

COUNCIL MEETING AGENDA

Monday 19 December 2022
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
12 December 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 19 December 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: 12 December 2022

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AUDIO RECORDING OF ORDINARY MEETINGS OF COUNCIL

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

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

OPENING

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

ACKNOWLEDGEMENT OF COUNTRY

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

12/22.1.0 ATTENDANCE

12/22.1.1 Present

Mayor Mick Tucker
Deputy Mayor Kristi Chapple
Councillor Gary Barnes
Councillor Ian Carter
Councillor Janet Drummond
Councillor Liz Johnstone
Councillor Barry LeFevre
Councillor Vaughan Oldham

12/22.1.2 Apologies

Nil

12/22.1.3 Leave of Absence

Councillor Kylie Wright

12/22.1.4 Staff in Attendance

General Manager, John Brown
Executive Assistant, Bec Wood

12/22.2.0 PUBLIC QUESTION TIME

12/22.2.1 Fingal Tier Coal Project - Peter McGlone, Tasmanian Conservation Trust Inc

On 2 November 2022 the Tasmanian Conservation Trust emailed the attached letter to the Break O'Day Council in regard to the Fingal Tier Coal Project, Valley Road near Fingal (also known as the Hard Rock coal mine). The letter was emailed to the General Manager John Brown and copied to council planner Deb Szekely.

This is an important matter for the TCT, many in the local community and others throughout Tasmania, but we have not received an answer to the letter.

Can the Council please provide a response to the letter at the soonest possible opportunity. In particular, can the council provide an answer to the question contained in the letter: "Could you please tell me what parts of the project have been commenced, if any, and whether the planning permit remains valid?"

Reply:

My apologies for the fact you have not received an answer to your question contained in your letter dated 13 October 2022 and emailed to this office on 2 November 2022. I note from our records that a person by the name of Jack from the Tasmanian Conservation Trust contacted this office on 10 October 2022 and spoke with Council's Town Planner seeking information as to whether the mine had been started. He was advised that due to the provisions of the Privacy Act relating to personal information we were not allowed to divulge this information to him. We referred him to Mineral Resources Tasmania. Subsequently you sent your letter by email and then the follow up email yesterday.

Nevertheless, Council officers will be undertaking a thorough assessment of the situation which does involve a number days of work including a site inspection as well as potentially advice from external professionals to ensure that Council's determination can stand a challenge in TasCAT or the Supreme Court. Council's professional resources are incredibly stretched at the moment mainly due to dealing with Local Provisions Schedule for the Tasmanian Planning Scheme which has a deadline for completion. We will make the assessment when we have the available resource. At the conclusion of the Assessment we will determine what we can advise the Tasmanian Conservation Trust having regard to the Privacy Act and Right to Information guidelines.

12/22.3.0

DECLARATION OF INTERESTS OF A COUNCILLOR OR CLOSE ASSOCIATE

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

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

12/22.4.0

CONFIRMATION OF MINUTES

12/22.4.1

Confirmation of Minutes – Council Meeting 21 November 2022

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 21 November 2022 be confirmed with the below amendment to the Mental Health Action Group Report from Councillor LeFevre:

Mental Health Action Group – Cllr Barry LeFevre

- Councillor LeFevre advised he had a phone conversation last week trying to find out what is happening this year. They have received funding for twelve months which allowed Casey to be employed plus professional Development and Community training activities. Councillor LeFevre has asked about a budget pledge for additional funding.

12/22.5.0 COUNCIL WORKSHOPS HELD SINCE 21 NOVEMBER 2022 COUNCIL MEETING

There was a Workshop held on Monday 5 December 2022 and the following items were listed for discussion.

- Animal Control Report
- Cecilia Street South Streetscape Update
- Safer Pedestrian Crossings – St Marys
- Local Roads and Community Infrastructure Program – Phase 3 – New Project – Nomination for Funding
- St Marys Local Township Plan
- Scamander Local Township Plan
- Binalong Bay Local Township Plan
- Policy CB04 – Youth Policy
- Replace Community Engagement Policy with a Procedure
- St Marys Theatre Group – Request for Fee Waiver
- Policy AM21 – Single Use Plastics Policy
- Pending Development Application Updates
- Land Use Planning Studies Review – Consultant Report

- Draft LPS – Break O’Day Response to TPC Directions
- St Marys Tip Shop Extensions and Improvements
- Memorial Park Toilet Block
- Workplace Health and Safety Review of Elected Representatives
- Community Chat Concept (Councillors) - Clr K Chapple

12/22.6.0

PLANNING AUTHORITY

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

12/22.6.1

DA 174-2018 Level 2 Activity – Scamander Waster Transfer Station – Scamander Inert Landfill

ACTION	DECISION
PROPONENT	Break O'Day Council
OFFICER	Town Planning Solutions Pty Ltd
FILE REFERENCE	DA 174-18
ASSOCIATED REPORTS AND DOCUMENTS	1. Planning Submission, Rebecca Green & Associates 2. Environmental Effects Report, Just Waste Consulting 3. Scamander Traffic Impact Assessment, Traffic & Civil Services 4. Scamander Inert Landfill EER Supplement, GHD 5. Environmental Assessment Report, EPA, October 2022 6. EPA Permit Part B, Permit Conditions – Environmental No.8903 7. Lease Boundary Scamander Waste Disposal Site

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 LEVEL 2 ACTIVITY - SCAMANDER WASTE TRANSFER STATION - SCAMANDER INERT LANDFILL on land situated at SCAMANDER WASTE TREATMENT STATION, COACH ROAD, SCAMANDER described in Certificate of Title 157623 folio1 be APPROVED subject to the following conditions:

Part A

1. Development must be carried out and operated 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
Environmental Effects Report Scamander Inert Landfill	Final	Just Waste Consulting	26/07/2016
Coach Road Waste Transfer Station Inert Landfill Proposal, Scamander Traffic Impact Assessment	Final #2– Revision 3	Traffic & Civil Services	5/05/2022

Scamander Inert Landfill EER Supplement	12532889-58756	GHD	25/08/2021
Permit Part B, Permit Conditions – Environmental No.8903	Environmental No. 8903	Environmental Protection Authority	7 October 2022
Lease Boundary Scamander Waste Disposal Site	Sheet 1 of 1	East Coast Surveying	18/08/2022

- The person responsible for the activity must comply with the conditions contained in Schedule 2 of Permit Part B (Permit Conditions – Environmental No. 8903), which the Board of the Environment Protection Authority (EPA) requires the planning authority to include in the permit pursuant to section 25(5) of the *Environmental Management and Pollution Control Act 1994*.

Part B

Attachment: Permit Part B Permit Conditions – Environmental No. 8903.

ADVICE

- 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.
- 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.
- 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:

ZONES	APPLICABLE	NOTES
UTILITIES ZONE	YES	Use for recycling and waste depot is classified as a permitted use within the Utilities zone. However, the volume of waste is classed as a level 2 activity and the proposal becomes discretionary pursuant to section 25 of the

		<p>Environmental Management and Pollution Control Act 1994 (EMPCA).</p> <p>The proposal relies upon performance criteria at:</p> <ul style="list-style-type: none"> • Clause 28.3.1 P1 – Capacity of existing utilities.
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CODES	APPLICABLE	TRIGGER
E1 BUSHFIRE	NO	The proposal does not include subdivision or vulnerable or hazardous uses.
E2 CONTAMINATED LAND	NO	The proposal does not include sensitive use.
E3 LANDSLIP	NO	The site is not in a landslip hazard area.
E4 ROAD + RAILWAY	YES	E4.2.1 - Code applies to use or development that intensifies the use of an existing access.
E5 FLOOD PRONE		The site is not in a mapped flood risk area.
E6 CAR PARKING + TRANSPORT	YES	E6.2.1 - Code applies to all use and development of land.
E7 SCENIC MANAGEMENT	NO	The site is not in a mapped scenic management area.
E8 BIODIVERSITY	NO	The site of the land fill has been previously cleared and does not contain native vegetation.
E9 WATER QUALITY	YES	E9.2.1 - Code applies to land within 50m of a wetland or watercourse
E10 RECREATION + OPEN SPACE	NO	The proposal does not include subdivision.
E11 ATTENUATION IMPACTS	NO	E11.4.1 – Level 2 activities, assessed by the EPA, are exempt from this code.
E12 AIRPORTS IMPACT	NO	The site is not within prescribed air space or Australian noise exposure forecast contours on the scheme maps.
E13 HERITAGE	NO	The site is not a listed heritage site, within a heritage precinct or a place of identified archaeological significance.
E14 COASTAL	NO	Proposal exempt pursuant to clause E14.4.1 (b)
E15 SIGNS	NO	No new signage is proposed at this time.
E16 WASTE WATER	NO	No new staff are proposed and no change to the existing wastewater management is proposed.

Proposal

The applicant is seeking to establish an inert landfill site at the Scamander Waste Transfer Station (WTS) on Coach Road, Scamander.

It is proposed that, whilst the site will continue to operate as a WTS, it has the capacity to receive around 146,125m³ of inert waste over the area previously used for putrescible landfill. Around 3,000

tonnes of inert landfill will be received annually. This will be compressed to approximately 3100m³, giving the proposal a lifespan of some 47 years.

The site will be divided into cells (i.e., smaller areas to be filled sequentially) and will receive materials consistent with the below table. Loads will be inspected for contamination prior to accessing the current cell. The inert waste will be mixed and compacted weekly using the existing loader on-site. The cell face will be covered weekly, and each cell will be filled and progressively rehabilitated.

Accepted waste	Unauthorised waste
Demolition waste	Asbestos sheet and asbestos fibre
Asphalt and rubble	Contaminated soil
Wood	Treated timber
Bricks	Tyres
Concrete	Putrescible waste
Inert synthetic materials	Green waste
Uncontaminated soil	Recyclable metal
Rocks	
Excavated material (uncontaminated)	
Fencing material	

Table 1. Types of accepted and unauthorised waste for an inert landfill (Tasmanian Landfill Sustainability Guide 2004) (extract from Environmental Effects Report, Scamander Inert Landfill, Just Waste Consulting, May 2016)

Operating hours of the site will remain consistent with the operating hours of the WTS and are not currently proposed to change from the existing Tuesday and Thursday 10a.m. to 4p.m. and Sunday 2p.m. to 5p.m. However, it is realistic to presume that these hours may change over time and in response to the needs and expectations of Council and its community.

Based on the predictions of the Traffic Impact Assessment, the use is expected to generate an additional 31 vehicles (62 vehicle movements) weekly – around 20 additional vehicle movements each day the site is open.

Site Background and History

The site has an area of some 125,00m², located on the eastern side of Coach Road and to the west of the northern end of Scamander. Some 60,000m² of the site remains unused, retaining its native vegetation cover. This area will remain unaffected, and the proposed inert landfill is to be within the previous landfill area.

From 1990 to 2007 the site operated as a putrescible waste landfill, where waste was deposited in trenches around 2m deep and then covered with a shallow layer of soil. Until 2013, the site continued to receive up to 100 tonnes of inert waste. Since 2013 the site has operated as a WTS, and the previous landfill area has not been rehabilitated. It is asserted that the proposal will effectively provide a cap over the previous landfill site.

With the site acting only as a WTS, all inert waste must be taken to the St Helens land fill site. As a result of the distance and transport cost, Council has observed an increase in illegal dumping of waste and an increase volume of inert waste mixed with putrescible waste at the WTS, leading to increased costs to Council and the community.

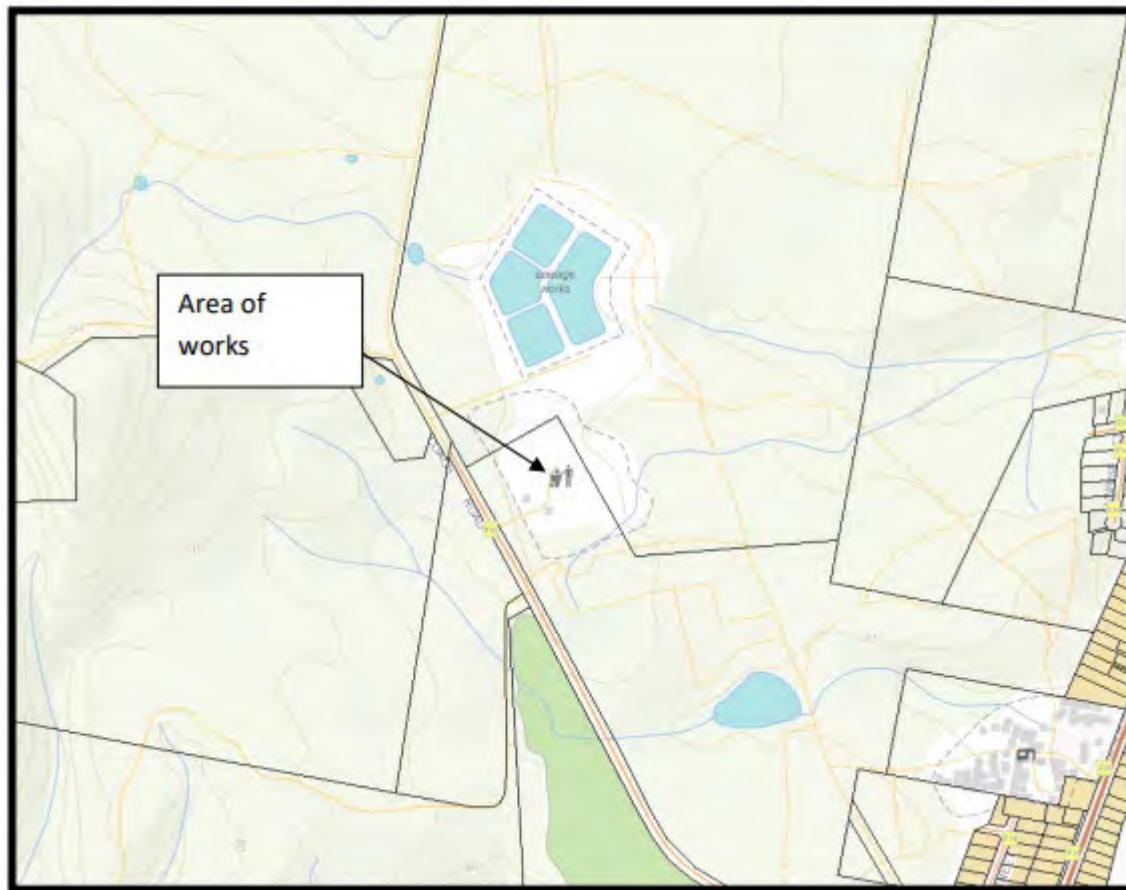


Figure 1 – Locality map (extract from *Planning Submission*, Rebecca Green & Associates, undated)

Description of the Site and Surrounds

The subject site has an area of around 65,000m², being the north-western half of the 145,000m² title owned by the Break O' Day Council.

The site is located on the eastern side of Coach Road and falls moderately to the east. Historically the site has been used for putrescible waste disposal in landfill, with that use ceasing in 2007 and the site continuing to operate as a WTS. The previous landfill site has not been rehabilitated and remains sparsely vegetated. Existing vegetation on the boundary of the site and in the road reserve significantly mitigates the visual appearance of the site to users of Coach Road.

The site is surrounded by:

Direction	Planning Scheme Zone	Current Land Use
North	Utilities	Sewerage lagoons

South	Recreation	Undeveloped bush land on eastern side of Coach Road. Scamander Golf Club on the western side of Coach Road
East	Utilities followed by Environmental Management	Native bushland
West	Recreation followed by Rural Resource	Scamander Golf Club

PREVIOUS COUNCIL CONSIDERATION:

Not applicable.

OFFICER'S REPORT:

Planning Scheme Assessment – Break O’Day Interim Planning Scheme 2013 Version 17

An assessment against the relevant parts of the planning scheme is set out below. The application has relied on Performance Criteria to seek approval.

28 Utilities Zone

The purposes of the zone are:

- *To provide land for major utilities installations and corridors.*
- *To provide for other compatible uses where they do not adversely impact on the utility.*

The proposal is consistent with and furthers the purposes of the zone through the provision of a new inert waste disposal facility to operate in conjunction with the existing waste transfer station.

28.1.2 Local Area Objectives

There are no local area objectives.

28.1.3 Desired Future Character Statements

There are no desired future character statements.

28.2 Use

The proposed expansion of the existing WTS, to include the disposal of inert waste to landfill, remains within the use class Recycling and waste disposal.

Recycling and waste disposal is a permitted use class within the Utilities zone, other than at the St Helens airport. However, as noted above, the volume of waste to be received annually exceeds 100 tonnes and the proposal is a Level 2 activity under EMPCA and therefore discretionary.

28.3 Use Standards

28.3.1 Capacity of existing utilities

Objective To ensure that uses do not compromise the capacity of utility services.	
Acceptable Solutions	Performance Criteria
A1 If for permitted or no permit required uses.	P1 The proposal must not unreasonably compromise or reduce the operational efficiency of the utility having regard to: <ul style="list-style-type: none"> a) Existing land use practices; and b) The location of the use in relation to the utility; and c) Any required buffers or setbacks; and d) The management of access.
<p>Relies on performance criteria – the use and development are made discretionary due to the level 2 status of the proposal (despite the permitted status under the zone use table), which mandates discretion at section 25 of the Environmental Management and Pollution Control Act 1994.</p> <p>To the extent that the WTS can be considered a utility, the proposal is not considered to unreasonably compromise or reduce the operational efficiency of the WTS. The existing operation of the WTS will continue, with the only change being the acceptance of inert waste to the previous landfill areas. No additional buffers or setbacks will be required. Access to the site will remain unchanged and the increased volume of traffic will not be sufficient to warrant additional management measures.</p>	

28.4 Development Standards

28.4.1 Building Design and Siting

Not applicable. No buildings are proposed.

28.4.3 Subdivision

Not applicable. No subdivision is proposed.

CODES

The following codes apply:

- E4 Road and Railway Assets Code - applies to use or development that intensifies the use of an existing access.
- E6 Parking and Sustainable Transport Code – applies to all use and development of land.
- E9 Water Quality Code – applies to land within 50m of a wetland or watercourse.
- E11 Water Quality Code – applies to uses listed in Table E11.6.2, which includes disposal sites for non-putrescible wastes.

E4 Road and Railway Assets Code

E4.6 Use Standards

E4.6.1 Use and road or rail infrastructure

Objective To ensure that the safety and efficiency of road and rail infrastructure is not reduced by the creation of new accesses and junctions or increased use of existing accesses and junctions.	
Acceptable Solutions	Performance Criteria
A1 Sensitive use on or within 50m of a category 1 or 2 road, in an area subject to a speed limit of more than 60km/h, a railway or future road or railway, must not result in an increase to the annual average daily traffic (AADT) movements to or from the site by more than 10%.	P1 Sensitive use on or within 50m of a category 1 or 2 road, in an area subject to a speed limit of more than 60km/h, a railway or future road or railway must demonstrate that the safe and efficient operation of the infrastructure will not be detrimentally affected.
Not applicable – Coach Road is not a category 1 or 2 road.	
A2 For roads with a speed limit of 60km/h or less the use must not generate more than a total of 40 vehicle entry and exit movements per day	P2 For roads with a speed limit of 60km/h or less, the level of use, number, location, layout and design of accesses and junctions must maintain an acceptable level of safety for all road users, including pedestrians and cyclists.
Complies with the acceptable solution – the Traffic Impact Assessment (TIA), prepared by Traffic and Civil Services, predicts the proposed inert waste disposal will generate an additional 20 vehicle movements on each of the three days per week the site is open. It is noted that the operation of the WTS currently generates more than 40 vehicle movements per day and that the TIA concludes that, with the additional movements proposed, the existing access will continue to maintain an acceptable level of safety for all road users.	
A3 For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic (AADT) movements at the existing access or junction by more than 10%.	P3 For limited access roads and roads with a speed limit of more than 60km/h: <ul style="list-style-type: none"> a) access to a category 1 road or limited access road must only be via an existing access or junction or the use or development must provide a significant social and economic benefit to the State or region; and b) any increase in use of an existing access or junction or development of a new access or junction to a limited access road or a category 1, 2 or 3 road must be for a use that is dependent on the site for its unique resources, characteristics or locational attributes and an alternate site or access to a category 4 or 5 road is not practicable; and c) an access or junction which is increased in use or is a new access or junction must be designed and located to maintain an adequate level of safety and efficiency for all road users.
Not applicable – Coach Road has a speed limit of 50km/h.	
A4 Use serviced by a side road from a deficient junction (refer E4 Table 2) is	P4 Use serviced by a side road from a deficient junction (refer E4 Table 2) must ensure the

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%.	safety and performance of the road junction will not be reduced.
Not applicable – Coach Road is not a side road from a deficient junction listed at Table 2.	

E4.7 Development Standards

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

Nor applicable. The site is not on or adjacent to existing or future arterial roads or railways.

E4.7.2 Management of Road Accesses and Junctions

Objective To ensure that the safety and efficiency of roads is not reduced by the creation of new accesses and junctions or increased use of existing accesses and junctions.	
Acceptable Solutions	Performance Criteria
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.	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.
Complies with the acceptable solution - Only one access, providing both entry and exit, is provided.	
A2 For roads with a speed limit of more than 60km/h the development must not include a new access or junction.	P2 For limited access roads and roads with a speed limit of more than 60km/h: <ul style="list-style-type: none"> a) access to a category 1 road or limited access road must only be via an existing access or junction or the development must provide a significant social and economic benefit to the State or region; and b) any increase in use of an existing access or junction or development of a new access or junction to a limited access road or a category 1, 2 or 3 road must be dependent on the site for its unique resources, characteristics or locational attributes and an alternate site or access to a category 4 or 5 road is not practicable; and c) an access or junction which is increased in use or is a new access or junction must be designed and located to maintain an adequate level of safety and efficiency for all road users.
Not applicable - The speed limit at the access to the site is 50km/h	
A3 Accesses must not be located closer than 6m from an intersection, nor within 6m of a break in a median strip.	P3 Accesses must not be located so as to reduce the safety or efficiency of the road.

Complies with the acceptable solution - The access is not within 6m of an intersection or a break in a median strip.

E4.7.3 Management of Rail Level Crossings

Not applicable. There is no railway or level crossing in proximity to the site.

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

<p>Objective To ensure that use and development involving or adjacent to accesses, junctions and level crossings allows sufficient sight distance between vehicles and between vehicles and trains to enable safe movement of traffic.</p>	
Acceptable Solutions	Performance Criteria
<p>A1 Sight distances at</p> <ul style="list-style-type: none"> a) an access or junction must comply with the Safe Intersection Sight Distance shown in Table E4.7.4; and b) rail level crossings must comply with AS1742.7 Manual of uniform traffic control devices - Railway crossings, Standards Association of Australia; or c) If the access is a temporary access, the written consent of the relevant authority has been obtained. 	<p>P1 The design, layout and location of an access, junction or rail level crossing must provide adequate sight distances to ensure the safe movement of vehicles.</p>
<p>Complies with the acceptable solution – The sight distance from the existing access complies with the Safe Intersection Sight Distance shown in Table E4.7.4.</p>	

E6 Car Parking and Sustainable Transport Code

<p>E6.1.1 The purpose of this code is to:</p> <ul style="list-style-type: none"> (a) ensure that an appropriate level of car parking facilities are provided to service new land use and development having regard to the operations on the land and the nature of the locality; and (b) ensure that cycling, walking and public transport are encouraged as a means of transport in urban areas; and (c) ensure access for cars and cyclists and delivery of people and goods is safe and adequate; and (d) ensure that parking does not adversely impact on the amenity of a locality and achieves high standards of urban design; and (e) ensure that the design of car and bicycle parking space and access meet appropriate design standards; and (f) provide for the implementation of parking precinct plans.
<p>The proposal is for the development and use of a landfill disposal site for inert waste. Table E6.1 Parking Space Requirements does not establish any requirements for uses in the Utilities class.</p>

The proposal does not generate a requirement for the provision of additional car parking, nor does it propose any such parking. Further consideration of this code is not required.

E9 Water Quality Code

E9.5 Use Standards

Not used in this Scheme.

E9.6 Development Standards

E9.6.1 Habitat and Vegetation Management

Objective To protect the hydrological and biological roles of wetlands and watercourses from the effects of development.	
Acceptable Solutions	Performance Criteria
A1 Native vegetation is retained within: a) 40m of a wetland, watercourse or mean high water mark; and b) a Water catchment area - inner buffer.	P1 Native vegetation removal must submit a soil and water management plan to demonstrate: a) revegetation and weed control of areas of bare soil; and b) the management of runoff so that impacts from storm events up to at least the 1 in 5 year storm are not increased; and c) that disturbance to vegetation and the ecological values of riparian vegetation will not detrimentally affect hydrological features and functions
Complies with the acceptable solution – The Environmental Effects Report (EER) prepared by Just Waste consulting advises that, the proposed landfill cells are in the area of the site previously cleared and used for putrescible land fill. This area was not remediated, rather the cells were simply capped with a shallow layer of soil, now sparsely covered with effectively weeds. Native vegetation is confined to the undeveloped area of the site. The proposal does not include the clearance of native vegetation.	
Acceptable Solutions	Performance Criteria
A2 A wetland must not be filled, drained, piped, or channelled.	P2 Disturbance of wetlands must minimise loss of hydrological and biological values, having regard to: (i) natural flow regimes, water quality and biological diversity of any waterway or wetland; (ii) design and operation of any buildings, works or structures on or near the wetland or waterway; (iii) opportunities to establish or retain native riparian vegetation; (iv) sources and types of potential contamination of the wetland or waterway.
Complies with the acceptable solution – no wetland will be filled, drained, piped, or channelled.	
Acceptable Solutions	Performance Criteria

A3	A watercourse must not be filled, piped or channelled except to provide a culvert for access purposes.	P3	P3 A watercourse may be filled, piped, or channelled: a) within an urban environment for the extension of an existing reticulated stormwater network; or b) for the construction of a new road where retention of the watercourse is not feasible
Complies with the acceptable solution – no watercourse will be filled, piped, or channeled.			

E9.6.2 Water Quality Management

Objective

To maintain water quality at a level which will not affect aquatic habitats, recreational assets, or sources of supply for domestic, industrial, and agricultural uses.

Acceptable Solutions	Performance Criteria
A1 All stormwater must be: a) connected to a reticulated stormwater system; or b) where ground surface runoff is collected, diverted through a sediment and grease trap or artificial wetlands prior to being discharged into a natural wetland or watercourse; or c) diverted to an on-site system that contains stormwater within the site.	P1 Stormwater discharges to watercourses and wetlands must minimise loss of hydrological and biological values, having regard to: (i) natural flow regimes, water quality and biological diversity of any waterway or wetland; (ii) design and operation of any buildings, works or structures, on or near the wetland or waterway; (iii) sources and types of potential contamination of the wetland or waterway; (iv) devices or works to intercept and treat waterborne contaminants; (v) opportunities to establish or retain native riparian vegetation or continuity of aquatic habitat

Complies with the acceptable solution – existing stormwater drainage around the site limits the volume of stormwater flowing over the site. Stormwater from the landfill site is collected through cut-off drains and directed to sediment ponds to reduce sediment release into existing ephemeral watercourses and from there to Wrinklers Lagoon.

Acceptable Solutions	Performance Criteria
A2 A2.1 No new point source discharge directly into a wetland or watercourse. A2.2 For existing point source discharges into a wetland or watercourse there is to be no more than 10% increase over the discharge which existed at the effective date	P2.1 New and existing point source discharges to wetlands or watercourses must implement appropriate methods of treatment or management to ensure point sources of discharge: a) do not give rise to pollution as defined under the Environmental Management and Pollution Control Act 1994; and b) are reduced to the maximum extent that is reasonable and practical having regard to: i) best practice environmental management; and ii) accepted modern technology; and

	<p>c) meet emission limit guidelines from the Board of the Environment Protection Authority in accordance with the State Policy for Water Quality Management 1997.</p> <p>P2.2 Where it is proposed to discharge pollutants into a wetland or watercourse, the application must demonstrate that it is not practicable to recycle or reuse the material</p>
Complies with the acceptable solution – There will be no new point source discharge of stormwater.	
Acceptable Solutions	Performance Criteria
A3 No acceptable solution.	P3 Quarries and borrow pits must not have a detrimental effect on water quality or natural processes.
Not applicable – The proposal does not include quarries or borrow pits.	

E9.6.3 Construction of Roads

Not applicable as no new roads are proposed.

E9.6.4 Access

Not applicable as no new accesses are proposed.

E9.6.5 Sediment and Erosion Control

Not applicable. The proposal does not include subdivision.

E9.6.6 Water Catchment Areas

Not applicable. Water catchment areas have not been defined by TasWater.

E11 Environmental Impacts and Attenuation Code

E11.4.1 The following use or development is exempt from this code:

a) Level 2 activities assessed by the Environment Protection Authority.

The proposal is for a level 2 activity. The application is exempt.

Public Notification

The S57 application was advertised for the statutory period with signs placed on site, and notices in the Examiner Newspaper and Council offices. Two representations were received during this period and referred to the EPA for assessment. The issues raised are summarised and discussed below for consideration under clause 8.1.10 of the scheme.

Issues raised concerning water quality, rehabilitation of the site, leachate and leachate testing are matters addressed in the EPA assessment. Only two issues were raised outside the scope of the EPA assessment.

Issue	Response
Representors concerned that proposed operating hours on the weekend are not	The operating hours of the site, including the WTS, are a matter for Council, as the operator, to

convenient for public to access and may result in increased illegal waste dumping. Both suggest longer open hours.	determine from time to time. Having regard to population trends and the seasonal nature of demand, it is not proposed to prescribe the opening hours of the facility. This is an issue best managed by the operator.
Representors request additional signage to the west and on Skyline Drive of the WTS to deter illegal dumping of waste.	The signage sought by the representors is outside the site area and thus beyond the scope of assessment or consideration under this application.
Quality of water entering Wrinklers Lagoon should be maintained to reduce risk of pollution. Crown Lease area outside of waste water and transfer station should be protected to maintain biodiversity and water quality values in the Wrinklers Lagoon catchment	Water quality was a matter that was subject to detailed assessment by the EPA .
No details provided regarding how proposed waste areas will be rehabilitated.	As with the previous issue, this matter was addressed in the EPA assessment.
Landfill gas could be used on site.	As with the previous issue, this matter was addressed in the EPA assessment.
Where will leachate removed from trenches go?	As with the previous issue, this matter was addressed in the EPA assessment.
Leachate testing report provided with EER/Supplement from June 21 may be considered out of date. Suggest regular testing as each new trench is required to accept inert waste.	As with the previous issue, this matter was addressed in the EPA assessment.

The Planning Authority is bound by the assessment of environmental matters that was completed by the EPA as the specialist agency and regulator for Level 2 Activities.

Conclusion

The development complies with all applicable standards and requirements within the planning scheme and is therefore recommended for approval subject to the routine conditions for compliance with the proposal documents and EPA determination, as identified in the recommendation. .

LEGISLATION & POLICIES:

Level 2 Activity – EPA Assessment

Schedule 2 of EMPCA provides a list of activities that are classified as Level 2 activities. That list includes:

3. Waste Treatment and Disposal

(b) Waste Depots: the conduct of depots for the reception, storage, treatment or disposal of waste other than–

(i) temporary storage at the place at which the waste is produced while awaiting transport to another place; or

(ia) storage, treatment or disposal of clean fill; or Environmental Management and Pollution Control Act 1994 Act No. 44 of 1994 sch. 2 350

(ii) storage, treatment or disposal of domestic waste at residential premises; or

(iii) waste transfer stations–

and which are designed to receive, or are likely to receive, 100 tonnes or more of waste per year.

It is proposed that the site will receive, and dispose of in landfill, around 3000 tonnes of inert waste per year. The proposal is classified as a Level 2 activity.

Assessment of Level 2 activities is undertaken by the EPA pursuant to the provisions of EMPCA. Council, as the planning authority, cannot determine the application prior to the assessment and decision of the EPA and must:

- Refuse to grant a permit if the decision of the EPA is for refusal; or
- May grant or refuse to grant a permit if the decision of the EPA is for approval; and
- If the planning authority grants a permit, it must include the conditions of the EPA and must not include any additional conditions that are contrary to those required by the EPA.

Following the advice of the EPA that the application was suitable for public exhibition, council advertised the proposal in accordance with s.57 of the *Land Use Planning and Approvals Act 1993*. Two representations were received and forwarded to the EPA.

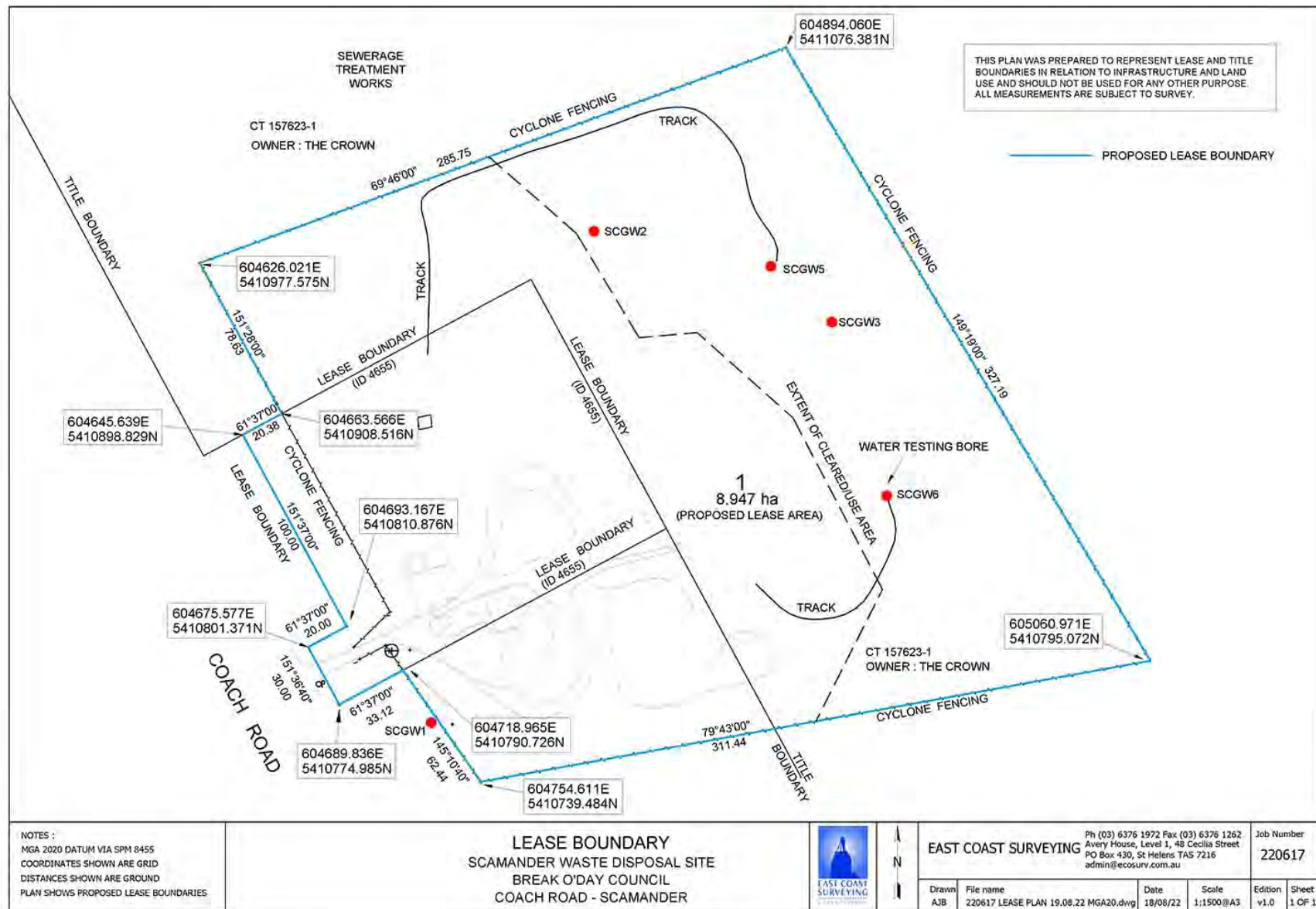
The EPA have completed their assessment and have determined that the proposal may be approved subject to conditions. The conditions of the EPA will be included with the permit if approved by the planning authority.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Funding for the assessment of development applications are part of the Council's operational budget allocations.

VOTING REQUIREMENTS:

Simple Majority.



ACTION	DECISION
PROPONENT	Break O'Day Council
OFFICER	Rebecca Green, Planning Consultant
FILE REFERENCE	DA 301-2022
ASSOCIATED REPORTS AND DOCUMENTS	Plans and Elevations (November 2022) Compliance Report

OFFICER'S RECOMMENDATION:

After due consideration of the representation received pursuant to Section 58 of the Land Use Planning & Approvals Act 1993 and the *Break O'Day Interim Planning Scheme 2013* that the application for **RECYCLING & WASTE DISPOSAL - VERANDA & 2 X POLY TUNNELS** on land situated at **80 GRAY ROAD, ST MARYS** described in Certificate of Title 223151/1 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
Proposed Location Plan	Job No: BODC/10, Sheet No's: A01	Jon Pugh Homes Design	21/11/22
Proposed Part Site Plan	Job No: BODC/10, Sheet No's: A02	Jon Pugh Homes Design	21/11/22
Proposed Floor Plan	Job No: BODC/10, Sheet No's: A03	Jon Pugh Homes Design	21/11/22
Elevations	Job No: BODC/10, Sheet No's: A04	Jon Pugh Homes Design	21/11/22
Compliance Report		Jon Pugh Home Design	November 2022

2. Use of the development must not create a nuisance as defined by the *Environmental Management and Pollution Control Act 1994*.
3. All runoff from the proposed development must be disposed of within the confines of the property by means that will not result in soil erosion or other stormwater nuisance.

ADVICE

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

- 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 use and development of a veranda and two poly tunnels to be constructed at 80 Gray Road, St Marys, the existing St Marys Waste Transfer Station. The Recycling and Waste Disposal Use is a qualified permitted use in this Zone if not at the St Helens airport, under Table 28.2 of the *Break O'Day Interim Planning Scheme 2013*.

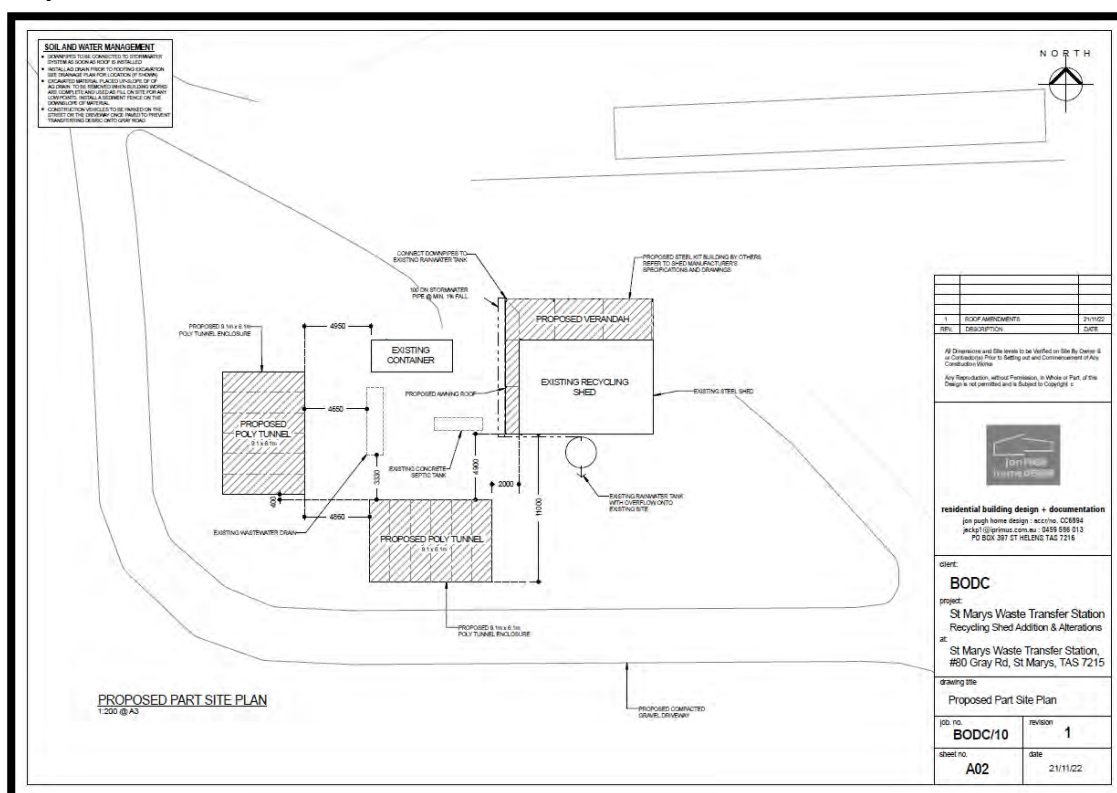


DA 221-2018 – Improvement Works to St Mary’s Waste Transfer Station Including Retaining Wall
DA 132-2019– Shipping Container

1. The Proposal

Break O'Day Council received an application on 25 November 2022 from J Ihnen on behalf of Break O'Day Council for the use and development of a veranda and two poly tunnels at 80 Gray Road, St Marys. The veranda is an addition to an existing recycling shed.

Proposed Part Site Plan



This site, owned by the Break O'Day Council and the adjoining eastern Title owned by Property Services, are zoned Utilities while the western adjoining lot is zoned Rural Living and the southern adjoining lot zoned Rural Resource.



Entrance and site office

While the Property Information Report does not state the year of purchase, the Folio Text has the date of 24 January 1995. The Title does not benefit nor is burdened by any easements or Covenants.

The 7.44ha property has an improved area of 70m² that includes a shed and “...other improvements”... The 10m by 7m by 3.9m Colorbond clad shed to house the site office, recycling facility, toilet and handbasin was approved under DA 080-2010 on 07 May 2010. The address has been changed from 109 Gray Road to 80 Gray Road between the submission of these applications.

The entrance to the fully fenced and undulating development site is located approximately 1.67km directly south-east of the Story Street intersection with Main Street, St Marys. The entrance to the waste transfer station is approximately 60m to the east of the 70km/h / 100km/h speed limit sign. The development site is serviced by the reticulated power system only.

The application is for the addition of a veranda to the existing waste transfer station. Two poly tunnel enclosures are also proposed to provide storage of furniture and building materials for the purposes of recycling.

Stormwater run off will be directed to an existing rainwater tank with overflow onto the existing site.

2. Applicable Planning Scheme Provisions

Part 26 Utilities Zone
E6 Car Parking and Sustainable Transport Code

3. Referrals

Not applicable.

4. Assessment

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 acceptable solutions applicable.**

28 Utilities Zone

28.3 Use Standards

28.3.1 Capacity of existing utilities

Acceptable Solutions	Proposed Solutions
A1 If for permitted or no permit required uses.	A1 The proposal complies. The Recycling and Waste Disposal Use is a qualified permitted use in this Zone if not at the St Helens airport.

28.4 Development Standards

28.4.1 Building Design and Siting

Acceptable Solutions	Proposed Solution
A1 Height must not exceed a) 10m; or b) 15m for ancillary antenna and masts for communication devices.	A1 The maximum building height will not exceed 2.94m (veranda) and 3.05m (poly tunnels). Acceptable solution met.

A2 Buildings must be set back from all boundaries a minimum distance of 3m.	A2 The proposed development is to be setback at least 60m from the nearest boundary. Acceptable solution met.
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28.4.2 Subdivision – not applicable.

CODES

E2 Potentially Contaminated Land Code is not applicable because in accordance with E2.2.1 this proposal is not a sensitive Use.

E4 Road and Railway Assets Code is not applicable because the proposal does not require a new access and is not intensifying the existing access.

Although **E6 Car Parking and Sustainable Transport Code** is applicable to all use and development, this proposal will not alter the number of spaces required under Table E6.1 of the Planning Scheme.

Although the section of Gray Road and Elephant Pass is a designated scenic management – tourist road corridor, **E7 Scenic Management Code** is not applicable. A review by Google Earth notes the development will be a minimum 220m from the Title boundary.

E11 Environmental Impacts and Attenuation Code is not applicable due to the proposal not increasing the existing use of the existing site.

5. Representations

The application has a permitted status, and no public exhibition was required. The application is before the Planning Authority for consideration as the development is a Break O'Day Council project. The Planning Authority must approve the proposal as there are no discretions sought.

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 Utilities Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions. 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



PROPOSED LOCATION PLAN
1:1750 @ 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
Any Reproduction, without Permission, in Whole or Part, of this Design is not permitted and is Subject to Copyright ©



residential building design + documentation

jon pugh home design : accr/no. CC6894
jackp1@iprimus.com.au : 0459 586 013
PO BOX 397 ST HELENS TAS 7216

client:

BODC

project:

**St Marys Waste Transfer Station
Recycling Shed Addition & Alterations**

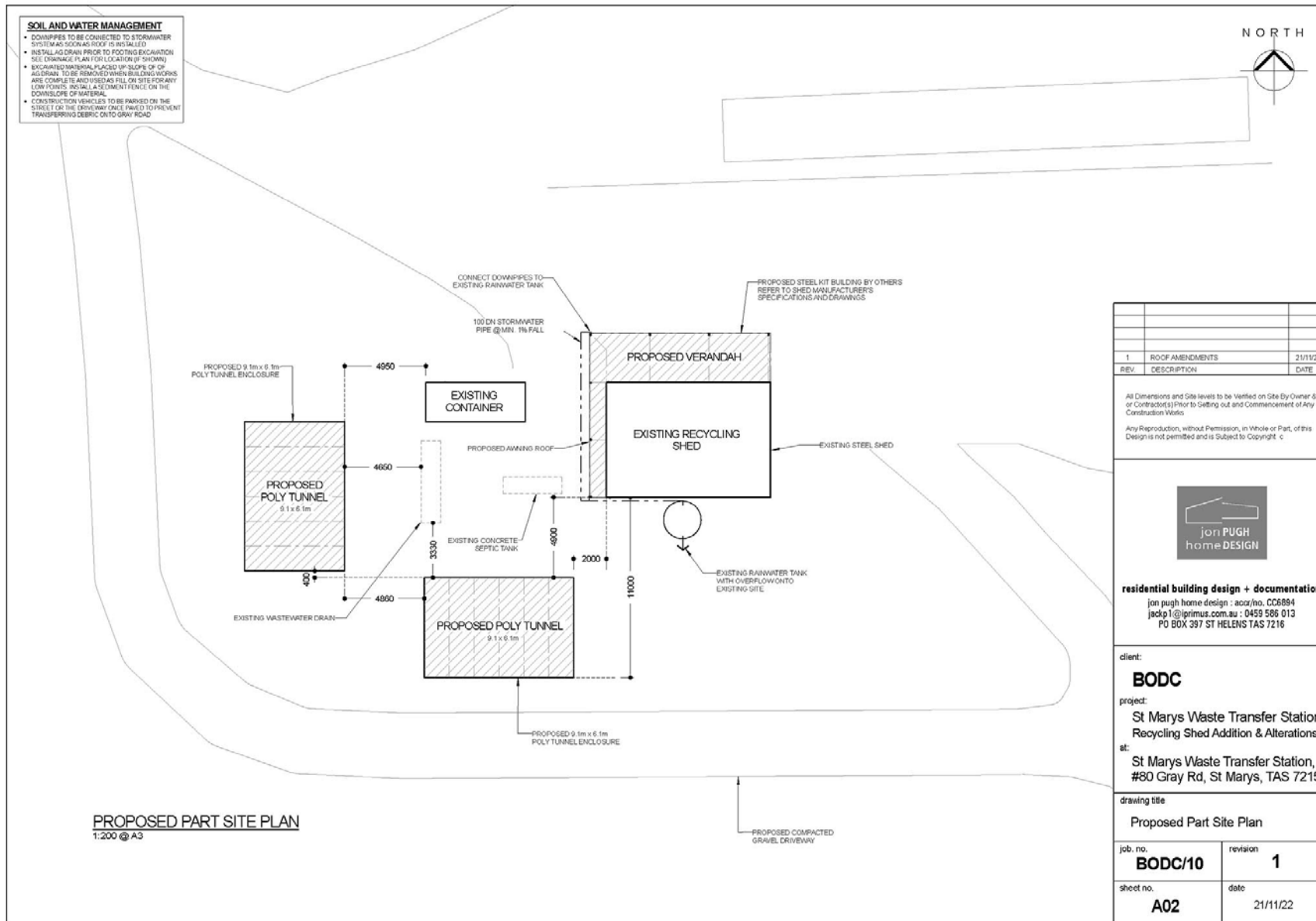
at:

**St Marys Waste Transfer Station,
#80 Gray Rd, St Marys, TAS 7215**

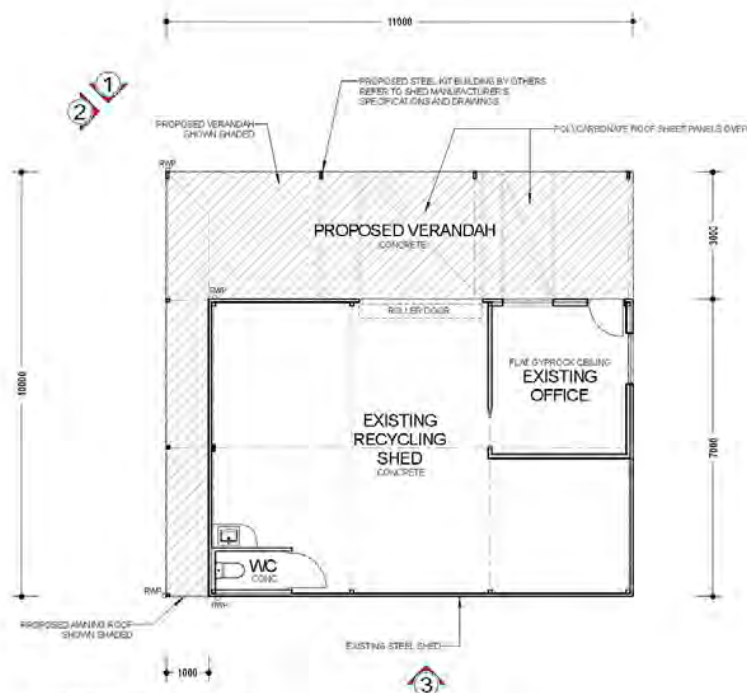
drawing title:

Proposed Location Plan

1	ROOF AMENDMENTS	21/11/22
REV	DESCRIPTION	DATE
job no.	revision	
BODC/10	1	
sheet no.	date	
A01	21/11/22	

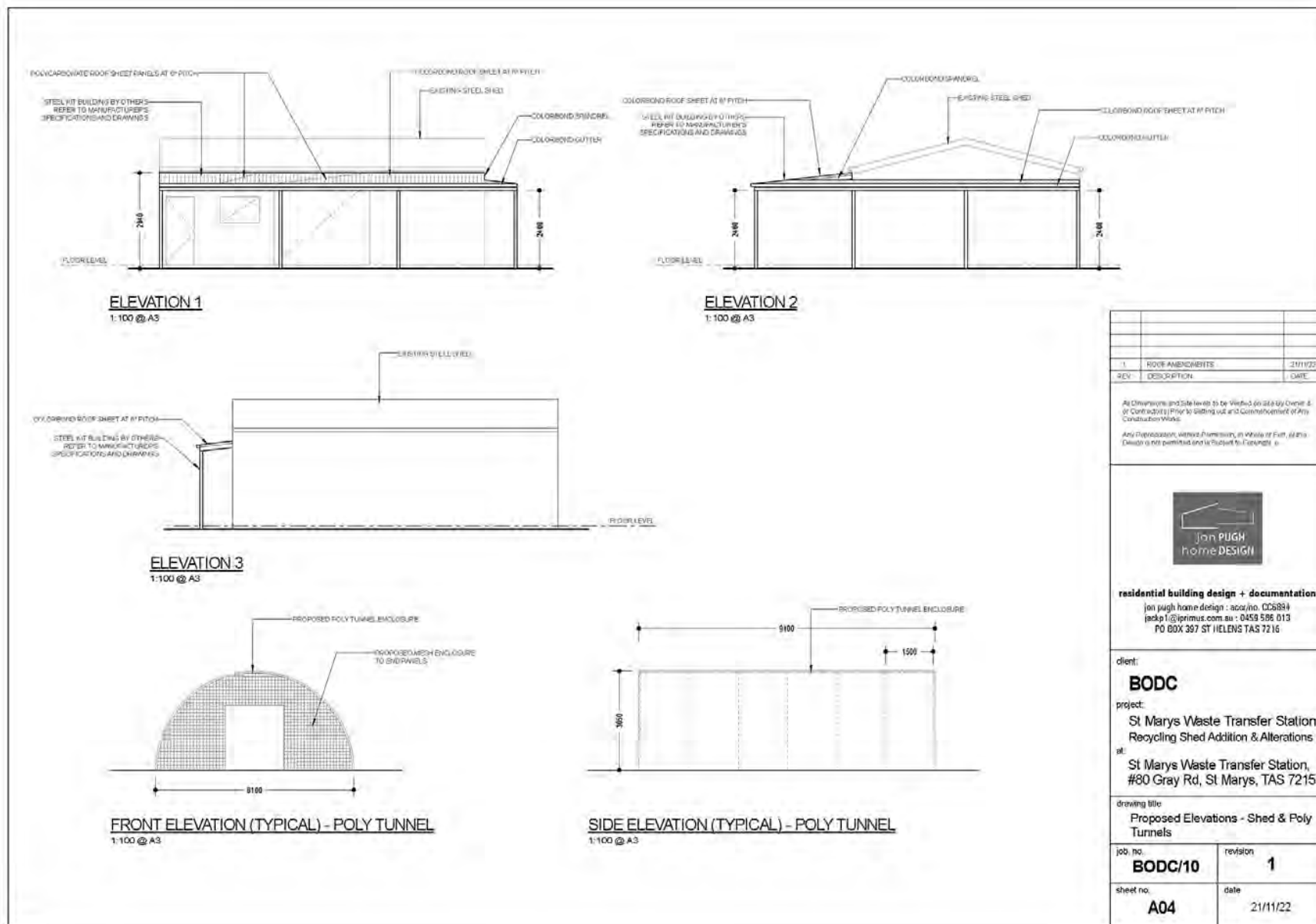


AREA:	
VERANDAH	= 33.00m ²
AWNING ROOF	= 7.00m ²
TOTAL	= 40.00m²



PROPOSED FLOOR PLAN
1:100 @ A3

1	ROOF AMENDMENTS	21/11/22
WDM	DESCRIPTION	DATE
<p>See Dimensions and Callouts to the Verandah on Site By Owner & or Contractors Prior to Setback and Commencement of Any Constructive Work</p> <p>Any Reproduction - without Permission, in Whole or Part, is Strictly Prohibited and is Subject to Copyright</p>		
 <p>residential building design + documentation</p> <p>jon pugh home design : acco/no. CC6894 jackp1@iprimus.com.au : 0499 586 013 PO BOX 397 ST HELENS TAS 7216</p>		
<p>client:</p> <p>BODC</p> <p>project:</p> <p>St Marys Waste Transfer Station Recycling Shed Addition & Alterations</p> <p>at:</p> <p>St Marys Waste Transfer Station, #80 Gray Rd, St Marys, TAS 7215</p>		
<p>drawing title</p> <p>Proposed Floor Plan - Shed</p>		
job. no.	revision	
BODC/10	1	
sheet no.	date	
A03	21/11/22	



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.

12/22.7.0

COUNCIL MEETING ACTIONS

12/22.7.1

Outstanding Matters



COUNCIL RESOLUTIONS - MEETINGS - PUBLIC

09/12/2022

36

GOALS

56%

GOAL COMPLETION

COUNCIL RESOLUTIONS PLAN

COUNCIL RESOLUTIONS NOVEMBER 2022

Current Co..	Meeting ..	Due D..	Goal	Resolution / Action		Update	Owner
100%	21/11/2022	31/12/2022	11/22.6.1 DA 014-2022 – 42 Lot Subdivision – 61A Tully Street, St Helens	DA 014 2022	42 Lot Subdivision Street, St Helens	61A Tully Planning Permit issued 28th November 2022	Development Services Coordinator
100%	21/11/2022	31/12/2022	11/22.6.3 DA 244-2022 – Community Shed – 20 Talbot Street, Fingal	DA 244 2022	Community Shed Street, Fingal	20 Talbot Planning Permit issued 25th November 2022	Senior Town Planner
10%	21/11/2022	28/02/2023	11/22.9.1 Live Stream of Council Meetings – Cllr. J Drummond	<i>A report is sought providing advice in accordance with the requirements of Section 85 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>		Investigations currently being undertaken and requests for proposals and quotes being sought.	Executive Assistant
				That Council develop a procedure to live stream Council meetings, this would provide for the live streaming of the public component of Council meetings. The streaming would not include the part of a meeting when Council is 'closed to the public.			

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	21/11/2022	31/12/2022	11/22.15.2 Mannalargenna Day	<p>1. That Council provide the sum of \$2,500.00 towards the Mannalargenna event which is being held in December, 2022.</p> <p>2. That Council support this event and provide \$2,500 as an annual sponsorship.</p>	Council has provided the sponsorship funding to the group to assist with the event and has placed the funding on the template for the next financial year and marked it recurring.	Manager Community Services
100%	21/11/2022	31/12/2022	11/22.15.3 Cornwall Township Plan 2022-25	That Council receive the Cornwall Township Plan 2022-25 which has been developed with the community listing actions/projects that the community can work with Council to develop and forward to the Cornwall community for comment.	Draft Cornwall Township Plan has been forwarded to Cornwall community members who are on Council's email database and asked that they forward to their community members for feedback	Manager Community Services
100%	21/11/2022	31/12/2022	11/22.15.4 Mathinna Township Plan 2022-2025	That Council receive the Mathinna Township Plan 2022-25 which has been developed with the community listing actions/projects that the community can work with Council to develop and forward to the Mathinna community for comment.	Draft Mathinna Township Plan has been forwarded to Mathinna community members who are on Council's email database and asked that they forward to their community members for feedback	Manager Community Services
100%	21/11/2022	31/12/2022	11/22.15.5 Fingal Township Plan 2022-25	That Council receive the Fingal Township Plan 2022-25 which has been developed with the community listing actions/projects that the community can work with Council to develop and forward to the Fingal community for comment.	Draft Fingal Township Plan has been forwarded to Fingal community members who are on Council's email database and asked that they forward to their community members for feedback	Manager Community Services
100%	21/11/2022	31/12/2022	11/22.15.6 Request to Reallocate Funding from Triathlon Event to Park Run Event	<p>1. That Council support the new parkrun event by providing sponsorship seed funding.</p> <p>2. That Council transfer \$2,000 allocated in the 2022 – 2023 Budget for the Triathlon event to the parkrun event.</p>	Advised parkrun as per Council decision and forwarded sponsorship funds to assist with the one off funding required for this event.	Manager Community Services

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
0%	21/11/2022	31/12/2022	11/22.15.7 Fitness on the Foreshore	<ol style="list-style-type: none"> 1. That Council look at engaging fitness contractors to be part of a program "Fitness on the Foreshore". 2. That Council apply an affordable fee for use of the area to cover costs such as power and extra mowing. 3. That Council delineate a specific area of the St Helens Foreshore area for such activities to take place. 		Manager Community Services
0%	21/11/2022	31/12/2022	11/22.15.8 Request for Financial Support – St Helens Online Access Centre	<ol style="list-style-type: none"> 1. The Mayor meet with the Minister to discuss the funding issues that are being faced by our online centres who service our ageing community; 		Manager Community Services
0%	21/11/2022	31/12/2022	11/22.15.8 Request for Financial Support – St Helens Online Access Centre	<ol style="list-style-type: none"> 1. Council staff meet with the coordinators of all three online services to compare what they are funded to deliver and the number of people they are servicing over a funding period; 2. If Council makes a payment to the Online Centres to support the delivery of services, that they be a one off payment and not a recurrent payment; and 		Manager Community Services
0%	21/11/2022	31/12/2022	11/22.15.8 Request for Financial Support – St Helens Online Access Centre	<ol style="list-style-type: none"> 1. Council staff work with the St Helens Online Centre to attract more volunteers to assist with the delivery of services to our community. 		Manager Community Services
100%	21/11/2022	31/01/2023	11/22.16.2 St Marys Indoor & Evacuation Centre – Community Feedback and Conceptual Design	<ol style="list-style-type: none"> 1. Progress Construction and Tender Documentation with Successful Consultant. 	Construction & Tender documentation awarded to Edwards + Simpson Architects. A further report will be presented in closed Council for the tender phase of the project.	Development Services Coordinator

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	21/11/2022	31/01/2023	11/22.16.3 Fingal Community Shed	1. Progress Construction and Tender Documentation with Successful Consultant.	Construction & Tender documentation awarded to Edwards + Simpson Architects. A further report will be presented in closed Council for the tender phase of the project	Development Services Coordinator
12%	21/11/2022	31/12/2022	11/22.16.5 Council Engagement with Local Aboriginal Community	That Council invite the local Noiheener Aboriginal community organisation to meet with Council at a Council Workshop to share interests and aims.	An invitation to the the local Noiheener Aboriginal community organisation will be made when contact details can be established.	NRM Facilitator
14%	21/11/2022	31/01/2023	11/22.16.6 Community Communications support for Off Road Vehicle Management	That Council provide public information and education support to the efforts being made by the Parks and Wildlife Service, private landholders and NRM North to control illegal off road vehicles on St Helens Point.	A communications approach to be developed with Commiunications Coordinator and planned for the summer in collaboration with the Parks and Wildlife Service and other stakeholders.	NRM Facilitator

COUNCIL RESOLUTIONS - OCTOBER 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
33%	17/10/2022	31/12/2022	10/22.14.2.207 - Signage for Town Hall Car Park, St Marys	<p>That Council submit an application to the Department of State Growth for the placement of guidance signage at St Marys as follows:</p> <ul style="list-style-type: none"> • A "Parking Ahead 150m on LEFT" at a location 150m to the west of the Town Hall entrance driveway on Main Street between Clive and Cameron Streets. • A "Parking Ahead 150m RIGHT" on Main Street at the Bakery. 	Application for parking ahead guidance signs submitted to State Growth - currently awaiting decision.	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS SEPTEMBER 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
41%	19/09/2022	31/12/2022	09/22.17.2.200 - Housing Supply	That Break O'Day Council partner with Centacare Evolve Housing in the provision of community housing within the municipality.	Further consultation is occurring with Centacare Evolve Housing. Most recent was site visit with Centacare officers. Currently awaiting updated draft concept plans after positive site visit.	Economic Development Officer
50%	19/09/2022	31/12/2022	09/22.17.3.201 - Northern Tasmania Development Corporation (NTDC) - Governance	Agree to initiate/support an amendment of the Northern Tasmanian Development Corporation (NTDC) Constitution to incorporate a Representatives Group.	Council's position on this has been communicated to General Managers of the northern Councils and the NTDC Chairperson	General Manager
0%	19/09/2022	31/12/2022	09/22.17.3.201 - Northern Tasmania Development Corporation (NTDC) - Governance	Request the NTDC Board to draft the recommended constitutional changes in collaboration with the Member Council General Managers/Chief Executive Officer for the further consideration of the member Councils.	Progress with this will depend on activities with NTDC Board and other Councils	General Manager

COUNCIL RESOLUTIONS - AUGUST 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
34%	15/08/2022	30/11/2022	08/22.9.1.160 - Notice of Motion - Upgrade Cricket Pitch Surface and Relocation of Cricket Practice Nets - St Helens Sports Complex - Cllr M Osborne	<p><i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i></p> <p>That 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.</p>		Manager Corporate Services
49%	15/08/2022	30/09/2022	08/22.9.2.161 - Notice of Motion - Housing Crisis Action - 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 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.</p>	<p>Staff have undertaken research to assess if it's possible to extrapolate data relating to the request from our rates management system. While some information on secondary properties is available if a change of use has been granted previously, it is not possible to capture all those property owners with a secondary residence, or holiday home, in our municipality.</p> <p>A report to Council will be provided as soon as possible.</p>	Manager Corporate Services

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
80%	15/08/2022	31/10/2022	08/22.15.4.171 - Christmas Signs - Town Welcome Signs	<p>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.</p> <p>2. That Council cover the cost of the printing of the signs on corflute and installation of same.</p>	This Project is getting rolled out into the schools from 17th October through to 24 October 2022	Community Services Officer

COUNCIL RESOLUTIONS JUNE 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
55%	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.	Still seeking external funding for this project - no grants available at this stage to fit this project	Manager Community Services

COUNCIL RESOLUTIONS MAY 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
80%	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>Project update provided to Councillors at November 5th Councillor Workshop. Project scope is now limited to the placement of pedestrian outstands and traffic island at a point central to the business precinct and just to the east of Cameron St, Main St intersection. Truck sweep path analysis excludes the option to place a traffic island near the Story Street, Main Road intersection.</p> <p>Concept drawing being prepared to engage with community and local businesses at St Marys as any proposed new pedestrian outstands impact on available street parking. Community engagement planned to occur from mid January. Council to consider feedback during February 2023. State Growth will also review concept drawings from a road safety perspective.</p>	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS APRIL 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
75%	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.	The draft has been finalised and an item taken to the December Council meeting to adopt the Recreational Trails Strategy	Manager Community Services

COUNCIL RESOLUTIONS FEBRUARY 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
55%	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.	Activities to bring information and advice on state water resources and water quality management to Break O'Day through Council remain to be developed. The NRM Committee is following recent issues, such as with sewage discharges and the wet weather. Concerns remain for critical reviews and claims of poor freshwater and river management by the Tasmanian Government agencies and bodies.	NRM Facilitator

COUNCIL RESOLUTIONS 2021

Current Co...	Meeting ...	Due D...	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
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.	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. The lights are still in service and have yet to be removed at the time that new lighting is installed at St Helens.	Manager Infrastructure and Development Services
65%	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.	Planning approval has been received. Final plans are being completed and a plan to demolish the existing footy club rooms early next year	Manager Community Services
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. Work has commenced on developing a draft Consultants Brief for initial discussion with Council. Initial discussion are occurring in relation to a steering Group or something similar, its purpose and membership	General Manager

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
82%	16/08/2021	14/02/2022	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.	No further correspondence to report.	Manager Corporate Services
30%	20/09/2021	30/06/2023	09/21.16.5.208 - Intention to Make a New By-Law - Keeping of Roosters and Other Animals	In accordance with section 156 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 Drafting of By-Law completed, further refinement and office consideration required prior to presenting to Council.	Development Services Coordinator
75%	15/11/2021	31/01/2022	11/21.14.5.249 - Terrys Hill Road, Goshen	Council pursue DPIWE 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.	Normal government procurement processes apply. The road was upgraded in the latter part of 2021 via open tender process. The matter of how PWS will undertake ongoing road maintenance remains open for general discussion with the Secretary of Natural Resources and Environment Tasmania (NRET).	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS 2019

Current Co...	Meeting ...	Due D...	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 still on hold as it will form part of the Bay of Fires Master Plan which is still in its early stages of appointing a consultant	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

12/22.8.0 PETITIONS

Nil.

12/22.9.0 NOTICES OF MOTION

Nil.

12/22.10.0 COUNCILLOR'S QUESTIONS ON NOTICE

Nil.

12/22.11.0 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.

12/22.12.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

12/22.12.1 Mayor's Communications for Period Ending 19 December 2022

22.11.2022 & 23.11.2022	St Helens	– Elected Member Training
25.11.2022	St Marys	– St Marys Community Meeting regarding St Marys Pass
26.11.2022	St Helens	– Suncoast Arts and Crafts 21 st Anniversary Open House
29.11.2022	Zoom	– Northern Tasmania Development Corporation (NTDC) Annual General Meeting
29.11.2022	St Helens	– Athletic Club Meeting
30.11.2022	Hobart	– Local Government Association of Tasmania (LGAT) General Management Committee Meeting
30.11.2022	Hobart	– Premier's Local Government Council Meeting
05.12.2022	St Helens	– Council Workshop

06.12.2022	St Helens	– Meeting with the new Police Inspector
07.12.2022	Hobart	– LGAT Mayor's Workshop
08.12.2022 & 09.12.2022	Hobart	– LGAT Annual Conference
13.12.2022	MS Teams	– LGAT General Management Committee Future of Local Government Review Briefing
14.12.2022	St Helens	– Council Annual General Meeting
15.12.2022	St Marys	– St Marys District School Annual Awards Presentation
16.12.2022	Fingal	– Jubilee Tree Planting
19.12.2022	St Helens	– Council Meeting

12/22.12.2 Councillor's Reports for Period Ending 19 December 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 Kristi Chapple
- 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 Ian Carter

12/22.13.0 BUSINESS AND CORPORATE SERVICES

12/22.13.1 Corporate Services Department Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Manager Business 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 on activities of 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:

Staff Movements

Two (2) new part-time Customer Services Officers have commenced.

Review of Customer Experience

The Business Services Manager and the Corporate Services Coordinator have commenced a review of "The Customer Experience" and investigations are being undertaken with regard to current processes, in particular at this stage around telephone enquiries and written enquiries and how they are dealt with internally. This is being looked at in line with the current Customer Service Charter to enable us to implement ways to measure Councils performance in this area. Although this process is operational we will also use this opportunity to undertake a further review of the Customer Service Charter whilst consulting with staff.

Rates and Cash Flow

Rate payments are stable and in line with previous years. The next rates instalment is due on the 7th of February.

The capital works program has been impacted by the severe flooding events with delivery of major projects delayed due to staff resource and contractor availability. The capital program is under

review due to this and a revised program is scheduled to be presented to Council for consideration at the January Ordinary.

Term deposits maturing at regular intervals combined with two further rates instalments before the end of financial year, ensures sufficient cash is on hand to deliver the Capital program while maximising returns during this high interest rate environment.

Investments – Term Deposits

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

Investment terms have now been staged to mature throughout the financial year(s) to support greater flexibility with how cash reserves can be accessed and utilised if required.

\$ 1,500,000.00 4.34% Maturing 1/12/2023
\$ 1,008,843.21 4.27% Maturing 10/11/2023
\$ 1,007,022.43 4.27% Maturing 10/11/2023
\$1,003,964.11 3.94% Maturing 19/6/2023
\$2,008,166.58 3.84% Maturing 14/6/2023
\$2,017,040.22 4% Maturing 11/5/2023
\$1,003,825.52 3.6% Maturing 9/3/2023
\$2,000,000.00 3.60% Maturing 18/01/2023

Rates Summary - 7 December 2022

	2022/2023		2021/2022	
Rates Brought Forward	%	\$	%	\$
Outstanding Rate Debtors		470,736.59		390,871.07
Less Rates in Credit		-280,014.02		-227,512.36
Net Rates Outstanding at 30 June	1.72	190,722.57	1.55	163,358.71
Rates and Charges Levied	97.74	10,826,462.07	97.76	10,327,008.41
Interest and Penalty Charged	0.54	59,636.69	0.70	73,694.05
Total Rates and Charges Demanded	100.00	10,886,098.76	100.00	10,400,702.46
Less Rates and Charges Collected	70.18	7,773,746.90	69.76	7,369,119.38
Less Credit Journals and Supp Credits	0.16	17,610.96	1.18	124,768.31
Remissions and Discount	5.06	560,256.87	5.18	547,160.04
Unpaid Rates and Charges 7 December	24.60	2,725,206.60	23.88	2,523,013.44

Remissions and Discounts	2022/2023	2021/2022
Early Payment Discount	105,931.11	105,003.52
Pensioner Rebates	454,325.76	442,156.52
	560,256.87	547,160.04

Number Rateable Properties	9563
Number Unpaid Rateable Properties	3464
% Not fully paid	36.22

Right to Information (RTI) Requests

Nil

132 and 337 Certificates

	132	337
November 2022	26	17
October 2022	46	26
November 2021	74	31

Debtors/Creditors @ 8 December 2022

DEBTORS INFORMATION

Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD 22/23	Month	YTD 21/22
95	178,667.70	430	93	409

CREDITORS INFORMATION

Payments Made

Current			Previous Year	
Month	Mth Value	YTD 22/23	Month	YTD 21/22
337	\$ 1,152,505.27	1205	476	1870

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Goal

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

Strategy

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

LEGISLATION & POLICIES:

Nil.

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

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

OFFICER'S RECOMMENDATION:

That the following reports for the month ending 30 November 2022 be received:

1. Profit and Loss Statements
2. Balance Sheet
3. Statement of Cash Flows
4. Capital Works 2022-2023
5. Profit and Loss

INTRODUCTION:

Presented to Council are the monthly financial statements.

PREVIOUS COUNCIL CONSIDERATION:

Council considers financial reports on a monthly basis.

OFFICER'S REPORT:

The financial statements as shown below show the financial position of Council as at 30 November 2022.

Profit and Loss

Break O'Day Council

For the 5 months ended 30 November 2022

Account	Actual YTD	Budget YTD	Budget Variance % YTD	2023 Annual Budget	Notes
Trading Income					
Rates	10,860,079	10,840,244	0%	10,840,244	
User Fees	610,060	583,215	5%	1,399,726	
Operating Grants	683,307	412,395	66%	2,423,080	1
Interest & Investment Income	216,138	234,740	-8%	563,369	
Contributions	12,400	8,335	49%	20,000	
Other Revenue	46,872	13,335	251%	32,000	
Total Trading Income	12,428,856	12,092,264	3%	15,278,429	
Gross Profit	12,428,856	12,092,264	3%	15,278,429	
Capital Grants					
Grants - Commonwealth Capital	1,042,019	748,595	39%	2,994,381	2
Grants - Roads to Recovery	8,865	161,750	-95%	647,000	
Grants - State Capital	176,424	208,335	-15%	500,000	
Total Capital Grants	1,227,308	1,118,680	10%	4,141,381	
Other Non Operating Income					
Net Gain/Loss on Disposal of Assets	32,673	50,000	-35%	120,000	
Total Other Non Operating Income	32,673	50,000	-35%	120,000	
Total Non Operating Revenue	1,259,981	1,168,680	8%	4,261,381	
Operating Expenses					
Employee Costs	2,343,552	2,476,817	-5%	5,839,111	
Materials & Services	3,026,967	2,811,548	8%	6,398,689	
Depreciation	1,796,949	1,632,765	10%	3,918,626	
Other Expenses	108,214	118,990	-9%	246,584	
Total Operating Expenses	7,275,683	7,040,120	3%	16,404,010	
Operating Net Profit	5,153,173	5,052,144	2%	(1,125,581)	
Net Profit (Including Non Operating Revenue)	6,413,154	6,220,824	3%	3,135,800	
Work in Progress					
Capital Work in Progress	1,061,735	0	0%	0	
Total Work in Progress	1,061,735	0	0%	0	

Notes

- Operating grants are up \$271k (66%) on budget YTD, this primarily relates to the carry forward of unspent grants from the prior financial year of 142k. Council's Financial Assistance Grants allocation for 22/23 has increased by \$198k for the year and will be spread over the 4 instalments.
- Depreciation is up \$164k (10%) on budget YTD which is primarily due to the revaluation of assets and the recognition of new assets at 30 June 2022.

Balance Sheet

Break O'Day Council
As at 30 November 2022

Account	30 Nov 2022	30 Jun 2022
Assets		
Current Assets		
Cash & Cash Equivalents	14,760,885	11,813,436
Trade & Other Receivables	2,978,058	639,000
Inventory	302,968	325,193
Other assets	0	4,000
Total Current Assets	18,041,911	12,781,629
Non-current Assets		
Trade & Other Receivables	0	14,000
Property, Plant & Equipment	179,863,943	181,797,388
Right of Use Asset	17,734	17,734
Intangible Assets	60,865	71,377
Investment in Water Corporation	32,937,531	32,937,531
Other Investments	30,000	30,000
Total Non-current Assets	212,910,073	214,868,029
Total Assets	230,951,984	227,649,659
Liabilities		
Current Liabilities		
Trade & Other Payables	457,321	1,040,390
Contract Liabilities	41,260	1,290,000
Lease Liability	11,800	11,800
Interest Bearing Loans & Borrowings	336,229	389,024
Provisions	873,394	873,394
Trust Funds and Deposits	695,185	676,031
Total Current Liabilities	2,415,189	4,280,638
Non-current Liabilities		
Lease Liabilities	17,734	17,734
Interest Bearing Loans & Borrowings	5,866,821	5,866,821
Provisions	478,885	552,783
Total Non-current Liabilities	6,363,441	6,437,338
Total Liabilities	8,778,630	10,717,977
Net Assets	222,173,354	216,931,682
Equity		
Accumulated Surplus	46,432,274	41,080,855
Reserves	175,741,080	175,883,682
Total Equity	222,173,354	216,964,537

Statement of Cash Flows

Break O'Day Council

For the 5 months ended 30 November 2022

Account	YTD	2021
Operating Activities		
Receipts from customers	603,996	1,352,000
Receipts from rates	8,325,893	10,203,000
Receipts from Operational Grants	691,708	4,316,000
Contributions	11,804	97,000
Interest received	119,138	118,000
Dividends received	97,000	466,000
Payments to employees	(2,489,252)	(5,354,000)
Payments to suppliers	(3,540,221)	(7,471,000)
Finance costs paid	(22,875)	(303,000)
Cash receipts from other operating activities	391,743	730,000
Cash payments from other operating activities	6,603	0
Net Cash Flows from Operating Activities	4,195,537	4,154,000
Investing Activities		
Payment for property, plant and equipment	(1,266,259)	(4,737,000)
Capital Grants received	(5,130)	3,500,000
Proceeds from sale of property, plant and equipment	33,262	217,000
Net Cash Flows from Investing Activities	(1,238,108)	(1,020,000)
Financing Activities		
Proceeds of trust funds and deposits	19,939	24,000
Repayment of loans	(29,920)	(1,882,000)
Repayment of lease liabilities	0	(11,000)
Net Cash Flows from Financing Activities	(9,981)	(1,869,000)
Net Cash Flows	2,947,449	1,265,000
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	11,813,436	10,548,436
Net change in cash for period	2,947,449	1,265,000
Cash and cash equivalents at end of period	14,760,885	11,813,436

Break O'Day Council
Capital Works 2022-2023
For the period ending 30 November 2022

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Comments
Plant & Equipment	-		
Vehicle Management Tracking System	-	30,000	
Airport Self Starting Generator	-	16,000	Subject to regional airport grant funding of \$12k
1336 Building Services Coordinator	-	45,000	
H66ZW - DS Pool Car	-	40,000	
1339 General Manager	-	55,000	
1369 Manager Community Services	34,282	36,000	
1368 Replace Corporate Services Manager	38,833		
Manager Infrastructure & Development Services	34,172	36,000	
Turf Mower Replacement	-	80,000	2nd hand Mower - Contingent of co-funding from St Helens Football Club 50:50
1321 Fuso Fighter	-	130,000	Truck with HYAB (on-board crane)
1219 Street Sweeper	-	150,000	
Mower Trailer	-	20,000	
1084 - Box Trailer	-	3,000	
1252 Box Trailer	-	3,000	
1080 Box Trailer	-	3,000	
1097 - Pavement Roller (self propelled)	-	30,000	
Mobile Porta-loo	-	4,000	Additional unit
Small Plant - VARIOUS	17,833	40,000	
Total Plant & Equipment	125,119	721,000	
Furniture & IT			
Additional sit down/stand up desks	-	1,500	
IT - Exchange Upgrade 2022/23	-	20,000	
Spatial Upgrade	-	10,000	
IT - SANS Server	3,265	30,000	
Air Conditioner server room	2,775		
Desktop replacements 2022/23	20,286	15,000	
Tablet/Laptop Replacement - Councillors	21,834	20,000	
Planning & Reporting Software	-	15,000	
Street furniture & signage	-	20,000	
Total Furniture & IT	48,161	131,500	
Buildings			
Marine Rescue Building - Additions	-	24,000	To be a contributed asset. Project run by St Helens Marine Rescue. Additions plus gantry.
Fingal Community Shed (Old Tas Hotel)	5,358	378,497	BSBR Grant
Managana Communications Cell	29,455	115,119	BSBR Grant

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Comments
St Marys Indoor Recreation Facility	7,049	1,146,727	BSBR Grant
Portland Hall Upgrades	-	6,000	Audio visual equipment to be purchased and installed.
Scamander Sports Complex	-	50,000	Solar Panel & Kitchen upgrades - Contribution from Scamander Sports Complex \$20k
St Marys Hall Upgrades	-	50,000	Solar Panel = \$35K + \$15K for Heating - Refer Council Motion
St Helens Croquet proposal	-	20,000	
St Marys Skate Park Toilet	27,288	-	C/fwd project
Small projects - bus shelters and misc improvements	2,847	30,000	Bus Shelters/Small projects and improvements that cannot be considered maintenance
Aerodrome Hanger	2,954	-	
Police Station & Health - 1 Annie St	10,406	-	
Police Station Acquisition	2,550	-	
Council Chambers additions and improvements	199	40,000	New Indoor/Outdoor Kitchen/Lunch Room Extension.Painting outside.
Total Buildings	88,106	1,860,343	
Parks, Reserves & Other			
Special Project - Marine Strategy	26,507	30,000	
Special Project - St Helens Wharf Foreshore Master Plan	-	50,000	
Special Project - Feasibility Study Aquatic Centre & Hydrotherapy Pool	-	40,000	
Fingal Youth Playground/recreation hub	-	345,767	BSBR Grant
Pump Track/s	-	500,000	State Gov't Grant
St Helens Sports Complex - Athletics building	-	48,000	
St Helens Cricket Facilities - upgrade	-	10,000	\$80k community led project, \$10k Council contribution - subject to successful grant application.
Playground equipment replacement program - Cornwall	-	60,000	
Playground equipment replacement program	-	50,000	
Dog exercise area St Helens Improvements	2,186	10,000	
Wrinklers Lagoon Redevelopment Design & Planning - Amenities Building	-	30,000	Transfer \$30,600 from CE110
Parnella/Foreshore Walkway	213,041	246,010	Existing grant prior year (State). Erosion barrier repair.
St Marys Dog Park	3,447	10,000	
Cornwall Soldiers Park - Track upgrade and SW works	-	60,000	
St Marys Cemetery Master Plan - Columbarium Wall & garden	-	55,000	
St Helens Cemetery Master Plan Improvements	-	50,000	

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Comments
St Helens Football Grounds Fencing	-	50,000	
Kirwins Beach Jetty	701		
St Helens Sports Complex New Lighting Towers	1,325	15,000	09/21.16.3 Contributed Asset - Council contribution, part of larger grant funded project (total value \$235k)
Totals Parks, Reserves & Other	247,207	1,659,777	
Roads - Streetscapes			
LRCI Round 3 - Cecilia St St Helens	1,013	320,000	Bayside section - Circassian St down, and intersection with Esplanade
Quail St Parking Bay	-	50,000	
Total Streetscapes	1,013	370,000	
Roads - Footpaths			
Annual replacement of damaged footpaths	3,005	25,000	
Akaroa - Akaroa Ave	21,744	25,000	Replace 100m of path
Maori Place	-	10,000	Replace 40m of path
Penquin St	-	5,000	Replace 95m of path
Irishtown Rd	-	15,000	Relace 285m of path
Akaroa - Carnnell Place	-	23,000	
Main St Mathinna (Wilson St to Community Hall)	-	85,000	
Esk Main Rd, St Marys - Pathway	1,260	-	C/fwd project
Young St - St Helens	-	110,000	
Jason St St Helens	-	25,000	
Medea Cove Footpath	3,103	-	
Parkside Foreshore Footpath	170,567	400,000	
St Helens Lawry Heights 580m	7,828	104,000	
Total Footpaths	207,507	827,000	
Roads - Kerb & Channel			
Byatt Court, Scamander	-	20,000	SW system assessment and new design
Falmouth St St Helens	-	140,000	Penelope to Halcyon
Penelope St St Helens	-	40,000	100 lm on new K&C required to address local flooding issue and includes bus pull over area pavement treatment
Treloggen Drive, Binalong Bay	-		
St Helens Pt Rd, near Cunningham St	169		
Replacements TBA	43,752	50,000	
Total Kerb & Channel	43,920	250,000	
Roads - Resheeting			
1214 - Roses Tier Rd	42,963	60,000	
1215 - Roses Tier Rd	-	60,000	
Eddystone Rd	-	50,000	
Policemans Point Road	-	30,000	
St Mary's Area	41,513	100,000	
Upper Scamander Road, Scamander	55,226	70,000	
41 - Anchor Rd	-	37,000	

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Comments
85 - Forest Lodge Rd	-	50,000	
Total Resheeting	139,702	457,000	
Roads - Reseals			
St Marys - Story Street Esk Main Road to Groom Street	-	55,000	Subject to State Growth resealing Story St
70 - St Columba Falls Rd	-	42,874	
166 - Mathinna Rd	-	25,901	
251 - Upper Esk Rd	-	16,096	
252 - Upper Esk Rd	-	57,245	
274 - Rossarden Rd	-	18,852	
275 - Rossarden Rd	-	27,882	
324 - Cornwall Rd	-	21,268	
341 - Posiedon St	-	15,638	
342 - Posiedon St	-	801	
343 - Perseus St	-	11,308	
352 - Lawry Heights	-	1,776	
378 - Kings Park	-	2,971	
383 - Cobrooga Dve	-	4,784	
436 - Circassian St	-	8,234	
491 - Beaulieu St	-	13,280	
492 - History Room C/P	-	6,735	
529 - Targett St	-	12,995	
530 - George St	-	18,144	
694 - St Helens Point Rd	-	10,420	
759 - Hilltop Dr	-	6,092	
768 - Highcrest Ave	-	8,806	
789 - Coffey Ct	-	9,867	
891 - Nicks Cl	-	4,186	
913 - Ansons Bay Rd (Priory Rd)	-	5,233	
1001 - Champ St Fingal	-	8,244	
1089 - Seymour St	-	4,196	
1090 - Seymour St	-	17,657	
1155 - North Ansons Bay Rd	-	79,115	
Totals Reseals	-	515,600	
Roads - Construction, Digouts & Other			
Mathinna Road	3,552	150,000	
St Helens Pt Rd - Parkside	-	200,000	
Digouts to be allocated	28,083	50,000	
Road Intersection Upgrade Works	-	50,000	
Sealed Roads - Condition Assessments	-	33,000	
Road Network - Sign Replacement	-	25,000	
218 - Mathina Plains Road	-	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.
LRCl Phase 3 Projects allocated to 22/23	-	76,000	
LRCl Phase 3 North Ansons Bay Sealing	-	539,000	

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Comments
LRCI Phase 3 Mount Paris Dam Sealing	-	50,000	
Medea Cove Esplanade - Reconstruct	113		
Roundabout Medea/Quail Sts	109,314	-	C/fwd project
Medeas St/Circassian St intersection upgrade	805	200,000	Subject only to successful Black Spot Funding to Council 50:50 funding
Atlas Drive - Retaining Wall anchor	2,900	-	C/fwd project
Totals - Roads Construction, Digouts & Other	144,766	1,558,000	
Totals Roads & Footpaths	536,908	3,977,600	
Bridges			
B1605 - St Columba Falls Rd	2,643	215,571	Replace timber bridge with concrete structure to SM1600
B2293 - Cecilia St	2,543	224,000	Replace bridge with concrete structure to SM1600
B63 Gardiners Creek Road	-	47,000	renew timber deck and runners
B7027 - Mathina Plains Road	-	30,000	Extend Culvert Length
B2177 St Patricks Head Rd	-		
B160 - Newman Street Footbridge	2,318	10,000	Replace timber deck with FRP
Total Bridges	7,504	526,571	
Stormwater			
Minor stormwater jobs	516	50,000	
Treloggens Track Stormwater	3,825	-	
Osprey Drive	-	10,000	Design only
Frewshwater St/Lade Crt Beaumaris	2,480		
Penelope Dr	-	120,000	Stormwater Main - frontage of caravan park 275 lm
Falmouth St, St Helens	-	10,000	Design only
Total Stormwater	6,821	190,000	
Waste Management			
Rehabilitation of former Binalong Bay Tip	-	5,000	Contingency sum only - no immediate requirement to undertake works
Scamander WTS - Inert Landfill	1,909	50,000	Design
Scamander WTS retaining wall replacement	-	52,000	Contingency for potential replacement - condition monitoring in place for existing asset
Total Waste Management	1,909	107,000	
Total Capital	1,061,735	9,173,791	

Profit and Loss

Break O'Day Council

For the 5 months ended 30 November 2022

Account	Nov 2022	Actual YTD	Budget YTD	2023 Annual Budget	% Annual Budget Consumed
Trading Income					
Rates					
Rates - Fire Levy	0	382,385	374,853	374,853	102%
Rates - Waste Management	0	1,494,612	1,487,984	1,487,984	100%
Rates - General	(3,946)	8,010,924	8,010,311	8,010,311	100%
Rates - Waste Collection	0	972,157	967,096	967,096	101%
Total Rates	(3,946)	10,860,079	10,840,244	10,840,244	100%
User Fees					
B.C.I Training Levy	3,897	35,040	18,995	45,593	77%
Building Fees	3,110	19,125	18,945	45,471	42%
Building Inspections	6,873	25,664	22,840	54,810	47%
Building Levy	1,948	17,521	9,500	22,797	77%
Building Surveying Assessment Fees	6,518	22,545	20,625	49,504	46%
Caravan Fees and Fines	0	66,723	29,165	70,000	95%
Cemetery Fees	(75)	9,972	10,585	25,402	39%
Commission	0	4,694	8,200	19,683	24%
Development Application Fees	12,781	61,895	49,440	118,660	52%
Dog Infringements	147	242	1,040	2,500	10%
Dog Registration Fees	516	8,863	21,375	51,300	17%
Donations and Other Contributions	1,861	1,217	25,000	60,000	2%
Engineering Fees	220	5,534	4,960	11,903	46%
Environment Fees - Other	150	2,400	2,500	6,000	40%
Equipment Hire	0	64	0	0	0%
Facilities Hire	5,054	20,494	17,190	41,253	50%
Facilities Leases	12,168	32,745	31,250	75,000	44%
Fire Abatement Charges	0	0	835	2,000	0%
Health Licence Fees and Fines	398	1,125	5,835	14,000	8%
Immunisations	851	851	415	1,000	85%
Infringements	0	0	4,165	10,000	0%
Permit Administration	3,200	13,760	17,570	42,165	33%
Planning - Advertising Fee	6,400	28,600	35,350	84,843	34%
Plumbing Fees	4,675	24,275	16,665	40,000	61%
Private Works	2,704	10,242	27,085	65,000	16%
Property Certificates	7,425	46,311	59,985	143,966	32%
Sales	7,664	41,922	28,180	67,633	62%
Subdivision Fees	0	800	3,590	8,617	9%
Waste Charges - User Fees	19,603	107,437	91,930	220,626	49%
Total User Fees	108,089	610,060	583,215	1,399,726	44%
Operating Grants					
Grants - Financial Assistance	262,212	524,424	391,560	2,373,090	22%
Grants - Operational State	(6,100)	158,883	20,835	50,000	318%
Total Operating Grants	256,112	683,307	412,395	2,423,090	28%
Interest & Investment Income					
Interest & Penalties on Overdue Rates	21,177	53,675	33,335	80,000	67%
Interest Income	31,868	65,463	7,655	18,369	356%
TasWater - Tax Equiv & Dividends	0	97,000	193,750	465,000	21%
Total Interest & Investment Income	53,046	216,138	234,740	563,369	38%
Contributions					
Public Open Space	0	12,400	8,335	20,000	62%
Total Contributions	0	12,400	8,335	20,000	62%
Other Revenue					
Fuel Credit	0	0	12,500	30,000	0%
Insurance Recoveries	0	0	835	2,000	0%
Other Revenue	4,250	14,886	0	0	0%
Reimbursements	1,047	31,987	0	0	0%
Total Other Revenue	5,297	46,872	13,335	32,000	146%
Total Trading Income	418,598	12,428,856	12,092,264	15,278,429	81%
Gross Profit	418,598	12,428,856	12,092,264	15,278,429	81%

Capital Grants

Grants - Commonwealth Capital	0	1,042,019	748,595	2,994,381	35%
Grants - Roads to Recovery	0	8,865	161,750	647,000	1%
Grants - State Capital	65,000	176,424	208,335	500,000	35%
Total Capital Grants	65,000	1,227,308	1,118,680	4,141,381	30%

Other Non Operating Income

Net Gain/Loss on Disposal of Assets	33,282	32,673	50,000	120,000	27%
Total Other Non Operating Income	33,282	32,673	50,000	120,000	27%

Total Non Operating Revenue	98,282	1,259,981	1,168,680	4,261,381	30%
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Operating Expenses

Employee Costs	461,875	2,343,552	2,476,817	5,839,111	40%
Materials & Services					
Advertising	5,602	15,605	22,500	54,000	29%
Amortisation on Municipal Revaluation	2,102	10,512	10,415	25,000	42%
Bank Charges	4,141	23,021	13,415	32,200	71%
BCI Training Levy	0	31,337	18,995	45,593	69%
Building Permit Levy	0	15,081	9,500	22,797	66%
Catering	2,467	8,530	6,415	15,400	55%
Cleaning	16,220	69,038	104,600	251,039	28%
Community Grants & Contributions	21,500	49,606	76,085	182,600	27%
Consulting Services	52,770	187,830	210,260	504,618	37%
Contractor Services	194,351	1,082,274	906,498	2,175,591	50%
Contributions In-kind	0	0	605	1,457	0%
Debt Recovery Fees	284	1,391	6,665	16,000	9%
Fire Service Levy	0	95,524	93,157	372,628	26%
Fuel & Oil	26,686	108,233	164,110	393,862	27%
Gravel Material - Internal Recharge	0	18,550	0	0	0%
Gravel Recovered	0	(51,797)	0	0	0%
Insurance	0	200,228	174,722	174,722	115%
Interest Expense	0	0	113,060	271,341	0%
Internal Audit Fees	0	0	1,749	6,996	0%
IT Expenses	57,364	96,276	93,000	223,200	43%
Land Tax	1,193	26,034	23,670	56,813	46%
Leases	3,951	22,562	36,875	88,500	25%
Legal Expenses	15,921	26,598	27,085	65,000	41%
Licence Fees	344	52,500	58,035	139,278	38%
Materials	86,628	207,515	169,700	407,282	51%
Pensioner Rate Remissions	354	45,397	0	0	0%
Plant Hire - External	3,145	28,812	2,290	5,500	524%
Plant Hire - Internal Recharge	61,605	248,798	234,520	562,842	44%
Plant Hire Clearing - Recovered	(62,128)	(258,291)	(310,500)	(745,200)	35%
Postage & Freight	5,556	16,694	7,170	17,208	97%
Printing & Stationery	4,577	10,647	10,440	25,057	42%
Rates Remissions	661	68,443	74,234	74,234	92%
Refunds & Reimbursements	(10,161)	(7,872)	0	0	0%
Registration & MAIB - (Vehicle & Plant)	0	40,248	19,815	47,554	85%
Repairs & Maintenance	0	7,290	4,395	10,550	69%
Repairs & Maintenance - (Vehicle & Plant)	46,082	139,241	95,750	229,797	61%
Royalties and Production Licenses	0	25,282	2,085	5,000	506%
Settlement Discount - Rates Payments	114	105,754	108,103	108,103	98%
Stock Purchases for Resale	7,025	13,809	12,500	30,000	46%
Subscriptions/Publications/Memberships	353	133,284	67,175	161,223	83%
Supplementary Revaluations	0	0	11,665	28,000	0%
Telephone & Internet	4,237	14,546	20,065	48,160	30%
Travel Expenses	697	2,263	300	724	313%
Utility Costs (Gas, Electricity & Water)	17,497	89,483	109,905	263,770	34%
Venue Hire	209	1,873	520	1,250	150%
Waste Levy	0	4,824	0	0	0%
Total Materials & Services	571,345	3,026,967	2,811,548	6,399,689	47%
Depreciation					
Depreciation - Bridges	37,022	185,110	192,535	462,082	40%
Depreciation - Building	37,481	191,155	180,075	432,176	44%
Depreciation - Coastal Assets	2,328	11,873	0	0	0%
Depreciation - Furniture & Fittings	0	0	57,535	138,087	0%
Depreciation - Land Improvements	4,794	24,450	85,905	206,169	12%
Depreciation - Plant & Equipment	35,522	190,763	171,840	412,411	46%
Depreciation - Recreation	30,683	157,719	0	0	0%
Depreciation - Roads	173,170	865,850	789,050	1,893,716	46%
Depreciation - Stormwater Infrastructure	31,658	158,290	155,825	373,985	42%

Depreciation - Waste Infrastructure	2,290	11,739	0	0	0%
Total Depreciation	354,948	1,796,949	1,632,765	3,918,626	46%
Other Expenses					
Councillor Allowances	15,842	76,547	72,325	173,584	44%
Councillor Expenses	0	459	11,665	28,000	2%
Councillor Training & Development	141	141	0	0	0%
Election Costs	0	3,148	0	0	0%
External Audit Fees	12,750	27,920	35,000	45,000	62%
Total Other Expenses	28,733	108,214	118,990	246,584	44%
Total Operating Expenses	1,416,901	7,275,683	7,040,120	16,404,010	44%
Operating Net Profit	(998,304)	5,153,173	5,052,144	(1,125,581)	-458%
Net Profit (Including Non Operating Revenue)	(900,022)	6,413,154	6,220,824	3,135,800	205%
Work in Progress					
WIP Current - Contractors & Consultants	43,368	490,108	0	0	0%
WIP Current - Employee Oncosts	3,415	37,580	0	0	0%
WIP Current - External Plant Hire	0	2,940	0	0	0%
WIP Current - Internal Plant Hire	375	9,220	0	0	0%
WIP Current - Materials & Services	25,042	271,534	0	0	0%
WIP Current - Plant/Equipment Purchases	2,230	175,267	0	0	0%
WIP Current - Salary & Wages	6,830	75,087	0	0	0%
Total Work in Progress	81,260	1,061,735	0	0	0%

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 on the activities and services the delivered by the Visitor Information Centre since the previous Council Meeting.

PREVIOUS COUNCIL CONSIDERATION:

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

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

Staffing is normal for this time of year.

Visitor Information Centre Report:

VIC staff noted:

- Main tourists this month were VIC, NSW and QLD. Still getting a few overseas tourists – New Zealand, UK.
- Starting to get a lot of phone calls regarding help in finding accommodation over the Christmas Holidays and also queries regarding availability of camping sites.
- Dealt with a lot of enquiries from tourists regarding the best way to leave St Helens with St Marys Pass closed, especially if towing a caravan and also informing tourists that St Marys Pass is closed and giving them other options to travel to Launceston.

The History Room Curator Report:

- Break O'Day Stitchers Exhibition: 'A Stitch In Time' is currently being collated with a representative from the group and is almost complete for viewing for the summer season (Dec 2022-March 2023)
- Australian Society of Archivists (Tas): Participated in this branch meeting via ZOOM where event planning for 2023 was discussed. Tentative program for members in 2023 will include: Geilston Bay repository visit which is a new facility (Feb 2023); Paper conservation (June 2023); Disaster Preparation and Planning (Aug/Sept 2023); 'Schoolbench' app (Sept 2023); Tricks of Trove (Oct 2023).
- 'The Chinese Experience': This is currently being dealt with by Adrian Barret and his business 808. in Launceston.
- Bus Tours: Glenorchy Probus group (14) visited Monday 7th Nov 2022
Love Tas Tours Kingston Probus group (25) Tues 8th Nov 2022
KTG Bus Tour Sunday 20th Nov 2022
- Foyer Cabinet display: This was changed over to 'Sporting Life in St Helens'
- Special Visits: St Helens District High School
St Marys District High School
- Arts Tasmania Grant: Acquittal finalised (NAA National Touring Program exhibition)
- Curator was on leave for 2 weeks during November 2022
- Christmas gathering: St Helens History Room volunteers are having their annual Christmas lunch on Sat 10th Dec 2022.
- November stats: Very pleasing results for the month of November with the best visitation into the St Helens History Room for the past 5 years and revenue comparable with pre-pandemic levels for the same timeframe. Volunteer hours average out to 28.5 hours per week – very consistent.

Statistics:

Door Counts:

Month/Year	Visitor Numbers	Daily Average	History Room
November 2012	3,012	100.4	130
November 2013	3,234	107.8	129
November 2014	3904	130.10	133
November 2015	4,683	156.10	128
November 2016	3,309	110.3	126
November 2017	2,874	95.8	91
November 2018	3,188	106.3	120
November 2019	3,114	103.80	166
November 2020	854	28.5	35
November 2021	1,264	42.1	53
November 2022	2,678	89.2	171

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
August	2,518.86	0	197.35
September	4,865.29	331.00	58.50
October	6,847.24	532.00	138.80
November	8,437.20	601.00	107.75

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	DECISION
PROPONENT	Secretary to the Audit Panel
OFFICER	Manager Business Services
FILE REFERENCE	018\005\024\
ASSOCIATED REPORTS AND DOCUMENTS	Minutes of the Audit Panel Meeting 5 th of December 2022

OFFICER'S RECOMMENDATION:

That Council receive the minutes of the Audit Panel meeting of the 3rd of October 2022.

INTRODUCTION:

The Council Audit Panel meets every three months and the minutes of each meeting are provided to Council.

PREVIOUS COUNCIL CONSIDERATION:

Provided as an agenda report after each meeting.

OFFICER'S REPORT:

As per the minutes, the Audit Panel received and reviewed various elements of Council's financial performance, internal and external audit activities, management of risk and review of policies. Legislation requires these minutes to be provided to Council.

Significant matters from the minutes include:

- 1) Noted the ongoing review of outstanding policies and discussed the merits of adjusting the current review process (and timelines) of policies and procedures to allow staff to focus on key areas of risk and need for the organisation.
- 2) Supported a focus on the development of a contemporary framework of HR based policy and procedure as a key deliverable for the remainder of the financial year.
- 3) Received the Annual Plan 2022-2023 Review as at the 30 September 2022 and noted activity is ahead of target for this time of year.
- 4) Reviewed the financial reports for the month ending 31 October 2022:
- 5) Endorsed the draft Risk Management Framework Policy for further consultation and development.
- 6) Noted the review of the Business Continuity Plan (BCP) for the main office and for the Depot.
- 7) Received the quarterly report on the risk register and supported the revised format of delivering information.
- 8) Received the Work Health and Safety 6 Month report.
- 9) Reviewed the Audit Panel Charter and noted minor job title changes.

The Audit Panel resolved to adjust the meeting schedule to allow for the review of current financials occurring on the day of the Council meeting. The next meeting will be at 8.15am on the 20th of March 2023.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Goal

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

Strategies

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

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

LEGISLATION & POLICIES:

Local Government (Audit Panels) Order 2014

Division 4 – Audit Panels of Local Government Act 1993

BUDGET AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



AUDIT PANEL MINUTES

Monday 5 December 2021
Council Library, St Helens

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12/22.1.0 ATTENDANCE

12/22.1.1 Present

Mr A Gray (Chair)
Clr B LeFevre

12/22.1.2 Others in Attendance

General Manager, John Brown
Manager Business Services, Raoul Harper
Coordinator Corporate Services, Angela Matthews

12/22.1.3 Apologies

Councillor Kylie Wright

12/22.2.0 DECLARATION OF PECUNIARY INTERESTS / CONFLICT OF INTEREST

Nil

| 12/22.1.1

Present **3**

12/22.3.0 ADOPTION OF PREVIOUS MINUTES

12/22.3.1 Adoption of October 2022 Audit Panel Minutes

The Audit Panel resolved to adopt the minutes as a true and correct record of the 17 October 2022 meeting.

12/22.4.0 BUSINESS ARISING

The Audit Panel noted the re-appointment of Councillor LeFevre and Councillor Wright as the Council representatives.

12/22.5.0 OUTSTANDING FROM PREVIOUS MEETING – ACTION SHEET

12/22.5.1 Action Sheet October 2022 Audit Panel

The Audit Panel received the action sheet from the October meeting and noted the progress of actions.

12/22.6.0 GOVERNANCE AND STRATEGY

12/22.6.1 Review Policies and Procedures

- 1) That the Audit Panel noted the ongoing review of outstanding policies and discussed the merits of adjusting the current review process (and timelines) of policies and procedures to allow staff to focus on key areas of risk and need for organisation until resources allow for the backlog to be cleared.
- 2) The Audit Panel supported a focus on the development of a contemporary framework of HR based policy and procedure as a key deliverable for the remainder of the financial year.

The Chair asked about the performance review process in place for staff and the General Manager provide an update on the People Matters project and the review process that is in place.

12/22.6.2 Review Performance of Plans, Strategies and Policies including Performance against identified benchmarks

- 1) The Audit Panel received the Annual Plan 2022-2023 Review as at the 30 September 2022 and noted the following:
 - Activity is ahead of target for this time of year.
 - The flood event(s) have affected resourcing and delivery in the infrastructure department at an operational and capital level. This may well have an ongoing impact throughout the remainder of the FY with some \$950K of estimated damage to date.
 - Discussion on the progress of the car park strategy with internal workloads delaying the delivery of the project.
 - The Chair noted good progress on the plan to date.

12/22.7.0 FINANCIAL AND MANAGEMENT REPORTING

12/22.7.1 Financial Reports

The Audit Panel reviewed the following reports for the month ending 31 October 2022:

1. Profit and Loss Statements
2. Balance Sheet
3. Statement of Cash Flows
4. Capital Works 2022-2023
5. Profit and Loss
 - The Chair noted that staff costs in the P&L appear under budget but extrapolated out over the FY would be over budget. Noted that October had three pay cycles and that staff cost are being monitored.
 - TAO – management findings: David Bond to present at next Audit Panel meeting on findings.
 - The timing of the Audit Panel meetings does not allow for a review of the current financials prior to the Council meeting.

| 12/22.6.1

Review Policies and Procedures

5

The Audit Panel resolved to adjust the meeting schedule to allow for the review of current financials occurring on the day of the Council meeting. The next meeting will be at 8.15am on the 20th of March 2023.

12/22.7.2 Review any Special Reports

Nil.

12/22.7.3 Review any Annual Finance Reports, Audit Reports or Representation Letters

The Audit Panel received the Tasmanian Audit Office report on the audit of the financial report 2021/2022 and the Annual Financial Report for the year ended 30 June 2022.

12/22.8.0 EXTERNAL AUDIT

12/22.8.1 External Audit Reports

The Audit Panel received the following report:

Previous agendas have included external audits relating to the following:

- 1) Useful lives assessment
- 2) Excessive leave balances
- 3) Grant revenue recognition
- 4) Capitalised wages and allocation of on-costs
- 5) Compliance with AASB Leases

The Manager Business Services has reviewed the audit recommendations and the internal implementation of findings. Staff will continue to monitor these areas.

The previous audit findings are no longer relevant to the agenda.

The fraud and corruption audit recommendations will be included in the next agenda.

The Audit Panel endorsed the approach.

12/22.8.2 Review Managements Implementation of audit recommendations

Manager of Business Services provided a verbal update on:

- Cyber security review and partnership with Department of Home Affairs.
- Review of Fraud and Corruption policies from other Council's.

The Chair noted that the West Tamar Council Policy on Fraud and Corruption was a good example to base the development of a Break O'Day policy.

12/22.10.0 RISK MANAGEMENT AND COMPLIANCE

12/22.10.1 Annual Review of Risk Management Framework Policies

The Audit Panel endorsed the draft Risk Management Framework Policy for further consultation and development noting the inclusion of a specific section on risk appetite and the changes to staff titles and the inclusion of the Audit Panel and its role in the framework.

12/22.10.2 Review Information and Communications Technology Governance, Including Processes and Controls for Management and Use of Data, Information and Knowledge

The Audit Panel received the Officers report noting that Cyber Security has now been included in the Risk Register under Business Continuity.

12/22.10.3 Review Business Continuity Plan

The Audit Panel noted the report provided on the review of the Business Continuity Plan (BCP) for the main office and for the Depot. There are two (2) revision required:

- 1) Change position titles
- 2) Change of contact details

Given the previous review in November 2021, the revised job titles and contact details are not material and a simple change of names, titles and contact details is required. The Audit Panel endorsed the action proposed.

12/22.10.4 Receive Material Risk Management Reports - Risk Profile, Risk Management and Treatment and Periodical/Rotational Risk Review

- 1) The Audit Panel received the quarterly report on the risk register and supported the revised format of delivering information.
- 2) The Audit Panel received the Work Health and Safety 6 Month report.

12/22.10.5 Any Major Claims, Law Suits or Incidents of Fraud

Nil

12/22.11.0 AUDIT PANEL PERFORMANCE

12/22.11.1 Review Audit Panel Charter and Make Recommendations for change to the Council for Adoption.

The Audit Panel reviewed the Charter and noted minor job title changes. The changes are not material and the Charter is to be updated as required.

12/22.12.0 OTHER BUSINESS

Discussion on disaster relief funding.

12/22.13.0 MEETING CLOSE / NEXT MEETING DATE

The next meeting will be at 8.15am on the 20th of March 2023.

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. Garden/tree maintenance and weeding. Footpath maintenance and repairs. Boat Ramp – monthly inspections and cleaning undertaken. Additional town maintenance where required for the Christmas period.
Roads	<ul style="list-style-type: none"> Sealed road patching – all areas. Stormwater system pit cleaning and pipe unblocking. Flood damage – refer to separate section in this report. Daily maintenance and inspections of road condition at Upper Scamander Road due to St Marys Pass closure and increase traffic volume on this road. Under direction of the Transport Commissioner the speed limit on Upper Scamander Road and Germantown Road has been reduced to 60 km/hr. Kerb cleaning/sweeping where required. Maintenance grading Eddystone Point and Policeman's Point.
MTB	<ul style="list-style-type: none"> Routine track maintenance.

Weed Management for November 2022	
Fingal WTS	<ul style="list-style-type: none"> Spanish heath, blackberry, broom, hemlock, thistles, capeweed, pampas, mignonette, caper spurge, Umbrella weed, various
Fingal depot	<ul style="list-style-type: none"> Thistles and various
Binalong Bay	<ul style="list-style-type: none"> Mirror bush, black berry
St Helens	<ul style="list-style-type: none"> Boxthorn
St Marys	<ul style="list-style-type: none"> Spanish heath, broom, gorse
	<p>Bridal creeper (<i>Asparagus asparagoides</i>) is a Weed of National Significance. It is regarded as one of the worst weeds in Australia because of its invasiveness, potential for spread. Initially introduced to Australia as hanging basket and garden plants, asparagus weeds have been spread far and wide. They are difficult as they form large, dense clumps of tubers and root systems. Control methods include physical removal and herbicides. Extreme care must be taken disposing of plants they have the capacity to spread rapidly from segments of tubers and soil disturbance can result in these fragments being spread to new areas, where they create new infestations.</p>

Waste Management – General Information

General Waste to Copping Landfill													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	Total
2022/23 (T)	194	243	226	TBA	TBA								663
2021/22 (T)	237	238	249	269	250	290	317	224	272	245	211	216	3,018

Kerbside Recyclables Collection – JJ's Waste service													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	Total
2022/23 (T)	53	56	66	64	TBA								239
2021/22 (T)	48	53	52	53	52	70	73	60	53	60	55	68	687

St Helens Inert Landfill

Building & Demolition Material													
Year	Jul	A	S	O	N	D	J	F	M	A	M	Jun	YTD
Received (T)	13	14	6	6	7								46
Recovered (T)	0	0	0	0	6								6
Landfilled (T)	0	0	27	0	0								27

TBA denotes delay in receiving invoices with material quantities listed.

CAPITAL WORKS

Council's capital works program is delayed due to asset damage caused by the October flood events and the reassignment of resources to asset remediation. A program update is to be advised.

Activity	Update
Atlas Drive retaining wall – drainage improvement.	Engineering design completed. On-site works to commence subject to NRE land access approval being granted.
Bridge 1605 replacement – St Columbia Falls Road	Tenders received and currently being assessed by tender panel.
Bridge 2293 replacement – Cecilia Street, St Helens	Tenders received and currently being assessed by tender panel.
Road resealing program 2022/2023	Contract awarded at November Council meeting – resealing works scheduled to commence from mid-January 2023.
Young Street Footpath	Australian Govt funded project under the Local Roads and Community Infrastructure program phase 3. Works scheduled to commence mid-December 2022.
Mt Paris Dam Road – William Street urban area sealing	At planning stage with work scheduled for February/March 2023 this is a project funded by the Australian Govt under the LRCI program.
North Ansons Bay Road	At planning stage with work scheduled for February/March 2023 this is a project funded by the Australian Govt under the LRCI program.
Cecilia Streetscape project	At planning stage with work scheduled for April/May 2023 this is a project funded by the Australian Govt under the LRCI program. There will be more detail provided to the community on this project from late January 2023 onwards.

FLOOD EVENTS – OCTOBER 2022

The following assets have been impacted by recent flood events. The majority of damage has occurred to roads (wear surface and pavement loss). There have been several landslips and some damage to bridge abutments – loss of scour protection. Council resources and local contractors have been engaged to undertake emergency repair works. Repair works have commenced and will continue for several weeks with some areas impacted by landslip requiring additional time to address, due to the nature and challenges associates with each occurrence. A damage estimate currently sits at \$1M.

Acacia Street - Ansons Bay	Lottah Road
Alexander Street - Cornwall	Lower German Town Road
Ansons Bay Road	McKerchers Road
Banticks Road	Mt Elephant Road - landslip
Cloverbanks Road	North Ansons Bay Road
David Gully Road	North Forest Lodge Road - landslip
Dune Street	O'Connors Beach Shared Pathway
Edward Street - Cornwall	Policemans Point Road
Evercreech Road	Powers Road
Forest Lodge Road - Intake - Landslip	Priory Road
Four Mile Creek Road	Reids Road
Grant Street - St Marys	Reids Road Bridge - lost scour protection only
Harefield Road	Richardson Road
Harefield Road	Ryans Road
Heffords Road	Silver Street
Heffords Road – Bridge abutment back fill loss.	St Columba Falls Road - landslip
Hodges Road	Sweets Hill
Irish Town Road - Sealed	Terryvale Road
Irish Town Road - Unsealed	Tims Creek Road
John Street - Cornwall	Tyne Road
Kohls/Powers Roads	Upper Scamander Road – road embankment river erosion
Lehners Ridge Road	Walkway adjacent to Cunningham St Jetty
Leona Road	MTB Network

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 09 November 2022 to 09 December 2022														Reporting Period Total	2022-2023 YTD
Category/Area	Ansons Bay	Binalong Bay, The Gardens	Cornwall	Fingal, Mangana	Falmouth	Four Mile Ck	Upper Esk, Mathinna, Evercreech	Beaumaris	Scamander	Seymour, Denison	Parnella, Stieglitz, Akaroa	Goshen, Pyengana, Weldborough	St Helens	St Marys	
Dog - Attack on a person (Serious)														0	0
Dog - Attack on another animal (Serious)							1							1	5
Dog - Attack/Harassment - on another animal (Minor)														0	0
Dog - Attack/Harassment on a person (Minor)														0	3
Dog - Declared Dangerous														0	4

Dog Control - Activity Summary 09 November 2022 to 09 December 2022															Reporting Period Total	2022-2023 YTD
Category/Area	Ansons Bay	Binalong Bay, The Gardens	Cornwall	Fingal, Mangana	Falmouth	Four Mile Ck	Upper Esk, Mathinna, Evercreech	Beaumaris	Scamander	Seymour, Denison	Parnella, Stieglitz, Akaroa	Goshen, Pyengana, Weldborough	St Helens	St Marys		
Dog - Dangerous Dogs Euthanised															0	3
Dog - Barking															0	18
Dog - Chasing a person															0	0
Dog - Impounded															0	7
Dog - in Prohibited Area															0	0
Dog - Lost Dogs Reported															0	2
Dog - Rehomed/kennel for rehoming															0	0
Dog - Wandering/at large										1	1			1	3	21
Verbal Warnings given to dog owners															0	18
Notice Issued - Unregistered Dog																13
Notice Issued - Bark Abatement Notice															0	0
Notice Issued - Caution Notice										1					1	5
Notice Issued - Infringement Notice													1		1	3
Infringement Notice - Disputes															0	0
Infringement Notice - Time Extension Request															0	0
Infringement Notice - Revoked															0	3
Written Letter - Various matters to Dog owners.															0	16
Patrols - Township/Urban Areas		1								1	1		1	1	5	59
Patrols - Beaches/Foreshore		1								1	1				3	50

Dog Control - Activity Summary 09 November 2022 to 09 December 2022															Reporting Period Total	2022-2023 YTD
Category/Area	Ansons Bay	Binalong Bay, The Gardens	Cornwall	Fingal, Mangana	Falmouth	Four Mile Ck	Upper Esk, Mathinna, Evercreech	Beaumaris	Scamander	Seymour, Denison	Parnella, Stieglitz, Akaroa	Goshen, Pyengana, Weldborough	St Helens	St Marys		
Unregistered Dog - Notice to Register															0	0
Kennel Licence - No licence held															0	2
Kennel Licence - Issued															0	1
Other - Cat complaints															0	1
Other - Livestock															0	0
Other - Poultry															0	3
Other - Animal Welfare, RSPCA intervention															0	7
TOTAL	0	2	0	0	0	0	1	0	0	4	3	0	2	2	14	244

Dogs Registered 2022-2023 YTD	1,485
Pending Dog Registrations 2022-2023	40

Notes: Infringement Notices revoked 2022-2023YTD include infringement notices issued in the previous financial year2021-2022 and revoked in the current financial year.
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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.

12/22.14.3 Local Roads and Community Infrastructure Program – Phase 3 – New project nomination for funding

ACTION	DECISION
PROPONENT	Council
OFFICER	David Jolly, Manager Infrastructure & Development Services
FILE REFERENCE	018\019\068\
ASSOCIATED REPORTS AND DOCUMENTS	Site image

OFFICER'S RECOMMENDATION:

That Council nominate *“Project 7 - Reconstruction of Gravel Pathway at Grant St, Falmouth”* for Local Roads and Community Infrastructure Program - Phase 3 funding.

INTRODUCTION:

The purpose of this report is to seek endorsement from the Council to nominate *“Project 7 - Reconstruction of Gravel Pathway at Grant St, Falmouth”* for Local Roads and Community Infrastructure program - Phase 3 funding.

PREVIOUS COUNCIL CONSIDERATION:

Not applicable.

OFFICER'S REPORT:

Break O'Day Councils funding allocation under the Local Roads and Community Infrastructure Program – Phase 3 (“program”) is \$1,294,812.

Six (6) projects have been approved by the Department of Infrastructure, Transport, Regional Development and Communications (“Department”) totalling \$ \$1,249,838, leaving an unallocated amount of \$44,974 which is required to be allocated to a project by Break O'Day Council.

The Manager Infrastructure & Development Services has advised the Department that a seventh project will be considered by the new Council and that project nominated by decision of the new Council.

At the Falmouth Township Plan session held in May 2022, requests were made by community members to have the gravel path between the fire station and beach at the end of Grant St reconstructed.

Reconstruction of the gravel pathway is consistent with program funding criterion and is the proposed project (Project 7) for nomination to the Department.

The current program schedule is tabled for information.

Project Name	Project Description	Approved Funding Variation (Aug 2022) (\$)	Expenditure to Date (\$)	Unspent Allocation (\$)
1. North Ansons Bay Road, Ansons Bay, Tasmania	Putting a seal on an unsealed road over a length of 1,000m and to improve roadside drainage over that length of road.	539,000	0	539,000
2. Cecilia Street, St Helens, Tasmania	Streetscape development for Improved Accessibility of Community Facilities and Areas, Streetscape beautification on the eastern side of Cecilia Street between Circassian Street and Georges Bay Esplanade and the upgrading of a road intersection at the Cecilia Street/ Georges Bay Esplanade road junction. Works to occur over a total distance of 185m.	320,000	0	320,000
3. Esk Main Road, St Marys, Tasmania PROJECT COMPLETED	Replacement of pathway and kerb & channel drainage infrastructure over a length of 225m to the west of the Newman Street/Esk Main Road intersection, that have reached the end of asset life.	187,755	187,755	0
4. Medeas Cove Esplanade, St Helens, Tasmania PROJECT COMPLETED	Construction of new pedestrian pathway (410m in total length) to connect St Helens footpath network at Heather Place with the St Helens Dog Exercise Area and Community Garden located at the St Helens Recreational Ground entry at Eagle Street.	77,271	77,271	0
5. Mount Paris Dam Road & William St, Weldborough	Putting a seal on an unsealed road over a length of 315m and to improve roadside drainage over that length of road.	50,000		50,000
6. Young Street Footpath	Construction of new pedestrian pathway (420m in total length) to connect to the St Helens footpath at Tasman Highway to Medeas Cove Esplanade.	75,812	0	75,812
Total (Projects 1 to 6)		1,249,838	265,026	984,812

7. Proposed project : Reconstruction of Gravel Pathway at Grant Street, Falmouth.	Reconstruction of the gravel pathway at Grant Street, Falmouth over a nominal length of 400m as shown on attached map.	44,974	0	44,974
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Total (Projects 1 to 7)	1,294,812	265,026	1,029,786
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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 Area

Roads and Streets – Develop a well maintained road network that recognises the changing demands and requirements of residents and visitors.

LEGISLATION & POLICIES:

Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

LRCIP - Phase 3 projects are fully funded by the Australian Government. Projects must be completed at 30 June 2023.

VOTING REQUIREMENTS:

Simple Majority.



12/22.15.0 COMMUNITY DEVELOPMENT

12/22.15.1 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:

Outstanding Reports:

	Item	Notes	Status C=Completed O=Outstanding A=Actioned
1 August 2016	8.1 - Crown Lease – Burns Bay Boat Ramp and Car Park Area	The Manager Community Services will go back to Chris Price, Parks & Wildlife Services to see what his thoughts are prior to discussing with Chris Colley – ALL AGREED.	A Meeting held with representatives of the users of the Burns Bay Boat Ramp and PWS looking at some designs and potentially how they may work – draft proposal currently with AHT for their feedback Meeting arranged with all parties to review the recommendations by PWS prior to documentation being submitted on a formal basis

2022 - 2023 Programs and Initiatives

Council Community Grants/Sponsorship	2022-23
Community Services	
Community Grants	30,000
Youth Services	8,000
Misc Donations & Events	7,500
School Prizes	1,000
Community Event Funding	
Seniors Day	3,000
Australia Day Event	5,000
Swimcart	1,000
St Helens Athletic Carnival	2,500
Carols by Candlelight	1,600
January event including Wood chopping	15,000
Fingal Valley Coal Festival	2,000
Pyengana Endurance Ride -	500
Game Fishing	2,000
Marketing Greater Esk Tourism	2,500
Volunteer Week	2,500
Bay of Fires Winter Arts Festival	14,000
St Marys Community Car & Bike show	2,000
East Coast Masters Golf Tournament	2,000
Triathlon	2,000
World Supermodel	1,000
Mental Health Week	500
International Disability Day Event	1,000

Council Sponsorship	
Funding for BEC Directory	2,000
St Helens Marine Rescue	3,000
Suicide Prevention Golf Day	1,000
BEC	28,000

Updates on current projects being managed by Community Services:

Australia Day 2023 – Nominations are currently open

Nominations for Australia Day are now open until the 3rd January, 2023. Forms are available from the Council office or online on Council's Website.

Community Grants

The Community Funding program is now open. The Community Funding program provides grants to communities to improve facilities/programs in their township or to improve the overall amenity of their town. All community groups that represent the ratepayers of their community are eligible to apply for funding.

Projects that will be considered for funding but not necessarily restricted to:

- Beautification projects
- Projects to improve or construct recreation facilities
- Projects that will improve the amenity of the township/community

Projects that will not be considered:

- Any projects on privately owned land or which cannot be freely accessed by all community members
- Capital Works projects (ie. Footpaths, kerb and guttering etc.)

Recreational Trail Strategy

Agenda item to the December, 2022 Council meeting for adoption.

Pump Track Project

The Flagstaff Pumptrack working group will be met on Monday 14 November with the Manager of Business Services, Raoul Harper and the Communications Coordinator, Jayne Richardson at the Council Chambers to start discussions.

At the meeting design elements and potential locations were discussed. The group asked Council staff to do some research which has now been completed. This information along with the minutes from the meeting have been sent to the group.

The St Helens Pump Track working group have already received a rough plan of what the purpose of the group is and what outcomes we will achieve.

We will not be meeting with this group until the new year. This is due to wanting to involve students who will be going on holidays in the coming weeks. Our concern was that if we started the process too early momentum for the project would be lost.

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.

December

- 1 – International Day of people with Disability – 215 Medeas Cove Road, St Helens
- 3 – North East Dance Company – Portland Hall
- 24 – St Marys Christmas Parade – Main Street, St Marys
- 24 – St Helens Fire Brigade Lolly Run – St Helens Foreshore

January 2023

- 1 – St Marys Pacing Club – New Years' day races – St Marys Recreation ground
- 1-6 Scripture Union – Children's holiday program – Portland Hall
- 6-18 – Oceania Orienteering Championships – St Helens and Surrounds
- 14 – Dragon boat regatta – O'Connors Beach, St Helens
- 20 – BODRA – Summer Celebration – St Marys Recreation Grounds
- 21 – St Helens Athletics Carnival – St Helens Recreation Ground
- 26 – Australia Day awards ceremony – Portland Hall
- 28 – Break O'Day Wood chopping Event – St Helens Foreshore

Christmas Art Project – Students from St Helens and St Marys School

The Christmas Signs have been installed, don't they look great (photo of St Marys School yet to be supplied) Thank you to Wayne and the works crew for installing



Learner Driver Mentor Program

Increase in hours again this month, which is great to see. There will be an information session for all mentors and learners next month, and a celebration lunch to thank our mentors for all their hard work this year. Hour will be expected to drop next month due to the Christmas closure and a few mentors having some time off

On Road Hours: 52.5

Learners in the car: 6

Learners on waiting list: 8

Mentors: 4

Community Wellbeing Project

YCNECT

Youth Collective North East Coast Tasmania (YCNECT) is a youth service that runs under St Helens Neighbourhood House that provides a range of programs, events and activities designed to address the needs and wishes of young people living in the Break O'Day area.

YCNECT's youth engagement workers hold weekly meet-ups in St Helens and St Marys, create epic school holiday and in-school programs, and provide some 1:1 and small group support facilitating experiences and opportunities. These activities are a direct response to the feedback that we've had from young people - that many young people are yearning for more things 'to do' and fun activities and events are at the top of their list.

Our activities are for ages 10 - 18 (depending on the activity). We provide food and drinks, great tunes, games, transport where possible, and an opportunity for young people to do some awesome things this summer.



SCOTTY



Hi my name's Scotty, and I'm the games master. I like gardening surfing and playing music. I got involved with YCNECT to help make more activities happen around the North East Coast (Youth Engagement Worker)

CAITLIN



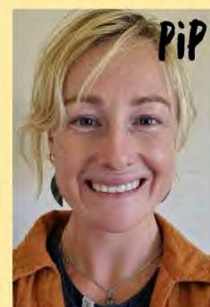
Hi, I'm Caitlin, and I am passionate about helping young people live a good life. My favourite things are surfing, eating good food, swimming all year round, and beating Scotty in downball!

(Youth Program Manager)
0493151135
youth@sthelensnhh.org.au

PEETE



Hi my name's Pete, and curiosity is my thang! My passions are martial arts, swimming and exploring nature. I'm here to build friendships and have fun with young people on the North East Coast. (Youth Engagement Worker)



Hi I'm Pip. There's not much in life that doesn't get me excited, but my main passions are getting outdoors, surfing, movement and creating connections with both people and places. I love working with YCNECT and young people because I feel that I always get back just as much as I give. (Youth Projects and Thrive Mentoring Co-ordinator)
youthprojects@sthelensnhh.org.au



YCNECT is supported by the Tasmanian Government and funded by the Australian Department of Social Services. Go to www.dss.gov.au for more information.

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	002\024\003\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – M21 Single Use Plastics Policy

OFFICER’S RECOMMENDATION:

That Policy AM21 – Single Use Plastics Police, as amended, be adopted.

INTRODUCTION:

This policy was adopted by Council in February, 2022 and community members have sought clarification around one of the items that cannot be used.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 21 February, 2022.

OFFICER’S REPORT:

Council staff have been asked what options are available to community members at events if single use drink bottles are not permitted once the policy comes into effect from 1 January, 2023.

The majority of water bottles that can be purchased are made of plastic and are recyclable but in the attached policy we have them as not permitted.

2. DEFINITION

Single use plastics are plastic items used for food and beverage, which are not designed or intended for multiple use, or to be returned to the retailer for refill or reuse for the same purpose for which it was conceived. The following single use plastic items are covered by this policy:

- plates, bowls and other plastic dishes
- cups and lids
- cutlery
- stirrers
- straws
- food and beverage packaging including, but not limited to: bottled water and polystyrene containers

With Covid still impacting in our community and most plastic water bottles are recyclable, we have made an amendment to the policy putting more definition around plastic bottles, that being non-recyclable beverage/water containers.

LEGISLATION & POLICIES:

Strategic Plan 2017 – 2027

Goal

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

Strategy

Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO AM21 SINGLE USE PLASTICS POLICY

DEPARTMENT:	Works and Infrastructure
RESPONSIBLE OFFICER:	Manager Infrastructure and Development Services
LINK TO STRATEGIC PLAN:	<p>Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle.</p> <p>Provide access to services and facilities which support a sustainable lifestyle.</p>
STATUTORY AUTHORITY:	Nil
OBJECTIVE:	To provide a framework by which the Council, local community groups and businesses are encouraged to phase out the use of single use plastic packaging within the Break O' Day municipality.
POLICY INFORMATION:	Adopted 21 February 2022 – Minute No 02/22.16.3.35

POLICY

1. SCOPE

This policy applies to

- All Council controlled buildings and land and leases that Council holds on Crown land.
- Council leases where the lessee is operating a take away food and/or beverage service.
- All events, markets and other activities (including food vans) on council controlled land, whether sponsored by the Council or not.

2. DEFINITION

Single use plastics are plastic items used for food and beverage, which are not designed or intended for multiple use, or to be returned to the retailer for refill or reuse for the same purpose for which it was conceived. The following single use plastic items are covered by this policy:

- plates, bowls and other plastic dishes
- cups and lids
- cutlery
- stirrers
- straws
- food and beverage packaging including, non-recyclable beverage/water containers and polystyrene containers.

3. EXEMPTIONS

In circumstances where single use plastics might not be avoidable reasonable judgement is required

- Consideration of people with disabilities and their individual needs.
- Emergency situations.
- Where public health risks are possible such as in food preparation, handling and covering.

4. POLICY

Single use plastics are not to be used at both, sponsored or non-sponsored events in Council operated buildings or land from 1 January 2023 onwards. Approved single use compostable packaging or reusable packaging will be permitted.

All sponsorship agreements from 1 January 2023 will include the following clause: "single use plastics are not to be used during the event and are to be substituted with approved compostable or reusable packaging alternatives".

Council will work with event holders to transition to more sustainable event management, specifically facilitating the move away from compostable single use packaging to reusable packaging.

Food vans operating on council land are encouraged to transition away from using single use plastics. The council will ask all food van operators to join into a memorandum of understanding which will ask that, when operating on council land or public roads, single use plastics not be used and are instead substituted with compostable or reusable packaging alternatives.

Sports clubs canteens and other community venues that hold events and functions as part of their normal operations in/on Council owned buildings and land are encouraged to transition towards the principles of this policy.

Council managers will support and implement appropriate processes to ensure operation and compliance to this policy and associated procedures.

Council will provide Waste Minimisation Guidelines to support Council staff and event organisers to ensure that planning for events includes Planning for avoidance, reduce and recycling of waste.

Event organisers are required to promote and practice waste avoidance principles by:

- a) Proactively reducing waste quantity generated.
- b) Not allowing the sale and/or distribution of single-use plastic products and single use sachets, polystyrene, plastic bags, plastic straws, non-recyclable beverage/water containers and/or balloons.
- c) Avoiding the sale/and or distribution of non-recyclable beverage/water containers, except in cases of potential breach of health and safety requirements;
- d) Responsibly manage any waste to ensure the cleanliness of the area is maintained during and after the event and allow for segregation of waste streams at an event,
- e) Promote and engage in sustainable procurement practices; selecting materials that enable the opportunity for recycling with the objective of reducing the environmental impact of any products, supplies and promotional materials used at an event.



Council will cease purchasing single use plastics as defined in this policy by 1 July 2022. Existing stocks of single use plastic may be consumed beyond this date.

5. MONITOR AND REVIEW

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

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 consider approving a full fee waiver for Krystal Hallam to use the St Marys Hall to run a pilot program called “Come and explore Conscious Theatre”
2. That the fee waiver be in place for a period of three months as a trial period to see whether the community are interested in such a program.
3. The waiver does not include the non payment of the bond and administration fee.
4. That a review be undertaken to examine the parameters for a 5th category to be added to the existing policy to encompass trial projects.

INTRODUCTION:

Council has received a request for a full waiver to be applied for the St Marys Hall for the purpose of running a theatre pilot project.

PREVIOUS COUNCIL CONSIDERATION:

N/A

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.

The Co-ordinator of the event has asked that we seek Council’s permission for a full fee waiver to give the community members who want to be part of a theatre group the opportunity to come along and see how it will work.

It is our understanding that if enough people are interested in forming a theatre group then they may be charged a small fee to cover the hire of the facility and the co-ordinator’s time in hosting the theatre group.

STRATEGIC PLAN & 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.

VOTING REQUIREMENTS:

Absolute Majority.

ACTION	DECISION
PROPONENT	Council Officers
OFFICER	Manager, Community Services
FILE REFERENCE	002\024\004\
ASSOCIATED REPORTS AND DOCUMENTS	<ul style="list-style-type: none"> • Policy No CB 03 • Community Engagement Procedure

OFFICER'S RECOMMENDATION:

That Council replace Policy No CB03 Community Engagement Policy with the document Community Engagement Procedure.

INTRODUCTION:

Our Community Engagement Strategy outlines a consistent approach for how Council will engage across all areas with our community. The strategy is a key public document of a Community Engagement Framework.

The Strategy utilises the International Associations for Public Participation (IAP2) framework which is an internationally recognised communication tool and endorsed by the LGA.

We have developed this Strategy in line with the Strategic directions, values and policies of BODC at the forefront and have presented them in a simple and easy to understand format.

PREVIOUS COUNCIL CONSIDERATION:

N/A

OFFICER'S REPORT:

All sections that are encapsulated within Policy No. CB03 are now embedded in the Community Engagement Strategy and in the Community Engagement Procedure. The Procedure prescribes how the Strategy will be implemented.

Together the Strategy and the Procedure and any other templates or working documents form the Framework – this makes the existing policy defunct.

STRATEGIC PLAN & 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

Create an informed and involved community by developing channels of communication.

Annual Plan 2021-2022

1.3.1.2 Framework Integration - Embed the Community Engagement Framework within Council activities:

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.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO CB03 COMMUNITY ENGAGEMENT POLICY

DEPARTMENT:	Community Services
RESPONSIBLE OFFICER:	Community Services Manager
LINK TO STRATEGIC PLAN:	Improve Council's communication, consultative processes, representation and advocacy
STATUTORY AUTHORITY:	Local Government Act 1993
OBJECTIVE:	<p>The Break O'Day Council is committed to open and accountable decision making.</p> <p>Council seeks to:</p> <ul style="list-style-type: none"> • Keep the community well informed about Council's activities and initiatives and • Actively encourage the community to be involved in the decision making process providing the community with adequate time for genuine and constructive consultation and engagement. <p>Community consultation may take a variety of forms such as public notices, direct mail, media advertising eg radio and print, newsletters, forming reference groups and community meetings. Any combination of these may be used to best reach the community affected by the issue.</p> <p>The Break O'Day Council is strongly committed to achieving a leading practice standard on all community consultation.</p>
POLICY INFORMATION:	<p>Adopted 19 March 2012 – Minute No 03/12.15.4.069</p> <p>Amended 23 April 20104 – Minute No 04/14.13.11.104</p>

POLICY

1. ROLES AND RESPONSIBILITIES

- 1.1 This policy applies to Elected Members, staff, contractors and agents or consultants acting on behalf of Council.
- 1.2 The General Manager is responsible for:
 - Implementing communication and consultation initiatives in accordance with this policy;
 - Reporting on the outcomes of these initiatives to Council, to inform the decision making process; and
 - Reporting on the review and evaluation of this policy.
- 1.3 Council is charged with making decisions on the community's behalf. Appropriate levels of consultation will ensure that decisions are based on community views.

2. PRINCIPLES

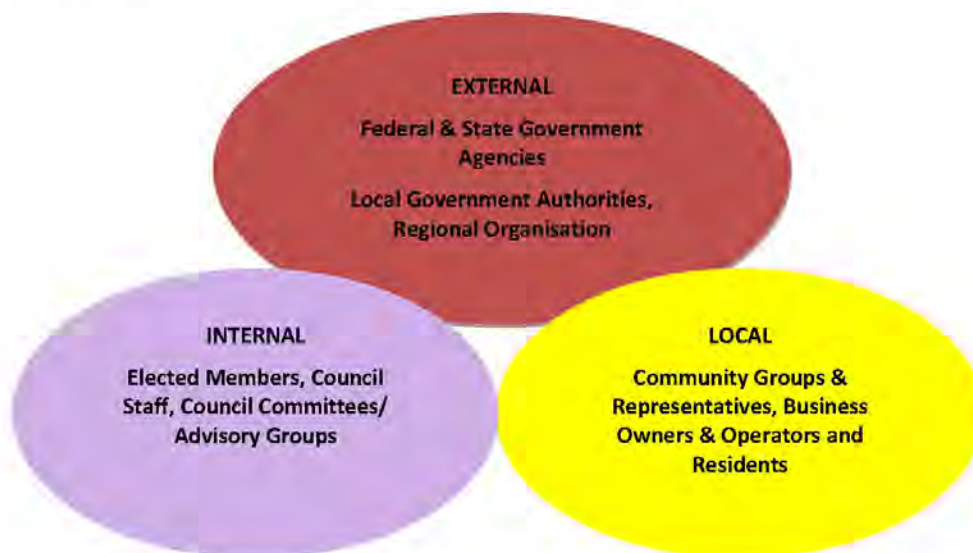
This policy is underpinned by the following principles, which are central to effective communications and consultation:

- Identify affected community members in each specific circumstance;
- Ensure information is easily understood and accessible to identified affected community members, and includes contact details for obtaining further information in all communications;
- Provide a range of appropriate and timely opportunities for people to access information and to be involved, taking account of barriers to access due to language, disability, access to technology or cultural issues;
- Define the parameters of the consultation process for each specific topic, and identify what aspects of the decision can be influenced by community involvement;
- Listen and respond to community views in a balanced way, taking into account all submissions made by affected community members;
- Keep records and provide feedback concerning decisions made as a result of consultation;
- Review and evaluate the policy to ensure ongoing improvement in the way it involves the community in its decision-making processes;

3. THE DECISION MAKING PROCESS

- 3.1 Community engagement is one aspect of Council's decision making process. Council seeks to take account of the views and aspirations expressed by the community and stakeholders, and balance those with other influences such as budgetary constraints; legislative obligations and also in seeking alignment with State and Federal Government strategic objectives to make decisions within the context of Council endorsed strategic directions.
- 3.2 The following diagram identifies the various stakeholders that Council will consult with based on an assessment of to whom the issues are considered to be relevant. In some cases the relevant consultation group will include stakeholders from more than one sector, depending upon the issue being considered.

VARIOUS STAKEHOLDERS – INFLUENCING THE OUTCOME



4. CONSULTATION METHODS

- 4.1 Generally, the strategic objective of any community consultation plan is to ensure that all residents receive regular information about Council's achievements, objectives and performance, are advised of major issues affecting the community and are given adequate notice and opportunity to comment.
- 4.2 Elements of this process include:
- A regular community newsletter
 - Other direct mail publications or letterbox drops, as appropriate.
 - Advertising in the local newsletters, the Examiner and other newspapers and publications.
 - Regular media releases and briefings.
 - Community forums and stakeholder meetings.
 - Market research or surveys.
 - The Council website.
 - General fixed displays (noticeboards in the Council foyer, outside and the library).
 - Specific displays.
 - Questionnaires and circulars at Council offices.
 - Focus groups (randomly chosen, targeted stakeholders or voluntary).

5. PROCESS FOR COMMUNITY CONSULTATION AND ENGAGEMENT

The following process will be implemented when Council determines that public or community consultation is to be undertaken:

- Identify affected community members relevant to the consultation topic;
- Decide the key messages to be delivered to affected community members;
- Identify the parameters of the consultation initiative, that is, what aspects of the decision can be influenced;
- Identify a range of appropriate options for communicating information to stakeholders and inviting involvement – “the communication strategy”;
- Identify contact person(s) and contact mechanisms for interested parties to obtain further information;
- Identify timeframes relevant to the consultation initiative. Council will aim to provide at least two (2) weeks’ notice of any consultation forums or opportunities, and will ensure a period of twenty one (21) days is allocated from the date of inviting involvement to the final closing date for submissions (unless a lesser or greater timeframe is dictated via legislative requirement);
- Determine who is responsible for:
 - Implementing the communication and consultation strategy;
 - Reporting to Council on the outcomes;
 - Providing feedback about the decision to participants;
 - Ensuring appropriate records are kept.

6. STATUTORY REQUIREMENTS

- 6.1 In a number of areas the Council is required to comply with specific legislative requirements – such as minimum periods, publication in the Gazette and newspapers.
- 6.2 Consultation processes identified in this Policy should be seen as complementing any prescribed statutory requirements.
- 6.3 Consultation processes beyond statutory requirements will only take place within any legislative limits that may apply.

7. CONSULTATION CATEGORIES

- 7.1 The Community Engagement Policy specifies three (3) levels of activity designed to suit all consultation requirements, ranging from the most basic public notification to a major project or issue of community wide significance.
- 7.2 Each level specifies the minimum statutory requirements relating to community consultation and exceeds them with a mixture of activities that may or may not be required.
- 7.3 It is Council's prerogative to establish the level of consultation required when considering a subject requiring community consultation. The level will need to reflect the minimum statutory requirements relating to that subject.
- 7.4 It will be applied to any matter where consultation is required by legislation, Council policy or when Council considers this to be appropriate.
- 7.5 The General Manager will be responsible for implementation of the Policy, which will include establishing the consultation level and determining which of the elements within that level will be undertaken where Council has not done so.

- 7.6 Any good consultation strategy requires a certain degree of flexibility to suit the specific situation. While setting out minimum standards, each activity level reflects this need by not being too prescriptive. The following list indicates which level may apply for certain activities. (These are examples only and should not be regarded as a comprehensive list.):

Level 1

- Opening hours – Council office, Georges Bay Esplanade, St Helens
- Codes of Practice – Access to meetings and documents
- Change of street name
- Notice of works (minor)
- Community events
- Change of parking restrictions
- Determining the manner, places and times of its principal office
- Variation to community engagement policy (minor)
- Altering the Code of Practice relating to the principles, policies and procedures that Council will apply to Public Access to Council and Committee Meetings and their minutes and release of documents
- Excluding land from classification as community land (one parcel)
- Planting vegetation where it will have a significant impact on residents, \ or the proprietors of nearby residents, of advertisers
- Representation reviews
- Lease or licence of community land

Level 2

- Lease of community land
- Community Land Management Plans – minor
- New By-Laws
- Traffic Management Plans
- Policies in relation to order making power
- Making By-Laws
- Power to make orders
- Permits
- Street trees

Level 3

- Change to Community Engagement Policy (significant)
- Waste Management
 - Education
 - Process for collection and disposal
- Plan Amendment report of more than local significance
 - Traffic Management Plan – Municipality Wide
 - Strategic Plans
 - Plan Amendment Report (PAR) affecting the whole municipality
 - Major projects
 - Council amalgamations
 - Community land – classification
 - Excluding land from classification as community land
 - Notice of Works (major)



The consultation process for each level is set out in Appendix 1.

8. PUBLIC ACCESS

This policy document is accessible to the community at the Council Office at Georges Bay Esplanade, St Helens and on Council's website.

9. MONITORING AND REVIEW

The Break O'Day Council reserves the right to review the elements of the consultation process to suit the requirements of any particular issue.

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

APPENDIX 1

Break O'Day Council's Community Engagement Policy

The following list provides options for each level of community engagement at all levels. It is not exhaustive. In determining the level and methodology of engagement are appropriate, attention is drawn to points 7, 8 & 9 of the policy.

Level 1 Information Gathering Information Provision	Level 2 Community Consultation Testing Information	Level 3 Community Engagement/Participation
Municipality Wide Issues		
<ul style="list-style-type: none"> Compliance with statutory requirements (if any) <p>Further options</p> <ul style="list-style-type: none"> Advertisement in the Examiner. Options are a public notice advertisement, display advertisement. Council's website Fact sheets Displays Letterbox drops Surveys Affected community members feedback 	<ul style="list-style-type: none"> Compliance with statutory requirements (if any) Allow a minimum 4-6 week days for response Report to Council and community on findings <p>Further options</p> <ul style="list-style-type: none"> Advertisement in the Examiner Council's website Media release, if appropriate Copies of major reports/plans available in the library and for purchase Consider submissions made in response Focus Groups Surveys Fact sheets Displays Letterbox drops Report to Council summarising submissions/surveys for formal Council decision Affected community members feedback 	<ul style="list-style-type: none"> Compliance with statutory requirements (if any) Minimum 6-8 week consultation Report to Council and community on findings <p>Further options</p> <ul style="list-style-type: none"> Council sets a consultation budget Advertisement in local newspapers and/or the Advertiser Council's website Media release and/or briefings Articles and/or specific publication to all residents Other options: <ul style="list-style-type: none"> Surveys Workshops Focus Groups Open days Displays/Notice boards Community forums Public submission Copies of major reports/plans available in the library and for purchase Affected community members feedback

Level 1 Information Gathering Information Provision	Level 2 Community Consultation Testing Information	Level 3 Community Engagement/Participation
Localised Issues		
<ul style="list-style-type: none"> Compliance with statutory requirements (if any) <p>Further options</p> <ul style="list-style-type: none"> Letter of advice to affected properties or properties within 250m of site, as appropriate Fact sheets Affected community members feedback 	<ul style="list-style-type: none"> Compliance with statutory requirements (if any) Report to Council on findings <p>Further options</p> <ul style="list-style-type: none"> Letter of advice to affected properties or properties within 250m of site, as appropriate Neighbourhood forums Surveys Public submissions Fact sheets Affected community members feedback 	<ul style="list-style-type: none"> Compliance with statutory requirements (if any) Report to Council on findings <p>Further options</p> <ul style="list-style-type: none"> Letter of advice to affected properties or properties within 500m of site, as appropriate Neighbourhood forums Focus groups Surveys Public submissions Fact sheets Displays Affected community members feedback
<p>Localised Issues include:</p> <ul style="list-style-type: none"> - Footpath construction/maintenance - Street tree planting/removal/pruning - Parks and reserves upgrades - Road reconstruction - Road sealing/major maintenance - Storm water drainage - Traffic management (specific areas) - Projects in specific areas 		

COMMUNITY ENGAGEMENT PROCEDURE

DEPARTMENT:	Community Services
RESPONSIBLE OFFICER:	Manager Community Services
ASSOCIATED POLICY:	Policy CB03 – Community Engagement
POLICY INFORMATION:	Adopted March 2012 – Amended 2014
STRATEGY:	Community Engagement Strategy adopted 18 July Council Meeting

Procedure

AIMS:

Inclusion and Accessibility

We will use a range of communication methods to try and reach as many people as possible and will try to provide everyone the opportunity to participate.

Transparency and Accountability

We will be fair, transparent and accountable in our decision-making and do all we can to create a thriving community where everyone feels safe, welcome and connected.

Integrity and Respect

We will do all we can to make sure everyone understands the role and value of community engagement, and that our engagement is consistent and understood.

Open and Honest Communication

We will be clear and consistent in our approach to community engagement to ensure people can participate in decision-making where appropriate.

Best Practice

We will apply the most appropriate engagement methods according to the audience, matter or project. We will make sure staff have access to tools and resources to perform best practice community engagement.

Guidelines

Be Clear – When communicating with the community, be clear about WHAT, WHO and HOW we will inform/engage, and how this will affect our decision-making.

Be Educated – Seek to understand the different viewpoints of our community and do our best to help our community understand the topics and projects of interest to them.

Be Timely – Inform the community of engagement one month in advance. This is to allow for inclusion in Council's newsletters, local papers as well as time for word-of-mouth to spread.

Be Meaningful – Engage with identified audiences and provide opportunities for them to be heard and ensure this influences the decision/action of Council.

Be Transparent and Accountable – Be honest with our community about the scope and limitations of participation opportunities. Make engagement data available to the public and explain how this information influenced decision-making.

GENERAL

Whether informing or consulting etc we need to ensure our process is consistent, transparent and accountable.

All Community Engagement documentation must be saved here: S:COMMUNITY ENGAGEMENT.

This folder contains a GENERAL ADMIN folder where you can access templates, forms and copies of relevant policies and strategies.

A new folder should be set up for each project so it can be accessed by all relevant staff. This folder should include:

- Promotional material
- Copies of surveys for printing hardcopies
- Reports
- Communication Plan

STEPS TO COMMUNITY ENGAGEMENT

INFORM= complete Steps 1-4. For **CONSULTING**= Complete Steps 1- 10

ASSESS	Step 1. Determine which IAP Level of Communication you will be using.
	Step 2. Based on your determined Engagement level, either fill out the INFORM or CONSULT templates find in here: INFORM – S:\COMMUNITY ENGAGEMENT\1. GENERAL ADMIN\Templates\INFORM-TEMPLATE.docx ENGAGE - S:\COMMUNITY ENGAGEMENT\1. GENERAL ADMIN\Templates\ENGAGEMENT-TEMPLATE.docx
INFORM	Step 3. Work with the communications coordinator to develop any required material and establish community engagement methods.
	Step 4. Ensure relevant staff and Councillors are aware of the engagement activities.
CONSULT COLLABORATE EMPOWER	Step 5. Start promoting your activity(s) at least 1 month in advance to ensure reach is as wide as possible.
	Step 6. Ensure you have all the tools you need to undertake your engagement like facility bookings, extra staff etc. (Refer to Communication Plan for Check List.)
	Step 7. Start your engagement
REVIEW	Step 8. Before finalising your engagement, review your processes and methods to ensure we are meeting the aims and guiding principles of the community engagement strategy and reaching the desired audience(s). This may require you to reconsider, change and add additional methods to your process. (See the Matrix of Measures.)
	Step 9. Develop a report to present back to the community. This report must include the items listed below and be made publically available on our website and in hardcopy over the counter. (Use this template to develop your report.)

Step 10. Ensure findings from engagement are implemented into Council's decision/project/activity.

ENGAGEMENT REVIEW – Step 8

Before closing off your engagement ask yourself:

- Was our process inclusive and accessible?
- Did we talk to the right people?
- Did we ask the right questions?
- Was the timing right?
- Was the information easy to understand?
- What worked well and what didn't?
- Did we have the right resources?
- What feedback did we receive from the community about the consultation?
- What learnings are there for next time?

If you feel your engagement has not answered these questions and do not meet our aims and guiding principles consider adapting your methods.

Include any relevant information on your review in your report.

Report any relevant information that may change our processes in the future to the relevant staff.

REPORTING BACK – Step 9

REPORTS

Reporting back is only required for Consultation and above levels.

You will find a couple of examples of reports in the S:Drive that you can use. One is based on reporting back with survey data, the other is more geared towards reporting back after a formal submission process.

Reports back to the community **MUST** contain the following:

1. An explanation of how the findings of the consultation process informed Council's decision
2. Summary of key themes and findings
3. Detail on the process we used to engage
4. Survey statistics including graphs
5. A full list of all the comments that were made during the process

And if possible and appropriate, also include Word cloud – visual representation of findings.

On the following page you will find a Matrix of Measures, KPIs and Acceptable solutions. The matrix itself is not for inclusion in Public reports but should be used during the consultation process to ensure we are on track as well as at the end.

Any learnings should be passed on to the Communications Coordinator for future improvements to our processes.



MEASURES AND KPIs

Reports must address the following measures and KPIs.

MEASURE	KPI	If No – Acceptable solution
Was our process inclusive and accessible?	<ul style="list-style-type: none"> We reached a wide range of people in our community Our engagement activities were accessible and inclusive 	<ul style="list-style-type: none"> We will go back out to the community in an appropriate, inclusive and accessible way to ensure the decision/project/activity is understood. For example information session(s), or inform methods.
Did we talk to the right people?	<ul style="list-style-type: none"> Stakeholder responses = REQUIRED or explained General audience responses must aim to REASONABLY meet: <ul style="list-style-type: none"> A spread across the municipality in relation to population centres. For example: St Helens = Approx 1/3 of responses* A spread of age group in relation to area's demographic statistics. When surveying the entire community or townships we should aim to reach approx. 5% of the community. 	<ul style="list-style-type: none"> We will explain why stakeholders could not engage with us. We will go back out to the community in an appropriate, inclusive and accessible way to ensure the decision/project/activity is understood. For example information session(s) or inform methods.
Did we ask the right questions?	<ul style="list-style-type: none"> The aims of the engagement were answered and allow us to progress the decision/project/activity. 	<ul style="list-style-type: none"> We will consider a different method of engagement and reengaging with the community. We will go back out to the community in an appropriate, inclusive and accessible way to ensure the decision/project/activity is understood. For example information session(s) or inform methods.
Was the timing right?	<ul style="list-style-type: none"> We gave at least a month's notice We were able to reach our identified audiences We were able to promote the event adequately 	<ul style="list-style-type: none"> We will go back out to the community in an appropriate, inclusive and accessible way to ensure the decision/project/activity is understood. For example information session(s) or inform methods.
Was the information easy to understand?	<ul style="list-style-type: none"> The community understood why we were consulting The community understood how they could have input 	<ul style="list-style-type: none"> We will go back out to the community in an appropriate, inclusive and accessible way to ensure the decision/project/activity is understood. For example information session(s) or inform methods.



What worked well and what didn't?	<ul style="list-style-type: none"> We reviewed our engagement processes and made changes needed to ensure we met our aims and guidelines 	<ul style="list-style-type: none"> We reviewed our engagement processes and made changes needed to ensure we met our aims and guidelines
Did we have the right resources?	<ul style="list-style-type: none"> We had everything we needed on the day to ensure the community had their voices heard in a meaningful way 	<ul style="list-style-type: none"> We explain how we will ensure we are better prepared next time
What feedback did we receive from the community about the consultation?	<ul style="list-style-type: none"> We listened to feedback from the community on our engagement processes 	<ul style="list-style-type: none"> We listened to feedback from the community on our engagement processes
What learnings are there for next time?	<ul style="list-style-type: none"> We made changes to our processes based on feedback from the community. 	<ul style="list-style-type: none"> We made changes to our processes based on feedback from the community.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	002\017\018\
ASSOCIATED REPORTS AND DOCUMENTS	Recreational Trails Strategy

OFFICER'S RECOMMENDATION:

That Council formally adopts the Recreational Trails Strategy.

INTRODUCTION:

Council lodged an application under the Building Better Regions Fund to undertake a Recreational Trails Strategy in December 2019.

PREVIOUS COUNCIL CONSIDERATION:

Council Meeting – 20 July, 2020
Council Meeting – 20 April, 2022

OFFICER'S REPORT:

The Recreational Trails Strategy for the Break O'Day Council municipal area will contribute to developing an outstanding visitor experience – linking the tourism visitor with the spectacular land and seascapes of the region and provide the local community with social and economic benefits.

The strategy provides a framework for moving into the future – current recreational trails were reviewed through community and stakeholder engagement, to determine current and future community needs. Opportunities and their economic impacts were identified to enable decision making on sustainable trail development.

The document contains various sections of information and research that delivered on:

- The Vision and Objectives as supported by stakeholders.
- Likely visitor demand and market appeal of the trails.
- Description of the experiences – locations of the existing and proposed routes; accessibility, land tenures; access; infrastructure; products; services and standards.
- Associated product needs for tracks and trails and other infrastructure and requirements.
- High level cost estimates for the projects.
- Governance arrangements to implement and manage the trail and experiences.
- A financial analysis - considering costs and revenues associated with the setup, operation, management and maintenance of the network and its associated infrastructure and governance arrangements.

- Economic impact assessment – including increase in regional spend and number of jobs created
- Tourism industry and partnerships – including ongoing roles of stakeholders and partner agencies; delivery mechanisms for partnerships and new opportunities (including commercial); community engagement in future maintenance.
- A priority schedule for track and trail infrastructure investment.

Extensive community engagement took place on two occasions; first we hosted drop-in sessions in conjunction with the LPS at St Marys and St Helens – 34 in total attended. The second opportunity for engagement was an online forum where 36 members of the community were given the opportunity to ask questions and share ideas with the consultant engaged to deliver on the project. Feedback from the engagement sessions was fed back into the draft document.

Government agencies, eg. PWS and traditional land owners plus local environmental representatives were also engaged by the consultant undertaking the development of the Strategy to seek their feedback and what they saw as the future for recreational trails in the Break O’Day area. Council staff have also more recently met with PWS again to ensure that their feedback has been included in the final document.

Councillors may recall that they approved the draft Recreational Trails Strategy for the last round of community feedback and only four (4) submissions were received at this time.

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

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

Annual Plan 2022 – 2023

Action 4.3.3.5. Recreational Trails Strategy – Complete the development of the Strategy including Adoption by Council.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There will be budget implications to Council as projects have been identified through the development of the Recreational Trails Strategy. These will be listed in upcoming budget discussions.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	002\024\004\
ASSOCIATED REPORTS AND DOCUMENTS	CB04 – Youth Policy and Strategy Draft Policy – CB04 Youth Policy

OFFICER’S RECOMMENDATION:

That Policy CB04 – The Youth Policy be accepted.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069

Amended 19 April 2017 – Minute No 04/17.14.2.96

OFFICER’S REPORT:

Attached to this agenda item is the current CB04 Youth Policy and Strategy which is due for renewal.

The Community Services team have reviewed the document referred to above and all agree that the Youth Strategy needs to be rewritten as a separate standalone document not as a combined Policy and Strategy.

Until that process of developing a new Youth Strategy is completed, the Youth Policy has been rewritten to reflect the work that Council staff currently undertake or are involved in with other organisations.

The new policy reflects the strategic approach to Council’s support, consideration or involvement in youth focused outcomes in Break O’Day.

Existing Policy Objectives Break O’ Day Council will support young people by:	Proposed NEW Policy Focus Areas	Rationale for change
1 Supporting them to identify and meet their needs through the development of a Youth Advisory Group and supporting volunteering	1. Supporting the work of others - This includes: participating in networks, providing letters of support for funding applications to	Council has not been directly resourcing or undertaking the activities in the existing policy. The new ‘focus area’ statement is an accurate depiction of our

opportunities (policy objective 1).	address identified gaps and needs in youth services; supporting new initiatives.	current way of working on youth issues.
2 Supporting the maintenance of good mental health and wellbeing (policy objective 2).	2. Engagement, Advocacy and Influencing - This includes: consulting with partners engaged in youth work and other young people when formulating Council strategies and plans; advocating to other levels of government on key issues impacting young people in our community; opportunities for direct discussions with Councillors; and advocacy for increased programs and facilities for young people.	The existing policy statements 2 and 3 are better suited to becoming part of the youth strategy. A consultation that is now 5 years old informed these statements. A new round of consultation performed by youth focussed programs and organisations in our community can inform new strategic direction for a youth strategy co-designed with community.
3 Supporting them and the community to take a stand against bullying and harassment (policy objective 3).		
4 Providing a range of recreational activities and recreational spaces (policy objective 4).	3. Access to Healthy and Safe Places and Experiences - This includes: providing appropriate places for young people to gather and connect; building and maintaining infrastructure for young people; collaboration with partners on youth focused activities, events and cultural programs; providing community grants to support a wide range of community development and recreational opportunities.	The new policy statement is broader with capacity to encompass more themes beyond recreation and transport. The statement does not commit Council to delivering on outcomes that cannot be resourced or managed by Council.
5 Supporting transport needs where it is possible and practical (policy objective 5).		
6 Supporting schools, the community and individuals to meet their education, training and employment goals (policy objective 6).	4. Educational and Employment Opportunities - This includes: working in partnership with our schools, employment providers, business and industry networks, and community organisations and groups to advocate for and support provision of training and development	The statement in the new policy encompasses Council's current work and involvement with schools and Break O'Day Employment Connect and is broader to leave room for emerging activities and ways of working.

	opportunities for young people in the Break O'Day municipality.	
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LEGISLATION & POLICIES:

Strategic Plan 2017 – 2027

Goal

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

Strategy

Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community.

STRATEGIC PLAN & ANNUAL PLAN

Strategic Plan 2017-2027 – revised March 2022

Goal

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.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

N/A

VOTING REQUIREMENTS:

Simple Majority.

POLICY NO CB04 YOUTH POLICY AND STRATEGY

DEPARTMENT:	Community Services
RESPONSIBLE OFFICER:	Manager Community Services
LINK TO STRATEGIC PLAN:	Build capacity to improve community spirit and enhance a sense of wellbeing
STATUTORY AUTHORITY:	N/A
OBJECTIVE:	
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 19 April 2017 – Minute No 04/17.14.2.96

POLICY

1. INTRODUCTION

The Youth Policy and Strategy has been prepared to reflect the changing nature of the needs of people aged 12-25 in the Break O' Day municipality. Extensive consultation and a needs analysis occurred during December 2016 and January 2017. A brief youth profile has been prepared, but it should be noted that the statistics, while they are the most recent currently available, are relatively old. It is recommended that the youth profile be updated when the Australian Bureau of Statistics releases its data from the 2016 census of population and housing. The policy priorities and strategy are to be annually reviewed and the strategic plan sets out a three-year time frame for achievement.

This document is designed to augment and support existing youth programs delivered by Break O'Day Council (BODC). The BODC delivers a Learner Driver Mentor Program (LDMP) in collaboration with the Tasmanian State Government. The LDMP provides young people with access to vehicles and mentors, enabling them to gain the necessary experience required to gain their Provisional Licence. BODC is a partner organisation in the THRIVE (Transforming Health, Relationships, Innovation, Vocation, Education) working group. This partnership delivers a broad range of services and programs that support young people in the municipality. Council recognises the individuals and local organisations that assisted in the development of this document.

2. MISSION STATEMENT

Council will work collaboratively with young people, agencies, service providers, schools and industry to respond to the changing needs of young people aged 12-25. This will involve ongoing conversations with all stakeholders to revisit and refine service delivery.

3. YOUTH PROFILE - STATISTICS

The Break O' Day municipality is a regional area characterised by high levels of social and economic disadvantage and isolation. The NATSEM Child Social Exclusion Index of dependent children (0-15) ranks the Break O' Day municipality in the 1st quintile, or most excluded. The table below presents a range of indicators of disadvantage, highlighted in the NATSEM Poverty, Social Exclusion and Disadvantage in Australia report (Ben Phillips, 2013)

Indicators measuring disadvantage in Break O' Day municipality				
	Real number	Percentage of population		
		Break O' Day	Tasmania	Australia
People experiencing poverty	1415	23.61%	15.1%	11.8%
Children experiencing poverty (0-14)	269	26.5%	15.8%	11.8%
Households experiencing housing affordability stress	161	46.94%	Data unavailable	Data unavailable

Table1. NATSEM 2012 measures of social disadvantage for Break O' Day municipality.

Household's experiencing housing affordability stress has been included in this table to highlight the extent of disadvantage and pressure on young people in the community. The 30:40 rule is used to determine housing affordability stress. When a family or individual who has an income level in the bottom 40% of Australia's income distribution and their household expenses consume 30% or more of their income they are highly likely to be experiencing housing affordability stress. There are a range of sources that report housing affordability stress. The table above has the Tasmanian and Australian data for housing affordability stress omitted because of the inability to make a direct comparison with the data for Break O' Day (Moffatt, 2016). In an attempt to contextualise the Break O' Day housing affordability data, it is worth noting that Moffat found that when averaging household types in the north of the state, 21% of households are exposed to household affordability stress (Moffat, 2016).

The data used in the NATSEM index report (Ben Phillips, 2013) was sourced from the Australian Bureau of Statistics (ABS) Census of Population and Housing 2006. Recent data collected from the 2011 ABS Census of Population and Housing continues to characterise the Break O' Day municipality in decile 1, the most disadvantaged on the index of relative socio-economic disadvantage.

4. COMMUNITY CONSULTATION PROCESS

The community consultation process informing this policy included; two focus groups, a survey, interviews with eight (8) key youth sector stakeholders and interviews with young people.

4.1 Focus Groups

Two focus groups were conducted in December 2016, interviewing students ranging in age from 13 to 16 year olds. A focus group was interviewed at St Marys District School consisting of eleven (11) students and another focus group was interviewed at St Helens District High School consisting of fourteen (14) students. Both groups critically examined the current youth policy

and were asked to identify areas that continued to have relevance to themselves and their peers and areas that did not have relevance. The discussion then moved to the needs of the focus groups and their peers and what changes the new policy might include. The students were then asked to offer solutions and strategies that would support change in the priorities they identified.

4.2 Survey

Seventy three (73) young people aged 13-22 responded to a survey. The survey asked respondents to reflect on a range of factors that can impact the lives of young people and invited comment on how the community could better meet the needs of young people. The survey was anonymous and conducted online. Table 1 presents the Issues impacting respondents at a frequency of 1:5 or greater, i.e. one (1) in every five (5) respondents reported the impact of a factor on their life. Due to the lower representation of respondents in the 19-22 age range, factors are reported if 50% or greater of respondents reported a factor as having an impact on their life. This survey tool was relatively unsuccessful in attracting responses from people aged 17-25. While the results of this survey are a start, more work needs to be done to engage this cohort of young people to better determine their needs.

Age	Factors that have an impact on respondent's lives.
13-14 (21 respondents)	<ul style="list-style-type: none"> • Bullying and harassment • Things to do after school/work • Mental health and wellbeing • Housing and housing affordability
15-16 (46 respondents)	<ul style="list-style-type: none"> • Access to transport • Bullying and harassment • Access to education and training • Having someone to talk to • Mental health and wellbeing • Things to do after school and work • Housing and housing affordability
19-22 (6 respondents)	<ul style="list-style-type: none"> • Employment • Housing and housing affordability • Things to do after school and work • Mental health and wellbeing • Involvement in community decision making

Table 2 indicates that mental health and wellbeing, housing and housing affordability and things to do after school/work are factors that impact all age groups surveyed. Housing and housing affordability has surfaced as an impacting factor across all age ranges

4.3 Stakeholder Interviews

Eight (8) key youth sector stakeholders were interviewed during the consultation phase. These consisted of state service employees and a range of leaders of not for profit organisations who work with and provide services for young people

5. POLICY PRIORITIES

Six (6) priorities were identified from the consultation phase of this report in which respondents felt there could be improvement or that a service/initiative was lacking. The priorities are; youth

participation; mental health and wellbeing; bullying and harassment; recreational activity; transport and education; training and employment. Housing and housing affordability was identified in the survey as being a factor that impacted the lives of respondents. Considering the analysis in the Youth Profile of this report, it is no surprise that young people are perceiving it as a factor that affects their lives. The question is; what are the strategies and programs that mitigate its impact? It is beyond the scope of this document to address this issue, further investigation is required in this area.

5.1 Youth Participation

There was overwhelming evidence presented during the focus groups and some evidence from the survey that young people wanted more opportunities to contribute when decisions are made that impact them and the community. Young people declared that they wanted more representation and the opportunity to express their concerns and ideas relating to youth programs and services. Suggestions included the formation of a Youth Advisory Group that could "make decisions and not be treated as ignorant. Young people know what young people want". The Youth Advisory Group would "involve the schools, hold regular meetings and surveys and communicate appropriately through Facebook and Instagram etc." The Youth Advisory Group representatives could "infiltrate 'old people' organisations" to ensure that "our voice is heard throughout the community". It was suggested that the Youth Advisory Group move beyond the traditional models and support young people to "gain employment", "run language classes" and investigate big ideas such as "how do you follow your dreams and make money?" Youth participation was also identified as having a positive impact on mental health and wellbeing by a range of youth service stakeholders. It was noted that "Young people need to feel empowered to influence the community and to have a role in decision making so that they feel more valued and connected".

5.2 Mental Health & Wellbeing

During the consultation phase, it became apparent that young people and service providers felt that mental health and wellbeing was greatly impacting the quality of life of young people in the community. Service providers reported that "case-loads are increasing and the complexity of need is increasing". "Co-morbidity of factors including physical and mental health is presenting in referrals and impacting overall health and wellbeing". "Complex trauma and family violence" are major factors impacting the mental health and wellbeing of young people. It is apparent that "young people don't have a strong support network outside of school" and are "struggling to identify support networks outside of school". It was reported that "mainstream kids in our area are disconnected from family, from school and the community." Additionally, "safety planning relies on online support, not community support" which is impacting the frequency and quality of crisis support. Young people are reporting that "a sense of belonging is not there". They are "feeling as though they are disenfranchised and not a part of the community". Thus, it is being reported by young people that "drug use is being used as a cure for boredom". Another major concern was that students are being well supported via counselling and social work during the school term, however over the summer break were not being supported and that this is causing issues with mental health and wellbeing.

It was suggested that youth service providers focus on collaboration, information sharing, marketing and effective coordination of outreach services that provide support within the community. "Young people need to understand what services are actually doing for young people. How are we delivering the message that services exist for them?"

Service providers reported a desire that the youth sector “be strategic about how youth mental health is promoted and advocated for, and that resources and support are accessed.” And that the youth sector “move from a reactive model to a proactive model of outreach coordination and developing long term planning and relationships with services eg: Headspace and Cornerstone.”

5.3 Bullying & Harassment



Figure1. Bullying and harassment – all ages response

Bullying and harassment surfaced as a factor that impacts the quality of life of young people in the community. The results of the survey have highlighted that this is the major concern of survey respondents with this being the only factor in the survey which respondents marked as impacting their lives more than the “No impact” and “Neutral” responses. Figure1. Presents the percentage of respondents across all age ranges who report bullying and harassment as having an impact on their life. Concerning evidence from the survey results

shows that the impact of bullying and harassment has more impact across varying age ranges. Figure2. Presents the percentage of respondents who report bullying and harassment as being a factor influencing their life aged 13-14. This result is concerning, with more than one (1) in two (2) respondents reporting that bullying and harassment impacts their lives.



Figure2. Bullying and harassment – 13-14 age response

5.4 Recreational Activity

Overwhelmingly, during the focus groups and through the survey instrument, young people are identifying their desire to access recreational activities. For school aged young people, this was clearly named up as “after school opportunities” and for young people aged 19-23, this was named up as “after work opportunities”. Service providers who work with young people expressed concern that young people experiencing generational poverty and disadvantage were not able to access the existing community run activities such as organised sport (football, netball and little athletics). Recreational activity was directly linked to health and wellbeing by a range of service providers, one who reported that “connecting to community and feeling valued and celebrated” impacted positively on mental health and wellbeing.

Respondents to the survey who live in the Fingal Valley and service providers in that area highlighted their desire to see equitable allocation of resources to promote and run local events for young people in their communities.

The focus groups made a range of suggestions regarding the types of recreational facilities they would like access to such as "better skate park facilities in St Marys and St Helens", "community swimming pool", "local, interstate and overseas camp experiences", "a gaming centre", "a cinema", "efficient transport to and from events", "running club", "mountain bike club", "swimming club", "beach days and access", "gym facilities", "mountain bike trails" and "surfing clubs". Many of these clubs and services already exist in the community, so the question was raised as to how do young people access, find out about, strengthen and help support existing funded and community run services and clubs.

5.5 Transport

Transport surfaced as a major issue during the focus group sessions and an issue for one (1) in five (5) survey respondents. The main issues were: getting to and from local events; access to Launceston and Hobart and access to school for year 11-12 students, particularly from those travelling from the Fingal Valley to St Helens.

During the interviews with youth service providers, transport issues were related to families accessing health care services when required. One service provider commented that as a community we need to "build bridges of access to support for families. Accessing community sports and organisations is difficult for families that are disengaged, e.g. weekend sport is too hard and therefore kids are missing out".

5.6 Education & Training

Education and training was discussed during the focus groups. Participants expressed a desire to access opportunities for more outdoor education and first aid education, language classes, mental health awareness and gender identity and sexuality education.

Youth service providers identified a gap in pathway planning for job seekers. "How do we build on the momentum from activities like the Green Army Program?" It was noted that some young people need extra support to navigate the post schooling education options available to them to best achieve their goals. Education and training was identified as a major concern in the Fingal Valley. There was a suggestion that "Council may have a role in helping to break down the perception that school finishes at grade 10".

6. POLICY & STRATEGY

6.1 Break O'Day Council Youth Policy

Break O' Day Council will support young people by;

- Supporting them to identify and meet their needs through the development of a Youth Advisory Group and supporting volunteering opportunities (policy objective 1).
- Supporting the maintenance of good mental health and wellbeing (policy objective 2).
- Supporting them and the community to take a stand against bullying and harassment (policy objective 3).
- Providing a range of recreational activities and recreational spaces (policy objective 4).
- Supporting transport needs where it is possible and practical (policy objective 5).

- Supporting schools, the community and individuals to meet their education, training and employment goals (policy objective 6).

6.2 Break O'Day Youth Strategy

Policy objective	Strategies	Success criteria
Youth Participation Policy objective 1	Develop and maintain a Youth Advisory Group and regularly collect data that informs practice	Group convened and mission statement finished – August 2017 Establish data collection and analysis framework – August 2017
	Seek funding to provide youth leadership development opportunities.	One development opportunity offered – July 2018
	Conduct regular consultation with young people.	Ongoing consultation and reporting – monthly report to Council
	Support and encourage young people to become volunteers.	Increase in the number of young people who volunteer in community groups – ongoing.
Mental Health and wellbeing Policy objective 2	Develop a working group to engage youth support services and organisations.	Identify needs and develop a plan to support at risk young people aged 12-25 – November 2017. Ongoing communication and information sharing to support young people. Establish lines of communication with service providers and clients to enable transport options– ongoing.
	Develop Support Service marketing and referral opportunities.	Develop and implement a social media service promoting community youth health services in conjunction with the Youth Advisory Group – December 2017.
Bullying and harassment Policy objective 3	Engage with community to understand and reduce the impact of bullying and harassment on young people	Youth Advisory Group to work within the community to raise awareness of the impact on young people of bullying and harassment – ongoing.
Recreational activity Policy objective 4	Support regular afterschool recreational activities in local centres.	Support the Youth Advisory Group to develop an ongoing program of after school recreational activities – July 2017. Work with recreation clubs to access funding to support youth participation – ongoing.

	Develop open spaces and infrastructure that meets the needs of young people in the community.	Work with the Youth Advisory Group, community organisations and Council to secure funding and support for upgraded skate park facilities, mountain bike park facilities and pump-track – December 2019.
Transport Policy objective 5	Collaborate with existing youth service providers who run transport services to meet the transport needs of young people.	Audit community transport opportunities available to young people – December 2017. Support Youth Advisory Group to determine viable and efficient transport options and routes through consultation with young people – December 2017.
	Provide transport to enable young people to access existing community events/opportunities and Council organised events.	Ensure that cheap/free transport is available for every youth event that is organised using council resources – ongoing. Support community organisations to provide cheap/free transport to and from one off and regular events – ongoing.
Education, Training and employment Policy objective 6	Support young people aged 19-25 to develop learning goals, develop a pathway and secure employment.	Work with training organisations, job service agencies and industry to identify clients in need of learning pathway support – ongoing. Work with the schools to develop a pathway planning toolkit to guide the work with young Job seekers – December 2017.
	Support schools to support students.	Investigate ways to work with schools to support the needs of at risk students – December 2017.
	Support the development of small business, enterprise and entrepreneur skills programs.	Collaborate with the Trade Training Centre to extend programs offered to include small business management skills for 16-25 year olds - ongoing.
	Work with tertiary institutions, industry and business to identify future job opportunities for young people	Consult with stakeholders and write a municipality employment trend report – December 2018



7. BIBLIOGRAPHY

Ben Phillips, R. M. (2013). *Poverty, Social Exclusion and Disadvantage in Australia*. National Centre for Social and Economic Modelling, University of Canberra. Canberra: National Centre for Social and Economic Modelling. Retrieved from http://web.natsem.canberra.edu.au/maps/AUST_CSEv2013/UnitingCare_CYPF/UnitingCare_FINAL_111013.pdf

Moffatt, L. (2016, April 31). *anglicare-tas*. Retrieved March 21, 2017, from www.anglicare-tas.org.au: <https://www.anglicare-tas.org.au/sites/default/files/RAS%20Tasmania%202016%20State%20Summary.pdf>

8. MONITORING AND REVIEW

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



POLICY NO CB04 YOUTH POLICY

DEPARTMENT: Community Services

RESPONSIBLE OFFICER: Manager Community Services

LINK TO STRATEGIC PLAN: To strengthen our sense of community and lifestyle through opportunities for people to connect and feel valued

STATUTORY AUTHORITY: N/A

OBJECTIVE:

The objectives of this policy are to:

- Outline Break O'Day Council's commitment to young people aged 12 to 25 years.
- Facilitate a strategic approach to Council's support, consideration or involvement in youth focused outcomes in Break O'Day.
- Clarify the involvement of Council in youth focused actions in Break O'Day.
- Provide guidance on how Council might work with others on youth focused actions in Break O'Day.

POLICY INFORMATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069

Amended 19 April 2017 – Minute No 04/17.14.2.96

Amended *****

POLICY

DEFINITION

“Youth or Young People” Refers to people aged 12 to 25 years, as per the State and Australian Government definition of youth

INTRODUCTION

This policy will guide Council decisions and actions within the scope of the policy. It aims to facilitate access and inclusion of young people aged 12-25 to services, supports and facilities for their enjoyment and ongoing development as valued community members/citizens.

This Policy encourages consultation and engagement with partners involved in supporting or working directly with young people in the Break O'Day municipality.



This policy recognises the six domains of the Child and Youth Wellbeing Strategy – It takes a Tasmanian Village, 2021:

1. Being loved, safe and valued
2. Having material basics
3. Being Healthy
4. Learning
5. Participating
6. Having a positive sense of culture and identity

Council will work in accordance with and guide our partners to work in accordance with Tasmania's Child and Youth Safe Organisations Framework.

Council has a role to consider these domains when making decisions about outcomes that impact young people in Break O'Day.

POLICY PRIORITIES

The priority areas for Council in supporting youth outcomes are:

1. **Supporting the work of others** - This includes: participating in networks, providing letters of support for funding applications to address identified gaps and needs in youth services; supporting new initiatives.
2. **Educational and Employment Opportunities** - This includes: working in partnership with our schools, employment providers, business and industry networks, and community organisations and groups to advocate for and support provision of training and development opportunities for young people in the Break O'Day municipality.
3. **Engagement, Advocacy and Influencing** - This includes: consulting with partners engaged in youth work and other young people when formulating Council strategies and plans; advocating to other levels of government on key issues impacting young people in our community; opportunities for direct discussions with Councillors; and advocacy for increased programs and facilities for young people.
4. **Access to Healthy and Safe Places and Experiences** - This includes: providing appropriate places for young people to gather and connect; building and maintaining infrastructure for young people; collaboration with partners on youth focused activities, events and cultural programs; providing community grants to support a wide range of community development and recreational opportunities.

RELATED POLICIES AND LEGISLATION

This policy relates to and depends on other Council policies and strategies, as well as legislation, including but not limited to:

YOUTH POLICY

Page 2 of 3



- a. Break O'Day Council Strategic Plan 2017-2027
- b. Anti-Discrimination and Harassment Policy 2022 - LG13
- c. Community Engagement Strategy 2022
- d. Break O'Day Recreation and Open Space Strategy 2014
- e. Youth Strategy
- f. *Anti-Discrimination Act 1998 (State)*
- g. *Sex Discrimination Act 1984 (Commonwealth)*
- h. *Disability Discrimination Act 1992*

12/22.16.0 DEVELOPMENT SERVICES

12/22.16.1 Development Services Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

KEY DEPARTMENT STRATEGIC OR OPERATIONAL MATTERS

1. Draft Response developed to Tasmanian Planning Commission on Local Provisions Schedule (Statewide Planning Scheme);
2. Submission of State Planning Provisions Review Scoping Paper;
3. Finalising Community Feedback and Draft Georges Bay Activation Strategy to be presented to Council at future meeting;
4. Engagement of Architects for progression of St Marys Indoor & Evacuation Centre & Fingal Community Shed construction drawings;
5. Testing and Collation of feedback to State Government Department regarding implementation of Plan Build.

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	3	2	2	4								16	
Permitted	1	1	6	5	7								20	
Discretionary	17	22	5	13	11								68	
Amendment	3	1	3	2	1								10	
Strata	1				1								2	
Final Plan	1	6		1	2								10	
Adhesion					2								2	
Petition to Amend Sealed Plan			1		2								3	
Boundary Rectification														
Exemption														
Total applications	28	33	17	23	30								131	326

Ave Days to Approve Nett *	43.6 7	33.66	21.41	27.26	36.03								32.40
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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:

November 2022

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
249-2022	Binalong Bay	Additions & Alterations to Dwelling	S58	22	22
102-2019 ADHESION	St Helens	Adhesion Order	ADHESION	15	15
265-2021	Ansons Bay	Application to Amend Sealed Plan	AMEND SEALED PLAN	416	416
093-2022	St Helens	Application to Amend Sealed Plan	AMEND SEALED PLAN	206	16
267-2022	St Marys	Additional Use to Short Term Accommodation	S58	4	3
220-2022	Scamander	Dwelling & Garage	S57	41	40
192-2019 AMEND	St Marys	Remove Condition 4	S56	11	11
001-2022	Falmouth	Final Plan of Survey	FINAL	58	21
238-2022	Beaumaris	Garage	S57	42	42
278-2022	St Helens	Spa	NPR	3	3
350-2021	Four Mile Creek	Boundary Adjustment	S58	336	6
018-2022	St Helens	Dwelling Alterations and Additions & Carport	S57	36	35
273-2022	Stieglitz	Additional Use to short Term Accommodation	S58	5	4
281-2022	St Helens	Additional Use Visitor Accommodation	S58	7	7
043-2019 STRATA 3	Falmouth	Staged Strata Development - Lot 10	STRATA	13	13
028-2021 FINAL	St Helens	Final Plan of Survey	FINAL	31	3
195-2022	St Helens	Retrospective Approval of Swim Spa	NPR	2	1
256-2021	Mathinna	Legalisation of Shed	S58	95	8
243-2022	St Marys	Construction of St Marys Indoor Recreation Complex	S58	36	28
260-2022	Scamander	Construction of Dwelling	S57	40	40
253-2022	Scamander	2 Lot Subdivision	S57	43	43
280-2022	Stieglitz	Shed with Amenities	NPR	4	1
035-2021	Ansons Bay	Demolition & New Dwelling	S57	576	42
244-2022	Fingal	Community Shed	S57	40	39
014-2022	St Helens	42 Lot Subdivision	S57	174	76
242-2022	Beaumaris	Construction of Shed with Amenities	S57	56	36

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
232-2022	Scamander	Dwelling Additions, Deck, Veranda, Spa, Shed, Retaining Walls, Tennis Court Lighting & Fencing	S57	75	39
229-2022	St Marys	Construction of Carport	S57	63	41
277-2022	St Marys	Dwelling Additions & Alterations, Retaining Walls & Demolition of Sheds	NPR	26	10
269-2022	Stieglitz	Adhesion Order	ADHESION	20	20

TOTAL 30

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.
New Accessible/Family Toileting Facility	St Marys Community Space	<ul style="list-style-type: none"> Completed and Opened to public 4th October 2022; Minor landscaping works to be completed once the area has dried.
Building Improvements	St Helens Council Chambers	Completed November 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 Lighting Towers	St Helens Sports Complex – Football Oval	<ul style="list-style-type: none"> Works have commenced, due for completion prior to commencement of Local AFL roster (April/May 2023).

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"> Planning approval obtained;

		<ul style="list-style-type: none"> • Edwards + Simpson awarded contract for preparation of tender and building approval documentation.
St Marys Indoor Recreation Facility	St Marys Sports Complex	<ul style="list-style-type: none"> • Planning approval obtained; • Edwards + Simpson awarded contract for preparation of tender and building approval documentation.
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.
St Marys Waste Transfer Station Additions	St Marys Waste Transfer Station	<ul style="list-style-type: none"> • Conceptual plans finalised; • Planning application submitted.

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

Building Services Approvals Report November 2022

No.	BA No.	Town	Development	Value
1.	2022 / 00208	St Helens	Dwelling & Shed	\$350,000.00
2.	2022 / 00230	Ansons Bay	New Bathroom, Laundry & Kitchen	\$10,000.00
3.	2022 / 00075	Stieglitz	Dwelling Demolition, New Dwelling, Solar Panel & Shed Extension	\$313,000.00
4.	2021 / 00020 - AMEND	Cornwall	Amendment for Structural changes	\$65,000.00
5.	2022 / 00241	Stieglitz	Shed & Deck (Low Risk)	\$33,000.00
6.	2022 / 00212 - STAGE 1	St Helens	Alterations & Additions (Stage 1 of 2 - Slab & Plumbing) - Storage, Driveway Slab and Fence	\$66,000.00
7.	2022 / 00138	Stieglitz	Dwelling, Deck & Carport	\$188,000.00
8.	2022 / 00152	Scamander	Dwelling and Deck	\$370,000.00
9.	2022 / 00104	St Helens	Dwelling	\$523,600.00
10.	2022 / 00211 - STAGE 1	Stieglitz	New Shed (Stage 1)	\$19,600.00
11.	2022 / 00286	Scamander	Solar Panels	\$15,000.00
12.	2017 / 00089 - AMEND	Beaumaris	Dwelling & Garage (amended to include Solar Panels)	\$5,000.00
13.	2022 / 00278	St Helens	Spa (Low Risk) & Spa fencing	\$5,000.00

ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2021/2022	2022/2023
	\$13,390,900.00	\$17,122,846

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2021	2022
	November	\$1,865,180.00	\$1,963,200.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2021/2022	2022/2023
	November	90	91

ENVIRONMENTAL REPORT

Description	Updates
NRM Committee	NRM Committee Meeting held on 6 December with new Council representatives. The Committee is looking forward to developing in 2023 a revised five year NRM Action Plan, alongside a similar new five year regional program of investment for NRM North based on their new regional NRM Strategy.
Jubilee Trees project	Organising of commemorative planting event with Fingal Neighbourhood House and community (Friday 16 December) and planning for other six townships (2023). The project received funding from the Australian Government's Planting Trees for The Queen's Jubilee Program.
Management of Flood and Coastal Hazards	<p>Residents near Rivulet at risk registered to receive alerts from St Marys Flash Flood Warning System, joining emergency services and other agencies. Improvements to online system for alerts registration and dashboard information and development by the State Emergency Service (SES) of a community flood plan supported.</p> <p>The SES has advised Council's <i>Scamander River Coastal Hazards Risk Mitigation and Pathways Planning Project</i> proposal, included in a Tasmanian bid for funding from the Australian Government, has been successful. Project and funding details will now be developed, for funding to begin flowing and the project to start.</p>
Weed Management	<p>Control program for weeds on council land (roads and reserves) and facilities (waste sites and quarries) continues by the Works Department. Landholder support provided in St Marys, with gorse and Spanish heath in particular, to ensure obligations are being met and support efforts on neighboring properties.</p> <p>Binalong Bay foreshore continues to be a focus for follow-up weed control. A survey of conditions is supporting development of an on-going control program that can be sustained with other stakeholders.</p>
Dog Management	Break O'Day Shorebird Working Group (Community, NE Bioregional Network, PWS, Council and NRM North) met to coordinate breeding season priorities, including coordination

of enforcement activity with Council's new Animal Control officer. Significantly, fairy terns have returned again this year to Blanche Beach and Dora Point and extra protection measures being made. NEBN education day with St Helens District High School a great success.

The fresh installation of statutory dog management signs ahead of the summer season is in places, such as Binalong Bay, already suffering from malicious damage and tampering.



Recreational Water Quality

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

Sampling to start the 2022-23 monitoring season was undertaken in early December. Results will be reported for subsequent Council Meetings through the season. 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	60	64	43	45
January - June	0	0	155	156
TOTAL	60	64	198	201

Sharps Container Exchange Program as at 6 July 2022

Current Year	Previous Year
2022/23	2021/22
25	15

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	Development Services Coordinator
OFFICER	Development Services Coordinator
FILE REFERENCE	004\018\005\
ASSOCIATED REPORTS AND DOCUMENTS	Proposed Site Plan & Elevations

OFFICER'S RECOMMENDATION:

1. To endorse the conceptual plans, and
2. Proceed with Regulatory approvals, and
3. Proceed with construction in accordance with the approved budget.

INTRODUCTION:

This project is approved in the current capital works budget for an amount of \$47, 000.

PREVIOUS COUNCIL CONSIDERATION:

Budget decision only.

OFFICER'S REPORT:

The attached plan has been prepared in direct consultation with the volunteers at the St Marys Waste Tip shop. The original project was scoped to increase the current roofed area for display of items for sale. These improvements will allow for items to be stored out of the weather.

The concepts have been agreed with volunteers and achieves the desired outcomes of the project scope.

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

Foster a range of community facilities and programs, which strengthen the capacity, wellbeing and cultural identity of our community.

Goal

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

Strategy

Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focussed service delivery

Goal

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

Strategies

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

BUDGET AND FINANCIAL IMPLICATIONS:

The project is expected to be delivered within the approved budget of \$47, 000,

VOTING REQUIREMENTS

Simple Majority.

BUILDING DESIGNER: JONATHAN PUGH
 ACCREDITATION NO.: C216894
 TITLE REFERENCE: C.L.2231517
 DESIGN WIND SPEED: ASSUMED N3
 SOIL CLASSIFICATION: ASSUMED M
 CLIMATE ZONE: 7
 BUSHFIRE PRONE BAL RATING: N/A
 ALPINE AREA: N/A
 CORROSION ENVIRONMENT: MODERATE
 FLOODING RISK: UNKNOWN
 LANDSLIP: NO
 DISPERSIVE SOILS: UNKNOWN
 SALINE SOILS: UNKNOWN
 SAND DUNES: NO
 MINE SUBSIDENCE: NO
 LANDFILL: NO
 DATUM LEVEL AT KEP3: UNKNOWN
 GROUND LEVEL: MIN 150mm BELOW FL
 FINISHED FLOOR LEVEL: AS PER PLANS / OR 150mm ABOVE G.L
 OVERFLOW RAINFALL LEVEL: MIN 150mm BELOW FL

Development Application

November 2022

Proposed Recycling Shed Addition & Alterations

St Marys Waste Trasfer Station
 #80 Gray Road, St Marys
 TAS 7215

for Break O'Day Council

Building Areas

Proposed Verandah	30.00m²
Proposed Awning Roof	7.00m²
Proposed Poly Tunnel (x2)	111.00m²

Drawing Schedule

Dwg No.	Drawing Name
A01	Proposed Location Plan
A02	Proposed Part Site Plan
A03	Proposed Floor Plan - Shed
A04	Proposed Elevations - Shed & Poly Tunnels

jon pugh home design : accredo, GC0894
 jackp11@sermuu.com.au : 0419 006 013
 PO BOX 937 ST HELENS TAS 7215



PROPOSED LOCATION PLAN
1:1750 @ 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 : accr/no. CC6894
jackp1@iprimus.com.au : 0459 586 013
PO BOX 397 ST HELENS TAS 7216

client:

BODC

project:

**St Marys Waste Transfer Station
Recycling Shed Addition & Alterations**

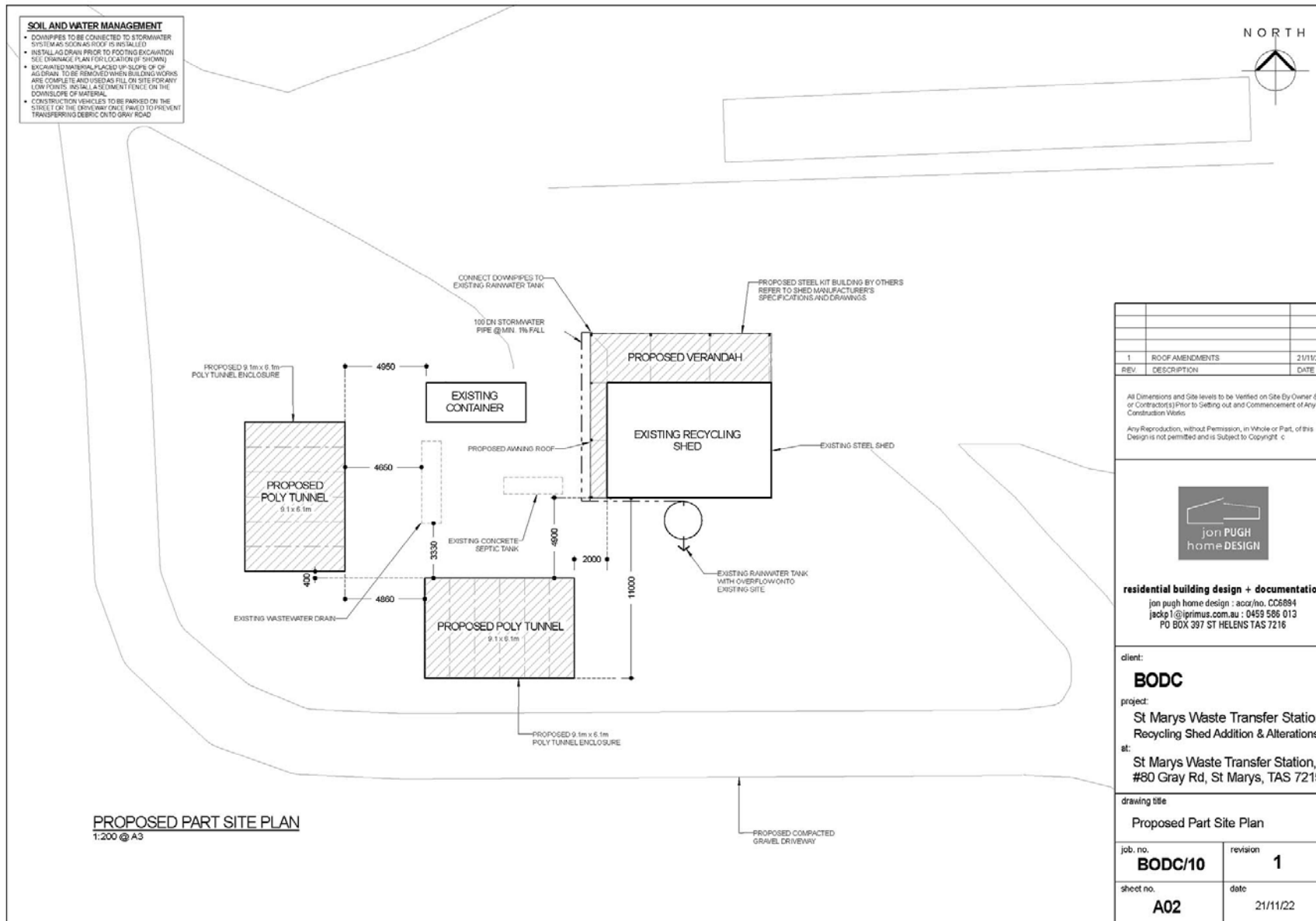
at:

**St Marys Waste Transfer Station,
#80 Gray Rd, St Marys, TAS 7215**

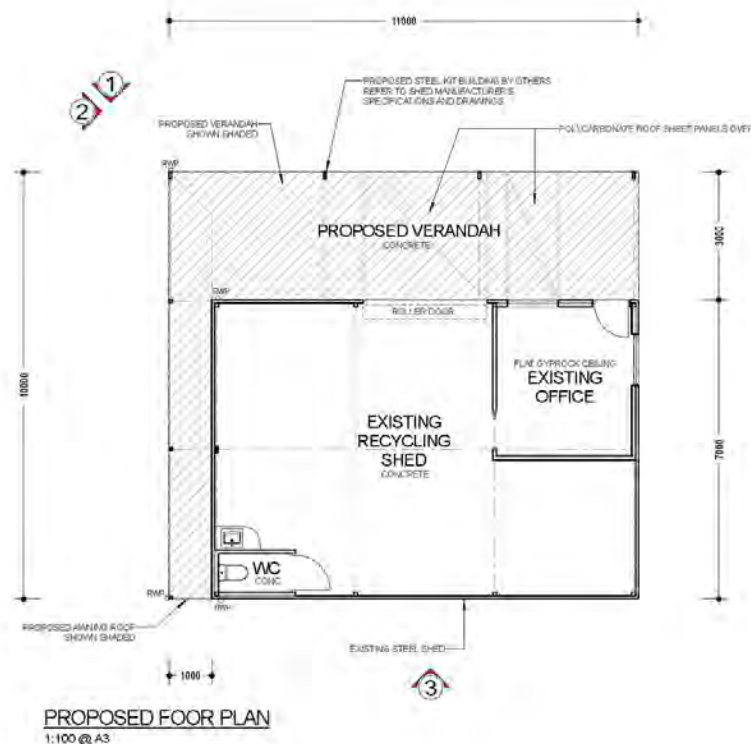
drawing title:

Proposed Location Plan

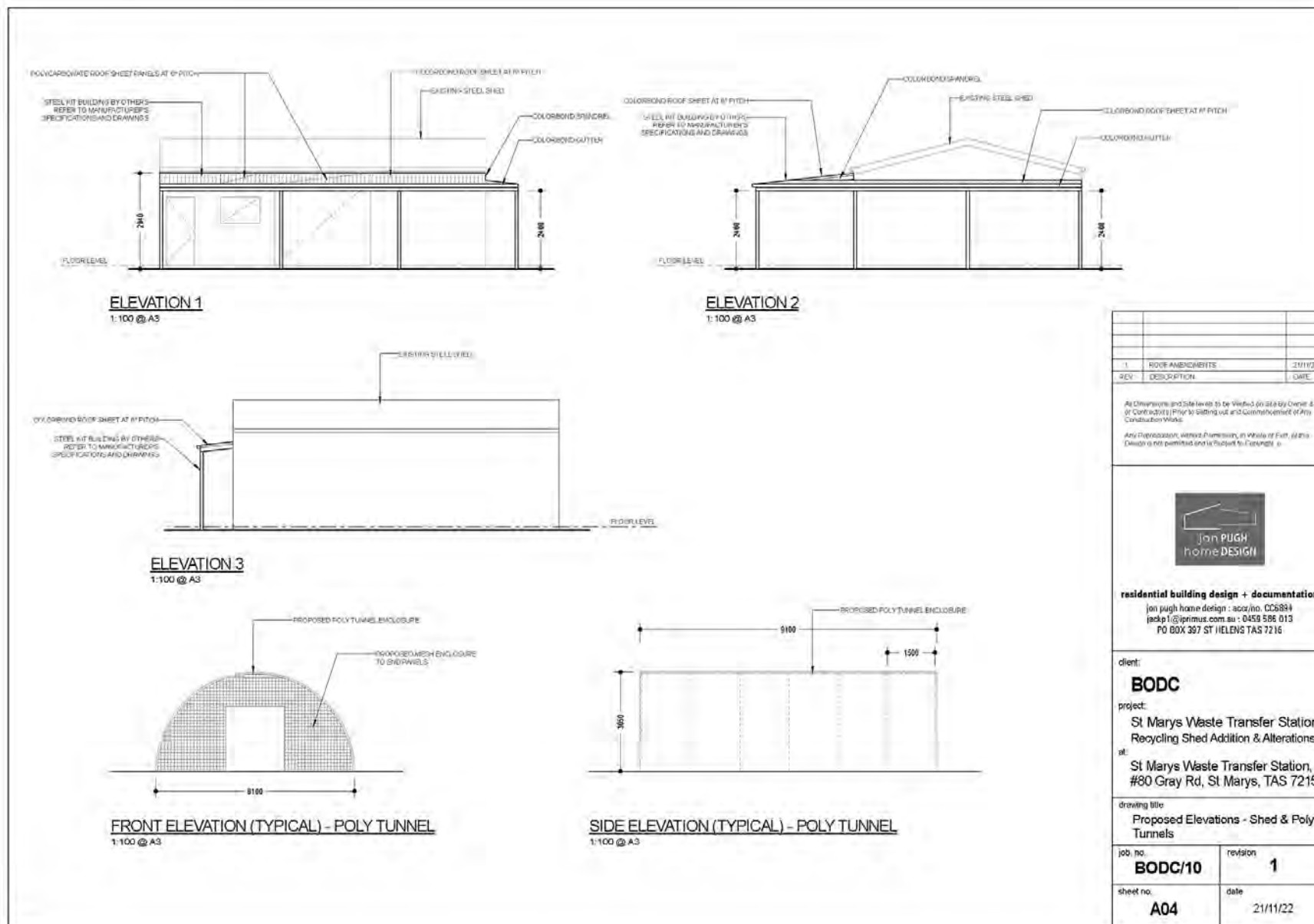
1	ROOF AMENDMENTS	21/11/22
REV	DESCRIPTION	DATE
job. no.	revision	
BODC/10	1	
sheet no.	date	
A01	21/11/22	



AREA:	
VERANDAH	= 33.00m ²
AWNING ROOF	= 7.00m ²
TOTAL	= 40.00m ²



<p>As Dimensions and Sitelines to be Verified on Site by Owner & or Contractor(s) Prior to Sign-off and Commencement of Any Constructive Work.</p> <p>Any Reproduction, without Permission, in Whole or Part, of This Design is prohibited and is Subject to Copyright.</p>	
<p>jon PUGH home DESIGN</p>	
<p>residential building design + documentation jon pugh home design : sccr/no. CC6894 jackp1@primus.com.au : 0459 586 013 PO BOX 397 ST HELENS TAS 7216</p>	
<p>client: BODC</p>	
<p>project: St Marys Waste Transfer Station Recycling Shed Addition & Alterations</p>	
<p>at: St Marys Waste Transfer Station, #80 Gray Rd, St Marys, TAS 7215</p>	
<p>drawing title: Proposed Floor Plan - Shed</p>	
job no. BODC/10	revision 1
sheet no. A03	date: 21/11/22



ACTION	DECISION
PROPONENT	Break O’Day Council Planning Authority
OFFICER	Deb Szekely Senior Town Planner
FILE REFERENCE	TRIM 22/2408
ASSOCIATED REPORTS AND DOCUMENTS	Attachments to Council Report – Appendices A - G

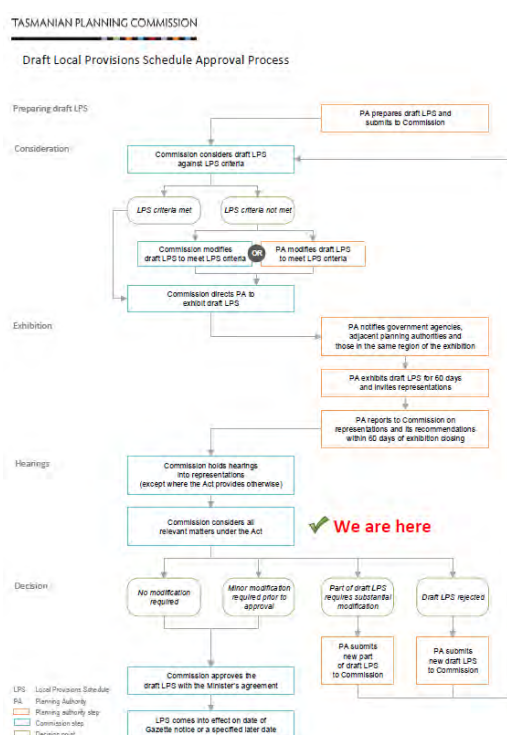
OFFICER’S RECOMMENDATION:

The Break O’Day Council, acting as the Planning Authority, forwards the proposed response contained within this report, to the Tasmanian Planning Scheme, to address Representor directions responses. Specifically, the Break O’Day Council does not support the inclusion of the draft Specific Area Plans relating to the Coastal Zone and Stormwater Management within the Draft BOD LPS and expects the Tasmanian Planning Commission to reject the proposals in accordance with section 40N (1) (e) of the *Land Use Planning and Approvals Act 1993* (LUPAA).

Furthermore, advice from Simmons Wolfhagen regarding aspects of due process, natural justice and application of Part 3A and 3B of LUPAA, will accompany Council’s response to the TPC.

INTRODUCTION:

The graphic below provides an overview of the Draft Local Provisions Schedule approval process and the stage the Break O’Day Planning Authority is currently.



For enlargement – see attachment 6.

PREVIOUS COUNCIL CONSIDERATION:

- 16 August 2021 – BODC determined to endorse and submit the draft LPS to the Tasmanian Planning Commission;
- 21 September 2021 – the draft LPS was formally submitted to the Commission;
- 24 September 2021 – TPC directed the BOD planning authority to publicly exhibit the draft BOD LPS;
- 11 October 2021 – 10 December 2021 - The statutory period for the exhibition of the draft LPS;
- 10 December 2021 – 17 December 2021 – Council exercised discretion to include in its report any representation received until close of business on Friday , 17 December 2021; 82 Representations received;
- 26 April 2022 Special Council Meeting to consider the representations received and Planning Authority Section 35F Report (planning authority response to representations).
- 2 May 2022 Council submission of Section 35F Report to the TPC;
- 31 May 2022 – TPC request for Council to modify the Section 35F Report
- 7 June 2022 – Revised Section 35F Report submitted to TPC;
 - Clarification of the Planning Authority’s position with respect to the satisfaction the recommendations have no impact on implementing the draft LPS as a whole and that the draft LPS meets the criteria in section 34(2). This clarification is contained within the main body of the report under the heading “Special Council Meeting – Tuesday 26 April 2022”;
 - Revised statements within Attachment 1 confirming the recommendation meets the criteria in section 34(2) of the Act.
- 27 June 2022 Council consideration of representations received and Section 35F Report (2nd Council Meeting)
- 28 July 2022 – Tasmanian Planning Commission issued directions to Council to be completed by 17 August 2022
- 28 July 2022 – TPC advised of Hearing Dates and Venues
 - 24, 25 and 26 August 2022 – St Helens
 - 1 September 2022 – Hobart
 - 7 September 2022 – St Helens
 - 8 and 9 September 2022 – St Helens
- 17 August – BODC submitted response to directions issued by TPC prior to Hearings;
- 15 September 2022 – TPC issues directions schedule to Council and representors present at Hearing, for matters to be addressed.
- 11 October 2022 – BODC response to post hearing directions submitted to TPC
- 17 October 2022 – TPC agrees to extension for BOD to submit response to Representor directions responses (subject of this report).

OFFICER’S REPORT:

Hearings were held on the representations made on the Break O’Day Draft LPS and the recommendations in the planning authority report under Section 35F of the *Land Use Planning and*

Approvals Act 1993 (the Section 35F report). Following the Hearings, the Commission issued directions letters to the Planning Authority (BODC) and the representors who attended the Hearings. The planning authority has submitted its response to the directions on 11 October, 2022 and a copy of this is contained in Attachment 4. The Planning Authority also has an opportunity to provide comment on the response of Representors to the TPC in relation to the post Hearings directions.

Council has been afforded an extension of time to submit its response relating to Representors until 23 December, to ensure Council is afforded an opportunity to endorse the response or make amendments where Council sees fit.

The following forms the Planning Authority's draft response to further information provided by Representors in response to directions post Hearings.

For the consideration of Council.

Break O'Day Draft Local Provisions Schedule (LPS)

Please find below the Break O'Day Council response to the submissions lodged by representors in response to directions by the TPC in relation to the Draft Break O'Day Local Provisions Schedule.

Directions Schedule for Break O'Day Draft LPS

Denis Buchanan (Rep 2)	Submit written evidence that all registered owners of 89 Upper Scamander Road, Scamander FRs 26754/5, 26754/1, 26754/6, 141750/1 and 137864/1 would support the application of the Priority Vegetation Area overlay to the land in accordance with the Regional Ecosystem Model mapping in the event that the land is zoned Rural, Rural Living or Landscape Conservation.
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Representor Response:

The Representor has expressed some concerns regarding the application of the Priority Vegetation Overlays affecting two titles, in the event the land is zoned Rural, Rural Living or Landscape Conservation Zone. Mr Buchanan has not confirmed the acceptance of the Priority Vegetation Area overlay.

Planning Authority Response:

The Planning Authority recommends that the TPC engage further with Mr. Buchanan.

John Thompson for Jenny Sielhorst (Rep 16)	Provide a statement that outlines the natural and landscape values of the land at Ansons Bay Road, Ansons Bay FRs 101080/1 and 101081/1 with reference to the Landscape Conservation Zone application guidelines in Guideline No. 1 – Local Provisions Schedule (LPS): zone and code application.
--	---

Representor Response: Nil

Planning Authority Response: Nil

Woolcott Surveys for Marguerite Gee (Rep 43)	Provide a copy of the 2018 flora and fauna assessment that relates to the land at 50 St Helens Point Road, St Helens FRs 43185/2 and 181454/1.
--	--

Representor Response: Representor has provided:

- Flora and Fauna report that relates to land at 50 St Helens Point Rd, CT43185/2 and CT181454/1. – Dated DEC 2017
- Annexure to the Original Flora and Fauna Report – Dated OCTOBER 2019

Planning Authority Response:

The Tasmanian Planning Commission released their decision in relation to DA 021-2018 Scheme Amendment and Subdivision at 50 St Helens Point Road, St Helens. The permit was refused under section 43H (1) (d) of the *Land Use Planning and Approvals Act 1993*. The planning authority provided the TPC delegates with a copy of the closing submission on behalf of the Break O’Day Council dated 16/12/2019. In summary, within the closing submission, the planning authority put forward reasons why it was in support of the development proposal and maintained the proposal was consistent with the local strategies. It is understood the planning authority maintains this position.

Woolcott Surveys for Darrell Smith (Rep 45)	Provide a plan that identifies the location of the proposed Rural Living split-zone that would apply to 48 Brooks Road, St Helens. Furthermore, the plan must identify any other land where the Rural Living Zone is proposed. The plan must provide coordinates where necessary and confirm the proposed Rural Living Zone sub-zone that would apply (A, B, C or D).
---	---

Representor Response:

The Representor has provided a copy of proposed split zoning plan; proposed split zoning plan with approved subdivision overlaid; CAD Data for proposed Zoning Plan.

Planning Authority Response:

The subject site received a planning permit for a 9 lot subdivision, 1 balance lot and 1 road lot at 48 Brooks Road, St Helens. The permit was issued on 06/03/2012, Permit Number DA013-12. A review of the file notes that the applicant has:

- Aurora Energy Underground Reticulation Plan dated 9 January 2013;
- Engineering Design Plans received 17/01/2013
- Council advice 27/11/2013 that the planning permit was due to expire in March 2014;
- Applicant advice (29/11/2013) works completed to date and requesting confirmation substantial commencement of permit:
 - Title boundary survey and pegging;
 - Engineering design;
 - Preliminary earthworks of shaping the road;

- All Aurora and Telstra works (no detail provided);
- Opteon Solutions request for advice that substantial commencement has been achieved (27/08/2017). No response to the request could be located on file.

It needs to be established that the permit has achieved substantial commencement and the Planning Authority response to Representation 45 is maintained.

Woolcott Surveys for Lee Hindrum (Rep 49)	Provide a statement to show how the draft LPS written document would be modified to accommodate a Site-specific Qualification that provides for 'Service Industry' and 'Transport Depot and Distribution' uses at 24833 Tasman Highway, St Helens FR 177117/1. Furthermore, provide a map or title reference to identify where the Site-specific Qualification would apply, and a statement to explain how the Site-specific Qualification would comply with section 32(4) (a) or (b) of the Land Use Planning and Approvals Act 1993.
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Representor Response: No further action to be pursued.

Planning Authority Response: Nil

Department of Communities Tasmania (Rep 76)	Provide a plan or diagram that demonstrates how the split-zoning (Community Purpose Zone) of the reserve adjacent to 25 Circassian Street, St Helens FR 30960/1 would be delineated, including GIS coordinates where necessary.
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Representor Response: Department has engaged a private surveyor to supply the GDA94 coordinates.

Planning Authority Response:

The planning authority maintains the recommendation associated with Representation No. 76 and supports the Department of Communities in seeking the Community Purpose Zone across the entire site to which development relates.

Van Diemen Consulting for Parnella Holdings Pty Ltd (Rep 80)	Provide any other response to the submissions made by the NEBN (Rep 81) at the hearing that concern the natural values of 36 Parnella Drive, Stieglitz FR30650/3 and the nearby Chimneys Lagoon.
--	--

Representor Response:

- Overview of hearing process;
- Advice addressing the Commission direction;

- Location of services in relation to the site.

Planning Authority Response:

The submission states Council representatives at the Hearing expressed a neutral position on the zoning, but further adds Council maintain its position that the land should remain zoned 'Open Space'. This recount is contradictory and the following is offered to clarify. The planning authority only responded to directions or questions from the delegates of the Tasmanian Planning Commission. The Planning Authority confirms that the recommendation contained within the 35F Report of no change to the draft LPS, remains its recommendation. To confirm, Council does not have a 'new position' as erroneously transcribed by Mr. Hamilton on behalf of the landowner. The Break O'Day Council has not sought independent qualified assessment of the information provided by North East Bioregional Network and Van Diemen Consulting.

North East Bioregional Network (Rep 81(1))	Provide any other submission about the Utilities Zone applied to St Helens Aerodrome, 21 Aerodrome Road, Stieglitz FR 214209/1.
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Representor Response:

The Representor has provided further information as requested by the delegates of the TPC. Further information is attached to an email from Todd Dudley on behalf of the North East Bioregional Network. The report is assumed to be written by Mr Todd Dudley with his details appearing at the end of Appendix 2. Also attached is a report prepared by Lloyd Environmental Pty Ltd on the Ecological Character Description of Jocks Lagoon, which is located to the south east of the subject land title.

Planning Authority Response:

The further information prepared by the NEBN is assumed to have been prepared by Mr Todd Dudley as his name appears in association with the report. The author of the report is not formally identified nor the professional credentials provided. The planning authority is concerned that the NEBN continues to be afforded opportunity to provide unlimited and unconstrained ('any other') further information despite the exhibition period and the Hearings process having concluded.

The planning authority has not engaged suitably qualified persons to review the report provided by the NEBN. The report provided by Lloyd Environmental Pty Ltd is a separate matter, the purpose of which relates to another land title. We are aware of the association the NEBN is making with the subject site.

The planning authority continues to recommend that no modification to the draft LPS be made in response to the representation. Relevant information is contained within the Section 35F Report submitted to the TPC.

North East Bioregional Network (Rep 81(2))	Provide a statement that further explains the methodology used to produce the Envirodynamics Priority Vegetation Area overlay mapping. The response must clarify the datasets and software used, how buffer distances and wildlife corridors were determined, and how the model differs from the standard
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	Regional Ecosystem Model used by the Planning Authority to prepare the draft LPS. Furthermore, provide a copy of the GIS layer for the proposed Priority Vegetation Area overlay mapping.
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Representor Response:

The Representor has provided a methodology report relating to the Enviro-dynamics Priority Vegetation Area mapping, prepared by Enviro-dynamics.

Planning Authority Response:

The planning authority has not modified the State's mapping as it relates to the Priority Vegetation Area Overlay. The State Planning Provisions require a priority vegetation area overlay to be mapped, but restricts the overlay to specific zones.

Guideline No. 1 allows a planning authority to modify the priority vegetation area if field verification, analysis or mapping undertaken at a local or regional level by the planning authority, or a suitably qualified person on behalf of the planning authority:

- Finds any anomalies or inaccuracies in the State data;
- Provides more recent or detailed local assessment of the mapping and data.

The Break O'Day Council did not commission the NEBN or Enviro-dynamics to modify the priority vegetation area overlay for the purposes of the draft LPS. The planning authority was not involved in the development of the NEBN project brief, engagement of consultant or review of reports. The Priority Vegetation Area mapping prepared by enviro-dynamics has not been formally endorsed by the Break O'Day Council.

It is noted that the Enviro-dynamics report states there are only minor differences in the output of the two models (Enviro-dynamics and REM models). "Investigation of areas of difference between the two models might provide an insight into gaps in each model...". It is further concluded from the information provided by NEBN, this further investigation has not been completed by either party (Enviro-dynamics or State Government).

The planning authority has not been involved in the development of either data set.

The planning authority maintains the recommendation made within the Section 35F Report in response to Representation 81 Item 8.

North East Bioregional Network (Rep 81(3))	Provide a copy of the GIS layer for the proposed Scenic Protection Area overlay mapping identified in the Scenic Protection Assessment: North East Tasmania by Geoscene International.
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Representor Response: To be provided.

Planning Authority Response:

As part of Representation No 81 Item 7, the NEBN provided a report titled Scenic Protection Assessment: North East Tasmania prepared by Geoscene International on behalf of the NEBN. Additionally, the NEBN provided a draft inclusion for Section BRE-Table C8.1 Scenic Protection Areas, including images for the draft BOD LPS. The NEBN proposed four Scenic Protection Areas to be included in the draft BOD LPS. These inclusions were based on the Geoscene Report.

The report includes Stages 1 – 3 desktop analysis and GIS mapping. The report identifies further staged work that is yet to be completed. The provided report acknowledges it forms the initial basis for NEBNs future discussions with Council regarding the inclusion and application of the Scenic Protection Code within the municipality. The NEBN has not approached Council to further this work.

The Break O’Day Council did not commission Geoscene International to conduct the assessment (2019) nor was it involved in determining the methodology adopted. The Break O’Day Council has not formally endorsed the report and its findings.

The inclusion of the draft written document BRE-Table C8.1 Scenic Protection Areas would require further strategic planning and community consultation.

The Planning Authority maintains the recommendation made within the Section 35F Report that no modification to the draft LPS be made as a result of the representation.

North East Bioregional Network (Rep 81(4))	Provide a draft version of the proposed amended Stormwater Management Specific Area Plan to show how the draft LPS written document would be modified. Furthermore, provide a map to identify any changes to the locations where the Specific Area Plan would apply, and a statement to explain how the amended Specific Area Plan would comply with section 32(4) (a) or (b) of the Land Use Planning and Approvals Act 1993.
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Representor Response:

The North East Bioregional Network has provided a copy of the proposed BRE-S2.0 Stormwater Management Specific Area Plan. To support this document they have provided a statement to explain how the SAP would comply with LUPAA and background information that contributed to the development of the SAP.

Planning Authority Response:

The planning authority has had an opportunity to review the documents and offers the following, as a response to the same.

The BOD Draft LPS submitted Stormwater Management Specific Area Plan was submitted as a final proposal that had undergone many iterations all of which had been rejected by the Tasmanian Planning Commission previously. The submitted BRE-S2.0 Stormwater Management Specific Area Plan enabled consideration regarding infrastructure to be considered across eight areas identified in the Municipality where there is known issues for consideration and limited to the spatial extent of these areas. The supporting report submitted to the TPC provides further information on the drafting of the Specific Area Plan.

The Tasmanian Planning Scheme provides a state wide planning scheme that differs in its approach to stormwater management and development than the Interim Planning Scheme. There is now a gap in relation to development standards for development other than subdivision, which was previously addressed in the Interim Scheme. This caused the Break O’Day to persevere with the inclusion of the stormwater SAP within the draft LPS albeit in a more limited drafting.

The concern regarding the Tasmanian Planning Scheme deficiencies in addressing stormwater within the development standards is not limited to the Break O’Day local government. The Local Government Association Tasmania further addressed this concern on behalf of local government and obtained legal advice regarding the regulation of stormwater.

“The request for advice focuses on specific questions that go to the extend and proposed use of powers available to Councils as planning authorities under the Land Use Planning

and Approvals Act 1993 (LUPAA) and as stormwater service providers (SSP) under the Urban Drainage Act 2013 (UDA)."

A copy of this legal advice is available on the LGAT website. Specifically it highlighted that there is a parallel system of approval under LUPAA and the UDA that can assist to fill gaps formed by the TPS and where the UDA may not provide an avenue of response. A tremendous body of work has been done, as a result of this legal advice, by an established 'Stormwater in Development Working Group' consisting of the following contributors:

- Derwent Estuary Program;
- Clarence City Council;
- City of Hobart;
- City of Launceston;
- Tamar Estuary and Esk Rivers Program;
- Derwent Estuary Program;
- LGAT; and
- Brighton Council.

This work has culminated in the release of the "Tasmanian Stormwater Policy Guidance and Standards for Development", which provides a pathway forward for considering stormwater in association with development. As Councils have substantial regulatory powers under both LUPAA & UDA, the Break O'Day Council intends to further investigate a tandem approach (legislation), with Council policy being developed to communicate the strategy to be taken. Despite the Draft LPS Specific Area Plan, the Break O'Day will continue to develop its toolbox in this regard with a preferred approach being one, which utilises the LGAT publication, for guidance, before being presented to Council for consideration.

The proposed SAP put forward by the NEBN is inconsistent with the approach put forward by LGAT. The Tasmanian Planning Scheme takes a state wide approach and it is considered that mechanisms to address stormwater, in regard to development, should also take a state wide approach and that consistency is best achieved through the LGAT publication based on common legal advice.

The proposed SAP developed by the NEBN is limited in its approach with the performance criteria being prohibitive of development. The Break O'Day planning authority would urge the Tasmanian Planning Commission to compare and contrast the proposal put forward by the NEBN with the LGAT approach.

The Break O'Day Council does not support the proposed Stormwater Management Specific Area Plan put forward by the NEBN.

North East Bioregional Network (Rep 81(5))	Provide a draft version of the proposed Coastal Environment and Character Specific Area Plan statement to show how the draft LPS written document would be modified. Furthermore, provide a map to identify where the Specific Area Plan would apply, and a statement to explain how the Specific Area Plan would comply with section 32(4) (a) or (b) of the Land Use Planning and Approvals Act 1993.
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Representor Response: The Representor has provided a draft version of the proposed Coastal Environment and Character Specific Area Plan and statement.

Planning Authority Response:

The Break O’Day Council, acting as the Planning Authority, publicly exhibited the Break O’Day draft LPS from 11 October 2021 – 10 December 2021 and exercised discretion to include in its report any representation received until close of business on Friday 17 December 2021. The NEBN was one of the Representors seeking acceptance of their submission outside of the public exhibition period of 60 days.

A review of Council records demonstrates discussion with previous Council staff and NEBN concerning a possible proposed Coastal SAP by the NEBN dating back to 2019. The NEBN did not provide Council with a copy of the same during 2019 and nor did they provide a copy through the Exhibition period (11/10/2021 – 10/12/2021). Additionally, the NEBN failed to provide Council with a copy of the proposed Coastal SAP at the time of the recent Hearings (August / September 2022) where further representation was heard. The TPC delegates have now afforded the NEBN more time to produce the draft document, which was eventually sent to the Commission on 7 October, 2022. Council was then given 14 days to provide a response until a request for extension of time was granted by the TPC.

Early discussions with the Tasmanian Planning Commission eventuated in the Commission directing the Break O’Day Council to transition the Environmental Living Zone to the Landscape Conservation Zone. Furthermore, advice from the TPC was that a Specific Area Plan or Particular Purpose Zone to address the 1km prohibition on subdivision within the Environmental Living Zone and Rural Resource Zone as contained in the Interim Scheme, would not be supported, as it would be inconsistent with the Section 8A Guidelines. The Break O’Day Council observed this direction and is disappointed it now finds itself having to review a similar proposal by the NEBN. It should be noted that the historical events outlined above were conveyed to the delegates at the recent Hearings by the Planning Authority representative who has been consistently involved in the development of the draft LPS from the outset.

The submitted BRE-S3.0 Coastal Environment and Character Specific Area Plan, developed by the NEBN, goes further than the Development Provisions within the Interim Scheme, prohibiting subdivision within 1km of the HWM when zoned Environmental Living and/or Rural Resource Zone. The proposed SAP also seeks to further control development within the Coastal Zone by furthering use and development controls for multiple dwellings in the Low Density Residential Zone and Visitor Accommodation within particular zones. The proposed SAP goes much further than the development provisions within the existing Interim Scheme in relation to subdivision within the Coastal Zone. The proposed SAP additionally imposes greater restrictions that go beyond the State Planning Provisions in relation to the Low Density Residential Zone and the Use Class Visitor Accommodation.

Proposed Subdivision Prohibition within Coastal Zone

The existing Interim Scheme prohibits subdivision within 1km of the HWM within the **Environmental Living and Rural Resource Zones**. The proposed SAP introduces Development Standards for Subdivision for the:

- Low Density Residential Zone;
- Rural Living zone;
- Landscape Conservation Zone;
- Rural Zone;

- Agriculture Zone; and
- Environmental Management Zone.

Proposed BRE-S3.8.1 Subdivision, effectively prohibits subdivision within the above draft LPS zones within the Coastal Zone. The definition of the Coastal Zone is 1km from the High Water Mark and is consistent with the Tasmania State Coastal Policy 1996. As a preliminary comment, the definition of the coastal zone as being reliant on a distance from the high water mark is outdated and does not reflect more advanced criteria in identifying the coastal zone. The proposed SAP perpetuates the outdated methodology.

The unique characteristics and natural values associated with the Coastal Zone of the Break O'Day local government area, are being considered in isolation to the remainder of the state when managing development within the coastal zone. Development provisions and standards for subdivision within the Coastal Zone, as well as strategic planning direction, should be consistent across the State and expertly and effectively addressed within the Tasmanian Planning Scheme, Regional Land Use Strategies and Tasmanian Planning Policies (i.e. planning instruments). The blanket application of a proposed Specific Area Plan addressing subdivision within the Coastal Zone of the Break O'Day Council is inconsistent with the remainder of coastal local governments in Tasmania and how the Coastal Policy is reflected in the planning instruments. It would be an expectation that the existing State Planning Provisions adequately and expertly addresses subdivision development within the Coastal Zone and satisfies the State Coastal Policy 1996 in all Tasmanian local government areas.

Council has undertaken an analysis of properties within the Coastal Zone that are affected by the proposed SAP. It should be noted that the proposed SAP is not proposed to apply to Particular Purpose Zone Ansons Bay Small Lot Residential or PPZ Coastal Settlement. For the purposes of considering the proposed SAP, properties were limited to the zones listed above, however PPZ zoning was documented. This equates to approximately 2570 properties affected by the proposed SAP. A further breakdown (approximate) is below:

- Low Density Zone – 1250 properties
- Rural Living Zone – 50 properties
- Landscape Conservation Zone – 520 properties
- Rural Zone – 41 properties;
- Agriculture Zone – 70 properties
- Environmental Management Zone – 95 properties
- Mixed Zone – 190 properties
- Particular Purpose Zone – 235 properties.

The Break O'Day area has a total of 8241 hectares of land assigned to Residential, Rural living and Environmental living Zones, that is zones that allow for a residential use class as either no permit required or permitted. Since 2016, the growth rate within the BOD LGA has averaged 2.4% per annum compared with 1.5% for the state, the 9th fastest growth rate of all LGAs.

LOW DENSITY RESIDENTIAL ZONE

The Low Density Residential Zone represents approximately 317.27 hectares or 3.8% of residential land within the local government area with just over 50 hectares vacant.

Land proposed to be zoned LDRZ within the Coastal Zone with subdivision potential (i.e. >2400m²) in accordance with the SPP, amounts to 154 properties that would be potentially impacted by the proposed SAP.

This loss of development potential within a local government area with a population of 6936 (ERP) is considerable when considering housing availability, affordability and housing choice in a local government area that is experiencing growth.

RURAL LIVING ZONE

<u>RURAL LIVING ZONE</u>	<u>MIN LOT SIZE AS</u>	<u>MIN LOT SIZE PC</u>
<u>RLZ A</u>	<u>1 ha</u>	<u>8000 m²</u>
<u>RLZ B</u>	<u>2 ha</u>	<u>1.6 ha</u>
<u>RLZ C</u>	<u>5 ha</u>	<u>4 ha</u>
<u>RLZ D</u>	<u>10 ha</u>	<u>8 ha</u>

The Rural Living Zone (IPS) represents approximately 442.26 ha or 5.4% of residential land within the local government area. Across the municipality, there are 111 properties within the RLZ, with land holdings varying in size from approximately 572 m² to 12.26 ha. The average RLZ land holding is approximately 2ha. Of the 111 properties in the RLZ, 21 properties are vacant, totalling approximately 60ha. Additionally, only 19 properties (17%) are 4ha in area or greater. Based on the C Classification application, only 4 properties in the RLZ could be subdivided further. The current situation demonstrates our ability to respond to demand for Rural Living land is constrained regardless of restrictions within the coastal zone.

When applying the above table, there are 19 titles within the coastal zone proposed to be zoned Rural Living, that will be potentially impacted by the proposed SAP. All of these properties are proposed to be Zoned Rural Living Zone C with a minimum lot size 5ha (4ha PC). Only 2 of these properties have a land area greater than 8 hectares. This demonstrates existing and proposed constraints in the supply of Rural Living Zoned land within the coastal zone and does not support the need for the proposed SAP.

LANDSCAPE CONSERVATION ZONE

In most instances, the IPS land zoned Environmental Living Zone, will transition to the Landscape Conservation Zone in accordance with advice received from the Tasmanian Planning Commission early in the process. Specifically, direction was received from the TPC to transition the ELZ to the LCZ and that a Specific Area Plan or Particular Purpose Zone to replace the 1km restriction on subdivision, would not be supported as it would not be consistent with the guidelines. The Break O'Day Council observed this direction.

The Environmental Living Zone (IPS) represents approximately 6818.2 hectares (approximately 83%) of residential land within the BOD local government area. Of this, approximately 2,200 ha (185 properties) is vacant. It is important to remember that Residential Use Class is permitted within the zone. When the land transitions to Landscape Conservation Zone, Residential Use Class will be discretionary and is no longer considered to be Residential land and represents a significant loss of residential land.

A review of the land titles and land area within the proposed Landscape Conservation Zone, demonstrates there are approximately 40 properties with land area 40 hectares or more which may have subdivision potential in accordance with the SPP. Of these properties, 11 are split zoned and further refinement as to subdivision potential has not been done. There are therefore 29 properties zoned Landscape Conservation Zone only, that are 40 hectares or greater in land area, within the coastal zone of the Break O'Day Council. Any application for subdivision of these properties, would require comprehensive assessment against the Zone and relevant Codes including Natural Assets Code, Coastal Hazard Codes etc. It is reasonable to expect the State Planning Provisions to adequately ensure the State Coastal Code is being reflected in the provisions of the planning instrument. It should be noted that State Coastal Plan and the Codes

within the SPP relating to the coast, do not prohibit development. Development assessment within the coastal zone should not require a Specific Area Plan if the State Planning Provisions are adequate. If there is a perceived problem then this is a matter for the review of the State Planning Provisions and not single out the Break O'Day local government area for extra development standards and deny developers an opportunity for scientific reporting to allow for performance based consideration.

RURAL ZONE

The Rural Zone does not have any prescriptive minimum lot size criteria within the performance criteria and as such it is difficult to ascertain the number of titles potentially affected by the proposed SAP and prohibition on subdivision within the coastal zone. The performance criteria restricts subdivision potential by restricting residential use and ensuring lots are appropriate for a rural location.

The Break O'Day Council has followed the TPC instructions to not provide for the existing subdivision prohibitions within the coastal zone in regard to the draft LPS due to any proposal to include the same not being consistent with Section 32 (4). The State Planning Provisions make provision for Development Standards for Subdivision within Zones and is required to satisfy the State Coastal Policy.

PROPOSED DEVELOPMENT CONTROLS – VISITOR ACCOMMODATION WITHIN THE COASTAL ZONE

The proposed SAP relates to Visitor Accommodation Use Standards within the:

- Low Density Residential Zone;
- Rural Living Zone;
- Landscape Conservation Zone;
- Rural Zone;
- Agriculture Zone; and
- Environmental Management Zone

Within the LDRZ, RL Z and LCZ (also introduces the PPZ later in the document), visitor accommodation is limited to one building with no other existing habitable building on the site, in addition to prescriptive elements relating to gross floor area. Similarly within the RZ, AZ and EMZ. The proposed restrictions do not reflect the broad definition of Visitor Accommodation and severely inhibit growth within Visitor Accommodation in the Coastal Zone of the Break O'Day local government area.

The East Coast Tasmania regional economy remains one of the highest dependent upon tourism in the nation, ranked second of 82 national tourism regions for its dependence on tourism (total effects from direct and indirect contribution). Tourism's share of regional economy within the East Coast region is 50%. In monetary terms, tourism consumption in 20/21 in the East Coast region was \$411 million and contributed to the Gross Regional Product to a value of \$222.9 million (*Source: Tourism Research Australia – East Coast Region Glamorgan and BODC*).

At a more local level, the following statistics are relevant to the proposed Use Standards within the proposed Specific Area Plan:

- 2020/21 the total tourism sales in the BODC area was \$36.2 million;
 - This consists of \$13.5M direct and \$22.9M indirect;
- 2020/21 the total value added was \$15.2 million;
- 2020/21 the total employment in tourism was 305 jobs which is 15.9% of total industry;

- This consists of direct employment in tourism being 124 jobs, which is 6.5% of the total industry;
- This consists of the total indirect employment in tourism being 181 jobs which is 9.4% of the total industry;
- 2020/21 there were 653,775 Domestic Visitor Nights.

The data presented above demonstrates the importance of Tourism to the Break O'Day local government area and is a key industry and major contributor to the local, regional and state economy. The proposed SAP as it relates to Visitor Accommodation has a very real potential to affect economic development within the Break O'Day local government area.

Proposed BRE-S3.6.2 as it relates to the RZ, AZ and EMZ is inconsistent with a statewide approach to supporting Agritourism potential in regions and existing public camping facilities on Crown Land.

Additionally, the proposed SAP is inconsistent with the state wide approach to the Visitor Accommodation Use Class and unfairly burdens/restricts the Break O'Day area in relation to other coastal local government areas without being evidence based. The Break O'Day Council does not support the proposed Specific Area Plan provisions.

PROPOSED DEVELOPMENT CONTROLS – LOW DENSITY RESIDENTIAL ZONE

The proposed SAP aims to ensure multiple dwellings are prohibited within the Low Density Residential (Coastal Zone) Zone by substituting the Use Table.

The State Planning Provisions provide for multiple dwellings within the Use Table (Clause 10.2) of the Low Density Residential Zone and identifies the level of assessment as Discretionary which ensures the use standards and development standards of the zone and applicable codes is relevant to any assessment procedure. The singling out of the Break O'Day Council to impose further provisions within the Residential Use Class is not substantiated by the submitted representation and not supported by the Break O'Day Council.

GENERAL

The Break O'Day Council is critical of the drafting and workability of the proposed Specific Area Plan as it relates to the Coastal Zone. There are technical and administrative errors and inconsistencies within the document that have not been documented here simply because Council is not supportive of the proposed SAP in its entirety in any case. Any further amendments to the provisions for development within the Coastal Zone of the BODC will be the product of strategic investigation, comprehensive public consultation and a matter for amending the LPS in accordance with Part 3B LUPAA once the draft LPS is accepted.

The Tasmanian Planning Commission is reminded of the fact that the BODC attempted to address development within the coastal zone as it relates to subdivision and the TPC was not supportive. Furthermore, Council has not invested further time and money in obtaining external professional advice in relation to the NEBN proposals at this late stage in the draft LPS approval process as this is considered to be unreasonable due to NEBN failing to participate fully in the exhibition stage and instead providing copies of the proposed SAPs after Hearings had been conducted. In Council's opinion and in accordance with Section 40N (1) (e), the Commission should reject the proposed amendments (draft SAPs) and notify the planning authority of the rejection. The Commission is further urged to obtain the professional qualifications of Mr. Todd Dudley, President NEBN to support the information provided to the Commission.

North East Bioregional Network (Rep 81(6))	<p>Provide evidence of the qualifications (preferably a curriculum vitae) for the following experts who gave evidence at the hearing and in the representation:</p> <ul style="list-style-type: none"> • Mr. Simon Roberts; • Mr. Dennis Williamson; • Mr. Nick Fitzgerald; • Mr. Eric Woehler; • Mr. Peter Mcquillan; and • Mr. Vishnu Prahalad.
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Representor Response: Information provided

Planning Authority Response: Nil.

LEGISLATION & POLICIES:

The Act requires that the draft LPS is notified as follows:

- It is on exhibition for a period of 60 days (11 October 2021 – 10 December 2021);
- A notice was placed in the local papers on two (2) separate occasions (9 and 23 October 2021);
- Copies of the draft LPS were available for viewing at the Council office for the notification period; and
- The draft LPS was available from Councils website for this period, with advice on how to make a representation.

Following public exhibition of the Draft LPS, Section 35F of the Act requires the planning authority to prepare a report containing:

- A copy of each representation made under s.35E(1);
- A statement of the planning authority's opinion as to the merit of each representation made, in particular as to:
 - whether the draft LPS should be modified; and
 - if recommended to be modified, the effect on the draft LPS as a whole;
- A statement as to whether the planning authority is satisfied that the draft LPS meets the LPS criteria; and
- The recommendation of the planning authority in relation to the draft LPS.

Following receipt of the planning authority report under Section 35F, the TPC will hold hearings into the representations made. The TPC will then seek the agreement of the Minister for Planning for the final form of the Break O'Day LPS before it is approved and commences operation.

The existing delegations to staff do not deal with this process. Additional delegations will be required for staff to function with the process of hearings and making submissions to the Commission for and on behalf of Council. Delegation is required to enable the General Manager and Development Services Coordinator (or persons acting in those positions), powers and functions to:

- modify the reports submitted under sections 35F if a request is received from the Tasmanian Planning Commission for further information; and
- represent the planning authority or appoint a representative for the planning

authority at hearings pursuant to Section 35H.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Budget implications of the current process form part of Council's operational costs and statutory obligations as a planning authority.

VOTING REQUIREMENTS:

Simple Majority.

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

OFFICER'S RECOMMENDATION:

That the General Manager's report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

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

22.11.2022	St Helens	– 2022 Council Election event, ceremony to welcome new Councillors and farewell outgoing Councillors at Panorama Hotel.
22.11.2022 & 23.11.2022	St Helens	– Elected Member Training, professional development program for new and returning Councillors.
24.11.2022	St Helens	– Parks & Wildlife Service, meeting with Regional Manager North to work through their latest feedback in relation to the Recreational Trails Strategy.
25.11.2022	St Marys	– St Marys Pass, attended the community meeting at St Marys to discuss the impact of the St Marys Pass closure on the local community.
28.11.2022	Scottsdale	– Regional Jobs Hub, attended the launch of the expansion of the Regional Jobs Hub Network to the Dorset area.
29.11.2022	Zoom	– Northern Tasmania Development Corporation Annual General Meeting.
02.12.2022	MS Teams	– Economic Analysis of Tasmania Presentation and interactive session from economy.id and RDA Tasmania.
05.12.2022	St Helens	– Audit Panel.
05.12.2022	St Helens	– Council Workshop.
08.12.2022	Hobart	– Recorder of Titles, meeting with Robert Manning to discuss the operation of the Strata Titles Act and deficiencies that Council officers see in relation

		to the operation of this legislation with a particular focus on larger parcels of land.
08.12.2022	Hobart	– Community Wellbeing Project, meeting with Tasmanian Community Fund to discuss progress with the project.
08.12.2022	Hobart	– Parks and Wildlife Service, meeting with General Manager to discuss key matters such as disputed section of St Helens Wharf face and Bay of Fires Master Plan.
08.12.2022 & 09.12.2022	Hobart	– Local Government Association of Tasmania Annual Conference.

Meetings & Events Not Yet Attended:

13.12.2022	Launceston	– Northern Tasmania Development Corporation SGM and Members Meeting.
14.12.2022	Launceston	– Break O’Day Council Annual General Meeting.
19.12.2022	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 and stakeholders included Terry Quinn (CUBE), Todd Dudley & Christina Mackeen (North East Bioregional Network), and Glen MacDonald & Rod McGiveron (St Marys Sports Centre).

Brief Updates:

Elected Member Training

The General Manager would like to express his thanks to the Councillors who were able to participate in the 2 day Elected Member Training program which has just been held. The key topics covered during the training were:

- Overview of Role of Councillor
- Conflict & Pecuniary Interests
- Code of Conduct
- Council Meetings/Decision Making
- Role of Local Government (Director of Local Government)
- Overview of the Local Government Association of Tasmania (LGAT CEO)
- Financial Literacy (Audit Panel Chairperson)
- Psycho-social Safety in the Work Place (Edge Legal)
- Role of Planning Authority

Appreciation needs to be expressed to the presenters, David Morris & Kate Hanslow (Simmons Wolfhagen), Mat Healey (Local Government Division), Dion Lester (LGAT), Andrew Gray (Newton Henry), and David Dilger (Edge Legal). Thanks also need to be given to Council’s Corporate Services Coordination, Angela Matthews, and Executive Assistant, Rebecca Wood for arranging the training.

St Marys Pass Closure

The General Manager will provide an update on the latest situation with the St Marys Pass at the Council meeting.

The community meeting in St Marys held on Friday 25th November provided an invaluable insight in relation to the impact that the extended closure is having on not just the local business community but the community in general. With over 100 people in attendance, special thanks needs to go to local business owner Dana Smith for bringing the local community together to gather information on the impact. Comments and personal anecdotes included:

- Don't want to see the township bypassed
- St Marys School has set up an annexe in St Helens called SM@SH.
- Students from Bicheno and Coles Bay are hesitant to travel on the bus to the St Marys school due to the state of the Elephant Pass so many of these students are being kept home.
- Community members are travelling the extra distances – costs increased ie, fuel, wear and tear and time.
- Community would like to see something in writing from the State Government about their commitment and timeframe to finding an alternate route that does not bypass townships
- Some freight impacts – freight is late or doesn't turn up at all – could have serious impacts if not sorted before Christmas.
- I am a volunteer for Meals and Wheels – residents are now getting their meals later.
- Local business – We have had to put off staff as the closure of the Pass has severely impacted their trade.
- I work at St Helens – I have tried the Upper Scamander Road but my little car is not up to this road. This means that I have a 145km round trip now to get to work and back. This makes it almost not worth working due to the cost of fuel.
- I was almost wiped out by a huge truck on the Elephant Pass. The Elephant Pass is not wide enough to handle this heavy traffic normally.
- With the increased traffic on Upper Scamander Road, dust has significantly increased for those residents in the area.
- Some transport companies will not use the Elephant Pass or Upper Scamander Road.
- I am a volunteer with Ambulance Tasmania based in Scamander – it now takes an additional 45 minutes to get to calls in St Marys. – We are unable to use the Semmens Road.
- I have children at St Marys School – they are now being separated from their peers again. Not being able to connect with their peer groups impacts their mental health.
- Why are neither the St Marys Pass nor Elephant Pass on the State Government's own 10 year plan? They are aware of the state of these roads.
- My son is autistic and routine is really important – his carer now has to leave earlier to fit this routine – this is not ideal for her or us
- I can't get to Medea Park (Residential Aged Care) to see my relatives
- I work with high risk clients through the NDIS – NDIS payments include the cost/time of travel – this means that client contact hours are being taken up in travel time.

Future of Local Government Review

As mentioned at the last Council meeting, the General Manager expected that the next Report in relation to the Future of Local Government Review will be released just prior to Christmas just in time for Local Government to deal with it when the Christmas break is happening and people are away and not available. This was confirmed during the Elected member training program with the Report likely to be available on 15 or 16 December. Releasing a report with this magnitude of importance at this time of the year is really disappointing as effectively it is the first week of January before there is time to have a detailed examination of the document. This also ignores the fact that many people might have been planning an extended break.

The General Manager will provide his initial observations on the Report verbally at the Council meeting and will discuss the process to develop Council's submission.

Communications Report

TOPIC	ACTIVITY	PROGRESS
GENERAL COMMS	BODC Newsletter	Sent out end of last month. Included stories on: <ul style="list-style-type: none">• Student Christmas Signage• St Marys Pass Closure Update• FAQ – Fire Abatements• Council and Planning – what is our role? And more
	Annual Report	The Annual Report is now complete and has been publically published on the website. Copies have also been sent to the OCG, and Director of Public Health. No submissions have been received.
	St Marys Pass webpage	Set up a webpage under the NEWS section of our website that has links to Govt. updates as well as our correspondence and Media Releases regarding the Pass.
	State Budget Submission	Finalised and sent to the State Government.
Social Media	Community Events	When asked and where we see community events – they are shared to our Facebook page.
	St Marys Pass Updates	Sharing State Government posts and updates through our page.
	Promotion of Council Activities	<ul style="list-style-type: none">• Australia Day Nominations• International Day of Disability Event• Jubilee Tree Planting• Christmas signage

Marketing	Township signage	We have started utilising the Township frames. Last month we installed the Aus Day Nomination signage – these will be able to be used every year. Earlier this month we installed Christmas signage designed by the school students.
Grants	Bay of Fires Trail	Acquittal report has been completed and sent.
	Pumptrack Grant	First report sent
EMAIL DATABASES	Developing	Continuing to grow the EDMs through the new resident survey and engagement activities.
	Pumptrack Working Group (Flagstaff)	The Flagstaff Working Group met Monday 14 November – the group has now received the minutes and further information. The next meeting will be next year in February.
Community Engagement	St Marys Pass community meeting	Attended this meeting and took notes. These notes have been passed on to the State and Federal Governments as well as the organisers of the meeting.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
74 Cecilia Street, St Helens Two (2) Lot Subdivision	Affixing Common Seal	Final Plan of Survey	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
02.11.2022	337 Certificate	24309 Tasman Highway, St Helens	6792336
03.11.2022	337 Certificate	9 Pendrigh Place, St Helens	6811373
03.11.2022	337 Certificate	101 High Street, Mathinna	3260262
03.11.2022	337 Certificate	197 St Helens Point Road, Stieglitz	6786040
04.11.2022	337 Certificate	7 Bayvista Rise, St Helens	2661777
09.11.2022	337 Certificate	18 Acacia Drive, Ansons Bay	7731981
09.11.2022	337 Certificate	36-38 Victoria Street, Fingal	7754999
11.11.2022	337 Certificate	53 Tully Street, St Helens	6795924
11.11.2022	337 Certificate	Lot 6 Gardiners Creek Road, St Marys	3460344
14.11.2022	337 Certificate	8 Idas Court, St Helens	1879619
14.11.2022	337 Certificate	170 Binalong Bay Road, St Helens	7768397
15.11.2022	337 Certificate	8 Gray Road, St Marys	2295332
15.11.2022	337 Certificate	289 Tasman Highway, Beaumaris	6791544

17.11.2022	337 Certificate	126 Ansons Bay Road, St Helens	7559747
17.11.2022	337 Certificate	5/6 Groom Street, St Helens	2982650
21.11.2022	337 Certificate	26841 Tasman Highway, Goshen	3221319
30.11.2022	337 Certificate	13 Peron Street, Stieglitz	6785638
02.11.2022	337 Certificate	24309 Tasman Highway, St Helens	6792336
03.11.2022	337 Certificate	9 Pendrigh Place, St Helens	6811373
03.11.2022	337 Certificate	101 High Street, Mathinna	3260262
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Tenders and Contracts Awarded:

Tender Closing Date	Description of Tender	Awarded to
Monday 5 December 2022	Bulk Waste Transport Service – 030\001\139\	Currently being assessed
Monday 5 December 2022	Design and Construct Bridge 1605 – Kohls Creek, Pyengana – 030\001\140\	Currently being assessed
Monday 5 December 2022	Design and Construct Bridge 2293 – Mosquito Creek, St Helens – 030\001\141	Currently being assessed

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2015 that Council move into Closed Council.

IN CONFIDENCE

12/22.18.0 CLOSED COUNCIL

12/22.18.1 Confirmation of Closed Council Minutes – Council Meeting 21 November 2022

12/22.18.2 Outstanding Actions List for Closed Council

12/22.18.3 General Manager Annual Leave Closed Council Item Pursuant to Section 15(2)A 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.