

COUNCIL MEETING AGENDA

Monday 20 February 2023
Council Chambers, St Helens

John Brown, General Manager
Break O'Day Council
10 February 2023

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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 20 February 2023 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: 10 February 2023

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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.

02/23.1.0 ATTENDANCE

02/23.1.1 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
Councillor Kylie Wright

02/23.1.2 Apologies

Nil

02/23.1.3 Leave of Absence

02/23.1.4 Staff in Attendance

Acting General Manager, Raoul Harper
Executive Assistant, Bec Wood

02/23.2.0 PUBLIC QUESTION TIME

02/23.3.0 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.

02/23.4.0 CONFIRMATION OF MINUTES

02/23.4.1 Confirmation of Minutes – Council Meeting 16 January 2023

OFFICER'S RECOMMENDATION:

That the minutes of the Council Meeting held on the 16 January 2023 be confirmed with the following amendments from Councillor Drummond.

1. Page 10 Planning Authority - Clr. Drummond stated the she is not comfortable with the recommendation, but will second the officers recommendation to enable debate to occur.
2. Page 11 Planning Authority - Clr. Drummond asked, do we have time and space to go back to the proponent, and ask for an extension of time, say 30 days, to look at this more thoroughly and to work towards a positive outcome for both the planning authority and for the proponent.
3. Page 25 Housing Action Crisis - Clr Drummond stated that the item on housing crisis in the newsletter was very well received and she was very pleased about its inclusion.
4. Page 30 Future of Local Government Review - Clr. Drummond suggested the maybe remuneration should be paid by the State Government, as we are a level of government, should this burden be on the local government. She also agreed that there should be better remuneration but this is not something that the Council can wear financially.

02/23.5.0 COUNCIL WORKSHOPS HELD SINCE 16 JANUARY 2023 COUNCIL MEETING

There was a Workshop held on Monday 6 February 2023 and the following items were discussed.

- Future of Local Government Review
- 2022-2023 Annual Plan Review
- Risk Management Framework Policy Review
- Capital Works Budget Review
- Animal Control Report
- Main Street, St Marys – Vulnerable Road User Program
- Funding of Online Access Centres – St Marys and Fingal
- 5-7 Portland Court, St Helens – Hub4Health Building
- Binalong Bay Local Township Plan
- Scamander Local Township Plan
- Falmouth Local Township Plan
- Policy AM21 – Single Use Plastics Policy
- Pending Development Application Updates
- NRM Committee Meeting Minutes – 6 December 2022
- Grant for Scamander Coastal Hazards Risk Mitigation and Pathways Planning Project
- Binalong Bay Foreshore Weed Management
- Future Aquatic Facility Investigation
- Australian Local Government Association (ALGA) – 2023 National General Assembly of Local Government – Call for Motions
- Live Streaming of Council Minutes
- Housing Supply
- Draft Response – Tasmanian Population Strategy Consultation
- Review - LG03 – Councillors Code of Conduct Policy

02/23.6.0 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.

02/23.6.1 DA 297-2022 – 2 Lot Subdivision – 2 Annie Street, St Helens

ACTION	DECISION
PROPONENT	East Coast Surveying obo Break O’Day Council
OFFICER	Rebecca Green, Planning Consultant
FILE REFERENCE	DA 297-2022
ASSOCIATED REPORTS AND DOCUMENTS	Subdivision Plan Planning Supporting Report Preliminary Servicing Plans TasWater SPAN

OFFICER’S RECOMMENDATION:

Pursuant to Section 57 of the *Land Use Planning & Approvals Act 1993* and the *Break O’Day Interim Planning Scheme 2013* that the application for **2 LOT SUBDIVISION** on land situated at **2 ANNIE STREET, ST HELENS (INCL WORKS IN CT107996/2 & MEDEA STREET)** described in Certificate of Title 173142/2 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
Subdivision Plan	Job No. 220101, Version: 2.0	Woolcott Surveys	20/12/22
Preliminary Servicing Plans	Drawing No: 7606-14, Sheet No’s: G01-G03, C01-C03	CSE Tasmania Pty Ltd	November 2022 Rev: P0
Planning Supporting Report	Job No. 220101, Version: 3	Woolcott Surveys	November 2022

2. All works must be in accordance with the conditions of the Submission to Planning Authority Notice by TasWater, TWDA **2022/01925-BODC (dated: 19/12/2022)** as attached to this permit.
3. The Development shall provide a crossover for Lots 1 and 2 which must be constructed in accordance with standard drawing TSD-R09-v3 prior to sign off of The Final Plan of Survey.
4. Stormwater connection points for Lots 1 and 2 must be constructed and extend to the confines of each lot prior to sign off of The Final Plan of Survey.

Notes in relation to Condition 4:

- a) Stormwater infrastructure for Lot 2 will be a 600 RCP connecting to the existing manhole in Annie Street indicated by the marker on the map below. The pipe will be laid at the depth and grade of the existing off take stub in Annie Street. The pipe will terminate within the boundary of Lot 2 with a 1050 diameter manhole.



- b) Stormwater infrastructure for Lot 1 will be a 150 PVC pipe connected to the new manhole created for Lot 2, generally in accordance with LGAT standards TSD-SW02-v3 & TSD-SW25-v3.
- c) A drainage easement is required over Lot 2 in favour of Lot 1.
- d) Prior to any work commencing in the road reservation a permit must be obtained by submitting a Works Permit application form.

5. Any restrictive covenants created by this subdivision are not to preclude the use/development of this land for State, Commonwealth or Local Government purposes.
6. A copy of the final plan of survey and schedule of easements is to be submitted to Council for assessment of sealing. The plan will not be sealed until such time as all conditions on this permit have been complied with. Council may, at the developer's request, accept a bond or bank guarantee, for particular works or maintenance, to enable early seal and release of the final plan of survey.

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 Manager Infrastructure and Development Services.
- If any Aboriginal relics are uncovered during works:

- a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction.
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: 1300 487 045, Email: aboriginal@heritage.tas.gov.au and
 - c) The relevant approval processes will apply with state and federal government agencies.
- 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

PROPOSAL SUMMARY:

Application is made for a 2-lot subdivision, at 2 Annie Street, St Helens. Sewer works are also proposed at CT 107996/2 and Medea Street.

One lot presently exists, with one additional lot proposed. The land at CT 107996/2 and Medea Street is included in the application for sewer infrastructure only.









PREVIOUS COUNCIL CONSIDERATION:

Nil applicable.

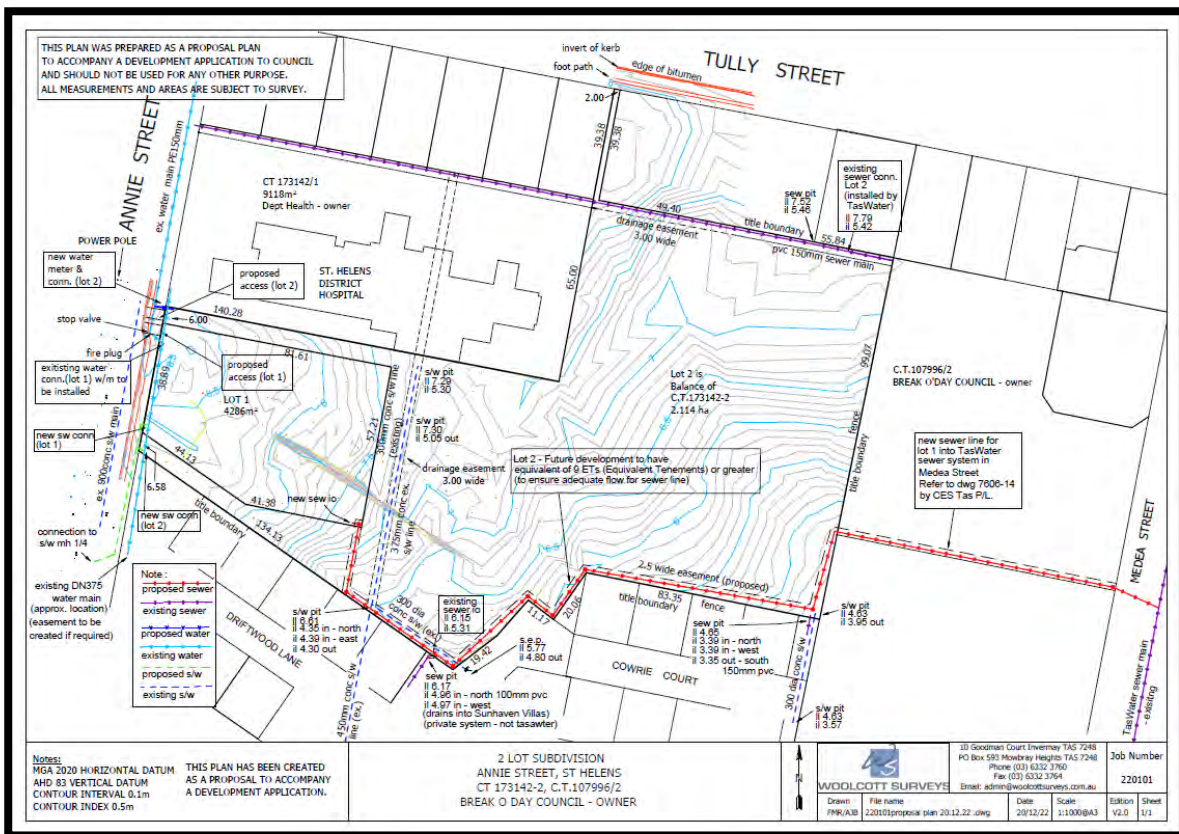
OFFICER'S REPORT:

1. The Proposal

Break O'Day Council received an application on 23 November 2022 from East Coast Surveying on behalf of Break O'Day Council, the owner of the subject land, for a 2 Lot Subdivision at 2 Annie Street, St Helens. The application was accepted as valid on 29 November 2022. The subdivision includes sewer infrastructure works at CT 107996/2 and Medea Street. Consent from Council's General Manager to the lodgement of the application was provided.

Lot 1 will be used for Emergency Services and comprise an area of 4286m², whilst Lot 2 (Balance) will remain as current land use and comprise an area of 2.114ha. All proposed lots will be serviced with reticulated water, stormwater and sewer.

The site has frontage to Annie Street to the West and a small frontage of 2m to Tully Street. The land is surrounded by land in the General Residential zone on all sides except to the north which adjoins a Community Purpose zoned parcel that is occupied by the St Helens District Hospital and Community Centre.



2. Applicable Planning Scheme Provisions

Part 17 Community Purpose Zone
E4 Road and Railway Assets Code
E5 Flood Prone Areas Code
E6 Car Parking and Sustainable Transport Code

3. Referrals

The application was referred to Council's Works Support Officer for comment. Conditions 3 and 4 were provided for inclusion on any permit on 30 November 2022.

The application was referred to TasWater for assessment. TasWater provided a SPAN (Submission to Planning Authority Notice), dated 21/12/2022 providing conditions of approval for the subdivision.

The application was referred to TasNetworks. TasNetworks provided the following comments on 1st December 2022:

Based on the information provided, the development is not likely to adversely affect TasNetworks' operations.

It is recommended that the customer or their electrician contact TasNetworks on 1300 137008 if they have any questions regarding any upgrades they may require to their electricity supply due to this development.

4. Assessment

The advertised application relied upon the following four (4) performance criteria as detailed below;

- 1) 17.4.2 Subdivision P1;
- 2) E4.6.1 Use and Road or Rail Infrastructure P2; and
- 3) & 4 E5.6.1 Flooding and Coastal Inundation P1.1 & P1.3.

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

9.7 Access and Provision of Infrastructure Across Land in Another Zone – complies.

17 Community Purpose Zone

17.1 Zone Purpose

17.1.1 Zone Purpose Statements

17.1.1.1 To provide for key community facilities and services where those facilities and services are not appropriate for inclusion as an associated activity within another zone.

17.1.1.2 To provide for a range of health, educational, government, cultural and social facilities to serve the function of settlements and local communities.

Definitions

Subdivide as defined by the Scheme means:

“means to divide the surface of a lot by creating estates or interests giving separate rights of occupation otherwise than by:

- (a) A lease of a building or of the land belonging to and contiguous to a building between the occupiers of that building;
- (b) A lease of airspaces around or above a building;
- (c) A lease of a term not exceeding 10 years or for a term no capable of exceeding 10 years;
- (d) The creation of a lot on a strata scheme or a staged development scheme under the *Strata Titles Act 1998*; or
- (e) Order adhering existing parcels of land.”

Subdivision as defined by the Scheme means:

“means the act of subdividing or the lot subject to an act of subdividing.”

17 Community Purpose Zone

17.3.1 – 17.4.1 and 17.4.3 – Not applicable.

17.4.2 Subdivision

Acceptable Solutions/ Performance Criteria	Proposed Solutions
<p>A1 No Acceptable Solutions.</p> <p>P1 The subdivision must:</p> <ul style="list-style-type: none"> a) Be required for public use by the Crown, an agency, or a corporation all the shares of which are held by Councils, or a Council, or b) Be a combined application for subdivision and subsequent development and use of the land; and c) Facilitate the provision or augmentation of public services, utilities or recreational use; and d) Have regard to: <ul style="list-style-type: none"> i) The topographical or natural features of the site; and ii) The pattern of existing development; and iii) The ability of vegetation to provide buffering; and iv) Any features of natural, historical or cultural significance; and v) The presence of any natural hazards; and e) Provide sufficient area and dimension having regard to the: <ul style="list-style-type: none"> i) Nature of the proposed use and development; and ii) Need to accommodate vehicles on the lot; and iii) Proximity of neighbouring residential development; and f) Provide access and services appropriate to the intended use; and g) Have regard to the local area objectives and desired future character statements, is any. 	<p>P1</p> <ul style="list-style-type: none"> a) The land is owned by Break O’Day Council. b) Not applicable. c) The subdivision will allow the sale and development of land (Lot 1) for public use. d) The subdivision is not challenged by topographical constraints and the size of the site is sufficient for a range of future development options. The pattern of existing development in the surrounding area is predominantly residential in character, however with the establishment of the hospital development on the adjoining lot, the use of land for public services has been established. Access to the new lots will be in line with the established pattern. The site is clear of vegetation. There are no known or identified historical or cultural features that prevent the subdivision nor any identified natural hazards. e) Each lot proposed will be sufficiently sized to allow future suitable development, permissible within the zone. The subject site adjoins residential development but the subject site is significantly sized within the area to allow for future buffers or setbacks if required. f) All reticulated services can be provided. g) There are no local area objectives or future character statements. <p>The proposal complies with the Performance Criteria.</p>

Part E Codes

E1 Bushfire-Prone Areas Code – Not applicable

E2 Potentially Contaminated Land Code – Not applicable

E3 Landslip Code – Not applicable

E4 Road and Railway Assets Code

E4.6 Use Standards

E4.6.1 Use and Road or Rail Infrastructure

Acceptable Solutions/ Performance Criteria	Proposed Solutions
<p>A1 Sensitive use on or within 50m of a category 1 or 2 road, in an area subject to a speed limit of more than 60km/h, a railway or future road or railway, must not result in an increase to the annual average daily traffic (AADT) movements to or from the site by more than 10%.</p>	<p>A1 Not applicable.</p>

<p>A2 For roads with a speed limit of 60km/h or less the use must not generate more than a total of 40 vehicle entry and exit movements per day.</p> <p>P2 For roads with a speed limit of 60km/h or less, the level of use, number, location, layout and design of accesses and junctions must maintain an acceptable level of safety for all road users, including pedestrians and cyclists.</p>	<p>P2 The subdivision is unlikely to generate more than a total of 40 vehicle entry and exit movements per day to the vacant lots.</p> <p>The future use will be dependent on a development application and will be able to determine more accurately the level of use at that future point in time. The site is sufficiently sized to allow for development with car parking and manoeuvring to allow safe exit from the site. Annie Street is a made street with pedestrian infrastructure on both sides and access will be direct and unencumbered.</p> <p>The proposal is consistent with the performance criteria with the subdivision most likely compliant with the acceptable solution as far as the vacant undeveloped lots provide for.</p>
<p>A3 For roads with a speed limit of more than 60km/h the use must not increase the annual average daily traffic (AADT) movements at the existing access or junction by more than 10%.</p>	<p>A3 Not applicable.</p>
<p>A4 Use serviced by a side road from a deficient junction (refer E4 Table 2) is not to create an increase to the annual average daily traffic (AADT) movements on the side road at the deficient junction by more than 10%.</p>	<p>A4 Not applicable.</p>

E4.7 Development Standards

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

Acceptable Solutions	Proposed Solutions
<p>A1</p> <p>The following must be at least 50m from a railway, a future road or railway, and a category 1 or 2 road in an area subject to a speed limit of more than 60km/h:</p> <ul style="list-style-type: none"> a) New road works, buildings, additions and extensions, earthworks and landscaping works; and b) Building envelopes on new lots; and c) Outdoor sitting, entertainment and children’s play areas. 	<p>A1 Not applicable.</p>

E4.7.2 Management of Road Accesses and Junctions

Acceptable Solutions	Proposed Solutions
<p>A1 For roads with a speed limit of 60km/h or less the development must include only one access providing both entry and exit, or two accesses providing separate entry and exit.</p>	<p>A1 The subdivision will result in driveways that allow for one access providing for both entry and exit.</p> <p>The proposal complies with the Acceptable Solution.</p>
<p>A2 For roads with a speed limit of more than 60km/h the development must not include a new access or junction.</p>	<p>A2 Not applicable.</p>
<p>A3 Accesses must not be located closer than 6m from an intersection, nor within 6m of a break in a median strip.</p>	<p>A3 The accesses meet the acceptable solution. The proposal complies with the Acceptable Solution.</p>

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

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

Acceptable Solutions	Proposed Solutions
<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 have been obtained. 	<p>A1 The accesses located in Annie Street which is subject to a default speed limit of 50km/h.</p> <p>The available sight distance exceeds 80 metres in both directions.</p> <p>The proposal complies with the Acceptable Solution.</p>

E5 Flood Prone Areas Code

E5.5.1 Use and flooding

Acceptable Solutions	Proposed Solutions
A1 The use must not include habitable rooms.	A1 No habitable rooms are proposed within the flood prone areas overlay. The proposal complies with the Acceptable Solution.
A2 Use must not be located in an area subject to a medium or high risk in accordance with the risk assessment in E5.7.	A2 No use is proposed to be located in an area subject to a medium or high risk. The proposal complies with the Acceptable Solution.

E5.6.1 Flooding and Coastal Inundation

Acceptable Solutions/Performance Criteria	Proposed Solutions
<p>A1 No acceptable solution.</p> <p>P1.1 It must be demonstrated that development:</p> <ul style="list-style-type: none"> a) Where direct access to the water is not necessary to the function of the use, is located where it is subject to a low risk, in accordance with the risk assessment in E5.7 a); or b) Where direct access to the water is necessary to the function of the use, that the risk to life, property and the environment is mitigated to a medium risk level in accordance with the risk assessment in E5.7. <p>P1.2 Development subject to medium risk in accordance with the risk assessment in E5.7 must demonstrate that the risk to life, property and the environment is mitigated through structural methods or site works to a low risk level in accordance with the risk assessment in E5.7.</p> <p>P1.3 Where mitigation of flood impacts is proposed or required, the application must demonstrate that:</p> <ul style="list-style-type: none"> a) The works will not unduly interfere with natural coastal or water course processes through restriction or changes to flow; and b) The works will not result in an increase in the extent of flooding on other land or increase the risk to other structures; c) Inundation will not result in pollution of the watercourse or coast through appropriate location of effluent disposal or the storage of materials; and d) Where mitigation works are proposed to be carried out outside the boundaries of the site, such works are part of an approved hazard reduction plan covering the area in which the works are proposed. 	<p>P1.1 a) Low risk criteria satisfied.</p> <p>b) not applicable.</p> <p>P1.2 Not applicable.</p> <p>P1.3 No mitigation is proposed.</p> <p>The proposal is consistent with the performance criteria.</p>

E6 Car Parking and Sustainable Transport Code

E6.6 Use Standards

E6.6.1 Car Parking Numbers

Acceptable Solutions	Proposed Solutions
A1 The number of car parking spaces must not be less than the requirements of: a) Table E6.1; or b) A parking precinct plan contained in Table E6.6: Precinct Parking Plans (except for dwellings in the General Residential Zone).	A1 Each lot will be able to provide for the appropriate number of car parking spaces based upon future development due to the proposed lot sizes. The proposal complies with the Acceptable Solution.

6.7 Development Standards – not applicable.

E7 Scenic Management Code – not applicable

E8 Biodiversity Code – not applicable

E9 Water Quality Code – not applicable

E10 Recreation and Open Space Code – not applicable

E11 Environmental Impacts and Attenuation Code – not applicable

E12 Airports Impact Management Code – not applicable

E13 Local Historic Heritage Code – not applicable

E14 Coastal Code – not applicable

E15 Signs Code – not applicable

E16 On-Site Wastewater Management Code – not applicable

5. Representations

The application was advertised 7 January 2023 to 20 January 2023 in the Examiner Newspaper, notices on-site and at the Council Chambers and notification by mail to all adjoining land owners. No representations were received.

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 Community Purpose Zone, all relevant Codes and issues. The application has demonstrated compliance with the Acceptable Solutions and four (4) Performance Criterion; noting no representations were received. It is recommended for approval with conditions normally set to this type of development.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Break O' Day Interim Planning Scheme 2013;

Land Use Planning and Approvals Act 1993;

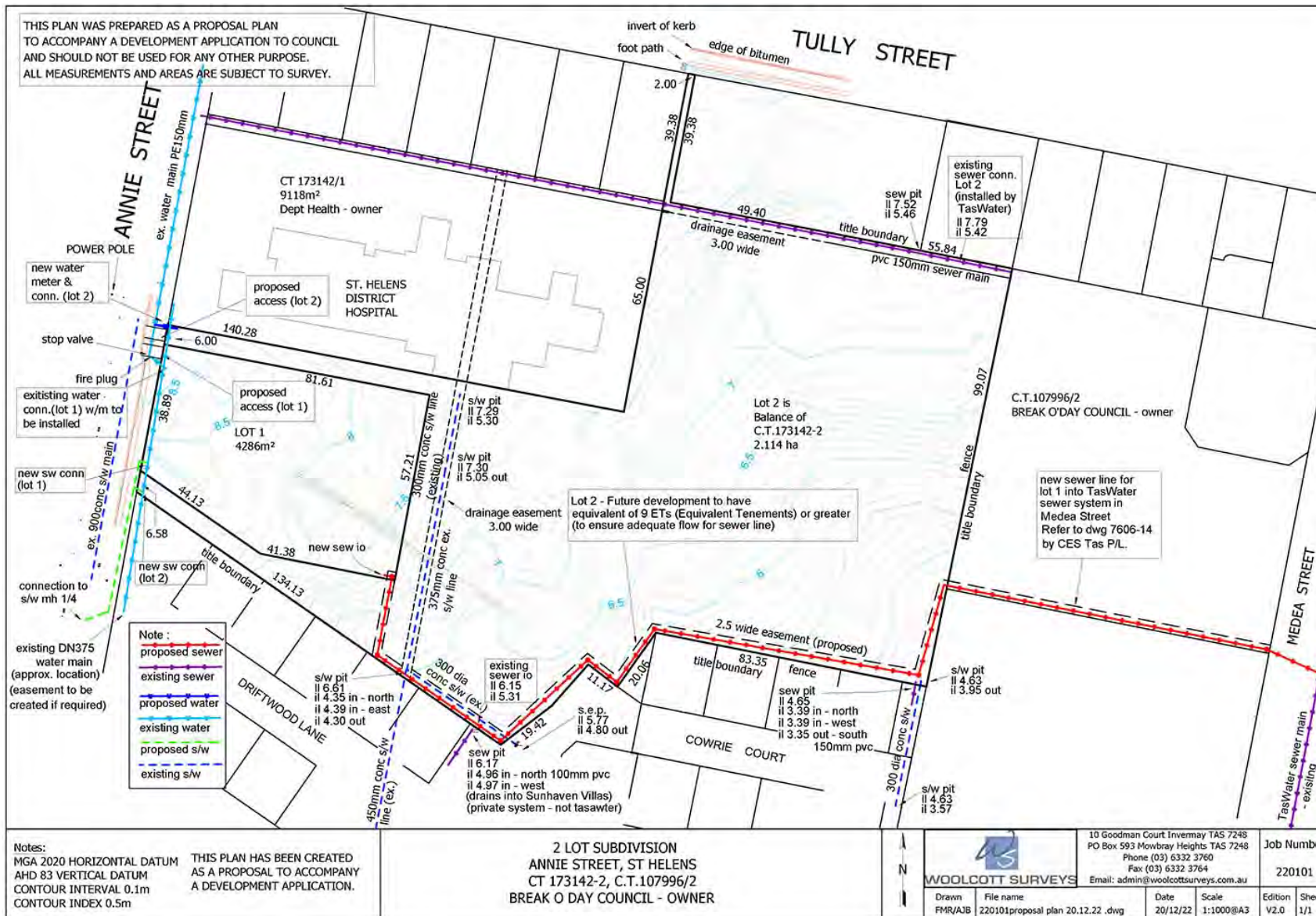
Local Government (Building and Miscellaneous Provisions) Act 1993.

BUDGET AND FINANCIAL IMPLICATIONS:

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

VOTING REQUIREMENTS:

Simple Majority



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.

02/23.7.0

COUNCIL MEETING ACTIONS

02/23.7.1

Outstanding Matters



COUNCIL RESOLUTIONS - MEETINGS - PUBLIC
09/02/2023



COUNCIL RESOLUTIONS PLAN

COUNCIL RESOLUTIONS - JANUARY 2023

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
100%	16/01/2023	28/02/2023	01/23.6.1 DA 182-2022 – Retrospective Approval of Additional Use Visitor Accommodation – 19 Melaleuca Street, Ansons Bay	Resolved	Planning Permit issued 23rd January 2023	Development Services Coordinator
100%	16/01/2023	28/02/2023	01/23.6.2 DA 206-2022 – Construction of Dwelling, Deck, Ancillary Dwelling and Shed – 16 Seaview Avenue, Beaumaris	Resolved	Planning Permit issued 23rd January 2023	Development Services Coordinator
70%	16/01/2023	28/02/2023	01/23.13.4 Upgrade Cricket Pitch Surface and Relocation of Cricket Practice Nets – St Helens Sports Complex	That Council allocate \$23,000 from “Small Projects” in the existing Capital Works Budget across to “Capital Works Project: St Helens Cricket Facilities upgrade” to complete the project.	Capital allocation approved by Council at its January meeting. Works scheduled to be complete before the EDFY.	Manager Corporate Services
0%	16/01/2023	28/02/2023	01/23.17.2 2022 Local Government Elections Feedback	That Council provide feedback to the 2022 Local Government Elections review process based on the discussion at the Council Meeting.		General Manager

COUNCIL RESOLUTIONS - DECEMBER 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
50%	19/12/2022	31/03/2023	12/22.15.3 St Marys Theatre Group – Request for Fee Waiver	That a review be undertaken to examine the parameters for a 5th category to be added to the existing policy to encompass trial projects.	Council staff have advised the community member of the Council decision and she has made bookings for the three month trial to commence	Manager Community Services

COUNCIL RESOLUTIONS NOVEMBER 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
50%	21/11/2022	28/02/2023	11/22.9.1 Live Stream of Council Meetings – Clr. J Drummond	<i>A report is sought providing advice in accordance with the requirements of Section 65 of the Local Government Act 1993 for the information of Council at a future meeting and consider any advice given by a person who has the qualifications or experience necessary to give such advice, information or recommendation:</i> That Council 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.	Report prepared for discussion at the February Council Workshop.	Executive Assistant
75%	21/11/2022	31/12/2022	11/22.15.8 Request for Financial Support – St Helens Online Access Centre	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;	Letter sent on 3 occasions requesting a meeting, final letter resulted in a meeting being arranged for early February 2023.	Manager Community Services
60%	21/11/2022	31/12/2022	11/22.15.8 Request for Financial Support – St Helens Online Access Centre	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	Council staff have had discussions with operators/managers of the Fingal and St Marys Online Access Centres - a report to be prepared for the February, 2023 Council workshop	Manager Community Services
0%	21/11/2022	31/12/2022	11/22.15.8 Request for Financial Support – St Helens Online Access Centre	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

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
25%	21/11/2022	30/06/2023	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 will be developed with Communications Coordinator in collaboration with the Parks and Wildlife Service and other stakeholders following the Christmas/New Year break. A field trip for the NRM Committee to view the issues is being planned and will be an opportunity for background and insight for communications support by Council.	NRM Facilitator

COUNCIL RESOLUTIONS - OCTOBER 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
97%	17/10/2022	31/01/2023	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. 	Approval and permit for proposed signage granted by State Growth. Signs on order and will be placed post-delivery.	Manager Infrastructure and Development Services

COUNCIL RESOLUTIONS SEPTEMBER 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
60%	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 which has resulted in an updated site plan being provided for a site in Fingal. Further discussion to occur with Councillors on the proposal.	Economic Development Officer
75%	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.	The NTDC Board have undertaken a review of the Constitution and provided a draft for consideration. A Special General Meeting is being held in early February to discuss.	General Manager

COUNCIL RESOLUTIONS JUNE 2022

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
60%	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.	Council staff continue to seek external funding for this project. The full amount - approx. \$70,000 will need to be grant funded.	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>	Project scope being prepared.	Manager Infrastructure and Development 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 football ground lights at the St Helens Rec Ground (electrical and structural components) are to be inspected when removed from service in 2023, for suitability for re-use at the St Marys Rec Ground. A report will be subsequently prepared for Council's consideration.	Manager Infrastructure and Development 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 - Clr 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
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

Current Co...	Meeting ...	Due D...	Goal	Resolution / Action	Update	Owner
90%	15/11/2021	31/01/2022	11/21.14.5.249 - Terrys Hill Road, Goshen	Council pursue DPIPWE 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) - yet to be scheduled.	Manager Infrastructure and Development Services

02/23.8.0 PETITIONS

Nil.

02/23.9.0 NOTICES OF MOTION

02/23.9.1 Short Stay Accommodation Policy – Clr J Drummond

MOTION:

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

That Council develop a Short Stay Accommodation policy.

SUBMISSION IN SUPPORT OF MOTION:

There is concern within certain sectors of the community that too many houses are moving towards short-stay accommodation. This is a sentiment which has been echoed by other communities, particularly when considering housing affordability. Any consideration must be balanced against the need for visitor accommodation which brings about a range of social and economic benefits for the local community.

Council have acknowledged in the past that short-stay accommodation is an important part of our economy in Break O’Day. However, it is also problematic for those seeking accommodation in the municipality, by reducing the available housing stock. This is particularly evident when the tourist season is at its height and there is also an influx of workers providing additional assistance to businesses during the busy period.

Residential Land Supply data as provided through a recent study by Kinetica shows that rental availability and affordability in the St Helens area, and potentially beyond, is experiencing significantly increasing median rental prices, this is an issue throughout Tasmania. Figures that are available from local real estate agents suggest that there are limited rental properties available.

This shortage can be directly linked to properties being utilized for short-stay accommodation. CBOS reported that of non-vacant residential properties in St Helens and surrounding coastal towns, 11% of the total housing stock is utilized for short term accommodation. Contrast this to Hobart, who have been looking at this issue of short-term accommodation where 9.3% of housing has been placed into the short-term accommodation market and Sydney where just 2% of housing is in the short-term accommodation market.

The Tasmanian Government imposes the planning requirements for visitor accommodation. According to the Tasmanian Government Planning in Tasmania website @ <https://planningreform.tas.gov.au/planning/short-stay-accommodation-act-2019>, “Short stay accommodation refers to houses, apartments and other types of dwellings that are let out to paying guests for overnight accommodation, generally on a temporary basis and usually to people who are on holiday or vacation.

You do not require a planning permit if you meet the ‘home-sharing’ exemption, which applies if the dwelling is used by the host (as owner or occupier) as their main place of residence and:

- the dwelling is only let to visitors while they are on vacation or are temporarily absent, or
- visitors are accommodated in not more than four bedrooms while the host is living there.

For all other instances, a planning permit subject to specific planning requirements is required from the relevant local council.

Planning requirements may currently vary from council to council while the staged implementation of the single Tasmanian Planning Scheme is rolled out across councils.”

According to the most recent “Report on data collection Quarter 2 2022, Short Stay Accommodation Act 2019” (https://cbos.tas.gov.au/_data/assets/pdf_file/0007/697579/Short-Stay-Accommodation-Act-2019-Report-11-Quarter-2-2022.pdf) compiled by the state government, there are approximately 252 short term accommodation options in the Break O’Day municipality. This is the fourth highest reported rate of short-term accommodation in the State after Hobart (449), Glamorgan Spring Bay (420) and Launceston (265).

Council does not have a Short Stay Accommodation Policy and must decide if one is required balanced against the statutory planning requirements, community benefits and consequences.

1. Short Stay Accommodation Audit

That council conduct an audit of BODC approved short-term accommodation against short-term accommodation sites and the most recent data provided by CBOS and confirm that existing short-term accommodation is appropriately registered and noted.

A report is sought providing advice in accordance with the requirements of *Section 65 of the Local Government Act 1993* for the information of Council at a future meeting; and consider any advice as required from relevant State Agencies.

2. Short Stay Accommodation Ownership by councillors

- 2.1 That all elected Councillors declare their ownership and / or interest in any form of short-term accommodation in the Break O’Day municipality and that these interests should be listed in the Register of interests held at the Break O’Day Council.
- 2.2 Councillors should be requested to consider if these interests raise a conflict of interest when voting on and/ or participating in decision making regarding short term accommodation

02/23.10.0 COUNCILLOR'S QUESTIONS ON NOTICE

Nil.

02/23.11.0 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.

02/23.12.0 MAYOR'S & COUNCILLOR'S COMMUNICATIONS

02/23.12.1 Mayor's Communications for Period Ending 20 February 2023

26.01.2023	St Helens	– Australia Day Awards and Citizenship Ceremony
30.01.2023	St Helens	– Meeting with Brian Mitchell MP
30.01.2023	Scamander	– Scamander Community meeting
01.02.2023	Launceston	– Northern Tasmania Development Corporation (NTDC) – Members Meeting
06.02.2023	Sydney	– Australian Local Government Association Board Meeting
08.02.2023	St Helens	– Bendigo Bank 5 th Birthday Celebrations
08.02.2023	St Helens	– Meeting with Minister for Local Government
09.02.2023	Bicheno	– Future of Local Government Elected Representatives Engagement Session
14.02.2023	St Helens	– St Helens Destination Action Plan and Chamber of Commerce Tourism Networking Event
16.02.2023	Launceston	– Northern Flood Recovery Advisory Group
16.02.2023	MS Teams	– Australian Local Government Association Board Meeting
20.02.2023	St Helens	– Council Meeting
20.02.2023	St Helens	– Meeting with Senator Wendy Askew

02/23.12.2 Councillor's Reports for Period Ending 20 February 2023

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 – Deputy Mayor 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

02/23.13.0 BUSINESS AND CORPORATE SERVICES

02/23.13.1 Corporate Services Department Report

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Raoul Harper, 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:

Increase in 2022 Local Government Election Costs

The first compulsory voting Local Government election saw costs increase by approximately \$10,000 from the 2018 election. Following a comparison being undertaken by staff it appears that the increase is predominantly made up of extra postage charges and extra Tasmanian Electoral Commission salaries.

Rates and Cash Flow

The third rates instalment became due on 7 February 2023.

Investments – Term Deposits

\$1,100,000.00 4.55% Maturing 24/01/2024

\$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

Rates Summary - 9 February 2023 (post 3rd Instalment)

	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	1.71	190,722.57	1.54	163,358.71
Rates and Charges Levied	97.69	10,884,046.79	97.07	10,294,407.52
Interest and Penalty Charged	0.60	67,107.22	1.39	146,941.62
Total Rates and Charges Demanded	100.00	10,951,154.01	100.00	10,441,349.14
Less Rates and Charges Collected	77.86	8,674,708.31	79.28	8,407,018.83
Less Credit Journals and Supp Credits	0.51	56,580.39	1.47	156,264.07
Remissions and Discount	5.03	560,610.75	5.18	548,800.84
Unpaid Rates and Charges 9 February	16.60	1,659,254.56	14.08	1,329,265.40

	2022/2023	2021/2022
Remissions and Discounts		
Early Payment Discount	105,928.63	104,953.81
Pensioner Rebates	454,682.12	443,847.03
	560,610.75	547,160.04

Number Rateable Properties	6554
Number Unpaid Rateable Properties	3446
% Properties Not fully paid	52.58

Right to Information (RTI) Requests

Nil

132 and 337 Certificates

	132	337
January 2022	30	20
December 2022	39	18
January 2021	60	37

Debtors/Creditors @ 8 February 2023

DEBTORS INFORMATION

Invoices Raised

Current			Previous Year	
Month	Mth Value	YTD 22/23	Month	YTD 21/22
73	31,513.23	566	96	541

CREDITORS INFORMATION

Payments Made

Current			Previous Year	
Month	Mth Value	YTD 22/23	Month	YTD 21/22
335	\$ 929,153.62	1795	437	2640

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	Raoul Harper, Business Services Manager
FILE REFERENCE	018\018\001\
ASSOCIATED REPORTS AND DOCUMENTS	Financial Reports

OFFICER'S RECOMMENDATION:

That the following reports for the month ending 31 January 2023 be received:

1. Profit and Loss Statement
2. Capital Works 2022-2023

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 outline the financial position of Council as at 31 January 2023.

Profit and Loss

Break O'Day Council

For the 7 months ended 31 January 2023

Account	Actual YTD	Budget YTD	Budget Variance % YTD	2023 Annual Budget	Notes
Trading Income					
Rates	10,862,395	10,840,244	0%	10,840,244	
User Fees	803,652	816,499	-2%	1,399,726	
Operating Grants	681,307	420,729	62%	2,423,090	1
Interest & Investment Income	367,193	328,636	12%	563,369	
Contributions	14,800	11,669	27%	20,000	
Other Revenue	50,154	18,669	169%	32,000	
Total Trading Income	12,779,501	12,436,446	3%	15,278,429	
Gross Profit	12,779,501	12,436,446	3%	15,278,429	
Capital Grants					
Grants - Commonwealth Capital	1,270,704	1,497,190	-15%	2,994,381	
Grants - Roads to Recovery	8,865	323,500	-97%	647,000	
Grants - State Capital	176,424	291,669	-40%	500,000	
Total Capital Grants	1,455,993	2,112,359	-31%	4,141,381	2
Other Non Operating Income					
Net Gain/Loss on Disposal of Assets	23,296	70,000	-67%	120,000	
Total Other Non Operating Income	23,296	70,000	-67%	120,000	
Total Non Operating Revenue	1,479,289	2,182,359	-32%	4,261,381	
Operating Expenses					
Employee Costs	3,270,838	3,399,087	-4%	5,839,111	
Materials & Services	4,222,971	3,691,999	14%	6,126,348	3
Interest Expense	138,441	158,284	-13%	271,341	
Depreciation	2,474,826	2,285,871	8%	3,918,626	
Other Expenses	211,807	152,586	39%	246,584	4
Total Operating Expenses	10,318,885	9,687,827	7%	16,404,010	
Operating Net Profit	2,460,616	2,748,619	-10%	(1,125,581)	
Net Profit (Including Non Operating Revenue)	3,939,905	4,930,978	-20%	3,135,800	
Work in Progress					
Capital Work in Progress	1,283,857	0	0%	0	
Total Work in Progress	1,283,857	0	0%	0	

Notes

1. Operating Grant revenue is up \$261k on budget YTD (62%) this primarily relates to carried forward grants from the prior year of \$142k and increased financial assistance grants for 22/23.
2. Capital Grant revenue is down \$656k on budget YTD (31%) which relates to the timing of grant payments with the completion of project milestones. There has been delay on some projects due to storm events during the year.
3. Materials and Services are up \$531k on budget YTD (14%) primarily due to increased costs and responding to storm events during the year, which will be partially claimable.
4. Other expenses are up \$59k on budget YTD (39%) primarily due to election costs of \$60k.

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

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	51,919	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	18,469	40,000	
Total Plant & Equipment	177,673	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	5,730		
Desktop replacements 2022/23	20,286	15,000	
Tablet/Laptop Replacement - Councillors	21,834	20,000	
Planning & Reporting Software	-	15,000	
Street furniture & signage	6,462	20,000	
Total Furniture & IT	57,578	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)	11,528	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	22,219	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	3,583	30,000	Bus Shelters/Small projects and improvements that cannot be considered maintenance
Aerodrome Hanger	9,733	-	
Police Station & Health - 1 Annie St	14,604	-	
Police Station Acquisition	2,550	-	
History Room Renovations	10,693	-	C/fwd project
Council Chambers additions and improvements	199	40,000	New Indoor/Outdoor Kitchen/Lunch Room Extension.Painting outside.
Total Buildings	131,851	1,860,343	
Parks, Reserves & Other			
Special Project - Marine Strategy	33,674	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	

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Comments
St Helens Cemetery Master Plan improvements	-	50,000	
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	254,374	1,659,777	
Roads - Streetscapes			
LRCI Round 3 - Cecilia St St Helens	4,412	320,000	Bayside section - Circassian St down, and intersection with Esplanade
Quail St Parking Bay	-	50,000	
Total Streetscapes	4,412	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	13,933	110,000	
Jason St St Helens	-	25,000	
Medea Cove Footpath	3,441	-	
Parkside Foreshore Footpath	173,631	400,000	
St Helens Lawry Heights 580m	7,828	104,000	
Total Footpaths	224,842	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
Trelloggen 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	121,091	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	

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Comments
Upper Scamander Road, Scamander	55,226	70,000	
Ansons Bay	900	-	
41 - Anchor Rd	-	37,000	
85 - Forest Lodge Rd	-	50,000	
Total Resheeting	218,731	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)	1,489	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	1,489	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

Project Details	YTD Expenditure	2022-2023 Budget + c/fwd	Comments
			Projects determined for 22/23 amount to be carried forward. Projects to be fully funded under the AG Local Roads & Community Infrastructure Program.
LRCI Phase 3 Projects allocated to 22/23	-	76,000	
LRCI Phase 3 North Ansons Bay Sealing	273	539,000	
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	4,419	-	C/fwd project
Totals - Roads Construction, Digouts & Other	146,558	1,558,000	
Totals Roads & Footpaths	639,952	3,977,600	
Bridges			
B1605 - St Columba Falls Rd	4,049	215,571	Replace timber bridge with concrete structure to SM1600
B2293 - Cecilia St	4,977	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	11,344	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	4,385		
Penelope Dr	450	120,000	Stormwater Main - frontage of caravan park 275 Im
Falmouth St, St Helens	-	10,000	Design only
Total Stormwater	9,176	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	1,283,857	9,173,791	

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Raoul Harper, Manager Business 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 from Vic, NSW and QLD. Had a few overseas tourists from New Zealand, UK, Germany and also United States
- Had a few of the competitors from the Orienteering Championships come in wanting advice on what to do in the area on their days off.
- Helped a few tourists find accommodation when there was none available online.
- Had a lot of enquiries either by phone or in person regarding camping availability, where the campfire restrictions are and what it entails.

The History Room Curator Report:

- **'The Chinese Experience'**: New laser projector equipment was installed on January 10 2023. The movie has been operational for the public since then.

- **Testing and Tagging of centre:** This was organised through WHS Officer and has resulted in a number of power boards being replaced. The Anchor Wheel interaction model is currently out of order as we wait to replace a couple of power cords from the model that were found to be faulty during this process. Replacement cords will be purchased and the model overhauled as a result.
- **Travelwise Tour (NSW):** This coach tour visited on January 30 2023 where 15 seniors took advantage of the museum. Carol Joyce, volunteer, did the Meet and Greet for the group as the Curator was on leave at the time.
- **New Volunteers:** There are two (2) new volunteers that have registered interest in working with the St Helens History Room. One is due to have their induction whilst the other will have their induction on returning from overseas in March 2023.
- **AMMC Workshop:** The Australian Maritime Museums Council workshop is scheduled for February 9 2023 at the Maritime Museum of Hobart. The workshop will focus on planning for content of the next travelling exhibition that will explore the theme Love on the High Seas.
- **Historic Walk bollards:** These images are in urgent need of renewing. I plan to look at exploring options for these images and possibly to include QR codes for content. A grant through Arts Tasmania could fund this activity.
- **Volunteers Meeting:** This is scheduled for Friday February 10 2022. These are now quarterly meetings.
- **2022 and January statistics:** End of year figures for the museum includes \$ 5,839.30 for income and 1071 visitors for 2022. January 2023 statistics include the second highest income in 13 years for the month and the fourth highest visitation in 13 years for the month.

Statistics:

Door Counts:

Month/Year	Visitor Numbers	Daily Average	History Room
January 2013	5,046	162.77	112
January 2014	6,250	201.61	150
January 2015	6,208	200.25	153
January 2016	6,711	216.48	136
January 2017	5,505	177.58	135
January 2018	4,756	153.42	118
January 2019	5,008	161.55	179
January 2020	3,917	126.36	146
January 2021	2,069	66.74	90
January 2022	2,288	73.80	96
January 2023	4,182	134.90	153

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
December	7,698.94	415.00	148.05
January	9,745.80	647.00	190.60

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	Council Officer
OFFICER	Raoul Harper, Manager Business Services
FILE REFERENCE	018\018\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Risk Management Framework Policy

OFFICER’S RECOMMENDATION:

That Council adopt the revised Risk Management Framework Policy.

INTRODUCTION:

The purpose of this report is to provide Councillors with a detailed overview of the revised Risk Management Framework Policy.

PREVIOUS COUNCIL CONSIDERATION:

The Risk Management Framework Policy is annually reviewed by the Audit Panel. The framework was first adopted in 2013 and has been revised periodically since. The Policy was last amended on the 17th of August 2020 – Minute No 08/20.12.8.142.

OFFICER’S REPORT:

Risk is inherent in all aspects of an organisation’s activities. AS/NZS ISO31000:2009 - Risk Management Principles and Guidelines (‘the Standard’) defines risk as “the effect of uncertainty on objectives”.

Risk management refers to the coordinated activities to direct and control an organisation with regard to risk. Break O’Day Council’s Risk Management Framework Policy is the set of components that articulate the organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

Risk management involves establishing a customised Risk Management Framework, a risk aware culture, and applying logical and systematic risk management processes to all stages of the life cycle of any decision, activity, function or operation that includes the potential for risk.

The Risk Management Framework Policy states the following:

A review of the Risk Management Framework will consider the following:

1. Are the risk management objectives aligned with the organisations strategic intent?
2. Do the risk management initiatives reflect the realities of the current environment in which Council is operating?
3. Are the outcomes of risk management able to be effectively measured?
4. Do the risk management initiatives generate value for Council?

5. Does the information provided allow senior management to make decisions about whether to expand or contract resources and effort in managing risk exposures?
6. Is information provided clear and concise manner for evaluation by senior management?

Furthermore, an assessment of the effectiveness of the risk management program at Break O’Day Council will be undertaken following implementation of the Framework to ensure that it meets the objectives. This assessment will be undertaken via:

- Implementation and monitoring of key risk indicators
- Formal assessment of incident and loss data against key risk indicators
- Internal audit of the program

The Manager Business Services and staff have undertaken a review of the Risk Management Framework Policy and a number of additions, job title changes and references to the Audit Panel role have been included in the draft policy review. A section on Risk Appetite has also been included for the first time.

The Audit Panel reviewed the revised Risk Management Framework Policy at its December 2022 meeting and passed the following resolution:

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

The revised Policy is provided for Council adoption.

STRATEGIC PLAN & ANNUAL PLAN:

Annual Plan – review of policies

LEGISLATION & POLICIES:

Risk Management Framework Policy
Local Government Act 1993 Work Health & Safety Act 2012
Work Health & Safety (Transitional & Consequential Provisions) Act 2012
Work Health & Safety Regulations 2012
Work Health & Safety (Transitional) Regulations 2012

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Absolute Majority.

RISK MANAGEMENT FRAMEWORK

Review Information: Adopted 18 February 2013
Reviewed 5 December 2022
Amended December 2022 – Minute No TBC

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1.0 Background

Risk is inherent in all aspects of an organisation's activities. AS/NZS ISO31000:2009 - Risk Management Principles and Guidelines ('the Standard') defines risk as "the effect of uncertainty on objectives".

Risk management refers to the coordinated activities to direct and control an organisation with regard to risk. Break O'Day Council's Risk Management Framework is the set of components that articulate the organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

Risk management involves establishing a customised Risk Management Framework, a risk aware culture, and applying logical and systematic risk management processes to all stages of the life cycle of any decision, activity, function or operation that includes the potential for risk.

2.0 Introduction

Risk Management is critical to Break O'Day Council's ability to achieve the key result areas contained in its Strategic Plan.

By fostering a vibrant risk management culture that encourages Workers at all levels to systematically apply all the principals and procedures outlined in the Framework. Break O'Day Council seeks to minimise resource waste and ensure that all Council decisions, events, activities and projects are undertaken with consideration of risk to the organisation, its people and its community.

Achievement of the Strategic Plan and key results areas depends upon factors including:

- The health and wellbeing of its people;
- Due care towards our customers and the community;
- The protection of our assets; and
- Incorporating legislative requirements into our work processes.

3.0 Statement of Commitment

Break O'Day Council will ensure that its workers and the community are reasonably protected against loss through the application of sound management principles and practices to eliminate or minimise exposure to risks and adverse impact on corporate objectives. Risk management:

- Creates and protects value;
- Is an integral part of all organisational processes;
- Is part of decision making;
- Explicitly addresses uncertainty;
- Is systematic, structured and timely;
- Is based on the best available information;
- Is tailored;
- Takes human and cultural considerations into account;
- Is transparent and inclusive;
- Is dynamic, iterative and responsive to change; and
- Facilitates continual improvement.

Break O'Day Council is committed to managing its risks by identifying, analysing, evaluating, treating, monitoring and communicating all risks that impact on Council's ability to achieve the vision and strategic objectives outlined in Council's Planning Framework.

The Risk Management Framework demonstrates Break O'Day Council's commitment to risk management, to be embraced by all Workers, Councillors and Committees engaged in Council business and defining the responsibilities of those involved in the process of managing risk.

Break O'Day Council is committed to implementing a consistent and structured organisation wide approach to risk management in order to achieve an appropriate balance between realising opportunities for gains and minimising losses. Council is committed to managing risk at strategic and operational levels to ensure that it makes informed decisions with respect to all activities by appropriately considering both risks and opportunities as outlined in the Risk Management Policy.

Break O'Day Council acknowledges that the adoption of a strategic and formal approach to risk management will provide numerous benefits. These benefits include but are not limited to:

- Better corporate governance;
- Compliance with relevant legislation;
- Protecting people's safety;
- Improve incident management and reduction in loss and the cost of risk, including insurance premiums;
- Proactive rather than reactive management;
- Rigorous decision making and planning; the right decisions for its people and our community;
- Improved identification of opportunities and threats;
- More effective allocation and use of resources;
- Improving stakeholders confidence and trust;
- Maintaining a positive public image;
- More effective asset management;
- Limiting exposure to litigation;
- A clear understanding by all stakeholders of their roles, responsibilities and accountabilities for managing risk; and
- The development of a more risk aware organisational culture through enhanced communication and reporting of risk.

Risk management is essential for the successful implementation of Council's Strategic Plan and supports the achievement of Council's vision for the future and development of the community through other strategic goals, objectives and actions.

The Framework builds on the objectives of Break O'Day Council's Risk Management Policy and outlines the methodology adopted to identify, assess, manage and report on all risks in the organisation to ensure all parties understand how risk is managed. The Framework integrates the process for managing risk into the organisation's various activities.

4.0 Objectives

The aim of the Risk Management Framework is not to eliminate risk, rather to manage risk on an ongoing basis in a consistent way across the organisation, whilst maximising opportunities and minimising adversity. It provides a system for the setting of priorities when there are competing demands on limited financial and employee resources. Furthermore, the Framework supports the transparency of risk information to all stakeholders and interested parties.

Risks emerge as circumstances change – risk is dynamic and as such the process of risk management is continual. Risk management will form part of how we do our work and deliver services to our community on a day to day basis. Responsible risk management activity must be a part of the normal management practice and actions of Workers.

The Council will utilise the framework provided by the Risk Management Standard ISO 31000 and its successors, to develop and implement its approach to:

- Risk identification
- Risk analysis
- Risk evaluation
- Risk treatment
- Monitoring and review
- Communication and consultation

Risk management will be incorporated into the strategic, annual and operational planning processes at all levels within Break O'Day Council.

Key objectives of the Framework include providing Council with the tools required to practice effective risk management. The Framework is designed to ensure that:

- Sound risk management practices and procedures are fully integrated into Council's strategic and operational planning processes;
- Threats and opportunities associated with all documented key result areas are identified, evaluated, treated, monitored and communicated in accordance with the process outlined in AS/NZS ISO 31000:2009 Risk Management;
- The risk management approach is effectively supported by consultation and communication at all levels;
- Remedial actions identified as a result of incident investigations are documented, implemented and communicated effectively to prevent recurrence;
- Appropriate risk treatment strategies will be included in organisational procedures and processes needed to assist Council in achieving its' business outcomes. These strategies will be in accordance with relevant standards, codes of practice and appropriate legislative guidelines;
- All Council Workers with specific risk management responsibilities are aware of and effectively exercise those responsibilities. Responsibilities are documented in Position Descriptions;
- All Council stakeholders i.e. Workers, Mayor and Councillors, Committees, Lease Holders and the public cooperate to create a safe environment and preserve assets for the future;

- Adequate information, training and supervision are provided to all Workers, Councillors, Lease Holders and Committees; and
- The Risk Management Framework and associated processes and tools are documented, recorded and reviewed on a regular basis to ensure ongoing suitability to the organisation's needs.

5.0 Scope

A risk event can result from an occurrence or change of a particular set of circumstances. The effect is a deviation from the expected and can be positive and/or negative. Risk sources within the context of Break O'Day Council's operations include:

1. Assets/Property Infrastructure
2. Business Continuity
3. Commercial and Legal Relationships
4. Customer Service
5. Workers/Industrial Relations
6. Environmental Conditions
7. Financial Management
8. Information Technology and Use of Social Media
9. Natural Events and Hazards
10. Project Management
11. Public Liability/Professional Indemnity
12. Reputation/Consultation/Communication
13. Strategy and Governance
14. Social Inclusion
15. Sustainability
16. Technical Issues
17. Technological Issues
18. Workplace Health and Safety
19. Climate Change

Figure 1- Principles, Framework & Process

Figure 1- Source: AS/NZS ISO31000:2018 Risk Management Guidelines

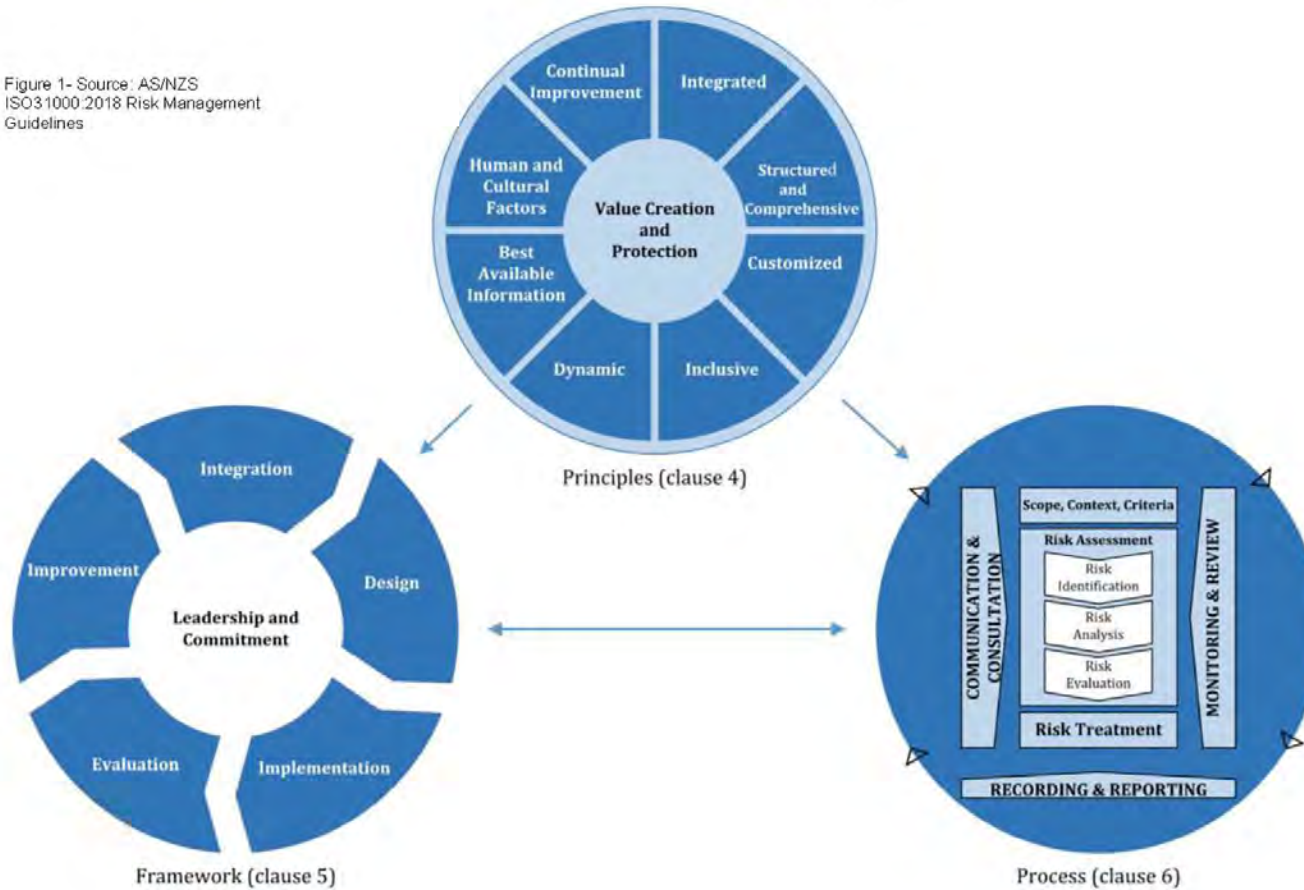


Figure 2- BODC Risk Management Process

The Risk Management Process is the systematic application of management policies, procedures and practices to the tasks of establishing context, identifying, analysing, evaluating, treating, monitoring and communicating in relation to risk. Council will apply the following Process as defined by AS ISO 31000:2018 Risk Management Guidelines.



Process (clause 6)

6.0 Business Systems

The Risk Management Framework is one component of business systems within Break O'Day Council. The Framework aims to build resilience in the planning of service delivery for the Break O'Day municipality by highlighting the strengths of current operating practices whilst identifying the areas for improvement. The Framework supports the existing programs and initiatives undertaken by Council to manage its risk to ensure delivery of the Strategic and Annual Plan goals and objectives.

This Framework is applicable to Council in all its operations and functions - including activities carried out under its direction, to the public infrastructure it controls and to those situations where Workers are required to work on Council projects.

6.1 Strategic Direction and Governance

Risk is considered and assessed during strategic planning and by Council when making decisions that impact on stakeholders.

6.2 Decision Making

Risk is considered and assessed prior to decisions being made at all levels

6.3 Business Continuity Planning

Risk management will support Council's Business Continuity Plan by identifying issues and events that may pose a threat to the continuation of business and impact our community.

6.4 Contract Administration Process

The contract administration process of Council is supported by the Risk Management Framework as effective risk management aids in the identification of issues and events that may impact the contract preparation and implementation phase.

6.5 Financial and Asset Management

The Risk Management Framework operates to enhance the 10 year Financial and Asset management plans of Council by ensuring that effective processes are in place to manage the risks to Council's assets.

6.6 Event Planning

Effective risk management processes are crucial to efficient planning and delivery of events that ensure public safety and event success.

6.7 Project Management

Risk management is an integral part of project management. It is imperative that risks are identified at the project development stage so that designs and processes can be adjusted continually to minimise or eliminate exposure to risk.

6.8 Education and Training

Council will facilitate risk management training for staff in a manner that corresponds with roles and responsibilities. Risk management training will be conducted as time and budget permits, however guidance will be provided on an ongoing basis by Council's Business Services Manager.

Council's training and guidance will include providing staff with the following:

- A general understanding of the principles and benefits of risk management;
- Practical guidance in undertaking and documenting the risk assessment process, using Council's adopted risk assessment and evaluation criteria, tools, templates and systems; and
- An understanding of Council's risk appetite and actions required to effectively consider risk management option

6.9 Risk Appetite

Council will have a responsible approach to risk management, seeking to recognise and manage its exposure to risks in accordance with its vision, mission and values. In pursuing the achievement of its objectives and governance responsibilities, Council will accept a degree of risk commensurate with the potential reward and with consideration of Council's role and responsibilities within the community. Council's risk appetite in relation to its adopted key risk categories is therefore as follow:

		Appetite or willingness to accept the risk		
		MINIMAL Preference for options that avoid risk or have low inherent risk	CAUTIOUS Preference for safe options with relatively low degrees of residual risk for potential reward	OPEN Willingness to consider all options with an enthusiasm for innovation, preference for options that provide an acceptable level of reward
Financial			✓	
WHS & Wellbeing		✓		
Public Health & Wellbeing		✓		
Service Delivery & Infrastructure				✓
Compliance	Statutory	✓		
	Regulatory		✓	
Environment		✓		
Reputation				✓
Project Risk				✓

Council has no tolerance for risks that may compromise the safety and welfare of staff, the community, contractors and volunteers. Similarly, Council has no appetite for risks that cause significant and irreparable damage to the environment and seeks to preserve and enhance it for future generations.

Council places great importance on compliance and has little appetite for any breaches in legal, regulatory or professional requirements. However as it is acknowledged that regulatory compliance is often discretionary in nature, Council will give due consideration to associated public health, safety and environmental risks, as well as the opportunity to educate the community.

Council has minimal appetite for risks that may have a significant adverse impact on its long term financial sustainability, however Council encourages entrepreneurship and has a moderate appetite for risks arising from economic and property development opportunities.

Council is mindful that reputational risk is inherent in all its business activities, however although Council will take a cautious approach, it will not be constrained by reputation related risk in pursuing innovation.

Council has considerable appetite for improvements and innovation in service delivery, technology and the efficiency of operations and project delivery.

Council's Risk Assessment Criteria will align with Council's risk appetite and will be used to undertake the Risk Management Process.

7.0 Planning and Resourcing

7.1 Resource Management

The Risk Management Framework acknowledges that there are and always will be limitations and challenges to Council resources to deal with the treatment of risk.

However, identification of risks should not be limited by the reality that there may be insufficient funds to immediately improve how we currently manage risk all of Council's risks.

The Framework approaches the understanding and identification of risks faced by Council in the broadest context. The approach to be used is to identify risks without consideration of cost of treatment but manage those risks with a view to maximising existing resources.

In accordance with its common law 'duty of care' statutory responsibilities and Council Policy, the Council will ensure that resources are allocated to:

- Minimise Council's exposure to loss and litigation;
- Protect and enhance Council's reputation;
- Protect Council's financial and physical assets;
- Maintain employee health and safety programs; and
- Ensure continuous improvement in the Risk Management process.

7.2 Continuous Improvement

Break O'Day Council is committed to continuous improvement and the pursuit of excellence – in service delivery and business processes. The Framework complements the methodology of continuous improvement by consideration of:

- Consultation and Communication;
- Cost/Quality;
- Effective resource use;
- Financial sustainability; and
- Accountability.

This approach is based on the philosophy that it is better to be aware of risks (even knowing that only the most critical can be dealt with after application of a prioritisation process), than to be caught unaware when a risk event occurs, suffer loss or failure, and potentially be held accountable.

7.3 Links to Council Planning and Budgeting Cycles

The Framework raises issues ranging from the highest strategic level e.g. Councillor decision-making through to the detailed issues of delivery of services to the community and the care of community assets.

The Risk Management process will input data and issues to the Council Strategic Planning and Budget process, Annual Plan and other asset management programs, and to service unit planning activity.

7.4 Budget Planning and Prioritisation

The Risk Management Framework provides an effective and transparent prioritisation tool for decision making when long term and annual financial resource allocations are decided.

This process contributes to the quality of the longer term financial and asset management plans of Council. It also assists in effective decision making during strategic planning by recognising the future implications of today's decisions.

Through the use of a common framework to assess priorities; sound, transparent and defensible financial decisions and recommendations are possible.

7.5 Safe Operating Procedures / Safe Work Method Statements

What Is A Safe Work Method Statement?

A Safe Work Method Statement (SWMS) is a document that:

- lists the types of high risk construction work being done
- states the health and safety hazards and risks arising from that work
- describes how the risks will be controlled, and
- describes how the risk control measures will be put in place.

The work must be carried out in accordance with the SWMS.

SWMS are called Standard Operating Procedures (SOP's) at Break O'Day Council and explain the safe and standardised way of performing particular routine work to ensure work is done safely and well. In many organisations' SWMS's are audited through an Internal Audit Program to ensure what is documented is what is happening in practice. SOPs/SWMS are often used as a basis for training new employees in working safely and correctly.

One SWMS can be prepared to cover a variety of tasks, if it takes into account the changing nature of the work environment. Alternatively, a separate SWMS can be prepared for each type of high risk work.

7.6 Risk Assessments

What is a risk assessment?

A risk assessment is a risk management step where you:

- Identify all risks;
- Analyse and evaluate the risk (e.g. Extreme, High, Moderate, Low);
- Determine "reasonable and practicable" ways to eliminate or control the risk; and
- Monitor the effectiveness of the controls that have been put into place.

In practical terms, a risk assessment is a thorough look at your workplace to identify those situations, processes etc that may cause "cause uncertainty to your desired objectives".

After the risks are identified you work to evaluate how likely and severe the risk is, and then decide what you're going to put in place to minimise the risk.

Risk Assessments are conducted by the relevant Manager/Team Leader, together with relevant Workers and with the support (as required) of the WHS Coordinator and in accordance with Break O'Day Council's risk assessment methodology. Risk Assessments are conducted for all new projects and tasks prior to the commencement of work.

7.7 Hazards and Incidents

Hazard and incident reporting highlights hazards and incidents and allows this information to be integrated into the Risk Register under "WH&S" risks. These risks are then considered in the same way as any other risk would be.

7.8 Stop Take 5 To Stay Alive

What is a Take 5 to Stay Alive?

A Take 5 to Stay Alive is a personal planning and communication tool developed to help all of us ensure that we perform even the most mundane of tasks without getting hurt.

It is used to assist us in maintaining awareness of our environment at all times and aid in the identification and control of immediate hazards as we go about our day-to-day work.

Examples of immediate hazards may include:

- Worn tools or incorrect tool for the job
- Potential for slips, trips or falls
- Poor housekeeping
- Protruding objects
- Sharp objects
- Dropped objects
- Worn, damaged electrical leads/cables
- Out of test equipment
- Inadequate height safety precautions

Personnel doing the work are responsible for carrying out the Stop Take 5 and Supervisors are responsible for encouraging and communicating the Stop Take 5 process and its effective use.

Stop Take 5 is used continuously throughout the day's activities. It should help us recognise when conditions or circumstances change during a job and prompt us to step back and think through any emerging issues i.e. taking 5 minutes to plan our work.

Take 5's are completed by all outdoor workers as part of effective planning prior to a task commencing.

Take 5 is a valuable work tool that we can also take home and use so we can stay safe in all that we do.

7.9 Job Risk Analysis /Job Safety Analysis

What is a Job Risk Analysis (JRA) also known as a Job Safety Analysis (JSA)?

A JRA is simply a way of looking at the work task and considering what is the safest way to complete it. It is a way of taking time to plan the work, becoming aware of the hazards involved in doing the job and taking action to prevent an injury.

1. Document the activity: Assemble those involved in the activity and then, using the JRA worksheet, write down the tasks that make up the activity, step by step.
2. Identify the hazards: Next to each task, identify what part of the task may cause injury to those doing the work or to anyone else nearby.

3. Document the control measures: For each identified hazard, list the things that need to be put in place to eliminate or minimise any likely risk of injury to those involved.
4. Identify who is responsible: Document the name of the person responsible for implementing the control measure.
5. Monitor and review: Make sure the activity is supervised to ensure the documented process is being followed. The JRA should be reviewed whenever a documented activity changes, when there is a change of personnel or after an appropriate length of time.

9.0 ROLES AND RESPONSIBILITIES

Risk management responsibilities are incorporated into all Council Position Descriptions and success measures developed for all Workers to form the basis of formal annual performance appraisals and informal performance management discussions.

Stakeholder	Roles and Responsibilities
Council	Council will: <ul style="list-style-type: none"> • Be responsible for approving the Risk Management Policy; • Provide the support and basis in which the Risk Management Policy can be implemented. This includes listing risk management as a priority in Council's Strategic and Annual Plan; and • Provide adequate budgetary provision for the management of this Policy.
General Manager	The General Manager will: <ul style="list-style-type: none"> • Provide a safe and healthy work environment, in accordance with the Work Health & Safety Act 2012, its amendments, regulations, related codes of practice and Australian Standards; • Understand the principles of Risk Management; • Ensure risk awareness training is developed and provided throughout Council; • Ensure that Council meets its 'duty of care' to all Workers and the general public and protects its assets through education, appropriate risk financing and adequate loss control programs and measures • Monitor and evaluate the performance of Department Managers against their Risk Management responsibilities; • Provide proactive reporting on risk measures; • Lead the Senior Management Group (SMG) in the development and implementation of risk action plans for all those assessed as extreme; • Promote Risk Management as a vital business principle.
Managers and Team Leaders	Managers and Team Leaders will: <p>Familiarise themselves with Council's Risk Management Policy and Framework;</p> <ul style="list-style-type: none"> • Risk Register: review EXTREME and HIGH risks every six (6) months and MEDIUM and LOW risks every 12 months; • Actively participate in training provided in relation to risk management; • Employ risk management principles and practices and the tools outlined in the Risk Management Framework while undertaking strategic decision making and daily tasks; • Report any hazards and incidents that may have the potential risk exposure to Workers, Council and the general public; • Positively assist with investigations related to incidents that have occurred as a result of a hazards or incident; • Develop and manage risk treatment plans for risks owned by them;

Stakeholder	Roles and Responsibilities
	Take notice of and implement recommendations from risk management audits conducted in the workplace.
Business Services Manager	<ul style="list-style-type: none"> • Report on Council's achievements against its Risk Management Policy and as required by legislation / Council / General Manager; • Report to the Audit Panel as required • Review contracts and lease agreements; • Coach and mentor others in the use of the Risk Management Framework.
WHS Coordinator	<ul style="list-style-type: none"> • To provide advice and assistance to all Council workers in relation to the development and implementation of an effective Risk Management System that observes the principles of AS/NZS ISO 31000:2009 Risk Management. • Monitor the effectiveness of the overall Risk Management system • To provide timely, accurate and relevant information on losses, claims, premiums and other risk-related information • To ensure that all documentation maintained and generated within the Risk Management process complies with Council's record management requirements • To make available a relevant and wide range of information on risk management issues affecting the Council • Ensure all accidents reported are fully investigated and the appropriate corrective action has been taken; • To apply the Risk Management process for the management of risk exposures • Review insurance held by users of Council facilities • Negotiate appropriate insurance cover with Council's insurance advisers and report back to management • Assist Business Services Manager in meeting risk reporting expectations. Review the Risk Management Policy in accordance with the review cycle. • Maintain risk management records including the following: <ul style="list-style-type: none"> ○ claims management manual ○ legal advice ○ property and motor vehicle schedules ○ loss records ○ management decision on risk ○ technical information ○ insurance policies • Assist in the effective operation of a Safety Management System • Coordinate public safety issues, i.e. trips and falls by the public

Stakeholder	Roles and Responsibilities
WHS Coordinator <i>Cont'd</i>	<ul style="list-style-type: none"> • Liaising with outside organisations/consultants for advice and assistance in areas where the organisation does not have the expertise or resources • Review with Managers all aspects of the risks management program on a regular basis, e.g. workplace inspections and safety audits • Consult with the Work Health and Safety /Risk Management Committee where appropriate to resolve health and safety issues and compliance with Risk Management principles •
Workers	<p>Workers will:</p> <ul style="list-style-type: none"> • Assist in the provision of a safe and healthy work environment and comply with the Work Health & Safety Act 2012, its amendments, Regulations, related Codes of Practice and Australian Standards; • Ensure that risk management factors are fully considered when changing or setting up new work sites, work programs or undertaking new projects; • Ensure all accidents are reported; • Review with Managers/Supervisors and workers all aspects of the risk management program on a regular basis, including workplace inspections and risk management audits; • Consult with the Work Health & Safety Committee and Health and Safety Representatives where appropriate to resolve risk management issues; • Ensure on-going instruction and consultation with Workers in the proper use of plant, equipment and materials and enforce safety rules and practices that apply to Workers' work; • Ensure reporting and investigation of all accidents, incidents, injuries or near misses within the work area under their control; • Participate in audits of activities under their control; • Report any risk identified associated with Council asset, work sites or work systems.
WH&S Committee	<p>Improve organisational performance and awareness of risk management by:</p> <ul style="list-style-type: none"> • Reviewing and analysis of claims and reported incidents • Progress improvements and recommendations by Council's insurers • Discuss and plan risk management awareness training • Add to the Risk Register, if appropriate • Implement an audit and inspection process focused on risk management
Works Support Officer	<ul style="list-style-type: none"> • Ensure that adequate fire protection and security arrangements are in place to protect Council's assets
Audit Panel	<p>As per the Council approved Audit Panel Work Plans review the following as a minimum:</p> <ul style="list-style-type: none"> • Annual review of risk management policy and framework • Receive material risk management reports • Monitor ethical standards and any related party transactions • Review the procedure for Council's compliance with relevant laws, legislation and Council policies • Review internal, anti-fraud and anti-corruption management controls

	Risk Management Framework	
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	<ul style="list-style-type: none"> • Review ICT governance • Review the business continuity plan • Review processes to manage insurable risks and existing insurance cover • Review delegation processes and exercise of these • Review WH&S management processes • Monitor major claims or lawsuits by or against Council and complaints against Council • Oversee the investigation of any instances of suspected cases of fraud or illegal and unethical behaviour
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10.0 Communication Plan

10.1 Objectives

Communication is critical to keeping Workers informed and engaged with the implementation of the Framework at Break O'Day Council.

Effective communication mechanisms will support the following objectives:

- To keep workers and stakeholders informed and engaged with the Risk Management program development;
- Development of a common language around risk management;
- Promote learning e.g. examples of success will highlight the different applications of risk management;
- Development of a risk aware culture at Break O'Day Council;
- Demonstrate the leadership of the Management Team in implementing the Framework; and
- Celebrate the success of the Framework implementation.

10.2 Communication Methods

The following communication mechanisms will be utilised:

- Outline of the Framework and risk awareness/hazard and incident analysis training provided to existing workers via Departmental meetings
- Manager Human Resources to provide additional training to Departments upon request
- Risk implications part of Council Meeting Agenda
- Progress reports to the Management Team (MT)
- Progress reports to Council
- Progress report to WH&S Committee
- Progress reports to the Audit Panel
- Regular updates in regard to risk management will be provided to all workers via Departmental and Tool Box meetings
- Written - intranet, messages from the GM, notice boards
- Outline of the Framework provided to all new workers during Induction

10.3 Progress Reports to Workers

- Quarterly via Management Team reporting structure
- Quarterly to the stakeholders

10.4 Progress Reports to Mayor and Councillors

- Statistical report on KPI's provided as frequently as identified by Council/GM
- Audit Panel minutes and agenda items as required to Council

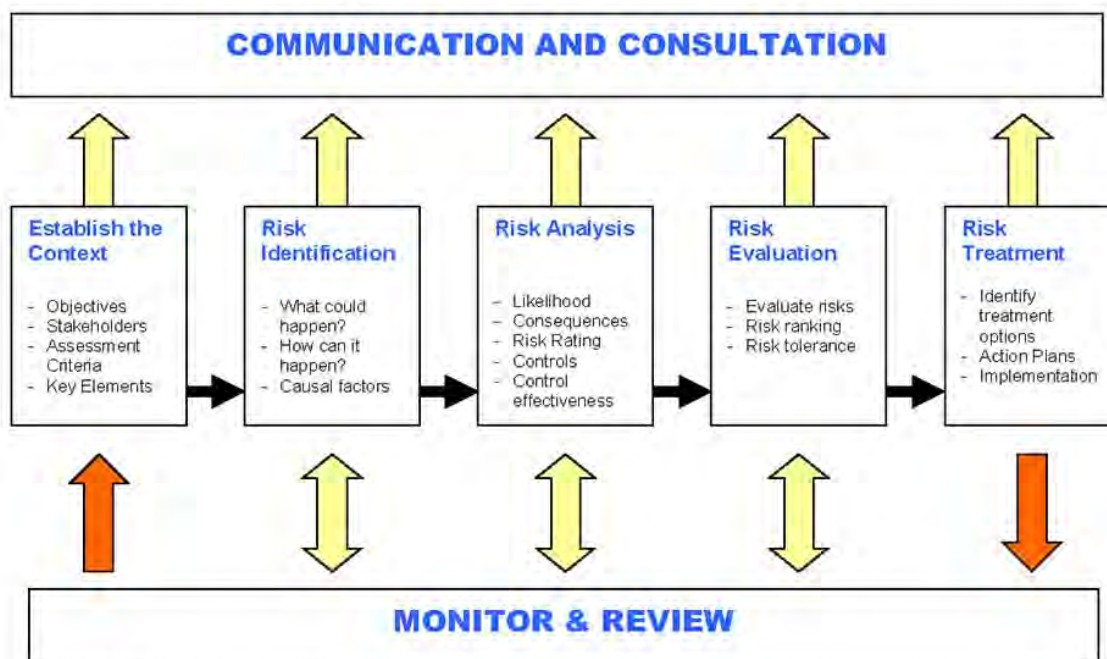
11.0 Risk Management Process

11.1 Overview

The risk management process should be:

- An integral part of management
- Embedded in culture and practice, and
- Tailored to the business processes of Break O'Day Council

The risk management process adopted as part of this Framework is consistent with the Standard as depicted below:



11.2 Communication and Consultation

Contact/Involvement – has everyone who needs to know been contacted, involved, informed and kept up to date?

Information Flow/Dialogue with Stakeholders – there should always be dialogue with stakeholders with a focus on consultation.

Feedback – success will be achieved if feedback is given by all involved in the process.

The Communication Plan is outlined in detail in Section 10 of this Framework.

11.3 Risk Management Context

When identifying, assessing and managing risks the following external factors need to be considered:

- Community impact;
- Impact on relationships;
- Environmental implications;
- Political implications (State / Federal);
- Health, Safety and Wellbeing;
- Economic Impact;
- Media;
- Legal and Regulatory obligations; and
- External stakeholders / key third party service providers.

The following internal factors need to be considered:

- Break O'Day Council's Strategic Plan;
- Strategic Financial Plan;
- Capital and Operations Budgets;
- Annual Plan;
- Departmental Plans;
- Council / Elected Members;
- Occupational Health and Safety and Welfare;
- Key Performance Indicators - organisation and individuals;
- Business Continuity and Emergency Management Planning;
- Governance; and
- Business efficiency and productivity.

11.4 Risk Identification

The aim of risk identification is to develop a comprehensive list of the events that may create, enhance, prevent, degrade, accelerate or delay the achievement of objectives (remember risk is defined as being “the effect of uncertainty on objectives”. This includes identifying the risks associated with not pursuing an opportunity.

To assist in risk identification, ask the following questions - What can happen? - How can it happen? Consider the causal factors.

Each department/work area is responsible for identifying their risks and forwarding them to the Manager Business Services for recording in the Risk Register. The Risk Register is in both an Excel format (an example of the format of the register is depicted in Appendix B of this Framework) and also now in a Cascade Format for reporting and monitoring.

In identifying risks, Departments/work areas need to consider a broad range of risk sources within the context of Break O'Day Council's strategies and operations. These risk sources are outlined in Section 5 of this Framework.

Forums for identifying operational risk include but are not limited to:

Risk Identification Workshops

The purpose of these workshops is to brainstorm risks with relevant Workers from each work area. As a result of these workshops risks are captured and documented in the Risk Register. Managers are accountable for reviewing their area's registered risks formally at least on a half yearly basis, as part of the business planning process, in consultation with relevant Workers. Information is collated by the WHS Coordinator.

Risk Assessment Workshops/Discussions

The purpose of these discussions is to assess the likelihood and consequence of the risks identified with relevant Workers from each work area. As a result of these workshops risk rating details are captured and documented in the Risk Register. Managers are accountable for reviewing their area's registered and assessed risks formally at least on a half yearly basis, as part of the business planning process. Information is collated by the WHS Coordinator to formulate reporting.

A copy of the Risk Register is saved in the S:drive as part of Councils corporate information and records management. All Managers have access to this folder for viewing. The WHS Coordinator is the administrator of this folder and maintains the original copy.

Strategic Projects / Tender Management

Managers are accountable for identifying and assessing any risks emerging as a result of tenders. These risks are to be included on the project plan which is reviewed and maintained through the life of the project / change /improvement process. Any risks which eventuate as a result of the project / change /improvement process, and are of an ongoing nature, should be recorded in the Risk Register.

Customer Requests Process/Review of Audit findings / Loss data

Systemic issues / risks can be identified upon review of this data. These risks are to be included in the Risk Register accordingly.

Strategic and Annual Planning Process

Departments are required to review their risks in the Risk Register as part of their annual planning and budgeting process usually twice a year, depending on the risk rating of the risks. This enables the risk profile and risk control activity to be considered as part of formulating future plans, improvements, business cases and budgeting needs.

Accident Reporting

Accidents, incidents and hazards are to be reported using the Near Miss/Incident/Accident Reporting and Investigation form. This information and subsequent analysis may result in the identification of systemic / operational risks. These will be communicated back to relevant stakeholders to be appropriately managed in line with the risk management process.

11.5 Risk Analysis

Risk analysis involves consideration of the sources of risk, their positive and negative consequences and the likelihood that those consequences may occur. The risk assessment likelihood and consequence scales are provided in Appendix C and Appendix D. Appendix E details consequence scales for Project Risk Assessment. Each category of the consequence scale is based on the types of risks that may potentially impact Council's operations.

Existing controls and their effectiveness and efficiency should also be taken into account. For each identified risk ask "Is there anything currently in place that would effectively lessen the likelihood or impact of the risk?" If there are controls in place, then ask "Are the controls effective?", "Can the risk be shared/transferred?" The risk can then be reevaluated.

A risk rating is determined by combining the likelihood and the consequence ratings using the risk matrix provided in Appendix F.

Risk analysis is about developing an understanding of the risk. It is this analysis which provides input into the decision on whether the risk needs to be controlled or controlled further and the most appropriate and cost-effective manner of treatment.

The method of analysing risks is undertaken in two parts:

1. Risks are measured against established criteria for likelihood (see Appendix C) and consequence (see Appendix D and Appendix E for projects).
2. The final risk score (overall risk rating) is calculated as the product of the likelihood and consequence scores and rated in accordance with the matrix in Appendix F.

11.6 Risk Evaluation

Risk evaluation is done to assist in decision making – the legend below identifies the actions necessary for different risk ratings.

Legend:

Extreme	High risk, urgent attention required Risk treatment plan must be prepared
High	Significant risk, attention required Risk treatment plan must be prepared
Medium	Moderate risk; management responsibility must be specified Risk treatment plan required
Low	Low risk; manage by routine procedures Risk treatment plan not required

The purpose of risk evaluation is to determine, based on the outcomes of risk analysis, which risks need treatment and the treatment priorities. The risk evaluation can also lead to a decision not to treat the risk in any way other than



maintaining existing controls. Information from the risk assessment (analysis and evaluation) must be entered into the Risk Register.

11.7 Risk Treatment

Risk treatment involves identifying the range of options for treating risks, assessing these options and the preparation and implementation of treatment plans. By treating the risk the aim is to either:

- Elimination of the risk – repair damage/remove risk
- Avoid the risk - by deciding not to continue with the activity
- Taking the risk - in order to pursue an opportunity
- Sharing the risk – to minimise likelihood and consequences
- Isolate the risk – relocate the risk, tag out, lock out, install barriers
- Engineering – improve the process to remove the risk e.g. use a trolley to move heavy equipment, minimise manual handling
- Administrative – rotate jobs, adequate training, maintenance
- Personal Protective Equipment (PPE) – use hearing, eye, head, hand, face protection and train Workers in its correct use
- Accept the risk by informed decision i.e. retain

In order to select the most appropriate treatment action it is necessary to balance the cost of implementing each option against the benefits derived from it. It is also necessary for consideration to be given to all direct and indirect costs and benefits financial or otherwise.

Risk Treatment Plans are developed and a hyperlink is added to the risk in the Risk Register. This hyperlink automatically links the risk with the relevant Risk Treatment Plan.

11.8 Monitor and Review

On-going review of the Risk Management Framework and its effectiveness is essential to ensure that risks identified and registered in the Risk Register, assessed and associated treatment options remain relevant. Factors that affect the likelihood and consequence may change, as may the factors that affect the suitability or cost of the treatment options.

The required actions as outlined in the Risk Evaluation section above outline the monitoring and review actions which are undertaken as part of this Framework:

- The Risk Register is formally reviewed on a half yearly basis. One of the half yearly reviews should be scheduled to coincide with the Annual Business Planning and Budgeting process.
As part of the Annual Business Planning and Budget process Departments are required to review their risks and associated action plans to treat risks. This contributes towards determining work priorities and ensuring appropriate resources are assigned to manage and control risks.
- This Risk Management Framework and Policy are reviewed every two (2) years by the WHS Coordinator, Manager Business Services and Management Team. The outcomes and records of this review are

maintained on file. The Risk Framework and Policy are to be reviewed by Council every three years.

- A report shall be presented to Council on a regular basis and should include status of risks in the Risk Register, insurance claims and details of relevant audit results.

A review of the Risk Management Framework will consider the following:

1. Are the risk management objectives aligned with the organisations strategic intent?
2. Do the risk management initiatives reflect the realities of the current environment in which Council is operating?
3. Are the outcomes of risk management able to be effectively measured?
4. Do the risk management initiatives generate value for Council?
5. Does the information provided allow senior management to make decisions about whether to expand or contract resources and effort in managing risk exposures?
6. Is information provided clear and concise manner for evaluation by senior management?

Furthermore, an assessment of the effectiveness of the risk management program at Break O'Day Council will be undertaken following implementation of the Framework to ensure that it meets the objectives. This assessment will be undertaken via:

- Implementation and monitoring of key risk indicators
- Formal assessment of incident and loss data against key risk indicators
- Internal audit of the program

12.0 RISK MANAGEMENT PLAN

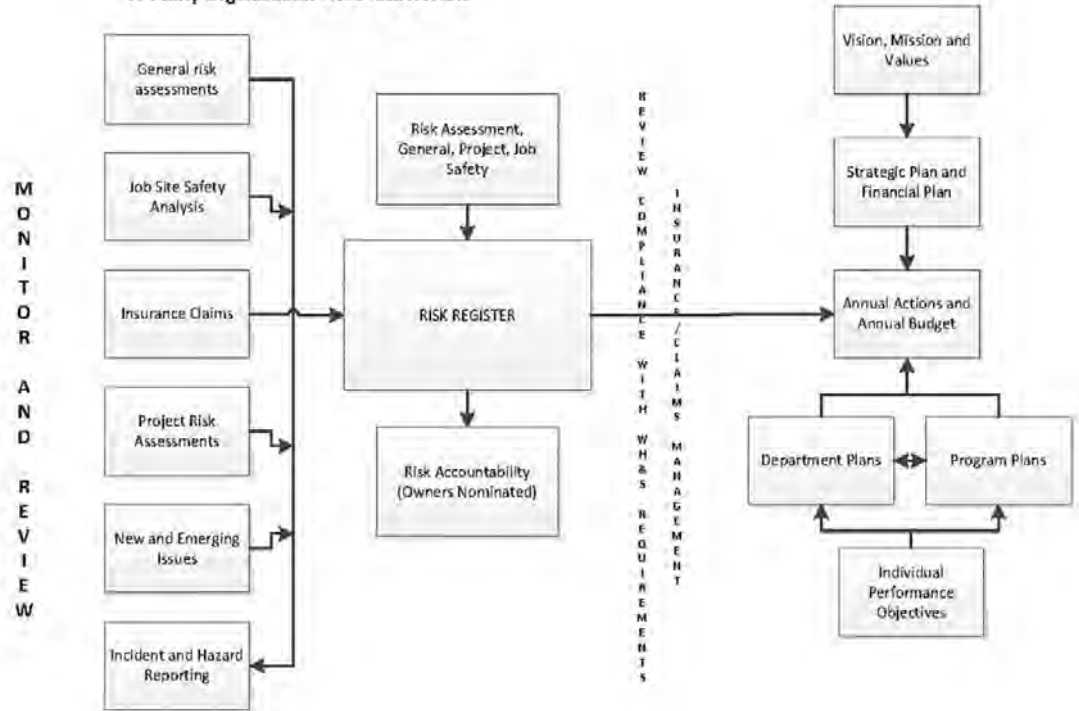
12.1 Risk Management Plan Components

The diagram below depicts an overview of the flow of business process and strategies at Break O'Day Council in supporting the management of risk in alignment with this Framework.



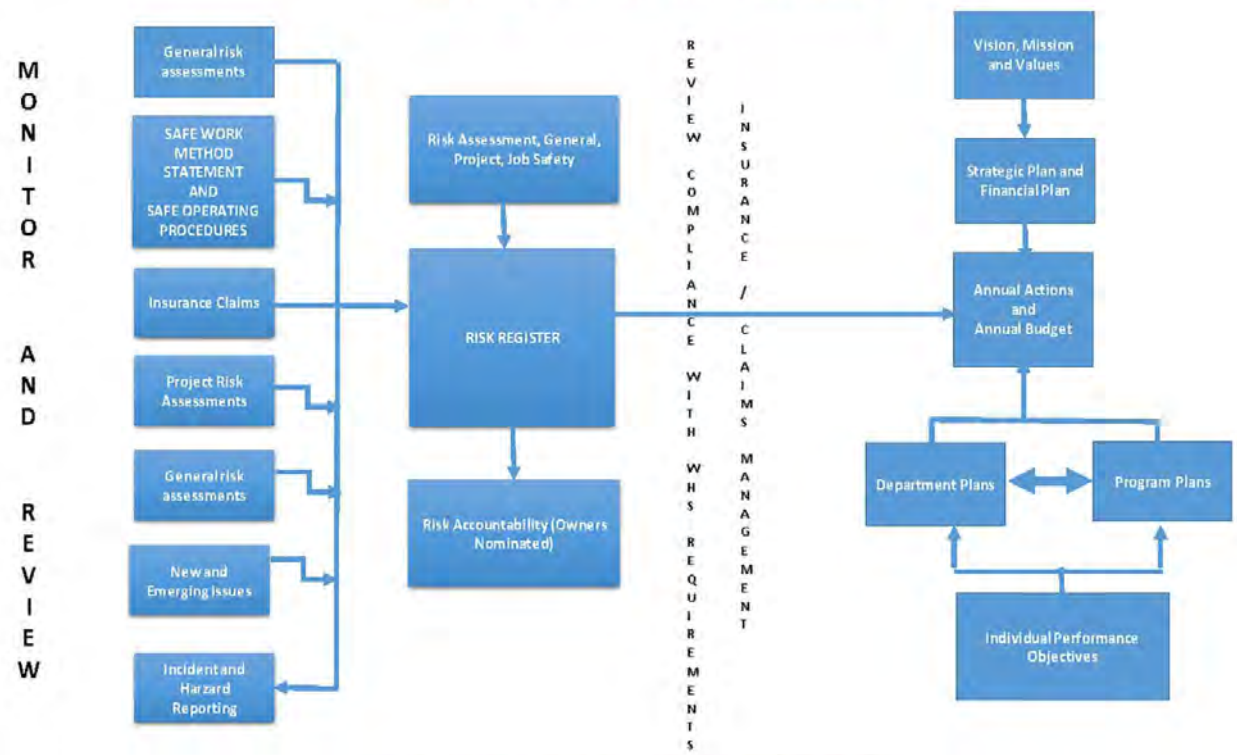
Risk Management Framework

½ Yearly Organisation Wide Risk Review



½ Yearly Departmental Risk Review

Annual Organisation Wide Risk Review



6 and 12-monthly Department Risk Review

13.0 REPORTING

To ensure transparency of risk management information across Break O'Day Council, a series of reports will be produced throughout the year. The table below outlines a list of reports that will be produced as an outcome of risk management activity:

Report	Frequency	Prepared by	Audience
<ul style="list-style-type: none"> ▪ Department Risk Register Review ▪ Corporate Risk Report 	<p>Six Monthly or Annually depending on risk level (Low or High)</p> <p>Quarterly</p>	<p>Departmental Manager</p> <p>Executive Officer Manager Business Services, WHS Coordinator</p>	<p>WHS Coordinator, Managers</p> <p>Councillors and Managers Audit Panel</p>
<ul style="list-style-type: none"> ▪ Claims Management Report: report of all asset, public liability, motor vehicle and workers compensation claims including analysis and trend data. ▪ Accident/Incident events: report of any major or severe risk including remedial action ▪ New and emerging risks/issues ▪ Continuing critical issues ▪ Escalation of risk non-performance 	<p>Annually</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p>	<p>WHS Coordinator, Manager Business Services</p> <p>WHS Coordinator, Manager Business Services</p> <p>WHS Coordinator, Manager Business Services</p> <p>WHS Coordinator, Manager Business Services</p> <p>WHS Coordinator, Manager Business Services</p>	<p>Council, Managers, Audit Panel</p> <p>Managers, WHS Coordinator, WHS Committee, Audit Panel</p> <p>Managers, WHS Coordinator, WHS Committee, Audit Panel</p> <p>Managers, WHS Coordinator, WHS Committee, Audit Panel</p> <p>Managers, WHS Coordinator, WHS Committee, Audit Panel</p>

14.0 REFERENCES

- AS/NZS ISO 31000 Risk Management
- Work Health and Safety Act 2012
- Work Health and Safety (Transitional and Consequential Provisions) Act 2012
- Work Health and Safety Regulations 2012
- Work Health and Safety (Transitional) Regulations 2012

15.0 RELATED DOCUMENTS

- BODC Risk Policy (Appendix A)
- BODC Risk Register (Appendix B – Example) –Risk Likelihood Criteria (Appendix C)
- Consequences Scale (Appendix D)
- Project Risk Consequence Criteria (Appendix E)
- Overall Risk Rating (Appendix F)
- Safe Operating Procedures
- BODC Risk Assessment Form
- BODC Incident/Accident Report Form
- BODC Accident Investigation Report Form
- BODC WHS Policy
- BODC Incident Reporting Procedure
- Risk Management of Public Events Guidelines
- MAV Event Management Checklist
- MAV Festival or Event Management Risk Assessment Example –

16.0 APPENDICES



Risk Management Framework

APPENDIX B - Risk Register (Cascade Extract - Example)



RISK REGISTER - MASTER
25/11/2022



RISK REGISTER PLAN DUE WITHIN 3 MONTHS

Current Complet...	Risk No	Exp Date	Goal Complete	Goal	Update	What can happen?	Possible Causes	Is Risk Critical?	Risk Analysis	Owner
0%	W1001	11/02/2023	Risk	Steering Proceeed : 100%		All down roads or stability on ride on motor incidents	Damage to third party or injury to MOI, Damage to Council assets or injury to worker.	Yes	High Risk Rating: Medium Planned action required	David Jolly
0%		11/02/2023	Risk Control	→ Use pre-start size inspection to check area for any hazards before moving. Make sure zone faces away from traffic. Also if employees too close : 100%						David Jolly
0%		11/02/2023	Risk Treatment	→ Follow manual SOP and SWMS : 100%						David Jolly
0%		11/02/2023	Risk Treatment	→ Make sure discharge status on snow or per manufacturer specification : 100%						David Jolly
0%		11/02/2023	Risk Treatment	→ Report area as required : 100%						David Jolly
0%		11/02/2023	Risk Treatment	→ Author Manager to take vehicles if control : 100%						David Jolly
0%	W1002	11/02/2023	Risk	General traffic accidents : 100%		Injury to employees or members of the public.	Failure to follow road rules, inattentiveness, medical condition or unexpected action of driver	Yes	High Risk Rating: Low Managed by routine procedures	David Jolly
0%		11/02/2023	Risk Control	→ Operate vehicles in accordance with procedure and adhere to road rules : 100%						David Jolly
0%		11/02/2023	Risk Treatment	→ Follow procedure and road rules : 100%						David Jolly
0%		11/02/2023	Risk Treatment	→ Disciplinary action where required : 100%						David Jolly

APPENDIX C – Risk Likelihood Criteria

Likelihood Scales

Rating	Recurrent Risks	Single Events
Almost Certain	Could occur several times per year	More likely than not 90-99%
Likely	May arise about once per year	As likely as not 70-89%
Possible	May arise once in 10 years	Less likely than not but still possible 30-69%
Unlikely	May arise once in 10 years to 25 years	Unlikely but not impossible 10-29%
Rare	Unlikely to occur during the next 25 years	Negligible 1-9%

APPENDIX D – Consequence Scales

	OH & S	Public Safety	Financial	Local Economy & Growth	Community & Lifestyle	Environment & Sustainability	Public Administration
Catastrophic	Death	Large numbers of serious injuries or loss of lives	Huge financial loss > or equal to \$4m (~10% rate revenue)	Regional decline leading to widespread business failure, loss of employment and hardship	The municipality would be seen as very unattractive, stagnant and unable to support its community	Major widespread loss of environmental amenity and progressive irrecoverable environmental damage	Public administration would fall into decline and cease to be effective
Major	Extensive injuries	Isolated instances of serious injuries or loss of lives	Major financial loss > or equal to \$1m (~2.5% rate revenue)	Regional stagnation such that businesses are unable to thrive and employment does not keep pace with population growth	Severe and widespread decline in services and quality of life within the community	Severe loss of environmental amenity and danger of continuing environmental damage	Public administration would struggle to remain effective and would be seen to be in danger of failing completely
Moderate	Medical treatment required	Small number of injuries	High financial loss > or equal to \$500,000	Significant general reduction in economic performance relative to current forecasts	General appreciable decline in services	Isolated but significant instances of environmental damage that might be reversed with intensive efforts	Public administration would be under severe pressure on several fronts
Minor	First aid treatment	Serious near misses or minor injuries	Medium financial loss > or equal to \$50,000	Individually significant but isolated areas of reduction in economic performance relative to current forecasts	Isolated noticeable examples of decline in services	Minor instances of environmental damage that could be reversed	Isolated instances of public administration being under severe pressure
Insignificant	No injuries	Appearance of threat but no actual harm	Low financial loss < or equal to \$5,000	Minor shortfall relative to current forecasts	Minor areas in which municipality unable to maintain current services	No environmental damage	Minor instances of public administration being under more than usual stress but it could be managed

02/23.13.5 Capital Works Budget Review

ACTION	DECISION
PROPONENT	Manager Business Services
OFFICER	Raoul Harper
FILE REFERENCE	018\007\001\
ASSOCIATED REPORTS AND DOCUMENTS	Revised Capital Works Budget 2022/2023

OFFICER'S RECOMMENDATION:

That Council adopt the revised Capital Works Budget 2022/2023.

INTRODUCTION:

The purpose of this report is to provide Council with a revised Capital Works Budget 2022/2023.

PREVIOUS COUNCIL CONSIDERATION:

The Budget process and associated reviews occur annually. At times quarterly or half yearly budget reviews are required if material events or changes to the budget estimates require Council authorisation

OFFICER'S REPORT:

Post setting the Budget Estimates for 2022/23, a number of factors have impacted Council's Capital Works program.

The flood events of 2022 in particular have diverted staff resources from standard tasks and impacted contractor availability for the Capital Works program.

The Capital Works in Progress (WIP) from the previous FY had a number of errors and projects that were not correctly transferred across to the current FY.

Rectifying these previous errors combined with the impacts of the flood event(s) has required a revision of the Capital Works program and associated budget for the remainder of the year. The revised program does not seek extra funding beyond the original budget, moreover a reallocation of funds between projects is sought.

This is now presented for Council adoption.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategy

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

LEGISLATION & POLICIES:

Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

A reallocation of capital funding is required to support the effectively delivery of the capital works program for the 2022/2023 FY.

VOTING REQUIREMENTS:

Absolute Majority.

Break O'Day Council
Capital Works 2022-2023 - Budget Review

Project Details	YTD Spend as at 30 November 2022	Updated Carry Forward @ 30/06/2022	Adopted Budget 2022/23	Revised 2023 Budget+ c/fwd	Budget Variance	Comments
Plant & Equipment						
Vehicle Management Tracking System	-	-	30,000	30,000	0	
Airport Self Starting Generator	-	-	16,000	-	(16,000)	Subject to regional airport grant funding of \$12k -deferred to 23/24
1336 Building Services Coordinator	-	-	45,000	45,000	0	
H662W - DS Pool Car	-	-	40,000	40,000	0	
1339 General Manager	-	-	55,000	55,000	0	
1369 Manager Community Services	34,282	-	36,000	36,000	0	
1368 Replace Corporate Services Manager	38,833	45,000	-	45,000	45,000	Carried forward from Replacement of Trails Project Manager 1338
Manager Infrastructure & Development Services	34,172	-	36,000	36,000	0	
Turf Mower Replacement	-	-	80,000	-	(80,000)	2nd hand Mower - Contingent of co-funding from St Helens Football Club 50:50- deferred to 23/24
1321 Fuso Fighter	-	-	130,000	130,000	0	Truck with HWAB (on-board crane)
1219 Street Sweeper	-	-	150,000	150,000	0	
Mower Trailer	-	-	20,000	20,000	0	
1084 - Box Trailer	-	-	3,000	3,000	0	
1252 Box Trailer	-	-	3,000	3,000	0	
1080 Box Trailer	-	-	3,000	3,000	0	
1097 - Pavement Roller (self propelled)	-	-	30,000	30,000	0	
Mobile Porta-loo	-	-	4,000	4,000	0	Additional unit
Small Plant - VARIOUS	17,833	-	40,000	40,000	0	
Total Plant & Equipment	125,119	45,000	721,000	670,000	(51,000)	
Furniture & IT						
Additional sit down/stand up desks	-	-	1,500	1,500	0	
IT - Exchange Upgrade 2022/23	-	-	20,000	20,000	0	
Spatial Upgrade	-	-	10,000	10,000	0	
IT - SANS Server	3,265	-	30,000	30,000	0	
Air Conditioner - Council Building Incl Server Room	2,775	-	-	13,750	13,750	
Desktop replacements 2022/23	20,286	-	15,000	21,000	6,000	
Tablet/Laptop Replacement - Councillors	21,834	-	20,000	22,000	2,000	
Planning & Reporting Software	-	-	15,000	15,000	0	
Street furniture & signage	-	-	20,000	20,000	0	
Ricoh IM C4500 A3 colour copier/printer/scanner	-	-	-	6,255	6,255	
Total Furniture & IT	48,161	-	131,500	159,505	28,005	
Buildings						
Marine Rescue Building - Additions	-	4,082	24,000	-	(24,000)	Helens Marine Rescue. Additions plus gantry. Defer to 23/24
Fingal Community Shed (Old Tas Hotel)	5,358	-	378,497	378,497	0	BSBR Grant
Mangana Communications Cell	29,455	-	115,119	115,119	0	BSBR Grant
St Marys Indoor Recreation Facility	7,049	-	1,146,727	1,146,727	0	BSBR Grant
Portland Hall Upgrades	-	6,288	6,000	6,288	288	Audio visual equipment to be purchased and installed.
Scamander Sports Complex	-	-	50,000	50,000	0	Solar Panel & Kitchen upgrades - Contribution from Scamander Sports Complex \$20k
St Marys Hall Upgrades	-	50,000	50,000	50,000	0	Solar Panel = \$35K + \$15K for Heating - Refer Council Motion
St Helens Croquet proposal	-	-	20,000	-	(20,000)	Defer to 23/24
St Marys Skate Park Toilet	27,288	14,302	-	34,302	34,302	C/fwd project
St Marys Waste Tip Shop Extension	-	45,000	-	45,000	45,000	
Small Projects	2,847	-	30,000	7,000	(23,000)	Bus Shelters/Small projects and improvements that cannot be considered maintenance
Aerodrome Hangar	2,954	-	-	-	0	
Police Station & Health - 1 Annie St	10,406	-	-	-	0	
Police Station Acquisition	2,550	-	-	-	0	
History Room - Projector replacement	-	11,000	-	11,000	11,000	
Council Chambers additions and improvements	199	17,934	40,000	47,934	7,934	New Indoor/Outdoor Kitchen/Lunch Room Extension.Painting outside.
Total Buildings	88,106	148,606	1,860,343	1,891,867	31,524	
Parks, Reserves & Other						
Special Project - Marine Strategy	26,507	40,000	30,000	40,000	10,000	

Project Details	YTD Spend as at 30 November 2022	Updated Carry Forward @ 30/06/2022	Adopted Budget 2022/23	Revised 2023 Budget+ c/fwd	Budget Variance	Comments
Special Project - St Helens Wharf Foreshore Master Plan	-	-	50,000	50,000	0	
Special Project - Feasibility Study Aquatic Centre & Hydrotherapy Pool	-	-	40,000	40,000	0	
Fingal Youth Playground/recreation hub	-	-	345,767	345,767	0	BSBR Grant
Pump Track/s	-	-	500,000	500,000	0	State Gov't Grant
St Helens Sports Complex - Athletics building	-	48,589	48,000	48,589	589	
St Helens Cricket Facilities - upgrade	-	-	10,000	33,000	23,000	
Playground equipment replacement program - Cornwall	-	20,000	60,000	60,000	0	
Playground equipment replacement program	-	64,261	50,000	64,261	14,261	
Dog exercise area St Helens improvements	2,186	-	10,000	10,000	0	
Wrinklers Lagoon Redevelopment Design & Planning - Amenities Building	-	27,646	30,000	27,646	(2,354)	Transfer \$30,600 from CE110
Parnella/Foreshore Walkway	213,041	234,151	246,010	234,151	(11,859)	Existing grant prior year (State). Erosion barrier repair.
St Marys Dog Park	3,447	-	10,000	10,000	0	
Cornwall Soldiers Park - Track upgrade and SW works	-	-	60,000	60,000	0	
St Marys Cemetery Master Plan - Columbarium Wall & garden	-	-	55,000	55,000	0	
St Helens Cemetery Master Plan improvements	-	-	50,000	-	(50,000)	Deferred to 23/24
St Helens Football Grounds Fencing	-	-	50,000	50,000	0	
Kirvins Beach Jetty	701	-	-	-	0	To be expensed
St Helens Sports Complex New Lighting Towers	1,325	14,390	15,000	14,390	(610)	09/21.16.3 Contributed Asset - Council contribution, part of larger grant funded project (total value \$235k)
Totals Parks, Reserves & Other	247,207	449,037	1,659,777	1,642,804	(16,973)	
Roads - Streetscapes						
LRCI Round 3 - Cecilia St St Helens	1,013	-	320,000	320,000	0	Bayside section - Circassian St down, and intersection with Esplanade
Quail St Parking Bay	-	-	50,000	50,000	0	
Total Streetscapes	1,013	-	370,000	370,000	0	
Roads - Footpaths						
Annual replacement of damaged footpaths	3,005	-	25,000	25,000	0	
Akaroa - Akaroa Ave	21,744	-	25,000	25,000	0	Replace 100m of path
Maori Place	-	-	10,000	10,000	0	Replace 40m of path
Penquin St	-	-	5,000	5,000	0	Replace 95m of path
Wishtown Rd	-	-	15,000	15,000	0	Relace 285m of path
Akaroa - Carnnell Place	-	-	23,000	23,000	0	
Main St Mathinna (Wilson St to Community Hall)	-	-	85,000	-	(85,000)	Deferred to 23/24. OB should have been \$8,500, not 85k
Esk Main Rd, St Marys - Pathway	1,260	12,244	-	12,244	12,244	C/fwd project
Young St - St Helens	-	-	110,000	110,000	0	
Jason St St Helens	-	-	25,000	25,000	0	
Medea Cove Footpath	3,103	100,000	-	100,000	100,000	
Parkside Foreshore Footpath	170,567	41,728	400,000	217,278	(182,722)	
St Helens Lawry Heights 580m	7,828	55,000	104,000	10,000	(94,000)	
Total Footpaths	207,507	584,522	827,000	577,522	(249,478)	
Roads - Kerb & Channel						
Byatt Court, Scamander	-	20,000	20,000	-	(20,000)	SW system assessment and new design- defer to 23/24
Falmouth St St Helens	-	-	140,000	-	(140,000)	Penelope to Halcyon - defer to 23/24
Penelope St St Helens	-	-	40,000	-	(40,000)	100 lm on new K&C required to address local flooding issue and includes bus pull over area pavement treatment. Defer to 23/24
Treloggen Drive, Binalong Bay	-	39,273	-	-	0	
St Helens Pt Rd, near Cunningham St	169	-	-	-	0	To be expensed
Replacements TBA	43,752	-	50,000	50,000	0	
Total Kerb & Channel	43,920	59,273	250,000	50,000	(200,000)	
Roads - Resheeting						
1214 - Roses Tier Rd	42,963	-	60,000	60,000	0	
1215 - Roses Tier Rd	-	-	60,000	60,000	0	
Eddystone Rd	-	-	50,000	50,000	0	
Policemans Point Road	-	-	30,000	30,000	0	
St Mary's Area	41,513	-	100,000	100,000	0	
Upper Scamander Road, Scamander	55,226	-	70,000	70,000	0	
41 - Anchor Rd	-	-	37,000	37,000	0	
2258 - McKerchers Rd	-	8,190	-	8,190	8,190	

Project Details	YTD Spend as at 30 November 2022	Updated Carry Forward @ 30/06/2022	Adopted Budget 2022/23	Revised 2023 Budget+ c/fwd	Budget Variance	Comments
2259 - Mckerchers Rd		9,623		9,623	9,623	
2260 - Mckerchers Rd		2,662		2,662	2,662	
2380 - Tims Creek Rd		6,880		6,880	6,880	
2392 - Tyne Rd		6,370		6,370	6,370	
2393 - Tyne Rd		7,262		7,262	7,262	
2394 - Tyne Rd		6,166		6,166	6,166	
2303 - Old Roses Tier Rd		6,848		6,848	6,848	
999 - Victoria St Part C		1,400		1,400	1,400	
998 - Victoria St Part C		360		360	360	
997 - Victoria St Part C		2,100		2,100	2,100	
2138 - Franks St Fingal		3,795		3,795	3,795	
1024 - Franks St Fingal		3,400		3,400	3,400	
1081 - Sorell St		6,700		6,700	6,700	
1053 - Louisa St		2,800		2,800	2,800	
Fingal Streets		6,500		6,500	6,500	
85 - Forest Lodge Rd			50,000	50,000	0	
Total Resheeting	139,702	81,056	457,000	538,056	81,056	
Roads - Reseals						
St Marys - Story Street Esk Main Road to Groom Street		41,084	55,000	55,084	84	Subject to State Growth resealing Story St
70 - St Columba Falls Rd			42,874	42,874	0	
166 - Mathinna Rd			25,901	25,901	0	
251 - Upper Esk Rd			16,096	16,096	0	
252 - Upper Esk Rd			57,245	57,245	0	
274 - Rossarden Rd			18,852	18,852	0	
275 - Rossarden Rd			27,882	27,882	0	
324 - Cornwall Rd			21,268	21,268	0	
341 - Posiedon St			15,638	15,638	0	
342 - Posiedon St			801	801	0	
343 - Perseus St			11,308	11,308	0	
352 - Lawry Heights			1,776	1,776	0	
378 - Kings Park			2,971	2,971	0	
383 - Cobrooga Dve			4,784	4,784	0	
436 - Circassian St			8,234	8,234	0	
491 - Beaulieu St			13,280	13,280	0	
492 - History Room C/P			6,735	6,735	0	
529 - Targe It St			12,995	12,995	0	
530 - George St			18,144	18,144	0	
694 - St Helens Point Rd			10,420	10,420	0	
759 - Hilltop Dr			6,092	6,092	0	
768 - Highcrest Ave			8,806	8,806	0	
789 - Coffey Ct			9,867	9,867	0	
891 - Nicks Cl			4,186	4,186	0	
913 - Ansons Bay Rd (Priory Rd)			5,233	5,233	0	
1001 - Champ St Fingal			8,244	8,244	0	
1089 - Seymour St			4,196	4,196	0	
1090 - Seymour St			17,657	17,657	0	
1155 - North Ansons Bay Rd			79,115	79,115	0	
Totals Reseals		41,084	515,600	515,684	84	
Roads - Construction, Digouts & Other						
Mathinna Road	3,552		150,000	100,000	(50,000)	Reduction to fund increased digouts below
St Helens Pt Rd - Parkside			200,000	200,000	0	
Digouts to be allocated	28,083		50,000	200,000	150,000	Increase due to extended wet weather
Road Intersection Upgrade Works			50,000		(50,000)	Defer to 23/24
Sealed Roads - Condition Assessments			33,000	33,000	0	
Road Network - Sign Replacement			25,000	25,000	0	
218 - Mathina Plains Road			185,000		(185,000)	Sealing - Stage 3 works. Defer to 23/24
LRCI Phase 3 Projects allocated to 22/23			76,000	76,000	0	Projects determined for 22/23 amount to be carried forward. Projects to be fully funded under the AG Local Roads & Community Infrastructure Program.
LRCI Phase 3 North Ansons Bay Sealing			539,000	539,000	0	
LRCI Phase 3 Mount Paris Dam Sealing			50,000	50,000	0	
Medea Cove Esplanade - Reconstruct	113					To be expensed
Roundabout Medea/Quail Sts	109,314	76,056		111,056	111,056	C/fwd project
Medeas St/Circassian St intersection upgrade	805		200,000	1,000	(199,000)	Defer to 23/24
Ansons Bay Rd - Seal 800m		50,000		65,000		Carried Forward
Totals - Roads Construction, Digouts & Other	141,866	76,056	1,558,000	1,335,056	(222,944)	
Totals Roads & Footpaths	534,008	841,991	3,977,600	3,386,318	(591,282)	

Project Details	YTD Spend as at 30 November 2022	Updated Carry Forward @ 30/06/2022	Adopted Budget 2022/23	Revised 2023 Budget+ c/fwd	Budget Variance	Comments
Bridges						
B1605 - St Columba Falls Rd	2,643		215,571	215,571	0	Replace timber bridge with concrete structure to SM1600
B2293 - Cecilia St	2,543		224,000	224,000	0	Replace bridge with concrete structure to SM1600
B63 Gardiners Creek Road			47,000	47,000	0	renew timber deck and runners
B7027 - Mathina Plains Road			30,000		(30,000)	Defer to 23/24
B2177 St Patricks Head Rd		23,483		23,483	23,483	
B7010 Rattrays Rd		27,873		40,000	40,000	
B160 - Newman Street Footbridge	2,318		10,000	10,000	0	Replace timber deck with FRP
Total Bridges	7,504	51,356	526,571	560,054	33,483	
Stormwater						
Minor stormwater Jobs	516		50,000	50,000	0	
Trellogens Track Stormwater	3,825	30,732		30,732	30,732	
Osprey Drive		10,000	10,000	10,000	0	Design only
Atlas Drive - Retaining Wall anchor	2,900	69,595		69,595	69,595	C/fwd project
Beaumaris Ave		18,460		25,000	25,000	
Freshwater St/Lade Crt Beaumaris	2,480			70,000	70,000	Previously deferred project
Penelope Street			120,000	120,000	0	Stormwater Main - frontage of caravan park 275 Im
Falmouth St, St Helens			10,000		(10,000)	Design only.Defer to 23/24
Total Stormwater	9,721	128,787	190,000	375,327	185,327	
Waste Management						
Rehabilitation of former Binalong Bay Tip		5,000	5,000		(5,000)	Contingency sum only - no immediate requirement to undertake works. Defer to 23/24.
Scamander WTS - Inert Landfill	1,909	14,182	50,000		(50,000)	Design. Defer to 23/24
Scamander WTS - Waste Paint Container Station		14,283		14,283	14,283	
Scamander WTS retaining wall replacement		52,000	52,000		(52,000)	Contingency for potential replacement - condition monitoring in place for existing asset. Defer to 23/24
Total Waste Management	1,909	85,465	107,000	14,283	(92,717)	
Total Capital	1,061,735	1,750,242	9,173,791	8,700,158	(473,633)	

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.
Roads	<ul style="list-style-type: none"> Sealed road patching – all areas. Stormwater system pit cleaning and pipe unblocking. Flood damage. Kerb cleaning/sweeping where required. Maintenance grading Upper Scamander Rd, Davis Gully Rd and Four Mile Creek area.
MTB	<ul style="list-style-type: none"> Routine track maintenance.

Weed Management – Targeted weeds for January 2023	
Aerodrome	<ul style="list-style-type: none"> Thistles, Spanish heath, fleabane
St Helens WTS	<ul style="list-style-type: none"> Multiple weed varieties: Foxglove, thistles, hemlock capeweed, broom, caper spurge, broadleaf, mullein
St Marys	<ul style="list-style-type: none"> Broadleaf, Spanish heath, gorse
Binalong Bay	<ul style="list-style-type: none"> Thistles, mullein, blackberry, broadleaf, hemlock
Ansons Bay Rd	<ul style="list-style-type: none"> Broadleaf, Spanish heath, thistles
Pyengana Quarry	<ul style="list-style-type: none"> Thistles, Spanish heath, blackberry, hemlock, foxglove
 <p>African Boxthorn (Lycium ferocissimum)</p>	<p>African boxthorn, a widespread Weed of National Significance, is one of the country's worst weeds, an environmental invader that significantly impacts native plants, birds and mammals, an occupier of agricultural land and a safe harbour to pests as well as a severe long-term injury threat to livestock, native animals and people. A nightshade native to South Africa, African boxthorn was introduced in the second half of the nineteenth century as a fast-growing living fence. The main herbicide treatments for boxthorn are foliage spray, cut-stump, stem injection and basal bark application. All of these methods are only effective if the plants are actively growing at the time of application.</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	206	250	262	388						1,769
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	67	65	81						452
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	8	7						61
Recovered (T)	0	0	0	0	6	0	0						6
Landfilled (T)	0	0	27	0	0	0	28						55

Green Waste

Single and double shredded mulch is available for purchase at St Helens Waste Transfer Station. It is available between 10am and 4pm daily. Waste Transfer operators will load mulch for buyers.

CAPITAL WORKS

Activity	Update
Atlas Drive retaining wall – drainage improvement.	Works completed.
Bridge 1605 replacement – St Columbia Falls Road	Contract awarded. Scheduled replacement post Easter.
Bridge 2293 replacement – Cecilia Street, St Helens	Tenders received and assessed by tender panel. Recommendation made for consideration by Council at February 2023 closed session of Council.
Road resealing program 2022/2023	Works in progress.
Young Street Footpath	Australian Govt funded project under the Local Roads and Community Infrastructure program phase 3. Works in progress.
Mt Paris Dam Road – William Street urban area sealing	Work scheduled February/March.
North Ansons Road	Work scheduled for February/March with commencement 13 February 2023.
Cecilia Streetscape project	At planning stage. Community engagement in progress. Work scheduled to commence week of 16 April 2023.

FLOOD DAMAGED ROADS EX OCTOBER 2022 RAINFALL EVENTS

Repair to damaged road infrastructure has commenced.

Completed works:

O'Connors Beach Pathway
Banticks Creek Road

In progress at 9 February 2023:

St Columba Falls Road – landslip
Tims Creek Road
Tyne Road
Davis Gully Road – partially completed, landslip pending

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

Dog Control - Activity Summary: 10 December 2022 to 25 January 2023															Reporting Period Total	2022-2023 YTD
Category/Area	Ansons Bay	Binalong Bay, The Gardens	Cornwall	Fingal, Manganna	Falmouth	Four Mile Ck	Upper Esk, Mathinna, Everreoch	Beaumaris	Scamander	Seymour, Denison	Parnella, Stieglitz, Akarora	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 - Dangerous Dogs Euthanised															0	3
Dog - Barking			2				1		2		2				7	25
Dog - Chasing a person											1				1	1
Dog - Impounded		1													1	8
Dog - in Prohibited Area															0	0
Dog - Lost Dogs Reported															0	2
Dog - Rehomed/kennel for rehoming															0	0
Dog - Wandering/at large		2											1		3	24
Verbal Warnings given to dog owners		1			1						4		3		9	27
Notice Issued - Unregistered Dog													2		2	15
Notice Issued - Bark Abatement Notice															0	0
Notice Issued - Caution Notice											1				1	6
Notice Issued - Infringement Notice		1					1								2	5
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			2	2		3	1	13	72
Patrols - Beaches/Foreshore	1	5			3	3		4	4		4		3		27	77
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	2	10	1	3	5	3	4	4	6	2	14	0	12	1	67	310
Dogs Registered 2022-2023 YTD	1,491															
Pending Dog Registrations 2022-2023	15															
Notes:	Infringement Notices revoked 2022-2023YTD include infringement notices issued in the previous financial year 2021-2022 and revoked in the current financial year.															

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.

02/23.15.0 COMMUNITY DEVELOPMENT

02/23.15.1 Community Services Report

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

OFFICER'S RECOMMENDATION:

That the report be received.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

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

OFFICER'S REPORT:

2022 - 2023 Programs and Initiatives

Council Community Grants/Sponsorship	2022-2023
Community Services	
Community Grants	30,000
Youth Services	8,000
Misc Donations & Events	7,500
School Prizes	1,000

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

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

Updates on current projects being managed by Community Services:

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.

Planning for the 2023 Festival of Wellbeing is about to commence and is currently relying on project funds but will require consideration of council funding to sustain this in an ongoing way.

Australia Day Awards

Congratulations to all the Break O'Day Australia Day Award Winners 2023:

Citizen of the Year

Diane Harris

Young Citizen of the Year

Lionel Knight

Mayor's Special Award

Dylan Coker-Williams

Break O'Day Municipal Excellence Award

Dana Smith

Break O'Day Municipal Excellence Award

Paul Frater



February 2023

- 1 - Conscious Theatre Group – BODRA – St Marys Hall
- 7 – Australian vaccination network - Portland Hall
- 8 – Local Government Review – Portland Hall
- 8 - Conscious Theatre Group – BODRA – St Marys Hall
- 11 – Film Night – BODRA – St Marys Hall
- 15 -Conscious Theatre Group – BODRA – St Marys Hall
- 19 – With one voice – Portland Hall
- 22 - Conscious Theatre Group – BODRA – St Marys Hall

March 2023

- 1 - Conscious Theatre Group – BODRA – St Marys Hall
- 7 – Questacon – Bendigo Bank Community Stadium
- 8 - Conscious Theatre Group – BODRA – St Marys Hall
- 10-13 – St Helens Game Fishing Club – Bendigo Bank Community Stadium
- 15-21 – Dragon Trail – Bendigo Bank Community Stadium
- 15 - Conscious Theatre Group – BODRA – St Marys Hall
- 22 - Conscious Theatre Group – BODRA – St Marys Hall
- 29 - Conscious Theatre Group – BODRA – St Marys Hall

Learner Driver Mentor Program

Hours are low again this month with our main mentor having some time off away from the project to operate his business through the busy season

On Road Hours: 18

Learners in the car: 4

Learners on waiting list: 8

Mentors: 3 – with one on leave

Community Wellbeing Project

The Festival of Wellbeing is a Finalist in the Super Spirit Business Awards. Finalists will attend a dinner on 18 March where the winners will be announced.

A variation request to extend the timeline for the project and adjust the budget to facilitate embedding the work into existing organisations and programs is underway. This is an exciting time for the project as the evaluation indicates that our community is excited to have more stewardship of the project.

A get together of project participants is booked for 18 February at Panorama.

Youth Report

Life 4 Life

The Youth Collective of North East Coast Tasmania (YCNECT) and Break O’Day Council have partnered with the Fingal Valley Neighbourhood House to lodge an Expression of Interest to run a mental health training program aimed at young people and their support networks in Break O’Day. We have been advised that the Fingal Valley Neighbourhood House were successful in their application and this will be another great program for our youth involving both St Helens and St Marys District High Schools.

The Illuminate Challenge is returning to Break O’Day in March for year 10 students at St Marys and St Helens District Schools to build their entrepreneurial skills by developing a business case for opportunities or needs they identify that are important to them. Last year’s group worked on tourism and wellbeing themes. The themes for this year are yet to be confirmed.

Health and Wellbeing

Community Services have met with Public Health Tasmania to develop a Live Well Live Long program for our community. Funded by State Government the program for over 65s is a 6-8week series of session to learn more about looking after your health as you age.

Community Services continue to nurture a renewed network of health and wellbeing service providers and groups. A summer e-news was issued in December and a network meeting is currently being planned for March

Access and Inclusion

Council continues to advocate for and consider how access and inclusion can be a lens across all work areas. The Disability Action Committee held an event for International Day for People with a Disability in December 2022. Council is exploring collaborative activities to involve more community members in preventative health activities. Council's funding submission for Lift Local Grants if successful will help us co-design with our community an inclusive and accessible preventative health program.

LEGISLATION / STRATEGIC PLAN & POLICIES:

Strategic Plan 2017-2027

Goal

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

Strategy

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	004\002\009\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That under s.177A. of the Local Government Act, the property at 5 – 7 Portland Court, St Helens be classed as public land:

S177A. Public Land

(1) The following land owned by a council is public land:

(a)

(f) Any other land that the council determines is public land;

(g)

INTRODUCTION:

That the property located at 5-7 Portland Court, St Helens be classified as public land under the Local Government Act.

By classing this property as public land, it means that if Council wishes to dispose of the property in the future it will require a Council resolution and then publish its intention to sell the property where members of our community can lodge an objection to the proposed sale.

PREVIOUS COUNCIL CONSIDERATION:

06/21.18.5.CC Moved: Clr G McGuinness / Seconded: Clr J Drummond

1. That Council consider the offer made by Hub4Health that being: Council take ownership of the property at 5 Portland Court at no cost for same with the proviso that it be used for similar purpose to benefit the community.
2. That if Council agrees to the offer as stated in 1 above, that Council do improvements to the current facility at the St Marys Recreation Ground Exhibition Building having regard to the structural limitations of the building.

CARRIED UNANIMOUSLY

OFFICER'S REPORT:

Council was approached by board members of Hub4Health advising that the organisation was winding up and intended to dispose of its property at 5-7 Portland Court, St Helens and sought Council's interest in the property.

Council submitted an Expression of Interest to ensure that Council's interest in the property was considered through this process.

Council was successful in the Expression of Interest process and transfer of the said property commenced in 2021 and was finalised in January, 2023.

The facility is currently housing allied health workers and Meals on Wheels who pay a small fee to use the facilities on a regular basis whilst providing services to our community members.

The idea that we are currently exploring is to reinvigorate and plan for the future of the Hub4Health facility and programs in Break O'Day to provide preventative and health promotion activities and information. We will co-design the strategic direction of this facility with our community to ensure it meets local community needs and nurtures a network of local and visiting service providers and health and wellbeing advocates.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategy

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

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There is no cost to Council in assigning the property at 5 – 7 Portland Court, St Helens as public land.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	002\017\016\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Binalong Bay Township Plan

OFFICER'S RECOMMENDATION:

That Council endorse the second Binalong Bay Township Plan which has been developed with the community listing actions/projects that the community can work with Council to develop to be forwarded to the Binalong Bay community for comment.

INTRODUCTION:

The purpose of the township plan is to provide a framework for how members of the Binalong Bay community can work with Council on projects.

PREVIOUS COUNCIL CONSIDERATION:

The first Binalong Bay Township Plan was adopted by Council in August, 2018.

OFFICER'S REPORT:

A drop in session with Binalong Bay residents was held on Saturday 28 May, 2022 where issues/projects were discussed with Council staff in attendance.

Headings to start the conversations were identified:

- Infrastructure;
- Environment; and
- Other issues

Those members of the community who were in attendance were asked how they could work with Council to develop projects. Those who attended the sessions raised a number of opportunities and issues, including the development of an information area for tourists, update some of the infrastructure in Binalong Bay more in line with the environment and look at how the foreshore can be revegetated.

During the Drop-in session period (11 March – 2 June 2022) a survey was available for community members to complete who were unable to attend the Drop-in session.

From the completed surveys and drop in session, all comments were reviewed by relevant staff and actions/comments were provided and all this information fed into the attached township plan.

Reporting against the identified actions will occur twice a year and an updated action list will be provided on Council's website and forwarded to those that have provided Council with contact details.

The Binalong Bay Township Plan has a term of three years.

LEGISLATION & POLICIES:

N/A

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 – revised March, 2022

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

Annual Plan: 2022 - 2023

Local Townships Plans – Complete the development of new Local Township Plans in consultation with the communities

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Some of the identified actions listed will need to be costed and budgeted for in any future budgets or seek external funding this has been identified in the action list.

VOTING REQUIREMENTS:

Simple Majority.



Break O'Day
COUNCIL

Binalong Bay Township Plan

2022 - 2025



Version 1 – November 2022

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Introduction

Township Plans are developed with community and provide Council with an understanding of the needs of each community, as well as how community and Council can work together to achieve them.

The idea to develop township plans came from conversations Council staff had with communities when we consulted on the development of the Strategic Plan in 2017.

The first Township Plans were developed in August, 2018.

This second edition of the Binalong Bay Township Plan will guide activities over the next three years, from 2022 – 2025.

To develop this plan we consulted the Binalong Bay community through a “drop in session” and an online survey process. Further detail on the information from the community engagement process forms Appendix 1 to this Plan.

This Township Plan will replace the 2019-2021 Binalong Bay Township Plan, you can find a copy of this plan and a report of how we went achieving these activities on our website under My Community /Township Plans.

The themes from the previous plan compared to this plan have not changed a great deal with the community still raising concerns the completion of a coastal walk and a focus on community infrastructure.

Some notable achievements from the previous plan include:

- Completion of a walking trail along the Binalong Bay Foreshore
- Extended Council’s leased area of the Binalong Bay Foreshore
- Car parking and signage have been included within the Brief for the development of the Bay of Fires Master Plan.

Binalong Bay – Our Town

An important part in developing the Township Plan is to understanding what residents love about their community and how they would like their community to look in 10 years' time.

Based on residents answers to these survey questions we developed the below statements.

Community Vision: *The Binalong Bay Community most values their coastal lifestyle which provides a sense of connection to the natural environment and each other.*

Community Legacy: *The community would largely like Binalong Bay to remain the same. They want to see the natural environment protected.*

You can find a full report of all community consultation including how these statements were developed, on our website under **My Community / Community Consultation**.

Community Engagement and Plan Focus

A common theme of the Binalong Bay community engagement activities was the need for maintenance works to be done on street infrastructure.

Themes include:

- Community infrastructure;
- Infrastructure to support tourism; and
- Revegetation of sand dunes/foreshore area.

Some other matters raised were considered by Council as 'business as usual' and will be dealt with through existing Council activities.

To ensure all feedback was recorded and not lost we have included a copy of this in Appendix 2 along with items considered outside the scope of the Township Plan.

The 2022-2025 Binalong Bay Township Plan will focus on:

- **Community infrastructure upgrades and maintenance;**
- **Infrastructure to support health & wellbeing ; and**
- **Protection of foreshore areas.**

Action List

Action	Who
1. Community Infrastructure	
1.1. Identify areas for additional parking to be developed	Community/Council /PWS
1.2. Develop an Information area – intersection Main Road & Gardens Road	Community/Council /PWS
1.3. Replace BBQ shelter more in line with the environment	Community/Council /PWS
2. Infrastructure to support health & wellbeing	
2.1. Work with the Community to see what outdoor equipment they would like installed at Boat Harbour Point	Council/Community /PWS
2.2. Continue the trail to Skeleton Bay	Council/Community /PWS
3. Revegetation of Foreshore area	
3.1. Work with community to form a volunteer group to revegetate the foreshore area	Community/PWS/ Council
4. Survey Binalong Bay Community	
4.1 Work with community by developing a survey to find out what their priorities are for the next 10 years	Community/ Council

Reporting back to the Community:

We will report back to you on how we are progressing with these actions twice a year. An updated action list will be posted on Council's website and forwarded to those that are on Council's Binalong Bay Township Email Database. (If you would like to join this database, please email, admin@bodc.tas.gov.au.)

Any feedback on these plans can be sent to admin@bodc.tas.gov.au

The Binalong Bay Township Plan has a term of three (3) years – after this period, the action list will be reviewed.

Adopted by Council on XX

Appendix 1

Community Engagement

On Saturday 28 May, 2022, Council held a “drop in session” at Binalong Bay where Council officers met with community members seeking their feedback on the following issues:

- Infrastructure
- Environment; and
- Other issues

Eight community members attended this session.

During the Drop-in session period (11 March – 2 June 2022) a survey was available for community members unable to attend the Drop-in session. The survey received 244 responses – 8 of these were from Binalong Bay. According to the 2021 Census, Binalong Bay has a population of 329 people – Council heard from a total of 16 Binalong Bay residents.

While developing township plans we also asked residents to share with us what they loved about their community and how they would like their community to look in 10 years’ time.

The answers to these questions were used to develop a vision and legacy statement for each township and we would appreciate your feedback on these as well as the plan itself.

These statements will help Council to make decisions about your township based on whether they fit with the vision and legacy of each community.

The Community Vision and Legacy Statements for Binalong Bay are:

Community Vision: *The Binalong Bay Community most values their coastal lifestyle which provides a sense of connection to the natural environment and each other.*

Community Legacy *The community would largely like Binalong Bay to remain the same. They want to see the natural environment protected.*

The above statements were developed from Community feedback as shown over:

Grouped answers to Question 5.

What do you most love about your community?



Grouped answers from Question 7.

How would you like your community to look in 10 years' time?



"Maintaining the sense of community in the area without over development to spoil it."
Comment direct from community member.

You can find a full report of all community consultation on our website under **My Community / Community Consultation**.

Appendix 2

Business as Usual Activities

Comment	Action
<ul style="list-style-type: none"> Relook at public toilets - facelift – current design does not fit the environment 	To be considered in review of public toilet replacement and upgrade schedule
<ul style="list-style-type: none"> Key to access of tennis court should be placed in a locked box at the tennis court so that everyone has access 	Work with the Binalong Bay Community group to see if this is an option

Activities Outside Township Plan Scope

Comment	Action
<ul style="list-style-type: none"> Indoor pool & gym Hydro-therapy pool Proposed aquatic/fitness centre 	Council will undertake a feasibility study into the building of an aquatic centre
<ul style="list-style-type: none"> Tracks need to be multipurpose and good width – current track has different widths 	Track alignment was determined by the available land and terrain – unfortunately changes are not possible to alignment.
<ul style="list-style-type: none"> More shows 	Seek additional comment from community as meaning of this request
<ul style="list-style-type: none"> Dog poo dispensers along walking track 	Assess need/location/and impact on operational cost for placement
<ul style="list-style-type: none"> Sealing of boat trailer car park 	Aboriginal heritage implications as well as a high cost
<ul style="list-style-type: none"> Better maintenance of Council's arterial roads 	Noted more specific detail is required
<ul style="list-style-type: none"> Town sewerage and water supply 	Information provided to Taswater
<ul style="list-style-type: none"> Improve safety of Binalong Bay Road 	State Growth are the authority for Binalong Bay Road, the State Government invested heavily in the upgrade of a significant section of road with works completed in 2021. Council can forward specific safety concerns from community to the department.
<ul style="list-style-type: none"> Creating additional walking tracks 	This will form part of the work being undertaken in the development of the Bay of Fires Master Plan
<ul style="list-style-type: none"> Dog exercise area 	Council considered community views made for the last review of the Break O'Day Council Dog

	Management Policy, which didn't support a land based exercise area. The Policy is due for review again in 2023, when the community can suggest and comment on options again.
<ul style="list-style-type: none"> Work with PWS to place signage – no camping 28 day limit at Sloop Rock – permanent camper – residing in turning circle 	Provide information to PWS for them address
<ul style="list-style-type: none"> Housing affordability/availability 	Council currently working on this issue
<ul style="list-style-type: none"> Future developments done in more natural materials eg. Granite, rock, local hardwood – original plan for toilet facility at Binalong Bay 	Noted
<ul style="list-style-type: none"> Keep the old shacks at the boat ramp, restrict development of properties eg. Height restrictions and scenic protections 	Council owns this facility and will not dispose of this asset
<ul style="list-style-type: none"> Remove the breakwater 	The breakwater is currently owned and maintained by MAST and was built after concerns were raised about the safety of boats returning to shore in particular weather.
<ul style="list-style-type: none"> Airbnb management 	The regulation of Visitor Accommodation (commonly referred to as AirBNB) is a matter for local government planning schemes. Some Council's are looking at how they can control the number of Visitor Accommodation properties and this is something the Break O'Day Council is interested in reviewing. Presently assessment is via a State Government directive.
<ul style="list-style-type: none"> Nominal fee for camping to assist with up keep of the area and removal or rubbish 	This will form part of the discussions around the development of the Bay of Fires Master Plan
<ul style="list-style-type: none"> Get rid of the rabbits Feral animal control 	Dept. of Natural Resources and Environment Tasmania has information for landholders and runs a seasonal biological control program. RabbitScan is a good place to record local rabbit population reports. Unclear on feral animals – with regard to cats Council is active and supports recent changes to legislated cat management.
<ul style="list-style-type: none"> Controlled burns 	PWS, STT and TFS undertake controlled fuel reduction burns when areas are identified. Extensive planning is then undertaken by the agency and they are always weather

02/23.15.4 Scamander – Local Township Plan

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	002\017\016\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Scamander Township Plan

OFFICER’S RECOMMENDATION:

That Council endorse the second Scamander Township Plan which has been developed with the community listing actions/projects that the community can work with Council to develop to be forwarded to the Scamander community for comment.

INTRODUCTION:

The purpose of the township plan is to provide a framework for how members of the Scamander community can work with Council on projects.

PREVIOUS COUNCIL CONSIDERATION:

The first Scamander Township Plan was adopted by Council in March, 2019

OFFICER’S REPORT:

A drop in session with Scamander residents was held on Wednesday 4 May, 2022 where issues/projects were discussed with Council staff in attendance.

Headings to start the conversations were identified:

- Environment; and
- Other issues

Those members of the community who were in attendance were asked how they as members of the community could work with Council to develop projects. Those who attended the sessions raised a number of opportunities and issues, including development of trails, investigate the natural flow of the Scamander River, additional plantings around the foreshore and streetscape as well as general infrastructure such as footpaths and shared community facilities.

During the Drop-in session period (11 March – 2 June 2022) a survey was available for community members to complete who were unable to attend the Drop-in session.

From the completed surveys and drop in session, all comments were reviewed by relevant staff and actions/comments were provided and all this information fed into the attached township plan.

Reporting against the identified actions will occur twice a year and an updated action list will be provided on Council's website and forwarded to those that have provided Council with contact details.

The Scamander Township Plan has a term of three years.

LEGISLATION & POLICIES:

N/A

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 – revised March, 2022

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

Annual Plan: 2022 - 2023

Local Townships Plans – Complete the development of new Local Township Plans in consultation with the communities

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Some of the identified actions listed will need to be costed and budgeted for in any future budgets or seek external funding this has been identified in the action list.

VOTING REQUIREMENTS:

Simple Majority.



Scamander Township Plan

2022 - 2025



Version 1 – November 2022

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Introduction

Township Plans are developed with community and provide Council with an understanding of the needs of each community, as well as how community and Council can work together to achieve them.

The idea to develop township plans came from conversations Council staff had with communities when we consulted on the development of the Strategic Plan in 2017.

The first Township Plans were developed in March, 2019.

This second edition of the Scamander Township Plan will guide activities over the next three years, from 2022 – 2025.

To develop this plan we consulted the Scamander community through a “drop in session” and an online survey process. Further detail on the information from the community engagement process forms Appendix 1 to this Plan.

This Township Plan will replace the 2020-2022 Scamander Township Plan, you can find a copy of this plan and a report of how we went achieving these activities on our website under My Community /Township Plans.

The themes from the previous plan compared to this plan are slightly different with a focus on upgrading facilities at the Scamander Sports Complex and plantings throughout the township of Scamander.

Some notable achievements from the previous plan include:

- Completion of a walking trail from the Scamander township boundary to Winifred Curtis Reserve;
- New toilet facility at Wrinklers Lagoon;
- Interpretation panels located at The Esplanade, telling the story of the bridges that once crossed the Scamander River;
- New pontoon at the Scamander boat ramp.



Scamander – Our Town

An important part in developing the Township Plan is to understanding what residents love about their community and how they would like their community to look in 10 years' time.

Based on residents answers to these survey questions we developed the below statements.

Community Vision: *The Scamander Community most values its connection to the natural coastal environment as well as the small community feel of their township.*

Community Legacy: *The community would like to see development at Scamander that would include general infrastructure like footpaths and roads as well as shared community facilities.*

You can find a full report of all community consultation including how these statements were developed, on our website under **My Community / Community Consultation**.

Community Engagement and Plan Focus

A common theme of the Scamander community engagement activities was the need for maintenance works to be done on street infrastructure.

Themes include:

- Development of trails
- Upgrade facilities at the Scamander Sports Club; and
- Investigate the natural flow of the Scamander River.

Some other matters raised were considered by Council as 'business as usual' and will be dealt with through existing Council activities.

To ensure all feedback was recorded and not lost we have included a copy of this in Appendix 2 along with items considered outside the scope of the Township Plan.

The 2022-2025 Scamander Township Plan will focus on:

- **Community infrastructure upgrades and maintenance;**
- **Investigate the natural flow of the Scamander River; and**
- **Review plantings – streetscape and foreshore area.**

Action List

Action	Who
1. Scamander Foreshore/Esplanade	
1.1. Develop a planting plan to provide shade and shelter within these areas	Community/Council /PWS
1.2. Work with PWS to restore the natural flow of the Scamander River and rebuild the rock wall @ Scamander River	Community/Council /PWS
2. Walking Trails	
2.1. Work with Community to identify potential walking trails in Scamander	Council/Community /PWS
3. Scamander Sports Complex	
3.1. Work with Executive Committee of Scamander Sports Complex to identify additional facilities at the Complex	Community/ Council

Reporting back to the Community:

We will report back to you on how we are progressing with these actions twice a year. An updated action list will be posted on Council's website and forwarded to those that are on Council's Scamander Township Email Database. (If you would like to join this database, please email, admin@bodc.tas.gov.au.)

Any feedback on these plans can be sent to admin@bodc.tas.gov.au

The Scamander Township Plan has a term of three (3) years – after this period, the action list will be reviewed.

Adopted by Council on XX

Appendix 1

Community Engagement

On Wednesday 4 May, 2022, Council held a “drop in session” at Scamander where Council officers met with community members seeking their feedback on the following issues:

- Environment; and
- Other issues

Fifteen community members attended this session.

During the Drop-in session period (11 March – 2 June 2022) a survey was available for community members unable to attend the Drop-in session. The survey received 244 responses – 14 of these were from Scamander. According to the 2021 Census, Scamander has a population of 803 people - Council heard from a total of 29 Scamander residents.

While developing township plans we also asked residents to share with us what they loved about their community and how they would like their community to look in 10 years’ time.

The answers to these questions were used to develop a vision and legacy statement for each township and we would appreciate your feedback on these as well as the plan itself.

These statements will help Council to make decisions about your township based on whether they fit with the vision and legacy of each community.

The Community Vision and Legacy Statements for Scamander are:

Community Vision: *The Scamander Community most values its connection to the natural coastal environment as well as the small community feel of their township.*

Community Legacy *The community would like to see development at Scamander that would include general infrastructure like footpaths and roads as well as shared community facilities.*

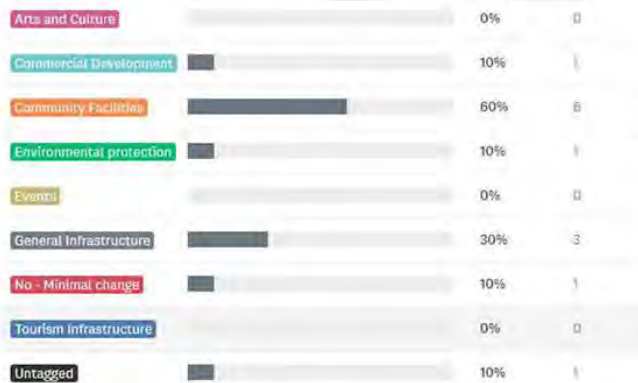
The above statements were developed from Community feedback as shown over:



Grouped answers to Question 5.
What do you most love about your community?



Grouped answers from Question 7.
How would you like your community to look in 10 years' time?



“Lots of things for teens / young adults to do. Family friendly. Supportive, not divided on community issues - respectful of each other.” Comment direct from community member.

You can find a full report of all community consultation on our website under **My Community / Community Consultation**.

Appendix 2

Business as Usual Activities

Comment	Action
<ul style="list-style-type: none"> Dogs on leads – everywhere – beaches and towns not policed enough – Four Mile Creek Council & PWS – more education and more enforcement 	Council continues to work with PWS and community representatives on implementation of the Break O’Day Council Dog Management Policy, including education and enforcement. The Policy is due for review in 2023 and Council will seek and consider input from the community, on alternative beach access and zones for dogs for example.
<ul style="list-style-type: none"> Need to seal Upper Scamander Road – up to 587 Upper Scamander Road 	Council receives a number of requests for road sealing - item is noted for future consideration.
<ul style="list-style-type: none"> The River – Jetty car park sealed 	Item noted – Council to consider as future capital plan activity
<ul style="list-style-type: none"> Bike track – signage on the ground “shared track” – Scamander to Beaumaris 	Not wide enough to be a shared track – just a pathway - Council to look at appropriate signage in this context
<ul style="list-style-type: none"> Scamander Surf Club – reasonably low – drainage issue – rainfall – does cause flooding – 3 internal drains inside the Club back flowing up – look at shut off – valves and automatic switch over pump (Jake & Stuart to investigate) 	Council to investigate and look at remedial works that may be undertaken

Activities Outside Township Plan Scope

Comment	Action
<ul style="list-style-type: none"> Scamander noticeboard – added to the mushroom information board 	The mushroom is full of tourism information and there is no spare panel for use as an information board. There is an information board located at the Post Office
<ul style="list-style-type: none"> MAST signage – speed limits on Scamander River 	Forward comment to MAST for their feedback. MAST has published river speed limits on its boating website including speed limits on the Scamander River.
<ul style="list-style-type: none"> Youth officer / Youth Reference Group 	St Helens Neighbourhood House have engaged youth officers to work on projects throughout the municipality
<ul style="list-style-type: none"> Mens Health / Mens Health focus 	Both Neighbourhood Houses run programs for both men and women which Council supports

<ul style="list-style-type: none"> • Transport – co-ordinate bus services to reach airport – currently shuttle to Launceston then bus to St Helens and vice versa 	A private company runs the service between Launceston and St Helens – Council is not able to request a change in timetable
<ul style="list-style-type: none"> • Scamander River – boardwalk (southern side) play park – under bridge – foreshore and boat ramp 	Initial investigation showed that there was not enough clearance under the bridge to allow a boardwalk to be developed to connect the two areas
<ul style="list-style-type: none"> • Break O'Day swimming pool to be located in Scamander 	Council has funds in the budget to undertake a feasibility study
<ul style="list-style-type: none"> • Public housing to be encouraged 	Council is investigating what options are available throughout our municipality
<ul style="list-style-type: none"> • Speed limit between Scamander and Beaumaris inconsistent – keep @ 80 km 	Council to talk with State Growth as to whether a speed limit change is feasible
<ul style="list-style-type: none"> • Dogs on lead at Four Mile Creek beach – at whole beach at all times – change of policy please 	Council continues to work with PWS and community representatives on implementation of the Break O'Day Council Dog Management Policy, including education and enforcement. The Policy is due for review in 2023 and Council will seek and consider input from the community, on alternative beach access and zones for dogs for example.

02/23.15.5 Falmouth – Local Township Plan

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	002\017\016\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Falmouth Township Plan

OFFICER’S RECOMMENDATION:

That Council endorse the second Falmouth Township Plan which has been developed with the community listing actions/projects that the community can work with Council to develop to be forwarded to the Falmouth community for comment.

INTRODUCTION:

The purpose of the township plan is to provide a framework for how members of the Falmouth community can work with Council on projects.

PREVIOUS COUNCIL CONSIDERATION:

The first Falmouth Township Plan was adopted by Council in March, 2019.

OFFICER’S REPORT:

A drop in session with Falmouth residents was held on Wednesday 18 May, 2022 where issues/projects were discussed with Council staff in attendance.

Headings to start the conversations were identified:

- Infrastructure;
- Environment; and
- Other issues

Those members of the community who were in attendance were asked how they as members of the community could work with Council to develop projects. Those who attended the sessions raised a number of opportunities and issues, continuing with the walking trail around the foreshore, weed control and tree planting and reducing the speed limit.

During the Drop-in session period (11 March – 2 June 2022) a survey was available for community members to complete who were unable to attend the Drop-in session.

From the completed surveys and drop in session, all comments were reviewed by relevant staff and actions/comments were provided and all this information fed into the attached township plan.

Reporting against the identified actions will occur twice a year and an updated action list will be provided on Council's website and forwarded to those that have provided Council with contact details.

The Falmouth Township Plan has a term of three years.

LEGISLATION & POLICIES:

N/A

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027 – revised March, 2022

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

Annual Plan: 2022 - 2023

Local Townships Plans – Complete the development of new Local Township Plans in consultation with the communities

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Some of the identified actions listed will need to be costed and budgeted for in any future budgets or seek external funding this has been identified in the action list.

VOTING REQUIREMENTS:

Simple Majority.



Falmouth Township Plan

2022 – 2025



Version 1 – December, 2022

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



Introduction

Township Plans are developed with community and provide Council with an understanding of the needs of each community, as well as how community and Council can work together to achieve them.

The idea to develop township plans came from conversations Council staff had with communities when we consulted on the development of the Strategic Plan in 2017.

The first Township Plans were developed in March, 2019.

This second edition of the Falmouth Township Plan will guide activities over the next three years, from 2022 – 2025.

To develop this plan we consulted the Falmouth community through a “drop in session” and an online survey process. Further detail on the information from the community engagement process forms Appendix 1 to this Plan.

This Township Plan will replace the 2019-2021 Falmouth Township Plan, you can find a copy of this plan and a report of how we went achieving these activities on our website under My Community /Township Plans.

The themes from the previous plan compared to this plan have not changed a great deal with the community still raising concerns around weed management as well as the development of a coastal walk.

Some notable achievements from the previous plan include:

- Replacement of Playground Equipment
- Scheduled, regular maintenance of Stormwater drains
- Roll out of new Dog Zone signage
- Toilet Block upgrade – scheduled and budgeted in the 2023-2024 year
- Council support in securing a grant to resurface the tennis court



Falmouth – Our Town

An important part in developing the Township Plan is to understanding what residents love about their community and how they would like their community to look in 10 years' time.

Based on residents answers to these survey questions we developed the below statements.

Community Vision: *The Falmouth Community most values the quiet lifestyle their town offers with its strong connection to the environment and community.*

Community Legacy: *The community would like similar to now. Houses built to be sustainable, acknowledge wind and climate and reflect the character of the place.*

You can find a full report of all community consultation including how these statements were developed, on our website under **My Community / Community Consultation**.

Community Engagement and Plan Focus

A common theme of the Falmouth community engagement activities was to look after the environment and look at some infrastructure that would better serve their community.

Themes include:

- Development of trails and re-establishing and extending footpaths;
- Look at additional infrastructure or improve existing infrastructure; and
- Identify ways that as a community weeds can be managed.

Some other matters raised were considered by Council as 'business as usual' and will be dealt with through existing Council activities.

To ensure all feedback was recorded and not lost we have included a copy of this in Appendix 2 along with items considered outside the scope of the Township Plan.

The 2022-2025 Falmouth Township Plan will focus on:

- **Footpaths and walking trails;**
- **Infrastructure;**
- **Weed control;**
- **Fire Hazards and**
- **Dog Control**

Action List

Action	Who
1. Footpaths and walking trails	
1.1. Re-establish and extend footpath Grant Street to toilet block and then through to the Recreation Ground	Community/Council/ PWS
1.2. Council work with PWS and community to see what is required to complete the partially developed walking trail along the Foreshore	Community/Council/ PWS
1.3. Council to work with community and PWS to identify the issues that stopped the construction of the Foreshore trail and identify any issues that may prevent the project being finalised by the community volunteers	Community/Council/ PWS
2. Infrastructure	
2.1. Work with Community to identify potential sites for community seating and fitness equipment - Fitness equipment will require external funding	Council/Community/
2.2. Council to advise when Falmouth public toilet is due for renewal and look at all options when designing the replacement facility	Council
2.3. Council to review speed limits in Falmouth taking into consideration all users of the road infrastructure not just vehicle movements	Council/Community
2.4. Discuss with PWS whether a bridge of the lagoon at Falmouth to provide access to the main beach is achievable	Community/Council /PWS
3. Weed Control/Tree Plantings	
3.1. Work with community to develop a project proposal to remove gorse from areas such as Devils Creek identifying cost, resources and land ownership	Community/PWS/ Council
3.2. Work with community and PWS to develop a weed management plan identifying what the issues are and prioritising same and how as a volunteer community group works can be undertaken to address the growing weed issues in consultation with PWS and Council. Also look at run off from agricultural land in waterways and what measures can be implemented to filter the run off.	Community/PWS/ Council
3.3. Community to work with Council to look at developing a planting program for roadside and Council land planting	Council/Community
4. Fire Hazards	
4.1. Council to work with TFS and community to identify fire hazard areas within Four Mile Creek and to look at an education program that can be run by TFS	Community/TFS/ Council
5. Dog Control	
5.1 Council to work with PWS to develop educational material re respectful dog management and investigate the need for community workshops	Community/PWS/ Council



Reporting back to the Community:

We will report back to you on how we are progressing with these actions twice a year. An updated action list will be posted on Council's website and forwarded to those that are on Council's Falmouth Township Email Database. (If you would like to join this database, please email, admin@bodc.tas.gov.au.)

Any feedback on these plans can be sent to admin@bodc.tas.gov.au

The Falmouth Township Plan has a term of three (3) years – after this period, the action list will be reviewed.

Adopted by Council on XX



Appendix 1

Community Engagement

On Wednesday 18 May, 2022, Council held a “drop in session” at Falmouth where Council officers met with community members seeking their feedback on the following issues:

- Infrastructure;
- Environment; and
- Other issues

Nine community members attended this session.

During the Drop-in session period (11 March – 2 June 2022) a survey was available for community members unable to attend the Drop-in session. The survey received 244 responses – 45 of these were from Falmouth. According to the 2021 Census, Falmouth has a population of 139 people - Council heard from a total of 54 Falmouth residents.

While developing township plans we also asked residents to share with us what they loved about their community and how they would like their community to look in 10 years' time.

The answers to these questions were used to develop a vision and legacy statement for each township and we would appreciate your feedback on these as well as the plan itself.

These statements will help Council to make decisions about your township based on whether they fit with the vision and legacy of each community.

The Community Vision and Legacy Statements for Falmouth are:

Community Vision: *The Falmouth Community would like ssimilar to now. Houses built to be sustainable, acknowledge wind and climate and reflect the character of the place.*

Community Legacy *The community would like similar to now. Houses built to be sustainable, acknowledge wind and climate and reflect the character of the place.*

The above statements were developed from Community feedback as shown over:



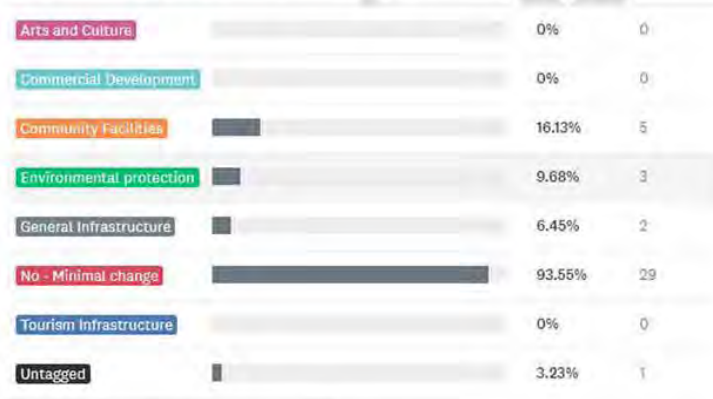
Grouped answers to Question 5.

What do you most love about your community?



Grouped answers from Question 7.

How would you like your community to look in 10 years' time?



"Lots of things for teens / young adults to do. Family friendly. Supportive, not divided on community issues - respectful of each other." Comment direct from community member.

You can find a full report of all community consultation on our website under **My Community / Community Consultation**.

Appendix 2

Business as Usual Activities

Comment	Action
<ul style="list-style-type: none"> Pot holes fixed – eg. Grant Street (edge) 	Road seal recently maintained and potholes filled and sealed.
<ul style="list-style-type: none"> New Street (ocean end) – please remove shrubs in turning circle – water truck, rubbish truck has so much difficulty turning around 	Council staff have attended to this request
<ul style="list-style-type: none"> New Street – extra sign “Residents Only” or a square “No Through Road” 	Council to implement

Activities Outside Township Plan Scope

Comment	Action
<ul style="list-style-type: none"> Stieglitz Street (no. 9) flooded – look at drainage – water channelled into home – please look at – owner maintaining gutters Drainage and stormwater – fix issues Remove rock drains 	Review all draining issues.
<ul style="list-style-type: none"> Stieglitz Street – look at surface on the road – would like it sealed – current surfacing impacting on properties No more roads sealed 	Comment noted. There are currently no plans to seal any additional roads in Falmouth
<ul style="list-style-type: none"> Examine proximity of road to property on left hand side – gravel & 1.8 metre wide (extend to Frank Street) min 	Unclear – seek more information from the landowner if landowner known.
<ul style="list-style-type: none"> No commercial development in Falmouth and surrounding area 	Comments noted
<ul style="list-style-type: none"> Leave roads as they are currently with no more sealing as the main loop has been completed 	Comment noted. There are currently no plans to seal any additional roads in Falmouth
<ul style="list-style-type: none"> Lyne Court and Davis Gully Road – pedestrian safety – no footpaths tar sealing – surfer and tourist traffic 	Davis Gully Road – no footpath to be constructed – advisory road signage has been erected in accordance with report from independent traffic engineer

<ul style="list-style-type: none"> • Lyne Court and Lower Davis Gully Road sealed & speed limited 	No requirement to reduce speed limit – driver behaviour issue
<ul style="list-style-type: none"> • Identify dog no lead areas – away from high risk environmental areas • Identify dog off leash areas • Reduce the number of dogs roaming off leash 	Dog Management Policy and Declared Areas is in place and does this – community can provide input at next review in 2023. Dogs owners behaviour and 'Responsible Dog Ownership' are the focus.
<ul style="list-style-type: none"> • Removal of boat, mattresses, bikes off roadside – Stieglitz Street from nature strip – looks like a tip shop 	Matter being addressed with owner of the vessel.
<ul style="list-style-type: none"> • Consideration and future planning to manage and protect against increased day use areas – Beach, Lagoon Wetlands, so it preserves these areas for all to enjoy • Involve community in access to beach tracks 	Coastal reserves are managed by the PWS according to objectives set in legislation and an evidence base. Community should maintain an on-going dialogue with PWS reserve management issues concerning people, and invite Council to participate. Council can raise the idea with PWS, but the community must represent its concerns and explain the issues it sees.
<ul style="list-style-type: none"> • More professional decision making – specifically elected members making evidence based decision and adherence to legal statutes and State Planning Policies 	Councillors undertake training sessions during their time as Councillors
<ul style="list-style-type: none"> • The intersections of Legge and James and Legge and Steiglitz sts to be widened to accommodate turning on these junctions, and where possible spoon v drains to replace rock drains which are dangerous and unsightly due to the difficulty of mowing or general maintenance. Legge St is very narrow, there is room on the southern side for widening and v drains. 	Insufficient room for this to occur
<ul style="list-style-type: none"> • Power lines underground 	This is a TasNetwork issue
<ul style="list-style-type: none"> • Cap the number of Airbnb's and short term rentals 	Comment noted
<ul style="list-style-type: none"> • No tourism development outside of St Helens 	The Interim Planning Scheme determines where tourism development can occur.
<ul style="list-style-type: none"> • Weekly rubbish collection 	Previously considered and cost prohibitive

<ul style="list-style-type: none"> • Don't create a large staff involved in social services and issues – keep rates low 	Comment noted
<ul style="list-style-type: none"> • Look at street signage to ensure relevancy and advise of safety issues if any 	Undertaken as part of the speed reduction assessment
<ul style="list-style-type: none"> • Halt logging in BODC area 	This issue is not something that Council has control over.
<ul style="list-style-type: none"> • Appropriate tree care • Replace trees that have reached the end of their life 	Tree management policy addresses tree care and replacement.
<ul style="list-style-type: none"> • Impacts of increased population and numbers due to tourist and itinerant use of beach areas etc 	This concern will be forwarded to Parks & Wildlife for their information – noted by Cocouncil

02/23.15.6 Policy AM21 – Single Use Plastics Policy

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	Chris Hughes, Community Services
FILE REFERENCE	002\024\003\
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER’S RECOMMENDATION:

1. That a longer time frame be considered for community members who are participating in events and activities to implement the Single Use Plastic Policy.
2. That Council undertaking more extensive community engagement with community groups as to what options are available for them to use when replacing current single use plastics.

INTRODUCTION:

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

PREVIOUS COUNCIL CONSIDERATION:

Adopted 21 February, 2022 and amended 19 December, 2022

OFFICER’S REPORT:

Council staff have received a number of emails from members of the St Marys Market seeking additional information as to what alternatives they can use to replace the current single use plastics that they have been using. Below is just one of the emails that staff have received – but it sums up the sentiments of many stallholders:

“I have had a response from my cellophane bag supplier after asking if they can supply biodegradable, cellophane bags for me. I am wondering if my current bags which are “resealable” could be classified as “reusable” (as stated as allowed in the policy).

I have on your advice, purchased some of the recommended biodegradable, cellophane bags and I am not really happy with them. I’ve researched several online suppliers but there are common issues. They are 50% more expensive than the ones I have been using. There are fewer size options, and in many sizes the minimum quantities available are packs of 1000. (I use several sizes). Also, there is no option of sealable bags, so sticky tape, sticky dots or similar will need to be used, the bags have a slightly yellow tint and seem to be wrinkly or buckled. They are affected by humidity and condensation.

There are at least 7 other stall holders at the St Marys Market who have been affected negatively by the need to immediately change, for many it will not be practically achieved before Feb 1st. One person has raised a valid point...If we need to unwrap and rewrap our items, the packaging removed will end up in the bin, the same as if we sold it as purposeful packaging of our items.

All of those I spoke to, are supportive of the intention behind the policy, but would prefer a strategy which promotes replacement of current packaged items after sale, with biodegradable packaging of new stock as and when needed.

I have made advances towards providing my work for sale in a gallery, and markets elsewhere, as I really don't think there is an easy or timely solution for me in order to continue at the St Marys Market after Feb 1st. Unfortunately, I think others may be thinking similarly, which is a shame because BODRA has made amazing progress in establishing this market as a vibrant, creative community asset."

Council staff met with BODRA on the 4th November, 2022 in St Marys and a discussion was held re the implementation of the Single Plastics Policy. Another meeting was held on the 8th December, 2022 and from that meeting – was the request to allow recyclable single plastic bottles to be added to the existing policy.

Hobart City Council introduced a By-Law which came into effect in July, 2021 that “bans certain single use plastic food packaging”. What is permitted under that By-Law is the following:

- ✔ **Allowed**
- Bottled beverages (glass/plastic/metal)
- Serviettes, wooden cutlery
- Soft plastics such as cling wrap
- Paper wrapping
- Plastic pre-wrapped chocolate bars/lollies/ biscuits/chips
- Plastic pre-wrapped ice creams
- Wooden stirring sticks
- Paper sugar/salt/pepper sachets
- Cardboard cup trays / boxes
- Plastic pre-wrapped fruit and vegetables
- Certified compostable bioplastics (cold drink cups, bowls, cutlery, lids, sandwich wedges, noodle boxes, coffee cups, hot chip boxes)
- Pizza boxes
- Long-life reusable plastic containers

Under Council’s Single Use Plastics Policy – we do not allow plastic food and beverage packaging e.g glad wrap – could Council reconsider and allow soft plastics such as cling wrap to be exempt under our current policy?

LEGISLATION & POLICIES:

Nil

STRATEGIC PLAN & ANNUAL PLAN

Strategic Plan 2017 – 2027

Goal

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

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.

02/23.16.0 DEVELOPMENT SERVICES

02/23.16.1 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. Finalising Community Feedback and Draft Georges Bay Activation Strategy to be presented to Council at future meeting;
2. Progression of St Marys Indoor & Evacuation Centre & Fingal Community Shed construction drawings;
3. Ongoing Testing and Collation of feedback to State Government Department regarding implementation of Plan Build;
4. Drafting of Public Open Space Guidelines Procedure.

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	4	2						22	
Permitted	1	1	6	5	7	2	3						25	
Discretionary	17	22	5	13	11	13	15						96	
Amendment	3	1	3	2	1	2	1						13	
Strata	1				1		1						3	
Final Plan	1	6		1	2	1	2						13	
Adhesion					2								2	
Petition to Amend Sealed Plan			1		2								3	
Boundary Rectification														
Exemption														
Total applications	28	33	17	23	30	22	24						177	326

Ave Days to Approve Nett *	43.67	33.66	21.41	27.26	36.03	29.9	46.16						33.97	
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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:

January 2023

DA NO.	LOCATION	DESCRIPTION	SECTION	Day to Approve Gross	Days to Approve Nett
318-2022	Mathinna	Shipping Container	S58	13	13
300-2022	Falmouth	Additional Use for Short Term Accommodation	S57	30	29
301-2022	St Marys	Veranda & 2 x Poly Tunnels	S58	25	25
251-2022	Scamander	Construction of a Shed	S57	46	45
174-2018	Scamander	Level 2 Activity – Scamander Inert Landfill	S57	431	431
294-2022	Falmouth	Dwelling & Deck	S57	36	35
265-2022	St Helens	Shed & Attached Veranda & 220,000 Litre Rain Water Tank	S57	49	34
270-2022	St Helens	Addition to an Existing Warehouse	S57	43	36
308-2022	St Helens	2 x Dwelling & Shed	S57	31	31
304-2022	Scamander	Dwelling & Deck	S57	31	30
043-2019 STRATA	Falmouth	Update to Strata Stage 2	STRATA	24	24
295-2022	Scamander	Legalisation of Café Alterations & Additions	S57	49	41
043-2019 AMEND	Falmouth	Minor Amendment to Lot 2	S56	1	1
314-2022	Goshen	Shed & Carport	S57	35	35
216-2021 FINAL	Fingal	Final Plan of Survey	FINAL	36	0
206-2022	Beaumaris	Construction of Dwelling & Deck, Ancillary Dwelling & Shed	S57	76	75
182-2022	Ansons Bay	Additional Use to Include Short Term Visitor Accommodation	S57	64	63
289-2022	Falmouth	Additional Use to Short Term Accommodation	S57	35	34
014-2023	St Marys	Construction of Shed Extension	NPR	5	5
154-2022	St Marys	Construction of 2 x Dwellings	S57	55	54
310-2022	St Helens	Construction of 3 x Visitor Accommodation Units	S57	44	40
041-2022 FINAL	Fingal	Final Plan of Survey	FINAL	23	17
321-2022	Stieglitz	Shed	NPR	37	10
319-2022	Scamander	Dwelling Additions & Alterations	S58	5	0

TOTAL 24

BUILDING PROJECTS REPORT

Projects Completed in the 2022/2023 financial year

Description	Location	Updates
New Accessible/Family Toileting Facility	St Marys Community Space	<ul style="list-style-type: none"> Completed and Opened to public 4 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).
Installation of three drinking water fountains	Bendigo Community Stadium; St Marys Community Space; Scamander Reserve	<ul style="list-style-type: none"> Works have commenced, due for completion by end of February 2023
St Marys Waste Transfer Station Additions	St Marys Waste Transfer Station	<ul style="list-style-type: none"> Regulatory approvals obtained Works currently being scheduled with contractors.

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; 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.

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


No.	BA No.	Town	Development	Value
1.	2022 / 00260	Scamander	New Dwelling	\$706,931.00
2.	2022 / 00279	Stieglitz	New Patio	\$14,700.00
3.	2022 / 00257	St Marys	New Shed	\$28,000.00
4.	2022 / 00229	St Marys	New Carport	\$31,000.00
5.	2022 / 00196	Scamander	New Studio & Pergola	\$35,000.00
6.	2022 / 00285	Binalong Bay	Additions (Deck) & Alterations (Dwelling refurbishment)	\$15,600.00
7.	2022 / 00288	Ansons Bay	New Shed	\$9,800.00
8.	2022 / 00161	Ansons Bay	New Dwelling, deck & shed	\$176,000.00
9.	2022 / 00251	Scamander	New Shed	\$42,840.00
10.	2019 / 00043 - LOT 19	Falmouth	Legalisation of Change of Use (Shed to Visitor Accommodation), Additions (Deck) & Internal Alterations	\$302,400.00
11.	2022 / 00252	St Helens	New Carport	\$10,230.00
12.	2022 / 00113	Binalong Bay	Alteration, Addition & Change of use - Dwelling & Roofed Concrete Deck	\$46,000.00
13.	2022 / 00106	Akaroa	New Dwelling, Carport, Retaining wall & Deck	\$621,000.00
14.	2022 / 00280	Stieglitz	New Shed With Amenities	\$50,000.00
15.	2022 / 00294	Falmouth	New Dwelling, deck & shipping container	\$130,000.00
16.	2022 / 312	St Helens	Shed with amenities (plumbing approval only)	\$10,000.00
17.	2022 / 005 Stage 2 - Amend	Stieglitz	Amended building approval (Additions & Alterations Dwelling)	N/A

ESTIMATED VALUE OF BUILDING APPROVALS FINANCIAL YEAR TO DATE	2021/2022	2022/2023
	\$16,041,900.00	\$20,888,387.00

ESTIMATED VALUE OF BUILDING APPROVALS FOR THE MONTH	MONTH	2022	2023
	January		\$813,000.00

NUMBER BUILDING APPROVALS FOR FINANCIAL YEAR TO DATE	MONTH	2021/2022	2022/2023
	January		115

ENVIRONMENTAL REPORT

Description	Updates
Serrated tussock project	<p>Landholders have been controlling serrated tussock following the control work in 2022, including with the help of detection dog Fonzie. Of 67 hectares searched 60 Ha were free of serrated tussock.</p> <p>Numbers are much reduced but some continue to found and are germinating. Inspections have been made to plan follow-up works in 2023 including further assistance from Fonzie and manual control. A field day will also be held. Break O'Day Serrated Tussock Eradication project is funded through the Tasmanian Government's Weed Action Fund.</p>
Scamander Coastal Hazards project	 <p>Project planning is underway for the <i>Scamander River Coastal Hazards Risk Mitigation and Pathways Planning Project</i> to secure the funding with the SES. Early engagement of the community and stakeholders has also started, including to look at the threat to Dune Street from channel erosion that has increased in the last 12 months.</p>

PUBLIC HEALTH REPORT

Recreational Water Quality

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

Results for sampling twice during December and in January are reported here. A wet spring has charged catchments and sustained good stream flows through coastal lagoons and river mouths into early summer.

Recreational water	5 Dec. 2022		20 Dec. 2022		10 Jan. 2023	
	Ente*	Rec. WQ#	Ente*	Rec. WQ#	Ente*	Rec. WQ#
Grants Lagoon mouth A	<10	Good	31	Good	N/A	
Grants Lagoon mouth B	N/A		N/A		<10	Good
Grants Lagoon footbridge	20	Good	10	Good	<10	Good
Grants Lagoon (camp ground)	10	Good	<10	Good	<10	Good
Beauty Bay	10	Good	10	Good	30	Good
Yarmouth Creek	110	Good	10	Good	<10	Good
Wrinklers Lagoon	40	Good	20	Good	10	Good
Scamander River mouth	<10	Good	<10	Good	30	Good
Henderson Lagoon	70	Good	<10	Good	50	Good
Denison Rivulet	10	Good	<10	Good	10	Good

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

The results for water samples indicate conditions for all these waters have been safe for swimming during the season 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

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

Sharps Container Exchange Program as at 8 February 2023

Current Year	Previous Year
YTD 2022/2023	YTD 2021/2022
37	16

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	DISCUSSION/DECISION
PROPONENT	NRM Special Committee
OFFICER	Polly Buchhorn, NRM Facilitator
FILE REFERENCE	010\028\002\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Meeting Minutes - NRM Special Committee – 6 December 2022

OFFICER'S RECOMMENDATION:

That Council receive the Minutes of the NRM Committee Meeting held on 6 December 2022.

INTRODUCTION:

The Break O'Day NRM Special Committee met on 6 December 2022 in the Council Chambers, St Helens.

PREVIOUS COUNCIL CONSIDERATION:

Council discussed the Minutes of the NRM Committee Meeting held on 6 December 2022 at its February Council Workshop.

11/22.16.4.237 Moved: Clr J Drummond/ Seconded: Clr K Chapple

That Council receive.

CARRIED UNANIMOUSLY

06/22.16.2.125 Moved: Clr K Chapple / Seconded: Clr J Drummond

That Council receive the Minutes of the NRM Committee Meeting held on 12 April 2022 and consider any items from the Committee for further Council attention.

CARRIED UNANIMOUSLY

OFFICER'S REPORT:

Minutes from the NRM Committee's meeting in December last year are attached for Councils attention and to be formally received. The table below summarises current outstanding NRM Committee actions or advice following the meeting, to be noted and/or considered for further attention by Council.

The NRM Committee resolved to make one recommendation to Council, regarding Council’s Conservation Covenant Support Policy (5.1.1 in their Minutes). The Conservation Covenant Support Policy is due for review by Council. Review of the Conservation Covenant Support Policy and the Committee’s recommendation will be brought to Council as a separate Agenda item at a future Council meeting.

	Item	Status
4 August 2020		
6.2.1	Seek to fill remaining community, education and forest industry representative vacancies on Council’s NRM Committee	Continue for remaining vacancies.
6 December 2022		
5.1.1	The NRM Committee finds the Conservation Covenant Support Policy (EP03) is effective in encouraging private land conservation in Break O’Day and Council should continue to offer the rate relief and consider increasing it from \$5 to \$6/Ha and the Policy’s annual support cap from \$10,000 to \$15,000.	Recommendation

STRATEGIC PLAN & ANNUAL PLAN:

Break O’Day Council Strategic Plan 2017 – 2027 (Revised March 2022)

Goal

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

Strategies

1. Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions.
2. Increase the community’s awareness of the natural environment; the pressures it faces; and actions we can take to sustain it and what it provides.
3. Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it.
4. Recognise and alleviate the issues and risks to the environment from our use, and the risk to us from a changing environment.

LEGISLATION & POLICIES:

Local Government Act 1993 – Section 24 Special Committees
 Local Government (Meeting Procedures) Regulations 2015

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.



Minutes

NRM SPECIAL COMMITTEE MEETING

BREAK O'DAY COUNCIL CHAMBERS
(COURT ROOM)

32-34 Georges Bay Esp. St Helens, from 12 noon

Tuesday 6 December 2022

1:00 - 3:15 pm

(rescheduled from 8 Nov. 2022)

1 Attendance

Present:

Councillor Janet Drummond (Break O'Day Council - Chair); Clr. Liz Johnstone (Break O'Day Council); Clr. Ian Carter (Break O'Day Council); Dom Neyland (Parks and Wildlife Service); Howard Jones (Community Representative);

Attending and meeting note taking: Polly Buchhorn, NRM Facilitator.

A Quorum was not present. In accordance with the NRM Committee Charter decisions made would need to be confirmed at the next Meeting.

Apologies:

Clr Kristi Chapple (Break O'Day Council); JeanyMaree Wilson (Aboriginal community); Tim Rhodes (Agriculture Industry); Todd Dudley (NE Bioregional Network) .

1.1 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.

2 Confirmation Minutes of Meeting

2.1 Minutes of Meeting

The Meeting held on Tuesday 13 September 2022 was one member short of a quorum. In accordance with the NRM Committee Charter Clr. Lesa Whittaker endorsed the decisions made with her agreement shared electronically, and they need to be ratified at this next Meeting.

- 2.1.1 Decision: That the Minutes of the Meeting held on Tuesday 13 September 2022 at Break O'Day Child and Family Learning Centre, with less than a quorum present, be ratified and that the Minutes of that Meeting are confirmed.

Moved: Dom Neyland

Seconded: Janet Drummond

Carried

2 Declaration of interest of a member or close associate

2.1.1 Recommendation: Members to declare any interest they or a close associate have in matters on the Agenda.

Nil

3 Business arising from the previous meeting

3.1 Committee Membership

At its recent Meeting Council appointed as Council representatives Councillors Janet Drummond (Chair), Clr. Kylie Wright, Clr. Liz Johnstone and Clr. Ian Carter as (back-up/informal proxy).

The NRM Committee welcomed its new Council representatives and recounted the other Committee members (not present).

3.2 Noiheener Aboriginal community organization and Council dialogue

The NRM Facilitator reported back that had Council adopted the NRM Committee's recommendation:

That Council invite the local Noiheener Aboriginal community organisation to meet with Council at a Council Workshop to share interests and aims.

The NRM Facilitator would consult with Aunty JeanyMaree Wilson on contact details for the Noiheener Aboriginal community organisation.

3.3 Discovery Ranger Sponsorship Summer 2022-2023

The NRM Facilitator reported that Council considered the Committee's suggestion it contribute to sponsoring a PWS Discovery Ranger in Break O'Day. Council noted the Discovery Ranger / Summer Ranger program this year was still being developed by PWS at the time, including an offer of sponsorship from NRM North.

Dom Neyland reported things had progressed and a Discovery Ranger would be posted in the Break O'Day region, with NRM North sponsorship to run activities over the summer and Easter next year.

Members discussed opportunities for Council. For this next summer and Easter period there was little to gain from additional sponsorship by Council this year. However members supported Council sponsoring a Break O'Day Discovery Ranger in future years. And for other

issues and priorities in Break O'Day besides the hooded plover/shorebird issues that NRM North's funding was directed at. Ian Carter was in favour of Council sponsorship being targeted at specific issues and outcomes. Some possible issues were off road vehicle use (St Helens Point), cats and beach rubbish and weeds (impact on wildlife).

The NRM Facilitator noted that local issues and priorities had been targeted in past Discovery Ranger programs Council had sponsored. The Discovery Ranger would prepare information, props and activities to address them during the seasonal program. Informal 'roaming' of coastal destinations and campgrounds had proven an effective way to engage of large numbers of people positively on issues.

3.4 Off Road Vehicle Management – Communications Support

Members welcomed Council's decision to 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 (ORV) on St Helens Point.

Particular issues discussed further were controlling the many points ORVs get/make access to reserves and beaches and the annual Enduro dune and beach racing event held during shorebird breeding season.

Dom Neyland reported

- PWS has significant new signage to install at access points and on Maurouard Beach
- Progressive closing and blocking off of access points would follow but some need approvals for works
- The Enduro event organisers have been willing to discuss the issues and consider future event calendars.

The Committee members noted the challenges were broad and complex and frustratingly slow to address.

Clr. Liz Johnstone expressed an interest in going to see the issues on the ground in future, which all other members supported.

3.5 2030 Natural Resource Management (NRM) Strategy for Northern Tasmania

At its previous Meeting Members agreed the Committee would look closely at the regional *2030 NRM Strategy* recently released by NRM North and the actions prioritised there that could be pursued in Break O'Day.

The regional strategy flags several locations, values and issues in Break O'Day for future action and funding opportunities. One likely avenue is federal government funding through regional NRM bodies such as NRM North, with a new investment round expected from 2023-24. The regional Strategy can also be used to support proposals for funding and activities within the region by others.

NRM priorities in this new regional strategy align with Break O'Day NRM Strategy and Action Plan priorities. Review and extension of the *Break O'Day NRM Action Plan 2018-2023* is due next year. Funding and partnership opportunities are a key limiting factor for achieving many of Break O'Day's NRM aims and priorities.

Todd Dudley had provided for the meeting a list of conservation priorities in the regional NRM Strategy for members to discuss and consider to identify opportunities for action in Break O'Day. Members present reviewed the list and discussed some of the regional priorities briefly.

<i>Regional priority</i>	<i>Comments</i>
Dianas Basin as a priority wetland	PWS considering reviewing current authority allowing dogs On Lead
Off Shore Islands	Noted extensive past volunteer work on George Rocks and Ferneaux Is. and newly formed <i>Friends of Offshore Islands</i> group.
Stormwater Georges Bay catchment	Still need action on boat sewage (Howard Jones)
Hooded plover	Continue
New Holland mouse	Fire management and conservation interaction
Australasian Bittern	Link to Dianas Basin. Medeas Cove, new location to start habitat improvement project (shoreline, weeds, bird threats).
Swift parrot	Habitat trees (nesting hollows)
Masked owl	Habitat trees (nesting hollows)
Grayling	Movement and habitat protection within flood mitigation works.

The limited number of members present did not allow for thorough discussion. The NRM Facilitator suggested the Committee return to the topic next year, when it considers *Break O'Day NRM Action Plan 2018-2023*, priorities for 2023-24 and its five year review.

4 Outstanding Committee items

The status of outstanding items is reported below to track their progress and close completed items.

	Item	Status
4 August 2020		
6.2.1	Public call and direct search for community, education and forest industry representatives to nominate for vacancies on Council's NRM Committee	Completed. Continue for remaining vacancies.
13 September 2022		
3.2.1	Council invite the local Noiheener Aboriginal community organization to meet with Council at	Completed

	a Council Workshop and share interests and aims.	
5.4.1	Due to welfare risks for pregnant female cats, Council delay plans to pilot population control of stray/roaming cats until autumn 2023.	Noted
5.7.1	Council, when managing rodent problems at its facilities, reduce risks of secondary poisoning of wildlife by avoiding <i>second generation anticoagulant rodenticides</i> and prefer safer <i>first generation anticoagulant rodenticides</i> and other best practice strategies where possible.	Noted
7.1.1	Council contribute to sponsoring a PWS Discovery Ranger in Break O'Day to provide education and information activities this summer to increase community enjoyment, knowledge and action in the natural environment, particularly our beaches.	Considered, pending specific proposal.
7.2.1	Council allocate sufficient resources to control weeds and restore bushland on its leased Binalong Bay foreshore reserve progressively over 5-10 years.	Noted
7.4.1	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.	Completed

4.1.2 Decision: The Committee receives the report on Outstanding Committee items and updates to their status.

Moved: Ian Carter

Seconded: Dom Neyland

Carried

5 Issues

5.1 Break O'Day Council Policy review - Conservation Covenant Support

The Break O'Day Council *Conservation Covenant Support Policy* (No EP03) is due for its triennial review by Council.

The NRM Facilitator provided a report from the on the Policy's review criteria. This included information just received from the Private Land Conservation Program (PLCP) of Department of Natural Resources and Environment Tasmania (NRE) on the last two criteria. The PLCP provides monitoring and stewardship support to assist landholders with the management of the natural values for which their covenants were registered to protect.

1. Encouragement of private land conservation

\$8,921.80 paid in 2022 to landholders with conservation covenants (against 2020-21 rates paid), acknowledging their commitment and offsetting their opportunities lost and costs of conservation management. An additional two properties, with 120 Ha under conservation covenant, accessed Council's encouragement of private land conservation

10 eligible properties did not receive support: four had not paid their rates (to rebate any) and 6 did not apply by returning forms. If these properties had received the rate rebate support the \$10,000 cap in the Policy would have been exceeded.

2. Land under conservation covenants

The number and extent of eligible reserves getting support from the policy has increased.

This year (at May 2022) Council's Policy provided support to 68 properties with 5956 Ha of eligible nature conservation covenant land, 110 Ha more than on the 66 properties supported at May 2019.

3. Condition of conservation values in the Break O'Day private land conservation estate

The PLCP has advised "all conservation covenants in the Break O'Day council are in good condition and many are largely in excellent condition."

PLCP noted three wet La Niña years have made weeds more challenging to manage and there had been financial and logistical challenges from natural disasters and COVID-19. With these factors and management pressures, such as wood theft and illegal access, covenant landholders continue to benefit from any financial support.

4. Management of the private reserves

The Private Land Conservation Program has reported "that covenant landholders in the Break O'Day region are generally committed to maintaining the natural values on the covenant land and many manage their covenants to an excellent standard." PLCP did not consider there were any cases in the municipality of poor management of covenanted land and the conservation values present.

PLCP commented Council's continued recognition and support of conservation covenant landholders was a "very important" contribution, supporting the Tasmanian reserve estate and conservation on the national and global stage. Landholders "comment on their appreciation of the support that Break O'Day council provides for encouraging and acknowledging landholder commitment to conservation in the region in the form of the rate rebate. It is also often a consideration of significance for prospective buyers of existing conservation covenants."

The Committee considered the report and discussed issues for the Policy in the future.

They agreed the Policy has been effective in encouraging private land conservation on an extensive area and number of properties in Break O'Day and that they were in good condition and well managed by landholders.

Two concerns raised were that the \$10,000 cap to the Policy's support was close to being exceeded and that cost increases have diluted the \$5/ha rate of support. The cap would likely be exceeded if the area of conservation covenanted land seeking support increased or if the support rate was increased.

5.1.1 Recommendation: The NRM Committee finds the *Conservation Covenant Support Policy (EP03)* continues to be effective in encouraging private land conservation on an extensive area and number of properties in Break O'Day, the covenanted land is in good condition and well managed by landholders, and Council

- should continue to offer annual rate relief to landholders through the Policy, and
- to encourage landholders and new voluntary conservation covenants, consider both increasing the annual rate relief from \$5.00 to \$6.00 per hectare and increasing the annual total support cap from \$10,000 to \$15,000.

Moved: Ian Carter

Seconded: Howard Jones

Carried

5.2 Weed Management Activity report

Committee members received the report provided in the Agenda listing Council weed control in recent months, landholder support and weed projects.

5.6 Dog Management – Shorebirds and Migratory Birds

The NRM Facilitator noted the Break O'Day Council Dog management Policy is due for review in 2023 and outlined dog management in Break O'Day, and the policy-making and community consultation process required of Council by the legislation.

Councillors Liz Johnstone and Ian Carter commented on cases of unclear signage, greater exercise beach needs of very active dogs and acknowledgement of dogs and their owners.

6 NRM staff update

The NRM Facilitator reported on recent activity in addition to that covered during the meeting already. Of note is the Break O'Day Communities Jubilee Trees project, with ornamental street trees for seven townships and a commemorative planting event at Fingal.

7 Committee Members update and other business

7.1 Deer Management in Break O Day area - North East Bioregional Network

Committee members shared and discussed a number of points on deer in the municipality

- There have been increasing reports of deer sightings and damage, in St Helens (on Akaroa and in the Fairlea area) and St Marys
- Deer management is regulated at state level and currently the subject of review and population monitoring. At that level there is dispute between treating deer as feral pest animal or a resource for hunting.
- Concrete records of sightings, numbers and damage/impacts will be needed to influence deer management at a state level, locally.
- *Deer Scan* is a public reporting/mapping database available on the internet and via an App.
- One thing that could be done locally is public communications.

Dom had spare posters and brochures from the state Wildlife Management Branch he would share with Council. Liz Johnstone offered to share with Committee members a report on deer by Christine Milne that may be helpful.

7.2 Binalong Bay foreshore area - North East Bioregional Network

Dom Neyland noted weed management on Binalong Bay foreshore has had media attention recently. PWS and Council have agreed to work together on weed management there. Community volunteers have and can make a valuable contribution to weed management and supporting that was important also.

Committee members mentioned a number of other locations in Break O'Day where community volunteers were already active, or willing, including Falmouth, St Marys (gorse), Grey Mares Tail track and Seymour.

7.3 Weed Officer and Animal Control Officer Budgets

Members noted the Committee had regularly suggested greater resource allocations in Council budgets for these roles. It would be appropriate to consider them again in the lead up to Council planning its 2023-24 Annual Plan and budget.

7.4 St Marys Sewage Treatment Plant Discharge into St Marys Rivulet

Howard Jones reported wastewater appears to have been discharging from the St Marys Sewage Treatment Plant (STP) into St Marys Rivulet since mid-November. A resident had provided him with video and photographic evidence of the discharge.

Howard was concerned that no one knew or had been informed of the possible pollution of the St Marys Rivulet and Break O'Day River. Liz Johnstone was concerned that people downstream who use the stream as water supply may not know.

The Authorities involved with the STP operations and possible options for follow-up were discussed. These included further research of the situation and approaching Taswater and/or the Environment Protection Authority. Howard would work on the issue further with the NRM Facilitator.

8 Next meeting dates

Members discussed dates for 2023.

They identified the following dates for NRM Committee Meetings during 2023, sticking with the first Tuesday of the month.

- March 7
- June 6
- September 5
- December 5

Meetings are normally at the Child and Family Learning Centre at St Helens, starting at 12:30pm for BYO light lunch, with business starting 1pm, or sooner with agreement of those attending.

02/23.16.3 Grant for Scamander Coastal Hazards Risk Mitigation and Pathways Planning Project

ACTION	DECISION
PROPONENT	Officer
OFFICER	NRM Facilitator
FILE REFERENCE	028\008\002
ASSOCIATED REPORTS AND DOCUMENTS	Nil

OFFICER'S RECOMMENDATION:

That Council receive an update on a grant proposal for a project to address coastal erosion and flood hazards at the Scamander River mouth and confirm Council contributions towards the project to secure the grant.

INTRODUCTION:

Council has received notification its proposal for a Scamander Coastal Hazards Risk Management Project and grant funding has been successful subject to confirmation of a contribution from Council to the cost of the project.

PREVIOUS COUNCIL CONSIDERATION:

At its June 2022 Workshop Council discussed a report on its funding bid for a project to address coastal erosion and flood hazard risks at the Scamander River mouth.

05/22.16.2.100 Moved: Clr G McGuinness / Seconded: Clr L Whittaker

1. Council receive the *Break O'Day Climate Change Information for Decision Making (2020)* profile of municipal climate indices to support strategic, operational, service, adaptation and emergency management in Break O'Day.
2. Council thank and congratulate the Southern Tasmanian Councils Authority (STCA) for their draft *Regional Strategy - Adapting to a changing coastline in Tasmania (2022)*; and suggest the Strategy highlight more clearly the significant role and responsibility of state public land agencies responsible for coastlines and authorising coastal adaptation responses – when changing natural coastal processes there generate coastal hazards and risks.

CARRIED UNANIMOUSLY

OFFICER’S REPORT:

The purpose of this report is to brief Council on a successful funding application for a climate change adaptation project and for Council to confirm its contributions towards the project and partnered with the grant funding.

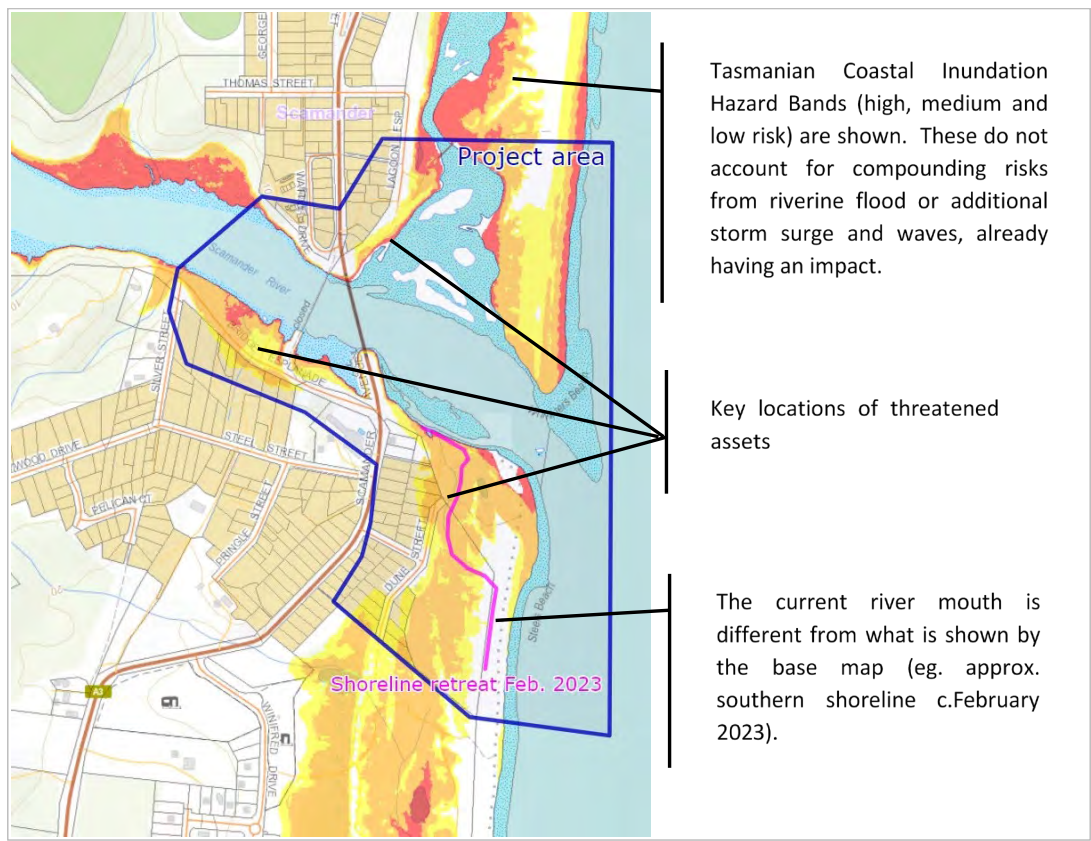
In 2022 Council took up an invitation from the State Emergency Service (SES) and proposed a project for the Scamander River mouth to be included in a state application for funding from the Australian Government’s *Coastal and Estuarine Risk Mitigation Program*.

Council recently received correspondence from the Department of Police, Fire and Emergency Management that the state application was successful and Council’s project would be funded. The funding will be delivered through a funding agreement between the SES and Council.

For the funding agreement, the SES has requested confirmation of Council contributions to the project and further details on project activities and milestones.

Scamander Coastal Hazards Risk Mitigation and Pathways Planning Project

The Scamander river mouth experiences shoreline erosion, including retreat of the old rock training wall, and flooding of properties, infrastructure and public open space during storm events. Council has been receiving community queries, concerns, and suggestions on action in recent years. This has been over a period when the mouth channel has been on a southerly alignment and edging closer the Dune Street.



This grant offer is an important opportunity as guidelines for other funding programs do not fit well with the challenges at the Scamander River mouth - estuary flooding meeting coastal dynamics and storm surge at the mouth. Projections with climate change of increasing coastal erosion and inundation risks at the mouth and more extreme weather and flooding in the river, mean there is significant uncertainty around future impacts and risks and the best interventions to make beyond the short term.

The project is designed to bring in coastal expertise to evaluate the risks and future the river mouth faces, sharing that with those with the assets and values at risk, and who are responsible for them.

- Examines the river mouth’s coastal/flood hazards complex and inundation and erosion risks
- Identifies mitigation options and longer term ‘pathways’, to account for future climate change uncertainties and avoid costly maladaptation
- Will design and build mitigation infrastructure to treat short term risks
- Develop a strategy of pathways to guide risk management decisions for an uncertain future
- Involves the Scamander community and stakeholders in the project, so they share better knowledge of the coastal hazards and trends at play, understand the response options and uncertainties and can plan for their risks and the adaptation decisions they’ll have consider in the future.

Planned project budget	Grant	Contributions	
		Cash	In-kind
Project (delivery, community participation, erosion mitigation works, hazard risk management planning).	\$165,000	30,000	90,000
	\$285,000		

The \$165,000 of grant funds being offered for the two and a half year long project are contingent on contributions worth a total of \$120,000 from Council and the participation of community and asset owners facing risks at the river mouth, such as the Surf Lifesaving Club, residents, users of the mouth’s open spaces and the Parks and Wildlife Service. In addition, Council included in its proposal a further contribution of \$16,500 expended on past opening of the bar way.

Council considered the budget and financial implications of the project in June 2022 in anticipation of securing the grant funding this financial year.

That said, no allocation of funds were provided in the budget at that time. A \$30,000 cash contribution and a \$40,000 Council share of in-kind contributions is a required addition to the current 2022/2023 Budget Estimates to meet a condition of the Funding Agreement and secure the \$165,000 grant for the Scamander River mouth project.

The allocation of additional cash and in-kind funds is supported.

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

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

Key Focus Area

Climate Change - Understand, address and evaluate the challenges of climate change in Break O'Day and develop and implement mitigation strategies.

LEGISLATION & POLICIES:

Nil

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

A \$30,000 cash contribution and a \$40,000 Council share of in-kind contributions matching the \$165,000 grant for the project are included in the Capital Budget update Council is currently considering for confirmation at its February Council Meeting.

VOTING REQUIREMENTS:

Simple Majority.

02/23.16.4 Binalong Bay Foreshore Weed Management

ACTION	DECISION
PROPONENT	Officer
OFFICER	NRM Facilitator
FILE REFERENCE	017\014\002\
ASSOCIATED REPORTS AND DOCUMENTS	Weed Management Plan - Binalong Bay foreshore reserve 2023

OFFICER'S RECOMMENDATION:

That Council receive the Weed Management Plan for the Binalong Bay foreshore reserve and note the officers request to allocate in its 2023/2024 budget for Parks and Reserves operational resources to implement the plan, and commit to providing further resources for follow-up work to 2026.

INTRODUCTION:

Commitment of Council resources and cooperation from others will be required over several years if the attached plan for managing weeds on Binalong Bay foreshore reserve is to be successful.

PREVIOUS COUNCIL CONSIDERATION:

Council discussed at its March 2021 Workshop weed management issues on Binalong Bay foreshore and considered costs for a four year control program. Among the issues were Council's lease and it's and Parks and Wildlife Service responsibilities for the weeds, community concern and the high value of the reserve for community use and visitors.

CARRIED UNANIMOUSLY

07/18.14.2.165 Moved: Clr G McGuinness / Seconded: Clr H Rubenach-Quinn

That Council adopt and implement the Binalong Bay Local Township Plan 2018-2020.

CARRIED UNANIMOUSLY

[Management of weeds on the reserve is an Action of the Township Plan.]

OFFICER'S REPORT:

Particularly strong weed growth since 2020 has impacted the Binalong Bay foreshore reserves native vegetation and, by blackberry in particular, use by people. This has made weed management more challenging still and been a concern in the community, with requests for Council to do more. In that time Council has undertaken weed control work and worked on several options and opportunities, including the new pedestrian pathway. Management of weeds was integrated into the pathway design, construction and rehabilitation work.

The attached *Weed Management Plan - Binalong Bay foreshore reserve 2023* provides background on the weed situation and sets out weed management method and actions for the next three to five years. Its aim is to control the weeds to restore the health of the native coastal vegetation.

With weeds scattered in and under the native vegetation the primary approach is painstaking and persistent manual work over several years. Intensive treatments with machinery and chemicals are of limited value. Regular follow-up of past work from year to year is essential. This means a steady level of resources must be committed for the duration, and that availability of resources will govern how much can be started and seen through. An operational review of progress will be done after three years.

The plan has been developed with the Parks and Wildlife Service (PWS) who share in responsibility for the greater foreshore reserve and its weeds. Coordination of operations and resources to jointly implement the plan has been discussed with the PWS.

The plan recognises community volunteer weeders have already and can continue to make an important contribution. It includes activity to foster and support volunteer weeding capacity.

The plan requires commitment of resources Council's Parks and Reserves budget for several years. It anticipates small teams working for a week or so three to four times a year with limited materials, small equipment and some plant required. Three hundred local native plant seedlings are being grown and will also be planted in 2023.

Finally, Council need to consider an allocation of funds in the 2023/24 Parks and Reserves operational budget to implement the plan. It should also note that a long-term commitment to provide further operational resources for follow-up work in future budgets until at least 2026 would be required to implement the plan in full.

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Council Strategic Plan 2017 – 2027

Goal

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

Strategy

4.3 Develop and maintain infrastructure assets in line with affordable long-term strategies

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

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

Annual Plan 2022/23

Key Focus Area

3.3.1 Land and Water Management - Develop and implement strategies and activities that prevent land degradation and improve water quality within our rivers, estuaries and coastal areas.

Action

3.3.1.2 Weed Management - Implement Weed Action Plan priorities to control weeds on Council land and roadsides; coordinating with other land managers; providing biosecurity advice, education, communication and compliance services and support.

Key Focus Area

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

LEGISLATION & POLICIES:

National Parks and Reserves Management Act 2002

Weed Management Act 1999

Break O'Day Council Weed Plan 2014

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

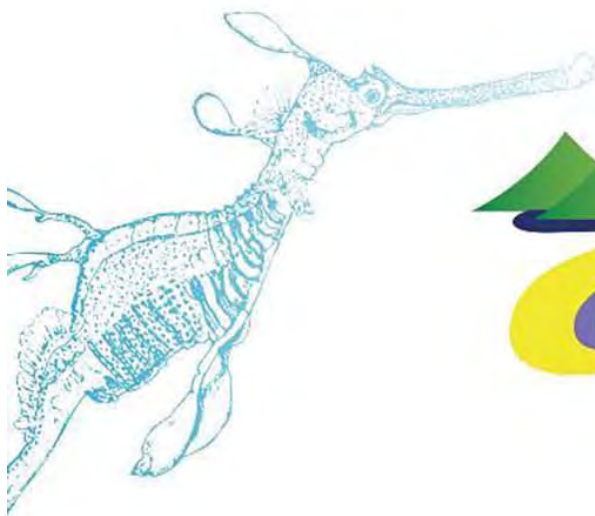
For 2022/23 Council has made no specific funding allocations for weed control of the Binalong Bay foreshore reserve. Initial actions in the Weed Management Plan this financial year will need to be implemented from the existing Parks and Reserves budget, displacing some other activity and priorities in the Parks and Reserves program.

Implementation of the plan in 2023/24 would require an allocation in the Parks and Reserves operational budget of \$50,000. \$40,000 for four weeks weeding with four staff and equipment. Additional planting of 300 seedlings requiring a further \$10,000 of materials and labour.

This initial investment will be lost without further dedicated budget allocations (around \$40,000) for a further two years at least. And the foreshore will continue to need weed management resources in the years after that, depending on progress and priorities for the reserve.

VOTING REQUIREMENTS:

Simple Majority.



Weed Management Plan



Version: draft 1.1 – 12 Jan. 2023

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

This plan for management of weeds on Binalong Bay foreshore has been prepared by Council in collaboration with Tasmania Parks and Wildlife Service.

Binalong Bay foreshore reserve

Binalong Bay foreshore is part of the Humbug Point Nature Recreation Area managed by Tasmania Parks and Wildlife Service (PWS). Break O'Day Council leases some of the foreshore land to provide public open space services and facilities for growing numbers of resident and visiting users.

The foreshore reserve is largely covered by native vegetation. The central section leased by Council has a mix of grassed (mown) parkland and road verge, carparks, stormwater drainage-lines, access tracks, toilets and other facilities – with native vegetation in between. Either side of this leased central section the foreshore land is primarily native vegetation and has less visitor access.

Invasive woody and herbaceous weeds are present throughout the foreshore and more so in the native vegetation remnants in the central high-use area leased by Council. Weed records collected by Council (below) include bridal creeper, bluebell creeper, mirror bush, Patersons curse, canary broom, coast tea tree, boxthorn, Parramatta grass, sweet pittosporum, blackberry, blue periwinkle, Cape wattle, dolichos pea and African daisy. Other weed species are present, such as invasive grasses and several succulents. Most if not all of these weeds can be found in the yards of houses and streets of Binalong Bay too.



These are environmental weeds typical of private gardens and reserves of coastal settlements on the east coast. Once introduced they are helped in outcompeting and invading the native vegetation by regular disturbance of soils and drainage (including nutrients), vegetation and introduced animals. Several have seeds (fruit) spread by birds and tolerate shade when young. Wind and water and people and their activities are other spreading vectors. Some are likely the result of dumping of garden waste in the reserve.

The foreshore vegetation of Binalong Bay has not always been this way. In the nineteen sixties there was less woody vegetation cover adjacent to the rocky Binalong Bay village foreshore, as shown below. Before that the vegetation was no doubt different again. Surveys of Aboriginal heritage on the foreshore have found a fabric of significant artefacts, past occupation, use and cultural heritage value across the whole of the land.



Since the 60s and 70s shacks have been removed and woody vegetation cover has increased significantly. For example in the area west of the ‘Gulch’ where there is now a small mature stand of swamp paperbark forest. Use of the reserve has increased with more residential streets and dwellings and more recreational visitors and tourists. A pedestrian pathway was constructed in 2021. There have been instances of trees being cut down without authority.

Volunteers have undertaken valuable weed control work over many years on the foreshore reserve and further into the Humbug Point Nature Recreation Area. They include a ‘Friends’ Wildcare group in the past and the North East Bioregional Network more recently.

Wet spring/summer seasons in the last three years have encouraged plant growth, including blackberry and other weed species. Increasing weed cover on the foreshore is a continuing concern for different reasons in the community. Managing the growing weed problem was considered in the design and construction of the pedestrian pathway in 2021, which was being built to provide safe and more enjoyable access for growing numbers of people using the foreshore.

This weed management plan details weed management and rehabilitation to follow the construction of the pathway. This will help inform the longer term management of the foreshores vegetation and invasive weed pressures.

Aims

1. Control and contain invasive weeds threatening native vegetation and habitat integrity.
2. Support a healthy cover of the native coastal vegetation and habitats on the reserve by protecting its remnants, encouraging natural regeneration and recruitment and replanting in gaps.

Strategies

1. 'Bushland regeneration' methods to favour native vegetation by progressively pushing invasive weeds out. Requires careful and persistent manual work (typically hand pulling/digging or cut&paint herbicide treatment) and coordination of removal of weeds at the rate native vegetation can reclaim the space created. Within existing native vegetation weed carefully to minimise disturbance and prevent spreading of viable weed parts/seed. (Leaving cut material may be the best option.) Work progressively and at a rate at which native vegetation can take up the space created.

Broad-scale weed control treatments are not appropriate for the foreshore. Highly targeted use of herbicide sprays be a useful in some instances as an initial treatment.

2. Rehabilitate embankments and openings along the pedestrian pathway and at access points. Along the pathway and openings, with weeding and mulching and replanting with local native seedlings to establish native vegetation cover. Encourage natural regeneration, retain regrowth and protect establishing trees and shrubs.

3. Prioritise 'least-worst' sections of the foreshore first, with the resources available and sufficient to ensure follow-up over 3-5 years.

Prioritise areas with more intact native vegetation and rehabilitation of disturbance along the pathway, working progressively and at a rate at which native vegetation can take up the spaces created. Treat as much.

Follow-up regularly until native vegetation re-establishes to a 'care & maintenance' stage (3-5 years). Take-on only as much within priority areas as can be started and seen through with the resources available over the duration.

4. Facilitate community capacity and participation in management of weeds in the reserve and Binalong Bay generally.

Facilitate residents and volunteers to be part of implementing the Weed Management Plan and weed problems in Binalong Bay – as volunteer weeders and on their own properties. Hand pulling and digging of seedling weeds (minimising soil disturbance) is a simple, easy effective and vital part of the bush regeneration method that anyone can do. Address sources of reinvasion, weed spread and disturbance of the foreshore with the community

5. Council and PWS coordinate reserve management to gain efficiencies and secure long term outcomes. Weed Management Plan is a shared and efforts are coordinated with joint works and activities.

6. Review progress and outlook for management of the foreshore after three years.

Evaluate impact and resourcing levels after three years to review weed priorities on the reserve and reserve management.

Weed Control Program



Binalong Bay foreshore weed management Break O'Day Council

Action Plan

2023

Community information and communications through year on weed management and issues in the reserve. Hold a bushland weeding demonstration day for community in late winter/spring.

Weed control operations by Council and PWS typically possible in cooler months and over several consecutive days one week, by teams by of 3-4. As progress is made, coordinate work areas with community volunteers active in the reserve.

Week 1

- 'Bushland weeding' priority areas – making a start to be followed up through year.
- Treat selected 'Rehabilitation' target areas including initial planting of trees and shrubs.
- Treatment of blackberry thickets where possible, for rehabilitation.

Week 2

- Follow-up previous 'Bushland weeding'.
- Treat more 'Rehabilitation' target areas and further tree planting. Maintenance of previous plantings
- Treatment of blackberry thickets where possible, for rehabilitation.

Week 3

- Follow-up previous 'Bushland weeding'.
- Maintenance of previous 'Rehabilitation' target areas and plantings.
- Maintenance of previous blackberry thicket areas treated.

Week 4

- Follow-up previous 'Bushland weeding'.
- Maintenance of previous 'Rehabilitation' target areas and plantings.
- Maintenance of previous blackberry thicket areas treated.

First year anticipates resources sufficient in subsequent years for follow-up/maintenance of past work first, and gradual expansion into new priority areas, as resources allow. Council and PWS resources are subject to annual budget allocations.

Review in 2026

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:**

20.01.2023	Launceston	– Northern Tasmania Development Corporation, meeting with Craig Perkins to discuss Regional Economic Development Plan which is being reviewed as well as local challenges facing Break O'Day such as housing, labour shortages and population growth.
25.01.2023	St Helens	– Tasmania Police, introductory meeting with the new local Police Inspector, Luke Manhood. General discussion about how Tas Police and Council has worked together and some of the particular challenges that we face.
26.01.2023	St Helens	– Australia Day event at the Portland hall
30.01.2023	St Helens	– Hon Brian Mitchell MP, meeting involving Mayor Tucker where we discussed a range of matters (detailed below)
30.01.2023	Scamander	– Scamander Community Meeting organised by Councillor Carter
01.02.2023	Launceston	– Northern Tasmania Development Corporation Special General Meeting and members event
03.02.2023	Scamander	– Scamander River Erosion, onsite meeting with John Tucker as well as Kym and George Rowlings to look at the situation which is developing, discuss concerns and options.

06.02.2023	St Helens	– Council Workshop
06.02.2023	Binalong Bay and Scamander	– Parks and Wildlife Service, site inspections at Binalong Bay Foreshore to discuss weed management and the Scamander River foreshore areas to discuss maintenance of the northern area west of the Bridge and to examine the southerly movement of the Scamander river and foreshore erosion which is occurring.
08.02.2023	St Helens	– Minister for Local Government Nic Street, meeting including Mayor Tucker. The Minister has a program of visiting every local government area in the State and this was his visit to Break O’Day, great opportunity to discuss the challenges facing this community and Council’s priorities as well as sectoral matters such as the Future of Local Government Review, recent Council elections.
09.02.2023	Bicheno	– Future of Local Government Staff Engagement Session
10.02.2023	Launceston	– PlanBuild, meeting with Ross Smith to discuss the new Portal which has been developed for the lodgement of planning and building applications to Tasmanian Councils. Break O’Day staff have played a key role in the testing and fine tuning of the portal prior to its introduction.
10.02.2023	MS Teams	– Learning and Development Framework, meeting of the Project Governance group to discuss progress to date and to review the future directions for development.
10.02.2023	Launceston	– Northern Region GMs meeting, included discussions about a range of regional waste management matters, NTDC activities, joint procurement opportunity and a number of operational matters

Meetings & Events Not Yet Attended:

The General Manager is on Leave from 10 February returning 27 February

General – The General Manager held regular meetings with Departmental Managers and individual staff when required addressing operational issues and project development. Meetings with community members included Fiona Reynolds, Glen Bromfield and Jason Unwin.

Brief Updates:

Brian Mitchell MP

During the meeting with Brian Mitchell a range of matters were discussed including:

- St Marys Pass replacement – provided an overview of Councils position on the matter and the commitment from the State Government to work with Council to look at options for an alternate route. We made it clear to Brian Mitchell that the Federal Government had a key role to play in this by providing adequate funding to the project. He provided an assurance that he would work to make this happen.

- General Practitioner shortages – we questioned the effect of the announcement made by the Federal Government in relation to a new program to support new GPs into the State system. Pointed out that this didn't help the current situation and that the Federal Government change to Medicare phone consultations has a significant impact on rural communities and that they need to fix this issue. He would lobby to see what could be done.
- Georges Bay Multi-User Track – expressed disappointment at the lack of support we received for this project from the Labor Party at the last election and that Council would be looking to him to secure a commitment of funding into the future.
- Remoteness Classification – made Brian Mitchell aware of the impact of the Federal Government Remoteness Classification on the Break O'Day area and the disadvantage that we are placed under. We are not as remote as the Bicheno and Swansea area even though we are far further from major cities. This impacts grant funding and funding into other areas including Aged Care.

Scamander River Erosion

Following on from the item from Council's NRM Officer regarding success in securing funding to assist with the issues being faced with movement of the Scamander River, the General Manager has been progressing the matter with the State Government. It is vital that we have a strong commitment from the State Government and agencies to work on addressing this matter as there is both public infrastructure and private property under threat from the movement southwards of this river. Movement such as this is quite natural in a changing coastal estuarine situation and something which has been happening for ever.

Through the meetings which have occurred we now have the State Government at both the political and Agency level well aware of the situation and there is a willingness to work closely with Council and the community on the situation. Initially we need to understand the ecological and aboriginal heritage situation of the area before any potential future works can even be considered and the General Manager has initiated this work.

Communications Report – February 2023

TOPIC	ACTIVITY	PROGRESS
GENERAL COMMS	BODC Newsletter	Sent out end of last month. Included stories on: <ul style="list-style-type: none"> • Australia Day Awards • Scamander Flood Mitigation project • Scamander River Project Update • Hooded Plover Wardens • Flood Remediation Works ... and more
Social Media	Community Events	When asked to promote and material is supplied as well as when we see community events – they are shared to our Facebook page including but not limited to: <ul style="list-style-type: none"> • Free 2B Girls • STEM for girls • DAP Sculpture Trail EOI • Visiting Lawyer at Fingal NHH

TOPIC	ACTIVITY	PROGRESS
Social Media cont ..	Government Events and Activities	Govt. Activities promoted including but not limited to: <ul style="list-style-type: none"> • Flathead discovery days • Future of Local Government Review • St Marys and Elephant Pass updates
	Australia Day Award Winners	Posted about our Award winners on FB, which reached 1,749 people and high engagement.
	Promotion of Council Activities	<ul style="list-style-type: none"> • Community Grants • Newsletter • Works projects • Lost dogs etc
Media	Aus.Day Awards	Media release on our award winners sent to media list including the Examiner, ABC, Valley Voice and Coastal Column
	Scamander Coastal Erosion Mitigation Project	Provided Examiner Journalist with some quotes and background on this project.
Marketing	East Coast Promotion	Working with East Coast Tourism in identifying sites and businesses to feature in the new Local Ambassador program, which will be rolled out later this year.
EMAIL DATABASES	Developing	Continuing to grow the EDMs through the new resident survey, Facebook and newsletter promotion as well as engagement activities.
	Pumptrack Working Group (Flagstaff)	<p>The Flagstaff Working Group met Monday 14 November – the group has now received the minutes and further information.</p> <p>The first Meeting for the St Helens Pumptrack group will be on 17 February.</p>
Community Engagement	St Helens Streetscape	Developed Comms plan and information for local businesses
	St Marys Pedestrian Crossing	Developed Comms plan and material for the promotion of feedback for this project.

Actions Approved under Delegation:

NAME/DETAILS	DESCRIPTION OF USE OF DELEGATION	DESCRIPTION	DELEGATION NO / ACT
1-5 Albert Street, Fingal Two (2) Lot Subdivision	Affixing Common Seal	Final Plan of Survey	Number 21 – Miscellaneous Powers and Functions to the General Manager
15 Carey Street, Fingal 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
03.01.2023	337 Certificate	1535 Tower Hill Road, Mangana	6417528
06.01.2023	337 Certificate	1501 Tower Hill Road, Mangana	6417501
06.01.2023	337 Certificate	25 Dunn Street, Mathinna	3305029
10.01.2023	337 Certificate	28 Legge Street, Falmouth	6401139
11.01.2023	337 Certificate	179 St Helens Point Road, Stieglitz	7097810
11.01.2023	337 Certificate	168 Scamander Avenue, Scamander	3508918
11.01.2023	337 Certificate	25463 Tasman Highway, St Helens	2197775
11.01.2023	337 Certificate	2 Kiama Parade, Akaroa	7610784
11.01.2023	337 Certificate	P681 Irish Town Road, St Marys	7854797
12.01.2023	337 Certificate	69 Scamander Avenue, Scamander	7206263
12.01.2023	337 Certificate	6 Doepel Place, St Helens	2254004
12.01.2023	337 Certificate	10-12 George Street, Scamander	1547948
16.01.2023	337 Certificate	4 Lawry Heights, St Helens	6781223
20.01.2023	337 Certificate	9 Bayvista Rise, St Helens	2661785
20.01.2023	337 Certificate	8 Green Bank Drive, Four Mile Creek	3216069
20.01.2023	337 Certificate	267 St Helens Point Road, Akaroa	1667376
23.01.2023	337 Certificate	4B Parnella Drive, Stieglitz	3343412
25.01.2023	337 Certificate	310 Lottah Road, Goulds Country	6805563
25.01.2023	337 Certificate	42 Tully Street, St Helens	9575819

Tenders and Contracts Awarded:

Tender Closing Date	Description of Tender	Awarded to
Monday 5 December 2022	Bulk Waste Transport Service – 030\001\139\	QUBE Ports
Monday 5 December 2022	Design and Construct Bridge 1605 – Kohls Creek, Pyengana – 030\001\140\	Tasmarine Construction
Monday 5 December 2022	Bridge 2293 Replacement – Design & Construct Contract – 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.

ACTION	DISCUSSION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	014\006\001\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Submission to Future of Local Government Review Options Paper (Provided separately)

OFFICER'S RECOMMENDATION:

That the submission in relation to the Options Paper be endorsed.

INTRODUCTION:

The Tasmanian Government has instructed the Local Government Board to undertake a review into the future of Local Government in Tasmania. The end goal is to deliver a local government sector that can meet the challenges and opportunities that Tasmanians will face in the coming decades. The Board released an Options Paper in mid-December seeking feedback which needs to be received by 19 February 2023.

PREVIOUS COUNCIL CONSIDERATION:

Council Meeting 16 January 2023 – discussion only

Prioritising wellbeing and statutory functions – Council services or infrastructure:

- The General Manager stated that the key thing for him is what is “significant” needs to be clear definition around this as it is quite subjective.
- The General Manager stated that the notion of community impact assessment seems logical – whole of life assessments.
- Clr LeFevre stated it would be dangerous to mandate it is another lay of red tape.
- The General Manager stated that the concept is sound but need more clarification.
- Mayor Tucker stated that he would be the same as Clr LeFevre and would be concerned if we don't have the detail.

Review number of Councillors representation and remuneration:

- Clr LeFevre stated that looking through the lens regarding what is good for the Municipality in the future he thinks five (5) Councillors and double remuneration; eg three (3) Councillors \$25,000, Mayor \$55,000 and Deputy Mayor \$35,000 – this could become more viable for younger people to get more involved and take a day off work to represent the communities. Clr Wright stated that she thinks the reduction would reduce the representation across the area.

- Clr Drummond stated that she gets asked questions around the old Ward system – if it was to be reduced to five (5) Councillors we might not get cross representation but if you have a ward system you could. Clr Drummond suggested that maybe remuneration should be paid by the State Government as we are a level of Government so should the burden be on Local Government. She also agreed that there should be better remuneration but is this something the Council can wear.
- Mayor Tucker stated that he supports that no Council should have an even number of Councillors. He thinks that we are all popularly elected and represent the whole of Break O’Day.
- Clr Wright stated that the ward system could limit good people being involved.
- Clr Johnstone stated that she thinks it would be good to continue to have nine (9) Councillors and agrees with Mayor Tucker with who we represent (the whole of Break O’Day).
- Clr Chapple stated that she has a few concerns regarding the number of Councillors as well as reviewing boundaries. If this is being done together we could have less Councillors representing larger areas – the fact they are looking at both is a concern.
- The General Manager stated that we can put some caveats around not reducing numbers if making larger Councils etc, and that we don’t support the ward system as well as no even numbers of Councillors on Council.

Planning Authority – referrals, complex planning applications eg projects of state significance:

- Clr Drummond raised the issue of definitions again, in particular in this section regarding “complex”, “major” etc. The General Manager stated that within the options paper on page 21 it talks about high value, Council projects with a direct interest, etc – this is purely around decision-making. The General Manager suggested that Councillors start thinking about this.
- Clr LeFevre stated that maybe there needs to be scope for having an independent group for significant matters within the Municipal area. Clr Wright stated that she thinks we need to have some degree of input as she would not like to see all decisions being made by an outside source. The General Manager stated that in that context there would be some sort of referral process to get elected members views.
- Clr Johnstone stated that she needs to know more about “complex” – all agreed.

The General Manager advised that he will develop a response to the questions as well as the other key point which is under structural reform and three (3) potential pathways. The General Manager stated that his gut feel is somewhere around the hybrid model in some form. There is a lot to look at as well as drawing off previous submissions as well.

OFFICER’S REPORT:

Executive Summary.

BODC has now developed its second submission to the Future of Local Government Review. In our submission we have addressed specific questions raised by the Board as well as shared our views on other areas of concern.

One of these areas, which we raised concerns about in our last submission to the Board are the population figures that they are using to model their decision making.

BODC asked Demographer Lisa Denny to provide comment on this topic to the Board and her report is referenced in our submission and included in full as an appendix.

Ms Denny found that the population data being used was not fit for purpose and would not ensure effectual decision making. She went on to suggest that we, as well as other areas of LG, should advocate the Board to use more robust figures and population modelling to ensure sound and effectual decision making.

The main points and questions posed to the Board in our submission are as follows:

- BODC supports a hybrid amalgamation model - “A ‘hybrid’ model combining both targeted sharing of services and targeted boundary consolidation. This would involve some boundary changes (though less than under second pathway), and some service consolidation, where there are clear benefits.
- We have called on the Board to include a State Agency review as part of this process in our first submission. Despite Minister for LG Roger Jansch stating that this would occur, we are yet to see these discussions reflected in the Options Paper.
- We would like to see a standard approach to depreciation to ensure Councils can be represented, assessed and compared in an equitable and fair way.
- We would like to see greater coordination of capital works with state agencies to increase efficiencies.
- There are several areas/activities BODC feels we should have input in to but would be best placed with the state to ensure an across municipal boundary approach including; weed management, climate change, waste collection and tourism.
- We would like to have more discussion around the role of LG in economic development in terms of what this looks like for ourselves and our communities.

The main body of the report directly refers to and answers questions posed by the Board in their Options paper and includes two appendices; Lisa Denny’s Population Report and the KPMG Report on Break O’Day and Glamorgan Spring Bay amalgamation study.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017-2027

Achieving the Vision

Leadership/Ownership – Council Role

We will be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.

We will make decisions for the greater good of Break O’Day by being accessible and listening to our community.

Annual Plan 2021-2022

Management Team Objectives – Local Government Reform

Local Government reform – Participate actively in the Future of Local Government Review process with a focus on achieving the best outcome for the Break O'Day area.

LEGISLATION & POLICIES:

Local Government Act 1993.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Very substantial human resources have been required during the process.

VOTING REQUIREMENTS:

Simple Majority.

ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\036\002\
ASSOCIATED REPORTS AND DOCUMENTS	2022 - 2023 Annual Plan

OFFICER'S RECOMMENDATION:

That Council receive the Quarterly Review as at the 31 December 2022 of the Break O' Day Council Annual Plan the 2022 – 2023.

INTRODUCTION:

Council's management team prepared the 2022 - 2023 Annual Plan based on discussions which occurred through Council workshops and the normal budget/planning process. The Annual Plan was prepared to take into account the matters identified during the recent Strategic Plan review process; broader factors which are impacting Council; and reflecting continuity of existing projects and activities where this exists.

The Annual Plan is a requirement of Section 71 of the *Local Government Act 1993* as follows:

An Annual Plan is to –

- (a) be consistent with the strategic plan; and*
- (b) include a statement of the manner in which the Council is to meet the goals and objectives of the strategic plan; and*
- (c) include a summary of the estimates adopted under section 82; and*
- (d) include a summary of the major strategies to be used in relation to the Council's public health goals and objectives.*

PREVIOUS COUNCIL CONSIDERATION:

The Annual Plan was adopted at the 27 June 2022 Council Meeting.

The Update for the first quarter was reviewed by Council at the 21 November 2022 Council Meeting.

OFFICER'S REPORT:

This plan is generally based on the 10 Year Strategic Plan 2017 – 2027 which we reviewed in March 2022 where some new Key Focus Areas were identified.

This Report provides an update on progress with the activities detailed in the 2022-2023 Annual Plan for the first six (6) months of the year. As to be expected there is variability in progress with some items but overall progress for the year remains solid. From an overall perspective we are at 51% completion vs a target of 50%. Looking at individual Key Focus Areas, progress sits at:

GOAL- Community

Communication	63% (Completion of Community Engagement Strategy)
Events & Activities	59% (Front end of year focus due to event schedules)
Volunteering	66% (Completion of Volunteer Strategy)
Community & Council Collaboration	59%
Wellbeing	63% Front end of year focus with the Wellbeing Pilot Project)

GOAL – Economy

Opportunities	53%
Brand	25% (Awaiting finalisation of Township Plans)
Population	25% (Impacted by ABS Data release)
Housing	52%

GOAL - Environment

Appropriate Development	56%
Land & Water Management	46%
Climate Change	38% (Delay in action on regional project impacting)

GOAL - Infrastructure

Community Facilities	43%
Towns	24% (relating to Car Parking Strategies)
Recreational Facilities	55%
Roads & Streets	42%
Waste Management	63% (Some activities have now been completed)

GOAL - Services

Youth	42%
Health & Mental Health	50%
Education, Skills and Training	50%
Access & Inclusion	50%

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

LEGISLATION & POLICIES:

Councils are required each financial year, under Section 71 of the *Local Government Act 1993*, to prepare an Annual Plan.

The Act provides general guidelines for the production of the Annual Plan in that it should:

- Be consistent with the Strategic Plan;
- Include a statement of the manner in which the Council is to meet the goals and objectives of the Strategic Plan;
- Include a summary of the estimates adopted under Section 82; and
- Include a summary of the major strategies to be used in relation to the Council's public health goals and objectives.

A copy of the Annual Plan is provided to the Director of Local Government and the Director of Public Health. A copy is also available at the Council Office for inspection by the public and on Council's website.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

The financial implications of the 2022 - 2023 Annual Plan are detailed in Council's adopted budget.

VOTING REQUIREMENTS:

Simple Majority.



● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment → Indirect Alignment

BREAK O'DAY COUNCIL PLAN

COMMUNITY

Current ...	Start D...	Due D...	Goal	Update
63%	01/07/2020	01/07/2028	Strategy 1.1 Create an informed and involved community by developing channels of communication. : 30% to 100%	
63%	01/07/2022	30/06/2023	→ Key Focus Area 1.1.1 Communication: Improve and develop communication processes that lead to the community feeling more informed and involved. : 100%	Completion of the Community Engagement Strategy took a while but we are now seeing the benefits of a structured and consistent approach to engagement through implementation. Other activities are progressing largely as planned.
100%	01/07/2022	30/06/2023	→ Actions 1.1.1.1 Community Engagement Strategy - Report back to the community on the finalisation of the Community Engagement Strategy.	The Community Engagement Strategy has now been formally adopted by Council. Reporting back to the community on the strategy includes: Update on the website under My Community / Community Engagement, in the August edition of the BODC Newsletter as well as on Social Media.
50%	01/07/2022	30/06/2023	→ Actions 1.1.1.2 Communications - Ensure communication methods are diverse so to reach a broad range of community members.	The Communications Coordinator continues to promote various EDMs to encourage direct communication between resident and Council as well as looking at other ways that we can engage with our community.

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	<p>→ Actions 1.1.1.3 Email Databases - Continue to grow and develop email databases to be used for direct communication with our community</p>	The Communications Coordinator continues to grow EDMs via community engagement, new resident letter/survey, newsletter and Facebook.
50%	01/07/2022	30/06/2023	<p>→ Actions 1.1.1.4 Website - Review website content to ensure it is accessible and easy to understand with a focus on Planning, Building and Economy sections.</p>	<p>Work on the Local Provisions Schedule continues -once this is complete we can review the Planning and Building Pages.</p> <p>The Communications Coordinator and the Economic Development Officer will be reviewing, revising and developing Economic Development information for the website.</p> <p>The Communications Coordinator has also been in discussions with the NRM Facilitator regarding reviewing the Environmental webpages. This will occur early 2023.</p>
63%	01/07/2020	01/07/2028	<p>Strategy 1.2 Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge. : 30 to 100</p>	
61%	01/07/2022	30/06/2023	<p>→ Key Focus Area 1.2.1 Events and Activities: Create a culture of volunteering and support to enable vibrant and sustainable events, activities and community groups. : 100%</p>	The Festival of Wellbeing was a great success with a number of new people volunteering to assist with this successful event. Events are nearly back to pre Covid time and Council staff have assisted the volunteer organisations with the organising of their events as a number of new volunteers have stepped up to assist with the events.
50%	01/07/2022	30/06/2023	<p>→ Actions 1.2.1.1 Environmental Awareness - Encourage and improve the sustainable enjoyment, use and care of the natural environment with communications and support for activities.</p>	<p>A wide range of content, messages and channels are used by the Communications Coordinator to inform and encourage the community to enjoy the environment, participate activities caring for it and share responsibility for sustaining natural resources. As well as delivering Council content directly we collaborate with others such as the Park and Wildlife Service, Department of Natural Resources and Environment and NRM North to help deliver their communication campaigns.</p> <p>This has included:</p> <ul style="list-style-type: none"> • Weed of the month - Social Media and the Newsletter • Weed management in general - Fonzie the weed (serrated tussock) sniffing dog • Promotion of the Irapuna Community Weekend of beach walks and clean-up • Single Use Plastics at events held on Council owned land - Info sheet • Plastic free July social media campaign • Reduce Reuse Recycle campaign over the 2022-2023 summer holidays • Articles in the newsletter and rates newsletter on waste • Articles in the newsletter on shore birds and being safe around masked lapwings, and helping them in nesting season • Developing shorebirds communications plans with Park and Wildlife Service and NRM North • Biosecurity alerts on beekeeping regulations and keeping our livestock industries safe from animal disease risks

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	→ Actions 1.2.1.2 Community Event Support - Assist the community with event delivery by providing support and assistance with planning, approvals processes, COVID-19 compliance and arrangements for Council assistance and resources.	Council staff have seen an increase in the number of events that our community groups are hosting for this period. Staff have been working with the organisers to ensure that they complete all necessary paperwork and have all appropriate insurances in place.
50%	01/07/2022	30/06/2023	→ Actions 1.2.1.3 Event Attraction - Actively promote the Break O'Day Municipality as an event destination and work with event organisers and organisations to develop and attract new events to the area.	After 10+ years of touring the world, Luca Brasi who are a locally formed rock band with a huge following and all members being local St Helens and Scamander guys, will play in the Portland Memorial Hall on Saturday 14th January 2023. When Luca Brasi came to Council for assistance and support, they mentioned they were referred to Council by the organisers of A Festival Called George because of their positive experience with Council Officer support. Council officers provided guidance to the organisers of the initial Festival Called George event including guidance in relation to infrastructure and approval processes. The Festival was held on 15 October 2022 at the car park in the centre of St Helens and was an outstanding success with over 500 people attending. World Supemodel event is now rescheduled for Sunday 8 April 2023
90%	01/07/2022	31/10/2022	→ Actions 1.2.1.4 Sustainable Events - Promote and support best practice sustainable events and implementation of the Soft Plastics policy on Council land.	Council staff have worked closely with event holders to ensure that they understand Council's new policy around single use plastics - one question that was raised was around the use of recyclable water bottles. A request to change the policy to include this was taken to the December, 2022 Council meeting and the amendment was adopted by Council.
80%	01/07/2022	30/06/2023	→ Actions 1.2.1.5 Festival of Wellbeing - Support the development and delivery of the Festival of Wellbeing, designed with our community to meet shared aims.	Festival of Wellbeing In 2022 the Festival of Wellbeing was held in St Helens on 5 October just before the start of Mental Health Week. 60 contributors and more than 450 people attended throughout the day. Feedback has been positive. There was also a large number of health and mental health service providers there to help connect with our community and let people know where and how they can find support when they need it. The Event was organised by Break O'Day Council with support from community volunteers and participants in the Break O'Day Community Wellbeing Project. Funding for the Festival was provided by the Mental Health Council of Tasmania, the Australian Government's National Recovery and Resilience Agency and the Tasmanian Community Fund.

Current ...	Start D...	Due D...	Goal	Update																		
47%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 1.2.1.6 Mountain Bike Events - Work with local community and interested organisations to develop a sustainable Mountain Bike event for the St Helens Network. 	<p>Dragon Trail MTB is scheduled for 16-18 March 2023 and is shaping up to be bigger and better with International borders open. Event planning is on track and entries are tracking well.</p> <table border="1"> <thead> <tr> <th>State</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>ACT</td> <td>4.3%</td> </tr> <tr> <td>NSW</td> <td>8.0%</td> </tr> <tr> <td>Overseas</td> <td>8.6%</td> </tr> <tr> <td>VIC</td> <td>13.0%</td> </tr> <tr> <td>QLD</td> <td>13.6%</td> </tr> <tr> <td>SA</td> <td>0.6%</td> </tr> <tr> <td>TAS</td> <td>43.8%</td> </tr> <tr> <td>WA</td> <td>6.8%</td> </tr> </tbody> </table>	State	%	ACT	4.3%	NSW	8.0%	Overseas	8.6%	VIC	13.0%	QLD	13.6%	SA	0.6%	TAS	43.8%	WA	6.8%
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SA	0.6%																					
TAS	43.8%																					
WA	6.8%																					
66%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Key Focus Area 1.2.2 Volunteering - Build community sustainability and inclusion through a culture of volunteering and support within our community. : 100% 	<p>Since the launch of the Volunteer Strategy, a few new community members have contacted us about wanting to volunteer. We have been able to advise of what community groups were seeking volunteers and given them the opportunity to contact them direct.</p>																		
100%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 1.2.2.1 Volunteer Strategy - Develop and adopt a Volunteer Strategy developed through a co-design process with the community. 	<p>Council staff have worked with community members and Volunteering Tasmania to develop a Volunteer Strategy and supporting documents to assist community groups in retaining and attracting new volunteers. The Strategy was launched on the 27th September, 2022 after being endorsed by Council.</p>																		
67%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 1.2.2.2 Strategy Implementation - Implement and promote the Volunteer Strategy for Break O'Day. 	<p>Volunteer Strategy has been forwarded to community groups who have registered their contact details with us. Council staff have received a few enquiries about how to join volunteer groups and the information has either been forwarded on to the relevant group or the group's information provided to the person wishing to connect with a group to volunteer.</p>																		
45%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 1.2.2.3 Opportunity Promotion - Promote volunteering opportunities and the stories of volunteers. 	<p>Council has commenced showcasing volunteer groups through Council's newsletter and social media - the Hospital Auxiliary tip shops volunteers were showcased in Council's 12 Days of a Waste Free Christmas break - Re-gift, Reuse and re-purpose.</p>																		

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 1.2.2.4 Emergency Management Volunteers - Work with agencies to undertake training with people who have responded to Council's call out for volunteers with regard to emergency situations. 	No further action at this stage - have a number of volunteers trained up - have not had the opportunity to test their skills.
59%	01/07/2020	01/07/2028	<p>Strategy 1.3 Foster and support leadership within the community to share the responsibility for securing the future we desire. : 30 to 100</p>	
59%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Key Focus Area 1.3.1 Community and Council Collaboration: Work within a community engagement framework which defines the relationship between the community and Council in decision making and project delivery. : 100% 	Work is progressing as planned with all of these activities. The initial batch of Township Plans were developed and discussed with the new Council which has resulted in a slight delay in progress with some tweaks made.
100%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 1.3.1.1 Implement Community Engagement Strategy - Ensure the Community Engagement Strategy is accessible to the public and processes understood. 	<p>The Community Engagement Strategy has now been formally adopted by Council and this has been communicated to the community as well as where to access the relevant documents.</p> <p>The Strategy, as well as the Community Engagement Promise - a simple Plain English Engagement Promise can be found on our website.</p> <p>When we host drop-in sessions we will have copies of the Engagement Promise available.</p> <p>An internal procedure has also been developed and adopted to ensure the strategy is embedded in Council's Consultation processes.</p>
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 1.3.1.2 Customer Feedback - Develop and promote methods for easy customer feedback and contact with Council. 	<p>In addition to the development of a Customer Service post card that is used predominantly by the Works Staff, we have also developed a Customer Service webpage. A QR code on the post card links to this page which contains information on all the ways you can 'talk' to Council.</p> <p>Focus is now on ensuring staff are using the cards as well as educating the community about the Customer Service page on the website.</p> <p>In addition to this, the Community Engagement Framework provides tools including templates to help staff ensure they are communicating in accordance with the Strategy as well as ensuring the community has access to the tools and information they need to have their voice heard on particular Council projects.</p>

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	→ Actions 1.3.1.3 Local Township Plans - Complete the development of new Local Township Plans in consultation with the communities.	Draft Township Plans are currently being approved by Council prior to seeking community feedback on the document. The draft document has undertaken a number of changes to incorporate Council and Councillors feedback.
45%	01/07/2022	30/04/2023	→ Actions 1.3.1.4 Arts & Cultural Strategy - Work with the community to review the Strategy and reflect changes in an update of the document.	Council called for people interested in reviewing the current Art & Cultural Strategy to put their names forward so that a review could commence in 2023. Three members of the public have put their names forward.
50%	01/07/2022	30/04/2023	→ Actions 1.3.1.5 Hub 4 Health Building - Develop the use of The Hub 4 Health building through a co-design process with the community.	Council staff have lodged an expression of interest to secure \$20,000 grant funding to continue the work through the Lift Local Grant fund. The funding application is based on the proposal to co-design the strategic direction of Hub 4 Health with our community to ensure it meets local community needs, and nurtures a network of local and visiting service providers and health and wellbeing advocates
63%	01/07/2020	01/07/2028	Strategy 1.4 Foster a range of community facilities and programs which strengthen the capacity, wellbeing and cultural identity of our community. : 30 to 100	
63%	01/07/2022	30/06/2023	→ Key Focus Area 1.4.1 Wellbeing - Support and enhance community wellbeing through shared understandings, and opportunities for people to get involved, connect, build on strengths, and feel a sense of belonging in Break O'Day.	The major part of activity in this Key Focus Area is the delivery of the Wellbeing Certificate which was completed in the last quarter and was a great success. Supporting the rollout and delivery of community led activities is an important part of ongoing actions
75%	01/07/2022	30/06/2023	→ Actions 1.4.1.1 Wellbeing Pilot Project - Support the implementation of the Break O'Day Community Wellbeing Pilot Project and related project activities.	<p>The Wellbeing Project continues to gain momentum.</p> <p>Certificate in Creating Wellbeing</p> <p>This year's group of participants in the Certificate in Creating Wellbeing have been awarded their Certificate from The Wellbeing Lab for their generous and heartfelt work creating wellbeing for themselves and our community. And are in varied stages of developing or implementing their community impact projects.</p> <p>Projects include a wellbeing tree asking people to share things they are grateful for; a playful card deck to prompt people to get out and about in our community and exercise their wellbeing muscles; a women's surfing group, a local wellness directory for St Marys and Fingal and more.</p> <p>A showcase on Saturday 22 October was a fabulous and fun way for everyone to share progress they have made with their community projects so far and support each other with feedback and ideas.</p> <p>As a group, they have enjoyed a shared learning journey and invested time to think about, and practice, what works well for them to create more wellbeing and how they can share that with others.</p> <p>In 2022 the training team included two lead trainers from Hobart involved in last year's training and Council's Mental Health and Wellbeing Coordinator and a local resident from Cornwall who was a participant in 2021.</p>

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	<p>→ Actions 1.4.1.2 Wellbeing Actions - Partner with the community to identify, design and deliver wellbeing actions and activities.</p>	<p>Community led projects continue to be developed and implemented. Hard copies of a Wellness Directory for St Marys and Fingal are now available. The Women's Surfing Group have enjoyed a coaching day together to improve their surf skills. Projects from 2021 continue to become established.</p> <ul style="list-style-type: none"> • The Festival of Wellbeing has become a valued and anticipated annual event. • Review and reprint of the Rose, Thorn, Banana card deck. • Mindfulness training for the We Empower Little Lives program at the Child and Family Learning Centre.

ECONOMY

Current ...	Start D...	Due D...	Goal	Update
53%	01/07/2020	01/07/2028	Strategy 2.1 Develop and highlight opportunities which exist and can be realised in a manner that respects the natural environment and lifestyle of the Break O'Day area. : 30 to 100	
54%	01/07/2022	30/06/2023	↳ Key Focus Area 2.1.1 Opportunities - Identify and realise opportunities that develop and support the Break O'Day economy in a sustainable manner. : 100%	There are a large number of activities in this area and most of them are progressing as planned. There has been some prioritised at a higher level from a resource perspective due to the nature of the work involved.
100%	01/07/2022	30/06/2023	↳ Actions 2.1.1.1 Prospectus - Update the Prospectus with latest Census data and promote.	The Break O'Day Prospectus has been updated with the latest information from the 2021 Census as well as recent REIT information. The Revised document has been uploaded to the website as a link and a flip book. Digital copies of the document have also been sent to the OCG, NTDC, RDA and the BEC.
40%	01/07/2022	30/04/2023	↳ Actions 2.1.1.2 Economic and Tourism Strategies - Undertake a review of the existing Break O'Day Economic Development Strategy and Tourism Strategy for Council consideration.	The draft review of Economic Development has progressed. Will be brought to March Workshop for discussion and recommendation. A review of tourism strategy will begin, to be brought the April Workshop for discussion
30%	01/07/2022	30/06/2023	↳ Actions 2.1.1.3 Business Opportunities - Research and examine opportunities that could create jobs in Break O'Day (BOD).	Continued investigation relating to the opportunities in areas of ageing population, tourism and industrial land provision
100%	01/07/2022	01/10/2022	↳ Actions 2.1.1.4 Review website information on the Break O'Day Council website and establish a 'Business Development' page.	Content complete - currently inputting in website.

Current ...	Start D...	Due D...	Goal	Update
100%	01/07/2022	01/09/2022	→ Actions 2.1.1.5 Understanding Local Business - promote a regular business survey that allows Council to understand the needs of businesses and local economic trends.	Business Survey has been disseminated to local businesses. Results report is expected at the start of September.
50%	01/07/2022	30/06/2023	→ Actions 2.1.1.6 Economic Development Assistance - Provide support for new and existing businesses wishing to establish or expand activities.	Continued support relating to planning services, funding resources and business development programs for businesses (new and existing). Support also provided to government-funded organisations offering business development services within the region, including Break O'Day Enterprise Centre, Van Diemen Project and Future Isles
10%	01/07/2022	30/06/2023	→ Actions 2.1.1.7 Circular Economy - Examine opportunities to participate in projects focused on developing the Circular Economy at the regional and local level.	Activity at the regional level is being monitored. Development of the Waste Management Strategy for the State has taken the attention away from individual projects for a period
50%	01/07/2022	30/06/2023	→ Actions 2.1.1.8 Employment Barriers - Support the activities of Break O'Day Employment Connect (BODEC) Regional Jobs Hub Board which focusses on facilitating employment outcomes and addressing the barriers to employment.	<p>Support for the Break O'Day Employment Connect (BODEC) project is being provided through the General Manager and Human Resource Coordinator participating on the BODEC Board. Service delivery within the BODEC area is well established and highlights in the first quarter included delivery of the Jobs Fair at the Bendigo Community Stadium.</p> <p>During the last quarter the expansion into the Dorset area has been a key focus with a consultancy complete with the development of a clear understanding of the Dorset Labour market and local needs. Official launch of the project occurred at Scottsdale on 28 November and recruitment for two local employees is underway.</p> <p>Expansion into the Bicheno/Coles Bay area has become well established and BODEC have identified a local need in the Coles Bay/Swanwick areas for addressing the limited access to childcare for supporting parents to re-engage with the local workforce. BODEC have also been promoting the Area Connect service within the Break O'Day and Glamorgan Spring Bay areas, with employment outcomes already achieved in partnership.</p>
50%	01/07/2022	31/03/2023	→ Actions 2.1.1.9 Industrial Land Use Study - Complete Industrial Land Use Strategy which identifies Demand, Needs, Limitations and Opportunities for Industrial Expansion for Break O'Day Council.	Industrial Land Use Strategy Consultation Phase has now been completed and drafting of the scoping study is underway. Presentation of the study will be provided at a Future Council meeting.

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 2.1.1.10 Marketing - Work with Tourism Agencies and the Break O'Day Chamber of Commerce & Tourism to ensure that Break O'Day is represented in interstate and international marketing campaigns. 	<p>Conversations have been had with the new CEO of East Coast Tourism Tasmania who is committed to assisting us with ensuring our area is represented in Tourism Tasmania Promotions, in particular the Winter Marketing campaigns.</p> <p>In the lead up to the summer holidays the St Helens MTB Newsletter was sent out and was all about playing and staying in the area over summer. This was also made into a Blog that has been uploaded to the St Helens MTB website.</p> <p>Communications Coordinator has met with East Coast Tourism and will develop a 2023 winter marketing campaign with them for St Helens and Surrounds.</p> <p>The Communications Coordinator presented to the Chamber of Commerce information on population as well as the MTB brand.</p>
0%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 2.1.1.11 Visitor Information Provision - Work with East Coast Tasmania Tourism (ECTT) to Strategically review the provision of visitor information services in Break O'Day. 	<p>Situation with this review is raised at all regular meetings with the East Coast Tasmania Tourism (ECTT) CEO and Chairperson. The change in CEO in October has meant the push for this is on hold until the new CEO gets established. There is a further project occurring at the State Government level relating to visitor servicing which could shape this local review process.</p>
50%	01/07/2022	28/02/2023	<ul style="list-style-type: none"> → Actions 2.1.1.12 Bay of Fires Master Plan - Support and participate in the process to develop a Master Plan for the Bay of Fires area. 	<p>Council staff have been in discussions with PWS to seek additional funding to undertake this project as all expression of interests received were above the funding that had been set aside from both PWS and Council. The project is currently on hold and all consultants that lodged and expression of interest have been contacted and have expressed an interest to still be part of the project.</p>
0%	01/07/2020	01/07/2028	<p>Strategy 2.2 Provision of relevant training and skills development programs to create a workforce for the future that meets the changing needs of business.. : 30 to 100</p>	
24%	01/07/2020	01/07/2028	<p>Strategy 2.3 Create a positive brand which draws on the attractiveness of the area and lifestyle to entice people and businesses to live and work in Break O'Day. : 30 to 100</p>	
75%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Key Focus Area 2.3.1 Brand - Understand and communicate the unique characteristics and differences of our communities and the Break O'Day area to foster a sense of pride and authenticity. : 100% 	<p>Activity in this area is linked to the previously mentioned Township Plan process which will impact on progress. This will accelerate in the second half of the year as Township Plans are finalised.</p>

Current ...	Start D...	Due D...	Goal	Update
15%	01/10/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 2.3.1.1 Township Brand - Engage with Township communities in order to understand the uniqueness of their communities and develop a brand identity. 	<p>When surveying Townships for the development of Township plans, questions were also asked that gave us insight into each community.</p> <p>This information was used to develop a vision and legacy statement for each Township. This will be included in the Township Reports.</p> <p>Once reports are released back to the community we will be bale to test these statements with them.</p>
34%	01/04/2023	30/06/2023	<ul style="list-style-type: none"> → Actions 2.3.1.2 Communications - Communicate individual township identities to Tourism bodies and other stakeholders. 	Township Plans are still being finalised. Once they are finalised and endorsed by Council they will be shared with East Coast Tourism with particular emphasise on the Community Legacy and Vision pieces.
38%	01/07/2020	01/07/2028	Strategy 2.4 Support and encourage innovation and growth in the economy through local leadership; infrastructure provision; support services and customer focused service delivery. : 30 to 100	
25%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Key Focus Area 2.4.1 Population - Monitor changes in an ageing population in order to understand and address challenges and opportunities this creates. : 100% 	Information flow in relation to ABS Population data was slower than expected which delayed the information from Dr Lisa Denny.
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 2.4.1.1 Population Analysis - Undertake a review of the Break O'Day Population Analysis to reflect the outcomes from the 2021 Census. 	Updated initial population information received from Dr Lisa Denny. Delays with the release of data sets which are used within the Table Builder which Dr Denny uses has pushed out the more detailed report. Dr Denny has scheduled work to occur in the next few months in amongst her other projects. It is apparent that there has been a very substantial increase in population which was outlined to Councillors at the August Council meeting.
0%	01/10/2022	31/03/2023	<ul style="list-style-type: none"> → Actions 2.4.1.2 Population Strategy - Develop Strategy to address BODC's Ageing Population. 	This is a future activity reliant on the analysis undertaken by Dr Lisa Denny.
42%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Key Focus Area 2.4.2 Housing - Develop an understanding of housing needs; advocate for and facilitate the construction of a range of housing solutions. : 100% 	Good progress is being made in this very significant area of activity. Many of the activities in this area take longer to achieve particularly where the State Government is involved and also where the work is of a strategic nature.

Current ...	Start D...	Due D...	Goal	Update
10%	01/07/2022	30/06/2023	→ Actions 2.4.2.1 Housing Strategy - Develop a strategy that examines what the housing opportunities and challenges are in Break O'Day.	Limited action in this space, participation in the State Housing Strategy and advocacy for a Housing Needs Assessment for the area has been a focus.
50%	01/07/2022	31/12/2022	→ Actions 2.4.2.2 Housing Needs Assessment - advocate for the Tasmanian Government to complete a housing needs assessment for the East Coast.	A request for the completion of a Housing Needs assessment is going to be included in the Council's submission to the 2023-24 State Budget. Local needs and the need for a strategic approach have also been raised during consultations being undertaken for the State Housing Strategy.
50%	01/07/2022	30/06/2023	→ Actions 2.4.2.3 State Housing Strategy - Participate in the development of the Tasmanian Government's Housing Strategy.	No update as of Jan 2022 due to no consultation paper being released. Expected arrival Feb-March 2023.
75%	01/07/2022	30/06/2023	→ Actions 2.4.2.4 Aged Housing - Pursue investment in construction of Independent Living Units in the area.	Draft Fingal proposal brought to Feb workshop for Council consideration. Continued discussions with Centacare Evolve Housing including site visit (Nov, 2022). Awaiting further development of Annie Street, St Helen's site before progression of ILU development.
75%	01/07/2022	30/06/2023	→ Actions 2.4.2.5 Council Investment - Examine opportunities for greater Council involvement in the provision of housing.	Opportunities for greater Council involvement in the provision of housing were brought to Council in September 2022 workshop. Progress has been made in the use of Council owned land for ILU's (in Fingal and St Helens).
50%	01/07/2022	31/12/2022	→ Actions 2.4.2.6 Public and Emergency Housing - Lobby and work with the State Government and housing providers to build new affordable housing and emergency housing.	Council requested that the State Government investigate the feasibility of converting the old St Helens hospital into emergency housing. The State Government undertook an initial investigation and determined that it would not be suitable for this form of housing. Council is progressing discussions around opportunities for public and emergency housing with CentaCare Evolve and the Department of Communities Tasmania. There is a focus on a project in Fingal relating to affordable housing.

ENVIRONMENT

Current ...	Start D...	Due D...	Goal	Update
56%	01/07/2020	01/07/2028	Strategy 3.1 Ensure the necessary regulations and information is in place to enable appropriate use and address inappropriate actions. : 30 to 100	
56%	01/07/2022	30/06/2023	↳ Key Focus Area 3.1.1 Appropriate Development: Encourage sensible and sustainable development through sound land use planning, building and design. : 100%	There are a number of very resource intensive activities in this area, in particular the Local Provisions Schedule relating to the Tasmanian Planning Scheme. To date the review of land use plans has now been completed and presented to Council. The flood modelling program and collaboration is pending allocation of SES resources to progress project. Overall progress in generally on track.
30%	01/07/2022	30/06/2023	↳ Actions 3.1.1.1 Flood Prone Area Procedures - Incorporate flood risk mapping in land use development strategy, controls and associated procedures to ensure flood-prone hazard areas are developed and used appropriately.	Council staff remain in consultation with State Emergency Service who are currently implementing a statewide approach. Council has requested their assistance to take our mapping data and develop into their format which can be then made accessible by the public.
50%	01/07/2022	30/06/2023	↳ Actions 3.1.1.2 Regional Land Use Strategy - Actively participate in and support the review of the Northern Tasmania Regional Land Use Strategy.	The State Planning Office has recently released for comment a discussion paper on the Regional Planning Framework. Comments are required by 28 February 2023. Review is underway and a draft prepared for GM consideration. The State Planning Office has recently released for comment a discussion paper on the Regional Planning Framework. Comments are required by 28 February 2023. Various activities and projects are ongoing by the RLUS group including: 1. State Planning Polices - now drafted and comments provided to Planning Policy Unit in accordance with Council report. 2. Engagement in Demand & Supply project for Launceston and Surrounds 3. Regional Planning Coordinator now appointed?
50%	01/07/2022	30/06/2023	↳ Actions 3.1.1.3 Tasmanian Planning Scheme - Progress the Approval of the Local Provisions Schedule in accordance with requirements of the Tasmanian Planning Commission.	Samual McCrossen (TPC) advised that they have received our submission of 23/12/2022 and he predicts it may be several months (advice 18/01/2023) before a decision is made in relation to further information presented to the delegates at the Hearing by representors.

Current ...	Start D...	Due D...	Goal	Update
100%	01/07/2022	30/04/2023	<p>→ Actions 3.1.1.4 Strategic Land Use Review - Undertake a review of strategic land use documents with a focus on population, township expansion, rural living and industrial land availability.</p>	Report Completed by Consultants Kinetica and presented at Councils January 2023 Workshop. Recommended actions will now be considered by Development Services and included into operational workplans
50%	01/07/2022	30/06/2023	<p>→ Actions 3.1.1.5 State Planning Policy - Participate in review of State Planning Policy by providing comments associated with the review of Regional Land Use Strategy (RLUS), State Planning Provisions and State Planning Policies.</p>	<p>Tasmanian Planning Policy - The Tasmanian Planning Policies refer to a suite of policies that are expected to provide high-level direction to guide Tasmania's land use planning system. The state government has developed the Draft Tasmanian Planning Policies and the Break O'Day Council has prepared and submitted to the State Planning Office, a submission on the same. State Planning Office are looking at workshopping the TPPs with the Regional Planning Group in the near future. The TPPs are expected to be finalised for the formal statutory review by the TPC and their making toward the end of 2023.</p> <p>State Planning Provision - Whilst the SPPs are not yet fully in effect across all of Tasmania, the government is required to commence the review period. The SPPs establish a single set of planning rules for local government across Tasmania and whilst the BODC is not yet operating under the Tasmanian Planning Scheme, we have provided a submission on the review of the SPPs and will continue to participate in this process. The SPO will move to the next stage of the SPPs Review with the release of a Consultation Report and the progression of first round amendments to the SPPs and project to undertake further analysis.</p>
0%	01/07/2020	01/07/2028	<p>Strategy 3.2 Increase the community's awareness of the natural environment, the pressures it faces and actions we can take to sustain it and what it provides. : 30 to 100</p>	
46%	01/07/2020	01/07/2028	<p>Strategy 3.3 Undertake and support activities which restore, protect and access the natural environment which enables us to care for, celebrate and enjoy it. : 30 to 100</p>	
46%	01/07/2022	30/06/2023	<p>→ Key Focus Area 3.3.1 Land and Water Management - Develop and implement strategies and activities that prevent land degradation and improve water quality within our rivers, estuaries and coastal areas. : 100%</p>	A very substantial area of activity where there has been a good solid start to the year. The Lower George Flood Risks project continues to experience delays due to the complexity of the project and involvement of external stakeholders.

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	→ Actions 3.3.1.1 Land and Water Management Activities - Secure financial and human resources for projects to repair land, water and coastal resources and safeguard their health and productivity.	A commemorative tree planting for the Break O'Day Communities Queen's Jubilee Trees project was attended by about 50 people in December. The Queen's Jubilee Trees grant will provide trees for six more townships in 2023. A bid for \$165,000 of grant funding project to address coast hazard and flooding issues at the Scamander River mouth has been successful. Programs and offers of support and funding are being monitored for potential opportunities for land and water managers in Break O'Day, such as the Soil Monitoring Incentives Program for the National Soil Information System, Weeds Action Fund and Drought Resilience Farming Practices.
50%	01/07/2022	30/06/2023	→ Actions 3.3.1.2 Weed Management - Implement Weed Action Plan priorities to control weeds on Council land and roadsides; coordinating with other land managers; providing biosecurity advice, education, communication and compliance services and support.	Weeds have been controlled on Council's roads, waste transfer stations, quarries and other properties, such as Pyengana and Weldborough WTS, Spanish heath on the roads to Ansons Bay, blackberry and Spanish heath in St Helens and environmental weeds on Binalong Bay foreshore reserve. Landholders have been engaged in their obligations for the control of boxthorn, broom, gorse, Patersons curse, pampas grass, capeweed and Spanish heath and received advice and support to control them. Council's monthly Newsletter (for example a Christmas weed quiz), social media and service requests have been used to provide biosecurity and weed information to the community.
20%	01/01/2023	30/06/2023	→ Actions 3.3.1.3 Weed Action Plan - Implement the serrated tussock control project and update and review weed priorities and strategies for Break O'Day and the community.	A serrated tussock removal and survey using a detection dog at Break O'Day's two infestation sites in spring removed 2000 plants, and the delineation surveys confirmed 60ha as not infested, cleared 7ha of the weed and mapped less than a hectre as uncontrolled. Follow-up control and dog searches are planned for 2023.
50%	01/07/2022	30/06/2023	→ Actions 3.3.1.4 Cat Management - Implement local priorities with community and regional partners to achieve Responsible Cat Ownership outcomes using the Northern Tasmania Regional Cat Management Strategy.	A subsidy offered in partnership with the local vet has helped 12 Break O'Day cats and their owners meet their obligations for all cats to be microchipped and desexed - a third were semi-owned or stray cats, taken in and now owned as pets with a home. The subsidy offer has been used to promote 'responsible cat management' in the community. Plans for a pilot trapping project with the RSPCA for managing stray/roaming cat colonies were developed further but due to welfare concerns implementation will now be deferred to 2023. Council continues to be an active collaborator in the Northern Regional Cat Management working group.

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	→ Actions 3.3.1.5 Dog Management - Apply Dog Management Policy collaboratively with the community and Parks & Wildlife Service and prepare for policy review in 2023/2024.	NRM North sponsored a Parks and Wildlife Service Discovery Ranger in Break O'Day during January with a focus on the hooded plover. Council produced new statutory dog management signs implementing its Policy authorisations and they have been installed jointly by Council and Parks and Wildlife Service (PWS) staff on coastal reserves. Council's new Animal Control officer has managed to include significant beach patrols over the summer period. A shorebird working group involving PWS, Council and NRM North North East Bioregional Network prepared for and has been active over the shorebird breeding season, including North East Bioregional Network producing and erected breeding-season information signs at beach access points and organising a school education program, using Council Community Grant funding.
50%	01/07/2022	30/06/2023	→ Actions 3.3.1.6 Catchment and River Management - Identify catchment, water quality & riparian issues & management problems including for Georges Bay & facilitate projects to improve water management, rivercare, landholder involvement & protect priority waterways & resources.	Landholders have been provided with advice and support on river management problems on the Ranson River and St Marys Rivulet. A treated sewage spill (overflow) into the St Marys Rivulet was investigated to support concerned community members. Implementation of the Tasmanian Rural Water Use Strategy, future Georges Bay priorities and other catchment and river management issues are being followed at a local and state level to identify opportunities to improve water management, rivercare, landholder involvement and protect priority waterways & resources.
25%	01/07/2022	31/12/2022	→ Actions 3.3.1.7 Lower George Flood Risks - Complete Impact Assessment Project with community to identify consequences and management options for likely changes in river course over the floodplain.	The report for this project investigating likely river-breakout scenarios across the floodplain is still to be applied to assess possible consequences of the likely scenarios with those affected and the wider community and then the risk management implications and options. The report identified a new river channel is most likely to form in the existing secondary channel and cross Binalong Bay Road at the causeway. Implementation of final stage of the project, with engagement of a services consultant, continues to be delayed.
65%	01/07/2022	31/12/2022	→ Actions 3.3.1.8 St Marys Flood Risk Management Plan - Work with SES on a Community Protection Flood Guide and Response Plan to implement Response and Preparedness priorities.	19 community members have been registered to receive flood alerts from the St Marys Flood Warning System. A new St Marys Community Flood Response Plan remains to be finalised by the State Emergency Service (SES) but was tested and refined at an inter-agency scenario workshop run by the SES <i>Storm and Flood Ready</i> program with input from Council's Emergency Management and natural hazards risk management staff. Local rollout of the final Community Flood Response Plan will be supported by Council and integrate with its preparedness and response priorities in its Flood Risk Management Plan.

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> ↳ Actions 3.3.1.9 Natural Resource Management Committee - Objectives and priorities of the Environment and NRM Strategy achieved through oversight of the Break O'Day Council NRM Committee and five year Action Plan. 	The NRM Committee met in December to review Council's Conservation Covenant Policy and the new regional NRM Strategy. In September it reviewed 2022/23 priorities for Land and Water, Appropriate development and Climate Change from its five year NRM Action Plan which had been referred to Council's Annual Plan and considered a range of other issues addressing NRM Action Plan priorities.
38%	01/07/2020	01/07/2028	<p>Strategy 3.4 Recognise and alleviate the issues and risks to the environment from our use and the risk to us from a changing environment (for example flood and fire). : 30 to 100</p>	
38%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> ↳ Key Focus Area 3.4.1 Climate Change - Understand, address and evaluate the challenges of climate change in Break O'Day and develop and implement mitigation strategies. : 100% 	This new area of Focus is progressing largely as planned with the northern region project involving a partnership between Councils being a vital element in how we address Climate Change through an Action Plan.
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> ↳ Actions 3.4.1.1 Climate Change Action Plan - Collaborate in the Northern Councils Climate Change Action partnership to develop & implement local priorities & opportunities for climate change mitigation & adaptation action to implement within Council & to support in the community. 	<p>Following workshops with staff from across Councils various roles and functions a program of Climate Actions for 2023 has been drafted. It addresses Council's priorities with governance, legal liability and risk, asset management, natural hazards planning, emergency management, Council emissions, and community support with Climate Change information, wellbeing and emissions reduction opportunities. This Climate Action program by Council will be supported by the Regional Climate Change Action Program and its coordinator.</p> <p>Council along with all northern regional councils committed to a three year partnership for the Northern Regional Councils Climate Change.</p>

Current ...	Start D...	Due D...	Goal	Update
25%	01/07/2022	30/06/2023	→ Actions 3.4.1.2 Council Emissions - Develop a simple Green House Gas (GHG) emissions accounting tool with Northern Councils Climate Change Action Program support and begin monitoring Council's emissions to identify opportunities for Climate Change mitigation.	Council has received an emissions accounting tool through the Northern Regional Councils Climate Change Action partnership and is gathering electricity and fuels consumption data.
25%	01/07/2022	30/06/2023	→ Actions 3.4.1.3 Activating Break O'Day - Communicate with the community, industry and governments and within Council to raise awareness of Climate Change challenges facing everyone and the strategies, cooperation needed and shared risks.	Initial focus has been within Council and raising awareness of the Climate Change challenges it faces across its various roles and functions. This has led to development of a Climate Action program for Council in 2023, which includes actions for Council to support the wider community and sectors with their Climate Change challenges.
50%	01/07/2022	30/06/2023	→ Actions 3.4.1.4 Responding to Climate Change - Secure financial and human resources for mitigation and adaptation projects locally and regionally to support the Northern Councils Climate Change Action partnership.	<p>A coastal hazards and flood risk management project for Scamander River mouth has been successful in winning \$165,000 of grant from the Australian Government's <i>Coastal and Estuarine Risk Mitigation Program</i>. The project will run for two years once funding is secured through the State Emergency Service.</p> <p>Council has committed resources, with the other northern councils, to the <i>Northern Regional Councils Climate Change Action</i> partnership for three years and its staff committed themselves to planning a local Climate Action program they will implement. That program includes specifying projects that would require sources of external and longer term resources, ready for funding opportunities to be taken up.</p>

INFRASTRUCTURE

Current ...	Start D...	Due D...	Goal	Update
43%	01/07/2020	01/07/2028	Strategy 4.1 Be proactive infrastructure managers by anticipating and responding to the growing and changing needs of the community and the area. : 30 to 100	
48%	01/07/2022	30/06/2023	→ Key Focus Area 4.1.1 Community Facilities: Provide community facilities that encourage participation and supports the lifestyle of residents and growing visitor numbers. : 100%	The development of a Marine Facilities Strategy is progressing well following the extensive community engagement process and will be completed for consideration by Council at the March workshop. Work in relation to the St Helens Sports Complex Master Plan will be ongoing through coming months. Overall, progress is largely in line with expectations.
45%	01/07/2022	30/06/2023	→ Actions 4.1.1.1 St Helens Sports Complex Master Plan - Complete user consultation and review of Master Plan prior to adoption by Council. Scope and prepare capital estimates for use in forward planning.	Management team members have met to discuss the options to move this project forward. Methodology has been agreed upon by the staff but requires Council approval. A draft agenda for Council's consideration is currently being prepared
75%	01/07/2022	30/04/2023	→ Actions 4.1.1.2 Marine Facilities Strategy-Complete the development of a Strategy for the management & development of marine infrastructure around Georges Bay including land based facilities integral to the infrastructure-include the provision of identified project cost estimates	Final Draft of the Report is nearing completion and a revised target timeframe is scheduled for March Council workshop for presentation.

Current ...	Start D...	Due D...	Goal	Update
0%	01/07/2022	31/03/2023	→ Actions 4.1.1.3 St Helens Foreshore Activation Plan - Complete a review of existing St Helens Foreshore Master Plans and consolidate taking into account the outcome of the Marine facilities Strategy.	A review and consolidation of the existing St Helens Foreshore Master Plans will be commenced in the next quarter and will take into account the outcome of the Marine Facilities Strategy.
50%	01/07/2022	30/06/2023	→ Actions 4.1.1.4 Black Summer Bushfire Recovery Program; New Community Shed, Fingal - Complete consultation, conceptual drawings, obtain planning and building approval shovel ready for next financial year.	Planning Report considered at November Council meeting, Planning Permit issued 24th November 2022 Edwards + Simpson now engaged to prepare construction and tender documentation - final design and tender documents scheduled for completion in May 2023
24%	01/07/2020	01/07/2028	Strategy 4.2 Work with stakeholders to ensure the community can access the infrastructure necessary to maintain their lifestyle. : 30 to 100	
24%	01/07/2022	30/06/2023	↳ Key Focus Area 4.2.1 Towns: Create townships that are vibrant and welcoming through improvements to infrastructure such as streetscapes, parking, safety and signage. : 100%	Progress has commenced on all activities in this area. The construction project is scheduled for after Easter which is later than planned. Initial work has now commenced on the Car Parking Strategies and we will continue to monitor progress due to availability of internal resources. It may be necessary to rethink our approach to these activities with a focus on engaging external assistance.
50%	01/07/2022	30/11/2022	→ Actions 4.2.1.1 St Helens Streetscape - Undertake construction of the next stage of the St Helens Streetscape Project including the upgrade of The Esplanade / Cecilia Street intersection - an Local Roads & Community Infrastructure (LRC) Program - Phase 3 project.	The streetscape upgrade is being planned for Cecilia Street, St Helens on the eastern side of the street between Circassian St and Georges Bay Esplanade. Works involve the replacement of Kerb & Channel, footpath and the realignment of the Cecilia St/Georges Bay Esplanade junction. The project is fully funded by the Australian Government's Local Road and Community Infrastructure Program - Round 3. Concept plans developed in 2018 are attached as preliminary information. Discussions are taking place with affected business owners as the project enables business owners to consider upgrades of property infrastructure to align with the works. Community engagement will occur in Feb 2023 with civil works scheduled to occur from 16 April after the Easter holiday period. <i>attachment 18109-C-14-06-25.pdf</i>

Current ...	Start D...	Due D...	Goal	Update
10%	01/07/2022	31/03/2023	→ Actions 4.2.1.2 Streetscape Design - Develop a streetscape design and costing for the northern end of Cecilia Street, St Helens.	Work has commenced to develop a conceptual plan that includes replacement of kerb and channel, parking provisions and general beautification of nature strips.
25%	01/07/2022	31/03/2023	→ Actions 4.2.1.3 St Marys Parking Strategy - Develop a car parking strategy for St Marys providing a long term plan for off-street parking.	<p>Actions initiated during the quarter ending 31 December 2022 included remarking of Community Hall car park (under utilised parking area) and approval sought from State Growth for additional parking guidance signs to be placed in Main Street advising of off-street parking availability.</p> <p>Strategy development for township area to commence in early part of 2023.</p>
10%	01/07/2022	31/03/2023	→ Actions 4.2.1.4 St Helens Parking Strategy - Develop a car parking strategy for St Helens providing a long term plan for off-street parking.	Car park inventory taken (existing parking capacity) during the quarter ending Dec 2022. Strategy development to commence in early part of 2023.
53%	01/07/2020	01/07/2028	Strategy 4.3 Develop and maintain infrastructure assets in line with affordable long-term strategies. : 30 to 100	
55%	01/07/2022	30/06/2023	→ Key Focus Area 4.3.3 Recreational Facilities: Support an outdoor, active and healthy lifestyle for residents and visitors through a range of recreational facilities including walking trails, bike trails and other identified infrastructure. : 100%	Solid progress is happening in many of the Actions in this Key Focus Area, a number of them are actually quite time consuming and resource intensive.
50%	01/07/2022	31/12/2022	→ Actions 4.3.3.1 St Helens to Binalong Bay Link - Complete the project to a shovel ready stage and pursue funding opportunities to enable construction.	The project has as its scope the construction of a pathway between Binalong Bay (Cray Court) and THE existing footpath that ends just to the southern end of Bayview providing a pathway connection to St Helens. During 2021/2022, Council was provided with a cost estimate to construct the pathway. Some further work to be undertaken to update project costs and prepare a funding brief.
50%	01/07/2022	30/06/2023	→ Actions 4.3.3.2 St Helens MTB Network - Examine opportunities to evolve the network to enhance its attractiveness.	Opportunities to further enhance the existing network is being developed through the Trails Collective which will then be reviewed by Council officers.

Current ...	Start D...	Due D...	Goal	Update
35%	01/07/2022	31/12/2022	<p>→ Actions 4.3.3.3 St Helens Pump Track - Examine the options for the construction of a Pump Track and progress construction.</p>	<p>Two community working groups have been established to develop two pumptracks. One will be located in St Helens and the other will be located at the Flagstaff MTB Trailhead.</p> <p>The St Helens Pumptrack working group s made up of local community members including youth ad will involve surveying BOD's young people to determine what this pumptrack will be and feature.</p> <p>The Flagstaff Pumptrack working group is made up if MTB Stakeholders including members form the Pedal Heads and the Trails Collective.</p> <p>The Working groups task is to</p> <ul style="list-style-type: none"> • Decide on location • Develop design brief
50%	01/07/2022	30/06/2023	<p>→ Actions 4.3.3.4 Black Summer Bushfire Recovery Program: St Marys Indoor Recreation Complex - Complete community consultation, concept drawings and commence building application drawing set.</p>	<p>Planning Report considered at November Council meeting, Planning Permit issued 24th November 2022</p> <p>Edwards + Simpson now engaged to prepare construction and tender documentation - final design and tender documents scheduled for completion in May 2023.</p>
100%	01/07/2022	16/12/2022	<p>→ Actions 4.3.3.5 Recreational Trails Strategy - Complete the development of the Strategy including adoption by Council.</p>	<p>Recreational Trails Strategy was adopted by Council on the 19th December, 2022. Final funding report submitted to Commonwealth Government with acquittal of funds spent</p>
50%	01/07/2022	30/06/2023	<p>→ Actions 4.3.3.6 MTB Network - Develop and implement an operational and maintenance plan for the MTB trail networks</p>	<p>Regular operational activities and maintenance activities which are undertaken are being drawn together into a formal Plan as well as the Asset Management Plan</p>

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	<p>→ Actions 4.3.3.7 Swimming and Hydra Therapy Pool - Develop a feasibility analysis of the potential project including community engagement and a review of the options for the establishment of a centre incorporating a swimming pool and hydra therapy pool</p>	<p>Council officers have substantially completed a Consultant's Brief for the Feasibility analysis as well as a Proposed Project Outline for the investigation of a Future Aquatic Facility. The Project outline is anticipated to go to the February Council workshop and will include governance arrangements such as a Working Group or something similar.</p> <p>Provision has been made within the 2022-23 Council Budget for a consultancy to undertake this work. Development of a Brief for the consultancy has commenced and will be completed over the next few months.</p>
47%	01/07/2022	30/06/2023	<p>→ Key Focus Area 4.3.1 Roads and Streets: Develop a well-maintained road network that recognises the changing demands and requirements of residents and visitors. : 100%</p>	<p>Activity in this area became increasingly focused on the St Marys Pass and the need for a new alignment to be investigated. Overall reasonable progress in this area with the exception of the Transport Master Plan which is reliant on available internal resources.</p>
50%	01/07/2022	30/06/2023	<p>→ Actions 4.3.1.1 State Road Network - Pursue upgrades to State Government road infrastructure assets (Tasman Highway, Esk Main Road & Binalong Bay Road) to improve safety and reliability: Result, network quality.</p>	<p>Council continues to raise concern over the deteriorating condition of Esk Main Road, between Fingal and St Marys and in St Marys - eastern approach to the town, the Tasman Highway, Elephant Pass Road and Binalong Bay Road with the Department of State Growth.</p> <p>The closure of the St Marys Pass due to recent landslips, and the damage sustained to Elephant Pass adversely impacted the local community and general road user. Council was in constant communication with State Growth to ensure that remediation work updates were provided to the community. The event increased traffic volume on German Town Road, and Upper Scamander Road which substantially increased the maintenance cost to the Council during this period. Council is currently investigating options for an alternative route from St Marys to the Tasman Highway and will be progressing discussions into the New Year.</p> <p>The Department has briefed Council officers on their plans for the upgrade of intersections along the Great Eastern Drive and shoulder widening on the Tasman Highway in three stages:</p> <ul style="list-style-type: none"> i) Esk Main Road/Tasman Highway junction to Scamander ending at Winifred Drive (2022/2023) ii) Scamander (from bridge at Wrinklers Lagoon to Beaumaris (southern town boundary) iii) Beaumaris (northern town boundary to Dianna's Basin <p>Timeframes to be confirmed then advised.</p>
75%	01/07/2022	31/12/2022	<p>→ Actions 4.3.1.2 Blackspot Projects - Review reported accidents and incident statistics held by the Department of State Growth for Councils road network to identify candidate Black Spot Funding projects. Prepare submissions where program criterion for funding is met.</p>	<p>Council has been advised that Black Spot funding has been approved for an intersection upgrade at the junction of Medea and Circassian Street, St Helens which also includes the provision of pedestrian footpath and vehicle parking bays. Works will be notified and scheduled for the latter part of 2023.</p> <p>During the quarter ending September 2022, Council completed the construction of a new roundabout installation at the junction of Medea and Quail Streets, St Helens. The roundabout was co-funded under the Australian Government Black Spot Program, based on the proceeding five -year accident history at the junction.</p> <p>A new round of Black Spot and Vulnerable Road User funding programs have been announced through the Department of State Growth. Submissions can be made from 10 Jan to 16 March 2023. Candidate projects are currently being considered.</p> <p>Council regularly reviews recorded crash history on the municipal road network that is provided by the Department of State Growth. Department officers also advise the Council of emerging crash trends on specific roads and locations.</p>

Current ...	Start D...	Due D...	Goal	Update
0%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 4.3.1.3 Transport Master Plan - Update the Transport Master Plan 2013-2018. 	Action not progressed during this quarter.
63%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Key Focus Area 4.3.2 Waste Management - Provide access to affordable services and facilities that foster a circular economy approach to Waste Management. - 100% 	A significant area of activity particularly given the introduction of a Statewide approach to dealing with waste management. Our local activities have progressed well including the approval of a new Inert Landfill at Scamander. At a State level we are yet to see any significant progress with the Container deposit Scheme.
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 4.3.2.1 Waste Education - Develop communications that fosters the Reduce, Reuse and Recycle principals. 	The Communications Coordinator continues to promote ways to reduce waste. Recent Social media campaigns included a 12 Days of a waste Free Christmas as well as one post a week on tips to reducing waste through January. We have also been promoting and discussing the Single Use Plastic Policy with community groups that use our facilities.
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 4.3.2.2 Re-Use and Recycling Options - Investigate inert material re-use and recycling options, avoiding landfilling and to reduce operational cost. 	<p>The EPA Policy Unit has recently approved Councils St Helens Inert Landfill Plan which was submitted to the Unit in August 2022. Council reports material movements into the landfill which attracts the current state waste levy of \$20/tonne of material landfilled. Council stockpiles clean fill material for reuse in its operations, such as rock, gravel, concrete and soils ex construction sites. Consideration is being made to make the material available for sale subject to available quantity and crushing and screening campaigns. Materials that are being landfilled at the site under the plan are cement sheeting, ceramics and plastic-coated particle board. Council is however now permitted to separate clean plaster board (i.e. unpainted/uncoated material) and blend with green waste during shredding and mulching operations to improve the quality of the green waste mulch. During the quarter 6T of plaster board was diverted from landfill and shredded with green waste. Porcelain products can now be separated from the landfill stream and crushed with concrete products to produce aggregates for civil works.</p> <p>Treated timber remains problematic and requires disposal by landfilling.</p>
66%	01/07/2022	31/03/2023	<ul style="list-style-type: none"> → Actions 4.3.2.3 Inert Landfill Resource Recovery - Investigate the feasibility and cost effectiveness to separate recyclable plastics placed at Councils Waste Transfer Stations for bulk shredding and transport to Tasmania recyclers. 	<p>Council currently provides wheelee bins for the placement of plastic containers at both the St Helens and St Marys waste transfer stations. The bins are emptied by J.J's Waste on a fortnightly basis as part of the township kerbside co-mingled recyclables collection service. Council also provides a collection point for polystyrene at the St Helens site.</p> <p>Provided services are under utilised. Bulk collection and transport of material to Launceston for recovery is not a cost-effective option available to the Council.</p> <p>The State Governments container refund scheme is a preferred model which is expected to commence in the first half of 2023 is designed to encourage the recycling of plastic, glass and aluminum drink containers. Council will continue to assess other identified opportunities for cost effective plastics recovery ventures and report opportunity for Council consideration.</p>
25%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 4.3.2.4 State Waste Action Plan - participate at a regional level to progress resource recovery initiatives that support and drive a Circular Economy. 	At the ordinary meeting of the Council - August 2022 the Council agreed to the General Managers recommendation to transition the hosting, administration and secretariat of the Northern Tasmanian Waste Management Group (NTWMG) from City of Launceston to NRM North consistent with the approach outlined in the attached paper entitled: <i>Northern Tasmanian Waste Management Group Revised Government Model</i> based on the proposal that the regional Councils consider a new governance model for the NTWMG that can better position it to respond to growth, significant budget responsibilities, potential conflict of interest and a new funding structure in the State Government landfill levy which was implemented 1 July 2022.

Current ...	Start D...	Due D...	Goal	Update
100%	01/07/2022	30/06/2023	<p>→ Actions 4.3.2.5 Scamander Inert Waste Landfill - Develop Scamander Waste Transfer as an Inert Landfill Site - secure environmental regulatory approvals to enable progression to the landfill design and costing.</p>	<p>A permit application 174-2018 for an Inert Landfill at Coach Road, Scamander was referred to the Board of the Environment Protection Authority (the Board) for assessment under the Environmental Management and Pollution Control Act 1994 (EMPC Act) and received on 9 December 2021. The Board undertook an environmental impact assessment, with all supporting information and any relevant comments received from the public and government agencies taken into account and notified its decision to grant a permit with conditions.</p> <p>At the December 2022 Council Meeting the Council acting as the Planning Authority considered 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 and unanimously approved the development with stated conditions.</p>
50%	01/07/2022	30/06/2023	<p>→ Actions 4.3.2.6 Container Deposit Scheme - Partner with State Government endorsed CSR Network operators for the possible utilisation of Councils St Helens, Scamander and St Marys Waste Transfer Stations as container deposit and refund sites.</p>	<p>The Tasmanian Government has announced that Tasmania's container refund scheme is set to begin operating in the first half of 2023. Under the scheme, consumers will receive a 10-cent refund for every eligible container they recycle through a refund point. The final locations of refund points across the state have not as yet been decided. The State government has indicated that there would be more than 40 around the state, including on King and Flinders Islands. Council will provide updates once new information becomes available and successful waste contractors by State Government Tender Process are advised.</p>
100%	01/07/2022	01/01/2023	<p>→ Actions 4.3.2.7 Single Use Plastics Policy - Oversee policy implementation within Council operations and for sponsored and non-sponsored events in Council operated buildings or land.</p>	<p>An amendment was made to this policy and adopted by Council in 2022. Council staff will be working with event holders in the month of January, 2023 to remind people and event holders about the single plastic policy</p>

SERVICES

Current ...	Start D...	Due D...	Goal	Update
46%	01/07/2020	01/07/2028	Strategy 5.1 Improve accessibility to a range of quality services and programs by advocating and pursuing for local delivery. : 30 to 100	
42%	01/07/2022	30/06/2023	→ Key Focus Area 5.1.1 Youth - Understand the needs of Break O'Day young people to better support and advocate for them. : 100%	The development of a Youth Strategy is a key activity which we need to complete this year. Additional priority to getting this moving will now occur following completion of the Volunteer Strategy and separation out of Youth Policy. Other activities progressing as planned
50%	01/07/2022	30/06/2023	→ Actions 5.1.1.1 YCNECT & Council - Participate as the Council Representative on the YCNECT Working Group, providing support, facilitation & encouraging the participation/engage of young people. Learning the functions of Local Government & how to influence Council decisions.	YCNECT is currently coordinating two funded projects – Engage2Connect and the Freedom Fund. Engage2Connect is funded by the Department of Social Services to engage, support and resource disadvantaged young people aged 12 to 18 years within the Break O'Day area which includes supporting existing youth organisations that are already in the community - Free2b Girls and Skittles Pride Group) The Freedom Fund is a grant through the Premiers Fund for Children and Young People and will seek to provide recreational and social activities to enhance social connection, reduce isolation, and increase wellbeing, positive mental health and empowerment for young people aged 10-15 years old. YCNECT is currently: - hosting weekly meet-ups in St Helens after school and in St Marys. This is a casual drop in space for all young people 12-17yrs after school. - Successfully ran a 10 week pilot project in Term 4 for at-risk young people to engage in mountain biking program. Y - 10 week program engaging young people with equine therapy through Riding for the Disabled St Helens. - Successfully ran School Holiday programs and events, which were well attended by young people aged 12-17yrs.
25%	01/07/2022	30/06/2023	→ Actions 5.1.1.2 Youth Strategy - Co-Design a Youth Strategy with community for Break O'Day.	A Youth Policy was adopted by Council in December 2022 as Council endorsed the staff decision to separate the Strategy from the Policy.
50%	01/07/2022	30/06/2023	→ Actions 5.1.1.3 THRIVE - Maintain working relationship with THRIVE and participate in the activities which benefit the community.	There has been no real change in this activity over the last 3 months. Previously THRIVE met once and all participants agreed that we need to review what THRIVE wants to achieve and identify new projects that THRIVE could oversee - that will benefit our community - the garden and the mentoring program - are basically stand along projects - so now it is time to relook at what priorities as a group we can work on . Steve Walley has been engaged to facilitate the session.
50%	01/07/2022	30/06/2023	→ Key Focus Area 5.1.2 Health and Mental Health - Improve health and mental health outcomes by ensuring programs reflect community needs and are accessible and inclusive. : 100%	Activities in this area are directly linked to activities which occur involving other organisations. Activities progressing as planned.

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	→ Actions 5.1.2.1 Local Services - Strengthen relations with Royal Flying Doctor Service (RFDS) to ensure the number of services to be delivered within our community continues to grow.	RFDS have had a change in staff - the funding is still continuing at this stage to deliver the project. Have been advised that a meeting will be held in 2023 to discuss what are the needs of each local government area around mental health and chronic disease management.
50%	01/07/2022	30/06/2023	→ Actions 5.1.2.2 Mental Health - Participate in networks and activities to advocate for, and support delivery of, mental health initiatives and outcomes for our community.	Council participated in meetings of the Suicide Prevention Trial Site which has now been completed. Council continues to be represented at Mental Health Professionals Network meetings and on the Outreach roster coordinated by St Helens Neighbourhood House. Council was represented on the 2022 Mental Health Week Steering Committee of the Mental Health Council of Tasmania.
50%	01/07/2022	30/06/2023	→ Actions 5.1.2.3 Leadership and Advocacy - Provide local leadership, advocacy and connection for service providers and community on health, mental health and wellbeing to ensure provision of services reflects community needs.	Council has coordinated two network meetings of local health and wellbeing services. In July and December 2022. These.. meetings a nurturing a renewed network. Council developed and shared a health and wellbeing e-news - summer 2023 edition with this network. The Festival of Wellbeing in October 2022 was another opportunity for service providers to network. Council continues to explore ways to foster this network.
50%	01/07/2020	01/07/2028	Strategy 5.2 Work collaboratively to ensure services and service providers are coordinated and meeting the actual and changing needs of the community. : 30 to 100	
50%	01/07/2022	30/06/2023	→ Key Focus Area 5.2.1 Education Skills and Training - Improve employment pathways and outcomes and greater personal development through delivery of programs locally which meet the needs of Industry and the community. : 100%	Small area of activity which is linked to other areas of focus and proceeding as planned.

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 5.2.1.1 Skills Delivery - Work with Break O'Day Employment Connect (BODEC) in relation to the delivery of skills training needed to support job seekers and industry. 	<p>Activity during the early part of the 2022/2023 financial year has been in relation to facilitating the delivery of hospitality training along the East Coast to meet industry needs.</p> <p>BODEC are working with the Break O'Day Trade Training Centre on the development of a survey to industry asking them what their workforce needs for existing needs and the types of potential employees that will be required in the future, which will assist with the advocacy of training programs delivered locally.</p>
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 5.2.1.2 Trade Training Centre - Work with stakeholders and local High Schools to establish a range of Vocational Education & Training (VET) programs and other training delivery in line with the intended purposes of this Centre. 	<p>Through the Trade Training Centre participation on the BODEC Board an increased connection of VET delivery is occurring. Actual delivery on ground is an ongoing source of frustration. Recent establishment of an Advisory Group for the TTC might assist in changing this situation.</p>
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Key Focus Area 5.2.2 Access and Inclusion - Foster a culture of inclusion within our community by facilitating equitable access to opportunities, information and services. : 100% 	<p>Activity in this area has been progressing as planned</p>
50%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> → Actions 5.2.2.1 Foster Opportunities - Provide leadership and work in partnership with community and service providers to create inclusive and equitable opportunities for everyone to feel valued and contribute meaningfully to their community. 	<p>Nurturing a network of service providers through meetings and new communication tools eg e-news.</p> <p>The Festival of Wellbeing is our flagship activity to highlight opportunities to our community and provide a platform for organisations and community groups to gain recognition and promote their activities.</p>

Current ...	Start D...	Due D...	Goal	Update
50%	01/07/2022	30/06/2023	<p>↳ Actions 5.2.2.2 Equitable Access - Advocate for, support, and facilitate actions to improve access to services, information and opportunities.</p>	<p>Council continues to advocate for and consider how access and inclusion can be a lens across all work areas. The Disability Action Committee held an event for International Day for People with a Disability in December 2022. Council is exploring collaborative activities to involve more community members in preventative health activities. Council's funding submission for Lift Local Grants if successful will help us co-design with our community an inclusive and accessible preventative health program.</p> <p>The Festival of Wellbeing was designed through a lens of equitable opportunity and accessibility. This included create a culturally safe space for people, by commencing with a Welcome to Country and using displays and decorations to that show a recognition of cultural diversity. Ensuring access for people with limited mobility. Providing a free bus from Fingal and using diverse and comprehensive methods of communication to promote the event. An Access and Inclusion Statement was provided on the Festival website to let our community know of our intent. Feedback i-s being sought form the community to identify areas for improvement.</p>
0%	01/07/2020	01/07/2028	<p>Strategy 5.3 Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs. : 30 to 100</p>	

CORPORATE PLANNING ACTIVITIES PLAN

FINANCIAL ACCOUNTABILITY

Current ...	Start D...	Due D...	Goal	Update
55%	01/07/2022	30/06/2023	Financial Sustainability : 100%	Activities in this area are largely on Track, identification and securing additional revenue sources is always challenging
75%	01/07/2022	30/06/2023	→ Grant Funding- Secure grant funding through competitive processes totalling \$250,000 which assists Council to achieve its identified priorities with an over success rate of 75%. : 100%	As at the 31 December 2022 Council has applied and been successful with the following grant applications which is 75% of the Target: Scamander River Coastal Hazards Risk Mitigation and Pathways Planning Project - \$165,000 Mental Health Week 2022 - \$1,800 Learner Driver Mentor Program 2022-2023 - \$21,212
38%	01/07/2022	30/06/2023	→ Revenue Generation - Identify opportunities to generate alternative revenue sources and secure a better return on the Cash holdings of Council. : 100%	With the flood events of the year continuing to impact staff resourcing and contractor availability, the capacity to generate new revenue streams has been constrained. Staff to continue to assess opportunities. The increase in term deposit interest rates has supported an increase in projected returns for the year. The timing of maturity of these investments has been refined to balance gaining the best returns available in the market with maturity at optimal times throughout the year to support operational requirements.
80%	01/07/2022	30/06/2023	→ Value for Money Reviews - Undertake reviews of operational activities to identify revenue opportunities, cost savings of \$40,000 and process improvements resulting in savings of 500 hours. : 100%	Reviews to be completed include: 1) Insurance cover and costs 2) IT hardware and software 3) Annual subscriptions 4) Fleet optimisation 5) Security Services and on - call support 6) Rates notice printing and payment system Savings in the transport of Bulk Waste have been identified and negotiated with Southern Waste Solutions, this is expected to be approximately \$20k per annum based on the savings for the first 5 months
52%	01/07/2022	30/06/2023	Financial Management : 100%	Half year operational budget reviews are underway and a revised capital budget will be presented to Council at its February meeting.
50%	01/07/2022	30/06/2023	→ Audit Panel - Meetings facilitated in accordance with legislative requirements, responding to all recommendations of the Panel. : 100%	All meetings have taken place as per the schedule and work plan.
65%	01/07/2022	30/04/2023	→ Long Term Financial Plan (LTFF) - Review of the Plan completed to reflect updated Four (4) Year Capital Works & Projects Budget and Asset Management Plan and updated Plan adopted by Council. : 100%	LTFF is currently under review with a revised plan to be delivered in March to assist with budget estimates for the coming FY.

Current ...	Start D...	Due D...	Goal	Update
30%	01/07/2022	31/05/2023	↳ Internal Audit - System audits scheduled are completed, recorded and reported for the following: Annual maintenance statement; Community grants; Wages & HR; Planning advice. : 100%	Internal Audit process in development.

HUMAN RESOURCES / TRAINING/ WORK HEALTH & SAFETY

Current ...	Start D...	Due D...	Goal	Update
0%	01/07/2022	30/06/2023	Workforce Plan : 100%	
0%	01/07/2022	30/06/2023	→ Following completion of the Works Department service delivery review, complete and commence implementation of the Plan to address succession requirements and an ageing workforce.	
73%	01/07/2022	30/06/2023	Elected Members : 100%	
50%	01/07/2022	30/06/2023	→ Professional Development - Facilitate participation of Councillors in Professional Development through the program being developed by the Local Government Division and the development of a training plan for individual Councillors. : 100%	The General Manager continue to be a member of the working group which is supporting the Office of Local Government to develop the Learning and Development Framework for elected members. This has included review of draft material and arranging for a couple of community members to work through the material developed. The individual plan will be developed following the Council elections and other induction and professional development activities.
95%	01/10/2022	31/12/2022	→ Councillor Induction - develop and deliver an induction program for Councillors following the Council elections. : 100%	Formal induction program delivered to Councillors over a 2 day period 22&23/11/22. Specific project and activity updates have been developed and will be delivered to the new Councillors during January as availability permits.
100%	01/07/2022	30/06/2023	Council Advocacy : 100%	
100%	01/10/2022	31/12/2022	→ State Budget - Provide a submission to the 2023 - 2024 State Budget community consultation process advocating for local priorities. : 100%	Council considered the matter at the October Council meeting and provided a submission with the following priorities: <ul style="list-style-type: none"> 1. Bay of Fires Master Plan. 2. Housing Needs Assessment 3. St Helens District High School – investigation of future replacement or upgrading options 4. Climate Resilient Councils – extension of program. 5. St Helens Wharf – funding for assessment of asset condition and maintenance works on the disputed section. 6. St Marys Childcare Centre – investigation into options for a new purpose built centre to service St Marys and surrounding areas
75%	01/07/2022	30/06/2023	Wellbeing Program : 100%	Good progress has been made in this area with the development of a Mental Health and Wellbeing Plan for Council employees. This is a component of creating a mentally safe workplace
50%	01/07/2022	30/06/2023	→ Workplace Wellbeing - Finalise and implement a Mental Health and Wellbeing Plan for Council staff that creates a mentally safe workplace. : 100%	Draft Mental Health and Wellbeing Plan has been presented to management team with some minor adjustments requested.

Current ...	Start D...	Due D...	Goal	Update
100%	01/07/2022	30/06/2023	Employee Wellbeing - Consult with workers to identify and implement actions to support wellbeing and a mentally safe workplace in accordance with the Mental Health and Wellbeing Plan. : 100%	Staff consultations incorporated into draft mental health plan

CORPORATE RISK

Current ...	Start D...	Due D...	Goal	Update
52%	01/07/2022	30/06/2023	Risk Management/Work Health & Safety : 100%	
50%	01/07/2022	30/06/2023	→ Risk Register Review - Review risk register twice a year for high risks, annually for all others. : 100%	The Risk Register is reviewed in an ongoing monthly basis and as at December 2022 all Risk Owners were up to date with their reviews. 387 Goals (104 risks) are now listed on the risk register as of 19 December 2022.
20%	01/07/2022	30/06/2023	→ Workplace Safety - Ensure that Risk Management processes identify and manage psychological risk. : 100%	The Tasmanian Government has not yet amended the WHS legislation to single out 'psychological hazards' and although it does not state it in black and white it forms part of the legislation. Building an understanding of psycho-safety in the workplace has been commenced through part of a presentation from Edge Legal
90%	01/08/2022	31/01/2023	→ Risk Management Framework - undertake an external review of Risk Management and report on implementation of recommendations. : 100%	Due to budget constraints an external review is not viable this FY. An internal review has been completed and a revised risk management framework policy will be taken to the February workshop and Council meeting.
50%	01/07/2022	30/06/2023	→ Risk Reporting - Risk updates and activities are regularly reported to management, Council and Audit Panel. : 100%	Risk reporting to Council and the Audit Panel is occurring as required.
50%	01/07/2022	30/06/2023	→ Workplace Safety - Ensure that the necessary systems are in place to reduce the likelihood of incidents of injury and illness in the workplace. : 100%	<p>REPORT to DECEMBER 2022</p> <p>Summary of incidents/accidents involving workers From July to Dec 2022 a total of 10 incident notifications were received which led to 3 Workers' Compensation Claims. Zero multiple injuries occurred by workers and the age of the injured worker ranged from 22 to 60 years.</p> <p>Summary of vehicle accidents involving workers From July to Dec 2022 3 vehicle glass damages were reported.</p> <p>WHS induction process From July to Nov 2022 a total of 10 worker/volunteer inductions took place.</p>

ORGANISATIONAL EFFICIENCY

Current ...	Start D...	Due D...	Goal	Update
5%	01/07/2022	30/06/2023	Local Government Reform : 100%	The Future of Local Government Review process is actually soaking up a lot of Council staff resources making sure that we adequately respond.
50%	01/07/2022	30/06/2023	→ Local Government Reform - Participate actively in the Future of Local Government Review process with a focus on achieving the best outcome for the Break O'Day area. : 100%	Submission prepared in relation to Interim Report considered by Council at the Council meeting on 15/8/22 and lodged on 25/8/22 after finalisation. Council officers have been engaged in substantial ongoing data gathering exercises to support the review process. Mayor and General Manager met with the Local Government Board on 4/12/22. The Board released an Options Paper on 15/12/22 and Council will be developing a submission in response to the Paper.
50%	01/07/2022	30/06/2023	→ Northern Region Shared Services - Pursue joint procurement opportunities involving Northern Region Councils. : 100%	Legal Services procurement continues on a regional basis. Opportunity relating to Asset Management is being developed by BODC officers for discussion in coming months. Initial discussion with northern GMs has been positive.
60%	01/07/2022	30/06/2023	Break O'Day Organisation : 100%	
50%	01/11/2022	28/02/2023	→ Service Delivery Review Development Services - examine the opportunity to undertake a service delivery review focussed on development related activities. : 100%	People Matter Survey's are complete for most of Development Services staff. A report is being drafted and will be provided to the Development Services Coordinator theming how the department is tracking and recommendations for areas of discussion and improvements.
90%	01/07/2022	30/09/2022	→ Service Delivery Review Works Department - complete a review of Works Department activities and implement the outcomes. : 100%	The review of service delivery by the Works Department is progressing well with the active participation of a Working Group. Since the presentation made by the Working Group to the General Manager and Manager Infrastructure and Development Services the Working Group has progressed the development of key themes and recommendations. The Working Group is expected to present a final report with recommendations during January 2023.
50%	01/07/2022	30/06/2023	→ Community Engagement Strategy - Ensure Community Engagement Strategy is embedded in Council's engagement activities. : 100%	Following adoption of the Community Engagement Strategy, the Communications Coordinator is working with Council Departments to develop engagement plans for specific projects based around the Strategy framework.
50%	01/07/2022	30/06/2023	→ Plain English Communication - Ensure all staff are aware of plain english guides and tools and are using the Style and Communication Guides. : 100%	The communications coordinator has been working on templates and Communications matrixes for the Works Department to make communication easier and clearer. Department heads are also now checking any controversial correspondence with the Comms. Cord. for tone and plain English approach. This has resulted in several pieces of correspondence being re-written.
72%	01/07/2022	30/06/2023	Management Systems : 100%	
50%	01/07/2022	30/06/2023	→ Cascade - Progress with integration of Cascade as the key platform for managing day-to-day activities with a focus on project management. : 100%	Progress with the implementation of this system has progressed well with new team members quickly adapting to the system

Current ...	Start D...	Due D...	Goal	Update
85%	01/07/2022	30/06/2023	→ Cascade Community Dashboard - ensure the community dashboard is operating on Council's website. : 100%	A Cascade public dashboard has still not been developed. Instead we have been uploading the quarterly reports as an easy to read flip book on the website.
80%	01/07/2022	30/06/2023	→ Welcome Pack - Review and redevelop the welcome pack for new residents. : 100%	A full review of the Information packs an the New resident survey will occur in early 2023.
61%	01/07/2022	30/06/2023	Customer Service : 100%	Early phase testing of a TRIM based customer service tracking system is in place.
90%	01/07/2022	30/06/2023	→ Access to Information - Ensure staff understand where they and customers can access Council information. : 100%	This is an ongoing task. The Communications Coordinator has started emailing Admin staff any relevant information to do with communications including where to find hard copy surveys etc. Every month in the newsletter we publicise where people can find out more information on the website or join our email database so we can directly communicate with them. Staff receive a Council Bulletin within 24hrs of the Council meeting that briefly outlines Council decisions. The CC also ensures to share any Facebook posts or community information with at least Admin staff so they are equipped to answer any questions.
65%	28/09/2022	31/03/2023	→ Customer Service - Investigate and report on options for improving customer service telephone enquiries, particularly with staff Working From Home. : 100%	A TRIM based customer service request system has now been establish and is in early testing with Development Services. The approach taken provides oversight on meeting the customer service charter requirements and improvements to 'closing the loop' with customer requests.
50%	28/09/2022	30/04/2023	→ Customer Satisfaction - Research and develop a report in relation to options to monitor customer satisfaction. : 100%	A cornerstone to monitoring customer satisfaction is the manner in which customer requests and complaints are trnaged and tracked internally. Testing on a TRIM based model is now occurring and the CS team are regularly discussing customer experience options and how to improve this area. A report will be generated post this testing phase.
68%	01/07/2022	30/06/2023	Asset Management : 100%	
60%	01/07/2022	30/06/2023	→ System Refinement - Develop and Refine Asset Management System including integration of all Council assets. : 100%	Councils Asset Officer is progressing the update of Councils Storm Water System GIS database. Significant progress has been made in improving the available maps used by land-owners, contractors, subdividers and external utilities agencies. A road condition assessment (Councils sealed road network) was undertaken during November. The condition assessment is used to confirm sealed road works for the next budget period and the following two financial years. Bridge assets were inspected by AusSpan in the early part of the financial year and updates made to our Bridge Management System, which include required maintenance activity and updates to the asset replacement schedule. Councils assets are currently managed by asset class. Council is in the process of investigating an integrated approach to asset management and one that is affordable to the business and delivers expected outcomes in managing assets.
75%	01/09/2022	31/12/2022	→ MTB Asset Management Plan - develop 10 year asset management plan. : 100%	During the last quarter, the Mountain Trail Bike (MTB) Asset Management Plan was drafted for management review. A final draft of the plan is currently being finalised for review by Council Audit Panel, prior to being tabled at a Council meeting.
43%	01/07/2022	30/06/2023	Public & Environmental Health : 100%	

Current ...	Start D...	Due D...	Goal	Update
25%	01/07/2022	31/03/2023	→ New Municipal By-Law - Progress Development of Municipal By-Law which controls Keeping of Life Stock, Waste Disposal Site Controls & Caravans within the Municipality. : 100%	Other project work has taken priority in relation to development of the By-Law. An initial draft has been completed however requires further refinement.
50%	01/07/2022	30/06/2023	→ Food Premises - Deliver a regular program of Food Premises inspections. : 100%	Ongoing statutory function of Environmental Health Officer
55%	01/07/2022	30/06/2023	→ Water Quality Monitoring - Undertake monitoring and reporting in recreational waters. : 100%	Water Quality Monitoring now underway and being included in operational report in Council agenda.
63%	01/07/2022	30/06/2023	Stakeholder Management : 100%	
100%	01/07/2022	30/11/2022	→ Planning Authority Delegation Review - Review of Delegations for Planning Authority Decisions with a aim to reduce unnecessary decision making processes and reporting for Planning items. : 100%	A report regarding Planning Authority Delegation was delivered at the 1 August 2022 Workshop. Council resolved to apply the status quo to planning authority delegation. No further action required.
50%	01/07/2022	30/06/2023	→ Local Government Association of Tasmania (LGAT) and Australian Local Government Association (ALGA) - Participate actively at the State and National level in Local Government matters including policy development. : 100%	Attendance of the Mayor and General Manager has occurred at LGAT meetings on 1/7/22 (Mayor only), 16/9/22 (plus Cllr McGuinness), and LGAT AGM and Annual Conference 8&9/12/22 (plus Deputy Mayor Chapple). Mayor is Vice President of LGAT and participates in the General Management Committee and ALGA Board. General Manager is participating in an Office of Local Government working group developing the Elected Member Learning and Development Framework.
50%	01/07/2022	30/06/2023	→ Northern Tasmania Development Corporation (NTDC) - Participate in NTDC activities focused on developing the regional economy. : 100%	Mayor and General Manager participate actively in NTDC activities. During the period this has included the Board Review workshop in mid July and resulting activities such as providing input into Constitutional changes and Letter of Expectations. Council discussed the matter at the September Council meeting and requested 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.
50%	01/07/2022	30/06/2023	→ Legislative Reviews - Participate in reviews of legislation affecting Local Government. : 100%	During the 2022-23 year, Council participated in the following legislative and policy reviews: <ul style="list-style-type: none"> • Local Government (Code of Conduct) Bill 2022 - August 2022 (Considered but no Submission made) • Draft Tasmanian Planning Policies - October 2022 (Submission made)
0%	01/07/2022	30/06/2023	Organisational Efficiency : 100%	
0%	01/07/2022	30/06/2023	→ Organisational Efficiency - Include consideration of access and inclusion best practices into reviews of Council's systems and processes. : 100%	Activity yet to be commenced

Current ...	Start D...	Due D...	Goal	Update
70%	01/07/2022	30/06/2023	Emergency Management : 100%	
70%	01/07/2022	30/06/2023	<ul style="list-style-type: none"> Municipal Emergency Management Plan - Review and adopt the Plan in line with the Tasmanian Emergency Management Plan : 100% 	The plan is still under review with changes to be included with the draft template

ACTION	DISCUSSION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	011\036\004\
ASSOCIATED DOCUMENTS AND REPORTS	Aquatic Centre Research Report (May 2022) Break O'Day Council Future Aquatic Facility Strategy Project Methodology (January 2023)

OFFICER'S RECOMMENDATION:

That Council:

1. Adopt the Break O'Day Council Future Aquatic Facility Strategy Project Methodology (January 2023) for implementation
2. Endorse the Terms of Reference for the Aquatic Facility Investigation Working Group and seek expressions of interest to fill the positions

INTRODUCTION:

The purpose of this report is to detail a process to follow to investigate the potential feasibility, future construction and operation of an aquatic facility in the Break O'Day.

PREVIOUS COUNCIL CONSIDERATION:

Council Workshop 6 June 2022

Council Meeting 17 May 2021

05/21.9.2.103 Moved: Clr M Tucker / Seconded: Clr L Whittaker

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

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

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

CARRIED UNANIMOUSLY

- Mayor Tucker stated that a lot of things have changed since the last investigation was undertaken and we should look at newer pools. This does not give an expectation that one

would be built, however we are investigating it and request a detailed report to come back to Council.

- Clr Whittaker stated that she thinks a thorough investigation is warranted.
- Clr Drummond stated that she is fully supportive but wondered if there can be consideration also given to whether there is space at somewhere like Scamander in a more central location.
- Clr LeFevre stated that he supports the motion with a word of caution as he knows the astronomical cost of the operations of the St Marys School pool. If the St Helens School moved to the Recreation Ground in future years that could also be the time to look at a pool where the cost could be shared with the Education Department.
- Clr Wright stated that she thinks this is very important with our aging demographic, in particular a hydrotherapy pool.
- Clr Chapple asked, are we also factoring into the investigation something in regards to community memberships as people have said that they would love a pool and would be happy to pay.
- Clr McGuinness stated that he supports the motion and noted that out of all the issues that come to everyone prior to the last election this was the biggest one.
- Clr Osborne asked, in the investigation can we make sure that we have the amount of money we would have to charge extra on the rates to make this possible. People need to know what the cost to ratepayers would be.

OFFICER'S REPORT:

In June 2022 the General Manager provided Councillors with the Aquatic Centre Research report (copy attached) which drew together the history of considerations on the construction and operation of an Aquatic Centre along with a snapshot of some recent experiences by Tasmanian Councils.

Following the discussions with Council, officers have been focussed on developing the overall approach including community engagement, informed decision making based on professional advice; and project governance. It is proposed that a staged approach be undertaken wherein at the end of the first two stages the Council will need to make a key decision about whether Council is satisfied that the project should proceed to the next stage or whether based on the information provided the project will not proceed any further. This 'gated' approach ensures that funds are only spent to the level necessary to secure a decision rather than potentially spending funds on consultancies and designs which are unnecessary. It will also ensure that community engagement can be more targeted and influence the project as it proceeds.

The project will comprise a maximum of four stages and could potentially cease at the end of the first or second stage. The decision by Council at the end of Stage 2 is the ultimate decision but will not necessarily guarantee if and when the project is delivered as there will be a very heavy reliance on external funding for the construction of the Aquatic Centre.

As part of moving this investigation forward, Council officers have been developing a draft Consultant's Brief which will be required for the Stage 1 Feasibility Analysis. The preparation of this Feasibility Analysis is beyond the resources available with Council officers. The engagement of a consultant to undertake the work is required and this will bring an external and independent lens to the situation.

The investigations and ultimately decision making in relation to a potential Aquatic Facility in the Break O'Day area will be the most complex and ultimately future shaping project to be considered by the Council since the amalgamation of Councils which occurred in 1993 creating Break O'Day. It is a project that has been lobbied for vocally by some within the community, whilst the majority of the community has remained largely silent. A decision to proceed with an Aquatic Centre will be something which will be lived with for future generations.

The importance of community engagement and participation in the project cannot be understated. This will need to occur on many levels and at several times during the consideration of this potential project. It is proposed that the Break O'Day Aquatic Centre Working Group be established comprising a cross-sectional and skills based membership and include the following membership:

- Break O'Day Councillors (2)
- Aquatic Centre Committee (1)
- General community representatives (2)
- Health sector representative (1)

The key skill sets that ideally should be on the Working Group include:

- ✓ Management and operation of an aquatic facility or pool
- ✓ Aquatic activities
- ✓ Health needs
- ✓ Financial and asset management
- ✓ Business acumen

An open expression of interest process would occur for general community and health sector representatives. Through the working group establishment process, in assessing potential members consideration needs to be given to a mix of demographics, age and geography.

The draft Terms of Reference need to be considered and endorsed by Council. Appointment of working group members will be a decision of Council.

STRATEGIC PLAN & ANNUAL PLAN:

Break O'Day Strategic Plan 2017-2027 (Reviewed March 2022)

Goal

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

Strategies

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

Key Focus Areas

Community Facilities

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

Recreational Facilities

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

2021-22 Break O’Day Council Annual Plan

GOAL – Infrastructure

KEY FOCUS AREA – Recreation Facilities

Actions 4.3.3.11 Swimming and Hydrotherapy Pool - Investigate the opportunity to establish a centre incorporating a swimming pool and hydrotherapy pool.

LEGISLATION & POLICIES:

N/A

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Allowance of \$40,000 has been provided in Council’s 2022-23 Budget.

VOTING REQUIREMENTS:

Simple Majority.



Aquatic Centre Review Background Report



Version: 1 – Date: May 2022

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Introduction

The provision of an indoor aquatic centre within the Break O'Day area has been desired by the community for more than 20 years and construction has been pursued by both the Council and the community. The push for a centre can be traced back to October 2002 when the Break O'Day Aquatic Centre Committee Inc was formed with the specific purpose of pursuing the establishment of an aquatic centre in St Helens.

The purpose of this report is to review the history of work which has been undertaken on the establishment of an aquatic centre and look at recent examples of similar facilities that have been constructed or proposed by Tasmanian councils in communities similar to St Helens.

Council Decision & Discussion

The most recent decision of the Council occurred at the Council Meeting on 17 May 2021 when the following motion was passed following discussion by Councillors;

05/21.9.2.103 Moved: Clr M Tucker / Seconded: Clr L Whittaker

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

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

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

CARRIED UNANIMOUSLY

- *Mayor Tucker stated that a lot of things have changed since the last investigation was undertaken and we should look at newer pools. This does not give an expectation that one would be built, however we are investigating it and request a detailed report to come back to Council.*
- *Clr Whittaker stated that she thinks a thorough investigation is warranted.*
- *Clr Drummond stated that she is fully supportive but wondered if there can be consideration also given to whether there is space at somewhere like Scamander in a more central location.*
- *Clr LeFevre stated that he supports the motion with a word of caution as he knows the astronomical cost of the operations of the St Marys School pool. If the St Helens School moved*

to the Recreation Ground in future years that could also be the time to look at a pool where the cost could be shared with the Education Department.

- *Clr Wright stated that she thinks this is very important with our aging demographic, in particular a hydrotherapy pool.*
- *Clr Chapple asked, are we also factoring into the investigation something in regards to community memberships as people have said that they would love a pool and would be happy to pay.*
- *Clr McGuinness stated that he supports the motion and noted that out of all the issues that come to everyone prior to the last election this was the biggest one.*
- *Clr Osborne asked, in the investigation can we make sure that we have the amount of money we would have to charge extra on the rates to make this possible. People need to know what the cost to ratepayers would be.¹*

It is clear from the discussion that Councillors are cautious in reaching a position and would like to review the situation having regard to recent experiences; being open as to where it might be situated; financial costs and the fee structure; impact of our age profile; provision of a Hydrotherapy pool; and demographics; and the ongoing cost to the community.

Strategic Context

A Recreation and Open Space Strategy² was completed in October 2014 as a component of the overall Municipal Management Plan. In preparing the Strategy it was recognised that recreation and open space facilities play an important role in promoting a sense of community and in improving physical and mental wellbeing for residents. The Strategy process included a review and summary of past Reports.

The following are extracts and key findings from relevant reports on the establishment of an Aquatic Centre in Break O'Day.

Feasibility Study for the Development of an Aquatic Centre in the Break O'Day Municipality, March 2004, Thompson Tregear Pty Ltd

This Feasibility Study was conducted as a result of community voice indicating a desire for an indoor aquatic facility within the towns of Break O'Day. However, the high capital and recurrent costs of such a facility has hindered such a development.

The lack of such a facility has placed increased demand upon school facilities, particularly the St Helens District High school 15m heated pool which has limited facilities for wider community use, however is the only formal aquatic facility available for the St Helens residential catchment and unable to provide memberships to all residents. A 25m pool is located at St Marys District High School however is unreasonable for this facility to cater for the St Helens resident catchment (A 35km drive from St Helens to St Marys, and further for surrounding smaller communities).

¹ Break O'Day Council Minutes 17 May 2021, pp17

² Recreation & Open Space Strategy, TCG Planning, October 2014

The lack of such a facility also limits the availability of exercise and hydrotherapy for older resident population, which is a growing demographic within the Break O'Day municipality. The provision of an indoor aquatic centre is preferred near the St Helens township. The Feasibility Study did not believe the inclusion of an indoor sports hall was justified.

Recommendations of the Study include Council formally resolving to reserve the site on the north eastern corner of the St Helens Recreation Ground for the purpose of an aquatic centre, and that a staged development be considered to an enhanced facility due to the high capital costs involved in such a development.³

Feasibility Study for the Development of an Aquatic Centre in the Break O'Day Municipality, September 2005, David H Brown

This Feasibility Study considers site location, management and design considerations of a potential indoor heated swimming pool at the corner of Tully and Young Streets, St Helens. The Study poses a number of questions of consideration to Council to consider in determining the feasibility of constructing a six lane 25m heated indoor pool.⁴

Briefing Document St Helens Sport and Recreation Ground, 2013, Break O'Day Council & Jennifer Binns

In 2013 Break O'Day Council prepared a Briefing Document in relation to improvement to the St Helens Sport and Recreation Ground at an estimated cost of \$18,844,981. The preparation of the Briefing Document was endorsed by Council to enable staff to pursue funding for major infrastructure projects. The document confirmed that upgrades include:

- *new indoor and outdoor netball and basketball courts;*
- *indoor sports centre with a swimming pool, tennis courts, gymnasium, cricket, soccer, volleyball and badminton;*
- *athletic and cycling infrastructure upgrade;*
- *sports pavilion including amenities;*
- *new equestrian enclosure over existing area and upgraded clubrooms; and*
- *upgrade to roads and car parking*

The Briefing Document was accompanied by existing site plans and a draft masterplan identifying the location of the new and improved facilities prepared by Jennifer Binns. A cost estimate prepared by Exsto Management also accompanied the brief.⁵

Community engagement processes for the Strategy occurred through late 2012/13 and included telephone surveys; feedback from “drop-in” sessions; written responses to the MMP community survey; and the Break O'Day Strategic Plan Review responses received in 2010. This confirmed a desire for a

³ Recreation & Open Space Strategy, TCG Planning, October 2014, pg 20

⁴ Recreation & Open Space Strategy, TCG Planning, October 2014, pg20

⁵ Recreation & Open Space Strategy, TCG Planning, October 2014, pg 20-21

swimming pool at St Helens – even a small pool for the elderly, alternatively a tidal pool could be provided rather than a swimming pool.⁶

In preparing the Strategy, the consultants adopted a research based approach to assessing needs and utilised benchmarks to assess the quantity and distribution of recreation facilities in the Break O'Day area. The assessment process when applied to an indoor aquatic centre/leisure centre/recreation centre revealed:

With a population of approximately 6,000 persons the Break O'Day Municipality does not reach the population threshold for an indoor aquatic fitness centre/ leisure centre, which is typically supported by a population of 40,000 to 50,000 persons. However, the provision of such a facility is supported by:

- *Community consultation which indicates strong demand for an aquatic facility.*
- *Aging of the population supports provision of an indoor facility for fitness and therapeutic purposes.*
- *Weather conditions which support provision of such a facility to increase participation rates all year round.*
- *The need to provide diversity in recreational facilities to limit the outward movement of families and children from the region.*

Whilst St Helens District High School has a 15m heated pool and a 25m pool is located at St Marys District High School, such facilities do not adequately cater for broader community use. Accordingly, the provision of a purpose built facility is warranted and should be sited in the main town of St Helens, which is centrally located and which would promote the greatest level of access and utilisation of the infrastructure. Hence, Council's resolution (No. 04/13.15.7.110) of April 2013 which resulted in the preparation of a Briefing Document to assist with the obtaining of funding for upgrading of the St Helens Sport and Recreation Ground, is supported. This briefing document has now been prepared and is accompanied by a draft masterplan identifying the location of the new and improved facilities prepared by Jennifer Binns (refer Appendix 4). A cost estimate prepared by Exsto Management also accompanied the brief and confirmed that the estimated cost for this facility is \$18,844,981.⁷

⁶ Recreation & Open Space Strategy, TCG Planning, October 2014, pg 42

⁷ Recreation & Open Space Strategy, TCG Planning, October 2014, pg 46

Proposal History

The 2004 Thompson Tregear Report – Feasibility Study for an Indoor Sports & Aquatic Centre

Following the formation of the Break O'Day Aquatic Centre Committee Inc in 2002 and a public meeting on the matter, the Council resolved in April 2003 to undertake a feasibility study to investigate the proposal. Previously the high capital and recurrent costs associated with this type of facility had been a major consideration of the Council, something which remains to this day. The scope of the study evolved a few months later to include the option of a multi-purpose ball court as part of a combined development.

In 2003, the community vision for the proposed aquatic centre included:

- *25 metre x 8 lane indoor heated pool*
- *Separate children's/toddlers' pool*
- *Some capacity for springboard diving*
- *Water slide*
- *Sauna/spa*
- *Hydrotherapy pool*
- *Gymnasium*
- *Kiosk/café⁸*

A critical factor considered as part of the investigations was the potential siting of a facility. An analysis of the catchment area of the population centres and trends within the population resulted in St Helens being selected as the most suitable location as its catchment area was estimated at 60 – 75% of the total Break O'Day population. At the time of preparing this report, Break O'Day had a median age of 43 years (2001 ABS Census), the 1991 Census median age was 35 years. Recent work undertaken by Dr Lisa Denny based on ABS Data for 2020 revealed that Break O'Day now has a median age of 56.6 years

As expected, the report found that there was strong demand within the St Helens catchment area for year-round access to affordable aquatic facilities. The consultants noted that "the strength of demand is reflected, in part, by the high level of public interest demonstrated in the issue since formation of the Break O'Day Aquatic Centre Community Inc."⁹

The main public facilities in the Break O'Day area are largely unchanged since they were in 2004, there are the pools at the St Helens and St Marys District High Schools which have limited access for the general public. The provision of learn-to-swim programs in Break O'Day has been restricted until recently to those that could be delivered at the school pools.

⁸ Feasibility Study for an Indoor Sports & Aquatic Centre, Thompson Tregear, March 2004, pg 1

⁹ Feasibility Study for an Indoor Sports & Aquatic Centre, Thompson Tregear, March 2004, pg 6

At the time that the Thompson Tregear Report was prepared there was essentially no competition for a public aquatic facility in the St Helens area. This has changed in the last 2 years with the construction of a 25 metre indoor pool at a private property. The pool is being used by a Learn-to-Swim business and anecdotally it is believed that it is operating at near capacity. Learn-to-Swim programs are a significant source of income for a public facility. This is supported by the recently released *An Aquatic, Health and Wellbeing Centre for George Town: Business Case*¹⁰ which projected that over 20% of the proposed centre's income would come from Learn to swim members. It is therefore important that the potential impact on other facilities is taken into account in a future investigation.

Whilst this report did not provide a benchmarking analysis similar to the Recreation and Open Space Strategy, it did note a *generally-accepted industry indicator that a catchment population in the order of 20,000 is required to achieve breakeven operation of any 25 metre scale indoor aquatic facility.*¹¹

Exhibit 4¹²

Summary of approximate capital costs and annual net operating subsidies

Development Option	Approx. Capital Cost *	Approx. Annual Net Operating Subsidy Required *	
		4,000 Catchment Population	5,500 Catchment Population
Simple outdoor 25 metre pool	\$1.3 mill.	\$85 k	\$65 k
Enhanced outdoor 25 metre pool	\$2 mill.	\$85 k	\$65 k
Simple indoor 25 metre pool	\$4 mill.	\$250 k	\$120 k
Enhanced indoor 25 metre pool	\$6 mill.	\$250 k +	\$120 k +
Single-court sports hall	\$0.8 mill	\$5 k	0

* January 2004 values

The report recommended the Enhanced indoor 25 metre pool as the preferred option to meet the full range of community needs across the extended age profile of the community. It also recommended that the site on the north-east corner of the St Helens Recreation Ground (now known as the St Helens Sports Complex) be reserved for the specific purpose of the proposed aquatic centre development. The nature of the facility was detailed as including¹³:

- a 25 metre x 8 or 6 lane pool suitable for lap swimming, training, competition, educational and recreational use. To accommodate the widest possible range of users and to limit water treatment / energy costs, it should have a maximum water depth of approximately 1.4 metres.
- a separate toddlers' pool with seating for parents;

¹⁰ An Aquatic, Health and Wellbeing Centre for George Town: Business Case, Leisure Planners, 2021, item 6.1

¹¹ Feasibility Study for an Indoor Sports & Aquatic Centre, Thompson Tregear, March 2004, pg 11

¹² Feasibility Study for an Indoor Sports & Aquatic Centre, Thompson Tregear, March 2004, pg 12

¹³ Feasibility Study for an Indoor Sports & Aquatic Centre, Thompson Tregear, March 2004, pg 13

- *an informal leisure water area with graded (beach) entry, suitable for a wide range of recreational, teaching and hydrotherapy activities. Such an informal water space could be an extension of the 25 metre pool to reduce capital and operating costs. Again, maximum water depth should be approximately 1.4 metres.*
- *solar water heating facilities and energy-efficient design to limit energy costs;*
- *efficient layout / design to limit water supervision costs;*
- *the facility to open the pool hall with large doors / operable walls to outdoor, grassed leisure areas in suitable weather conditions;*
- *adequate, secure change rooms and showers;*
- *an inviting café / kiosk.*

The Thompson Tregear report provided some high level indications of the likely operating costs and annual operating subsidy required for a 25 metre indoor aquatic centre noting:

The simplest of public 25 metre indoor heated pool complexes will incur gross annual operating costs (staff, energy, water treatment, maintenance, insurance, services etc) of at least \$400,000 to \$500,000. Assuming even the highest order of usage expectation (say, a catchment multiple of 12) and a high average user fee of \$5 per visit, the current estimated catchment population of 4,000 would require a net annual operating subsidy of the order of \$250,000.

There is no indication that Depreciation was taken into account in this estimate which we are required by the Australian Accounting Standards to include. This would add an amount in the range of \$60,000 to \$75,000 per annum to both the annual operating costs and subsidy required.

The 2005 David H Brown Report – Feasibility Study for the Development of an Aquatic Centre in the Break O’Day Municipality

The Brown Report was developed in 2005 by an interested member of the community, David H Brown who was the Director of Research and Planning at the Sports Technology Centre. The report was developed and provided by David Brown in a voluntary capacity through his interest in the matter Council was considering. The report focused on what Council needed to take into consideration in relation to site location, design and management considerations. There was a strong focus on design and construction considerations and how through some additional capital cost significant operational cost savings could be achieved. Many of the questions posed in the report still remain relevant to varying extent today.

Financial projects were provided which when considered at a high level seem to be substantially underestimated at \$165,000 per annum (excluding Depreciation). An Income estimate of \$140,000 was made based on 40,000 visits per annum resulting in an operating deficit of \$25,000 per annum (excluding Depreciation)¹⁴.

¹⁴ Feasibility Study for the Development of an Aquatic Centre in the Break O’Day Municipality, David H Brown, September 2005, pg 5-6

Regional and Local Community Infrastructure Program – Strategic Projects (RLCIP –SP)

The decision to pursue funding through the RLCIP-SP grants program was made at a Special Council Meeting on 11 January 2020. There was concern that Council couldn't satisfy some elements of the application requirements regarding the project commencing within 6 months, however it was decided to pursue funding with a grant application which was ultimately unsuccessful.

The project proposed in the RLCIP-SP application reflected the key elements of the 2004 Thompson Tregear Report and the updated cost estimate for the project was \$6,840,834¹⁵ with an amount of \$6,775,834 being sought. Whilst the grant guidelines did not specify a minimum amount, it was expected that applicants would make a substantial contribution. This would have been a factor in the application not being successful.

The application required the Council to demonstrate that it had considered the ongoing operational costs. The estimate provided in the application was *“based on swimming pool industry parameters quoted in various reports, and on advice from Centre Managers and of independent school pools in Tasmania of a comparable configuration to the project”*¹⁶, and these were outlined in the application as being:

<i>Energy- electricity for water and air heating</i>	<i>\$60,000</i>
<i>Salaries and wages (3FTE supported by volunteers)</i>	<i>\$120,000</i>
<i>Water Treatment</i>	<i>\$20,000</i>
<i>Maintenance expense and provision</i>	<i>\$30,000</i>
<i>Water</i>	<i>\$3,000</i>
<i>Administration, marketing and insurance</i>	<i>\$25,000</i>
<i>Total</i>	<i>\$258,000</i>

This is significantly less than the gross annual operating costs identified in the Thompson Tregear Report¹⁷ of being in the range of \$400,000 to 500,000 for a similar facility which would result in an annual operating deficit in the order of \$250,000. As this report was prepared in 2004, the costs should have been higher than this. Applying the All Groups CPI Index for Hobart as published by the ABS, the operating costs would have increased to being in the range of \$470,000 to \$590,000. When reviewing the RLCIP-SP figures it is noted that Depreciation has not been included which would be a minimum of \$70,000 per annum but more likely \$100,000 per annum. The estimated Salaries and Wages for 3FTE as mentioned above have been underestimated. Review of the likely wage rate and allowing for On-costs results in a cost of

¹⁵ Regional and Local Community Infrastructure Program – Strategic Projects \$120 million 2009-10 Application Form, pg 15

¹⁶ Regional and Local Community Infrastructure Program – Strategic Projects \$120 million 2009-10 Application Form, pg 15

¹⁷ Feasibility Study for an Indoor Sports & Aquatic Centre, Thompson Tregear, March 2004, pg 11

\$155,000. When just these two adjustments are taken into account the Operational Cost increases to \$393,000. The accuracy and completeness of the remaining costs is questionable. There was no estimate of revenue provided in the application.

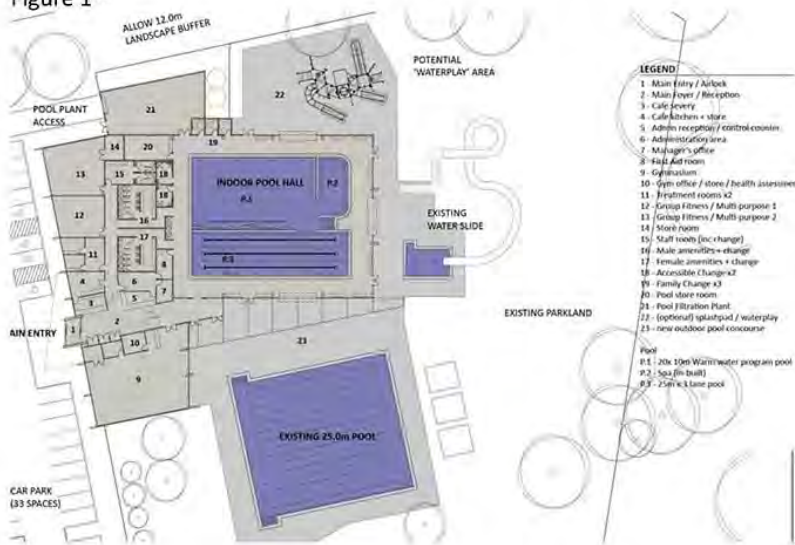
Recent Developments

The upgrading of existing swimming pools or the provision of new aquatic facilities is an area of activity within Tasmanian local government over the last decade which has not been limited to city councils such as Hobart and Launceston. Recent activity by smaller more comparable Councils includes Circular Head, George Town, Southern Midlands, West Tamar and Dorset. The starting point varies with these projects as a number of them link to existing facilities and are not purely a 'greenfield' project.

George Town Council – An Aquatic, Health and Wellbeing Centre for George Town

This proposal involves the development of a centre in George Town including an aquatic centre with associated fitness and community spaces which will provide the community with year round swimming, therapy, fitness and allied health services. It is being developed as an addition to the existing outdoor pool.

Figure 1¹⁸



¹⁸ An Aquatic, Health and Wellbeing Centre for George Town: Business Case, Leisure Planners, May 2021

The George Town Council engaged external consultants, Leisure Planners, to develop the Business Case including consultation with key stakeholders and the community. The key recreation activities George Town residents wanted to do but couldn't were¹⁹:

- * A Gym (35%)
- * Aquatic/group fitness classes (18%)
- * Swimming (12%)
- * Yoga (9%)

It was evident through the consultation process that facilities meeting the needs of NDIS recipients were needed and whilst the Business Case does not specifically refer to a Hydrotherapy Pool, elements mentioned in the Business Case indicate that this has been achieved.

The configuration of the swimming pool element of the centre is substantially different to that which has been previously proposed in Break O'Day which is no doubt due in part to the retention of the existing outdoor 25 metre pool. The proposed indoor pool includes

- A 3 lane 25 metre lap pool for exercise, training and some lessons and classes
- An indoor 10 metre x 20 metre pool for lessons, therapy and aqua fitness, with ramp and hoist access.
- A small end spa

It is not clear whether the smaller pool is being heated to the higher level of 32 – 34C required for a compliant Hydrotherapy pool.

The other point of difference between the original Break O'Day proposal and the George Town project is the inclusion of a gym. Anecdotally, Council officers know that there is a strong demand within the community for a purpose built gym facility at St Helens to replace the existing small scale community run gym at the St Helens Tennis club building. For this reason the information in the George Town Business Case relating to attendances and financial projections can be considered in its entirety.

Figure 2 - Extract from Business Case²⁰

Proposal Key Information		
Item	Data	Comments/observations
Total pool visits p.a.	47,300	Includes 9,200 outdoor pool attendances in 20/21
Operating Hours	63 hours per week	Closed 1:00 – 4:00pm Monday to Friday

¹⁹ An Aquatic, Health and Wellbeing Centre for George Town: Business Case, Leisure Planners, May 2021

²⁰ An Aquatic, Health and Wellbeing Centre for George Town: Business Case, Leisure Planners, May 2021

Gym visits p.a.	19,000	Consultants think very conservative and 30,000 achievable. Given the George Town LGA population is 7,183 this equates to everyone going more than 4 times per week which seems unrealistic
Estimated Capital Cost	\$14 million	Detailed design required before more accurate costs can be obtained
Projected annual income	\$476,974	
Projected annual expenditure	\$806,305	Does not include what Consultants have identified as Council Internal Cost of \$130,117 but appears to be offset by saving of \$130,000 for a contractor to run the current outdoor pool
Overall net cost p.a. (excl Depreciation)	\$329,331	
Overall net cost p.a. (excl Depreciation)	\$489,331	
Financial Projection Observations		
Building Depreciation	\$135,000	This is based on 100 years for everything. BODC values components of buildings which results in a useful lives between 50 – 200 years. This amount has been underestimated by at least 50% which increases the Depreciation by a further \$67,500. Dorset Council are using a 60-70 year life for their outdoor facility.
Labour Oncosts	\$76,681	Allowed at 20% when it is closer to 45% as penalty rates and leave coverage doesn't appear to be factored in resulting in a potential under-estimate of up to \$95,000
Charges for use are ex. GST		This is what is required for financial projections but the users will pay incl GST.
Casual Swim Adult	\$5.50	\$6.05 incl GST
Casual Swim Child	\$4.30	\$4.73 incl GST

Gym members	\$11.80	\$12.98 incl GST, assume per week
Learn to swim members	\$13.00	\$14.30 incl GST, 192 participants
		There is no differentiation for pensioners or Health Care Card holders, it is a flat rate.

This proposal received a commitment of \$15 million from the Labor party as part of the Federal Election process. This is unlikely to be close to sufficient for the project given the ongoing increase in construction costs which are being experienced.

Circular Head Council – Smithton Wellbeing, Indoor Recreation and Leisure (SWIRL)

The SWIRL centre at Smithton is the most recent facility that has opened in Tasmania, commencing operations on 11 May 2019. A point of difference to other centres of a similar size is the approach to management of the facility. Following a public tender process, Belgravia Leisure was selected to operate the facility for the Council for an initial term of 2 years with a 3 year option.

This state-of-the-art wellbeing and leisure facility includes a six-lane 25-metre indoor swimming pool, a three lane (6 metre x 12.5 metre) program pool and aquatic play area for children. The Centre also has fitness facilities enabling individual or group programs to occur. SWIRL is comparable to the centre proposed for St Helens. Heating of a Centre such as this is a major cost, SWIRL is being fuelled by wood waste reducing energy costs but they still have to purchase this fuel source.

Figure 3 – Circular Head Council financial information

Proposal Key Information		
Item	Data	Comments/observations
Total pool & gym visits p.a.	38,500est	Based on 28,923 visits in 9 month period from 1/7/19 to 31/3/20 ²¹
Operating Hours	79 hours per week	6:00am to 7:00pm Mon – Fri 8:00am to 4:00pm Sat 10:00am to 4:00pm Sun
Capital Cost	\$12.0 million	Initial construction estimates and fees were \$9.96 million. The cost does not include staff time involved with the project

²¹ Circular Head Council Annual Report 2019-20, pg 42

2021/22 Income estimate	\$460,000	
2021/22 Expenditure estimate	\$1,550,098	
Overall net cost p.a. (incl Depreciation)	\$1,090,098	
Depreciation	\$356,629	
Facility Management Contract	\$820,000	
Financial Observations		
Casual Swim Adult	\$7.00	Reduces to \$5.50 on a 20 visit pass
Casual Swim Child	\$5.50	Reduces to \$4.50 on a 20 visit pass. Free with an Adult
Learn to swim members	\$17.50	
Concession Card Holders		Approx 20% reduction applies though higher for Aqua aerobics

Southern Midlands Council – Oatlands Aquatic Centre

The proposed Oatlands Aquatic Centre is not as far progressed as the George Town proposal. The proposed facility consists of a 25 metre x 12 metre indoor pool providing 6 lanes and a 12 metre x 5 metre children’s pool along with amenities; a community dry activities room and some sundry rooms for office and storage. It is to be located alongside the existing Oatlands Community Centre and does not contain space for a gymnasium. A hydrotherapy pool was considered in the early stages but they did not proceed with this due to the following reasons:

- Additional costs associated with heating the pool to a higher temperature;
- The need to reduce the overall ‘footprint’ of the facility (i.e. size of the building); and
- The increased operational costs based on advice that there is a higher level of qualifications required to supervise/manage a hydrotherapy pool – over and above the standard lifeguard

Figure 4 – Oatlands Aquatic Centre²²

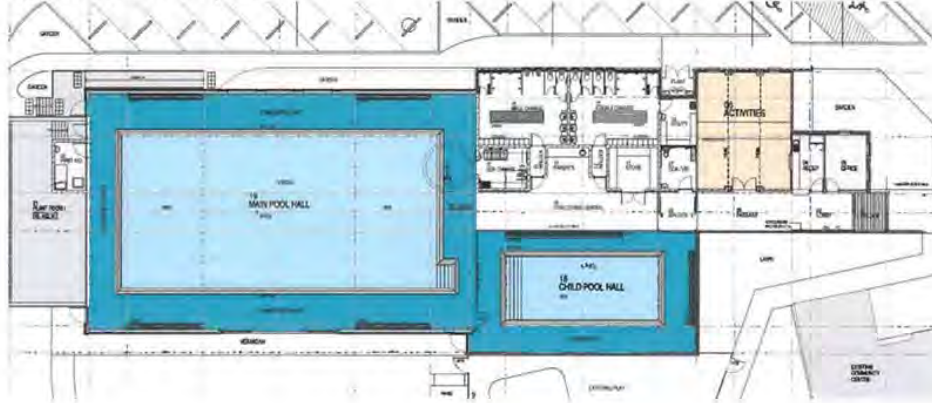


Figure 5 – Southern Midlands Council information supplied

Proposal Key Information		
Item	Data	Comments/observations
Operating Hours	71 hours per week	8:00am to 7:00pm Mon – Fri 9:00am to 6:00pm Sat 10:00am to 5:00pm Sun
Estimated Capital Cost	\$9.38 million	Initial construction estimates and fees.
Depreciation estimate	\$112,500	Seems low but advised by SMC and would appear to be based on 100 year life for buildings.
Projected annual income	\$275,000	
Projected annual expenditure	\$669,500	Salaries & Wages estimated at \$421,000 which seems comparable to George Town
Overall net cost p.a. (incl Depreciation)	\$394,500	

²² Oatlands Aquatic Centre Presentation to neighbours, Phil Leighton Architects & Stanton Management Group, June 2020

Dorset Council

The Dorset Council has recently undertaken a very significant upgrade to their existing outdoor pool at an approximate cost of \$7 million which includes a 25m 8 lane main pool, 15m 3 lane learn to swim pool, toddlers pool, and an outdoor water park with small slides for younger children and 4m slides for the older children at a cost approaching \$0.9 million.

Figure 6 – Dorset Aquatic Pool



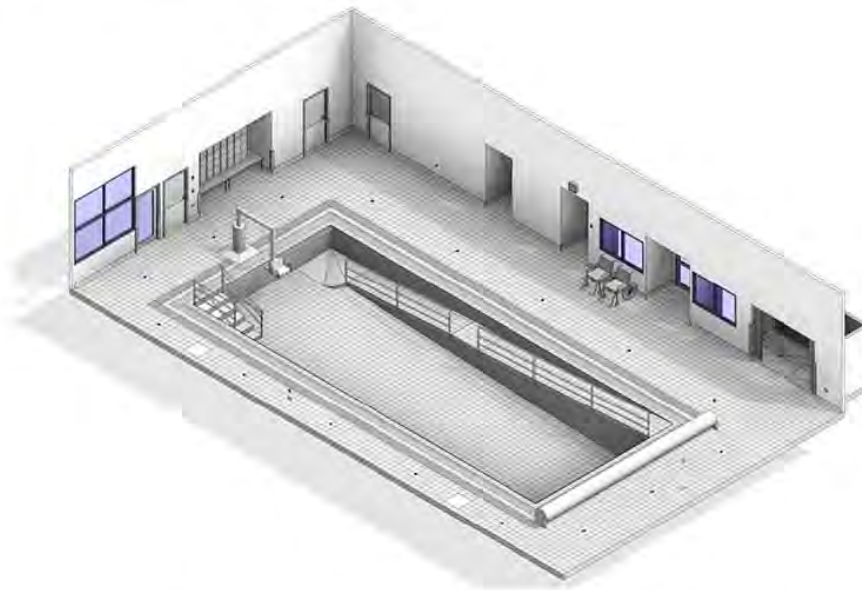
Matters for Consideration

Hydrotherapy Pool

The need for a Hydrotherapy Pool has long been pushed by the local community whether it be a standalone facility or as part of an aquatic centre. The extent of the likely demand for a Hydrotherapy Pool needs to be investigated in greater detail along with considerations in relation to the pricing structure and the impact that this can have on usage levels. Staffing and health requirements associated with this type of facility are higher than that associated with a swimming pool.

Australian Health Facility Guidelines provide design considerations for a Hydrotherapy pool which is used for patient therapy, rehabilitation and exercise under supervision. Due to requirements in relation to ramps the length of a Hydrotherapy pool will typically be no shorter than 15 metres. The diagram below provides an example of the layout for a pool which is 15 metres x 6 metres and capable of 12 persons using at any one time. It also has a hoist at the shallower end to facilitate entry if required.

Figure 7 – Typical Hydrotherapy Pool layout²³



It is unlikely that it could be narrowed down by 2 metres by relocating the hoist to the other end as this is the deeper end of the pool. We should consider this to be the minimum size.

²³ Australasian Health Facility Guidelines Standard Components, March 2017

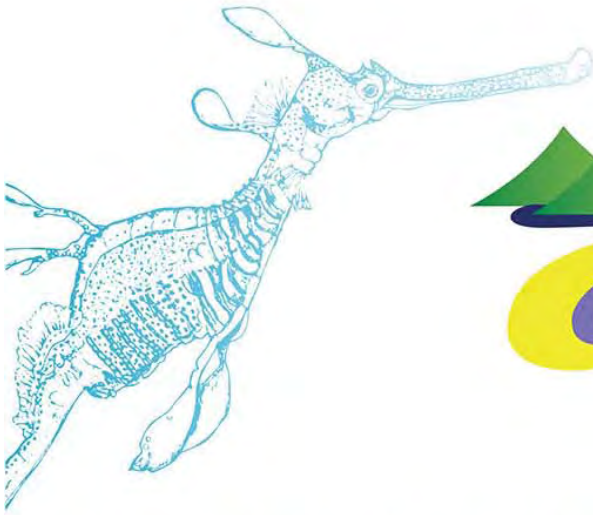
Local Facilities

The construction of a private pool to support a local Learn to Swim provider was completed in mid2021. This is a 15 metre x 6 metre pool, anecdotally Council officers believe that the program is operating close to capacity and that a waiting list exists. The Learn to Swim program is a key element of any aquatic centre providing a strong source of revenue as well as creating activity at the centre. It is unlikely that the existing Learn to swim provider will move from the private facility for a number of reasons, one of them being they would then have to pay the hire cost at any aquatic centre.

Next Steps

The community engagement process undertaken as part of the review of the draft St Helens Sports Complex Master Plan has now closed and Council officers are reviewing the comments and preparing a report for Council's consideration. As Councillors are aware there was substantial activity within the community to demonstrate support for an indoor swimming pool facility to be constructed at the site adjacent to the Bendigo Bank Community Stadium.

The next stage would be to refine what is being considered, for example, an option could be to consider a scaled back option involving a Hydrotherapy Pool and Gymnasium. The preparation of a Feasibility Study into the proposal would form the basis of an extensive community engagement process to consider the options and the financial projections to operate the facility.



Aquatic Facility Project Methodology



Version: 1 – Date: February 2023

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Introduction

The investigations and ultimately decision making in relation to a potential Aquatic Facility in the Break O'Day area will be the most complex and ultimately future shaping project to be considered by the Council since the 19993 amalgamation of Councils creating Break O'Day.

It is a project that has been lobbied for vocally by some within the community, whilst the majority of the community has remained largely silent. A decision to proceed with an Aquatic Facility will be something that will be lived with for future generations.

Project Governance

The importance of community engagement and participation in the project cannot be understated. This will need to occur on many levels and at several times during the consideration of this potential project. It is proposed that the Break O'Day Aquatic Facility Working Group be established comprising a cross-sectional and skills based membership and include the following membership:

- Break O'Day Councillors (2)
- Aquatic Facility Committee (1)
- General community representatives (2)
- Health sector representative (1)

The key skill sets that ideally should be on the Working Group include:

- Management and operation of an aquatic facility or pool
- Aquatic activities
- Health needs
- Financial and asset management
- Business acumen

An open expression of interest process will occur for general community and health sector representatives. Through the working group establishment process and in assessing potential members, consideration needs to be given to a mix of demographics, age and geography.

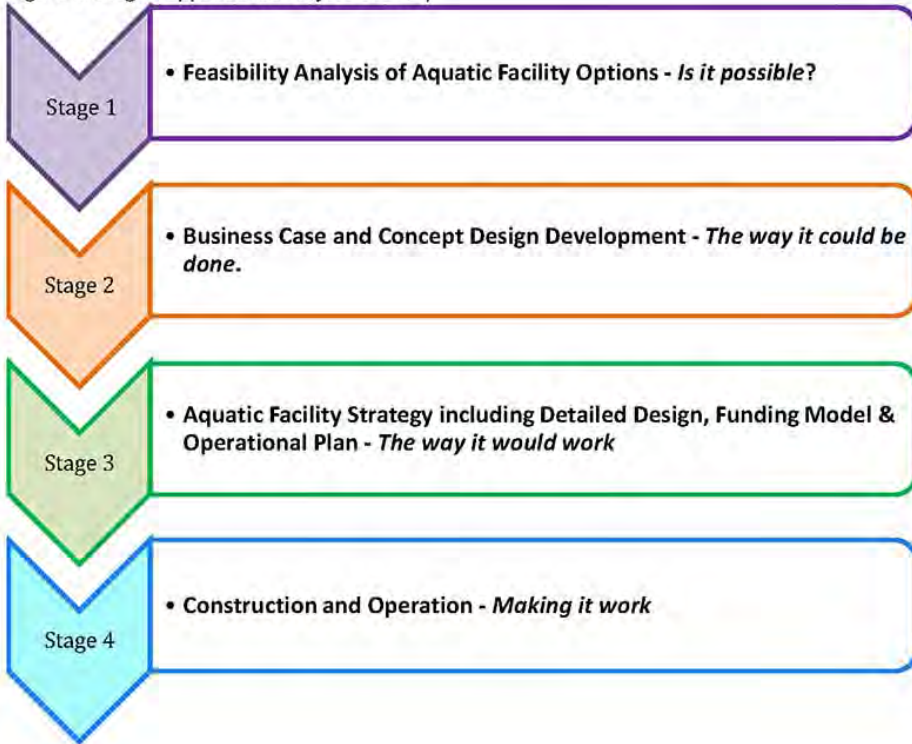
A draft Terms of Reference is included as Appendix 1. These need to be considered and endorsed by Council. Appointment of working group members will be a decision of Council.

Project Approach

The project will take a staged approach wherein at the end of the first two stages, the Council will need to make a key decision about whether Council is satisfied that the project should proceed to the next stage or not based on the information provided. This 'gated' approach ensures that funds are only spent to the level necessary to secure a decision rather than potentially spending funds on consultancies and designs which are unnecessary. It will also ensure that community engagement can be more targeted and influential as the project proceeds.

The project will comprise a maximum of four stages and could potentially cease at the end of the first or second stage. The decision by Council at the end of Stage 2 will be key and will not necessarily guarantee if and when the project is delivered as there will be a very heavy reliance on external funding for the construction of the Aquatic Facility.

Figure 1: Staged Approach to Project Delivery



Community Engagement

Strategic Alignment

All community engagement must be in line with Break O’Day Council’s Community Engagement Strategy. To ensure this, we expect to be able to review Communications plans and content before it goes out to the community.

The Aims of the Community Engagement Strategy are:

- **Aim 1. 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.
- **Aim 2. 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.
- **Aim 3. 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.
- **Aim 4. 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.
- **Aim 5. Best Practice** We will recognise and 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

As we will be establishing a Working Group for this project the Community Engagement Strategy places this project at the IAP2 Collaborate level. Our intent and promise to the community at this level is as follows;

- **Intent:** Building and maintaining strong relationships to achieve better outcomes.
- **Promise:** Foster partnerships with community to share processes and responsibilities.

The Working Group will have the power to influence how consultation is undertaken based on their knowledge of the community and their particular cohorts.

Engagement Activities

Community Engagement could take a variety of forms throughout the project and decisions will need to be made around what is the most valuable and meaningful way to engage with the community at these various stages. It is also important to consider the Inform level of Council’s Community Engagement Plan when planning engagement activities and keeping the community informed on the project – it is important that they join us on this journey every step of the way.

Promotion of Engagement Activities

Methods of promoting opportunities to participate in Community engagement must be broad and include both digital and print platforms. Council will assist by sharing these opportunities through our platforms and contacts as well as funding any advertising costs.

The Working Group will also play a role in promoting to the community through their groups, opportunities for community involvement in the project.

Consultation should be open and promoted for a minimum of one month to allow ample opportunity for the community to have their say.

Council will establish a page to host all relevant information about this project on our Community Engagement webpage. This will/can include links to surveys, reports and further information.

Council expects that consultants will provide a mechanism through their survey work to join a mailing list for this project. This will be used in reporting back to the community.

Reporting back to the community

Any reports developed through this process must be in Plain English – preferably at a Grade 8 Flesh Kincaid Level. They should be clear and easy to understand and include visuals such as graphs etc where possible.

Once consultants have reviewed community and stakeholder feedback and a report has been developed, it will be Council's responsibility to ensure that this information is made available on our website. We will promote the availability of all reports and information via our own channels.

Monitoring

After each round of Community engagement we expect that the consultants will review their engagement by asking the following questions:

- 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?

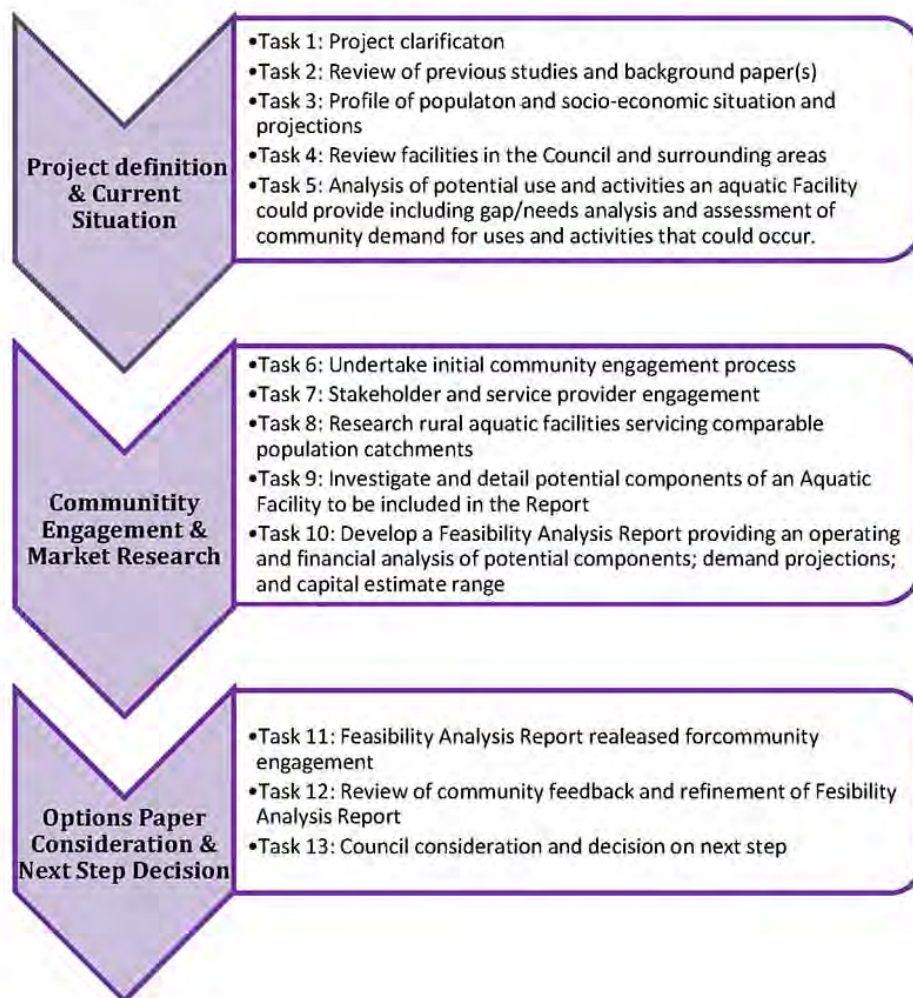
Any learnings and changes to approach should be included in the report.

Stage 1 – Feasibility Analysis of Aquatic Facility Options

Is it Possible?

The first Stage of the project will be to undertake a Feasibility Analysis which will be a high level examination as to whether the project is possible. There has been discussion about various components which might be included in an Aquatic Facility, including a swimming pool; children’s water park with slides; hydrotherapy pool; gymnasium; program rooms; cafeteria etc. The feasibility analysis will investigate and detail the various components and the likely level of use from the community. Financial projections and estimates developed during this stage will be broad in nature. This leads to the development of a Feasibility Analysis Report and ultimately a decision by Council as to whether it is possible.

Figure 2: Stage 1 – Feasibility Analysis of Aquatic Facility Options Tasks

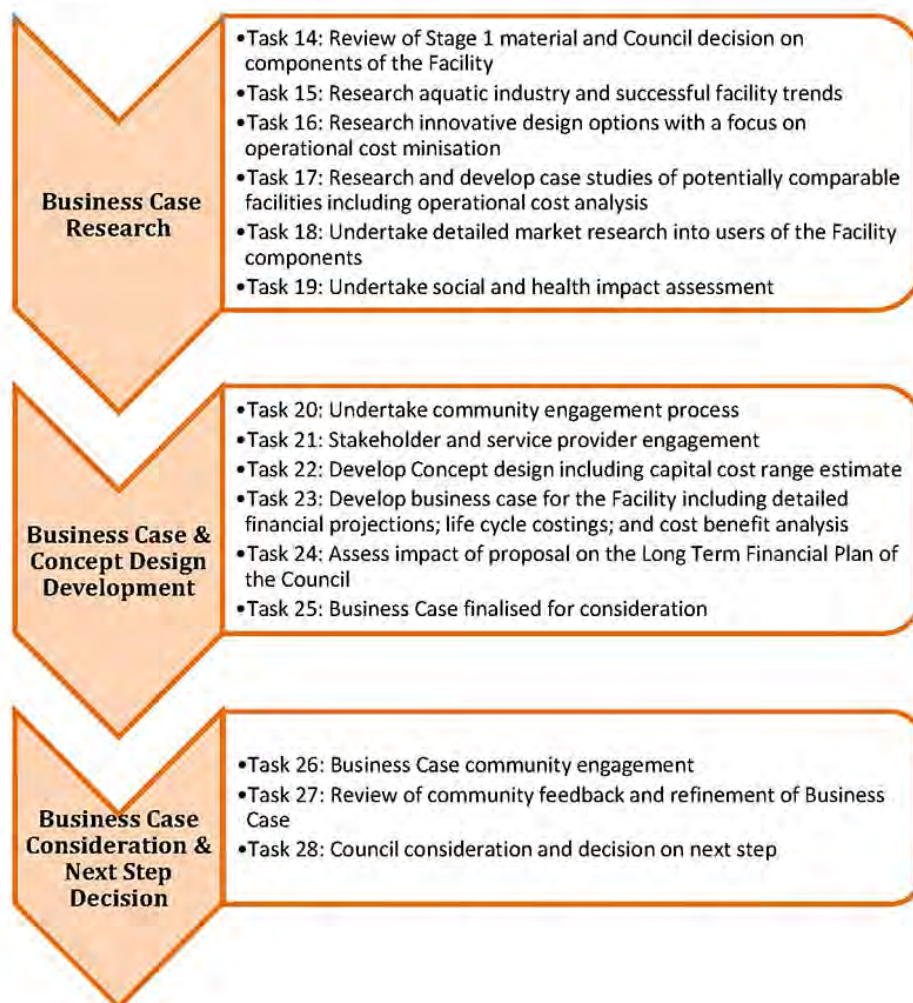


Stage 2 – Business Case & Concept Design Development

The way it could be done

The second stage of the project is to build on the work completed in the first stage undertaking more in-depth targeted investigations to develop the Business Case and a Concept Design for the Aquatic Facility. Through this part of the process a good understanding of the Cost/Benefit of the project will be developed along with more refined financial projections and capital cost estimates. These elements along with the impact of the project on Council's Long Term Financial Plan will be at the core of the Business case which will be provided for Council consideration and a decision as to whether the Aquatic Facility is given the green light to proceed.

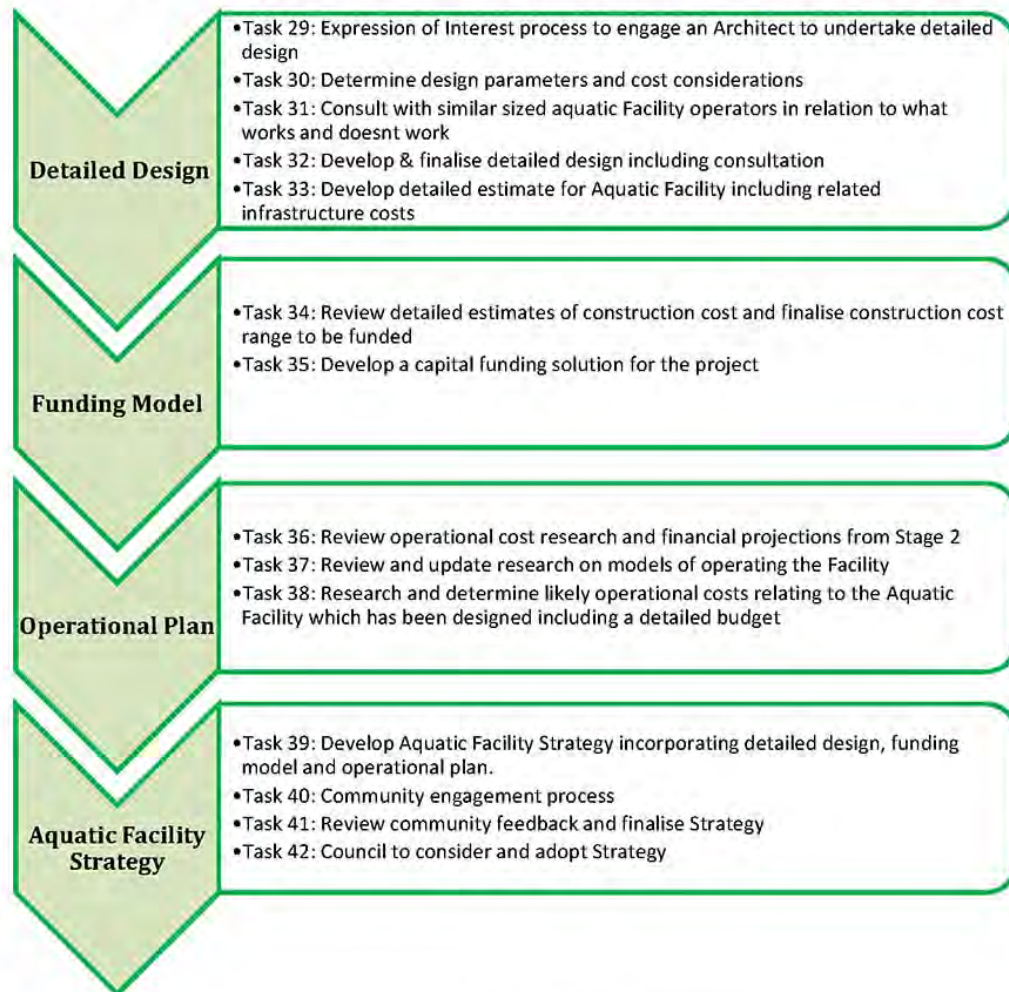
Figure 3: Stage 2 – Business Case & Concept Design Development Tasks



Stage 3– Aquatic Facility Strategy incl. Detailed Design, Funding Model & Operational Plan - *The way it would work*

Commencing this stage means Council has made a decision that the proposed Aquatic Facility is financially and operationally sustainable and supported by the community. At the core of the third Stage is a focus on being specific about the proposed Aquatic Facility and the development of an Aquatic Facility Strategy to deliver the project.

Figure 4: Stage 3 – Aquatic Facility Strategy Tasks

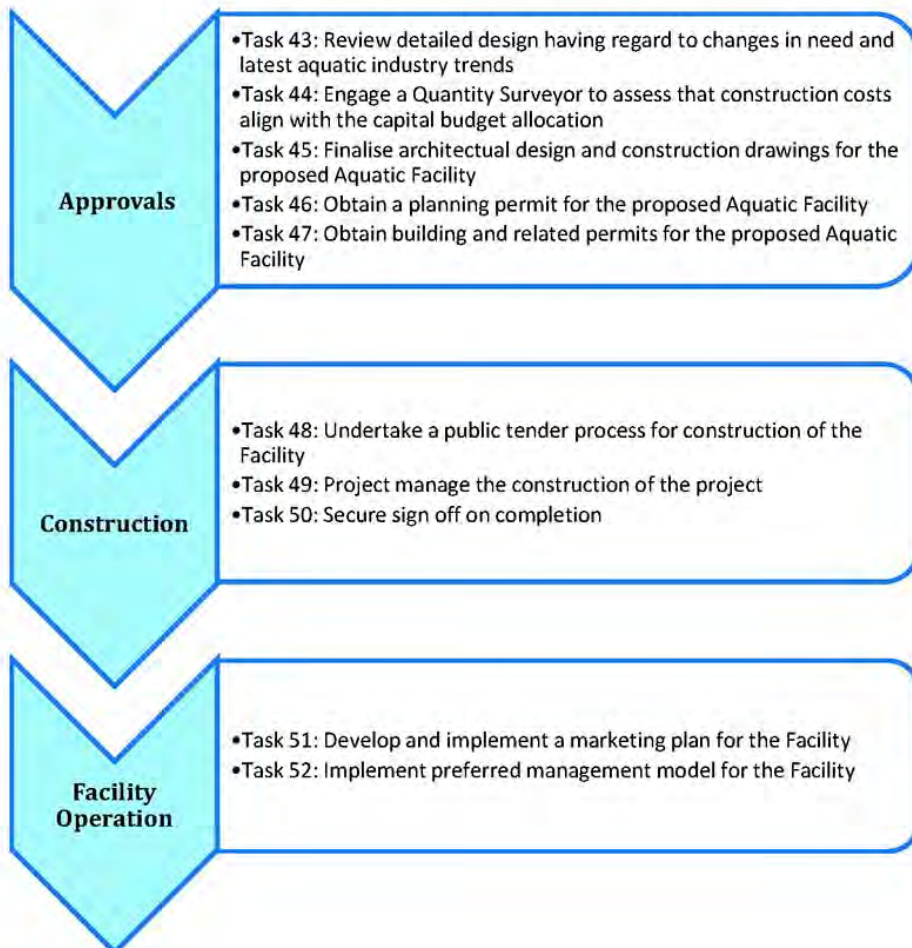


Drawing on the work from the previous Stages, detailed design of the proposed Aquatic Facility will be undertaken including addressing associated infrastructure requirements. The funding model for construction of the Facility will detail the potential mix of funding sources, how the Facility will operate and a Strategy/workplan to bring the proposed Aquatic Facility to fruition as it provides the detail necessary for the various elements to progress.

Stage 4 – Construction and Operation - *Making it work*

The fourth Stage is provided for completeness, providing broad detail in relation to progressing the project once the necessary funding has been secured.

Figure 5: Construction and Operation Tasks



Appendix – Terms of Reference

Break O’Day Aquatic Facility Investigation

[Draft] Terms of Reference of the Working Group

The Break O’Day Council is examining the feasibility of constructing and operating an Aquatic Facility within the Break O’Day area. The investigations and ultimately decision making in relation to a potential Aquatic Facility in the Break O’Day area will be the most complex and ultimately future shaping project to be considered by the Council since the amalgamation of Councils which occurred in 1993 creating Break O’Day. It is a project that has been lobbied for vocally by some within the community, whilst the majority of the community has remained largely silent. A decision to proceed with an Aquatic Facility will be something which will be lived with for future generations.

Purpose

By definition a working group is a committee or group appointed to study and report on a particular question and make recommendations based on its findings. The particular questions which the working group will need to focus on in a staged approach are

**Is an Aquatic Facility possible?
What is the way it could be done?
How we can make it work?**

The purpose of the Working Group is to:

- Bring a broad base of knowledge, skills, experience and connection to the community
- Represent the views or feedback of their individual stakeholder groups accurately, honestly and with respect
- Monitor progress with the delivery of the Consultancy;
- Provide guidance to the Consultant(s) in relation to the delivery of the project and in relation to issues which may arise;
- Accurately circulate progress updates and critical news to their represented stakeholder groups; and

Role of individual Steering Committee members:

- Bring an open mind when considering the project and information
- Actively participate in the investigation; support the project; encourage community engagement and participation; promote its outputs; and be an advocate for the project
- Understand the strategic implications and outcomes of the project and its components
- Recognise the significance of the project for some or all major stakeholders, consider and represent their interests

- Be genuinely interested in the project and the outcomes being pursued in the project
- Make every effort to attend scheduled meetings and, if not able to attend, inform the Chair before the meeting is conducted

In practice, this means Committee members:

- Represent stakeholders requirements and perspectives so they are considered during project planning and delivery phases;
- Help balance conflicting priorities and resources;
- Consider ideas and issues raised;
- Provide positive and constructive advice to the committee;
- Communicate the outcomes of the Committee meetings to their organisations; and
- Represent the project and its priorities and decisions to stakeholders.
- Respect the confidentiality of information and timeframes for the release of information

Members of the Committee can expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner;
- To be given reasonable time to consider draft Reports and key recommendations;
- To be alerted to potential risks and issues that could impact the projects as they arise; and
- To participate in open, honest and respectful discussions.

Endorsed by the Break O' Day Council on?????

ACTION	DISCUSSION
PROPONENT	Council Officer
OFFICER	Rebecca Wood, Executive Assistant Angela Matthews, Corporate Services Coordinator
FILE REFERENCE	014\002\001\
ASSOCIATED REPORTS AND DOCUMENTS	Breakdown of other Council's Activities in Regards to Live Streaming of Council Meetings

OFFICER'S RECOMMENDATION:

1. That Council resolve to implement Live Streaming of Council Meetings; and
2. That the cost for the implementation for associated hardware and software be considered as part of the 2023-2024 budget deliberations.

INTRODUCTION:

At the November 2022 Council Meeting Cllr Drummond presented the following Notice of Motion:

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

That Council develop a procedure 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.

PREVIOUS COUNCIL CONSIDERATION:

Council Meeting held on the 21 November 2022 – Notice of Motion – Live Stream of Council Meetings - Cllr J Drummond:

MOTION:

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

That Council 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.

SUBMISSION IN SUPPORT OF MOTION:

The Local Government Act 1993 (Schedule 4 Paragraph 13) requires a Council's General Manager to record the minutes for every Council meeting.

A live stream of proceedings would improve transparency and community engagement with Council Meetings and increase public access to Council decisions and debate, this was an issue frequently raised by many residents in the lead up to the local government election. I put this motion forward initially in 2018 and it was defeated.

Not all residents can attend Council meetings, due to distances and other commitments in their lives. The live streaming would allow greater access to the full proceedings by residents and would increase opportunities for public scrutiny and thus ensure greater governance outcomes.

On Council Meeting days, the public parts of the Council Meeting could be streamed live on a Break O'Day meeting stream channel (possibly on YouTube). Past recordings could be listened on a meeting stream channel. This model is in place in various other Council areas within Tasmania.

A live stream of meetings would capture the debate, discussion and behaviour of councillors, and the nuances that are not reflected in text-based minutes. This would lead to greater transparency and public scrutiny of behaviour within the chamber. It should be noted that Section 33(3) of the Local Government (Meeting Procedures) Regulations 2005 states that "the minutes of a meeting, once confirmed, prevail over the audio recording of the meeting".

I have conducted a quick scan of the 29 council websites in Tasmania and from the information contained on those pages, it appears that 12 councils provide live streaming, this is however not a comprehensive audit. This number has increased since I last conducted an audit in December of 2018.

Break O'Day Council – Audio recording
Brighton Council – Audio recording
Burnie Council – Live streaming
Central Coast Council – Live streaming
Central Highlands Council – No recording
Circular Head Council – Live streaming
Clarence City Council – Audio visual recordings
Derwent Valley Council – Audio visual recordings
Devonport City – Live streaming
Dorset Council – Audio recording
Flinders Council – No recording
George Town Council – Audio recording
Glamorgan Spring Bay Council – Live streaming
Glenorchy Council (City of Glenorchy) – Live streaming
Hobart City Council (City of Hobart) – Live streaming
Huon Valley Council – Live streaming
Kentish Council – Audio recording
Kingborough Council – Live streaming
King Island Council – Audio recording
Latrobe Council – No recording
Launceston Council (City of Launceston) – Live streaming
Meander Valley Council – Audio recording
Northern Midlands Council – No recording

Sorell Council – Live streaming
Southern Midlands Council – Audio recording
Tasman Council – No recording
Waratah-Wynyard Council – Audio visual recordings
West Coast Council – Live streaming
West Tamar Council – No recording

DISCUSSION:

- Councillor Drummond advised that this was considered some years ago but has been brought up again as there has been a large shift in the community since then.
- Councillor Chapple fully supported the motion and recognised that it gives people in the community greater opportunity to participate.

COUNCIL DECISION:

11/22.9.1.219 Moved: Clr J Drummond/ Seconded: Clr K Chapple

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

That Council develop a procedure 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.

CARRIED UNANIMOUSLY

Council Meeting held on the 18 December 2018:

DISCUSSION:

- Clr Chapple agrees with Clr Drummond as she has received feedback leading up to the election that people would like this if they are unable to attend meetings.
- Clr McGuinness stated that he is very much against live streaming, he believes it stifles debate, Clr McGuinness stated that he has no problem with audio recording but not live streaming.
- Clr Wright stated that she fully supports this as there are a lot of people in the community that have asked why we don't do it. Clr Wright stated that she doesn't think it stifles debate and that she believes that it is something that we do need to do.
- Clr McGiveron stated that he totally supports Clr McGuinness, he believes that the live streaming is unnecessary, the audio recording maybe not so bad. Clr McGiveron stated that the recordings in the past have been picked apart and members of the community have used parts of a recording for Code of Conduct complaints against Council/Councillors.
- Mayor Tucker stated that at the moment we are going through a Local Government Act Review. We don't know what this will come out with and it may make this compulsory. We may spend money now and through the review we may have to put something in place that

may be prescribed, we don't know yet. If we go outside the review now we could be spending money for something that is not suitable.

- Clr J Tucker asked, how much money could we be looking at. The General Manager advised that he could not answer without receiving quotes.
- The General Manager stated that there could be a decision made that Council gives in principle support with the implementation awaiting the outcome of the Local Government Act Review.
- Clr Whittaker stated that she supports Clr Drummond's motion and stated that we need to be forward thinking.
- Clr McGuinness stated that there are only three (3) Councils that do live streaming, Glamorgan-Spring Bay, Launceston and Hobart.
- Clr LeFevre stated that he hasn't had one (1) person discuss this with him either way. The behaviour within Council is excellent and he has received comments that it is the best functioning Council for quite some time. Clr LeFevre stated that he thinks this will enable grandstanding and would like to see Council stay as it is.
- Clr Drummond stated that she would like that this be supported at least in principle. Clr Drummond stated that she thinks that 12 months waiting for the review is still a long time to wait and she would like a commitment that we support at least audio recording.
- Clr LeFevre stated that he thinks that in principle support is the same as saying yes.
- Clr Wright stated that in principle support would be good and would show the community that we are moving forward with this.

COUNCIL DECISION:

12/18.8.1.290 Moved: Clr J Drummond / Seconded: Clr K Chapple

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

That Council develop a procedure to live stream and record Council meetings, this would provide for the live streaming and recording of the public component of Council meetings. The streaming/recording would not include the part of a meeting when Council is 'closed' to the public.

An amendment was moved:

12/18.8.1.291 Moved: Clr K Wright / Seconded: Clr L Whittaker

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 indicates in principle support for live streaming and recording of the public component of Council meetings and await the outcome of the Local Government Act Review process.

FOR Clr K Wright, Clr J Drummond, Clr L Whittaker, Clr K Chapple

AGAINST Clr J McGiveron, Clr J Tucker, Clr G McGuinness, Clr B LeFevre, Clr M Tucker

LOST

The original motion was put:

FOR Clr K Wright, Clr J Drummond, Clr L Whittaker, Clr K Chapple

AGAINST Clr J McGiveron, Clr J Tucker, Clr G McGuinness, Clr B LeFevre, Clr M Tucker

LOST

OFFICER'S REPORT:

In 2019 a detailed investigation was undertaken to determine who currently record meetings, how it is made available to the public, how it is stored etc in all 28 Councils in Tasmania. In January 2023 a further review was undertaken and the following information has been updated accordingly and a copy of the breakdown is attached:

28 Councils Do:

	2019	2023
No recording (audio or otherwise) at all	9	2
Audio Recording	15	14
Audio Visual Recording	1	2
Live Stream Audio	2	1
Live Stream Visual and Audio	1	9

In 2023, out of the 26 which undertake some sort of recording they all make it available via their Council websites.

Most of the Councils who undertake the above activity have policies on how this is undertaken, managed, stored, etc by each Council and the majority of them are all slightly different.

Through the investigation process in 2019 discussions were held with Glamorgan-Spring Bay Council in relation to their take up of viewing/listening to their Council Meetings. Advice was received that on average, prior to live streaming they had approximately 10-15 people in the gallery on any given occasion. Once the implementation of live streaming took place the online “live” viewing of the Council Meeting increased to on average approximately 25 -30 people and then they have had on average approximately 150 – 200 people listen to the audio online after the meeting. These numbers fluctuate from month to month as you could imagine, depending in some cases as to what Council may be considering at a particular meeting.

A review of the Council Minutes for all Councils was also undertaken to see what they include. It was interesting to note that there are only four (4) Councils that include any form of discussion notes within their minutes and it is minimal compared to ours.

The main purpose of considering the implementation of live streaming is to make involvement and engagement in the democratic process of Local Government as accessible as possible to all residents, ratepayers and members of the public, no matter the location of the meetings within our municipal area. It will also serve to improve the perceptions of transparency through the ability to hear Council debate and decisions first hand.

Live Streaming of the audio/visual would be undertaken via YouTube can happen automatically or it can be recorded and uploaded at the completion of the meeting for viewing at a time that Council determine appropriate.

Should Council decide to proceed with implementing audio recording of open Council meetings, the following actions would be undertaken prior to commencement.

- Purchase and installation of new equipment suitable for the Council Chambers;
- Develop a policy for live streaming of open Council meetings;
- Communication to the community with regard to the availability and access for live streaming to ensure there is awareness and uptake of the service.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Leadership / Ownership – Council’s Role

We will.....

... be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.

... make decisions for the greater good of Break O’Day by being accessible and listening to our community.

Great Communication – Council’s Role

We will....

... listen, consult and engage with the community and individuals.

... be open, honest and proactive in our communication.

... keep people informed about the things that matter to them.

LEGISLATION & POLICIES:

Local Government Act 1993.
Local Government (Meeting Procedures) Regulations 2015
Right to Information Act 2009
Break O'Day Council Meeting Procedures

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

There is currently no budget allocation for the purchase of equipment to facilitate live streaming of Council Meetings.

Only one (1) quote has been received at this time with the Company who Council purchased the audio equipment off in 2019. At that time consultation took place in regards to this equipment being able to be adapted to live streaming in the future if this was a decision of Council. Council's procurement policy states that three (3) quotes should be received however following discussions outlined above it was deemed that this Company is in the best position to provide the best service and equipment to meet Council's needs.

The quote received to adapt the hardware for Councils current audio visual system to be able to live stream comes to the value of approximately \$6,000 (ex GST).

There will also be a cost (quote not yet received) to set up the web link for the live feed from Council's website to YouTube which our IT provider will undertake. Live Streaming via YouTube is free of charge.

VOTING REQUIREMENTS:

Absolute Majority.

Breakdown of Tasmanian Council's Activities in Regards to Recording Meetings as at 19 January 2023

	COUNCIL	Audio/ Live Stream/ Audio Visual	On Website Y/N	Policy	Discussion in Council Minutes
1	Brighton Council	Audio only	Y	Y	N
2	Burnie City Council	Live stream audio and visual	Y	N	N
3	Central Coast Council	Livestream	Y (link to youtube)	N	N
4	Central Highlands Council	Audio only	Y	Y	N
5	Circular Head Council	Live stream audio and visual	Y (link to youtube)	Y	Y Minimal
6	Clarence, City of	Audio and visual	Y (link to youtube)	Y	N
7	Derwent Valley Council	Audio only	Y	Y	N
8	Devonport City Council	Live stream audio and visual	Y (link to youtube)	Y	N
9	Dorset Council	Audio only	Y (link to sound cloud)	N	N
10	Flinders Council	N	N	N	Y Minimal
11	George Town Council	Audio only	Y	Y	Y Minimal
12	Glamorgan Spring Bay Council	Live stream audio and visual	Y (link to youtube)	Y	N
13	Glenorchy City Council	Live stream audio and visual	Y (link to youtube)	Y	N
14	Hobart, City of	Live stream audio and visual	Y (link to youtube)	N	N
15	Huon Valley Council	Audio and visual	Y (link to youtube)	Y	N
16	Kentish Council	Audio only	Y	N	N
17	Kingborough Council	Audio Only	Y	Y	N
18	King Island Council	Audio Only	Y	N	N
19	Latrobe Council	Audio only	Y	Y	N
20	Launceston, City of	Live stream audio only	Y (link to youtube)	Y	N
21	Meander Valley Council	Audio only	Y	N	N
22	Northern Midlands Council	Audio only	Y	Y	N
23	Sorell Council	Live stream audio and visual	Y (link to youtube)	Y	N
24	Southern Midlands Council	Audio only	Y	Y	N
25	Tasman Council	Audio only	Y	N	N
26	Waratah-Wynyard Council	Live stream audio and visual	Y (link to youtube)	Y	N
27	West Coast Council	Previously audio only (seems to have stopped)	Y	N	Y Minimal
28	West Tamar Council	N	N	N	N

ACTION	INFORMATION
PROPONENT	Council Officer
OFFICER	Anna Williams, Economic Development Officer
FILE REFERENCE	23/2026
ASSOCIATED REPORTS AND DOCUMENTS	Refreshing Tasmania’s Population Consultation Paper

OFFICER’S RECOMMENDATION:

That Councillors consider and discuss the draft response to the Tasmanian Population Strategy Consultation

INTRODUCTION:

The Tasmanian Government has released *Refreshing Tasmania’s Population Consultation Paper* outlining a renewed approach to supporting Tasmania’s future. As stated by the Tasmanian Government, ‘sustainable population growth is vital in not only meeting the needs of those living in our state but also ensuring we have the right population to keep our businesses, industries, investment and communities going’.

A draft response has been prepared and requires the Councillors’ input on provided questions in the consultation paper. In preparation for drafting the report, consultation was also made with the Break O’Day Employment Centre (BODEC) and child care operators.

PREVIOUS COUNCIL CONSIDERATION:

No previous Council consideration.

OFFICER'S REPORT:

Section 1: Enable planning arrangements that improve liveability

1.1 In the next five to 30 years, what liveability-related issues do you see impacting your sector, or the community you live in?

Affordable Housing

Affordable Housing within the Break O'Day region is a major concern for the community. It affects all stakeholders, including residents, business owners and prospective residents. The lack of suitable housing plays a key role in communities' well-being and economic productivity. Within the Break O'Day community, 2 in 5 renters (38.8%) experience rental stress (rent is greater than 30% of their household income). Affordable housing includes diverse housing options and is inclusive of social housing, rentals and ownership.

Affordable housing requires strategic planning rather than a narrow focus on the number of houses being delivered. Houses not only need to be affordable but well-located to build sustainable and resilient communities. Integrated planning relating to housing and population that relies on updated data and is reviewed periodically is crucial to deliver good planning outcomes. This includes the identification of long-term land supply and appropriate infill development that encourages well-serviced and sustainable housing in the right places. This is particularly relevant for communities experiencing an increase in an ageing population.

Access to Allied Health Services

Within the Break O'Day region, access to allied health professions is severely under-resourced. Due to a lack of provision or a lengthy wait time, residents of the Break O'Day community travel to Launceston or Hobart for some (or all) health services. Not only does this pressure Launceston and Hobart services but it is also financially and socially burdensome. For example, residents may:

- Use their holiday leave for travel to services
- Take children out of school
- Increased cost of travel negatively impacting financial freedom
- Not address legitimate health concerns as a result of access difficulty

This is particularly relevant for the Break O'Day community, which has the sixth lowest Socio-Economic Indexes for Areas in Tasmania (SEIFA).

1.2 What in your view are the top two opportunities that have the potential to increase liveability? Please share potential partnerships and other approaches that could assist in progressing these opportunities.

Providing 'living in place' housing and rental housing provision

The Break O'Day region has an ageing population with 36% of households being lone occupants. Financial incentives to transition existing housing stock to suit the homeowners' stage in life and provide potential rental housing provisions should be considered. How can we encourage lone occupants living in 2-3+ bedroom homes to rent out spare rooms?

Robust population projections to inform decision making

The consultation paper utilises *Department of Treasury and Finance* and the *Australian Government's Centre for Population* population projection data which diverge considerably. This demonstrates the need for accessible, reliable and relevant data for those making short, medium or long term decisions in relation to planning and the provision of infrastructure and services at a state or local government area level. Break O'Day Council has obtained advice that utilisation of the Department of Treasury and Finance for strategic planning is ill-advised as a result of its linear growth model application.

Therefore, the state government needs to produce robust population projections at a state and local government

level that is accessible. This will enable local governments to make comprehensive and population-informed strategic decisions in terms of investment in infrastructure, services and amenities and where these investments need to be made in regards to composition and change over time.

1.3 How could all levels of government, business and community organisations work together to design and plan services to improve liveability?

Section 2: Reduce unnecessary barriers to those wishing to have and raise children

2.1. To increase workforce participation, how can workplaces in Tasmanian become more adaptable as the future of work changes?

Embracing flexible working practices for parents

In the Break O’Day region, access to child care is limited which restricts parents in their ability to enter/re-enter the workforce and work full-time. Speaking with local providers, it is not necessarily the supply of childcare workers, but the provision of spaces that is the main issue. In some instances,

- It is not economical to return to work due to the cost of travel to take their child to day care and then travel to work. Break O’Day is a large municipality which results in parents working all over the region but only has child care options in St Marys and St Helens. Parents have to consider their work location alongside the ability to travel to a childcare centre when considering entering the workforce or changing jobs.
- No after or before-school care is offered within the Fingal Valley region. An example of how this impacted local workers was a nurse who accepted a position at St Marys Hospital only to then be unable to enter the workforce as she can’t work before 8am or after 5pm due to lack of child care options.

Therefore, raising awareness among employers about how they may embrace and support employees who have children and require flexibility should be made.

How can employers be proactive in addressing this? Local examples within the community include:

- Employers hiring childcare workers during the holiday periods for their employee’s children
- Offering contracts in non-traditional industries such as the hospitality industry. This allows workers to bank hours easing childcare pressure.
- Supporting the digital literacy of workers which enables working-from-home capabilities
- Creative job share roles; allowing more flexibility in how roles are structured

Resources should be provided for employers to be innovative in how they approach flexible working practices. Further, greater awareness for employers of the benefits of embracing flexible working practices should also be made by the state government.

2.2. Given the scope of the Population Strategy, what is critical for all levels of government to do a) attract and retain families and b) support those looking to start a family, to create a life in Tasmania?

Each of the following is considered critical for the Break O’Day region to provide in order to attract and retain families including those wishing to start a family in the region.

Housing Affordability

As discussed in section 1.1, housing affordability is critical for all levels of government to address. Issues particular to the Break O’Day region are:

- Provision of substandard housing within the private rental market taking advantage of a lack of rental housing.
- Lack of social housing across the municipality
- Temporary measures are now becoming permanent (families living with their parents, in caravans/sheds etc)
- Young families struggling to get into the housing market; forcing substandard housing to become acceptable.
- Families moving to regional centres (Hobart and Launceston) as a result of lack of housing within Break O’Day. Not only does this further exacerbate a lack of housing options in Hobart and Launceston but it takes away skilled and young workers from regions that benefit from their social, economic and cultural input.

Education: Access and Quality

- Ensuring that access and quality of education, across all levels, are maintained and improved.
- The network of families’ has been greater in previous years; however, with the influx of new people moving into the area means they are less likely to have a family network that offer alternatives to child care. The state government needs to consider how they can remove the pain point of isolation and remedy childcare facility inaccessibility.
- Disability (also relates to allied services): when children need additional support, parents may result in moving away or travelling long distances which has a socio-economic and quality of life impact.
- Diverse backgrounds – ensuring services are offered to support children in school settings. This includes support for both children and teachers.

Employment Aspirations and availability

- Ensuring Tasmania offers workers the pathways to achieve, and aspire for, positively challenging and rewarding employment.

Accessibility to allied services

- As addressed in section 1.1.

Section 3: Align emerging employment opportunities, changing workforce needs and overseas and interstate migration

3.1. When we consider the next generation of 15 to 18 year old Tasmanians, what is needed to help support them to thrive and choose to live in their home state?

As discussed in section 2.2. – As Tasmania continues to encourage migrant families, we must ensure that there are service provisions that support their children in school (and social) settings.

<p>3.2. What can be done to attract and retain more 18 to 44 year olds from interstate and overseas to address labour and/or skills shortages over the next five to 30 years?</p>
<p>Visas – continued support for, and promotion of, working flexibility. Particularly relevant for people outside of 18 to 44-year-old age bracket.</p>
<p>3.3. What is needed to support successful settlement for skilled migrants and newly arrived community members in different parts of Tasmania?</p>
<p>Localised support services A common issue found in regional/isolated areas is out-reach programs based in Hobart or Launceston which do not provide place-based and local support services to skilled migrants and newly arrived community members. Monthly visits (or less) may not be adequate in providing the support that is required for newly arrived members. This is particularly relevant for isolated areas like BOD, which already experience separation from more urban areas.</p> <p>Consideration should also be given to the following:</p> <ul style="list-style-type: none"> • How much capacity do local schools have in supporting local students’ relocation to the community? For example, language barriers and cultural awareness.

<p>Section 4: Manage a structurally ageing population</p>
<p>4.1. What are the most significant innovation opportunities you see which have the potential to improve (one or all of) health, food security, ageing in place, and aged care?</p>
<p>See 1.2 and 4.3</p>
<p>4.2. How might we redesign mechanisms and services for smaller scale and declining communities to increase wellbeing outcomes?</p>
<p>4.3. Do you see potential to redesign current initiatives or use existing facilities in a new way to engage intergenerational participation? Please outline ideas that could be scaled up for broad application.</p>
<p>Separation of public infrastructure such as child care facilities/aged-care facilities/libraries should be reviewed - how can we look at collaboration and shared resources as a benefit in these spaces?</p>

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 – 2027

Goal

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

Strategy

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

Annual Plan 2022 – 2023

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

LEGISLATION & POLICIES:

Nil

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority.

REFRESHING TASMANIA'S
POPULATION STRATEGY
CONSULTATION PAPER JANUARY 2023



TASMANIAN



Introduction

In 2015 the Tasmanian Government launched its first Population Growth Strategy with an ambitious agenda to increase Tasmania's population to 650,000 by 2050. We reached the 2030 population milestone eight years ahead of target and want to build on this success. A refreshed Population Strategy will support this.

Today our economy is one of the strongest in the country, with more Tasmanians in work than ever before, including a record number of women.

The Government continues to deliver a bold program of life enhancing infrastructure in our roads, schools, health and housing sectors to support this growth along with investing in job creation and workforce development. Harnessing our state's competitive advantages in renewable energy and our net zero footprint is increasingly central to ensuring we have a diverse and future resilient economy.

The unprecedented population growth over recent years has come with its challenges. We know Tasmania has an ageing population, and we need a continued focus on balancing this with prime working age people between 15 and 64, to support our quality of life.

As noted by the Premier in launching the Tasmanian Government's commitment to a wellbeing framework, it is recognised that economic growth alone does not account for a community's success or progress over time. Health, belonging and happiness are key success factors and safe and inclusive communities that attract and retain people from all walks of life are a key priority.

To facilitate the development of a refreshed Population Strategy, the question at the heart of this Consultation Paper is how can we better plan for and manage future population trends and issues? This includes how to achieve population growth in a sustainable way that respects what is uniquely Tasmanian and to ensure everyone benefits. In this Paper you'll hear from a number of personas. These are research based characters, created to give voice to some of the real experiences of people living in Tasmania.

Four new themes for the refreshed Population Strategy are proposed and your input is welcomed on how we progress to grow our communities and improve the lives of all those who choose to live here.



"The community are really invested in the environment they live in and want to protect it so our kids and grandkids can enjoy it like we do."

Ruth

The Tasmanian Government acknowledges the ancient history of the Tasmanian Aboriginal people as the First People of lutruwita/Tasmania.

For over 2,000 generations, Tasmanian Aboriginal peoples' health and wellbeing has been and continues to be based on a deep and continuous connection to family, community and the land, sea and waterways.

Minister's invitation

Now is an important time to reenvision how we can best plan for the future of our state's changing population and the Tasmanian Government is keen to hear your ideas.

Much has shifted since we launched our first Population Growth Strategy in 2015, with a very positive increase in the number of people choosing Tasmania as their home. In response to this, we are refreshing the Strategy to reflect our changing circumstances and to facilitate long-term sustainable population growth.

Population growth is a key strategic focus for the Government because it is a major driver of economic development. Increasing Tasmania's population will help to stimulate investment and employment, spark innovation and diversity and increase our labour force. This is key to supporting our vision of Tasmania being the best place in the country to live, work, invest and raise a family.

From a population planning perspective, everyone living in Tasmania is considered as a Tasmanian, a person with strengths, aspirations and needs; someone who can make a positive contribution. I invite all Tasmanians to have your say on the questions raised in this Consultation Paper:



Hon Guy Barnett MP
Minister for State Development

How to have your say

We encourage you to read this Consultation Paper before making your submission. Specific questions for your consideration are included towards the end of the paper. We also welcome your general feedback on the direction of the refreshed Population Strategy.

The closing date for submissions is midnight on Sunday, 5 March 2023 AEDST.

Submissions are usually written documents, but they can be pictures or short videos or voice recordings. There is no set format for submissions. Submissions can contain facts, opinions, and recommendations for action. Ideally, they address all or some of the questions raised in this Consultation Paper and draw on your particular knowledge or experience.

Email your submission to consultation@stategrowth.tas.gov.au including your name, address, and any relevant organisation details.

[Find out more and view important information regarding making a submission.](#)

For more information about this work please contact the Department of State Growth by email consultation@stategrowth.tas.gov.au or phone 03 6165 5305 during business hours.

Project timeline



Improving how we plan for and manage future population trends and issues

Population growth is important to Tasmania to support the economy, provide essential services and encourage greater diversity.

Tasmania's population has seen very positive growth over the last seven years, and with this has come some growing pains. Recognising this, the Tasmanian Government is refreshing the 2015 Population Growth Strategy to reflect our changing circumstances and help prepare for a potential range of medium and long-term scenarios.

Changes to the size of our population affects the lives of Tasmanians. Parts of our state are being affected by population dynamics in different ways as the nature and size of our communities' change, for example with age, skills mix and family formation.

The Australian, state and territory, and local governments share responsibility for many government policies that help shape population change, and some policies are the exclusive responsibility of one level of government. Employers and community members also play an important role in influencing Tasmanian's quality of life.

Population change impacts most aspects of public policy. Understanding population trends and implications is a critical step towards better planning that is inclusive, agile, makes real change and delivers services where they are needed most.

Refreshing our Population Strategy will put us in a better position to plan for and manage future trends and issues through developing a stronger whole-of-government approach. Better integration of government will provide an increased capability for sharing, linking, and analysing population data. Over time, this improved capability can inform and integrate with a broad range of Tasmanian Government mechanisms including the Wellbeing Framework, sustainability strategy and gender equity initiatives with the shared purpose of improving population outcomes.

TABLE 1 - BENEFITS AND CHALLENGES OF POPULATION GROWTH

BENEFITS	CHALLENGES
<ul style="list-style-type: none"> • Stronger economic growth • Vibrant cities and regions • Stimulates employment • Sparks innovation and productivity • Increases in skilled, prime working age people • Increased labour force participation • Likely improved productivity • Sustains a broader range of industries • Improves the viability of services for community members • Social contribution of migrants, bringing new ideas, perspectives and relationships • Increase in GST funding from the Australian Government due to calculation being based on population size • Increased tax base to invest in government services such as health, education, social housing • Improved living standards • Increased investment leading to job creation 	<ul style="list-style-type: none"> • Congestion • Increasing pressures on government services • Uneven growth and decline in different areas causing some services to be unsustainable • Housing supply and diversity • Maintaining Tasmania's low emissions profile with a growing population • Social cohesion

Context

The most recent data from the Australian Bureau of Statistics (ABS) reports the state's population increased by 3,608 people (0.64 per cent growth rate) to 571,517 in the year ending June 2022¹. This means that we exceeded our 2030 population interim target of 570,000 eight years early. From where we are now, an average population growth of approximately 0.45 per cent per annum is needed to achieve the 2015 Population Strategy's 2050 population target. This equates to a net annual increase of around 2,500 to 3,000 people per year.

Despite the state's positive progress in population growth, particularly in the 20-34 year old age group since 2016, the Tasmanian population continues to be the oldest in the country. Our median age of 42 years at the time of the 2021 Census is four years older than the national median of 38 and 20.4 per cent of our community members are over 65 years. In six of our 29 Local Government Areas (LGAs), 25 per cent or above of the population is 65 years old and older.

Although the population itself has grown by 78,607 from the June quarter 2006 to the June quarter 2021, the proportion of Tasmania's population that is prime working age has reduced by 3 percentage points, those aged 65 and over has increased by 5.8 percentage points and young people under the age of 15 has reduced by 2.8 percentage points over this period. Overall, this shift in population demonstrates Tasmania's structurally ageing population.

Population ageing is likely to affect the future supply of labour and our economic growth. This is anticipated to be exacerbated as the baby boomer generation retires. In addition, demand on health and aged care services will also increase. Without intervention, population ageing is likely to affect the ability of government to provide essential services for our population.

While most LGAs have experienced consistent, positive growth over recent years, the level of growth will continue to change over time. Prior to 2017, for example, 14 of Tasmania's 29 LGAs experienced consecutive years of decline.

Creating a balance between the working and non-working age populations will assist in alleviating the burden of population ageing while also providing a population age structure which is conducive to long term, sustainable population growth.

See Appendix for more demographic data.

Collaboration across all levels of government

The first Australian Population Plan (*Planning for Australia's Future Population*²), was released in 2019 and focused on managing population growth in the largest cities in Australia, while also investing in regions and building safe and connected communities. As part of that plan, the Australian, state and territory governments, and the Australian Local Government Association agreed to the National Population and Planning Framework which sets out an approach for government collaboration on the challenges and opportunities of population change.

Population projections

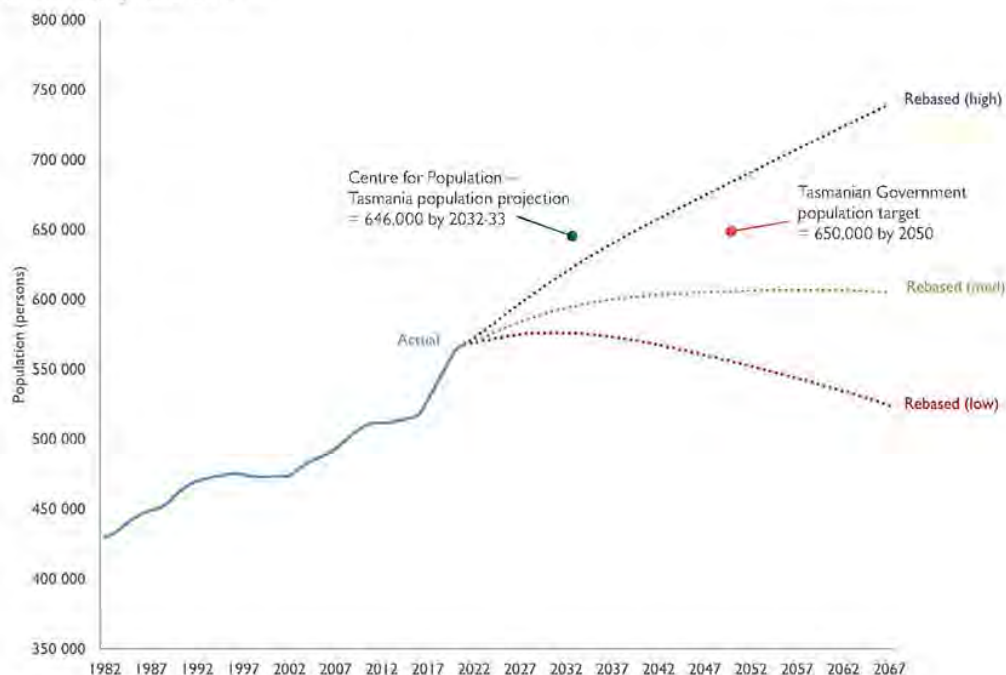
An effective population strategy will need to consider future growth and decline across different LGAs. This is important as projections will inform decisions about services, programs, and infrastructure needs. It is acknowledged that although projections are based on analysis and modelling of long-term trends, uncertainty exists as to when and where growth and decline may occur.

The current (November 2022 rebased³) Department of Treasury and Finance population projections are shown in Chart 1 below, and this shows that the Tasmanian Government's 2050 population target of 650,000 people remains in the medium to higher range of population growth scenarios.

Under the assumptions used in the recently released 2022 Population Statement⁴ from the Australian Government's Centre for Population, the projected outcome is that Tasmania will reach this target much sooner, suggesting a population of 646,000 by 2032-33. This is 74,483 more people across the state with approximately 46 per cent living in Hobart. In this model, population growth comes primarily (70%) from overseas migration and interstate migration (27%).

[View more detail on population projections for Tasmania and its LGAs.](#)

CHART 1 - TOTAL TASMANIAN POPULATION, AND REBASED PROJECTIONS, AS AT 30 JUNE 2021¹⁷



Source: ABS Cat No 3101.0, and updated Treasury calculations.

The refreshed Population Strategy

Goal

The goal of the Population Strategy is to outline the way we will facilitate long-term sustainable population growth and equip Tasmania to prepare, plan for and manage future population trends, issues, and opportunities.

Desired impact – the long term change we are working towards

The desired long-term impact of the Population Strategy is improved wellbeing outcomes for Tasmanians.

What do we mean by wellbeing?

The Tasmanian Government has committed to developing Tasmania's first Wellbeing Framework, following on from the release of the state's first Child and Youth Wellbeing Strategy. It is proposed that the Population Strategy closely aligns with and supports this commitment.

Wellbeing can mean different things to different people, but it primarily includes economy, health, education, safety, housing, living standards, environment and climate, social inclusion and connection, identity and belonging, good governance and access and services.

Putting wellbeing at the heart of our approach will improve whole-of-government decision making and drive equity across different population groups.

The Population Strategy will align with, and aim to progress, the Tasmania Statement: Working Together for the Health and Wellbeing of Tasmanians⁵.

What do we mean by sustainable population growth?

Sustainable population growth involves trying to balance a range of age groups. Different ages and stages of life tend to impact our relative strengths, vulnerabilities, needs and aspirations. All ages are an important part of a rich and diverse place, and the refreshed Population Strategy will work towards trying to achieve a greater proportional balance.

The University of Tasmania's Institute for Social Change⁶ identified the following factors (as shown in Table 2) as important to realising long-term sustainable population growth.

Why is growth important?

Economies with larger populations sustain a broader range of industries, provide a wider range of employment opportunities, and tend to be more diverse, innovative, and resilient. A larger population improves the viability of services for community members and lowers costs through economies of scale.

It is recognised that population growth comes with challenges such as congestion, social cohesion, timely supply of government services to match demand and environmental impacts including maintaining Tasmania's low emissions profile. Your suggestions for policies and initiatives that could help address these challenges are invited through this consultation process.

TABLE 2: FACTORS FOR LONG-TERM SUSTAINABLE POPULATION GROWTH

Tasmanian population profile		
Sustainable population growth factors	Change between 2016 and 2021	Change between 2006 and 2021
A stable (or increasing) proportion of the population aged under 15	↓ 1.1 pp*	↓ 2.8 pp
An increased proportion of the population within working age (15 to 64 years)	↓ 0.5 pp	↓ 3 pp
A stable (or decreasing) proportion of the population aged over 65 and above	↑ 1.6 pp	↑ 4.8 pp
A low proportion of population growth reliant on migration	Of the 50,395 person increase in Tasmania's population over this period ¹ , 10.1% was due to natural increase, with the remainder (89.9%) attributable to overseas and interstate migration.	Of the 78,607 person increase in Tasmania's population over this period, 32.3% was due to natural increase, with the remainder (67.7%) attributable to overseas and interstate migration.
	2021	2006
A suitable balance between prime working age (15 to 64) and other age groups	62.7% working age 37.3% non-working age ¹⁸	65.7% working age 34.3% non-working age ¹⁹
Positive natural increases (more births than deaths - a Total Fertility Rate of around 2.1 births)	Total fertility rate was 1.6	Total fertility rate was 2.1

Scope

The refreshed approach will continue to support the Tasmanian Government's goal of continued population growth. However, the focus will be on the qualitative aspects of sustainable growth and wellbeing outcomes.

Population planning is future focussed. It is not intended to address all immediate needs and issues through the Population Strategy, rather to better prepare for and positively influence what is ahead.

It is recognised that there are a range of Tasmanian Government strategies, and commitments that focus on critical areas related to population growth, for instance housing and health.

The Population Strategy will avoid duplicating these efforts and rather look to work across government to integrate approaches to better prepare for emerging population trends and issues.



See Appendix for related Tasmanian Government strategies.

Measuring outcomes and impact

The Population Strategy will invest in research and evaluation against agreed indices to measure change over time and wellbeing outcomes.

It is intended that the Strategy will be updated every five to 10 years with regular reviews of priorities in light of changing population dynamics and circumstances.

Principles

These principals will guide the refreshed Population Strategy.

Innovation – future orientated, adaptive to emerging needs, systems based change for improved outcomes.

Sustainable - live locally, act globally, committed to future generations.

Equitable – aim to ensure all living in Tasmania have the opportunity to live a good life.

Collaborative – cross disciplinary and cross-sector, sharing information, insights, and resources across organisations with shared purpose, leading to increased efficiency and impact.

Objectives

To better balance our currently ageing population, an aim is to increase the proportion of people aged between 0 to 44 years. This would enable Tasmania to have a more even spread of ages and stages of life so we can achieve long-term sustainable growth.

In order to do this, the Population Strategy will focus on the following four objectives.

1. Enable planning arrangements that improve liveability.
2. Reduce unnecessary barriers to those wishing to have and raise children.
3. Align emerging employment opportunities, changing workforce needs and migration.
4. Manage a structurally ageing population.

I. Enable planning arrangements that improve liveability

Liveability means living in communities that are safe, inclusive, and environmentally sustainable. Affordable and diverse types of housing as well as easy access to places of work, schools, public open spaces, shops, health and community services and recreation are important factors people weigh up when considering moving to or leaving a place. A liveable community also has convenient and accessible transport options and infrastructure to support a range of mobility needs, walking and cycling. Liveable communities can be healthier, more economically vibrant, socially inclusive and environmentally sustainable places to live.

In 2021, the *Australian Liveability Census* explored what was most important in terms of neighbourhood liveability⁷. This census was a large national social research project and included 3,200 records gathered from community members in Tasmania. Key findings nationally for improving local neighbourhoods included improving walkability to local amenities and open spaces.

The Heart Foundation's 2020-21 *What Australia Wants* survey measured community sentiment around qualities of neighbourhoods⁸. Tasmanians prioritised access to healthy food, housing diversity and a sense of place (that is, safety, community, and natural elements as the most important design features).

Government has a role in embedding liveability principles in coordinated policy decisions relating to

the management and planning of cities, towns, and regional areas. As Tasmania grows, we have an opportunity to plan our communities in a way that creates healthy, sustainable, liveable, and connected spaces that both help attract and retain community members.

The Population Strategy will consider practical opportunities and localised approaches, with an interest in fostering collaboration between communities that are dealing with similar challenges. For instance, areas with older populations, or those trying to foster a greater sense of belonging for recently arrived community members.



"I can't afford to live in or around the city, so I have to live further out and even then, rent, food and bills still use up all my pay. I can't really afford to keep my car on the road, but catching a bus means I'm either two hours early for work or I'm an hour late."

Hayley



"Living in a regional area is great but I'm at the point now where I've got to choose between staying close to my family and my mates or leaving and getting the help I need."

Tyler

Consultation questions - have your say

- 1.1. In the next five to 30 years, what liveability related issues do you see impacting your sector, or the community you live in?
- 1.2. What in your view are the top two opportunities which have the potential to increase liveability? Please share potential partnerships and other approaches that could assist in progressing these opportunities.
- 1.3. How could all levels of government, business and community organisations work together to design and plan services to improve liveability?

2. Reduce unnecessary barriers to those wishing to have and raise children

Increasing the number of births is important for sustaining a steady population growth. This can be achieved by attracting and retaining younger people who are more likely to start families, as well as supporting residents who want to have children.

Australian data⁹ suggest that people are having fewer children as they feel the stresses of juggling work, life and family are too overwhelming and costly. Gender pay inequality and cultural expectations are also significant factors influencing parents' choices for who works and when. Australian women of child-bearing age are far more likely than men to drop out of the labour force altogether. In the age group 30-39 years, women are around three times more likely than men to be outside the labour force and this has substantial long-term effects on women's economic security. For example, one in three women in Australia retire without superannuation, and 80.6 per cent of one parent families in Tasmania are headed by women.

Of mothers who are employed, almost 60 per cent of those with a child under the age of six work part time compared with less than eight per cent of employed fathers.



"As a nurse, my wife often works late shifts. I want to be around more to help with our toddler, but my workplace doesn't want us working from home and we have strict work hours. Not being able to start and finish an hour earlier means I can't be there to pick my child up from care, and we don't have family here to help out. I can't see how we'd be able to have another child."

Alex

For parents whose youngest child is aged 6-14 years, close to half of all employed mothers work part time compared with less than one in 10 employed fathers.

Limited access to early childhood education and care is also impacting individual employment and income, particularly decreasing female workforce participation. The economic impacts flow on to affect children's social, health and educational outcomes.

The Population Strategy will consider policies which permit and encourage women to stay in the labour force when they have children; including for instance, ways to increase access to affordable, quality childcare, family friendly workplaces, gender equity, and work/life balance policies. Working with the Australian and local governments along with non-government entities and communities where possible will be central to our success.



"We've always thought Tassie was such a great place to raise kids - we'd love to have another child if we can."

Sarah and Tim

Consultation questions - have your say

2.1. To increase workforce participation, how can workplaces in Tasmania become more adaptable as the future of work changes?

2.2. Given the scope of the Population Strategy, what is critical for all levels of government to do to a) attract and retain families and b) support those looking to start a family, to create a life in Tasmania?

3. Align emerging employment opportunities, changing workforce needs and overseas and interstate migration

Migration is motivated by a range of factors, including war and civil unrest, climate change and the desire to create a better life. Recent research found the most common reasons for moving to (or back to) Tasmania were the natural environment, to be closer to family, and seeking a change of lifestyle¹⁰.

Shifts in overseas migration patterns arising from the COVID-19 pandemic have affected a significant number of sectors. Skill gaps in Tasmania are largely in the areas of health, allied health, building and construction, community services, engineering, manufacturing, agriculture, education, engineering and hospitality. Additionally, a significant proportion of job vacancies causing stress to industry are in low skilled, low paying roles¹¹.

A return of migration, with targeted efforts to attract younger cohorts and address workforce skill and labour gaps is an important part of achieving sustainable population growth. ¹²However, interstate, and international migration must be managed (where possible) in a way that considers the varying needs of different parts of the state.



"I often get asked 'where are you from?'. When will other Tasmanians see me as a local? I'm here. I've chosen to live here. I've been for so many job interviews, but sense businesses only want to employ what they see as a local – people who look like them."

Sam

Tasmania's skilled migration program has been established for people wanting to move to the state who have skills that we need. Skilled migrants are attracted to Tasmania because of our enviable lifestyle, career opportunities, affordable housing relative to some places, reputable schools and a globally recognised university.

The Tasmanian Government actively pursues skilled and business migrants in recognition of the significant contribution migrants make to Tasmania's economy and cultural diversity.

Migrating and settling into a community is often also for personal and family reasons. Strong community connections have been demonstrated to lead to better retention of newly arrived community members over the longer term with flow on benefits for communities. There are many ways to achieve this, for example, supported volunteering and involvement in sport and recreation, arts and cultural groups along with more inclusive workplaces.

Younger and working age people tend to make up the majority of net outward interstate migration for smaller jurisdictions such as Tasmania.

This is because younger and working age people often move to larger jurisdictions and cities to pursue study or employment opportunities. Improved liveability has the potential to improve the retention of long term locals and newly arrived community members.

The Population Strategy will consider how to strengthen attraction and retention of working age and family formation age groups. Increasing community members' sense of belonging will be key to successful settlement and more broadly for Tasmanian's wellbeing. It is acknowledged that stories of belonging are not complete without recognising the voices of Tasmanian Aboriginal people and their continuous custodianship of country and culture.

The Tasmanian Government is already active in attracting investment, innovation and entrepreneurship, facilitating skills and workforce development and job creation to drive state growth.

See Appendix for related Tasmanian Government Strategies.

Consultation questions - have your say

3.1. When we consider the next generation of 15 to 18 year old Tasmanians, what is needed to help support them to thrive and choose to live in their home state?

3.2. What can be done to attract and retain more 18 to 44 year olds from interstate and overseas to address labour and/or skills shortages over the next five to 30 years?

3.3. What is needed to support successful settlement for skilled migrants and newly arrived community members in different parts of Tasmania?

3.4. How might emerging workforce needs across a range of sectors and industries be met through joined up efforts?



"I don't feel like I belong in my community even though I've been living, working and volunteering here for eight years. People on the street say racist things to me, like even when I'm just walking my dog."

Amahle



4. Manage a structurally ageing population

The Population Strategy will look to embrace the economic and social opportunities of an ageing population.

Changing trends, for instance the shift away from residential aged care during the pandemic along with the uptake of new technologies over time, present interesting opportunities. Examples include targeted nutrition, precision health, transport and logistics, research and development, contemporary manufacturing, innovation and technological advancements, expansion of initiatives such as telemedicine, remote monitoring, and rehabilitation as well as career upskilling. People living with disability, and others requiring care and support could also benefit potentially³.

Facilitating intergenerational engagement could benefit health and wellbeing within an ageing population⁴ for example the ABC's social connection trials of *Old People's Home for 4 Year Olds*⁵ and *Old People's Home for Teenagers*⁶. Consideration will be given for how existing facilities and services could be adapted for broader use and outcomes.



"I live alone in what was our family home. It's a bit big and lonely here but I can't face the idea of having to pack up."

John

Additionally, ways to leverage and build on the experience, skills and perspectives of an ageing workforce and volunteer base can assist population retention, wellbeing, social connection and increased productivity. Shifting work models may mean that even though there is an increase of people approaching or at retirement age, they may still be working (working from home, part-time work, portfolio work).



"Being seen as a statistic or a problem to be managed is a bit humiliating. . . So many of my friends use technology now – the pandemic forced us to didn't it? I'm online a lot, connecting with family and friends. I'd like to see seniors viewed more positively, with greater dignity for people who need care."

Susan

Consultation questions - have your say

- 4.1. What are the most significant innovation opportunities you see which have the potential to improve (one or all of) health, food security, ageing in place, and aged care?
- 4.3. How might we redesign mechanisms and services for smaller scale and declining communities to increase wellbeing outcomes?
- 4.4. Do you see potential to redesign current initiatives or use existing facilities in a new way to engage intergenerational participation? Please outline ideas that could be scaled up for broad application.

Endnotes

- 1 Department of Treasury and Finance, National, State and Territory Population, June quarter 2022
- 2 Commonwealth of Australia, Planning for Australia's Future Population, Canberra, 2019.
- 3 Updated projections for Tasmania's population will be released by the Department of Treasury and Finance in 2023 following the final release of the 2021 Census data
- 4 Australian Centre for Population, 2022 Population Statement, 2022
- 5 Tasmania Statement: Working Together for the Health and Wellbeing of Tasmanians
- 6 Denny, L, Insight Six: Positive signs, but how can we make it last? Tasmania's changing population dynamics, 2018
- 7 Malshe, A., Vann, G., Baig, J., Legge, K., Courtemanche, M. B. & Morphet, V. 2021. State of Place 2021 Australian Liveability Census. In: Place Score (ed.).
- 8 National Heart Foundation of Australia 2020. What Australia Wants – Living locally in walkable neighbourhoods: National Heart Foundation of Australia.
- 9 KPMG Towards a more equal sharing of work, 2021
- 10 Kocar, S., Seivwright, A., What's in a place? Drivers of migration to and from Tasmania, 2022
- 11 Kocar, S., Horton, E., Denny, L., Seivwright, A., Lester, L., Building population resilience in Tasmania: The pandemic and beyond, 2022
- 12 Australian Government, Planning for Australia's Future Population, 2019
- 13 Denny, L. & Pissau, N., Regional population trends in Tasmania: Issues and options, 2020
- 14 Kreczkowska, A, Spalding, D, McGeown, W, Gow, A, Carlson, M, Nicholls, L., A systematic review of the impacts of intergenerational engagement on older adults' cognitive, social, and health outcomes, 2021
- 15 <https://iview.abc.net.au/show/old-people-s-home-for-4-year-olds>
- 16 <https://iview.abc.net.au/show/old-people-s-home-for-teenagers>
- 17 Department of Treasury and Finance, Population projections for Tasmania and its Local Government Areas, 2022
- 18 Australian Bureau of Statistics (2022) Table 1. Median age, sex ratio and broad age groups – 30 June 2021, Regional population by age and sex, accessed 09 November 2022.
- 19 Australian Bureau of Statistics (2006) 3235.0 - Population by Age and Sex, Australia, 2006, accessed 09 November 2022.

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ACTION	DECISION
PROPONENT	Council Officer
OFFICER	John Brown, General Manager
FILE REFERENCE	002\024\003\
ASSOCIATED REPORTS AND DOCUMENTS	Draft Policy – LG03 – Councillors Code of Conduct Policy – Fact Sheet – Amendments to <i>Local Government Act 1993</i> and <i>Local Government (Model Code of Conduct) Order 2016</i>

OFFICER’S RECOMMENDATION:

That Policy LG03 Councillors Code of Conduct as amended, be adopted.

INTRODUCTION:

As per the legislative requirements Council is required to review the Councillors Code of Conduct Policy within three (3) months after each ordinary election and/or within three (3) months of the Minister making any amendments available therefore this Policy is now due for revision.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 19 March 2012 – Minute No 03/12.15.4.069.
 Amended 21 August 2014 – Minute No 12/14.15.5.256.
 Amended 16 May 2016 – Minute No 05/16.3.131.
 Amended 27 June 2016 – Minute No 06/16.16.3.162.
 Amended 18 March 2019 – Minute No 03/19.16.4.60

OFFICER’S REPORT:

This Policy was previously reviewed in March 2019 and as per the review schedule is due for revision following a Council Election and/or amendments made by the Minister.

Minor amendments to the policy have been highlighted in the attached draft policy and include a change to the Good Governance headings to reflect the updated Good Governance Guide for Local Government in Tasmania.

The draft policy has also been updated to include the latest versions of the Local Government Code of Conduct Complaint Form and the Local Government Code of Conduct Framework.

STRATEGIC PLAN & ANNUAL PLAN:

Strategic Plan 2017 - 2027

Achieving the Vision - ...be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.

LEGISLATION & POLICIES:

Local Government Act 1993.
Local Government (Model Code of Conduct) Order 2016.

BUDGET; FUNDING AND FINANCIAL IMPLICATIONS:

Not Applicable.

VOTING REQUIREMENTS:

Simple Majority.

**POLICY NO LG03
COUNCILLORS CODE OF CONDUCT POLICY**

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	General Manager
LINK TO STRATEGIC PLAN:	... be visionary and accountable leaders who advocate and represent the views of our community in a transparent way.
STATUTORY AUTHORITY:	Local Government Act 1993 Local Government (General) Regulations 2005
OBJECTIVE:	<p>This Code of Conduct sets out the standards of behaviour expected of the councillors of the Break O'Day Council, with respect to all aspects of their role.</p> <p>As leaders in the community, councillors acknowledge the importance of high standards of behaviour in maintaining good governance. Good governance supports each councillor's primary goal of acting in the best interests of the community.</p> <p>Councillors therefore agree to conduct themselves in accordance with the standards of behaviour set out in the Code of Conduct.</p> <p>This Code of Conduct incorporates the Model Code of Conduct made by Order of the Minister responsible for local government.</p>
POLICY INFORMATION:	<p>Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 21 August 2014 – Minute No 08/14.15.6.256 Amended 16 May 2016 – Minute No 05/16.16.3.131 Amended 27 June 2016 – Minute No 06/16.16.3.162 Amended 18 March 2019 – Minute No 03/19.16.3.60</p>

POLICY

MODEL CODE OF CONDUCT

PART 1 - Decision Making

1. A councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.
2. A councillor must make decisions free from personal bias or prejudgement.
3. In making decisions, a councillor must give genuine and impartial consideration to all relevant information known to him or her, or of which he or she should have reasonably been aware.
4. A councillor must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.

PART 2 - Conflict of Interests that are Not Pecuniary

1. When carrying out his or her public duty, a councillor must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.
2. A councillor must act openly and honestly in the public interest.
3. A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.
4. A councillor must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.
5. A councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.
6. A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –
 - (a) declare the conflict of interest and the nature of the interest before discussion on the matter begins; and
 - (b) act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the councillor to remove himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.
7. This Part does not apply in relation to a pecuniary interest.

PART 3 - Use of Office

1. The actions of a councillor must not bring the Council or the office of councillor into disrepute.
2. A councillor must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.
3. In his or her personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), a councillor must not expect nor request, expressly or implicitly, preferential treatment for himself or herself or any other person or body.

PART 4 - Use of Resources

1. A councillor must use Council resources appropriately in the course of his or her public duties.
2. A councillor must not use Council resources for private purposes except as provided by Council policies and procedures.
3. A councillor must not allow the misuse of Council resources by any other person or body.

PART 5 - Use of Information

1. A councillor must only access or use Council information needed to perform his or her role and not for personal reasons or non-official purposes.
2. A councillor must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

PART 6 - Gifts and Benefits

1. A councillor may accept an offer of a gift or benefit if it directly relates to the carrying out of the councillor's public duties and is appropriate in the circumstances and is not in contravention of any relevant legislation.
2. A councillor must avoid situations in which a reasonable person would consider that any person or body, through the provisions of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the councillor or the Council.

PART 7 - Relationships with Community, Councillors and Council Employees

1. A councillor –
 - (a) must treat all persons fairly; and
 - (b) must not cause any reasonable person offence or embarrassment; and
 - (c) must not bully or harass any person.
2. A councillor must listen to, and respect, the views of other councillors in Council and committee meetings and any other proceedings of the Council, and endeavour to ensure that issues, not personalities, are the focus of debate.
4. A councillor must not contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.
5. A councillor must not contact an employee of the Council in relation to Council matters unless authorised by the General Manager of the Council.

PART 8 - Representation

1. When giving information to the community, a councillor must accurately represent the policies and decisions of the Council.
2. A councillor must not knowingly misrepresent information that he or she has obtained in the course of his or her duties.
3. A councillor must not speak on behalf of the Council unless specifically authorised or delegated by the Mayor or Lord Mayor.
4. A councillor must clearly indicate when he or she is putting forward his or her personal views.
5. A councillor's personal views must not be expressed publicly in such a way as to undermine the decisions of the Council or bring the Council into disrepute.
6. A councillor must show respect when expressing personal views publicly.
7. The personal conduct of a councillor must not reflect, or have the potential to reflect, adversely on the reputation of the Council.



8. When representing the Council on external bodies, a councillor must strive to understand the basis of the appointment and be aware of the ethical and legal responsibilities attached to such an appointment.

PART 9 - Variation of Code of Conduct

1. Any variation of this model code of conduct is to be in accordance with section 28T of the Act.

SUPPLEMENTARY INFORMATION TO ACCOMPANY THE MODEL CODE OF CONDUCT

1. INTRODUCTION

Purpose of Code of Conduct

This Code of Conduct sets out the standards of behaviour of the councillors of the Break O'Day Council, with respect to all aspects of their role.

As leaders in the community, councillors acknowledge the importance of high standards of behaviour in maintaining good governance. Good governance supports each councillor's primary goal of acting in the best interests of the community.

Councillors therefore agree to conduct themselves in accordance with the standards of behaviour set out in the Code of Conduct.

This Code of Conduct incorporates the Model Code of Conduct made by Order of the Minister responsible for local government.

Application of Code of Conduct

This Code of Conduct applies to a Councillor whenever he or she:

- conducts Council business, whether at or outside a meeting;
- conducts the business of his or her office (which may be that of Mayor, Deputy Mayor or Councillor); or
- acts as a representative of the Council.

A complaint of failure to comply with the provisions of the Code of Conduct may be made where the Councillor fails to meet the standard of conduct specified in the Code of Conduct.

Section 28S of the Local Government Act 1993 - Contents of model code of conduct

- (1) The model code of conduct as made, amended or substituted under [section 28R](#) must be consistent with this Act and is to provide for the following matters:
 - (a) what constitutes a conflict of interest for a councillor and the procedure to be followed if a councillor has a conflict of interest;
 - (b) the proper and improper use by a councillor of his or her office with the council;
 - (c) the proper and improper use by a councillor of council resources;
 - (d) the proper and improper use by a councillor of information obtained in his or her office with the council;
 - (e) the right of a councillor to receive gifts and benefits and the procedure to be followed by a councillor when receiving gifts and benefits in the situations specified in the model code of conduct;

- (f) the appropriate or inappropriate behaviour of a councillor in his or her relationships with the community, other councillors and council employees;
- (g) the proper and improper manner in which a councillor represents himself or herself as a councillor, and represents the council, to the community;
- (h) any prescribed matter.

Principles of Good Governance

By adopting this Code of Conduct, Councillors commit to the overarching principles of good governance by being:

Accountable – Explain, and be answerable for, the consequences of decisions made on behalf of the community.

Transparent – Ensure decision making processes can be clearly followed and understood by the community.

Law-abiding – Ensure decisions are consistent with relevant legislation or common law, and within the powers of Local Government.

Responsive – Represent and serve the needs of the entire community while balancing competing interests in a timely, appropriate and responsive manner.

Equitable and Inclusive – Provide all groups with the opportunity to participate in the decision making process and treat all groups equally.

Participatory and inclusive – Ensure that anyone affected by or interested in a decision has the opportunity to participate in the process for making that decision.

Effective and efficient – Implement decisions and follow processes that make the best use of the available people, resources and time, to ensure the best possible results for the community.

Consensus oriented – Take into account the different views and interests in the community, to reach a majority position on what is in the best interests of the whole community, and how it can be achieved.

2. LEGISLATION

The code of conduct framework is legislated under the *Local Government Act 1993* (the Act). The Act is available to view via the Tasmanian Legislation Website at www.thelaw.tas.gov.au and should be read in conjunction with this policy.

Code of Conduct

Tasmanian councillors are required to comply with the provisions of the Council's Code of Conduct while performing the functions and exercising the powers of his or her office with the council.

The Code of Conduct incorporates the Model Code of Conduct (made by order of the Minister responsible for local government) and may include permitted variations included as attached schedules to the Model Code of Conduct.

S.28V Making a Code of Conduct Complaint

- (1) A person may make a complaint against one councillor in relation to the contravention by the councillor of the relevant council's code of conduct.

- (2) A person may make a complaint against more than one councillor in relation to the contravention by the councillors of the relevant council's code of conduct if all the councillors complained against behaved on a particular occasion in such a manner as to commit the same alleged contravention of the code of conduct.
- (3) A complaint is to –
 - (a) be in writing; and
 - (b) state the name and address of the complainant; and
 - (c) state the name of each councillor against whom the complaint is made; and
 - (d) state the provision of the relevant code of conduct that the councillor has allegedly contravened; and
 - (e) contain details of the behaviour of each councillor that constitutes the alleged contravention; and
 - (f) be lodged with the general manager of the relevant council within 6 months after the councillor or councillors against whom the complaint is made allegedly committed the contravention of the code of conduct; and
 - (fa) be accompanied by a statutory declaration, signed by the complainant or by each complainant, verifying the accuracy of the information contained in the complaint; and
 - (fb) contain details of all efforts made by the complainant to resolve the issue that is the subject of the complaint; and
 - (g) be accompanied by any prescribed fee.
- (4) If the subject matter of a complaint by its nature consists of a series of separate incidents that, taken together, form the subject matter, the period referred to in [subsection \(3\)\(f\)](#) runs from the most recent of the incidents mentioned in the complaint.
- (5) A complaint may not be made by more than 2 complainants jointly.

S.28X. Amendment of Code of Conduct Complaint

- (1) A complainant, in writing provided to the general manager or the Code of Conduct Panel, may amend a code of conduct complaint at any time before the Code of Conduct Panel commences an investigation into the complaint.
- (2) If the Code of Conduct Panel has commenced its investigation into a code of conduct complaint, a complainant may not amend the complaint.
- (3) If a notice amending a code of conduct complaint is provided to the general manager after the complaint has been referred to the Code of Conduct Panel, the general manager is to notify the Executive Officer, in writing, of the amendment.
- (4) On becoming aware of an amendment to a code of conduct complaint, the Code of Conduct Panel is to notify the following persons, in writing, of the amendment:
 - (a) the general manager, unless the complainant provided the amendment to the general manager;
 - (b) if the councillor against whom the complaint is made has been notified of the complaint, the councillor.

S.28ZB. Dismissal of Code of Conduct Complaint on Initial Assessment

- (1) The chairperson of the Code of Conduct Panel, on an initial assessment, may dismiss the code of conduct complaint, or part of it, if he or she considers that –
 - (a) the complaint or part is frivolous, vexatious or trivial; or
 - (ab) the complainant has not made a reasonable effort to resolve the issue that is the subject of the complaint; or

- (b) the complaint or part does not substantially relate to a contravention of the code of conduct of the relevant council; or
 - (c) the complainant has made the complaint or part in contravention of –
 - (i) a determination of the chairperson made under [subsection \(2\)](#) ; or
 - (ii) a determination of the Code of Conduct Panel made under [section 28ZL\(3\)](#) .
- (2) If the chairperson of the Code of Conduct Panel dismisses the code of conduct complaint or part of it on the basis that it is frivolous, vexatious or trivial, the chairperson, in the notice provided under [section 28ZA\(3\)](#) , may direct the complainant not to make a further complaint in relation to the same matter unless the complainant provides substantive new information in the further complaint.

28ZE. Conduct of investigations generally

- (1) In the investigation of a code of conduct complaint, the Code of Conduct Panel –
- (a) is to conduct the investigation with as little formality, and as expeditiously, as is reasonably practicable in the particular circumstances; and
 - (b) is not bound by the rules of evidence and may inform itself on any matter in any manner it considers appropriate; and
 - (c) must observe the rules of natural justice; and
 - (d) may regulate its own procedure.
- (2) In the investigation of a code of conduct complaint, the Code of Conduct Panel may –
- (a) determine what evidence is required to enable it to determine the complaint; and
 - (b) subject to [subsection \(3\)](#) , determine the manner in which it will accept evidence from the complainant, the councillor against whom the complaint is made and any witnesses.
- (3) In an investigation of a code of conduct complaint, the Code of Conduct Panel may accept evidence given orally on oath or affirmation or by written submissions and documents provided in, or annexed to, a statutory declaration.
- (4) At any time during an investigation of a code of conduct complaint, the Code of Conduct Panel, in writing, may request the complainant, the councillor against whom the complaint is made, a witness or the relevant council to provide information and documents, or further information and documents (including information, and documents containing information, of a kind referred to in [section 338A](#)), that the Panel considers may be relevant to the determination of the complaint.
- (5) A person who has been requested under [subsection \(4\)](#) to provide information and documents, or further information and documents, is to do so within –
- (a) the period specified in the request; or
 - (b) such longer period as the Code of Conduct Panel, before the expiration of the period specified in the request, may allow.
- (5A) A person who has been requested under [subsection \(4\)](#) to provide any information or document is to provide a statutory declaration verifying the accuracy of that information or document.
- (6) If a council or a councillor in response to a request under [subsection \(4\)](#) provides to the Code of Conduct Panel information, or a document containing information, of a kind referred to in [section 338A](#) , a member of the Code of Conduct Panel must not disclose that information or document to any person except as otherwise allowed by [sections 28ZJ and 28ZK](#) .

339. Improper use of information

- (2A) A person must not make improper use of any information acquired by the person in relation to a code of conduct investigation.
 Penalty: Fine not exceeding 50 penalty units.

Code of Conduct Complaint Lodgement Fee

The code of conduct complaint lodgement fee is prescribed under Schedule 3 (Fees) of the *Local Government (General) Regulations 2015*. The lodgement fee is 50 fee units (~~\$8579.00 in 2022-23~~/2023-24).

3. FURTHER ASSISTANCE

Councillor Dispute Resolution

Councillors commit to developing strong and positive working relationships and working effectively together at all times.

Prior to commencing a formal code of conduct complaint, the Councillors who are parties to any disagreement should endeavour to resolve their differences in a courteous and respectful manner, recognising that they have been elected to act in the best interests of the community.

A Council's internal dispute resolution process should be the first step that is taken when there is a dispute between Councillors.

A Councillor who is party to any disagreement should request the Mayor or the General Manager to assist that Councillor in resolving the disagreement informally.

If the informal assistance does not resolve the disagreement, the General Manager may, with the consent of the parties involved, choose to appoint an external mediator to assist in the resolution of the disagreement. If an external mediator is appointed, Councillors who are party to the disagreement must strive to cooperate with the mediator and use their best endeavours to assist the mediator and participate in the mediation arranged.

Where a matter cannot be resolved through internal processes, the next step may be to lodge a formal code of conduct complaint.

Councillors should only invoke the provisions of the Code of Conduct in good faith, where it is perceived that another Councillor has not complied with the provisions or intent of the Code of Conduct.

Complaints under the *Local Government Act 1993*

The Director of Local Government is responsible for the investigation of complaints regarding alleged breaches of the Act.

Any person can make a complaint to the Director, via the Local Government Division (contact details below), in accordance with section 339E of the Act, where it is genuinely believed that a Council, Councillor or General Manager may have committed an offence under the Act or failed to comply with the requirements of the Act.

To make a complaint, it is recommended that you first contact the Local Government Division to discuss whether the matter is something that the Division can assist with.

Public Interest Disclosure

Any instances of suspected corrupt conduct, maladministration and serious and substantial waste of public resources or substantial risk to public health or safety or to the environment should be reported in accordance with the *Public Interest Disclosures Act 2002*. Disclosures may be made to the Tasmanian Ombudsman or the Tasmanian Integrity Commission.



4. MONITORING AND REVIEW

This Policy will be reviewed every four (4) years following a Council Election in line with Legislation and the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures of if deemed necessary by the Mayor and the General Manager.

5. KEY CONTACTS

Department of Premier and Cabinet's Local Government Division
Executive Building, 15 Murray Street, HOBART TAS 7000
GPO Box 123, HOBART TAS 7001
Phone: (03) 6232 7022 Fax: (03) 6232 5685
Email: localgovernment@dpc.tas.gov.au
Web: www.dpac.tas.gov.au/divisions/local_government

Local Government Association of Tasmania
326 Macquarie Street, HOBART TAS 7000
GPO Box 1521, HOBART TAS 7001
Phone: (03) ~~6146 3740~~~~6233 5966~~
Email: receptionadmin@lgat.tas.gov.au
Web: www.lgat.tas.gov.au

The Tasmanian Integrity Commission
Surrey House, Level 2, 199 Macquarie Street, HOBART TAS 7000
GPO Box 822, HOBART TAS 7001
Phone: 1300 720 289
Email: contactmpcr@integrity.tas.gov.au
Web: www.integrity.tas.gov.au

Ombudsman Tasmania
NAB House, Level 6, 86 Collins Street, HOBART TAS 7000
GPO Box ~~960423~~, HOBART TAS 7001
Phone: 1800 001 170
Email: ombudsman@ombudsman.tas.gov.au
Web: www.ombudsman.tas.gov.au



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Complaint form Local Government Code of Conduct

Instructions for Use

This form is for making a complaint under your council's Local Government Code of Conduct.

This form has been provided to ensure that you include all the information required under the *Local Government Act 1993* in your complaint. You will need to complete all the sections in this form.

To make a valid complaint, you will need to:

- Complete this form or otherwise put your complaint in writing as described below;
- Provide a statutory declaration, signed by each person making the complaint, verifying the accuracy of the information contained in the complaint. The approved Statutory Declaration form, and requirements for completing it, are available at www.dpac.tas.gov.au/divisions/local_government/local_government_code_of_conduct/making_a_code_of_conduct_complaint
- Lodge the complaint and statutory declaration with the general manager of your council within six months of the councillor or councillors committing the alleged breach; and
- Pay the fee for lodging a complaint to the relevant council. The fee for 2022-23 is \$85.

You do not have to use this form. If you choose not to use this form, your complaint will need to:

- Be in writing;
- State your name and address and the name and address of any other complainants;
- State the name of each councillor you are making the complaint against;
- State which provision/s of the relevant code of conduct each councillor has allegedly breached;
- Detail the behavior of each councillor that you allege breached the Code;
- Details what efforts you have made to resolve the complaint with the relevant councillor;
- Be accompanied by a statutory declaration, and the required fee, and be lodged with the general manager of your council, as outlined above.

Local Government Code of Conduct Panel	GPO Box 123 Hobart TAS	T: 6232 7013	E: lgconduct@dpac.tas.gov.au
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19/20287
March 2022



Complaint form
Local Government Code of Conduct

CONTACT DETAILS (of person making the complaint)	
Name:	Telephone (mobile):
Address (Residential):	Telephone (work):
Address (Postal):	Telephone (home):
Email address:	Preferred mode of contact:
SUMMMARY OF COMPLAINT	
Name of Councillor who you believe has breached the Code of Conduct:	
Provisions of the Code of Conduct that you believe have been breached:	
Date(s) of incident(s):	
Location(s) of incident(s):	

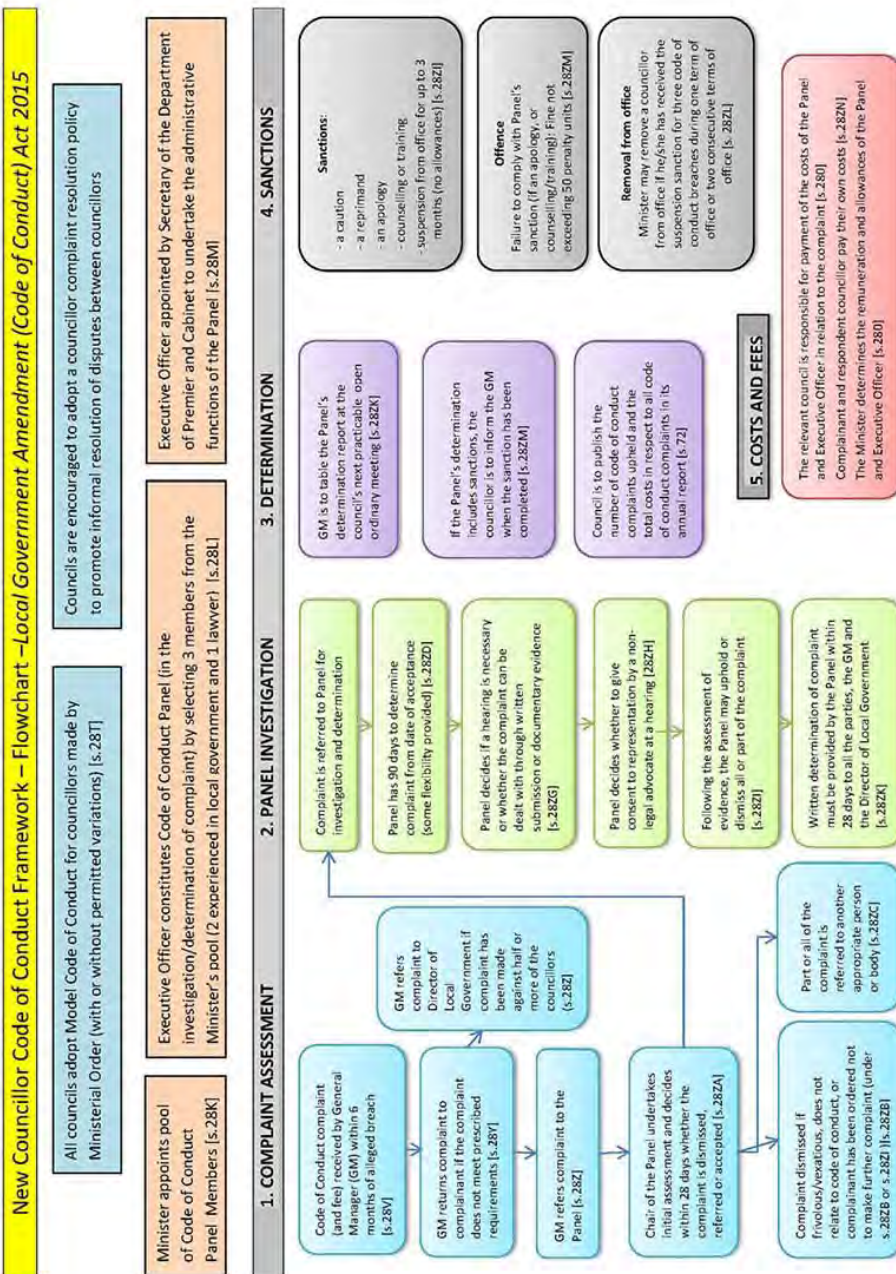
Local Government Code of Conduct Panel | GPO Box 123 Hobart TAS | T: 6232 7013 | E: lgconduct@dpac.tas.gov.au
19/20287
March 2022



Complaint form
Local Government Code of Conduct

<p>HAVE YOU MADE ANY EFFORTS TO RESOLVE THE COMPLAINT WITH THE RESPONDENT COUNCILLOR?</p> <p>(NOTE: THIS SECTION IS COMPULSORY. FAILURE TO ADEQUATELY COMPLETE IT MAY RESULT IN THE COMPLAINT BEING RETURNED TO YOU)</p>	
<p>YES <input type="checkbox"/></p> <p>Briefly describe the efforts that you have made (NOTE: YOU MUST COMPLETE THIS SECTION):</p>	<p>NO <input type="checkbox"/></p> <p>Include a brief statement explaining why you have not made any efforts to resolve the issue with the respondent councillor:</p>
<p>DESIRED OUTCOME OF COMPLAINT</p> <p>Please explain what you would like to happen as a result of lodging this complaint:</p>	
<p>PLEASE SIGN AND DATE</p> <p>SIGNATURE:</p>	
<p>Date:</p>	

Local Government Code of Conduct Panel | GPO Box 123 Hobart TAS | T 6232 7013 | E: lgconduct@dbcc.tas.gov.au
19/20267
March 2022



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

IN CONFIDENCE

- 02/23.18.0** **CLOSED COUNCIL**
- 02/23.18.1** **Confirmation of Closed Council Minutes – Council Meeting 16 January 2023**
- 02/23.18.2** **Outstanding Actions List for Closed Council**
- 02/23.18.3** **Contract 030\001\141\ Bridge 2293 Replacement - Closed Council Item Pursuant to Section 15(2)(d) of the Local Government (Meeting Procedures) Regulations 2015**
- 02/23.18.4** **Housing Supply - Closed Council Item Pursuant to Section 15(2)(f) of the Local Government (Meeting Procedures) Regulations 2015**

Pursuant to Regulation 15(1) of the Local Government (Meeting Procedures) Regulations 2005 that Council move out of Closed Council.