

COUNCIL MEETING AGENDA

Monday 15 August 2022
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
8 August 2022

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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 15 August 2022 commencing at 10.00am.

CERTIFICATION

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



JOHN BROWN
GENERAL MANAGER

Date: 8 August 2022

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CONTENTS

NOTICE OF MEETING.....	3
CONTENTS	5
AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL	7
OPENING	7
ACKNOWLEDGEMENT OF COUNTRY.....	7
08/22.1.0 ATTENDANCE	7
08/22.1.1 Present	7
08/22.1.2 Apologies.....	7
08/22.1.3 Leave of Absence	8
08/22.1.4 Staff in Attendance	8
08/22.2.0 PUBLIC QUESTION TIME.....	9
08/22.3.0 DECLARATION OF INTERESTS OF A COUNCILLOR OR CLOSE ASSOCIATE	9
08/22.4.0 CONFIRMATION OF MINUTES.....	9
08/22.4.1 Confirmation of Minutes – Council Meeting 18 July 2022	9
08/22.5.0 COUNCIL WORKSHOPS HELD SINCE 18 JULY 2022 COUNCIL MEETING	9
08/22.6.0 PLANNING AUTHORITY	10
08/22.6.1 DA270 – 2021 – Three (3) Lot Subdivision – 202 Tully Street, St Helens.....	10
08/22.6.2 DA012 – 2022 – Upgrade Waste Water System, Legalisation of Deck Additions and Shed, Retaining Wall and Additional Use for Visitor Accommodation – 78 Main Road, Binalong Bay.....	18
08/22.6.3 DA243 – 2021 – Multiple Dwelling / Visitor Accommodation, Additions and New Access – 96 Main Road, Binalong Bay.....	34
08/22.7.0 COUNCIL MEETING ACTIONS	61
08/22.7.1 Outstanding Matters.....	61
08/22.8.0 PETITIONS.....	80
08/22.9.0 NOTICES OF MOTION	81
08/22.9.1 Notice of Motion – Upgrade Cricket Pitch Surface and Relocation of Cricket Practice Nets – St Helens Sports Complex – Clr M Osborne	81
08/22.9.2 Notice of Motion – Housing Crisis Action – Clr J Drummond	82
08/22.10.0 COUNCILLOR’S QUESTIONS ON NOTICE	84
08/22.11.0 COUNCILLOR’S QUESTIONS WITHOUT NOTICE	84
08/22.12.0 MAYOR’S & COUNCILLOR’S COMMUNICATIONS.....	84
08/22.12.1 Mayor’s Communications for Period Ending 15 August 2022.....	84
08/22.12.2 Councillor’s Reports for Period Ending 15 August 2022.....	84
08/22.13.0 BUSINESS AND CORPORATE SERVICES.....	85
08/22.13.1 Corporate Services Department Report	85

08/22.13.2 Monthly Financial Report.....	90
08/22.13.3 Visitor Information Centre Report.....	102
08/22.14.0 WORKS AND INFRASTRUCTURE	105
08/22.14.1 Works and Infrastructure Report.....	105
08/22.14.2 Animal Control Report	109
08/22.14.3 Public Request for Improvements to Drain in Victoria Street, Fingal.....	112
08/22.15.0 COMMUNITY DEVELOPMENT	115
08/22.15.1 Community Services Report.....	115
08/22.15.2 St Helens Sports Complex Draft Master Plan – Community Feedback	119
08/22.15.3 Waiver of Fees for Hire of Bendigo Bank Community Stadium- Careers Expo	145
08/22.15.4 Christmas Signs – Town Welcome Signs	147
08/22.15.5 St Marys Repurposing and Upcycling – Request for Fee Waiver.....	150
08/22.15.6 Pyengana Recreation Ground – Orienteering Tasmania Championships 2023.....	154
08/22.16.0 DEVELOPMENT SERVICES.....	158
08/22.16.1 Development Services Report.....	158
08/22.16.2 Draft Cat Management Regulations 2022 - Consultation.....	167
08/22.17.0 GOVERNANCE.....	202
08/22.17.1 General Manager’s Report.....	202
08/22.17.2 Launceston Gastronomy	207
08/22.17.3 Pump Track Engagement Plan	231
08/22.17.4 2021 – 2022 Annual Plan Review as at 30 June 2022.....	236
08/22.17.5 Future of Local Government Review – Interim Report on Stage 1.....	281
08/22.17.6 Local Government Code of Conduct	287
08/22.17.7 Review of Council Delegations.....	354
08/22.17.8 Northern Tasmania Waste Management Group (NTWMG).....	367
08/22.18.0 CLOSED COUNCIL	379
08/22.18.1 Confirmation of Closed Council Minutes – Council Meeting 18 July 2022.....	379
08/22.18.2 Outstanding Actions List for Closed Council	379
08/22.18.3 Animal Control Officer - Closed Council Item Pursuant to Section 15(2)A of the Local Government (Meeting Procedures) Regulations 2015	379
08/22.18.4 2 Annie Street, St Helens - Closed Council Item Pursuant to Section 15(2)F of the Local Government (Meeting Procedures) Regulations 2015.....	379

AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

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

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

OPENING

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

ACKNOWLEDGEMENT OF COUNTRY

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

08/22.1.0 ATTENDANCE

08/22.1.1 Present

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

08/22.1.2 Apologies

Councillor Barry LeFevre

08/22.1.3 **Leave of Absence**

Councillor Kylie Wright

08/22.1.4 **Staff in Attendance**

General Manager, John Brown

Executive Assistant, Angela Matthews

DECLARATION OF INTERESTS OF A COUNCILLOR OR CLOSE ASSOCIATE

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

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

CONFIRMATION OF MINUTES**Confirmation of Minutes – Council Meeting 18 July 2022****OFFICER'S RECOMMENDATION:**

That the minutes of the Council Meeting held on the 18 July 2022 be confirmed.

08/22.5.0 COUNCIL WORKSHOPS HELD SINCE 18 JULY 2022 COUNCIL MEETING

There was a Workshop held on Monday 1 August 2022 and the following items were listed for discussion as well as a presentation from Rhonda Taylor, CEO – East Coast Tasmania Tourism (ECTT).

- 2021 – 2022 Annual Plan Review as at 30 June 2022
- 2021 – Future of Local Government Review
- Finance Reports Presentation from Xero
- Animal Control Report
- Public Request for Improvements to Drain in Victoria Street, Fingal
- St Marys Repurposing and Upcycling – Request for Fee Waiver
- Pyengana Recreation Ground – Orienteering Tasmania Championships 2023
- Waiver of Fees for Hire of Bendigo Bank Community Stadium – Careers Expo
- Christmas Signs – Town Welcome Signs
- St Helens Sports Complex Draft Master Plan – Community Feedback
- Pending Development Application Updates
- Draft Strata Title Policy
- Planning Authority Delegation
- Draft Cat Management Regulations 2022 – Consultation
- Break O'Day Communities Queen's Jubilee Trees Project
- Launceston Gastronomy
- Northern Tasmania Waste Management Group (NTWMG)
- Pump Track Engagement Plan

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.

ACTION	DECISION
PROPONENT	6ty Pty Ltd
OFFICER	Deb Szekely Senior Town Planner
FILE REFERENCE	DA 270-21
ASSOCIATED REPORTS AND DOCUMENTS	1. Copy of Representations; 2. RO Completed Planning Scheme Assessment 3. Approved Plans and Documents

OFFICER'S RECOMMENDATION:

After due consideration of the application received and Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Interim Planning Scheme 2013* that the application for THREE (3) LOT SUBDIVISION on land situated at 202 TULLY STREET, ST HELENS described in Certificate of Title 218862/1 be APPROVED subject to the following conditions:

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

APPROVED PLANS			
PLAN / DOCUMENT NAME	REFERENCE NUMBER	PREPARED BY	DATED
Subdivision Proposal Lot Layout Plan	Drawing No. P01 Rev E	6TY Degrees Pty Ltd	9 June 2022
Bushfire Hazard Report	J5101 Version 1 Proposed Subdivision 202 Tully Street St Helens	Geo-Environmental Solutions	23 August 2021
Emissions Assessment for Proposed Subdivision at 202 Tully Street, St Helens	Ref: T-P.21.2303-ENV-LET-001-202 Tully St Noise Assessment.docx	Pitt & Sherry	23 December 2021
Natural Values Assessment of Proposed Subdivision at 202 Tully Street, St Helens	-	ECotas Mark Wapstra	20 August 2021
Preliminary Onsite Wastewater Disposal Assessment	GL21610Ab	GeoTon Pty Ltd Geotechnical Consultants	21 October 2021

2. Approval is for Lots 1, 2 and 3 on the plan.
3. All works must be in accordance with Council Policy No. AM08: Subdivision New Works & Infrastructure Construction.

4. All works must be in accordance with the conditions of the Submission to Planning Authority Notice by TasWater, TWDA **2021/01595-BODC** as attached to this permit.
5. The vehicle crossover from the carriageway to the property boundary for Lots 2 & 3 must be constructed and maintained in accordance with Standard Drawings TSD-RO3-v3 & TSD-R04-v3.

Both crossovers should incorporate a shallow dish crossing instead of a culvert and headwalls due to the absence of roadside drainage.

No works are to commence on the crossover until a permit to undertake works in the road reservation has been issued by Council's Works Department for the crossovers.

6. Works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.
7. Standard *Phytophthora* hygiene measures must be implemented for the construction and maintenance of any works 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).
8. Any restrictive covenants created by this subdivision are not to preclude the use/development of this land for State, Commonwealth or Local Government purposes.
9. A copy of the final plan of survey and schedule of easements is to be submitted to Council for assessment of sealing. The plan will not be sealed until such time as all conditions on this permit have been complied with.

ADVICE

10. As with any subdivision, consideration should be given to the electrical infrastructure works that will be required to ensure a supply of electricity can be provided to each lot. To understand what these requirements may entail, it is recommended you advise the proponent to contact TasNetworks Early Engagement team at early.engagement@tasnetworks.com.au at their earliest convenience.).
11. 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.
12. Activities associated with construction works are not to be performed outside the permissible time frames listed:

Mon-Friday 7 am to 6 pm

Saturday 9 am to 6 pm

Sunday and public holidays 10 am to 6 pm

INTRODUCTION:

The applicant is seeking approval for a three (3) lot subdivision of a single lot at 202 Tully Street, St Helens. A single dwelling is located at the development site and following reconfiguration of the lot, will be completely contained on Lot 1. The existing dwelling is connected to reticulated water (TasWater), however relies on onsite wastewater management for disposal of wastewater. Proposed Lots 2 and 3 will be unable to connect to TasWater Water Infrastructure, due to the existing water main on Tully Street not having adequate supply and cannot service the additional lots. The existing connection that services lot 1 is able to be retained. This advice from TasWater forms part of the conditions.

The proposed three lot subdivision was required to submit the following reports to demonstrate compliance with the Break O'Day Planning Scheme:

- Bushfire Hazard Report;
- Emissions assessment due to proximity to St Helens Industrial Area;
- Natural Values Assessment; and
- Onsite Wastewater Assessment.



Proposed 3 Lot Subdivision

OFFICER'S REPORT:

1. The Proposal

The applicant is seeking approval for a three (3) lot subdivision of a single lot at 202 Tully Street, St Helens.

Proposed Lot 1: approximately 1.19 hectares;

Proposed Lot 2: approximately 1.38 hectares;

Proposed Lot 3: approximately 1.27 hectares.

The development site has a land area of approximately 3.9 hectares.

2. Applicable Planning Assessment

- 13 Rural Living Zone;
- E1 Bushfire Prone Areas Code;
- E4 Road and Railway Assets Code;
- E5 Flood Prone Areas Code;
- E6 Car Parking and Sustainable Transport Code;
- E8 Biodiversity Code;
- E9 Water Quality Code;
- E11 Environmental Impacts and Attenuation Code

3. Referrals

The application was referred to the following entities:

- TasWater – TasWater advised that the existing water main on Tully Street that passes by the frontage of the proposed development does not have adequate supply cannot service the proposed development or any additional lots. However, the existing connection that services lot 1 may be retained.
- TasNetworks – TasNetworks advised that Based on the information provided, the development is not likely to adversely affect TasNetworks' operations.
As with any subdivision, consideration should be given to the electrical infrastructure works that will be required to ensure a supply of electricity can be provided to each lot. To understand what these requirements may entail, it is recommended you advise the proponent to contact TasNetworks Early Engagement team at early.engagement@tasnetworks.com.au at their earliest convenience.
- Council's Works Department – Council's Works Department advised that the development is unable to connect to Council's Stormwater Infrastructure due to absence of the same and onsite disposal of stormwater overflow will be required. Details for the crossover for lots 2 and 3 were provided as well as advice that the existing crossover servicing the existing dwelling is sufficient for proposed lot 1 retaining the dwelling.
- Council's Environmental Health Officer – advised the submitted wastewater report and site specific study were adequate and were accepted.

4. Assessment

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

Break O'Day Interim Planning Scheme 2013 Version 17:

- 13.4.2 Subdivision P1;
- E5.6.1 Flooding and Coastal Inundation P1;
- E11.6.1 Attenuation Distances P1.

Detailed assessment against the provisions of the *Break O'Day Interim Planning Scheme 2013* version 17 where the proposal was reliant on satisfying the performance criteria, is provided below.

The proposal is deemed to comply with the performance criteria applicable.

Planning Assessment

13 Rural Living Zone

13.4 Development Standards

13.4.2 Subdivision

Acceptable Solutions	Performance Criteria
<p>A1.1 Each lot must:</p> <p>a) have a minimum area of at least 3ha; or b) be required for public use by the Crown, an agency, or a corporation all the shares of which are held by Councils or a municipality; or</p> <p>c) for the provision of utilities; or</p> <p>d) for the consolidation of a lot with another lot with no additional titles created; or</p> <p>e) to align existing titles with zone boundaries and no additional lots are created.</p> <p>A1.2 Each lot must have new boundaries aligned from buildings that satisfy the relevant acceptable solutions for setbacks.</p>	<p>P1 Each lot must:</p> <p>a) be to facilitate protection of a place of Aboriginal, natural or cultural heritage; or</p> <p>b) provide for each lot, sufficient useable area and dimensions to allow for:</p> <p>i) a dwelling to be erected in a convenient, appropriate and hazard free location; and</p> <p>ii) appropriate disposal of wastewater and stormwater; and</p> <p>iii) on-site parking and manoeuvrability; and</p> <p>iv) adequate private open space; and</p> <p>v) vehicular access from the carriageway of the road to a building area on the lot, if any; or</p> <p>c) be consistent with the local area having regard to:</p> <p>i) the topographical or natural features of the site; and</p> <p>ii) the ability of vegetation to provide buffering; and</p> <p>iii) any features of natural or cultural significance; and</p> <p>iv) the presence of any natural hazards; and</p> <p>v) local area objectives, if any; and</p> <p>d) subdivision must not create lots less than 1.0ha; and</p> <p>e) any lot created by subdivision must not provide for development which will in any way restrain or hinder the use of land for lawful purposes on adjoining lots.</p>
<p>Assessment against the Performance Criteria is required.</p> <p>Performance Criteria Assessment</p> <p>A1.1 a) – No relies on acceptable solution;</p> <p>A1.1 b) NA;</p> <p>A1.1c) NA;</p> <p>A1.1 d) NA</p> <p>A1.1 e) NA;</p> <p>A1.2 Yes; The existing dwelling which will be accommodated within the proposed Lot 1 will have a side boundary setback of 26m. No other dwelling boundary setbacks within the site will change because of the proposal.</p>	

The proposed subdivision is for three lots with proposed land area:

Lot 1 (existing dwelling) – 1.19ha;

Lot 2 -1.38 ha;

Lot 3 – 1.27 ha;

a) NA;

b) The proposed subdivision is for a three lot subdivision that is unable to satisfy the acceptable solution as each proposed lot is less than 3 hectares. The proposed development aims to satisfy the performance criteria P1b).

i) The submitted plans demonstrate a dwelling is able to be erected in a hazard free area. The site is constrained by Council's most recent flood mapping. Proposed lot 1 has an existing dwelling and contains all infrastructure required to service the dwelling, including onsite wastewater. Proposed lot 1 utilises the existing access from Tully Street. Proposed Lot 1 is greater than 1 hectare. Proposed lots 2 & 3 will achieve a land area of 1.38 ha and 1.27 ha respectively. The submitted proposed site plan demonstrates that when hazard and vegetated areas are taken into account, each lot is able to provide an appropriate development area for a dwelling and the associated required infrastructure such as onsite wastewater, vehicular access and onsite parking. Lots 2 and 3 are also greater than 1 ha respectively.

The surrounding lots are similarly zoned Rural Living with similar uses. The proposed subdivision will not restrict the future use of the surrounding lots, including Environmental Living Zone to the west. Further to the east, the St Helens Industrial area is situated. The submitted materials include a site specific report prepared by a suitably qualified person that demonstrates the proposed subdivision will not constrain the industrial area nor impact the proposed sensitive use of the subdivision.

The proposed development is able to satisfy the performance criteria.

E1 Bushfire Prone Areas Code

The proposed development has been determined to satisfy all relevant Acceptable Solutions of the Use Standards and Development Standards of the Bushfire Prone Areas Code.

E4 Road and Railway Assets Code

The proposed development has been determined to satisfy all relevant Acceptable Solutions of the Use Standards and Development Standards of the Road and Railway Assets Code.

E5 Flood Prone Areas Code

E5.6 Development Standards

E5.6.1 Flooding and Coastal Inundation

Acceptable Solutions	Performance Criteria
A1 No acceptable solution.	<p>P1.1 It must be demonstrated that development:</p> <p>a) where direct access to the water is not necessary to the function of the use, is located where it is subject to a low risk, in accordance with the risk assessment in E5.7 a); or</p> <p>b) where direct access to the water is necessary to the function of the use, that the risk to life, property and the environment is mitigated to a medium risk level in accordance with the risk assessment in E5.7.</p> <p>P1.2 development subject to medium risk in accordance with the risk assessment in E5.7 must demonstrate that the risk to life, property and the environment is mitigated through structural methods or site works to a low risk level in accordance with the risk assessment in E5.7.</p> <p>P1.3 Where mitigation of flood impacts is proposed or required, the application must demonstrate that:</p> <p>a) the works will not unduly interfere with natural coastal or water course processes through restriction or changes to flow; and</p> <p>b) the works will not result in an increase in the extent of flooding on other land or increase the risk to other structures;</p> <p>c) inundation will not result in pollution of the watercourse or coast through appropriate location of effluent disposal or the storage of materials; and</p>

	d) where mitigation works are proposed to be carried out outside the boundaries of the site, such works are part of an approved hazard reduction plan covering the area in which the works are proposed.
Assessment against the Performance Criteria is required. Performance Criteria Assessment Proposed Lot 1 is not subject to mapped flood prone areas; Proposed lot 2 is able to provide a development area (2290 m2) outside the mapped flood prone areas, including all access ways. The mapped flood prone area has a hazard rating H1 which is low impact. Proposed Lot 3 is able to provide a development area (2900 m2) outside the mapped flood prone areas, including all access ways. The mapped flood prone areas has a hazard rating H1 which is low impact. The proposed development is able to satisfy the performance criteria.	

E6 Car Parking and Sustainable Transport Code

The proposed development has been determined to satisfy all relevant Acceptable Solutions of the Use Standards and Development Standards of the Car Parking and Sustainable Transport Code.

E8 Biodiversity Code

The proposed development has been determined to satisfy all relevant Acceptable Solutions of the Use Standards and Development Standards of the Biodiversity Code.

E9 Water Quality Code

The proposed development has been determined to satisfy all relevant Acceptable Solutions of the Use Standards and Development Standards of the Water Quality Code.

E11 Environmental Impacts and Attenuation Code

11.6 Use Standards

E11.6.1 Attenuation Distances

Acceptable Solutions	Performance Criteria
A1 No acceptable solution.	P1 Sensitive use or subdivision for sensitive use within an attenuation area to an existing activity listed in Tables E11.1 and E11.2 must demonstrate by means of a site specific study that there will not be an environmental nuisance or environmental harm, having regard to the: <ul style="list-style-type: none"> a) degree of encroachment; and b) nature of the emitting operation being protected by the attenuation area; and c) degree of hazard or pollution that may emanate from the emitting operation; and d) the measures within the proposal to mitigate impacts of the emitting activity to the sensitive use.
Assessment against the Performance Criteria is required. Performance Criteria Assessment The proposed three lot subdivision for sensitive use within an attenuation area for an existing activity listed in Table E11.1. The applicant materials has included a site specific study prepared by a suitably qualified person that considered noise and odour impacts from industry located within the Industrial area. The site specific study concluded that the noise and odour assessment relating to specific industry within the industrial area was extremely unlikely to cause an environmental nuisance or environmental harm at the proposed subdivision at 202 Tully St, St. Helens. The report was reviewed by Council's Environmental Health Officer and the findings accepted. The proposed development satisfies the performance criteria.	

5. Representations

The application was advertised 18 June 2022 to 1 July 2022 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. One (1) representation was received prior to the closing date and time. The issues raised within the representation are as follows:-

Issue	Response
Stormwater runoff directed to existing roadside culvert. Fear the infrastructure may not cope with any additional flow.	<p>The proposed development will not direct stormwater overflow to any Council maintained infrastructure and will rely on onsite disposal. This will be further assessed at such time as an application is received for development on the created lots.</p> <p>The concerns regarding Council Infrastructure have been further referred to Council's Works Department for consideration as a separate matter.</p>

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

6. Mediations

Nil

7. Conclusion

In accordance with 8.10 of the *Break O' Day Interim Planning Scheme 2013*, the application has been assessed against the objectives of the Scheme, in particular the Rural Living Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and three (3) Performance Criterion. The received representation has been considered.

It is recommended for approval with conditions normally set to this type of development.

LEGISLATION & POLICIES:

Break O'Day Interim Planning Scheme 2013 Version 17
Land Use Planning and Approvals Act 1993,
Local Government (Building and Miscellaneous Provisions) Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority.

DA012 – 2022 – Upgrade Waste Water System, Legalisation of Deck Additions and Shed, Retaining Wall and Additional Use for Visitor Accommodation – 78 Main Road, Binalong Bay

ACTION	DECISION
PROPONENT	C Triebe
OFFICER	Deb Szekely, Senior Town Planner
FILE REFERENCE	DA 012-22
ASSOCIATED REPORTS AND DOCUMENTS	1. Copy of Representations 2. Plans and Documents 3. RO Completed Planning Scheme Assessment

OFFICER'S RECOMMENDATION:

After due consideration of the application received and Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Interim Planning Scheme 2013* that the application for UPGRADE WASTE WATER SYSTEM, LEGALISATION OF DECK ADDITIONS & SHED, RETAINING WALL AND ADDITIONAL USE FOR VISITOR ACCOMMODATION on land situated at 78 MAIN ROAD, BINALONG BAY described in Certificate of Title 64628/1 be APPROVED subject to the following conditions:

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

APPROVED PLANS			
PLAN / DOCUMENT NAME	REFERENCE NUMBER	PREPARED BY	DATED
Cover Page	CD:01 Amendment 03	Freeform Designs	27 May 2022
Site Plan	CD:02 Amendment 03	Freeform Designs	27 May 2022
Elevations	CD:03 Amendment 03	Freeform Designs	27 May 2022
Parking	CD:05 Amendment 03	Freeform Designs	27 May 2022
Outbuilding - East Elevation	-	Applicant	-
Outbuilding - North and South Elevations	-	Applicant	-
Outbuilding West Elevation	-	Applicant	-
Classification & On-site Wastewater Disposal Assessment and Design	GL21602Ab Rev 2	Geoton Pty Ltd Geotechnical Consultants	4 April 2022

2. The outbuilding is approved for non-habitable residential use only.
3. Effluent disposal is subject to a technical assessment and issue of a Plumbing Permit by Council's *Plumbing Permit Authority*.

4. Provide appropriate landscaping to assist in screening the Aerated Wastewater Treatment System located within the front boundary setback to minimise any visual impact of the same from the road reserve and adjoining eastern property, prior to use.
5. Use of the development must not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*.
6. A maximum occupancy limit of 6 persons shall be applied to the Visitor Accommodation Use.
7. The existing septic tank and trench system serving the site must be demolished, treated with lime and backfilled. A report by a suitably qualified practitioner in relation to the required work is to be obtained before the issue of a building permit.
8. Works on the site must not result in a concentration of flow onto other property, or cause ponding or other stormwater nuisance.
9. Site benching through cut and fill must be in keeping with the physical and environmental capabilities of the site.
10. All building wastes are to be removed to the appropriate waste disposal facility to prevent an environmental nuisance being caused outside of the works site.
11. The colours of external surfaces of the deck must be the same shades and tones of the existing dwelling to ensure the structure blends with development site and streetscape, prior to use.

ADVICE

12. All works associated with the development should be conducted in accordance with *Guidelines for Soil and Water Management*, Hobart City Council, 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 worked areas not covered by structures must be promptly and progressively stabilised (e.g. revegetated) so that they will not erode and/or act as a source of sediment transfer.
13. 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.
14. Activities associated with construction works are not to be performed outside the permissible time frames listed:
 - Mon-Friday 7 am to 6 pm
 - Saturday 9 am to 6 pm
 - Sunday and public holidays 10 am to 6 pm

INTRODUCTION:

The applicant is seeking approval for an additional Use Class Visitor Accommodation and the installation of onsite wastewater infrastructure (Aerated Wastewater Treatment System AWTS) and disposal bed. Additionally, the applicant is seeking retrospective approval for deck additions to the front and side of the existing dwelling and a small outbuilding at the rear of the premises.



Pre unauthorised construction



Unauthorised construction including outbuilding to the rear.

OFFICER'S REPORT:

1. The Proposal

The applicant is seeking retrospective approval for the illegal demolition of an existing deck and construction of a 49 m² open deck that extends along the frontage as well as partially along the eastern and western sides of the dwelling. A retaining wall is to be constructed underneath the deck. Retrospective approval is also being sought for an 11m² outbuilding at the rear of the premises. The existing dwelling is within the Use Class Residential and is seeking an additional Use Class for Visitor Accommodation, for the existing dwelling

2. Applicable Planning Assessment

- Planning Directive No. 6 visitor Accommodation
- 12 Low Density Residential Zone
- E6 Car Parking and Sustainable Transport Code

3. Referrals

- Break O'Day Environmental Health Officer

4. Assessment

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

Break O'Day Interim Planning Scheme 2013 Version 18:

- 12.4.1.4 Frontage Setbacks P1
- 12.4.1.5 Rear and Side Setbacks P1 & P2

Detailed assessment against the provisions of the *Break O'Day Interim Planning Scheme 2013* version 18 where the proposal was reliant on satisfying the performance criteria, is provided below.

The proposal is deemed to comply with the performance criteria applicable.

Planning Assessment

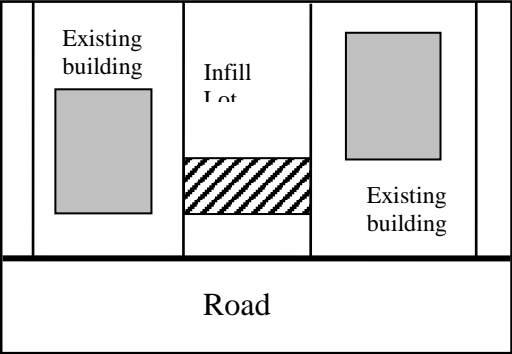
Planning Directive No. 6

The proposed development has been determined to satisfy all relevant acceptable solutions of the Use Standards of Planning Directive No. 6 Visitor Accommodation.

12 Low Density Residential Zone

12.4 Development Standards

12.4.1.4 Frontage Setbacks

Acceptable Solutions	Performance Criteria
<p>A1.1 Primary frontage setbacks must be a minimum:</p> <p>a) of 5m; and</p> <p>b) for infill lots, within the range of the frontage setbacks of buildings on adjoining lots, indicated by the hatched section in Figure 12.4.1.3 below; and</p>  <p>Figure 12.4.1.3 – Primary Frontage Setback for Infill Lots</p> <p>A1.2 Buildings must be set back a minimum of 3m from the any other frontage.</p>	<p>P1 Buildings are set back from the primary frontage an appropriate distance having regard to:</p> <p>a) the efficient use of the site; and</p> <p>b) the safety of road users; and</p> <p>c) the prevailing setbacks of existing buildings on nearby lots; and</p> <p>d) the visual impact of the building when viewed from the road; and</p> <p>e) retention of vegetation within the front setback.</p>
<p>Assessment against the Performance Criteria is required.</p> <p>Performance Criteria Assessment</p> <p>The unroofed Deck, seeking legalisation, ranges between 4.5m and 3.3m setback to the primary frontage, due to the irregular shaped frontage.</p> <p>In relation to the primary frontage, the proposed development includes the onsite wastewater infrastructure and the unroofed open deck. The wastewater infrastructure is located approximately 2.6m from the primary frontage but presents low to the ground and able to be effectively screened.</p>	

The proximity of the constructed deck seeking development approval, to the primary frontage is constrained by the location of the existing dwelling and the irregular shaped frontage. The setback to the frontage ranges from 4.5m which is marginally within the primary setback, to 3.3m which seeks greater discretion.

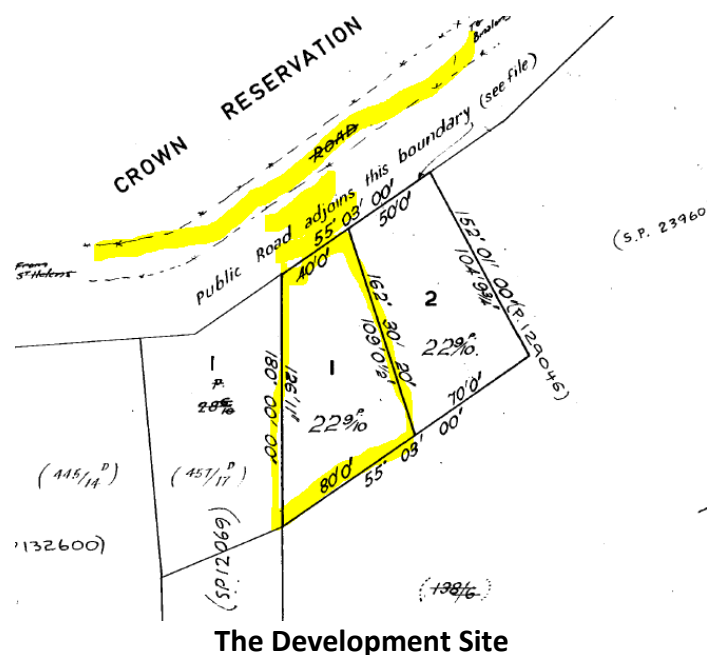
When considering the prevailing setbacks of existing buildings on nearby lots, the irregularity of frontages, variation in depth of road reserve and change in orientation of the road reserve needs to be taken into account. The subject site has an irregular shaped (angled) narrower frontage than surrounding lots, it is positioned forward of lots to the west due to lot design and orientation of the road reserve. The design puts the subject lot forward of adjoining lots in any case.

The visual impact of the development is lessened due to the deck being open and uncovered reducing the bulk of the structure as it presents to the street frontage. The site maintains a fairly deep road reserve in front prior to the road casement. The visual impact from the road is considered to be in keeping with the existing dwellings fronting the road and most supporting front decks to capture ocean views.

There is no impact on the safety of road users with continued separation from the road reserve. Dwellings are forward on most lots due to slope and maintaining efficient use of constrained sites.

Whilst the proposed development encroaches within the primary frontage to varying degrees, the structure presents typical to others within the street, responds to the slope of the site and the irregular shaped narrowed frontage and similarity in design to adjacent development.

The proposed development is considered to satisfy the performance criteria in this instance.



12.4.1.5 Rear and Side Setbacks

Acceptable Solutions	Performance Criteria
A1 Buildings must be set back 5m from the rear boundary.	<p>P1 Building setback to the rear boundary must be appropriate to the location, having regard to the:</p> <ul style="list-style-type: none"> a) ability to provide adequate private open space for the dwelling; and b) character of the area and location of dwellings on lots in the surrounding area; and c) impact on the amenity and privacy of habitable room windows and private open space of existing and adjoining dwellings; and d) impact on the solar access of habitable room windows and private open space of adjoining dwellings; and e) locations of existing buildings and private open space areas; and f) size and proportions of the lot.

Assessment against the Performance Criteria is required.

Performance Criteria Assessment

The shed at the rear of the property, seeking retrospective approval for its construction, is located closer than 5m to the rear boundary.

The rear of the property is severely constrained by slope and the shed has been sited on an existing level area that had been created previously using a retaining wall. The shed is small in floor area (11m²) and has a height of 2.8m. From the southern perspective, due to the slope, the shed appears as a height of approximately 2m only. Due to the low rise, small floor area of the structure, it will not present as a bulky structure or cause any impact on solar access of adjoining lots. One property to the rear, adjoining the site is vacant and a large allotment (approximately 930m²) and any future development is able to be positioned away from the common rear boundary. The closest adjoining property to the rear, supports two x Visitor Accommodation and the location of the shed does not affect this property (photo below). The shed is located well to the rear of the site on a steeply sloping lot and the adjoining property to the east has similarly positioned structures on this rear boundary taking advantage of level area.

The location of the shed takes advantage of existing level ground on a sloping site.

The proposed development is able to satisfy the performance criteria.



Subject outbuilding highlighted.

Acceptable Solutions	Performance Criteria
A2 Buildings must be set back from side boundaries 3m.	<p>P2 Building setback to the side boundary must be appropriate to the location, having regard to the:</p> <ul style="list-style-type: none"> a) ability to provide adequate private open space for the dwelling; and b) character of the area and location of dwellings on lots in the surrounding area; and c) impact on the amenity and privacy of habitable room windows and private open space of existing and adjoining dwellings; and d) impact on the solar access of habitable room windows and private open space of adjoining dwellings; and e) locations of existing buildings and private open space areas; and f) size and proportions of the lot; and g) extent to which the slope and retaining walls or fences reduce or increase the impact of the proposed variation.

Assessment against the Performance Criteria is required.

Performance Criteria Assessment

The proposed outbuilding (retrospective assessment) is located closer than 3m to the eastern side boundary. Additionally the proposed onsite wastewater infrastructure (tank) is located in close proximity to eastern side boundary and towards the property frontage. The retaining wall positioned under the proposed deck will also be approximately 1.5m to the eastern boundary and can rely on an exemption contained within clause 5.6.5 of the Planning Scheme.

The decking seeking retrospective consideration is also approximately 1.5m from the eastern side boundary, however existing decking on this side of the existing dwelling encroached within the eastern side boundary previously.

The adjoining property to the west (No. 80) also encroaches within the side boundary (setback approx. 180cm to eastern side boundary) with open unscreened decking and dwelling extensions off the side western boundary (900mm).

Due to the slope of the lots and irregular shaped frontage boundaries and variation in width of lots, dwellings have been positioned forward of the street with the majority requiring encroachment of side boundaries. This is considered in keeping with the character of the area. Due to variation in height amongst lots and the open unroofed nature of the structure and orientation northwards, it is unlikely that the structure will impact on adjoining premises with respect to solar access and private open space of adjoining dwellings. Open unscreened front decking is a feature of dwellings in this area and the proposed development is in keeping with existing development.

The subject site maintains available private open space and responds to the slope of the site.

The adjoining dwellings to the east and the west also present with front decking that extends to the sides of the dwelling. These too are unscreened and primarily unroofed (see below photos). The proposed development on the subject site is considered to be in keeping with the area in terms of setbacks.

The location of onsite wastewater in proximity to the eastern side boundary, is low rise and able to be effectively screened. Any noise generated by the AWTS is in keeping with household infrastructure with similar ratings to air conditioning units etc. and meets residential standards (advice from Council's Environmental Health Officer). The EHO has advised:

"I note the concerns by the representors, in particular regarding separation distances for the wastewater system infrastructure and noise from the system pumps. Separation distances specified in the design have been endorsed in the 'Supporting Notes Regarding the On-site Wastewater Disposal system' addendum, which references Section E16.7.1 of the BODC Planning Scheme: P2) Hardstand, paved area and car parking located closer than 3.0m will not negatively impact the operation of the proposed treatment tank.

In relation to pump noise, according to the Directors Guidelines For On-site Wastewater Management Systems, 3.1; P7: A wastewater unit must be located a sufficient distance from buildings or neighbouring properties so that emissions (odour, noise and aerosols) from the unit do not create an environmental nuisance ... I have been unable to find evidence suggesting that an environmental nuisance is likely in the circumstances. Therefore, Council will rely on regulation under the Environmental Management and Pollution Control (Noise) Regulations 2016, should evidence of a nuisance occur.

It is my conclusion that the On-site Wastewater Disposal Assessment and Design sufficiently demonstrates compliance with AS 1547 - 2012, and the Directors Guidelines for On-site Wastewater Management Systems.”

The proposed development is able to satisfy the performance criteria in this instance.



Adjoining property to the east.



Adjoining property to the west



View towards property to the west.



View northwards from rear of subject site.

E6 Car Parking and Sustainable Transport Code

The proposed development has been determined to satisfy all relevant acceptable solutions of the Use Standards and Development Standards of the Car Parking and Sustainable Transport Code.

5. Representations

The application was advertised 18 June 2022 to 1 July 2022 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. Two (2) representation were received prior to the closing date and time and one (1) representation after closing time. The issues raised within the representation are as follows:-

Issue	Response
Location of Aerated Wastewater Treatment System (AWTS)	A condition has been recommended requiring appropriate vegetative screening to assist in any visual impact due to incursion in boundary setback.
Noise arising from the AWTS	Council's EHO has advised that <i>"In relation to pump noise, according to the Directors Guidelines For On-site Wastewater Management Systems, 3.1; P7: A wastewater unit must be located a sufficient distance from buildings or neighbouring properties so that emissions (odour, noise and aerosols) from the unit do not create an environmental nuisance ... I have been unable to find evidence suggesting that an environmental nuisance is likely in the circumstances. Therefore, Council will rely on regulation under the Environmental Management and Pollution Control (Noise) Regulations 2016, should evidence of a nuisance occur."</i>
Risk of failure of AWTS	The proposed onsite wastewater design has been considered by suitably qualified professionals in this area and reviewed by Council's EHO and deemed appropriate.
Incursion of deck within side boundary setbacks	This matter has been addressed in the body of the report.
Use of the outbuilding for accommodation purposes.	The outbuilding is not approved for habitation.

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

6. Mediations

Nil

7. Conclusion

In accordance with 8.10 of the *Break O' Day Interim Planning Scheme 2013*, the application has been assessed against Planning Directive No. 6 Visitor Accommodation, the objectives of the Scheme, in particular the Low Density Residential Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and three (3) Performance Criterion. The received representation has been considered.

It is recommended for approval with conditions normally set to this type of development.

LEGISLATION & POLICIES:

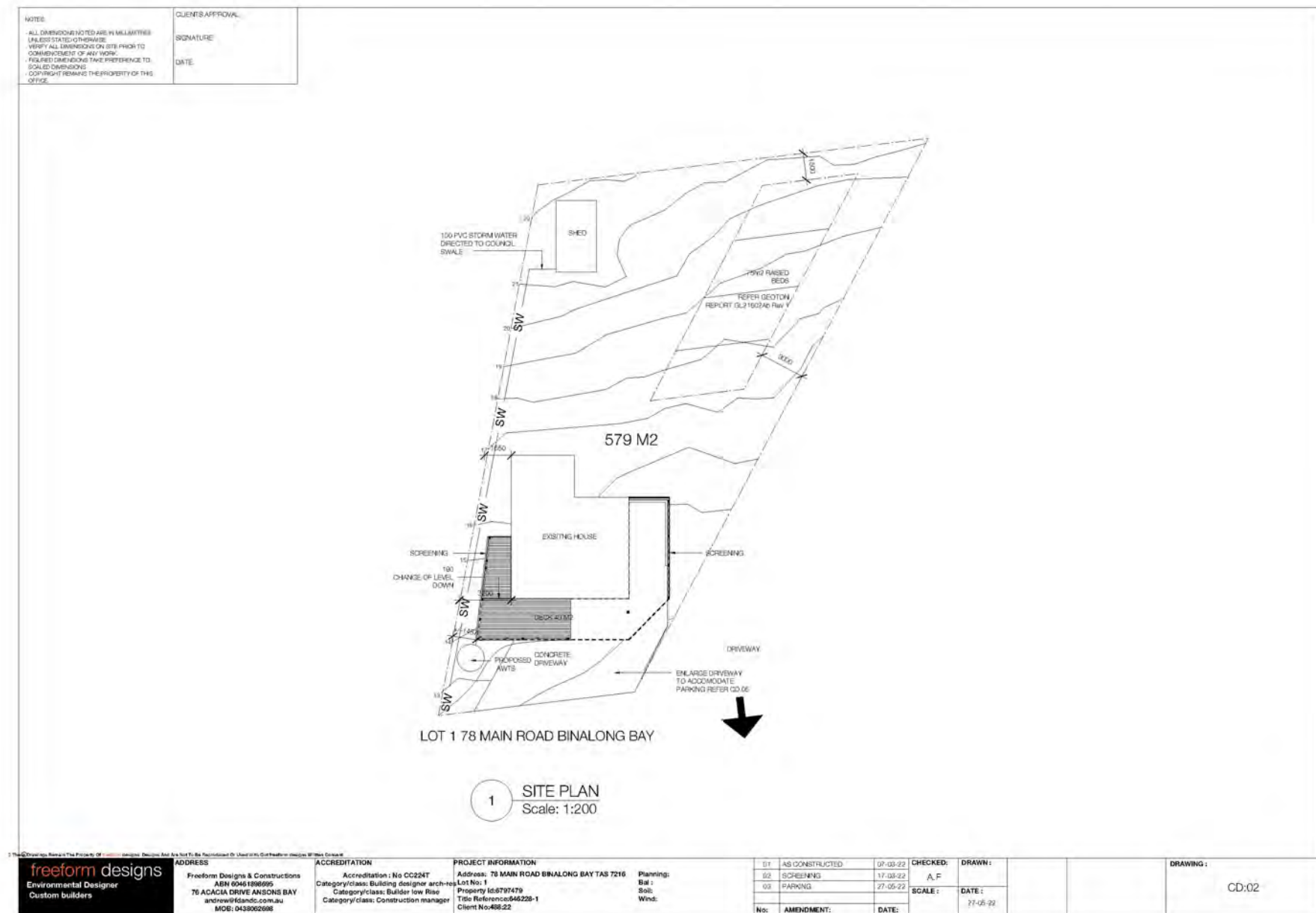
Break O' Day Interim Planning Scheme 2013 Version 18
Land Use Planning and Approvals Act 1993,
Local Government (Building and Miscellaneous Provisions) Act 1993

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

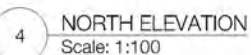
Not applicable, all costs of the development are the responsibility of the developer.

VOTING REQUIREMENTS:

Simple Majority



ALL TIMBER TREATED PINE



freeform designs
Environmental Designer
Custom builders

ADDRESS
Freeform Designs & Constructions
ABN 60461898695
76 ACACIA DRIVE ANSONS BAY
andrew@fdandc.com.au
MOB: 0438062608

ACCREDITATION
Accreditation : No CC224T
Category/class: Building designer arch-re
Category/class: Builder low Rise
Category/class: Construction manager

PROJECT INFORMATION	
Address:	78 MAIN ROAD BNALONG BAY TAS 7216
Lot No:	1
Property Id:	6797479
Title Reference:	546228-1
Client No:	488-22

Planning:
Bal :
Soil:
Wind:

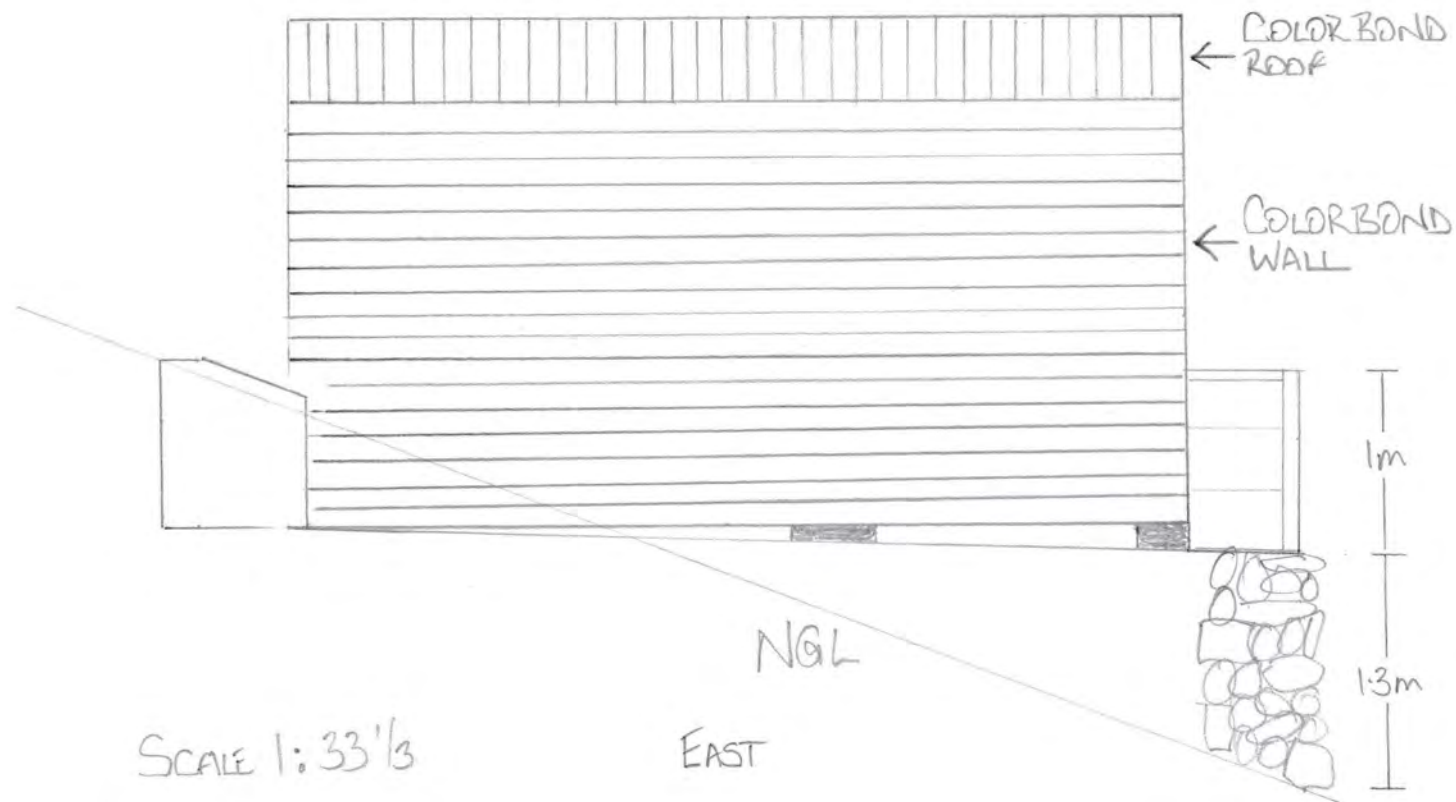
01	AS CONSTRUCTED	07-03-22	CHECKED: A.F	DRAWN:
02	SCREENING	17-03-22		
03	PARKING	27-05-22		
No. AMENDMENT: DATE:			SCALE:	DATE: ??-05-22

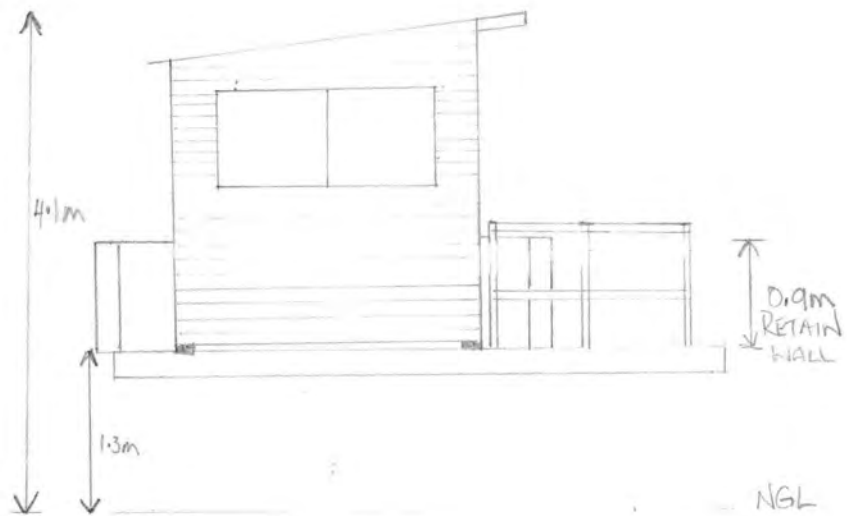


DRAWING :	
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NOTES: ALL DIMENSIONS NOTED ARE IN MILLIMETRES UNLESS STATED OTHERWISE VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF ANY WORK FIGURED DIMENSIONS TAKE PRECEDENCE TO SCALED DIMENSIONS COPYRIGHT REMAINS THE PROPERTY OF THIS OFFICE	CLIENTS APPROVAL SIGNATURE: _____ DATE: _____	
	1 PARKING Scale: 1:100	

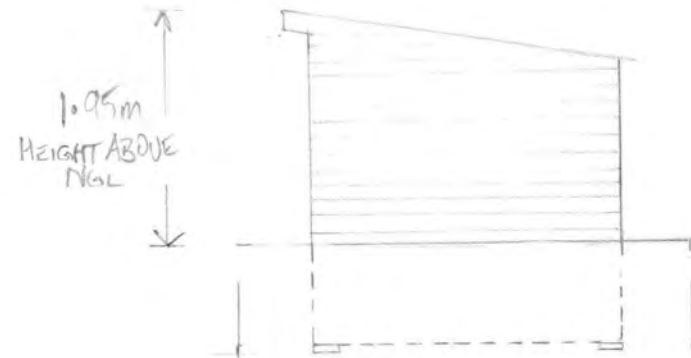
freeform designs Environmental Designer Custom builders Freeform Designs & Constructions ABN 60461986995 76 ACACIA DRIVE ANSONS BAY andrew@fandco.com.au MOBE: 0438052698	ACCREDITATION Accreditation: No CC224T Category/class: Building designer arch-rod Category/class: Builder low Rise Category/class: Construction manager	PROJECT INFORMATION Address: 78 MAIN ROAD BINALONG BAY TAS 7216 Lot No: 1 Property Id: 5797479 Title Reference: 946228-1 Client No: 488.22	Planning: Bal: Soil: Wind:	01 AS CONSTRUCTED	07-03-22	CHECKED: A.F. SCALE: DATE: 27-05-22	DRAWN: DATE: 27-05-22	DRAWING: CD:05
				02 SCHEMATIC	17-03-22			
				03 PARKING	27-05-22			
				No:	AMENDMENT:			



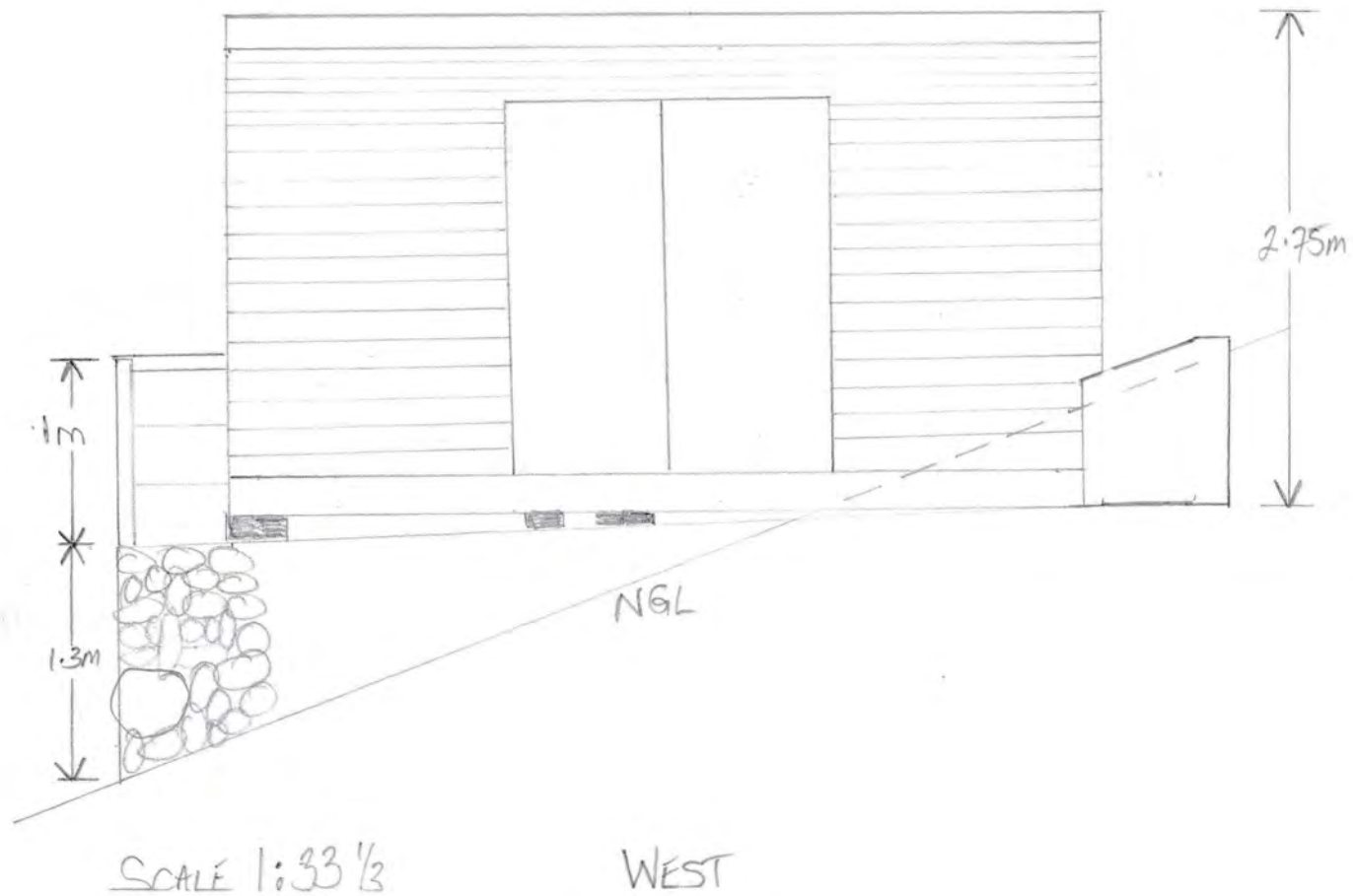


NORTH

1:50



SOUTH



ACTION	DECISION
PROPONENT	Jon Pugh Home Design
OFFICER	Rebecca Green, Planning Consultant
FILE REFERENCE	DA 243-2021
ASSOCIATED REPORTS AND DOCUMENTS	Plans and Elevations (February 2022) Compliance Report Further Information Response Property Report Traffic Impact Assessment Representation (1 + 1 (received outside statutory notification timeframe)) Response to Representations

OFFICER'S RECOMMENDATION:

After due consideration of the representation received pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O'Day Council Interim Planning Scheme 2013* that the application for **Multiple Dwelling/Visitor Accommodation, Additions and New Access** on land situated at **96 Main Road, Binalong Bay** described in Certificate of Title CT 211751/1 be **APPROVED** subject to the following conditions:

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

Approved Plans / Documents			
Plan / Document Name	Reference Number	Prepared By	Dated
Site Plan, Drainage Plan, Flood Plans and Elevations, Fence Details, Shadow Diagrams	Job No: 177, Sheet No's: A01-A06	Jon Pugh Home Design	3 February 2022 (Rev: 1)
Compliance Report	-	Jon Pugh Home Design	Amended 20 June 2022
Further Information Response		Jon Pugh Home Design	29 March 2022
Property Report		Gilbert Plumbing & Gas	20 February 2022
Traffic Impact Assessment		Midson Traffic Pty Ltd	20 June 2022

2. All stormwater runoff from the proposed development must be detained by on-site water storage systems and overflow disposed to existing stormwater connection to Main Road.

3. The unapproved crossover adjoining the crossover for 1 King Street must be removed and reinstated with high back kerb to match and join seamlessly with the existing kerb to the north. LGAT standard TSD-R14-v3 applies.

The joining edge of the crossover at 1 King Street must be reinstated with a kerb transition wing to comply with LGAT standard drawing TSD-R09-v3.

4. The crossover from Main Road must be constructed in accordance with standard drawing TSD-R04-v3 incorporating a shallow dish crossing instead of a culvert. It must be either sealed to match the road or concrete.

Note: Prior to any work commencing on the crossovers a permit must be obtained by submitting a Works Permit application form.

5. Any damage that may occur to any Council infrastructure during the construction of the proposed development must be reinstated to the satisfaction of Council and at the costs of the developer.
6. An occupancy limitation of eight (8) persons shall be applied for the Visitor Accommodation use for the entire site.
7. Prior to the Visitor Accommodation use commencing on site, at least two vehicle parking spaces must be line marked or delineated for the Visitor Accommodation purpose only.
8. No further signage is approved as a part of this permit; any future signage will be subject to a separate application should it be required.
9. Use of the development must not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*.

ADVICE

- This permit allows for the dual Residential Use and Visitor Accommodation Use of both dwellings at CT 211751/1, 96 Main Road, Binalong Bay.
- All underground infrastructure including all forms of water, storm water, power, gas and telecommunication systems must be located prior to the commencement of any on-site excavation and / or construction works. Any works to be undertaken within two (2) metres of any Council owned infrastructure must be done in consultation with Council's Works Manager.
- The introduction of non-native plant species and plant species not of local provenance should be avoided and environmental weeds regularly monitored and targeted for removal.

- Activities associated with construction works are not to be performed outside the permissible time frames listed:
 - Monday - Friday 7 am to 6 pm
 - Saturday 9 am to 6 pm
 - Sunday and public holidays 10 am to 6 pm

PROPOSAL SUMMARY:

Application is made for the Change of use of Front Dwelling to include Visitor Accommodation Use, Change of Use of Rear Bungalow to Residential and Visitor Accommodation use, Proposed additions to both dwellings, proposed side and front boundary fence and a new crossover onto Main Road at 96 Main Road, Binalong Bay. Residential use in the Low Density Residential Zone is a permitted use without qualifications, under Table 12.2 of the *Break O'Day Interim Planning Scheme 2013*.



Site Photos



^Existing Dwelling from Main Road



^Proposed access location to Main Road



^ Existing Dwelling from King Street



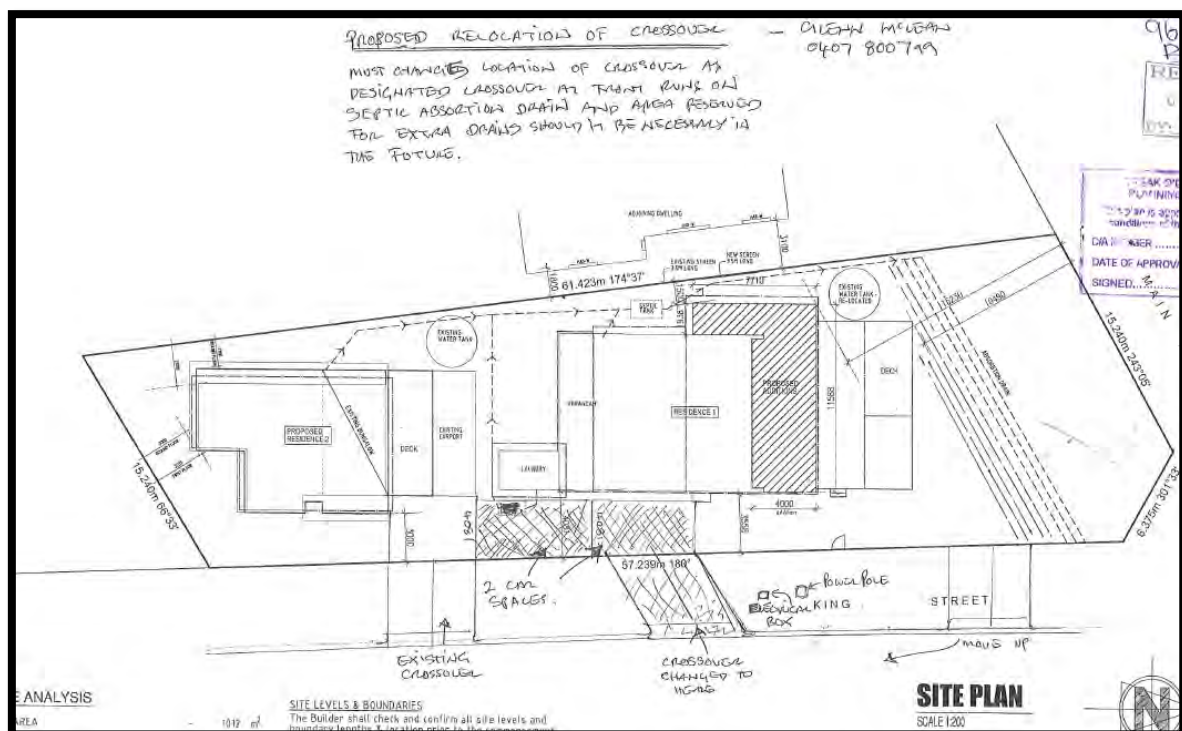
^Existing dwelling and approved access to King Street



^ Bungalow and approved second access to King Street

PREVIOUS COUNCIL CONSIDERATION:

DA 227-2012 – Dwelling Additions & New Dwelling (included relocation of 2nd crossover in King Street – see plan below)

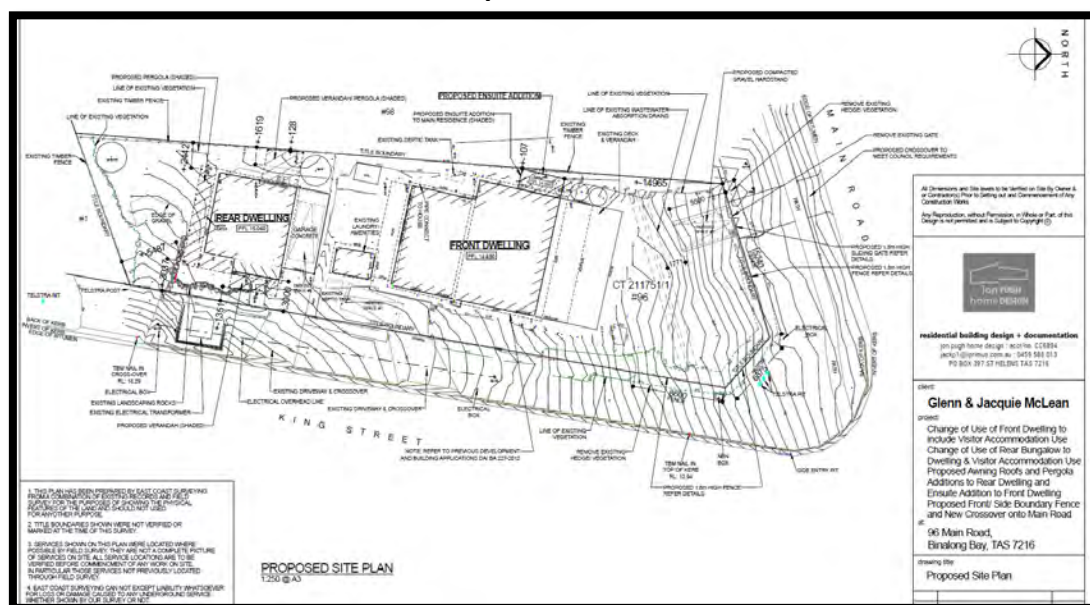


OFFICER'S REPORT:

1. The Proposal

Break O'Day Council received a valid application on 27 June 2022 from Jon Pugh Home Designs on behalf of the owner of the subject land, Jacqueline McLean for the Change of use of Front Dwelling to include Visitor Accommodation Use, Change of Use of Rear Bungalow to Residential and Visitor Accommodation use, Proposed additions to both dwellings, proposed side and front boundary fence and a new crossover onto Main Road at 96 Main Road, Binalong Bay.

Proposed Site Plan



The application is for an ensuite addition to the west of the existing dwelling. The ensuite addition is to be 4.12m x 1.9m x 4.15m high and located at 107mm from the side boundary. The ensuite addition is to be clad with painted F/C wall cladding. A new access to Main Road is to be constructed to provide a second parking space to serve the existing (front dwelling), whilst access and a single parking space accessed from King Street will remain and located to the east of the existing dwelling. The front dwelling is to be used for dual purpose of residential and visitor accommodation.

The existing rear bungalow will see retrospective approval for existing works undertaken on the structure as well as a proposed pergola/verandah to the west of the building. The proposal is to allow for the bungalow to have separate residential status (multiple dwelling) and to also be used for dual purpose to include visitor accommodation. An existing crossover from King Street provides access to the garage for this rear dwelling.

Stormwater from the new roofs is proposed to be directed into existing and relocated rainwater tanks with overflow to Council drain.

A 1.8m high brush panel fence is proposed around the roadside boundaries of the property.

2. Applicable Planning Scheme Provisions

Part 12 Low Density Residential Zone
E4 Road and Railway Assets Code
E6 Car Parking and Sustainable Transport Code
E16 On-site Wastewater Management Code
Planning Directive No. 6

3. Referrals

Council's Works Department reviewed the application on 4 August 2022 and has no objection to the proposal. However, two conditions relating to the required standard of construction for the new crossover to Main Road and the removal of the 3rd unapproved crossover in King Street and reinstatement are provided for inclusion in any permit.

4. Assessment

The advertised application relied upon the following ten (10) performance criteria as detailed below;

- 1) 12.4.1.1 Residential Density for Multiple Dwellings P1.2
- 2) 12.4.1.2 Site Coverage P1
- 3) 12.4.1.4 Frontage Setbacks P1
- 4) 12.4.1.5 Rear and Side Setback P1
- 5) 12.4.4.1 Frontage Fences for Single Dwellings P1
- 6) Planning Directive No. 6 P1
- 7) E4.7.2 Management of Road Accesses and Junctions P1
- 8) E6.6.1 Car Parking Numbers P1
- 9) E6.7.1 Construction of Car Parking Spaces and Access Strips P1
- 10) E16.6.1 Use and Lot Size P2

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

12 Low Density Residential Zone

12.1 Zone Purpose

12.1.1 Zone Purpose Statements

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

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

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

12.2 Use Table

The proposed use fits the use class of Residential, being multiple dwellings as well as visitor accommodation and which are Permitted uses (with no qualifications) within the Low Density Residential Zone.

Residential as defined by the Scheme means:

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

Visitor Accommodation as defined by Planning Directive No. 6 means:

“use of land for providing short or medium term accommodation, for persons away from their normal place of residence, on a commercial basis or otherwise available to the general public at no cost. Examples include a backpackers hostel, bed and breakfast establishment, camping and caravan park, holiday cabin, holiday unit, motel, overnight camping area, residential hotel and serviced apartment.”

12.3 Use Standards

12.3.1 Amenity

Acceptable Solutions	Proposed Solutions
A1 If for permitted or no permit required uses.	A1 The proposed uses for residential and visitor accommodation are permitted in the zone. The proposal complies with the Acceptable Solution.
A2 Commercial vehicles for discretionary uses must only operate between 7.00am and 7.00pm Monday to Friday and 8.00am to 6.00pm Saturday and Sunday.	A2 Not applicable.
A3 If for permitted or no permit required uses.	A3 The proposed uses for residential and visitor accommodation are permitted in the zone. The proposal complies with the Acceptable Solution.

12.3.2 Low Density Residential Character

Acceptable Solutions	Proposed Solutions
A1 Commercial vehicles for discretionary uses must be parked within the boundary of the property.	A1 Not applicable. The proposed uses are permitted.
A2 Goods or material storage for discretionary uses must not be stored outside in locations visible from adjacent properties, the road or public land.	A2 Not applicable. The proposed uses are permitted.
A3 Waste material storage for discretionary uses must: a) Not be visible from the road to which the lot has frontage; and b) Use self-contained receptacles designed to ensure waste does not escape to the environment.	A3 Not applicable. The proposed uses are permitted.
A4 The gross floor area for General Retail and Hire use does not exceed 100m ² .	A4 Not applicable.

12.4 Development Standards

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

12.4.1.1 Residential Density for Multiple Dwellings

Acceptable Solutions/ Performance Criteria	Proposed Solutions
<p>A1 Multiple dwellings must have a site area per dwelling of not less than:</p> <ul style="list-style-type: none"> a) 1500m² if it has a connection or is capable of being connected to a reticulated sewerage, stormwater and potable water system; or b) 2500m² otherwise. <p>P1.1 For a site that has a connection or is capable of being connected to a reticulated sewerage, stormwater and potable water system, multiple dwellings must only have a site area per dwelling that is less than 1500m² if the number of dwellings:</p> <ul style="list-style-type: none"> a) Is not out of character with the pattern of development existing on established properties in the area; b) Does not result in an unreasonable loss of natural or landscape values; and c) Does not exceed the capacity of the current or intended infrastructure services in the area. <p>P1.2 For a site that is not capable of being connected to a reticulated sewerage, stormwater and potable water system, multiple dwellings must only have a site area per dwelling that is less than 2500m² if the number of dwellings:</p> <ul style="list-style-type: none"> a) Is not out of character with the pattern of development existing on established properties in the area; b) Does not result in an unreasonable loss of natural or landscape values; and c) Can be provided with adequate on-site wastewater disposal and water supply. 	<p>P1.2 The subject site comprises an area of 1013m². The site is not capable of being connected to a reticulated sewerage system and has a site area of less than 2500m² per dwelling.</p> <ul style="list-style-type: none"> a) The proposed development is considered to not be out of character with the pattern of development existing on established properties in the area. Within 160m of the site, multiple dwellings are located at 82 Main Road with a density slightly less than that proposed. A number of other multiple dwellings are located at Wedge Court and 74 Main Road. The residential development is within a residential area, that consists of both single and multiple dwellings and is in harmony with the surrounding residential development in the area. b) The proposal does not result in an unreasonable loss of natural or landscape values. No native vegetation is to be removed. The existing hedge will be partly removed at the front and side boundary, this is not an unreasonable loss as most of the remaining vegetation is retained. c) The site can continue to provide for adequate on-site wastewater disposal and water supply. An appraisal of the existing on-site wastewater system was undertaken and seemed sufficient in capacity of the four bedrooms in total on site. Adequate water supply is available on site in storage rainwater tanks, having a 48,000l storage capacity. <p>The proposal is compliant with the performance criteria.</p>

12.4.1.2 Site Coverage

Acceptable Solutions/ Performance Criteria	Proposed Solutions
<p>A1 The site coverage must not exceed 20%, unless the existing lot is less than 1000m², in which case maximum site coverage is 30%.</p> <p>P1 The site coverage must have regard to the:</p> <ul style="list-style-type: none"> a) Size and shape of the site; and b) Existing buildings and any constraints imposed by existing development or the features of the site; and c) Site coverage of adjacent properties; and d) Effect of the visual bulk of the building and whether it respects the neighbourhood character; and 	<p>P1 The proposed site coverage is 32.1%.</p> <ul style="list-style-type: none"> a) The proponent has considered the size and shape of the site by ensuring the existing buildings retain their narrowest walls facing the main frontage to the north. b) The proposed ensuite extension was decided on location due to development of the remainder of the site and needs to be associated with the master bedroom. There is little or no opportunity to locate this extension elsewhere. c) Site coverage of adjacent properties is less than the subject site, however the site coverage is not a lot of difference than existing on site. Other nearby properties have a site coverage which exceeds the acceptable solution.

<p>e) Capacity of the site to absorb runoff; and</p> <p>f) Landscape character of the area and the need to remove vegetation to accommodate development.</p>	<p>d) The proposal does not increase the visual bulk of any significance than the existing structures. Existing vegetation screening is to be retained and the introduction of frontage fencing will also screen the development. An existing hedge on the western boundary will aid to screen the proposed ensuite addition.</p> <p>e) The proposal will see roof runoff directed to water storage tanks with overflow to the Council drain.</p> <p>f) Only minor removal of non-native vegetation/hedge is required to accommodate the proposal. Sufficient vegetation will remain on site to adequately screen the proposal.</p> <p>The proposal is compliant with the performance criteria.</p>
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12.4.1.3 Building Height

Acceptable Solutions	Proposed Solutions
A1 Building height must not exceed 8 metres.	A1 The proposal is maximum 4.15m in height above natural ground level, as detailed on the elevations submitted together with the application. The proposal complies with the Acceptable Solution.

12.4.1.4 Frontage Setbacks

Acceptable Solutions / Performance Criteria	Proposed Solutions
<p>A1.1 Primary frontage setbacks must be a minimum:</p> <p>a) Of 5m; and</p> <p>b) For infill lots, within the range of the frontage setbacks of buildings on adjoining lots, indicated by the hatched section in Figure 12.4.1.3 below; and</p> <p>A1.2 Buildings must be set back a minimum of 3m from any other frontage.</p> <p>P1 Buildings are set back from the primary frontage an appropriate distance having regard to:</p> <p>a) The efficient use of the site; and</p> <p>b) The safety of road users; and</p> <p>c) The prevailing setbacks of existing buildings on nearby lots; and</p> <p>d) The visual impact of the building when viewed from the road; and</p> <p>e) Retention of vegetation within the front setback.</p>	<p>P1 No changes to the front setback proposed to the primary frontage. The proposed awning roof to the rear dwelling is setback 1.35m from the eastern (secondary frontage). There are no further provisions to be considered as this is a secondary frontage and not primary.</p> <p>The proposal is compliant with the performance criteria.</p>

12.4.1.5 Rear and Side Setback

Acceptable Solutions / Performance Criteria	Proposed Solutions
A1 Buildings must be set back 5m from the rear boundary.	A1 The proposed rear setback is 5.48m. The proposal complies with the Acceptable Solution.
<p>A2 Buildings must be set back from side boundaries 3m.</p> <p>P2 Building setback to the side boundary must be appropriate to the location, having regard to the:</p> <p>a) Ability to provide adequate private open space for the dwelling; and</p>	<p>P2 The proposed ensuite to the front dwelling is setback 107mm from the western side boundary. The proposed awning roof to the rear dwelling setback 1.68m from the western side boundary.</p> <p>a) There is adequate private open space for the dwellings on the subject site;</p> <p>b) The character of the area will not be altered by the proposal;</p>

<ul style="list-style-type: none"> b) Character of the area and location of dwellings on lots in the surrounding area; and c) Impact on the amenity and privacy of habitable room windows and private open space of existing and adjoining dwellings; and d) Impact on the solar access of habitable room windows and private open space of adjoining dwellings; and e) Locations of existing buildings and private open space areas; and f) The size and proportions of the lot; and g) Extent to which the slope and retaining walls or fences reduce or increase the impact of the proposed variation. 	<ul style="list-style-type: none"> c) The proposal will see no impact on the amenity or privacy of the adjacent dwelling at 98 Main Road. There are no windows facing this boundary of the ensuite. The private open space is located away from the shared boundary over to the south and western sides of the adjacent dwelling. The proposed awning roof is located away from the adjacent dwelling and will not create any overlooking issues. There is adequate existing vegetation screen to prevent this. d) Shadow diagrams have demonstrated minimal solar impact. e) The location of the existing adjacent dwelling will not have their private open space impacts upon. f) Minimal additional development is proposed and is consistent with similarly development properties in the area. g) There is minimal impact of effect due to the existing slope or fences either existing or proposed on the adjacent properties. <p>The proposal is compliant with the performance criteria.</p>
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12.4.1.6 Location of Car Parking

Acceptable Solutions	Proposed Solutions
A1 A garage or carport must be located: <ul style="list-style-type: none"> a) Within 20 metres of the dwelling it serves; and b) With a setback equal to or greater than the setback of the dwelling from the primary road frontage. 	A1 No garage or carport proposed. The existing garage is setback behind the dwelling from the primary road frontage.

12.4.1.7 Outbuildings and Ancillary Structures

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

12.4.1.8 Filling of Sites

Acceptable Solutions	Proposed Solutions
A1 Fill must be: <ul style="list-style-type: none"> a) No more than 50m³; and b) Clean fill, uncontaminated by weeds, disease or toxic materials. c) Located more than 2m from any boundary. 	A1 There is no fill proposed. The proposal complies with the Acceptable Solution.

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

12.4.3 Subdivision – Not applicable.

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

12.4.4.1 Frontage Fences for Single Dwellings

Acceptable Solutions / Performance Criteria	Proposed Solutions
<p>A1 The maximum building height of fences on and within 4.5m of a frontage must be:</p> <ol style="list-style-type: none"> 1.2m if solid; or 1.8m provided that the part of the fence above 1.2m has openings which provide a minimum 50% transparency. <p>P1 Fences on and within 4.5m of a frontage must be designed to:</p> <ol style="list-style-type: none"> Provide for security and privacy of residents while allowing for mutual passive surveillance of the road; and Take account of the prevailing height, design and character of neighbouring fences; and Attenuate noise from high volume traffic; and Take account of steep slope or other topographical constraints; and Have regard to streetscape qualities or be consistent with the statements of desired future character. 	<p>P1 It is proposed to replace the existing hedge screen to the front and partly the King Street frontage with a new 1.8m high brushwood fences and gate. Whilst this provision may not actually apply given the development is for multiple dwellings, it is considered, nevertheless. The fence will have a positive impact on the streetscape and will assist in attenuating traffic noise for the visitor accommodation uses. As the site slopes, mutual passive surveillance will be maintained between the existing buildings and the public areas of Main Road/ King Street. Many example of fences 1.8m high along the frontage is provided in Binalong Bay, including the property at 94 Main Road.</p> <p>The proposal is compliant with the performance criteria.</p>

12.4.4.2 Stormwater Disposal

Acceptable Solutions	Proposed Solutions
<p>A1 All run off from buildings must be directed into on-site water storage tanks and the overflow from the tanks disposed of into the Council maintained roadside drain or the reticulated stormwater system.</p>	<p>A1 Stormwater from the proposed ensuite addition and the verandah's to the rear dwelling will be directed to existing rainwater storage tanks, which are used for domestic water supply, and have a capacity of 48,000l. The overflow is to an existing connection to the roadside drain on Main Road.</p> <p>Acceptable solution met.</p>

Planning Directive No. 6

Acceptable Solutions / Performance Criteria	Proposed Solutions
<p>A1 Visitor Accommodation:</p> <ol style="list-style-type: none"> Accommodate guests in existing habitable buildings; and Have a gross floor area of not more than 200m² per lot. <p>P1 Visitor Accommodation must be compatible with the character and use of the area and not cause an unreasonable loss of residential amenity, having regard to:</p> <ol style="list-style-type: none"> The privacy of adjoining properties; Any likely increase in noise to adjoining properties; The scale of the use and its compatibility with the surrounding character and uses within the area; 	<p>P1 a) The privacy of adjoining properties would not be adversely affected by this proposal. The front dwelling has had a visitor accommodation use for a number of years. There is adequate zoning and separation of living areas.</p> <p>b) There is not likely to be an increase in noise from this proposal. The front dwelling has had a visitor accommodation use for a number of years. The owners have strict guidelines regarding number of guests and guests area carefully selected. Guests will be reminded that private residences are in close proximity.</p> <p>c) The scale and the use are compatible with the surrounding area and the adjoining residential and visitor accommodation uses.</p> <p>d) The proposal retains residential use and seeks to include visitor accommodation use.</p>

(d) Retaining the primary residential function of an area; (e) The impact on the safety and efficiency of the local road network; and (f) Any impact on the owners and users rights of way.	e) There are separate driveway accesses to both the dwelling and there will be no adverse impact on the safety and efficiency of the local road network. f) There is no impact on the owners of a right of way. The proposal is compliant with the performance criteria.
A2 Visitor Accommodation is not for a lot, as defined in the <i>Strata Titles Act 1998</i> , that is part of a strata scheme where another lot within that strata scheme is used for a residential use.	A1 The proposal is located on a fee simple Title. Acceptable solution met.

Part E Codes

E4 Road and Railway Assets Code

E4.6 Use Standards

E4.6.1 Use and road or rail infrastructure

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

E4.7 Development Standards

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

Not applicable. The proposed development is not located on or adjacent to existing or future arterial roads or railways.

E4.7.2 Management of Road Accesses and Junctions

Acceptable Solutions / Performance Criteria	Proposed Solutions
<p>A1 For roads with a speed limit of 60km/h or less the development must include only one access providing both entry and exit, or two accesses providing separate entry and exit.</p> <p>P1 For roads with a speed limit of 60km/h or less, the number, location, layout and design of accesses and junctions must maintain an acceptable level of safety for all road users, including pedestrians and cyclists.</p>	<p>P1 The proposed development provides for three vehicular accesses, two accesses at King Street and one at Main Road. Two approved and one unapproved access is provided to King Street currently. The unapproved will be decommissioned. One access to Main Road is proposed. The spacing and design of the new driveway will be consistent with nearby driveways. A Traffic Impact Assessment provided with the application demonstrated compliance.</p> <p>The proposal is compliant with the performance criteria.</p>
A2 For roads with a speed limit of more than 60km/h the development must not include a new access or junction.	A2 Not applicable.
A3 Accesses must not be located closer than 6m from an intersection, nor within 6m of a break in a median strip.	A3 The access will not be within 6m of an intersection or break in a median strip. Acceptable solution met.

E4.7.3 Management of Rail Level Crossings

Not applicable. The development site is not on or near a rail level crossing.

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

Acceptable Solutions	Proposed Solution
<p>A1 Sight distances at</p> <ol style="list-style-type: none"> An access or junction must comply with the Safe Intersection Sight Distance shown in Table E4.7.4; and Rail level crossings must comply with AS1742.7 Manual of uniform traffic control devices – Railway crossings, Standards Association of Australia; or If the access is a temporary access, the written consent of the relevant authority has been obtained. 	<p>A1 The available sight distance satisfies Figure 3.2 – Sight Distance requirements as access driveways of AS/NZS 2890.1. A TIA was provided by Midson Traffic Pty Ltd demonstrating compliance.</p>

E6 Car Parking and Sustainable Transport Code

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Acceptable Solutions / Performance Criteria	Proposed Solutions
<p>A1 The number of car parking spaces must not be less than the requirements of:</p> <ol style="list-style-type: none"> Table E6.1; or A parking precinct plan contained in Table E6.6: Precinct Parking Plans (except for dwellings in the General Residential Zone). <p>P1 The number of car parking spaces provided must have regard to:</p> <ol style="list-style-type: none"> The provisions of any relevant location specific car parking plan; and 	<p>P1 Table E6.1 requires:</p> <p><i>Residential use in any other zone or any other residential use in the General Residential zone – 1 space per bedroom or 2 spaces per 3 bedrooms + 1 visitor space for every 5 dwellings.</i></p> <p>4 spaces required.</p> <p><i>Visitor Accommodation requires one space per unit/ cabin or 1 space per 4 beds, whichever is greater.</i></p> <p>2 spaces required.</p>

<ul style="list-style-type: none"> b) The availability of public car parking spaces within 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: <ul style="list-style-type: none"> 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. 	<p>The provision of 3 spaces does not meet the required for the multiple dwelling use, but does exceed the requirement for visitor accommodation.</p> <ul style="list-style-type: none"> a) Not applicable. b) A public car parking is located approximately 150m from the subject site. c) Not applicable. d) Not applicable. e) It is not possible to provide additional parking on site due to boundary and building constraints. f) There is a relatively large pool of available on-street car parking in the surrounding road network and sufficient to meet the shortfall of 1 space. g) The parking provision meets the residential component excluding visitor parking. A TIA submitted with the application considers this subclause. h) Not applicable. i) TIA submitted with application. j) Not applicable. k) There is sufficient nearby on-street parking available to cater for the needs of occasional visitor parking for the residential component. <p>The proposal is compliant with the performance criteria.</p>
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6.7 Development Standards

E6.7.1 Construction of Car Parking Spaces and Access Strips

Acceptable Solutions/ Performance Criteria	Proposed Solutions
<p>A1 All car parking, access strips manoeuvring and circulation spaces must be:</p> <ul style="list-style-type: none"> a) Formed to an adequate level and drained; and b) Except for a single dwelling, provided with an impervious all weather seal; and c) Except for a single dwelling, line marked or provided with other clear physical means to delineate car spaces. <p>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>P1 The proposed development comprises multiple dwellings (x 2) which may be used at times for short term visitor accommodation. The proposed parking area will not be sealed (except for the existing garage). The access roads and parking areas will be compacted gravel constructed to provide all weather access and will be readily identifiable. Performance criteria met.</p>

E6.7.2 Design and Layout of Car Parking

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

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

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

E6.8 Provisions for Sustainable Transport

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

E6.8.5 Pedestrian Walkways

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

E16 On-Site Wastewater Management Code

E16.6 Use Standards

E16.6.1 Use and lot size


Acceptable Solutions/ Performance Criteria	Proposed Solutions
<p>A1 Residential uses that rely on onsite wastewater management must:</p> <ul style="list-style-type: none"> a) be on a site with minimum area of 2,000m²; and b) have four bedrooms or less. 	A1 The site is already used for residential purposes and four bedrooms, no change to consider this provision as part of this proposal.

<p>A2 Non-residential uses that rely on onsite water management must be on a site with minimum area of 5,000m².</p> <p>P2 Non-residential use on site less than 5,000m² that rely on onsite wastewater management must be able to accommodate:</p> <ul style="list-style-type: none"> a) The proposed use and associated buildings and structures; b) Any required private open spaces or other outdoor spaces; c) Vehicle manoeuvring and car parking; d) Hardstand and paved areas; and e) Onsite waste water management infrastructure (if required). 	<p>P2 Visitor Accommodation is a non-residential use and the proposed use is located on a site with a site area of less than 5000 m² (1013m²). The existing dwelling and dual uses of Residential and Visitor Accommodation will rely on on-site wastewater management and will continue to provide for required private open space, vehicle maneuvering and car parking, hardstand and paved areas and the existing wastewater infrastructure.</p> <p>The 4 bedroom status of the buildings, the maximum occupancy rate would be 8 persons.</p> <p>The proposal is considered to have satisfied the performance criteria.</p>
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E16.7 Development Standards - not applicable.

5. Representations

The application was advertised 2 July 2022 to 15 July 2022 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining landowners. One (1) representation was received prior to the closing date and time, a second representation was received late, however the issues of both have been considered below, although the second author does not have a right of appeal. The issues raised within the representations are as follows:-

Representation 1	Response
<p>Three crossovers existing on King Street, whilst only two are shown on plans. The unapproved crossover impacts the access to 1 King Street as it restricts access.</p> 	<p>Council approval has only provided for 2 accesses in King Street as per DA 227-2012. This third access is informal and has no approval. The TIA submitted together with plans with the application proposes to use only two accesses to King Street (the approved two) and a new access to Main Road. The TIA details that the unapproved will be decommissioned. Condition will be placed on any approval requiring this to be undertaken.</p>
<p>Ensuite addition setback to the western boundary is considered inadequate for the amenity of the area.</p>	<p>Assessment against performance criteria P2 of Clause 12.4.1.5 provided within this assessment, finds the proposal consistent with the performance criteria.</p>
<p>The traffic report appears to agree the onsite parking does not meet the requirement of the current planning laws.</p>	<p>Assessment against performance criteria P1 of Clause E6.6.1 provided within this assessment and the TIA, find the proposal consistent with the performance criteria.</p>

The development application design appears to not represent the current building development including crossovers and the use by the client of fencing exceeding the building regulations.	Building Regulation assessment is not considered as part of this assessment. The assessment is against the provisions of the Planning Scheme and the assessment has determined that the proposal is compliant with the applicable acceptable solutions and ten performance criteria, including P1 of Clause 12.4.4.1 relating to fencing.
The proposed development will provide an unacceptable increase in traffic and noise to the precinct.	The TIA details that up to 12 vehicle movements per day may be generated from the proposal which is acceptable in terms of safety and efficiency for the area. The use is not likely to impact negatively on the amenity of the area, having a number of visitor accommodation uses in the vicinity, the owners have addressed the provisions of Planning Directive No. 6 in relation to the visitor accommodation use.
There are obvious errors in this proposal and it should be withdrawn.	The proposal does not demonstrate any obvious errors and although it does rely on a number of performance criteria, assessment has been undertaken and find the proposal acceptable.

Representation 2	Response
We note that both dwellings exceed the acceptable solution of 30%.	This observation is correct, the proposal has a site coverage of 32.1% and relies upon assessment against performance criteria. Assessment of the performance criteria is provided within this report.
Note that the garage north wall is not shown as fire rated as required.	Compliance of the NCC will be undertaken at the building application stage and is not a consideration of the Planning Scheme.
Concerns that the fence does not comply with the Local Provisions Schedule.	Break O'Day Council is still utilising an interim planning scheme. Whilst the fencing standard in the zone only applies to single dwellings, the assessment above still considers the performance criteria for suitability.
Objects to the ensuite addition.	Assessment against performance criteria P2 of Clause 12.4.1.5 provided within this assessment, finds the proposal consistent with the performance criteria. While the representation questions the location of the boundary, it will be the developer's responsibility to ensure the ensuite is located as per the plans. The boundary should be assessed as accurately shown on the plans. The ensuite is no taller than the existing dwelling and considered a minor addition. There are no windows on the western side and overshadow diagrams show there will be no impact after noon, noting that the existing dwelling would already result in overshadow prior to noon. There is existing vegetation along the side boundary.

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

6. Mediation

Nil.

7. Conclusion

In accordance with 8.10 of the *Break O' Day Interim Planning Scheme 2013*, the application has been assessed against the objectives of the Scheme, in particular the Low Density Residential Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and ten (10) Performance Criterion; the received representations have been considered with recommended conditions proposed in response to concerns. It is recommended for approval with conditions normally set to this type of development.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Break O' Day Interim Planning Scheme 2013, Version 18;
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.

BUILDING DESIGNER: JONATHAN PUGH
 APPROVED DRAWING NO.: CC0894
 TITLE: REF: 48-100
 DESIGN & NO SPEED: N3
 SOIL CLASSIFICATION: T5C
 CLIMATE ZONE: 7
 BUSHFIRE PRONE RATING: BAL T5C
 ALPINE AREA: N/A
 COMPOSITION ENVIRONMENT: VERY HIGH - 230m to BREAKING SURF / 40m to PROTECTED WATERS
 FLOODING RISK: UNKNOWN
 LANDSLIP: NO
 DISTURBED SOILS: UNKNOWN
 SALINE SOILS: UNKNOWN
 SAND DUNES: NO
 MINE SUBSIDENCE: NO
 LANDFILL: NO
 DATUM LEVEL AT KEFB: UNKNOWN
 GROUND LEVEL: MIN 150mm BELOW FL
 FINISHED FLOOR LEVEL: AS PER PLANS / OR 50mm ABOVE G.L
 OVERFLOW RELIEF GULLY LEVEL: MIN 150mm BELOW FL

Development Application

February 2022

Change of Use of Front Dwelling to include Visitor Accommodation Use
Change of Use of Rear Bungalow to Dwelling & Visitor Accommodation Use
Proposed Awning Roofs and Pergola Additions to Rear Dwelling
and Ensuite Addition to Front Dwelling
Proposed Front/ Side Boundary Fence and
New Crossover onto Main Road

for Glenn & Jacquie McLean

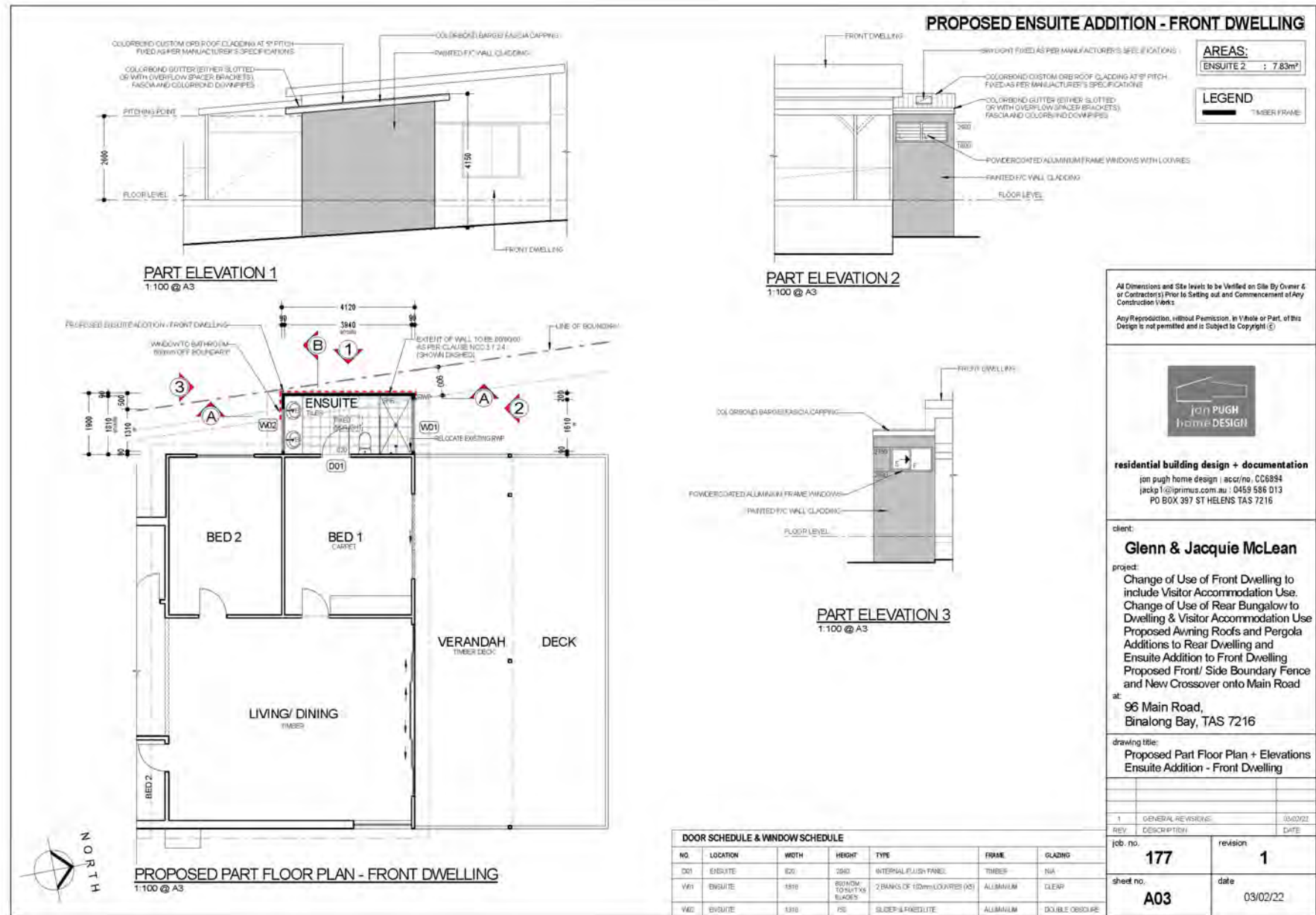
96 Main Road,
 Binalong Bay, TAS 7216

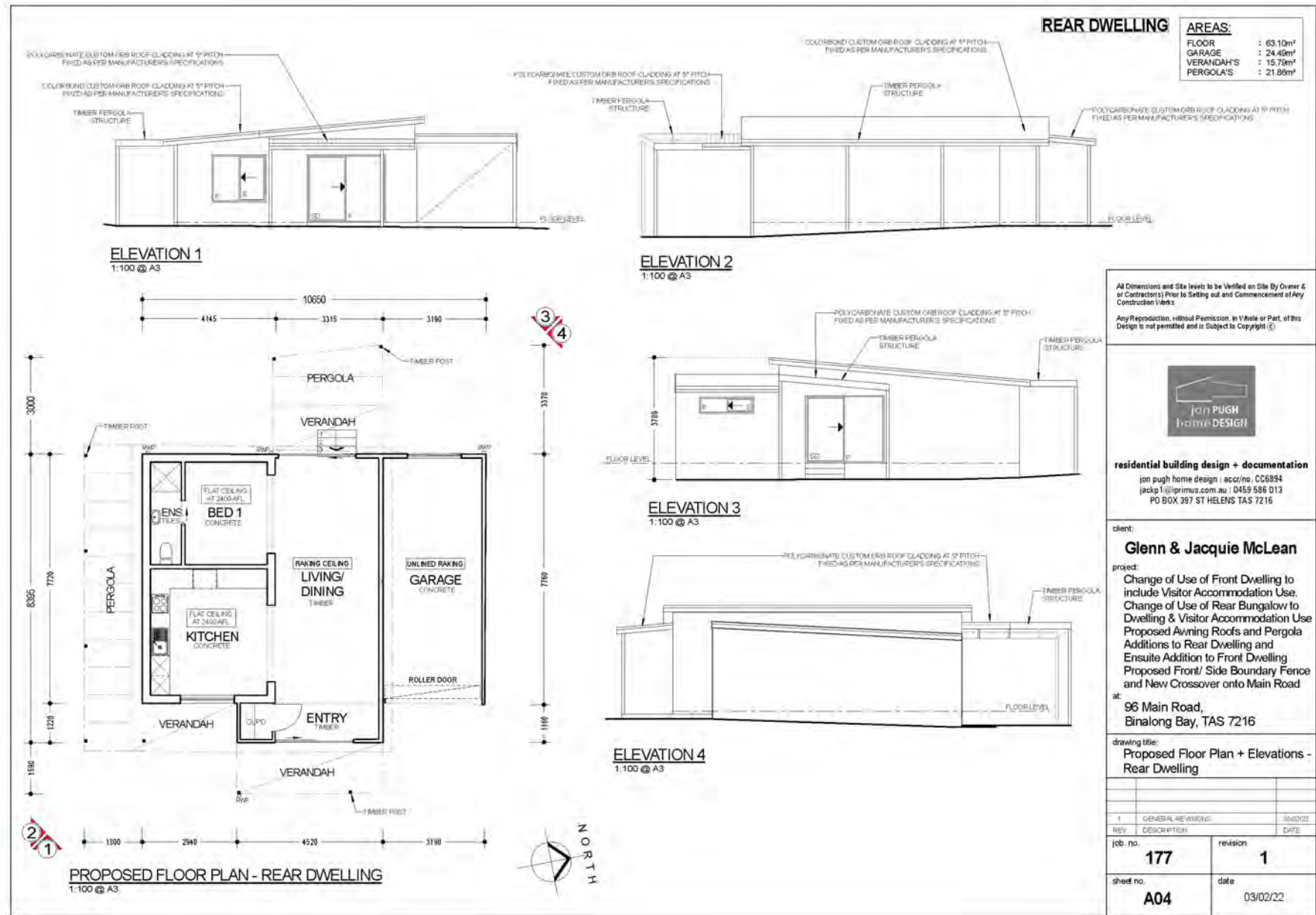
Building Areas	
Proposed Ensuite Addition - Front Dwelling	7.83 m²
Proposed Rear Dwelling	125.24 m²

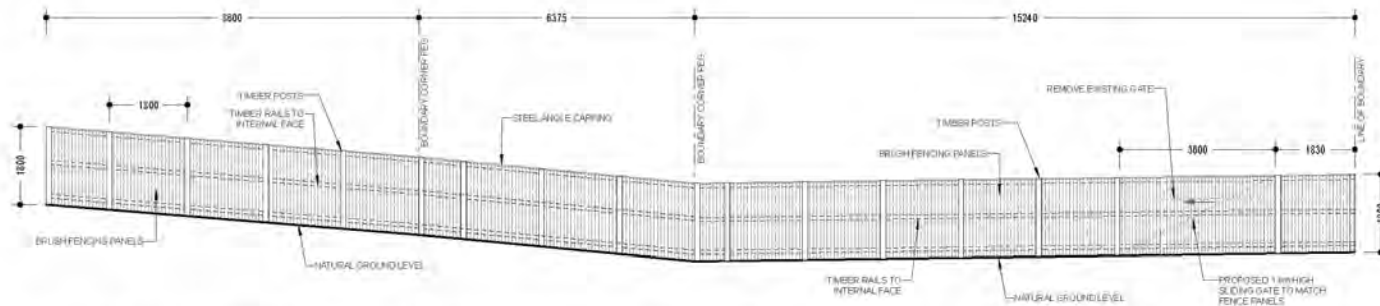
Drawing Schedule

Dwg No.	Drawing Name
A01	Proposed Site Plan
A02	Proposed Site Drainage Plan
A03	Proposed Part Rear Plan + Elevations - Ensuite Addition - Front Dwelling
A04	Proposed Floor Plan + Elevations - Rear Dwelling
A05	Proposed Boundary Fence Details
A06	Shadow Diagrams

jon pugh home design : asccna, CC0894
 jackp13@tinus.com.au : 0459 506 013
 PO BOX 387 ST HELENS TAS 7215







MAIN ROAD + KING STREET/ SIDE & FRONT BOUNDARY FENCE PART ELEVATION - EXTERNAL ROADSIDE FACE - NORTH & EAST ELEVATIONS
1:100 @ A3

All Dimensions and Site levels to be Verified on Site By Owner & or Contractor(s) Prior to Setting out and Commencement of Any Construction Works

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residential building design + documentation

jon pugh home design | acco/no. CC6894
jackie1@iprimus.com.au | 0458 586 013
PO BOX 397 ST HELENS TAS 7216

client:

Glenn & Jacquie McLean

project:

Change of Use of Front Dwelling to include Visitor Accommodation Use.
Change of Use of Rear Bungalow to Dwelling & Visitor Accommodation Use
Proposed Awning Roofs and Pergola Additions to Rear Dwelling and Ensuite Addition to Front Dwelling
Proposed Front/ Side Boundary Fence and New Crossover onto Main Road

at:

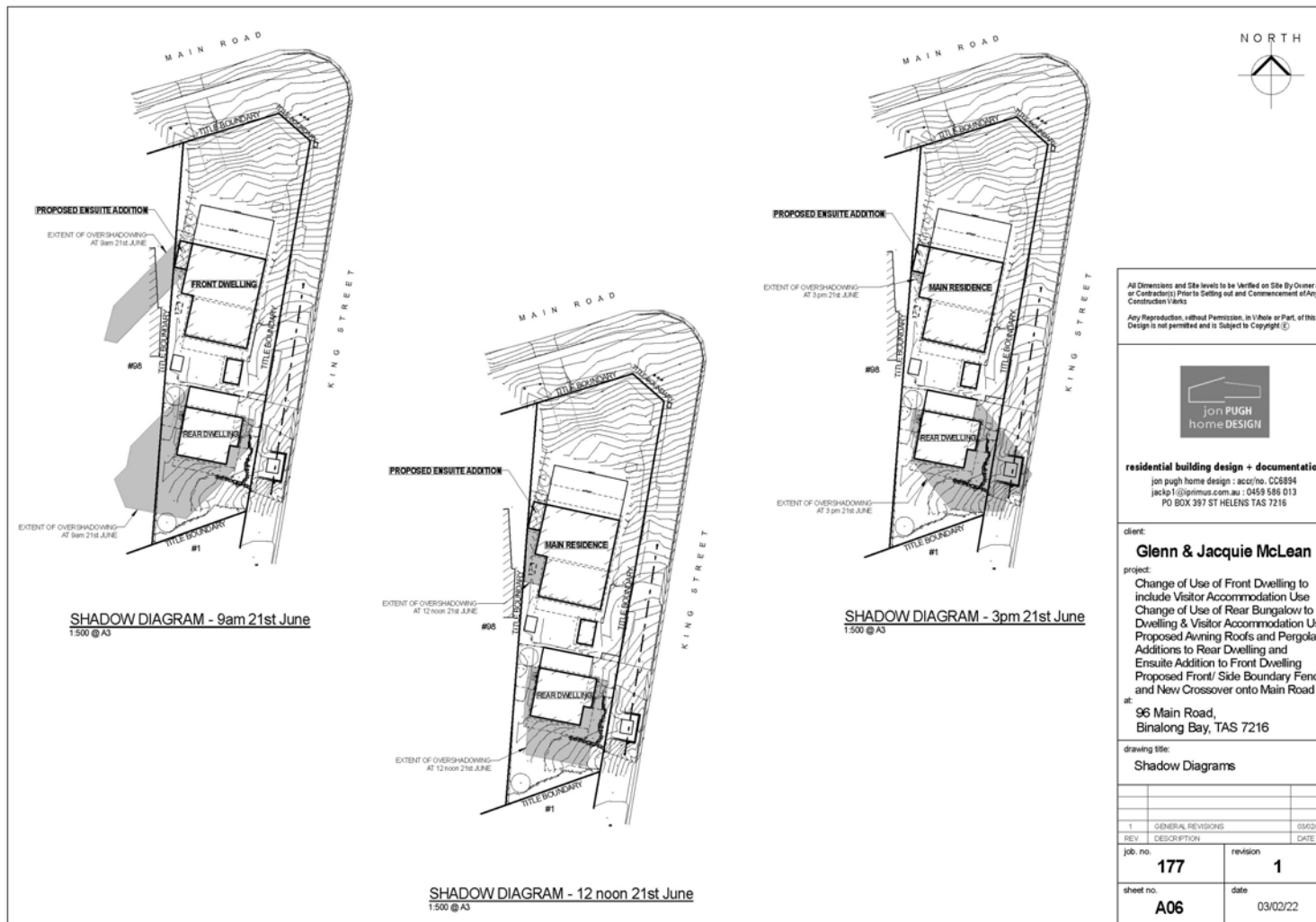
96 Main Road,
Binalong Bay, TAS 7216

drawing title:

Proposed Front & Side Boundary Fence Elevations

REV	DESCRIPTION	DATE
1	GENERAL REVISION:	03/02/22

job no.	revision
177	1
sheet no.	date
A05	03/02/22



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 2015.

08/22.7.0

COUNCIL MEETING ACTIONS

08/22.7.1

Outstanding Matters



COUNCIL RESOLUTIONS - MEETINGS - PUBLIC

08/08/2022

41
GOALS

67%
GOAL COMPLETION

COUNCIL RESOLUTIONS PLAN

COUNCIL RESOLUTIONS JULY 2022

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	18/07/2022	31/07/2022	07/22.6.1.132 - DA300-2021 - Telecommunications Tower - Lease Services Pty Ltd - Road Reserve near Intersection of Tasman and Esk Highway, Falmouth	DA300-2021 Telecommunications Tower Lease Services Pty Ltd - Road Reserve near Intersection of Tasman and Esk Highway, Falmouth	Application was approved at Council Meeting 18 July 2022 and approved unanimously.	Senior Town Planner
100%	18/07/2022	31/07/2022	07/22.6.2.133 - DA050-2022 - Legalisation of Shed - 7 Champ Street, Seymour	DA050-2022 Legalisation of Shed - 7 Champ Street, Seymour	Application was approved at Council Meeting 18 July 2022 and approved unanimously.	Senior Town Planner
100%	18/07/2022	31/07/2022	07/22.6.3.134 - DA083-2022 - New Hangar - 21 Aerodrome Road, Stieglitz	DA083-2022 New Hangar - 21 Aerodrome Road, Stieglitz	Application was approved at Council meeting 18 July 2022 unanimously.	Senior Town Planner
100%	18/07/2022	31/07/2022	07/22.6.4.135 - DA104-2022 - New Dwelling and Widening of Existing Crossover - 8 Doepel Place, St Helens	DA104-2022 New Dwelling and Widening of Existing Crossover - 8 Doepel Place, St Helens	Application was approved at Council meeting 18 July 2022 unanimously.	Senior Town Planner
100%	18/07/2022	31/07/2022	07/22.6.5.136 - DA107-2022 - Proposed Dwelling and Additional Use Visitor Accommodation - P1758 Talbot Street, St Helens	DA107-2022 Proposed Dwelling and Additional Use Visitor Accommodation - P1758 Talbot Street, St Helens	Application was approved at Council meeting 18 July 2022 unanimously.	Senior Town Planner

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
0%	18/07/2022	31/08/2022	07/22.6.6.137 - State Planning Provisions (SPPs) Review - Break O'Day Council Submission Regarding Scope of the Review	<p>1. Council review and discuss the Break O'Day response to the request from the State Planning Office to put forward issues / matters to be included in the review of the State Planning Provisions (SPPs).</p> <p>2. Development Services continue their participation in the review of the SPPs which may include participation in reference groups or consultative groups and further submissions on behalf of Council.</p> <p>3. Break O'Day Council share their submission with the Local Government Association of Tasmania (LGAT).</p> <p>4. Development Services prepare a submission to the State Planning Office outlining suggested scope of the review in line with the report.</p>		Senior Town Planner
100%	18/07/2022	31/07/2022	07/22.13.4.141 - Amendment to 2022 / 2023 Schedule of Fees & Charges	<p>That Council amend the Schedule of Fees & Charges 2022/2023 for 132 and 337 Council Certificates:</p> <ul style="list-style-type: none"> 132 Certificate - \$53.45 337 Certificate - \$227.70 	Task complete.	Manager Corporate Services
75%	18/07/2022	30/09/2022	07/22.14.3.144 - Falmouth Township - Request for Speed Limit Change	That Council seek Transport Commissioner authorisation for a 60km/hr speed limit on Falmouth Road (between the Tasman Highway and the Falmouth Township) in accordance with the recommendation made by Traffic & Civil Services.	Application prepared and posted to the Transport Commissioner.	Manager Infrastructure and Development Services
75%	18/07/2022	30/09/2022	07/22.14.3.144 - Falmouth Township - Request for Speed Limit Change	That Council seek Transport Commissioner authorisation for a 40km/hr Area speed limit for Falmouth in accordance with the recommendation made by Traffic & Civil Services.	Application documentation prepared and posted to the Transport Commissioner.	Manager Infrastructure and Development Services

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
25%	18/07/2022	30/09/2022	07/22.14.3.144 - Falmouth Township - Request for Speed Limit Change	That Council install Pedestrian warning signs W6-1A with Florescent yellow-green background sheeting on Grant Street and Hammond Street approaches to Grant Street boat ramp and beach access area.	Signage on order	Manager Infrastructure and Development Services
0%	18/07/2022	31/08/2022	07/22.14.5.146 - Policy Review - AM15 - Asset Disposal	That Policy AM15, Asset Disposal be accepted with minor amendment.		Manager Corporate Services
0%	18/07/2022	31/08/2022	07/22.14.6.147 - Policy Review - AM11 - Roads Infrastructure Policy	That Policy-AM11, Roads Infrastructure Policy, be accepted with minor amendment.		Manager Corporate Services
0%	18/07/2022	31/08/2022	07/22.14.7.148 - Policy Review - EP06 - Tree Management Policy	That Policy EP06, Tree Management, be accepted without amendment.		Manager Corporate Services
0%	18/07/2022	31/08/2022	07/22.17.3.155 - Draft Policy - LG55 - Local Government Election - Caretaker Period Policy	That Council adopt LG55 - Local Government Election - Caretaker Period Policy.		Manager Corporate Services

COUNCIL RESOLUTIONS JUNE 2022

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	27/06/2022	31/07/2022	06/22.6.1.106 - DA068-2022 - Alterations to an Existing Building and a Change of Use - Gallery to Cafe - 37 Main Street, St Marys	DA068-2022 - Alterations to an Existing Building and a Change of Use - Gallery to Cafe - 37 Main Street, St Marys	DA068-2022 was approved at Council Meeting 27 June 2022	Senior Town Planner
100%	27/06/2022	31/07/2022	06/22.6.2.107 - DA286-2021 - Legalisation of Shed and New Pod for Visitor Accommodation - 20742 Tasman Highway, Chain of Lagoons	DA286-2021 - Legalisation of Shed and New Pod for Visitor Accommodation - 20742 Tasman Highway, Chain of Lagoons	Council consent at June meeting, 2022	Senior Town Planner
100%	27/06/2022	31/07/2022	06/22.6.3.108 - Report on Representations to the Draft Break O'Day Council Local Provisions Schedule (LPS)	That the Planning Authority endorse 'Break O'Day Draft Local Provisions Schedule Section 35F Report' including 'Tables for Attachment I' as its report pursuant to Section 35F of the Land Use Planning and Approvals Act 1993 and forward to the Tasmanian Planning Commission excluding the content of Representation No 7 and the Planning Authority is satisfied that the draft LPS meets the LPS criteria.	Section 35F Report considered and accepted by Council at June Meeting	Senior Town Planner
100%	27/06/2022	31/07/2022	06/22.6.3.109 - Report on Representations to the Draft Break O'Day Council Local Provisions Schedule (LPS)	That the Planning Authority endorse 'Break O'Day Draft Local Provisions Schedule Section 35F Report' including 'Tables for Attachment I' as its report pursuant to Section 35F of the Land Use Planning and Approvals Act 1993 and forward to the Tasmanian Planning Commission relating to the content of Representation No 7 and the Planning Authority is satisfied that the draft LPS meets the LPS criteria.	The Section 35F Report was again presented at the June 2022 Council Meeting and resolved to forward to the TPC	Senior Town Planner

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	27/06/2022	31/07/2022	06/22.6.3.110 - Report on Representations to the Draft Break O'Day Council Local Provisions Schedule (LPS)	That the Planning Authority, pursuant to section 6 of the <i>Land Use Planning and Approvals Act 1993</i> , delegate to the General Manager and Development Services Coordinator (or persons acting in those positions) its powers and functions to: a) modify the reports submitted under sections 35F if a request is received from the Tasmanian Planning Commission for further information; and b) represent the planning authority or appoint a representative for the planning authority at hearings pursuant to Section 35H.	The Section 35F Report was again presented at the June 2022 Council Meeting and resolved to forward to the TPC	Senior Town Planner
100%	27/06/2022	31/07/2022	06/22.8.1.111 - Petition - Speed Limit Reduction for Falmouth	That Council receive the petition and note that the Manager Infrastructure and Development Services will provide a full report on this matter.	At the July 2022 Council meeting, the Council endorsed the following recommendations: 1. That Council seek Transport Commissioner authorisation for a 60km/hr speed limit on Falmouth Road (between the Tasman Highway and the Falmouth Township) in accordance with the recommendation made by Traffic & Civil Services. 2. That Council seek Transport Commissioner authorisation for a 40km/hr Area speed limit for Falmouth in accordance with the recommendation made by Traffic & Civil Services. 3. That Council install Pedestrian warning signs W6-1A with Florescent yellow-green background sheeting on Grant Street and Hammond Street approaches to Grant Street boat ramp and beach access area.	Manager Infrastructure and Development Services
100%	27/06/2022	31/08/2022	06/22.14.3.120 - Legge Street, Falmouth	That Council assume ownership of and include Legge Street – Falmouth Transport Segment ID 6071347 in the Council road register and provide written advice to Property Services at the Department of Natural Resources and Environment Tasmania. That Transport Segment ID 6071347 be managed as a Class 5 road.	At the June 2022 Council meeting the Council made a decision to assume ownership of and include Legge Street – Falmouth Transport Segment ID 6071347 in the Council road register and provide written advice to Property Services at the Department of Natural Resources and Environment Tasmania and that the Transport Segment ID 6071347 be managed as a Class 5 road. All relevant information including a copy of the Council decision has been provided to Property Services who will in turn complete the handover process. No further action is required from the Council.	Manager Infrastructure and Development Services

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	27/06/2022	31/10/2022	06/22.15.3.123 - Outdoor Exercise Equipment - Scamander	That Council work with the Scamander Community to decide on the following: - location of outdoor gym equipment to be placed; and - what pieces of equipment they would like to use in this space.	Council moved a motion to secure external funding and to meet with residents of Scamander to look at a site for same to be placed along with the sort of equipment that they are looking for. Have set up a meeting with the residents to look at the site.	Manager Community Services
0%	27/06/2022	31/10/2022	06/22.15.3.123 - Outdoor Exercise Equipment - Scamander	That Council seek external funding to cover the cost of this project.	Awaiting grant applications to open in the 2022-2023 financial year	Manager Community Services

COUNCIL RESOLUTIONS MAY 2022

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
60%	16/05/2022	31/07/2022	05/22.9.1.87 - Notice of Motion - Provision of Crossing in Main Street, St Marys - Cllr J Drummond	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation;</i></p> <p>That Council re-consider the provision of pedestrian cross over points and/or traffic islands in the Main Street of St Marys.</p>	<p>A workshop report was prepared for Councilor information and discussion - July 2022 Workshop. Follow-up assessment of truck turning sweep into and out of Story Street is under assessment and outcome/conclusions drawn to discussed with State Growth so as to enable a draft road crossings arrangement to be detailed for further discussion with Council and subsequent public review and comment. The project should it proceed meets the project criterion for funding under the Vulnerable Road User program, where the next round for application opens in Jan/Feb 2023.</p>	Manager Infrastructure and Development Services
50%	16/05/2022	31/07/2022	05/22.9.2.88 - Notice of Motion - Signage for Town Hall Car Park, St Marys - Cllr J Drummond	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation;</i></p> <p>That Council invest in better signage for the Town Hall Car Park in St Marys. This signing to include the entry points to town so that visitors, as well as locals, know of, and are encouraged to use the parking at the Town Hall car park.</p>	<p>Service signage being Parking Signage with disabled parking insert were placed at the entrances to the St Marys Community Hall car park in 2015. The existing signage is highly visible from Main Street (in both directions). The existing signage complies with the Tasmanian Roadside Signage Manual and does not require alteration.</p> <p>At that time additional signage advising parking available at the car park was proposed to be placed near Cameron Street and Story Street.. The reason for not proceeding with the placement is unknown. It would however appear that there is a conflict with the number of other signs already erected along the road side and conflict with separation distances between signs. The request for additional parking ahead signage requires some direction from State Growth, which is yet to occur.</p>	Manager Infrastructure and Development Services

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
60%	16/05/2022	31/07/2022	05/22.9.3.89 - Notice of Motion - Free Use of St Marys Town Hall - Cllr J Drummond	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That Council work with community groups and provide free use of the St Marys Town Hall, so that a Repair Cafes can be established and run by volunteers on a regular basis.</p>	<ul style="list-style-type: none"> • This motion refers to a Repair Cafe being set up and run from the St Marys Town Hall. • Community Services Manager Chris Hughes has prepared a report for the August Workshop after meeting with the group and gaining a better idea of their needs. 	Manager Community Services

COUNCIL RESOLUTIONS APRIL 2022

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
70%	20/04/2022	30/09/2022	04/22.17.2.80 - Break O'Day Recreational Trails Strategy	That Councillors receive the Break O'Day Recreational Trails Strategy – Draft for Consultation Report and that community feedback be sought.	A second round of community conversations have taken place on the draft Recreational Trails Strategy with the feedback period open until the end of August, 2022. An online forum was held with approximately 15 participants where they were given the opportunity to work through the document and ask any questions during the forum.	Manager Community Services

COUNCIL RESOLUTIONS FEBRUARY 2022

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
75%	21/02/2022	03/10/2022	02/22.16.2.33 - DA265-2021 - Petition to Amend Sealed Plan - Ansons Bay	That in accordance with Section 10.4 (1) (b) of the Local Government (Building and Miscellaneous Provisions) Act 1993, Council advise that the hearing will commence as soon as practicable after Council meeting dated 21 February 2022 and continue on consecutive days for as long as necessary to hear any petitioner and those persons who have asked to be heard.	On Tuesday, 14 June, 2022 the hearing, in relation to the amendment of sealed plan 137662, was conducted at the Council Chambers, 32-34 Georges Bay Esplanade, St Helens. At this time Part 1 Introductions and Part 2 Deputations were concluded. Part 3 Compensation was not heard on 14/06/2022 and it was decided to adjourn the hearing in order to allow objectors who are affected parties and are part of the scheduled hearing, to further consider the issue of compensation. At this point the hearing is likely to resume at the end of September - date to be confirmed.	Senior Town Planner
75%	21/02/2022	06/09/2022	02/22.16.2.33 - DA265-2021 - Petition to Amend Sealed Plan - Ansons Bay	Following any hearing, the Senior Planner is to prepare a report, including recommendations for decision by the appointed hearing panel, including supporting evidence and matters considered, for the consideration of Council at the next scheduled council meeting.	Council Officers have actioned and Councils Solicitor have been engaged to assist with hearing procedures	Senior Town Planner
50%	21/02/2022	31/03/2022	02/22.16.5.39 - Management of Freshwater Resources and Water Quality	Council show leadership on freshwater management arrangements and seek input and advice from state water managers and independent experts on freshwater management arrangements and development initiatives in Tasmania, and their adequacy for ensuring the ecologically sustainable use and development of freshwater systems and resources in Break O'Day.	The Tasmanian Government has recently begun responding to water management concerns that continue to be raised across the state with a number of announcements and initiatives. For example, improving how the impact climate change is considered for allocation of water resources, on which local governments have been invited to comment. Council's Natural Resource Management Committee is to consider this shifting situation and the parts freshwater and river management science, government agencies and bodies and interest groups can play to inform Council and the community about implications for Break O'Day.	NRM Facilitator

COUNCIL RESOLUTIONS NOVEMBER 2021

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
75%	15/11/2021	31/01/2022	11/21.14.5.249 - Terrys Hill Road, Goshen	Council pursue DPIWWE to fulfil their maintenance responsibilities on Terry Hills Road and that Council approach the State Government with the view of potentially providing the State a road maintenance service paid for by the State Government.	Councils Manager Infrastructure & Development Services wrote to the Parks and Wildlife Service - Regional Manager North with the objective of being able to provide an initial and timely response to the Council. In response, such a request has the potential to be a rather large budget commitment to government and outside the authority of the regional manager. Council may consider discussing with the Secretary of Natural Resources and Environment Tasmania (NRET). Normal government tender processes to this type of activity.	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS OCTOBER 2021

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	18/10/2021	31/12/2021	10/21.14.3.223 - Maintenance and Improvements to Boat Launching Ramps at Stieglitz Beach	That the Break O'Day Council Marine Strategy include identification and development of an alternative launching facility to the Stieglitz boat ramp	An Agenda Report was prepared for a decision at the July 2022 Council meeting. Council supported the officer recommendation That Council receive this report as the closing report for Council decision 10/21.14.3.223 and which was CARRIED UNANIMOUSLY	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS SEPTEMBER 2021

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
25	20/09/2021	30/09/2022	09/21.16.5.208 - Intention to Make a New By-Law - Keeping of Roosters and Other Animals	In accordance with section 155 of the <i>Local Government Act 1993</i> Council resolves to make a by-law for the regulation of keeping roosters and other animals.	Initial project scoping and research has commenced.	Development Services Coordinator

COUNCIL RESOLUTIONS AUGUST 2021

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
65%	16/08/2021	30/09/2021	08/21.13.4.178 - Electric Vehicle Charging Station Proposal for Fingal	That management be authorised to enter into a joint funding agreement for the installation and operation of such a charging station.	Electric Vehicle Tasmania (EVT) advised that funding was successful. Proposed site information circulated for management review. EVT have provided an agreement and layout for Council approval and advised that materials have been ordered but not expected to arrive for installation until early July 2022	Manager Corporate Services

COUNCIL RESOLUTIONS MAY 2021

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
75%	17/05/2021	31/08/2021	05/21.9.2.103 - Notice of Motion - Investigations into a Swimming Pool and Hydra-therapy Pool - Cllr M Tucker	<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>Council to start undertaking another look into an indoor swimming pool and hydra-therapy pool at the sports complex whilst updating our St Helens Sports Complex Master Plan.</p> <p>Council Officers/Managers go to Circular Head Council and look at the new swimming pool complex they have built and work with their Council on understanding the costs of running the complex now it has been running for a while.</p>	Initial report on investigations provided to Council for consideration at the June Council workshop. Consideration now occurring in relation to the approach to conducting a Feasibility Study and engagement with the community. Provision made within the 2022-23 Budget to engage a Consultant to undertake this work. Consultants Brief to be prepared when resourcing and time permits within current high activity levels.	General Manager

COUNCIL RESOLUTIONS APRIL 2021

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
95%	19/04/2021	30/06/2021	04/21.14.3.88 - St Marys Recreation Ground Lighting	That Council consider the logistics and validity of relocating the St Helens lights with particular attention paid to the ongoing cost of maintaining and running the lights.	<p>By agenda report, Councils Manager Infrastructure & Development Services has reported that the old St Marys Rec Ground lighting are unfit for re-use, have been condemned by the electrical inspector and subsequently removed from service. The electrical supply ring-main has reached the end of its safe operational life and would require replacement to service any new lighting. User need at St Marys is low.</p> <p>The existing recreational ground lights at the St Helens Rec Ground (electrical and structural components) are to be inspected when removed from service, for suitability for use at St Marys. A report to be provided to Council at that time which will include considerations of user need (currently very low) a condition report of the St Helens Rec Ground lights and a cost benefit analysis for installation including electrical support system upgrades.</p> <p>Lights at the St Helens recreational ground are expected to be replaced towards the end of 2022, with a view of providing a report to the Council post the New Year (2023).</p>	Manager Infrastructure and Development Services
60%	19/04/2021	30/06/2021	04/21.14.3.88 - St Marys Recreation Ground Lighting	That Council continues to work with Hub4Health in relation to potential upgrades to the gym building and surrounding areas.	Designs of a new facility are currently out for comment (second round) in relation to a multi purpose facility to be located at the St Marys Recreation Ground. This will provide for a new community gym and other rooms can be used for other events - for example an emergency service facility when there is a need. This facility will be located on the current footprint of the old football club rooms.	Manager Community Services

COUNCIL RESOLUTIONS FEBRUARY 2021

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
10%	15/02/2021	31/08/2021	02/21.16.4.50 - Draft Policy LG55 – Use of Conferencing Technology to Attend Council Meetings and Workshops Policy	That Council note the draft Policy LG55 – Use of Conferencing Technology to Attend Council Meetings and Workshops Policy and await the outcome of the Local Government Act review.	On hold until the Local Government Act Review is completed.	Executive Assistant

COUNCIL RESOLUTIONS FEBRUARY 2020

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
100%	17/02/2020	31/05/2020	02/20.8.1.13 - Notice of Motion - St Helens Foreshore Playground Sun Shade - Cllr M Osborne	<p>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</p> <p>That a Sun-shade for this playground be costed and the installation of it be included in our 2020-2021 Budget deliberations.</p>	<p>At the July 2022 Council meeting the Council voted to wait until the completion of the Georges Bay and Foreshore Activation Plan is complete so a more holistic consideration can be given to the needs of this playground and foreshore area in general.</p> <ul style="list-style-type: none"> • The Playground equipment itself is due for replacement in the next financial year. 	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS NOVEMBER 2019

Current Co...	Meeting ...	Due Date	Goal	Resolution / Action	Update	Owner
60%	18/11/2019	29/02/2020	11/19.8.1.266 - Notice of Motion - Bike / Pedestrian Track, Swimcart to Binalong Bay Road - Cllr G McGuinness	A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation: That Council investigates the best route for a dual access, (bike/pedestrian), dual direction track between Swimcart Beach and the "yet to be built" dual access Binalong Bay Rd. track.	This project is currently on hold whilst Council undertakes the development of the Recreational Trails Strategy as this walk was included in the project brief.	Manager Community Services
50%	18/11/2019	31/12/2021	11/19.8.1.266 - Notice of Motion - Bike / Pedestrian Track, Swimcart to Binalong Bay Road - Cllr G McGuinness	That Council seeks funding to enable this track to be built as soon as practical.	This project is currently on hold whilst Council undertakes the development of the Recreational Trails Strategy as this walk was included in the project brief.	Manager Community Services

08/22.8.0

PETITIONS

Nil.

MOTION:

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

That Council allocate \$30,000 from the St Helens Public Open Space Reserve towards the upgrading of the cricket pitch surfacing and the relocation and upgrading the cricket practice nets at the cricket ground of the St Helens Sports Complex.

SUBMISSION IN SUPPORT OF MOTION:Background

The St Helens Cricket Club has been working since March to be ready to apply for a grant from both Sport & Recreation and Cricket Tasmania when they become available. To this end both the senior and junior clubs have amalgamated, become incorporated, obtained an ABN and now meet on a monthly basis to look after all facets of cricket for the area for both male and female participants.

The Cost

The project has been costed at \$106,000.

The Club has not been successful in obtaining a Cricket Tasmania major grant however Clr Osborne approached the Minister's office who in turn advised the Club to approach the Council to partner with them to enable the Project to proceed. Sport & Recreation fund larger projects but the most that they can commit to for this coming year is \$60,000. The Club is obtaining sponsors to fund the balance.

The Project

The current surfaces of the pitch and the practice wickets have not been upgraded for over fifteen years and now require attention.

The practice wickets need relocating as currently they represent a health & safety risk for participants and people using the changerooms and proposed BBQ area especially when cricketers are using the practice nets and footballers are training as occurs at times.

Practice wicket relocation would also minimise the risk of cars being damaged by wayward cricket balls.

Usage

The Club is looking to field two junior teams in addition to seniors for the coming season.

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 the Mayor as the representative of Council write to those property owners with a secondary residence, or holiday home, in our municipality asking for consideration to be given to placing that secondary home/ holiday home into the local rental market, to address the lack of available rental properties in our community right now.

SUBMISSION IN SUPPORT OF MOTION:

We are facing an unprecedented housing crisis in our municipality, and I believe as a Council we should be doing everything we can to find solutions, even if they may be temporary, to alleviate this situation.

This is a situation being witnessed throughout Australia, where families, young people, and others, cannot find rental accommodation and accommodation cannot be supplied to workers who are required in our tourist and other industries. This obviously has an impact on our local community in all kinds of ways.

The recent census data shows that the jurisdiction with the greatest proportion of unoccupied dwellings was the Northern Territory with 12.8 per cent, followed by Tasmania with almost 11.8 per cent.

In some council areas on the mainland efforts have been made via letters written by the Mayor to vacant property owners requesting them to consider placing their vacant property into the local rental property market.

I have included an image of one such letter sent by the Eurobodalla Shire Mayor in NSW below sourced from an ABC news item - <https://www.abc.net.au/news/2022-07-20/homeless-crisis-million-homes-vacant-in-australia/101234424>

Eurobodalla Shire Council
PO Box 99
Moruya NSW 2537



Dear Eurobodalla ratepayer

Our shire, like many others, is in the midst of a housing crisis. Our records suggest you may have a secondary residence or holiday house in the Eurobodalla, and if that is the case I am writing to seek your help.

Would you and your family consider placing your property into our local rental market for the next 12-24 months? I am asking because we need to address the lack of rental properties in our community right now.

After the 2019-20 bushfires we wrote a similar letter to ratepayers, and more than 80 homes were made available for rental at that time. If that generosity were repeated, many working families in the Eurobodalla would benefit.

The fires were a natural disaster; this is a social disaster. At the moment, we have working people living in campgrounds because of the lack of rental accommodation. We're hearing from business owners that they can't attract staff because of the lack of housing.

Local councils have limited powers to assist residents impacted by a lack of affordable housing, but we are doing our best with a range of practical and advocacy measures to address short- and long-term housing needs. These are outlined on the back of this letter.

I understand this is a decision for you and I don't make the request lightly. If you are considering it as a possibility, please contact a local real estate agent to recommend obtaining taxation/financial advice to ensure it is the right decision for you and your family.

08/22.10.0

COUNCILLOR'S QUESTIONS ON NOTICE

Nil.

08/22.11.0

COUNCILLOR'S QUESTIONS WITHOUT NOTICE

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

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

08/22.12.0

MAYOR'S & COUNCILLOR'S COMMUNICATIONS

08/22.12.1

Mayor's Communications for Period Ending 15 August 2022

18.07.2022	St Helens Via Web	– Local Government Association of Tasmania (LGAT) – General Management Committee (GMC) Meeting
21.07.2022	St Helens	– Meeting with the Head of Ochre Health
22.07.2022	St Helens	– Northern Tasmania Development Corporation (NTDC) - .id Consulting Workshop
27.07.2022	Hobart	– Local Government Association of Tasmania (LGAT) – General Management Committee (GMC) Meeting and Premiers Local Government Council (PLGC) Meeting
28.07.2022	St Helens Via Web	– Australian Local Government Association (ALGA) Board Meeting
01.08.2022	St Helens	– Council Workshop
04.08.2022	St Helens Via Web	– Local Government Association of Tasmania (LGAT) – Future of Local Government Review Focus Groups
08.08.2022	Hobart	– Local Government Association of Tasmania (LGAT) – Premiers Local Government Council (PLGC) Meeting
15.08.2022	St Helens	– Council Meeting

08/22.12.2

Councillor's Reports for Period Ending 15 August 2022

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

- St Helens and Districts Chamber of Commerce and Tourism –Clr Margaret Osborne OAM
- NRM Special Committee – Clr Janet Drummond
- East Coast Tasmania Tourism (ECTT) – Clr Barry LeFevre
- Mental Health Action Group – Clr Barry LeFevre
- Disability Access Committee – Clr Janet Drummond
- Bay of Fires Master Plan Steering Committee – Clr Glenn McGuinness

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	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:**Overview**

During the reporting period, departmental staff have delivered a number of key functions in order for Council to meet its statutory compliance requirements. The implementation of a new software system combined with the associated processes changes and data input is reflected in a revision of how the monthly financials are presented to Council. The system and level of detail provided will be refined over the coming month(s).

Rates

The 2022/2023 financial year rates notices have now been issued with the first instalment due on the 6 September 2022. Ratepayers are reminded that a 2% discount applies to rates paid in full by the 6 September.

Concession Holder Rate Remissions

If a ratepayer wishes to apply for a remission, they must have owned the property or be the eligible ratepayer listed on the property on or before 1 July of each year, and it must also be the principal place of residence at that time. A remission can only apply to one person and one property within Australia.

A Pensioner Remission form needs to be completed, this can be done in person at the Council offices, or by email. A current concession card, health care card or veteran's card endorsed with TPI which has been issued on or before 1 July of that year, must be presented at the time of making an application. Applications for rate remission must be received by Council on or before 31 March of the financial year they are related to.

Council will do an online check to assess eligibility for a remission, a claimant may also to do this themselves with Centrelink prior to submitting the application form.

Dog Registrations

The Dog Control Act 2000 specifies that every dog over the age of six (6) months must be registered and microchipped. This is a legal requirement and a punishable offence. The only exception to microchipping a dog is if it is an approved working dog or you have received a certificate from a vet advising the dog should receive a medical exemption from microchipping.

In the Break O'Day area the annual registration fee is due by June 30 of each year, or as soon as your dog reaches six months of age during the year.

Notices were sent out at the end of May and to date 86% of those have been paid. A slight increase on the previous year. An SMS reminder has also been sent out and payments continue to be made. Ratepayers are reminded that if your dog has passed away or the dog no longer resides at the registered address to call Council to update our files.

License Renewals

Renewal notices have been sent out to the following:

- Caravans
- Water carters
- Food licences
- Tattooists

Banking and Investments

The changeover of banks from the CBA to Bendigo has progressed well with process changes to deposit preparation, setting up of a new eftpos systems, new bank books and cards all now in place.

A number of term deposits matured in the reporting period and have been reinvested. More will mature in the coming months and the interest rates now on offer will see an increase in the return on investment of these funds:

\$1,000,000.00	1.53%	Maturing 08/08/2022
\$2,000,000.00	1.62%	Maturing 18/08/2022
\$1,000,000.00	1.59%	Maturing 22/08/2022
\$1,001,479.45	2.20%	Maturing 04/10/2022
\$1,001,504.11	2.67%	Maturing 04/10/2022
\$2,003,205.48	2.74%	Maturing 13/10/2022
\$2,000,000.00	3.60%	Maturing TBC

Right to Information (RTI) Requests

One (1) request is currently being reviewed.

132 and 337 Certificates

	132	337
July 2022	52	21
June 2022	42	26
July 2021	92	42

Debtors/Creditors @ 3 August 2022

DEBTORS INFORMATION

Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD 22/23	Month	YTD 21/22
99	\$ 31,695.26	99	100	100

CREDITORS INFORMATION

Payments Made

Current			Previous Year	
Month	Mth Value	YTD 22/23	Month	YTD 21/22
200	\$ 496,215.63	200	372	372

Debtors - Numbers up in Number of Debtors invoices due to VIC Brochure Display Annual Invoices that run Financial Year.

Creditors – Numbers down as with changeover to Xero processing is a bit slower with extra data input in these initial months and also there was a large and successful push to get 2021/2022 invoices through and processed prior to the end of the financial year and changeover.

Work Health & Safety Coordinator

Assisting managers with the latest updates from Public Health concerning employees that are either a close contact with someone diagnosed with COVID-19 or have been diagnosed with COVID-19. Liaised with employees who were required to undertake either a PCR or RAT test and requested their testing results and provide advice to allow them to return to work if the isolation period has been completed.

During the period of **19 July to 3 August 2021**, no vandalism was reported to Council.

RATES INFORMATION as at 4 August 2022							
This financial Year							
2022/2023	Rates Actuals inc. Annual Remissions	Rates Levied excluding remissions	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	8,014,869.19	7,959,087.33	0.00	8,014,869.19	-	2,322.25	67,781.08
Waste	1,494,838.15	1,487,984.00	0.00	1,494,838.15			
Wheelie	971,402.50	966,395.50	0.00	971,402.50			
Fire	382,385.15	382,246.63	0.00	382,385.15			
TOTAL	10,863,494.99	10,795,713.46	0.00	10,863,494.99	-	2,322.25	67,781.08
Last Financial Year							
2021/2022	Rates Actuals inc. Annual Remissions	Rates Levied excluding remissions	Additional Rates (Sup Val)	Total Rates	Penalties	Interest	Rate Remissions
General	7,665,865.61	7,615,142.20	0.00	7,665,865.61	-	3,548.92	61,517.51
Waste	1,312,200.00	1,306,100.00	0.00	1,312,200.00			
Wheelie	479,606.00	477,174.00	0.00	479,606.00			
Recycling	390,600.00	388,500.00	0.00	390,600.00			
Fire	373,174.52	373,012.42	0.00	373,174.52			
TOTAL	10,221,446.13	10,159,928.62	0.00	10,221,446.13	-	3,548.92	61,517.51
Instalments							
2022/2023		Instalment \$	Outstanding \$	Outstanding %			
7 September 2021	Instalment 1	2,698,035.76	2,045,358.94	75.81%			
9 November 2021	Instalment 2	2,699,226.00	2,170,984.52	80.43%			
1 February 2022	Instalment 3	2,699,226.00	2,190,654.96	81.16%			
3 May 2022	Instalment 4	2,699,226.00	2,199,114.81	81.47%			
	TOTAL:	10,795,713.76	8,606,113.23	79.72%			
2021/2022							
		Instalment \$	Outstanding \$	Outstanding %			
8 September 2020	Instalment 1	2,537,255.62	1,778,790.64	70.11%			
10 November 2020	Instalment 2	2,540,891.00	1,914,998.01	75.37%			
2 February 2021	Instalment 3	2,540,891.00	1,931,407.83	76.01%			
4 May 2021	Instalment 4	2,540,891.00	1,939,033.67	76.31%			
	TOTAL:	10,159,928.62	7,564,230.15	74.45%			
Discount							
	Discount Claimed						
2022/2023	28,661.54						
2021/2022	38,970.03						

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Goal

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

Strategy

- Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community.

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

LEGISLATION & POLICIES:

Nil.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

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

OFFICER'S RECOMMENDATION:

That the following reports for the month ending 31 July 2022 be received:

1. Profit and Loss - Summary
2. Profit and Loss – Detail
3. Balance Sheet
4. Cash Flow
5. Capital Works

INTRODUCTION:

Presented to Council are the monthly financial statements.

PREVIOUS COUNCIL CONSIDERATION:

Council considers financial reports on a monthly basis.

OFFICER'S REPORT:

The financial statements as shown below show the financial position of Council as at 31 July 2022.

Profit and Loss

Break O'Day Council

For the month ended 31 July 2022

Account	Actual YTD	Budget YTD	Budget Variance % YTD	2023 Annual Budget	Notes
Trading Income					
Rates	10,863,032	10,840,244	0%	10,840,244	
User Fees	152,511	116,643	31%	1,399,726	
Operating Grants	-	-	0%	2,423,090	
Interest & Investment Income	10,536	46,948	-76%	563,369	
Contributions	-	1,667	-100%	20,000	
Other Revenue	4,280	2,667	60%	32,000	
Total Trading Income	11,030,359	11,008,169	0%	15,278,429	
Gross Profit	11,030,359	11,008,169	0%	15,278,429	
Capital Grants					
Grants - Commonwealth Capital	-	303,448	-100%	3,641,381	
Grants - State Capital	-	41,667	-100%	500,000	
Total Capital Grants	-	345,115	-100%	4,141,381	1
Other Non Operating Income					
Net Gain/Loss on Disposal of Assets	-	10,000	-100%	120,000	
Total Other Non Operating Income	-	10,000	-100%	120,000	
Total Non Operating Revenue	-	355,115	-100%	4,261,381	
Operating Expenses					
Employee Costs	378,172	486,593	-22%	5,839,107	2
Materials & Services	649,460	752,508	-14%	6,399,693	3
Depreciation	326,553	326,553	0%	3,918,626	
Other Expenses	24,657	20,548	20%	246,584	
Total Operating Expenses	1,378,841	1,586,202	-13%	16,404,010	
Operating Net Profit	9,651,518	9,421,967	2%	(1,125,581)	
Net Profit (Including Non Operating Revenue)	9,651,518	9,777,082	-1%	3,135,800	
Work in Progress					
Capital Work In Progress	139,171	0	0%	0	
Total Work In Progress	139,171	0	0%	0	

Notes

- Both operating and capital grant funding is under on budget YTD due to the timing of grant payments in line with project milestones.
- Employee costs are down YTD primarily due to the accrual of part of the first pay period (\$88k) into the last financial year and due to current staff vacancies.
- Materials and services are currently down 14% on budget year to date primarily due to the timing of invoices being received after month end.

Profit and Loss

Break O'Day Council

For the month ended 31 July 2022

Account	Jul 2022	Actual YTD	Budget YTD	Budget Variance YTD	2023 Annual Budget
Trading Income					
Rates					
Rates - Fire Levy	382,385	382,385	374,853	7,532	374,853
Rates - Waste Management	1,494,612	1,494,612	1,487,984	6,628	1,487,984
Rates - General	8,014,869	8,014,869	8,010,311	4,558	8,010,311
Rates - Waste Collection	971,166	971,166	967,096	4,070	967,096
Total Rates	10,863,032	10,863,032	10,840,244	22,788	10,840,244
User Fees					
B.C.I Training Levy	5,712	5,712	3,799	1,913	45,593
Building Fees	2,395	2,395	3,789	(1,394)	45,471
Building Inspections	2,245	2,245	4,566	(2,323)	54,810
Building Levy	2,856	2,856	1,900	956	22,797
Building Surveying Assessment Fees	1,600	1,600	4,125	(2,525)	49,504
Caravan Fees and Fines	64,509	64,509	5,833	58,676	70,000
Cemetery Fees	6,096	6,096	2,117	3,979	25,402
Commission	151	151	1,640	(1,489)	19,683
Development Application Fees	10,676	10,676	9,888	788	118,660
Dog Infringements	(50)	(50)	206	(258)	2,500
Dog Registration Fees	2,720	2,720	4,275	(1,555)	51,300
Donations and Other Contributions	(519)	(519)	5,000	(5,519)	60,000
Engineering Fees	434	434	992	(558)	11,903
Environment Fees - Other	300	300	500	(200)	6,000
Facilities Hire	4,104	4,104	3,438	666	41,253
Facilities Leases	3,569	3,569	6,250	(2,681)	75,000
Fire Abatement Charges	0	0	167	(167)	2,000
Health Licence Fees and Fines	100	100	1,167	(1,067)	14,000
Immunisations	0	0	83	(83)	1,000
Infringements	0	0	833	(833)	10,000
Permit Administration	1,920	1,920	3,514	(1,594)	42,165
Planning - Advertising Fee	2,800	2,800	7,070	(4,270)	84,843
Plumbing Fees	3,940	3,940	3,333	607	40,000
Private Works	1,116	1,116	5,417	(4,301)	65,000
Property Certificates	9,450	9,450	11,997	(2,547)	143,966
Sales	4,991	4,991	5,636	(645)	67,633
Subdivision Fees	0	0	718	(718)	8,617
Waste Charges - User Fees	21,394	21,394	18,386	3,008	220,626
Total User Fees	152,511	152,511	116,643	35,868	1,399,726
Operating Grants					
Grants - Operational Commonwealth	0	0	0	0	2,373,090
Grants - Operational State	0	0	0	0	50,000
Total Operating Grants	0	0	0	0	2,423,090
Interest & Investment Income					
Interest & Penalties on Overdue Rates	227	227	5,667	(6,440)	80,000
Interest Income	10,309	10,309	1,531	8,778	18,369
TasWater - Tax Equiv & Dividends	0	0	38,750	(38,750)	465,000
Total Interest & Investment Income	10,536	10,536	46,948	(36,412)	563,369
Contributions					
Public Open Space	0	0	1,667	(1,667)	20,000
Total Contributions	0	0	1,667	(1,667)	20,000
Other Revenue					
Fuel Credit	0	0	2,500	(2,500)	30,000
Insurance Recoveries	0	0	167	(167)	2,000
Reimbursements	4,280	4,280	0	4,280	0
Total Other Revenue	4,280	4,280	2,667	1,613	32,000
Total Trading Income	11,030,359	11,030,359	11,008,169	22,190	15,278,429
Gross Profit	11,030,359	11,030,359	11,008,169	22,190	15,278,429
Capital Grants					
Grants - Commonwealth Capital	0	0	303,448	(303,448)	3,641,381
Grants - State Capital	0	0	41,667	(41,667)	500,000
Total Capital Grants	0	0	345,115	(345,115)	4,141,381

Other Non Operating Income

Net Gain/Loss on Disposal of Assets	0	0	10,000	(10,000)	120,000
Total Other Non Operating Income	0	0	10,000	(10,000)	120,000

Total Non Operating Revenue	0	0	355,115	(355,115)	4,261,381
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Operating Expenses

Employee Costs	378,172	378,172	486,593	(108,421)	5,839,107
Materials & Services					
Advertising	802	802	4,500	(3,698)	54,000
Amortisation on Municipal Revaluation	0	0	2,083	(2,083)	25,000
Bank Charges	2,636	2,636	2,663	(47)	32,200
BCI Training Levy	6,676	6,676	3,799	2,877	45,593
Building Permit Levy	2,602	2,602	1,900	702	22,797
Catering	1,677	1,677	1,283	394	15,400
Cleaning	2,847	2,847	20,920	(18,073)	251,039
Community Grants & Contributions	44,467	44,467	15,217	29,250	182,600
Consulting Services	17,007	17,007	42,052	(25,045)	504,618
Contractor Services	119,797	119,797	181,300	(61,503)	2,175,591
Contributions In-kind	0	0	121	(121)	1,457
Debt Recovery Fees	0	0	1,333	(1,333)	16,000
Fire Service Levy	0	0	31,052	(31,052)	372,628
Fuel & Oil	19,027	19,027	32,822	(13,795)	393,862
Insurance	200,228	200,228	174,722	25,506	174,722
Interest Expense	0	0	22,612	(22,612)	271,341
Internal Audit Fees	0	0	583	(583)	7,000
IT Expenses	9,128	9,128	18,600	(9,472)	223,200
Land Tax	1,153	1,153	4,734	(3,581)	56,813
Leases	6,757	6,757	7,375	(618)	88,500
Legal Expenses	0	0	5,417	(5,417)	65,000
Licence Fees	3,917	3,917	11,607	(7,690)	139,278
Materials	10,647	10,647	33,940	(23,293)	407,282
Pensioner Rate Remissions	26,653	26,653	0	26,653	0
Plant Hire - External	4,060	4,060	458	3,602	5,500
Plant Hire - Internal Recharge	55,485	55,485	46,904	8,581	562,842
Plant Hire Clearing - Recovered	(56,295)	(56,295)	(62,100)	5,805	(745,200)
Postage & Freight	507	507	1,434	(927)	17,208
Printing & Stationery	1,301	1,301	2,088	(787)	25,057
Rates Remissions	67,781	67,781	74,234	(6,453)	74,234
Registration & MAIB - (Vehicle & Plant)	0	0	3,963	(3,963)	47,554
Repairs & Maintenance	6,701	6,701	879	5,822	10,550
Repairs & Maintenance - (Vehicle & Plant)	11,722	11,722	19,150	(7,428)	229,797
Royalties and Production Licenses	19,972	19,972	417	19,555	5,000
Settlement Discount - Rates Payments	9,776	9,776	0	9,776	108,103
Stock Purchases for Resale	784	784	2,500	(1,716)	30,000
Subscriptions/Publications/Memberships	39,378	39,378	13,435	25,943	161,223
Supplementary Revaluations	0	0	2,333	(2,333)	28,000
Telephone & Internet	3,266	3,266	4,013	(747)	48,160
Travel Expenses	915	915	60	855	724
Utility Costs (Gas, Electricity & Water)	6,581	6,581	21,981	(15,400)	263,770
Venue Hire	1,500	1,500	104	1,396	1,250
Total Materials & Services	649,460	649,460	752,508	(103,048)	6,339,693
Depreciation					
Depreciation - Bridges	38,507	38,507	38,507	-	462,082
Depreciation - Building	36,015	36,015	36,015	-	432,176
Depreciation - Furniture & Fittings	11,507	11,507	11,507	-	138,087
Depreciation - Land Improvements	17,181	17,181	17,181	-	205,169
Depreciation - Plant & Equipment	34,368	34,368	34,368	-	412,411
Depreciation - Roads	157,810	157,810	157,810	-	1,893,716
Depreciation - Stormwater Infrastructure	31,165	31,165	31,165	-	373,985
Total Depreciation	326,553	326,553	326,553	-	3,918,626
Other Expenses					
Councillor Allowances	14,898	14,898	14,465	433	173,584
Councillor Expenses	258	258	2,333	(2,075)	28,000
External Audit Fees	9,500	9,500	3,750	5,750	45,000
Total Other Expenses	24,657	24,657	20,548	4,109	246,584
Total Operating Expenses	1,378,841	1,378,841	1,586,202	(207,361)	16,404,010
Operating Net Profit	9,651,518	9,651,518	9,421,967	229,551	(1,125,581)
Net Profit (Including Non Operating Revenue)	9,651,518	9,651,518	9,777,082	(125,564)	3,135,800

Work in Progress

WIP Current - Contractors & Consultants	57,075	57,075	-	57,075	-
WIP Current - Employee Oncosts	8,588	8,588	-	8,588	-
WIP Current - Internal Plant Hire	765	765	-	765	-
WIP Current - Materials & Services	50,877	50,877	-	50,877	-
WIP Current - Plant/Equipment Purchases	4,690	4,690	-	4,690	-
WIP Current - Salary & Wages	17,176	17,176	-	17,176	-
Total Work in Progress	139,171	139,171	-	139,171	-

Balance Sheet

Break O'Day Council

As at 31 July 2022

	31 JUL 2022	30 JUN 2022
Assets		
Current Assets		
Cash & Cash Equivalents	12,097,177	11,790,643
Trade & Other Receivables	10,535,477	610,339
Inventory	306,189	325,193
Total Current Assets	22,938,843	12,726,176
Non-current Assets		
Property, Plant & Equipment	162,891,483	162,891,245
Intangible Assets	71,377	71,377
Investment in Water Corporation	31,995,528	31,995,528
Other Investments	30,000	30,000
Total Non-current Assets	194,988,388	194,988,150
Total Assets	217,927,231	207,714,326
Liabilities		
Current Liabilities		
Trade & Other Payables	1,153,816	770,299
Contract Liabilities	41,260	41,260
Interest Bearing Loans & Borrowings	336,229	389,024
Provisions	873,394	873,394
Trust Funds and Deposits	672,207	672,131
Payroll Clearing - Novated Leases	(6,793)	-
Total Current Liabilities	3,070,113	2,746,108
Non-current Liabilities		
Interest Bearing Loans & Borrowings	5,866,821	5,866,821
Provisions	470,915	470,915
Total Non-current Liabilities	6,337,736	6,337,736
Total Liabilities	9,407,849	9,083,844
Net Assets	208,519,382	198,630,482
Equity		
Accumulated Surplus	57,015,384	47,126,484
Reserves	151,503,998	151,503,998
Total Equity	208,519,382	198,630,482

Statement of Cash Flows

Break O'Day Council

For the month ended 31 July 2022

Account	YTD	2021
Operating Activities		
Receipts from customers	101,513	7,966,804
Receipts from rates	1,856,011	10,279,170
Interest received	10,536	118,113
Dividends received	-	465,600
Payments to employees	(516,634)	(5,346,950)
Payments to suppliers	(1,032,341)	(10,009,179)
Cash receipts from other operating activities	49,240	-
Cash payments from other operating activities	94	(8,029)
Net Cash Flows from Operating Activities	468,419	3,465,529
Investing Activities		
Payment for property, plant and equipment	(175,854)	(4,443,008)
Other cash items from investing activities	19,004	-
Capital Grants	-	3,713,627
Net Cash Flows from Investing Activities	(156,849)	(729,381)
Financing Activities		
Proceeds of trust funds and deposits	890	-
Repayment of borrowings	-	(1,493,445)
Other cash items from financing activities	(5,926)	-
Net Cash Flows from Financing Activities	(5,036)	(1,493,445)
Net Cash Flows	306,533	1,242,703
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	11,790,643	10,547,940
Net change in cash for period	306,533	1,242,703
Cash and cash equivalents at end of period	12,097,177	11,790,643

Break O'Day Council
Capital Works 2022-2023
For the period ending 31 July 2022

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Budget Variance	Comments
Plant & Equipment	-			
Vehicle Management Tracking System	-	30,000	30,000	
Airport Self Starting Generator	-	16,000	16,000	Subject to regional airport grant funding of \$12k
1336 Building Services Coordinator	-	45,000	45,000	
H662W - DS Pool Car	-	40,000	40,000	
1339 General Manager	-	55,000	55,000	
1369 Manager Community Services	-	36,000	36,000	
Manager Infrastructure & Development Services	-	36,000	36,000	
Turf Mower Replacement	-	80,000	80,000	2nd hand Mower - Contingent of co-funding from St Helens Football Club 50:50
1321 Fuso Fighter	-	130,000	130,000	Truck with HYAB (on-board crane)
1219 Street Sweeper	-	150,000	150,000	
Mower Trailer	-	20,000	20,000	
1084 - Box Trailer	-	3,000	3,000	
1252 Box Trailer	-	3,000	3,000	
1080 Box Trailer	-	3,000	3,000	
1097 - Pavement Roller (self propelled)	-	30,000	30,000	
Mobile Porta-loo	-	4,000	4,000	Additional unit
Small Plant - VARIOUS	3,340	40,000	36,660	
Total Plant & Equipment	3,340	721,000	717,660	
Furniture & IT				
Additional sit down/stand up desks	-	1,500	1,500	
IT - Exchange Upgrade 2022/23	-	20,000	20,000	
Spatial Upgrade	-	10,000	10,000	
IT - SANS	-	30,000	30,000	
Desktop replacements 2022/23	1,317	15,000	13,683	
Tablet/Laptop Replacement - Councillors	-	20,000	20,000	
Planning & Reporting Software	-	15,000	15,000	
Street furniture & signage	-	20,000	20,000	
Total Furniture & IT	1,317	131,500	130,183	
Buildings				
Marine Rescue Building - Additions	-	24,000	24,000	To be a contributed asset. Project run by St Helens Marine Rescue. Additions plus gantry.
Fingal Community Shed (Old Tas Hotel)	-	378,497	378,497	BSBR Grant
Managana Communications Cell	-	115,119	115,119	BSBR Grant
St Marys Indoor Recreation Facility	-	1,146,727	1,146,727	BSBR Grant
Portland Hall Upgrades	-	6,000	6,000	Audio visual equipment to be purchased and installed.
Scamander Sports Complex	-	50,000	50,000	Solar Panel & Kitchen upgrades - Contribution from Scamander Sports Complex \$20k
St Marys Hall Upgrades	-	50,000	50,000	Solar Panel = \$35K + \$15K for Heating - Refer Council Motion

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Budget Variance	Comments
St Helens Croquet proposal	-	20,000	20,000	
St Marys Skate Park Toilet	6,154	-	(6,154)	C/fwd project
Small projects - bus shelters and misc improvements	-	30,000	30,000	Bus Shelters/Small projects and improvements that cannot be considered maintenance
Police Station & Health - 1 Annie St	3,650		(3,650)	
Police Station Acquisition	2,550		(2,550)	
Council Chambers additions and improvements	199	40,000	39,801	New Indoor/Outdoor Kitchen/Lunch Room Extension.Painting outside.
Total Buildings	12,553	1,860,343	1,847,790	
Parks, Reserves & Other				
Special Project - Marine Strategy	-	30,000	30,000	
Special Project - St Helens Wharf Foreshore Master Plan	-	50,000	50,000	
Special Project - Feasibility Study Aquatic Centre & Hydrotherapy Pool	-	40,000	40,000	
Fingal Youth Playground/recreation hub	-	345,767	345,767	B5BR Grant
Pump Track/s	-	500,000	500,000	State Gov't Grant
St Helens Sports Complex - Athletics building	-	48,000	48,000	
St Helens Cricket Facilities - Upgrade	-	10,000	10,000	\$80k community led project, \$10k Council contribution - subject to successful grant application.
Playground equipment replacement program - Cornwall	-	60,000	60,000	
Playground equipment replacement program	-	50,000	50,000	
Dog exercise area St Helens Improvements	-	10,000	10,000	
Wrinklers Lagoon Redevelopment Design & Planning - Amenities Building	-	30,000	30,000	Transfer \$30,600 from CE110
Parnella/Foreshore Walkway	63,950	246,010	182,060	Existing grant prior year (State). Erosion barrier repair.
St Marys Dog Park	-	10,000	10,000	
Cornwall Soldiers Park - Track upgrade and SW works	-	60,000	60,000	
St Marys Cemetery Master Plan - Columbarium Wall & garden	-	55,000	55,000	
St Helens Cemetery Master Plan improvements	-	50,000	50,000	
St Helens Football Grounds Fencing	-	50,000	50,000	
Kirwins Beach Jetty	701		(701)	C/fwd project
St Helens Sports Complex New Lighting Towers	-	15,000	15,000	09/21.16.3 Contributed Asset - Council contribution, part of larger grant funded project (total value \$235k)
Totals Parks, Reserves & Other	64,651	1,659,777	1,595,126	
Roads - Streetscapes				
LRCI Round 3 - Cecilia St St Helens		320,000	320,000	Bayside section - Circassian St down, and intersection with Esplanade
Quail St Parking Bay	-	50,000	50,000	
Total Streetscapes	-	370,000	370,000	
Roads - Footpaths				
Annual replacement of damaged footpaths	3,005	25,000	21,995	

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Budget Variance	Comments
Akaroa - Akaroa Ave	2,622	25,000	22,378	Replace 100m of path
Maori Place	-	10,000	10,000	Replace 40m of path
Penquin St	-	5,000	5,000	Replace 95m of path
Irishtown Rd	-	15,000	15,000	Relace 285m of path
Akaroa - Carnnell Place	-	23,000	23,000	
Main St Mathinna (Wilson St to Community Hall)	-	85,000	85,000	
Esk Main Rd, St Marys - Pathway	1,020	-	(1,020)	C/fwd project
Young St - St Helens	-	110,000	110,000	
Jason St St Helens	-	25,000	25,000	
Medea Cove Footpath	3,103	-	(3,103)	
Parkside Foreshore Footpath	37,321	400,000	362,679	
St Helens Lawry Heights 580m	219	104,000	103,781	
Total Footpaths	47,291	827,000	779,709	
Roads - Kerb & Channel				
Byatt Court, Scamander	-	20,000	20,000	SW system assessment and new design
Falmouth St St Helens	-	140,000	140,000	Penelope to Halcyon
Penelope St St Helens	-	40,000	40,000	100 lm on new K&C required to address local flooding issue and includes bus pull over area pavement treatment
Replacements TBA	-	50,000	50,000	
Total Kerb & Channel	-	250,000	250,000	
Roads - Resheeting				
1214 - Roses Tier Rd	-	60,000	60,000	
1215 - Roses Tier Rd	-	60,000	60,000	
Eddystone Rd	-	50,000	50,000	
Policemans Point Road	-	30,000	30,000	
St Mary's Area	-	100,000	100,000	
Upper Scamander Road, Scamander	-	70,000	70,000	
41 - Anchor Rd	-	37,000	37,000	
85 - Forest Lodge Rd	-	50,000	50,000	
Total Resheeting	-	457,000	457,000	
Roads - Reseals				
St Marys - Story Street Esk Main Road to Groom Street	-	55,000	55,000	Subject to State Growth resealing Story St
70 - St Columba Falls Rd	-	42,874	42,874	
166 - Mathinna Rd	-	25,901	25,901	
251 - Upper Esk Rd	-	16,096	16,096	
252 - Upper Esk Rd	-	57,245	57,245	
274 - Rossarden Rd	-	18,852	18,852	
275 - Rossarden Rd	-	27,882	27,882	
324 - Cornwall Rd	-	21,268	21,268	
341 - Posiedon St	-	15,638	15,638	
342 - Posiedon St	-	801	801	
343 - Perseus St	-	11,308	11,308	
352 - Lawry Heights	-	1,776	1,776	
378 - Kings Park	-	2,971	2,971	
383 - Cobrooga Dve	-	4,784	4,784	
436 - Circassian St	-	8,234	8,234	
491 - Beaulieu St	-	13,280	13,280	
492 - History Room C/P	-	6,735	6,735	
529 - Targett St	-	12,995	12,995	

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Budget Variance	Comments
530 - George St	-	18,144	18,144	
694 - St Helens Point Rd	-	10,420	10,420	
759 - Hilltop Dr	-	6,092	6,092	
768 - Highcrest Ave	-	8,806	8,806	
789 - Coffey Ct	-	9,867	9,867	
891 - Nicks Cl	-	4,186	4,186	
913 - Ansons Bay Rd (Priory Rd)	-	5,233	5,233	
1001 - Champ St Fingal	-	8,244	8,244	
1089 - Seymour St	-	4,196	4,196	
1090 - Seymour St	-	17,657	17,657	
1155 - North Ansons Bay Rd	-	79,115	79,115	
Totals Reseals	-	515,600	515,600	
Roads - Construction, Digouts & Other				
Mathinna Road	-	150,000	150,000	
St Helens Pt Rd - Parkside	-	200,000	200,000	
Digouts to be allocated	-	50,000	50,000	
Road Intersection Upgrade Works	-	50,000	50,000	
Sealed Roads - Condition Assessments	-	33,000	33,000	
Road Network - Sign Replacement	-	25,000	25,000	
218 - Mathina Plains Road	-	185,000	185,000	Sealing - Stage 3 works
				Projects determined for 22/23 amount to be carried forward. Projects to be fully funded under the AG Local Roads & Community Infrastructure Program.
LRCI Phase 3 Projects allocated to 22/23	-	76,000	76,000	
LRCI Phase 3 North Ansons Bay Sealing	-	539,000	539,000	
LRCI Phase 3 Mount Paris Dam Sealing	-	50,000	50,000	
Roundabout Medea/Quail Sts	6,802	-	(6,802)	C/fwd project
Medea St/Circassian St intersection upgrade	-	200,000	200,000	Subject only to successful Black Spot Funding to Council 50:50 funding
Atlas Drive - Retaining Wall anchor	1,125	-	(1,125)	C/fwd project
Totals - Roads Construction, Digouts & Other	7,927	1,558,000	1,550,073	
Totals Roads & Footpaths	55,219	3,977,600	3,922,382	
Bridges				
B1605 - St Columba Falls Rd	-	215,571	215,571	Replace timber bridge with concrete structure to SM1600
B2293 - Cecilia St	-	224,000	224,000	Replace bridge with concrete structure to SM1600
B63 Gardiners Creek Road	-	47,000	47,000	renew timber deck and runners
B7027 - Mathinna Plains Road	-	30,000	30,000	Extend Culvert Length
B160 - Newman Street Footbridge	-	10,000	10,000	Replace timber deck with FRP
Total Bridges	-	526,571	526,571	
Stormwater				
Minor stormwater Jobs	516	50,000	49,484	
Treloggens Track Stormwater	1,575	-	0	
Osprey Drive	-	10,000	10,000	Design only
Penelope Dr	-	120,000	120,000	Stormwater Main - frontage of caravan park 275 lm
Falmouth St, St Helens	-	10,000	10,000	Design only
Total Stormwater	2,091	190,000	189,484	

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Budget Variance	Comments
Waste Management				
Rehabilitation of former Binalong Bay Tip	-	5,000	5,000	Contingency sum only - no immediate requirement to undertake works
Scamander WTS - Inert Landfill	-	50,000	50,000	Design
Scamander WTS retaining wall replacement	-	52,000	52,000	Contingency for potential replacement - condition monitoring in place for existing asset
Total Waste Management	-	107,000	107,000	
Total Capital	139,171	9,173,791	9,036,195	

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	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:**Visitor Information Centre Report**

- Our numbers at the Centre for July were the highest since 2014.
- Main visitors to the Centre were from Victoria, New South Wales and Queensland. We also had a few locals come in looking for information to send to family or friends who were coming to visit and also a few locals wanting information for other parts of the state.
- Starting to get a few phone calls in regard to helping to find accommodation over Christmas and also queries whether they can pre book campsites around Bay of Fires and Mt William.
- Two (2) Staff Members visited various accommodations and attractions around the St Helens, Scamander and St Marys area.

St Helens History Room**Curators Report****July 2022**

- **St Helens Golf Club:** Assisted St Helens Golf Club with its 100 year club History booklet produced by Mr Fred Willes. Fred came in to present the History Room with a copy.
- **Firearms Services Survey, Tasmania Police:** Completed this survey as a holder of a Firearms Licence for the display of firearms within the museum.
- **'Domestic Duties':** New display of all things domestic in cabinet in museum.
- **'Hirst Collection':** This has been rotated and newly displayed in the museum.

- **‘Local Collections’:** This cabinet display has been presented in the St Helens Library at their request to augment their shelf collection. Items will be displayed until the end of August to coincide with Family History month there. Pieces sourced includes George Avery’s top hat; Marine collection representing the Pike family and fishing in general; various items from the Haley collection; two (2) pieces of Scrimshaw representing the whaling history and the Black Swan Inn; history of Fairlea and the Littlechild family who were residents there.
- **‘Safe Passage’ Book Launch:** This was very successful with 34 people attending at the St Helens History Room.
- **CHART Federal Funding:** The acquittal has now been completed.
- **‘The Chinese Experience’:** Appears to be working without problems at the moment though dead pixels from the projector are a distraction whilst viewing the movie. A replacement lamp will be sought for the projector. This requires follow up with the manufacturer apparently and not place of purchase who has been contacted on the matter.
- **August is Free Month:** This is part of The Off Season promotion with the St Helens History Room. We know of one local who waits for this time to visit the museum each year!
- **‘Bay of Fires Arts Prize 2016’:** The supporting plinth that was used to display the glass blown dilly bags has now been removed from the St Helens History Room.
- **New Volunteer:** We are pleased to welcome another volunteer into the Backroom of the St Helens History Room – Carol Joyce. Should have no problem keeping our cataloguing records correct now!

Statistics

Door Counts:

Month/Year	Visitor Numbers	Daily Average	History Room
July 2012	636	20.52	42
July 2013	809	26.10	71
July 2014	1,064	34.32	121
July 2015	946	30.52	42
July 2016	1,048	33.80	119
July 2017	875	28.22	36
July 2018	912	29.42	47
July 2019	837	27.00	51
July 2020	730	23.55	52
July 2021	906	29.23	44
July 2022	1049	33.83	52

Revenue 2021/2022:

Month	VIC Sales	HR Entry	HR Donations
July	2,534.48	200.00	72.95
August	1,820.81	Nil	138.50
September	2,460.63	267.00	96.20
October	2,596.31	237.00	114.55
November	3,035.09	209.00	171.30
December	2,783.25	181.00	42.50
January	4,909.95	426.00	86.65
February	6,123.46	427.00	151.66
March	8,054.27	502.00	170.40
April	4,690.85	407.20	126.05
May	4,377.35	290.00	165.80
June	2,972.74	142.00	147.05

Revenue 2022/2023:

Month	VIC Sales	HR Entry	HR Donations
July	2,838.51	188.00	80.90

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Goal

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

Strategies

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

LEGISLATION & POLICIES:

Nil.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:


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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

Asset Maintenance	
Facilities	<ul style="list-style-type: none"> Preventative Maintenance Inspections (PMI) of Council owned buildings and playgrounds.
Town & Parks	<ul style="list-style-type: none"> Mowing/ground maintenance – all areas. Garden/tree maintenance and weeding where required. Footpath maintenance and repairs where required. Boat Ramp – monthly inspections and cleaning undertaken
Roads	<ul style="list-style-type: none"> Sealed road patching – all areas. Tree maintenance pruning. Maintenance grading St Helens Area. Roads in the Scamander Area are scheduled for maintenance grading in the coming weeks followed by culvert and drain clearing. Grading - Mathinna area in progress. Guide post and road side signage replacement undertaken on several roads.
MTB	<ul style="list-style-type: none"> Routine track maintenance.

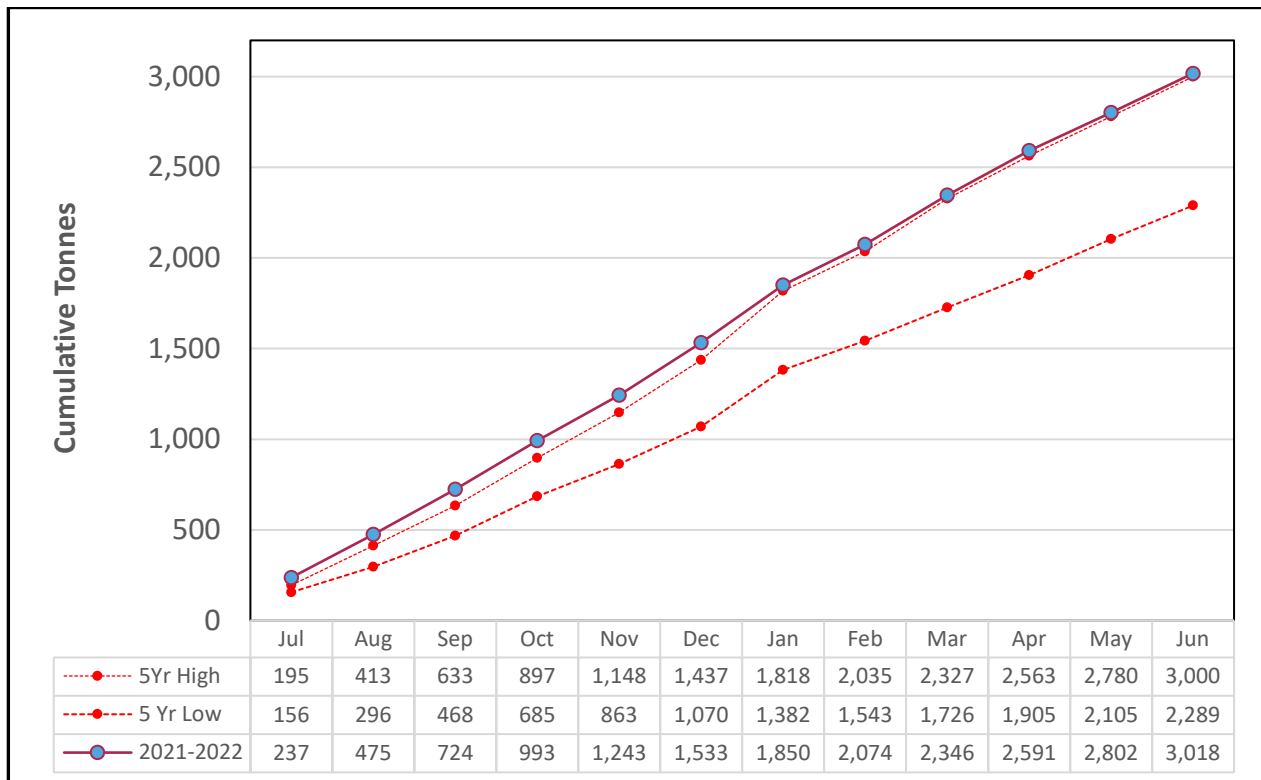
Weed Management for July 2022	
Scamander WTS	<ul style="list-style-type: none"> • Caper spurge, thistles, Spanish heath, various
Eagle St, St Helens	<ul style="list-style-type: none"> • Spanish heath
Priory Road	<ul style="list-style-type: none"> • Spanish heath, watsonia
Reids Road	<ul style="list-style-type: none"> • Spanish heath
St Helens	<ul style="list-style-type: none"> • English ivy
 <p>English Ivy (Hedera Helix) a highly invasive and common environmental weed. Plant alternatives: Native clematis, Purple Appleberry, Wonga Wonga Vine and Banksia Rose.</p>	<p>Hedera helix is a fast-growing climber capable of causing damage to buildings and hiding serious structural faults as well as smothering other vegetation and collapsing desirable shrubs and fences. Seeds are dispersed after being eaten by birds and can also spread by root fragments. To remove, hand pull or dig out small plants, removing all roots and layering stems. Cut and paint larger plants, treating all rooting stems. For larger infestations, leave aerial vegetation in trees to die where possible as pulling it down may cause more damage to trees. (Remember to always check the herbicide label before use.)</p>

CAPITAL WORKS

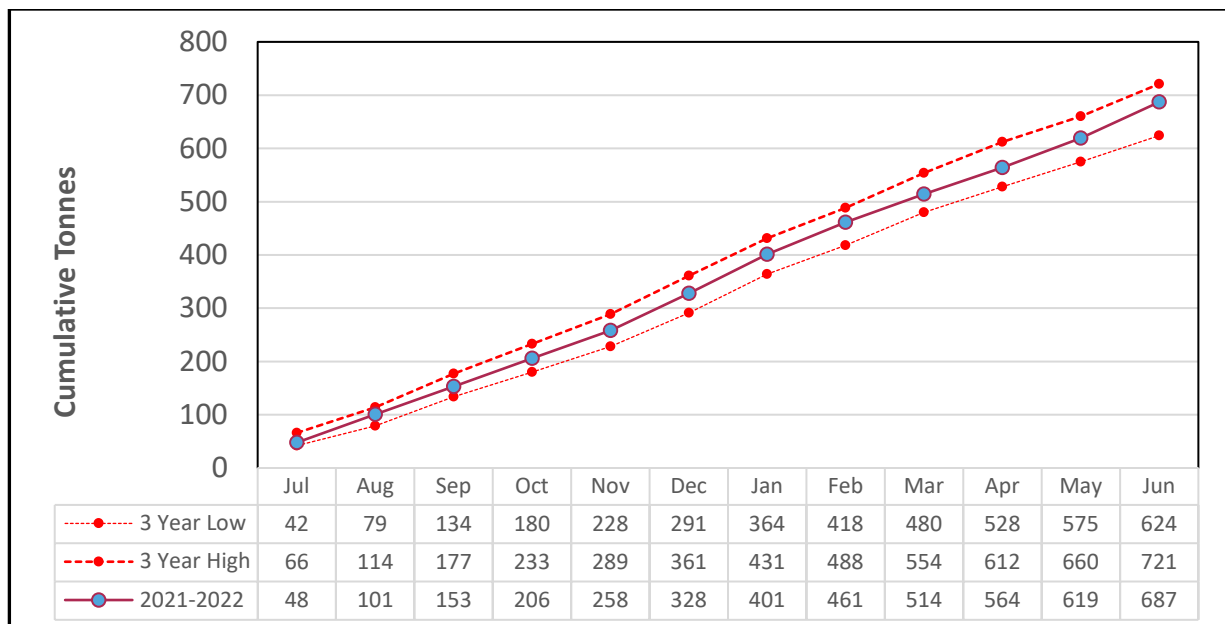
Activity	Update
Foreshore Shared Way – Possum Tom (Parkside)	In-progress: Construction
Footpath replacement - Akaroa	In-progress: Construction
Road pavement reconstruction - St Helens Point Road	Line marking by Contractor to be completed.
Road resealing program 2021/2022	Line marking by Contractor to be completed.
Roundabout – Quail St/Medea St Intersection	In-progress: Construction. Australian Government funded Black Spot Project.

Waste Management

Municipal general waste to landfill



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



Green Waste Mulch – 2022 Batch

Now available at St Helens Waste Transfer Station. Collect only: \$25 per cubic meter fine grade mulch and \$12.50 per cubic meter for coarse grade mulch.

Untreated and unpainted Timber

Available by trailer load – gold coin donation to the St Helens Hospital Auxiliary – pay at entry gate.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

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

OFFICER'S RECOMMENDATION:

That the report be received by Council.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

Dog control – Activity Summary 3 June to 29 July

Area	Ansons Bay	Binalong	Cornwall	Fingal	Falmouth	Four Mile Ck	Mathinna	Beaumaris	Scamander	Seymour/Denison	Stieglitz	Goshen/Pye/Weldborough	St Helens	St Marys	TOTALS
Dogs Impounded														1	1
Dogs in Prohibited Area															
Dogs Rehomed or sent to Dogs Home														1	1
Livestock Complaints															
Barking Dog				2							1		1	2	6
Bark Monitor				1											1
Bark Abatement Notice															
Wandering Dog or Off Lead				2	2			1	2					1	8

Area	Ansons Bay	Binalong	Cornwall	Fingal	Falmouth	Four Mile Ck	Mathinna	Beaumaris	Scamander	Seymour/Denison	Stieglitz	Goshen/Pye/Weldborough	St Helens	St Marys	TOTALS
Verbal Warnings				1					1		1		1	2	6
Letter/Email warnings and reminders				1	1						1		1	1	5
Patrol		1						1			3		3	1	9
Dog Attack - on another animal (Serious)															
Dog Attack/Harassment - on another animal (Minor)									1		1				2
Dog Attack - on a person (Serious)															
Dog Attack/Harassment - on a person (Minor)				2											2
Dog - chasing a person															
Declared Dangerous dogs															
Dangerous Dogs Euthanised															
Unregistered Dog - Notice to Register								1							1
Dogs Registered 2021/22 to date															
Pending Dog Registration 2021/22															
Infringement Notice Issued															
Pending Dog Registration Checks															
Caution Notice Issued					1										1
Verbal Warnings /Education Sheets Maps															
Infringement Notice - Disputes in Progress															
Infringement - Time Extension request															
Infringement Notice - Revoked															

Area	Ansons Bay	Binalong	Cornwall	Fingal	Falmouth	Four Mile Ck	Mathinna	Beaumaris	Scamander	Seymour/Denison	Stieglitz	Goshen/Pye/Weldborough	St Helens	St Marys	TOTALS
Kennel Licence - No Licence														1	1
Kennel Licence - Issued														1	1
Rooster /Poultry Complaints				1									1	1	3
Other / Welfare concerns /RSPCA							1					1		3	5
Cat Complaints													1		1
Lost Dogs															
Illegal Camping															
Beach Patrols (not additional days)		1													1
Additional Beach Patrols															
TOTALS		2		10	4		1	3	4		7	1	8	15	

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

08/22.14.3 Public Request for Improvements to Drain in Victoria Street, Fingal

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Stuart Barwick, Projects Officer
FILE REFERENCE	032\005\015\
ASSOCIATED REPORTS AND DOCUMENTS	Site Plan

OFFICERS RECOMMENDATION:

That Council give consideration to funding this project in a later financial year after current priority stormwater projects are addressed.

INTRODUCTION:

The purpose of this report to inform Councillors of the nature of Fingal street drainage, and of a specific request for improvement at one location.

PREVIOUS COUNCIL CONSIDERATION:

No previous Council consideration.

OFFICERS REPORT:

A natural drainage line runs through the rear of properties at 17-19 Gray Street and 37 Victoria Street, Fingal. A stormwater culvert under Victoria Street, near the intersection with Gray Street, discharges into that drainage line as provided in the LG (Highways) Act. Catchment served by the culvert is not large but includes runoff from the sealed pavement.

The owner of 17-19 Gray Street, has recently built a dwelling on 19 and has cut down a large tree in the drainage line to enable better use of the back yard. The exposed ground has turned muddy from water flowing in the drainage line and the owner requested that it should be piped through the subject land. Such a pipe would discharge onto 37 Victoria Street, in contravention of the Urban Drainage Act, and at depth.

The owners of all these properties state that they have been asking for relief from this drainage for several years.

37 Victoria Street runs downhill all the way to Grant Street. The drainage line meanders through improved pasture and any flows discharge to a 450Ø pipe opposite the fuel dispensing facility. That pipe does not cross Grant Street but runs towards Seymour Street. It terminates before Seymour Street in a grated pit with no piped outlet.

The description of Grant Street drainage applies more generally around the town: stormwater flows in street gutters, open drains and roadways to reach the Highway of Talbot Street (Esk Main Road) and then the Highway drainage flows in similar fashion towards the railway line. The railway drainage flows to the South Esk River by similar means. Council's Asset Register does record significant amounts of piped stormwater in the Town, and some improvements were added in conjunction with streetscape works in 2019 and 2020, but mainly the pipes relieve local ponding and transfer it to other flow paths.

The attached sketch plan shows existing stormwater pipes in the subject area, and a proposed alignment for the new pipeline requested by the landowners. The owner of 37 has verbally agreed that Council could lay a stormwater pipe on the alignment indicated, with an associated easement. A preliminary cost estimate for the works is in excess of \$90,000.

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.

LEGISLATION & POLICIES:

Local Government Act 1993.

Local Government (Highways) Act 1982

Urban Drainage Act 2013

BUDGET, FUNDING AND FINANCIAL IMPLICATIONS:

The estimated cost to install a new storm water main is circa \$90,000.

No provision has been made in the 2022/2023 capital budget given other priority storm water works to be undertaken in the financial year.

Council may give consideration to funding this project in a later financial year after current priority projects are addressed.

VOTING REQUIREMENTS:

Absolute Majority.



08/22.15.0 COMMUNITY DEVELOPMENT

08/22.15.1 Community Services Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

2022 - 2023 Programs and Initiatives

Community Services	
Community Grants	30,000
Youth Services	8,000
Misc Donations & Events	7,500
School Prizes	1,000
Council Sponsorship	
Funding for BEC Directory	2,000
St Helens Marine Rescue	3,000
Business Enterprise Centre	28,000
Emergency Services Operational Costs	
SES Operations	17,000
Emergency Planning/Management	6,000
Community Event Funding	
Seniors Day	3,000
Australia Day Event	5,000
Swimcart	1,000
St Helens Athletic Carnival	2,500
Carols by Candlelight	1,600

Mountains to the Sea Trail Fest (including Woodchopping)	15,000
Community Event Funding Cont ...	
Fingal Valley Coal Festival	2,000
Pyengana Endurance Ride -	500
St Helens Game Fishing Comp	2,000
St Marys Memorial Service funding	500
Marketing Valley Tourism	2,500
Volunteer Week	2,500
Bay of Fires Winter Arts Festival & market	14,000
St Marys Community Car & Bike Show	2,000
East Coast Masters Golf Tournament	2,500
World Supermodel	1,000
Mental Health Week	500
Break O'Day Community Triathlon	3,000
Suicide Prevention	1,000
Pyengana Easter Carnival	1,000

Updates on current projects being managed by Community Services:

Recreational Trail Strategy

Council held an online forum where community members registered to part of this event. 30 people registered for the online forum with 15 connecting on the day of the event. The online forum gave people the opportunity to work through the draft document with a representative from TRC who have developed the document. Submissions can be made in relation to the draft document which can be found on the Break O'Day Council website up until Wednesday 24 August 2022.

Community Events

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

Council staff have also been working with community groups to assist them in a covid friendly manner to return to their food fundraising stalls.

August

- 4 – Building Blocks – St Marys Hall
- 7 – Yoga Workshop – Katrin Alexander – St Marys Hall
- 18 – Vietnam Veterans Day – Portland Hall

September

- 3 - Classical Concert – Sequenza – Portland Hall
- 8 – Career Expo – BODEC – Bendigo Bank Community Stadium

- 16 – Break O’Day Stitchers – Portland Hall

Bay of Fires Master Plan

The assessment committee have met to review the documentation received through the Expression of Interest process. The assessment committee have made a recommendation which will now be forwarded to Parks & Wildlife Services and Council to approve before notifications are made.

Volunteer Strategy

The Volunteer Strategy working group have met to work through the process and findings of the online and hard copy survey which will be included in the draft Volunteer Strategy. The document will now be written to reflect what the community have listed as barriers and how we as a community can help.

Learner Driver Mentor Program

On Road Hours are down this month, due to a mentor departing the program last month. The Coordinator is aware of two new possible mentors who have taken an application form to be completed. Fingers crossed these will be returned and we will have two new mentors by the end of next month.

On Road Hours:	23 hours
Learners in the car:	5
Learners on waiting list:	6
Mentors:	2

Community Wellbeing Project

The Certificate in Creating Wellbeing is zooming along with 17 people diving deeper in creating wellbeing for themselves and others. We have been gathering together at the Falmouth Community Centre and online in zoom to learn what works well for us and what we can share with others. We are getting excited about designing our community impact projects and three participants from last year have now joined us to mentor and support our project designs.

The Festival of Wellbeing Expressions of Interest are now open for individuals, community groups, service providers, businesses who want to help create a fabulous wellbeing day for Break O’Day.
<https://www.communitiesofwellbeingbreakoday.info/festival-of-wellbeing>

A celebration of all things wellbeing, our theme is Wellbeing Conversations.

The Festival will be a place to come and find out what we do well in our community to support and improve our wellbeing, so that together we can do more of it. And to celebrate what we love about

living here in Break O'Day and discover new ways to look after ourselves and each other. The theme is also aligns with Mental Health Week.

Awareness – get curious and uncover the people, places and support available in our community

Belonging – you belong here, you are seen, heard, and valued Connection – we live here together, our community is amazing, let's talk about how we can make it even better together

Expressions of Interest close on Friday 26 August.

Youth Report

No report

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, Community Services
FILE REFERENCE	004\008\025\
ASSOCIATED REPORTS AND DOCUMENTS	St Helens Recreation Ground Conceptual Plan Feedback

OFFICER'S RECOMMENDATION:

That Council receive the attached document providing community feedback on the St Helens Sports Complex Draft Master Plan noting the identified next steps.

INTRODUCTION:

Council staff sought feedback from the community in relation to the draft St Helens Sports Complex conceptual plan.

PREVIOUS COUNCIL CONSIDERATION:

Council has been provided with the data received through the community engagement process at a previous workshop.

OFFICER'S REPORT:

Council officers have taken the community feedback received and developed a document which outlines:

- Draft plan
- User group feedback
- Updated plan
- Community feedback
- Final plan

The identified next steps of the project will be:

1. Work through feedback and make any final changes/ amendments to master plan.
2. Review the options for siting of public amenities within the Sports Complex to ensure that a balance is achieved between necessary access and duplication of facilities (e.g. best location to service the Croquet Club area)
3. Develop a tree planting and vegetation management plan for the Sports complex
4. Options to improve and develop pathways servicing the various areas of the Sports Complex
5. Review information provided by sporting groups and work with the respective committees to explore suggestions made and opportunities relating to the provision of facilities including sharing of infrastructure
6. Initiate a feasibility study in relation to an Aquatic Centre type facility potentially including a hydrotherapy pool and gym.

This document will be emailed to all those that provided feedback and same will be placed on Council's website.

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

1. Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area.
2. Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle.

Key Focus Areas

Community Facilities - Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers.

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.

Annual Plan 2021 -2022

Actions 4.1.1.1 St Helens Sports Complex Master Plan – Complete user consultation and review of Master Plan prior to adoption by Council.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

No funding is required at this stage of the project. Funds to undertake a Business Plan for developing this project further have been included in the 2022-2023 budget.

VOTING REQUIREMENTS:

Simple Majority.



St Helens Sports Complex Draft Master Plan

Community Feedback

Version 1.0 Date July, 2022

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

This 'Community Feedback' report outlines:

A background on the consultation process to date and a summary of Community Feedback; what the community told us they did and did not like about the Draft St Helens Sports Complex Master Plan including compliments, suggestions, queries and concerns.



Background

User Group Feedback

The current users of the facility met on Tuesday 23rd February, 2021 at 5 pm at the Bendigo Community Stadium to ensure that the draft plan met the needs of their organizations for the next ten (10) years.

A number of changes were made after this session:

- Additional access point to the stadium carpark has been removed and trees along street to be retained
- Possible pool site has been left as is
- Possible gym site has been left as is
- Helicopter landing pad has been removed
- Cricket pitch to stay in current location
- Soccer pitch to stay in current location
- Tennis + netball to be shared courts
- Position of football oval lighting amended
- New amenities shown between the athletics track and the football ground, adjacent proposed playground
- Additional parking shown around southern end of football oval
- Community garden added adjacent to dog exercise yard
- New access road to community garden from existing Eagle Street access
- Event space removed

After the above amendments were incorporated, the updated document was again forwarded to user groups for their sign off before progressing to community feedback. Additional suggestions were provided by the user groups and further amendments made including:

- Access road between 03 and 05 to have an arrow showing an entry point
- A gate which can be locked between 05 and 07 (netball courts) there are currently barriers there
- Change 15 to reflect tennis courts
- Extend 16 to the left and right to reflect gym, pool and hydrotherapy - to the ease of the existing 16 will impact on some car spaces but we need the space for all three pieces of infrastructure - hopefully you can where I have drawn on the attached

- The grassed area between the football ground and 02 - if we can build identify this space as being the following: change rooms to be inclusive of girls/women, increased umpiring change rooms including women umpires - inside exercise space and storage room - also include amenities to be used by Croquet Club

Updated Plan

Below is the Draft Master Plan for community feedback, incorporating 2 rounds of feedback from user groups.



Summary of Community Feedback

Council sought feedback from the community on the draft concept plan from 28 March, 2022 to the 13 May 2022. Feedback was promoted on Councils community engagement webpage and social media on 4/5, 25/4, 10/5 and in Council's April Newsletter. Feedback was received via letters and email, discussions at the St Helens township plan community session and via social media comment.

Feedback was generally positive and supported the Draft Master Plan, a summary of how feedback was received is outlined below.



- 46 responses were received via a combination of letter and email
- 5 responses were received during the St Helens Township plan community session
- Approximately 33 comments were made on social media

What you said

We have categorized community feedback into the following overarching themes:

Leisure Facilities	Gym, pool and hydrotherapy facilities
Sporting Facilities	Infrastructure that supports our local clubs including cricket and croquet
Public Amenities	Such as playgrounds, public toilets and community centers
Accessibility	Safe access to facilities for all
Natural Values	Enhancing the natural values of the site

Leisure Facilities

36 responses were received with regards to leisure facilities representing the majority of community feedback. Responses were overwhelmingly supportive of the inclusion of gym, pool and hydrotherapy facilities.

Questions were raised in relation to the design of the pool, hydrotherapy and gym - how many lanes, length of the pool, hydrotherapy and pool – should they be 2 separate builds, separate showers and toilets. Location of a swimming pool, hydrotherapy and gym will be significant in this project. If we are not able to utilise existing toilets and showers which are located in the Stadium facility – this will add to the cost of the build considerably. Car parking is another important factor which will need to be considered – as the current car parking may either be too far away or too small to cater for both facilities.

Comments
"My main interest is the inclusion of a pool, hydrotherapy pool and gym. I believe these are essential for our community and hopefully if the plan goes ahead these will be a priority"
"This facility will be available to the Break O Day community providing essential modern sporting facilities to support the community's health and well-being."
"We desperately need this".

"Would like to put our support behind council putting a pool gym and hydrotherapy into the forward plan for the sports complex."
"The whole town benefits, the pool covers every demographic and all levels of ability or non-ability"
"Fantastic, especially on the therapy pool! Much needed and looked forward to"
"I am particularly over the moon to see provision being made for a public swimming pool and gym"
"With an ageing population we all need to have a hydrotherapy pool for exercise and for better health and mind set"
"I believe this facility will be a fabulous resource for not only our St Helens community, but also for visitors to the area"
"The only thing that I feel is missing out in this beautiful town is a gym"
"Really looking forward to the gym & pool"
"Wanted to say how much a sports complex would benefit our community"

Suggestions
"It should definitely be as big or bigger than the pool at St Mary's, and also include a toddler pool and hydrotherapy pool with wheel chair access a must"
"You need warm showers (and ideally heated or very well insulated) change rooms too"
"I hope the pools will be housed indoors so it can be accessed all year"
"Hydrotherapy that is wheel chair/hoist suitable this would benefit so many people in the community"
"It would also be great to see a small splash pool for younger children or a smaller pool to be used for learn to swim classes"
"Have you considered something similar to the Scottsdale set up for kids in regards to pool set up?"
"Are we in any way able to model our facility off Scottsdale's Aquatic Centre? This is a truly amazing facility and I think would be a great guide for our Municipality"

Sporting Facilities

3 responses were received with regards to sporting facilities.

Suggestions
"a BBQ or Kiosk type facility closer to the cricket oval"
"the tennis courts, I think that's a great idea, however I would put a decent fence between it and the caravan stopover"
"Why do we need a second tennis court - the existing one is not fully utilized"

The re-formed Cricket Club have provided some good input into the draft concept plan identifying much needed upgrades of their facility. Their feedback is not identified on the current draft plan but believe it should be considered as part of the overall facility. The St Helens Cricket Club is awaiting/applying for a community sports grants to fund the following:

- Relocate the nets approx 90 degrees, so players are not bowling into the sun and can have required run up area for bowling ect, also provides safe car parking area with practice balls being hit adjacent to the oval area.
- Removal of self-sown trees around the cricket oval for the safety vision of players, coaches and parents during game and training. Currently this is a safety hazard with balls going directly into the bushes and players having to enter bushes to get balls out with tree branches sticking out and currently a dumping ground for bottles, glass and rubbish ect., also jack jumpers have nested within the tree roots which is also a hazard as we have players anaphylaxis to jack jumpers at current.
- Removal of tree roots on the far side of the cricket oval, currently forming a trip hazard for fielding players.
- Proposed new fence, to help maintain the quality of turf, ball retrieval ect, approx 400m around the boundary line of the current oval, with the allowance of 1x ambulance access gate, 4x pedestrian gates for players access and ball retrieval.
- Combined outdoor BBQ area to be used by cricket and also the football club, currently BBQ's are our form of revenue raising for our club, and provides lunch for our senior and tea for our junior players.
- Proposed watering system, the oval during cricket season is under turfed and forms a dust bowl, proposing something similar to the football club oval watering system of some sort.

Public Amenities

10 responses were received with regards to public amenities. Responses clearly identified concerns around access to toilet facilities for members of the Croquet club. Support for a toilet facility closer to or part of the Croquet Club was mainly due to the aging members of the community who played croquet.

There were also suggestions around location of the community gardens and camping area and well as a suggestion for a community meeting room with storage.

Comments

"The location of amenities, such as toilets, needs to be prioritized in conjunction with the use of the space"

"Very concerned that the toilets are being moved away from the lawns where croquet is played"

"Lack of toilet facilities for people playing croquet"

Suggestions

"Without this facility (toilet) within a short walk from our club (croquet) many members would not be able to attend. We hope an adjacent toilet will be included in the new plan"

"Would like more accessible toilets for those who play croquet"
"I find that putting a community garden in the School grounds would be more effective than at the Recreation grounds"
"I'd prefer to have the overnight camping area very well away from the sports-ground complex, given the number of children who would be participating in activities and potentially roaming around"
"Is there a community meeting room for visiting community talks ie nutrition and a commercial kitchen next to it - and a multipurpose room for yoga, salsa dancing etc. Storage for bikes etc for spin classes, put away chairs , trestle tables etc"

Accessibility

2 responses were received with regards to accessibility including elderly and female participation.

A walking track around the Sports facility was suggested as this would allow better connectivity to the township of St Helens as well as existing sporting facilities and provide another safe trail for people to walk and improve the safety issue between cars and pedestrians which has been raised.

Suggestions
"It would be good to see a consistent walking track around whole facility for elderly citizens, one with no bumps or tree roots or path traffic, suitable also for mums with prams"
"With all sport facilities at one place (Recreation Ground) how about safety - particular for female individuals in evening - (isolation area)"

Natural Values

2 responses were received with regards to natural values.

A suggestion was that Council undertake a management plan for the whole site focusing on the natural values of the area as well as weed management, run off and silt management.

Comments
"Don't support the proposed increased amount of bitumen"

Suggestions
"The Day Camping Area would benefit greatly with the addition of shade trees"
"Maintaining grass, trees and gravel roads maintain the aesthetic and rural feel of the site."
"The Sports Complex is both a valuable sporting venue but also valuable open space. There needs to be a comprehensive Management Plan developed for the whole site which considers natural values, landscaping, stormwater etc"

Next Steps

The next steps of this project will be:

1. Work through feedback and make any final changes/ amendments to master plan.
2. Review the options for siting of public amenities within the Sports Complex to ensure that a balance is achieved between necessary access and duplication of facilities (e.g. best location to service the Croquet Club area)
3. Develop a tree planting and vegetation management plan for the Sports complex
4. Options to improve and develop pathways servicing the various areas of the Sports Complex
5. Review information provided by sporting groups and work with the respective committees to explore suggestions made and opportunities relating to the provision of facilities including sharing of infrastructure
6. Initiate a feasibility study in relation to an Aquatic Centre type facility potentially including a hydrotherapy pool and gym.

Feedback provided

The Concept Plan looks wonderful and if it goes ahead it will be a great asset to the community. My main interest is the inclusion of a pool, hydrotherapy pool and gym. I believe these are essential for our community and hopefully if the plan goes ahead these will be a priority. Already there are existing facilities for the sports and activities mentioned in the plan but our community is desperate for a good indoor pool. It will be of great benefit for all the community as it will be available all year round. It will be of particular benefit to us older residents as many of us can no longer do more vigorous sports or mountain biking but would like to be able swim and exercise all year around. In recent years I have been attending Aqua aerobics at the school pool but this only for 5 months of the year. Occasionally I get to swim there as well.

The pool and gym would provide older residents the chance to improve their fitness and strength necessary for good health and mobility.

It will provide all the community facilities for rehabilitation after injury or surgery. I have had conversations with GPs and physiotherapists who see these as essential facilities. Maybe there will be fewer trips to the doctor if older residents are healthier.

For me personally I would definitely use this facility a number of times a week.

I would like to add my voice to the concept plan that would include an Aquatic centre and community gym.

I have been attending Aqua classes with Susan Rigney which I found very beneficial. I have been unable to participate in her land based exercises due to various joint issues, and I was so happy to find a form of exercise that I could do safely.

The Council is to be lauded for this ambitious concept plan. It would greatly benefit the retiree community and preschool community that don't have access to a pool.

Whereas purpose built facilities exist within the St Helens township for the majority of activities listed, the stand out exception is the lack of a public gym and Aquatic Centre (public swimming and hydrotherapy pools).

I am also keen to participate in a gym. I moved to the area 4 years ago and this is an amenity that I miss the most. It was hard to tell from the concept plan, but I think the allowance for the pool and gym should be bigger and that adequate parking is available. I found with the school pool the cold winds made the pool very unpleasant even though the water was warm. In the planning could the wind chill factor and sun exposure for young children be taken into account.

I am a retired physiotherapist. Considering the aged population in the area, a walk in ramp to the pool would allow access to a lot more people with mobility issues.

Thank you for your consideration

The Council is to be lauded for this ambitious concept plan which would see comprehensive use of this under-used public space. In my opinion, for this plan to be progressed, it will be necessary to first seek specific community consultation in identifying priorities. Whereas purpose built facilities exist within the St Helens township for the majority of activities listed, the stand out exception is the lack of a public gym and Aquatic Centre (public swimming and hydrotherapy pools). Implementation of these facilities would be a major undertaking and impost. However, they would contribute immensely to the civic amenity for the increasing retiree and younger populations attracted to this area. I note the General Manager BODC's response 04/22.11.2 - Request for Update - Motion regarding investigations for a swimming pool - Mayor M Tucker - BODC Minutes 20 April 2022, page 34:- "The General Manager advised that with regard to a previous notice of motion, we have conducted initial investigations on proposed or new facilities at George Town, Circular Head and Southern Midlands and Council Officers will report back to Council on these investigations. It will be necessary for Council to engage professional assistance to progress the investigations and there will be a budget allocation required for this analysis to be undertaken." Having successfully run group fitness and Aqua (water aerobics) classes over the past three years locally and using the limited St Helens District High School pool, I would like to contribute my expertise should Council proceed with the implementation of an Aquatic/Gym complex within this concept plan.

Just getting in my last minute thoughts on proposed plan It all looks great and especially the inclusion of a pool. As our community grows in numbers we need to be pro active for the future. A pool is useful for medical rehabilitation , particularly for ageing people and injured mtb riders!! Also as we are a fine weather destination it would be useful as a get away for those really rainy days! And of course well being and fitness. As we know not every one is keen to dip in the sea for more than a splash. I realise there are costs but it would serve the community well in the future. And that is what we need to aim for in all things planned for our area.

would like to provide my feedback on the draft sports complex plan.

What do you like about the DRAFT CONCEPT plan?

I would very much like to see a gym and public pool in town, these are two things i was suprised were not already in st helens when i moved here.

- What don't you like about the DRAFT CONCEPT plan

Not sure how many people in st helens play croquet?

- Have we covered everything?

All the other towns like Latrobe, Georgetown, derby etc that have built mountain bike trails have also built a pump track, i think this is something that st helens' also needs either near the skate park, or at the trailhead.

- Are there any other comments you would like to make?

i think this would be a great addition to st helens.

I was excited to see the draft plan and have answered your questions below.

- What do you like about the DRAFT CONCEPT plan? I like that everything is to be in the one space. I love the inclusion of a pool and hydrotherapy.
- What don't you like about the DRAFT CONCEPT plan? It's not really a dislike of the plan itself, but from the plan one couldn't ascertain any details about the pool. Ideally, it would be an indoor pool with a minimum length of 25 metres. This would provide for an aged community and for those with health issues all year. It would also be amazing for our school children to be able to access an adequate length pool for lessons and carnivals.
- Have we covered everything? I don't know if the pool includes changing facilities or toilet, but this might be something to consider if not.
- Are there any other comments you would like to make? As a sufferer of a rare form of arthritis, I am currently very limited to only being able to do low impact water based exercise in summer. An indoor pool in St Helens would be a blessing!

Thank you for the opportunity to give feedback in relation to the draft Sports Complex concept plan.

The location of amenities, such as toilets, needs to be prioritised in conjunction with the use of the space. For example, if a sports field is used twice a week for only part of the year then their need for amenities is considerably less than an area which is used daily all year round, such as the dog park, community garden and potentially the overnight camping area.

All users need to have access to toilets, so the location is critical.

It may be worthwhile investigating the model used in Sawston, which is the village where we used to live in England (population around 7,000) <https://www.sawstonsports.com/>. There is a swimming pool and sports complex offering squash, soccer, rugby, tennis, aerobics, pilates, and a gym (probably other things I have forgotten too). It is located on the school site and is shared between the secondary school (Sawston Village College) and the local council. We paid a small annual membership fee (around \$50) and then a small fee per class or swim. Everything was affordable to all and very well attended. There may be similar models being used in Australia, but I just thought this might be helpful.

I am very excited about the new sports complex plans, especially of the pool and hydrotherapy part.

I see that includes a gym as well. Could you please let me know the size of the pools and does changing rooms, showers and toilets be included in this area.

There are a few of us who have been going to the school pool regularly, even at 7 in the morning until Easter, so a full time pool in St Helens will be marvelous.

It is all so essential for us older ones to maintain our mobility and active life style that exercise in the pool helps us to achieve

It is amazing how much more movement we get in the water than on the land.

I do hope this is going to happen soon !

I myself like everything about this concept. I myself have knee problems with osteoarthritis and emphysema. being a part of B.B.FIT AQUA and participating has helped with my body's movement. Having a gym as well, would help with my recovery from a mastectomy from breast cancer for years to come. St Helens has a lot of older citizens which would benefit from existing with out injury to joints from low impact exercise. A good start to keeping people out of hospital for longer. Another benefit is having them all in the same place it would save going all over the place.

I am writing to you about the new Rec ground proposal in particular the pool. I can't see the details of the size of the pool, but I believe it should definately be as big or bigger than the pool at St Marys, and also include a toddler pool and hydrotherapy pool with wheel chair access a must. Will it be an indoor pool to use all year round? I think it would be crazy not to make it indoor. also I can't see any parking for the pool area? will there be change rooms at the pool, or do people have to walk all the way over past the football club rooms to change. That seems a bit silly? I think if Council hasn't already done this, I would talk to the Dorset council about their pool center and the pro's con's of their pools. Onto the tennis courts, I think that's a great idea, however I would put a decent fence between it and the caravan stopover. Nobody wants to be playing tennis and watching someone emptying their toilet, or the smell of the rubbish bins. Overall I do like the look of the new design.

Congratulations BOD on getting this long overdue facility inderway. I hope with the fantastic increase in all year visitation generated by the mountainbike park presence is helping drive positive progress in the community. We have never seen St Helens so busy, for so much of the year!

As follows thoughts on the plan,

What do you like about the DRAFT CONCEPT plan?

- That at last this facility will be available to the Break Oday community providing essential modern sporting facilities to support the community's health and well-being.
 - What don't you like about the DRAFT CONCEPT plan
 - that the scale is not quite helpful - is that a full-size pool?
 - Can kids/adults train for competitive swimming?
 - it would be good to see a consistent walking track around whole facility for elder citizens, one with no bumps of tree roots or path traffic, suitable also for mums with prams, maybe set up a Strava segment for community challenges?
 -
 - Have we covered everything?
 - as above re circuit for walking around facility
 - a strong cycle/walking path from town to link town and the facility
 - changes in parking or tip access
 - where is the facilities parking?
 - Is that a open swale through the dog exercise area? Will it be waterlogged?
 - will the overnight camping provide waste disposal? Will there be 24hr toilet/shower facilities available to campers?
- Marked parks to limit volumes of campers?
- Are there any other comments you would like to make?
 - A well-received plan I hope, with much feedback, this community has helped bring so much tourism and growth to the area, it's great to see some positive changes

St Helens Pool. We desperately need this

Not sure how this works but would like to put our support behind council putting a pool gym and hydrotherapy into the forward plan for the sports complex.

We feel the town badly need this facility not only for recreation but to serve the many people in our town that would benefit from it medically.

I think the idea of a swimming pool and gym for St Helens is the most wonderful news I've heard so far this year. I've been working on a proposal for a heated indoor pool for quite some time. There are sporting grants and health grants that can be applied for to assist with construction. The whole town benefits, the pool covers every demographic and all levels of ability or non ability. I'm sure the doctors will be delighted to have the hydro therapy part of the pool. It will help so many in this basically retirement town. There will be employment for quite a few people as a bonus too. There are so many groups who could use the pool, lessons, aerobic classes, lap swimmers, school sports carnivals, polo teams, sea scouts. People can learn scuba basics in a controlled environment, canoe rolling can be taught as well. The sea scouts can also use it. The concession stand for food could be run on a rotating roster for other sporting groups, in their off season. So the pool would support other community groups. Hopefully, the Neighbourhood Centre could provide people to learn life saving skills, pool cleaners and reception. The sky's the limit. Have a look at a centre in Canberra, the Gungahlin Leisure Centre in Harrison, part of YMCA group. A wonderful pool that covers all of the above. It's biggest plus is the ramp down the side of the pool for access for people of all mobilities. The only thing they got wrong was placing a fountain inside for kids to run under, the acoustics were horrendous. The one thing that could be added is a pool solely for kids to jump into, instead of on your head as you do laps and touch at the shallow end. The gym could also aid people with rehab after surgeries etc as well as people just wanting to exercise after/before work.

As a resident of St Helens, I would like to provide my feedback on the St Helens Sports Complex Area. • What do you like about the DRAFT CONCEPT plan? I fully support the plan. I appreciate how it brings many sporting and activity centres together in the one area, which is very family friendly. I love the idea of a good sized pool for swimming, aqua aerobics and hydrotherapy for fitness and to support well-being. • What don't you like about the DRAFT CONCEPT plan I'd prefer to have the overnight camping area very well away from the sports-ground complex, given the number of children who would be participating in activities and potentially roaming around. • Have we covered everything? I'd be extremely keen to allow skateboards in a section of the park, something similar to a bicycle track, that can be used for skateboarding/skatesurfing - see this video, track starts at 1:03.

https://www.youtube.com/watch?v=7ASKa_2V1TQ The many surfers in town would appreciate it too, I'm sure. The current skate park in town isn't suitable for this type of skating, and the roads/paths aren't great for skating (especially for beginners like myself). I would also like to see a bike track from town to the complex, suitable for bikes, scooters, escooters, walkers, skateboards. • Are there any other comments you would like to make? I would be interested in having more input into the proposed facilities/equipment within the gym area when the time comes. I am a personal trainer/corrective exercise coach, as well as a naturopath, and would like to have an area where I can do one-on-one training in a fairly private space, as well as a space for small group workshops and activities.

Fantastic, especially on the therapy pool! Much needed and looked forward to.

I just thought I drop you a line to say how much a sports complex would benefit our community I have a lot of clients who often say how they would use a complex for themselves being elderly and their children, the school etc.

As a member of the community I wanted to give you some feedback on the above concept plan. As a concept, I think it looks fantastic. It brings all these valuable community and sporting activities into one precinct. I am particularly over the moon to see provision being made for a public swimming pool and gym. To date these facilities have been sadly missing in St Helens and I am sure they would be very well supported by the community. Obviously, there is much more detail to come and there are so many questions. 1. Is the swimming pool indoor or outdoor? 2. Are there change facilities? 3. Is it going to be a 25m pool? 4. Is the hydro therapy pool separate? 5. Will the gym/pool operate on a membership basis? I currently use the gym at St Marys which is great, but with a 100km round trip it can be a bit of a disincentive to get there as often as I would like. I swim in the sea, as many others do, but conditions sometimes limit the opportunities. Swimming and weight bearing exercise is proven to keep people active and mobile longer, not to mention the mental benefits. Other comments; Sealed roads – great! My older friends at the croquet club will be disappointed that the toilet facilities have moved further away. Is there an opportunity to make a provision for dedicated toilets for the club? Overall, I am delighted that council is championing health and recreation in our community.

I for one, although I believe I speak for many, am thrilled at this development, in particular the addition of swimming facilities and in my case a hydrotherapy pool.

I used hydrotherapy facilities weekly, for over 25 years whilst living in the Burnie/Wynyard regions. I had to give this up with my move to St. Helens.

Wynyard Fitness has a great centre and pool that is heated to hydrotherapy requirements. The dimensions of this pool are required to adequately meet the needs of those requiring hydrotherapy and any instructors.

This will be a tremendous opportunity for our council to meet/upgrade the important health needs of our community.

I have had a look at your St. Helens Recreation Ground Draft Plans. The Plans are set out for the benefit of the wider community of the BODC municipality. However I would like to make note that your Plan has allowed for 2 Tennis courts. Number 7 which shows Netball and Tennis and Number 15 which shows Tennis. Also Number 14 shows Community Gardens, I find that putting a community garden in the School grounds would be more effective than at the Recreation grounds. The school would benefit more from the education it would provide for the younger students.

The next point to consider is when will this go to Council, will it be funded by a government grant scheme and if approved approximately when 5 years or 10 years.

I would like to express my interest in having a public pool and hydrotherapy pool in the St Helens area. Without ageing population we all need to have a hydro pool for exercise for better health and mind set. It can boost immunity and reduce stress and pain. It helps those who struggle to exercise on land to actually be physically fit. Please help us and provide these much needed facilities

I would firstly like to say that the Concept plan looks really good. Well planned out and appears to cover all that is required. Even a dog park and a free camping area.

I did think that those 2 areas would have been good if they were close together, so that Nomads can walk their dogs nearby. Just a thought? But as the dog park is already

In that area, it might be too difficult to move??

All of the sporting areas appear to have been covered, however my concern is the size of the area allocated for the Swimming pools and gym. I am not sure how far the plans have gone, in deciding the size and lay out etc.. ???

With all of the other areas, I would assume that they would have clubs / teams / committees etc already in place and will possibly have their say in the final decisions in what

Is needed for their given sports. I was wondering if there are people involved in the decision making for the pools and gym? How far has the planning gone? How much input

Have the local community already had in the plans?? Have I missed it??

If it is not too late, I would like to be involved and have some sort of input into the Pool and hydro pool please. As a disabled person who has used many many pools, and hydro-therapy Pools, I am certain that my insight could be helpful.

The idea of a pool is very attractive for therapy, recreation and for swimming instruction. But, how will the huge maintenance cost be managed. What will the rate increase be to manage it?

It would be nice if the precinct included lawn bowls so that all local sports are in close proximity.

I'd like the opportunity to give you some feedback about the draft for the St Helens Sports Complex, in particular the Pool, Gymnasium & Hydrotherapy area.

As a swimmer I've experienced the frustration of the lack of a year-round pool that provides a pool for recreational use, plus a laned pool for lap swimmers. I believe this facility will be a fabulous resource for not only our St Helens community, but also for visitors to the area.

The Day Camping Area would benefit greatly with the addition of shade trees.

I work at the VIC in St Helens and have been asked on many occasions whether St Helens has a gym and pool that they could utilise. I absolutely think a gym and pool would be vital in providing assistance to the physical and mental health of our community. Additionally, my husband and I would utilise these facilities ourselves for our own health and wellbeing. I really hope it comes together!! I work at the VIC in St Helens and have been asked on many occasions whether St Helens has a gym and pool that they could utilise. I absolutely think a gym and pool would be vital in providing assistance to the physical and mental health of our community. Additionally, my husband and I would utilise these facilities ourselves for our own health and wellbeing. I really hope it comes together!

Love the proposed changes, particularly the pool and hydrotherapy – make it happen!

I've recently moved to St Helens from Hobart and the only thing that I feel is missing out in this beautiful town is a gym

All for it.

Great for families and an endorsement to community health and wellbeing and for tourist and potential people coming to start new businesses in area. Great attractions for new families to move in too.

The concept plans look great for the sports centre proposal .

Just some thoughts ;

Is there a community meeting room for visiting community talks ie nutrition and a commercial kitchen next to it - and a multipurpose room for yoga , salsa dancing etc

Storage for bikes etc for spin classes, put away chairs , tressel tables etc.

Could you please tell me ;

What are the timelines for this

Including funding application timelines if still required.

1? 2? 3 years ?

Who is funding this ?

I was thinking of setting up a temporary gym to meet community needs but may not need to which is fine by me if this will be up and running soon .

Hi there i think the draft looks great all sports activities in the one area. Pool and hydrotherapy 100% needed great plan

I stumbled across someone else posting about the sports complex concepts at <https://www.bodc.tas.gov.au/wp-content/uploads/2018/10/st-helens-recreation-ground-01.04.2022.pdf> I'm newish to the area, having lived all over the mainland. In particular I'm interested in swimming, I used to swim for Queensland in the late 90's and have visited many, many pools. So I guess I'll stick to what I know. The rest of the plan looks good to me, I'll certainly use many areas there. For me, parking close to the pool would be crucial. I believe the driveway leading from Young St currently has a locked gate, which I assume would not be the case if this goes ahead? For the pool (surely it will be heated?), and I know this is no small undertaking, would have to be permanently covered to have any chance of being open for the entire year. And I assume the lap pool would be 25m long and hopefully 8 lanes? Personally I think there's no point doing any less. Which would then allow a St Helens swimming club..I know several people (and lots of kids) who would be into this. You need warm showers (and ideally heated or very well insulated) change rooms too. My final point would be food. People attend sporting events and in my ideal world, would have a healthy choice of food. Not necessarily in a permanent kitchen..perhaps space for a food truck or two would be wise to allocate? Somewhere central in the whole complex. Allow a couple of 15amp power outlets for them to connect to..you could lease out the space on 3 month terms or something, you might start a great meeting spot and could be utilised by all of the sporting events happening. It's a big area, and feels underutilised so I'd love to see this happen. And I know many others who would too. Please let me know if you would like to bounce any ideas around.

 What do you like about the DRAFT CONCEPT plan?

The concept plan is fantastic and long overdue. Especially including a swimming and hydro pool, the plan does not say that this will be indoors? With longer wet months than sunny days, I hope the pools will be housed indoors so it can be accessed all year.

I do love that there will finally be a gym in town, a space in the gym so group training can be held would be great, also boxing ring indoors would be a great thing to engage youth in.

 What don't you like about the DRAFT CONCEPT plan

I'm wondering why the navy cadets have a space? Are they still running in town? Were they not incorporated with scouts now and ran from the scout hall?

 Have we covered everything?

Yes.

 Are there any other comments you would like to make?

No, I feel this is a great move forward for our community.

Looks good, and thorough, Just wondering if you have considered something similar to the Scottsdale set up for kids in regards to pool set up? We have frequented this establishment several times and there are always multiple st Helens families there.

Also hydrotherapy that is wheel chair/hoist suitable this would benefit so many people in the community.

What do you like about the DRAFT CONCEPT plan? Really love that everything is in the one place and will encourage people to be active and proud of such an amazing Sports Ground/ Complex. What don't you like about the DRAFT CONCEPT plan? I would like to ask if No4 (kiosk and amenities) are for everyone including cricket? Cricket only have access to the old toilet block near the football changerooms. Will this be upgraded or taken down? Will there also be a BBQ or Kiosk type facility closer to the cricket oval? Pool location - is it allowing enough space? Could it be swapped with the Tennis courts? Ease of parking? Ease of access. What size lap pool will be going in? Will it have the learn to swim pool option? Are we in any way able to model our facility off Scottsdale's Aquatic Centre? This is a truly amazing facility and I think would be a great guide for our Municipality. It creates inclusion for all people and not dependant on your swimming capability. Thank you for everything that is starting to happen. We as a community will be so lucky to see this all come together.

The concept looks great as the pool is near other facilities which would be great if parents had children doing different activities at the same time.

How long the pool will be? A 20-25metre would be perfect for fitness so as it can be used for laps whilst also being wide enough to have a play area to one side of the pool.

It would also be great to see a small splash pool for younger children or a smaller pool to be used for learn to swim classes.

I understand that it may take more room and money than you have allocated however if you are going to do this for the community it would be great if it was accessible for everyone.

Thank you for the opportunity to give feedback on this initiative. I hope it's goes ahead.

Just a quick email to say the plans for the sports centre is brilliant.
Really looking forward to the gym & pool.

As a permanent resident at Binalong Bay, I support development of a public pool, hydrotherapy pool and gym in St Helens. My personal health would benefit from these facilities and services. Water activities and strength building will help manage the chronic pain issues that I live with. Being able to access a pool all year round will help me keep active and mobile, especially as I age. My partner and I plan to live here into our retirement and wish for the best facilities to be available for health and wellbeing.

Thank you for hearing my thoughts and consideration of my needs. I look forward to seeing the pool, hydrotherapy pool and gym as a hub of health and vitality in our community.

What do you like about the DRAFT CONCEPT plan? That it includes a pool, gym and hydrotherapy. What don't you like about the DRAFT CONCEPT plan? Lacks context – would be good to know who uses the existing areas, how, why and when and what their input has been. Lacks detail – this is a map not a concept. Lacks pros/cons or a ranking of needs/wants. Have we covered everything? Lacks context – what is the aim of the St Helens sports Complex? What is council trying to achieve? Then we could answer the question. Who is Chris Hughes? What is your position? What is your role? Are there any other comments you would like to make? That the responses should be made public When will you provide timeframes for next steps: \$ Business Case \$ Funding \$ Further community consultation

Croquet is a challenging sport which requires low physical impact but a lot of skill and therefore makes it suitable for those who want to stay active and maintaining their physical fitness without strenuous impact on muscles and joints. Some of our members who had been avid golfers throughout their life have chosen to play croquet because of the gentler physical requirements of the game compared to golf. The tactical side of Croquet stimulates the brain immensely in a similar way to playing a game of chess! In the short time since we joined the club, membership has grown consistently with the majority of members being mostly retirees. The toilet block which we currently access is some distance from the clubhouse and this has proven embarrassingly challenging at times for some members, it is also extremely old and not the cleanest and is to be reconstructed at another location within the oval precinct. Therefore as members of the St Helens Croquet Club we would like you to consider the following reasons for the Croquet Club to be assisted in the process of constructing our own loos:-- Close proximity to our clubrooms which is only to be considered civilised in this day and age- Control over cleaning and access by club members only- To ensure and maintain the current membership of the club as well as attracting future members because of the club having appropriate facilities- To promote the health and well being of people who choose to participate in an outdoor activity which provides a good social, mental and physical environment

I have sighted the plan on line of the proposed upgrades to the sports ground and would like to comment on the lack of toilet facilities for people playing croquet.

At present there are toilet facilities near the Croquet Club rooms however on the plan I could not see them.

I have a medical condition which makes it necessary for me to be in reasonably close proximity of toilet facilities. My concern is that I and many other older members of the Croquet club would not be able to "make it" to the toilets on the other side of the ground.

The Croquet Club operates 4 days per week with up to 25 players participating, the average age of the members is about 70.

I have been made aware of the lack of toilet facilities adjacent to our croquet club. Without this facility within a short walk from our club many of our members would not be able to attend we hope a adjacent toilet will be included in the new plan

I am a new resident and rate payer of your beautiful town but would like to bring to your attention the urgent need for toilet facilities at the Croquet Club. As a senior citizen I have been very grateful of the opportunity to join this diligent group of people who are doing a real community service. It is most unsatisfactory that senior citizens have to traverse rough ground in order to use the adjacent football ground toilets. These people would all be rate payers in your town and deserve better treatment. I fully understand the difficulties of budgeting for town facilities but some assistance with perhaps obtaining a government grant would make this very pleasant and healthy activity for the towns senior citizens most worth while.

The members of the St Helens Croquet Club are very concerned that the toilets are being moved away from the lawns where we play. Please consider the average age of the members is approximately 70 we would be greatly disadvantaged if we had to walk far to the toilets

Croquet club - would like more accessible toilets for those who play croquet - currently there is a short walk which most of the members can undertake but we believe the new plan shows the toilet facility to be about 150 metres away and this is a problem - would like to see a toilet block closer to the croquet facility

A summary of the report prepared - which is attached - While the land is a community sporting venue it also has the natural and amenity values which need to be maintained. Diversity of native plant species growing at the Sports Complex in remnant patches as well as there being extensive areas where native grasses are predominant such as the pony/equestrian. Area. A detailed Management Plan for the whole sports complex area needs to be done which identifies and protects the natural values of the site including remnant bushland areas and areas which have been planted with native trees and shrubs. (See attached list provided within the original report). The sports complex provides habitat for a range of native fauna species. A list has been provided in the attached report. There is also an active population of bandicoots evident from regular diggings observed on the soccer ground. The proximity of the Medeas Cove Conservation Area to the sports complex means that native animals from time to time to frequent the sports complex and this needs to be taken into account in managing the complex site. There needs to be greater resources allocated for weed management. Cape weed is out of control as well as Spanish Heath, Rats Tail Grass etc. It is important that stormwater quality that runs off the site is as pollutant and sediment free as possible. Don't support the bitumen for car parking around areas such as soccer, football and netball courts as well as some of the roads - this will have a range of negative impacts including decreasing the filtration benefits of grassed/vegetated areas, increasing impervious surfaces leading to more rapid run off of poorer quality water and also diminishes the rural character and natural amenity of the complex.

St Helens senior cricket and junior cricket have now incorporated as one club. We have many things we would like to see happen to our cricket oval and nets with a future plan in place (attached document). (1) Our main priority is to relocate the nets approx 90 degrees, so players are not bowling into the sun and can have required run up area for bowling ect, also provides safe car parking area with practice balls being hit adjacent to the oval area. Currently St Helens Cricket Club is awaiting/applying for community sports grants to fund this project, With a possible amount of \$\$ input from Council? Not known at this stage. (2) Removal of self-sown trees around the cricket oval for the safety vision of players, coaches and parents during game and training, Currently this is a safety hazard with balls going directly into the bushes and players having to enter bushes to get balls out with tree branches sticking out and currently a dumping ground for bottles, glass and rubbish ect., also jack jumpers have nested within the tree roots which is also a hazard as we have players anaphylaxis to jack jumpers at current. (3) Removal of tree roots on the far side of the cricket oval, currently forming a trip hazard for fielding players. (4) Proposed new fence, to help maintain the quality of turf, ball retrieval ect, approx 400m around the boundary line of the current oval, with the allowance of 1x ambulance access gate, 4x pedestrian gates for players access and ball retrieval. Currently St Helens Cricket Club is awaiting/applying for a community sports grants to fund this project. (5) Combined outdoor BBQ area to be used by cricket and also the football club, currently BBQ's are our form of revenue raising for our club, and provides lunch for our senior and tea for our junior players. (6) Proposed watering system, the oval during cricket season is under turfed and forms a dust bowl, proposing something similar to the football club oval watering system of some sort. Temporary solution to use a council sprinkler that was used for the football oval before the upgrade of the watering system to water over the summer months/cricket season, mains water would need to be located near oval in either situation. Currently St Helens Cricket Club is awaiting/applying for a community sports grants to fund this project.

Why do we need a second tennis court - the existing one is not fully utilised

If all sport facility at one place (Recreation Ground) how about safety - particular for female individuals in evening - (isolation area)

The swimming pool and hydrotherapy pool should be separated as 2 x pools - due to different purposes/usage - pools are needed in the community

Croquet club toilets

Don't support the proposed increased amount of bitumen. Maintaining grass, trees and gravel roads maintain the aesthetic and rural feel of the site. The Sports Complex is both a valuable sporting venue but also valuable open space. There needs to be a comprehensive Management Plan developed for the whole site which considers natural values, landscaping, stormwater etc

St Helens Sports Complex representation

The North East Bioregional Network wishes to make a representation regarding the St Helens Sports Complex.

While the land is a community sporting venue it also has natural and amenity values which need to be maintained.

Native Flora

There is a diversity of native plant species growing at the Sports Complex in remnant patches as well as there being extensive areas where native grasses are predominant (ie Themeda triandra=Kangaroo Grass) such as in the Pony/Equestrian area. A detailed Management Plan for the whole Sports Complex area needs to be done which identifies and protects the natural values of the site including remnant bushland areas and areas which have been planted with native trees and shrubs.

We have been managing a regeneration site near the Pony Club for a number of years now and that small patch contains the following species....which is not a complete list of all species present there.

Acacia dealbata	Silver Wattle
Acacia genistifolia	Spreading Wattle
Acacia myrtifolia	Redstem Wattle
Acacia sophorae	Coast Wattle
Acrotriche serrulata	Ants Delight
Allocasuarina littoralis	Bulloak
Amperea xiphoclada	Broom Spurge
Aotus ericoides	Golden Pea
Astroloma humifusum	Native Cranberry
Banksia marginata	Silver Banksia
Bossiaea cinerea	Showy Bossiaea
Bossiaea prostrata	Creeping Bossiaea
Burchardia umbellata	Milkmaids
Cassytha glabella	Slender Dodder Laurel
Dianella sp	Flaxlily
Dillwynia glaberrima	Smooth Parrot Pea
Epacris impressa	Common Heath
Erharta stipoides	Weeping Grass
Eucalyptus amygdalina	Black Peppermint
Eucalyptus viminalis	White Gum
Exocarpus cupressiformis	Native Cherry
Gahnia sp.	Cutting Grass
Gompholobium huegii	Bladder Pea

Gonocarpus sp.
 Goodenia lanata
 Hibbertia empetrifolia
 Hibbertia prostrata
 Hovea heterophylla
 Kennedia prostrata
 Kunzea ambigua
 Lepidosperma concavum
 Leptospermum scoparium
 Lissanthe strigosa
 Lomandra longifolia
 Mitrasacme pilosa var. stuartii
 Olearia ramulosa
 Patersonia occidentalis
 Persoonia juniperina
 Pimelea linifolia
 Pteridium esculentum
 Rhytidosporum procumbens
 Stylidium graminifolium
 Stipa sp
 Tetratheca labillardierei
 Themeda triandra
 Xanthosia pilosa

Raspwort
 Trailing Native Primrose
 Scrambling Guineaflower
 Prostrate Guineaflower
 Winter Purple Pea
 Running Postman
 White Kunzea
 Sand Sword Sedge
 Manuka
 Peachberry Heath
 Sagg
 Hairy Mitrewort
 Twiggy Daisybush
 Long Purple Flag Iris
 Prickly Geebung
 Slender Rice Flower
 Bracken Fern
 Starry Appleberry
 Trigger Plant
 Spear Grass
 Black eyed Susan
 Kangaroo Grass
 Woolly Crossherb

Wildlife Habitat

The Sports Complex provides habitat for a range of native fauna species. The list below is of native bird species observed at the Sports Complex. There is also an active population of Bandicoots evident from regular diggings observed on the soccer ground. Bandicoots are still relatively common in Tasmania but very rare on the mainland of Australia. The proximity of the Medeas Cove Conservation Area to the Sports Complex means that many native animals from time to time frequent the Sports Complex and this needs to be taken into account in managing the Complex site.

Silver Gull
 Masked Lapwing
 Great Egret
 Brush Bronzewing
 Pacific Gull
 White-faced Heron
 Green Rosella
 Laughing Kookaburra
 Grey Fantail
 Scarlet Robin
 Brown Thornbill

Superb Fairy-wren
New Holland Honeyeater
Yellow Wattlebird
Little Wattlebird
Forest Raven
Kelp Gull
White Bellied Sea Eagle
Yellow Rumped Thornbill
Magpie
Yellow Throated Honeyeater
Native Hen
Welcome Swallow
Currawong
Butcherbird
Dusky Woodswallow
Black Faced Cuckoo Shrike
Yellow Tailed Black Cockatoo

Weeds

There needs to be greater resources allocated for weed management at the Complex. Cape weed is getting out of control and there is also a lot of other weeds including Spanish Heath, Rats Tail Grass, etc

Stormwater/Urban run off/Urban Heat Islands

The Sports Complex is located in close proximity to the Medea Cove Conservation Area. As such it is important that stormwater quality that runs off the site is as pollutant and sediment free as possible.

The retention of grassed and vegetated areas reduces sediment transport by stabilising the soil. It also ensures that any pollutants on site are filtered before entering the stormwater system. We do not support the proposed significant increase in the establishment of bitumen for car parking around areas such as the Soccer, Football and Netball courts as well as bitumenising some of the gravel roads at the complex. This will have a range of negative impacts including decreasing the filtration benefits of grassed/vegetated areas, increasing impervious surfaces leading to more rapid run off of poorer quality water and also diminishes the rural character and natural amenity of the complex.

It is also becoming increasingly well understood that creating large areas of bitumen creates “urban heat islands”. Contemporary land use planning seeks to avoid such consequences especially in light of expected Climate Change impacts

Moderating the urban heat of car parks in Moreland | Climate Action ...

<https://climateactionmoreland.org> › 2022/03/29 › mode...

New research from University of Western Sydney throws new light on the *urban heat island effect* on microclimates and especially the role of asphalt *car parks*.

To Stop Building Heat Islands, Stop Overbuilding Parking Lots

<https://www.sightline.org> › ... › Articles

11 Jan 2022 — Reducing *parking lot* size and replacing it with green space clearly makes sense. Not only *to* reduce those *heat islands*, but encourage people *to* ...

Amenity/Natural Beauty/Streetscape

The Sports Complex is a pleasant area for passive recreation given that much of the time there is little formal sporting activity occurring there. The relatively natural character of the site should be retained as it has landscape value in its own right and remnant bushland, landscaping and open space all contribute to the overall values of the site and surrounding area. The native trees that line Tully st on the Sports Complex contribute greatly to the aesthetic beauty and streetscape amenity in St Helens and stand in stark contrast to the abysmal lack of landscaping on the opposite side of the road in the Industrial Estate.

In conclusion the current “plan” is just a map with some proposed new development ideas on it. This isn’t good enough. Important public spaces such as the Sports Complex require detailed Management Plans that address a wide range of issues and properly take into account environmental values and impacts. Our organisation would be happy to assist Council in developing a comprehensive plan for the complex.

Todd Dudley
President
North East Bioregional Network

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	004\010\006\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council provide a 50% fee waiver for the hire of the Stadium for the Careers Expo being held by Break O'Day Employment Connect. Hire for 2 days @\$500 per day – 50% = \$500.

INTRODUCTION:

Council has received a request from the organisers of this event Break O'Day Employment Connect (BODEC) to waive 50% of the hire fees for the Bendigo Bank Community Stadium.

PREVIOUS COUNCIL CONSIDERATION:

No previous Council consideration.

OFFICER'S REPORT:

On Thursday September 8 2022, Break O' Day Employment Connect will be hosting the second annual 'Jobs Fair' for one hundred and sixty grade 9-12 students from St Helens DHS and St Marys School to be held at the Bendigo Stadium. While the BODEC project does have a small budget to direct to this event the breadth and quality of practical experience that can be offered is extended if costs can be minimised locally. It is intended to hire the Bendigo stadium facility for Wednesday September 7 to set up for the 'Jobs Fair' event to be held on the following day Thursday 8 September. I write to request council consideration to waiver the \$500 one day hire fee for the setup day, Wednesday 7 September.

The purpose of the Jobs Fair is to raise awareness with the students and teachers of a diverse range of career pathways. The 'Jobs Fair' is an annual event possibly being hosted in alternate years between St Helens and St Marys. While BODEC is the lead agent the team collaborates with the school to develop the detail of implementation. The 'Jobs Fair' presents a great opportunity for students to be able to engage with industry representatives through hands on experiences to broaden their awareness and interest in career pathways and opportunities. Additional to the 'Jobs Fair' the BODEC team collaborates with both schools to plan and engage in additional work exposure and career exploration activities to compliment and add value to the school curriculum prior to and after the Jobs Fair event.

The General Manager would usually use his delegation to waive this fee request but due to him being Chair of the Steering Committee of BODEC, we have brought this to Council for your consideration.

STRATEGIC LAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The costs for this event are: \$500 hire fee, per day @ 2 days \$1,000. The only budget implication to Council is the cost of cleaning the venue after the use.

VOTING REQUIREMENTS:

Absolute Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Jenna Bailey, Community Services
FILE REFERENCE	002\019\010\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER’S RECOMMENDATION:

1. That Council engage St Helens District High School and St Marys District High School to work with the students to develop welcome-to-town Christmas signs to be installed at eight (8) townships within our municipality.
2. That Council cover the cost of the printing of the signs on corflute and installation of same.

INTRODUCTION:

The Community services staff have had discussions with both schools and they have agreed to work on this project if Council is supportive of same..

PREVIOUS COUNCIL CONSIDERATION:

No previous Council consideration.

OFFICER’S REPORT:

Community services staff will work with both St Helens and St Mary’s primary students to create Christmas signs. The winning signs will be placed on the welcome to town signs at the entrance of eight (8) towns in our municipality. There will be criteria for each sign and the artwork will have to comply with the criteria.

The Criteria will be (but not limited to)

- Include the Name of the town
- Christmas theme
- The more colourful the better
- What is iconic to the town? examples will be provided - Binalong Bay – Orange Lichens rocks
- Name and school of Artist (optional)

The winners will be chosen by a selection committee and will win the glory of their artwork being displayed over the Christmas period.



There will be a total of 13 Signs (some towns have two at both entrances) the towns will be divided up between the two schools.

Location of Signs

- St Helens
- Scamander
- Binalong Bay
- St Marys
- Fingal
- Weldborough
- Four Mile Creek
- Falmouth

The selection committee will exist of:

- One (1) Representative from St Helens District High School
- One (1) Representative from St Marys District High School
- Two (2) Councillors
- Two (2) Office Staff

Initial Conversations have been had with both St Marys and St Helens School who have agreed that this would be a great project to maintain the existing good working relationship between Council and the School.

STRATEGIC LAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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.

Annual Plan 2017-2018



LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

This project has not been included in the 2022 – 2023 Budget documentation

Printing of signs estimate: as below



Estimate #: 6368

Created Date:	29/03/2022 2:30:00PM	Prepared For:	Break O'Day Council
Salesperson:	Matthew Lowe	Contact:	Jenna Bailey
Email:	matthew@thefcgroup.com.au	Office Phone:	() 63767600
Not Specified:	N/A	Office Fax:	() 63761511
		Email:	jenna.bailey@bodc.tas.gov.au
Entered by:	Scott Brazendale	Address:	32-34 Georges Bay Esplanade ST HELENS, TAS 7216

Description: Corflute Sign Quote x 15

	Misc1Qty	Unit Price	Subtotal
1			
Product: Signage	15	\$42.77	\$641.50
Description: Manufacture 15 x Digitally Printed 5mm Corflute Signs 1200mm Wide x 600mm High - 15 Kinds			
• Misc Goods,			

VOTING REQUIREMENTS:

Absolute Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	004\005\007\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER’S RECOMMENDATION:

1. That Council approve a full fee waiver to use the St Marys Hall for a period of three months on a trial basis for the purpose of a Repurposing and Upcycling event to be held over one weekend a month for a period of three months – this does not include a waiver of the bond and admin fee.
2. The Repurposing and Upcycling event will only be for the purpose of using fabric which is made into pet beds/toys, pouffes, cushions, hats, aprons, balls of garden twine, reusable shopping bags.
3. After the three month trial, a report will be provided to Council on the events including structure, attendance, outcomes/benefits/impacts, identified improvements or issues, and, if relevant and based on the successes of the trial, a proposed model for more financially sustainable future operations.

INTRODUCTION:

Council has received a request for a full waiver to be applied for the St Marys Hall for the purpose of a Repurposing and Upcycling activity.

PREVIOUS COUNCIL CONSIDERATION:

05/22.9.3.89 Notice of Motion – Free Use of St Marys Town Hall – Cllr J Drummond

05/22.9.3.89 Moved: Cllr J Drummond / Seconded: Cllr K Wright A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:

That Council work with community groups and provide free use of the St Marys Town Hall, so that a Repair Café can be established and run by volunteers on a regular basis.

CARRIED UNANIMOUSLY

OFFICER'S REPORT:

We have received a request for a full waiver for hall hire for the above event. This request is outside of the Council policy:

Category D

Any group/organisation applying for Category D must provide evidence of their exceptional circumstances. Fundraising events for fire and flood events are examples of Category D. All applications for full concession require Council approval.

Council staff have sought additional information from one member of the group and they have provided the below information around description of the event, the number of attendees, how they will manage, the issue of public liability insurance, costs and the status of the group who are proposing this activity.

Event Description:

They aim to have a working bee to upcycle/repurpose the large amounts of cloth donated by the St Marys Op Shop (e.g., clothing that's not good enough to sell). They currently turn this fabric into pet beds/toys, pouffes, cushions, hats, aprons, balls of garden twine, reusable shopping bags etc. Due to the high volume of cloth and lack of a suitable space for more than a couple of volunteers at a time (they currently rely on private property), they would like to run a weekend working bee that would encourage more community members to come along.

Their plan is to expand this event to offer a **free Repair Service** – they would have on hand a small number of skilled volunteers who may be able to repair clothing (e.g., darning, replacing zips and buttons, repairing tears or covering up stains), small lightweight furniture items, computers, etc. Anyone in the community could bring small items along to be repaired on site (or taken away to be repaired and/or obtain advice about repairs). Their aim is to encourage people to extend the lifespan of items with small repairs, and reducing waste. They have identified up to five (5) skilled volunteers so far that they would ask to contribute. The services available would be advertised locally so community members would know what they could bring to be fixed – and they would have the opportunity to ask questions, send photos, etc prior to the event if necessary.

The group is strongly aligned with the reuse, recycle, reduce philosophy, and feel they can benefit our municipality by helping to reduce landfill, expanding the ideas for repurposing items through a larger shared community event, and educating the public about optimising their use of clothing/fabrics and other household items, and more generally moving away from a “throwaway culture”.

Attendees:

They will be operating over two days (Saturday and Sunday, 10am-4pm each day) hopefully by opening longer over two (2) days it will encourage people to come at their own convenience, but also provides an opportunity for not a high number of attendees at any particular time. Important to this group is the event must be open and free to all community members, because they want to encourage people to attend, extend the life of their possessions, and learn and share ideas about waste reduction.

Insurance:

They will ensure public liability insurance is in place for each event; Break O'Day Regional Arts (BODRA) who use the hall regularly for the market (and provide us with a stall table free of charge when space allows) have agreed in principle that our event can be run under the banner of their insurance as it would fulfill their current insurance coverage conditions (on location, attendance numbers, risks, etc).

Costs:

The group will cover the cost of the booking fees (\$25/booking) and refundable bond (\$400 for hall and kitchen). They have advised that they foresee that their energy use will be fairly low as follows:

- a. They will have the lights on only in necessary areas, and heaters if required.
- b. Most of their fabric repurposing is handcrafted/manual work, but some intermittent sewing machine use (including for small clothing repairs as noted above) will occur. They have advised they will meet Council requirements on electrical items and ensure any such equipment is tested and tagged or less than 12 months old with proof of purchase.
- c. Most of the proposed repair services are also expected to be manual, and they will ask anyone providing services that use power tools or computers to use battery-operated items and ensure these are fully charged prior to the event.
- d. While they would ideally like kitchen access to provide tea/coffee/water (donated), they understand and accept that in requesting a full waiver of hire fees, hall hire only (without kitchen access) may be more reasonable and cost-feasible for Council.
- e. They would remove all rubbish from the venue and ensure toilets, kitchen and hall are clean and tidy at the end of the events, to minimise costs incurred by Council.

Items are sold through the St Marys Op Shop – who retain a small proportion of the cost of sale. The left over funds are put back into the project to purchase items such as sewing equipment and frames which are made by the Woodworkers Guild.

The group have requested that Council consider the following proposal:

- That they conduct a trial by booking the hall and kitchen for 3 weekends (Saturday and Sunday use, open to the public 10am-4pm) over 3 consecutive months, with *hire fees waived in full* (they will cover the \$25 booking fee and \$400 refundable bond).

- That they liaise with BODRA to confirm in writing that they have insurance coverage, and can also utilise their experience and support in completing and monitoring risk management plans specifically for the St Marys Hall.
- That they will report to Council at the end of the trial period (or at intervening time points as requested by Council) on the events including structure, attendance, outcomes/benefits/impacts, identified improvements or issues, and, if relevant and based on the successes of the trial, a proposed model for more financially sustainable future operations. The latter includes seeking any community grants that we may be eligible for.

If Council agrees to provide a fee waiver for the three month period as has been requested on a trial basis and proves to be successful – an option may be that Council further develop a space at the Recreation Ground which had some work done on it for a Maker’s Market some time ago. This may be a better space as there may be the opportunity to seek some external funding to enclose some of the stalls and storage space could be built into the stalls allowing equipment/tools to be left onsite and may also open up opportunities for people to access the site on a more frequent basis if the demand is there.

STRATEGIC LAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

If Council approves the full fee waiver – there will be a cost to Council for electricity, gas if the heaters are used and cleaning – even though they will clean and remove rubbish – unable to advise how much it will be

VOTING REQUIREMENTS:

Absolute Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	004\008\008\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council:

1. Allows approximately 120 people to camp at the Pyengana Recreation ground between January 7 and 12, 2023 who are participating in the Orienteering Championships at a cost of \$5 per person to cover the cost of extra cleaning of facilities and the transporting of additional water from St Helens to Pyengana to ensure supply of water to the existing toilets and showers; and
2. Assistance with the development of a Traffic Management Plan for the event and the placement of signage in line with the approved Traffic Management Plan.

INTRODUCTION:

The Tasmanian Orienteering Championships are being held in St Helens from January 7 to January 12, 2023. Orienteering Tasmania is seeking the support of Council in hosting this event.

PREVIOUS COUNCIL CONSIDERATION:

No previous Council consideration.

OFFICER'S REPORT:

Council received a letter from Orienteering Tasmania, which can be found below, requesting approval from Council for approximately 120 orienteers to camp at the Pyengana Recreation Ground. They have also requested that Council prepare the necessary Traffic Management Plan for their event.

A similar event was run in September 2015 which brought many visitors to the area in which Council provided similar support.

We believe that Council may also need to provide additional support, although not requested by the organisers of the event.

That being:

- a. Council to transport in additional water for showers and toilets due to the time of year, number of participants and other people camping using this facility;
- b. Additional cleaning of the public facilities at a cost to Council; and
- c. Waste collection.

The facilities are currently cleaned by the local organisation, but with an increased number of users – cleaning may be required to be undertaken twice daily and the local organisation may not be able to undertake this amount of cleaning along with the additional amount of rubbish.



29 May 2022

John Brown
General Manager
Break O'Day Council
32-34 Georges Bay Esplanade
ST HELENS TAS 7216

Dear John,

I would like to formally advise the Break O'Day Council of our upcoming orienteering carnival. Orienteering Tasmania, on behalf of Orienteering Australia and the International Orienteering Federation are hosting the 2023 Oceania Orienteering Championships.

It is anticipated that the championships will bring at least 750 people to the St Helens area, including competitors, organisers, and accompanying people. In the months leading up to the event organisers will be visiting St Helens regularly to ensure that all is going to plan.

The championships are listed to be held between January 7 and 12, 2023. These dates fit in with the international calendar and as such encourage orienteers from other parts of the world to attend as it is the northern hemisphere off season.

There are two areas where we would appreciate the support and assistance of the BODC. The first is with camping and the second is with road safety.

As organisers, we are aware that January is a busy time for the east coast. We recognise that accommodation will be highly sought after by all visitors to the area at that time. To assist our participants, we have entered into an arrangement with AutoRent Campervans to encourage a camping option.

In 2015 when we hosted a similar carnival we offered a camping option at the St Helens Sports Complex and approximately 50 people took up that offer. In 2023 we can anticipate more campers, but I would not be anticipating more than 100-120 people.

In our initial planning for 2023 we considered the same area at the Sports Complex used in 2015 and a second camp area at the Pyengana Recreation Reserve. After visiting both venues, we have decided to run with just one option at Pyengana. There is ample room at Pyengana, but facilities are more limited. It is anticipated that some campervans will be self-contained (water, showers & toilets) while others will be reliant on using the local facilities. As organisers we can assist with an additional supply of water and some portable toilets (if required). We will not require power.



2023 OCEANIA ORIENTEERING CHAMPIONSHIPS CARNIVAL Including the Hobart Shorts TASMANIA JANUARY 7 - 18 2023



We are aware that the Pyengana Recreation Reserve provides camping for the general public and that there may be other non-orienteering people camping there at the same time. This is not an issue for us as exclusive use is not a requirement. We also know that the area is maintained by the local progress association, and we have determined that we will make a significant donation to the local group for our use of the area. We will encourage campers to visit local eateries and attractions.

Our second request concerns assistance with signage for traffic. Two of our events have turns off the Tasman Highway at Goshen. One of those is onto Hodges Rd. This is a particularly nasty turn when driving from St Helens to Goshen as it is a right hand turn on the top of a hill. We will be encouraging competitors to carpool to reduce the number of vehicles turning but we would like to ensure that we can warn all drivers of the turning/entering traffic.

The second turn is onto Terryvale Rd. We would be happy to investigate asking Tas Police and Department of State Growth for a speed limit reduction on the day of the event. Assistance with a traffic management plan and signage would be greatly appreciated.

We are not asking BODC for any financial support but would certainly appreciate in-kind support with the camping area and traffic management. I look forward to working again with BODC to ensure that the outcomes for our orienteering carnival benefit the local east coast community as well as the orienteering community.

Christine Brown
Event Director
2023 Oceania Orienteering Championships
Ph 0439443367

Council staff have recently followed up with the organising committee in relation to their offer to provide additional toilets and provide additional water. They have advised that they will cover the cost of maintaining and cleaning any additional toilets that they provide but unfortunately they now advise that they don't have access to a water container.

At the time of preparing this report for the Council agenda, we were unable to make contact with a member of the local Pyengana committee to see what conversations had occurred between the organising committee and the Pyengana community.

STRATEGIC LAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategy

Foster and support leadership within the community to share the responsibility for securing the future we desire.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

At the time of seeking permission for this organisation to use the Pyengana Recreation Ground there is no cost but if approval is given, there could be a cost to council for water delivery, extra cleaning and additional waste removal. This cost is not budgeted for in the 2022-2023 Budget.

VOTING REQUIREMENTS:

Absolute Majority.

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:**KEY DEPARTMENT STRATEGIC OR OPERATIONAL MATTERS**

1. The Tasmanian Planning Commission has advised of the Hearing Schedule in relation to the BOD Draft LPS:
 - a. 24, 25 and 26 August 2022 – St Helens;
 - b. 1 September, 2022 – Hobart;
 - c. 7 September, 2022 – St Helens;
 - d. 8, 9 September, 2022 – St Helens.
2. Correspondence received from TPC that the Section 35F Report meets the requirements of the Act and the Commission has accepted the report.
3. Preparation of BODC Submission State Planning Provisions Review Scoping Paper

PLANNING REPORT

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

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	EOFY 2021 / 2022
NPR	5												5	
Permitted	1												1	
Discretionary	17												17	
Amendment	3												3	
Strata	1												1	
Final Plan	1												1	
Adhesion														
Petition to Amend Sealed Plan														
Boundary Rectification														
Exemption														
Total applications	28												28	326

Ave Days to Approve Nett *	43.67												43.67
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* Calculated as Monthly Combined Nett Days to Approve/Total Applications

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

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
068-2022	St Marys	Change of Use Gallery to Cafe and Minor Alterations to Internal Floorplan & External Openings	S57	89	88
286-2021	Chain of Lagoons	Legalisation of Shed & New Pod for Visitor Accommodation	S57	60	47
118-2021 AMEND	Scamander	Amendment to Pool Size & Location, Additional Deck	S56	11	11
001-2022	Falmouth	Subdivision (Boundary Adjustment)	S57	43	43
092-2022	Weldborough	Additional Use Visitor Accommodation	S57	45	44
339-2021	St Helens	2 Lot Subdivision	S57	43	42
102-2022	Ansons Bay	Shed	S57	43	42
131-2022	Scamander	Additional Use Visitor Accommodation	S57	43	42
115-2022	St Helens	Shed	S57	65	37
142-2022	Stieglitz	Shed	NPR	37	6
097-2021 AMEND	Akaroa	Reduced Side Setback	S56	13	13
169-2022	Scamander	Shed	NPR	3	3
170-2022	St Helens	Shed	NPR	10	5
139-2022	St Helens	Dwelling & Shed	S57	53	49
165-2022	St Helens	Shed & Deck	NPR	13	13
300-2021	St Helens	Telecommunications Tower	S57	212	212
050-2022	Seymour	Legalisation of Shed	S57	143	48
083-2022	Stieglitz	New Hangar	S57	72	72
104-2022	St Helens	New Dwelling & Widening of Existing Crossover	S57	83	77
046-2022 AMEND	St Helens	300mm Increase in Height - Carport Roof	S56	9	9
107-2022	St Helens	Proposed Dwelling and Additional Use Visitor Accommodation	S57	85	83
123-2018 STRATA	Scamander	Strata Plan	STRATA	64	64
136-2022	Binalong Bay	Dwelling & Deck	S57	57	40
332-2021 FINAL	Falmouth	Final Plan of Survey	FINAL	95	23
164-2022	St Helens	Shed	NPR	25	20
166-2022	Stieglitz	Additional Use Visitor Accommodation	S58	20	19
135-2022	St Helens	Additional Use Visitor Accommodation	S57	35	34
183-2021	St Helens	Telecommunications Tower & New Access	S57	380	37

TOTAL 28

BUILDING PROJECTS REPORT

Projects Completed in the 2021/2022 financial year

Description	Location	Updates
Community Services Storage Shed	St Helens Works Depot	Completed August 2021
Lions Park Renovations	Lions Park	Completed November 2021
New Shade Structure	Scamander Reserve	Completed November 2021
Relocation of Community Garden Site Office & Infrastructure	St Helens Sports Complex – Community Garden Site	Completed January 2021
New Amenities building	Wrinklers lagoon carpark	Completed March 2022.

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

Description	Location	Updates
Marine Rescue Additions	St Helens Foreshore	<ul style="list-style-type: none"> Nearing Completion.
Re-Roof and Weatherproofing of athletics building	St Helens Sports Complex	<ul style="list-style-type: none"> Works Commenced; Next phase of works pending outcomes of St Helens Sports Complex Masterplan consultation.
New Accessible/Family Toileting Facility	St Marys Community Space	<ul style="list-style-type: none"> Works Commenced; Due for Completion July 2022.
Building Improvements	St Helens Council Chambers	<ul style="list-style-type: none"> Works substantially completed; Minor fit out works to be completed.

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

Description	Location	Updates
Building upgrades	St Marys Railway Station	<ul style="list-style-type: none"> Works scoping and scheduling of works to be confirmed.
Old Tasmanian Hotel Site – New Community Shed	20 Talbot Street, Fingal	<ul style="list-style-type: none"> Successful funding application through Black Summer Bushfire Recovery Grants Program – works program delayed in line with grant funding guidelines. Conceptual Plans Developed & Initial Consultation Completed.
St Marys Indoor Recreation Facility	St Marys Sports Complex	<ul style="list-style-type: none"> Successful funding application through Black Summer Bushfire Recovery Grants Program; Consultation and Conceptual Design phase commenced.
New Solar Panels & Heating Improvements	St Marys Community Hall	<ul style="list-style-type: none"> New project - Approved in 2021/2022 Capital Works Program Scoping and works and quotations currently being sourced.

Description	Location	Updates
St Marys Waste Transfer Station Additions	St Marys Waste Transfer Station	<ul style="list-style-type: none"> • New project - Approved in 2021/2022 Capital Works Program • Work scope now confirmed; • Planning Submission currently being prepared.
New Lighting Towers	St Helens Sports Complex – Football Oval	<ul style="list-style-type: none"> • Planning Application Approved; • Building Application submitted early February 2022; • Works scheduled delayed due to availability of materials – pending further advice. • Update July 2022 – the lights are due to be delivered on 14 October 2022 and the light towers to site on 28 October 2022; cable and conduit ready for site; underground works and footings for poles imminent start after last game completed on site.

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


No.	BA No.	Town	Development	Value
1	2022 / 00159	Binalong Bay	New Solar panels	\$7,000.00
2	2022 / 00090	St Marys	New Shed	\$25,000.00
3	2020 / 00221	St Marys	Alterations & additions - School (Building 8)	\$600,000.00
4	2021 / 00302	Scamander	New Dwelling & shed	\$337,554.00
5	2022 / 00118	Akaroa	New Shed	\$16,000.00
6	2022 / 00156	Beaumaris	New Spa enclosure to existing shed	\$30,000.00
7	2021 / 00082	Binalong Bay	New Dwelling incorporating Decks, Carport, Pool and Shed	\$405,000.00
8	2021 / 00326	Binalong Bay	New Dwelling & Carport	\$537,141.00
9	2021 / 00335	Fingal	New Dwelling & Storage Shed/Carport	\$375,912.00
10	2022 / 00095	St Helens	Alterations and additions Dwelling	\$16,000.00
11	2022 / 00162	Goulds Country	New Solar Panels	\$7,000.00
12	2022 / 00153	Scamander	New Shed with Amenities	\$25,000.00
13	2022 / 00102	Ansons Bay	New Shed	\$35,000.00
14	2022 / 00114	Gray	New Shed, Shed/Carport & 2 x Awnings	\$65,780.00
15	2021 / 00286	Chain of Lagoons	New Visitor Accommodation & Shed	\$130,000.00
16	2021 / 00356	St Helens	Addition to Dwelling Deck & Veranda	\$18,000.00

ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2021/2022	2022/2023
	\$2,395,920.00	\$2,566,383.00

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2022	2023
	July	\$2,395,920.00	\$2,566,383.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2021/2022	2022/2023
	July	15	16

ENVIRONMENTAL REPORT

Description	Updates
Climate Change Action	<p>A day long series of Climate Change Action workshops were attended by staff from across Councils various roles and functions. They action-planned for issues such as governance, legal liability and risk, asset management, natural hazards planning, emergency management, greenhouse gas emissions, and community support, including Climate Change information, wellbeing and emissions reduction opportunities.</p> <p>Northern regional councils have committed to a three year partnership for the <i>Northern Regional Councils Climate Change Action Program</i>. The program is providing specialist support to for Climate Change actions in Break O'Day, such as the recent workshops.</p>
Flood Management	<p>Council participated in a flood workshop for a St Marys Flood Response Plan being developed by the SES. It will be extended to the community as flood response guidelines and be linked to the Break O'Day Municipal Emergency Management Plan. Community flood preparedness and response are priorities in Council's St Marys Flood Risk Management Plan and rely on Council's flood mitigation and modelling work and Flash Flood Warning System.</p>
Cat Management Program	<p>Uptake of Council's offer to subsidize microchipping and de-sexing of pet cats by concession card holders has been slow despite being promoted and advertised widely.</p> <p>As a result the microchipping and desexing subsidy offer will be extend to people willing to take stray, roaming or semi-owned cats in off the street and into their homes as their pet (without a concession card being required). It will continue to be promoted to encourage responsible cat ownership in Break O'Day.</p>
Dog Management	<p>Installation of a new set of dog management signs has started with a Council outdoor staff member working with a PWS Ranger. The signs are joint statutory signs implementing Council's Dog Management Policy and are located mostly on PWS managed coastal Reserves.</p>  <p>The photograph shows two men standing next to a wooden post with a sign attached. The man on the left is wearing an orange high-visibility shirt and a cap. The man on the right is wearing a yellow high-visibility vest over a dark shirt and a cap. They are outdoors on a grassy area with the ocean in the background.</p>
Community Awareness and Engagement	<p><i>Irapuna Community Weekend</i> is being held on 12-14 August with an extra day walk on 20 August between Policemans Point and The Gardens. Council is supporting the event with partners PWS, Wildcare Friends of Irapuna Coast, NRM North, Tasmanian Aboriginal Land Council, Bay of Fires Lodge, Adrift Lab, and Friends of Eddystone Point Lighthouse. Volunteers will remove sea spurge and marine debris from the Irapuna coast over the four day event.</p>

PUBLIC HEALTH REPORT

Recreational Water Quality

The *Public Health Act 1997* requires that Councils monitor recreational waters (including public pools and spars) using the Tasmanian Recreational Water Quality Guidelines. Monitoring is conducted monthly during the warmer months to test faecal contamination.

The 2022-2023 monitoring season is scheduled to begin in December. Results for water samples last season indicated conditions at the ten waters monitored were safe for swimming according to the Tasmanian Recreational Water Quality Guidelines.

All natural waters may be subject to local poorer water quality from time to time due to weather or other conditions.

Immunisations

The *Public Health Act 1997* requires that Councils offer immunisations against a number of diseases. The following table provides details of the rate of immunisations provided by Council through its school immunisation program.

MONTH	2022/2023		2021/2022	
	Persons	Vaccinations	Persons	Vaccinations
July - December	0	0	43	45
January - June	0	0	155	156
TOTAL	0	0	198	201

Note: Increase is due to MEN ACWY now on the NIP for Grade 10 Students

Sharps Container Exchange Program as at 3 August 2022

Current Year	Previous Year
2022/23	2021/22
8	43

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Goal

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

Strategy

- Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.
- Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.

LEGISLATION & POLICIES:

Not applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	003\001\003\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Cat Management Regulations 2022 - Information Sheet Draft Cat Management Regulations 2022

OFFICER'S RECOMMENDATION:

That Council provide comment to the Tasmanian Government on the Tasmanian *Draft Cat Management Regulations 2022*, asking that:

1. the proposed amendment Regulation 19 regarding prescribing Council land as cat Prohibited Area be changed to require a Council decision to prescribe Council land, and
2. limit the reasons to there being 'significant ecological, scientific, cultural or recreational values' present that may be threatened by cats.

INTRODUCTION:

The Department of Natural Resources and Environment Tasmania has sought Council's input on a draft Cat Management Regulations 2022 following a regular review. The proposed changes follow amendments of the Cat Management Act implemented in 2021 and this year.

PREVIOUS COUNCIL CONSIDERATION:

09/19.15.9.235

Moved: Clr K Wright / Seconded: Clr K Chapple

That Council consider changes proposed in the draft Bill to amend the Cat Management Act 2009 and note the following:

- Council receive and support the changes but note Council's concerns around any financial implications on Council arising.

CARRIED UNANIMOUSLY

02/21.15.2.45

Moved: Clr M Osborne / Seconded: Clr K Chapple

That Council endorse the *Northern Tasmania Regional Cat Management Strategy (2020—2030) Draft V10.1* for its management of cats in cooperation with other councils and stakeholders in the region.

CARRIED UNANIMOUSLY

Council discussed the draft Cat Management Regulations 2022 at its August 2022 Workshop and issues with proposed Regulation 19 regarding prescribing council land as cat Prohibited Area.

OFFICER'S REPORT:

The Department of Natural Resources and Environment (NRE) has provided an information sheet listing eight proposed amendments in the Draft Cat Management Regulations it is seeking comment on.

Draft Regulation 19 has significant implications for Council. It would enable council land meeting broad conditions to be deemed cat Prohibited Area.

19. Prescribed prohibited area

*For paragraph (d) of the definition of **prohibited area** in section 4 of the Act, an area of land that is within the authority of a council and that has any ecological, scientific, cultural, recreational or aesthetic value is prescribed.*

Under the Cat Management Act 'cat management actions' can be undertaken in Prohibited Areas and include trapping, seizing, detaining and humanely destroying a cat. And Council can, after public consultation, declare council land Prohibited Area. The Act also makes reserved land managed by the state agencies like the Parks and Wildlife Service (PWS) Prohibited Area by default.

The intent of the draft Regulation 19 is to enable council to manage cats on their land, similar to PWS. However Council should consider how the proposed regulation would be applied to council land.

Issues include:

- "any" is broad and open to argument
- what value categories on council land possibly could be impacted by cats?
- who would determine they warranted prescribing council land?

Council should consider making a submission on this draft Regulation 19, changing it to limit the conditions required and who determines they are met, by

- Replacing 'any' with a decision by Council, where Council identifies some land has significant values that would be impacted by cats, warranting protection and management as prescribed land (cat Prohibited Area) and,
- While land with ecological, scientific, cultural and recreationally values could have values threatened by cat populations, significant threat to 'aesthetic' values would be hard to establish.

An alternative option would be to recommend removing draft Regulation 19 and rely on existing provisions in the Act for Council to declare cat Prohibited Areas.

Revising the draft Regulation is recommended, to require a Council decision to prescribe Council land, and limit the reasons to there being 'significant ecological, scientific, cultural or recreational

values' present that maybe threatened by cats. This would provide Council with more options to encourage responsible cat ownership in Break O'Day.

Revised wording for 19. *Prescribed prohibited area* might be:

*For paragraph (d) of the definition of **prohibited area** in section 4 of the Act, an area of land that is within the authority of a council where the council identifies significant ecological, scientific, cultural or recreational values that would be impacted by cats and decides it should be protected, is prescribed.*

As the due date for comment on the Draft Regulations was 4 July 2022 the Department of Natural Resources and Environment was contacted regarding the issues identified with the draft Regulation 19. NRE officers indicated the Department was keen to collaborate with local government and would still welcome a late submission from Council.

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

- 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.

Annual Plan 2022-234

Actions 3.3.1.4 Cat Management

Implement local priorities with community and regional partners to achieve Responsible Cat Ownership outcomes using the Northern Tasmania Regional Cat Management Strategy.

Break O'Day Environment and NRM Strategy 2019

1.2 Biosecurity

Aim 1.2.3: Domestic cats are cared for responsibly, enabling management of stray and feral cats at priority locations.

LEGISLATION & POLICIES:

Cat Management Act 2009,

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

Draft Cat Management Regulations 2022

Information Sheet

Remaking of the Cat Management Regulations 2012

The Government is seeking feedback on the draft Cat Management Regulations 2022 (the draft Regulations), as part of the required re-make the Cat Management Regulations 2012 (the Regulations), that occurs every 10 years.

The draft Regulations include changes associated with the recent amendments to the *Cat Management Act 2009*; and proposed amendments to the existing Regulations as outlined below.

i) Changes associated with recent amendments to the *Cat Management Act 2009*

Public consultation for amendments to the *Cat Management Act 2009* (the Act) was undertaken prior to the Cat Management Amendment Bill 2020 being tabled in Parliament. Regulations have been amended in line with these amendments including penalties.

ii) Proposed amendments to the existing Regulations

Draft Regulation	Proposed amendments
13 Microchip implanters	Changes to criteria for recognition of a microchip implanter. <i>Comment:</i> Removes ambiguity around who is recognised as a microchip implanter and requisite qualifications and experience.
18 Identification of desexing	Rewording to have a desexing mark approved by the Secretary, NRE Tas. <i>Comment:</i> Allows for more than one mark to be recognised.
19 Prescribed prohibited area	New regulation to allow for land that has ecological, scientific, cultural, recreational, or aesthetic value and is managed by council to meet paragraph d of the definition of prohibited area as per section 4 of the <i>Cat Management Act 2009</i> . <i>Comment:</i> Section 18 of the <i>Cat Management Act 2009</i> , enables cat management actions to be undertaken in prohibited areas (includes trapping, seizing, detaining, humanely destroying a cat). The intention of the regulation is to permit councils to undertake cat management action on land they maintain that has either ecological, scientific, cultural, recreational or aesthetic value, without having to formally declare the area as a prohibited or a cat management area.

Draft Cat Management Regulations 2022

Information Sheet

Draft Regulation	Proposed amendments
20 Prescribed health checks	Removal of the general health check by a veterinarian regulation 20(c). <i>Comment:</i> This existing requirement has limited value as a health check is only valid for the day of issue.
22 Prescribed manner of notification of application to keep more than 4 cats	New regulation prescribing the manner in which a person applying for a multiple cat permit under Section 16B(3) of the <i>Cat Management Act</i> must publish a notice of their intention to keep more than four cats. <i>Comment:</i> Provides the permitting authority with options relating to the requirement for publication of a notice of intention to keep more than four cats.
23 Approval of code of practice or standards and obligations of registered breeders to comply with code of practice or standards	New regulation allowing for a code of practice or standard relating to registered breeders to be developed and approved by the Secretary; and requiring registered breeders to comply with any such approved code of practice or standard. A penalty (including prescribed infringement notice penalty) for not following an approved code or standard has also been included in Schedule 1. <i>Comment:</i> This regulation provides for the Secretary to continue to regulate breeders registered with the State Government prior to 1 March 2022 through development of, and compliance with, a registered breeder code of practice or standard.
24 Obligations of holders of multiple cat permits or cat breeding permits	New regulation obligating the holder of a multiple cat permit or a cat breeding permit to comply with conditions of permit. A penalty (including prescribed infringement notice penalty) has also been included in Schedule 1. <i>Comment:</i> This requires the holder of a multiple cat permit or a cat breeding permit to comply with conditions to which their permit relates.
Schedule 1 Infringement notice offences	Inclusion of infringement notice penalties for the new offences in the <i>Cat Management Act 2009</i> and the Cat Management Regulations. Removal of infringement notice penalties for sections removed from the <i>Cat Management Act 2009</i> . Increasing the infringement penalty to reflect amendments to the <i>Cat Management Act 2009</i> .

TASMANIA

CAT MANAGEMENT REGULATIONS 2022
STATUTORY RULES 2022, No.

CONTENTS

PART 1 – PRELIMINARY

1. Short title
2. Commencement
3. Interpretation

PART 2 – CAT MANAGEMENT FACILITIES

4. Prescribed cat management facilities
5. Approval to operate cat management facility
6. Immediate suspension of approval to operate cat management facility
7. Suspension or cancellation of approval to operate cat management facility in other cases
8. Notification of cancellation of approval to operate cat management facility
9. Surrender of approval to operate cat management facility
10. Transfer of approval to operate cat management facility
11. Regulation of cat management facilities
12. Review of decisions

PART 3 – MICROCHIPPING

13. Microchip implanters

Version 7
19 May 2022

14. Prescribed manner of microchipping
15. Details to be entered into microchip database
16. Access to information in microchip database

PART 4 – DESEXING OF CATS

17. Cats not required to be desexed
18. Identification of desexing

PART 5 – MISCELLANEOUS

19. Prescribed prohibited area
20. Prescribed health checks
21. Sale of cat that is not desexed
22. Prescribed manner of notification of application to keep more than 4 cats
23. Approval of code of practice or standards and obligations of registered breeders to comply with code of practice or standards
24. Obligations of holders of multiple cat permits or cat breeding permits
25. Cats in prohibited areas
26. Displaying of remains
27. Infringement offences and penalties

SCHEDULE 1 – INFRINGEMENT NOTICE OFFENCES

CAT MANAGEMENT REGULATIONS 2022

I, the Governor in and over the State of Tasmania and its Dependencies in the Commonwealth of Australia, acting with the advice of the Executive Council, make the following regulations under the *Cat Management Act 2009*.

Dated 20 ,

Governor

By Her Excellency's Command,

Minister for Primary Industries and Water

PART 1 – PRELIMINARY

1. Short title

These regulations may be cited as the *Cat Management Regulations 2022*.

2. Commencement

These regulations take effect on 27 June 2022.

3. Interpretation

In these regulations –

Act means the *Cat Management Act 2009*;

Cat Management Regulations 2022
Statutory Rules 2022, No.

r. 3

Part 1 – Preliminary

AVA means The Australian Veterinary Association Ltd. (ABN 63 008 522 852), also known as the Australian Veterinary Association;

microchip database means the approved database where the prescribed details are entered in accordance with section 12(3) of the Act.

PART 2 – CAT MANAGEMENT FACILITIES

4. Prescribed cat management facilities

For paragraph (d) of the definition of *cat management facility* in section 4 of the Act, a facility operated by a person or organisation approved under regulation 5 is a cat management facility.

5. Approval to operate cat management facility

- (1) A person or organisation may apply to the Secretary for approval to operate a facility as a cat management facility.
- (2) An application under this regulation is to –
 - (a) be in an approved form; and
 - (b) specify –
 - (i) the facility that is intended to be operated as a cat management facility; and
 - (ii) the size of the facility with reference to the building size and land size; and
 - (iii) the intended maximum number of cats to be housed at the facility; and
 - (c) provide full details in respect of –

Cat Management Regulations 2022
Statutory Rules 2022, No.

r. 5

Part 2 – Cat Management Facilities

- (i) any offence of which the applicant has been convicted that involves or relates to an animal; and
 - (ii) all current approvals for the facility, if such approval is required under any Act for the facility to operate.
- (3) Before approving or refusing to approve an application under this regulation, the Secretary may –
 - (a) request further information from the applicant; and
 - (b) take the further information into account when considering the application.
- (4) The Secretary may –
 - (a) approve the person or organisation to operate a cat management facility, subject to any conditions that the Secretary thinks fit, if the Secretary is satisfied –
 - (i) that the person, or organisation, is fit and proper to operate such a facility; and
 - (ii) that it is appropriate to approve the person or organisation; or

Cat Management Regulations 2022
Statutory Rules 2022, No.

Part 2 – Cat Management Facilities

r. 6

(b) refuse to approve the person or organisation to operate a cat management facility.

(5) If the Secretary approves a person or organisation under subregulation (4)(a), the Secretary –

(a) is to inform the person, or organisation, in writing of –

(i) the approval and of any conditions attached to the approval by the Secretary; and

(ii) the specific facility which may be operated under the approval; and

(b) is to cause the name of the person, or organisation, to be published in the *Gazette* as a person or organisation approved to operate a facility as a cat management facility; and

(c) may issue a certificate to reflect the approval of the person or organisation.

(6) If the Secretary refuses an application under subregulation (4)(b), the Secretary is to provide written reasons for the refusal to the applicant.

6. Immediate suspension of approval to operate cat management facility

(1) The Secretary may suspend the operation of a cat management facility without complying with regulation 7 if the operator of the facility has

7

Cat Management Regulations 2022
Statutory Rules 2022, No.

r. 6

Part 2 – Cat Management Facilities

been charged with an offence under the *Animal Welfare Act 1993*, or any other Act, that the Secretary believes is so serious, due to the circumstances of the offence, that the operation of the cat management facility should be immediately suspended.

- (2) The Secretary is to give the operator of the cat management facility written notice of the following relating to a suspension under subregulation (1):
- (a) the reason for the suspension;
 - (b) that the suspension takes effect on the receipt of the written notice by the operator or an employee of the operator;
 - (c) the arrangements that are to be undertaken in respect of the cat management facility affected by the suspension.
- (3) A person who receives written notice under subregulation (2) must comply with the notice.
- Penalty: Fine not exceeding 5 penalty units.
- (4) The cancellation of an approval to operate a cat management facility, that has been suspended under this regulation, is to be in accordance with regulation 7.

7. Suspension or cancellation of approval to operate cat management facility in other cases

- (1) The Secretary may suspend the operation of a cat management facility if the Secretary is satisfied that –
- (a) the operator of, or an employee at, the cat management facility has contravened the Act or a condition attached under regulation 5(5)(a) to the approval of the person or organisation to operate the cat management facility; or
 - (b) an employee at the cat management facility has been found guilty within the last 5 years of an offence in relation to an animal; or
 - (c) the facility used for the cat management facility is creating a nuisance; or
 - (d) it is in the public interest that the operation of the cat management facility be suspended.
- (2) The Secretary may cancel an approval under regulation 5(4)(a) if the Secretary is satisfied of any one or more of the matters specified in subregulation (1).
- (3) Before suspending the operation of a cat management facility, or cancelling an approval under regulation 5(4)(a), the Secretary is to give the person or organisation operating the cat management facility written notice that states –

Cat Management Regulations 2022
Statutory Rules 2022, No.

r. 7

Part 2 – Cat Management Facilities

- (a) that the Secretary is considering suspending the operation of the cat management facility or cancelling the approval; and
- (b) the reasons why suspension or cancellation is being considered; and
- (c) if the suspension or cancellation can be prevented –
 - (i) the steps that may be taken to prevent the suspension or cancellation if those steps are taken to the satisfaction of the Secretary; and
 - (ii) the time frame within which the person or organisation is to complete the steps to the satisfaction of the Secretary; and
- (d) if the suspension or cancellation is unlikely to be prevented, that, apart from the step referred to in paragraph (c), there are no clear steps that can be taken to prevent the suspension or cancellation; and
- (e) that written submissions may be made to the Secretary, within the period specified in the notice, as to why the operation of the cat management facility should not be suspended or the approval should not be cancelled.

Cat Management Regulations 2022
Statutory Rules 2022, No.

Part 2 – Cat Management Facilities

r. 7

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- (4) If the Secretary decides not to suspend the operation of the cat management facility or not to cancel the approval under regulation 5(4)(a), after due consideration of any submissions made under subregulation (3)(e), the Secretary is to give the person or organisation operating the cat management facility written notice of that fact as soon as practicable after making the decision.
- (5) If the Secretary suspends the operation of the cat management facility or cancels the approval under regulation 5(4)(a), after due consideration of any submissions made under subregulation (3)(e), the Secretary is to give the person or organisation operating the cat management facility written notice of the following:
- (a) the suspension or cancellation;
 - (b) the reasons for the suspension or cancellation;
 - (c) if the operation of the cat management facility is suspended, the day on which the suspension takes effect and the period of suspension;
 - (d) if the approval is cancelled, the day on which the cancellation takes effect.
- (6) In suspending the operation of a cat management facility, or cancelling an approval under regulation 5(4)(a), the Secretary –
- (a) may determine what arrangements may be necessary in respect of the cat

11

Cat Management Regulations 2022
Statutory Rules 2022, No.

r. 8

Part 2 – Cat Management Facilities

management facility affected by the suspension or cancellation; and

- (b) is to attach the details of the arrangements determined under paragraph (a) to the notice given under subregulation (5).
- (7) A person who receives written notice under subregulation (5) must comply with the notice and any arrangements attached to the notice under subregulation (6).

Penalty: Fine not exceeding 5 penalty units.

- (8) The Secretary may revoke a suspension under this regulation before the suspension is due to expire if the Secretary reasonably believes that it is appropriate to do so.

8. Notification of cancellation of approval to operate cat management facility

If an approval under regulation 5(4)(a) is cancelled under regulation 7, the Secretary is to publish in the *Gazette* –

- (a) the name of the person or organisation who held the approval; and
- (b) the name of the cat management facility that was operated under the approval; and
- (c) that the approval is cancelled; and

- (d) the date on which the cancellation takes effect.

9. Surrender of approval to operate cat management facility

- (1) A person or organisation is to surrender, to the Secretary, an approval of the person or organisation under regulation 5(4)(a) by notice in writing at least 15 working days before the surrender is to take effect.
- (2) A person surrendering an approval under subregulation (1), whether on the person's behalf or on behalf of an organisation, must ensure that arrangements are in place to rehome, sell or transfer any cats from the cat management facility being operated before the approval is surrendered.

Penalty: Fine not exceeding 5 penalty units.

10. Transfer of approval to operate cat management facility

- (1) A person or organisation approved under regulation 5(4)(a) may apply in writing to the Secretary to transfer the approval to another person or organisation.
- (2) The Secretary may –
 - (a) transfer the approval, if satisfied that –
 - (i) the person or organisation that is to operate a cat management

Cat Management Regulations 2022
Statutory Rules 2022, No.

r. 11

Part 2 – Cat Management Facilities

facility under the transferred approval would be approved to operate a cat management facility under regulation 5(4)(a) if an application were made under that regulation; and

(ii) it is appropriate to transfer the approval; or

(b) refuse to transfer the approval.

(3) An approval transferred under this regulation is taken to be an approval under regulation 5(4)(a) and is subject to the same terms and conditions as such an approval.

11. Regulation of cat management facilities

(1) The Secretary may approve one or more codes of practice or standards in respect of cat management facilities.

(2) Before approving a code of practice or standard, the Secretary –

(a) may seek submissions, within such a time and in such a manner as the Secretary directs, in respect of the draft code of practice or draft standard, from any person or group, that the Secretary thinks fit; and

(b) is to take into account any such submissions that are made in respect of

the draft code of practice or draft standard.

- (3) The approval of a code of practice or standard under this section, and the date on which the approval takes effect, are to be notified in the *Gazette*.
- (4) A person operating, or working at, a cat management facility must comply with each code of practice and standard approved under subregulation (1).

Penalty: Fine not exceeding 20 penalty units and, in the case of a continuing offence, a further fine not exceeding 5 penalty units for each day during which the offence continues.

12. Review of decisions

A person who is aggrieved by a decision of the Secretary under this Part may apply to the Magistrates Court (Administrative Appeals Division) for a review of that decision.

PART 3 – MICROCHIPPING

13. Microchip implanters

For paragraph (a) in the definition of ***microchip implanter*** in section 4 of the Act, the following persons are prescribed persons:

- (a) a registered veterinary surgeon;
- (b) a person who is registered, or otherwise recognised, as a veterinary surgeon in another State or a Territory;
- (c) a person who –
 - (i) has successfully completed an approved course in the implantation of microchips; and
 - (ii) can provide evidence from a veterinary surgeon that the person is implanting microchips in cats under the supervision, or direction, of the veterinary surgeon;
- (d) a person implanting a microchip in a cat –
 - (i) as part of an approved course of training; and
 - (ii) under the supervision of a person that is a microchip implanter other than in accordance with this paragraph;

- (e) a person approved, in writing, to be a microchip implanter.

14. Prescribed manner of microchipping

- (1) For section 12(1) of the Act, a cat is implanted with a microchip in a prescribed manner if –
 - (a) the microchip is implanted –
 - (i) by a microchip implanter; and
 - (ii) in a manner consistent with the provisions of AVA Policy on Electronic Identification of Animals – Microchip, ratified by the AVA on 8 April 2016 and as amended or substituted from time to time, that relate to the implantation of a microchip in a cat; or
 - (b) the cat was implanted with a microchip before the commencement of the Act.
- (2) A person must not implant a microchip in a cat unless the person is a microchip implanter.

Penalty: Fine not exceeding 5 penalty units.

15. Details to be entered into microchip database

- (1) For section 12(3) of the Act, the prescribed details to be entered in the microchip database in respect of each cat that is implanted with a microchip under the Act are as follows:

Cat Management Regulations 2022
Statutory Rules 2022, No.

r. 15

Part 3 – Microchipping

- (a) the name, residential address and contact number of the owner of the cat;
 - (b) an alternative contact and contact number for the owner of the cat, if available;
 - (c) the address and municipal area in which the cat resides if different from the residential address under paragraph (a);
 - (d) the name of the cat;
 - (e) the breed of the cat, if known;
 - (f) whether or not the cat has been desexed;
 - (g) the colouring of the cat;
 - (h) the date of birth of the cat or, if the date of birth is not known, the approximate age of the cat;
 - (i) the unique identification number of the microchip;
 - (j) the date of implantation of the microchip;
 - (k) the full name of the microchip implanter;
 - (l) the business address of the microchip implanter.
- (2) For section 12(3) of the Act, a person has provided the prescribed details in relation to a microchip implanted before the commencement of the Act if the person complied with any request for information by the microchip

implanter at the time at which the cat was microchipped.

- (3) The owner of a cat that has been implanted with a microchip, whether before or after the commencement of this Act, is to ensure that the microchip database is notified of a change in any of the details specified in subregulation (1) within 30 days after the change has occurred.
- (4) A microchip implanter must keep a record of the details required to be entered under section 12(3) of the Act until the microchip implanter has confirmation that the information has been recorded by the microchip database provider.

Penalty: Fine not exceeding 10 penalty units.

16. Access to information in microchip database

- (1) The Secretary may determine guidelines in respect of any one or more of the following:
 - (a) the access to information in the microchip database;
 - (b) the reasons for permitting access to information;
 - (c) how information received from the database may be used.
- (2) A person must comply with any guidelines determined under this regulation.

Penalty: Fine not exceeding 5 penalty units.

PART 4 – DESEXING OF CATS

17. Cats not required to be desexed

For section 14(2)(c) of the Act, the following are members of a prescribed class of cats:

- (a) a cat that is registered with an approved organisation to be shown at an event that is organised or sanctioned by that organisation;
- (b) a cat that is purchased, by a member of an approved organisation, to be shown at an event that is organised or sanctioned by that organisation.

18. Identification of desexing

- (1) The Secretary may approve a mark to be used to identify that a cat is desexed.
- (2) For section 14(3) of the Act, the mark approved by the Secretary under subsection (1) is the mark that is to be permanently marked inside the left ear of a cat to identify that the cat is desexed.

PART 5 – MISCELLANEOUS

19. Prescribed prohibited area

For paragraph (d) of the definition of ***prohibited area*** in section 4 of the Act, an area of land that is within the authority of a council and that has any ecological, scientific, cultural, recreational or aesthetic value is prescribed.

20. Prescribed health checks

For section 15(1)(e) of the Act, the following health checks are prescribed:

- (a) a cat is to be vaccinated to a level of F3 (Feline 3), or with the core vaccinations, that are recommended by AVA Vaccination of Dogs and Cats ratified on 6 August 2018, as amended from time to time, as appropriate for the age of the cat to be vaccinated;
- (b) a cat is to be free from external parasites and to have received at least one treatment for internal worms.

21. Sale of cat that is not desexed

For section 15(2)(c) of the Act, section 15(1) does not apply to the sale of a cat that is not desexed interstate if the purchaser of the cat is permitted, under the relevant legislation of the relevant State or Territory, to have a cat that is not desexed.

22. Prescribed manner of notification of application to keep more than 4 cats

For section 16B(3)(b) of the Act, the prescribed manner in which an applicant must publish a notice is by –

- (a) placing the notice, for a period of 14 days, at each entry point to the individual property to which the application relates in a way so that the notice is visible to people passing by each entry point; or
- (b) causing the notice to be published in a daily newspaper circulating within the municipal area in which the individual property to which the application relates is situated.

23. Approval of code of practice or standards and obligations of registered breeders to comply with code of practice or standards

- (1) The Secretary may approve a code of practice or standards that contains obligations in respect of registered breeders.
- (2) The approval of a code of practice or standards under this section, and the date on which the approval takes effect, is to be notified in the *Gazette*.
- (3) A registered breeder must comply with a code of practice or standards approved under subsection (1).

Penalty: Fine not exceeding 20 penalty units and, in the case of a continuing offence, a further fine not exceeding 5 penalty units for each day during which the offence continues.

24. Obligations of holders of multiple cat permits or cat breeding permits

- (1) The holder of a multiple cat permit has an obligation to comply with any conditions to which the permit is subject.
- (2) The holder of a multiple cat permit must comply with an obligation imposed under subsection (1).

Penalty: Fine not exceeding 20 penalty units and, in the case of a continuing offence, a further fine not exceeding 5 penalty units for each day during which the offence continues.

- (3) The holder of a cat breeding permit has an obligation to comply with any conditions to which the permit is subject.
- (4) The holder of a cat breeding permit must comply with an obligation imposed under subsection (3).

Penalty: Fine not exceeding 20 penalty units and, in the case of a continuing offence, a further fine not exceeding 5 penalty units for each day during which the offence continues.

25. Cats in prohibited areas

For section 18(2) and section 18(4) of the Act, the prescribed circumstances, where cat management action may not be taken in respect of a cat in a prohibited area, are if the cat is –

- (a) being transported on a road through the prohibited area that does not terminate in the prohibited area; and
- (b) confined or restrained in a manner that prevents escape while being transported through the prohibited area.

26. Displaying of remains

- (1) In this regulation –

taxidermist means a person who –

- (a) is a member of an approved organisation relating to taxidermy; or
 - (b) holds an approved licence, or other approved authorisation, relating to taxidermy.
- (2) For section 28(3) of the Act, the remains of a cat may be displayed if –
- (a) the remains have been prepared and preserved by a taxidermist; or
 - (b) the Secretary has approved the display containing the remains.

27. Infringement offences and penalties

For section 39 of the Act –

- (a) the offences specified in column 1 of Schedule 1 are prescribed to be infringement offences; and
- (b) the penalties specified in column 2 of Schedule 1 are the penalties applicable to those infringement offences.

Cat Management Regulations 2022
Statutory Rules 2022, No.

sch. 1

SCHEDULE 1 – INFRINGEMENT NOTICE OFFENCES

		Regulation 27
	Column 1	Column 2
	Offences	Penalty Unit
1.	Section 8A(8)	2.5
2.	Section 9	1
3.	Section 10	2.5
4.	Section 12(1)	1
5.	Section 12(4)	1
6.	Section 13	1
7.	Section 14(1)	1
8.	Section 14(4)	1
9.	Section 15(1)	2.5
10.	Section 16A(2)	1
11.	Section 16B(3)	1
12.	Section 17(5)	5
13.	Section 18(6)	5
14.	Section 21B(2)	5
15.	Section 24(2)	1
16.	Section 24(4)	1

Cat Management Regulations 2022
Statutory Rules 2022, No.

sch. 1

	Column 1 Offences	Column 2 Penalty Unit
17.	Section 27(1)	2
18.	Section 28(2)	5
19.	Section 28(3)	1
20.	Section 29(1)	2.5
21.	Section 30(2)	1
22.	Section 35	2
23.	Section 37(2)	2
24.	Section 38	1
25.	Section 38A(4)	5
26.	Regulation 6(3)	3
27.	Regulation 7(7)	1
28.	Regulation 9(2)	2
29.	Regulation 11(4)	3
30.	Regulation 14(2)	1
31.	Regulation 15(4)	1
32.	Regulation 16(2)	2
33.	Regulation 23(3)	
	(a) First offence	3

27

Cat Management Regulations 2022
Statutory Rules 2022, No.

sch. 1

	Column 1 Offences	Column 2 Penalty Unit
34.	(b) Second or subsequent offence Regulation 24(2)	3
	(a) First offence	3
35.	(b) Second or subsequent offence Regulation 24(4)	3
	(a) First offence	3
	(b) Second or subsequent offence	3

Cat Management Regulations 2022
Statutory Rules 2022, No.

Printed and numbered in accordance with the *Rules Publication Act 1953*.

Notified in the *Gazette* on 20 ,

These regulations are administered in the Department of Natural Resources and Environment Tasmania.

EXPLANATORY NOTE

(This note is not part of the regulations)

These regulations –

- (a) prescribe, for the purposes of the *Cat Management Act 2009* –
 - (i) procedures for the approval, suspension or cancellation of cat management facilities in certain circumstances; and
 - (ii) processes relating to the microchipping of cats; and
 - (iii) other miscellaneous matters, including offences for which an infringement notice may be served; and
- (b) are made consequentially on the repeal of the *Cat Management Regulations 2012* under section 11 of the *Subordinate Legislation Act 1992*.

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

OFFICER'S RECOMMENDATION:

That the General Manager's report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:**Meeting and Events attended:**

22.07.2022	St Helens	– Northern Tasmania Development Corporation (NTDC) - .id Consulting Workshop which provided an update on statistical trends within Break O'Day. Whilst quite useful it will be more useful as the latest ABS data is included.
22.07.2022	St Helens Via web	– Recreational Trails Strategy Online Forum, hosted the forum which presented the draft Strategy to interested community members and answered questions as part of the current engagement process.
29.07.2022	Launceston Via web	– Local Government Learning and Development Framework – Working Group Meeting which reviewed the modules being developed and progress with the project.
01.08.2022	St Helens	– Council Workshop
05.08.2022	St Helens	– Hon Jen Butler MP, general catch up to discuss local matters including housing, population change, Fingal Valley projects as well as the Local Government review process
05.08.2022	St Helens Via web	– Tasmania's Marine Atlas – Local Government End User Needs Workshop

Meetings & Events Not Yet Attended:

10.08.2022	St Helens	– St Helens MTB Marketing Review
10.08.2022	Bicheno	– Break O'Day Employment Connect expansion to Bicheno launch
15.08.2022	St Helens	– Council Meeting

General – The General Manager held regular meetings with Departmental Managers and individual staff when required addressing operational issues and project development. Meetings with community members included Gordon Eckel, Phillip Handley, Emily Jaksch & Simon Holmes, and Rosina Gallace (St Marys Online Access Centre).

Brief Updates:

Break O'Day Population information – latest ABS information

The ABS have released the first set of information in relation to the 2021 Census which has provided some interesting information which I have reproduced below from the Census All persons QuickStats

	2016 Census	2021 Census
People	6,104	6,770
Male	50.7%	51.0%
Female	49.3%	48.9%
Median Age	54	56
Families	1,621	1,876
All private dwellings	4,510	4,829
Average people per household	2.1	2
Median weekly household income	\$746	\$836
Median weekly rent	\$195	\$240

Relating to the substantial growth in population are the increases in the number of families (+253) and All Private Dwelling (+319). The impact of this needs to be considered in the number of new dwellings which have been approved (357) and who received their Occupancy Certificate (148) during the corresponding period. The variation between Approval and Occupancy is very significant which can only in part be attributed to delays in finding a builder.

Communications Report

TOPIC	ACTIVITY	PROGRESS
GENERAL COMMS	BODC Newsletter	Sent out 2 weeks ago. Included stories on: <ul style="list-style-type: none"> Wellbeing Festival Community Engagement Updates Swooping Plovers Weed of the month Works Report and more
	Mayor's Op-ed Examiner	Focused on the importance of LG Elections and promoted running for your local Council.
	Five minutes with the Mayor	Focused on the importance of LG Elections and promoted running for your local Council.
Social Media	Cat desexing and microchipping subsidy	Developed Content with NRE to promote desexing/micro chipping subsidy. This has been running on FB for month.
	Local Government Elections	Cross-promoting the LGAT content
Marketing	MTB Brand Review	Have organized a MTB Brand Review to be facilitated by David Inches from Evolve Tourism. Trail Ambassadors and other stakeholders have been invited to attend.
	FLOW /IMBA promotion of the Bay of Fires trail	FLOW has developed content on the Bay of Fires Trail we will now use to promote the trail to International Markets.
	East Coast Tourism	Continuing to work with East Coast Tourism around promotion of the area.
EMAIL DATABASES	Continuing to develop	Continuing to collect email addresses for the newsletter and township databases. This has been going well with all the consultation underway which is used as an opportunity to promote our EDMs.
Community Engagement	Volunteer Strategy	Volunteer Strategy – Currently in final stages of development.
	Community Engagement Strategy	Community Engagement Strategy – now adopted and internal procedures being developed.
	Marine Facilities Survey	Georges Bay Activation Strategy – Survey Closed and data being collated.
	Recreational Trails Strategy	Held an online forum. Recording of session and presentation available on our website. Currently collecting submissions on the Draft.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
33 Legge Street, Falmouth Two (2) Lot Subdivision	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
34 Quail Street, St Helens Two (2) Lot Boundary Adjustment	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
20 Mount Paris Dam Road, Weldborough Boundary Adjustment	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
23209 Tasman Highway, Scamander Boundary Adjustment	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
Crown Land Tasmania – Licence of Crown Land at Flagstaff Lookout, Goshen	Affixing Common Seal	Licence	Number 21 – Miscellaneous Powers and Functions to the General Manager
Department of State Growth – Learner Driver Mentor Program 2022 - 2023	Affixing Common Seal	Grant Deed	Number 21 – Miscellaneous Powers and Functions to the General Manager

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

DATE	DOCUMENT	ADDRESS	PID OR DA
05.07.2022	337 Certificate	36 Franks Street, Falmouth (CT183241-2)	7513837
05.07.2022	337 Certificate	307 Binalong Bay Road, St Helens	6804026
06.07.2022	337 Certificate	P 2211 Gardiners Creek Road, St Marys	7754884
08.07.2022	337 Certificate	27 Parnella Drive, Stieglitz	7445141
08.07.2022	337 Certificate	12 Erythos Grove, St Helens	6808852
08.07.2022	337 Certificate	70 Lyall Road, Binalong Bay	6809089
13.07.2022	337 Certificate	21921 Tasman Hwy, Four Mile Creek	1963407
13.07.2022	337 Certificate	8 Georges Bay Esplanade, St Helens	6794171
13.07.2022	337 Certificate	18-25 Gray Street, Fingal	6411097
14.07.2022	337 Certificate	10 Seabreeze Court, Beaumaris	9268952
14.07.2022	337 Certificate	14 Telemon Street, St Helens	7319890
14.07.2022	337 Certificate	8 Pringle Street, Scamander	6406271
14.07.2022	337 Certificate	9 Penelope Street, St Helens	6809193
15.07.2022	337 Certificate	Lot 8 Wedge Court, Binalong Bay	3495256
15.07.2022	337 Certificate	Lot 9 Wedge Court, Binalong Bay	3495256
15.07.2022	337 Certificate	1025 Elephant Pass Road, Gray	7495747

DATE	DOCUMENT	ADDRESS	PID OR DA
15.07.2022	337 Certificate	56 Main Street, St Marys	6403994
19.07.2022	337 Certificate	59 Talbot Street, Fingal	3524950
25.07.2022	337 Certificate	150 St Helens Point Road, Stieglitz	7391219
25.07.2022	337 Certificate	15 Cannell Place, Akaroa	3154793
26.07.2022	337 Certificate	Lottah Road, Lottah (CT231808-8)	2632810
27.07.2022	337 Certificate	8 Beaumaris Avenue, Beaumaris	6787211
28.07.2022	337 Certificate	204 Richardson Road, St Marys	9733568

Tenders and Contracts Awarded:

Nil.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Anna Williams, Economic Development Officer
FILE REFERENCE	014\001\009\
ASSOCIATED REPORTS AND DOCUMENTS	Correspondence from Launceston Gastronomy Launceston Gastronomy Progress Report

OFFICER'S RECOMMENDATION:

That Council approve funding in the 2022/2023 at the same level of funding as the 2021/2022 of \$2,311.53 to the Launceston Gastronomy project.

INTRODUCTION:

Northern Tasmania's place as one of the great food regions is an underpinning reason for the focus on Launceston being recognised as a UNESCO City of Gastronomy. This recognition was secured in late 2021 providing the all important first step in progressing this project.

The role of Launceston Gastronomy is to champion the Creative City objectives of promoting and sustaining diversity, innovation, competition and entrepreneurship across food and beverage related activities that build economic, cultural, social and environmental prosperity for Northern Tasmania.

Correspondence (attached) has been received from Launceston Gastronomy providing an update on progress and detailing the work plan moving forward.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop February 2021 Presentation – Northern Tasmania Development Corporation (NTDC) regarding City of Gastronomy Project.

OFFICER'S REPORT:

The request for funding for 2022/2023 is to enable the community to maximise the opportunity presented by the UNESCO designation as a City of Gastronomy for the region.

The request is for the same level of funding from 2021/2022 which for Break O'Day was \$2,311.53.

To assist Council with considering the funding request Launceston Gastronomy have also provided a Progress Report on the actions to date.

The program has been running for six (6) months (August 2021) and has experienced difficulty in resourcing the necessary tasks, and therefore, a number of the KPIs have not substantially progressed.

Three of the six KPIs have been achieved whilst the remaining unachieved KPIs have been included within the 2022/2023 Action Plan. They are expected to be delivered by December 2022.

Progress Report

KPI - 1	Development, socialisation and release of a four-year implementation and Action Plan	Achieved
Progress	Achieved: draft implementation and action plan for 22/23 and onwards is attached.	
KPI - 2	Develop and Implementation of Communication & Stakeholder Engagement Plan	Not Achieved
Progress	<p>Has been included within 22/23 Action Plan.</p> <p>Expected implementation by August 2022. Plan includes:</p> <ul style="list-style-type: none"> - Website (achieved) - Social Media campaign <i>“What does Gastronomy mean to you?”</i> - 12 month activity calendar - Monitoring and reporting framework <p>However, in the stead of the plan’s implementation the region has received a few benefits via communication and engagement that has occurred in respect to its designation as a City of Gastronomy, including:</p> <p><u>Media Exposure:</u></p> <ul style="list-style-type: none"> - A large amount of media exposure after announcement. Major features in the Australian Financial Review and Newscorp media. Tourism Tasmania estimates the value of AFR exposure to be of \$75,000 advertising equivalent. <p><u>Australia’s top travel destination:</u></p> <ul style="list-style-type: none"> - Named ‘Top travel destination – Australia’ by WOTIF (Australia’s premier travel website). Highlighted recent City of Gastronomy (CoG) as a key factor. <p><u>‘Top Tourism Town’ – Tourism Industry Council of Tasmania (TICT):</u></p> <ul style="list-style-type: none"> - Chosen based on heritage, food and wine, fresh produce – factors that entail a City of Gastronomy. 	

KPI – 3	Development and Delivery of Three Pilot Projects	Achieved
Progress	<p>Success and continued funding of the Three Pilot Projects.</p> <ol style="list-style-type: none"> 1. AgriCULTURED <ul style="list-style-type: none"> - Designed to grow and empower the agrifood and farming sector - Address gap in winter events - Aug 2021 – inaugural event sold out. - Aug 2021: Series of events in Northern Midlands over three days - Aug 2022: Series of events in Meander Valley. - Set to become one of Tasmania’s signature events. 2. Abled Kitchen <ul style="list-style-type: none"> - Giving commercial bakery experiences for the disability sector, helping train high functioning individuals with an intellectual or sensory disability or on the autism spectrum to make them job ready for the baking industry. 3. Fermentation Hub <ul style="list-style-type: none"> - Received \$7.5m grant (as part of Building Better Regions Fund) to build the Fermentation Hub. - A signature resource that allows Northern Tas to give back to the Creative Cities Network via research to solve their food system problems and see new opportunities via transformative properties of fermentation. - Design and build of Hub is underway. Fit-out costs bolstered by a \$3.4m election commitment from Labour government (Federal). - Operational in early 2024. 	
KPI – 4	Development of Metrics and Reporting	Not Achieved
Progress	<p>No metrics have been established. The attached report is the most in-depth reporting developed.</p> <p>Expected to be delivered by December 2022.</p>	
KPI – 5	Delivery of Four Systems Workshops	Not Achieved
Progress	<p>Have been included within the 22/23 Action Plan.</p> <p>Expected to be delivered by December 2022.</p> <p>Workshops will be located in the following regions:</p> <ul style="list-style-type: none"> - Launceston - Tamar and North East - Northern Midlands - Meander Valley 	
KPI – 6	Development of Website	Achieved

Progress	Website is developed and active.
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Launceston Gastronomy have also provided the 2022/2023 Action Plan. This plan is attached.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027 (March 2022 Review)

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

1. Develop and highlight opportunities which exist and can be realised in a manner that respects the natural environment and lifestyle of the BOD area.
2. Support and encourage innovation and growth in the economy through local leadership, infrastructure provision, support services and customer focussed service delivery.

Key Focus Area

Identify and realise opportunities that develop and support the Break O'Day economy in a sustainable manner.

LEGISLATION & POLICIES:

Not Applicable.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The request is for the same level of funding from 2021 – 2022 which for Break O'Day was \$2,311.53.

VOTING REQUIREMENTS:

Absolute Majority.

John Brown
General Manager
Break O'Day Council
32-34 Georges Bay Esplanade
St Helens, Tasmania, 7216

17 June 2022

Dear John

Launceston and Northern Tasmania became part of the global food movement connected to the international UNESCO Creative Cities Network when it was designated by UNESCO in late 2021 as a City of Gastronomy. This denomination recognises that Launceston is at the heart of a region where food is central to our identity through the growing, processing and manufacturing of a wide range of food and beverage products combined with an extensive food tourism industry, numerous creative festivals featuring regional food, and a hospitality industry offering a wide variety of gastronomic experiences.

The UNESCO Creative Cities Network (UCCN) was created in 2004 to promote cooperation with and among cities that have identified creativity as a strategic factor for sustainable urban development. The cities that make up this network work together towards a common objective: placing creativity and cultural industries at the heart of their development plans at the local level and cooperating actively at the international level. The network recognises seven areas of creativity, one of which is gastronomy.

UNESCO takes a broad definition of gastronomy to include all stages of the food supply chain but with a focus on using the region's unique cultural and creative identity in the area of gastronomy to address issues of economic, social and environmental sustainability.

Councils of the Northern Tasmanian region recognise that food plays a vital role in culture, creativity, social exchange and mental wellbeing. The production, processing, distribution, preparation and consumption of food contributes significantly to the northern economy, while gastronomic tourism is a vital part of our visitor economy. It is with this appreciation that the Councils of the region considered their support for the bid for Launceston and Northern Tasmania to be designated as a UNESCO Creative City of Gastronomy.

In agreeing to support the UNESCO Creative City of Gastronomy bid, the Northern Councils provided the following financial support for the 2021/22 financial year:

City of Launceston	\$ 25,000.00
Break O'Day	\$ 2,311.53
Dorset	\$ 2,438.72
George Town	\$ 2,568.12
Meander Valley	\$ 7,294.84
Northern Midlands	\$ 4,939.57
West Tamar	\$ 8,848.35
TOTAL	\$ 53,401.13

The role of Launceston Gastronomy is to champion the Creative City objectives of promoting and sustaining diversity, innovation, competition and entrepreneurship across food and beverage related activities that build economic, cultural, social and environmental prosperity for Northern Tasmania.

The Board of Launceston Gastronomy is seeking funding from your Council to be provided for the 2022/23 Financial Year to enable the community to maximise the opportunity presented by the UNESCO designation as a City of Gastronomy for the region. The request is for the same level of funding that was provided in the current financial year.

To assist your Council in assessing the funding request please find attached in the accompanying document;

1. A progress report on the actions taken to date. This report demonstrates that a suite of KPIs has been established for Launceston Gastronomy and that progress has been made. The program has only been running for 6 months and has experienced difficulties in resourcing the necessary tasks, and therefore, a number of the KPIs have not been substantially progressed at this stage. Despite this, it is clear that the UNESCO City of Gastronomy program has delivered strong media exposure and provided a reputational lift for the region.
2. An Action Plan detailing the proposed activities for 2022/23 against the strategic intent of Launceston Gastronomy. The Action Plan includes costs for actions and measures to evaluate performance against.

The Board of Launceston Gastronomy acknowledges that the program requires more time to establish itself and that the outstanding KPI's need to be carried over into the next financial year, together with the work program that is outlined in the draft Implementation and Action Plan 2022/23.

In July 2022 the Gastronomy brand and partner playbook for use across the region will be officially launched at an event which representatives of your council will be invited to attend. You will also note in the action plan that we will be running a number of systems workshops in the region in the coming year. Our team will be in contact with you to discuss community participation in the workshops to ensure we are identifying key issues for your community to deliver against.


We look forward to working with the Northern Region Councils and the community to champion the Creative City objectives of promoting and sustaining diversity, innovation, competition and entrepreneurship across food and beverage related activities that build economic, cultural, social and environmental prosperity for Northern Tasmania.

Yours Sincerely



Jane Bennett

Chair, Launceston Gastronomy




www.launcestongastronomy.com.au

1. Launceston Gastronomy Progress Report

Work commenced on the City of Gastronomy program in November/December 2021 following designation as a UNESCO Creative City of Gastronomy. However, progress has been restricted due to resourcing difficulties which have been experienced over the past 6 months. Despite these difficulties, a set of key performance Indicators (KPI) were developed for 2021/22 and progress against these KPIs is outlined in the following table:

KPI - 1	Development, socialisation and release of a four-year Implementation and Action Plan
<i>Progress</i>	<i>The Launceston Gastronomy Strategy which was originally crafted for the bid has been recast to make it fit for purpose and a draft implementation and action plan for 2022/2023 and beyond is included in this report.</i>
KPI - 2	Development and Implementation of a Communication & Stakeholder Engagement Plan
<i>Progress</i>	<p><i>The Communication and Stakeholder Engagement Plan has not been delivered. A costed detailed plan has been included in the 2022/23 Action Plan. While a Communication and Stakeholder Engagement Plan has not been developed at this stage, the region has received the following benefits through the communication and engagement that has occurred in respect to its designation as a City of Gastronomy:</i></p> <p><u><i>Media Exposure</i></u></p> <p><i>The value of the media exposure we have received since designation alone provides substantial return on investment from your contributions to this initiative. In addition to all of the exposure immediately following the announcement, we have had ongoing national profile through major features in all of the NewsCorp newspapers and the Australian Financial Review (appended separately). Tourism Tasmania has estimated the value of the AFR exposure alone to be approximately \$75,000 in terms of advertising equivalent, but this doesn't account for the reputational benefits. The initial and ongoing media coverage resulting from our Creative Cities status is enhancing the brand of the city and region.</i></p> <p><u><i>Australia's top travel destination</i></u></p> <p><i>WOTIF, Australia's premier travel website, has listed Launceston as the top travel destination in Australia for 2022, highlighting our recent City of Gastronomy status as one of the key factors and once again linking the city to the surrounding region. This alone will show a return on investment from the bid.</i></p> <p><u><i>Tourism Industry Council of Tasmania (TICT)'s Top Tourism Town</i></u></p> <p><i>TICT announced Launceston as their Top Tourism Town of 2022 in June on the back of our heritage, our food and wine, our fresh produce and so much of what entails a City of Gastronomy. Now that Launceston goes on to vie for Australia's Top Tourism Town, this is a further opportunity to promote Launceston as a City of Gastronomy.</i></p>

KPI - 3	Development and Delivery of Three Pilot Projects
Progress	<p><u>agriCULTURED</u></p> <p><i>www.agricultured.com.au</i> A highly successful annual event developed by Launceston Gastronomy partner organisation VNT to address a gap in our Tasmanian winter events calendar, it is designed to grow and empower the agrifood and farming sector and celebrate who we are and what we make and grow so well. The inaugural event in Aug 2021 was sold out before it even started. It drew participants from Launceston to a series of events in the Northern Midlands for three days and this year it is from Launceston to the Meander Valley area to showcase the rural scene there. This is set to become one of the signature events for Tasmania, place based, authentic and playing to our strengths.</p> <p><u>Abled Kitchen</u></p> <p>Abled Kitchen, a collaboration between St Giles, FermentTasmania and Sandy's Sourdough, is giving commercial bakery experiences for the disability sector, helping train high functioning individuals with an intellectual or sensory disability or on the autism spectrum to make them job ready for the baking industry and the success of our pilot program last year and the first of the full program just rolled out this month is exciting. We are helping create a new source of workers for the industry who are loyal, thrive on repetitive tasks and bring such joy into the workplace. As we are currently borrowing a commercial facility for the program, this will be only temporary until we have the fermentation hub up and running. TasTAFE is now involved and helping us work towards micro-credentialing the program as well.</p> <p><u>Fermentation Hub</u></p> <p>FermentTas had a successful BBRF grant bid for \$7.5m dollars to build the fermentation hub, support from Launceston Gastronomy has been invaluable in getting this successful grant. As part of the UNESCO Creative City of Gastronomy bid, the Fermentation Hub is the signature resource that will allow Northern Tasmania to give back to the Creative Cities Network, helping food regions around the world solve their food system problems and see new opportunities through the transformative properties of fermentation. Signing off on the grant deed just prior to the election announcement means the design and build of the Hub is now underway. The fit-out costs have been bolstered by a \$3.4 million election commitment from the incoming Labor government. We are aiming to be operational in early 2024, all going to plan.</p> <p><u>School Lunch Program</u></p> <p>Julie Dunbabin from the Tasmanian School Canteens Association has a vision to roll out healthy lunch time meals for schools across the State. The pilot program which ran for 3 months across 3 schools in Tasmania in 2019 was highly successful in terms of increasing attendance, improving behaviour and learning outcomes. The Premier gave the program funding earlier this year to roll it out to more schools. Launceston Gastronomy found a sponsor in Kinetic to help roll out the program in two more schools in the Meander Valley area and this has egged us on to start unearthing more to broaden the reach. An essential program at the coalface of how to help address food literacy and understanding how to make</p>

	<i>nourishing meals will lead not only to great health outcomes but to better learning, both which some suburbs and regions throughout Tasmania need to address.</i>
KPI - 4	Development of Metrics and Reporting
<i>Progress</i>	<i>The development of suitable metrics and reporting is still a work in progress. This report represents the most comprehensive summary of progress that has been prepared to date.</i>
KPI - 5	Delivery of Four Systems Workshops
<i>Progress</i>	<i>These workshops have not been progressed however they are costed and included in the Action Plan for 22/23.</i>
KPI - 6	Development of Website
<i>Progress</i>	<p>A Website has been developed and is currently active: Launceston Gastronomy-Connecting Northern Tasmania</p> 

2. Launceston Gastronomy (LG) Action Plan 2022/23

Purpose

To champion Northern Tasmania's recognition as one of the great food regions of the world by leveraging Launceston's status as a UNESCO Creative City of Gastronomy through embedding gastronomic creativity at the heart of the social, cultural, economic and environmental prosperity of the region.

Statement of Strategic Intent

Launceston became part of the global food movement connected to the international UNESCO Creative Cities Network when it was designated by UNESCO in 2021 as a City of Gastronomy. This denomination recognises that Launceston is at the heart of a region where food is central to our identity through the growing, processing and manufacturing of a wide range of food and beverage products combined with an extensive food tourism industry, numerous creative festivals featuring regional food, and a hospitality industry offering a wide variety of gastronomic experiences.

The focus of the UNESCO creative cities network is placing creativity and cultural industries at the heart of each city's development plans at the local level and cooperating actively at the international level. The role of Launceston Gastronomy (LG) is to champion the Creative City objectives of promoting and sustaining diversity, innovation, competition and entrepreneurship across food and beverage related activities that build economic, cultural, social and environmental prosperity for Northern Tasmania.

Launceston, UNESCO City of Gastronomy

Heart of Northern Tasmania's food culture

Strategic Intent 1.

Global Network

As a UNESCO City of Gastronomy Launceston is part of a global network of Creative Cities placing creativity and cultural industries at the heart of their development plans at the local level and cooperating actively at the international level.

Strategy
1.1. LG is the focal point for Launceston's designation of UNESCO City of Gastronomy and acts as conduit between Launceston activities and all other cities.
1.2. LG will build collaborations between Launceston and other cities in the UCCN to advance specific projects that align with our strategic intent.
1.3. LG provides the required reporting back to UNESCO on activities and achievements of the region.
1.4. LG will attend the mandatory global conferences of the UCCN and the Gastronomy Network.

Strategy link	Action	Resources	Timeframe	Cost	Measure of success
1.1	<i>Recruit and appoint a City of Gastronomy/ Launceston Gastronomy (LG) Coordinator</i>	Board	July 2022	\$96,400 for 22/23 including on-costs	Coordinator in place
1.1	<i>Establish a Launceston Gastronomy Reference Group (LGRG) containing expertise and networks from across the food system to continue to drive projects and maximise the benefits from Creative Cities designation.</i>	Board Coordinator to administer	July 2022	Negligible – Board and LGRG contributions are in kind. In-kind contribution value for 22/23 over \$50,000	First meeting held August 2022
1.1	<i>Develop a branding identity and collateral to inform a communications plan</i>	Consultant designer – Lindsay Kelly the noagroup Board	July 2022	\$33,000	Brand elements complete July 2022, aligned to Launceston place brand & UNESCO Creative Cities brand

					Gastronomy is the City and Region's unique selling point
1.1	<i>Launch the brand and celebrate the City of Gastronomy announcement</i>	City of Launceston to host Board and coordinator Ongoing sale of Gastronomy merchandise	August 2022	\$2,000 In-kind contribution from CoL, Harvest Market \$2,000 purchase cost	Event held Attendance from key stakeholders and audiences Community awareness of what gastronomy means to them \$2,000 Gross Profit contribution
1.1	<i>Activate communications plan including;</i> <ul style="list-style-type: none"> • website • social media campaign 'What does gastronomy mean to you?' • 12 month activity calendar • Monitoring and reporting framework; 	Comms Consultant Lindsay Kelly the noagroup Volunteer comms committee Brand and promotional assets and collateral Leverage communication strategies of partner organisations such as Councils,	August 2022	\$33,000 (plus inkind contribution from Comms Consultant & service providers \$26,700) In kind contribution from Comms Support volunteers value for 22/23 over \$10,000	Measuring outcomes of monitoring and reporting framework. Analytics and reporting on Google, wix and meta social media impact collected twice monthly. Widespread use of collateral across our key stakeholders and audience segments Gastronomy becomes central to the City and Region's prosperity and builds pride in the diversity of all aspects of our food culture. This will

		Brand Tasmania, VNT			form part of social capital reporting.
1.1	<i>Negotiate and establish longer-term funding agreements with funding partners, including Local Councils, State Government and Industry.</i>	Board supported by coordinator	June 2023	Coordinator time.	Diversified funding model through to end 2025 achieved. LG funding included in all 4 year financial plans for Northern Region Councils
1.1	<i>Develop a suite of agreed Metrics and Reporting protocols with funding agencies</i>	Coordinator economyID datasets Chartered Accountant Australia & New Zealand social capital framework developed in conjunction with Forico	Dec 2022	Coordinator time. Inkind support from Col through their access to economyID datasets Inkind support from CA ANZ and Forico	Metrics for measuring long-term change in our regional food systems established and agreed with Councils and other funders, including baselines. This would include standardised methodology to measure value of brand exposure to the region and in-kind support to LG.
1.1	<i>Using suite of agreed metrics, prepare a benchmark report of base data for future measurement</i>	Coordinator	Dec 2022	Coordinator time.	Report accepted by Councils
1.4					
1.2	<i>Develop a decision making framework for determining attendance at UNESCO Creative Cities Network events. Framework will consider strategic</i>	Board	July 2022	Negligible	Framework adopted by the Board

	<i>relevance of the event and location to Northern Tasmania and businesses operating in the region.</i> <i>Where the host city is offering to fund participation framework will consider how participants are selected.</i>			Identify funding sources to support attendance at events with strategic relevance to Northern Tasmania	Report from participants in UNESCO Creative Cities Network events presented to Board and relevant stakeholders
1.3	Engage with the Creative Cities Network for inward and outward dissemination of knowledge, opportunities and collaborative effort	Coordinator and Board	Ongoing	Coordinator and board time.	Number of opportunities for meaningful participation in UCCN network activities by representatives of Launceston
1.1	Develop a template for recording in-kind contributions to achieving the Action Plan from businesses, organisations and individuals to identify the contribution from within the community to the regions Gastronomy objectives	LG Coordinator and Board	Dec 2022	Coordinator and board time	Record of in-kind support received from community is recognised as source of income along with grant funding received

Potential longer term actions:

- Look to host (or co-host with Bendigo) Gastronomy network events in Launceston
- Participate in the Aus/NZ regional Creative Cities network
- Submit four year report against our action plan to UNESCO end 2025

Strategic Intent 2.

Social Prosperity

Food security combined with healthy eating underpin a number of essential elements of the health and wellbeing of the whole of the community, influencing the attractiveness of the region as a place to live, learn, invest, visit and work.

Strategy
2.1. LG will support growth in programs to establish and support community gardens producing fresh fruit and vegetables in the region.
2.2. LG will support programs to educate children and adults about healthy eating, the growing of healthy food and the preparation of balanced healthy meals.
2.3. LG will support programs to identify ways to make healthy local produce more affordable and accessible to vulnerable sections of the community.
2.4. LG will support programs that enable work participation in regional food businesses for vulnerable people in the community
2.5. LG will support urban greening through encouraging community and edible gardening.

Strategy link	Action	Resources	Timeframe	Cost	Measure of success
2.1	Partner in the bid by the Northern Suburbs Community Centre and UTAS to the Tasmanian Community Fund for five year funding for a food literacy and access project in the Northern Suburbs of Launceston. The FaRM project also looks as developing social enterprise models to improve food security which through Launceston Gastronomy could potentially be expanded regionally.	LG Coordinator and Board	2022-2026	Coordinator	Successful funding application to TCF Establishment of the FaRM project and ongoing meaningful contribution from LG
2.2	Support School Lunch Program	LG Coordinator and Board	Ongoing	Coordinator and Board	Expansion of school lunch program into more schools through Northern Tasmania
2.4	Support Abled Kitchen Project, in collaboration with St Giles, FermenTasmania and Sandy's Sourdough,	LG Coordinator and Board	Ongoing	Coordinator and Board	Amplify and champion this project.

	building commercial bakery skills and jobs pathways for the disability sector.				
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Potential longer term actions:

- Use metrics and benchmark report to monitor change in food security and literacy.
- Use our network to translate successful approaches to different areas around the region.
- Engage with Creative Cities network to inform best-practice approaches to improving food literacy and security.
- Championing, amplifying and connecting the thriving edible gardening culture in Northern Tasmania

Strategic Intent 3.

Cultural Prosperity

Eating and drinking is a core component of the experience of the region for visitors and of celebrations that contribute to the attractiveness of the region as a place to live, learn, invest, visit and work.

Strategy
3.1. LG will work with Local Government, Visit Northern Tasmania, local producers and the hospitality sector to build a library of relevant material to promote the region as an innovative and creative food centre.
3.2. LG will work with Tasmanian Hospitality Association and the regional hospitality industry to encourage and promote the use of local produce.
3.3. LG will work with existing regional food and arts related festivals and events to leverage the UNESCO City of Gastronomy status.
3.4. LG will identify additional opportunities to create events in the region that connect food with other cultural elements such as landscape, architecture and the arts.
3.5. LG will work with the indigenous community to identify ways to promote and expose people to indigenous foods of the region.
3.6 LG will work with community groups to promote and celebrate the diversity of food culture in the region.

Strategy link	Action	Resources	Timeframe	Cost	Measure of success
3.1	Create library of relevant material to promote the region as an innovative and creative food centre utilising existing content libraries of CoL, Visit Norther Tasmania and Brand Tasmania	LG Coordinator Visit Northern Tasmania Brand Tasmania Regional Councils	December 2022	Coordinator time	Extensive use of collateral by media, tourism bodies, local businesses >100 downloads from library by June 2023
3.2 & 4.4	Deliver a forum in partnership with Visit Norther Tasmanian and Brand Tasmania to engage the region's hospitality industry, particularly restaurants and chefs.	LG Coordinator Visit Northern Tasmania Brand Tasmania	June 2023	Coordinator time Venue and catering \$1,000 – offset by attendance fee charged	Event held Ticket sales and attendance from target audiences (50 people) Increased identification of local ingredients on menus across the hospitality spectrum Hospitality sector database developed. Report delivered with agreed actions including role of LG in facilitating connection, amplifying and championing activity.
3.3	Deliver a forum for event organisers across different creative and cultural areas to identify ways the City of Gastronomy brand and strategy may be leveraged in their events • <i>Harvest</i>	LG Coordinator Workshop Facilitator	Oct 2022	Coordinator time Inkind workshop facilitator	City of Gastronomy identity and brand to be included in the identity of all significant regional cultural events.

	<ul style="list-style-type: none"> • <i>Festivale</i> • <i>Agfest</i> • <i>Junction</i> • <i>agriCULTURED</i> • <i>Farm Gate Festival</i> • <i>Musical Theatre Festival</i> • <i>BOFA</i> • <i>Tamar Valley Writers Festival</i> • <i>And others</i> 	Lynda Jones the noagroup Visit Northern Tasmania Brand Tasmania		contribution of \$5,000 Visit Northern Tasmania to provide venue and catering	
3.6	<p>Organise and conduct Symposium of Australian Gastronomy 25.</p> <p><i>The Symposium of Australian Gastronomy (SAG) is a bi-annual event that has been run for the last forty years. SAG24 was recently held in Bendigo where it was confirmed that Launceston would host SAG25 in 2024. This was the result of an intentional pitch on behalf of Launceston Gastronomy in collaboration with the Harvest Farmers Market and Business Events Tasmania together with indications of support from VNT, Utas and City of Launceston. SAG25 will see between 100 and 150 delegates spend at least 3-4 days in and around Launceston. We expect the conference to have a significant hands-on component that will involve visiting farms and agrifood businesses around the region. We also intend to schedule SAG25 to take advantage of other gastronomic events in the region.</i></p>	Voluntary organising committee to be established	July 2022	TBC but will cover it's own costs.	A successful event is held in 2024 that meets attendance targets Expected economic impact of 125 delegates staying for 4 days is just under \$400,000 (BET standard) In kind value of \$100,000

Potential longer term actions:

- Establish the National Cookbook Library, potentially as part of QVMAG.
- Investigate the creation of a festival of mutton birds as a culturally significant and distinctive food of Northern Tasmania (3.4 AND 3.5)
- Provide opportunities for the region's cultural sector to interact with the Creative Cities Network

Strategic Intent 4.

Environmental Prosperity

Protection and enhancement of our natural environment is an essential element of the attractiveness of the region as a place to live, learn, invest, visit and work.

Strategy
4.1. LG will work with industry and community groups to identify innovative solutions to minimising food waste in the region.
4.2. LG will identify ways to work with the agricultural sector to promote and encourage sustainable farming practices in the region.
4.3. LG will support reducing the region's carbon footprint.
4.4. LG will promote local consumption and use of artisan food production from the region.
4.5. LG will encourage all food industry participants to adopt a circular economy.

Strategy link	Action	Resources	Timeframe	Cost	Measure of success
4.1	Develop strategies in conjunction with applicable regional Councils to drive adoption of FOGO bin usage to reduce participating individual household waste to landfill by up to 50%	LG Coordinator LG Comms Relevant Managers from applicable regional Councils	2023	Coordinator Time Within existing Comms budget	>60% of residential households in applicable regions take up FOGO bin usage
4.5	Assist Startup Bootcamp to identify Tasmanian based business opportunities and partnership potential for circular economy participants in the Startup Boot Camp 2022 FoodTech Tasmania programme	LG Coordinator Anna Barlow – Food innovation Partner, Startup Bootcamp Australia	Dec 2022	Coordinator Time	1 or more Startup Bootcamp 2022 FoodTech Tasmania participants with tangible presence in Tasmania

Potential longer term actions:

- 4.2 Identify organisations within the agriculture sector to partner with to develop strategies to increase uptake of sustainable farming practices
- 4.2 Identify appropriate training providers and industry advisors to work with LG and industry bodies such as TFGA, Fruit Growers Tasmania, Vineyards Association, Sprout to develop training programs to develop a skill base in the agricultural sector for adoption and application of sustainable farming practices

Strategic Intent 5.

Economic Prosperity

For the region and the people of Northern Tasmania, economic prosperity is the key element to quality of life and is also necessary for the region to be globally competitive.

Strategy
5.1. LG will support activities in the region that promote and sustain diversity, innovation, competition and entrepreneurship.
5.2. LG will facilitate relationships between education providers and food related industry participants to deliver education and training outcomes to provide a relevantly skilled workforce to meet industry demand into the future.
5.3. LG will encourage food and beverage related investment in the region through promotion of the regional attributes and facilitating relationships within the region for new investors.

	Action	Resources	Timeframe	Cost	Measure of success
5.1	<u>Develop data base for capturing relevant events in the region to be promoted and amplified through LG comms strategy</u>	LG Coordinator Comms Consultant	Oct 2022	Coordinator Time Within existing Comms budget	To be included in the development of metrics for measuring long-term change in our regional food systems
5.1 & 5.3	<u>Run 4 workshops across the region to raise awareness of & build understanding of the full meaning of gastronomy, discuss projects already underway, understand what is important to each region in relation to gastronomy.</u> <u>Participants are system representatives within following groupings;</u> <ul style="list-style-type: none">• <u>Launceston</u>• <u>Tamar and North East</u>• <u>Northern Midlands</u>• <u>Meander Valley</u>	LG Coordinator Workshop Consultant Lynda Jones the noagroup	Dec 2022	Coordinator Time \$9,000 (plus in-kind contribution of \$5,800)	Report from each workshop provided by Workshop Consultant to LG Board to prioritise short, medium and long term actions. This is incorporated into a strategic report circulated to all workshop participants, key stakeholders, leaders and influencers.

5.3	<p><u>Jobs platform collaboration</u></p> <p>Like many associated industries, our current food and beverage production businesses are experiencing severe skills shortages. With a national unemployment rate set to fall to under 4%, this is not a problem that will go away anytime soon. To help address this shortage, Launceston Gastronomy is working on a collaboration with other food industry organisations around a jobs platform that reaches across the agrifood sector. This may well be followed by a training platform.</p>	<p>THA and their jobs platform:</p> <p>https://www.tastourismandhospitalityjobs.com.au/</p>	TBC	\$6,000 TBC	<p>Agrifood tile included on https://www.tastourismandhospitalityjobs.com.au/ which is populated with job opportunities.</p> <p>Metrics for success of platform to be developed with THA.</p> <p>Eventual expansion to include training for the agrifood sector</p>
5.3	<p>Deliver a forum in partnership with Visit Northern Tasmania and Brand Tasmania to engage the region's agritourism industry.</p>	<p>LG Coordinator</p> <p>Visit Northern Tasmania</p> <p>Brand Tasmania</p>	June 2023	<p>Coordinator time</p> <p>Venue and catering \$1,000 – offset by attendance fee charged</p>	<p>Event held</p> <p>Ticket sales and attendance from target audiences (50 people)</p> <p>Report delivered with agreed actions including role of LG in facilitating connection, amplifying and championing activity.</p>
5.3	<p>Support funding applications for programs that meet the criteria for gastronomy advancing our city and region's economy</p>	<p>LG Coordinator</p>	Ongoing	Coordinator time	<p>Letters of support provided to funding applications that meet the criteria</p> <p>Community and political leaders and influencers know the value of gastronomy and being a part of a global network, to the City and Region's social, economic, cultural and environmental prosperity.</p>

Potential longer term actions:

- 5.2 Establish a working group with TIA and Tas TAFE to identify existing education and training capability in the region and determine the capacity to meet existing and emerging industry requirements
- 5.2 Develop strategy to work with relevant levels of Government, industry bodies and education and training providers to develop relevant training to deliver skills required to support a skilled workforce for each segment of the agrifood industry

ACTION	DECISION
PROPONENT	Council Officers
OFFICER	Jayne Richardson, Communications Coordinator
FILE REFERENCE	018\019\001\
ASSOCIATED REPORTS AND DOCUMENTS	Pump Trach Engagement Plan

OFFICER'S RECOMMENDATION:

That Council note the Pumptrack engagement plan.

INTRODUCTION:

During the State Election campaign in 2021, the Liberal Government made an election, funding promise of \$500,000 to Council to construct pumptrack/s.

Initial investigations show that this funding should facilitate the delivery of two pumptracks.

Due to project having high community interest in both the positive and negative, it is important that we develop an engagement plan that will ensure meaningful consultation in collaboration with the community.

The engagement plan aims to provide the following engagement outcomes:

- Community/Council Collaboration
- Community Leadership
- Opportunity for meaningful engagement
- Opportunity to influence the plans
- Opportunity to engage directly with our youth

PREVIOUS COUNCIL CONSIDERATION:

Nil

OFFICER'S REPORT:

The following Engagement Plan has been developed in line with our Community Engagement Strategy.

The Plan has been split into 4 phases with two sub projects; 1. Development of a MTB pumptrack in the township and 2. Development of a pumptrack at the Flagstaff Trailhead.

Both sub-projects will run in tandem with each other with very similar activities and outcomes including establishing a community working group for each project.

The working group for the Trailhead pumptrack will be made up of MTB stakeholders as this track will be focused on MTB activity.

The working group for the town project will be set up via an EOI process. We will aim to have a diverse committee with a range of interests represented.

To ensure that we understand exactly what the users want – the town based project will include consultation with school students.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 - 2027

Goal

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

Strategies

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

Key Focus Areas

Communication - Improve and develop communication processes that lead to the community feeling more informed and involved.

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

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.

Relevant Activity – BODC Annual Plan 2021-2022

4.3.3.4 – Skills Track/Pumptrack – Examine options to establish a skills/pumptrack in the St Helens area.

LEGISLATION & POLICIES:

Nil

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

\$500,000 Tasmanian Government funding.

VOTING REQUIREMENTS:

Simple Majority.

PROJECT: Engagement Plan Pump tracks

Introduction

The Tasmanian Government has provided Break O'Day Council with \$500,000 in funding to construct pump track/s.

It is Council's preference to use this money to construct two pump tracks which will involve the establishment of two working committees, one for each track so that the project can be co-designed with Council staff.

One will be more centrally in St Helens and cater to multiple disciplines including scooters and skateboards.

Audiences:

- Break O'Day Youth
- Break O'Day Community
- Stakeholders:
 - PWS
 - CLS
 - STT
 - MTB Industry businesses
 - Pedal Heads
 - Break O'Day Trails Collective

Phase 1. Establish sites and working groups

1. Establish a suitable site for both tracks – one at Flagstaff and one in the CBD.
2. Establish a community led working group to co-design the CBD project. This will be done by EOI process and promoted broadly.
3. Establish a MTB stakeholder working group. For the MTB group - we will approach:
 - Pedal Heads
 - Gravity Isle
 - Vertigo
 - Trailhead Café
 - Giant
 - Trails Collective

OUTCOMES

- Location/s selected
- Working groups established

Phase 2. First stage of consultation

1. Undertake consultation with the MTB group for the Trailhead project around;
 - a. What features, etc they think the pump track needs
 - b. What other supporting infrastructure may be required.
2. Undertake consultation with the youth via St Helens and St Marys Schools to be reported back to committee. Survey should cover:
 - a. What do you ride? ie scooter/skateboard/bmx/mtb
 - b. Where do you usually do the above? And How often?
 - c. Where is your favourite place to do this activity?- Can be outside the municipality and how often do you go?

- d. What features do you think the pumptrack/skatepark should have?
 - e. Do you have any other cool ideas you would like to share with us?
3. Establish what other supporting infrastructure may be required at both sites

OUTCOMES:

- Understand what both tracks need to cater for users
- Understand what other infrastructure may need to be incorporated into plans

Phase 3. Develop Concept Plans

1. Develop a brief for consultants based on the feedback collected in Phase 2.
2. Appoint a consultant/s to design the pumptrack/s

OUTCOMES:

- Concept plan brief established
- Consultant appointed
- Concept Plans developed

Phase 4. Release plans to the community

1. Go back to the schools and show Multi-discipline plan and ask for feedback
2. Present MTB plans to Stakeholders for feedback
3. Present both concept plans to the general community – via web and library – collect feedback.

OUTCOMES:

- Feedback required to finalise plans
- Final plans

Timelines:

Timing for each of the pump track projects will vary based on the complexities of each project.

A rough timeline may be:

- August: Phase 1 – Establish working groups and locations
- August / September: Phase 2 – Consultation
- October: Phase 3 – Concept Plans
- October / November: Phase 4 – Consultation with general community on the concept plans
- December: Plans finalized
- January – March: Approvals obtained (This will be determined by project, we anticipate that the foreshore build will take longer to construct due to land constraints, approvals with third party agencies and potential moving of existing infrastructure.)
- March – June: Construction
- June: Official Opening.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\036\002\
ASSOCIATED REPORTS AND DOCUMENTS	2021 - 2022 Annual Plan

OFFICER'S RECOMMENDATION:

That Council receive the Review as at the 30 June 2022 of the Break O'Day Council Annual Plan 2021 / 2022.

INTRODUCTION:

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

An Annual Plan is to –

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

PREVIOUS COUNCIL CONSIDERATION:

The Annual Plan was adopted at the 16 August 2021 Council Meeting with quarterly reviews undertaken.

OFFICER'S REPORT:

This Report provides an update on progress with the activities detailed in the 2021-22 Annual Plan for the year. As to be expected there is variability in progress with some items but overall progress for the year remains solid. From an overall perspective we are at 89% completion vs a target of 100% which has ended up being a bit below where we thought it might be following the 9 month report. If we just focus on the Strategic Plan related activities we are sitting at 91%. Corporate Plan activities were 83% completed in the year. This is impacted by some activities beyond our control. Looking at individual Key Focus Areas, progress sits at:

STRATEGIC PLAN ACTIVITIES	91%
<u>GOAL- Community</u>	
Communication	100%
Events & Activities	100%
Community & Council Collaboration	71% (impacted by Community Engagement Framework Integration and Arts & Cultural Strategy)
<u>GOAL – Economy</u>	
Opportunities	92%
Tourism	75% (Impacted by Visitor Information Review & Fingal Valley Tourism)
Employment	88%
Support	100%
<u>GOAL - Environment</u>	
Appropriate Development	99%
Enjoying our Environment	100%
Land Management	94%
Water	100%
<u>GOAL - Infrastructure</u>	
Community Facilities	90%
Telecommunications	100%
Towns	42% (relating to Car Parking Strategies)
Roads & Streets	90%
Waste Management	96%
Recreational Facilities	72% (St Marys projects dependent on Recreational Trails Strategy completion)
<u>GOAL - Services</u>	
Youth	100%
Health	100%
Transport	100%
Service Delivery	100%
CORPORATE PLAN ACTIVITIES	83%
Financial Sustainability	100%
Financial Management	58% (relates to Plant Efficiency and Internal Audit projects being delayed)
Workforce Plan	75%
Elected Members	75%
Council Advocacy	100%
Wellbeing Program	100%
Risk Management/Work Health & safety	91%
Local Government Reform	100%
Break O'Day Organisation	100%
Strategic Plan	100%
Management Systems	100%

Customer Service	38% (Progress not as expected across activities)
Asset Management	100%
Public & Environmental Health	75%
Stakeholder Management	100%
Organisational Efficiency	45% (Focus on system and process improvements not progressed as planned due to other priorities)

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

LEGISLATION & POLICIES:

Councils are required each financial year, under Section 71 of the *Local Government Act 1993*, to prepare an Annual Plan.

The Act provides general guidelines for the production of the Annual Plan in that it should:

- Be consistent with the Strategic Plan;
- Include a statement of the manner in which the Council is to meet the goals and objectives of the Strategic Plan;
- Include a summary of the estimates adopted under Section 82; and
- Include a summary of the major strategies to be used in relation to the Council's public health goals and objectives.

A copy of the Annual Plan is provided to the Director of Local Government and the Director of Public Health. A copy is also available at the Council Office for inspection by the public and on Council's website.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There will be no financial implications outside the current budget and staff resources in developing the plan.

VOTING REQUIREMENTS:

Simple Majority.

143

GOALS

91%

GOAL COMPLETION

● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment → Indirect Alignment

BREAK O'DAY COUNCIL PLAN

COMMUNITY

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2020	01/07/2021	Strategy 1.1 Create an informed and involved community by developing channels of communication.: 30 to 100	
100%	01/07/2021	30/06/2022	→ Key Focus Area 1.1.1 Communication: Improve and develop communication processes that lead to the community feeling more informed and involved.: 100%	Great progress has been made with this KFA during the year. The increasing use of online surveys has strengthened the community engagement activities of Council and is proving to be a really important tool in information gathering.
100%	01/10/2021	31/12/2022	→ Actions 1.1.1.1 Newsletter - Review Council newsletter in terms of format (digital and print) as well as frequency.: 100%	<p>The Communications Coordinator continues to promote the Electronic Direct Mail (EDM) database for distribution of the Council's monthly newsletter, Social Media and at Community Engagement sessions.</p> <p>The recent development of the Township Plans has provided a great opportunity to develop Township databases. These are collected through the online survey as well as the drop-in sessions.</p> <p>Once residents sign up to one of our databases they are sent an email asking them if they would like to join the other, Township or Newsletter. By building these databases we are developing a direct method of communication with our residents- which based on survey data, is their preferred method of dealing with Council.</p> <p>When new residents move to the area they receive our "Welcome" letter which includes a survey which asks residents whether they would like to register for our newsletter via email. This has been highly successful and has resulted in a large increase of residents now receiving the newsletter via email.</p> <p>To date the digital newsletter database has over 400 recipients.</p>

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	<p>→ Actions 1.1.1.2 Online Surveys - Use surveys as a key process for community engagement regarding Council activities and projects.: 100%</p>	<p>The Communications Coordinator continues to work across departments to ensure that online surveys are used when relevant for community consultation. Now that the Wellbeing Officer and Human Resources Coordinator are also using surveys we have increased our subscription to a team.</p> <p>The implementation of the Community Engagement Strategy and the procedure to be used internally will provide more guidance on how and when to use surveys for community consultation. However, there have been a number of consultation projects underway at Council and surveys have been utilised to capture this data. To date surveys used for community consultation for this financial year include:</p> <ul style="list-style-type: none"> • New Resident Survey • Draft Community Engagement Strategy • Volunteering in Break O'Day • Township Plan Review • Business Visitation Survey • MTB Rider survey • EOI Wellbeing Certificate • Georges Bay Marine Strategy <p>The aim of using online surveys is to ensure that community consultation is as broad and easy to access as possible. Online surveys are always used in conjunction with another method (as outlined in the community engagement strategy). Hardcopies are always available at the office and depending on the topic, we also host a community drop-in session of similar to allow face-to-face consultation as well.</p> <p>One regular survey used by Council is the Business Visitation survey which is bi-annual survey sent out at the end of summer and the end of winter. It compares year on year visitation and employment outcomes for local businesses. The last Business survey did not have a good response (Dec 2020 - Feb 2021) so we decided to give the survey a break over the winter period this year. With a new Economic Officer now at Council, the Business Survey has been reviewed and redeveloped. The Economic Officer and the Communications Coordinator will relaunch the survey after Easter to the business community. This will include a promotion where responding businesses will go in the draw for a 50 voucher to Raida. The aim of this is to try and get a large response rate.</p> <p>The Wellbeing Officer is using surveys through the Wellbeing program in order to understand where students are at through the process as well as measure outcomes of the project.</p> <p>The Communications Officer assisted TRC Tourism with the development of their survey for Community Consultation of the Recreational Strategy.</p> <p>A Mountain Bike Survey was developed which was promoted via social media, the MTB newsletter database as well as through a QR code on posters placed at the Flagstaff Trailhead. These posters remained in place through the summer holidays before results are collated. The survey was closed in March with a total of 365 responses. This survey will be collated to gauge the impact of the MTB trails on our economy as well as understand who our market are, their needs and concerns. We will release this information to our Trail Ambassadors and business community so they too can better understand the market and its impact. We will also send the collated report to Tourism Tasmania and East Coast Tourism for their information.</p> <p>The New resident survey continues to be a source of valuable information for Council. Sent out to all new residents the survey has a good return rate. It collates information on who these new residents are, why they purchased in the area and what their plans are for their property.</p>

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	31/12/2021	<p>→ Actions 1.1.1.3 Break O'Day Council (BODC) Website - Improve the relevance and usability of information on the website relating to Planning and Building information to assist in reducing basic enquiries.: 100%</p>	<p>Council's website hosts a wide range of information which needs to be continually reviewed and updated. A key activity in this space is to always link back to the website when discussing information in print or online. The idea of this is too continually educate the community about where they can find information on our website.</p> <p>One way we have tried to encourage this is through the development of a Customer Feedback page on the website which provides information on all the ways the community can talk to us. To promote this, a Postcard was printed that promotes this page and links to it via a QR code. These cards have been given to the works team and is made available over the counter and at Council activities.</p> <p>The Council website is annually audited with a focus on finding any broken links or major issues with the site. This year we ran out of upload space so we removed some of the agendas from the website. (They are still available in office).</p> <p>Department staff responsible for the website are also asked to check and update their information at the end of the Financial year.</p> <p>Current activity in this space includes:</p> <ul style="list-style-type: none"> • Development of a Customer Feedback Page - This is linked via a QR code on a Post Card that Council staff and workers can hand out to the community if they have any questions/concerns the officers is unable to address at the time. • Development of a Future of Local Government Review Page that includes relevant links • Development of a Local Provisions Schedule page containing all relevant information including links and FAQ sheets • Development of the Community Wellbeing page to better reflect the activity happening in this area • A new Current Works webpage that is easier to read and access - this is regularly update <ul style="list-style-type: none"> • Reviewing and updating of Environmental Health information - A new page has been created based on community feedback regarding Wood heater etiquette. This page includes tips, FAQs and videos on how to use your wood heater efficiently. • Working with the Planning Department to update information on the Local Provisions Schedule (LPS). It is planned that a new page will be created to host al relevant information on the LPS. • Working with the Works Department to ensure that the Current Works page is regularly updated • Ensuring quarterly updates on the Annual Plan are available for the Community to ensure transparency of process. <p>The Communications Coordinator and new Economic Development Officer have also begun discussions around highlighting economic development on the site.</p> <p>Aside from the annual review, the Communications Coordinator continually changes and updates information on the website to ensure the community are informed of Council projects and activities.</p>

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/09/2021	→ Actions 1.1.1.4 Direct Mail Database - Create an Electronic Direct Mail Database (EDM) that Council can use to disseminate information on a wide range of topics.: 100%	<p>In June 2020 Council undertook Community Engagement activities as part of the COVID 10 Recovery and Resilience project.</p> <p>When asked what their preferred method of communication was with Council, more than 50% of respondents said direct email.</p> <p>In line with these findings Council has been focusing on the development of Electronic Direct Mail databases. Activity in this space includes:</p> <ul style="list-style-type: none"> • Promoting the email list for Council's newsletter • Using the Welcome letter to new residents as a prompt to join our newsletter list • Using surveys to gather email addresses - eg: the Business survey • Gathering email addresses during other forms of community consultation for example township meetings. <p>To date we have been working on the newsletter database as well as Township databases.</p> <p>The Communications Coordinator will continue looking for opportunities to grow existing databases and developing one for each township.</p>
100%	01/07/2021	31/12/2021	→ Actions 1.1.1.5 Plain English Communication - Develop the capacity of Council Officers and Departments to communicate in a 'Plain English' approach to communications in line with the Communications Guide: 100%	<p>Ensuring that information is easy to understand and easy to access is a focus for Council and the Communications Coordinator.</p> <p>The most significant progress in this space to date has been getting key staff to undertake a Communicating Clearly Workshop. The sessions included written correspondence and how to ensure your writing was clear to the average person. It also included some easily accessible tools that we can all use to check what the readability of our document is.</p> <p>Council aims to produce written correspondence that is suitable for the average 14 year old - a well known standard for literacy used by Government and the News industry. We are able to use the Flesch Kincaid Grade Level Tool found in Word to test the reader level.</p> <p>Activity in this space to date includes:</p> <ul style="list-style-type: none"> • Working with the Planning Department to produce easy to understand FAQ sheets • Reviewing department managers and officers correspondence • Arranging Plain English training for relevant staff • Developing a Community Engagement Strategy and procedure that will embed Plain English compliance in our communication.
100%	01/07/2020	01/07/2021	Strategy 1.2 Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.: 30 to 100	
100%	01/07/2021	30/06/2021	→ Key Focus Area 1.2.1 Events and Activities: Creates a culture of volunteering and support to enable vibrant and sustainable events, activities and community groups: 100%: 100%	<p>Activities relating to events have progressed well this year with Council staff workload increasing as more events are reappearing or new ones coming along. Volunteering remains a challenging area and it hoped that the Volunteer Strategy being developed may assist in developing a culture of volunteering.</p>

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 1.2.1.1 Increasing Volunteers - Work with Community Groups and Volunteering Tasmania on local strategies to increase Volunteer connection and engagement with Community.: 100%	Work has continued with the Volunteer Steering Group in the development of a Volunteer Strategy. This project has been driven by the committee working in consultation with Volunteering Tasmania. As the group work through the stages of developing this strategy, they are testing their results with community members. Approximately 200 members of the community have taken part in this project either through face to face contact or by completing an online survey.
100%	01/07/2021	30/06/2022	→ Actions 1.2.1.2 Community Event Support - Assist community groups with event delivery by providing support and assistance with planning, approvals processes, COVID-19 compliance and arrangements for Council assistance and resources.: 100%	<p>Event and activities has started to increase with community groups feeling more comfortable organising events again. Council staff have continued to support the organisations by providing assistance with regard to logistics and advice and connections to other groups or volunteers if required. Some Covid precautions are still forming part of the event/activities planning phase but this is the organiser's wish to continue with these precautions.</p> <p>Community Services Department has been assisting the following Event Organisers and Community Groups for the planning and delivery of their events:</p> <p>December</p> <ul style="list-style-type: none"> • 24 - St Helens Volunteer Fire Brigade – Christmas Lolly run – St Helens Foreshore • 24 - St Marys Christmas Children's Party – St Marys Community Space • 27-28 – Blueberries Dance Party – Bendigo Bank Community Stadium (Cancelled due to COVID requirements) <p>January</p> <ul style="list-style-type: none"> • 1 – St Marys races – St Marys Recreation Ground • 3-11 – Scripture Union Beach Mission – Portland Hall • 26 - Australia Day Awards – Portland Hall • 29-30 Tas Bream Classic – St Helens Foreshore <p>March</p> <ul style="list-style-type: none"> • 17-19 Dragon Trail MTB - St Helens MTB Trail Network and Bendigo Bank Community Stadium • 29 - Break O'Day Council Woodchopping – St Helens Foreshore <p>June</p> <ul style="list-style-type: none"> • St Marys Car Show • Bay of Fires Winter Arts Festival
100%	01/07/2021	30/06/2022	→ Actions 1.2.1.3 Event Attraction - Actively promote the Break O'Day Municipality as an event destination and work with event organisers and organisations to develop and attract new events to the area.: 100%	<p>World Top 50 Supermodel competition is coming to Break O'Day 24 September 2022. There will be 50 models plus crew visiting Tasmania and stationed in Launceston as the main location. One of the days, the cast and crew are locating the production and photo shoot on a local beach here on the East Coast of Tasmania.</p> <p>Break O'Day Council staff will play host to the cast and crew, acting as tour guides, organising a seafood (local produce) BBQ and generally making the visitors feel welcome, east coast style.</p> <p>We have been informed that there will be models from 34+ countries in attendance and over 60 million devices worldwide tune in to the production.</p> <p>Previous locations have been Botswana, Fiji, South Africa and Macau.</p> <p>Break O'Day has been selected as the production location over two other Australian destinations with world class beaches.</p> <p>This production will be the 12th World Supermodel Production.</p>

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 1.2.1.4 Trails Event - Work with local community and interested organisations to develop a signature Mountain Bike event/festival and a trail running event for the St Helens Network.: 100%	Dragon Trail MTB event was successfully held March 17-19 2022 with 198 entrants ranging from teenagers to 65yrs+. There were many volunteers engaged with the event, along with local employment of 5 people. A local Community Group St Helens Marine Rescue supplied food on day three up at the Flagstaff Trailhead and sold out of many items. This event has supported St Helens Marine rescue with some much needed income and will do so every year. There were a few local entries, with a St Helens local MTBer ranking 7th overall. 2023 is shaping up to be a much larger event with the International Borders opening up and the media team will be targeting those countries that have targeted mountain bike trails and attractions. Planning has begun, all Council facilities are booked and entries are now open for the 2023 Dragon Trail MTB event. The aim is for more business and community participation and support, as the event grows.
71%	01/07/2020	01/07/2023	Strategy 1.3 Foster and support leadership within the community to share the responsibility for securing the future we desire.: 30 to 100	The major item in this area is development of the Community Engagement Framework. This has previously been on hold pending understanding of requirements in the new Local Government Act. The ongoing delay with this has no end in sight and given the information already available the decision was made to progress and hopefully we will meet requirements.
71%	01/07/2021	30/06/2022	→ Key Focus Area 1.3.1 Community and Council Collaboration: Work within a community engagement framework which defines the relationship between the community and Council in decision making and project delivery.: 100%: 100%	An increased focus in this area over the last 3 months saw the the draft Community Engagement Framework progressing to the stage of finalisation with this due to occur early in the 2022-23 year. Delays with this has affected the overall result in this KFA as one particular activity related to imbedding the Framework in Council activities. The Township Plan review commenced with sessions in all townships and an online survey approach, plan drafting is underway.
100%	01/08/2021	31/12/2022	→ Actions 1.3.1.1 Community Engagement Framework - Finalise and adopt a Community Engagement Framework to support Council activities which reflects the new Local Government Act requirements.: 100%	The draft Community Engagement Strategy has been tested on a number of engagement projects, including consultation for the Township Plans, the Strategy document and the consultation in the development phase of the Volunteering Strategy. The document has been redrafted based on community feedback and is currently waiting on endorsement from Council.
100%	01/07/2021	30/06/2022	→ Actions 1.3.1.5 Wellbeing Pilot Project - Support the implementation of the Break O'Day Community Wellbeing Pilot Project and related project activities.: 100%	This is an ongoing action in the 2022-23 Annual Plan. Implementation of Project is underway and ongoing. First year of Certificate in Creating Wellbeing Program completed in 2021. 30 people started. 25 completed. 23 of those were based in Break O'Day. Details of outcomes are in the Interim Report submitted to the Tasmanian Community Fund.
50%	01/01/2022	30/06/2022	→ Actions 1.3.1.2 Framework Integration - Embed the Community Engagement Framework within Council activities: 100%	A supporting procedure has been developed for the framework and the draft Framework has been tested through the Township Plan process, and Marine Facilities Strategy development
80%	01/11/2021	30/06/2022	→ Actions 1.3.1.3 Local Township Plans - Undertake a review of all Township Plans (10) and develop new Local Township Plans in consultation with community members.: 100%	Consultation with all 9 townships has been completed where we sought ideas, projects that Council and community can work together on over a 2 year period. This time we incorporated an online survey for those who were unable to attend the face to face conversations. All this information has been collated and the next step will be to develop the township plans in consultation with the Management team and community.
25%	01/11/2021	28/02/2022	→ Actions 1.3.1.4 Arts & Cultural Strategy - Work with Art Groups to review the Strategy and reflect changes in an update of the document.: 100%	No further conversations have occurred with community members as those that had showed an interest where involved with the Bay of Fires Arts Festival. Conversations will be scheduled once this event has had its debrief and all activities have been wrapped up.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2020	01/07/2021	Strategy 1.4 Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community.: 30 to 100	

ECONOMY

Current ...	Start D...	Due Da...	Goal	Update
84%	01/07/2020	01/07/2021	Strategy 2.1 Develop and highlight opportunities which exist and can be realised in a manner that respects the natural environment and lifestyle of the Break O'Day area.: 30 to 100	
92%	01/07/2021	30/06/2022	→ Key Focus Area 2.1.1 Opportunities: Prepare and maintain an economic prospectus which details opportunities; infrastructure and land availability; and local resources.: 100%: 100%	This was a very substantial area of activity for the year with the majority of actions completed. The focus over the last 6 months has been in relation to a number of housing related actions and important work in understanding the Population situation in Break O'Day has been presented to Council and made available more widely. The areas of Housing and Population are becoming a Key Focus Area of Council following the Strategic Plan review
100%	01/07/2021	30/09/2022	→ Actions 2.1.1.1 Prospectus - Provide information on the Break O'Day area to the Office of the Coordinator General for inclusion in a Northern Tasmania Region Prospectus.: 100%	Relevant case studies and information on the area was provided to the Office of Coordinator General for the development of a Northern Region Prospectus. Information included: <ul style="list-style-type: none"> • A case study on Lease 65 • A digital copy of the Break O'Day prospectus The Northern Prospectus is now in development
100%	01/07/2021	30/06/2022	→ Actions 2.1.1.2 Irrigation Projects - Support the investigations by Tas Irrigation for construction of infrastructure servicing the eastern end of the Fingal Valley.: 100%	Continuing to monitor progress with the project. It appears that the project has been placed on hold following completion of the expressions of interest from farmers through the Water Sales process. This could be due to low water sales occurring.
25%	01/07/2021	30/06/2022	→ Actions 2.1.1.3 Agriculture Opportunities - Research and examine potential opportunities to develop agriculture and horticulture within the Break O'Day Council area with particular focus on the Fingal Valley.: 100%	Work with this activity was delayed in commencing due to resource availability. Work on higher priority projects has taken precedence over this area of work. Assistance and support provided in response to approaches received directly or through the BEC.
100%	01/07/2021	30/06/2022	→ Actions 2.1.1.4 Circular Economy - Participate in projects focused on developing the Circular Economy at the regional and local level.: 100%	Participating in discussions which are occurring at the regional level through NTDC. Examining how the Break O'Day area will be an effective part of the Container Refund Scheme which will commence within the State. Investigation and report provided to Council in relation to textile recycling. The introduction of the State Waste Levy will provide greater support for these initiatives
100%	01/07/2021	30/06/2022	→ Actions 2.1.1.5 Population Strategy - Support and participate in the regional approach being delivered by Northern Tasmania Development Corporation (NTDC): 100%	Council officers continue to participate in this project from what is effectively a watching brief basis whilst also feeding in to the regional approach the work and understanding we are developing in this space. Review undertaken by NTDC in relation to the achievements of this project which will form the basis for discussion as to whether it continues beyond the current funding commitment.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	31/08/2021	→ Actions 2.1.1.6 Growing the Population - Develop a clear understanding of the Break O'Day (BOD) situation and potential strategies Council can focus on to meet the challenges of population change.: 100%	An analysis of the Break O'Day population situation has been prepared by Dr Lisa Denny and was presented to Councillors at a special Workshop on 17/9/21. The analysis confirms the rapidly ageing population of Break O'Day, we will be the oldest LGA by 2024 and by 2034 47% of the population will be 65+ years. Our population numbers will also be in Absolute Decline. A number of actions have been identified in the analysis for Council to consider. Council organised a presentation from Dr Denny for a wider group of stakeholders and interested community members which occurred on 7/12/21.
95%	01/07/2021	30/06/2022	→ Actions 2.1.1.7 Aged Housing - Pursue investment in construction of Independent Living Units in the area.: 100%	Substantial research has now occurred in relation to management and funding models by Council's Economic Development Officer, resulting in a report being considered by Council at the June Council workshop where direction was provided in relation to partnership approach.
100%	01/07/2021	30/06/2022	→ Actions 2.1.1.8 Public Housing - Lobby and work with the State Government and housing providers to build new affordable housing.: 100%	Discussions with Department of Communities Tasmania are ongoing in relation to potential small scale Affordable Housing sites in the area as well as emergency accommodation options. Provision of this form of housing also forms part of the Economic Development Officer's report on Housing.
100%	01/09/2021	31/12/2021	→ Actions 2.1.1.9 Housing - Advocate for the Tasmanian Government to complete a housing needs assessment for the East Coast.: 100%	The Tasmanian Government have recently commenced work on developing a new statewide Housing Strategy. Information in relation to the Break O'Day population trend has been provided to the Department of Communities Tasmania. Council officers have participated in the initial engagement process. Request to develop a Break O'Day Housing Strategy has been made as part of Council's submission to the 2022 Tasmanian State Budget community consultation process.
100%	01/07/2021	31/12/2021	→ Actions 2.1.1.10 Housing Provision - Examine opportunities for greater Council involvement in the provision of housing.: 100%	This is linked to the investigation into Independent Living Units. An initial report prepared and discussed with Council at its workshop on 6/9/21 which had a focus on Council being actively involved in the provision of housing where opportunities were logical. Report provided to Council at the June workshop which further scoped out participation in ILUs and affordable housing projects. Subsequent to this discussions have commenced with Department of Communities Tasmania and other State Agencies regarding potential opportunities for Council to pursue through supply of housing for affordable housing or the broader rental market.
75%	01/07/2021	30/06/2022	→ Key Focus Area 2.1.2 Tourism: Broadening, lengthening and improving the visitor experience through development of attract activities; promotion and signage; and great customer service.: 100%; 100%	Steady progress in this area has occurred with the exception of the Visitor Information servicing review which is an ongoing frustration largely beyond our control. Progress with the Bay of Fires Master Plan has been slower than expected but we have continued to push this forward.
0%	01/07/2021	31/12/2021	→ Actions 2.1.2.1 Visitor Information Provision - Strategically review the provision of visitor information services in Break O'Day.: 100%	Need for this work to occur included in Memorandum of Understanding with East Coast Tasmania Tourism and discussed with Chairperson and CEO of East Coast Tasmania Tourism during a meeting on 13/9/21 and again with CEO on 7/2/22. Tourism Tasmania have engaged a Consultant to review Visitor Information Service touch points. (GM observation - Tourism Tas reviews seem to be ongoing with little progress made)

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 2.1.2.2 Marketing - Work with Tourism Agencies and the Break O'Day Chamber of Commerce & Tourism to ensure that Break O'Day is represented in interstate and international marketing campaigns.: 100%	<p>The Communications Coordinator continues to work with relevant state, regional and local agencies to find ways to promote our region.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Involvement in the Destination Action Plan committee. • Working with East Coast Tourism on the development of a Destination Management Plan for the East Coast region • Working with East Coast Tourism on promotions for our area - providing input and sharing information • Working with Tourism Tasmania on destination and MTB marketing opportunities - this includes working with the MTB Reference group to ensure our area receives families and other promotion opportunities • Working with the local chamber when local marketing opportunities arise. • Promoting marketing opportunities to our business community. • Working with FLOW on content on the Bay of Fires Trail new section • Working with IMBA on the promotion of the Bay of Fires Trail through their international markets • Working with Country Life Magazine on a six page spread on the St Helens region • Updating Visitor Information sites across the municipality • Working with the DAP group on a grant funding submission for a sculpture trail in St Helens - this was successful • Pursuing relevant funding opportunities for tourism development and infrastructure • Ensuring media/content outlets have the information and imagery that will show our area in a positive light. • Ensuring positive stories about our region are promoted to relevant media outlets • Working with Tourism Tasmania and East Coast Tourism to facilitate families
100%	01/07/2021	30/06/2022	→ Actions 2.1.2.3 Mountain Bike (MTB) Data - Create and implement a MTB survey aimed at riders that will measure usage as well as inform future developments.: 100%	<p>A hardcopy survey was developed however due to COVID lock downs the survey was delayed on being implemented. Finally the survey was opened in September 2021 - just in time for the school holidays.</p> <p>The survey remained open until March 30 2022. When it was closed the survey had received 365 responses.</p> <p>The survey was promoted via social media, the MTB newsletter database as well as through a QR code on posters placed at the Flagstaff Trailhead.</p> <p>The finalised report has now been shared with:</p> <ul style="list-style-type: none"> • Tourism bodies • Our Local Businesses • Our Trail Ambassadors.
100%	01/07/2021	30/06/2022	→ Actions 2.1.2.4 Bay of Fires Master Plan - Support and participate in the process to develop a Master Plan for the Bay of Fires area.: 100%	<p>Nine Expressions of Interest have been received for the development of the Bay of Fires Master Plan. Members of the Bay of Fires Steering Committee have formed an assessment panel which are currently considering the documentation that has been received. They are marking against a Matrix which looks at cost, demonstrated experience in a similar project, appreciation of our area and methodology and approach to the project. The assessment team will meet again in July, 2022.</p>

Current ...	Start D...	Due Da...	Goal	Update
75%	01/07/2021	30/06/2022	→ Actions 2.1.2.5 Fingal Valley Tourism - Support Fingal Valley Community groups to undertake tourism activities and projects and review the current Destination Action Plan.: 100%	The Fingal Valley Tourism Group have not met for a number of months either due to no longer receiving support from Tourism Northern Tasmania and the impacts of Covid. When Council staff visited Fingal recently to undertake community conversations as to how Council and Community can work together for the next two years with the development of the Township Plans, great ideas were put forward around what events could showcase the Valley as well as featuring more on the heritage side of the Valley. With the development of the Recreational Trails Strategy in which Bare Rock at Fingal was identified as a potential rock climbing site - this will now give the group things to focus and work on developing.
88%	01/07/2020	01/07/2022	Strategy 2.2 Provision of relevant training and skills development programs to create a workforce for the future that meets the changing needs of business.: 30 to 100	
88%	01/07/2021	30/06/2022	→ Key Focus Area 2.2.1 Employment: Create a variety of jobs that will reduce the seasonality of the local economy and provide ample opportunities for youth to remain in the area.: 100%: 100%	Activity in this area progressed well with the exception of a focus on exploring employment opportunities. The major focus is centered on the operations of the Break O'Day Employment Connect Project which is delivering important outcomes.
100%	01/07/2021	30/06/2022	→ Actions 2.2.1.1 Economic Development Assistance - Provide direct support for new and existing businesses wishing to establish or expand activities.: 100%	Assistance provided to businesses and individuals when Council is approached. The appointment of the Economic Development Officer towards the end of 2021 resulted in increasing in this area including regular connections through the Business Enterprise Centre.
100%	01/07/2021	30/06/2022	→ Actions 2.2.1.2 Business Enterprise Centre (BEC) - Support the activities of the BEC in accordance with the agreed Service Agreement.: 100%	Support provided to the Break O'Day BEC through Council's budgetary processes, engagement with the BEC Manager occurs on an as needed basis. Council's Economic Development Officer has established a working relationship with the BEC Manager and is meeting with him on a weekly basis generally. Provision of funding to the BEC raised with the State Government during the Regional Cabinet meeting.
100%	01/07/2021	30/06/2022	→ Actions 2.2.1.3 Jobs Action Package - Participate in the Break O'Day Employment Connect (BODEC) project and steering committee which focuses on addressing barriers to employment.: 100%	Support has been provided to the Break O'Day Employment Connect Project through the year through the direct participation in the Board by the General Manager and Human Resources Coordinator. BODEC Steering Committee have commenced expansion into the Bicheno / Coles Bay area, as well as Dorset. A 3 Year Strategic Plan and 2022 Operational Plan has been drafted and is currently with Jobs Tasmania for a review. Jobseekers who are not engaged with a Job Service Provider or linked to the Centrelink system, are averaging 80-84%. There is a developing trend of Jobseekers recently moving to the local area seeking employment, averaging 50% of all walk-ins. Hospitality, Cleaning and retail are the three industry sectors who are struggling to find staff. The BODEC (Break O'Day Employment Connect) Committee have identified the two largest barriers to local employment, being access to Childcare and available Transport. Access to Childcare at the times needed is becoming minimal in Break O'Day, with one Child Care centre in St Helens, a family Day Care in Stieglitz area and one Day Care Centre in St Marys. All are almost completely full. Jobseekers who are parents and looking for employment are not usually able to access the days and times when employers are requiring them for work. Especially in the Hospitality/Tourism and Accommodation industries. The Area Connect Service is funded by Jobs Tasmania and offers flexible transportation in rural and remote communities in Tasmania where public transport is not available. Either by connecting them to an existing public transport service, or taking them to their destination where no public transport exists. While it can also connect with funded community transport, and with mainstream public transport, it is different and separate from either of these, created to fill a different need.

Current ...	Start D...	Due Da...	Goal	Update
50%	01/07/2021	30/06/2022	→ Actions 2.2.1.4 Business Opportunities - Research and examine opportunities that could create jobs in Break O'Day (BOD): 100%	There has been limited specific action in this space except for a Feasibility investigation into establishing a Biochar Plant at the St Helens Waste Transfer Station. Work supporting a business intender with an agriculture focus is progressing. Work is ongoing with developers in relation to potential developments which will further diversify and strengthen the local economy.
100%	01/07/2020	01/07/2021	Strategy 2.3 Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses to live and work in Break O'Day: 30 to 100	
100%	01/07/2021	30/06/2022	→ Key Focus Area 2.3.1 Brand Development: Undertake and identify opportunities to develop a positive brand for Break O'Day Council and the area.: 100%: 100%	
100%	01/07/2020	01/07/2021	Strategy 2.4 Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focused service delivery.: 30 to 100	
100%	01/07/2021	30/06/2022	→ Key Focus Area 2.4.1 Support: Integrate and simplify processes and services to facilitate the development and growth of businesses.: 100%: 100%	Minor area of activity within the Plan which we support where we can.
100%	01/07/2021	30/06/2022	→ Actions 2.4.1.1 Business Community Leadership - Support the development of strong leadership in the community to facilitate overall development and growth.: 100%	Council officers continue to support the activities of the Break O'Day Chamber of Commerce and Tourism as well as the St Helens Destination Action Plan committee. Leadership and participation is also being fostered through the Break O'Day Employment Connect project.

ENVIRONMENT

Current ...	Start D...	Due Da...	Goal	Update
99%	01/07/2020	01/07/2021	Strategy 3.1 Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.: 30 to 100	
99%	01/07/2021	30/06/2022	→ Key Focus Area 3.1.1 Appropriate Development: Encourage sensible and sustainable development through sound land use planning, building and design.: 100%; 100%	Great progress was made in this area during the year which has involved some resource intensive activities such as strategic land use activities and the Tasmanian Planning Scheme.
100%	01/07/2021	30/06/2022	→ Actions 3.1.1.1 Communication Improvements - Continue to communicate with local industry and within Council to build an understanding of the critical changes in land use planning and other Development Services activities and issues.: 100%	Significant progress has been made here which has included a revision of external and internal communications. Improvements to streamline Development Application lodgments and significant community consultation in relation to the Local Provisions Schedule (Statewide Planning Scheme). Information Session on other regulatory changes were undertaken with construction sector and real estate agents. FAQ's have been developed. All outstanding actions such as updating of Key Information & Fact Sheets are considered to be 'operational day to day' tasks.
100%	01/07/2021	30/06/2022	→ Actions 3.1.1.2 Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy.: 100%	Continued attendance at Regional Land Use Planning Group Meetings including providing significant data collection exercise which has fed into upcoming Northern Tasmania Residential Demand and Supply Study.
100%	01/07/2021	18/12/2022	→ Actions 3.1.1.3 Tasmanian Planning Scheme - Progress the Approval of the Local Provisions Schedule in accordance with requirements of the Tasmanian Planning Commission: 100%	Significant progress has been made over the last 12 months to progress the delivery of the draft LPS. In July 2021 Council received Notice under section 35(5)(b) of the Act to modify the LPS in accordance with required changes as notified by the Tasmanian Planning Commission (TPC). A report was prepared for and subsequently endorsed by the Council meeting of 16 August 2021 that sought direction to modify the Draft LPS in accordance with the TPC instructions and submit the same and for additional delegation to be given to the GM for making the modifications and preparing the draft LPS for exhibition and which included the need to undertake mapping corrections. Mapping alterations were completed by end of September 2021 and submitted to the TPC. After direction was received the draft LPS was exhibited for 60 days. With the Exhibition Phase completed, the analysis of 82 representations was undertaken which was followed by a Section 35F Report being drafted and presented to the Council the (April 2021 Meeting) and followed by the subsequent submission to the TPC. Council has received advice from the Tasmanian Planning Commission that the hearing dates for the BODC Draft LPS will be 24/08/22 - 9/09/22 at this stage. The Hearing is the next stage of the process.
100%	01/07/2021	30/06/2022	→ Actions 3.1.1.4 Strategic Land Use Review - Undertake a review of strategic land use documents with a focus on population, township expansion, rural living and industrial land availability.: 100%	Kinetica (Consultant) have commenced work and project was delayed due to requirement for significant data collection effort. Data collection underway which will also feed into consultants scope for RLUS study. Timelines for completion of project to be re-negotiated with Kinetica. A draft of the Review has been received by Council from Kinetica. A review of the document has been done and provided to Kinetica to address. A meeting with them is scheduled for August. Council has agreed to partial payment of stages 2 & 3.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 3.1.1.5 Climate Change Action - Pursue priorities in the Break O'Day Climate Change Action Plan 2020 and opportunities for climate change mitigation and adaptation action in the municipality.: 100%	Council has been active in the development of a three year <i>Northern Region Climate Change Action Program</i> in partnership with other regional councils. Actions on Break O'Day's climate action priorities have been developed with the regional initiative's support and included in the 2022/23 Annual Plan. Actions span across mitigation and adaptation strategies and priorities for Council business and in the wider community. Council also supported collaboration on climate action at the state level. A <i>Break O'Day Climate Change Information for Decision Making</i> profile of future municipal climate indices (such as rainfall and temperature) was formally received by Council and will support decisions in Break O'Day on strategic, operational, services, adaptation and emergency management matters. Council has provided advice and support to land owners and buyers on flood risks affecting properties, supported a new electric vehicle recharging station for Fingal, applied for funding to address coastal hazard issues at Scamander, and tackled waste management and single use plastics issues.
95%	01/07/2021	01/12/2022	→ Actions 3.1.1.6 Future Potential Production Forest (FPPF) - Examine the impact on values and interests from potential changes to Future Potential Production Forest Land in the municipality.: 100%	Council has undertaken its own research and considered a report on the socio-economic implications of changes to Future Potential Production Forest (FPPF) Land, with a number of concerns arising. This followed in 2021 an presentation by the Regional Manager for Sustainable Timbers Tasmania to Council and fruitless requests to the Tasmanian Government for information on the implications for Break O'Day. Council will express its concerns to the Tasmanian Government, asking that it consult Council and other stakeholders on options for the future of FPPF Land, to ensure the best outcomes in Break O'Day.
100%	01/07/2020	01/07/2022	Strategy 3.2 Increase the community's awareness of the natural environment, the pressures it faces and actions we can take to sustain it and what it provides.: 30 to 100	Activity in this area is progressing well. Waste Education within the community is particularly challenging and requires a continual focus
100%	01/07/2021	30/06/2022	→ Key Focus Area 3.2.1 Enjoying our Environment: Provide opportunities to access and learn more about our environment and the ways it can be enjoyed in a sustainable manner.: 100%	Activities in this area all progressed as planned in relation to education and information distribution which are being well received by the community
100%	01/07/2021	30/06/2022	→ Actions 3.2.1.1 Community Activation - Undertake activities which increase awareness and participation in Natural Resource Management and recognition of achievements.: 100%	Council has worked with community advocates and partners such as the Parks and Wildlife Service and produced education and compliance activities for a joint shorebird and dogs-on-beaches campaign. Council awarded its Velvet Worm Action Award grant to the <i>Biota in the Bush</i> research project and supported 50 volunteers to clean up 29km of beaches during the <i>Irapuna Community Weekend</i> . Many public communications were released, such as our Newsletter's 'Weed of the Month' series and social media posts on issues ranging from nesting shorebirds to cat management and beekeeping. Servicing of customer enquiries has given the community and landholders information and advice to increase their appreciation and practical knowledge of natural values and management on revegetation, shorebirds, flood risk, weeds, river erosion, cats and dogs.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 3.2.1.2 Waste Reduction - Undertake community education and activities focused on waste reduction and minimisation.: 100%	<p>Waste Education is an ongoing activity and the Communications Coordinator continues to look for opportunities to deliver messaging around waste to the community. Two opportunities that have risen recently that facilitated discussion on waste reduction are:</p> <ol style="list-style-type: none"> 1. The Introduction of the State Waste Levy - We have had articles in the Newsletter and rates newsletter regarding this 2. The implementation of our Single Use Plastics Policy, which will see single use plastics banned from events and activities on Council owned land and buildings. - The communications coordinator has been working on an information sheet on what this policy will mean for community groups - this will be launched in July 2022 as part of Plastic Free July. <p>Due to the large contamination rates in our municipal recycling and the challenges Local Government face in waste reduction including fee increases, education in this space remains a priority for BODC.</p> <p>Education activity in this space includes:</p> <ul style="list-style-type: none"> • Development of a Waste Education Communication Plan that is now being reviewed with budgetary requirements in mind. The campaign will utilise various platforms and focus on educating the community to be a "Good Sort" and will provide: <ul style="list-style-type: none"> • Tips on how to sort waste • Highlight areas of concern for our area raised through bin audits • Provide a platform for residents to share their own ideas and efforts to reduce, reuse, and recycle. • Inclusion of a large Waste education article in the Council Rates Newsletter - this included information on how to be a "Good Sort" and promotion of the Recycle Coach app as well as a visual prompt of what can and be recycled • An article in the Annual Report on waste <p>The focus of the education campaign must be around educating the community about recycling as well as encouraging conversations around what individuals can do to reduce waste.</p> <p>Facebook is being used to share waste education posts including re-sharing relevant posts from rethink waste.</p>
100%	01/07/2021	30/06/2022	→ Actions 3.2.1.3 Air BnB - Develop information pack for Air BnB properties supporting sustainability of the area.: 100%	<p>The Communications Coordinator has worked with relevant officers and state agencies around what information should be included in these information packs. The list includes:</p> <ul style="list-style-type: none"> • Dog Management Zone info • Shore birds • Waste and Recycling Information • Wood heater etiquette • Leave no trace - enjoying the environment • Links to relevant tourism information • Septic and waste water <p>Parks and Wildlife have given permission for their leave no trace flyer and the shore bird advocate group has been very supportive in the inclusion of information on dog management zones as well as shorebirds.</p> <p>The packs have now been developed and are updated and controlled by the Corporate Services Team. A letter has also been developed which is sent to new short term accommodation property owners.</p> <p>The letter is triggered by a 'Change of Use' Development Application. The letter alerts the property owners of the packs as well as asks them whether they have considered the impacts of the change of use ie, septic and potable water.</p>

Current ...	Start D...	Due Da...	Goal	Update
94%	01/07/2020	01/07/2021	Strategy 3.3 Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.: 30 to 100	
94%	01/07/2021	30/06/2022	→ Key Focus Area 3.3.1 Land Management: Develop the financial and human resources to undertake projects and activities which address environmental issues such as weeds and land degradation.: 100%: 100%	A very large area of activity during the year with all of the activities being completed with the exception of the Weed Action Plan being updated during the year. Overall a good outcome.
100%	01/07/2021	30/06/2022	→ Actions 3.3.1.1 Land Management Activities - Secure financial and human resources for projects to rehabilitate degraded land and sustain soil productivity.: 100%	Funding from the Tasmanian Weed Action Fund has supported farmers to improve productivity with the continuing Drought Weeds project and a two year serrated tussock eradication project starting this year. The Drought Weeds project provided \$29,000 to nine farm weed control projects, a Patersons curse field day and farm visits and support. Opportunities for farmers other landholders and Council have been investigated, promoted and applied for through the year. These include Federal Smart Farms, Future Drought Fund and Agricultural Stewardship program offers and the Tasmanian Farmers and Graziers Landcare grants. And Council was successful securing a <i>Planting Trees for The Queens Jubilee</i> grant of \$18,000, to provide commemorative trees in seven townships.
100%	01/07/2021	30/06/2022	→ Actions 3.3.1.2 Activity and Condition Review - Investigate soil and water management performance by works and land development projects to identify planning and management improvements.: 100%	A design and process to investigate soil and water management performance of works and development over several years has been planned. However the selection of a representative sample of cases to follow and baseline assessment of their conditions and management controls to start the investigation was not undertaken this year. Soil and water management during of works and development remains a priority to protect the health and productivity of land and water assets and has been included in Actions in the 2022/23 Annual Plan.
100%	01/07/2021	30/06/2022	→ Actions 3.3.1.3 Weed Action Plan - Implement Weed Action Plan priorities to control weeds on Council land and roadsides; coordinate weed management with other land managers; and provide biosecurity advice, compliance and support services.: 100%	Weeds have been controlled on Council's roads, waste transfer stations, quarries and other properties, such as Binalong Bay foreshore reserve and the MTB Trails. They include Spanish heath, blackberry, gorse, burghan, caper spurge, watsonia, sweet pittosporum, brooms, periwinkle, mullein, mignonette and others. Landholders and community volunteers have also been controlling these weeds and others such as boneseed and ragwort on farms, private blocks and public land. Council supported the shared responsibility for weeds by providing control advice, including on compliance with declared weed obligations, and weed information (such as Weed of the Month and other biosecurity messages in its Newsletter). It also helped coordinate weed control efforts across property boundaries and with public land managers and Council.
100%	01/07/2021	01/12/2022	→ Actions 3.3.1.4 Drought Weeds Project - Conduct Weed ID and control workshop and complete final project 'Farm Weed Plan' report.: 100%	The Break O'Day Drought Weeds Project concluded with <i>Farm Sector Drought Weeds Plan</i> of priority farm weeds and priorities for future management. A final field day on Patersons curse was held at Mangana after two on weedy Nassella grasses earlier in the project. The project provided \$29,000 in Drought Weed grants to nine farm properties to control gorse, thistles, Spanish heath and other weeds. Farmers across Break O'Day benefited from farm visits and other support from the Drought Weeds Officer.
50%	01/12/2021	30/06/2022	→ Actions 3.3.1.5 Weed Action Plan 2022 - Updated with review of weed priorities and strategies for Break O'Day and the community.: 100%	This Action was not completed due to other priorities through the year but has been carried over as a priority for 2022/23. Compilation of a weed records map at the first step is yet to be completed. It would underpin the community and Council considering a map of municipal priority weeds, to update shared weed action strategies and priorities in Break O'Day. As part of the review specific issues have been explored, for example the weed status of coast tea tree as it is both a Tasmanian native and environmental weed, and potential climate change migrant.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 3.3.1.6 Best Practice Activities - Facilitate weed, pest and disease hygiene protocols and best practice in Council operations and promote benefits in industry.: 100%	Prevention and early action in weed management was the focus of a presentation delivered as part each of Council's three Development Services forums for the property and development industry sector. The forums were attended by the real estate agencies, development designers and builders, who were encouraged to meet their <i>General Biosecurity Duty</i> under the new Biosecurity Act by recognizing priority weeds and applying risk-based weed hygiene measures on projects.
100%	01/07/2021	30/06/2022	→ Actions 3.3.1.7 Dog Management Policy - Secure and implement a formal cooperative dog management arrangement with Parks & Wildlife Service.: 100%	Cooperation on dog management has been successful at a local level but needs more work at a state level. A joint dog (and shorebird) management campaign on Break O'Day's beaches, with the Parks and Wildlife Service (PWS), community volunteers, Birdlife Tasmania and NRM North continues to find success, with indications of improving levels of responsible dog ownership. Dog management signage has been reviewed with the PWS, new and replacement signage has been printed by Council ready for PWS to install. Seasonal education and enforcement activities are continuing through the year. After Council raised the need for local/state government collaboration on dog management with the Local Government Association of Tasmania, the Association convened a successful state workshop in 2021. Progress at a state level to continue the initiative has been slow since.
100%	01/07/2021	30/06/2022	→ Actions 3.3.1.8 Regional Cat Management - Work with NRM North and regional Councils to implement the outcomes of the Northern Tasmania Regional Cat Management Strategy.: 100%	Council's subsidy of part of the Vet costs to encourage microchipping and desexing of cats was released in June (winter reduces risk of encountering pregnant cats). A community information campaign through the year has promoted and explained 'responsible cat ownership' and legislation changes. A mobile Cat Management Facility pilot, partnering with the Royal Society for the Prevention of Cruelty to Animals and the local Vet, is being organised using safe targeted cat trapping to reduce and rehome problem stray and roaming cat populations.
100%	01/07/2021	30/06/2022	→ Actions 3.3.1.9 NRM North Regional Strategy - Participate in the process to update the Regional Strategy for the next five (5) years.: 100%	Consultation on the Northern Regional Natural Resource Management Strategy review and draft Strategy has been completed. NRM North provided an opportunity for early input on local priorities and opportunities, and comments were made on the public draft. The draft regional Strategy recognized a number of Land, Water and Biodiversity priorities in Break O'Day and the final Strategy should facilitate funded opportunities to address them over the next five years.
100%	01/07/2021	01/07/2022	Strategy 3.4 Recognise and alleviate the issues and risks to the environment from our use and the risk to us from a changing environment (for example flood and fire): 30 to 100	
100%	01/07/2021	30/06/2022	→ Key Focus Area 3.4.1 Water: Develop and implement strategies and activities to reduce the risk of flooding, inundation and erosion within our rivers, estuaries and coastal areas.: 100%: 100%	Progress with the activities in this area all progressed as planned during the year. The Lower Georges River catchment continues to be an area of concern.
100%	01/07/2021	30/06/2022	→ Actions 3.4.1.1 George River Catchment and Bay - Support development of a land and water producers action group to investigate land and water productivity opportunities; water quality and riparian issues; identify management priorities and projects to action.: 100%	Facilitation of land and water producers in the George River catchment on productivity and sustainability improvement continued through the year. A farm soil productivity innovation project, partnering with NRM North, was proposed as a Smart Farms Small Grant opportunity for a producers group to mobilise around, but interest was limited. A water quality research project led by aquaculture producers started during the year.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 3.4.1.2 South Esk River and Coastal Catchments - Identify catchment, water quality and riparian issues and management priorities and facilitate projects to stabilise and protect priority stream reaches, address pollution issues and catchment water quality priorities.: 100%	Issues with river health, water quality and catchments were elevated to a state level during the year with the government's management of them publically questioned and challenged. Council followed the concerns through its NRM Committee. In the coming year it will consider the adequacy of the state's water management arrangements for Break O'Day's catchments, water quality and riparian zones by seeking information from government agencies and catchment experts. Landholders with river management issues were supported through the year to ensure catchment, water quality and stream health are protected.
100%	01/07/2021	30/06/2022	→ Actions 3.4.1.3 St Marys Flood Risk Management Plan - Implementation channel management and flood preparedness projects with the community and landholders.: 100%	Flood mitigation works have performed well during minor to moderate floods this year. The Flash Flood Warning System is active for Council and SES recipients of flood alerts and its monitoring of moderate and major flood level thresholds is being rechecked before inviting community registrations. Council's flood management achievements are referenced in a State Emergency Service <i>Community Protection Flood Guide</i> and <i>Response Plan</i> for St Marys that Council is collaborating on. Vegetation, debris and erosion are on going issues for the stream channel and continue to be a concern for management with landholders.
100%	01/07/2021	01/03/2022	→ Actions 3.4.1.4 Lower George Floodplain Impact Assessment Project - Socioeconomic assessment with community of impact of likely changes in river course over floodplain and management options.: 100%	This project has suffered from delays through the year and will be completed now in 2022/23. Investigation of likely river-breakout scenarios across the floodplain and their management implications has been completed. It sets the context for the final stage of the project to assess consequences, having identified a new river channel is most likely to form the Binalong Bay Road causeway. The remaining work involves assessing possible consequences of likely scenarios with those affected, engaging the community and considering risk management options.

INFRASTRUCTURE

Current ...	Start D...	Due Da...	Goal	Update
90%	01/07/2021	01/07/2023	Strategy 4.1 Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area.: 30 to 100	
90%	01/07/2021	30/06/2022	→ Key Focus Area 4.1.1 Community Facilities: Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers.: 100%: 100%	Solid progress was made in this area even though activities such as the Marine Facilities Strategy was not commenced until late in the year. The St Helens Sports Complex review took longer than expected but is close to finalisation.
95%	01/07/2021	31/12/2022	→ Actions 4.1.1.1 St Helens Sports Complex Master Plan - Complete user consultation and review of Master Plan prior to adoption by Council.: 100%	Community consultation has been completed in relation to the proposed draft concept plan for the St Helens Sports Complex. The comments received have all been collated for consideration by Council. The majority of the comments were in support of a pool, hydrotherapy pool, gym, toilets for use by the croquet club, better facilities for the cricket club and protection of the environment.
75%	01/07/2021	30/06/2022	→ Actions 4.1.1.2 Marine Facilities Strategy - Develop a Strategy for the management and development of marine infrastructure around Georges Bay including land based facilities integral to the infrastructure.: 100%	The draft Marine Facilities Strategy is being undertaken in house with a team of Council staff working alongside the project officer. Feedback is being sought from users of the identified area using an online survey platform. Due to the size of the area that this Strategy is covering, a large number of users have been identified and all are currently being consulted. Focus group meetings have also been undertaken and all this information and additional data collected is fed back into the draft document currently being worked on.
100%	01/09/2021	30/06/2022	→ Actions 4.1.1.3 St Helens Foreshore Master Plan - Develop and commence a process to undertake a review of the St Helens Foreshore Master Plan.: 100%	Council officers have commenced identifying potential options to resource the required actions. A 2022-2023 budget allocation was endorsed by the Council at the 27 June 2022 Council budget to progress this action. The action has also been included in the 2022-2023 Annual Plan.
71%	01/07/2021	01/07/2023	Strategy 4.2 Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle.: 30 to 100	
100%	01/07/2021	30/06/2022	→ Key Focus Area 4.2.2 Telecommunications: Ensure residents and visitors can access telecommunication services such as NBN and mobile phone coverage where they are living and visiting.: 100%: 100%	A great outcome was achieved during the year for the Mangana area with funding approved for a small cell facility. Work progressed with pursuing other problem areas.
100%	01/07/2021	30/06/2022	→ Actions 4.2.2.1 Telecommunications - Monitor the roll-out of the Mobile Black Spot Program and advocate for the installation of small cell technology to service black spot areas across the municipality.: 100%	The Government has committed \$80 million for Round 6 of the Program. Current information available is that the design process for Round 6 is expected to commence soon. Council will be nominating improved coverage at Ansons Bay at the time the program is announced.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 4.2.2.2 Mangana Blackspot - Pursue the installation of a small cell or some other service to provide communications especially in times of an emergency.: 100%	A Black Summer Bushfire Recovery grant agreement has been signed with the Australian Government for the installation of a satellite telecommunications small cell at Mangana. The solution will be designed and installed by Telstra and seamlessly integrated into Telstra's national network. The grant application was made as Telecommunications were unreliable, and in some areas, unavailable during the 2019-20 bushfires which placed this township in significant danger resulting in the complete evacuation of the township and surrounding area. Improved telecommunication capacity will improve community safety every day and in an emergency. Improved mobile and internet coverage will help build community connection and resilience and support the social and economic recovery of this community.
42%	01/07/2021	30/06/2022	→ Key Focus Area 4.2.1 Towns: Create townships that are vibrant and welcoming through improvements to infrastructure such as streetscapes, parking, safety and signage.: 100%: 100%	Progress in this area has not been to the extent that we would have liked. Resource availability has been the limiting factor as other tasks with time deadlines have taken precedence.
75%	01/07/2021	30/06/2022	→ Actions 4.2.1.1 St Helens Streetscape - Undertake construction of the next stage of the St Helens Streetscape Project including the upgrade of The Esplanade / Cecilia Street intersection.: 100%	The project was endorsed by Council in November 2021 and nominated for \$320,000 funding under the Local Roads & Community Infrastructure Programme - Phase 3. The project, approved by the Australian Government in March 2022; will see the next stage of the St Helens streetscape upgrade delivered on the eastern side of Cecilia Street between Circassian Street and Georges Bay Esplanade and the upgrading of the Cecilia Street/ Georges Bay Esplanade road junction.
25%	01/07/2021	30/06/2022	→ Actions 4.2.1.2 St Marys Parking Strategy - Develop a car parking strategy for St Marys providing a long term plan for off-street parking.: 100%	Some progress is occurring to develop the parking strategy. Progress less than expected due to resource constraints and conflicting capital program priorities. The action has been included in the 2022-2023 Annual Plan.
25%	01/07/2021	30/06/2022	→ Actions 4.2.1.3 St Helens Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for off-street parking.: 100%	Some progress is occurring to develop the parking strategy. Progress less than expected due to resource constraints and conflicting capital program priorities. The action has been included in the 2022-2023 Annual Plan.
86%	01/07/2021	01/07/2022	Strategy 4.3 Develop and maintain infrastructure assets in line with affordable long-term strategies.: 30 to 100	
90%	01/07/2021	30/06/2022	→ Key Focus Area 4.3.2 Roads and Streets: Develop a well-maintained road network that recognises the changing demands and requirements of residents and visitors.: 100%: 100%	Solid progress was made in all areas of activity except the Strategic Road Plan. This in part was due to limited resource availability. The preparation of the CASA required Aerodrome Management Plan proved to be far more time consuming and resource intensive than originally thought.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 4.3.2.1 State Road Network - Pursue upgrades to State Government road infrastructure assets (Tasman Highway) to improve safety and reliability; Result, network quality.: 100%	Further upgrading of The Tasman Highway was a key part of the Council's submission to the 2022-23 State budget consultation process along with investigation of options in relation to the St Marys Pass. State Growth has been active in upgrading and undertaking repairs on the state road network within the Break O'Day Municipality. Completed Works May 2022 - Tasman Highway upgrade works between Diana's Basin and St Helens Point Road March 2022 - Esk Main Road (Fingal) - pavement remediation and resealing Feb 2022 - St Marys Pass, Stage 2 pavement remediation and resealing Nov 2021 - St Marys Pass, Stage 1 pavement remediation and resealing Dec 2021 - Binalong Bay Road shoulder widening and resealing Nov 2021 - Upper Scamander Road/Tasman Highway junction upgrade.
100%	01/07/2021	31/12/2022	→ Actions 4.3.2.2 Municipal Road Network - Complete transfer of the responsibility of Binalong Bay Road to the State Government.: 100%	Binalong Bay Road from its junction with the Tasman Highway in St Helens to a point 108m south of the centre of the junction of Cray Court, a distance of 8.82 km was by proclamation of the Governor (State of Tasmania) under section 7 of the Roads and Jetties Act 1935 declared to be a subsidiary road, classified as a tourist road that became effective on 20 October 2021. The road is now under the jurisdiction of the State Government and known as Binalong Bay Tourist Road.
50%	01/07/2021	31/03/2022	→ Actions 4.3.2.3 Strategic Road Plan - Update Council's plan to identify routes of strategic importance and urgency for the purpose of securing future road upgrade funding.: 100%	A review of the BREAK O'DAY COUNCIL TRANSPORT MASTER PLAN 2013-2018 commenced during the third quarter of 2021-2022. Progress has been delayed due to resource constraints and priority capital works. Break O' Day Council's Transport Strategy aims to provide safe and efficient transport routes throughout the Municipality, in conjunction with the State Roads network. As well as provision for road freight and essential services, the BODC roads network is subject to intense tourist traffic from transient residents, tour companies, self-drive tours etc. to visit natural environments and special recreation opportunities (Mountain-bike trails, aquatic sports, bushwalking.) The action has been listed in the 2022-2023 Annual Plan. Over the last two years, both Council and State Growth have invested in transport system upgrades in our municipality in alignment with not only this strategy but a range of State Government transport related strategies. Earlier this year Council made an application under the Australian Government's Remote Roads Pilot Upgrade Program for a substantial upgrade of North Ansons Bay Road. The application was unsuccessful and will be revised and updated in preparation for future funding opportunity.
100%	01/07/2021	31/12/2022	→ Actions 4.3.2.4 Scamander Wrinklers Entrance - Finalise approvals and undertake construction works to enhance the northern entrance of Scamander at Wrinklers Lagoon Bridge.: 100%	The Wrinklers carpark upgrade has been completed (storm water, sealing and placement of vehicle stops and line marking). Minor landscaping works to be undertaken in May-June 2022.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 4.3.2.5 Airport Master Planning - Identify and assess user needs including commercial and tourism operators, RFDs, Air Ambulance, State Emergency Services, TasPol and determine infrastructure cost estimates.: 100%	<p>The status of the St Helens Airport (YSTH), a previously registered aerodrome has been deemed to be a certified aerodrome from 13 August 2020 by the Civil Aviation Safety Authority (CASA) under changes made to the Civil Aviation Safety Regulations, CASR Part 139. The change required the Council update its aerodrome manual in accordance with new requirements by 13 May 2022. The updated manual and which consumed significant officer time and other resources to prepare has been submitted to CASA will also be used as a guide for subsequent aerodrome infrastructure planning, noting that Council had previously developed an Aerodrome Asset Management Plan which was used to guide the successful grant funding for runway re-sheeting and renewal of the airport perimeter fencing between December 2021 and February 2022.</p> <p>Both the updated airport manual and the aerodrome asset management plan will be used to assess any proposed future development at the site from CASA Part 139 Manual of Standards and an asset management perspective and inform the usual Planning Scheme development application processes.</p>
96%	01/07/2021	30/06/2022	→ Key Focus Area 4.3.1 Waste Management: Provide access to services and facilities which support a sustainable lifestyle.: 100%: 100%	<p>Activities progressed as planned, the Scamander Inert Landfill activity is an activity that takes a long period of time to progress through the processes required.</p>
100%	01/07/2021	30/06/2022	→ Actions 4.3.1.1 Green Waste Recycling - Develop operations to produce green mulch for sale (single and double shredded material) on a cost recovery basis at the Scamander, St Helens and St Marys Waste Transfer Stations.: 100%	<p>The green waste shredding campaign completed in May 2022.</p> <p>Material produced at the St Helens Waste Transfer Station made available for purchase during June 2022. Green waste at Scamander was single shredded and will be used internally by the Council.</p> <p>Insufficient green waste volume for shredding at St Marys WTS. Delayed until next campaign to ensure activity is cost effective.</p>
100%	01/07/2021	30/06/2022	→ Actions 4.3.1.2 Inert Landfill Resource Recovery - Investigate re-use/recovery/commercial salvage options and opportunities for concrete, soil, untreated timber and other non-asbestos containing builders waste currently placed at the St Helens Waste Transfer Station.: 100%	<p>The State Government Waste and Resource Recovery Regulations 2002 apply from 1st July 2022. Material placed into Councils inert landfill will attract the State Waste levy. The initial levy is \$20/tonne.</p> <p>Council officers are in the process of preparing the required Inert Landfill Management Plan to meet the 31 August 2022 deadline for submission to the EP brought about by the late consultation by the EPA. During the period May to June 2022, Council officers met with the EPA Policy Unit to reach agreement on a volumetric waste measurement methodology and category definitions for all inert waste placed in the St Helens Inert Landfill and a commitment that has been fulfilled to undertake a volumetric survey of the landfill at 30 June 2022.</p> <p>Operational changes have been introduced at St Helens in consultation with regulators and within the framework of new regulation to stockpile fill material for recovery that include</p> <ul style="list-style-type: none"> i) Stockpiling of clean fill for re-use by the Council. ii) Stockpiling of clean fill with rock for future screening and component separation and reuse by the Council. iii) Stockpiling of concrete, brick and ceramics for recovery as crushed aggregate for civil construction purposes. <p>Material recovery is permitted and encouraged. A levy is not applied to repurposed materials.</p> <p>Untreated timber can be resold or chipped or mulching with green waste. or as feedstock for fuel pellet manufacture. Cost effective options are chipping and mulching and assessed further during 2022-2023.</p> <p>Treated timbers (including CCA products, painted timber and laminated timber products) require landfilling. These materials remain problematic with respect to general handling and transport efficiency). There are no current opportunities or avenues available in Tasmania to re-use/recycle.</p>

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 4.3.1.3 Waste Management - Participate in the Northern Tasmania Waste Management Group (NTWMG) activities to achieve improvements in waste reduction and resource recovery.: 100%	<p>Break O' Day Council is a member council of the Northern Tasmania Waste Management Group (NTWMG). Other member councils are Launceston City, West Tamar, Meander Valley, Dorset, George Town and Northern Midlands.</p> <p>The 2017-22 Regional Waste Management Strategy enables the NTWMG to undertake research on waste management best practice to inform its activities. The 2017-22 strategy also includes a range of projects that have evolved and grown into well-established projects that reduce waste to landfill using a mix of education, recycling services and infrastructure. Through the NTWMG and funded by the existing regional waste levy collected for waste diverted to landfill, the NTWMG funds.</p> <p>Break O' Day Council has participated in the groups 2021/2022 major actions and projects, more specifically and relevant to our municipality are the following:</p> <ul style="list-style-type: none"> · Engaged with the Tasmanian Government and LGAT and provided input on Draft Waste Action Plan targets, proposed statewide landfill levy and governance of the levy. · Community education through presentations and kerbside auditing. · Monitor recycling bin contamination and provide regular feedback to residents. · Continued support of data collection at waste transfer stations. · Facilitate sustainable management of recyclables that are difficult to process locally, specifically the provision of e-waste collection. · Facilitate Paint back - paint collection and processing. · Provision of polystyrene collection and recycling. · Supporting education and awareness and recognise and reward individuals, school groups and organisations via the Waste Not Awards. · Report and publish Northern Tasmania kerbside general waste, landfill and waste transfer station composition audits. <p>The Regional Waste Strategy, Annual Report 2020/2021 and Action Plan 2021/2022 is attached for information and progress made by the group. The document can also be located at: https://rethinkwaste.com.au/download/ntwmg-annual-report-2020-21-and-annual-plan-2021-22/ attachment NTWMG Annual Report 2020-21.pdf</p>

Current ...	Start D...	Due Da...	Goal	Update
75%	01/07/2021	31/03/2022	→ Actions 4.3.1.4 Inert Waste Landfill - Develop Scamander Waste Transfer as an Inert Landfill Site - secure environmental regulatory approvals to enable progression to the design and costing of Inert Landfill.: 100%	<p>Break O' Day Council (Council) owns and maintains the Scamander waste transfer station site, which includes the closed putrescible landfill, located on Coach Road, Scamander.</p> <p>Council is proposing to develop an inert landfill on top of the closed putrescible landfill. The proposed development has been assessed as a Level 2 activity under the Environmental Management and Pollution Control Act 1994 (EMPCA) and as such requires EPA Tasmania (EPA) approval.</p> <p>Extensive investigative work and assessment has been undertaken during 2021-2022 by council officers with the assistance from GHD (consulting firm) year to date to progress this project with the objective of referring a permit application to the EPA prior to a subsequent public consultation process.</p> <p>Investigative work included the further consideration of issues related to</p> <ul style="list-style-type: none"> • Future inert landfill leachate management • Ground and surface water monitoring • Landfill gas generation • Potential subsidence of underlying putrescible landfill cells. <p>The Board of the Environment Protection Authority (the Board) have recently advised that the reports provided by the Council contain sufficient information to satisfy the requirements of section 74(3) of the EMPCA Act for the purposes of public and agency consultation. Council advertised permit application number DA 2018/174 in May 2022.</p> <p>Responses are being prepared to representation made. Some additional land survey information has also been requested by the EPA.</p> <p>Given the nature of this development and the regulatory framework associated with the development this action will continue into the 2022-2023 financial year.</p>
100%	01/01/2022	31/03/2022	→ Actions 4.3.1.5 Container Deposit Scheme - Review waste transfer station layouts and capability to accommodate container deposit infrastructure and associated costs for scheme rollout.: 100%	<p>The Container Refund Scheme Bill 2021 has passed through Parliament, supporting the Government's vision of reducing litter and increasing recycling. The Bill passed the House of Assembly on 10 November 2021, and passed the Legislative Council unamended on 10 March 2022.</p> <p>As part of a multi-stage procurement process, The State Government is inviting Expressions of Interest from entities interested in providing state-wide Scheme Coordinator and Network Operator services.</p> <p>Details for both roles, including the requirements to register an interest and the qualification criteria, are available on the Tasmanian Government tenders website (tender IDs: NRET EP 2125-1 and NRET EP 2125-2).</p> <p>Implementation of the scheme at a local level is likely to necessitate the use of Council resources, and the use of Council's St Helens Waste Transfer Station.</p> <p>Given that the program is being managed by the State Government, Council is somewhat limited in progressing the action until network operator detail becomes known.</p>
100%	01/07/2021	31/12/2021	→ Actions 4.3.1.6 Single Use Plastics - Single-use Plastics Policy approval and implementation.: 100%	Policy adopted by Council - Feb 2022
72%	01/07/2021	30/06/2022	→ Key Focus Area 4.3.3 Recreational Facilities: Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure.: 100%	Progress with activities in this Key Focus Area have been quite variable this year. Activities which depend on the Recreational Trails Strategy have effectively been on hold pending completion of this activity which should occur in the first quarter of the 2022-23 year.

Current ...	Start D...	Due Da...	Goal	Update
80%	01/07/2021	30/06/2022	→ Actions 4.3.3.1 St Helens to Binalong Bay Link - Complete the project to a shovel ready stage and pursue funding.: 100%	<p>The objective of this project is to provide a shared pathway the links St Helens (end of existing path on Binalong Bay Road) to Binalong Bay that is wide enough to allow pedestrians, bicycles or other mobility aid users to access the pathways safely and without obstruction.</p> <p>In the early part of 2021/22, initial effort was focused on detailing a preferred pathway route between St Helens and Binalong Bay and parallel to the road containment.</p> <p>Taking into account identified constraints an updated broad project estimate of \$2.14million was derived during the quarter ending December 2021. The estimate included the undertaking of required flora & fauna and heritage studies, surveying, detailed design and pathway construction.</p> <p>Additional work required to determine a final route around bottleneck points was undertaken during the March quarter and a plausible alternative route determined and which is yet to be verified through discussion with various stakeholders.</p>
100%	01/07/2021	30/06/2022	→ Actions 4.3.3.2 St Helens MTB Network - Examine opportunities to evolve the network to enhance its attractiveness.: 100%	<p>Consultants World Trail have been engaged to develop a suit of trail options that will be used to engage with the community to seek input to develop a priorities list of options that could then be used for future development of the St Helens MTB Network.</p> <p>Trail option locations established July 2021</p> <p>Feedback has been received from key individuals, businesses and organisations closely involved locally in the Mountain Bike industry and is being collated to provide a prioritisation list of trails for future development of the network.</p> <p>This information will presented as part of the Recreation Trails Strategy.</p>
100%	01/07/2021	31/12/2022	→ Actions 4.3.3.3 Bay of Fires Trail - Complete Trail enhancement to enable achievement of IMBA Epic Status.: 100%	<p>Following Development Approval being received and a public tender process, works commenced on the project in January 2022 and construction works were completed at the end of March 2022.</p> <p>Application for International Mountain Bicycling Association (IMBA) EPIC Status for the Bay of Fires Trail is being pursued.</p>
25%	01/07/2021	30/06/2022	→ Actions 4.3.3.4 Skills Track / Pump Track - Examine options to establish a skills/pump track in the St Helens area.: 100%	<p>The establishment of a Pump Track in St Helens has been prioritised highly as infrastructure that would enhance the experience of users and provide activation of the location with the financial gain to businesses.</p> <p>This piece of infrastructure is likely to feature within the Recreational Trails Strategy when it is completed.</p> <p>The Collective has been requested to provide some ideas of suitable locations</p> <p>21 March 2022 - Grant Deed being prepared for \$500k from Tasmanian Government. The location and scope of the project will be developed in conjunction with The Collective to provide input in the process. Several locations could be considered namely one at the Flagstaff Trailhead to help in activation of the site as well as a facility in St Helens but with location unsure at this time.</p> <p>13 May 2022 - Grant Deed received to value of \$500k to be spent by end June 2023. The Collective in conjunction with Council to engage with the community to decide on locations and commence planning / tendering processes.</p>
100%	01/07/2021	30/06/2022	→ Actions 4.3.3.5 St Helens MTB Network - Increase the engagement of the businesses and the community in the development and operation of the trails through The BOD Trails Collective.: 100%	<p>The Collective committee has been established with and has held several meetings (monthly) creating a purpose document and priority items which will provide focus and direction of the committee.</p> <p>A broad cross section of the community is represented on the committee and will focus on activation and future development of the St Helens MTB Network.</p> <p>The vision statement was finalised in Jan 2022 which will clearly define the purpose and goals for The Collective.</p> <p>A Brand review is being progressed which will further engage the business community</p>

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Actions 4.3.3.6 MTB Events - Identify ongoing opportunities for activation of the MTB Network by identifying Local/State/National/International events.: 100%	<p>Working with The Collective to identify existing State and National events as well as the potential to create a unique and new event for St Helens MTB Network is a high priority.</p> <p>Auscycling has provided their draft 2022 calendar for consideration to host their Cross Country / Downhill / Gravity Enduro / E- MTB events which are being considered.</p> <p>Pedal Heads, the local MTB Club has initiated a Winter Race Series of a 4 race series between August and September 2021 which will be a great way for the local community to engage in the MTB sport and for the Local Club to develop processes, skills and capacity in running events.</p> <p>The Pedal Heads Race Series has been a great success with up to 70 riders participating in the first 3 races. The fourth and last race was postponed due to extreme windy weather and will be run on the first week of the school holidays 26 September 2021.</p> <p>Through the school holidays there are several learn to ride sessions being offered by qualified instructors which will provide opportunities for people new to the sport to attain key skills to ride safely and established riders to improve and develop new skills.</p> <p>There was one extra race run in December 2021 with another good turn out of racers.</p> <p>A focus for The Collective and Pedal Heads MTB Club will be to continue grow the race series and are investing in more timing devices to enable a greater number of participants.</p> <p>The Pedal Heads are also seeking grant funding to provide a subsidy for Wilderness First Aid training to be undertaken for their members to increase the first aid response skills in the local community.</p> <p>The Dragon Trail MTB event was held over 17 - 19 March 2022 and was attended by about 180 competitors. It is intended to run the event again in 2023 with a target participation number of 500 competitors.</p>
25%	01/03/2022	30/06/2022	→ Actions 4.3.3.7 Fingal to St Marys Trail - Review the project following completion of the Recreational Trails Strategy and determine direction of the project.: 100%	<p>The Recreation Trails Strategy has identified a section of the old Railway corridor from St Marys to Cornwall as a viable trail development but the trail between Fingal and St Marys has many challenges that make it unviable in the short - medium term.</p> <p>Once the Strategy is endorsed the development of trails will be assessed along with other projects in the normal budget cycle process.</p>
0%	01/03/2022	30/06/2022	→ Actions 4.3.3.8 St Marys Trail - Review the project following completion of the Recreational Trails Strategy and determine direction of the project.: 100%	Recreational Trails Strategy currently being prepared
100%	01/07/2021	30/09/2022	→ Actions 4.3.3.9 MTB Network Operation - Develop and implement operational/maintenance plan for the MTB trail networks.: 100%	<p>Operational Plan to incorporate the maintenance requirements including managing the trail surfaces and drainage devices, environmental aspects like vegetation management, weed and hygiene control, raptor habitat protection and infrastructure supporting the St Helens MTB Network.</p> <p>Safety Management component to include trail closure procedures and incident management.</p> <p>Development of Service Levels and Service Standards that are sustainable and suitably resourced</p> <p>Operation plan including the Weed and Disease Monitoring is completed.</p>

Current ...	Start D...	Due Da...	Goal	Update
90%	01/07/2021	28/02/2022	→ Actions 4.3.3.10 Recreational Trails Strategy - Manage the delivery of the consultancy leading to consideration and adoption by Council.: 100%	<p>TRC Tourism visited the municipality in July 2021 gathering information; interviewing key individuals across the region and undertaking site visits at key locations as part of the initial data collection and fact finding process.</p> <p>A second visit is planned for September 2021 to engage more broadly across the community based on the initial feedback attained from the key individual sessions and locations visited.</p> <p>Insights plan developed outlining key points identified from initial site visit and reviewed by Council staff.</p> <p>Workshops / Drop-in sessions have been arranged for Fingal, St Marys, Scamander and St Helens in October 2021 to enable locals and visitors to meet with consultants and Council staff to reflect their opinions into the development of the strategy.</p> <p>An on-line Survey is also available via Council's web page to provide opportunity for input for those not able to attend any of the sessions in person.</p> <p>In March the final Draft strategy has been reviewed by Council staff and is now with Parks and Forestry for their preview, as major stakeholders, before going to the April Council Workshop for their input prior to going back to the community.</p> <p>Final draft approved by council and final edits currently being included with the FINAL edition to be provided to the community for comment in June 2022. Online briefing session scheduled for late July.</p>
75%	01/09/2021	31/03/2022	→ Actions 4.3.3.11 Swimming and Hydro-therapy Pool - Investigate the opportunity to establish a centre incorporating a swimming pool and hydro therapy pool.: 100%	<p>Initial high level investigation undertaken and report prepared in relation to the construction of an aquatic centre including swimming pool hydro-therapy pool and gymnasium and discussed by Council at the June Council workshop. Information gathering from other Councils, Southern Midlands, Georgetown, Dorset, West Tamar and Circular Head has occurred. Budget allocation provided in the 2022-23 Budget to progress a Feasibility study.</p>

SERVICES

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2020	01/07/2021	Strategy 5.1 Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery.: 30 to 100	
100%	01/07/2021	30/06/2022	→ Key Focus Area 5.1.2 Youth: 100%: 100%	Activities were completed as planned in this area. Primarily it relies on a support role by Council officers.
100%	01/07/2021	30/06/2022	→ Actions 5.1.2.1 Local Government - Participate as the Council Representative as an active Committee Member for YCNECT, providing support encouraging the participation & engagement of young people learning the functions of Local Government & how to influence Council decisions.: 100%	YCNECT has been successful in obtaining a large Federal Government grant for a three year period to address the needs of our young people and employ professionals to coordinate outreach programs, activities and events. The Committee of YCNECT have now disbanded and will form a working group Auspiced by the St Helens Neighbourhood House. Recruitment for the employees (Project Manager and Youth Workers) are active and hopefully the youth support workers can be on the ground soon.
100%	01/07/2021	30/06/2022	→ Actions 5.1.2.2 Work Experience - Participate in the Break O'Day Employment Connect (BODEC) project to develop Work Experience opportunities for young people: 100%	Council are looking in to the potential of a partnership with the local schools and Break O'Day Employment Connect to develop a localised Australian School Based Apprenticeship program aimed at grade 9-12 students for 2023.
100%	01/07/2021	30/06/2022	→ Actions 5.1.2.3 THRIVE - Maintain working relationship with THRIVE and participate in the activities which benefit the community.: 100%	Thrive has continued with its rebuilding stage with additional members of the community being invited to join the group. The Community Garden is no longer a THRIVE project with it now falling under the banner of St Helens Neighbourhood House.
100%	01/07/2021	30/06/2022	→ Key Focus Area 5.1.1 Health: Retain and expand local provision of disability, preventative, chronic and acute health care services including pursuing innovative healthcare delivery options.: 100%: 100%	Activity in this area is connected to the activities of other organisations and progressed as planned.
100%	01/07/2021	30/06/2022	→ Actions 5.1.1.1 Local Services - Strengthen relations with Royal Flying Doctor Service (RFDS) to ensure the number of services to be delivered within our community continues to grow.: 100%	Council has continued to support the Royal Flying Doctors Service in providing health services to our community. With a change of Government there may be some change to the funding options but Council staff have been in contact with the Royal Flying Doctors Service advising of Council's support to continue with the delivery of health services locally.
100%	01/07/2021	30/06/2022	→ Actions 5.1.1.2 Old St Helens Hospital - Secure a decision from the Department of Communities Tasmania on the future use of the site following the community engagement process.: 100%	Option to use as emergency accommodation raised with State Government requesting the feasibility be examined even though the facility is still leased to Ochre Health Services for the purpose of a Covid Clinic.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/10/2021	30/06/2022	→ Actions 5.1.1.3 Local Service Delivery - Work with the NGOs on the Mental Health Directory to complete a community wide survey to understand the needs of health service delivery within Break O'Day (BOD) and identify gaps.: 100%	Council staff are continuing to collect data on the number of services that are being delivered in our community to update the register. The Mental Health Directory is regularly updated by the Suicide Trial Site and Council share this information through the website.
100%	01/07/2021	30/06/2022	→ Actions 5.1.1.4 Doctors - Provide support to OCHRE Health with the recruitment of GPs to ensure consistency of Medical Practitioners and service delivery.: 100%	Council staff continue to engage with Ochre Health to feedback community concerns in relation to issues that have been raised through the Disability Action Group in relation to cost of service. In this instance we were able to dispel some of the misinformation through this engagement process.
100%	01/07/2021	01/07/2022	Strategy 5.2 Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community.: 30 to 100	
100%	01/07/2021	30/06/2022	→ Key Focus Area 5.2.3 Transport: Facilitate a range of transport options that support movement within and outside the Break O'Day area.: 100%: 100%	Significant barrier affecting local communities, work is ongoing with key stakeholders in addressing this barrier which has resulted in the establishment of a new program.
100%	01/07/2021	30/06/2022	→ Actions 5.2.3.1 Local Transport Network - Work with YCONNECT and BODEC to help advocate and bridge the barrier to transport for the Break O'Day community.: 100%	Area Connect which is a transport program focussed on job seekers has commenced, and the local connector, plus the gifted van are currently driving a few employees to and from work within the Break O'Day/Glamorgan Municipal areas. BODEC Project Team have been advocating for promotional material for the Area Connect service so Council can promote to community. The Service is funded by Jobs Tasmania and offers flexible transportation in rural and remote communities in Tasmania where public transport is not available. Either by connecting them to an existing public transport service, or taking them to their destination where no public transport exists. While it can also connect with funded community transport, and with mainstream public transport, it is different and separate from either of these, created to fill a different need. Area Connect is intended to enhance the effectiveness of public transport, not to compete with it, and to facilitate people's access to employment, to education and training, to medical and personal care, and their connection to community. It does not duplicate any other existing service; rather it adds a new service that expands the effectiveness of existing services by connecting with them.
100%	01/07/2021	30/06/2022	→ Actions 5.2.3.2 Learner Driver Mentor Program - Recruit and train additional mentors to support the program.: 100%	Council staff has engaged another mentor to assist with the delivery of this program. Due to the impacts of covid, we did not meet the required hours that had been set by the coordinator of this program, but after discussion with the coordinator, he advised that all programs did not have to meet the required hours for this financial year.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Key Focus Area 5.2.2 Education & Skills Training: Improve education and skills training opportunities and encourage greater personal development through delivery of programs locally which meet the needs of industry and the community. Implement outcomes of the BDO Report.: 100%: 100%	Through Council officer participation in BODEC this area of activity is receiving attention and progress has been made with the Trade Training Centre and local Schools.
100%	01/07/2021	30/06/2022	→ Actions 5.2.2.1 Skills Delivery - Work with Break O'Day Employment Connect (BODEC) in relation to the delivery of skills training needed to support job seekers and industry.: 100%	<p>The General Manager participated in the Ministerial forum to develop the Skills Delivery Plan for the next three years. Issues raised included local delivery; difficulty of getting RTOs to deliver locally; and course size requirements in regional locations.</p> <p>A training calendar has been embedded into the BODEC website for the purpose of coordination across the Break O'Day community. https://bodec.org.au/calendar/</p> <p>BODEC has played a key role in advocating for access to training programs locally. The training programs are also directly linked to local industry need and the consideration for meaningful employment outcomes. Some of the successful course have been Traffic Control, White Card, Cert III Driver Operations, Intro to food and beverage and more.</p> <p>Planning for these training opportunities are ongoing.</p>
100%	01/07/2021	31/12/2022	→ Actions 5.2.2.2 Trade Training Centre - Work with stakeholders and local High Schools to establish a range of Vocational Education & Training (VET) programs and other training delivery in line with the intended purposes of this Centre.: 100%	The situation with the operation of the Trade Training Centre and the lack of VET Courses has been discussed with the Principal of the St Helens District High School. There will be some VET courses offered in the 2022 School year but not to the extent which should be occurring which seems to be as a result of what has happened within this school in recent years. Both Schools have now engaged with Break O'Day Employment Connect in a positive way which could assist in resolving the situation. Concerns regarding the operation of the TTC and control by the Education Department is ongoing and have been raised with the Minister for Education. Subsequently they have been raised with Jobs Tasmania in October and December 2021. The TTC Manager is now attending BODEC meetings.
100%	01/07/2021	30/06/2022	→ Key Focus Area 5.2.1 Mental Health: Improve the mental health of our community through stability in service delivery and a holistic approach to the provision of services locally.: 100%: 100%	Minor area of activity
100%	01/07/2021	30/06/2022	→ Actions 5.2.1.1 Suicide Prevention - Maintain involvement in the Suicide Prevention Trial and continue to work with the agencies involved to ensure sustainability of some of the programs developed once funding is no longer available through Primary Health Tasmania (PHT).: 100%	Council staff continue to support the Suicide Trial Site, meeting on a regular basis to ensure that this project can remain sustainable. The Trial Site was able to secure funding for the project co-ordinator through the St Helens Neighbourhood House which will assist the group to ensure that the work that has been undertaken will continue in supporting our community.
100%	01/07/2021	01/07/2022	Strategy 5.3 Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs.: 30 to 100	

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ Key Focus Area 5.3.1 Service Delivery: Improvement: 100%: 100%	The activity in this area had been tracking as planned until the SES changed the template for the Emergency Management Plan
100%	01/06/2021	01/03/2022	→ Actions 5.3.1.1 - Development Information - Review and simplify information relating to undertaking development including fact sheets and website information for re-occurring enquiries.: 100%	Information sessions developed and delivered to local tradespeople and real estate agents. Very positive feedback received from attendees.
100%	01/10/2021	31/12/2022	→ Actions 5.3.1.2 Emergency Management Volunteers - Work with agencies to undertake training with people who have responded to Council's call out for volunteers with regard to emergency situations.: 100%	No further training of additional volunteers has occurred since the two training sessions that Council held in partnership with Red Cross.
100%	01/01/2022	30/04/2022	→ Actions 5.3.1.3 Municipal Emergency Management Plan - Review and adopt the Plan in line with the Tasmanian Emergency Management Plan.: 100%	The Municipal Emergency Management Plan is currently under review and being rewritten in line with the State and now completed Northern Regional Emergency Management Plan.



CORPORATE PLANNING ACTIVITIES 2021 - 2022 - QUARTERLY REVIEW © 30 JUNE 2022

25/07/2022



● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment → Indirect Alignment

CORPORATE PLANNING ACTIVITIES PLAN

FINANCIAL ACCOUNTABILITY

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	Financial Sustainability: 100%	Activities in this area were completed as planned and targets were achieved which was pleasing.
100%	01/07/2021	30/06/2022	→ Value for Money Reviews - Undertake reviews of operational activities to identify revenue opportunities, cost savings of \$40,000 and process improvements resulting in savings of 500 hours: 100%	<p>Reviewing operations for opportunities for savings in costs or staff time is a standing item on the fortnightly management team agenda. Service improvements unrelated to savings are also considered.</p> <p>Savings to date include:</p> <ul style="list-style-type: none"> • A review of options for the maintenance and servicing of plant and vehicles is generating savings expected to be between \$1,500 and \$2,500 annually. • Printing the waste collection fridge magnet double sided has saved \$1,500 with some additional postage savings to be identified. • revising the format of advertising of development application is generating savings expected to be approximately \$20,000 in 2021/2022 and \$30,000 annually <p>Potential saving identified in Waste Management Contract transport costs amounting \$20,000 which is being pursued.</p>

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/202130/06/2022		→ Grant Funding- Secure grant funding through competitive processes totalling \$250,000 which assists Council to achieve its identified priorities with an over success rate of 75%: 100%	Council has far exceeded the \$250,000 grant funds raised target, firstly through funding for relocating an important section of the Bay of Fires Descent MBT and subsequently funding through the Black Summer Bushfire Recovery Program.
				Well being Festival2,000
				Bay of Fires Trail relocation185,000
				Replacement Kirwans Beach Jetty144,000
				Out of this World Touring exhibit6,500
				Noticeboard and PA at Flagstaff19,485
				Learner driver mentor program21,000
				Black Spot - Quail/Medea Street65,000
				Tussock Grass Weed Control21,530
				Replacement Beauty Bay Jetty60,000
				BSBRGP St Marys multi-purpose hub1,106,487
				BSBRGP Fingal Youth Hub323,940
				BSBRGP Mangana communication cell100,000
				BSBRGP Fingal Community Shed331,142
				LRCI round 31,290,000
	3,676,084			
100%	01/07/202130/06/2022		→ Revenue Generation - Identify opportunities to generate alternative revenue sources and secure a better return on the Cash holdings of Council.: 100%	Opportunities for private works, particularly road works, continue to be explored. Using funds that are presently earning minimal interest for property/housing development is being explored, initial opportunities/options have been considered with Council. Various private works and hire of approximately \$73,000 have been undertaken.
58%	01/07/202130/06/2022		Financial Management: 100%	Progress with activities didnt occur as scheduled. Action has occurred to address this situation with planned activities progressing towards the end of the year.
100%	01/07/202130/06/2022		→ Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel.: 100%	October, December, March and June Meetings were held, minutes of the meetings reported and received by Council
50%	30/09/202131/12/2022		→ Long Term Financial Plan (LTFP) - Review of the Plan completed to reflect updated Four (4) Year Capital Works & Projects Budget and Asset Management Plan and updated Plan adopted by Council.: 100%	Review of Long Term Financial Plan occurs following completion of the external audit, this is now complete and review will be undertaken in the next month or two, initial preview provided as part of budget workshop
33%	01/08/202130/09/2022		→ Plant Efficiency - Undertake a review of plant and vehicle utilisation and internal charging rates to ensure that cost recovery and future replacement is being adequately provided for as a basis to update the Plant Replacement Program.: 100%	Separate reports generated for revenue and expenditure for each item of plant. Reports now being compiled to facilitate review.

Current ...	Start D...	Due Da...	Goal	Update
50%	01/07/2021	30/06/2022	<p>→ Internal Audit - System audits scheduled are completed, recorded and reported for the following: contract management from awarding tender to payment of invoices; Customer Service Charter; Fraud Management Policy & Procedure; and, appropriate management of risk: 100%</p>	The scheduled internal audit tasks have been identified and allocated for action, one audit nears completion, options for contracted external assistance have been identified

HUMAN RESOURCES / TRAINING/ WORK HEALTH & SAFETY

Current ...	Start D...	Due Da...	Goal	Update
75%	01/07/2021	31/12/2021	Workforce Plan - Complete and commence implementation of the Plan to prepare for and manage succession requirements and an ageing workforce.: 100%	<p>Works Department</p> <p>It has been identified that Council has an ageing workforce with a number of retirements within the next few years. Some examples identified are for the outdoor workforce:</p> <ul style="list-style-type: none"> * 23% of the team are 60yrs+ * 11 % of the team are 55-59yrs * 50% of the general Construction team are 58yrs + * Leadership structure is ageing. <p>A working group within the Works Department Working Group is undertaking a service delivery review with the aim being to address the ageing workforce within the department, look at who is doing what activities, develop skills base within teams to minimise any areas of gaps, analyse the current structure and plan for the future.</p>
75%	01/07/2021	30/06/2021	Elected Members: 100%	Progression with this task has taken a different direction than planned due to a project through the Local Government Division
75%	01/07/2021	30/06/2021	→ Professional Development - Facilitate participation of Councillors in Professional Development through development of a training plan for individual Councillors.: 100%	Initial review work has been undertaken to see what is used within other northern region Councils or what LGAT might be aware of. No formal Plan in place with other Councils. Local Government Capability Framework in NSW identified as having merit and this is being explored further. General Manager participating in working group led by Local Government Division which is developing a Professional Development program for Councillors.
100%	01/07/2021	30/06/2021	Council Advocacy: 100%	Activity in this area was completed as planned
100%	01/07/2021	31/10/2021	→ Council Priority Projects - Finalise project briefs and pursue identified priority projects through Federal election process.: 100%	Project Briefs finalised for the Stieglitz section of the Georges Bay Foreshore Multi-user Track, Binalong Bay to St Helens Multi-user pathway and Binalong Bay to Swimcart Multi-user track. Information being used for lobbying activities in relation to the Federal election with a focus on the Georges Bay multi-user track project as the priority project.
100%	01/11/2021	31/01/2022	→ State Budget - Provide submission to the 2022 - 2023 State Budget community consultation process advocating for local priorities.: 100%	<p>Submission prepared and lodged covering the following projects:</p> <ul style="list-style-type: none"> • Tasman Highway - Great Eastern Drive • Bay of Fires Master Plan • Relocation of St Helens District High School • Climate Change • Housing Needs assessment • State Highway Maintenance • St Helens Wharf - Ownership and assessment • Alternative Route to St Marys Pass
100%	01/07/2021	30/06/2021	Wellbeing Program: 100%	Activity in this area has been completed as planned

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	31/12/2021	→ Wellbeing Program - Finalise and implement a Mental Health and Wellbeing Plan with a focus on capacity building across the organisation.: 100%	Rolled over into 2022-23 Annual Plan
100%	01/07/2021	30/06/2022	→ Employee Wellbeing Program - Undertake actions to improve the well-being of workers including appropriate training and awareness sessions.: 100%	<p>Activities already underway have continued throughout the period, in particular the weekly movement and stretch sessions on Wednesday mornings.</p> <p>New activities must be co-designed or include input from staff if they are to be implemented effectively. One example that was achieved was the development of a customer feedback postcard and webpage that provides more information. This was developed in response to outdoor work crews needing support to manage their conversations with members of the public and to minimise stressful encounters.</p> <p>Further development of new activities and initiatives has not progressed during the year due to the officer being focussed on the Community wellbeing program and nurturing relationships and building trust.</p> <p>This action item has been rolled over in to the 2022-23 Annual Plan</p>

CORPORATE RISK

Current ...	Start D...	Due Da...	Goal	Update
91%	01/07/2021	30/06/2022	Risk Management/Work Health & Safety: 100%	A substantial area of activity which was largely completed as planned except for a couple of special projects which are now underway.
100%	01/07/2021	30/06/2022	→ Risk Reporting - Risk updates and activities are regularly reported to management, Council and Audit Panel.: 100%	Standard risk reports are provided monthly to Council. Risk reporting is an agenda item for Council's Audit Panel as part of the Annual Work Plan and reports are provided to the Panel for that purpose. Risk Reports and minutes of the Work Place Health & Safety and Risk Management Committee are considered by management. The Management Team specifically addresses risk management as a standing agenda item. Risk reports are also considered by the Audit Panel.
100%	01/07/2021	30/06/2022	→ Risk Register Review - Review risk register twice a year for high risks, annually for all others.: 100%	12 MONTHLY REPORT - 24 June 2022 The Risk Register reviews for the last 12 months were completed per the requirements. 103 risks were reviewed and 2 risks were removed including 1 high-risk category following an assessment by the responsible managers. 103 risks are listed on the Risk Register as of 30 June 2022. As of 8 July 2022 the Risk Register will be set up in Cascade.
100%	01/07/2021	30/06/2022	→ Workplace Safety - Ensure that the necessary systems are in place to reduce the likelihood of incidents of injury and illness in the workplace.: 100%	12 MONTHLY REPORT - 30 June 2022 Summary of incidents/accidents involving workers A total of 21 incident notifications were received in the past 12 months from July 2021 to June 2022. Summary of vehicle accidents involving workers A total of 21 accidents occurred in the past 12 months from July 2021 to June 2022. WHS induction process During the past 12 months: <ul style="list-style-type: none">• 9 contractors completed the WHS induction process• 9 contractors did not complete the induction process and consequently were placed on hold,• 15 new workers completed the WHS induction process including 3 trainees, and• 4 volunteers completed the WHS induction process. Training Opportunities included <ul style="list-style-type: none">• Vehicle Safety sessions• Transport & Store Chemicals and Prepare and Apply Chemicals to control weeds, pests and diseases• Elevated Working Platform• Provide First Aid in Remote Locations• Forklift Training/Assessment• Medium Rigid Driving Assessments• Working Safely at Heights

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	→ COVID-19 Response - Ensure that Council's COVID-19 Response Plan is regularly reviewed and maintained in a state of readiness.: 100%	Management has an adopted Covid Plan which is reviewed in response to significant changed advice from appropriate government/health authorities. Ongoing implementation of the Plan included implementing and updating check in QR codes on Council buildings and facilities and ensuring appropriate notices and levels of hygiene supplies. Specifically, the state government introduced a Lock Down Plan for Tasmania, responding to the impact of the Delta strain. Management prepared a Break O'Day Council Lock Down Plan based on the content of the state government plan in order to facilitate a prompt response should the state Plan be activated. The State subsequently "opened the borders" and Council has prepared Outbreak Management Plans and implemented Work From Home and other measures to mitigate against impacts to staff and Council operations. As the Health guidelines have changed, the covid plan has been amended and actions such as QR code check-in requirements removed. A flowchart has been developed, updated and distributed to outline current actions with respect to staff with symptoms or identified as close contacts and this is being implemented. Specific individual actions are also undertaken on a case-by-case basis.
80%	01/09/2021	31/12/2022	→ Cyber Security - Develop and implement a Cyber Security Response Plan to address Council's exposure to this risk.: 100%	Council implements cyber security through the contracted IT support through: hardware and software safeguards, promptly implementing updates, strong back up systems and responding to the regular advice from the Department of Premier & Cabinet's cyber security team. Initial discussions have been held with Council's contracted IT support with respect to preparing a specific Plan/Report and emails exchanged outlining the content of the Plan and a final draft is nearly ready for consideration by the General Manager
65%	01/01/2022	31/03/2022	→ Risk Management Framework - Undertake an external review of Council's Risk Management Framework to identify opportunities for improvement.: 100%	Initial consideration has been made for options to a review of Council's Risk Framework/Register, including undertaking this in conjunction with Internal Audit processes or use of a contracted service provider. The Framework has also been considered by Council's Audit Panel. An external review has been determined as appropriate and a proposal was sought from an organisation with the necessary skill set. The proposal has been reviewed and considered appropriate and scheduled for August.

ORGANISATIONAL EFFICIENCY

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/06/2022	Local Government Reform: 100%	Activities completed as planned. The Review of Local Government is a critical activity requiring diversion of resources from other areas.
100%	01/07/2021	30/06/2022	→ Northern Region Shared Services - Pursue joint procurement opportunities involving Northern Region Councils.: 100%	Northern region Councils have been pursuing a common IT Platform for quite a few months and were well progressed with an approach to this. Recent changes by a major IT provider to Local Government has put the brakes on this. Legal services procurement is ongoing and is generating very substantial savings for the region. Further work in this area is a low priority given the Review of the Future of Local Government which has commenced.
100%	01/07/2021	30/06/2022	→ Northern Shared Services Common IT Platform - Participate in the investigations and report to the Management Team and Council on the opportunity this provides with recommendations.: 100%	The Northern Region group, including Break O'Day Council, initially identified a strong commitment to progressing a shared IT platform based on the Launceston City Council integrated IT system with individually time frames for joining. This was at the point of requesting specific commitments from member Councils. The system provider to Launceston City Council changed the parameters of support for the IT platform which made the approach being considered unviable. At this stage, there is still general support for a shared IT platform but different Councils have different levels of urgency for changing their systems and the project has reverted to general communication rather than any specific action, at the moment, and Council is monitoring options from the group and individual Councils in the group.
100%	01/07/2021	30/06/2022	→ Local Government Reform - Participate actively in the process arising from the PESRAC Report with a focus on achieving the best outcome for the Break O'Day area.: 100%	The Local Government reform process shifted from the PESRAC Report late in 2021 when the Liberal government could not get the broad support of all parties to the proposed Terms of Reference. This has now evolved to become the Review into the Future of Local Government announced by the State Government with Terms of reference and Local Government Board membership announced in mid-December. The Board released a Themes document in late March and a submission was made by Council
100%	01/07/2021	30/06/2022	Break O'Day Organisation: 100%	See update below
100%	01/07/2021	30/06/2022	→ Organisational Development - Focus on the development of the organisation to reflect the agreed values including updating the Employee Code of Conduct.: 100%	Internal survey work undertaken with recent new hires and recent departed employees to determine their observations in relation to the values in action in the BODC team. Whole of organisation survey developed alongside an initial survey in relation to workforce planning. This has is being progressively rolled out through the organisation.
100%	01/07/2021	30/06/2022	Strategic Plan: 100%	See update below
100%	01/07/2021	30/09/2022	→ 2017 - 2027 Break O'Day Strategic Plan - Complete review of the relevance of the Key Focus Areas within the Plan.: 100%	Completion of the population analysis work was a critical precursor to the review process which has now been completed. Review process discussed with Council at the December meeting with a special workshop scheduled for February 2022. Council officers undertook a progress review and provided information for discussion at the Workshop. Reviewed Strategic Plan adopted by Council at the March Workshop.
100%	01/07/2021	30/06/2022	Management Systems: 100%	Activities completed as planned. Cascade software is proving invaluable within the organisation
100%	01/07/2021	31/12/2022	→ Cascade - Progress with integration of Cascade as the key platform for managing day-to-day activities with a focus on project management.: 100%	Integration of Cascade into everyday activities is progressing well. Council Resolutions, Grants, Contracts, Leases and Policy processes are now managed this way. Project Management work process has been developed and tested for commencement. Risk Management being considered.

Current ...	Start D...	Due Da...	Goal	Update
100%	01/07/2021	30/09/2021	→ Cascade Community Dashboard - ensure the community dashboard is operating on Council's website.: 100%	Cascade have not yet finished developing the software that allows a community dashboard like the previous software, enviso. Cascade's representatives will advise when they are ready to present this component of the software. To ensure that we are still reporting to the community on the progress of our Annual Plan, Council uploads a flip-book version of the report to the website under My Council / Council Strategies/Plans and Documents.
100%	01/07/2021	31/10/2021	→ Accounting Software - Complete examination of transition from Navision to Xero and implement if decided to progress.: 100%	Management have commenced implementation of a detailed review of the option of transitioning Council's financial software from Microsoft Navision to Xero. Implementation is progressing with payroll and costing reports being implemented and tested, a draft general ledger circulated and reviewed. Logistic considerations have determined the implementation date be set for 1 July. The plan for implementation is underway with some training undertaken and further training scheduled for late June and early July.
38%	01/07/2021	30/06/2022	Customer Service: 100%	Progress in this area has been disappointing during the year. It is anticipated that this will progress more positively in 2022-23
50%	01/07/2021	30/06/2022	→ Service Improvements - Encourage ongoing improvement to the customer service approach of the organisation through identified professional development and other activities.: 100%	Council HR staff are implementing projects to identify professional development and training needs through the organisation, in conjunction with other perspectives and ideas of staff. It is expected that this project will inform potential service improvements. Team members meet regularly as teams and individually with managers and ongoing identification of potential improvements is encouraged.
10%	01/07/2021	30/06/2022	→ Business Customer Experience - Develop and implement a program focused on service process mapping.: 100%	Initial investigations into service process mapping of the customer experience in the organisation has commenced. Information has been circulated to the Corporate Services team to progress this.
15%	01/01/2022	31/03/2022	→ Customer Satisfaction - Research and develop a report in relation to options to monitor customer satisfaction.: 100%	Discussions undertaken with relevant staff to identify options for identifying customer satisfaction and clarifying further information requirements to progress a report. Waiting for further information on cost effective approaches, initial option were discarded as too expensive.
75%	01/08/2021	30/06/2022	→ Flood Application Procedure - Develop a procedure that informs assessment officer within Council that controls Developments within Councils 1:100 Year Mapped Flood Prone Areas.: 100%	Some internal referral procedures have commenced however formalising of Council procedure has been deferred due to impending state government direction (SES).
100%	01/07/2021	30/06/2022	Asset Management: 100%	Activities completed as planned
100%	01/07/2021	31/10/2021	→ Building Asset Management Plan - Prepare Building Asset Management Plan and include in Municipal Asset Management Plan.: 100%	Councils Building Asset Management Plan written in February 2021 has been linked to the draft update of the Strategic Asset Management Plan 2020. The building asset management plan was reviewed during the quarter ending September 2021 and no changes have been made to the plan.
100%	01/07/2021	31/12/2021	→ Asset Management Plan - Complete review of the Municipal Asset Management Plan and present to Council for adoption.: 100%	Council adopted in principle the the Strategic Asset Management Plan 2020-2029 at the December 2021 Council Meeting - Agenda item 12/21.14.6 The plan includes the financial impact of the transfer of Binalong Bay Road, road, bridge and culvert assets to the Tasmanian State Government in October 2021.
75%	01/07/2021	30/06/2022	Public & Environmental Health: 100%	Good progress has been made considering the impact on losing Councils permanent Environmental Health Officer. Resources are still being identified to complete outstanding actions as a result.

Current ...	Start D...	Due Da...	Goal	Update
50%	01/09/2021	16/05/2022	→ Temporary Food Premises - Develop a mobile and temporary food business policy and operator guide, to facilitate the service of food outside the traditional fixed premises model.: 100%	This process has begun with the review of what other Councils are doing in this space - benchmarking. The resignation of Council's Environmental Health Officer and shift to 2-days per week has resulted in this action being deferred until resources have been allocated.
50%	01/07/2021	30/06/2022	→ Caravan By-Law - Review Council's Caravan By-Law and identify any improvements to process.: 100%	This action has dovetailed into the making of a by law for the keeping of roosters and other animals. If updates are needed, there is potential to do it at the same time. Other Tasmanian Councils have rolled up a number of by-laws into an environmental health omnibus by-law. The resignation of Council's Environmental Health Officer and impacted on this action being completed by the due date and suspected to roll over into next financial year.
100%	01/07/2021	30/06/2022	→ Food Premises - Deliver a regular program of Food Premises inspections.: 100%	Inspection program developed based on risk categories. All highest risk level premises inspected. Ongoing program of inspections is occurring.
100%	01/12/2021	30/06/2022	→ Water Quality Monitoring - Undertake monitoring and reporting in recreational waters.: 100%	Water Quality Monitoring is being undertaken and reported as required by legislation.
100%	01/07/2021	30/06/2022	Stakeholder Management: 100%	All activities completed as planned
100%	01/07/2021	30/06/2022	→ Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy.: 100%	Mayor and General Manager have ongoing participation in NTDC activities directly through meetings and via northern region General Manager meetings. This has also included lobbying activities relating to the forthcoming Federal election with both major parties and participation in an NTDC Board Governance review.
100%	01/07/2021	30/06/2022	→ Local Government Association of Tasmania (LGAT) and Australian Local Government Association (ALGA) - Participate actively at the State and National level in Local Government matters including policy development.: 100%	Mayor and General Manager have been participating actively in Local Government matters through: <ul style="list-style-type: none"> • Attendance at LGAT meetings and Annual Conference 6-7/8/21 • Membership of LGAT General Management Committee and Vice President of LGAT by Mayor • Australian Local Government Association Board member by Mayor • Premier's Local Government Council membership by Mayor • LGAT Special Meeting re Local Government Reform 4/11/21 • LGAT General Meeting 3/12/21 • LGAT General Meeting 18/3/22 • LGAT Climate Change Conference 25/5/22 • ALGA National General Assembly 19-22/6/22
100%	01/07/2021	30/06/2022	→ Legislative Reviews - Participate in reviews of legislation affecting Local Government.: 100%	Legislative review participation for the year to date has included: <ul style="list-style-type: none"> • Planning & Building Portal project by the State Government through participation on Working Group • Targetted review of the Local Government Act (Feb 2022) • Targetted review of the Strat Titles Act (Mar 2022)
45%	01/07/2021	30/06/2022	Organisational Efficiency: 100%	Activities did not progress as planned.

Current ...	Start D...	Due Da...	Goal	Update
14%	01/07/2021	30/06/2022	→ System and Process Improvements - Undertake an ongoing review of Council's systems and processes with a focus on simplification, time and resource reduction including intra-departmental and inter-departmental processes.: 100%	Council HR staff are implementing projects to identify professional development and training needs through the organisation, in conjunction with other perspectives and ideas of staff. It is expected that this project will inform potential system and service improvements. Team members meet regularly as teams and individually with managers and ongoing identification of potential improvements is encouraged, including improvements affecting other departments or between departments.
75%	01/09/2021	30/11/2022	→ Customer Request System - Review Council's existing system and examine other systems which provide improved performance reporting.: 100%	Discussions have been undertaken with current users of the system to clarify potential improvements although the limitations of the system minimise opportunities for improvement. There was potential, although not in the short term, to access improvements through the Northern Region Local Government Shared Services project but this is no longer a viable option in even the medium term. A potentially suitable option was demonstrated but is still being developed. A well developed solution was demonstrated but was far too expensive to be considered, being a module of a larger IT platform. The use of the current records system has been improved to include better recording and reporting of customer requests which has resulted in more awareness of the status of requests as well as generally better management of requests. Follow up of 'complaints', differentiating these from 'requests', has further improved request management.

ACTION	DISCUSSION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\006\001\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council endorse the Council's submission to the Interim Report on Stage 1 of the Future of Local Government Review.

INTRODUCTION:

The Future of Local Government Review is now entering the second phase of activity following the release by the Local Government Board of its Interim Report on Stage 1 of the Review. The Report has been developed by the Board based on the, community engagement and evidence gathering identifying six 'priority reform areas' to be focussed on in this phase and has been framed in a way so as to promote community discussion on these areas.

The formal consultation period on the Report is open until 25 August 2022 and apart from Council preparing a submission it is important that we do all we can to encourage the community to provide their thoughts.

PREVIOUS COUNCIL CONSIDERATION:

January and March 2022.

OFFICER'S REPORT:

In providing the Report, the Minister for Local Government has said:

The Interim Report provides.....a vision of what the Board thinks a successful and sustainable local government sector needs to look like in the future and explains those areas it believes require reform attention to deliver on that vision. This includes a draft Role Statement for local government which proposes a deliberate shift in the 'core business' of councils towards supporting the connectedness and wellbeing of local communities.

He goes on to say:

I would also ask that you support the ongoing community discussion by raising awareness of the Report, providing it to councillors and staff, and by encouraging your community members and stakeholders to have their say.

Due to the timing of receipt of this Report and the timeframes relating to the preparation of the Council Workshop Agenda, Council officers have not been able to provide a detailed analysis of our thoughts in this Agenda item. This will be developed for discussion at the Council workshop. Below is a summary of the high level key elements in the Report.

In the Report the Local Government Board have identified what they think are the main challenges and opportunities for local government:

- *The role of councils has changed a lot over time – this means it is not always clear to the community when something is a job for councils or should be handled by other levels of government.*
- *Councils are in the best position to understand what local communities need most and develop the solutions that will fix local problems.*
- *Council staff and elected members work hard for their communities, but we heard that the way councils are set up makes it hard to attract and keep the people with the skills councils need.*
- *Tasmanians – especially those who live outside the cities – really value having local representatives they can trust to respond to their issues and concerns.*

The Board have developed six 'priority reform areas' which will be examined in more detail in Stage 2 of the Review. As part of the process the Board intends to come up with ideas and options under each of these areas based on the input they receive:

1. Defining councils' role in the 21st century
2. Local representation and good governance
3. Strategic and regional capability
4. Efficient and effective infrastructure and service delivery
5. Sound and consistent planning and regulatory services
6. Operational sustainability

Priority Reform Areas	What we will do in Stage 2
Councils' Role in the 21st Century	<ul style="list-style-type: none"> • Determine 'where local matters most' (and least) for infrastructure and service delivery, with the aim of maximising overall public value delivered to the Tasmanian community. • Clarify and define councils' roles, including not only how and where they differ from the Tasmanian and Australian Governments but also where stronger partnerships and deeper collaboration are likely to improve outcomes. • Understand councils' current effort and capability in supporting wellbeing as part of their core business. • Develop options for better leveraging councils' 'natural advantage' in supporting community wellbeing through tailored, 'place-based' approaches, including ways of better 'joining up' effort across levels of government. • Consider the need for a 'charter for local government' that captures and reflects the above and can help guide decisions about which level of government should be responsible for which functions and services, and the alternative service models through which they could be delivered.
Local Representation and Good Governance	<ul style="list-style-type: none"> • Consider options for: <ul style="list-style-type: none"> ○ Improving elected member culture, capability and professionalism (remuneration, training and development incentives/recognition); ○ Preserving and enhancing local representation, including consideration of councillor numbers, and administrative boundaries and wards; and ○ Delivering innovative models for greater community engagement and participation. • Consider the necessary architecture and underpinnings for a contemporary, best practice performance monitoring and reporting framework for local government
Strategic and Regional Capability	<ul style="list-style-type: none"> • Review current strategic planning and decision-making capability. • Identify success factors, challenges, and drivers from inter-council regional governance case studies, and identify where they generate benefits and costs. • Identify and develop alternative options and test the responsiveness of those options to likely future trends and resulting policy challenges.
Efficient and Effective Infrastructure and Service Delivery	<ul style="list-style-type: none"> • Understand the extent to which some communities may be paying more than they should be for particular services and infrastructure or are receiving a lower quality of service - because of insufficient scale economies, and identify those specific services where scale is important for both service efficiency and quality. • Develop and consider the case for alternative, consolidated service delivery models for expensive, capital intensive, undifferentiated and regionally important council services - like waste management and road, bridge and storm water construction - which can take advantage of the financial and strategic advantages of scale economies while still responding to local needs

Priority Reform Areas	What we will do in Stage 2
Sound and Consistent Planning and Regulatory Services	<ul style="list-style-type: none"> • Further explore and understand the structural challenges and tensions for councils in the existing planning framework (including the role of councils, elected officials, and the community). • Understand current professional and organisational capability, including skills gaps and shortages across councils in core regulatory service areas. • Understand councils' current performance of core regulatory and statutory roles, including differences in cost efficiency, quality, and responsiveness of services. • Investigate alternative, consolidated delivery models for complex, technical regulatory services currently delivered by councils, including development application assessments
Operational Sustainability	<ul style="list-style-type: none"> • Examine in detail the current and projected financial position of Tasmanian councils, including their future asset renewal requirements. As part of this, understand the level of consistency and maturity in strategic asset management planning across the sector. • Review financial and operational sustainability for the future role of councils, including modelling demographic implications for revenue and expenditure, and workforce/skills trends. • Consider the merit of consolidated and/or shared business services

(Let's All Shape the Future of Local Government Interim Report, July 2022, pgs 06-07)

Consultation Questions

The Board is seeking feedback and submissions in response to our Interim Report. This includes the draft Role Statement ([Section 2](#)), the Capability Aspirations and Outcomes ([Section 3](#)), our Future Visions for each Review theme ([Section 4](#)), and our Priority Reform Areas ([Section 5](#)).

To support structured engagement, we have developed a series of questions we want members of the public and stakeholders to consider after reading each respective section. In particular, we want to hear and understand the full range of ideas and options for reform presented to us by the community and stakeholders. As in Stage 1, we are seeking bold ideas, which go beyond the existing structures of local government in Tasmania. Your feedback and submissions will help us in developing targeted reform options through Stage 2 of the Review.

These questions can be found in each relevant section of the Report and are also listed below.

Section 2. The Role of Local Government in 21st Century Tasmania

- *Do you agree with the Role Statement? Does it make sense? Are there any gaps?*
- *What services do you think benefit most from 'local' design and delivery? Why? When it comes to those services, how local is 'local enough' to deliver for the community?*
- *What do you think about the idea of a 'charter' for local government? If we develop a charter, should it be included in the Local Government Act 1993?*

Section 3. Capability for the Future: Successful and Sustainable Councils

- *What do you think about the Capability and Outcome Aspiration Statements? Are they useful?*
- *Do you agree with what they say? Is anything missing?*

Section 4. Opportunities, Issues, and Challenges (for each theme Future Vision)

- *Do you think the Future Visions capture what 'success' would look like if all our councils were working well? Is there anything you would add or remove?*
- *Thinking about the Future Visions and how we might achieve them, are there any other opportunities, issues and challenges under the Review Themes that you think the Board might have missed?*

Section 5. Priority Reform Areas for Stage 2

- *Looking at the 'things we will do' in Stage 2 under each of our Priority Reform Areas, are there other issues that you think we should be trying to better understand?*
- *Thinking ahead to reform options, do you have any specific ideas or suggestions about changes we could make to local government in Tasmania that you think would lead to better outcomes across multiple Reform Areas?*

(Let's All Shape the Future of Local Government Interim Report, July 2022, pg 08)

In closing, The Board states:

Irrespective of the recommendations we will make at the conclusion of this Review, there is no doubt genuine political leadership, at all levels, will be required to deliver the changes necessary to ensure we have a highly capable sector that is able to support the State's future prosperity and wellbeing.

(Let's All Shape the Future of Local Government Interim Report, July 2022, pg 05)

Where to from here?

In broad terms our process moving forward potentially looks like:

- Deadline for submissions is 25 August, so we have the bare five (5) weeks.
- Info is attached, and I will be listing for discussion at the Workshop on 1 August.
- Prior to that I would like to try and develop the bare bones framework of our response to share with Councillors at the Workshop to gain your initial thoughts and support for the approach.
- Draft rough Submission will go to the Council Meeting on 15 August for broad endorsement and any last minute direction.
- If necessary we will circulate for further Council last minute comment.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Achieving the Vision

Leadership/Ownership – Council Role

We will be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.

We will make decisions for the greater good of Break O’Day by being accessible and listening to our community.

Annual Plan 2022-2023

Management Team Objectives – Local Government Reform

Local Government reform – Participate actively in the Future of Local Government Review process with a focus on achieving the best outcome for the Break O’Day area.

LEGISLATION & POLICIES:

Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not quantified at this stage. Very substantial human resources will be required over the next 12 months or so.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DISCUSSION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\006\001\
ASSOCIATED REPORTS AND DOCUMENTS	Strengthening the Local Government Code of Conduct Framework – Tasmanian Government response to public consultation December 2021 Dispute resolution policy – draft prescribed information Plain English Guide draft Local Government Amendment (code of Conduct) Bill 2022

OFFICER'S RECOMMENDATION:

That Council provide a submission to the Tasmanian Government in relation to:

1. draft Local Government Amendment (code of Conduct) Bill 2022
2. draft prescribed information to be included in Council's dispute resolution policy

which reflects the discussion which has occurred at the meeting.

INTRODUCTION:

A review of the Local Government Code of Conduct was commenced in 2020 which has involved consultation with the local government sector, Local Government association of Tasmania and the community. This was followed by further consultation in relation to potential targeted legislative changes with the release of the *Code of Conduct Framework Discussion Paper*. Draft legislation has now been released for public consultation.

Feedback is being sought from Councillors which will assist in framing a Council response to the Tasmanian Government in relation to:

1. draft Local Government Amendment (code of Conduct) Bill 2022
2. draft prescribed information to be included in Council's dispute resolution policy

Submissions are required by 5 September 2022.

PREVIOUS COUNCIL CONSIDERATION:

Council meeting held in August 2021.

OFFICER'S REPORT:

The Local Government Code of Conduct was first introduced in 2016 and like any new approach it was not perfect and has been subject to criticism from both within the sector and community. The current review process has resulted in the Tasmanian Government committing to reform across six key areas:

1. Improving consistency and clarity across councils
2. Using dispute resolution processes for less serious matters
3. Focusing initial assessment on more serious allegations
4. Increasing confidence in the assessment and investigation process
5. Stronger monitoring of compliance with sanctions
6. Positioning the framework for the future

The draft Local Government Amendment (Code of Conduct) Bill 2022 which contains the targeted legislative changes has been released for consultation with the consultation period concluding on 5 September 2022. The detail relating to the proposed changes are outlined in the attached Strengthening the Local Government Code of Conduct Framework and include:

Reform Area 1 – Improving consistency and clarity across councils

- *Councils will no longer be required to formally 'adopt' the Model Code of Conduct. The Model Code will automatically apply to all Tasmanian councillors.*
- *Individual councils will be able to adopt additional requirements in relation to elected member behaviour, but compliance with any such requirements will need to be managed by the council itself and will not be within the jurisdiction of the Code of Conduct Panel.*
- *All councillors will be provided with induction training in the Code of Conduct.*

Reform Area 2: Using dispute resolution for less serious issues

- *Tasmanian Councils will be required under the Local Government Act 1993 to have a dispute resolution policy and supporting processes that meet certain minimum prescribed standards*
- *When lodging a Code of Conduct complaint, the complainant will need to provide relevant information about any attempts they have made to resolve the issue through a council's established dispute resolution process.*

Reform Area 3 – Focusing initial assessment on serious allegations

- *The initial assessor will be given greater flexibility to dismiss complaints where, in their view:*
 - *the complainant has not made a reasonable attempt in the circumstances to address the matter through other avenues (including the council's own dispute resolution process), and/or*
 - *they believe it is not in the public interest to proceed to an investigation.*

Reform Area 4 – Increasing confidence in assessments and investigations

- *Councils will be required to process Code of Conduct complaints within 14 days of receipt (currently, there is no legislated timeframe).*
- *The initial assessment of complaints will be undertaken by a legal member of the Code of Conduct Panel, who will be precluded from sitting as part of a Panel in relation to any subsequent investigation.*
- *All Panel members will be required to pro-actively disclose any potential conflicts of interest when investigating a complaint.*
- *It will be an offence for any person to disclose information, documents or records provided to them by the Executive Officer or the Code of Conduct Panel in relation to a complaint, unless it has already been publicly disclosed in a determination report.*

Reform Area 5 – Stronger monitoring of compliance with sanctions

- *Compliance with sanctions will be monitored by the Code of Conduct Executive Officer, (currently this is the responsibility of the General Manager).*

Reform Area 6 – Positioning the framework for the future

- *The model Code of Conduct will be reviewed, following implementation of the proposed legislative amendments and completion of the sector's review of local government workplace culture.*
- *An assessment of the feasibility of transferring the Code of Conduct Framework, or elements of it, to TasCAT as part of a future tranche of reforms will commence in 2022.*
- *As part of the feasibility study, legal representation, appeal rights and additional sanctions for serious and/or repeated Code of Conduct breaches will be considered.*

One of the key elements of the proposed changes is that Councils will be required to adopt a dispute resolution policy within 12 months after the commencement of the amendments. The draft bill provides that a dispute resolution policy is to contain the prescribed information and include the processes to be followed in respect of prescribed matters.

Given the timing of the release of this information, there has been no opportunity to have a discussion with Councillors in relation to the matter to ascertain any further information they might like to assist in formulating a submission.

Councillors thought are sought on the proposed changes.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Achieving the Vision

Leadership/Ownership – Council Role

We will be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.

We will make decisions for the greater good of Break O’Day by being accessible and listening to our community.

Annual Plan 2022-2023

Management Team Objectives – Stakeholder Management

Legislative Reviews – Participate in reviews of legislation affecting Local Government

LEGISLATION & POLICIES:

Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There are no financial implications in approving the Officer’s Recommendation.

VOTING REQUIREMENTS:

Simple Majority.

Strengthening the Local Government Code of Conduct Framework

*Tasmanian Government response to public consultation
December 2021*

Overview

The Local Government Code of Conduct Framework requires Tasmanian councillors to conduct themselves in accordance with a minimum set of behavioural standards and provides for sanctions in instances where those standards are breached. Recently, there has been significant public commentary about whether the Code of Conduct Framework is achieving its objectives and how it could be improved.

Following several earlier initiatives, in August 2021 the Government consulted the community on several proposed targeted legislative amendments to further strengthen the Code and its implementation. The proposed amendments included:

- further strengthening and clarifying the grounds for the Code of Conduct Panel Chairperson to dismiss complaints at the initial assessment stage, in particular through the introduction of a new 'public interest' test;
- removing a perceived conflict of interest for the Code of Conduct Panel Chairperson at the initial assessment stage and ensuring that a legal member of the Panel undertakes all initial assessments;
- wherever practicable, improving confidentiality requirements in relation to the formal Code of Conduct complaints process; and
- improving council dispute resolution policies to minimise the number of issues that are escalated to the Code of Conduct Panel in the first place.

Consultation feedback broadly supported these proposals. Several additional supporting changes were also identified during the consultation period. Appendix 1 outlines the key messages from submissions to the Discussion Paper and explains how the Government has decided to respond to the main issues, concerns, and ideas that were raised.

Overall, there appears to be a strong view in the community and the sector that very minor, low-level behavioural complaints currently consume too much attention and resourcing in the Code of Conduct process on the one hand, while on the other hand the framework is not adequately equipped to appropriately sanction more serious and/or repeated breaches.

A number of submissions also raised issues that are outside the scope of what can be delivered within the current targeted review and contemplated more fundamental changes to how complaints about elected member conduct should be handled.

Having considered the broad range of feedback received, the Government has decided it will proceed with a suite of immediate changes to the current framework, including some additional reforms to those that were proposed in the August Discussion Paper. Additional reform measures principally respond to suggestions from the sector and the community that there could be greater clarity, consistency, and efficiency in the handling of behaviour-related complaints, particularly at the less and more serious ends of the misconduct spectrum.

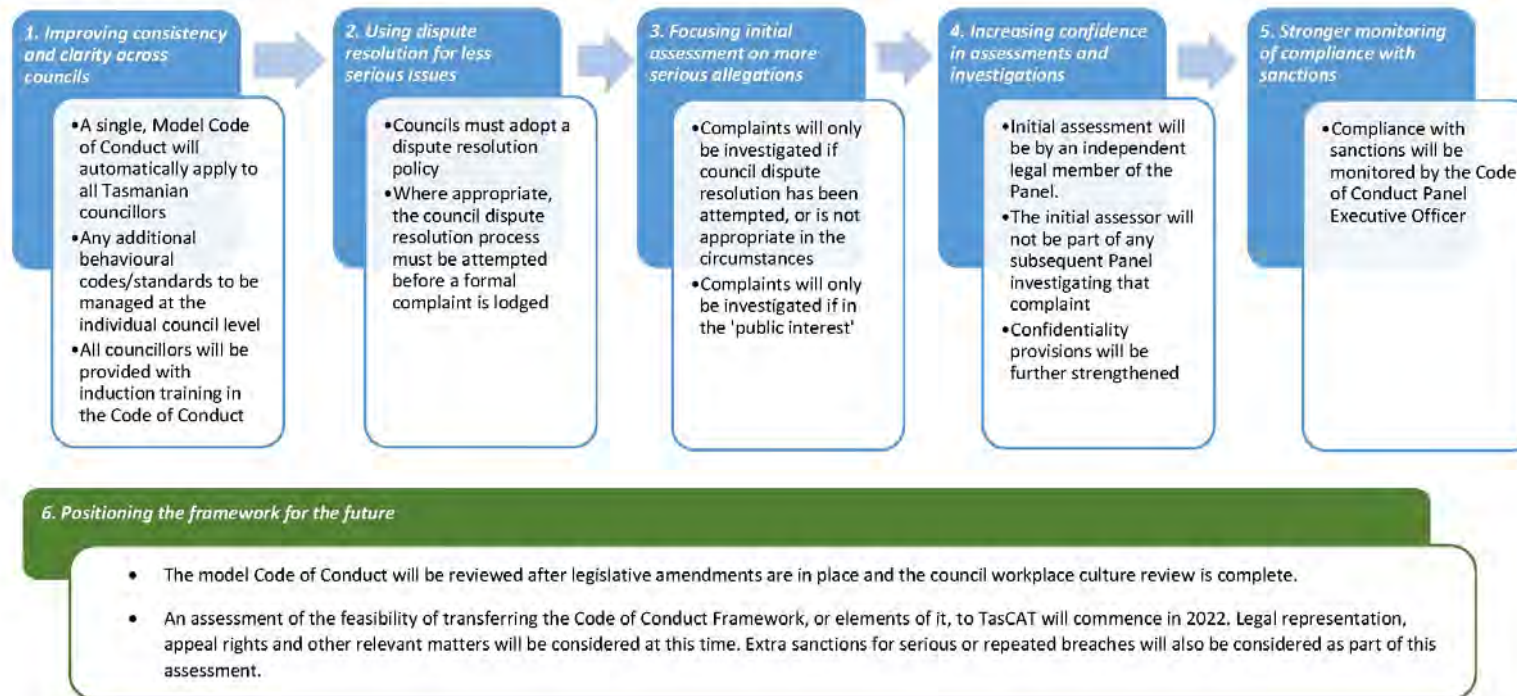
Beyond these immediate reforms, the Government is also committing to undertake further work to ensure the Code of Conduct Framework remains effective, and is supported, respected, and trusted by the community and the local government sector alike.

The Government's response proposes reform across the following six key areas:

1. Improving consistency and clarity across councils
2. Using dispute resolution processes for less serious matters
3. Focusing initial assessment on more serious allegations
4. Increasing confidence in the assessment and investigation process
5. Stronger monitoring of compliance with sanctions
6. Positioning the framework for the future

The Government's package of commitments to improving the Code of Conduct Framework are explained in more detail below and summarised in Figure 1. The Government will introduce amendments to the *Local Government Act 1993* (the Act) in the 2022 Autumn session of Parliament to implement its immediate reform package. Draft legislation will be released for public consultation in early 2022.

Figure 1: Targeted reforms to the Code of Conduct Framework – Summary



Reform Area I – Improving consistency and clarity across councils

Summary of proposed changes:

- **Councils will no longer be required to formally 'adopt' the Model Code of Conduct. The Model Code will automatically apply to all Tasmanian councillors.**
- **Individual councils will be able to adopt additional requirements in relation to elected member behaviour, but compliance with any such requirements will need to be managed by the council itself and will not be within the jurisdiction of the Code of Conduct Panel.**
- **All councillors will be provided with induction training in the Code of Conduct.**

The Code of Conduct Framework was first introduced in 2016 to provide for a standardised model for the conduct of all Tasmanian councillors. Prior to 2016, there was no consistent, state-wide approach for dealing with councillor conduct matters, with each council responsible for developing and adopting their own codes of conduct.

However, the Act still requires that individual councils adopt their own code of conduct based on the Model Code, and contemplates variations to the Model Code, subject to the approval of the Minister.

Part of the feedback received was that the definitions and expectations under council codes of conduct were not always clear. Local variations to the Model Code of Conduct have the potential to add to this lack of clarity while also complicating their interpretation by councillors, councils and the Code of Conduct Panel.

In line with the intent of the Model Code to apply a single set of consistent behavioural standards to all Tasmanian councils, and to remove the inefficient administrative requirement for councils to formally 'adopt' the Model Code, the Act will be amended so that all Tasmanian councils will simply be required to act in accordance with the Model Code. As noted above, the Government will separately undertake a review of the Model Code to ensure it is still appropriate and has broad sector and community support.

The Act will also be amended to specifically provide for councils to adopt additional requirements in relation to elected member behaviour above and beyond what is required by the Model Code. However, where councils do this, any such requirements will not be taken in any way to 'override' the Model Code, and the council itself will need to manage elected members' compliance and accountability with those requirements.

The Government will also look to enhance and bring forward an approved reform, previously agreed under the *Review of the Local Government Legislative Framework*, concerning improved education and training opportunities for councillors. General managers will be required to develop a core-capability induction plan for councillors prior to their first council meeting that will include Code of Conduct training. Completion of core-capability induction training should

be undertaken by all councillors following an election process. A councillor's completion of these induction programs will be reported to the Director of Local Government, giving the Director greater oversight in relation to the education programs which all councillors should be participating in.

Reform Area 2: Using dispute resolution for less serious issues

Summary of proposed changes:

- ***Tasmanian Councils will be required under the Local Government Act 1993 to have a dispute resolution policy and supporting processes that meet certain minimum prescribed standards***
- ***When lodging a Code of Conduct complaint, the complainant will need to provide relevant information about any attempts they have made to resolve the issue through a council's established dispute resolution process.***

The Code of Conduct has always been intended to act as a last, not first, resort for addressing elected member behavioural issues. Changes to the Code of Conduct Framework introduced in 2018 reinforced this by requiring complainants to provide information about efforts, if any, they had undertaken to resolve the issue that is the subject of their complaint. The changes also allowed for the dismissal of a complaint at the initial assessment phase if the Panel Chairperson considered such efforts were inadequate in the circumstances.

Both the community and elected members are right to expect that complainants will make genuine efforts to attempt to resolve less serious disagreements and disputes at the council level, without immediate reference to an external body. This is particularly the case where the complainant is a fellow councillor. However, recent experience shows that, in many cases, issues that result in complaints to the Code of Conduct Panel could and should be addressed and resolved through other mechanisms.

Given recent feedback – including in submissions to the current review – it has become clear that the efficiency, effectiveness, and ongoing credibility of the Code of Conduct Framework will depend to a large extent on there being a robust and consistent set of arrangements for dispute resolution across all councils. There is no point requiring complainants to show how they have tried to resolve an issue with an elected member prior to lodging a complaint if informal dispute resolution processes are inadequate, or indeed non-existent.

Therefore, the Government is proposing two amendments that will require councils and community members to take more responsibility for resolving less serious disputes and personal grievances at the local level. The objective is to build a stronger culture of professionalism and mutual respect and reduce the costs to the community of the formal Code of Conduct Panel process.

Firstly, the Act will be amended to require all councils to develop, adopt and publish a dispute resolution policy and implement supporting processes as the first step in dealing with

complaints about the behaviour of elected members. While the Act will establish minimum content and certain procedural elements or principles for council dispute resolution policies, councils will have flexibility in how they structure their policy, which may include the option of engaging an independent mediator. A number of councils already have these policies and processes in place, and it is expected that LGAT will play a key role in supporting councils to adopt a set of consistent and robust approaches that also suit their individual circumstances.

Secondly, the current requirement on Code of Conduct complainants to provide information on efforts undertaken to resolve a matter that is the subject of a complaint will be further strengthened to include specific reference to using the relevant council's dispute resolution policy and process. A failure to attempt resolution through council-level processes will be included as clear grounds for a complaint to be dismissed at the initial assessment stage, should the initial assessor consider it would have been appropriate in the circumstances to use those processes. In making this assessment, the Code of Conduct Panel will be able to seek further information from both the complainant and council on any dispute resolution process that has been attempted.

Of course, not all issues will be able to be resolved by dispute resolution mechanisms. There will always be circumstances where, either because of the specific nature or seriousness of the conduct itself, or perhaps because of sensitivities or power imbalances between the parties involved, it is appropriate that elected member behaviour is referred directly to the Code of Conduct Panel.

This is why dismissal on the grounds of insufficient dispute resolution effort will remain a discretionary decision of the initial assessor, based on the specific circumstances of each individual matter.

Reform Area 3 – Focusing initial assessment on serious allegations

Summary of proposed changes:

- ***The initial assessor will be given greater flexibility to dismiss complaints where, in their view:***
 - ***the complainant has not made a reasonable attempt in the circumstances to address the matter through other avenues (including the council's own dispute resolution process), and/or***
 - ***they believe it is not in the public interest to proceed to an investigation.***

With more robust dispute resolution processes in place at the council level, fewer complaints should need to progress to the Code of Conduct Panel. However, where they do, the community and sector should be confident that only those complaints that merit formal investigation by the Code of Conduct Panel proceed to that process.

The initial assessment process will be adjusted to allow for specific consideration of the use or otherwise of council dispute resolution policies. With a new statutory requirement for councils to have dispute resolution policies in place it will be easier for the initial assessor to determine whether efforts at resolving the complaint have been reasonable in the circumstances. If, in the view of the assessor, a reasonable attempt has not been made, they will be empowered to refer it back to the council so that this can be attempted before a formal Code of Conduct complaint is accepted.

A new public interest test will also be introduced at the initial assessment phase. This test will consider such matters as the nature and seriousness of the alleged misconduct. Without limiting the design of this amendment, it will be informed by the provisions of the *Integrity Commission Act 2009* so the experience from that Act can provide some clarity around definitions. To improve public understanding and confidence in the complaints process, the Government will publish explanatory material on the operation of the Code of Conduct process and terms such as 'frivolous', 'vexatious' and 'trivial', which are also grounds for dismissing a complaint during the initial assessment.

Reform Area 4 – Increasing confidence in assessments and investigations

Summary of proposed changes:

- ***Councils will be required to process Code of Conduct complaints within 14 days of receipt (currently, there is no legislated timeframe).***
- ***The initial assessment of complaints will be undertaken by a legal member of the Code of Conduct Panel, who will be precluded from sitting as part of a Panel in relation to any subsequent investigation.***
- ***All Panel members will be required to pro-actively disclose any potential conflicts of interest when investigating a complaint.***
- ***It will be an offence for any person to disclose information, documents or records provided to them by the Executive Officer or the Code of Conduct Panel in relation to a complaint, unless it has already been publicly disclosed in a determination report.***

A significant proportion of the feedback responding to the Discussion Paper focused on ongoing concerns with the efficiency, integrity, and consistency of both the initial assessment and investigation and determination process. For this reason, three key changes are proposed.

Firstly, a clear timeframe will be put on councils' processing of complaints. Code of Conduct complaints are first lodged with council general managers, whose role is to check that they meet a number of basic administrative requirements under the Act. There is currently no requirement for councils to process complaints within a reasonable timeframe, which leaves open the possibility of lodged complaints being held up indefinitely by the council. To ensure

prompt attention to all complaints, general managers will be required, within 14 days, to either forward the complaint to the Code of Conduct Executive Officer, or request that the complainant address any non-compliance and re-submit.

Secondly, the Act will be amended to require that all initial assessments are undertaken by a legal member of the Panel. The initial assessor will also be precluded from sitting as part of the Panel for any subsequent investigation. Taken in conjunction with the use of recently-developed Initial Assessment Guidelines, this will ensure a more consistent process, while also removing any perceived conflict of interest of the initial assessor progressing a matter to investigation. The Act will also be amended to require that all Panel members disclose and manage any potential conflicts of interest when investigating a complaint.

Thirdly, the Government will broaden the Act's confidentiality provisions to prevent any person from disclosing information, documents or records provided to them by the Executive Officer or the Code of Conduct Panel in relation to a complaint, unless it has already been publicly disclosed in a determination report. An exception will be made so that general managers and mayors can discuss a determination report with each other for the purpose of arranging for the report to be tabled at a council meeting.

These amendments should help to maintain public confidence in the integrity of the Code of Conduct process, reducing the risk that complaints are aired publicly before they have been determined.

Reform Area 5 – Stronger monitoring of compliance with sanctions

Summary of proposed changes:

- ***Compliance with sanctions will be monitored by the Code of Conduct Executive Officer, (currently this is the responsibility of the General Manager).***

The Act will be amended to require councillors to notify the Code of Conduct Panel Executive Officer when they have complied with or completed the requirements under a sanction. Currently, the council general manager is responsible for monitoring compliance, and notifying the Director of Local Government of any non-compliance. Given the sanctions are imposed by the Code of Conduct Panel, it is more appropriate for the Panel be monitoring compliance than the general manager. The role description and grade of the Executive Officer position will be reviewed to take account of the additional responsibility of compliance monitoring and other changes in the administrative framework.

Reform Area 6 – Positioning the framework for the future

Summary of proposed changes:

- ***The model Code of Conduct will be reviewed, following implementation of the proposed legislative amendments and completion of the sector's review of local government workplace culture.***
- ***An assessment of the feasibility of transferring the Code of Conduct Framework, or elements of it, to TasCAT as part of a future tranche of reforms will commence in 2022.***
- ***As part of the feasibility study, legal representation, appeal rights and additional sanctions for serious and/or repeated Code of Conduct breaches will be considered.***

Once the reforms outlined have been delivered, the Government will undertake a number of other actions to strengthen the Code of Conduct Framework.

The first component of this additional work will be to review the Model Code of Conduct. This review will commence after the Act amendments outlined here are in place and following the implementation of the current package of reforms (noting that changes to the Code can be delivered by Ministerial Order and do not require legislative amendment).

It needs to be noted that, while the Code of Conduct Framework plays an important role in maintaining standards of behaviour for elected members, it cannot in and of itself guarantee a safe working environment. Nor does it ensure that councils have appropriate policies and procedures in place to deal with harassment, bullying and discrimination. This is why, ideally, a review of the Model Code would take into consideration findings from a workplace cultural review of local government, which is being led by the sector. For this reason, any review of the Model Code of Conduct should occur after this process has completed.

The second component will be a feasibility study into transferring administrative responsibility for the Code of Conduct Framework (or certain elements of the framework) to the new Tasmanian Civil and Administrative Tribunal (TasCAT).

Legislation to establish TasCAT was passed in 2020, and a number of tribunals and boards are flagged to become part of TasCAT in 2021. There is potential for other bodies to become part of TasCAT in the future.

A number of submissions suggested that, because Code of Conduct processes can have serious impacts on parties to a complaint, there should be a more formal approach involving legal representation. Others have suggested that allowing legal representation would exclude people with less access to legal knowledge and resources.

The feasibility study, to commence in 2022, will consider the practical implications of the transfer in close consultation with the sector. The study will also provide the opportunity to

consider changes to the Framework that might be appropriate in the context of TasCAT, including questions about legal representation and appeal rights.

The need for additional sanctions for serious or repeated Code of Conduct breaches will also be considered as part of this study. The Government has heard that the number of Code of Conduct complaints being upheld is still too high. While it is important that there are robust processes in place to ensure that less serious behavioural issues can be dealt with outside of the Code of Conduct Framework, it is also crucial that the process can appropriately deal with serious breaches where they are upheld.

Currently, when a complaint is upheld, the Code of Conduct Panel can impose a number of sanctions:

- a caution;
- a reprimand;
- a requirement to apologise;
- a requirement to attend counselling or a training course; or
- suspension from performing as a councillor for up to three months.

If a councillor is suspended three times within two consecutive terms as a councillor, the Minister can recommend to the Governor that the councillor be removed from office.

Some of the sanctions used in other jurisdictions that could be considered in Tasmania, include:

- a requirement to reimburse the council for some or all costs arising from the councillor's inappropriate conduct, including the costs of investigating the complaint, and/or associated training;
- suspension from the right to receive councillor allowances for up to 3 months while continuing to serve as a councillor;
- suspension from chairing a delegated committee of the council; and
- suspension from a position representing the council, other than the office of councillor.

Stronger sanctions would provide the community with confidence that serious behavioural misconduct will be dealt with and send a clear message to the sector that the obligations of elected members to hold themselves to high standards of behavioural and ethical conduct should not be taken lightly.

Appendix 1: Summary of Community Feedback on the Discussion Paper

The public consultation period on the Discussion Paper ran for five weeks and ended on 9 August 2021. Twenty-eight submissions were received from across the local government sector, community members and other Tasmanian Government agencies. Submissions are available to view on the Department of Premier and Cabinet's website. Of these 28 submissions:

- 18 were from councils, councillors or private individuals who had been directly involved in a determined Code of Conduct complaint;
- 17 were from the local government sector – councils, current or former councillors or the Local Government Association of Tasmania;
- 5 were from private individuals who were not former councillors; and
- 5 were from State Government agencies.

The submissions strongly supported the Code of Conduct process in principle, and recognised its important role in setting behavioural and conduct standards for Tasmanian councillors. There was also strong support for strengthening the Code of Conduct process to make it more effective.

Most submissions supported the proposed changes, with some making helpful specific suggestions about how they could be implemented to have more impact. The proposed changes, summary of submissions and government response are outlined below.

1. Further strengthen and clarify the grounds for the Panel to dismiss complaints at the initial assessment stage.	
Proposal	A broader public interest test would be included in the <i>Local Government Act 1993</i> (the Act) as part of the initial assessment process. A public interest test would include such matters as assessing complaints for seriousness, the availability of evidence, the level of public concern, demonstrated actions taken to deal with the matter, and whether the matter may be a sign of more widespread or systemic problems. The requirement for complainants to use the council-administered dispute resolution process, including mediation, before submitting a complaint would be strengthened.
Submissions summary	<p>There was general support for introducing a public interest test at the initial assessment stage. Many submissions stressed the importance of the public interest test being well defined, as well as clearly defining the other grounds for dismissing the complaint at this stage.</p> <p>While there was general support for requiring complainants to use council dispute resolution processes before lodging a complaint, some submissions did not support this approach. They were concerned that a council-administered process would not be fair or independent for complainants. A number of submissions suggested that independent arbiters be appointed to resolve disputes locally.</p>
Government response	<p>The Government will amend the Act to introduce a public interest test into the initial assessment phase. This test will be informed by provisions of the <i>Integrity Commission Act 2009</i> so the experience from that Act can provide some clarity around definitions.</p> <p>The Government will publish explanatory material on the operation of the Code of Conduct process and terms such as 'frivolous', 'vexatious' and 'trivial'.</p> <p>The Government will amend the Act to require councils to complete the development of their dispute resolution policies. Councils will be able to include the option of an independent mediator in their processes.</p>
2. Remove a perceived conflict of interest and empower a legal member of the Panel to undertake the initial assessment process.	
Proposal	To address a perception of a conflict of interest, the member of the Code of Conduct Panel who undertakes the initial assessment of a complaint would not be part of any Panel that was subsequently convened to investigate that complaint. As initial assessments may involve a range of legal and procedural considerations, and would now also include a public interest test, a legal member of the Code of Conduct Panel would undertake the initial assessment.

Submissions summary	Most submissions supported the proposal that the Panel member who does the initial assessment is not part of any subsequent Panel investigating that complaint. A small number of submissions felt that a legal member of the Panel was not necessarily best placed to make the initial assessment, and that someone familiar with local government would be more appropriate.
Government response	<p>The Government will amend the Act to ensure that a legal member of the Code of Conduct Panel undertakes the initial assessment of a complaint, and to exclude that member from any Panel convened to investigate that complaint.</p> <p>The Government will also require Panel members to disclose any potential conflicts of interest when investigating a complaint.</p> <p>The Government will ensure that, when recruiting legal members to serve on Code of Conduction Panels, it will take account of their knowledge and experience of local government.</p>

3. Wherever practicable, improve confidentiality requirements in relation to the complaints process.

Proposal	Additional provisions in the Act would minimise the ability for people to inappropriately disclose Code of Conduct Panel determination reports or findings prior to them being made public.
Submissions summary	There was general support for this proposal. A number of submissions suggested that the general manager and mayor need to be made aware of determination reports sufficiently in advance to allow the tabling of reports to be scheduled on council meeting agendas. A number of submissions suggested extending the confidentiality requirement to begin when a complaint is lodged.
Government response	<p>The Government will amend the Act to prevent people from disclosing information, documents or records provided to them by the Executive Officer or the Code of Conduct Panel in relation to a complaint unless the information has already been publicly disclosed in a determination report.</p> <p>The general manager and mayor will be permitted to discuss the findings in a determination report with each other for the purposes of setting the agenda for the council meeting where the report will be tabled.</p> <p>The Government considers it impractical and onerous to broaden the confidentiality requirements beyond this to apply to all participants from the time a complaint is lodged.</p>

4. Implement council dispute resolution policies.	
Proposal	The local government sector would design and implement an appropriately independent dispute resolution framework capable of resolving a broad range of conduct related disputes.
Submissions summary	There was general support for local council dispute resolution policies. Many submissions raised concerns about the cost to councils of implementing these policies. Some submissions suggested the dispute resolution process should be run by an independent arbiter, as complainants would not see councils as independent in resolving complaints involving their councillors.
Government response	<p>The Government will amend the Act to require councils to adopt dispute resolution policies. Councils will be able to include the option of an independent mediator in their processes.</p> <p>The Government notes that local dispute resolution is likely to be more cost-effective than a Code of Conduct Panel process.</p>

Other issues raised in submissions

Other issues raised	Government response
The available sanctions are either insufficient, or applied inconsistently by the Panel.	Extra sanctions for serious or repeated breaches will be considered as part of the feasibility study for transferring the Code of Conduct process to TasCAT.
Require complaints to be lodged with the Executive Officer of the Panel rather than the general manager to mitigate the general manager's potential conflict of interest.	Not agreed. The general manager's role is limited to procedural and administrative matters associated with the complaint, not assessing its merits. Also, the general manager can delegate this role to a deputy if they believe there is a potential conflict of interest.
Councillors should have access to legal representation in Code of Conduct proceedings, and the rules of evidence should apply.	The Government will consider legal representation as part of the feasibility study in 2022 of transferring Code of Conduct matters to the jurisdiction of the TasCAT. More detail provide above.
Code of Conduct complaints processes are stressful and unfair to councillors and complainants.	The reforms outlined in this response, plus those previously instituted, should improve the fairness and effectiveness of the Code of Conduct process.

Local Government Amendment (Code of Conduct) Bill 2022

Dispute resolution policy – draft prescribed information

Section 5 of the draft Local Government Amendment (Code of Conduct) Bill 2022 provides that councils must adopt a dispute resolution policy, which is to –

- (a) contain the prescribed information; and
- (b) include the processes to be followed in respect of prescribed matters.

The prescribed information contemplated by the amendment is set out below.

- Matters to be covered by a dispute resolution policy include any complaint regarding the breach of:
 - a council's behaviour standard policy if one exists; and
 - the code of conduct.
- The dispute resolution policy must contain information that outlines how the policy is:
 - **suitable** for resolving disputes, including:
 - the matters covered by the policy
 - the methods of dispute resolution available
 - the circumstances in which a council dispute resolution process might not be appropriate
 - guidance on when mediation would be suitable for resolving a dispute
 - **accessible** to complainants, including:
 - the form and manner in which a complaint must be lodged
 - the costs associated with lodging a complaint
 - **equitable** for both complainants and respondents, including:
 - the process that will be followed when seeking to resolve a dispute, including expected timeframes
 - requirements for confidentiality during a dispute resolution process
 - process for dealing with any conflict of interest
 - the roles and responsibilities of parties to a dispute
 - **transparent** in terms of process and decision making, including:
 - the factors that will be considered in determining the outcomes of the process
 - the procedure for documenting of the outcome of the process

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Office of Local Government
Department of Premier and Cabinet



**Plain English outline of proposed changes
Local Government Amendment (Code of Conduct) Bill 2022**

Proposed change	Outline of proposed change	Relevant section(s) of the Bill
A standard code of conduct for councils	The Bill provides for a single standard code of conduct made by the Minister, which will automatically apply to all councils without variation.	4, 10, 11, 12, 13, 14, 20
Behaviour standards for councillors	Councils will have the option to adopt an internal behaviour standard policy that sets the standards of behaviour acceptable for councillors in their interaction with the community, other councillors and council employees. The behaviour standard policy is in addition to the requirements of the code of conduct and may include other matters councils consider relevant to their needs. Any alleged breach of a council's behaviour standard policy will be dealt with internally by the relevant council and not the Code of Conduct framework.	5, 14
Local dispute resolution policy	All councils will be required to adopt a dispute resolution policy within 12 months after the amendment Act commences. The dispute resolution policy is to set out the process for resolving disputes that either fall under a council's behaviour standard policy or the code of conduct. Participation in the dispute resolution process will now be a prerequisite for making complaints where appropriate. Every person who participates in the dispute resolution process of a council must comply with that council's dispute resolution policy.	4, 5, 14
Making a code of conduct complaint	The Bill provides for additional details to be included as part of a complaint, namely: <ul style="list-style-type: none"> • details of actions taken under the relevant council's behaviour standard policy (if any); and • details of actions, if any, taken under the relevant council's dispute resolution policy (where applicable). In addition, the general manager is required to include copies of all the documentation held by the council in respect of the dispute resolution process undertaken by the council in respect of the complaint.	14, 18

Proposed change	Outline of proposed change	Relevant section(s) of the Bill
Timeframe for completing initial assessment and referral by general manager	<p>This Bill stipulates a 14-day timeframe for completing the following actions:</p> <ul style="list-style-type: none"> • initial assessment of a complaint by the general manager for statutory compliance; • referral of a complaint by a general manager to the Code of Conduct Panel or the Director; and • referral of a complaint by a general manager to the Code of Conduct Panel where the Director refuses a referral. 	17, 18
Initial assessment of a code of conduct complaint	<p>An initial assessor appointed by the Executive Officer will now be responsible for undertaking the initial assessment previously conducted by the chairperson of the Code of Conduct Panel. This includes dismissing a complaint or referring it to the appropriate authority.</p> <p>The initial assessor is to be selected from one of the Australian lawyers on the Code of Conduct Panel.</p> <p>Two additional grounds for dismissing a complaint have been inserted, namely that:</p> <ul style="list-style-type: none"> • the complainant has not participated or satisfactorily participated in the dispute resolution process where appropriate; and • it is not in the public interest to investigate the complaint. A list of matters to be considered when applying the public interest test is included. <p>Where there are multiple code of conduct complaints against the same councillor or multiple councillors of the same council:</p> <ul style="list-style-type: none"> • The Executive Officer is to appoint an initial assessor who will conduct a single initial assessment for all the complaints. • The initial assessor may recommend a joint investigation if considered appropriate. • On recommendation from the initial assessor, the Executive Officer may convene an investigative Panel to conduct a joint investigation if: <ul style="list-style-type: none"> ◦ the complaints are against less than half of the councillors of the relevant council; or ◦ the Director has refused to accept a referral on the matter. • If the complaints are against half or more of the councillors of the relevant council, the Executive Officer is to refer the complaints to the Director, who may accept or refuse the referral. 	4, 19, 20, 21, 23, 25

Proposed change	Outline of proposed change	Relevant section(s) of the Bill
Investigating Panel for a code of conduct complaint	<p>The Bill distinguishes the investigating Panel convened to investigate and determine a complaint from the larger Code of Conduct Panel.</p> <p>The Bill also provides that the initial assessor of a complaint is excluded from being selected as a member of the investigating Panel subsequently convened to investigate and determine the complaint.</p>	4, 7, 8, 15, 16, 19, 20, 22, 23, 24, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36
Conflict of interest	<p>The Bill provides for the disclosure and management of interest by members of the Code of Conduct Panel.</p> <p>A member of the Code of Conduct Panel must disclose to the Executive Officer any interest that is:</p> <ul style="list-style-type: none"> • relevant to the investigation and determination of a complaint, and • would in the opinion of the member prevent them from acting fairly in their appointment either as an initial assessor or a member of an investigating Panel. <p>Where such a disclosure has been made before appointment, the Executive Officer is not to appoint the affected member as the initial assessor or a member of the investigating Panel. If the disclosure is made after appointment, the Executive Officer is to replace the affected member and notify the complainant and other members of the investigating Panel, where applicable.</p> <p>In addition, a member of an investigating Panel is to disclose to other members of the investigating Panel, any interest that is relevant to the investigation and determination of a complaint.</p> <p>As a result of the above changes, all former councillors or employees of any council are now eligible for appointment by the Minister as members of the Code of Conduct Panel. Current councillors or employees of any council will however remain ineligible for appointment to the Code of Conduct Panel.</p>	6, 9
Costs and expenses to be borne by council	The Bill provides that the relevant council is responsible for all reasonable costs and expenses incurred by the investigating Panel for a complaint.	24

Proposed change	Outline of proposed change	Relevant section(s) of the Bill
Confidentiality of determination report and related document, report or information	<p>The Bill provides that a determination report (with the addendum) is not to be included within an item on the agenda for a relevant council meeting until:</p> <ul style="list-style-type: none"> the expiration of the review period; or where an application is made, the review is completed, dismissed, or the application is withdrawn. <p>All persons are prevented from disclosing information, documents or records provided to them by the Executive Officer or an investigating Panel in relation to a complaint, until the related determination report has been included within an item on the agenda for a council meeting.</p> <p>General managers and mayors are, however, permitted to discuss a determination report or addendum with each other for the purpose of arranging for the report to be tabled at a relevant council meeting.</p>	30
Notification of compliance with sanctions	<p>Where a councillor has complied with the sanctions imposed on them, the councillor is required to notify the Executive Officer (no longer the general manager) of such compliance and include evidence to that effect.</p> <p>This information is to be forwarded to the Director by the Executive Officer.</p>	32
Refund of fee accompanying lodgement of code of conduct complaint	<p>This Bill stipulates a 30-day timeframe for making a refund to a complainant.</p>	34
Transitional provisions	<p>A complaint received but not finalised before the commencement of the amended provisions is to be dealt with under the previous provisions.</p> <p>A complaint received on or after the commencement of the amended provisions is to be dealt with under the new provisions.</p>	37

TASMANIA

**LOCAL GOVERNMENT AMENDMENT (CODE OF
CONDUCT) BILL 2022**

CONTENTS

1. Short title
2. Commencement
3. Principal Act
4. Section 3 amended (Interpretation)
5. Part 3, Division 3AA inserted
 - Division 3AA – Behaviour standards and dispute resolution procedures*
 - 28JA. Policies as to behaviour standards for councillors
 - 28JB. Dispute resolution policies
6. Section 28K amended (Code of Conduct Panel)
7. Section 28L amended (Investigating Panel)
8. Section 28O amended (Payment of remuneration and allowances to members of Code of Conduct Panel and Executive Officer)
9. Section 28OA inserted
 - 28OA. Disclosure of interest
10. Section 28R amended (Code of conduct)
11. Section 28S amended (Contents of code of conduct)
12. Section 28T repealed
13. Section 28U amended (Compliance with code of conduct)
14. Section 28V amended (Making code of conduct complaint against councillor)
15. Section 28W amended (Withdrawal of or from code of conduct complaint)

5 July 2022

16. Section 28X amended (Amendment of code of conduct complaint)
17. Section 28Y amended (Initial assessment of complaint by general manager)
18. Section 28Z amended (Referral of code of conduct complaint by general manager)
19. Section 28ZA amended (Initial assessment of code of conduct complaint)
20. Section 28ZB amended (Dismissal of code of conduct complaint on initial assessment)
21. Section 28ZC amended (Referral of code of conduct complaint on initial assessment)
22. Section 28ZCA inserted
28ZCA. Convening of investigating Panel for complaint
23. Section 28ZD amended (Time for investigating and determining code of conduct complaint)
24. Section 28ZE amended (Conduct of investigations generally)
25. Section 28ZF amended (Investigation of multiple code of conduct complaints against same councillor or multiple councillors)
26. Section 28ZG amended (When hearing is to be held)
27. Section 28ZH amended (Hearings)
28. Section 28ZI amended (Determination of code of conduct complaint)
29. Section 28ZJ amended (Determination report)
30. Section 28ZK amended (Notification of determination of code of conduct complaint)
31. Section 28ZL amended (Effect of third suspension)
32. Section 28ZM amended (Councillor to comply with sanction imposed for contravention of code of conduct)
33. Section 28ZNA amended (Costs of training to be borne by council)
34. Section 28ZO amended
35. Part 3, Division 3A, Subdivision 4: Heading amended
36. Section 28ZP amended (Review of investigating Panel decision)

37. Section 349C inserted
349C. Transitional provisions consequent on *Local Government Amendment (Code of Conduct) Act 2022*
38. Repeal of Act

Consultation Draft

Consultation Draft

LOCAL GOVERNMENT AMENDMENT (CODE OF CONDUCT) BILL 2022

(Brought in by the Minister for Local Government, the Honourable Nicholas Adam Street)

A BILL FOR

An Act to amend the *Local Government Act 1993*

Be it enacted by Her Excellency the Governor of Tasmania, by and with the advice and consent of the Legislative Council and House of Assembly, in Parliament assembled, as follows:

1. Short title

This Act may be cited as the *Local Government Amendment (Code of Conduct) Act 2022*.

2. Commencement

This Act commences on a day to be proclaimed.

3. Principal Act

In this Act, the *Local Government Act 1993** is referred to as the Principal Act.

4. Section 3 amended (Interpretation)

Section 3 of the Principal Act is amended as follows:

*No. 95 of 1993

Local Government Amendment (Code of Conduct) Act 2022
Act No. of 2022

s. 4

- (a) by omitting the definition of *code of conduct* and substituting the following definition:

code of conduct means the code of conduct made by the Minister, and in force, under section 28R;

- (b) by inserting the following definition after the definition of *Director, MPES*:

dispute resolution process, in relation to a council, means the process of resolving a dispute that is performed in accordance with the dispute resolution policy adopted by the council in accordance with section 28JB;

- (c) by inserting the following definition after the definition of *GST law*:

initial assessor, in relation to a code of conduct complaint, means the person appointed under section 28ZA(1AA) to be the initial assessor for the complaint;

- (d) by inserting the following definition after the definition of *issuing place*:

investigating Panel, in respect of a code of conduct complaint, means the panel convened under section 28L to investigate and determine the complaint;

-
- (e) by omitting the definition of *model code of conduct*.

5. Part 3, Division 3AA inserted

After section 28J of the Principal Act, the following Division is inserted in Part 3:

Division 3AA – Behaviour standards and dispute resolution procedures

28JA. Policies as to behaviour standards for councillors

- (1) A council may adopt a behaviour standard policy.
- (2) A behaviour standard policy adopted under subsection (1) is to specify the acceptable, or unacceptable, standards of behaviour for councillors in their relationships with the community, other councillors and council employees.
- (3) A behaviour standard policy adopted by a council under subsection (1) –
- (a) is in addition to the requirements of the code of conduct; and
 - (b) may relate to conduct to which the code of conduct does not apply.
- (4) In performing the functions and exercising the powers of his or her office

with the council, a councillor is to comply with the provisions of the behaviour standard policy adopted by the council under subsection (1).

- (5) If there is an inconsistency between the behaviour standard policy of a council and the code of conduct, the behaviour standard policy is void, and is of no effect, to the extent of that inconsistency.
- (6) For the avoidance of doubt, a code of conduct complaint may not be made in respect of the behaviour of a councillor if the behaviour is an alleged breach of the behaviour standard policy adopted by the relevant council under subsection (1) but not a breach of the code of conduct.
- (7) If a council adopts a behaviour standard policy under subsection (1), the general manager of the council is to ensure that a copy of the policy is available –
 - (a) on the website of the council; and
 - (b) on the request of a person.

28JB. Dispute resolution policies

- (1) A council must adopt a dispute resolution policy.
- (2) A dispute resolution policy adopted by a council under subsection (1) is to specify the processes to be followed if there is –

-
- (a) a dispute as to matters that fall under the behaviour standard policy adopted by the council under section 28JA; or
 - (b) a dispute as to matters that may be the subject of a code of conduct complaint.
 - (3) A dispute resolution policy is to –
 - (a) contain the prescribed information; and
 - (b) include the processes to be followed in respect of prescribed matters.
 - (4) The general manager of a council must ensure that a copy of the council's dispute resolution policy is available –
 - (a) on the website of the council; and
 - (b) on the request of a person.
 - (5) In resolving, or attempting to resolve, disputes in respect of a council, each of the following persons involved in the dispute resolution is to comply with the provisions of the dispute resolution policy adopted by the council under this section:
 - (a) the general manager of the council;
 - (b) a councillor of the council;

- (c) a council employee of the council;
 - (d) if the complainant participates in the dispute resolution process of the council, the complainant.
- (6) Each council must adopt a dispute resolution policy under this section within 12 months after this section commences.

6. Section 28K amended (Code of Conduct Panel)

Section 28K(2)(b) of the Principal Act is amended by omitting “councillors or employees of any council and have not been such councillors or employees within the immediately preceding 2 years” and substituting “current councillors or employees of any council”.

7. Section 28L amended (Investigating Panel)

Section 28L of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “Code of Conduct Panel” and substituting “panel convened to investigate and determine the complaint”;
- (b) by inserting in subsection (1) “of the Code of Conduct Panel who are” after “members”;

- (c) by omitting from subsection (2) “Code of Conduct Panel” and substituting “panel convened under subsection (1)”.

8. Section 28O amended (Payment of remuneration and allowances to members of Code of Conduct Panel and Executive Officer)

Section 28O(3) of the Principal Act is amended by omitting “the Code of Conduct Panel” and substituting “an investigating Panel”.

9. Section 28OA inserted

After section 28O of the Principal Act, the following section is inserted in Subdivision 1:

28OA. Disclosure of interest

- (1) If a member of the Code of Conduct Panel has a direct, or indirect or perceived, conflict of interest in a matter, the member must notify, as soon as practicable, the nature of that conflict of interest to the Executive Officer if –
 - (a) the matter is relevant to the investigation and determination of a code of conduct complaint; and
 - (b) in the opinion of the member, the conflict of interest would prevent the member from acting fairly in his or her appointment as the initial assessor, or a member of

Local Government Amendment (Code of Conduct) Act 2022
Act No. of 2022

s. 9

an investigating Panel, in respect of a code of conduct complaint relating to the matter.

- (2) A member of the Code of Conduct Panel must resign from his or her appointment as the initial assessor, or a member of the investigating Panel, in respect of a code of conduct complaint if –
 - (a) the member has notified the Executive Officer of a conflict of interest under subsection (1) in respect of a matter; and
 - (b) the matter is relevant to the code of conduct complaint.
- (3) If a member of the Code of Conduct Panel has notified the Executive Officer, under subsection (1), of a conflict of interest that is relevant to a code of conduct complaint –
 - (a) the Executive Officer is not to appoint the member to be the initial assessor, or a member of the investigating Panel, in respect of the complaint; and
 - (b) if the member has resigned under subsection (2) from his or her appointment as the initial assessor, or a member of the investigating Panel, in respect of the complaint, the Executive Officer is to –

-
- (i) appoint another member of the Code of Conduct Panel to the relevant position; and
 - (ii) notify the complainant of the appointment of a replacement member; and
 - (iii) if the member has resigned as a member of the investigating Panel, notify the other members of that Panel of the appointment of a replacement member to the Panel.
 - (4) A member of the investigating Panel in respect of a code of conduct complaint is to notify the Executive Officer and the other members of the Panel, as soon as practicable, if –
 - (a) the member becomes aware that he or she has a direct, or indirect or perceived, conflict of interest in a matter that is relevant to the complaint; and
 - (b) in the opinion of the member, subsection (1)(b) does not apply in respect of the conflict of interest.

10. Section 28R amended (Code of conduct)

Section 28R of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “model”;
- (b) by omitting from subsection (2) “model”;
- (c) by omitting from subsection (3) “model” first occurring;
- (d) by omitting from subsection (3) “model” second occurring;
- (e) by inserting the following subsection after subsection (3):
 - (4) For the avoidance of doubt, an order made under subsection (1) is a statutory rule within the meaning of the *Rules Publication Act 1993*.

11. Section 28S amended (Contents of code of conduct)

Section 28S of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “model” first occurring;
- (b) by omitting from subsection (1)(e) “model”;
- (c) by omitting from subsection (2) “model”;

(d) by inserting the following subsection after subsection (2):

(3) The general manager of a council is to make a copy of the code of conduct available –

(a) for public inspection, free of charge, at the public office of the council during ordinary office hours and on its website; and

(b) for purchase at a reasonable charge.

12. Section 28T repealed

Section 28T of the Principal Act is repealed.

13. Section 28U amended (Compliance with code of conduct)

Section 28U of the Principal Act is amended by omitting “council’s”.

14. Section 28V amended (Making code of conduct complaint against councillor)

Section 28V of the Principal Act is amended as follows:

(a) by omitting from subsection (1) “relevant council’s”;

Local Government Amendment (Code of Conduct) Act 2022
Act No. of 2022

s. 14

- (b) by omitting from subsection (2) “relevant council’s”;
- (c) by omitting from subsection (3)(d) “relevant”;
- (d) by inserting the following paragraphs after paragraph (1b) in subsection (3):
 - (fc) if the relevant council has a behaviour standard policy, state whether the complainant commenced, or completed, the council’s procedures in respect of that policy; and
 - (fd) if the complainant completed the council’s dispute resolution process in respect of the complaint, contain details of the outcome of that process; and
 - (fe) if the complainant did not commence or complete the council’s dispute resolution process in respect of the complaint, contain details of –
 - (i) the attempts made by the complainant, as part of the attempted dispute resolution process, to resolve the issue that is the subject of the complaint; or

- (ii) why the complainant believes that the dispute resolution process is not appropriate in respect of the complaint; and

15. Section 28W amended (Withdrawal of or from code of conduct complaint)

Section 28W of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “Code of Conduct Panel” first occurring and substituting “investigating Panel for the complaint”;
- (b) by omitting from subsection (1) “Code of Conduct Panel” second occurring and substituting “investigating Panel”;
- (c) by omitting from subsection (2) “Code of Conduct Panel” first occurring and substituting “investigating Panel for the complaint”;
- (d) by omitting from subsection (2) “Code of Conduct Panel” second occurring and substituting “investigating Panel”;
- (e) by omitting from subsection (3) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”;

- (f) by omitting from subsection (4) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”.

16. Section 28X amended (Amendment of code of conduct complaint)

Section 28X of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “Code of Conduct Panel” first occurring and substituting “investigating Panel for the complaint”;
- (b) by omitting from subsection (1) “Code of Conduct Panel” second occurring and substituting “investigating Panel”;
- (c) by omitting from subsection (2) “Code of Conduct Panel” and substituting “investigating Panel for a code of conduct complaint”;
- (d) by omitting from subsection (2) “a code of conduct” and substituting “the”;
- (e) by omitting from subsection (3) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”;
- (f) by omitting from subsection (4) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”.

17. Section 28Y amended (Initial assessment of complaint by general manager)

Section 28Y of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “On receiving” and substituting “Within 14 days after receiving”;
- (b) by inserting in subsection (3) “and within 14 days after receiving the complaint” after “writing”.

18. Section 28Z amended (Referral of code of conduct complaint by general manager)

Section 28Z of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “On” and substituting “Within 14 days after both”;
- (b) by omitting from subsection (1) “after”;
- (c) by inserting the following subsection after subsection (1):
 - (1A) A referral by the general manager of a council under subsection (1) in respect of a code of conduct complaint is to include copies of all of the documentation held by the council in relation to the dispute resolution process

s. 19

undertaken by the council in respect of the complaint.

- (d) by omitting from subsection (5) “as soon as practicable” and substituting “within 14 days after being notified of the refusal under subsection (2)”;
- (e) by omitting paragraphs (b) and (c) from subsection (6) and substituting the following paragraph:
 - (b) appoint an initial assessor for the complaint in accordance with section 28ZA.

19. Section 28ZA amended (Initial assessment of code of conduct complaint)

Section 28ZA of the Principal Act is amended as follows:

- (a) by inserting the following subsection before subsection (1):
 - (1AA) As soon as practicable after receiving a code of conduct complaint referred to the Code of Conduct Panel, the Executive Officer is to –
 - (a) appoint a member of the Panel, who is an Australian lawyer, to be the initial assessor for the complaint; and

- (b) provide a copy of the complaint to the person so appointed.
- (b) by omitting from subsection (1) “receiving a code of conduct complaint, the chairperson of the Code of Conduct Panel” and substituting “being appointed to be the initial assessor of a code of conduct complaint, the initial assessor”;
- (c) by omitting from subsection (2) “chairperson of the Code of Conduct Panel” and substituting “initial assessor”;
- (d) by omitting from subsection (3) “receiving the code of conduct complaint, the chairperson of the Code of Conduct Panel” and substituting “an initial assessor is appointed under this section in respect of a code of conduct complaint, the initial assessor”;
- (e) by inserting in subsection (3)(a) “the Director,” after “notify”;
- (f) by omitting from subsection (3)(b) “chairperson” and substituting “initial assessor”;
- (g) by omitting from subsection (3)(b) “the Code of Conduct Panel” first occurring and substituting “an investigating Panel”;
- (h) by omitting subparagraph (iii) from subsection (3)(b) and substituting the following subparagraph:

- (iii) provide a copy of initial assessment of the complaint to the Executive Officer.

20. Section 28ZB amended (Dismissal of code of conduct complaint on initial assessment)

Section 28ZB of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “chairperson of the Code of Conduct Panel” and substituting “initial assessor for a code of conduct complaint”;
- (b) by inserting the following paragraphs after paragraph (ab) in subsection (1):
 - (ac) the dispute resolution process of the council is a reasonable mechanism to resolve the dispute, but the complainant has not participated, or not participated satisfactorily, in the dispute resolution process; or
 - (ad) it is not in the public interest for an investigating Panel to be convened under section 28L to investigate the complaint; or
- (c) by omitting from subsection (1)(b) “of the relevant council”;

- (d) by omitting from subsection (1)(c)(i) “chairperson” and substituting “initial assessor”;
- (e) by omitting from subsection (1)(c)(ii) “Code of Conduct Panel” and substituting “investigating Panel, for the complaint,”;
- (f) by inserting the following subsection after subsection (1):
 - (1A) An initial assessor may consider, but is not limited to, the following matters when determining under subsection (1)(ad) if it is in the public interest for a Code of Conduct Panel to be convened:
 - (a) the nature and seriousness of the alleged conduct to which the complaint relates;
 - (b) the time that has elapsed since the alleged conduct occurred;
 - (c) the availability of evidence and the recollection of any witnesses;
 - (d) the likely degree of culpability, in connection with the alleged conduct,

of the councillor to whom
the complaint relates;

- (e) whether the alleged
conduct could be of
significant public
concern;
 - (f) whether the alleged
conduct has been, or is
being, investigated and
appropriately dealt with;
 - (g) the sanctions available to
deal with the alleged
conduct;
 - (h) whether the alleged
conduct may be indicative
of, and may expose,
entrenched or systemic
behaviour.
- (g) by omitting from subsection (2)
“chairperson of the Code of Conduct
Panel” and substituting “initial assessor
for a code of conduct complaint”;
 - (h) by omitting from subsection (2)
“chairperson” second occurring and
substituting “initial assessor”;
 - (i) by inserting the following subsection
after subsection (2):
 - (3) If the initial assessor for a code of
conduct complaint dismisses the

complaint, or part of it, on the grounds referred to in subsection (1)(ac), the initial assessor, in the notice provided under section 28ZA(3) may direct the complainant not to make a further complaint in relation to the same matter until –

- (a) the complainant has participated satisfactorily in the dispute resolution process of the council in relation to the complaint; and
- (b) the complainant has taken and completed the actions, specified in the notice, as necessary to have participated satisfactorily in the dispute resolution process.

21. Section 28ZC amended (Referral of code of conduct complaint on initial assessment)

Section 28ZC of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “chairperson of the Code of Conduct Panel” and substituting “initial assessor for a code of conduct complaint”;

Local Government Amendment (Code of Conduct) Act 2022
Act No. of 2022

s. 21

- (b) by omitting from subsection (1) “chairperson considers appropriate if the chairperson” and substituting “initial assessor considers appropriate if the initial assessor”;
- (c) by omitting from subsection (2)(b) “chairperson of the Code of Conduct Panel” and substituting “initial assessor for the code of conduct complaint”;
- (d) by omitting from subsection (3) “the chairperson of the Code of Conduct Panel” and substituting “initial assessor for the code of conduct complaint”;
- (e) by omitting from subsection (5) “chairperson of the Code of Conduct Panel” and substituting “initial assessor for the code of conduct complaint”;
- (f) by omitting from subsection (6)(a) “chairperson” and substituting “initial assessor”;
- (g) by omitting from subsection (6)(b) “chairperson” first occurring and substituting “initial assessor”;
- (h) by omitting from subsection (6)(b) “chairperson” second occurring and substituting “initial assessor”;
- (i) by omitting from subsection (6)(b) “chairperson” third occurring and substituting “initial assessor”.

22. Section 28ZCA inserted

After section 28ZC of the Principal Act, the following section is inserted in Subdivision 3:

28ZCA. Convening of investigating Panel for complaint

- (1) If the Executive Officer receives a copy of an initial assessment of a code of conduct complaint under section 28ZA(3)(b)(iii), the Executive Officer is to –
 - (a) convene an investigating Panel under section 28L in respect of the complaint; and
 - (b) provide a copy of the complaint, and the initial assessment of the complaint under section 28ZA, to each member of the investigating Panel.
- (2) A person must not be selected to be a member of an investigating Panel convened under section 28L in respect of a code of conduct complaint if the person was the initial assessor in respect of the complaint.

23. Section 28ZD amended (Time for investigating and determining code of conduct complaint)

Section 28ZD of the Principal Act is amended as follows:

s. 24

- (a) by omitting from subsection (1) “Code of Conduct Panel” and substituting “investigating Panel for a code of conduct complaint”;
- (b) by omitting from subsection (1) “a code of conduct complaint” and substituting “the complaint”;
- (c) by omitting from subsection (1)(a) “chairperson of the Panel” and substituting “initial assessor for the complaint”;
- (d) by omitting from subsection (1)(b) “chairperson of the Panel” and substituting “initial assessor for the complaint”;
- (e) by omitting from subsection (2) “Code of Conduct Panel” and substituting “investigating Panel for a code of conduct complaint”;
- (f) by omitting from subsection (2) “a code of conduct complaint” twice occurring and substituting “the complaint”.

24. Section 28ZE amended (Conduct of investigations generally)

Section 28ZE of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”;
- (b) by omitting from subsection (2) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”;
- (c) by omitting from subsection (3) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”;
- (d) by inserting the following subsection after subsection (3):
 - (3A) All of the reasonable costs and expenses incurred, in respect of the investigation of a code of conduct complaint, by the investigating Panel for the complaint are payable by the relevant council in respect of the complaint.
- (e) by omitting from subsection (4) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”;
- (f) by omitting from subsection (5)(b) “Code of Conduct Panel” and substituting “investigating Panel for the relevant code of conduct complaint”;
- (g) by omitting from subsection (6) “Code of Conduct Panel” first occurring and substituting “investigating Panel for the relevant code of conduct complaint”;

- (h) by omitting from subsection (6) “Code of Conduct” second occurring.

25. Section 28ZF amended (Investigation of multiple code of conduct complaints against same councillor or multiple councillors)

Section 28ZF of the Principal Act is amended as follows:

- (a) by omitting subsection (1) and substituting the following subsections:

- (1) If there are a number of code of conduct complaints against the same councillor or different councillors of the same council and the complaints relate to the same contravention of the code of conduct, the Executive Officer may appoint a single initial assessor to do a single initial assessment of all of the complaints.

- (1A) If a single initial assessor is appointed under subsection (1) in respect of a number of code of conduct complaints, the initial assessor may make a recommendation to the Executive Officer, as part of the initial assessment of the complaints, that a joint investigation of the complaints be conducted by a single investigating panel.

- (b) by omitting from subsection (2) “Code of Conduct Panel may only make a determination” and substituting “initial assessor for a code of conduct complaint may only make a recommendation under subsection (1A)”;
- (c) by omitting subsection (3) and substituting the following subsection:
 - (3) If an initial assessor for a number of code of conduct complaints makes a recommendation to the Executive Officer under subsection (1A) for a joint investigation to be conducted into the complaints, the Executive Officer –
 - (a) may convene an investigating Panel under section 28L to conduct a joint investigation into all the complaints, if –
 - (i) the complaints are against less than half of the councillors for the relevant council; or
 - (ii) the complaints have been referred to the Director under

paragraph (b) and the Director has not accepted the referral; and

(b) is to refer the complaints to the Director, if the complaints are against half, or more than half, of the councillors for the relevant council.

- (d) by omitting from subsection (4) “Code of Conduct Panel” and substituting “Executive Officer”;
- (e) by omitting from subsection (4) “Panel” second occurring and substituting “Executive Officer”;
- (f) by omitting from subsection (5) “Code of Conduct Panel” and substituting “Executive Officer”.

26. Section 28ZG amended (When hearing is to be held)

Section 28ZG of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “Code of Conduct Panel” and substituting “investigating Panel for a code of conduct complaint”;
- (b) by omitting from subsection (1) “a code of conduct” and substituting “the”;

- (c) by omitting from subsection (2) “Code of Conduct Panel” and substituting “investigating Panel for a code of conduct complaint”;
- (d) by omitting from subsection (2) “a code of conduct” and substituting “the”;
- (e) by omitting from subsection (3) “Code of Conduct Panel” and substituting “investigating Panel for a code of conduct complaint”;
- (f) by omitting from subsection (4) “Code of Conduct Panel” and substituting “investigating Panel for a code of conduct complaint”.

27. Section 28ZH amended (Hearings)

Section 28ZH of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “the Code of Conduct Panel” and substituting “an investigating Panel”;
- (b) by omitting from subsection (2)(a) “Code of Conduct Panel” and substituting “investigating Panel for a code of conduct complaint”;
- (c) by omitting from subsection (2)(a) “code of conduct”;
- (d) by omitting from subsection (3) “Code of Conduct Panel” and substituting

“investigating Panel for the code of conduct complaint”;

- (e) by omitting from subsection (4) “Code of Conduct Panel” first occurring and substituting “investigating Panel for a code of conduct complaint”;
- (f) by omitting from subsection (4)(b) “Code of Conduct”;
- (g) by omitting from subsection (5) “Code of Conduct Panel” and substituting “investigating Panel for a code of conduct complaint”;
- (h) by omitting from subsection (6) “Code of Conduct Panel” and substituting “investigating Panel for a code of conduct complaint”.

28. Section 28ZI amended (Determination of code of conduct complaint)

Section 28ZI of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”;
- (b) by omitting from subsection (2) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”;

- (c) by omitting from subsection (3) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”.

29. Section 28ZJ amended (Determination report)

Section 28ZJ of the Principal Act is amended as follows:

- (a) by omitting from subsection (1) “Code of Conduct Panel” first occurring and substituting “investigating Panel for the complaint”;
- (b) by omitting from subsection (1)(b) “Code of Conduct”;
- (c) by omitting from subsection (1)(c) “Code of Conduct”;
- (d) by omitting from subsection (1)(d) “Code of Conduct”;
- (e) by omitting from subsection (1)(e) “Code of Conduct”;
- (f) by omitting from subsection (1)(f) “Code of Conduct”;
- (g) by omitting from subsection (2) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”.

30. Section 28ZK amended (Notification of determination of code of conduct complaint)

Section 28ZK of the Principal Act is amended as follows:

- (a) by omitting “Code of Conduct Panel” from the definition of *determination report* in subsection (1) and substituting “investigating Panel for the complaint”;
- (b) by omitting from subsection (2) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”;
- (c) by omitting from subsection (3) “Code of Conduct Panel” and substituting “investigating Panel for a code of conduct complaint”;
- (d) by omitting subsection (6) and substituting the following subsection:
 - (6) Subsections (4) and (5) do not apply in respect of a determination report until –
 - (a) the expiry of the period during which a person may apply to the Magistrates Court (Administrative Appeals Division) for a review of the determination to which the determination report relates; and

- (b) if an application for such a review is made –
 - (i) the review is completed or dismissed; or
 - (ii) the application is withdrawn.
- (e) by inserting the following paragraph after paragraph (a) in subsection (9):
 - (ab) the disclosure of a copy of the determination report with the addendum solely for the purpose of arranging for the report and addendum to be included within an item on the agenda for a meeting of the relevant council; or
- (f) by inserting the following subsections after subsection (9):
 - (10) A person must not disclose a document or report, or any information, if –
 - (a) the document, report or information –
 - (i) relates to a code of conduct complaint or the matters to which a code of

Local Government Amendment (Code of Conduct) Act 2022
Act No. of 2022

s. 30

conduct complaint
relates; and

(ii) has been provided
to a person by the
Executive Officer
or an investigating
Panel; and

(b) the person would not have
knowledge, or possession,
of the document, report or
information had it not
been provided to a person
referred to in paragraph
(a)(ii); and

(c) at the time of the
disclosure, the
determination report, to
which the document,
report or information
relates, has not been
included within an item
on the agenda for a
meeting of the relevant
council.

Penalty: Fine not exceeding 50
penalty units.

(11) Subsections (7) and (10) do not
apply to the disclosure of a
document, report or information
that relates to a determination
report if the disclosure is solely

for the purpose of arranging for the determination report to be included on the agenda for a meeting of the council.

31. Section 28ZL amended (Effect of third suspension)

Section 28ZL of the Principal Act is amended as follows:

- (a) by omitting “the Code of Conduct Panel” from the definition of *third suspension* in subsection (1) and substituting “an investigating Panel”;
- (b) by omitting from subsection (2) “the Code of Conduct Panel” and substituting “an investigating Panel”.

32. Section 28ZM amended (Councillor to comply with sanction imposed for contravention of code of conduct)

Section 28ZM of the Principal Act is amended as follows:

- (a) by omitting “Code of Conduct Panel” from the definition of *determination report* in subsection (1) and substituting “investigating Panel for the complaint”;
- (b) by omitting from subsection (2) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”;

Local Government Amendment (Code of Conduct) Act 2022
Act No. of 2022

s. 32

- (c) by omitting from subsection (3) “is to notify the general manager that he or she has done so.” and substituting “is to –”;
- (d) by inserting the following paragraphs after subsection (3):
 - (a) notify the Executive Officer that the councillor has complied with the sanction; and
 - (b) provide evidence, to the Executive Officer, of that compliance.
- (e) by inserting the following subsections after subsection (3):
 - (3A) As soon as practicable after being notified by a councillor under subsection (3) in respect of compliance with a sanction, the Executive Officer is to –
 - (a) notify the Director, in writing that the councillor has notified the Executive Officer, under subsection (2), in respect of compliance with the sanction; and
 - (b) specify, in the notice, the evidence provided by the councillor under that subsection.

(3B) After being notified by the Executive Officer under subsection (3A) in respect of a councillor's compliance with a sanction, the Director may require the councillor to provide further evidence, to the satisfaction of the Director, of the councillor's compliance with the sanction.

(f) by omitting from subsection (4) "relevant general manager" and substituting "Executive Officer".

33. Section 28ZNA amended (Costs of training to be borne by council)

Section 28ZNA(1) of the Principal Act is amended by omitting "Code of Conduct Panel" from the definition of *determination report* and substituting "investigating Panel for the complaint".

34. Section 28ZO amended

Section 28ZO of the Principal Act is amended as follows:

- (a) by renumbering the section as subsection (1);
- (b) by omitting from paragraph (a) "by the general manager";

- (c) by omitting from paragraph (b) “by the chairperson of the Code of Conduct Panel”;
- (d) by omitting from paragraph (c) “by the general manager”;
- (e) by omitting from paragraph (c) “section 28Z(1)” and substituting “section 28Z(1)(a)”;
- (f) by omitting from paragraph (d) “Code of Conduct Panel” and substituting “investigating Panel for the complaint”;
- (g) by inserting the following subsection after subsection (1):
 - (2) A refund under subsection (1) is to be made within 30 days after the circumstances, specified in that subsection, that resulted in the refund being payable under this section.

35. Part 3, Division 3A, Subdivision 4: Heading amended

Subdivision 4 of Division 3A of Part 3 of the Principal Act is amended by omitting “*Reviews of Code of Conduct Panel decisions*” from the heading to that Subdivision and substituting “*Reviews of investigating Panel decisions*”.

36. Section 28ZP amended (Review of investigating Panel decision)

Section 28ZP of the Principal Act is amended by omitting “Code of Conduct Panel” and substituting “investigating Panel for the complaint”.

37. Section 349C inserted

After section 349B of the Principal Act, the following section is inserted in Division 3:

349C. Transitional provisions consequent on *Local Government Amendment (Code of Conduct) Act 2022*

(1) In this section –

commencement day means the day on which the *Local Government Amendment (Code of Conduct) Act 2022* commences.

(2) A complaint received by a general manager before the commencement day but not finalised before that day is to be dealt with under this Act as in force immediately before the commencement day.

(3) For the avoidance of doubt, a complaint received by a general manager on or after the commencement day is to be dealt with in accordance with this Act, as in force on or after the commencement day,

Local Government Amendment (Code of Conduct) Act 2022
Act No. of 2022

s. 38

regardless of whether the complaint relates to behaviour that occurred before the commencement day.

38. Repeal of Act

This Act is repealed on the first anniversary of the day on which this Act commenced.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\002\010\
ASSOCIATED REPORTS AND DOCUMENTS	Correspondence detailing the Summary of Changes prepared by Simmons Wolfhagen – March 2022 Updated Delegation Register August 2022 (<i>Circulated under separate cover</i>)

OFFICER'S RECOMMENDATION:

That having conducted a review of Council's Delegations Register in accordance with Section 22 of the *Local Government Act 1993*, the Council adopt the Delegations Register dated August 2022.

INTRODUCTION:

The aim of the report is to provide Council with an updated "Break O'Day Delegations Register July 2022" following the annual review as required under the *Local Government Act 1993*.

PREVIOUS COUNCIL CONSIDERATION:

No previous Council consideration regarding this annual review.

OFFICER'S REPORT:

The Delegations provide to the administration the authority for officers to deliver Council services.

Delegations need to be clear and well documented to ensure Council's operations are open, transparent and accountable.

The *Local Government Act 1993* requires that Council must cause a separate record to be kept of all delegations under Section 22 and in accordance with good governance should at least once in every financial year review the delegations for the time being in force under this section.

Councils have certain duties which they must perform, and certain powers which they may exercise, pursuant to the *Local Government Act 1993* as well as a range of other Acts. In most cases the relevant Acts grant these obligations and powers directly to the Council as a body.

It is not practical or efficient for Council as a body of elected members to perform the many functions or undertake the many activities that are required in the day to day administration of Council's roles and functions. Delegations are the way in which Council enable other people/bodies (usually Council Officers) to undertake these steps on its behalf. Therefore it is necessary for Council to take formal steps to delegate to such people/bodies the authority to make decisions, perform functions or undertake activities on behalf of Council.

If the delegations are not done properly, the enforceability of decisions and actions taken may be compromised and there may be legal and administrative problems for the Council.

As part of Council's ongoing governance arrangements, a review of the Delegations Register has been undertaken and the delegations updated.

As a matter of best practice it is usual for delegations to be made by the Council to the General Manager. Delegations under LUPAA do not allow the General Manager to sub-delegate.

Whilst the proposed instruments of delegations reflect the functions and duties which are granted to Councils under various Acts, it is a matter for the Council to decide which of those powers and functions are to be delegated. It is important to note that any specific delegation may be withdrawn or altered or reviewed by Council at any time and therefore it is recommended that the delegations be supported.

In addition both the wording of the resolution and the instrument of delegation itself are important. It is the resolution which makes the delegation. The resolution is the instrument which sets out the scope of the delegation. Consequently, Council needs to be careful with respect to varying the wording of the recommendations of this report.

The Local Government Association of Tasmania (LGAT) engaged Simmons Wolfhagen to undertake a review, amend and update LGAT's model delegations. The Delegations Register Index shows the Legislation included within Councils delegations register and highlights any amendments etc in relation to the specific legislation. Through this review Simmons Wolfhagen have completed changes to include amendments that have been made to 16 Acts:

1. *Building Act 2016;*
2. *Environmental Management and Pollution Control Act 1994;*
3. *Food Act 2003;*
4. *Historic Cultural Heritage Act 1995;*
5. *Land Use Planning and Approvals Act 1993;*
6. *Land Use Planning and Approvals Regulations 2014;*
7. *Local Government Act 1993;*
8. *Local Government (Building and Miscellaneous Provisions) Act 1993;*
9. *Local Government (General) Regulations 2015;*
10. *Local Government (Highways) Act 1982;*
11. *Public Health Act 1997;*
12. *Public Interest Disclosure Act 2002;*
13. *Strata Titles Act 1998;*
14. *Traffic Act 1925;*
15. *Urban Drainage Act 2013; and*
16. *Vehicle and Traffic Act 19993*

The correspondence attached from Simmons Wolfhagen provides a summary of the review and hence the amendments which have been made in Councils delegations to align with this legal advice.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Particularly the Local Government Act 1993 however also includes all other Acts and Regulations as listed in the Delegations Register.

BUDGET AND FINANCIAL IMPLICATIONS:

There are no financial implications identified in adopting these delegations.

VOTING REQUIREMENTS:

Simple Majority.

Contact: Nathan Street
Our Ref: JS-TCC/132644

10 March 2022

Mr Michael Edrich,
Local Government Association of Tasmania
GPO Box 1521
HOBART TAS 7001

By email Michael.Edrich@lgat.tas.gov.au

Dear Mr Edrich,

Legislative Audit and Compliance Register/Delegations Register for Members

The Local Government Association of Tasmania ('LGAT') has engaged Simmons Wolfhagen to amend and update the LGAT Delegations Register ('Register').

This work has been completed in accordance with our instructions. This letter provides a brief summary of the amendments that have been made.

1. Amendment to the Register

1.1. We have completed changes to the Register to include amendments that have been made to sixteen (16) Acts. Those Acts are:

- (a) *Building Act 2016;*
- (b) *Environmental Management and Pollution Control Act 1994;*
- (c) *Food Act 2003;*
- (d) *Historic Cultural Heritage Act 1995;*
- (e) *Land Use Planning and Approvals Act 1993;*
- (f) *Land Use Planning and Approvals Regulations 2014;*
- (g) *Local Government Act 1993;*
- (h) *Local Government (Building and Miscellaneous Provisions) Act 1993;*
- (i) *Local Government (General) Regulations 2015;*
- (j) *Local Government (Highways) Act 1982;*
- (k) *Public Health Act 1997;*
- (l) *Public Interest Disclosure Act 2002;*
- (m) *Strata Titles Act 1998;*
- (n) *Traffic Act 1925;*
- (o) *Urban Drainage Act 2013; and*
- (p) *Vehicle and Traffic Act 1999.*

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- Employment & Industrial Relations Law
- Insurance, Personal Injury & Securities Litigation
- Insurance Law, Personal Injury & Law
- Building, Construction & Engineering Law

- 1.2. We have also identified two (2) Acts that had previously not been included in the Register. Those acts have been reviewed and the Register updated accordingly. These are:
- (a) *Place Names Act 2020*,
 - (b) *Tasmanian Civil and Administrative Appeals Tribunal Act 2020*.
- 1.3. We were also instructed to update the relevant Delegations Index that accompanies the Register, this has been completed.
- 1.4. **Enclosed** with this correspondence is the updated Register and Delegations Index, with all changes highlighted in red.
- 1.5. Attached as **Annexure A** to this letter is a summary of every change that was made to the Register.

2. **Advice on Discretionary Delegations**

- 2.1. We also wish to provide some clarification on our view of the role of the Register.
- 2.2. All relevant sections of legislation that may be delegated by Council are included in the register. This does not mean that every section identified must be delegated. This primarily relates to decisions that are discretionary in nature and some of those matters may be highly contentious, which individual Councils may wish to not delegate. Such sections are to be contrasted with those that are purely procedural such as notification requirements which you would ordinarily anticipate being delegated.
- 2.3. In those contentious situations, Councils may wish to place a condition on delegation. For example, where a disclosure is made against a General Manager, a condition on any delegation may be that it must be determined and referred on by the Council itself by the elected members.

If you have any questions in regard to the register or the other material that is **enclosed**, please do not hesitate to contact me.

Yours faithfully
Simmons Wolfhagen



Nathan Street

Senior Associate | Local Government, Environment| Planning & Development Law
nathan.street@simwolf.com.au

Annexure A

Summary of all changes as at 7 January 2022

A. SUMMARY OF AMENDED ACTS

Sixteen Acts have been amended since the last delegations register update, these are:

- (a) *Building Act 2016*;
- (b) *Environmental Management and Pollution Control Act 1994*;
- (c) *Food Act 2003*;
- (d) *Historic Cultural Heritage Act 1995*;
- (e) *Land Use Planning and Approvals Act 1993*;
- (f) *Land Use Planning and Approvals Regulations 2014*;
- (g) *Local Government Act 1993*;
- (h) *Local Government (Building and Miscellaneous Provisions) Act 1993*;
- (i) *Local Government (General) Regulations 2015*;
- (j) *Local Government (Highways) Act 1982*;
- (k) *Public Health Act 1997*;
- (l) *Public Interest Disclosure Act 2002*;
- (m) *Strata Titles Act 1998*;
- (n) *Traffic Act 1925*;
- (o) *Urban Drainage Act 2013*; and
- (p) *Vehicle and Traffic Act 1999*.

The majority of these amendments related to the introduction of Tasmanian Civil and Administrative Tribunal (**TASCAT**). Regular feature of these amendments was the changing of the definition of 'appeal tribunal' to mean the Tasmanian Civil and Administrative Tribunal. None of these Acts had significant amendments meaning the register did not require significant change.

There has been a general alteration to Acts in the register by way of update and to improve the usability and communication of relevant information.

Each separate Act will be addressed below:

1. **Building Act 2016**

- 1.1. The Act was amended on;
 - (a) 05.11.2021.
- 1.2. There was one amendment to this Act, with almost all changes being insignificant to the execution of the Council's delegation powers.
- 1.3. There were some alterations to the register;
 - (a) the removal of a duplication of Part 6, by inserting the heading for 'Notice of proposed Protection Work'; and

- (b) the inclusion of a definition of the General Manager's functions under s 73(1)-(3) and s 242 and 244.
- 1.4. The 'appeal tribunal', which is now TASCAT, is referred throughout the Act and was amended.

2. *Environmental Management and Pollution Control Act 1994*

- 2.1. The Act was amended on:
 - (a) 01.01.2021, and
 - (b) 05.11.2021.
- 2.2. There were two amendments to this Act, with the only notable change being 'TASCAT' as the meaning of 'Appeal Tribunal'.
- 2.3. There were some changes to the Register, including the insertion of:
 - (a) Section 47(1), the Director or, in the case of an Environment Protection Notice served by a Council Officer, the Council may take any action required by an Environment Protection Notice if the requirements of the notice are not complied with.
 - (b) Section 61, where a person reports to the Director or a Council an alleged contravention of this Act, the Director or the Council must, at the request of the person, advise the person as soon as practicable of the action (if any) taken or proposed to be taken by the Director or the Council in respect of the allegation.
 - (c) Section 64, where a person is convicted of an offence against this Act, the Court may, on application by the Director or a Council, order the convicted person to pay to the Director or the Council the reasonable costs and expenses incurred by the Director or the Council in the taking of any samples or the conduct of tests, examinations or analyses in the course of the investigation and prosecution of the offence.
 - (d) Section 94(3), where a thing has been seized or made subject to a seizure order under this Division, the thing must, if it has been seized, be held pending proceedings for an offence against this Act related to the thing seized unless the Director, Commissioner or the Council, as the case may require, on application, authorises its release to the person from whom it was seized, or to any person who had legal title to it at the time of its seizure.
 - (e) Section 103, in accordance with the provisions of the *Local Government Act 1993*, a Council may impose fees in relation to any function or service carried out by the Council under this Act.
 - (f) Explanation of the specific delegable powers / functions.
- 2.4. The 'appeal tribunal', which is now TASCAT, is referred throughout the Act and was amended.

3. *Food Act 2003*

- 3.1. This Act was amended on:
 - (a) 05.10.2021.
- 3.2. There was one amendment to this legislation, with all changes being insignificant to the execution of the Council's delegation powers.

- 3.3. There has been minor modification to the register to provide in more detail the things which may be delegated by Council.

4. *Historic Cultural Heritage Act 1995*

- 4.1. This was amended on:
- (a) 05.11.2021.
- 4.2. There was one amendment to this legislation concerning the introduction of TASCAT. The amendments do not affect the delegation powers of Council.
- 4.3. The following section(s) was inserted into the register:
- (a) Section 89, a Planning Authority is to give all reasonable assistance to the Heritage Council to enable it to perform its functions and exercise its powers.
- 4.4. The 'appeal tribunal', which is now TASCAT, is referred throughout the Act and was amended.

5. *Land Use Planning and Approvals Act 1993*

- 5.1. This was amended on:
- (a) 03.02.2021;
- (b) 14.07.2021, and
- (c) 05.11.2021.
- 5.2. There were three amendments to this legislation. With one change slightly affecting the delegation powers of Council (s 40G). This is a change of the wording of that section and the register has been updated to account for it.
- 5.3. The change to TASCAT has a minor implication for delegation powers, with the 'Appeal Tribunal' now being TASCAT.
- 5.4. The following sections were inserted:
- (a) Section 30C(4): A Planning Authority or another person may request the Minister to consider preparing terms of reference in relation to a draft amendment of the SPPs.
- (b) Section 65B(5): The Planning Authority must notify in writing an owner of land, in relation to which a Notice of Intention to Issue an Enforcement Notice is served under subsection (1), if the person on whom the notice is served is not the owner of the land.
- (c) Section 65I(2): A General Manager of a Council may authorise a person to be, for the purposes of this Act, an authorised officer in respect of the municipal area of the Council.
- 5.5. The 'appeal tribunal', which is now TASCAT, is referred throughout the Act and was amended.

6. *Land Use Planning and Approvals Regulations 2014*

- 6.1. This was amended on:
- (a) 22.12.2021.
- 6.2. There was one amendment to this legislation, with all changes being insignificant to the execution of the Council's delegation powers.

7. Local Government Act 1993

- 7.1. This was amended on:
- (a) 05.11.2021.
- 7.2. There was one amendment to this legislation, with all changes being minor to the execution of the Council's delegation powers.
- 7.3. The introduction of TASCAT now makes 'appeal tribunal' as defined in section 3 TASCAT.
- 7.4. The following sections were inserted into the Register:
- (a) Section 19(5): the execution of a document sealed by a Council is to be attested by such persons as the Council determines.
 - (b) Section 76: A Council may write off any debts owed to the Council if there are no reasonable prospects of recovering the debt; or if the costs of recovery are likely to equal or exceed the amount to be recovered.
 - (c) Section 77: A Council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a Councillor, for any purpose it considers appropriate.
 - (d) Section 124: A Council may permit a ratepayer to pay in instalments. The Council may decide that any rates are payable by instalments.
 - (e) Section 126: A Council may grant a postponement of the payment of rates for a specified period if satisfied that such payment would cause hardship.
 - (f) Section 127: A Council may, at any time, revoke a postponement of payment of rates by giving 60 days' notice in writing to the ratepayer of the date on which the postponement ceases to operate.
 - (g) Section 129: The General Manager is to keep a record of the details of any remission granted under this section.
 - (h) Section 133-135: A Council can recover debts due to unpaid rates.
 - (i) Section 190(3): A Council is to consider any objection before closing a local highway or part of a local highway.
 - (j) Section 193: A Council may establish pounds for the detention of stray animals.
 - (k) Section 333A: A Council must invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above the prescribed amount.

8. Local Government (Building and Miscellaneous Provisions) Act 1993

- 8.1. This was amended on:
- (a) 01.01.2022
- 8.2. There was one amendment to this legislation, with all changes being minor to the execution of the Council's delegation powers.
- 8.3. Section 244(2)(b) was altered in the register to account for the amendments to the Act.

9. Local Government (General) Regulations 2015

- 9.1. This was amended on:
- (a) 05.11.2021.
- 9.2. There was one amendment to this legislation, with all changes being insignificant to the execution of the Council's delegation powers.

10. Local Government (Highways) Act 1982

- 10.1. This was amended on:
- (a) 05.11.2021, and
 - (b) 01.01.2022.
- 10.2. There were two amendments to this legislation with all changes being minor to the execution of the Council's delegation powers.
- 10.3. The introduction of TASCAT now makes 'tribunal' for the purpose of s 46, TASCAT

11. Public Health Act 1997

- 11.1. This was amended on:
- (a) 05.11.2021
- 11.2. There was one amendment to this legislation, with all changes being minor to the execution of the Council's delegation powers.
- 11.3. The introduction of TASCAT now makes it the 'appeal tribunal' as defined in section 3 TASCAT.

12. Public Interest Disclosures Act 2002

- 12.1. This was amended on:
- (a) 01.02.2021
- 12.2. There was one amendment to this legislation, with all changes being insignificant to the execution of the Council's delegation powers.

13. Strata titles Act 1998

- 13.1. This was amended on:
- (a) 05.11.2021
- 13.2. There was one amendment to this legislation, with all changes being minor to the execution of the Council's delegation powers.
- 13.3. The introduction of TASCAT now makes it the 'Tribunal' as defined in section 3 TASCAT.
- 13.4. The following sections(s) was inserted to the register to account for the amendment:
- (a) Section 31AA, where an Application for a Certificate of Approval is made wholly or partly in respect of vacant land, the Council may refuse the Application on the ground that an Application for a Staged Development Scheme under section 38 should be made.

14. Traffic Act 1925

14.1. This was amended on:

(a) 15.12.2021

14.2. There was one amendment to this legislation, with all changes being minor to the execution of the Council's delegation powers.

14.3. The following sections(s) was inserted to the register to account for the amendment:

(a) Section 41CA;

(b) "(2) The Road Authority for a speed-limited road may, by notice published in the Gazette, declare that road to be a road on which a PMD user may travel, subject to such terms and conditions as are specified in the Notice.

(c) (3) The terms and conditions specified in a notice under subsection (2) must not be inconsistent with a provision of this Act or the Road Rules.

(d) (4) Before making a declaration under subsection (2), the Road Authority is to consider the following in respect of the road:

(e) (a) safety;

(f) (b) efficiency;

(g) (c) use of the road;

(h) (d) risk mitigation.

(i) (5) If a Road Authority makes a declaration under subsection (2), that Road Authority is to publish a copy of that declaration on a website of the Road Authority and is to ensure that a copy of the declaration remains on the website while the declaration remains in force.

15. Urban Drainage Act 2013

15.1. This was amended on:

(a) 05.11.2021

15.2. There was one amendment to this legislation, with all changes being minor to the execution of the Council's delegation powers.

15.3. The introduction of TASCAT now makes it the 'Appeal Tribunal' as defined in section 3 TASCAT.

15.4. The change of the definition of 'Appeal Tribunal' has a minor effect on s 5 of the Act

16. Vehicle and Traffic Act 1999

16.1. This was amended on:

(a) 01.07.2021

16.2. There was one amendment to this legislation, with all changes being insignificant to the execution of the Council's delegation powers.

B. NON-AMENDED ACTS

The following acts have not been amended between 21 January 2021 and 7 January 2022. However, the register has been updated to provide greater descriptions of Council's or general manager's delegation powers.

17. Dog Control Act 2000

17.1. Section 7 has been inserted to the register.

18. Monetary Penalties Enforcement Act 2005

18.1. Section 28(3)-(4) has been inserted into the register.

19. Roads and Jetties Act 1935

19.1. Description of the delegation powers has been added to the register.

C. SUMMARY OF INSERTED ACTS

Two Acts have been inserted to the delegations register, this is:

- (a) *Tasmanian Civil and Administrative Tribunal Act 2021*; and
- (b) *Place Names Act 2020*.

20. Tasmanian Civil and Administrative Tribunal Act 2021

20.1. This Act replaces the *Resource Management and Planning Appeal Tribunal Act 1993*. It contains no provisions suitable for the registry. The change is important to note as this is now the 'Appeal Tribunal' referred to in legislations contained in the register.

21. Place Names Act 2020

21.1. Delegations:

- (a) Section 11(2): As a responsible authority the Council has a responsibility to name, alter or revoke a name of a place.
- (b) Section 11(3): The responsible authority for a place referred to in section 4(1)(c) must ensure that any naming action, performed in respect of the place, complies with
 - (a) the relevant provisions of the guidelines; and
 - (b) this Act and any other applicable Act; and
 - (c) the relevant procedures of the responsible authority.

- (c) Section 11(4): As soon as practicable after performing a naming action in respect of a place, the Responsible Authority for the place is to submit details of the action to the Registrar for recording in the register

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	033\024\002\
ASSOCIATED REPORTS AND DOCUMENTS	Northern Tasmanian Waste Management Group - Revised governance model

OFFICER'S RECOMMENDATION:

That the Council agrees to transition the hosting, administration and secretariat of the Northern Tasmanian Waste Management Group from City of Launceston to NRM North consistent with the approach outlined in the attached paper entitled: *Northern Tasmanian Waste Management Group Revised Government Model*.

INTRODUCTION:

Councils within the northern region need to reconsider the management arrangements of the Northern Tasmania Waste Management Group (NTWMG). Changes driven from the State level commenced in 2019 when the State Government released a Draft Waste Action Plan outlining the development of a state-wide legislated landfill levy as part of *Tasmanian Waste and Resource Recovery Bill 2022*. Now legislated, this State landfill levy will replace the current NTWMG voluntary landfill levy removing the income source for the NTWMG to achieve strategic projects.

The current administration model of NTWMG involves hosting by the City of Launceston and provided for efficient use of resources at the outset. With the implementation of a statewide approach to waste management the need for increased separation between NTWMG and Councils has been a point of discussion with the State Government due to the potential conflict of the City of Launceston, as the operator of the second largest landfill in the State, seeking grant funding opportunities for improved resource recovery at the Launceston Waste Centre whilst, managing NTWMG.

It is proposed that the Councils consider a new governance model for the NTWMG that can better position it to respond to growth, significant budget responsibilities, potential conflict of interest and a new funding structure in the State Government landfill levy which was implemented 1 July 2022.

It is proposed that Councils move to a new governance structure hosted by NRM North, who is a trusted partner with NTWMG member councils. NRM North has a proven track record demonstrating independent and transparent management of significant multi-stakeholder programs, such as the *kanamaluka*/Tamar Estuary and Esk Rivers (TEER) program, and the waste management function offers many synergies with the existing functions which are delivered by the organisation.

PREVIOUS COUNCIL CONSIDERATION:

No previous Council consideration.

OFFICER'S REPORT:

The Northern Tasmanian Waste Management Group (NTWMG) was established in 2007 to provide advice, funding, education and advocacy on managing waste and recycling across Northern Tasmanian communities, businesses and local governments. The NTWMG consists of seven Northern Tasmanian councils: City of Launceston, West Tamar, Meander Valley, Dorset, Break 'O Day, Northern Midlands and George Town.

The group was formed at the time in the absence of State Government waste and recovery policy and leadership. The Northern councils identified that there were opportunities for a regional approach to drive improved waste outcomes through resource sharing and collaboration.

The group was formalised through a regional voluntary agreement and an agreed terms of reference which detail the group's governance structure, function and revenue. It is set out in these agreements that the coordination and financial management of the NTWMG is undertaken by the City of Launceston (CoL).

The NTWMG currently provides regional services through a voluntary levy on waste disposed to landfill from Northern Tasmania. The levy amount contributed by member councils reached \$7.50/tonne as of 2019 and was projected to reach \$10/tonne in 2023.

Over the past 16 years the NTWMG has been a standout example of regional local government collaboration and resource sharing achieving real landfill diversion through grants (\$1m+), kerbside recycling audits (42,000), community recycling education, community recycling services and a state-wide communications plan. The NTWMG is regarded as a leader in Tasmania at the forefront of waste and resource recovery, education and innovation.

In 2019 the State Government released a Draft Waste Action Plan outlining the development of a state-wide legislated landfill levy as part of *Tasmanian Waste and Resource Recovery Bill 2022*. Now legislated, this State landfill levy will replace the current NTWMG voluntary landfill levy removing the income source for the NTWMG to achieve strategic projects.

The State Government has assured the NTWMG that it will be supported to continue to deliver regional outcomes in Northern Tasmania, however, until the Tasmanian Waste and Resource Recovery Board is formed this level of support is unknown. Informally a figure \$7.50/tonne has been suggested which would place NTWMG yearly funding at approximately \$750,000/yr.

There have been promises from the Minister that the NTWMG will be no worse off and the organisation is being progressed on the basis that this will be honored. It is recommended that the Council express a strong position to the State Government that it expects a continuation of funding at current forecast levels (\$750,000/yr) for the Northern region.

Although base funding in the order of \$500,000 - \$750,000 a year is expected initially, over the next few years the value of the levy is intended to increase to \$60/tonne which would mean that around \$6m in revenue would be raised from levy fee within the region. This will provide more opportunities and expectations for NTWMG to run larger programs.

It is proposed that the Councils consider a new governance model for the NTWMG that can better position it to respond to growth, significant budget responsibilities, potential conflict of interest and a new funding structure in the State Government landfill levy which was implemented 1 July 2022.

This involves a move to a new governance structure hosted by NRM North, who is a trusted partner with NTWMG member councils. The NRM North governance structure (see attachment 1) is very similar to the current NTWMG governance structure and so will allow for a speedy and streamlined transition.

After the close of the 2021/2022 financial year, it is forecast that there will be a NTWMG closing balance reserve between \$500,000 - \$750,000. This reserve will allow for the NTWMG to maintain momentum in lieu of income and deliver an interim plan while the group transitions to the new governance model and negotiates with the soon to be formed Tasmanian Waste and Resource Recovery Board.

The new governance arrangements would need to be delivered on a basis of full-cost attribution, which is different from the manner in which the function has been delivered whilst auspiced by the City of Launceston (CoL).

For Councils to be able to properly consider the financial arrangements proposed as part of the revised governance structure, the CoL has provided a basic full cost attribution exercise for the 2022/23 Annual Budget in the following table to better understand the true administration cost for the provision of the program:

Table 1. *CoL full cost recovery for hosting NTWMG*

<u>Administration</u>	Expenditure	Total
Project Manager - 1 FTE \$99,650 + 25% Oncosts	\$ 124,563	
K'side Officers - 1.38 FTE \$98,023 + 25% Oncosts	\$ 122,529	
Car	\$ 6,500	
Training & conferences	\$ 7,500	
Training, Materials & Events	\$ 25,000	\$ 286,092
Accounting	\$ 12,000	
HR	\$ 3,000	
Utilities	\$ 4,600	
General Insurance	\$ 2,000	
Meeting costs	\$ 1,000	
Communications - website, Facebook & video production	\$10,000	
Rent (plus outgoings)	\$ 18,500	
Computer Hardware & Software	\$ 6,000	
Phone Costs	\$ 2,000	\$ 59,100
TOTAL ADMINISTRATION EXPENSES		\$ 345,192

An indicative interim budget for the NTWMP for 2022/2023 is provided in Table 2. The interim budget includes year 1 funding for providing core services of the program, program management, and administration costs (\$322,655) by the Host entity.

Program expenses related to existing, ongoing projects such as organics, household waste, problem waste, and communications are also included based on the current work program. An investment in strategy development and lobbying and advocacy is included in the 2022/2023 budget to provide additional support for engagement with the state strategy development and to facilitate the regional strategy development.

Table 2. Interim 2022/2023 budget for the Northern Tasmanian Waste Management Program.

INCOME	
Assumed* state government waste levy income	\$ 750,000
EXPENSES	
<i>Priority waste theme: Organics</i>	
Regional organics kitchen caddies and education	\$ 30,000
<i>Priority waste theme: Household hazardous waste</i>	
Fluorescent light collection	\$ 10,404
<i>Priority waste theme: Problem wastes</i>	
E-waste collection	\$ 25,000
Polystyrene recycling (transport)	\$ 12,000
<i>Priority waste theme: Share information about waste and recycling and raise awareness about NTWMP</i>	
Regional/cross regional communications and education	\$ 30,000
Website management	\$ 1,500
Recycle Coach phone app	\$ 13,265
<i>Strategy and Advocacy</i>	
Strategy development, lobbying and advocacy	\$ 100,000
<u><i>Core Services and Administration</i></u>	
Staffing to support existing projects, core services, + on-costs	\$ 247,655
Administration costs	\$ 75,000
TOTAL EXPENSES	\$ 544,824
OPERATING SURPLUS	\$ 205,176

*Income from state-wide levy is indicative and will be confirmed when a formal agreement is made with the state.

Transition Plan

As the new Board is being established it is important that the NTWMP continue to be proactive and engage with the new Board and local government to provide clarity around the role and the benefit the regional groups.

A transition plan is provided in attachment 1.

It is intended the NTWMG will commence work on a 12 - 18 month interim plan with the key priorities:

- Leadership and advocacy with the State Government as the new waste management arrangements are established.
- Continue to build on the Rethink State Communications and Education program in conjunction with adjoining regions.
- Continue to advocate and support regional recycling services like E-waste and polystyrene.
- Grow organics recovery opportunities.
- Focus on generating recycling and recovery activities that support a circular economy model.
- Develop the NTWMG Vision and Strategy.
- Establish administration and reporting framework.

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

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

Key Focus Areas

Waste Management - Provide access to affordable services and facilities that foster a circular economy approach to Waste Management.

Annual Plan 2021-2022

No reference

LEGISLATION & POLICIES:

Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority.

Northern Tasmanian Waste Management Group

Revised governance model

1. Background

The *Tasmanian Waste and Resource Recovery Act 2022* was passed in May this year, with a state-wide waste levy expected to come into effect on 1 July, 2022. As the state moves to implementation of the legislation and associated regulations, the role of the regional Northern Tasmanian Waste Management Group (NTWMG), remains vital in continuing to support and implement waste management initiatives.

The City of Launceston is currently hosting the NTWMG and providing secretariat support to the program at a subsidised rate. With the new legislative framework and the changing role of state government in waste management, the group has identified a need to revise the governance model to ensure transparency, accurately cost delivery of the program, and eliminate any potential for conflicts of interest. Options for a new governance model include transferring hosting of the group to an existing independent organisation with an allied focus, or to establish a new stand-alone organisation to implement the work of the group.

1.1. Governance Options

Establish a new organisation

Establishing a new organisation for regional waste management will be a more costly approach and will take a considerable period of time to establish. The creation of a new organisation will require agreement on an organisational structure, development of governance policies, processes, and procedures, acquisition of office space, assets, and recruitment of staff. A new organisation will have to establish a management committee or board, stakeholder relationships, and develop a track record in the delivery of projects. Financial statements from comparative regional organisations indicate that administration expenses are approximately 10 percent of income, and staff and board expenses are in the order of an additional 50 to 60 percent of program income.

Transfer hosting to an existing independent organisation

The group's preferred approach to ongoing governance of the NTWMG is to transition the hosting, administration and secretariat from City of Launceston to an existing independent organisation. Due to the close alignment with the aims of the waste management program, the group recommends that hosting services are transitioned to NRM North.

The benefits of utilising NRM North as the existing independent host, include:

- Operating and cost efficiencies in leveraging administrative and governance services of the organisation including human resources, financial management, asset management, and risk management;
- A proven track record in delivery of strategic planning, program delivery, stakeholder engagement, communication and reporting services;
- No need to establish and fund a management committee/board; and,
- A short transition timeline as core governance infrastructure is already established.

Transitioning the group to NRM North would require some adjustments to the governance structure and could be configured in a similar way to the successful regional partnership model of the Tamar Estuary and Esk Rivers (TEER) Program. If this is the agreed approach, it would be proposed to amend the name to the Northern Tasmanian Waste Management Program to fit within the organisational structure of NRM North as one of its programs.

2. Governance structure and roles

2.1. Governance structure

Program purpose and role

The purpose of the Northern Tasmanian Waste Management Program (NTWMP) is to facilitate regional collaboration and consistency in waste and recycling services and to implement regional projects in a cost-effective way.

The likely role of the NTWMP will be to provide advice, funding, and education to improve waste management and recycling to northern Tasmanian communities, businesses and governments, however the exact role will depend on a review of the regional strategy and consultation and engagement with stakeholders, including the state government.

Governance structure

A proposed framework for program governance is outlined in Figure 1.

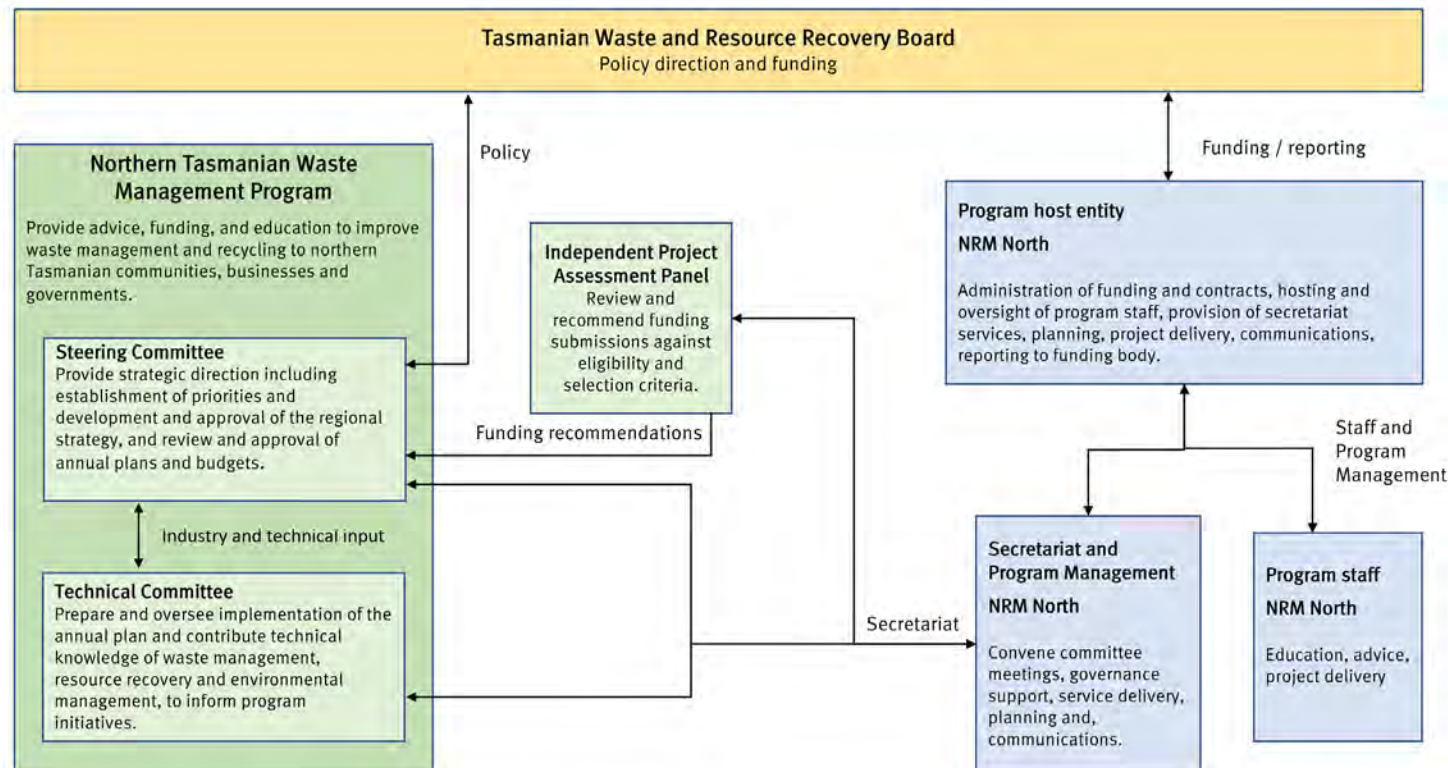


Figure 1. Proposed governance structure for the Northern Tasmanian Waste Management Program.

2.2. Roles and responsibilities

The following roles and responsibilities are assumed and will be further refined during the transition process and in negotiation with local government.

Steering Committee

The Steering Committee will meet at least twice per year at the discretion of the Chair and provide overarching guidance, advice and oversight of the program in accordance with the Committee's Terms of Reference.

Role of the Steering Committee:

- provide strategic direction to the program and establish program priorities;
- oversight and endorsement of the regional strategy;
- oversight of the project assessment process including endorsement of the project guidelines and selection criteria;
- engagement with the state board;
- endorsement of funding recommendations;
- oversight and endorsement of program deliverables including planning, monitoring, reporting, evaluation and improvement; and
- review and endorsement of annual plans and budgets.

Role of the Steering Committee Chair:

The Chair of the Steering Committee will be nominated from the committee, provide leadership to the Steering Committee, and act as a spokesperson for the program and liaison with state board.

Membership of the committee:

- | | |
|------------------------------|-----------------------------|
| - City of Launceston Council | - Meander Valley Council |
| - Break O'Day Council | - Northern Midlands Council |
| - Dorset Council | - West Tamar Council |
| - Flinders Council | - NRM North |
| - George Town Council | - NRE Tasmania |

Technical Committee

The Technical Committee will meet up to five times per year and provide technical advice to the program in accordance with the Committee's Terms of Reference.

Role of the Technical Committee:

- prepare and oversee implementation of the annual plan;
- contribute technical knowledge of waste management, resource recovery and environmental management, to inform program initiatives;
- represent member councils; and
- oversee communications strategy and implementation through Rethink Waste Tasmania.

Membership of the committee:

- | | |
|------------------------------|-----------------------------|
| - City of Launceston Council | - Meander Valley Council |
| - Break O'Day Council | - Northern Midlands Council |
| - Dorset Council | - West Tamar Council |
| - Flinders Council | - NRM North |
| - George Town Council | - NRE Tasmania |

Project Assessment Panel

A Project Assessment Panel will meet for each grant assessment round to assess grant applications using program guidelines and selection criteria for proposed projects in accordance with the panels Terms of Reference.

Role of the project assessment panel:

- review funding submissions against eligibility and selection criteria and recommend projects to the Steering Committee for approval.

Membership of the panel:

- Independent Chair
- NTWMP Program Manager
- External stakeholder representative

Assessments of projects by the Project Assessment Panel will be endorsed by the Steering Committee and provided back to the Host entity as funding recommendations for contracting and management.

Host entity

If adopted, NRM North will be the host entity for the program and will be responsible for providing administrative, financial, operations, managerial and secretariat support to the program.

The core services NRM North will provide to the program, excluding project delivery, include:

- develop and manage governance processes and documentation of the program;
- administer program funding agreements and reporting;
- facilitate strategic planning;
- prepare annual implementation plans and budgets;
- financial administration of program funds including acquittals;
- contribute technical expertise to the delivery of the communications plan by an external provider;
- oversee program management and program staff; and
- recruit and employ a Program Manager.

Program Management and Secretariat support

The Program Manager will implement the program strategy and annual plan and budget and support the program committees. The Program Manager will be responsible for program deliverables within the approved annual plans and budgets endorsed by the Steering Committee.

The role of the Program Manager will be to:

- provide secretariat services for the program committees and assessment panel;
- work with NRM North administrative staff and management to ensure efficient delivery of the program;
- prepare and review program reporting to the committees and funding body;
- coordinate communications and respond to media on behalf of the program;
- respond to emerging issues on behalf of councils; and
- manage program staff to achieve program deliverables.

Future program activities

Following the development and adoption of the revised strategic plan, the program may require additional services to be delivered by the host organisation. These services will be scoped and costed when they are prioritised, and may include:

- administration of program grants including assessment of applications, and project and contract management;
- negotiation of regional procurement contracts;
- communications and community engagement;
- kerbside recycling bin audits;
- event management of the regional waste awards, regional waste forum and other events; and
- other emerging priorities.

3. Governance documents

Related governance documents include:

1. Regional Waste Management Agreement (*due for review*) – Current regional agreement between councils. A similar regional agreement may be used and broadened to include new partners such as NRM North and NRE Tasmania.
2. Steering Committee Terms of Reference (*due for review*)
3. Technical Committee Terms of Reference (*to be developed*)
4. Assessment Panel Terms of Reference (*to be developed*)
5. Five-year regional strategy (*due for review*)
6. Annual Plan and Budget (*due for review*)

4. Proposed Transition Plan

4.1. Priorities for 2022/23

In the first (transitional) year, key priorities for the NTWMP will be largely focused on engagement and advocacy with the state government regarding the new levy arrangements and priorities in the state strategy, as well as development of the new regional strategy for the program and transition of the program hosting to NRM North.

Existing services/projects of the program will continue, including:

- supporting the adoption of organics caddies;
- managing contracts for fluorescent light collection, e-waste collection and polystyrene recycling; and
- facilitating communication and education through ReThink Waste and the Recycle Coach phone app.

A proposed transition plan and timing of key priorities is outlined in table 2.

Table 2. Proposed transition plan and timing of key priorities.

Action	Timing	Responsibility
Review, consideration, and support for the proposal by General Managers	July 2022	CoL and Northern Councils
NRM North Management Committee endorsement of hosting proposal	July 2022	NRM North
Endorsement by regional Councils	August 2022	Northern Councils
Transition to NRM North and sign regional collaboration agreement	August – September 2022	All NTWMP members
Secure funding from state	July – September 2022	CoL and NRM North
Lobbying, advocacy and engagement with state government on state-wide strategy	July – September 2022	CoL, NRM North and NTWMP members
Development of regional strategy	August – November 2022	Consultant with support from NTWMP members
Develop and review terms of reference	September 2022	NRM North and NTWMP members
Recruit Program Manager and stand up the program	November 2022	NRM North

Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2015 that Council move into Closed Council.

IN CONFIDENCE

08/22.18.0 CLOSED COUNCIL

08/22.18.1 Confirmation of Closed Council Minutes – Council Meeting 18 July 2022

08/22.18.2 Outstanding Actions List for Closed Council

08/22.18.3 Animal Control Officer - Closed Council Item Pursuant to Section 15(2)A of the Local Government (Meeting Procedures) Regulations 2015

08/22.18.4 2 Annie Street, St Helens - Closed Council Item Pursuant to Section 15(2)F of the Local Government (Meeting Procedures) Regulations 2015

Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2005 that Council move out of Closed Council.