagement and collaboration.

Goal

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

Strategy

Foster and support leadership within the community to share the responsibility for securing the future we desire.

Key Focus Areas

Community and Council Collaboration - Work within a community engagement framework which defines the relationship between the community and Council in decision making and project delivery.

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.

Key Focus Areas

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

Appropriate Development - Encourage sensible and sustainable development through sound land use planning, building and design.

LEGISLATION & POLICIES:

Local Government Act 1993 – Section 24 Special Committees

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

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

OFFICER'S RECOMMENDATION:

That the General Manager's report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

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

Motion Number	Meeting Date	Council Decision	Comments
04/19.16.3.95	15 April 2019	That Council implement Audio Recording of Council Meetings at an approximate cost of between \$15,000 - \$17,000 ex GST with a provision to be made in the 2019/2020 budget. AND That Council authorise the General Manager following consultation with Council's IT provider to request firm quotes, appoint a preferred company and proceed with implementation following adoption of the 2019/2020 budget.	In progress.
04/19.16.7.99	15 April 2019	That Council's management team progress the development of an application based on the potential priorities identified by Council.	Drought Communities Program Application being drafted, update within the GMs Report.

COMPLETED REPORTS:

Motion Number	Meeting Date	Council Decision	Comments
10/18.16.4.239	15 October 2018	Meeting Procedures - That Council defer this until after the election.	Completed presented to June 2019 Workshop.
05/19.8.1.104	20 May 2019	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>To invite the State Government to join a conversation with Break O'Day Council to commence a Bay of Fires Master Plan.</p> <p>Ultimately this is to include but not exclusive to....</p> <ul style="list-style-type: none"> • Parks and Wildlife Service • Break O' Day Council • Department Of State Growth • Tas. Aboriginal Community • Heritage Tasmania • Friends of Eddystone Point • John Tucker MHA and Mhari Tucker, as owners of The Gardens pastoral property • Residents of BOF settlements • CMCA • Taswater • East Coast Tourism <p>Major items for discussion....</p> <ul style="list-style-type: none"> • Parking at pressure points - Binalong Bay, The Gardens and Larapuna • Provision of further infrastructure, eg. Boat ramps, interpretation sites, designated coastal walks, further access etc. • Provision of more food outlets • The future of reticulated water and sewerage • Provision of more interpretation sites • Protection of historical sites, both European and Aboriginal • A discussion of the roles of Mt William National Park, Mt Pearson State Reserve, Humbug Point State Reserve, various coastal state reserves and the conservation area north of The Gardens • Maintenance of the highly popular free camping sites along the BOF precinct • Bushfire management • Flood management • Accommodation • Pressure on The Gardens Road from the Reids Road Intersection • Any other valid points 	This item is included in the Annual Plan as an Action for 2019-2020.

Meeting and Events attended:

21.05.19	St Helens	– Break O’Day Chamber of Commerce & Tourism, provided a presentation which outlined the current situation with the MTB project and steps moving forward including some of the roles the business community can play in ensuring the success of the project is maximised.
23.05.19	Launceston	– Tasmanian Tourism Conference, attended the second day which included the key presentations from the Premier and industry leaders. Workshops included a presentation on accessible tourism travel which highlighted how little is truly understood about how this market operates.
24.05.19	Launceston	– State Budget Briefing with State Treasurer
24.05.19	Launceston	– Regional General Managers Meeting
29.05.19	Hobart	– Crown Land Services, meeting to discuss increased control over the MTB infrastructure by Council including limiting access in key locations, licencing of shuttle operators and commercial activities in key locations. Very positive response to our thoughts and request.
29.05.19	Launceston	– Official Opening of Simmons Wolfhagen Offices in Launceston
30.05.19	Bicheno	– ECRTD Board Interviews
03.06.19	St Helens	– Council Workshop
03.06.19	Fingal	– Fingal Progress Association Meeting, the meeting had a focus on gathering the thoughts of the community in relation to the future use and improvements at the Fingal Recreation Ground. Those in attendance expressed appreciation for the current streetscape works and the professionalism of the Council works team who undertook the project.
12.06.19	Launceston	– RDA Tasmanian Population Symposium, the forum provided some good overall information on population movement trends and the link between employment and population movement.
13.06.19	Melbourne	– Monash University Presentation in relation to the Architectural Project which Council has engaged them to undertake in relation to a number of coastal sites. Final report from Monash will be received in coming months but there are definitely some ideas there for further development in the future.

Meetings & Events Not Yet Attended:

15.06.19	Canberra	– Australian Local Government Association (ALGA) – National General Assembly (NGA)
16.06.19	Canberra	– Australian Local Government Association (ALGA) – National General Assembly (NGA)
17.06.19	Canberra	– Australian Local Government Association (ALGA) – National General Assembly (NGA)
18.06.19	Canberra	– Australian Local Government Association (ALGA) – National General Assembly (NGA)
19.06.19	Canberra	– Australian Local Government Association (ALGA) – National General Assembly (NGA)
20.06.19	St Helens	– All Staff Meeting
24.06.19	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 Brett Woolcott, Joan Gee, Trish O’Duffy (St Helens Neighbourhood House), Wayne Edsar, Roger Rickards, Marcus Douglas, Buck Gibson (Vertigo MTB)

Brief Updates:

Drought Communities Program

Development of the initial application under this program is progressing with the Department having reviewed the scope of the projects which we will include in the first application. This application is including the following elements:

- PWS walking track upgrade though the full extent of works are still under consideration as both Mathinna Falls Road and Meadstone Falls Road require the complete replacement of bridges which is adding a lot of cost to the project.
- Fingal Streetscape, southern side opposite the section currently undertaken and potentially some recovery in relation to the current works
- St Marys Cemetery upgrade, focus on road and parking infrastructure, entrance gate, and two shelters
- Building project covering toilet at Fingal Rec Ground, and Mathinna Bus Shelters

A second application will be developed once we have this underway and have an appreciation of the funding which remains. There is been no projects scoped for this at this stage. Recruitment process to create a register of potential employees has progressed well and we have a good range of potential employees for the projects.

RDA Population Symposium

The symposium provided some thought provoking information but highlighted a few key things to take away, marketing plans don’t work and the need to consider and understand our local area. A sustained focus by Council over a number of years will be required and we will need to work with the demographic trend we are seeing, actively welcoming new people and attracting more residents who can meet the high priority labour market needs which are not being met. It will come down to how we influence personal decisions which result in population change. There is no doubt that the Break O’Day area is in population decline and we need to address this through policy directions. It may be worth arranging for one of the key speakers to attend a Council workshop to assist Council and the management team to understand the change and directions we could consider.

Old St Helens Hospital

Following a lengthy wait it would appear that the community engagement process is now progressing with the Department of Communities Tasmania approaching Council regarding the process. At this stage it looks like formally commencing mid to late July and Council officers will provide thoughts on the best way to effectively engage with the community.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
Georges Bay, St Helens	Affixing Common Seal	Deed of Variation	Number 12 – Miscellaneous Powers and Functions to the General Manager
Upper Scamander Road, Scamander	Affixing Common Seal	Boundary Adjustment	Number 12 – Miscellaneous Powers and Functions to the General Manager
Hilltop Drive & Reserve Street, Binalong Bay	Affixing Common Seal	Boundary Adjustment	Number 12 – Miscellaneous Powers and Functions to the General Manager
St Helens Point Road, Stieglitz	Affixing Common Seal	Adhesion of Titles	Number 12 – Miscellaneous Powers and Functions to the General Manager
Stacked Loop Mountain Bike Trail, St Helens	Affixing Common Seal	Crown Land Lease	Number 12 – Miscellaneous Powers and Functions to the General Manager
Poimena Road, Lottah	Affixing Common Seal	Boundary Adjustment	Number 12 – Miscellaneous Powers and Functions to the General Manager
Gray Road, St Marys	Affixing Common Seal	Lease	Number 12 – Miscellaneous Powers and Functions to the General Manager

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

07.05.2019	337 Certificate	24665 Tasman Highway, St Helens	7154854
07.05.2019	337 Certificate	10 Tasman Highway, St Helens	6779895
08.05.2019	337 Certificate	205 Richardsons Road, St Marys	6407792
08.05.2019	337 Certificate	441 Binalong Bay Road, St Helens	2527973
08.05.2019	337 Certificate	4 Legge Street, Fingal	6411388
09.05.2019	337 Certificate	Tasman Highway, Weldborough	6807155
10.05.2019	337 Certificate	21 Bayvista Rise, St Helens	2661849
14.05.2019	337 Certificate	24752 Tasman Highway, St Helens	6790912
14.05.2019	337 Certificate	2 Albatross Grove, Scamander	1555702
14.05.2019	337 Certificate	7 Pacific Drive, Binalong Bay	6811170
14.05.2019	337 Certificate	20 Felmingham Street, Binalong Bay	6796329
14.05.2019	337 Certificate	39 Main Street, St Marys	3290429
14.05.2019	337 Certificate	St Helens Bayside Inn, 2 Cecilia Street, St Helens	6794155
15.05.2019	337 Certificate	93 Acacia Drive, Ansons Bay	7197926
15.05.2019	337 Certificate	103 Scamander Avenue, Scamander	6784184
16.05.2019	337 Certificate	10 Erythos Grove, St Helens	6808860
21.05.2019	337 Certificate	6 Alma Court, St Helens	2253888
21.05.2019	337 Certificate	44 Cecilia Street, St Helens	7484845
22.05.2019	337 Certificate	27355 Tasman Highway, Goulds Country	6806742

23.05.2019	337 Certificate	14 Targett Street, Scamander	3120913
23.05.2019	337 Certificate	U1, 3 Medea Street, St Helens	3065096
23.05.2019	337 Certificate	U4, 41 - 43 Beaulieu Street, St Helens	3078727
23.05.2019	337 Certificate	49 Falmouth Street, St Helens	2661988
24.05.2019	337 Certificate	36 Cameron Street, St Marys	7657558
28.05.2019	337 Certificate	23 Canhams Road, St Helens	2662091
28.05.2019	337 Certificate	Shearwater Avenue, Stieglitz	7828046
28.05.2019	337 Certificate	13, 6 Wattle Drive, Scamander	2633880
29.05.2019	337 Certificate	21 Casuarina Lane, Ansons Bay	7184287
29.05.2019	337 Certificate	57 Quail Street, St Helens	6795123
29.05.2019	337 Certificate	2 Talbot Street, Stieglitz	6787107
29.05.2019	337 Certificate	14 Aerodrome Road, Stieglitz	3040729
31.05.2019	337 Certificate	12 Cecilia Street, St Helens	6793865
31.05.2019	337 Certificate	47 Main Street, St Marys	2806112
31.05.2019	337 Certificate	20533 Tasman Highway, Seymour	6407717
31.05.2019	337 Certificate	P1625 Binalong Bay Road, St Helens	7768389
31.05.2019	337 Certificate	16-20 Rex Court, St Helens	1498859
31.05.2019	337 Certificate	25C Morrison Street, Falmouth	2001242

Tenders and Contracts Awarded:

Nil.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

06/19.16.2 2019-2020 Annual Plan

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\036\002\
ASSOCIATED REPORTS AND DOCUMENTS	2019 - 2020 Annual Plan (<i>Circulated under separate cover</i>)

OFFICER'S RECOMMENDATION:

That Council adopt the 2019 - 2020 Annual Plan.

INTRODUCTION:

Council's management team have prepared a draft 2019 - 2020 Annual Plan based on discussions which have occurred through Council workshops and the normal budget/planning process. The Annual Plan has been prepared to take into account the matters identified in Council's Strategic Plan and reflects continuity of existing projects and activities where this exists.

PREVIOUS COUNCIL CONSIDERATION:

Annual Plans are adopted annually by Council.

Was listed for discussion at the June Council Workshop.

OFFICER'S REPORT:

This plan is generally based on the 10 Year Strategic Plan 2017 – 2027. The finalised 2019 - 2020 Annual Plan will ultimately be included in Envisio. During the development phase we have used a 4 year format to assist in seeing the flow and development of activities across multiple years, this is a work in progress. A key component of developing the Plan has been incorporating the priorities identified by Council during the Strategic Priorities Workshop. Some of the strategies identified in 2018 - 2019 are carried on, or built on, in the new financial year.

The key themes for 2019 - 2020 include:

- NRM Action Plan
- Projects linked to Tourism and the Mountain Bike Trails
- Waste management including minimisation & recycling

Other significant areas of attention in 2019 - 2020 include:

- Delivery of additional projects arising from Government Funding commitments
- Financial sustainability
- Stormwater management planning
- Community Engagement Framework

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

LEGISLATION & POLICIES:

Councils are required each financial year, under Section 71 of the *Local Government Act 1993*, to prepare an Annual Plan.

The Act provides general guidelines for the production of the Annual Plan in that it should:

- Be consistent with the Strategic Plan;
- Include a statement of the manner in which the Council is to meet the goals and objectives of the Strategic Plan;
- Include a summary of the estimates adopted under Section 82; and
- Include a summary of the major strategies to be used in relation to the Council's public health goals and objectives.

A copy of the Annual Plan is provided to the Director of Local Government and the Director of Public Health. A copy is also available at the Council Office for inspection by the public and on Council's website.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The financial implications of the 2019 - 2020 Annual Plan are detailed in Council adopted budget but are summarised in the Plan.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\002\001\
ASSOCIATED REPORTS AND DOCUMENTS	Analysis of Amendments to Meeting Procedures Guidelines Meeting Procedures Guidelines – WITH TRACK CHANGES Meeting Procedures Guidelines – CLEAN COPY

OFFICER’S RECOMMENDATION:

That Council adopt the reviewed Meeting Procedures Guidelines.

INTRODUCTION:

These Meeting Procedures have been prepared to assist Councillors and Staff with the process and procedures for Council Meetings.

PREVIOUS COUNCIL CONSIDERATION:

Previous discussion took place at Councils Workshop held on the 24 May 2010 and originally adopted at the 10 June 2010 Council Meeting.

Discussion at the October 2018 Council Meeting.

Discussion at the May and June 2019 Council Workshops.

OFFICER’S REPORT:

These meeting procedures were reviewed in line with the *Local Government Act 1993* and the *Local Government (Meeting Procedures) Regulations 2015* as well as advice provided by Simmons Wolfhagen through the Elected Member Training Program.

When reviewing these procedures amendments have been made in line with legislation changes for the *Local Government (Meeting Procedures) 2015*.

Other amendments which have been made include the addition of procedures in relation to Public Question Time, audio recording of Council Meetings as well as the provision of more detail in relation to voting as a “Planning Authority” as well as updating the Appendices to be in line with our current agenda format as the sequence of items presented had altered since this document was adopted in 2010.

A detailed analysis of the amendments have been attached for information.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

LEGISLATION & POLICIES:

Local Government Act 1993.

Local Government (Meeting Procedures) Regulations 2015.

BUDGET AND FINANCIAL IMPLICATIONS:

There are no financial implications to Council in adopting this item.

VOTING REQUIREMENTS:

Simple Majority.

Break O'Day Council Meeting Procedures Guidelines Review – April 2019

Analysis of Amendments

Section	Heading	Amendment made:
4	Audio Recording of Council Meetings	This whole section has been added in to be in line with the possible future decision of Council in relation to audio recordings of meetings and more detail can be found in the Draft Policy – LG53 – Audio Recording of Council Meetings
5	Public Question Time	This whole section has been added following discussion at the May 2019 Council Workshop for details to be included in the Meeting Procedures
12	Acting as a Planning Authority	This section has been expanded to provide more detail including “do’s and don’ts” and voting as a Planning Authority as per advice given from the Simmons Wolfhagen presentation at the 2018 Elected Member Training
Appendix A	Example of Agenda set out	This has been amended to include information regarding the audio recordings including the statement which the Chairperson is to read at the commencement of each meeting of Council
Appendix C	Duties and Responsibilities of the Chair	This has been amended to include the requirement for a statement by the Chairperson in relation to advising people that Council meetings will be recorded
Appendix C	Duties and Responsibilities of the Chair	This has been amended to include the requirement for a statement by the for the Acknowledgement of Country

Council Meeting Procedures



Version: 1 – Adopted 10 June 2010
Version: 2 – Reviewed May 2018
Version 3 – Reviewed ~~December 2018~~ April 2019

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1. Introduction

- 1.1 Break O'Day Council considers that the process of Local Government meetings should be open, transparent and accessible to the community.
- 1.2 To ensure that the processes undertaken by Council are consistent in their application, Council will use the *Local Government (Meeting Procedures) Regulations 2015* ("the regulations") and the *Local Government Act 1993* ("the Act") supported by the following meeting procedures as the basis for the operation of Council and Committee meetings.
- 1.3 In accordance with Regulation 37 of the regulations the following procedures be adopted in respect of the operation of Council Meetings and Council Committee Meetings.

2. Interpretation

- 2.1 "Meeting": means either a Council Meeting or a Council Committee Meeting.

3. Agenda for Council and Council Committee Meetings

- 3.1 The standard agenda to be used for a Council Meeting is shown in Appendix A.
- 3.2 The standard agenda to be used for a Council Committee Meeting is shown in Appendix B.
- 3.3 The Duties and Responsibilities of a Chairperson ("Chair") of a Meeting are shown in Appendix C.

4. Audio Recording of Council Meetings

As detailed in Break O'Day Council policy number LG53 – Audio Recording of Council Meetings.

All ordinary meetings, special meetings and annual general meetings will be digitally recorded as provided for in Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15(2).

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of the Meeting.

The recording does not replace the written minutes and a transcript of the recording will not be prepared.

The Chairperson has the authority at any time of the proceedings to direct the termination of the audio recording of a meeting. However, the Chairperson should only terminate the audio recording in exceptional circumstances including (but not limited to):

- It is clearly evident that the discussion is (or potentially likely to be):
 - o An infringement of copyright;
 - o A breach of privacy and/or unlawful disclosure of personal information;
 - o A release of privileged or confidential information of Council.

If in the situation of a technical difficulty that an audio recording is not possible, then the Chairperson will advise those present of the circumstances. In the event that an audio recording file becomes corrupt for any reason and therefore unavailable, this information will be provided on the Council website (or equivalent).

5. Public Question Time

5.1 A member of the public may give written notice to the General Manager at least seven (7) days before an ordinary Council Meeting of a question to be asked at that meeting.

5.2 The Chairperson of an ordinary Council meeting will address questions on notice submitted by members of the public and invite any members of the public present at the meeting to ask questions relating to the activities of the Council.

5.3 Questions from the public must be clear and concise. The question must be asked first and then any supporting explanation provided must directly relate to the question in a clear and concise manner.

5.4 Questions must relate to the business of Council as a whole and not be directed to a particular Councillor and how they are discharging their duties as a Councillor.

5.5 General statements from the public are not permitted during public question time.

5.6 The Chairperson will require a question from a member of the public asked at the meeting to be put in writing and provided at that meeting.

5.7 A question by any member of the public under this regulation and an answer to that question are not to be debated at the ordinary Council meeting.

5.8 The Chairperson of an ordinary Council meeting may refuse to accept a question from a member of the public and if the Chairperson refuses to accept a question they must give reasons for doing so.

4.6. Questions on Notice

4.16.1 This agenda item allows Councillors to ask a question on notice on any matter relevant to Council activities.

4.26.2 A Councillor can ask no more than four (4) questions on notice per meeting by giving the General Manager written notice of the question(s) at least seven (7) clear days before the date of the meeting at which the question is to be asked.

4.36.3 In the event the question is accepted the General Manager must ensure that the question and the reply are placed on the agenda for the meeting at which the question is to be asked.

4.46.4 The question and the reply must be entered in the minutes of the relevant meeting.

5.7. Notice of Motion

Motions and amendments should not be vague or ambiguous; they should be couched in precise and definite language and should comply with any regulations as to form a notice; otherwise the Chair should refuse to allow them to be put. [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Ellis S Magner, Thomson Lawbook co., 2007]

5.17.1 This agenda item allows Councillors to bring forward any business in the form of a written notice of motion.

5.27.2 A notice of motion must be given to the General Manager at least seven (7) clear days before the date of the meeting at which the motion is to be moved.

5.37.3 A Councillor can submit no more than four (4) notices of motion per meeting.

5.47.4 Provided the General Manager does not refuse to accept a notice of motion in accordance with Regulation 16(6) of the regulations then the General Manager must ensure that the motion on notice is placed on the agenda for the meeting at which the notice of motion is to be moved.

5.57.5 No motion shall be proceeded with in the absence of the Councillor giving notice unless some other Councillor has been authorised to move it by the Councillor who gave notice. *[Joske's Law and Procedure at Meetings in Australia, 10th Edition, Ellis S Magner, Thomson Lawbook co., 2007]*

All notices of motion must be preceded by the following statement:

"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 its meeting on the..."

6.8. Petitions

~~6.18.1~~ Where a petition is received by a Councillor pursuant to Section 57(1) of the Act then that Councillor is to forward the petition to the General Manager within seven (7) days of receiving it.

~~6.28.2~~ Where a petition is received directly by the General Manager in accordance with Section 57 of the Act or is received by the General Manager in accordance with 6.1 above the General Manager will, subject to Sections 58(3) and 59 of the Act, ensure that the petition is placed on the agenda of the next ordinary meeting of Council with a short statement as to the nature of the petition and the number of signatures to the petition.

~~6.38.3~~ If the petition placed on the Council Meeting agenda is accompanied by a report from a Council Officer, the Council may consider the petition at the Council Meeting.

~~6.48.4~~ If the petition placed on the Council Meeting agenda is not accompanied by a report from a Council Officer, and if it however relates to a matter that:-

~~6.4.18.4.1~~ Has recently been on (or is already on) an agenda of a Council Meeting, and/or

~~6.4.28.4.2~~ The community at large do not need to have the opportunity to be aware of and/or have the opportunity to comment on, and

~~6.4.38.4.3~~ Does not require further information to be provided by a Council Officer prior to Council making an informed decision,

The Chair will allow the petition to be considered at the Council Meeting.

~~6.58.5~~ The head petitioner or their nominee will be invited to attend the Council Meeting as a delegate and will be offered an opportunity to speak to the petition for a maximum of five (5) minutes, except in the case that the petition relates to a matter Council is undertaking consultation on, or relates to a matter that is not the responsibility of Council. Councillors will then be able to ask questions of the petitioner.

~~6.68.6~~ After the petitioner has been heard, the Chair of the Council Meeting will bring forward that item or items on the agenda to enable the matter(s) to be discussed forthwith.

If the head petitioner or their nominee attends a Council Meeting and has an opportunity to speak to the petition, any further request to speak at a subsequent Council Meeting will only be approved by the Chair if new material is placed on the agenda by a Council Officer in relation to the petition.

7.9. Deputations

7.19.1 A request for a deputation to a meeting received in accordance with Regulation 38 will be referred to the Chair for his/her approval for the deputation to appear.

7.29.2 Approval for a depute to speak will only be refused by the Chair if the depute has previously addressed the Council or a Council Committee about the same subject in the previous six (6) months and Council has resolved the matter.

7.39.3 Deputies will be given the opportunity to address the Council or Council Committee for a maximum of five (5) minutes. Councillors will then be able to ask questions of the depute.

7.49.4 Deputies will be heard and questioned without debate.

7.59.5 After hearing the deputations the Chair will bring forward the relevant item on the agenda (if any) to enable the matter to be discussed forthwith.

8.10. Voting Procedures

8.110.1 At a meeting, each Councillor, including the Chair, has one (1) vote.

8.210.2 The Chair is to take a vote by any means the Council determines.

8.310.3 Voting at a meeting may be conducted by secret ballot if the purpose is to select a person to represent the Council on a Committee or other body.

8.410.4 Where a Councillor abstains from voting the vote is recorded as a negative.

8.510.5 A tied vote results in a motion being determined in the negative.

8.610.6 The Chair will count the number of votes for and against a decision and then declare an outcome. The details of Councillors votes and the outcome are recorded in the minutes.

9.11. Questions Without Notice

9.111.1 This agenda item allows Councillors to ask no more than four (4) questions per meeting on any matter relevant to Council activities.

9.211.2 Councillors should provide the Chair with a written copy of the question.

9.311.3 Questions without notice, and any answers to those questions, are not required to be recorded in the minutes.

10.12. Acting as a Planning Authority

12.1 If a Council or Council Committee intends to act at a meeting as a "Planning Authority" under the *Land Use Planning and Approvals Act 1993*, the Chair is to advise the meeting accordingly as follows:

At the Commencement of the "Planning Authority":

10.1 "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."

At the Conclusion of the "Planning Authority":

"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."

10.212.2 A member of the Planning Authority is required to make decisions within the framework of the *Land Use Planning and Approvals Act 1993* (LUPAA).

10.312.3 As a member of a Planning Authority your decisions must be based on the provisions of the Planning Scheme.

10.412.4 Process to Decision:

10.4.112.4.1 Application

10.4.212.4.2 Advertising

10.4.312.4.3 Representation

10.4.412.4.4 Assessment

10.4.512.4.5 Decision

10.512.5 Assessment Report – The Planning Authority will be guided by its Planning Officers, who will assist by:

10.5.112.5.1 Identifying which parts of the Scheme you need to consider – Discretion triggers;

10.5.212.5.2 Identify relevant considerations;

10.5.312.5.3 Representations – relevance; and

10.5.412.5.4 Recommendation.

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12.6 If the Planning Officer recommends that a development application is refused, then the motion to be considered by the Planning Authority will be to adopt that recommendation.

12.6.1 If the motion is carried, then the Planning Authority will have made a decision to refuse to grant a permit.

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12.6.2 If the motion is lost, then the Planning Authority has not made a decision on the development application. In order to avoid the consequences of section 59 of the Land Use Planning and Approvals Act 1993, which deems a development application to be approved where there is no decision by the Planning Authority, the Planning Authority should subsequently consider a motion to approve the development application.

12.6.3 If the vote is tied, then the Planning Authority has not made a decision on the development application and it must subsequently consider a motion to approve the development application.

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12.7 If the Planning Officer recommends that a development application is approved (or if a motion to refuse has been lost or tied), then a motion to approve the development application on certain conditions should be considered.

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12.7.1 If the motion is carried, then the Planning Authority will have made a decision to grant a permit on those conditions.

12.7.2 If the motion is lost, then the Planning Authority has not made a decision on the development application and it may consider a subsequent motion (for example, that a permit is granted on different conditions or that the development approval is refused, on certain grounds).

12.7.3 If the vote is tied, the Regulations operate so that the Planning Authority has made a decision to refuse to grant a permit.

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12.8 To ensure that the Planning Authority does not inadvertently refuse a development application through a tied vote, the members of the Planning Authority are encouraged to:

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12.8.1 communicate openly during the meeting prior to the formal vote being taken, so that other members are aware of each other's intention to vote; and

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12.8.2 foreshadow an alternate motion, if a member supports the Planning Officer's recommendation generally but would prefer that a permit was granted on conditions which differ from the Planning Officer's recommendation, or that it be refused on different grounds.

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12.9 The General Manager is to ensure that the reasons for a decision by a Council or Council Committee acting as a planning authority are recorded in the minutes. To the extent that there is a deemed refusal of a development application, the minutes should reflect this.

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12.10 The Rules of Engagement and Decision Making

~~10.7.1.1~~12.10.1 Do Not:

~~10.7.1.1~~12.10.1.1 Make statements of predetermination – do not make any comments which suggest that you will exercise discretion in a particular way without being prepared to listen to contrary arguments.

~~10.7.1.2~~12.10.1.2 Sign a representation or a petition in favour or against a proposal.

~~10.7.1.3~~12.10.1.3 Participate in a decision if you have a conflict of interest:

- Pecuniary benefit or pecuniary detriment – Sections 48 to 56 of the *Local Government Act 1993*.
- Code of Conduct.

~~10.7.2.12.10.2~~ Do:

~~10.7.2.412.10.2.1~~ Understand exactly what you are required to decide:

- Which provision of LUPAA apply?
- Which parts of the Scheme are relevant?

~~10.7.2.212.10.2.2~~ Take the information contained in the application and representations into account when you make your decision.

~~10.7.2.312.10.2.3~~ Take other information into account, although you should notify the applicant if you intend to do so.

~~10.7.2.412.10.2.4~~ Encourage a community member to make a representation so that their views can be taken into account, rather than relying upon you to do that for them.

~~10.7.2.512.10.2.5~~ Channel enquiries through the relevant Planning Officer.

~~10.7.2.612.10.2.6~~ Be transparent.

~~10.7.2.712.10.2.7~~ Make and keep records of interactions which may be contentious (file notes, emails etc).

~~10.7.312.10.3~~ You May (Subject to the above):

~~10.7.3.112.10.3.1~~ Participate in discussions with developers and interested third parties before and after a development application is lodged.

~~10.7.3.212.10.3.2~~ Attend private and public meetings and briefings in relation to an application that will be determined by the Planning Authority.

~~10.7.3.312.10.3.3~~ Speak in favour of or against a proposal (although this is not routinely recommended).

~~10.7.3.412.10.3.4~~ Speak firmly, even passionately, in favour of your view at a Planning Authority meeting with the intention of influencing other Councillors; that conduct is to be expected.

~~10.7.3.512.10.3.5~~ Make a decision which differs from the recommendations of the Planning Officer. Clear reasons (pursuant to the Planning Scheme) MUST be recorded to support the decision of Council.

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~~11.13.~~ Submission of Emergency Motions

- 11.1 Emergency motions may be tabled at a Council Meeting. This request must be provided to the Chair and the Chair will determine whether the motion should be dealt with in an urgent capacity or whether it can be listed on a future Council Agenda.

12.14. Closed Council

~~12.1~~~~14.1~~ Regulation 15(l) stated that in order to close part of a meeting to the public, it may only be done where the Council has resolved to do so by an absolute majority.

~~12.2~~~~14.2~~ Items listed within Closed Council must clearly reference the reason for the inclusion of each Closed Council item, including item for discussion and correctly identifying the relevant sub-regulation reference pursuant to sub-regulation 15(2).

~~12.3~~~~14.3~~ Within the Regulations there are specific provisions that prohibit some matters being discussed in a Closed meeting.

Regulation 15(3): Unless sub-regulation (4) applies, a Council or Council Committee must not close part of a meeting when it is –

- a) Acting as a Planning Authority; or*
- b) Considering whether or not to grant a permit under the Act; or*
- c) Considering proposals for the Council to deal with public land under section 178 of the Local Government Act 1993.*

~~12.4~~~~14.4~~ Within the Closed Meeting of Council, there must be a consideration of what, if any, information can be released to the public for each item discussed.

~~12.5~~~~14.5~~ As per sub-regulation 34(l)(b), there must be at least enough information in the open minutes of Council to show that the matter was discussed and a brief description of the matter. This information should include as many details of what was discussed as possible, as per sub-regulation 15(8) which requires Council to consider whether discussions, decisions, reports or documents from that Closed Meeting are to be kept confidential or released to the public.

Generally, it would be expected that Councils could provide the voting details of closed agenda items, if not the detail of the discussion or motion itself.

~~12.6~~~~14.6~~ Open minutes must not disclose confidential information meant for the closed meeting of Council (unless the Council agrees that the information can be released).

13.15. Meeting Closure

13.1 The duration of a meeting will not extend beyond 3.00pm without a resolution being passed by those Councillors present.

Appendix A

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 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.

[NAME]

GENERAL MANAGER

Date:

STATEMENT BY CHAIRPERSON INFORMING ALL COUNCILLORS, STAFF AND ANY PUBLIC PRESENT, THAT THE MEETING IS BEING RECORDED

OPENING

ACKNOWLEDGEMENT OF COUNTRY

- .../18.1.0 ATTENDANCE
- .../18.1.1 Present
- .../18.1.2 Apologies
- .../18.1.3 Leave of Absence
- .../18.1.4 Staff in Attendance
- .../18.2.0 PUBLIC QUESTION TIME
- .../18.3.0 DECLARATION OF PECUNIARY INTEREST OF A COUNCILLOR OR CLOSE ASSOCIATE
- .../18.4.0 CONFIRMATION OF MINUTES
- .../18.4.1 Confirmation of Minutes – Council Meeting
- .../18.5.0 COUNCIL WORKSHOPS HELD SINCE COUNCIL MEETING
- .../18.6.0 PLANNING AUTHORITY
- .../18.7.0 PETITIONS
- .../18.8.0 NOTICES OF MOTION

- .../18.9.0 COUNCILLOR'S QUESTIONS ON NOTICE
- .../18.10.0 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

.../18.11.0	MAYOR'S & COUNCILLOR'S COMMUNICATIONS
.../18.11.1	Mayor's Communications for Period Ending
.../18.11.2	Councillor's Reports for Period Ending
.../18.12.0	BUSINESS AND CORPORATE SERVICES
.../18.12.1	Corporate Services Department Report
.../18.12.2	Monthly Financial Report
.../18.12.3	Visitor Information Centre Report
.../18.13.0	WORKS AND INFRASTRUCTURE
.../18.13.1	Works and Infrastructure Report
.../18.13.2	Animal Control Report
.../18.14.0	COMMUNITY DEVELOPMENT
.../18.14.1	Community Services Report
.../18.15.0	DEVELOPMENT SERVICES
.../18.15.1	Development Services Report
.../18.15.2	Planning Approvals Issued
.../18.15.3	Building Services Approvals
.../18.16.0	GOVERNANCE
.../18.16.1	General Manager's Report
.../18.17.0	CLOSED COUNCIL
.../18.17.1	Confirmation of Closed Council Minutes – Council Meeting
.../18.17.2	Outstanding Actions List for Closed Council

Appendix B

..... COMMITTEE
ON [DATE]
TO BE HELD AT [VENUE]

AGENDA

.../18.1.0 ATTENDANCE
.../18.1.0 Present
.../18.1.0 Apologies
.../18.1.0 Leave of Absence

.../18.2.0 CONFIRMATION OF MINUTES
.../18.2.1 Confirmation of Minutes – Committee Meeting

.../18.3.0 MATTERS ARISING FROM PREVIOUS MINUTES

.../18.4.0
.../18.5.0
.../18.6.0
.../18.7.0
.../18.8.0 GENERAL BUSINESS
.../18.9.0 MEETING CLOSE

Appendix C

DUTIES AND RESPONSIBILITIES OF THE CHAIR

The Chair has a number of important duties to perform. These duties are as follows:

- *Preside at meetings;*
- *Conduct proceedings regularly;*
- *Determine the sense of a meeting;*
- *Preserve order;*
- *Adjourn the meeting if necessary;*
- *Control the voting process;*
- *Declare the meeting closed; and*
- *Sign the minutes*

The Chair has the authority and duty to make necessary rulings on questions of meeting procedure. [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Eilis S. Magner, Thomson Lawbook Co., 2007]

It is Council's intention to consider all agenda items on the day of a meeting. The following meeting procedures are designed to facilitate the achievement of this intention.

Meeting Procedures

- Once a quorum is present, to declare the meeting open at the prescribed time.
- Make a statement advising Councillors, staff and any public present that the meeting is being recorded.
- To provide an Acknowledgement of Country.
- To call over the reports by item number (example attached).
- To identify Councillors on leave.
- To call for any apologies.
- Ask members of the public who are present whether they have any questions they would like to ask. No debate is allowed on a question and it must be provided in writing and a reply will be provided in the minutes.
- To call Councillors to advise pecuniary/conflict of interests (if any) on any of the agenda items.
- To seek a mover and seconder for confirmation of the minutes of the last meeting. The only discussion permitted on this item concerns the accuracy of the minutes as a record of proceedings. [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Eilis S. Magner, Thomson Lawbook Co., 2007]
- If there are any questions on notice, to read the title of the question and state the Councillor who asked the question and advise that a response is provided by the relevant person. [Note: no debate is allowed on a question on notice or the reply.]

- To call on the Councillor who has a notice of motion to move the motion and speak to it.
- To call for questions without notice (maximum four (4) per Councillor per meeting).
[Note: no discussion or debate is permitted in reference to the question asked and the answer given. The question and answer do not have to be listed in the minutes.]
- To close the meeting.
- The duration of a meeting will not extend beyond 3.00pm without a resolution being passed by those Councillors present.
- In the event that such a resolution is passed then at around 3.15pm the Chair will confirm the order or priority that the remaining items on the agenda will be considered.
- The Chair (if necessary) will then seek Councillors to move and second a formal motion that consideration of any remaining agenda items will be adjourned to a date and time as fixed by the meeting or to be determined by the General Manager.

Maintaining Order

In terms of running the meeting for debates on the items reserved, the following points should be noted:

- The Councillor who has reserved an item should be invited to briefly state why it has been withdrawn. However, if the Councillor is not prepared to move the recommendation as presented in the report provided, the Chair will in the first instance, seek a Councillor who is prepared to move the recommendation as presented in the report provided.
- The mover of the recommendation may speak for not more than five (5) minutes.
- The mover of the recommendation has the right of reply for up to three (3) minutes and is not to introduce any new information in exercising that right.
- A Councillor who moves a motion loses the right of reply if a motion “that the motion be put” is passed.
- The Chair will then seek a Councillor who is prepared to second the recommendation as presented in the report provided.
- The seconder of the recommendation may speak for not more than five (5) minutes.
- A motion will lapse if it is not seconded at the appropriate time.
- A Councillor in addressing a Council Meeting is not to digress from the subject under discussion.
- If the Chair is unable to find Councillors who are prepared to move and second the recommendation as presented in the report provided, with or without minor variation, the Chair will seek a Councillor who wishes to move an alternative motion.
- The Chair may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the Council or Council Committee (as the case may be).
- A Councillor may only speak once to a motion except –
 - a) To provide a brief explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - b) With leave of the meeting; or
 - c) As the mover in reply.

- Once a motion has been voted on (see “Voting” below), and is LOST, a new motion regarding the same agenda item may be moved (that may be substantially different to the previous motion just lost).

Amendments

- A Councillor who has moved or seconded a motion may not, at a later stage of the debate, move or second an amendment to the motion.
- A Councillor who has not moved or seconded the motion at an earlier stage of the debate may move or second an amendment to the motion. **[Note:** An amendment is not a new motion and cannot be a direct negative of the motion on the floor. Rather it must be relevant to the motion on the floor (and therefore, must relate to the substance or it) and can only seek to modify it by adding to or deleting from the motion, without negating it.]
- When an amendment is moved and seconded the debate is on the subject matter of the amendment.
- A Councillor who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
- A Councillor has up to five (5) minutes to talk to the amendment after which the Chair will seek a member to second the amendment. An amendment will lapse if it is not seconded at that time.
- If the amendment is defeated then the debate returns to the original motion and only one further (second) amendment may be moved to the original motion.
- If the (second) amendment is defeated then the original motion must then be decided.
- If an amendment is carried, the amended motion may be subject to one (1) further amendment.
- Once an amendment (and second amendment where applicable) is carried, the amendment becomes the motion which must then be put to the vote in its own right. **[Note:** The effect, therefore, is that where the meeting votes in favour of an amendment it is then required to vote on it for a second time as the substantive motion. The usual course is for the whole original motion, as amended by the amendment, to be put to the vote as the amendment and then, where carried, to be put to the vote again as the substantive motion.]
- An amendment which calls for a further report and/or additional information should include a statement as to what additional information is required.

Variations

- The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- The Chair must immediately put the question for leave to be granted and no debate will be allowed on that question.

- If the Chair gets an indication that at least two thirds of the Councillors are in favour of granting leave, leave is to be granted (ie a formal vote is not required – just require general consensus).

Conduct of Debate

The purpose of debate is to allow members to state relevant facts and express their views on the business before the meeting. The objective is that the decision reached at the meeting will be an informed one. Controlling the conduct of debate and the progress of the meeting are the major responsibilities of the Chair. [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Eilis S Magner, Thomson Lawbook Co., 2007]

- It should be particularly noted that a Councillor must not speak for longer than five (5) minutes at any one time.
- This can only be extended by the leave of the meeting. If the Chair gets an indication that at least two thirds of the Councillors are in favour of granting leave, leave is to be granted (ie a formal vote is not required – just general consensus). The Chair does not have discretion to allow an extension.
- Elected Councillors wishing to speak should raise their hands and be recognised by the Chair. It is desirable to have alternate speakers for and against the motion and for second and subsequent speakers to confine discussion to information or details not adequately covered by previous speakers. These principles do not in any way take away a Councillors right to speak.
- If a Councillor seeks to ask a question it is important that the Councillor does not make a speech before or after the question, but asks the question straight away. The Chair must ensure that a member only speaks once to a motion and should rule the member out of order if in asking a question a further speech is being made.

Voting

The common method of voting is by show of hands; that is "by counting the persons present who are entitled to vote and who choose to vote by holding up their hands". [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Eilis S Magner, Thomson Lawbook Co., 2007]

- The Chair will, in taking a vote, ask for the votes of those Councillors in favour of the question and then for the votes of those Councillors against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- A Councillor who is not in his or her seat is not permitted to vote.

Suspension of Meeting Procedures

- If the Chair considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of the regulations for a period of time in order to

allow or facilitate informal discussions, the Chair will seek an indication that at least two thirds of the Councillors present at the meeting are in favour of suspending the operation of the regulations for a period determined by the Chair eg the issue could be clarified by some informal discussion for a period of ten (10) minutes.

- Council has resolved that in the interest of Councillors health, the Chair of the meeting is encouraged to exercise his/her discretion and suspend the operation of the regulations to enable a suitable break to be taken, as far as is practicable, to allow Councillors to stand up and move about thereby restoring their energy and circulation.
- If a suspension occurs –
 - a) A note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - b) The period of suspension should be limited to achieving the purpose for which it was declared; and
 - c) The period of suspension will come to an end if –
 - The Chair determines that the period should be brought to an end; or
 - At least two thirds of the Councillors present at the meeting resolve that the period should be brought to an end.

Points of Order

- The Chair may call to order a Councillor who is in breach of the Act, the regulations or these procedures.
- A Councillor may draw to the attention of the Chair a breach of the Act, the regulations or these procedures, and must state briefly the nature of the alleged breach and the section of the Act, regulation or these procedures which has been contravened.
- A point of order takes precedence over all other business until determined.
- The Chair will rule on a point of order.

Interruption of a Meeting by Councillors

- A Councillor must comply with the Code of Conduct at all times.
- A Councillor must not, while at a meeting –
 - a) Behave in an improper or disorderly manner; or
 - b) Cause an interruption or interrupt another Councillor who is speaking.
- If the Chair considers that a Councillor during a meeting may have acted in contravention of the regulations or Council's Code of Conduct or these procedures the Councillor must be allowed to make a personal explanation.

Interruption of a Meeting by Others

- A member of the public who is present at a meeting must not –
 - a) Behave in a disorderly manner; or
 - b) Cause an interruption. Maximum penalty: \$500.

Any queries regarding these Meeting Procedures should be directed to the General Manager in the first instance.

Council Meeting Procedures



Version: 1 – Adopted 10 June 2010
Version: 2 – Reviewed May 2018
Version 3 – Reviewed April 2019

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1. Introduction

- 1.1 Break O'Day Council considers that the process of Local Government meetings should be open, transparent and accessible to the community.
- 1.2 To ensure that the processes undertaken by Council are consistent in their application, Council will use the *Local Government (Meeting Procedures) Regulations 2015* ("the regulations") and the *Local Government Act 1993* ("the Act") supported by the following meeting procedures as the basis for the operation of Council and Committee meetings.
- 1.3 In accordance with Regulation 37 of the regulations the following procedures be adopted in respect of the operation of Council Meetings and Council Committee Meetings.

2. Interpretation

- 2.1 "Meeting": means either a Council Meeting or a Council Committee Meeting.

3. Agenda for Council and Council Committee Meetings

- 3.1 The standard agenda to be used for a Council Meeting is shown in Appendix A.
- 3.2 The standard agenda to be used for a Council Committee Meeting is shown in Appendix B.
- 3.3 The Duties and Responsibilities of a Chairperson ("Chair") of a Meeting are shown in Appendix C.

4. Audio Recording of Council Meetings

As detailed in Break O'Day Council policy number LG53 – Audio Recording of Council Meetings.

All ordinary meetings, special meetings and annual general meetings will be digitally recorded as provided for in Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15(2).

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of the Meeting.

The recording does not replace the written minutes and a transcript of the recording will not be prepared.

The Chairperson has the authority at any time of the proceedings to direct the termination of the audio recording of a meeting. However, the Chairperson should only terminate the audio recording in exceptional circumstances including (but not limited to):

- It is clearly evident that the discussion is (or potentially likely to be):
 - o An infringement of copyright;
 - o A breach of privacy and/or unlawful disclosure of personal information;
 - o A release of privileged or confidential information of Council.

If in the situation of a technical difficulty that an audio recording is not possible, then the Chairperson will advise those present of the circumstances. In the event that an audio recording file becomes corrupt for any reason and therefore unavailable, this information will be provided on the Council website (or equivalent).

5. Public Question Time

- 5.1 A member of the public may give written notice to the General Manager at least seven (7) days before an ordinary Council Meeting of a question to be asked at that meeting.
- 5.2 The Chairperson of an ordinary Council meeting will address questions on notice submitted by members of the public and invite any members of the public present at the meeting to ask questions relating to the activities of the Council.
- 5.3 Questions from the public must be clear and concise. The question must be asked first and then any supporting explanation provided must directly relate to the question in a clear and concise manner.
- 5.4 Questions must relate to the business of Council as a whole and not be directed to a particular Councillor and how they are discharging their duties as a Councillor.
- 5.5 General statements from the public are not permitted during public question time.
- 5.6 The Chairperson will require a question from a member of the public asked at the meeting to be put in writing and provided at that meeting.
- 5.7 A question by any member of the public under this regulation and an answer to that question are not to be debated at the ordinary Council meeting.
- 5.8 The Chairperson of an ordinary Council meeting may refuse to accept a question from a member of the public and if the Chairperson refuses to accept a question they must give reasons for doing so.

6. Questions on Notice

- 6.1 This agenda item allows Councillors to ask a question on notice on any matter relevant to Council activities.
- 6.2 A Councillor can ask no more than four (4) questions on notice per meeting by giving the General Manager written notice of the question(s) at least seven (7) clear days before the date of the meeting at which the question is to be asked.
- 6.3 In the event the question is accepted the General Manager must ensure that the question and the reply are placed on the agenda for the meeting at which the question is to be asked.
- 6.4 The question and the reply must be entered in the minutes of the relevant meeting.

7. Notice of Motion

Motions and amendments should not be vague or ambiguous; they should be couched in precise and definite language and should comply with any regulations as to form a notice; otherwise the Chair should refuse to allow them to be put. [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Ellis S Magner, Thomson Lawbook co., 2007]

- 7.1 This agenda item allows Councillors to bring forward any business in the form of a written notice of motion.
- 7.2 A notice of motion must be given to the General Manager at least seven (7) clear days before the date of the meeting at which the motion is to be moved.
- 7.3 A Councillor can submit no more than four (4) notices of motion per meeting.
- 7.4 Provided the General Manager does not refuse to accept a notice of motion in accordance with Regulation 16(6) of the regulations then the General Manager must ensure that the motion on notice is placed on the agenda for the meeting at which the notice of motion is to be moved.
- 7.5 No motion shall be proceeded with in the absence of the Councillor giving notice unless some other Councillor has been authorised to move it by the Councillor who gave notice. *[Joske's Law and Procedure at Meetings in Australia, 10th Edition, Ellis S Magner, Thomson Lawbook co., 2007]*

All notices of motion must be preceded by the following statement:

"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 its meeting on the..."

8. Petitions

- 8.1 Where a petition is received by a Councillor pursuant to Section 57(1) of the Act then that Councillor is to forward the petition to the General Manager within seven (7) days of receiving it.
- 8.2 Where a petition is received directly by the General Manager in accordance with Section 57 of the Act or is received by the General Manager in accordance with 6.1 above the General Manager will, subject to Sections 58(3) and 59 of the Act, ensure that the petition is placed on the agenda of the next ordinary meeting of Council with a short statement as to the nature of the petition and the number of signatures to the petition.
- 8.3 If the petition placed on the Council Meeting agenda is accompanied by a report from a Council Officer, the Council may consider the petition at the Council Meeting.
- 8.4 If the petition placed on the Council Meeting agenda is not accompanied by a report from a Council Officer, and if it however relates to a matter that:-
 - 8.4.1 Has recently been on (or is already on) an agenda of a Council Meeting, and/or
 - 8.4.2 The community at large do not need to have the opportunity to be aware of and/or have the opportunity to comment on, and
 - 8.4.3 Does not require further information to be provided by a Council Officer prior to Council making an informed decision,The Chair will allow the petition to be considered at the Council Meeting.
- 8.5 The head petitioner or their nominee will be invited to attend the Council Meeting as a delegate and will be offered an opportunity to speak to the petition for a maximum of five (5) minutes, except in the case that the petition relates to a matter Council is undertaking consultation on, or relates to a matter that is not the responsibility of Council. Councillors will then be able to ask questions of the petitioner.
- 8.6 After the petitioner has been heard, the Chair of the Council Meeting will bring forward that item or items on the agenda to enable the matter(s) to be discussed forthwith.

If the head petitioner or their nominee attends a Council Meeting and has an opportunity to speak to the petition, any further request to speak at a subsequent Council Meeting will only be approved by the Chair if new material is placed on the agenda by a Council Officer in relation to the petition.

9. Deputations

- 9.1 A request for a deputation to a meeting received in accordance with Regulation 38 will be referred to the Chair for his/her approval for the deputation to appear.
- 9.2 Approval for a depute to speak will only be refused by the Chair if the depute has previously addressed the Council or a Council Committee about the same subject in the previous six (6) months and Council has resolved the matter.
- 9.3 Deputies will be given the opportunity to address the Council or Council Committee for a maximum of five (5) minutes. Councillors will then be able to ask questions of the depute.
- 9.4 Deputies will be heard and questioned without debate.
- 9.5 After hearing the deputations the Chair will bring forward the relevant item on the agenda (if any) to enable the matter to be discussed forthwith.

10. Voting Procedures

- 10.1 At a meeting, each Councillor, including the Chair, has one (1) vote.
- 10.2 The Chair is to take a vote by any means the Council determines.
- 10.3 Voting at a meeting may be conducted by secret ballot if the purpose is to select a person to represent the Council on a Committee or other body.
- 10.4 Where a Councillor abstains from voting the vote is recorded as a negative.
- 10.5 A tied vote results in a motion being determined in the negative.
- 10.6 The Chair will count the number of votes for and against a decision and then declare an outcome. The details of Councillors votes and the outcome are recorded in the minutes.

11. Questions Without Notice

- 11.1 This agenda item allows Councillors to ask no more than four (4) questions per meeting on any matter relevant to Council activities.
- 11.2 Councillors should provide the Chair with a written copy of the question.
- 11.3 Questions without notice, and any answers to those questions, are not required to be recorded in the minutes.

12. Acting as a Planning Authority

- 12.1 If a Council or Council Committee intends to act at a meeting as a "Planning Authority" under the *Land Use Planning and Approvals Act 1993*, the Chair is to advise the meeting accordingly as follows:

At the Commencement of the "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."..

At the Conclusion of the "Planning Authority":

"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."

- 12.2 A member of the Planning Authority is required to make decisions within the framework of the *Land Use Planning and Approvals Act 1993* (LUPAA).
- 12.3 As a member of a Planning Authority your decisions must be based on the provisions of the Planning Scheme.
- 12.4 Process to Decision:
 - 12.4.1 Application
 - 12.4.2 Advertising
 - 12.4.3 Representation
 - 12.4.4 Assessment
 - 12.4.5 Decision

- 12.5 Assessment Report – The Planning Authority will be guided by its Planning Officers, who will assist by:
- 12.5.1 Identifying which parts of the Scheme you need to consider – Discretion triggers;
 - 12.5.2 Identify relevant considerations;
 - 12.5.3 Representations – relevance; and
 - 12.5.4 Recommendation.
- 12.6 If the Planning Officer recommends that a development application is refused, then the motion to be considered by the Planning Authority will be to adopt that recommendation.
- 12.6.1 If the motion is carried, then the Planning Authority will have made a decision to refuse to grant a permit.
 - 12.6.2 If the motion is lost, then the Planning Authority has not made a decision on the development application. In order to avoid the consequences of section 59 of the *Land Use Planning and Approvals Act 1993*, which deems a development application to be approved where there is no decision by the Planning Authority, the Planning Authority should subsequently consider a motion to approve the development application.
 - 12.6.3 If the vote is tied, then the Planning Authority has not made a decision on the development application and it must subsequently consider a motion to approve the development application.
- 12.7 If the Planning Officer recommends that a development application is approved (or if a motion to refuse has been lost or tied), then a motion to approve the development application on certain conditions should be considered.
- 12.7.1 If the motion is carried, then the Planning Authority will have made a decision to grant a permit on those conditions.
 - 12.7.2 If the motion is lost, then the Planning Authority has not made a decision on the development application and it may consider a subsequent motion (for example, that a permit is granted on different conditions or that the development approval is refused, on certain grounds).
 - 12.7.3 If the vote is tied, the Regulations operate so that the Planning Authority has made a decision to refuse to grant a permit.
- 12.8 To ensure that the Planning Authority does not inadvertently refuse a development application through a tied vote, the members of the Planning Authority are encouraged to:
- 12.8.1 communicate openly during the meeting prior to the formal vote being taken, so that other members are aware of each other’s intention to vote; and
 - 12.8.2 foreshadow an alternate motion, if a member supports the Planning Officer’s recommendation generally but would prefer that a permit was granted on conditions which differ from the Planning Officer’s recommendation, or that it be refused on different grounds.

12.9 The General Manager is to ensure that the reasons for a decision by a Council or Council Committee acting as a planning authority are recorded in the minutes. To the extent that there is a deemed refusal of a development application, the minutes should reflect this.

12.10 The Rules of Engagement and Decision Making

12.10.1 Do Not:

12.10.1.1 Make statements of predetermination – do not make any comments which suggest that you will exercise discretion in a particular way without being prepared to listen to contrary arguments.

12.10.1.2 Sign a representation or a petition in favour or against a proposal.

12.10.1.3 Participate in a decision if you have a conflict of interest:

- Pecuniary benefit or pecuniary detriment – Sections 48 to 56 of the *Local Government Act 1993*.
- Code of Conduct.

12.10.2 Do:

12.10.2.1 Understand exactly what you are required to decide:

- Which provision of LUPAA apply?
- Which parts of the Scheme are relevant?

12.10.2.2 Take the information contained in the application and representations into account when you make your decision.

12.10.2.3 Take other information into account, although you should notify the applicant if you intend to do so.

12.10.2.4 Encourage a community member to make a representation so that their views can be taken into account, rather than relying upon you to do that for them.

12.10.2.5 Channel enquiries through the relevant Planning Officer.

12.10.2.6 Be transparent.

12.10.2.7 Make and keep records of interactions which may be contentious (file notes, emails etc).

12.10.3 You May (Subject to the above):

12.10.3.1 Participate in discussions with developers and interested third parties before and after a development application is lodged.

12.10.3.2 Attend private and public meetings and briefings in relation to an application that will be determined by the Planning Authority.

12.10.3.3 Speak in favour of or against a proposal (although this is not routinely recommended).

12.10.3.4 Speak firmly, even passionately, in favour of your view at a Planning Authority meeting with the intention of influencing other Councillors; that conduct is to be expected.

- 12.10.3.5 Make a decision which differs from the recommendations of the Planning Officer. Clear reasons (pursuant to the Planning Scheme) must be recorded to support the decision of Council.

13. Submission of Emergency Motions

- 13.1 Emergency motions may be tabled at a Council Meeting. This request must be provided to the Chair and the Chair will determine whether the motion should be dealt with in an urgent capacity or whether it can be listed on a future Council Agenda.

14. Closed Council

- 14.1 Regulation 15(1) stated that in order to close part of a meeting to the public, it may only be done where the Council has resolved to do so by an absolute majority.
- 14.2 Items listed within Closed Council must clearly reference the reason for the inclusion of each Closed Council item, including item for discussion and correctly identifying the relevant sub-regulation reference pursuant to sub-regulation 15(2).
- 14.3 Within the Regulations there are specific provisions that prohibit some matters being discussed in a Closed meeting.

Regulation 15(3): Unless sub-regulation (4) applies, a Council or Council Committee must not close part of a meeting when it is –

- a) Acting as a Planning Authority; or*
- b) Considering whether or not to grant a permit under the Act; or*
- c) Considering proposals for the Council to deal with public land under section 178 of the Local Government Act 1993.*

- 14.4 Within the Closed Meeting of Council, there must be a consideration of what, if any, information can be released to the public for each item discussed.
- 14.5 As per sub-regulation 34(1)(b), there must be at least enough information in the open minutes of Council to show that the matter was discussed and a brief description of the matter. This information should include as many details of what was discussed as possible, as per sub-regulation 15(8) which requires Council to consider whether discussions, decisions, reports or documents from that Closed Meeting are to be kept confidential or released to the public.

Generally, it would be expected that Councils could provide the voting details of closed agenda items, if not the detail of the discussion or motion itself.

- 14.6 Open minutes must not disclose confidential information meant for the closed meeting of Council (unless the Council agrees that the information can be released).

15. Meeting Closure

- 15.1 The duration of a meeting will not extend beyond 3.00pm without a resolution being passed by those Councillors present.

Appendix A

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 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.

[NAME]

GENERAL MANAGER

Date:

STATEMENT BY CHAIRPERSON INFORMING ALL COUNCILLORS, STAFF AND ANY PUBLIC PRESENT, THAT THE MEETING IS BEING RECORDED

OPENING

ACKNOWLEDGEMENT OF COUNTRY

- .../18.1.0 ATTENDANCE
- .../18.1.1 Present
- .../18.1.2 Apologies
- .../18.1.3 Leave of Absence
- .../18.1.4 Staff in Attendance
- .../18.2.0 PUBLIC QUESTION TIME
- .../18.3.0 DECLARATION OF PECUNIARY INTEREST OF A COUNCILLOR OR CLOSE ASSOCIATE
- .../18.4.0 CONFIRMATION OF MINUTES
- .../18.4.1 Confirmation of Minutes – Council Meeting
- .../18.5.0 COUNCIL WORKSHOPS HELD SINCE COUNCIL MEETING
- .../18.6.0 PLANNING AUTHORITY
- .../18.7.0 PETITIONS
- .../18.8.0 NOTICES OF MOTION

.../18.9.0	COUNCILLOR'S QUESTIONS ON NOTICE
.../18.10.0	COUNCILLOR'S QUESTIONS WITHOUT NOTICE
.../18.11.0	MAYOR'S & COUNCILLOR'S COMMUNICATIONS
.../18.11.1	Mayor's Communications for Period Ending
.../18.11.2	Councillor's Reports for Period Ending
.../18.12.0	BUSINESS AND CORPORATE SERVICES
.../18.12.1	Corporate Services Department Report
.../18.12.2	Monthly Financial Report
.../18.12.3	Visitor Information Centre Report
.../18.13.0	WORKS AND INFRASTRUCTURE
.../18.13.1	Works and Infrastructure Report
.../18.13.2	Animal Control Report
.../18.14.0	COMMUNITY DEVELOPMENT
.../18.14.1	Community Services Report
.../18.15.0	DEVELOPMENT SERVICES
.../18.15.1	Development Services Report
.../18.15.2	Planning Approvals Issued
.../18.15.3	Building Services Approvals
.../18.16.0	GOVERNANCE
.../18.16.1	General Manager's Report
.../18.17.0	CLOSED COUNCIL
.../18.17.1	Confirmation of Closed Council Minutes – Council Meeting
.../18.17.2	Outstanding Actions List for Closed Council

Appendix B

..... COMMITTEE
ON [DATE]
TO BE HELD AT [VENUE]

AGENDA

- .../18.1.0 ATTENDANCE
 - .../18.1.0 Present
 - .../18.1.0 Apologies
 - .../18.1.0 Leave of Absence
- .../18.2.0 CONFIRMATION OF MINUTES
 - .../18.2.1 Confirmation of Minutes – Committee Meeting
- .../18.3.0 MATTERS ARISING FROM PREVIOUS MINUTES
- .../18.4.0
- .../18.5.0
- .../18.6.0
- .../18.7.0
- .../18.8.0 GENERAL BUSINESS
- .../18.9.0 MEETING CLOSE

Appendix C

DUTIES AND RESPONSIBILITIES OF THE CHAIR

The Chair has a number of important duties to perform. These duties are as follows:

- *Preside at meetings;*
- *Conduct proceedings regularly;*
- *Determine the sense of a meeting;*
- *Preserve order;*
- *Adjourn the meeting if necessary;*
- *Control the voting process;*
- *Declare the meeting closed; and*
- *Sign the minutes*

The Chair has the authority and duty to make necessary rulings on questions of meeting procedure. [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Eilis S Magner, Thomson Lawbook Co., 2007]

It is Council's intention to consider all agenda items on the day of a meeting. The following meeting procedures are designed to facilitate the achievement of this intention.

Meeting Procedures

- Once a quorum is present, to declare the meeting open at the prescribed time.
- Make a statement advising Councillors, staff and any public present that the meeting is being recorded.
- To provide an Acknowledgement of Country.
- To call over the reports by item number (example attached).
- To identify Councillors on leave.
- To call for any apologies.
- Ask members of the public who are present whether they have any questions they would like to ask. No debate is allowed on a question and it must be provided in writing and a reply will be provided in the minutes.
- To call Councillors to advise pecuniary/conflict of interests (if any) on any of the agenda items.
- To seek a mover and seconder for confirmation of the minutes of the last meeting. The only discussion permitted on this item concerns the accuracy of the minutes as a record of proceedings. *[Joske's Law and Procedure at Meetings in Australia, 10th Edition, Eilis S Magner, Thomson Lawbook Co., 2007]*
- If there are any questions on notice, to read the title of the question and state the Councillor who asked the question and advise that a response is provided by the relevant person. **[Note: no debate is allowed on a question on notice or the reply.]**
- To call on the Councillor who has a notice of motion to move the motion and speak to it.

- To call for questions without notice (maximum four (4) per Councillor per meeting).
[Note: no discussion or debate is permitted in reference to the question asked and the answer given. The question and answer do not have to be listed in the minutes.]
- To close the meeting.
- The duration of a meeting will not extend beyond 3.00pm without a resolution being passed by those Councillors present.
- In the event that such a resolution is passed then at around 3.15pm the Chair will confirm the order or priority that the remaining items on the agenda will be considered.
- The Chair (if necessary) will then seek Councillors to move and second a formal motion that consideration of any remaining agenda items will be adjourned to a date and time as fixed by the meeting or to be determined by the General Manager.

Maintaining Order

In terms of running the meeting for debates on the items reserved, the following points should be noted:

- The Councillor who has reserved an item should be invited to briefly state why it has been withdrawn. However, if the Councillor is not prepared to move the recommendation as presented in the report provided, the Chair will in the first instance, seek a Councillor who is prepared to move the recommendation as presented in the report provided.
- The mover of the recommendation may speak for not more than five (5) minutes.
- The mover of the recommendation has the right of reply for up to three (3) minutes and is not to introduce any new information in exercising that right.
- A Councillor who moves a motion loses the right of reply if a motion “that the motion be put” is passed.
- The Chair will then seek a Councillor who is prepared to second the recommendation as presented in the report provided.
- The seconder of the recommendation may speak for not more than five (5) minutes.
- A motion will lapse if it is not seconded at the appropriate time.
- A Councillor in addressing a Council Meeting is not to digress from the subject under discussion.
- If the Chair is unable to find Councillors who are prepared to move and second the recommendation as presented in the report provided, with or without minor variation, the Chair will seek a Councillor who wishes to move an alternative motion.
- The Chair may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the Council or Council Committee (as the case may be).
- A Councillor may only speak once to a motion except –
 - a) To provide a brief explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - b) With leave of the meeting; or
 - c) As the mover in reply.

- Once a motion has been voted on (see “Voting” below), and is LOST, a new motion regarding the same agenda item may be moved (that may be substantially different to the previous motion just lost).

Amendments

- A Councillor who has moved or seconded a motion may not, at a later stage of the debate, move or second an amendment to the motion.
- A Councillor who has not moved or seconded the motion at an earlier stage of the debate may move or second an amendment to the motion. **[Note:** An amendment is not a new motion and cannot be a direct negative of the motion on the floor. Rather it must be relevant to the motion on the floor (and therefore, must relate to the substance of it) and can only seek to modify it by adding to or deleting from the motion, without negating it.]
- When an amendment is moved and seconded the debate is on the subject matter of the amendment.
- A Councillor who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
- A Councillor has up to five (5) minutes to talk to the amendment after which the Chair will seek a member to second the amendment. An amendment will lapse if it is not seconded at that time.
- If the amendment is defeated then the debate returns to the original motion and only one further (second) amendment may be moved to the original motion.
- If the (second) amendment is defeated then the original motion must then be decided.
- If an amendment is carried, the amended motion may be subject to one (1) further amendment.
- Once an amendment (and second amendment where applicable) is carried, the amendment becomes the motion which must then be put to the vote in its own right. **[Note:** The effect, therefore, is that where the meeting votes in favour of an amendment it is then required to vote on it for a second time as the substantive motion. The usual course is for the whole original motion, as amended by the amendment, to be put to the vote as the amendment and then, where carried, to be put to the vote again as the substantive motion.]
- An amendment which calls for a further report and/or additional information should include a statement as to what additional information is required.

Variations

- The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- The Chair must immediately put the question for leave to be granted and no debate will be allowed on that question.

- If the Chair gets an indication that at least two thirds of the Councillors are in favour of granting leave, leave is to be granted (ie a formal vote is not required – just require general consensus).

Conduct of Debate

The purpose of debate is to allow members to state relevant facts and express their views on the business before the meeting. The objective is that the decision reached at the meeting will be an informed one. Controlling the conduct of debate and the progress of the meeting are the major responsibilities of the Chair. [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Eilis S Magner, Thomson Lawbook Co., 2007]

- It should be particularly noted that a Councillor must not speak for longer than five (5) minutes at any one time.
- This can only be extended by the leave of the meeting. If the Chair gets an indication that at least two thirds of the Councillors are in favour of granting leave, leave is to be granted ie a formal vote is not required – just general consensus). The Chair does not have discretion to allow an extension.
- Elected Councillors wishing to speak should raise their hands and be recognised by the Chair. It is desirable to have alternate speakers for and against the motion and for second and subsequent speakers to confine discussion to information or details not adequately covered by previous speakers. These principles do not in any way take away a Councillors right to speak.
- If a Councillor seeks to ask a question it is important that the Councillor does not make a speech before or after the question, but asks the question straight away. The Chair must ensure that a member only speaks once to a motion and should rule the member out of order if in asking a question a further speech is being made.

Voting

The common method of voting is by show of hands; that is "by counting the persons present who are entitled to vote and who choose to vote by holding up their hands". [Joske's Law and Procedure at Meetings in Australia, 10th Edition, Eilis S Magner, Thomson Lawbook Co., 2007]

- The Chair will, in taking a vote, ask for the votes of those Councillors in favour of the question and then for the votes of those Councillors against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- A Councillor who is not in his or her seat is not permitted to vote.

Suspension of Meeting Procedures

- If the Chair considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of the regulations for a period of time in order to allow or facilitate informal discussions, the Chair will seek an indication that at least two thirds of the Councillors present at the meeting are in favour of suspending the operation

of the regulations for a period determined by the Chair eg the issue could be clarified by some informal discussion for a period of ten (10) minutes.

- Council has resolved that in the interest of Councillors health, the Chair of the meeting is encouraged to exercise his/her discretion and suspend the operation of the regulations to enable a suitable break to be taken, as far as is practicable, to allow Councillors to stand up and move about thereby restoring their energy and circulation.
- If a suspension occurs –
 - a) A note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - b) The period of suspension should be limited to achieving the purpose for which it was declared; and
 - c) The period of suspension will come to an end if –
 - The Chair determines that the period should be brought to an end; or
 - At least two thirds of the Councillors present at the meeting resolve that the period should be brought to an end.

Points of Order

- The Chair may call to order a Councillor who is in breach of the Act, the regulations or these procedures.
- A Councillor may draw to the attention of the Chair a breach of the Act, the regulations or these procedures, and must state briefly the nature of the alleged breach and the section of the Act, regulation or these procedures which has been contravened.
- A point of order takes precedence over all other business until determined.
- The Chair will rule on a point of order.

Interruption of a Meeting by Councillors

- A Councillor must comply with the Code of Conduct at all times.
- A Councillor must not, while at a meeting –
 - a) Behave in an improper or disorderly manner; or
 - b) Cause an interruption or interrupt another Councillor who is speaking.
- If the Chair considers that a Councillor during a meeting may have acted in contravention of the regulations or Council's Code of Conduct or these procedures the Councillor must be allowed to make a personal explanation.

Interruption of a Meeting by Others

- A member of the public who is present at a meeting must not –
 - a) Behave in a disorderly manner; or
 - b) Cause an interruption. Maximum penalty: \$500.

Any queries regarding these Meeting Procedures should be directed to the General Manager in the first instance.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	039\011\003\
ASSOCIATED REPORTS AND DOCUMENTS	Population Taskforce Strategy ISC Population Roundtable Summary

OFFICER'S RECOMMENDATION:

That Council participate in the Population Attraction Program and agree to make a \$2,900 contribution for the first year.

INTRODUCTION:

A key strategic activity of Northern Tasmania Development Corporation has been the development of a Regional Economic Development Plan to provide the guidance necessary to achieve the KPIs for the region which have been established in consultation with Councils when NTDC was formed. A key focus arising from the plan is addressing the working age population decline which is projected from modelling.

PREVIOUS COUNCIL CONSIDERATION:

Previous June Council Workshop discussion.

OFFICER'S REPORT:

The Population Program is a key activity arising from the Regional Economic Development Plan and is an issue of concern to Council. The General Manager at the May Council Meeting shared with Council population projections from State Treasury which shows a potential substantial decline in the BOD population of 1,000 persons over the next 25 years and an increase in the Median Age from 54.8yrs to 64.8yrs.

By way of background from NTDC:

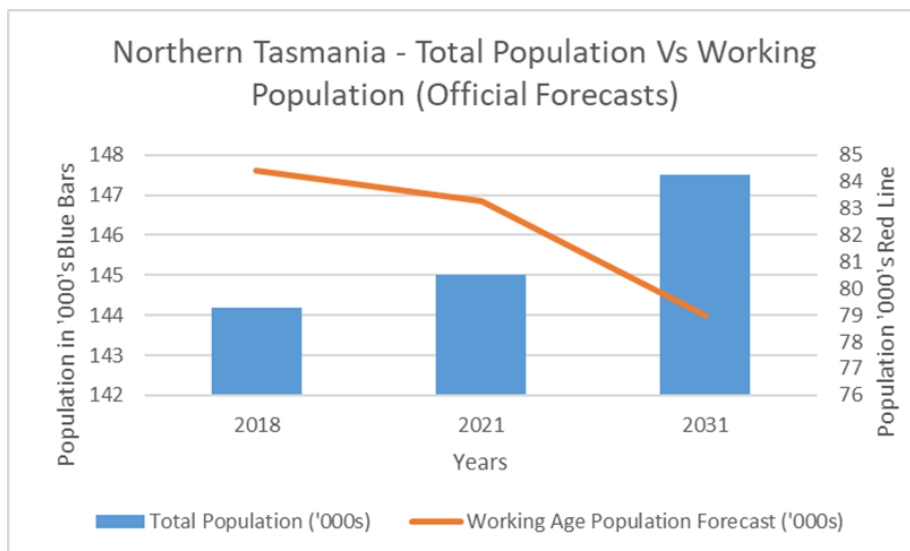
NTDC commissioned the National Institute of Economic and Industry Research (NIEIR) at the end of 2017 to undertake an analysis of our regional economy to determine issues and gaps that require addressing through the Regional Economic Development Plan (REDP) process.

NIEIR outlined the areas for improvement to achieve a more prosperous and sustainable region. The specific areas for focus included:

- *Access to a skilled workforce*
- *Increased private and public investment*
- *Increased industry exports*

The Northern Region is anticipating our working age population to decline over the next decade, due to a combination of an aging demographics, and the increases in population we do attract will be primarily in the older age group.

NIEIR's population modelling aligns with the State's modelling and the Deloitte modelling undertaken by UTAS:



Source: NIEIR 2018

To address this pressing issue as quickly as possible, NTDC established a Population Taskforce chaired by Michael Stretton, City of Launceston, and includes our key regional stakeholders including State Government officers, and a smaller regional council area.

The Population Taskforce has now considered all the actions that should be further investigated and implemented in the Draft Population Taskforce Strategy over a two year period which is attached.

NTDC is now in discussion with all NTDC Member Councils regarding their proposed funding contribution. The Member Council contributions will be considered formally by Councils in meetings over January and February 2019.

It is proposed to work with the State Government Population Policy Unit on all pilot projects to maximise the resources of the State and Region. The proposed pilot activities are recommended as follows:

- Pilot Lifestylepreneur program [new business attraction] - \$100,000 campaign over two years
- Pilot young families program directed at attracting 25–45 year old parents with children to the region –\$50,000 project funds
- Investigate how to 'promote' available jobs to target audiences using established programs – coordination required + \$50,000 project funds
- Welcoming to city and region strategy (preparing the community to grow and welcome population) – coordination required + \$50,000 project funds

The proposed Population Coordinator will also coordinate other programs as set out in the Strategy (attached) subject to further investigation and opportunity for collaboration such as:

- Work with State Government to identify Northern Tasmania case studies to support the State Government's 'Make it in a Year' program
- Further explore and develop a regional demand driven migration agreement with the Commonwealth and the potential regional decentralisation of Government Agencies

A full-time Population Coordinator will be required to coordinate the program and ensure the opportunities are spread throughout the region. In addition the NTDC CEO, Chair and Board will take an active role in managing and communicating the programme. This will be an in-kind contribution to the program. The total budget and proposed contributions is listed below.

Our Budget Request to the State Government is for 2019-20 and 2020-21 is \$100,000 per annum for two years. The same amount will be requested of the Commonwealth Government via the City Deal Executive Board meeting process.

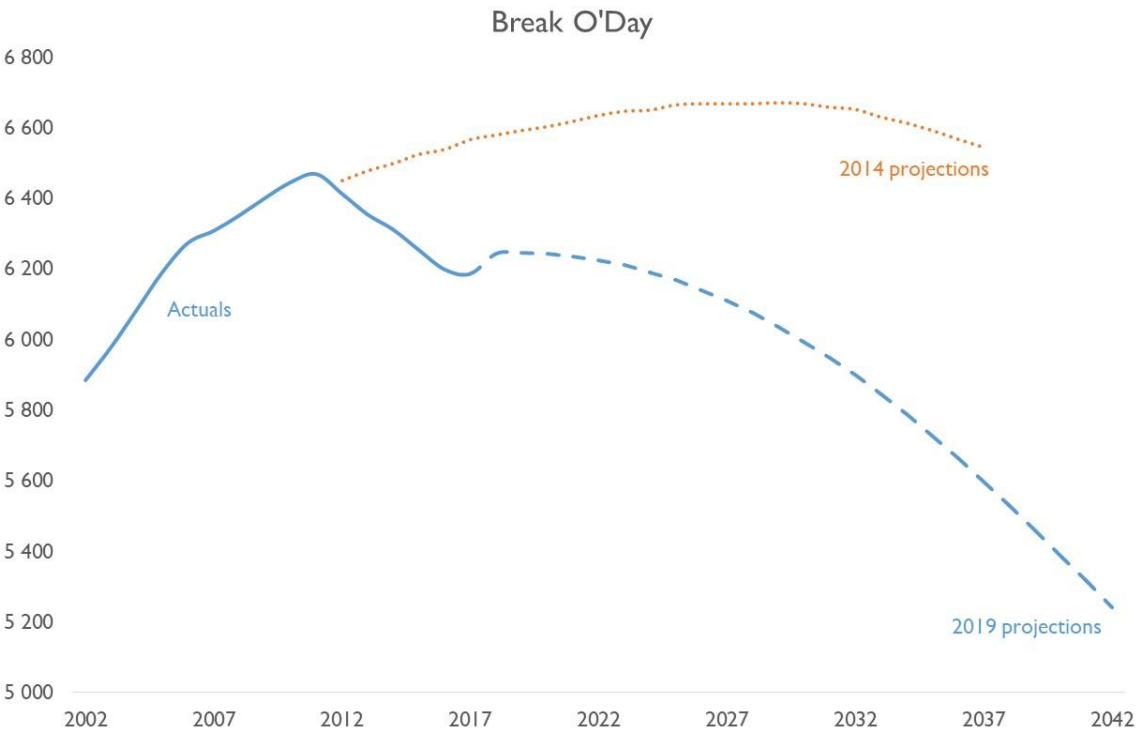
Proposed Budget – 2019-20 and 2020-21

Support Agency (\$)	19/20	20/21
State Government (Budget Request)	\$100,000	\$100,000
LGA's (To Be Approved)	\$50,000	\$50,000
NTDC (in-kind and on-costs)	\$50,000	\$50,000
Commonwealth (TBC via City Deal Board))	\$100,000	\$100,000
Total	\$300,000	\$300,000

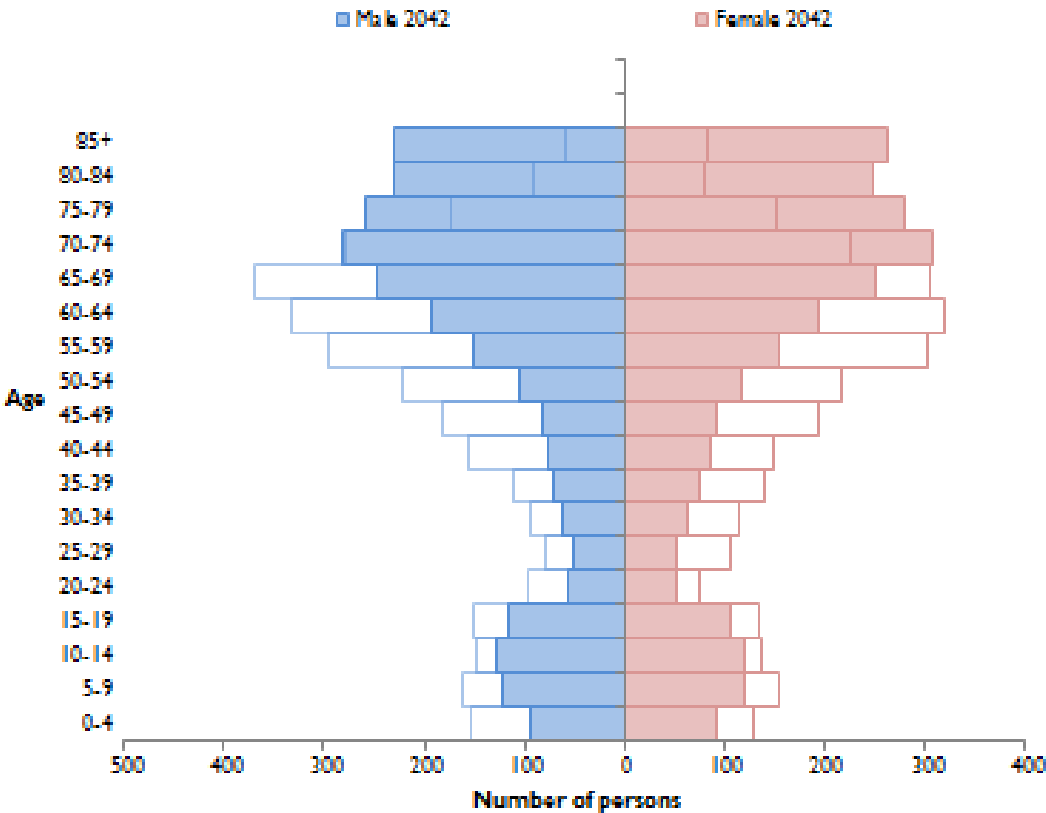
Initiatives	19/20	20/21
1. Fulltime Population Coordinator (includes on costs)	\$175,0000	\$175,0000
2. Lifestylepreneur Campaign Pilot	\$50,000	\$50,000
3. Young Families Pilot	\$25,000	\$25,000
4. Promoting Available Jobs Pilot	\$25,000	\$25,000
5. Welcoming City and Region Project Support	\$25,000	\$25,000
Total	\$300,000	\$300,000

A number of months ago the obvious question for Council would have been - do we need to overly concern ourselves with this? After all, isn't our population growing steadily already which means it is an issue affecting other areas, not so much Break O'Day. Whilst the Treasury modelling is only one data source it is a sobering thought for council to consider.

BREAK O'DAY LGA – Medium Series Projections



**Break O'Day age pyramid (Medium Series) for 2042
(compared to 2017)**



STRATEGIC PLAN & ANNUAL PLAN:

2017-2027 Strategic Plan

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

- Develop and highlight opportunities which exist and can be realised in a manner that respects the natural environment and lifestyle of the BOD area.
- Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focussed service delivery.

2018-2019 Annual Plan

Key Focus Area

Stakeholder Management

Action 6.1.15.1

NTDC - Participate in NTDC activities focussed on developing the regional economy. Monitor activities to ensure value for money is achieved and BODC can benefit in the future.

LEGISLATION & POLICIES:

Nil.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Participation in the Program will require a contribution by Break O'Day Council of \$5,800 over the two (2) year period based on the funding model above. Council is only considering a request for funding for the first year of \$2,900.

VOTING REQUIREMENTS:

Absolute Majority.

Population Taskforce Strategy

4 MARCH 2019



This Strategy Summary has been prepared by Bruce Williams and is derived from the review of notes from taskforce meeting 3–8–18 and from feedback from Bede Clifton, John Pitt, Tim Holder, Keenan Jackson and Craig Perkins.

The strategy provides a summary of the issues and trends and identifies actions for implementation.

The Population Taskforce was formed by the Northern Tasmania Development Corporation.

The first meeting of the Taskforce was held on 3 August 2018.

MEMBERS OF THE TASKFORCE

Michael Stretton Chair

General Manager,
City of Launceston

Professor David Adams

Pro Vice Chancellor Community
Partnership and Regional Development,
University of Tasmania

Anne Beach

Director Policy and Co-ordination Branch,
Department of State Growth

John Perry

Co-ordinator General,
Office of the Co-ordinator General

Craig Perkins

Chief Executive Officer and
Director of Regional Development,
Regional Development Australia Tasmania

Cr Bridget Archer

Mayor of George Town

Tim Holder

President,
Launceston Chamber of Commerce

Neil Grose

Executive Officer,
Launceston Chamber of Commerce

John Pitt

Chair,
Northern Tasmanian Development Corporation

Maree Tetlow

Chief Executive Officer,
Northern Tasmanian Development Corporation

Dr Bruce Williams

Senior Economic Advisor, City of Launceston

Objectives

The Population Taskforce has committed to a 2031 target of at least 160,000; a 1.2% annual increase on current level. This population growth target aligns with the overall State growth trajectory to achieve a growth target of 650,000 by 2050.

Background

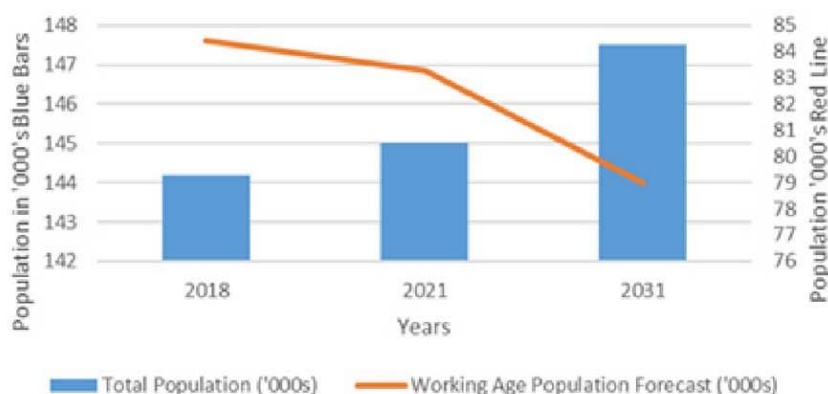
The population taskforce has reviewed the recent Key Direction Report undertaken by National Institute of Economic and Industry Research [NEIRS] for the Northern Tasmanian Development Corporation [NTDC] and Tasmanian Treasury's forecasts. It has also reviewed a substantial range of research on the drivers of population change, current population and migration patterns and a review of contemporary approaches to growing population in a regional Australian context.

The task force is currently drafting a summary of actions that can be progressed which align actions from the Taskforce with State Government strategy.

The data indicates that we will have some modest population growth over the next decade, but most of this will be in the over 65 age group due to our aging demographic.

It is forecast that whilst the total population of the Northern Region of Tasmania will increase by over 3,000 over the next decade the engine of the economy which is the working age population, will decline significantly by 5,000 [Figure1]. This decline will impact negatively on existing businesses and will undermine opportunities for business growth.

Figure 1 Predicted decline in the working age population



NIEIR Data based on Tasmanian Government Official Forecasts

There are a number of considerations to progress a population growth strategy in the Northern Region. The goal of the Task Force is to identify actions that will be implemented and actioned by NTDC to meet the population targets.

It is important that actions identified by the Taskforce and then implemented by NTDC, are integrated, complimentary and leverage the existing State Strategy and the resources of State Government. To successfully achieve the objectives identified by the Taskforce all stakeholders will need to make a greater commitment to support and engage in a coordinated response to progress population growth.

Dedicated resources are required to effectively progress a population growth Target of approximately 160,000 people by 2031 and 200,000 by 2050. The identified growth target [1.2% per annum] equates to a population growth rate that is four times higher than that which occurred in the past decade.

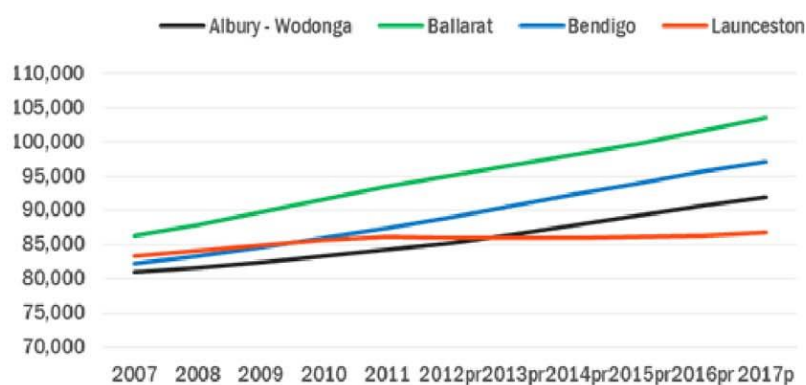
Population growth and job growth are highly related. The population target identified will require the creation of at least 10,000 jobs.

It is clear that increasing population levels will be required in order to address the impact of an ageing population on the working age population and meet the need for industry skills and general labour force demand.

Population growth for Launceston only averaged 0.4% p.a. between 2007 and 2017. This is acknowledged as substantially low, especially at a time of record immigration rates and relative economic prosperity in many areas in Australia.

To put a 0.4% growth rate into perspective, Launceston had roughly the same population as Bendigo, Ballarat and Albury/Wodonga in 2007. In the ten years to 2017, all of these cities experienced growth up to 3 times faster than Launceston. Bendigo had 1,000 less residents than Launceston in 2007 and it is now it is now estimated to have 10,000 more [Figure 2].

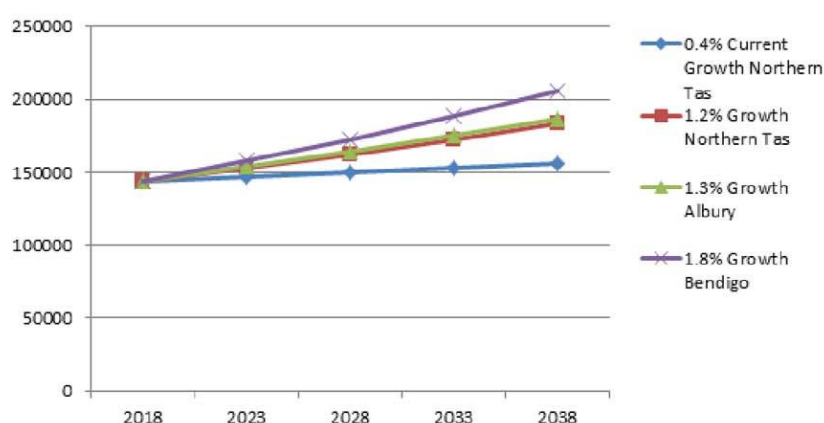
Figure 2 Population change of Bendigo, Ballarat, Albury/Wodonga and Launceston over the past decade



However, these growth stories are largely representative of a state, and generally large metropolitan spillover, story. In the same ten year period, Victoria averaged 2.1% p.a. population growth, compared to only 0.5% for Tasmania.

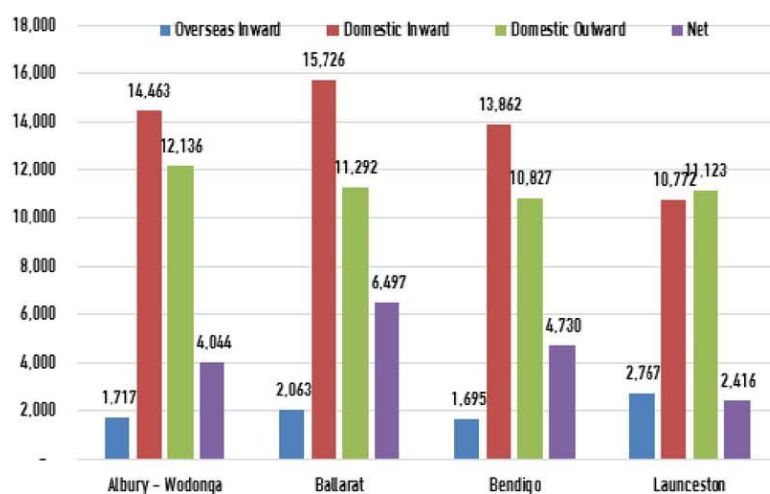
A range of population growth scenarios are possible. Figure 3 shows the population trend line from a base line current population of 144,107 people under the current growth of 0.4% through to the regional target growth of 1.2% and compares this to the existing growth rate of 1.85% of Bendigo.

Figure 3 Population growth from a 2018 baseline population of 144,107 people



Launceston did better than the other 3 cities on gaining international migration which is possibly due to regional migration schemes and humanitarian resettlement programs [Figure 4].

Figure 4 Migration patterns Bendigo, Ballarat
Albury/Wodonga and Launceston 2011–2016



The key question for Northern Tasmania is how to compete in a country (world) where economic activity is favoured by agglomeration in cities and immigration is favoured by the density of facilities/services and cultural relationships and where regional cities in proximate accessibility to large metro areas have competitive advantage?

The regional population target set by NTDC of 160,000 people by 2031 and 200,000 people by 2050 was established after consultation with the 8 northern Councils and reflects a pro-rata contribution by the Region to assist the State Government achieve their population target of 650,000 people by 2050.

Whilst the approach above is sound, it does not address the broader strategic regional priorities or the implications for investment attractiveness for the Region. The pro-rata approach may underestimate the population target required by the Region and the City of Launceston. To create critical mass for both vibrancy and for compelling investment attraction a significantly higher population is required.

The Data on the metrics that drive population growth, shows that the City of Launceston has the fourth slowest population growth rate of the 50 largest Cities in Australia. Over the past five year census period to 2016, its position has slipped from the 17th largest City to the 21st largest City in Australia. This demonstrates a decline in population growth rate in comparison to other Australian Cities.

An openly ambitious regional stretch target of 200,000 people is required by 2040 to attract the level of investment to grow the economy, create jobs and a vibrancy that supports prosperity for the City of Launceston and the Northern Region. Principally this involves the requirement to create a population critical mass that will drive vibrancy and create greater opportunity for investment attraction.

Supporting population growth and economic development of a strong regional city will also support the region around it.

Whilst it is true that some 'lifestyle' retirement destinations can grow substantially, it is arguable how Northern Tasmania could compete with the more the successful destinations on the mainland and it is unlikely that this approach would help the region meet its population and jobs growth targets.

The evidence shows that people move to, or back to, regional areas largely because of family/friend connections as long as there are employment opportunities (and this must include jobs for partners). There is also a clear difference between metro residents aspirations and actual actions in terms of regional relocation.

Northern Tasmania REDP: Population Growth Strategy

Strategy Overview and Key Messages

To grow as a community, a City and a Region, we must collaboratively:-

- Be bold and make step changes to take advantage of the opportunities population growth will present and
- Proactively welcome greater diversity, innovation and embrace Launceston's opportunities as a smart and vibrant city

The Population growth strategy aims to:

Focus on population growth

- Targeting population growth in the working age of 18-45 years, particularly in skill shortage areas (as identified in the strategy and as they emerge)
- Welcoming, settlement and retention
- Targeting entrepreneurs, freelance, agile and remote workers (people that can work from anywhere)

Identify what the City of Launceston and the Northern Region has to offer

- Status as a key regional City
- Opportunities arising and being harnessed through the Launceston City Deal – build on that vision and messaging
- Liveability and lifestyle

Thirteen strategic initiatives are identified including four pilot projects, two programs, industry cluster development, brand development and operational activities.

Population Growth Initiatives: Driven by Employment Demand

Strategic Initiatives	Initial Tactical Actions	Lead	Partners
1 Ensure that the Population Growth Strategy informs the proposed review of the Greater Launceston Plan (GLP) so that population growth is a key determinant in the agreed regional priorities and projects for the Greater Launceston area.	<p>GLP is to be reviewed in 2019 following its first 5 years of operation, which presents an opportunity to work with the project lead and partners to escalate the importance of population growth in guiding the priority regional initiatives and projects for the next planning period.</p> <p>The Greater Launceston Plan (GLP) provides the 20+ year community vision and evidence-based framework for the sustainable development of Launceston and surrounding areas. The GLP has been responsible (at least in part) for the attraction of significant public and private sector investment, through initiatives such as the Launceston City Deal, which was negotiated between the three tiers of Government in 2016</p>	CoL	Councils State Government NTDC TasWater
2 Recruitment Industry Cluster: Improve recruitment outcomes as a key driver of population growth success	<p>Nurture the establishment and growth of a recruitment industry cluster which is prepared to operate as a vehicle for population growth.</p> <p>Establish the scope and scale of the existing barriers to effective recruitment, and the retention of actual recruitments in our region</p> <p>Establish a menu of practical interventions which would reduce or eliminate those barriers</p> <p>Establish a monitoring and evaluation process to review the level of success, and to enable refinement of our approach.</p>	Searson Buck	NTDC Councils Chambers of Commerce State Gov
3. Significantly increase the number of international students studying in Launceston (UTAS, TasTAFE, Schools) to create volume and a strong international student culture and as a result increase further demand.	<p>Establish a working partnership of relevant organisations to provide input and support to increase Launceston's international student cohort by;</p> <ul style="list-style-type: none"> Enhancing educational offerings through links to industry and community eg. employment and residency pathways, internships, volunteer opportunities, short courses/ microlearning and edu-tourism 	UTAS, Tas TAFE Schools	NTDC, Chamber, CoL

Strategic Initiatives	Initial Tactical Actions	Lead	Partners
	<ul style="list-style-type: none"> Targeting student cohorts in specific countries where we have Sister City relationships Building a dynamic student lifestyle Developing incentives for family and friend visitation Facilitating cooperative marketing across education providers Developing pipelines from schools to tertiary providers of existing international students 		
4 Train, skill and educate workforce for opportunities in the Age Care & Health sectors	Develop a direct pathway to grow local skills to fill this employment demand gap.	CHIC	UTAS TAFE

Population Growth Initiatives: Driven by Migration Policy, Lifestyle Attraction and other Supply Side Factors

5 Enable the Migrant Resource Centres to increase employment outcomes for humanitarian migrants	Target the existing humanitarian migrant community and new arrivals and directly link this cohort into a pathway to training and jobs. There are existing opportunities in health and aged care and there will be greater employment demand in the future. A direct pathway is available to fill this gap through the Migrant Resource Centre. Requires funding.	MRC	CoL
6 Pilot Lifestylepreneur Program	Develop and pilot a small business relocation [lifestylepreneurs] program directed at Smart City opportunities (NBN, Gigabyte speeds, LORA Wan, IOT etc.)	LCC	CoL NTDC
	Seek funding for Pilot program. Prepare tender and go to market for service provision.	LCC	NTDC
	Implement Pilot Lifestylepreneur Program.	Consultant	LCC NTDC CoL

Strategic Initiatives	Initial Tactical Actions	Lead	Partners
7 Pilot Young Families Relocation Program	<p>Develop and pilot a young families program directed at attracting 25–45 year old parents with children to the region.</p> <p>Seek funding to deliver pilot program. Prepare tender for service provision and go to market.</p> <p>Implement pilot program.</p>	CoL	NTDC
8 Pilot a Welcome/Settlement Strategy	Develop a Welcome/Settlement Strategy as a place based pilot project with State Government [aligned with State Government initiatives] using family connections as a migration driver. Consider incorporation in Global Alumni Program.	NTDC	State Gov CoL UTAS
9 Pilot program to retain interstate and international students	<p>Develop and pilot a program to retain interstate and international students.</p>	CoL NTDC	UTAS State Gov
10 Policy positioning	<p>Develop and prosecute a case for participation in the National Regionalisation Agenda.</p> <p>Develop and prosecute a case to retain senior Government and industry roles in City of Launceston and the region.</p>	NTDC NTDC	CoL CoL LCC
11 Participate as an acknowledged Key Partner in State Government Population Strategy Programs	<p>Make it TASMANIA Program</p> <p>Ensure Northern Tas achieves effective high quality coverage on www.makeittasmania.com.au/ including the projection of our regional and CoL brand</p> <p>Support and participate in the State Government Business and Skilled Migration Program – connect with and promote State Gov initiatives.</p> <p>Tasmanian Employment Networking Service (TENS) pilot – connect with and promote this program. The Program assists people with skills and qualifications in information and communication technology (ICT), construction or health to find work in their field in Tasmania by connecting them with relevant industry and business contacts.</p> <p>Link this program to the Lifestylepreneur Program and the Young Families Relocation Program</p>	State Gov NTDC NTDC	NTDC NTDC

Strategic Initiatives	Initial Tactical Actions	Lead	Partners
	Supporting Migrant Settlement, Diversity and Inclusion Program	State Gov	UTAS MRC NTDC CoL
	Migrant Resource Centre Partnership Program – promote the information and referral services, the self-employment workshops, and the Disability for Migrants programs delivered under this partnership	MRC	State Gov NTDC
	Population Growth Social License to build community support (social license) for population growth in our region	NTDC State Gov	Councils Chambers
12 Develop, Promote and Project the City of Launceston Brand	Clarify and promote the brand of Northern Tasmania and Launceston. Complete the Place DNATM project and utilise it to develop an authentic brand for the City and its region. What is the essence of the region? – its uniqueness in terms of culture, geography, climate, natural environment, economy, essential services, etc – that attracts more people to live, work and play here.	CoL	NTDC Chambers TNT
	Utilise the brand as the centrepiece of all population growth marketing initiatives	CoL	NTDC State Gov
13 Participate as an acknowledged Regional Partner in Federal Government Population Programs	Participate in Federal Government regionalisation, migration and population agenda to leverage population growth opportunities for the region	NTDC	Fed Gov City Deal Board

Strategic Initiatives	Initial Tactical Actions	Lead	Partners
14 Operational Initiatives	<p>Establish the following principles of engagement:</p> <ol style="list-style-type: none"> 1 Establish networks and working relationships to link partners to industry clusters and business sectors. 2 Establish MOU's / agreements between partners, industry clusters 3 Engage with existing State Gov and UTAS programs as appropriate. 4 Upon completion of pilot programs, evaluate success and where successful develop and implement a scale up strategy. 5 Identify, share and promote – good news stories, showcase investment in the region and what the region has to offer (liveability). Use examples of people starting businesses, agile workers and skill shortage areas. Publish and promote the Population Taskforce Strategy and link back to Launceston and Northern Region specific websites, location, collateral etc. with talent to be identified by NTDC and partners. 6 Engage with professional associations service clubs and volunteers as and where appropriate. 		

Acronyms

CHIC	Community and Health Industry Committee
CoL	City of Launceston
LCC	Launceston Chamber of Commerce
MRC	Migrant Resource Centre North
NTDC	Northern Tasmanian Development Corporation
TAFE	TasTAFE
TNT	Tourism Northern Tasmania
UTAS	University of Tasmania



Institute for the Study of Social Change: Population Roundtable 2 May 2019

Summary

Four key themes emerged from the discussion throughout the population roundtable hosted by the ISC on 2 May 2019.

These four issues related to the economic opportunities within the state, land use, the potential risk to Tasmania's lifestyle and amenity and the consequences of population change at a community level. The following key points summarise the discussion.

- The dependence on net migration to drive future population growth,
- The significant variation in growth projections and demographic profiles across regions
- The complex relationship between prevailing economic conditions and population growth and demographic profile and future growth
- The tensions between population growth and lifestyle and amenity
- The need to analyse regional population dynamics as a part of settlement and infrastructure planning

While there was a level of optimism about the ability to develop appropriate policy to mitigate the challenges associated with population change and enhance the attributes that attract people to live in Tasmania, it was also recognised that there are considerable challenges, particularly relating to the lack of availability and consistency in use of data and its interpretation, collaboration between stakeholders and the realities of competitive funding. It was also acknowledged that we may not be asking the right questions to inform policy development.

It was argued that community and liveability should be front and centre of any future vision for the state to address both the challenges and opportunities associated with population change, particularly as regions and smaller centres are at risk of being forgotten. Councils have become the provider of last resort as state and federal counterparts (and the private sector) progressively remove services from areas in population decline. Further these areas are often touted as tourism destinations yet there is now growing discontent with residents regarding the use of their rates to fund tourism infrastructure at the expense of residential services and amenities.

However, it was also considered good timing to commence the discussion relating to population change within Tasmania and progress a way forward given a number of state and national policy discussions currently underway – for example the Greater Hobart Act, regional planning, the national population policy and regional migration schemes.

Some of Tasmania's challenges remain the perception of the place. For internal migrants it is the stepping stone for permanent residency in Australia and for interstate migrations it's a great place to retire to (a form of geographical arbitrage). Underpinning these two perceptions and issues is a lack of employment opportunities (particularly advertised ones) in the state and its regions. However, while perceptions of the state remain, evidence suggest that the reality is shifting.

There was a widespread agreement for the need for longer term understanding and planning, given any future growth will be sourced from migration (overseas and interstate) which has many more unknowns and uncertainties than planning for growth sourced predominantly from natural increase.

It was also agreed that there is considerable difference within local government areas in relation to population change, housing and land use and that data and analysis at a smaller scale than LGA would also be invaluable in planning for future growth and/or change. The significant risk to

Tasmania's future prosperity is not knowing or understanding our populations/communities at a local level, nor the longer-term implications for Tasmanians. It was agreed that there is a lack of foundational knowledge at community level and a common framework (e.g. data and its interpretation) to start the conversation about longer term visions and planning. The importance of attaching a human element to discussions about the population and communities, particularly around quality of life, was also agreed.

A lack of economic opportunities in the state was agreed to be the major constraint to attracting and retaining people within the state. While the ratio of labour market entrants (those aged 15 to 19) to labour market exits (those aged 65 to 69) is now below parity, Tasmania still has a relatively lower rate of labour force participation, higher unemployment and underemployment despite industry suggestions of high levels of skill shortages in the state. This suggests mismatch between education and skill development and skill demand, the implications of socio-economic disadvantage prevalent in Tasmania and its regions which may also be exacerbated by spatial differences too. Economic diversification is giving rise to seasonal and casualised workforces not necessarily conducive to permanent residents. In some regional areas it was suggested this can lead to disconnect between economic development and growth and the community due to the reliance on migrant skills and labour. While Tasmania has a considerable allocation under the regional skilled migration program (489 visa) the reality is that many migrants are unable to secure employment in Tasmania despite the anecdotal evidence of skill shortages, this results in low morale of migrants to Tasmania and also impacts on the perception of the place to gain viable and meaningful employment. It was suggested that only around 40% of jobs vacancies in Tasmania are actually advertised and that most employment opportunities are sourced through existing networks and word of mouth.

Given the breadth and depth of issues relating to population change discussed at the roundtable, it was agreed that time was needed by participants to digest the information, discuss with colleagues and other parties before developing an action plan. However, there was also agreement that the extent of difference in population change within the state and the associated implications at regional and local government level warrants the establishment of a more formal advisory or working group, similar to the now defunct Demographic Change Advisory Council (DCAC).

It was agreed that the ISC would circulate summary notes from the roundtable and conduct a short survey to ascertain priorities from participants before regrouping to establish an action plan.

A few key questions arose during the roundtable:

- 1) Where is settlement planning being done well?
- 2) How can we capture the opportunities attached with urban/suburban discontent in places like Sydney without compromising the very attributes that attract people to live in Tasmania?
- 3) What do we know and understand about return migration?
- 4) What do we know about the experience of migrants (interstate and overseas) when they move here? How do we retain them?
- 5) What do we know about migrants' length of stay or their intentions to stay?
- 6) Are places like the east coast going to be sustainable even though they are very old – ie will retirement migration churn keep these areas sustainable? What other areas may benefit?
- 7) What economic and social opportunities are attached to ageing, how can we benefit?
- 8) How are university students attracted and retained in non-university towns?

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	039\011\003\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council extend the funding agreement with NTDC for a six (6) month period from the conclusion of the current agreement on 31 December 2019 until 30 June 2020 based on the current funding formula.

INTRODUCTION:

The existing funding agreement expires on 31 December 2019. NTDC are currently preparing a three (3) year work plan which reflects the actions within the Regional Economic Development Plan. This will be submitted as part of a future funding model beyond the life of the current agreement.

PREVIOUS COUNCIL CONSIDERATION:

Previous June Council Workshop discussion.

OFFICER'S REPORT:

NTDC have recently written to Councils regarding amongst other items a short term funding request extension. The current three (3) year funding arrangement is due to expire on 31 December 2019. A number of months ago NTDC provided information to the seven (7) member Councils of the northern region regarding three (3) key matters:

1. Adoption of the Regional Economic Development Plan
2. Population Attraction Program
3. NTDC Operational Funding post 2019

The following background has been extracted from the NTDC information:

The Northern Tasmania Development Corporation Ltd (NTDC) is the regional economic development agency owned by seven (7) councils across the region: George Town; City of Launceston; Break O'Day; West Tamar; Northern Midlands; Meander Valley; and Flinders. The councils fund NTDC to just under \$420,000 in the 18/19 budget year, based on an agreed formula that considers a set fixed portion and a variable portion based on population of each LGA. This is a three (3) year agreement that commenced in January 2017.

Break O'Day funded NTDC to a total of \$24,371 (see Appendix 1) this financial year. The three (3) year funding review of NTDC needs to be considered this calendar year, and any future operational funds should be aligned with the request for additional efforts and resources for the Regional Economic Development Plan.

NTDC is governed by an independent and private-sector orientated Board, chaired by John Pitt. Other Board Members include: Greg Bott (Co-Deputy Chair), Sue Kilpatrick (Co-Deputy Chair), Lucy Byrne, Karina Dambergs, Jeff Hawkins, Adam Poulton, and Chris Griffin. Maree Tetlow is the CEO, and the remaining 1.5 staff include: 0.5 FTE Project Manager, Georgie Brown; and administrative and communications support, Rikki-Lee Ross.

NTDC Support of Break O'Day and the Region

NTDC was formally restructured and approved by the seven councils in February 2017. The three (3) year funding of NTDC will need to be considered before the end of this calendar year. As the seven (7) council members are considering the outcomes and related programs from the REDP it is also important to ensure we align the funding of the NTDC organisation at the same time to ensure there is not a disconnect between REDP program funding and the overall funding of NTDC operations.

Work that has been achieved for Break O'Day by NTDC since the beginning of 2017 through to the end of 2018 is as follows:

- *Advocacy and support for the mountain bike trails.*
- *Advocacy and support for the proposed dive wreck (unsuccessful).*
- *New BODC data as part of the Regional Modelling Project which provides LGA data for inclusion in funding submissions and business investment decisions.*
- *Regional Priority Projects – a proposed sealed road from St Helens to Ansons Bay is on NTDC's Tier 1 Regional Priority Project list that is used for advocacy in upcoming elections. Other BODC priority projects are listed as Tier 2 >\$50M contribution to GRP.*

Other broader initiatives include the development of an Investment Taskforce and a Population Taskforce as well as the development of the REDP.

NTDC is also working with each of the seven (7) council members on council projects that require input and support through NTDC's engineering project support to further develop these projects to fruition.

The request from NTDC for a short term extension to enable a work plan to be developed around the Regional Economic Development Plan is logical. Completion of the Plan has to an extent been frustrated by the failure of State Government agencies to engage in a meaningful way during the process to develop the Plan which has resulted in the current delay.

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

- Develop and highlight opportunities which exist and can be realised in a manner that respects the natural environment and lifestyle of the BOD area.
- Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focussed service delivery.

Annual Plan 2018-2019

Key Focus Area

Stakeholder Management

Action 6.1.15.1

NTDC - Participate in NTDC activities focussed on developing the regional economy. Monitor activities to ensure value for money is achieved and BODC can benefit in the future.

LEGISLATION & POLICIES:

Nil.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Funding for the forthcoming year has been included in the draft 2019-2020 year for a full year membership support.

VOTING REQUIREMENTS:

Absolute Majority.

06/19.16.6 Review – LG01 – Elected Members Allowances and Support Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\024\001\
ASSOCIATED REPORTS AND DOCUMENTS	LG01 – Elected Members Allowances and Support Policy

OFFICER’S RECOMMENDATION:

That Draft Policy LG01 – Elected Member Allowances and Support Policy be accepted as the reviewed policy.

INTRODUCTION:

Council has a schedule for regular review of policies and this policy is due for review every four (4) years following a Council Election in line with 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..

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069.
Reviewed in April 2012; December 2012; August 2015 and August 2015.
Discussions also held at the May and June 2019 Council Workshop.

OFFICER’S REPORT:

No major changes were made to this policy, however the amount for attending professional development seminars or conferences has been increased following discussion at the May Council Workshop to \$2,000 per year per person.

No further comments or feedback was received from Councillors following the May Workshop.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Build and maintain strong relationships and partnerships through consultation, engagement and collaboration.

LEGISLATION & POLICIES:

As identified in the Policy.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There will be a small budget increase to the Professional Development budget for Elected Members if this reviewed policy is adopted.

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO LG01 ELECTED MEMBERS ALLOWANCES AND SUPPORT POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	General Manager
LINK TO STRATEGIC PLAN:	<u>Ensure Council members have the resources and skills development opportunities to effectively fulfil their responsibilities... build and maintain strong relationships and partnerships through consultation, engagement and collaboration</u>
STATUTORY AUTHORITY:	Local Government Act 1993
OBJECTIVE:	<p>The <i>Local Government Act 1993</i> prescribes that all Elected Members are entitled to receive a general allowance and reimbursement for expenses incurred in travelling, telephone rental and calls and care of a dependent while carrying out Councillor duties.</p> <p>The Act also makes provision for Council to resolve to adopt a Policy to reimburse Elected Members for a range of additional expenses, eg travel outside the Council area, attendance at conferences, or to be provided with support, eg computers, printers, administrative consumables.</p>
POLICY INFORMATION:	<p>Adopted 19 March 2012 – Minute No 03/12.15.4.069 Reviewed 16 April 2012 – Minute No 04/12.15.8.112 Amended 17 December 2012 – Minute No 12/12.15.5.354 Amended 21 August 2014 – Minute No 08/14.15.3.253 Amended 17 August 2015 – Minute No 11/15.11.5.216</p>

POLICY

1. ELECTED MEMBERS ALLOWANCES AND SUPPORT PRINCIPLES

- 1.1 Break O'Day Council will ensure that the payment of Elected Member allowances and the reimbursement of expenses is accountable and transparent, and in accordance with the *Local Government Act 1993* and *Local Government (General) Regulations 2015*.
- 1.2 This policy summarises the provisions of the Act and Regulations in respect to Elected Members allowances, expenses and support, sets out the types of expenses and the circumstances in which those expenses will be reimbursed.
- 1.3 In setting this policy, Council considered the overall support provided to Elected Members, that is, annual allowances paid, pursuant to Regulation 42 “*Allowances for Elected Members*” of the Regulations. It is to be noted this is an allowance and not a wage, as such it is expected that it does cover some costs associated with the performance of the duties of an Elected Member.

- 1.4 The Elected Members allowances contained within this policy will be reviewed annually.

2. THE LOCAL GOVERNMENT ACT 1993 ("THE ACT")

- 2.1 Schedule 5 – "*Office of Elected Members*" of the Act provides that Council may approve the reimbursement of certain prescribed expenses incurred by Elected Members, under a policy adopted by Council.
- 2.2 This policy specifies the types of expenses that will be reimbursed without the specific approval of Council, and the process for Elected Members to obtain reimbursement of those expenses. Some other specified reimbursements require approval prior to commitments.

3. THE PRINCIPLES

- 3.1 This policy is underpinned by the following principles:
- 3.1.1 Elected Members should not be out-of-pocket as a result of performing and discharging official Council functions and duties.
- 3.1.2 Any reimbursements claimed by Elected Members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties.
- 3.2 Elected Members are entitled to receive:
- 3.2.1 An annual allowance as provided for in Regulation 42.
- 3.2.2 Reimbursement of prescribed travelling and dependent care expenses associated with attendance at Council/Committee meetings, pursuant to Regulation 43.
- 3.3 Council has also agreed to:
- 3.3.1 Reimburse certain prescribed expenses pursuant to Schedule 5 of the Act.
- 3.3.2 Provide Elected Members with facilities and support to assist them in performing and discharging their functions as provided for in Part (2) of Schedule 5 of the Act.

4. ROLES AND RESPONSIBILITIES

- 4.1 This policy will apply to all Elected Members.
- 4.2 The General Manager is responsible for:
- 4.2.1 Implementing expense reimbursement procedures in accordance with this policy;
- 4.2.2 Maintaining a Register of Allowances and Benefits provided;
- 4.2.3 Implementing a review of allowances paid to Elected Members annually;



- 4.2.4 Ensuring a copy of this policy is available for inspection and purchase by the public.

5. ENTITLED ALLOWANCES AND REIMBURSEMENTS

All Elected Members are entitled to the prescribed allowance as determined by legislation, notwithstanding this, the Mayor, Deputy Mayor or Elected Member may decide not to receive part of or all of an allowance. Any Elected Member making this decision is to advise the General Manager in writing.

6. LEAVE OF ABSENCE

- 6.1 Any Elected Member granted leave of absence from Council, shall receive their appropriate member's allowance.
- 6.2 Any Elected Member granted leave of absence from Council for a period greater than one (1) month, shall continue to receive their Councillor allowance for the period, however in the case of Mayor or Deputy Mayor, they will only receive the Councillor proportion of the allowance not the additional allowance for Mayor or Deputy Mayor roles.

7 ATTENDING SEMINARS AND CONFERENCES

Council will pay for the cost of Elected Members to attend Council approved seminars, conferences and training programmes, including accommodation and travel expenses providing these are arranged through the General Manager once approved in writing by the Mayor.

Unless specific circumstances exist and there is a resolution of Council, attendance at seminars and conferences will be restricted to a total payment of ~~\$1,500~~\$2,000.00 per year. This restriction does not apply to the Mayor or Deputy Mayor or any Elected Member acting on the Mayor's behalf.

An allowance for meals and incidentals will be paid for overnight stays, where these are not part of the conference registration package. The rates will be paid as per the current rate set by the Australian Taxation Office.

8 ATTENDEE AT FUNCTIONS

The Mayor, Deputy Mayor and Elected Members may receive invitations to attend functions in their capacity as an Elected Member.

Invitations with budgetary implications, will be referred to the General Manager for approval prior to agreeing to attend (retrospective payments will not be provided). Requests for approval will only be considered where the invitation is addressed specifically to the Elected Member and attendance will be beneficial to the Elected Member in the performance of their duties.

9 ACCOMPANYING PARTNERS/GUESTS

A Partner or guest may accompany an Elected Member to conferences or a function where other attendees are generally accompanied by partners.



Council will not pay or reimburse for guests' or partners' travel or social packages, unless specifically approved by a vote of Council.

10 TRAVEL

- 10.1 Elected Members are entitled to receive reimbursement for travelling within the area of Council and dependent care expenses associated with attendance at Council and Committee meetings and other activities directly related to Council as detailed below:

10.1.1 Reimbursement is restricted to "eligible journeys by the shortest or most practicable route".

10.1.2 Elected Members who reside full time or part time outside the Council boundary are only eligible for travel from the boundary to the place of the meeting.

- 10.2 Where an Elected Member travels by private motor vehicle, the rate of reimbursement will be paid as per the current rate set by the Australian Taxation Office. Where travel is outside the municipal area, travel by taxi, bus or other means of public transport is reimbursed on the basis of expenses actually and necessarily incurred, but is still limited to eligible journeys by the shortest or most practicable route. Travel by public vehicle within the municipality is not eligible unless prior arrangements is made and approved by the General Manager.

11 ADDITIONAL REIMBURSEMENT AND SUPPORT

Council also approves the reimbursement of expenses and support to Elected Members as described below:

11.1 Use of Council Vehicle

- 11.1.1 For authorised activities outside the Municipality, Elected Members are encouraged to use one (1) of Council's vehicles, if available, when attending meetings or functions on behalf of Council. Council's Executive Officer is the contact person to arrange a vehicle. Conditions of use of these vehicles are:

11.1.1.1 As the main use of the vehicle is to be Council business the Council shall meet costs related to the use of the vehicle.

11.1.1.2 The vehicle may be driven by other members of the public but only whilst the Council representative is in the vehicle or whilst that person is assisting the Council representative to carry out Council business.

11.1.1.3 Should the Council incur any penalty other than the normal insurance excess on any insurance claim as a result of any illegal action whilst the vehicle is being used, the cost of such penalty shall be borne by that Council representative.

11.1.1.4 Smoking is prohibited in the vehicle.

11.1.1.5 The driver shall pay for speeding fines and any other traffic violations, which incur a penalty.



- 11.1.1.6 The vehicle shall be used in a manner which complies with the manufacturer's specification (eg maximum load, weight of towed vehicles, etc).

11.2 Meal Provision – Council Meetings

For attendance at monthly Council meetings, morning tea and lunch will be provided and if meetings extend beyond 6.00pm an evening meal will be provided.

11.3 Communication Expenses

Elected Members may claim a maximum reimbursement of \$50.00 per month for mobile phone or fixed line call expenses that are directly related to Council business. The Mayor may have a Council mobile phone issued, their phone included in Council's telephone package, or equivalent arrangements negotiated with the General Manager, on request.

11.4 Business Cards

Elected Members will be provided (a maximum of 250 business cards per calendar year per Elected Member). These are to be requested through Council's Executive Officer.

11.5 Other Expenses

11.5.1 Expenses incurred for the care of any person who is dependent on the Councillor and requires the care while the Councillor is carrying out their duties or functions as a Councillor. Dependent care expenses are not reimbursed if the care is provided by a relative of the Elected Member who ordinarily resides with the Member.

11.5.1.1 Claims must be accompanied by a receipt from a licensed care provider showing the date and time care was provided and detail the reason care was needed on each occasion. Claims must be submitted on a fortnightly basis. Elected Members claiming reimbursement for care expenses are required to provide the General Manager with documentary evidence regarding their entitlement or non-entitlement to any Government support scheme. Any entitlement is to be off-set against the hourly rate charged by the registered Care provider.

11.5.1.2 Meals and accommodation costs associated with approved attendances at meetings and conferences.

11.5.1.3 Council will make available to Elected Members equipment and facilities to assist them in performing or discharging their official functions and duties. Any equipment supplied by Council is on the condition that the equipment remains the property of Council.

11.5.1.4 Elected Members will be provided with an internet/e-mail service for Council business. In the event that an Elected Member wishes to continue with their current service or wish to have an improved service, Council will reimburse a monthly

payment equivalent to the service provided by Council. This may vary with service provided and at the time of adoption of the policy is \$49.95 per month. An Elected Member can opt for a Council provided service at any time.

- 11.5.1.5 Electronic communication is the principle source between Council Officers and Elected Members. Council has issued electronic tablets to all elected members. Council will fund an appropriate data plan for all such devices issued.
- 11.5.1.6 Council will provide and maintain a printer and consumables for the printing of Council documentation, if requested.
- 11.5.1.7 All equipment is to be returned immediately to Council upon the Elected Member not continuing in the position or no longer requiring the equipment for Council purposes.
- 11.5.1.8 Council will provide a Council email address for Elected Members (eg Elected Member's christianname.surname@bodc.tas.gov.au).

12 EXPENSES AND SUPPORT REQUIRING COUNCIL APPROVAL

All other expenses, reimbursements and support not detailed above will require approval by Council on a case-by-case basis. It is expected approval should be sought prior to the expense being incurred, however it is acknowledged occasions may arise where this is not possible

13 CLAIMS FOR REIMBURSEMENT

- 13.1 Claims for reimbursement should be submitted on a monthly basis, however it must not be any longer than three (3) months after the expense has been incurred and must be completed on the prescribed form.
- 13.2 When making claims for reimbursement of expense, Elected Members must provide receipts, tax invoices and documentation to support a claim. Each claim must clearly identify the purpose, in order to make clear the basis of the claim and its relation to the policy guidelines.
- 13.3 Claims for reimbursement are to be submitted to the General Manager.
- 13.4 Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses or any part thereof is eligible under this policy, the matter will, in the first instance be brought to the attention of the Mayor who will, in turn, discuss the matter with the Elected Member making the claim. Should the question still remain, the matter is to be referred to a Closed Session of Council for a decision.

14 MONITORING AND REVIEW

This Policy will be reviewed every four (4) years following a Council Election 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.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager; and Angela Matthews, Executive Assistant
FILE REFERENCE	014\002\001\
ASSOCIATED REPORTS AND DOCUMENTS	Audio Recording of Council Meetings Policy

OFFICER'S RECOMMENDATION:

That Council adopt LG53 – Audio Recording of Council Meetings Policy.

INTRODUCTION:

As a result of the motion for investigations to take place into the audio recording of Council Meetings, Council resolved at the April 2019 Council Meeting to do this and therefore a policy has been prepared to cover the process and procedure for this to take place.

PREVIOUS COUNCIL CONSIDERATION:

Discussions took place at the May 2019 Council Workshop.

Council Meeting held on January 2019 Cllr Drummond moved the following 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 develop a procedure based on the Local Government (Meeting Procedures) Regulations 2015 to provide audio recording of the public component of Council meetings. Past recordings could be listened to on a Council meeting stream channel for six (6) months, removing the onerous requirement (Part 33(b)) of a written request being submitted to Council. The recording would not include the part of a meeting when Council is 'closed' to the public.

Council resolved to audio record Council Meetings at the Council Meeting held on the 15 April 2019.

OFFICER'S REPORT:

A detailed investigation was undertaken in regards to audio and live streaming of Council Meetings. As part of this investigation a draft policy was prepared to assist Council with their consideration as to whether they were going to adopt the process of recording or live streaming of meetings.

A draft policy has been prepared as a result of the decision Council made aiming to outline management controls, processes the practice of audio recording of Council Meetings in the future.

The policy outlines how the recording is undertaken, managed, stored, etc by Council.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Leadership / Ownership – Council’s Role

We will.....

... be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.

... make decisions for the greater good of Break O’Day by being accessible and listening to our community.

Great Communication – Council’s Role

We will....

... listen, consult and engage with the community and individuals.

... be open, honest and proactive in our communication.

... keep people informed about the things that matter to them.

LEGISLATION & POLICIES:

Local Government Act 1993.

Local Government (Meeting Procedures) Regulations 2015.

Break O’Day Council Meeting Procedures.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are no financial implications to Council in adopting this policy.

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO LG53 AUDIO RECORDING OF COUNCIL MEETINGS POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	General Manager
LINK TO STRATEGIC PLAN:	... be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.
STATUTORY AUTHORITY:	Local Government Act 1993
OBJECTIVE:	This Policy provides a framework and direction as to the transparent management of the audio recording of Council Meetings including the creation, storage, usage and access in accordance with legislative and policy requirements.

POLICY INFORMATION:

POLICY

1. DEFINITIONS

“Audio Recording” means any recording made by any electronic device capable of recording sound.

“Council Meeting” means an ordinary, special meeting or annual general meeting of Break O’Day Council.

“Recording” means the recorded record/file made of a Council meeting by the use of any recorded format or device.

“the Act” means the *Local Government Act 1993*.

“the Regulations” means the *Local Government (Meeting Procedures) Regulations 2015*.

2. PURPOSE

Under the *Local Government (Meeting Procedures) Regulations 2015*, Council is required to ensure that Council meeting proceedings are documented to reflect a true and accurate record of Council meetings.

Local Government (Meeting Procedures) Regulations 2015 state as follows:

33. Audio recording of meetings

- (1) A council may determine that an audio recording is to be made of any meeting or part of a meeting.
- (2) If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be –
 - (a) retained by the council for at least 6 months; and
 - (b) made available free of charge for listening on written request by any person.

- (3) If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting or part of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.
- (4) A council may determine any other procedures relating to the audio recording of meetings it considers appropriate.

The Council is required to keep accurate minutes of Council Meetings. The Regulations expressly provide that the minutes of a Council Meeting, once confirmed, prevail over the recording of the meeting and a transcript of the recording will not be prepared.

Unlike Parliament, Council meetings are not subject to parliamentary privilege, and both Council and the individual may be liable for comments that may be regarded as offensive, derogatory and/or defamatory.

3. SCOPE

This policy applies to all Ordinary Meetings of Council, including Special Council Meetings and Annual General Meetings of Council. It applies to Council staff, Councillors and members of the general public.

It does not apply to any other meetings of Council, eg Council Committees.

4. POLICY

4.1 Ordinary Meetings, Special Meetings and Annual General Meetings of Council

All ordinary meetings, special meetings and annual general meetings of Council shall be digitally recorded as provided for by Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15(2).

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of the Meeting.

The recording does not replace the written minutes and a transcript of the recording will not be prepared.

The Chairperson has the authority at any time of the proceedings to direct the termination of the audio recording of a meeting. However, the Chairperson should only terminate the audio recording in exceptional circumstances including (but not limited to):

- It is clearly evident that the discussion is (or potentially likely to be):
 - o An infringement of copyright;
 - o A breach of privacy and/or unlawful disclosure of personal information;
 - o A release of privileged or confidential information of Council.

If in the situation of a technical difficulty that an audio recording is not possible, then the Chairperson will advise those present of the circumstances. In the event that an audio recording file becomes corrupt for any reason and therefore unavailable, this information will be provided on the Council website (or equivalent).

4.2 Closed Meetings of Council

Council may by resolution, determine to digitally record the proceedings of a meeting or part thereof, that is closed to the public.

The Chairman is to ensure that no audio recording is made of the proceedings of a meeting, or part of a meeting that is closed to the public in accordance with Regulation 15(2), except where the Council has specifically resolved to digitally record the proceedings of that meeting or part thereof.

4.3 Disclosure of Audio Recording

Notification that the meeting minutes will be recorded as an audio file, is to be disclosed in the meeting agenda to inform the public that the proceedings are recorded.

A notice is to be displayed at the entrance to the room in which the meeting proceedings are to be held.

At the time of declaring the meeting open, the Chairman is to inform all Councillors, staff and any public present, that the meeting is being recorded.

4.4 Storage of Audio Recording

In accordance with Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* the General Manager is to retain the audio files of meeting recordings for at least six (6) months.

The original unmodified audio recording will be suitably stored in accordance with the Council's Records Management requirements. Under Regulation 33(2)(a), the General Manager will dispose of the audio recordings after six (6) months from the date of recording. The General Manager is authorised, pursuant to Section 64 of the *Local Government Act 1993*, to delegate these functions to a Council Officer.

4.5 Access to Audio Meeting Minutes

Local Government (Meeting Procedures) Regulations 2015, Section 33(2)(b) states that if a Council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be made available on Council's website. Such recordings will be considered by Council as routine disclosure under the *Right to Information Act 2009*. Recordings will be made available on the Council website as soon as practicable (normally within seven (7) business days) from the date of the meeting.

Where the Council has resolved to record the part of a meeting closed to the public, the audio files of meeting procedures will only be available to Councillors or Officers entitled to be present during the proceedings in question, via written request.

The audio files are not to be copied or removed from the Council Office.



5. LEGISLATION AND RELATED DOCUMENTS

In adopting this policy it is recognised that there are specific legislative requirements to be met as per the *Local Government (Meeting Procedures) Regulations 2015*, the *Local Government Act 1993* and the *Right to Information Act 2009*.

This policy is to be implemented in conjunction with relevant Council Policies and Strategies including:

- LG03 Councillors Code of Conduct Policy
- Break O'Day Council Meeting Procedures

6. MONITORING AND REVIEW

This Policy will be reviewed every four (4) years following a Council Election in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the Mayor and the General Manager.

06/19.16.8 Marine and Safety Tasmania (MAST) Infrastructure Plan

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	028\015\005\
ASSOCIATED REPORTS AND DOCUMENTS	Marine and Safety Tasmania (MAST) Infrastructure Plan May 2019

OFFICER'S RECOMMENDATION:

That Council note the draft Marine and Safety Tasmania (MAST) Infrastructure Plan and provide no comment.

INTRODUCTION:

Marine and Safety Tasmania (MAST) have released a draft Infrastructure Plan and are seeking feedback by 30 June 2019.

PREVIOUS COUNCIL CONSIDERATION:

Previous June Council Workshop discussion.

OFFICER'S REPORT:

MAST are proposing to implement an Infrastructure Plan for projects over the next five (5) years to assist with the delivery of new and updated recreational boating facilities and services in Tasmania.

The report provides logical explanation for the need for the implementation of such a plan as it takes time to seek approvals for projects through various government agencies and Councils as well as engaging appropriate contractors and therefore there has been an ongoing need for funds to be continually carried forward from one financial year to the next which creates uncertainty in the delivery of projects. This plan enables larger marine infrastructure projects to be more efficiently planned for through a process such as this.

The report also indicates that there will still be room for infrastructure projects to be added throughout this period when and if required.

Within this plan it also outlines that MAST will also provide \$300,000 per annum to fund smaller projects up to \$50,000 which the public may still apply for under the Recreational Boating Fund (RBF). Examples of such projects may include navigation aids, fendering, small walkways, single ramp overlay, re-decking of walkways, solar lights, etc. The RBF will become an open fund all year round, with no specific end date for applications.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategy

- Be proactive infrastructure managers by anticipating and responding to the growing 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:

Not Applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are no financial implications to Council in providing feedback on this plan.

VOTING REQUIREMENTS:

Simple Majority.

Marine and Safety Tasmania

Infrastructure Plan



Purpose

The draft marine Infrastructure Plan sets the parameters and guidelines for the delivery of new and updated recreational boating facilities and services in Tasmania over the next five years by Marine and Safety Tasmania (MAST).

MAST wishes to continue to ensure that funds invested in infrastructure are used efficiently and effectively and that these funds are supplemented, where possible, with additional funds from facility owners. These owners may be local Councils, Hydro Tasmania, Inland Fisheries Service and other organisations who are prepared to offer the public access to their marine facilities. MAST will also continue to source separate State Government and Commonwealth Funding where available.

It is MAST's aim to provide the recreational boating public with the best infrastructure possible and to ensure there remains transparency around where registration and licence fees are spent.

Boating in Tasmania

There are over 30 000 registered recreational boats in Tasmania - this equates to 1:17 people owning a boat. Since June 1998, registrations have increased 134%. This increase is greater than any other state, noting that there are differing requirements across jurisdictions. There are in excess of 60 000 licence holders, resulting in 1:8 Tasmanians holding a boat licence.

The average sized boat in Tasmania is 5.2 metres with approximately 90% of the fleet being trailerable. The typical boater in Tasmania is 49-54 years of age and goes out 18 times a year for a period of four hours.

MAST owns a low number of facilities used by recreational boats around the state. The majority of boat ramps, adjacent pontoons and walkways are owned and managed by local councils.



The recreational boating industry in Tasmania is worth in excess of \$385 million. The industry covers a broad range of sectors with chandleries, boat sales and repairs, mechanics, sail makers and many more.

It is estimated there are in excess of 1,300 people directly employed in the recreational boating industry. Many of these are small businesses with less than five employees.

Improving maritime infrastructure

MAST has been improving maritime infrastructure for over 20 years.

The Recreational Boating Fund (RBF) commenced in 1998. The Fund is derived from a percentage of the registration fees being set aside specifically for the upgrade of marine infrastructure including ramps, walkways and navigation aids. Part of the criteria is that the funding is not for parking facilities, toilets or access roads.

The Fund is open to registered boat owners to make application for improvements.

When the Fund first started in 1998, 45% of the \$30.00 registration fee was used. In 2006 this fell to 26%. In 2017-2018 it had risen to 47.7%.

In 1998 marine infrastructure for recreational boats was very run down. In the past, many ramps were built with leftover concrete with no engineering design used and normally by the local progress association or community group. When the RBF first started, there were often over 30 projects selected from a pool of funds of \$180,000.



The average cost per project over the first four years was \$6,872, as most of these were selected to make the infrastructure safer and better for users following years of neglect. The average cost per project over the last four years has been \$47,447.

By the end of the current financial year, 475 projects will have been funded for a total of \$17 million. Of this amount, \$4.14 million has come from facility owners such as Council and Hydro Tasmania. A further \$558,000 has been used from the other funding tier, the MAST licence renewals.

In earlier years it was not unusual to receive 80-100 applications per annum, but this has now averaged out to around 35 per annum over the last three years.

Public meetings are held in different parts of the state to ascertain boat owner's comments regarding the RBF applications. After these meetings, the Board selects the successful projects which are then announced by the Minister's Office.

The Licence funding commenced in 2003. This was as a result of MAST making boat licences renewable every three years. Public meetings were held around the state to discuss this renewal process as previously not all licences were renewable. The public opted to make recreational power boats licences renewable, provided the revenue raised was put back into boating infrastructure and services.

The initial licence fee was \$10.00 per annum (\$30.00 for three years) which would be subject to CPI into the future. The most recent renewal fee for three years was \$47.40 or almost \$16.00 per annum, an increase of just \$6.00 in 15 years.

Improving maritime infrastructure



Recommendations are provided to the MAST Board for the delivery of projects under this Fund. Since 2003, \$8.29 million has been spent on projects funded under this system, with an additional \$2.87 million coming from facility owners. Many of these projects resulted from an audit of facilities around the state conducted by the Recreational boating team in 2005.

In some instances, the RBF and Licence funds have been combined on particular projects.

In summary, by the end of this Financial Year 2018-2019, a total of 508 projects will have been funded for a combined value of \$25.31 million from the RBF and Licence funds.

Both funding streams have delivered great outcomes for the boating public and have, without question, contributed to the high standing MAST has within the boating community. Staff often hear at public meetings and when in the field "at least we know where our money is going, it's the only organisation we don't mind paying fees to".

Total contributions from Councils and other sources is in excess of \$7.0 million which has resulted in MAST being some seven years in front of where it would have been in improving infrastructure across the State.

The need for a five year plan

Over a number of years, the time taken to obtain approvals from the various agencies and councils has increased significantly. As a result, there has been a need to carry forward expenditure from both funding streams from one financial year to the next. This creates uncertainty in the delivery of projects.

The need for a five year plan



With the complexities of marine construction, delays are also experienced through a shortage of suitable contractors and adverse weather conditions. Historically, the best time for construction is late summer, autumn and very early into winter. However, with the delays experienced due to the approvals process, this is not always achievable.

A five year Infrastructure Plan will enable MAST to define the projects it wishes to undertake over this period. This will allow MAST to obtain all the necessary approvals and cost estimates, plus appoint contractors well in advance of the scheduled construction time frame.

The Infrastructure Plan will also provide time for MAST to consult with facility owners about proposed improvements. This, in turn, provides the facility owners time to budget for contributions towards the improvements.

It is important that flexibility remains within the Plan and that it remains under regular review. It may need to be amended if strategic direction changes with projects for certain reasons and to meet user needs and expectations.

Funding for the projects will be provided through the combination of both the RBF and Licence Funds, providing \$1.3 million annually, depending on registration renewal and licence renewal uptake. This amount may increase over the five year period if there is an increase in registrations and licences. This funding may also increase with contributions from facility owners.

In addition to the \$1.3 million, there will be an amount of \$300 000 provided annually in the small project fund described later in this document. The total spend on infrastructure through the funding remains the same as it is now at \$1.6 million per annum.

Proposed Projects

Project	Comments
Bellerive	Install berthing pontoon behind proposed new breakwater
Port Davey	Install berthing pontoon at Melaleuca, and repair Claytons Jetty in collaboration with the Parks and Wildlife Service (PWS)
Apex Pt - Nubeena	Reconfigure and rebuild Apex Point boat ramp
Little Swanport	Reconfigure boat ramp car and trailer parking in collaboration with PWS and Glamorgan Spring Bay Council
Penguin	Improvements to low tide boat ramp
Burnie	Install berthing pontoon and extend breakwater
Thureau Hills	Install walkway at Thureau Hills in collaboration with Hydro Tasmania
St Helens town ramp	Install additional pontoon at town boat ramp
Bicheno	Extend western walkway
Stanley Harbour	Install berthing pontoon
Pirates Bay	Extend walkway at boat ramp
Dover	Reconfigure and rebuild boat ramp
Margate	Install wave attenuator at Dru Point boat ramp
Colebrook	Install low lake level boat ramp at Craigbourne Dam
Port Sorell	Lift height of car park / manoeuvring area and rebuild walls on north west and south east sides
Devonport	Public berth – dependent on private pontoon development
Coles Bay	Extension to Freemans Jetty to increase berthing at boat ramp
Statewide	General boating services – signage, navigation aids, marine radio, education and other

E

Small Project Fund

As well as the projects funded through the Infrastructure Plan, MAST will also provide \$300 000 per annum to fund smaller projects up to \$50 000 which the public may still apply for under the RBF and applied criteria. Examples of such projects may include navigation aids, fendering, small walkway, single ramp overlay, redecking a pine walkway, solar lights etc. The RBF will become an open fund all year round, with no specific end date for applications.

Through this process, stakeholders may also suggest larger projects to be included in the Infrastructure Plan.



Consultation

Feedback on the Draft Infrastructure Plan is encouraged and written submissions can be lodged at admin@mast.tas.gov.au. Submissions close 30 June 2019.

The content of this Plan will also be discussed at the Recreational Boating Forums to be held on the following dates:

Devonport

Monday, 6 May at Mersey Yacht Club (7pm)

Launceston

Tuesday, 7 May at Tamar Yacht Club (7pm)

St Helens

Wednesday, 8 May at St Helens Marine Rescue (12noon)

Hobart

Wednesday, 8 May at Bellerive Yacht Club (7pm)



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06/19.16.9 Local Government Association of Tasmania (LGAT) – 2019 Annual General Meeting and General Meeting – Consideration of Motions

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	039\002\008\
ASSOCIATED REPORTS AND DOCUMENTS	Annual General Meeting and General Meeting Agendas (Previously circulated via email)

OFFICER'S RECOMMENDATION:

For discussion.

INTRODUCTION:

The Local Government Association of Tasmania are holding a General Meeting of the Association on 3 July 2019 and a number of motions have been submitted by member Councils for consideration.

PREVIOUS COUNCIL CONSIDERATION:

No previous Council consideration.

OFFICER'S REPORT:

Council has now received the meeting papers for the next General Meeting of the Association and these were circulated to Councillors on 5 June 2019. Councillor consideration of the motions listed would be appreciated as this provides the opportunity for Councillors to discuss the items listed on the agenda for the 3 July 2019 meeting.

Mayor Mick Tucker will be voting on behalf of Council at this meeting therefore if there are any particular items Council wishes to discuss and provide comment for the Mayor to be able to vote and represent Break O'Day appropriately.

Council submitted the following motions to the meeting:

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 improve health, education and employment outcomes.

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.

LEGISLATION & POLICIES:

Nil.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There would be no financial implications for Council.

VOTING REQUIREMENTS:

Simple Majority.

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

IN CONFIDENCE

06/19.17.0 CLOSED COUNCIL

06/19.17.1 Confirmation of Closed Council Minutes – Council Meeting 20 May

06/19.17.2 Outstanding Actions List for Closed Council

Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2005 that Council move out of Closed Council.